

12 March 2014

**INTERNATIONAL BOARD OF AUDITORS FOR NATO**

**AUDITOR'S REPORT ON THE FINANCIAL STATEMENTS OF**

**THE NATO PARLIAMENTARY ASSEMBLY**

**(NATO PA)**

**AND THE NATO PA PROVIDENT FUND**

**FOR THE YEAR ENDED 31 DECEMBER 2013**

## **REPORT OF THE INTERNATIONAL BOARD OF AUDITORS FOR NATO TO THE NATO PARLIAMENTARY STANDING COMMITTEE**

### **Report on the Financial Statements**

The International Board of Auditors for NATO (Board) audited the attached financial statements of the NATO Parliamentary Assembly (NATO PA), which comprised the statement of financial position as at 31 December 2013, and the statement of financial performance, the cash flow statement, statement of reserve funds and provisions and the statement of budgetary expenditure for the year then ended. The Board also audited the attached financial statements of the NATO Parliamentary Assembly Provident Fund for the year ended 31 December 2013, which comprised the statement of financial position, the statement of financial performance and the cash flow statement.

#### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the reporting framework adopted by the NATO PA and in accordance with the accounting principles set out in NATO PA financial regulations as authorized by the NATO Parliamentary Standing Committee. This responsibility includes the design, implementation and maintenance of internal control relevant to the preparation and presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### *Auditor's Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit, which is conducted in accordance with our Charter and international standards on auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, due to fraud or error. In making those risk assessments, internal control relevant to the entity's preparation and presentation of financial statements is considered in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of internal control. An audit also includes evaluating the appropriateness of accounting policies used, the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### *Opinion on Financial Statements*

In our opinion, the financial statements present fairly, in all material respects, the financial position of the NATO PA and its Provident Fund as of 31 December 2013, and of its financial performance and its cash flows for the year then ended in accordance with the reporting framework adopted by the NATO PA and the accounting principles set out in NATO PA financial regulations and NATO PA regulations governing the Provident Fund.

### **Report on Compliance**

#### *Management's Responsibility for Compliance*

In addition to the responsibility for the preparation and presentation of the financial statements described above, management is also responsible for ensuring that the financial transactions and information reflected in the financial statements are in compliance with the NATO PA financial regulations and NATO PA regulations governing the Provident Fund as authorised by the NATO Parliamentary Standing Committee.

#### *Auditor's Responsibility*

In addition to the responsibility to express an opinion on the financial statements described above, our responsibility includes expressing an opinion on whether the financial transactions and information reflected in the financial statements are, in all material respects, in compliance with the NATO PA financial regulations and NATO PA regulations governing the Provident Fund. This responsibility includes performing procedures to obtain reasonable assurance about whether the funds have been used for the settlement of authorised expenditure and whether their operations have been carried out in compliance with the financial and personnel regulations in force. Such procedures include the assessment of the risks of material non-compliance.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### *Opinion on Compliance*

In our opinion, in all material respects the financial transactions and information reflected in the financial statements are in compliance with the NATO PA financial regulations and NATO PA regulations governing the Provident Fund.

Brussels, 12 March 2014

Dr Charilaos Charisis  
Chairman



# **NATO PARLIAMENTARY ASSEMBLY**

## **FINANCIAL STATEMENTS**

**AT 31st DECEMBER 2013**

**Approved by the Secretary General**

A handwritten signature in black ink, appearing to read 'D. Anders Fogh Rasmussen', is placed below the text 'Approved by the Secretary General'.

## ACCOUNTING POLICIES

### Note 1: The Organisation

The NATO Parliamentary Assembly (NATO PA) is a forum of parliamentarians from NATO member nations and associates and partner countries. It brings together European and North American legislators to debate and discuss issues of common interest and concern. The Assembly is entirely independent of NATO.

The Assembly's governing body is the Standing Committee, which is composed of the Head of each member delegation, the President, the Vice-Presidents, the Treasurer and the Secretary General. The International Secretariat under its Secretary General is responsible for all administration and the bulk of research and analysis that supports the Assembly's Committees, Sub-Committees and other groups.

**Note 2: Significant Accounting Policies:** the accounts are held on accrual and cash basis with no carry forwards.

Revenue Recognition: Calls for contributions from member countries are recorded in the same year as the budgets they relate to. Contributions received in advance, which relate to future budget years, are reported as year-end liabilities.

Expenditure Recognition: Expenditure is matched to the year in which the goods or services are received. However, some flexibility is applied over the year-end period to also include items where the goods have been ordered prior to year-end but shipments could not be received until the following month. All budgetary commitments are cancelled one month after year-end if goods have not been received.

Reserves and Provisions: Excess funds on hand at the end of a fiscal year belong to the contributors but are made available to the Assembly to cover expenses which may need to be met at an unknown future date. Each year, the Standing Committee, after considering the Treasurer's proposals, decides on the specific conditions governing how these reserves and provisions may be utilised in the future. Within that framework, management is granted advance permission to transfer these amounts to the budget and incur the expenditure. A separate financial statement summarising reserve fund and provision activity is prepared each year.

One special type of provision relates to voluntary contributions where donors have attached specific conditions as to what types of activities are to be funded. In these cases, the contribution is accounted for as being repayable to the contributor until the conditions relating to the expenditure are met.

Foreign Currency Translation: Foreign currency transactions are initially recorded in the accounts using NATO's official exchange rates. At year-end, all assets and liabilities denominated in foreign currencies are translated to Euros at official year-end rates. Exchange differences, both realised and unrealised, are recognised as current year income or expenditure.

Cash and Investments: Investments are comprised of operating bank accounts and short term deposits. Interest earned but not yet received at year-end is accrued and reported as current year income.

Property Plant and Equipment: Capital purchases are expensed to the budget in the year in which they occur. Listings of fixed assets are maintained, however, for insurance and internal control purposes.

### Note 3: Property Plant and Equipment

Fixed assets owned by the Assembly are composed primarily of the following: the headquarters building, furniture, equipment, and 1 official vehicle.

The Assembly's headquarters, located on the Petit Sablon in Brussels, Belgium, was purchased in 1989 for Euro 1,549,334. Since that time, various renovations have taken place, which have significantly increased the amount of usable office space.

## Statement of Financial Position at 31st December 2013

ASSETS			LIABILITIES		
	2013	2012		2013	2012
<u>Current Assets</u>			<u>Current Liabilities</u>		
Cash and Short-Term accounts	€ 1.142.484,97	€ 428.080,40	Creditors	€ 36.619,68	€ 21.757,09
Other Amounts Receivable	€ 10.413,31	€ 4.108,98			
Advance payments	€ 17.373,42	€ 20.952,91	<u>Advance Contributions</u>		
Investment Fund	€ 1.241.657,88	€ 1.231.968,00	Contributions to next year budget paid in advance	€ 737.864,00	€ 50.715,00
Guarantees	€ 5.172,09	€ 5.161,47		€ 774.483,68	€ 72.472,09
	€ 2.417.101,67	€ 1.690.271,76			
			<u>Reserves and Carryforwards</u>		
			Emergency Fund	€ 924.727,89	€ 924.727,89
			Unemployment Fund	€ 16.463,30	€ 16.463,30
			Provisions	€ 676.608,48	€ 646.601,98
			Special Purpose Contributions	€ 0,00	€ 0,00
				€ 1.617.799,67	€ 1.587.793,17
			Current Year Surplus	€ 24.818,32	€ 30.006,50
				€ 1.642.617,99	€ 1.617.799,67
<b>Total Assets</b>	<b>€ 2.417.101,67</b>	<b>€ 1.690.271,76</b>	<b>Total Liabilities, Reserves and Carryforwards</b>	<b>€ 2.417.101,67</b>	<b>€ 1.690.271,76</b>

Purchase value of the building in 1989: Euro 1,549,334



## Statement of Financial Performance at 31st December 2013

INCOME			EXPENDITURE		
<u>ANNUAL BUDGET</u>	2013	2012		2013	2012
<b>Contributions</b>			<b>Expenditure</b>		
Contributions from Member Countries	€ 3,698,825.00	€ 3,698,825.00	Chapter 1 - Personnel Costs	€ 2,744,725.93	€ 2,815,330.26
NATO Subsidy	€ 51,600.00	€ 51,600.00	Chapter 2 - Operational Costs	€ 334,797.97	€ 322,755.66
			Chapter 3 - Sessions	€ 343,867.78	€ 341,007.39
			Chapter 4 - Missions, Seminars, External Relations	€ 361,134.46	€ 316,605.37
	<u>€ 3,750,425.00</u>	<u>€ 3,750,425.00</u>		<u>€ 3,784,526.14</u>	<u>€ 3,795,698.68</u>
<b>Financed By Provisions and Prior Year Surplus</b>					
Financed from Prior Year Surplus	€ 0.00	€ 0.00			
Update of the budget	€ 0.00	€ 7,790.00			
Use of provisions	€ 0.00	€ 0.00			
<b>Funding Outreach Programme</b>					
Swiss Ministry of Defence	€ 45,000.00	€ 41,756.90			
	<u>€ 45,000.00</u>	<u>€ 49,546.90</u>			
<b>Total Budget for the Year</b>	<u>€ 3,795,425.00</u>	<u>€ 3,799,971.90</u>			
<b>Other Income</b>					
Investment Income	€ 13,749.90	€ 21,385.87			
Interest on Term Deposits	€ 1,731.15	€ 4,553.47			
Gains (Losses) on Exchange	€ -2,730.86	€ -1,755.77			
Other Income	€ 1,169.27	€ 1,549.71			
	<u>€ 13,919.46</u>	<u>€ 25,733.28</u>			
<b>Total Income</b>	<b>€ 3,809,344.46</b>	<b>€ 3,825,705.18</b>	<b>Total Expenditure</b>	<b>€ 3,784,526.14</b>	<b>€ 3,795,698.68</b>
			<b>Excess of Receipts over Expenditure</b>	<b>€ 24,818.32</b>	<b>€ 30,006.50</b>

## Cash Flow Statement

Cash flow from operating activities	2013	2012
<b>Receipts</b>		
Contributions Received	€ 4.437.574,00	€ 3.460.104,00
Funding Other Contributions	€ 45.000,00	€ 41.756,90
Other Income	€ 9.469,33	€ 31.744,63
Total Receipts:	€ 4.492.043,33	€ 3.533.605,53
<b>Payments</b>		
Personnel Costs	€ 2.744.725,93	€ 2.815.054,73
Operational Costs	€ 1.023.222,95	€ 952.518,42
Total Payments:	€ 3.767.948,88	€ 3.767.573,15
NET increase/decrease in cash and cash equivalents:	€ 724.094,45	€ -233.967,62
Cash and cash equivalents at the beginnig of the period:	€ 1.660.048,40	€ 1.894.016,02
Cash and cash equivalents at the end of the period:	€ 2.384.142,85	€ 1.660.048,40
<b>Balance:</b>	€ 724.094,45	€ -233.967,62



## Statement of Reserve funds and Provisions at 31st December 2013

	Opening Balances	Approved allocations	Revised Balances	Current Year Contributions	Transferred to Current Year Budget	Current Year Budget Expenditure	Other Income	Ending Balance
<b>I. Provisions</b>								
Provision Chapter 1	€ 99,259.35	€ 30,006.50	€ 129,265.85	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 129,265.85
Provision Chapter 2	€ 72,425.99	€ 0.00	€ 72,425.99	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 72,425.99
Provision Chapter 3	€ 151,408.45	€ 0.00	€ 151,408.45	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 151,408.45
Provision Chapter 4	€ 323,508.19	€ 0.00	€ 323,508.19	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 323,508.19
<b>Total</b>	<b>€ 646,601.98</b>	<b>€ 30,006.50</b>	<b>€ 676,608.48</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 676,608.48</b>
<b>II. Special Purpose Contributions</b>								
Rose-Roth Programme - Swiss MOD funds	€ 0.00	€ 0.00	€ 0.00	€ 45,000.00	€ -45,000.00	€ 0.00	€ 0.00	€ 0.00
<b>Total</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 45,000.00</b>	<b>€ -45,000.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>
<b>III. Reserve Funds</b>								
Emergency Fund	€ 924,727.89	€ 0.00	€ 924,727.89	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 924,727.89
Unemployment Fund	€ 16,463.30	€ 0.00	€ 16,463.30	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 16,463.30
<b>Total</b>	<b>€ 941,191.19</b>	<b>€ 0.00</b>	<b>€ 941,191.19</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 941,191.19</b>
<b>TOTAL (Headings I,II,III)</b>	<b>€ 1,587,793.17</b>	<b>€ 30,006.50</b>	<b>€ 1,617,799.67</b>	<b>€ 45,000.00</b>	<b>€ -45,000.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 1,617,799.67</b>
<b>IV. ANNUAL BUDGET</b>								
Allocation from prior year return on investment:	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Update of the budget	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Allocation of Prior Year surplus	€ 30,006.50	€ -30,006.50	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Current Year Operations - Normal Budget	€ 0.00	€ 0.00	€ 0.00	€ 3,750,425.00	€ 45,000.00	€ 3,784,526.14	€ 13,919.46	€ 24,818.32
<b>TOTAL (Heading IV)</b>	<b>€ 30,006.50</b>	<b>€ -30,006.50</b>	<b>€ 0.00</b>	<b>€ 3,750,425.00</b>	<b>€ 45,000.00</b>	<b>€ 3,784,526.14</b>	<b>€ 13,919.46</b>	<b>€ 24,818.32</b>
<b>GRAND TOTAL (Headings I, II, III, IV)</b>	<b>€ 1,617,799.67</b>	<b>€ 0.00</b>	<b>€ 1,617,799.67</b>	<b>€ 3,795,425.00</b>	<b>€ 0.00</b>	<b>€ 3,784,526.14</b>	<b>€ 13,919.46</b>	<b>€ 1,642,617.99</b>
- see Income and expenditure table for details								

Revised Budget 2012	Expenses 2012	Revised Budget 2013	Expenses 2013	Saving	% Rev. Budget
€ 2,150,325.00	€ 2,150,013.20	€ 2,091,125.00	€ 2,090,999.29	€ 125.71	99.99%
€ 1,640,825.00	€ 1,646,175.84	€ 1,607,125.00	€ 1,619,126.91		
€ 250,000.00	€ 242,450.82	€ 264,000.00	€ 251,068.45		
€ 60,000.00	€ 52,434.81	€ 52,000.00	€ 52,507.99		
€ 51,000.00	€ 45,036.00	€ 45,000.00	€ 43,122.76		
€ 148,500.00	€ 163,915.73	€ 123,000.00	€ 125,173.18		
€ 0.00	€ 0.00	€ 0.00	€ 0.00		
€ 0.00	€ 0.00	€ 0.00	€ 0.00		
€ 479,800.00	€ 479,720.19	€ 482,200.00	€ 482,146.00	€ 54.00	99.99%
€ 232,000.00	€ 227,054.85	€ 240,000.00	€ 237,497.03		
€ 247,800.00	€ 252,665.34	€ 242,200.00	€ 244,648.97		
€ 25,800.00	€ 25,791.08	€ 23,100.00	€ 23,045.19	€ 54.81	99.76%
€ 6,350.00	€ 6,423.70	€ 1,500.00	€ 1,526.80		
€ 13,950.00	€ 19,253.13	€ 16,100.00	€ 13,895.10		
€ 5,000.00	€ 0.00	€ 5,000.00	€ 6,000.00		
€ 500.00	€ 114.25	€ 500.00	€ 1,623.29		

## BREAKDOWN OF EXPENDITURE FOR FINANCIAL YEAR 2013

## CHAPTER 1 - PERSONNEL COSTS

## Article 1 - Gross Salaries

- 1.1 Basic salaries
- 1.2 Allowances
  - Expatriation
  - Household
  - Dependent children
  - Fiscal
  - Education
  - Unemployment

## Article 2 - Additional salary costs

- 2.1 Health insurance
- 2.2 Provident Fund

This article is for the employer's contribution to the group insurance scheme provided under the law of 14 August 1974 to give staff members of the Assembly insurance coverage for sickness/disability. Two thirds of the premium is paid by the Assembly and one third by the employee.

The Provident Fund was set up under the law of 14 August 1974 to provide a pension capital reserve for staff members. The Assembly's contribution to this fund is 14% of basic salary.

## Article 3 - Recruitment expenses

- 3.1 Travel
- 3.2 Removal and installation costs
- 3.3 Recruitment fees
- 3.4 Other expenditure (medical fees)

This includes standard recruitment costs (advertisements and employment agency charges), travel costs for applicants from abroad, the installation costs in Brussels, and repatriation expenses at the end of the term of employment. The removal costs include one removal to and from the USA.

Revised Budget 2012	Expenses 2012	Revised Budget 2013	Expenses 2013	Saving	% Rev. Budget
€ 45,500.00	€ 45,394.06	€ 46,500.00	€ 46,304.91	€ 195.09	99.58%
€ 2,350.00	€ 2,317.58	€ 5,000.00	€ 10,789.17		
€ 35,100.00	€ 35,063.63	€ 38,000.00	€ 33,723.86		
€ 8,050.00	€ 8,012.85	€ 3,500.00	€ 1,791.88		
€ 31,700.00	€ 31,477.97	€ 27,000.00	€ 26,968.57	€ 31.43	99.88%
€ 25,000.00	€ 25,111.80	€ 23,000.00	€ 22,750.00		
€ 5,700.00	€ 5,128.04	€ 2,000.00	€ 2,828.67		
€ 1,000.00	€ 1,238.13	€ 2,000.00	€ 1,389.90		
€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	0.00%
€ 1,800.00	€ 1,739.81	€ 300.00	€ 275.06	€ 24.94	91.69%
€ 81,200.00	€ 81,193.95	€ 75,000.00	€ 74,986.91	€ 13.09	99.98%
€ 5,000.00	€ 3,975.20	€ 5,000.00	€ 4,035.56		
€ 35,000.00	€ 33,913.00	€ 35,000.00	€ 31,566.00		
€ 39,200.00	€ 41,515.62	€ 33,000.00	€ 37,826.25		
€ 2,000.00	€ 1,790.13	€ 2,000.00	€ 1,559.10		
€ 2,816,125.00	€ 2,815,330.26	€ 2,745,225.00	€ 2,744,725.93	€ 499.07	99.98%

**Article 4 - Expenditure related to staff**

- 4.1 Home leave
- 4.2 Luncheon vouchers and commuting expenses
- 4.3 Language and training courses

This article covers various types of expenditure from which staff benefit, such as luncheon vouchers during a three month period prior to the sessions, training courses and travel costs for expatriated staff members going home every two years. It also covers a substantial percentage of the staff commuting expenses on public transport.

**Article 5 - External consultants and temporary staff**

- 5.1 External consultants
- 5.2 Temporary staff
- 5.3 Insurance Cover

This covers costs for consultants (sessions) and for temporary staff during peak periods or when staff are on sick leave.

**Article 6 - Financial control and advice**

This covers general financial consultations and advice. *IBAN has waived the costs of its audit.*

**Article 7 - Legal advisers**

For specialized advice on Belgian legislation.

**Article 8 - Research assistants programme**

- 8.1 Travel
- 8.2 Subsistence Allowance
- 8.3 Housing
- 8.4 Miscellaneous (medical insurance)

This programme enables postgraduate students from member and associate nations to work at the Assembly's International Secretariat in Brussels. Each year ten to twelve research assistants come to the Assembly for a period of three to six months. The budget for this programme covers transportation, accommodation costs and a modest living allowance.

**TOTAL CHAPTER 1**



Revised Budget 2012	Expenses 2012	Revised Budget 2013	Expenses 2013	Saving	% Rev. Budget
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## CHAPTER 2 - OPERATING COSTS

€ 75,950.00 € 75,943.33 € 67,230.00 € 67,229.41 € 0.59 100.00%

€ 29,950.00 € 28,670.18 € 20,000.00 € 19,486.86

€ 11,000.00 € 9,925.86 € 11,000.00 € 6,833.76

€ 5,500.00 € 4,936.23 € 5,500.00 € 4,712.26

€ 1,000.00 € 759.16 € 1,000.00 € 1,309.22

€ 2,500.00 € 3,798.93 € 2,500.00 € 681.62

€ 9,950.00 € 9,250.00 € 0.00 € 5,950.00

### Article 1 - Expenditure on headquarters

1.1 General maintenance; decoration of premises, maintenance contracts

1.1.1 Maintenance contracts

1.1.2 General maintenance

1.1.3 Maintenance of office equipment and furniture

1.1.4 Decoration of premises

1.1.5 Alterations

This article includes electrical work, plumbing and minor repairs to the building; the purchase and upkeep of plants to decorate the interior and exterior façades and minor internal decoration expenses. It includes repairs to office equipment.

It also include contracts with firms authorized to carry out maintenance of the fixtures (boiler, fire extinguishers, telephone exchange, lift) and official health and safety checks.

The alterations included replacing of outdated lighting and outdoor nameplates with new Assembly's logo.

€ 16,000.00 € 17,840.51 € 17,230.00 € 17,343.09

€ 1,000.00 € 1,026.92 € 1,000.00 € 883.63

€ 8,000.00 € 7,485.28 € 8,000.00 € 6,110.28

€ 7,000.00 € 9,328.31 € 8,230.00 € 10,349.18

€ 30,000.00 € 29,432.64 € 30,000.00 € 30,399.46

1.2 Utilities

1.2.1 Water

1.2.2 Electricity

1.2.3 Heating

1.3 Cleaning and maintenance of offices

This covers daily office cleaning, including windows, carpets and curtains, and also the purchase of cleaning products.

€ 6,100.00 € 6,087.77 € 6,300.00 € 6,282.64 € 17.36 99.72%

### Article 2 - Insurances

2.1 Building and content (fire, theft, flood damage)

2.2 Third party liability

2.3 Computer and portable interpretation equipment (fire, theft, flood damage)

2.4 Luggage insurance while on missions

2.5 Freight Insurance

€ 2,300.00 € 2,428.31 € 2,300.00 € 2,464.04

€ 1,300.00 € 1,000.00 € 1,300.00 € 1,000.00

€ 1,400.00 € 1,358.21 € 1,400.00 € 1,358.21

€ 600.00 € 1,050.00 € 800.00 € 1,120.00

€ 500.00 € 251.25 € 500.00 € 340.39

Revised Budget 2012	Expenses 2012	Revised Budget 2013	Expenses 2013	Saving	% Rev. Budget	
€ 12,800.00	€ 12,591.64	€ 13,170.00	€ 13,042.36	€ 127.64	99.03%	<b>Article 3 - Contracts concerning security</b>
€ 3,300.00	€ 3,505.95	€ 3,300.00	€ 3,598.47			3.1 Surveillance of headquarters
€ 8,700.00	€ 8,762.13	€ 8,700.00	€ 9,305.82			3.2 Security guard service
€ 800.00	€ 323.56	€ 1,170.00	€ 138.07			3.3 Security work, upgrade alarm system
						This article covers annual maintenance charges for security equipment already installed at the International Secretariat headquarters as well as charges for the daily supervision of the headquarters.
€ 10,500.00	€ 10,159.52	€ 10,750.00	€ 10,728.30	€ 21.70	99.80%	<b>Article 4 - Postage and telephone costs</b>
€ 1,500.00	€ 1,038.35	€ 1,500.00	€ 613.32			4.1 Postage
€ 1,000.00	€ 383.19	€ 1,000.00	€ 377.60			4.2 Special courier services
€ 8,000.00	€ 8,737.98	€ 8,250.00	€ 9,737.38			4.3 Telephone costs
€ 11,000.00	€ 10,956.04	€ 15,800.00	€ 15,752.69	€ 47.31	99.70%	<b>Article 5 - Administration costs and office supplies</b>
€ 5,000.00	€ 5,387.64	€ 10,000.00	€ 10,067.37			5.1 Office supplies (headquarters and sessions)
€ 1,500.00	€ 571.20	€ 800.00	€ 979.80			5.2 Paper for printers and copiers
€ 500.00	€ 0.00	€ 500.00	€ 218.10			5.3 Envelopes for dispatch
€ 4,000.00	€ 4,997.20	€ 4,500.00	€ 4,487.42			5.4 Bank and other administrative expenses
€ 11,500.00	€ 11,494.74	€ 13,000.00	€ 12,983.32	€ 16.68	99.87%	<b>Article 6 - Small office equipment and furniture</b>
€ 7,000.00	€ 10,587.74	€ 8,500.00	€ 12,983.32			6.1 Office equipment
€ 4,500.00	€ 907.00	€ 4,500.00	€ 0.00			6.2 Replacement of old furniture
€ 9,700.00	€ 9,629.03	€ 9,850.00	€ 9,845.67	€ 4.33	99.96%	<b>Article 7 - Renting and maintenance of photocopiers</b>
€ 7,700.00	€ 9,423.36	€ 7,850.00	€ 9,531.28			7.1 Photocopiers
€ 2,000.00	€ 205.67	€ 2,000.00	€ 314.39			7.2 Extra copies
€ 46,140.00	€ 45,529.27	€ 43,700.00	€ 43,454.94	€ 245.06	99.44%	<b>Article 8 - Computer equipment</b>
€ 24,940.00	€ 25,818.21	€ 22,500.00	€ 23,850.42			8.1 Contracts (Hardware, Software and Internet)
€ 18,700.00	€ 18,961.06	€ 18,700.00	€ 19,054.52			8.2 Purchase Hardware and Software
€ 2,500.00	€ 750.00	€ 2,500.00	€ 550.00			8.3 Training

Revised Budget 2012	Expenses 2012	Revised Budget 2013	Expenses 2013	Saving	% Rev. Budget	
€ 7,000.00	€ 6,770.56	€ 5,600.00	€ 5,433.92	€ 166.08	97.03%	<b>Article 9 - Transport</b>
€ 2,650.00	€ 2,564.81	€ 2,500.00	€ 1,511.40			9.1 Assembly car
€ 850.00	€ 733.70	€ 600.00	€ 801.10			9.2 Local transport Brussels
€ 3,500.00	€ 3,472.05	€ 2,500.00	€ 3,121.42			9.3 Freight costs to the sessions
€ 93,800.00	€ 93,685.87	€ 108,400.00	€ 108,379.49	€ 20.51	99.98%	<b>Article 10 - Documents</b>
€ 5,000.00	€ 5,163.23	€ 5,000.00	€ 5,398.85			10.1 Publication costs
€ 11,000.00	€ 11,213.12	€ 19,400.00	€ 16,538.90			10.2 Proofreading
€ 77,800.00	€ 77,309.52	€ 84,000.00	€ 86,441.74			10.3 Translation
€ 24,875.00	€ 24,783.10	€ 25,600.00	€ 25,272.32	€ 327.68	98.72%	<b>Article 11 - Library</b>
€ 22,050.00	€ 22,006.16	€ 23,000.00	€ 24,219.97			11.1 Subscriptions and others
€ 850.00	€ 810.78	€ 1,500.00	€ 417.35			11.2 Books and other reference material
€ 1,975.00	€ 1,966.16	€ 1,100.00	€ 635.00			11.3 Daily magazines and other periodicals
€ 15,125.00	€ 15,124.79	€ 16,400.00	€ 16,392.91	€ 7.09	99.96%	<b>Article 12 - Representation, hospitality, receptions</b>
€ 2,125.00	€ 2,720.28	€ 2,000.00	€ 1,513.18			12.1 Restaurants (Brussels and during missions)
€ 6,000.00	€ 6,478.10	€ 7,400.00	€ 8,899.02			12.2 Beverages headquarters
€ 4,000.00	€ 3,104.62	€ 4,000.00	€ 4,168.87			12.3 Hospitality, gifts and Christmas lunch for the International Secretariat
€ 0.00	€ 0.00	€ 3,000.00	€ 1,811.84			12.4 Assembly lunch with representatives from the North Atlantic Council
€ 3,000.00	€ 2,821.79	€ 0.00	€ 0.00			12.5 OECD lunch
€ 324,490.00	€ 322,755.66	€ 335,800.00	€ 334,797.97	€ 1,002.03	99.70%	<b>TOTAL CHAPTER 2</b>



Revised Budget 2012	Expenses 2012	Revised Budget 2013	Expenses 2013	Saving	% Rev. Budget
€ 45,500.00	€ 45,394.06	€ 46,500.00	€ 46,304.91	€ 195.09	99.58%
€ 2,350.00	€ 2,317.58	€ 5,000.00	€ 10,789.17		
€ 35,100.00	€ 35,063.63	€ 38,000.00	€ 33,723.86		
€ 8,050.00	€ 8,012.85	€ 3,500.00	€ 1,791.88		
€ 31,700.00	€ 31,477.97	€ 27,000.00	€ 26,968.57	€ 31.43	99.88%
€ 25,000.00	€ 25,111.80	€ 23,000.00	€ 22,750.00		
€ 5,700.00	€ 5,128.04	€ 2,000.00	€ 2,828.67		
€ 1,000.00	€ 1,238.13	€ 2,000.00	€ 1,389.90		
€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	0.00%
€ 1,800.00	€ 1,739.81	€ 300.00	€ 275.06	€ 24.94	91.69%
€ 81,200.00	€ 81,193.95	€ 75,000.00	€ 74,986.91	€ 13.09	99.98%
€ 5,000.00	€ 3,975.20	€ 5,000.00	€ 4,035.56		
€ 35,000.00	€ 33,913.00	€ 35,000.00	€ 31,566.00		
€ 39,200.00	€ 41,515.62	€ 33,000.00	€ 37,826.25		
€ 2,000.00	€ 1,790.13	€ 2,000.00	€ 1,559.10		
€ 2,816,125.00	€ 2,815,330.26	€ 2,745,225.00	€ 2,744,725.93	€ 499.07	99.98%

**Article 4 - Expenditure related to staff**

- 4.1 Home leave
- 4.2 Luncheon vouchers and commuting expenses
- 4.3 Language and training courses

This article covers various types of expenditure from which staff benefit, such as luncheon vouchers during a three month period prior to the sessions, training courses and travel costs for expatriated staff members going home every two years. It also covers a substantial percentage of the staff commuting expenses on public transport.

**Article 5 - External consultants and temporary staff**

- 5.1 External consultants
- 5.2 Temporary staff
- 5.3 Insurance Cover

This covers costs for consultants (sessions) and for temporary staff during peak periods or when staff are on sick leave.

**Article 6 - Financial control and advice**

This covers general financial consultations and advice. *IBAN has waived the costs of its audit.*

**Article 7 - Legal advisers**

For specialized advice on Belgian legislation.

**Article 8 - Research assistants programme**

- 8.1 Travel
- 8.2 Subsistence Allowance
- 8.3 Housing
- 8.4 Miscellaneous (medical insurance)

This programme enables postgraduate students from member and associate nations to work at the Assembly's International Secretariat in Brussels. Each year ten to twelve research assistants come to the Assembly for a period of three to six months. The budget for this programme covers transportation, accommodation costs and a modest living allowance.

**TOTAL CHAPTER 1**

Revised Budget 2012	Expenses 2012	Revised Budget 2013	Expenses 2013	Saving	% Rev. Budget
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## CHAPTER 2 - OPERATING COSTS

€ 75,950.00 € 75,943.33 € 67,230.00 € 67,229.41 € 0.59 100.00%

€ 29,950.00 € 28,670.18 € 20,000.00 € 19,486.86

€ 11,000.00 € 9,925.86 € 11,000.00 € 6,833.76

€ 5,500.00 € 4,936.23 € 5,500.00 € 4,712.26

€ 1,000.00 € 759.16 € 1,000.00 € 1,309.22

€ 2,500.00 € 3,798.93 € 2,500.00 € 681.62

€ 9,950.00 € 9,250.00 € 0.00 € 5,950.00

### Article 1 - Expenditure on headquarters

1.1 General maintenance; decoration of premises, maintenance contracts

1.1.1 Maintenance contracts

1.1.2 General maintenance

1.1.3 Maintenance of office equipment and furniture

1.1.4 Decoration of premises

1.1.5 Alterations

This article includes electrical work, plumbing and minor repairs to the building; the purchase and upkeep of plants to decorate the interior and exterior façades and minor internal decoration expenses. It includes repairs to office equipment.

It also include contracts with firms authorized to carry out maintenance of the fixtures (boiler, fire extinguishers, telephone exchange, lift) and official health and safety checks.

The alterations included replacing of outdated lighting and outdoor nameplates with new Assembly's logo.

€ 16,000.00 € 17,840.51 € 17,230.00 € 17,343.09

€ 1,000.00 € 1,026.92 € 1,000.00 € 883.63

€ 8,000.00 € 7,485.28 € 8,000.00 € 6,110.28

€ 7,000.00 € 9,328.31 € 8,230.00 € 10,349.18

€ 30,000.00 € 29,432.64 € 30,000.00 € 30,399.46

1.2 Utilities

1.2.1 Water

1.2.2 Electricity

1.2.3 Heating

1.3 Cleaning and maintenance of offices

This covers daily office cleaning, including windows, carpets and curtains, and also the purchase of cleaning products.

€ 6,100.00 € 6,087.77 € 6,300.00 € 6,282.64 € 17.36 99.72%

### Article 2 - Insurances

2.1 Building and content (fire, theft, flood damage)

2.2 Third party liability

2.3 Computer and portable interpretation equipment (fire, theft, flood damage)

2.4 Luggage insurance while on missions

2.5 Freight Insurance

€ 2,300.00 € 2,428.31 € 2,300.00 € 2,464.04

€ 1,300.00 € 1,000.00 € 1,300.00 € 1,000.00

€ 1,400.00 € 1,358.21 € 1,400.00 € 1,358.21

€ 600.00 € 1,050.00 € 800.00 € 1,120.00

€ 500.00 € 251.25 € 500.00 € 340.39

Revised Budget 2012	Expenses 2012	Revised Budget 2013	Expenses 2013	Saving	% Rev. Budget	
€ 12,800.00	€ 12,591.64	€ 13,170.00	€ 13,042.36	€ 127.64	99.03%	<b>Article 3 - Contracts concerning security</b>
€ 3,300.00	€ 3,505.95	€ 3,300.00	€ 3,598.47			3.1 Surveillance of headquarters
€ 8,700.00	€ 8,762.13	€ 8,700.00	€ 9,305.82			3.2 Security guard service
€ 800.00	€ 323.56	€ 1,170.00	€ 138.07			3.3 Security work, upgrade alarm system
						This article covers annual maintenance charges for security equipment already installed at the International Secretariat headquarters as well as charges for the daily supervision of the headquarters.
€ 10,500.00	€ 10,159.52	€ 10,750.00	€ 10,728.30	€ 21.70	99.80%	<b>Article 4 - Postage and telephone costs</b>
€ 1,500.00	€ 1,038.35	€ 1,500.00	€ 613.32			4.1 Postage
€ 1,000.00	€ 383.19	€ 1,000.00	€ 377.60			4.2 Special courier services
€ 8,000.00	€ 8,737.98	€ 8,250.00	€ 9,737.38			4.3 Telephone costs
€ 11,000.00	€ 10,956.04	€ 15,800.00	€ 15,752.69	€ 47.31	99.70%	<b>Article 5 - Administration costs and office supplies</b>
€ 5,000.00	€ 5,387.64	€ 10,000.00	€ 10,067.37			5.1 Office supplies (headquarters and sessions)
€ 1,500.00	€ 571.20	€ 800.00	€ 979.80			5.2 Paper for printers and copiers
€ 500.00	€ 0.00	€ 500.00	€ 218.10			5.3 Envelopes for dispatch
€ 4,000.00	€ 4,997.20	€ 4,500.00	€ 4,487.42			5.4 Bank and other administrative expenses
€ 11,500.00	€ 11,494.74	€ 13,000.00	€ 12,983.32	€ 16.68	99.87%	<b>Article 6 - Small office equipment and furniture</b>
€ 7,000.00	€ 10,587.74	€ 8,500.00	€ 12,983.32			6.1 Office equipment
€ 4,500.00	€ 907.00	€ 4,500.00	€ 0.00			6.2 Replacement of old furniture
€ 9,700.00	€ 9,629.03	€ 9,850.00	€ 9,845.67	€ 4.33	99.96%	<b>Article 7 - Renting and maintenance of photocopiers</b>
€ 7,700.00	€ 9,423.36	€ 7,850.00	€ 9,531.28			7.1 Photocopiers
€ 2,000.00	€ 205.67	€ 2,000.00	€ 314.39			7.2 Extra copies
€ 46,140.00	€ 45,529.27	€ 43,700.00	€ 43,454.94	€ 245.06	99.44%	<b>Article 8 - Computer equipment</b>
€ 24,940.00	€ 25,818.21	€ 22,500.00	€ 23,850.42			8.1 Contracts (Hardware, Software and Internet)
€ 18,700.00	€ 18,961.06	€ 18,700.00	€ 19,054.52			8.2 Purchase Hardware and Software
€ 2,500.00	€ 750.00	€ 2,500.00	€ 550.00			8.3 Training

Revised Budget 2012	Expenses 2012	Revised Budget 2013	Expenses 2013	Saving	% Rev. Budget	
€ 7,000.00	€ 6,770.56	€ 5,600.00	€ 5,433.92	€ 166.08	97.03%	<b>Article 9 - Transport</b>
€ 2,650.00	€ 2,564.81	€ 2,500.00	€ 1,511.40			9.1 Assembly car
€ 850.00	€ 733.70	€ 600.00	€ 801.10			9.2 Local transport Brussels
€ 3,500.00	€ 3,472.05	€ 2,500.00	€ 3,121.42			9.3 Freight costs to the sessions
€ 93,800.00	€ 93,685.87	€ 108,400.00	€ 108,379.49	€ 20.51	99.98%	<b>Article 10 - Documents</b>
€ 5,000.00	€ 5,163.23	€ 5,000.00	€ 5,398.85			10.1 Publication costs
€ 11,000.00	€ 11,213.12	€ 19,400.00	€ 16,538.90			10.2 Proofreading
€ 77,800.00	€ 77,309.52	€ 84,000.00	€ 86,441.74			10.3 Translation
€ 24,875.00	€ 24,783.10	€ 25,600.00	€ 25,272.32	€ 327.68	98.72%	<b>Article 11 - Library</b>
€ 22,050.00	€ 22,006.16	€ 23,000.00	€ 24,219.97			11.1 Subscriptions and others
€ 850.00	€ 810.78	€ 1,500.00	€ 417.35			11.2 Books and other reference material
€ 1,975.00	€ 1,966.16	€ 1,100.00	€ 635.00			11.3 Daily magazines and other periodicals
€ 15,125.00	€ 15,124.79	€ 16,400.00	€ 16,392.91	€ 7.09	99.96%	<b>Article 12 - Representation, hospitality, receptions</b>
€ 2,125.00	€ 2,720.28	€ 2,000.00	€ 1,513.18			12.1 Restaurants (Brussels and during missions)
€ 6,000.00	€ 6,478.10	€ 7,400.00	€ 8,899.02			12.2 Beverages headquarters
€ 4,000.00	€ 3,104.62	€ 4,000.00	€ 4,168.87			12.3 Hospitality, gifts and Christmas lunch for the International Secretariat
€ 0.00	€ 0.00	€ 3,000.00	€ 1,811.84			12.4 Assembly lunch with representatives from the North Atlantic Council
€ 3,000.00	€ 2,821.79	€ 0.00	€ 0.00			12.5 OECD lunch
€ 324,490.00	€ 322,755.66	€ 335,800.00	€ 334,797.97	€ 1,002.03	99.70%	<b>TOTAL CHAPTER 2</b>



Revised Budget 2012	Expenses 2012	Revised Budget 2013	Expenses 2013	Saving	% Rev. Budget
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### CHAPTER 3 - SESSIONS

€ 13,490.00 € 13,427.93 € 15,000.00 € 13,517.49 € 1,482.51 90.12%

€ 5,000.00 € 5,991.26 € 5,000.00 € 4,857.63  
 € 8,490.00 € 7,436.67 € 10,000.00 € 8,659.86  
 € 0.00 € 0.00 € 0.00 € 0.00

€ 123,600.00 € 123,507.79 € 112,000.00 € 111,876.23 € 123.77 99.89%

€ 25,000.00 € 40,026.81 € 15,500.00 € 15,220.16  
 € 95,600.00 € 80,879.15 € 94,000.00 € 93,984.98  
 € 2,000.00 € 2,601.83 € 2,000.00 € 1,490.90  
 € 0.00 € 0.00 € 0.00 € 900.00  
 € 1,000.00 € 0.00 € 500.00 € 280.19

€ 177,000.00 € 176,938.07 € 195,000.00 € 194,665.02 € 334.98 99.83%

€ 37,000.00 € 33,274.71 € 35,000.00 € 52,648.75  
 € 117,000.00 € 123,826.43 € 135,000.00 € 122,427.83  
 € 2,000.00 € 3,693.04 € 4,500.00 € 3,054.98  
 € 20,000.00 € 16,103.39 € 20,000.00 € 16,328.46  
 € 1,000.00 € 40.50 € 500.00 € 205.00

€ 6,500.00 € 6,425.37 € 8,500.00 € 8,218.35 € 281.65 96.69%

#### Article 1 - Standing Committee meeting - March 2013 - Copenhagen

- 1.1 Travel
- 1.2 Accommodation, per diem and staff expenditure
- 1.3 Reserve for unforeseeable administrative expenditure

#### Article 2 - Spring Session - May 2013 - Luxembourg

- 2.1 Travel
- 2.2 Accommodation, per diem and staff expenditure
- 2.3 Hospitality expenses for meetings (Bureau meetings and press)
- 2.4 Provision for the recruitment of Russian interpreters
- 2.5 Reserve for unforeseeable administrative expenditure

#### Article 3 - Annual Session - October 2013 - Dubrovnik

- 3.1 Travel
- 3.2 Accommodation, per diem and staff expenditure
- 3.3 Hospitality expenses for meetings (Bureau meetings and press)
- 3.4 Provision for the recruitment of Russian interpreters
- 3.5 Reserve for unforeseeable administrative expenditure

These articles cover the costs of personnel, speakers and interpreters (travel, accommodation, per diem, salaries), minor hospitality expenses related to the session.

It was decided that NATO-PA would cover the costs for Russian interpretation at annual sessions and the Russian delegation would pay for interpretation at spring sessions.

#### Article 4 - Joint Meeting - Palais d'Egmont - February 2013 - Brussels

This covers the technical and personnel costs for the use of Palais d'Egmont (Tuesday morning only) as well as the Sunday evening reception and transportation. The Belgian delegation is hosting the meetings taking place at Palais d'Egmont.

Revised Budget 2012	Expenses 2012	Revised Budget 2013	Expenses 2013	Saving	% Rev. Budget
€ 20,710.00	€ 20,708.23	€ 16,400.00	€ 15,590.69	€ 809.31	95.07%
€ 8,710.00	€ 9,757.87	€ 8,000.00	€ 8,758.10		
€ 12,000.00	€ 10,950.36	€ 8,400.00	€ 6,832.59		
€ 341,300.00	€ 341,007.39	€ 346,900.00	€ 343,867.78	€ 3,032.22	99.13%

**Article 5 - Preparation of future sessions**

5.1 Spring Sessions

5.2 Annual Sessions

This covers costs allocated in 2013 for preparatory trips for sessions to be held in Latvia, Lithuania and Netherlands (2014).

**TOTAL CHAPTER 3**



Revised Budget 2012	Expenses 2012	Revised Budget 2013	Expenses 2013	Saving	% Rev. Budget
€ 10,600.00	€ 10,518.20	€ 15,000.00	€ 14,940.80	€ 59.20	99.61%
€ 19,900.00	€ 19,882.67	€ 29,100.00	€ 29,012.63	€ 87.37	99.70%
€ 10,000.00	€ 9,922.16	€ 9,000.00	€ 8,737.28	€ 262.72	97.08%
€ 17,200.00	€ 17,157.12	€ 12,600.00	€ 12,393.97	€ 206.03	98.36%
€ 12,800.00	€ 12,763.37	€ 15,300.00	€ 15,202.28	€ 97.72	99.36%
€ 13,500.00	€ 13,477.04	€ 6,000.00	€ 4,785.91	€ 1,214.09	79.77%
€ 73,978.81	€ 73,733.07	€ 99,765.64	€ 99,676.57	€ 89.07	99.91%
€ 50,221.91	€ 48,240.98	€ 77,765.64	€ 75,656.69		
€ 10,000.00	€ 16,728.96	€ 10,000.00	€ 19,088.55		
€ 5,000.00	€ 4,113.26	€ 5,000.00	€ 4,754.33		
€ 5,000.00	€ 2,892.97	€ 5,000.00	€ 155.00		
€ 3,756.90	€ 1,756.90	€ 2,000.00	€ 22.00		

#### CHAPTER 4 - MISSIONS, SEMINARS AND EXTERNAL RELATIONS

##### Article 1 - Committee on the Civil Dimension of Security

##### Article 2 - Defence and Security Committee

##### Article 3 - Economics and Security Committee

##### Article 4 - Political Committee

##### Article 5 - Science and Technology Committee

These budgets essentially cover the costs incurred by each Director in carrying out Committee activities such as contacts with Rapporteurs (discussion of the reports), Sub-Committee fact-finding missions (travel, accommodation, per diem), participation in seminars of special relevance to Committee work.

##### Article 6 - Any additional meeting

This budget article was used to cover costs involved in the Presidential Election Monitoring in Georgia.

##### Article 7 - Rose-Roth and Outreach programme

- 7.1. Rose-Roth Seminars (Marrakech (joint with GSM), Tbilisi, Bishkek)
- 7.2. Parliamentary Training Programmes
- 7.3. NATO Orientation Programme
- 7.4. Partnership programmes with Russia, Georgia and Ukraine
- 7.5. Miscellaneous

This item is used for: the costs incurred by the international staff in the organisation of and participation in seminars and parliamentary training programmes under the Rose-Roth Programme; the costs of participation of some associate delegations not covered by funding; the costs of speakers and additional staff.

Part of the programme is financed by external funding (Swiss MOD).

Revised Budget 2012	Expenses 2012	Revised Budget 2013	Expenses 2013	Saving	% Rev. Budget
€ 16,500.00	€ 16,253.65	€ 17,500.00	€ 17,239.97	€ 260.03	98.51%
€ 11,300.00	€ 10,790.04	€ 12,500.00	€ 10,868.66	€ 1,631.34	86.95%
€ 92,978.09	€ 92,977.06	€ 110,734.36	€ 110,660.64	€ 73.72	99.93%
€ 0.00	€ 0.00	€ 2,500.00	€ 362.37	€ 2,137.63	0.00%
€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	0.00%
€ 25,000.00	€ 24,902.60	€ 22,500.00	€ 22,434.25	€ 65.75	99.71%
€ 14,300.00	€ 14,228.39	€ 15,000.00	€ 14,819.13	€ 180.87	98.79%
€ 318,056.90	€ 316,605.37	€ 367,500.00	€ 361,134.46	€ 6,365.54	98.27%
€ 3,799,971.90	€ 3,795,698.68	€ 3,795,425.00	€ 3,784,526.14	€ 10,898.86	99.71%

**Article 8 - Mediterranean and Middle East Special Group seminars**

The seminars were held in Marrakech (joint with Rose-Roth) and Rome and the visit to Turkey.

**Article 9 - Transatlantic seminar**

The Transatlantic seminar was held in Washington. Participants covered the cost of bus transportation, lunch and interpretation equipment.

**Article 10 - Interpretation costs for all meetings**

This item covers interpretation costs in the two official languages at meetings of the Assembly. It also includes Russian interpretation costs when Associate Delegations participate in certain meetings.

A portion of the interpretation costs is financed by external funding (Swiss MOD).

**Article 11 - President****Article 12 - Treasurer****Article 13 - Secretary General****Article 14 - Deputy Secretaries General****TOTAL CHAPTER 4****GRAND TOTAL**

## Received Contributions

Member Country	Contribution	Received	
		Date	€
Albania	€ 3,118	28/01/2013	€ 3,118
Belgium	€ 75,634	16/05/2013	€ 75,634
Bulgaria	€ 11,348	05/06/2013	€ 11,348
Canada	€ 219,555	02/04/2013	€ 219,555
Croatia	€ 11,522	19/03/2013	€ 11,522
Czech Republic	€ 34,562	07/02/2013	€ 9,875
		22/02/2013	€ 24,687
Denmark	€ 45,226	10/01/2013	€ 45,226
Estonia	€ 3,714	28/05/2013	€ 3,714
France	€ 422,450	21/01/2013	€ 258,164
		01/03/2013	€ 164,286
Germany	€ 539,085	02/01/2013	€ 179,695
		16/01/2013	€ 179,695
		13/06/2013	€ 179,695
Greece	€ 35,139	14/05/2013	€ 35,139
Hungary	€ 25,910	11/12/2012	€ 25,910
Iceland	€ 1,819	16/04/2013	€ 1,819
Italy	€ 324,158	06/03/2013	€ 324,158
Latvia	€ 5,352	25/03/2013	€ 5,352
Lithuania	€ 7,927	20/12/2012	€ 7,927
Luxembourg	€ 5,152	22/01/2013	€ 5,152
Netherlands	€ 118,851	15/02/2013	€ 118,851
Norway	€ 55,390	07/05/2013	€ 55,390
Poland	€ 92,130	25/06/2013	€ 46,065
		07/10/2013	€ 46,065
Portugal	€ 35,128	19/02/2013	€ 35,128
Romania	€ 39,315	14/06/2013	€ 39,315
Slovakia	€ 16,878	20/12/2012	€ 16,878
Slovenia	€ 8,592	05/02/2013	€ 8,592
Spain	€ 182,322	28/03/2013	€ 182,322
Turkey	€ 136,095	10/06/2013	€ 136,095
United Kingdom	€ 438,351	18/01/2013	€ 438,351
United States	€ 804,102	29/07/2013	€ 804,102
NATO Subsidy	€ 51,600	25/04/2013	€ 51,600
Total	€ 3,750,425		€ 3,750,425

## TRANSFER OF CREDITS FOR 2013

## 1) within the budget

	Chapter/Article	Transfer	Balance after transfer
FROM	Chapter 2 - Art. 9 Transport 14,600	- 9,000	5,600
FROM	Chapter 3 - Art. 2 Spring Session 130,000	- 18,000	112,000
FROM	Chapter 3 - Art. 3 Annual Session 200,000	- 5,000	195,000
TO	Chapter 1 - Art. 1 Salaries 2,059,125	+ 32,000	2,091,125
FROM	Chapter 1 - Art. 5 Temporary staff and Consultants 35,000	- 8,000	27,000
FROM	Chapter 1 - Art. 7 Legal advisers 3,500	- 3,200	300
TO	Chapter 1 - Art. 2 Additional Salary costs 471,000	+ 11,200	482,200
FROM	Chapter 1 - Art. 4 Expenditure related to staff 53,000	- 6,500	46,500
FROM	Chapter 3 - Art. 5 Preparation of future sessions 20,000	- 1,600	18,400
TO	Chapter 1 - Art. 3 Recruitment Expenditure 15,000	+ 8,100	23,100
FROM	Chapter 2 - Art. 2 Insurances 7,500	- 1,200	6,300
FROM	Chapter 2 - Art. 3 Contract concerning security 14,000	- 30	13,970
TO	Chapter 2 - Art. 1 Expenditure on Headquarters 66,000	+ 1,230	67,230

	Chapter/Article	Transfer	Balance after transfer
FROM	Chapter 2 - Art. 3 Contract concerning security 13,970	- 800	13,170
FROM	Chapter 2 - Art. 5 Administration cost and office supplies 16,500	- 700	15,800
TO	Chapter 2 - Art. 6 Small office equipment and furniture 11,500	+ 1,500	13,000
FROM	Chapter 2 - Art. 4 Postage, facsimile, telephone 15,000	- 4,250	10,750
FROM	Chapter 2 - Art. 7 Photocopiers 14,000	- 4,150	9,850
TO	Chapter 2 - Art. 10 Documents 100,000	+ 8,400	108,400
FROM	Chapter 2 - Art. 11 Library 27,000	- 1,400	25,600
TO	Chapter 2 - Art. 12 Representation, hospitality 15,000	+ 1,400	16,400
FROM	Chapter 3 - Art. 5 Preparation of future sessions 18,400	- 2,000	16,400
TO	Chapter 3 - Art. 4 Joint Committee Meeting - February 6,500	+ 2,000	8,500
FROM	Chapter 4 - Art. 4 Political Committee 18,000	- 5,400	12,600
TO	Chapter 4 - Art. 1 Committee on the Civil Dimension of Security 13,500	+ 1,500	15,000
TO	Chapter 4 - Art. 2 Defence and Security Committee 18,000	+ 2,100	20,100
TO	Chapter 4 - Art. 5 Science and Technology Committee 13,500	+ 1,800	15,300

	Chapter/Article	Transfer	Balance after transfer
FROM	Chapter 4 - Art. 3 Economic and Security Committee 18,000	- 9,000	9,000
TO	Chapter 4 - Art. 2 Defence and Security Committee 20,100	+ 9,000	29,100
FROM	Chapter 4 - Art. 8 Mediterranean and Middle East Special Group 30,000	- 12,500	17,500
FROM	Chapter 4 - Art. 13 Secretary General 25,500	- 3,000	22,500
FROM	Chapter 4 - Art. 14 Deputy Secretaries General 20,000	- 5,000	15,000
TO	Chapter 4 - Art. 10 Interpretation Cost 80,000	+ 20,500	100,500

## 2) from external funding

FROM	DCAF Funding	- 45,000.00
TO	Chapter 4 - Art. 7: Rose-Roth Programme	+ 34,765.64
TO	Chapter 4 - Art. 10: Interpretation costs	+ 10,234.36



## **NATO Parliamentary Assembly**

# **THE NATO PARLIAMENTARY ASSEMBLY PROVIDENT FUND ANNUAL REPORT 2013 FINANCIAL STATEMENTS**

**FOR THE PERIOD**

**1 JANUARY TO 31 DECEMBER 2013**

**Approved by the Secretary General**

A handwritten signature in black ink, appearing to be 'Anders Fogh Rasmussen', is placed below the text 'Approved by the Secretary General'.



## **Significant Accounting Policies**

### **Contributions**

Member and organisation contributions are paid monthly directly into the Fund. Payments are received in euros and credited to individual accounts.

### **Funds**

Funds consist of shares in four portfolios: conservative, balanced, growth and cash. The member's return on investment is based upon the actual performance of the selected fund.

### **Pension schemes**

Contributions to national pension schemes are deducted from the monthly contributions of the affiliates when salaries are calculated and paid out.

### **Loans**

Affiliates can withdraw money from their Provident Fund for the purchase of a house in accordance with the Provident Fund rules (article 23). Shares in their portfolio are sold and the amount of the proceeds are transferred into the affiliates' bank account.



## STATEMENT OF FINANCIAL POSITION

ASSETS		
	2013	2012
<b>Current Assets</b>		
Current Account	€ 643.03	€ 640.65
Receivables	€ 0.00	€ 0.00
	<u>€ 643.03</u>	<u>€ 640.65</u>
<b>Personal Investment Accounts</b>		
Conservative Portfolio	€ 787,088.17	€ 1,357,032.95
Balanced Portfolio	€ 1,384,549.07	€ 1,916,886.55
Growth Portfolio	€ 1,277,595.78	€ 783,978.56
Cash Portfolio	€ 233,523.68	€ 454,597.13
	<u>€ 3,682,756.70</u>	<u>€ 4,512,495.19</u>
<b>Approved Home Loans</b>	€ 1,267,341.68	€ 514,879.66
	<u><u>€ 4,950,741.41</u></u>	<u><u>€ 5,028,015.50</u></u>

  

LIABILITIES		
Member Equity: Personal Investment Accounts	€ 3,682,756.70	€ 4,512,495.19
Member Equity: Approved Home Loans	€ 1,267,341.68	€ 514,879.66
Undistributed Assets	€ 643.03	€ 640.65
	<u><u>€ 4,950,741.41</u></u>	<u><u>€ 5,028,015.50</u></u>

## STATEMENT OF OPERATIONS AND CASH FLOW

	2013	2012
<b>Opening Balance - Personal Investment Accounts</b>	€ 4,512,495.19	€ 3,815,696.43
<b>Contributions for the year</b>		
Individual Contributions (7% of Basic Salary)	€ 122,324.42	€ 126,332.69
NATO PA Contributions (14% of Basic Salary)	€ 244,648.97	€ 252,665.34
Reimbursement of Loans	€ 87,451.98	€ 32,001.29
	<u>€ 454,425.37</u>	<u>€ 410,999.32</u>
<b>Withdrawals for the year</b>		
Closure accounts of Departing Employees	€ 690,785.66	€ 70,175.92
Payments to National Pension Schemes	€ 6,240.00	€ 6,072.00
Loan Advances	€ 839,914.00	€ 0.00
	<u>€ 1,536,939.66</u>	<u>€ 76,247.92</u>
Subtotal	€ 3,429,980.90	€ 4,150,447.83
<b>Portfolio Performance</b>		
Interest	€ 2.38	€ 0.00
Bank costs	€ 0.00	€ 0.00
Personal Investment Accounts	€ 252,775.80	€ 362,047.36
Return on Investments for the year	€ 252,778.18	€ 362,047.36
Less: Net Change in Undistributed Assets	€ -2.38	€ 0.00
	<u>€ 252,775.80</u>	<u>€ 362,047.36</u>
Closing Balance- Personal Investment Accounts	<u><u>€ 3,682,756.70</u></u>	<u><u>€ 4,512,495.19</u></u>