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Environment
Programme**

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**Sixteenth Meeting of the Parties
to the Montreal Protocol on
Substances that Deplete the
Ozone Layer**

Prague, 22–26 November 2004
Item 8 of the provisional agenda *

**Financial report on the Trust Funds for the Vienna Convention
for the Protection of the Ozone Layer and the Montreal Protocol
on Substances that Deplete the Ozone Layer and the budget for
the Montreal Protocol**

**Financial report on the Trust Funds for the Vienna Convention
for the Protection of the Ozone Layer and the Montreal Protocol
on Substances that Deplete the Ozone Layer for the biennium
2002-2003 and expenditures for 2003 as compared to the
approved budgets**

Report of the Secretariat

1. The Secretariat is circulating herewith as annex I to the present document the audited and certified financial report on the Trust Funds for the Vienna Convention for the Protection of the Ozone Layer and the Montreal Protocol on Substances that Deplete the Ozone Layer for the biennium 2002-2003.
2. A statement prepared by the Secretariat showing actual expenditures for 2003, as compared to the approved budgets for that year, is attached as annex II to the present document.
3. The activities of the Secretariat are financed through the Trust Fund for the Montreal Protocol, the Trust Fund for the Vienna Convention and additional voluntary contributions from individual Governments. The total costs in 2003 under the Trust Fund for the Montreal Protocol amounted to \$3,772,361, inclusive of 13 per cent programme support costs of \$432,339, and the total costs under the Trust Fund for the Vienna Convention amounted to \$336,286, inclusive of 13 per cent programme support costs of \$38,680.
4. In the present report, all references to dollars (\$) are to United States dollars.

* UNEP/OzL.Pro.16/1.

Annex I

Trust Fund for the Vienna Convention for the Protection of the Ozone Layer

I. Statement of income and expenditure and changes in reserves and fund balances for the biennium 2002-2003 ended 31 December 2003

| <u>Income</u> | <u>USD</u> |
|--|------------------|
| Voluntary contributions | 1,428,050 |
| Interest income | 205,698 |
| Miscellaneous income | 148 |
| Total Income | 1,633,896 |
| <u>Expenditure</u> | |
| Staff and other personnel costs | 597,204 |
| Travel | 53,180 |
| Operating expenses | 431,139 |
| Acquisitions | 78,801 |
| Programme support costs | 150,830 |
| Total Expenditure | 1,311,154 |
| Excess/(shortfall) of income over expenditure | 322,742 |
| Prior period adjustments | 511 |
| Net excess/(shortfall) of income over expenditure | 323,253 |
| Provisional savings on or cancellation of prior periods' obligations | 116 |
| Reserves and fund balances, beginning of period | 2,893,372 |
| Reserves and fund balances, end of period | 3,216,741 |

II. Statement of assets, liabilities, reserves and fund balances as at 31 December 2003

| | |
|--|------------------|
| <u>Assets</u> | |
| Cash and term deposits | 2,840,943 |
| Voluntary pledges receivable | 734,796 |
| Other accounts receivable | 31,100 |
| Total assets | 3,606,839 |
| <u>Liabilities</u> | |
| Interfund payable | 80,606 |
| Other accounts payable | 6,383 |
| Reserve for obligation | 279,184 |
| Deferred credits | 23,925 |
| Total liabilities | 390,098 |
| <u>Reserves and fund balances</u> | |
| Cumulative surplus | 3,216,741 |
| Total reserves and fund balances | 3,216,741 |
| Total liabilities, reserve and fund balance | 3,606,839 |


David Hastie

Chief

ACCOUNTS SECTION

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BUDGET AND FINANCIAL MANAGEMENT SERVICE, UNON

23/06/2004

Trust Fund for the Montreal Protocol on Substances that Deplete the Ozone Layer.

**I. Statement of income and expenditure and changes in reserves and fund balances for the biennium
2002-2003 ended 31 December 2003**

| Income | USD |
|--|--------------------|
| Voluntary contributions | 4,921,321 |
| Interest income | 700,241 |
| Miscellaneous income | 1,091 |
| Total Income | 5,622,653 |
| Expenditure | |
| Staff and other personnel costs | 2,970,223 |
| Contractual services | 161,521 |
| Travel | 298,512 |
| Operating expenses | 3,045,979 |
| Acquisitions | 123,540 |
| Programme support costs | 856,082 |
| Total Expenditure | 7,455,857 |
| Excess/(shortfall) of income over expenditure | (1,833,204) |
| Prior period adjustments | (110,332) |
| Net excess/(shortfall) of income over expenditure | (1,943,536) |
| Provisional savings on or cancellation of prior periods' obligations | 9,550 |
| Reserves and fund balances, beginning of period | 12,417,911 |
| Reserves and fund balances, end of period | 10,483,925 |

II. Statement of assets, liabilities, reserves and fund balances as at 31 December 2003

| Assets | |
|--|-------------------|
| Cash and term deposits | 8,787,533 |
| Voluntary pledges receivable | 3,764,604 |
| Other accounts receivable | 64,115 |
| Deferred charges | 11,115 |
| Total assets | 12,627,367 |
| Liabilities | |
| Interfund payable | 34,507 |
| Other accounts payable | 64,977 |
| Reserve for obligation | 1,955,319 |
| Deferred credits | 88,639 |
| Total liabilities | 2,143,442 |
| Reserves and fund balances | |
| Cumulative surplus | 10,483,925 |
| Total reserves and fund balances | 10,483,925 |
| Total liabilities, reserve and fund balance | 12,627,367 |


David Hastie

Chief

ACCOUNTS SECTION

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BUDGET AND FINANCIAL MANAGEMENT SERVICE, UNON

23/06/2004

Annex II

Expenditures for 2003 as compared to the approved budget of the Trust Funds for the Montreal Protocol and the Vienna Convention

| | w/m | Montreal Protocol approved 2003 budget (US\$) | Actual 2003 expenditures (US\$) | w/m | Vienna Convention approved 2003 budget (US\$) | Actual 2003 expenditures (US\$) |
|--|-----|---|---------------------------------|-----|---|---------------------------------|
|--|-----|---|---------------------------------|-----|---|---------------------------------|

10 PROJECT PERSONNEL COMPONENT

1100 Project personnel

| | | | | | | | |
|------|---|----|----------------|----------------|----|----------------|----------------|
| 1101 | Executive Secretary (D-2) (shared with the Vienna Convention, VC) | 6 | 105,000 | 112,786 | 6 | 78,860 | 78,860 |
| 1102 | Deputy Executive Secretary (D-1) | 12 | 150,000 | 155,799 | 12 | 0 | 0 |
| 1103 | Senior Legal Officer (P-5) | 12 | 120,000 | 125,229 | 12 | 0 | 0 |
| 1104 | Senior Scientific Affairs Officer (P-5) (shared with VC) | 6 | 82,500 | 82,500 | 6 | 76,540 | 61,714 |
| 1105 | Administrative Officer (P-4) (paid by UNEP) | | 0 | 0 | | 0 | 0 |
| 1106 | Programme Officer (Data Systems) (P-3) | | 103,000 | 87,823 | | 0 | 0 |
| 1107 | Programme Officer (Communication & Information) (P-3) | | 0 | 0 | | 60,000 | 215 |
| 1108 | Programme Officer (Monitoring & Compliance) (P-3) | | 60,000 | 218 | | 0 | 0 |
| 1199 | <i>Total</i> | | <i>620,500</i> | <i>564,354</i> | | <i>215,400</i> | <i>140,789</i> |

1300 Administrative support

| | | | | | | | |
|------|--|----|--------|--------|----|--------|--------|
| 1301 | Administrative Assistant (G-7) | 6 | 10,500 | 13,333 | 6 | 10,230 | 10,249 |
| 1302 | Personal Assistant (G-6) | 12 | 20,000 | 20,119 | 12 | 0 | 0 |
| 1303 | Programme Assistant (G-6) (paid by VC) | | 0 | 0 | | 18,307 | 18,481 |
| 1304 | Personal Assistant (G-6) | 6 | 10,500 | 11,415 | 6 | 9,154 | 9,185 |
| 1305 | Programme Assistant (G-6) | 6 | 10,500 | 10,500 | 6 | 9,154 | 6,321 |
| 1306 | Documents Clerk (G-4) | 12 | 10,000 | 12,958 | 12 | 0 | 0 |
| 1307 | Data Assistant (G-7) | 12 | 20,200 | 21,131 | | 0 | 0 |

| | w/m | Montreal Protocol approved 2003 budget (US\$) | Actual 2003 expenditures (US\$) | w/m | Vienna Convention approved 2003 budget (US\$) | Actual 2003 expenditures (US\$) |
|--|-----|---|------------------------------------|-----|---|------------------------------------|
| 1308 | | 0 | 0 | | 0 | 0 |
| 1309 | | 0 | 0 | | 0 | 0 |
| 1310 | | 0 | 0 | 6 | 10,000 | 0 |
| 1320 | | 15,000 | 15,000 | | 0 | 0 |
| 1321 | | 350,000 | 350,000 | | 0 | 0 |
| 1322 | | 430,000 | 430,000 | | 0 | 0 |
| 1323 | | 75,000 | 73,603 | | 0 | 0 |
| 1324 | | 20,000 | 20,000 | | 0 | 0 |
| 1325 | | 40,000 | 39,340 | | 0 | 0 |
| 1326 | | 12,000 | 11,824 | | 0 | 0 |
| 1327 | | 0 | 0 | | 0 | 0 |
| 1328 | | 0 | 0 | | 10,058 | 9,137 |
| 1399 | | 1,023,700 | 1,029,222 | | 66,903 | 53,372 |
| | | 1,644,200 | 1,593,576 | | 282,303 | 194,161 |
| <i>Staff and other personnel costs total</i> | | | | | | |
| <i>1200 Consultants</i> | | | | | | |
| 1201 | | 50,000 | 48,040 | | 0 | 0 |
| 1299 | | 50,000 | 48,040 | | 0 | 0 |
| | | 50,000 | 48,040 | | 0 | 0 |
| <i>Contractual services total</i> | | | | | | |
| <i>1600 Travel on Official business</i> | | | | | | |
| 1601 | | 150,000 | 149,095 | | 16,153 | 15,193 |
| 1602 | | 15,000 | 13,815 | | 0 | 0 |
| 1699 | | 165,000 | 162,910 | | 16,153 | 15,193 |
| | | 165,000 | 162,910 | | 16,153 | 15,193 |
| <i>Travel total</i> | | | | | | |

| w/m | Montreal Protocol approved 2003 budget (US\$) | Actual 2003 expenditures (US\$) | w/m | Vienna Convention approved 2003 budget (US\$) | Actual 2003 expenditures (US\$) |
|-----|---|------------------------------------|-----|---|------------------------------------|
|-----|---|------------------------------------|-----|---|------------------------------------|

OPERATING EXPENSES

3300 *Participation of developing countries*

| | | | | | |
|------|--|-----------|-----------|---|---|
| 3301 | Assessment panel meetings | 400,000 | 393,751 | 0 | 0 |
| 3302 | Preparatory and Parties meetings | 350,000 | 347,490 | 0 | 0 |
| 3303 | Open-ended Working Group meetings | 300,000 | 299,349 | 0 | 0 |
| 3304 | Bureau meetings | 40,000 | 38,484 | 0 | 0 |
| 3305 | Committee meetings | 115,000 | 114,909 | 0 | 0 |
| 3306 | Meetings for the promotion of the Protocol among non-Parties | 50,000 | 48,366 | 0 | 0 |
| 3307 | Ozone Research Managers meeting | 0 | 0 | 0 | 0 |
| 3399 | <i>Total</i> | 1,255,000 | 1,242,348 | 0 | 0 |

5100 *Operation and maintenance of equipment*

| | | | | | |
|------|--|--------|--------|-------|-------|
| 5101 | Maintenance of equipment and others (shared with VC) | 14,500 | 14,500 | 7,000 | 7,000 |
| 5199 | <i>Total</i> | 14,500 | 14,500 | 7,000 | 7,000 |

5200 *Reporting costs*

| | | | | | |
|------|---|--------|--------|-------|-------|
| 5201 | Reporting | 54,000 | 53,683 | 8,000 | 7,925 |
| 5202 | Reporting (Technical assessment panels) | 15,000 | 10,000 | 0 | 0 |
| 5203 | Reporting (Protocol awareness) | 10,000 | 10,000 | 0 | 0 |
| 5299 | <i>Total</i> | 79,000 | 73,683 | 8,000 | 7,925 |

| | w/m | Montreal Protocol approved 2003 budget (US\$) | Actual 2003 expenditures (US\$) | w/m | Vienna Convention approved 2003 budget (US\$) | Actual 2003 expenditures (US\$) |
|------|--------------------|---|------------------------------------|-----|---|------------------------------------|
| 5300 | <i>Sundry</i> | | | | | |
| 5301 | | 45,000 | 37,311 | | 24,000 | 14,000 |
| 5302 | | 60,000 | 60,000 | | 12,000 | 11,857 |
| 5303 | | 12,500 | 8,450 | | 0 | 0 |
| 5304 | | 12,000 | 12,100 | | 5,000 | 5,000 |
| 5399 | | <i>129,500</i> | <i>117,861</i> | | <i>41,000</i> | <i>30,857</i> |
| 5400 | <i>Hospitality</i> | | | | | |
| 5401 | | 12,000 | 11,725 | | 0 | 0 |
| 5499 | | <i>12,000</i> | <i>11,725</i> | | <i>0</i> | <i>0</i> |
| | | <i>0</i> | <i>14,333</i> | | <i>0</i> | <i>66</i> |
| | | 1,490,000 | 1,474,449 | | 56,000 | 45,848 |

ACQUISITIONS

| | | | | | | |
|------|---|---------------|---------------|--|---------------|---------------|
| 4100 | <i>Expendable equipment (items under \$1,500)</i> | | | | | |
| 4101 | | 17,000 | 17,000 | | 9,000 | 9,000 |
| 4199 | | <i>17,000</i> | <i>17,000</i> | | <i>9,000</i> | <i>9,000</i> |
| 4200 | <i>Non-expendable equipment (acquisitions)</i> | | | | | |
| 4201 | | 10,000 | 10,000 | | 7,000 | 6,773 |
| 4202 | | 4,500 | 4,500 | | 5,000 | 4,200 |
| 4203 | | 5,000 | 3,546 | | 8,500 | 8,432 |
| 4204 | | 0 | 0 | | 0 | 0 |
| 4299 | | <i>19,500</i> | <i>18,046</i> | | <i>20,500</i> | <i>19,404</i> |

| | w/m | Montreal Protocol approved 2003 budget (US\$) | Actual 2003 expenditures (US\$) | w/m | Vienna Convention approved 2003 budget (US\$) | Actual 2003 expenditures (US\$) |
|--|-----|---|------------------------------------|-----|---|------------------------------------|
| <i>4300 Premises</i> | | | | | | |
| 4301 Rental of office premises (shared with VC) | | 26,000 | 26,000 | | 14,000 | 14,000 |
| 4399 <i>Total</i> | | 26,000 | 26,000 | | 14,000 | 14,000 |
| <i>Acquisitions total</i> | | 62,500 | 61,046 | | 43,500 | 42,404 |
| 98 TOTAL DIRECT PROJECT COST | | 3,411,700 | 3,340,021 | | 397,956 | 297,606 |
| Programme support costs (13%) | | 443,520 | 432,339 | | 51,734 | 38,680 |
| 99 GRAND TOTAL (inclusive of programme support costs) | | 3,855,220 | 3,772,361 | | 449,690 | 336,286 |