



European Foundation for the Improvement of Living and Working Conditions

FINAL ACCOUNTS FOR THE YEAR 2008

Approved by the Director, in Dublin, on 17/06/2009

Jorma Karppinen,
Director of the European Foundation for the Improvement
of Living and Working Conditions.

Accounting Officer
V1.0 – 15/06/2009

ACCOUNTS FOR THE YEAR 2008

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ACCOUNTS FOR THE YEAR 2008

RECAPITULATION OF MAIN ACCOUNTING PRINCIPLES

The accounts are kept in accordance with the requirements of the Foundation's Financial Regulations (FR) and the rules for the Implementation of the Financial Regulations (IFR) which were adopted the 28th March 2003 by the Administrative Board and in accordance with the Accounting Manual of the Commission.

More precisely they are kept in accordance with Articles 76 to 90 of the FR and Articles 185 to 227 of the IFR.

From 1st January 2005 and according to article 85 of the FR the accounting rules and methods and the harmonised chart of accounts to be applied by the Foundation shall be adopted by the Commission's Accounting Officer (also according to the General Financial Regulation of the Commission– Art 133).

Therefore the accounts for the Year 2008 are kept in accordance with the Commission's Accounting Officer's decision dated 28/12/2004 where 15 accounting rules and a harmonised chart of accounts are defined.

CERTIFICATE

The annual accounts of the European Foundation for the Improvement of Living and Working Conditions for the year 2008 have been prepared in accordance with the Financial Regulation of the EC and the accounting rules adopted by the Commission's Accounting Officer, as are to be applied by all the institutions and community bodies.

I acknowledge my responsibility for the preparation and presentation of the annual accounts of the European Foundation for the Improvement of Living and Working Conditions in accordance with art 61 of the Financial Regulation.

I have obtained from the authorising officer, who guaranteed its reliability, all the information necessary for the production of the accounts that show the European Foundation for the Improvement of Living and Working Conditions assets and liabilities and the budgetary implementation.

I hereby certify that based on this information, and on such checks as I deemed necessary to sign off the accounts, I have a reasonable assurance that the accounts present a true and fair view of the financial position of the European Foundation for the Improvement of Living and Working Conditions in all material aspects.



Gerald King FCCA
Accounting Officer

**ANALYSIS OF FINANCIAL MANAGEMENT
IN RESPECT OF THE FINANCIAL YEAR 2008**

1. Summary table of expenditure for financial year 2008 (in euro)

	TOTAL	TITLE 1 Staff Expenditure	TITLE 2 Administrative Expenditure	TITLE 3 Operating Expenditure
<u>Appropriations available</u>				
Final appropriations for the financial year 2008	21,000,000	11,365,000	1,435,000	8,200,000
<u>Utilisation of appropriations</u>				
Commitments amounted to	19,680,120	9,972,339	1,671,157	8,036,624
Carried-Over appropriations (C3)	358,467	0	35,000	323,467
Total utilisation	20,038,587	9,972,339	1,706,157	8,360,091
Leaving to be cancelled an amount of	974,879	576,364	117,037	281,478
<i>Percentage utilised</i>	95.1%	94.3%	93.1%	96.6%
<i>Percentage cancelled</i>	4.9%	5.7%	6.9%	3.4%
<u>Utilisation of appropriations carried over from 2007</u>				
Appropriations carried over (C8&C3)	5,010,692	243,273	369,360	4,397,428
Commitments from carryovers C3	306,809	67,599	72,920	166,289
Appropriations cancelled (not committed) C3	78,111	3,749	49,240	25,121
Payments from carryovers C3	228,023	63,176	23,680	141,167
Leaving to be cancelled an amount of	78,785	4,424	49,240	25,121
<i>Percentage utilised</i>	74.3%	93.4%	32.5%	84.9%
<i>Percentage cancelled</i>	25.7%	6.5%	67.5%	15.1%
Commitments from carryovers C8	4,703,883	175,674	297,070	4,231,139
Payments from carryovers C8	4,240,502	115,816	258,331	3,866,355
Leaving to be cancelled an amount of	463,380	59,858	38,738	364,784
<i>Percentage utilised</i>	90.02%	65.9%	86.9%	91.4%
<i>Percentage cancelled</i>	9.8%	34.1%	13.1 %	8.6%

2. General appraisal regarding implementation of the 2008 Budget

2.1 Appropriations for the Financial Year:

The appropriations entered in the budget for the financial year 2008 amounting to EUR 21,000,000 represented an increase of 4.1% by comparison with budgetary appropriations for the financial year 2007 of EUR 20,180,000.

Appropriations cancelled, amounting to EUR 974,879 represented 4.9% of final appropriations included clearing € 188,071 of previous imbalance. Therefore appropriations cancelled amounted to EUR 786,808 representing 3.7% of the appropriations available.

The commitments entered for the financial year 2008 and the appropriations carried over (C3) amounting to EUR 19,978,076 represented 95.1% of final appropriations.

Without the effect of the "imbalance" (of EUR 188,071), the budget utilisation represented 95.1% of the final appropriations.

2.2 The utilisation of appropriations carried over from the financial year 2007 to the financial year 2008 amounted to 91.4%.

3. Analysis of the utilisation of appropriations and principal variances as compared with the financial year 2007

3.1 **Title I:** The utilisation of Title I appropriations on the basis of commitments amounted in 2008 to 94.3%, compared with 96.5% in the preceding financial year.

By comparison with the financial year 2007 the final appropriations committed decreased by EUR 355,040 or 3.4%.

Major decreases were shown in Article 118 – Recruitment and Allowances (-32.5%).

Major decreases were shown in Article 110 – Staff (-1.81%).

Both decreases are partly influenced by the delay in recruiting a new Deputy Director.

3.2 **Title II:** The utilisation of Title II appropriations on the basis of commitments amounted in 2008 to 93.1% compared with 99.3% in the preceding financial year.

By comparison with the financial year 2007, the final appropriations committed increased by 35.1% (EUR 443,718).

Major decreases were shown in Article 239 – Stationery & Office Supplies decrease by 41% (EUR 11,993)

A major increase of 55% (EUR 270,500) was shown in Article 220 – Electronic Office Equipment due to the purchase of a new telephone system and other IT projects

3.3 **Title III:** The utilisation of Title III appropriations on the basis of commitments, amounted in 2008 to 96.6 %, compared with 98.6% in the preceding financial year.

By comparison with the financial year 2007, the final appropriations committed increased by EUR 256,575 or 3.2%.

Decreases were shown in Article 304 – Expenditure for meetings in the amount of EUR 267,838 (an initially planned major conference was postponed to 2009) and Article 303 – Studies in the amount of EUR 236,728 (5.1%).

Increases were in Article 301 – Dissemination of information amount of EUR 179,607 (15.5%).

4. **Comparative table of commitments 2008/2007**

Title		Appropriations	Commitments	
		2008	2008	2007
I	Staff	10,548,702	9,972,339	10,259,781
II	Administrative Expenses	1,823,194	1,671,157	1,271,924
III	Operating Expenditure – Improvement of Living and Working Conditions	8,628,104	8,036,624	7,943,134
	TOTAL	21,000,000	19,680,120	19,392,434

5. Application of Appropriations for the Financial Year 2008 by Title:

EUR

Title	Carry Overs from 2007 (C8)	Payments from Carry Overs (C8)	Cancelled (C8)	Carry Overs from 2007 (C3)	Payments from Carry Overs (C3)	Cancelled (C3)	Appropriations for the Financial Year 2008	Commitments for the Financial Year 2008	Payments for the Financial Year 2008	Carry Overs from 2008 (C3 & C8)	Cancelled
I Staff	175,673.71	115,815.92	59,857.79	67,559.23	63,176.05	4,423.18	10,548,702.00	9,972,339.00	9,816,924.76	162,942.84	576,363.08
II Administration Expenses	297,069.98	258,331.67	38,738.31	72,920.30	23,680.00	49,240.30	1,823,194.00	1,671,157	1,116,325.21	589,831.58	117,037.26
III Operating Expenditure - Improvement of Living & Working Conditions	4,231,139.81	3,866,355.36	364,784.45	166,289.01	141,167.46	25,121.55	8,628,104.00	8,036,624	3,481,770.44	4,864,854.26	281,479.25
TOTAL	4,703,883.50	4,240,502.95	463,380.55	306,808.54	228,023.51	78,785.03	21,000,000.00	19,680,120.00	14,415,020.41	5,623,567.27	974,879.59

STATEMENT OF REVENUE FOR THE FINANCIAL YEAR 2008							
Art.	Item	Heading	Estimates entered in the Budget	Entitlements established during financial year	Amounts collected	Amounts outstanding in respect of financial year	Amounts outstanding from preceeding year
100		TITLE 1: EUROPEAN UNION SUBSIDY					
		CHAPTER 10 - EUROPEAN UNION SUBSIDY - TOTAL	20,400,000.00	20,000,000.00	20,000,000.00	0.00	-188,071.34
		CHAPTER 10 - PHARE SUBSIDY - TOTAL	300,000.00	307,677.00	307,677.00	0.00	
TITLE 1 - TOTAL			20,700,000.00	20,307,677.00	20,307,677.00	0.00	-188,071.34
500		TITLE 5: MISCELLANEOUS REVENUE					
		CHAPTER 50 - PROCEEDS OF THE SALE OF MOVABLE AND IMMOVABLE PROPERTY - TOTAL	t.e.	0.00	0.00	0.00	
520		CHAPTER 52 - REVENUE FROM INVESTMENTS OR LOANS, BANK INTEREST AND OTHER ITEMS - TOTAL	t.e.	0.00	0.00	0.00	
540		CHAPTER 54 - MISCELLANEOUS REVENUE AVAILABLE FOR RE-USE BUT NOT USED - TOTAL	t.e.	19,666.63	17,808.41	1,858.22	
590		CHAPTER 59 - OTHER REVENUE FROM ADMINISTRATIVE OPERATIONS - TOTAL	t.e.	0.00	0.00	0.00	1,155.68
TITLE 5: TOTAL			0.00	19,666.63	17,808.41	1,858.22	1,155.68
600		TITLE 6: REVENUE FROM SERVICES RENDERED AGAINST PAYMENT					
		CHAPTER 60					
		Revenue from services rendered against payment	300,000.00	119,855.80	118,918.19	937.61	
601		Revenue from co-financing agreements	t.e.	0.00	0.00	0.00	
602		Revenue from sales of publications	t.e.	1,133.09	1,133.09	0.00	
603		Proceeds from the letting and hiring of immovable property	t.e.	4,642.80	4,642.80	0.00	1,356.00
TITLE 6: TOTAL			300,000.00	125,631.69	124,694.08	937.61	1,356.00
GRAND TOTAL			21,000,000.00	20,452,975.32	20,450,179.49	2,795.83	-185,559.66

STATEMENT OF EXPENDITURE FOR THE FINANCIAL YEAR 2008

Art.	Item	Heading	Appropriations entered in the Budget	Transfers made	Final Appropriations ABAC	Final Commitments	Payments	Appropriations carried over (ART.10,3/4)	Appropriations cancelled
		TITLE 1: STAFF							
		<i>CHAPTER 11 - STAFF IN ACTIVE EMPLOYMENT</i>							
110		Staff holding a post provided for in the list of posts							
	1100	Basic salaries	5,710,000.00	-279,470.00	5,430,530.00	5,304,065.08	5,304,065.08	0.00	126,464.92
	1101	Family allowances	800,000.00	-600.00	799,400.00	799,340.18	799,340.18	0.00	59.82
	1102	Expatriation allowances	762,000.00	-64,500.00	697,500.00	692,180.61	692,180.61	0.00	5,319.39
	1103	Secretarial allowances	53,000.00	-13,000.00	40,000.00	39,134.29	39,134.29	0.00	865.71
		<i>Article 110 Total</i>	7,325,000.00	-357,570.00	6,967,430.00	6,834,720.16	6,834,720.16	0.00	132,709.84
112	1120	Further training, language courses, retraining and information for staff	175,000.00	0.00	175,000.00	167,810.96	117,502.24	50,308.72	7,189.04
	1121	Contract Agents	290,000.00	-31,000.00	259,000.00	244,058.84	244,058.84	0.00	14,941.16
		<i>Article 112 Total</i>	465,000.00	-31,000.00	434,000.00	411,869.80	361,561.08	50,308.72	22,130.20
113		Employer's social security contributions							
	1130	Insurance against sickness	205,000.00	-6,000.00	199,000.00	195,410.99	195,410.99	0.00	3,589.01
	1131	Insurance against accidents and occupational disease	43,000.00	-1,500.00	41,500.00	40,506.27	40,506.27	0.00	993.73
	1132	Unemployment Insurance	77,000.00	-7,000.00	70,000.00	62,443.40	62,443.40	0.00	7,556.60
		<i>Article 113 Total</i>	325,000.00	-14,500.00	310,500.00	298,360.66	298,360.66	0.00	12,139.34
114		Miscellaneous allowances and grants							
	1141	Travel expenses for annual leave	150,000.00	-2,578.00	147,422.00	146,230.64	146,230.64	0.00	1,191.36
	1145	Special allowances for accounting officers and administrators of advance funds		0.00	0.00	0.00	0.00	0.00	0.00
		<i>Article 114 Total</i>	150,000.00	-2,578.00	147,422.00	146,230.64	146,230.64	0.00	1,191.36
115	1150	Miscellaneous allowances and grants	10,000.00	0.00	10,000.00	3,733.52	3,733.52	0.00	6,266.48

STATEMENT OF EXPENDITURE FOR THE FINANCIAL YEAR 2008

Art.	Item	Heading	Appropriations entered in the Budget	Transfers made	Final Appropriations	Final Commitments	Payments	Appropriations carried over (ART.10,3/4)	Appropriations cancelled
117		Supplementary services							
	1175	Temporary staff and other services and work sent out for translation and typing	165,000.00	45,000.00	210,000.00	198,199.12	191,833.82	6,365.30	11,800.88
	1176	Officials seconded from Member State bodies	102,000.00	-47,000.00	55,000.00	42,649.89	42,649.89	0.00	12,350.11
	1177	Trainee officials (stagiaires)	69,000.00	-17,000.00	52,000.00	38,481.52	38,481.52	0.00	13,518.48
		<i>Article 117 Total</i>	336,000.00	-19,000.00	317,000.00	279,330.53	272,965.23	6,365.30	37,669.47
118		Allowances and expenses on entering and leaving the service and on transfer							
	1180	Miscellaneous expenditure on recruitment	180,000.00	-60,000.00	120,000.00	48,875.34	26,399.41	22,475.93	71,124.66
	1181	Travel expenses (including members of the family)	12,000.00	0.00	12,000.00	631.00	631.00	0.00	11,369.00
	1182	Installation, resettlement and transfer allowances	105,000.00	-11,000.00	94,000.00	41,602.51	41,602.51	0.00	52,397.49
	1183	Removal expenses	50,000.00	10,000.00	60,000.00	27,293.67	27,293.67	0.00	32,706.33
	1184	Temporary daily subsistence allowances	80,000.00	-22,250.00	57,750.00	11,463.83	11,463.83	0.00	46,286.17
		<i>Article 118 Total</i>	427,000.00	-83,250.00	343,750.00	129,866.35	107,390.42	22,475.93	213,883.65
119	1190	Salary weightings	1,465,000.00	-39,400.00	1,425,600.00	1,343,534.42	1,343,534.42	0.00	82,065.58
		<i>CHAPTER 11 - TOTAL</i>	10,503,000.00	-547,298.00	9,955,702.00	9,447,646.08	9,368,496.13	79,149.95	508,055.92
		<i>CHAPTER 13 - MISSIONS AND DUTY TRAVEL</i>							
130	1300	Mission expenses, travel expenses and other incidental expenditure	450,000.00	31,000.00	481,000.00	432,599.78	377,526.65	55,073.13	48,400.22
		<i>CHAPTER 13 - TOTAL</i>	450,000.00	31,000.00	481,000.00	432,599.78	377,526.65	55,073.13	48,400.22

STATEMENT OF EXPENDITURE FOR THE FINANCIAL YEAR 2008

Art.	Item	Heading	Appropriations entered in the Budget	Transfers made	Final Appropriations	Final Commitments	Payments	Appropriations carried over (ART.10,3/4)	Appropriations cancelled
		<i>CHAPTER 14 : SOCIOMEDICAL INFRASTRUCTURE</i>							
140	1400	Restaurants and canteens	62,000.00	400.00	62,400.00	53,430.67	44,316.21	9,114.46	8,969.33
141	1410	Medical service	20,000.00	0.00	20,000.00	15,000.00	12,841.73	2,158.27	5,000.00
142	1420	Other welfare expenditure	15,000.00	-400.00	14,600.00	8,662.39	6,826.89	1,835.50	5,937.61
143	1430	Entertainment and representation expenses	15,000.00	0.00	15,000.00	15,000.00	6,917.15	8,082.85	0.00
		<i>CHAPTER 14 - TOTAL</i>	112,000.00	0.00	112,000.00	92,093.06	70,901.98	21,191.08	19,906.94
		<i>CHAPTER 18 : IMBALANCE</i>							
180	1800	Imbalance	300,000.00	-300,000.00	0.00	0.00	0.00	0.00	0.00
		<i>CHAPTER 18 - TOTAL</i>	300,000.00	-300,000.00	0.00	0.00	0.00	0.00	0.00
		TITLE 1 TOTAL	11,365,000.00	-816,298.00	10,548,702.00	9,972,338.92	9,816,924.76	155,414.16	576,363.08

STATEMENT OF EXPENDITURE FOR THE FINANCIAL YEAR 2008

Art.	Item	Heading	Appropriations entered in the Budget	Transfers made	Final Appropriations	Final Commitments	Payments	Appropriations carried over (ART.10,3/4)	Appropriations cancelled
		TITLE 2: BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE							
		<i>CHAPTER 20 - RENTAL OF BUILDINGS AND ASSOCIATED COSTS</i>							
201	2010	Insurance	40,000.00	-2,500.00	37,500.00	37,208.17	37,208.17	0.00	291.83
202	2020	Water, gas, electricity and heating	110,000.00	20,000.00	130,000.00	119,809.18	96,809.18	23,000.00	10,190.82
203	2030	Cleaning and maintenance	180,000.00	-16,000.00	164,000.00	163,450.02	139,890.41	23,559.61	549.98
204	2040	Fitting-out of premises	110,000.00	-69,300.00	40,700.00	33,845.54	26,185.54	7,660.00	6,854.46
205	2050	Security and surveillance of buildings	80,000.00	2,500.00	82,500.00	82,450.40	71,357.94	11,092.46	49.60
209	2090	Other expenditure on buildings	84,000.00	5,500.00	89,500.00	89,306.36	89,305.64	0.72	193.64
		<i>CHAPTER 20 - TOTAL</i>	604,000.00	-59,800.00	544,200.00	526,069.67	460,756.88	65,312.79	18,130.33
		<i>CHAPTER 21 - RENT</i>							
	2100	Rent	18,000.00	7,910.00	25,910.00	24,120.00	24,023.50	96.50	1,790.00
		<i>CHAPTER 21 - TOTAL</i>	18,000.00	7,910.00	25,910.00	24,120.00	24,023.50	96.50	1,790.00

STATEMENT OF EXPENDITURE FOR THE FINANCIAL YEAR 2008

Art.	Item	Heading	Appropriations entered in the Budget	Transfers made	Final Appropriations	Final Commitments	Payments	Appropriations carried over (ART.10,3/4)	Appropriations cancelled
		<i>CHAPTER 22 - MOVABLE PROPERTY AND ASSOCIATED COSTS</i>							
220		Technical installations and electronic office equipment							
	2200	New purchases of technical equipment and installations	5,000.00	5,034.20	10,034.20	9,665.00	9,650.24	14.76	369.20
	2201	Replacement of technical equipment and installations		0.00	0.00		0.00	0.00	0.00
	2202	Hire of technical equipment and installations	10,000.00	-10,000.00	0.00		0.00	0.00	0.00
	2203	Maintenance, use and repair of technical equipment and installations	35,000.00	115,300.00	150,300.00	150,045.25	121,536.38	28,508.87	254.75
	2204	Electronic office equipment	520,000.00	303,469.17	823,469.17	756,863.16	336,172.19	420,690.97	66,606.01
		<i>Article 220 - Total</i>	570,000.00	413,803.37	983,803.37	916,573.41	467,358.81	449,214.60	67,229.96
221		Furniture							
	2210	New purchases of furniture	5,000.00	0.00	5,000.00	5,000.00	0.00	5,000.00	0.00
	2211	Replacement of furniture	5,000.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00
	2213	Maintenance, use and repair of furniture	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		<i>Article 221 - Total</i>	10,000.00	0.00	10,000.00	5,000.00	0.00	5,000.00	5,000.00
223		Vehicles							
	2231	Replacement of vehicles	0.00	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00
	2233	Maintenance, use and repair of vehicles	1,000.00	1,000.00	2,000.00	1,835.47	1,835.47	0.00	164.53
		<i>Article 223 - Total</i>	1,000.00	36,000.00	37,000.00	1,835.47	1,835.47	35,000.00	164.53
225		Documentation and library expenditure							
	2250	Library funds, purchase of books	80,000.00	10,000.00	90,000.00	80,000.00	62,829.37	17,170.63	10,000.00
	2252	Subscription to newspapers and periodicals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	2255	Subscription to view-data services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		<i>Article 225 - Total</i>	80,000.00	10,000.00	90,000.00	80,000.00	62,829.37	17,170.63	10,000.00
		CHAPTER 22 - TOTAL	661,000.00	459,803.37	1,120,803.37	1,003,408.88	532,023.65	506,385.23	82,394.49

STATEMENT OF EXPENDITURE FOR THE FINANCIAL YEAR 2008

Art.	Item	Heading	Appropriations entered in the Budget	Transfers made	Final Appropriations	Final Commitments	Payments	Appropriations carried over (ART.10,3/4)	Appropriations cancelled
		<i>CHAPTER 23 - CURRENT ADMINISTRATIVE EXPENDITURE</i>							
230	2300	Stationery and office supplies	30,000.00	-8,019.32	21,980.68	16,980.68	14,275.78	2,704.90	5,000.00
232	2320	Bank Charges	5,000.00	-1,500.00	3,500.00	2,515.81	1,987.35	528.46	984.19
235	2350	Uniforms and working clothes	2,000.00	-700.00	1,300.00	1,257.10	275.10	982.00	42.90
239		Other administrative expenditure							
	2390	Publications	10,000.00	-6,000.00	4,000.00	1,892.46	892.46	1,000.00	2,107.54
	2394	Petty expenses	1,000.00	0.00	1,000.00	600.00	0.00	600.00	400.00
		<i>Article 239 - Total</i>	11,000.00	-6,000.00	5,000.00	2,492.46	892.46	1,600.00	2,507.54
		<i>CHAPTER 23 - TOTAL</i>	48,000.00	-16,219.32	31,780.68	23,246.05	17,430.69	5,815.36	8,534.63
		<i>CHAPTER 24 - POSTAL AND TELECOMMUNICATIONS CHARGES</i>							
240	2400	Postage and delivery charges	30,000.00	-3,500.00	26,500.00	26,477.57	19,824.13	6,653.44	22.43
241	2410	Telephone, telegraph, telex, radio, television	74,000.00	0.00	74,000.00	67,834.62	62,266.36	5,568.26	6,165.38
		<i>CHAPTER 24 - TOTAL</i>	104,000.00	-3,500.00	100,500.00	94,312.19	82,090.49	12,221.70	6,187.81
		TITLE 2 TOTAL	1,435,000.00	388,194.05	1,823,194.05	1,671,156.79	1,116,325.21	589,831.58	117,037.26

STATEMENT OF EXPENDITURE FOR THE FINANCIAL YEAR 2008

Art.	Item	Heading	Appropriations entered in the Budget	Transfers made	Final Appropriations	Final Commitments	Payments	Appropriations carried over (ART.10,3/4)	Appropriations cancelled
		TITLE 3 : OPERATING EXPENDITURE							
		<i>CHAPTER 30 - OPERATING EXPENDITURE</i>							
300	3000	Establishment of operational documentation	600,000.00	86,435.00	686,435.00	686,434.49	287,718.84	398,715.65	0.51
301		Dissemination of information							
	3010	Publication of results of studies	900,000.00	-116,269.50	783,730.50	783,693.72	279,956.45	503,737.27	36.78
	3011	Publication of the annual report	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	3012	Marketing and promotional activities	500,000.00	53,923.41	553,923.41	553,923.41	347,012.84	206,910.57	0.00
		<i>Article 301 - Total</i>	1,400,000.00	-62,346.09	1,337,653.91	1,337,617.13	626,969.29	710,647.84	36.78
302	3020	Participation in congresses and public events	0.00	0.00	0.00	0.00	0.00	0.00	0.00
303	3030	Studies and pilot schemes relating to living and working conditions	4,300,000.00	470,739.06	4,770,739.06	4,241,250.06	1,559,256.59	2,991,993.72	219,488.75
	3030	PHARE - Studies and pilot schemes relating to living and working conditions	200,000.00	0.00	200,000.00	173,600.00	52,080.00	121,520.00	26,400.00
		<i>Article 303 - Total</i>	4,500,000.00	470,739.06	4,970,739.06	4,414,850.06	1,611,336.59	3,113,513.72	245,888.75

STATEMENT OF EXPENDITURE FOR THE FINANCIAL YEAR 2008

Art.	Item	Heading	Appropriations entered in the Budget	Transfers made	Final Appropriations	Final Commitments	Payments	Appropriations carried over (ART.10,3/4)	Appropriations cancelled
304		Expenditure for meetings (Administrative Board, Committee of Experts, seminars, colloquia, co-ordination meetings, etc.) & interpretation costs thereof							
	3040	General costs of meetings	950,000.00	-314,520.02	635,479.98	624,946.37	479,733.59	145,212.78	10,533.61
	3041	Interpretation costs	100,000.00	796.00	100,796.00	90,126.00	63,025.56	27,100.44	10,670.00
	3042	Meetings of the Administrative Board	220,000.00	-53,000.00	167,000.00	160,000.00	135,205.56	24,794.44	7,000.00
	3043	Meetings of the Committee of Experts	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		<i>Article 304 - Total</i>	1,270,000.00	-366,724.02	903,275.98	875,072.37	677,964.71	197,107.66	28,203.61
305	3050	Translation of study reports and working documents for seminars, co-ordination meetings, colloquia, etc.	430,000.00	300,000.00	730,000.00	722,650.40	277,781.01	444,869.39	7,349.60
TITLE 3 TOTAL			8,200,000.00	428,103.95	8,628,103.95	8,036,624.45	3,481,770.44	4,864,854.26	281,479.25
GRAND TOTALS			21,000,000.00	0.00	21,000,000.00	19,680,120.16	14,415,020.41	5,610,100.00	974,879.59

STATEMENT OF EXPENDITURE FOR THE FINANCIAL YEAR 2008 - Fund Source C4							
Art.	Item	Heading	Final Appropriations ABAC	Final Commitments	Payments	Appropriations carried over (ART.10,3/4)	Appropriations cancelled
		TITLE 1: STAFF					
		<i>CHAPTER 11 - STAFF IN ACTIVE EMPLOYMENT</i>					
112	1120	Further training, language courses, retraining and information for staff	2,042.20	1,531.65	0.00	2,042.20	0.00
	1121	Contract Agents	0.00	0.00	0.00	0.00	0.00
		<i>Article 112 Total</i>	2,042.20	1,531.65	0.00	2,042.20	0.00
		<i>CHAPTER 11 - TOTAL</i>	2,042.20	1,531.65	0.00	2,042.20	0.00
		<i>CHAPTER 13 - MISSIONS AND DUTY TRAVEL</i>					
130	1300	Mission expenses, travel expenses and other incidental expenditure	5,486.48	4,601.85	0.00	5,486.48	0.00
		<i>CHAPTER 13 - TOTAL</i>	5,486.48	4,601.85	0.00	5,486.48	0.00
		TITLE 1 TOTAL	7,528.68	6,133.50	0.00	7,528.68	0.00

C4

STATEMENT OF EXPENDITURE FOR THE FINANCIAL YEAR 2008 - Fund Source C4

Art.	Item	Heading	Final Appropriations	Final Commitments	Payments	Appropriations carried over (ART.10,3/4)	Appropriations cancelled
		TITLE 3 : OPERATING EXPENDITURE					
		<i>CHAPTER 30 - OPERATING EXPENDITURE</i>					
301		Dissemination of information					
	3010	Publication of results of studies	3,685.10	0.00	0.00	3,685.10	0.00
	3011	Publication of the annual report	0.00	0.00	0.00	0.00	0.00
	3012	Marketing and promotional activities	0.00	0.00	0.00	0.00	0.00
		<i>Article 301 - Total</i>	3,685.10	0.00	0.00	3,685.10	0.00
304		Expenditure for meetings (Administrative Board, Committee of Experts, seminars, colloquia, co-ordination meetings, etc.) & interpretation costs thereof					
	3040	General costs of meetings	2,253.49	2,253.49	0.00	2,253.49	0.00
	3041	Interpretation costs	0.00	0.00	0.00	0.00	0.00
	3042	Meetings of the Administrative Board	0.00	0.00	0.00	0.00	0.00
	3043	Meetings of the Committee of Experts	0.00	0.00	0.00	0.00	0.00
		<i>Article 304 - Total</i>	2,253.49	2,253.49	0.00	2,253.49	0.00
TITLE 3 TOTAL			5,938.59	2,253.49	0.00	5,938.59	0.00
GRAND TOTALS			13,467.27	8,386.99	0.00	13,467.27	0.00

into C8

C4

STATEMENT OF USE OF APPROPRIATIONS CARRIED OVER AUTOMATICALLY FROM 2007 TO 2008 AS AT 31.12.08				
Item	Heading	Appropriations carried over automatically under Article 10,3/4	Payments	Appropriations Cancelled
	TITLE 1 - STAFF			
1120	Further training, language courses, retraining and information for staff	42,872.59	33,474.54	9,398.05
1175	Temporary staff and other services and work sent out for translation and typing	12,779.02	11,146.52	1,632.50
1180	Miscellaneous Expenditure on Staff Recruitment	43,392.76	40,942.69	2,450.07
1300	Mission expenses, travel expenses and other incidental expenditure	65,653.83	20,432.31	45,221.52
1400	Restaurants and canteens	4,703.27	4,383.65	319.62
1410	Medical Service	4,253.91	3,417.88	836.03
1420	Other welfare expenditure	242.81	242.81	0.00
1430	Entertainment and representation expenses	1,775.52	1,775.52	0.00
	TITLE 1 TOTAL	175,673.71	115,815.92	59,857.79
	TITLE 2 - BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE			
2010	Insurance	0.00	0.00	0.00
2020	Water, gas, electricity and heating	14,200.95	9,274.10	4,926.85
2030	Cleaning and maintenance	18,746.08	17,736.42	1,009.66
2040	Fitting out of Premises	44,954.15	44,954.15	0.00
2050	Security and surveillance of buildings	9,066.77	8,043.23	1,023.54
2100	Rent	0.00	0.00	0.00
2200	New purchases of technical equipment and installations	916.98	786.85	130.13
2202	Hire of technical equipment and installations	0.00	0.00	0.00
2203	Maintenance, use and repair of technical equipment and installations	11,911.22	8,895.44	3,015.78
2204	Electronic office equipment	144,471.89	136,342.55	8,129.34
2210	New Purchases of Furniture	288.00	0.00	288.00
2231	Replacement of vehicles	0.00	0.00	0.00
2233	Maintenance, use and repair of vehicles	366.15	366.15	0.00
2250	Library expenses, purchase of books	3,160.39	2,773.70	386.69
2252	Subs to newspapers & periodicals	2,677.25	2,497.24	180.01
2255	Subscription to view-data services	1,473.68	1,262.98	210.70
2300	Stationery and office supplies	9,728.87	8,893.88	834.99
2320	Bank charges	1,539.32	0.00	1,539.32
2350	Uniforms and working clothes	1,244.44	1,230.00	14.44
2390	Publications	1,972.10	0.00	1,972.10
2394	Petty Expenses	0.12	0.00	0.12
2400	Postage and delivery charges	12,542.06	4,753.45	7,788.61
2410	Telephone, telegraph, telex, radio, television	17,809.56	10,521.53	7,288.03
	TITLE 2 TOTAL	297,069.98	258,331.67	38,738.31

TITLE 3 - OPERATING EXPENDITURE				
3000	Establishment of operational documentation	185,193.09	183,768.35	1,424.74
3010	Publication of results of studies	367,226.95	348,617.84	18,609.11
3012	Marketing and promotional activities	186,904.28	178,351.32	8,552.96
3030	Studies and pilot schemes relating to living and working conditions	2,961,165.30	2,827,423.61	133,741.69
93030	PHARE - Studies and pilot schemes relating to living and working conditions	0.00	0.00	0.00
3040	General costs of meetings	420,723.07	239,132.74	181,590.33
3041	Interpretation costs	29,956.85	15,104.34	14,852.51
93041	PHARE - Interpretation costs	0.00	0.00	0.00
3042	Administrative Board meetings	14,641.66	11,037.22	3,604.44
3050	Translation of study reports and working documents for seminars, co-ordination meetings, colloquia, etc.	65,328.61	62,919.94	2,408.67
TITLE 3 TOTAL		4,231,139.81	3,866,355.36	364,784.45
GRAND TOTALS		4,703,883.50	4,240,502.95	463,380.55

STATEMENT OF USE OF APPROPRIATIONS CARRIED OVER (C3) FROM 2007 TO 2008 AS AT 31.12.08						
Item	Heading	Appropriations carried over	Commitments	Appropriations Cancelled	Payments	Carry-Overs cancelled
	TITLE 1 - STAFF					
1120	Further training, language courses, retraining and information for staff	7,521.96	7,500.00	21.96	6,826.05	673.95
1175	Temporary staff and other services and work sent out for translation and typing	0.00		0.00		
1176	Officials seconded from Member State bodies	0.00		0.00		
1177	Trainee officials (stagiaires)	0.00		0.00		
1180	Miscellaneous Expenditure on Staff Recruitment	60,077.27	56,350.00	3,727.27	56,350.00	0.00
1181	Travel expenses (including members of the family)	0.00		0.00		
1183	Removal Expenses	0.00		0.00		
1300	Mission expenses, travel expenses and other incidental expenditure	0.00		0.00		
1400	Restaurants and canteens	0.00		0.00		
1410	Medical Service	0.00		0.00		
1420	Other welfare expenditure	0.00		0.00		
1430	Entertainment and representation expenses	0.00		0.00		
	TITLE 1 TOTAL	67,599.23	63,850.00	3,749.23	63,176.05	673.95
	TITLE 2 - BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE					
2040	Fitting out of Premises	30,272.01	0.00	30,272.01	0.00	0.00
2204	Electronic office equipment	42,648.29	23,680.00	18,968.29	23,680.00	0.00
	TITLE 2 TOTAL	72,920.30	23,680.00	49,240.30	23,680.00	0.00

C3

	TITLE 3 - OPERATING EXPENDITURE					
3000	Establishment of operational documentation	63,981.10	63,897.50	83.60	63,897.46	0.04
3012	Marketing and promotional activities	11,497.10	0.00	11,497.10		
3030	Studies and pilot schemes relating to living and working conditions	89,361.53	77,270.00	12,091.53	77,270.00	0.00
3050	Translation of study reports and working documents for seminars, co-ordination	1,449.28	0.00	1,449.28		
	TITLE 3 TOTAL	166,289.01	141,167.50	25,121.51	141,167.46	0.04
	GRAND TOTALS	306,808.54	228,697.50	78,111.04	228,023.51	673.99

TOTAL CANCELLED **78,785.03**

BUDGET OUTTURN ACCOUNT FOR THE FINANCIAL YEAR 2008

		2008	2007
REVENUE			
Commission subsidy (for the operating budget -Titles 1,2 and 3 - of the agency)	+	20,000,000.00	19,600,000.00
Phare funds from Commission	+	307,677.00	339,979.00
Other contributions and funding received via the Commission	+		
Other donors		118,918.19	209,304.23
Fee income	+		
Other revenue	+	23,584.30	112,086.92
TOTAL REVENUE (a)		20,450,179.49	20,261,370.15
EXPENDITURE			
<i>Title I: Staff</i>			
Payments	-	9,816,924.76	10,084,106.79
Appropriations carried over	-	162,942.84	243,272.94
<i>Title II: Administrative Expenses</i>			
Payments	-	1,116,325.21	892,449.50
Appropriations carried over	-	589,831.58	369,990.28
<i>Title III: Operating Expenditure</i>			
Payments	-	3,481,770.44	3,711,993.95
Appropriations carried over	-	4,870,792.85	4,397,428.82
TOTAL EXPENDITURE (b)		20,038,587.68	19,699,242.28
OUTTURN FOR THE FINANCIAL YEAR (a-b)		411,591.81	562,127.87
Cancellation of unused payment appropriations carried over from previous year	+	542,165.58	148,010.21
Adjustment for carry-over from the previous year of appropriations available at 31.12 arising from assigned revenue	+	0.00	93,352.05
Exchange differences for the year (gain +/-loss -)	+/-	-362.22	-2,521.20
BALANCE OF THE OUTTURN ACCOUNT FOR THE FINANCIAL YEAR		953,395.17	800,968.93
Balance year N-1	+/-	-188,071.34	-989,040.27
Positive balance from year N-1 reimbursed in year N to the Commission	-		
Result used for determining amounts in general accounting		765,323.83	-188,071.34
Commission subsidy - agency registers accrued revenue and Commission accrued expense		19,234,676.17	
Pre-financing remaining open to be reimbursed by agency to Commission in year N+1		765,323.83	

Not included in the budget outturn:

Interest received by 31/12/N on the Commission subsidy funds and to be reimbursed to the Commission (liability)	+	121,855.97	134,374.59
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Economic Outturn Account

	2008	2007
Recovery of expenses	0.00	0.00
Revenues from administrative operations	67,396.44	68,208.43
Other operating revenue	19,217,679.01	20,755,950.44
TOTAL OPERATING REVENUE	19,285,075.45	20,824,158.87
Administrative expenses	-11,867,704.22	-12,155,792.04
Staff expenses	-9,163,753.61	-9,131,404.14
Fixed asset related expenses (Depn 6301-4)	-707,546.99	-608,042.20
Other administrative expenses	-1,996,403.62	-2,416,345.70
Operational expenses	-6,652,051.38	-8,597,389.49
Other operational expenses	-6,652,051.38	-8,597,389.49
TOTAL OPERATING EXPENSES	-18,519,755.60	-20,753,181.53
SURPLUS/(DEFICIT) FROM OPERATING ACTIVITIES	765,319.85	70,977.34
Financial revenues	0.00	0.00
Financial expenses	-4,998.84	-3,849.11
SURPLUS/ (DEFICIT) FROM NON OPERATING ACTIVITIES	-4,998.84	-3,849.11
SURPLUS/(DEFICIT) FROM ORDINARY ACTIVITIES	760,321.01	67,128.23
Extraordinary gains (+)	0.00	
Extraordinary losses (-)	0.00	
SURPLUS/(DEFICIT) FROM EXTRAORDINARY ITEMS	0.00	0.00
ECONOMIC RESULT OF THE YEAR	760,321.01	67,128.23

Reconciliation of the accrual based result with the budget result 2008

	sign +/-	amount
Economic result (- for loss)	+/-	760,321.01
Adjustments for Accrual Cut-off (reversal 31.12.N-1)	-	-2,525,432.61
Adjustments for Accrual Cut-off (cut- off 31.12.N)	+	2,305,203.20
Amount from liaison account with Commission booked in the Economic Outturn Account	-	
Unpaid invoices at year end but booked in charges (class 6)	+	38,708.99
Depreciation of intangible and tangible fixed assets	+	534,087.57
Provisions	+	150,000.00
Value reductions	+	
Recovery Orders issued in 2008 in class 7 and not yet cashed	-	-937.61
Cleared Prefinancing in the year (they are in the economic result but not in the budgetary result)	+	
Prefinancing received in previous year and cleared in the year	-	-241,200.00
Payments made from carry over of payment appropriations	+	4,468,525.00
Other	+/-	
Exchange rate differences	+/-	-362.22
Asset acquisitions (less unpaid amounts)	-	-146,802.68
New pre-financing paid in the year 2008	-	-269,351.32
New pre-financing received in the year 2008 and remaining open as at 31.12.2008	+	965,323.00
Budgetary recovery orders issued before 2008 and cashed in the year	+	
Budgetary recovery orders issued in 2008 on balance sheet accounts (not 7 or 6 accounts) and cashed	+	
Capital payments on financial leasing (they are budgetary payments but not in the economic result)	-	
Payment appropriations carried over to 2009	-	-5,623,567.27
Cancellation of unused carried over payment appropriations from previous year	+	542,165.58
Adjustment for carry-over from the previous year of appropriations available at 31.12 arising from assigned revenue	+	
Payments for pensions (they are budgetary payments but booked against provisions)	-	
Payments for stocks of leave and supplementary hours (they are budgetary payments but booked against provisions)	-	
Other	+/-	
total		956,680.64
Budgetary result (+ for surplus)		953,395.17
Variance not explained		-3,285.47

Balance Sheet: ASSETS

	Annex No	31.12.2008	31.12.2007	Variation
ASSETS				
A. NON CURRENT ASSETS				
Intangible fixed assets	A1	14,867.74	45,511.52	-30,643.78
Tangible fixed assets	A2	2,969,961.42	3,326,581.07	-356,619.65
Land and buildings		2,524,474.44	2,816,659.79	-292,185.35
Plant and equipment		143,532.75	154,041.62	-10,508.87
Computer hardware		193,182.12	194,966.90	-1,784.78
Furniture and vehicles		76,045.84	100,210.19	-24,164.35
Other fixtures and fittings		32,726.27	60,702.57	-27,976.30
Tangible fixed assets under construction		0.00	0.00	0.00
TOTAL NON CURRENT ASSETS		2,984,829.16	3,372,092.59	-387,263.43
B. CURRENT ASSETS				
Stocks		0.00	0.00	0.00
Short-term pre-financing	A3	800,044.77	732,447.90	67,596.87
Short-term pre-financing		800,044.77	732,447.90	67,596.87
Short-term receivables		433,104.99	1,094,946.31	-661,841.32
Current receivables	A4	206,821.17	379,294.79	-172,473.62
Sundry receivables	A5	14,316.04	9,183.18	5,132.86
Other	A6	211,967.78	704,933.99	-492,966.21
Accrued income		31,905.30	31,577.42	327.88
Deferred charges		110,162.48	146,152.89	-35,990.41
<i>Deferrals and Accruals with consolidated EC entities</i>		69,900.00	528,738.03	-458,838.03
Short-term Investments		0.00	0.00	0.00
Cash and cash equivalents	A7	6,264,552.24	4,635,433.59	1,629,118.65
TOTAL CURRENT ASSETS		7,497,702.00	6,462,827.80	1,034,874.20
TOTAL		10,482,531.16	9,834,920.39	647,610.77

Balance Sheet: LIABILITIES

	Annex No	31.12.2008	31.12.2007	Variation
LIABILITIES				
Reserves		0.00	0.00	0.00
Accumulated surplus/deficit		5,998,587.28	5,931,459.05	67,128.23
Economic result of the year - profit+/loss-		760,321.01	67,128.23	693,192.78
TOTAL NON CURRENT LIABILITIES	L1	6,758,908.29	5,998,587.28	760,321.01
D. CURRENT LIABILITIES				
Provisions for risks and charges	L2	175,000.00	25,000.00	150,000.00
Financial liabilities		0.00	0.00	0.00
Accounts payable		3,548,622.87	3,811,333.11	-262,710.24
Current payables	L3	115,213.88	281,652.49	-166,438.61
Other		2,346,229.19	2,885,312.56	-539,083.37
Accrued charges	L4	2,343,912.79	2,885,312.56	-541,399.77
Deferred Income		2,316.40	0.00	2,316.40
Accounts payable with consolidated EC entities	L5	1,087,179.80	644,368.06	442,811.74
Pre-financing received from consolidated EC entities		965,323.83	241,200.00	724,123.83
Other accounts payable against consolidated EC entities		121,855.97	403,168.06	-281,312.09
TOTAL CURRENT LIABILITIES		3,723,622.87	3,836,333.11	-112,710.24
TOTAL		10,482,531.16	9,834,920.39	647,610.77

ACCOUNTS 2008 - ANNEXES TO THE BALANCE SHEET

Accounting Regulations and Principles

These Financial Statements of the Authority have been prepared in accordance with:
Financial Regulation of the Foundation;
Implementing rules of the Financial Regulation;
General accounting rules and harmonised chart of accounts adopted by the Commission's accounting officer and communicated on 29th December 2004, amended by the decision communicated on 19th October 2006;
Relevant IPSAS rules whenever the accounting rules of Commission were not sufficiently precise.

These Financial Statements have been prepared in accordance with the generally accepted Accounting principles, namely:

- Going Concern basis,
- Prudence,
- Consistent Accounting Methods,
- Materiality,
- No netting,
- Reality over Appearance, and
- Accrual-Based Accounting

The objective of financial statements is to provide information about the financial position, performance and cash flows of an entity that is useful to a wide range of users. For a Community entity such as the Foundation, there is the additional objective of demonstrating to the budgetary authority, the sound management of the resources entrusted to it.

ASSETS

A. NON CURRENT ASSETS

Annex A1: Intangible Fixed Assets:

Intangible Fixed Assets are licences for software in use, bought to third parties. They are set out in the following table (*Euros*)

2008		Computer Software	Others	Intangible fixed assets under construction	Total
Gross carrying amounts 01.01.2008	+	312,655.90			312,655.90
Additions	+				0.00
Disposals	-				0.00
Transfer between headings	+/-				0.00
Other changes (1)	+/-				0.00
Gross carrying amounts 31.12.2008		312,655.90	0.00	0.00	312,655.90
Accumulated amortization and impairment 01.01.2008	-	-267,144.38			-267,144.38
Amortization	-	-30,643.78			-30,643.78
Write-back of amortization	+				0.00
Disposals	+				0.00
Impairment (1)	-				0.00
Write-back of impairment	+				0.00
Transfer between headings	+/-				0.00
Other changes (1)	+/-				0.00
Accumulated amortization and impairment 31.12.2008		-297,788.16	0.00	0.00	-297,788.16
Net carrying amounts 31.12.2008		14,867.74	0.00	0.00	14,897.74

Depreciation rate used conform with the accounting rules set up by the Accounting Officer of the Commission: **25.0%** (useful life: 4 years). They are depreciated monthly on a straight-line basis from the beginning of the month of entry of service.

Annex A2: Tangible Fixed Assets:

Tangible Fixed Assets are set out in the following table

2008		Buildings	Plant and Equipment	Computer hardware	Furniture and vehicles	Other Fixtures and Fittings	Tangible Fixed Assets under	Total
Gross carrying amounts 01.01.2008	+	7,312,453.77	400,116.10	662,692.07	541,360.41	713,618.32		9,630,240.67
Additions	+		32,372.22	106,885.46	585.00	6,960.00		146,802.68
Disposals	-			-46,156.26	-452.02			-46,608.28
Transfer between headings	+/-							0.00
Other changes (1)	+/-			2,715.00				2,715.00
Gross carrying amounts 31.12.2008		7,312,453.77	432,488.32	726,136.27	541,493.39	720,578.32	0.00	9,733,150.07
Accumulated amortization & impairment	-	-4,495,793.98	-246,074.48	-467,725.17	-441,150.22	-652,915.75		-6,303,659.60
Depreciation	-	-292,185.35	-45,448.87	-106,123.92	-24,749.35	-34,936.30		-503,443.79
Write-back of depreciation	+							0.00
Disposals	+			43,462.72	452.02			43,914.74
Impairment	-							0.00
Write-back of impairment	+							0.00
Transfer between headings	+/-							0.00
Other changes (1)	+/-							0.00
Accumulated amortization & impairment		-4,787,979.33	-291,523.35	-530,386.37	-465,447.55	-687,852.05	0.00	-6,763,188.65
Net Carrying amounts 31.12.2008		2,524,474.44	143,532.75	193,182.12	76,045.84	32,726.27	0.00	2,969,961.42

Depreciation rates used, conform with the accounting rules set up by the Accounting Officer of the Commission, are the following:

Intangible fixed assets	
Software for personal computers and servers	25%
Tangible fixed assets	
Land	0%
Buildings	4%
Plant and equipment	
Scientific and laboratory equipment	25%
Tools for industry and workshops	12.5%
Lifting and mechanical handling equipment for public works, prospecting and mining	12.5%
Control and transmission devices, motors, compression, vacuum and pumping equipment	12.5%
Equipment for the supply and treatment of electric power	12,5%, 25%
Specific electric equipment	25%
Furniture and vehicles	
Office, laboratory and workshop furniture	10%
Electrical office equipment, printing and mailing equipment	25%
Printshop and postroom equipment	12.5%
Equipment and decorations for garden, kitchen, canteen, restaurant, crèche and school	12.5%
Motorised outdoor equipment	25%
Specific furniture and equipment for schools, crèches and childcare centres	25%
Furniture for restaurant/cafeteria/bar area	10%, 12,5%
Cash registers and card acceptor devices	25%
Antiques, artistic works, collectors' items	0%
Transport equipment (vehicles and accessories)	25%
Computer hardware	
Computers, servers, accessories, data transfer equipment, printers, screens	25%
Copying equipment, digitising and scanning equipment	25%
Other fixtures and fittings	
Telecommunications equipment	25%
Audiovisual equipment	25%
Computer, scientific and general books, documentation	
Computer books, CDs, DVDs	33%
Scientific books, general books, CDs, DVDs	25%
Health, safety and protective equipment, medical equipment,	12.5%
fire-fighting equipment, equipment for surveillance and security services	
Medical and nursing equipment	25%
Tangible fixed assets under construction	0%

Depreciation method used is straight-line basis from the beginning of the month of start of use.

B. CURRENT ASSETS

Annex A3: Short-term pre-financing

Short-term pre-financings are cash advances paid to suppliers. A maximum of 30% of the total value of the purchase is usually given as pre-financing.

Listing of pre-financing by nature:

Study Contracts: 800,044.77 €

Total: 800,044.77€

Annex A4: Current Receivables:

These are amounts receivable from Customers, the outstanding amount of VAT to be claimed and other amounts to be claimed.

1. Amounts receivables:

From 2004: 1,356.00 €

From 2005: 282.90 €

From 2006: 620.49 €

From 2007: 424.49 €

From 2008: 2,623.63 €

Total: 5,307.51 €

2. VAT to be claimed:

This item corresponds to VAT already paid to Irish suppliers within the year 2008 and to be claimed back in 2008 from the Irish authorities, as the European Foundation is VAT exempted.

Amount to be claimed back: 201,513.66 €

3. Summary:

Amounts receivables:	5,307.51 €
VAT to be claimed:	201,513.66 €
Total:	206,821.17 €

Annex A5: Sundry Receivables:

These are advances made to Staff. in the two following categories:

Salary Advance:	4,221.76 €
Mission Advance:	2,910.00 €
Suspense	1,694.35 €
Recovery Order not cashed	5,489.93 €

These are cash advances required by staff members for the 2008 December missions.

These advances will be deducted from expenses to be reimbursed when staff members will submit their Mission expenses form in January 2009.

These are cheques which have bounced back to ING Main Bank Account

TOTAL: 14,316.04 €

Annex A6: Other Short-term receivable:

These amounts relate to accruals and deferrals.

1. Accrued Income:

This amount corresponds to bank interests paid in January 2009 but related to 2008.

Bank Interest paid in January 2009	31,905.30 €
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2. Deferred Charges:

These are expenses paid during 2008 but that correspond to charges for 2009. The calculation has been made on a monthly pro-rata basis according to the period to which the expenses relate.

TOTAL:	110,162.48 €
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3. Deferrals and Accruals with consolidated EC entities:

This corresponds to PHARE Subsidy from DG Enlargements for 69,900 €

4. Summary:

Accrued Income:	31,905.30 €
Deferred Charges:	110,162.48 €
Accruals with EC entities	69,900.00 €

TOTAL:	211,967.78 €
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Annex A7: Cash and cash equivalents:

The cash accounts are as follow:

(Euros)

Bank	Current Accounts	Year 2008
Allied Irish bank (AIB) – Dublin	AIB Main A/C – No 93338414437071	5,928.61
Allied Irish bank (AIB) – Dublin	AIB Phare A/C – No 93338414437311	7,644.15
Allied Irish bank (AIB) – Dublin	AIB Imprest A/C – No 93338414444010	10,751.33
ING – Brussels	ING A/C – No 363-0034722-36	6,240,228.15
Petty Cash	Petty Cash	
Total		6,264,552.24

LIABILITIES

A.CAPITAL

Annex L1: Capital

In EUR

Capital	Accumulated Surplus / Deficit	Economic result of the year	Capital (total)
Balance as of 31 December 2007	5,931,459.05	67,128.23	5,998,587.28
Changes in accounting policies 1)			0.00
Balance as of 1 January 2008 (if restated)	5,931,459.05	67,128.23	5,998,587.28
Other			
Fair value movements			0.00
Movement in Guarantee Fund reserve			0.00
Allocation of the Economic Result of Previous Amounts credited to Member States	67,128.23	-67,128.23	0.00
Economic result of the year		760,321.01	760,321.01
Balance as of 31 December 2008	5,998,587.28	760,321.01	6,758,908.29

Annex L2: Provisions for risks and charges:

Description	Amount (in EUR)
Provision for Court cases – Staff members 2008	175,000.00
TOTAL	175,000.00

D.CURRENT LIABILITIES

Annex L3: Current Payables

This corresponds to received and unpaid invoices from third parties (trade creditors)

Annex L4: Accrued charges

The main portion (2,237,620.21 €) corresponds to amounts accrued for services and goods delivered before 31.12.2008 but not yet invoiced.

Since 2008, the provision for untaken holiday (113,734.08 €) is also included in Accrued Charges. In 2007, it was included in provisions. In order to respect the comparability of the accounts, the Provision for untaken holiday in 2007 (116,484.15 €) was also reclassified in Accrued Charges.

Annex L5: Accounts payable with consolidated entities

1 Other Accounts payable against consolidated EC entities:

The amount corresponds to interest received from bank accounts to be reimbursed to the Commission.

DG Employment:	121,855.97 €
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2 Pre-financing received from the EU Commission

This amount is composed of:

- final Budget Outturn Account : 765,323.83 €
- pre-financing received for 2008 Phare grant : 200,000 €

3 Summary

Pre-Financing Received	965,323.83 €
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Other accounts payable against consolidated entities	121,855.97 €
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Accounts payable with consolidated EC entities:	1,087,179.80 €
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E Contingent Liabilities

Liabilities in 2008 are estimated at 3,385,947.06 €

Contingent Liabilities in 2008 is estimated as the difference between Appropriations Carried Over to 2009 5,623,567.27 € and the corresponding Accruals booked in 2008 of 2,237,620.21€
Summary of Appropriations Carried Over C8 (5,610,100 €) C4 (13,467.27 €)

F Economic Outturn

The operating revenue in 2008 is mainly comprises of:

- EC Commission General Subsidy: 19,234,676.17 € (difference between subsidy received in 2008, 20,000,000 €, and the balance of the Budget Outturn account 765,323.83 €)
- Accrued Revenue for the 2008 Phare grant signed with DG Enlargement (first year of Implementation): 69,900 €
Accrued revenue for 2006 Phare grant signed with DG Enlargement (last year of Implementation): -151,123 €
- Contribution of Norway: 62,914.14 €
- Exchange Rate Gains: 1,311.70 €

3. Cash-Flow Table (Indirect Method)

	2008	2007	Linked tables
Cash Flows from ordinary activities			
Surplus/(deficit) from ordinary activities	760,321.01	67,128.23	
Operating activities			
<u>Adjustments</u>			
Amortization (intangible fixed assets) +	30,643.78	40,616.51	A1
Depreciation (tangible fixed assets) +	503,443.79	564,491.43	A2
Increase/(decrease) in Provisions for risks and liabilities	150,000.00	-132,682.85	2.2 BS
Increase/(decrease) in Value reduction for doubtful debts	0.00		A5, A8
(Increase)/decrease in Stock	0.00		2.1 BS
(Increase)/decrease in Long term Pre-financing	0.00		2.1 BS
(Increase)/decrease in Short term Pre-financing	-67,596.87	-388,567.00	2.1 BS
(Increase)/decrease in Long term Receivables	0.00		A5
(Increase)/decrease in Short term Receivables	660,306.97	-191,846.79	A8, 2.1 BS
(Increase)/decrease in Receivables related to consolidated	1,534.35	-212,480.65	2.1 BS
Increase/(decrease) in Other Long term liabilities	0.00	0.00	2.2 BS
increase/(decrease) in Accounts payable	-705,521.98	1,663,130.00	2.2 BS
Increase/(decrease) in Liabilities related to consolidated EC	442,811.74	389,187.96	2.2 BS
(Gains)/losses on sale of Property, plant and equipment	-21.46	4,628.68	
Net cash Flow from operating activities	1,775,921.33	1,803,605.52	
Cash Flows from investing activities			
Increase of tangible and intangible fixed assets (-)	-146,802.68	-279,158.96	A1, A2
Proceeds from tangible and intangible fixed assets (+)			
Net cash flow from investing activities	-146,802.68	-279,158.96	
Increase/(decrease) in Employee benefits	0.00		L1
Net increase/(decrease) in cash and cash equivalents	1,629,118.65	1,524,446.56	
Cash and cash equivalents at the beginning of the period	4,635,433.59	3,110,987.03	2.1 BS
Cash and cash equivalents at the end of the period	6,264,552.24	4,635,433.59	2.1 BS

**PROPOSAL FOR FIGURES TO BE USED IN GIVING DISCHARGE TO THE FOUNDATION
IN RESPECT OF IMPLEMENTATION OF THE 2008 BUDGET**

	EUR
REVENUE	
1 European Union Subsidy	20,307,677.00
2 Proceeds of the sale of movable and immovable property	0.00
3 Revenue from Investments or Loans; Bank Interest and other items	0.00
4 Miscellaneous revenue available for reuse but not used	0.00
5 Other Revenue from Administrative Operations	17,808.41
6 Revenue from services rendered against payment	118,918.19
7 Revenue from Sale of Publications	1,133.09
8 Proceeds from the Letting and Hiring of Immovable Property	4,642.80
9 Total Revenue	20,450,179.49
EXPENDITURE	
1 Final Budget Appropriations	21,000,000.00
2 Commitments	19,680,120.19
3 Payments	14,415,020.41
4 Appropriations Carried Over from 2008 to 2009	5,623,567.27
5 Unused Appropriations	1,035,390.84
6 Appropriations Carried Over from 2007 to 2008	5,021,677.35
7 Payments against appropriations carried over	4,468,525.00
8 Appropriations carried over and cancelled	542,165.58

Authorised Posts

Category and Grade	Permanent Posts 2007	Permanent Posts 2008
AD 15	0	1
AD 14	2	1
AD 13	0	2
AD 12	10	9
AD 11	10	9
AD 10	8	8
AD 9	1	3
AD 8	1	1
AD 7	3	3
AD 6	3	2
AD 5	0	4
	38	43
AST 11	3	3
AST 10	2	2
AST 9	4	4
AST 8	2	3
AST 7	10	9
AST 6	3	5
AST 5	15	14
AST 4	6	5
AST 3	8	10
AST 2	3	3
AST 1	0	0
Sub-Total	56	58
	94	101