

**Decision of the Management Board 19/2018/MB**

**ON DELIVERING AN OPINION ON THE FINAL ANNUAL ACCOUNTS 2017**

**Adopted by the Management Board**

**On 20 June 2018**

THE MANAGEMENT BOARD,

Having regard to Regulation (EU) 2015/2219 of the European Parliament and of the Council of 25 November 2015 on the European Union Agency for Law Enforcement Training (CEPOL) and replacing and repealing Council Decision 2005/681/JHA<sup>1</sup>, and in particular Article 20 (4) (5) thereof,

Having regard to Decision 01/2014/GB of the Governing Board of the European Union Agency for Law Enforcement Training (CEPOL) adopting the Financial Regulation and repealing decision 28/2011/GB, and in particular Article 99 thereof;

Having regard to the Court of Auditors opinion on the Provisional Annual Accounts 2017, thereof;

Having regard to the Audit Panel's opinion on the Provisional Annual Accounts 2017, thereof;

Having received and taken note of the Final Annual Accounts 2017 prepared by the Accounting Officer and drawn up by the Director, thereof;

HAS DECIDED:

1. To give a favourable opinion on the Final Annual Accounts 2017 of CEPOL, by having a reasonable assurance that the Accounts present a true and fair view of the financial situation of the Agency in all material aspects, and
2. That the Final Annual Accounts 2017 provide a basis for the discharge of the Executive Director of CEPOL for 2017.

The present Decision shall take effect on the date of its signature.

Done at Vienna, on 21 June 2018

*For the Management Board*  
*<< Signature on file >>*

.....  
*Norbert Leitner*  
*Chair of the Management Board*

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<sup>1</sup> OJ L319, 4.12.2015, p.1.



Accounting Officer

Brussels,  
BUDG.DGA.C02/DR

**NOTE TO MR DETLEF SCHROEDER  
EXECUTIVE DIRECTOR OF THE EUROPEAN UNION AGENCY FOR LAW  
ENFORCEMENT TRAINING (CEPOL)**

**Subject: Annual accounts of CEPOL for the financial year 2017**

I hereby enclose the annual accounts of CEPOL for the financial year 2017 that were established according to Article 92 of the CEPOL Financial Regulation. In accordance with Article 50(4) of this regulation, these accounts contain my certification that I have a reasonable assurance that they present a true and fair view.

In accordance with the CEPOL Financial Regulation, the annual accounts shall be submitted to the CEPOL Management Board for their opinion thereon. By 1 July 2018 these annual accounts must be transmitted, together with the opening of the Management Board, to the European Parliament, Council and the European Court of Auditors. I would appreciate if you could copy me on this transmission.

I remain at your disposal should you have any questions on the enclosed.

A handwritten signature in black ink, appearing to read "Rosa", enclosed within a large, stylized oval loop.

Rosa ALDEA BUSQUETS

Annex: Annual accounts of CEPOL for the financial year 2017

C.c.: Mr Dunphy, Ms Loeser, Ms Milotová, Ms Radu, DG BUDG  
Ms Sinkovits, Ms Moldovan, Ms Kovacs, CEPOL



# Annual accounts of the European Union Agency for Law Enforcement Training

Financial year 2017

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## **CERTIFICATION OF THE ACCOUNTS**

The annual accounts of CEPOL, the European Union Agency for Law Enforcement Training, for the year 2017 have been prepared in accordance with Title IX of the Financial Regulation of CEPOL and the accounting rules adopted by myself in my capacity as the Commission's Accounting Officer, as are to be applied by all the institutions and union bodies.

Therefore, I acknowledge my responsibility for the preparation and presentation of the annual accounts of CEPOL in accordance with Article 50(4) of the Financial Regulation of CEPOL.

I have obtained from the authorising officer, who certified its reliability, all the information necessary for the production of the accounts that show CEPOL's 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 fairly, in all material aspects, the financial position, the results of the operations and the cash-flow of CEPOL.

*[signed]*

Rosa ALDEA BUSQUETS

**Accounting Officer**

*June 2018*

## **BACKGROUND INFORMATION ON CEPOL**

The European Union Agency for Law Enforcement Training (CEPOL), an EU Agency based in Budapest, brings together a network of Member State training institutes for law enforcement officials. It shall support, develop, implement and coordinate training for law enforcement officials, while putting particular emphasis on the protection of human rights and fundamental freedoms in the context of law enforcement, in particular in the areas of prevention of and fight against serious crime affecting two or more Member States and terrorism, maintenance of public order, in particular international policing of major events, and planning and command of Union missions, which may also include training on law enforcement leadership and language skills.

CEPOL was established by Council Decision 2005/681/JHA of 20 September 2005. On 16 April 2014 the European Parliament adopted a legislative resolution to amend Council Decision 2005/681/JHA whereby the seat of the Agency was relocated from Bramshill, UK to Budapest, Hungary.

On 1 July 2016 the European Parliament adopted CEPOL's new regulation (Regulation (EU) 2015/2219 of the European Parliament and of the Council of 25 November 2015, hereinafter the 'Regulation'). The European Police College was renamed to the European Union Agency for Law Enforcement Training.

Following Article 92 of the European Commission<sup>1</sup> Delegated Regulation (EU) No 1271/2013, CEPOL is required to prepare and adopt its own annual accounts, which are ultimately consolidated in those of the EU. The preparation of the annual accounts is entrusted to the CEPOL's Accounting Officer who is appointed by the Management Board of CEPOL. Following Article 50 of the Decision 01/2014/GB of the Governing Board of the European Police College adopting the financial regulation and repealing decision 28/2011/GB, the annual accounts shall be prepared in accordance with the accounting rules adopted by the Commission's Accounting Officer (EU Accounting Rules, EAR) that are based on the International Public Sector Accounting Standards (IPSAS). Following the decision of the CEPOL Governing Board number 04/2014/GB of 13 March 2014, the Accounting Officer of the Commission shall as of 1 April 2014 act as the Accounting Officer of CEPOL.

CEPOL is financed as follows:

- (a) Annual balancing subsidy from the Commission (parent DG, DG HOME),
- (b) European Union assigned revenues deriving from previous years' surpluses,
- (c) Grant agreement with the Commission.

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<sup>1</sup> Hereinafter referred to as 'Commission'.

# **FINANCIAL STATEMENTS AND EXPLANATORY NOTES**

*It should be noted that due to the rounding of figures into thousands of euros, some financial data in the tables below may appear not to add-up.*



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## BALANCE SHEET

EUR '000

	Note	31.12.2017	31.12.2016
<b>NON-CURRENT ASSETS</b>			
<i>Intangible assets</i>	2.1	1	3
<i>Property, plant and equipment</i>	2.2	297	433
		<b>298</b>	<b>436</b>
<b>CURRENT ASSETS</b>			
<i>Pre-financing</i>	2.3	27	66
<i>Exchange receivables and non-exchange recoverables</i>	2.4	3 907	3 307
		<b>3 933</b>	<b>3 373</b>
<b>TOTAL ASSETS</b>		<b>4 231</b>	<b>3 809</b>
<b>CURRENT LIABILITIES</b>			
<i>Payables</i>	2.5	(2 137)	(1 300)
<i>Accrued charges</i>	2.6	(533)	(632)
		<b>(2 670)</b>	<b>(1 933)</b>
<b>TOTAL LIABILITIES</b>		<b>(2 670)</b>	<b>(1 933)</b>
<b>NET ASSETS</b>		<b>1 562</b>	<b>1 876</b>
<i>Accumulated surplus</i>		1 876	1 731
<i>Economic result of the year</i>		(315)	146
<b>NET ASSETS</b>		<b>1 562</b>	<b>1 876</b>

## STATEMENT OF FINANCIAL PERFORMANCE

EUR '000

	Note	2017	2016
<b>REVENUE</b>			
<b>Revenue from non-exchange transactions</b>			
<i>Subsidy and grants from the Commission</i>	3.1	9 988	8 715
		<b>9 988</b>	<b>8 715</b>
<b>Revenue from exchange transactions</b>			
<i>Foreign exchange gains</i>	3.2	29	19
<i>Other</i>		34	1
		<b>63</b>	<b>21</b>
		<b>10 051</b>	<b>8 736</b>
<b>EXPENSES</b>			
<i>Operating costs</i>	3.3	(5 936)	(4 682)
<i>Staff costs</i>	3.4	(3 183)	(2 812)
<i>Other expenses</i>	3.5	(1 246)	(1 096)
		<b>(10 365)</b>	<b>(8 590)</b>
<b>ECONOMIC RESULT OF THE YEAR</b>		<b>(315)</b>	<b>146</b>

## CASHFLOW STATEMENT<sup>2</sup>

EUR '000

	2017	2016
<i>Economic result of the year</i>	(315)	146
<b>Operating activities</b>		
<i>Depreciation and amortization</i>	197	201
<i>(Increase)/decrease in pre-financing</i>	39	(64)
<i>(Increase)/decrease in exchange receivables and non-exchange recoverables</i>	(599)	(594)
<i>Increase/(decrease) in payables</i>	837	247
<i>Increase/(decrease) in accrued charges and deferred income</i>	(100)	81
<b>Investing activities</b>		
<i>(Increase)/decrease in intangible assets and property, plant and equipment</i>	(58)	(17)
<b>NET CASHFLOW</b>	-	-
<i>Net increase/(decrease) in cash and cash equivalents</i>	-	-
<i>Cash and cash equivalents at the beginning of the year</i>	-	-
<i>Cash and cash equivalents at year-end</i>	-	-

<sup>2</sup> Following the appointment of the Accounting Officer of the Commission as the Accounting Officer of CEPOL, the treasury of CEPOL was integrated into the Commission's treasury system. Because of this, CEPOL does not have any bank accounts of its own. All payments and receipts are processed via the Commission's treasury system and registered on intercompany accounts which are presented under the heading exchange receivables.

## STATEMENT OF CHANGES IN NET ASSETS

EUR '000

	Accumulated Surplus/(Deficit)	Economic result of the year	Net Assets
<b>BALANCE AS AT 31.12.2015</b>	<b>1 239</b>	<b>492</b>	<b>1 731</b>
<i>Allocation of the 2015 economic result</i>	492	(492)	-
<i>Economic result of the year</i>	-	146	146
<b>BALANCE AS AT 31.12.2016</b>	<b>1 731</b>	<b>146</b>	<b>1 876</b>
<i>Allocation of the 2016 economic result</i>	146	(146)	-
<i>Economic result of the year</i>	-	(315)	(315)
<b>BALANCE AS AT 31.12.2017</b>	<b>1 876</b>	<b>(315)</b>	<b>1 562</b>

## **NOTES TO THE FINANCIAL STATEMENTS**

# 1. SIGNIFICANT ACCOUNTING POLICIES

## 1.1. ACCOUNTING PRINCIPLES

The objective of financial statements is to provide information about the financial position, performance and cashflows of an entity that is useful to a wide range of users.

The overall considerations (or accounting principles) to be followed when preparing the financial statements are laid down in EU Accounting Rule 1 'Financial Statements' and are the same as those described in IPSAS 1: fair presentation, accrual basis, going concern, consistency of presentation, aggregation, offsetting and comparative information. The qualitative characteristics of financial reporting are relevance, faithful representation (reliability), understandability, timeliness, comparability and verifiability.

## 1.2. BASIS OF PREPARATION

### 1.2.1. Reporting period

Financial statements are presented annually. The accounting year begins on 1 January and ends on 31 December.

### 1.2.2. Currency and basis for conversion

The annual accounts are presented in thousands of euros, the euro being the EU's functional and reporting currency. Foreign currency transactions are translated into euros using the exchange rates prevailing at the dates of the transactions. Foreign exchange gains and losses resulting from the settlement of foreign currency transactions and from the re-translation at year-end exchange rates of monetary assets and liabilities denominated in foreign currencies are recognised in the statement of financial performance. Different conversion methods apply to property, plant and equipment and intangible assets, which retain their value in euros at the date when they were purchased.

Year-end balances of monetary assets and liabilities denominated in foreign currencies are translated into euros on the basis of the European Central Bank (ECB) exchange rates applying on 31 December.

#### Euro exchange rates

Currency	31.12.2017	31.12.2016	Currency	31.12.2017	31.12.2016
<b>BGN</b>	<b>1.9558</b>	1.9558	<b>PLN</b>	<b>4.1770</b>	4.4103
<b>CZK</b>	<b>25.5350</b>	27.0210	<b>RON</b>	<b>4.6585</b>	4.5390
<b>DKK</b>	<b>7.4449</b>	7.4344	<b>SEK</b>	<b>9.8438</b>	9.5525
<b>GBP</b>	<b>0.8872</b>	0.8562	<b>CHF</b>	<b>1.1702</b>	1.0739
<b>HRK</b>	<b>7.4400</b>	7.5597	<b>JPY</b>	<b>135.0100</b>	123.4000
<b>HUF</b>	<b>310.3300</b>	309.8300	<b>USD</b>	<b>1.1993</b>	1.0541

### 1.2.3. Use of estimates

In accordance with IPSAS and generally accepted accounting principles, the financial statements necessarily include amounts based on estimates and assumptions by management based on the most reliable information available. Significant estimates include, but are not limited to accrued and deferred revenue and charges, provisions, financial risk on accounts receivables, contingent assets and liabilities, and degree of impairment of assets. Actual results could differ from those estimates.

Reasonable estimates are essential part of the preparation of financial statements and do not undermine their reliability. An estimate may need revision if changes occur in the circumstances on which the estimate was based or as a result of new information or more experience. By its nature, the revision of an estimate does not relate to prior periods and is not the correction of an error. The effect of a change in accounting estimate shall be recognised in the surplus or deficit in the periods in which it becomes known.

## 1.3. BALANCE SHEET

### 1.3.1. Intangible assets

Acquired computer software licences are stated at historical cost less accumulated amortisation and impairment losses. The assets are amortised on a straight-line basis over their estimated useful lives. The estimated useful lives of intangible assets depend on their specific economic lifetime or legal lifetime determined by an agreement. Internally developed intangible assets are capitalised when the relevant criteria of the EU accounting rules are met. The costs capitalisable include all directly attributable costs necessary to create, produce, and prepare the asset to be capable of operating in the manner intended by management. Costs associated with research activities, non-capitalisable development costs and maintenance costs are recognised as expenses when incurred.

### 1.3.2. Property, plant and equipment

All property, plant and equipment are stated at historical cost less accumulated depreciation and impairment losses. Historical cost includes expenditure that is directly attributable to the acquisition or construction of the asset. Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits or service potential associated with the item will flow to the entity and its cost can be measured reliably. Repairs and maintenance costs are charged to the statement of financial performance during the financial period in which they are incurred. Land and works of art are not depreciated as they are deemed to have an indefinite useful life. Assets under construction are not depreciated as these assets are not yet available for use. Depreciation on other assets is calculated using the straight-line method to allocate their cost less their residual values over their estimated useful lives, as follows:

Type of asset	Straight line depreciation rate
<i>Buildings</i>	4 % to 10 %
<i>Plant and equipment</i>	10 % to 25 %
<i>Furniture and vehicles</i>	10 % to 25 %
<i>Computer hardware</i>	25 % to 33 %
<i>Other</i>	10 % to 33 %

Gains or losses on disposals are determined by comparing proceeds less selling expenses with the carrying amount of the disposed asset and are included in the statement of financial performance.

### Leases

Leases of tangible assets, where the entity has substantially all the risks and rewards of ownership, are classified as finance leases. Finance leases are capitalised at the inception of the lease at the lower of the fair value of the leased asset and the present value of the minimum lease payments. The interest element of the finance lease payment is charged to statement of financial performance over the period of the lease at a constant periodic rate in relation to the balance outstanding. The rental obligations, net of finance charges, are included in financial liabilities (non-current and current). The interest element of the finance cost is charged to the statement of financial performance over the lease period so as to produce a constant periodic interest rate on the remaining balance of the liability for each period. The assets held under finance leases are depreciated over the shorter of the assets' useful life and the lease term.

Leases where the lessor retains a significant portion of the risks and rewards inherent to ownership are classified as operating leases. Payments made under operating leases are charged to the statement of financial performance on a straight-line basis over the period of the lease.

### 1.3.3. Impairment of non-financial assets

Assets that have an indefinite useful life are not subject to amortisation/depreciation and are tested annually for impairment. Assets that are subject to amortisation/depreciation are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and its value in use.



Intangible assets and property, plant and equipment residual values and useful lives are reviewed, and adjusted if appropriate, at least once per year. An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount. If the reasons for impairments recognised in previous years no longer apply, the impairment losses are reversed accordingly.

#### 1.3.4. Financial assets

The financial assets are classified in the following categories: financial assets at fair value through profit or loss; loans and receivables; held-to-maturity investments; and available for sale financial assets. The classification of the financial instruments is determined at initial recognition and re-evaluated at each balance sheet date.

##### *(i) Financial assets at fair value through surplus or deficit*

A financial asset is classified in this category if acquired principally for the purpose of selling in the short term or if so designated by the entity. Derivatives are also categorised in this category. Assets in this category are classified as current assets if they are expected to be realised within 12 months of the balance sheet date. During this financial year, the entity did not hold any investments in this category.

##### *(ii) Loans and receivables*

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They arise when the entity provides money, goods or services directly to a debtor with no intention of trading the receivable. They are included in non-current assets, except for maturities within 12 months of the balance sheet date. Loans and receivables include term deposits with the original maturity above three months.

##### *(iii) Held-to-maturity investments*

Held-to-maturity investments are non-derivative financial assets with fixed or determinable payments and fixed maturities that the entity has the positive intention and ability to hold to maturity. During this financial year, the entity did not hold any investments in this category.

##### *(iv) Available for sale financial assets*

Available for sale financial assets are non-derivatives that are either designated in this category or not classified in any of the other categories. They are classified as either current or non-current assets, depending on the period of time the entity expects to hold them, which is usually the maturity date.

#### **Initial recognition and measurement**

Purchases and sales of financial assets at fair value through surplus or deficit, held-to-maturity and available for sale are recognised on trade date - the date on which the entity commits to purchase or sell the asset. Cash equivalents, loans and term deposits are recognised at settlement date. Financial instruments are initially recognised at fair value. For all financial assets not carried at fair value through surplus or deficit transaction costs are added to the fair value at initial recognition.

Financial instruments are derecognised when the rights to receive cashflows from the investments have expired or the entity has transferred substantially all risks and rewards of ownership to another party.

#### **Subsequent measurement**

Financial assets at fair value through surplus or deficit are subsequently carried at fair value with gains and losses arising changes in the fair value being included in the statement of financial performance in the period in which they arise.

Loans and receivables and held-to maturity investments are carried at amortised cost using the effective interest method.

Available for sale financial assets are subsequently carried at fair value. Gains and losses arising from changes in the fair value are recognised in the fair value reserve. Interest on available for sale financial

assets calculated using the effective interest method is recognised in the statement of financial performance.

The entity assesses at each balance sheet date whether there is objective evidence that a financial asset is impaired and whether an impairment loss should be recorded in the statement of financial performance.

#### 1.3.5. Pre-financing amounts

Pre-financing is a payment intended to provide the beneficiary with a cash advance, i.e. a float. It may be split into a number of payments over a period defined in the particular contract, decision, agreement or basic legal act. The float or advance is either used for the purpose for which it was provided during the period defined in the agreement or it is repaid. If the beneficiary does not incur eligible expenditure, he has the obligation to return the pre-financing advance to the entity. The amount of the pre-financing may be reduced (wholly or partially) by the acceptance of eligible costs (which are recognised as expenses).

Pre-financing is, on subsequent balance sheet dates, measured at the amount initially recognised on the balance sheet less eligible expenses (including estimated amounts where necessary) incurred during the period.

#### 1.3.6. Receivables and recoverables

As the EU accounting rules require a separate presentation of exchange and non-exchange transactions, for the purpose of drawing up the accounts, receivables are defined as stemming from exchange transactions and recoverables are defined as stemming from non-exchange transactions (when the entity receives value from another entity without directly giving approximately equal value in exchange).

Receivables from exchange transactions meet the definition of financial instruments and are thus classified as loans and receivables and measured accordingly (see **1.3.4** above).

Recoverables from non-exchange transactions are carried at original amount (adjusted for interests and penalties) less write-down for impairment. A write-down for impairment is established when there is objective evidence that the entity will not be able to collect all amounts due according to the original terms of the recoverables. The amount of the write-down is the difference between the asset's carrying amount and the recoverable amount. The amount of the write-down is recognised in the statement of financial performance.

#### 1.3.7. Cash and cash equivalents

Cash and cash equivalents are financial instruments and include cash at hand, deposits held at call or at short notice with banks, and other short-term highly liquid investments with original maturities of three months or less.

#### 1.3.8. Provisions

Provisions are recognised when the entity has a present legal or constructive obligation towards third parties as a result of past events, it is more likely than not that an outflow of resources will be required to settle the obligation, and the amount can be reliably estimated. Provisions are not recognised for future operating losses. The amount of the provision is the best estimate of the expenditure expected to be required to settle the present obligation at the reporting date. Where the provision involves a large number of items, the obligation is estimated by weighting all possible outcomes by their associated probabilities ('expected value' method).

### 1.3.9. Payables

Included under accounts payable are both amounts related to exchange transactions such as the purchase of goods and services and to non-exchange transactions e.g. to cost claims from beneficiaries, grants or other EU funding.

Where grants or other funding is provided to the beneficiaries, the cost claims are recorded as payables for the requested amount when the cost claim is received. Upon verification and acceptance of the eligible costs, the payables are valued at the accepted and eligible amount.

Payables arising from the purchase of goods and services are recognised at invoice reception for the original amount and corresponding expenses are entered in the accounts when the supplies or services are delivered and accepted by the entity.

### 1.3.10. Accrued and deferred revenue and charges

Transactions and events are recognised in the financial statements in the period to which they relate. At year-end, if an invoice is not yet issued but the service has been rendered, the supplies have been delivered by the entity or a contractual agreement exists (e.g. by reference to a contract), an accrued revenue will be recognised in the financial statements. In addition, at year-end, if an invoice is issued but the services have not yet been rendered or the goods supplied have not yet been delivered, the revenue will be deferred and recognised in the subsequent accounting period.

Expenses are also accounted for in the period to which they relate. At the end of the accounting period, accrued expenses are recognised based on an estimated amount of the transfer obligation of the period. The calculation of accrued expenses is done in accordance with detailed operational and practical guidelines issued by the Accounting Officer which aim at ensuring that the financial statements provide a faithful representation of the economic and other phenomena they purport to represent. By analogy, if a payment has been made in advance for services or goods that have not yet been received, the expense will be deferred and recognised in the subsequent accounting period.

## 1.4. STATEMENT OF FINANCIAL PERFORMANCE

### 1.4.1. Revenue

Revenue comprises gross inflows of economic benefits or service potential received and receivable by the entity, which represents an increase in net assets, other than increases relating to contributions from owners.

Depending on the nature of the underlying transactions in the statement of financial performance it is distinguished between:

#### *(i) Revenue from non-exchange transactions*

Revenue from non-exchange transactions are taxes and transfers because the transferor provides resources to the recipient entity without the recipient entity providing approximately equal value directly in exchange.

Transfers are inflows of future economic benefits or service potential from non-exchange transactions, other than taxes. The entity shall recognise an asset in respect of transfers when the entity controls the resources as a result of a past event (the transfer) and expects to receive future economic benefits or service potential from those resources, and when the fair value can be reliably measured. An inflow of resources from a non-exchange transaction recognised as an asset (i.e. cash) is also recognised as revenue, except to the extent that the entity has a present obligation in respect of that transfer (condition), which needs to be satisfied before the revenue can be recognised. Until the condition is met the revenue is deferred and recognised as a liability (pre-financing received).

#### *(ii) Revenue from exchange transactions*

Revenue from the sale of goods and services is recognised when the significant risk and rewards of ownership of the goods are transferred to the purchaser. Revenue associated with a transaction involving

the provision of services is recognised by reference to the stage of completion of the transaction at the reporting date.

#### **1.4.2. Expenses**

Expenses are decreases in economic benefits or service potential during the reporting period in the form of outflows or consumption of assets or incurrence of liabilities that result in decreases in net assets/equity. They include both the expenses from exchange transactions and expenses from non-exchange transactions.

Expenses from exchange transactions arising from the purchase of goods and services are recognised when the supplies are delivered and accepted by the entity. They are valued at original invoice amount. Furthermore, at the balance sheet date expenses related to the service delivered during the period for which an invoice has not yet been received or accepted are recognised in the statement of financial performance.

Expenses from non-exchange transactions account for the majority of the entity's operating expenses. They relate to transfers to beneficiaries and can be of three types: entitlements, transfers under agreement and discretionary grants, contributions and donations. Transfers are recognised as expenses in the period during which the events giving rise to the transfer occurred, as long as the nature of the transfer is allowed by regulation or an agreement has been signed authorising the transfer; any eligibility criteria have been met by the beneficiary; and a reasonable estimate of the amount can be made.

When a request for payment or cost claim is received and meets the recognition criteria, it is recognised as an expense for the eligible amount. At year-end, incurred eligible expenses due to the beneficiaries but not yet reported are estimated and recorded as accrued expense.

### **1.5. CONTINGENT ASSETS AND LIABILITIES**

#### **1.5.1. Contingent assets**

A contingent asset is a possible asset that arises from past events and of which the existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the entity. A contingent asset is disclosed when an inflow of economic benefits or service potential is probable.

#### **1.5.2. Contingent liabilities**

A contingent liability is a possible obligation that arises from past events and of which the existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the entity; or a present obligation that arises from past events but is not recognised because: it is not probable that an outflow of resources embodying economic benefits or service potential will be required to settle the obligation or, in the rare circumstances where the amount of the obligation cannot be measured with sufficient reliability.

## 2. NOTES TO THE BALANCE SHEET

### ASSETS

#### 2.1. INTANGIBLE ASSETS

'000 EUR

<i>Gross carrying amount at 31.12.2016</i>	136
<b>Gross carrying amount at 31.12.2017</b>	<b>136</b>
<i>Accumulated amortisation at 31.12.2016</i>	(133)
<i>Amortisation charge for the year</i>	(2)
<b>Accumulated amortisation at 31.12.2017</b>	<b>(135)</b>
<b>NET CARRYING AMOUNT AT 31.12.2017</b>	<b>1</b>
<i>NET CARRYING AMOUNT AT 31.12.2016</i>	3

The above amounts relate primarily to computer software.

#### 2.2. PROPERTY, PLANT AND EQUIPMENT

'000 EUR

	Plant and equipment	Furniture and vehicles	Computer hardware	Other	TOTAL
<i>Gross carrying amount at 31.12.2016</i>	19	70	617	409	1 114
<i>Additions</i>	–	–	58	–	58
<i>Disposals</i>	–	–	(30)	–	(30)
<b>Gross carrying amount at 31.12.2017</b>	<b>19</b>	<b>70</b>	<b>645</b>	<b>409</b>	<b>1 142</b>
<i>Accumulated depreciation at 31.12.2016</i>	(4)	(22)	(459)	(196)	(681)
<i>Depreciation charge for the year</i>	(2)	(11)	(81)	(101)	(195)
<i>Disposals</i>	–	–	30	–	30
<b>Accumulated depreciation at 31.12.2017</b>	<b>(7)</b>	<b>(32)</b>	<b>(510)</b>	<b>(297)</b>	<b>(846)</b>
<b>NET CARRYING AMOUNT AT 31.12.2017</b>	<b>12</b>	<b>37</b>	<b>135</b>	<b>113</b>	<b>297</b>
<i>NET CARRYING AMOUNT AT 31.12.2016</i>	14	48	158	213	433

The category "Other" comprises fixed assets donated to Cepol by the Hungarian Government in January 2015.

## 2.3. PRE-FINANCING

EUR '000

	31.12.2017	31.12.2016
<i>Pre-financing</i>	27	66
<b>Total</b>	<b>27</b>	<b>66</b>

The outstanding pre-financing amounts of CEPOL relate to advance payments given in the last quarter of 2017 on training courses where the final date of implementation is end of 2018.

## 2.4. EXCHANGE RECEIVABLES & NON-EXCHANGE RECOVERABLES

At 31 December 2017, CEPOL did not have any non-current receivables and recoverables. The amounts included under this heading are of a short term nature and can be broken down as follows:

EUR '000

	31.12.2017	31.12.2016
<b>Recoverables from non-exchange transactions</b>		
<i>Member States</i>	122	124
	<b>122</b>	<b>124</b>
<b>Receivables from exchange transactions</b>		
<i>Central treasury liaison accounts</i>	3 438	2 839
<i>Deferred charges relating to exchange transactions</i>	348	335
<i>Other</i>	(1)	9
	<b>3 785</b>	<b>3 183</b>
<b>Total</b>	<b>3 907</b>	<b>3 307</b>

The recoverables from Member States comprises mainly VAT amounts to be recovered from Hungary.

Following the appointment of the Accounting Officer of the Commission as the Accounting Officer of CEPOL, the treasury of CEPOL was integrated into the Commission's treasury system. Because of this, CEPOL does not have any bank accounts of its own. All payments and receipts are processed via the Commission's treasury system and registered on intercompany accounts which are presented under receivables from exchange transactions.

Deferred charges relate mainly to next year school fees (kEUR 190) and software licences (kEUR 158).

## LIABILITIES

### 2.5. PAYABLES

EUR '000

	31.12.2017	31.12.2016
<i>Payables to the Commission</i>	2 020	1 172
<i>Current payables</i>	117	128
<b>Total</b>	<b>2 137</b>	<b>1 300</b>

The amount payables to the Commission comprises the unused amount of the 2017 Commission subsidy (kEUR 9 280 in total) that is to be reimbursed by CEPOL in 2018 – see the reports on the implementation of the budget for more details on the implementation rate.

The sub-heading current payables concerns amounts owed to Member States (kEUR 94), to suppliers (kEUR 12) and to public bodies (kEUR 11).

### 2.6. ACCRUED CHARGES

EUR '000

	31.12.2017	31.12.2016
<i>Accrued charges</i>	533	632
<b>Total</b>	<b>533</b>	<b>632</b>

Accrued charges are the amounts estimated by the authorising officer of costs incurred for services and goods delivered in year 2017 but not yet invoiced or processed by the end of the year. They are composed of estimated operating expenses of kEUR 332 for training courses where no invoice has been validated by 31 December 2017. The portion of the estimated accrued charges which relates to pre-financing amounts paid has been recorded as a reduction of the pre-financing amounts (see note **2.3**).

Included under this heading are also accrued other services provided by third parties (kEUR 105), office supply and maintenance costs (kEUR 14), administrative expenses (kEUR 5) and IT services (kEUR 2).

The heading also includes accrued charges for untaken leave of kEUR 75.

### 3. NOTES TO THE STATEMENT OF FINANCIAL PERFORMANCE

#### REVENUE

##### 3.1. NON-EXCHANGE REVENUE

EUR '000

	2017	2016
<i>Subsidy and grants of the Commission</i>	9 988	8 715
<b>Total</b>	<b>9 988</b>	<b>8 715</b>

Included under the heading subsidy of the Commission is kEUR 8 834 related to the 2017 Commission subsidy that has been recorded as accrued income in CEPOL and kEUR 1 154 related to the EU-MENA Counter-Terrorism Training Partnership Program delegated to CEPOL via grant agreement. The unused amounts have been recorded in accounts payable (see note **2.5**). The corresponding accrued expense will be recorded in the financial statements of the Commission.

##### 3.2. EXCHANGE REVENUE

EUR '000

	2017	2016
<i>Foreign exchange gains</i>	29	19
<i>Other</i>	34	1
<b>Total</b>	<b>63</b>	<b>21</b>

The foreign exchange gains include both amounts related to realised and unrealised exchange gains. The corresponding exchange losses are included under other expenses (see note **3.5**).

The other exchange revenue include recovery of school fees paid in 2016 for a member of the personnel who left the agency during 2017.



## EXPENSES

### 3.3. OPERATING COSTS

Included under this heading are mostly expenses for courses, seminars and other CEPOL programme activities.

EUR '000

	2017	2016
<i>Subsidy and grants of the Commission</i>	5 936	4 682
<b>Total</b>	<b>5 936</b>	<b>4 682</b>

The operating costs are related to the CEPOL programme activities to make Europe a safer place through law enforcement training and learning.

The increase of the expenses (kEUR 1 254) is due to the increased available subsidy from the Commission and its consumption in 2017 and the final implementation of the EU/MENA Counter-Terrorism Training Partnership Program.

### 3.4. STAFF COSTS

Included under this heading are expenses for salaries, other employment-related allowances and benefits. The calculations related to staff costs are, based on the service level agreement, entrusted to the Office for Administration and Payment of Individual Entitlements (also known as the Paymaster's Office-PMO).

CEPOL staff members are part of the Pensions Scheme of European Officials. The administration of pensions is entrusted to the Commission which also accounts for the underlying pension expenses and liabilities.

A defined benefit plan is a pension plan that generally defines an amount of benefit an employee will receive on retirement, usually dependent on one or more factors such as age and years of service. Both the CEPOL staff and the Commission contribute to the pension scheme in the function of the basic salary of the staff. The contribution percentage is yearly revised to reflect the changes in staff regulation. The cost to the Commission is not reflected in CEPOL's accounts.

Future benefits payable to CEPOL staff under the European Communities Pension Scheme are accounted for in the accounts of the Commission. No provisions for such pensions are made in these accounts.

### 3.5. OTHER EXPENSES

EUR '000

	2017	2016
<i>Property, plant and equipment related expenses</i>	201	206
<i>External non IT services</i>	385	476
<i>Administrative expenses with Commission services</i>	181	–
<i>External IT services</i>	150	140
<i>Experts and related expenditure</i>	80	–
<i>Recruitment costs</i>	79	46
<i>Training costs</i>	40	40
<i>Office supplies &amp; maintenance</i>	36	56
<i>Foreign exchange losses</i>	34	20
<i>Missions</i>	33	31
<i>Operating Lease</i>	20	16
<i>Communications &amp; publications</i>	5	55
<i>Other</i>	2	9
<b>Total</b>	<b>1 246</b>	<b>1 096</b>

The foreign exchange losses include both amounts related to realised and unrealised exchange losses. The corresponding exchange gains are included under exchange revenue (see note **3.2**).

The operating lease expenses relate to the rent of parking places in Budapest. The framework contract was signed in December 2015 for a duration of 12 months with a possibility of extension up to 3 times and a maximum value of kEUR 60. In 2018 a procurement procedure for the signature of a new framework contract will be launched.

## 4. OTHER SIGNIFICANT DISCLOSURES

### 4.1. OUTSTANDING COMMITMENTS NOT YET EXPENSES

At 31 December 2017 the Outstanding commitments not yet expensed amounted to kEUR 670. The amount comprises the budgetary RAL ("*Reste à Liquider*") less related amounts that have been included as expenses in the 2017 statement of financial performance. The budgetary RAL is an amount representing the open commitments for which payments and/or de-commitments have not yet been made. This is the normal consequence of the existence of multi-annual programmes.

### 4.2. SERVICES IN KIND

Based on the contract between CEPOL and Hungary that entered in force on 17 October 2014 the headquarters building in Budapest and the related services (utilities, maintenance, security services, etc.) are provided to CEPOL free of charge. The contract is valid for 10 years and its yearly value is estimated to be kEUR 530.

### 4.3. RELATED PARTIES

The related parties of CEPOL are the other EU consolidated entities and the key CEPOL management personnel. Transactions between these parties take place within normal CEPOL operations and therefore, no specific disclosure requirements are necessary for these transactions, in accordance with the EU accounting rules.

### 4.4. KEY MANAGEMENT ENTITLEMENTS

The highest ranked civil servant of CEPOL is the Executive Director, who executes the role of the Authorising Officer.

	2017	2016
<i>Executive Director</i>	<i>AD13</i>	<i>AD13</i>

The Executive Director is remunerated in accordance with the Staff Regulations of the European Union that is published on the Europa website which is the official document describing the rights and the obligations of all officials of the EU. The Executive Director has not received any loans from CEPOL.

## 5. FINANCIAL INSTRUMENTS DISCLOSURES

### 5.1. TYPES OF RISK

**Market risk** is the risk that the fair value or future cashflows of a financial instrument will fluctuate, because of variations in market prices. Market risk embodies not only the potential for loss, but also the potential for gain. It comprises *currency risk*, *interest rate risk* and *other price risk* (the CEPOL has no significant other price risk).

- (1) *Currency risk* is the risk that the CEPOL operations or its investments' value will be affected by changes in exchange rates. This risk arises from the change in price of one currency against another.
- (2) *Interest rate risk* is the possibility of a reduction in the value of a security, especially a bond, resulting from an increase in interest rates. In general, higher interest rates will lead to lower prices of fixed rate bonds, and vice versa. CEPOL does not have any securities thus it is not exposed to the interest rate risk.

**Credit risk** is the risk of loss due to a debtor's/borrower's non-payment of a loan or other line of credit (either the principal or interest or both) or other failure to meet a contractual obligation. The default events include a delay in repayments, restructuring of borrower repayments and bankruptcy.

**Liquidity risk** is the risk that arises from the difficulty in selling an asset; for example, the risk that a given security or asset cannot be traded quickly enough in the market to prevent a loss or meet an obligation.

### 5.2. CURRENCY RISKS

#### Exposure to currency risk at year end

At 31 December 2017 the financial assets are composed of exchange receivables and non-exchange recoverables. Their ending balances are mainly quoted in EUR (kEUR 10 361), GBP (kEUR (3 315)) and HUF (kEUR (2 445)). The impact of other currencies (kEUR (694)) is individually immaterial.

At 31 December 2017 financial liabilities are entirely composed of accounts payable. Their ending balances are mainly quoted in EUR (kEUR 2 120). The impact of other currencies (kEUR 17) is individually immaterial.

### 5.3. CREDIT RISK

#### Financial assets that are neither past due nor impaired

At 31 December 2017 financial assets comprise exchange receivables and non-exchange recoverables that are neither past due nor impaired of kEUR 3 907. The past due not impaired recoverables relate to third parties and all are past due for less than 1 year.

#### Financial assets by risk category

Exchange receivables of kEUR 3 785 entirely relate to entities without external credit rating that never defaulted in the past. Non-exchange recoverables of kEUR 122 are composed of amounts due by the Member States, namely Hungary and the UK and are largely VAT related.

## **5.4. LIQUIDITY RISK**

### **Maturity analysis of financial liabilities by remaining contractual maturity**

The financial liabilities are composed of accounts payable to third parties (kEUR 117) and to consolidated entities (kEUR 2 020). All the accounts payable have remaining contractual maturity of less than 1 year.

## **REPORTS ON THE IMPLEMENTATION OF THE BUDGET**

*It should be noted that due to the rounding of figures into thousands of euros, some financial data in the tables below may appear not to add-up.*

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# **1. BUDGETARY PRINCIPLES, STRUCTURE AND IMPLEMENTATION**

## **1.1. BUDGETARY PRINCIPLES**

The establishment and implementation of the budget of CEPOL is governed by the following basic principles set out in the Title II of the Financial Regulation of CEPOL:

### **Principles of unity and budget accuracy**

This principle means that no revenue shall be collected and no expenditure effected unless booked to a line in the budget of CEPOL. No expenditure may be committed or authorised in excess of the appropriations authorised by the budget. An appropriation may be entered in the budget only if it is for an item of expenditure considered necessary.

### **Principle of annuality**

The appropriations entered in the budget shall be authorised for a financial year which shall run from 1 January to 31 December.

### **Principle of equilibrium**

Revenue and payment appropriations shall be in balance.

### **Principle of unit of account**

The budget shall be drawn up and implemented in euro and the accounts shall be presented in euro.

### **Principle of universality**

Total revenue shall cover total payment appropriations and all revenue and expenditure shall be entered in full without any adjustment against each other.

### **Principle of specification**

Appropriations shall be earmarked for specific purposes by title and chapter. The chapters shall be further subdivided into articles and items.

### **Principle of sound financial management**

Appropriations shall be used in accordance with the principle of sound financial management, namely in accordance with the principles of economy, efficiency and effectiveness.

### **Principle of transparency**

The budget shall be established and implemented and the accounts presented in accordance with the principle of transparency. The budget and any amending budgets shall be published in the Official Journal of the European Union within three months of their adoption.

## **1.2. STRUCTURE AND PRESENTATION OF THE BUDGET**

CEPOL makes use of non-differentiated appropriations for its administrative and operational expenditure.

Following the provisions of the Financial Regulation of CEPOL, the budget accounts shall consist of a statement of revenue and a statement of expenditure. The statement of expenditure must be set out on the basis of a nomenclature with a classification by purpose. That nomenclature shall be determined by CEPOL and shall make a clear distinction between administrative appropriations and operational appropriations:



**Title 1 budget lines** relate to staff expenditure such as salaries and allowances for personnel working with CEPOL. It also includes recruitment expenses, staff missions, expenses for the socio-medical infrastructure and representation costs.

**Title 2 budget lines** relate to all buildings, equipment and miscellaneous administrative expenditure.

**Title 3 budget lines** provide for the implementation of the activities and tasks assigned to CEPOL in accordance with its establishing Council Decision 2005/681/JHA of 20 September 2005.

**Title 4 (assigned revenue) budget lines** has been exclusively created for the implementation of the EU-MENA Counter Terrorism Training Partnership Programme.

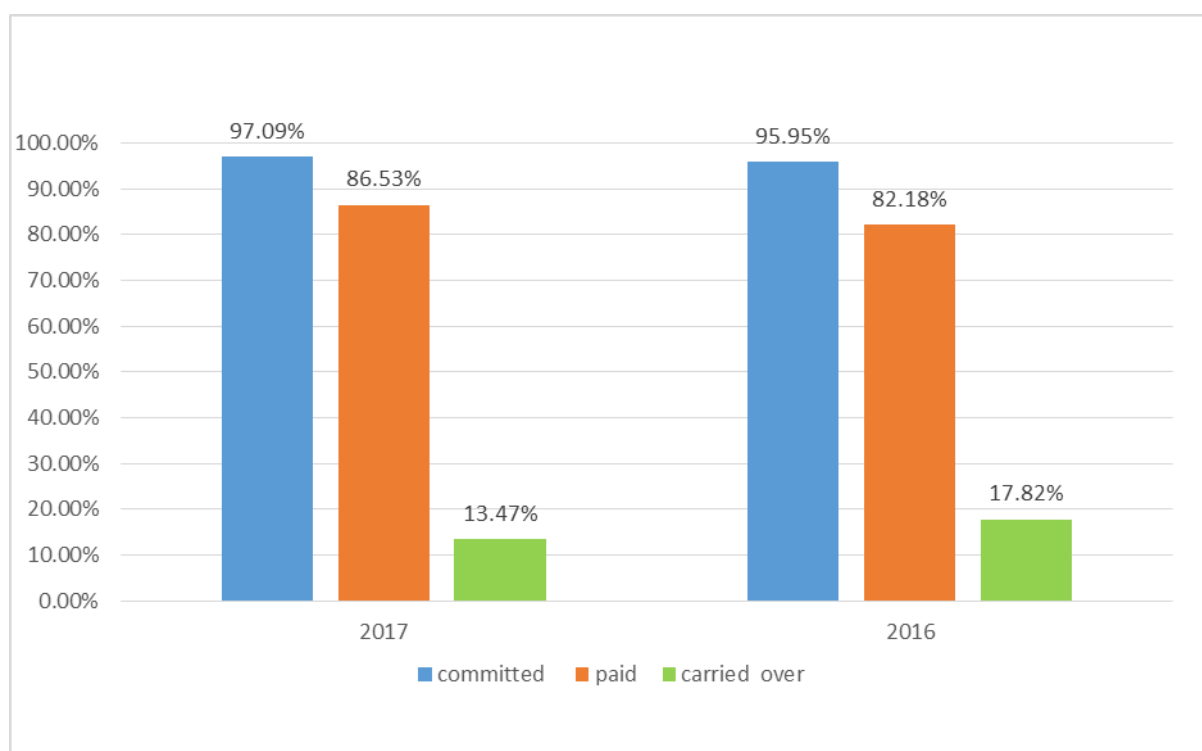
**Assigned revenue budget lines** relate to financing of specific items of expenditure. They can be externally or internally assigned.

### 1.3. HIGHLIGHTS OF THE BUDGETARY IMPLEMENTATION

#### Regular budget:

The regular budget of CEPOL consist of Titles 1, 2 and 3 and is financed from the General Budget of the European Union in a form of subsidy. This budget amounted to kEUR 9 280 in 2017.

The budget implementation in terms of regular budget without the assigned revenue used by commitments was 97,09%. The payments reached the 86.53% implementation rate and 13.47% payment appropriations were carried over to 2018. In comparison, CEPOL executed 95.95% commitment appropriation in 2016, 82.18% were paid and the carry over was 17.82% (kEUR 1 213).



This regular budget excludes the payment appropriations foreseen as unused and payment appropriations carried over from previous year.

The carry over of payment appropriations from 2016 to 2017 were kEUR 1 477 and kEUR 1 288 were paid.

The internally assigned revenue in the regular budget consist of kEUR 20 carried over from 2016 and kEUR 76 recovered from overpaid credits in 2017.

**External assigned revenue - Title 4 – EU-MENA CTPP project:**

In 2017, CEPOL has received the last instalment of kEUR 907 for the implementation of the project as external assigned revenue (Title 4).

The project aiming to build the capacity of relevant law enforcement services and other relevant personnel in the target countries by offering tailor-made learning and training activities in the field of counter-terrorism had an original budget of kEUR 2 491.

The budget actually committed for the whole project period reached the level of 72% in 2017 and kEUR 33 payment appropriations were carried over to 2018.

## 2. BUDGET RESULT

EUR '000

	Title	2017	2016
<b>Revenue</b>		<b>10 263</b>	<b>9 632</b>
of which:			
European Union Subsidy	1	9 356	8 686
Projects	4	907	946
<b>Expenditure</b>		<b>(9 020)</b>	<b>(7 432)</b>
of which:			
Staff expenditure	A-1	(3 352)	(3 070)
Admin expenditure	A-2	(355)	(328)
Operational expenditure	B0-3	(4 105)	(3 440)
Specific expenditure	B4	(1 207)	(593)
<b>Payment appropriat. carried over to the following year</b>		<b>(1 213)</b>	<b>(1 477)</b>
of which:			
Staff expenditure	A-1	(232)	(181)
Admin expenditure	A-2	(126)	(140)
Operational expenditure	B0-3	(855)	(1 156)
<b>Cancellation of unused appropri. carried over from year n-1</b>		<b>189</b>	<b>200</b>
<b>Evolution of assigned revenue</b>		<b>247</b>	<b>(354)</b>
<b>Exchange rate differences</b>		<b>(5)</b>	<b>(1)</b>
<b>Budget result</b>		<b>461</b>	<b>568</b>

### 3. RECONCILIATION OF ECONOMIC RESULT WITH BUDGET RESULT

EUR '000

	2017	2016
<b>ECONOMIC RESULT OF THE YEAR</b>	<b>(315)</b>	<b>146</b>
<b>Adjustment for accrual items (items not in the budgetary result but included in the economic result)</b>	<b>1 924</b>	<b>2 459</b>
<i>Adjustments for accrual cut-off (net)</i>	<i>(108)</i>	<i>(55)</i>
<i>Unpaid invoices at year end but booked in expenses</i>	<i>2</i>	<i>-</i>
<i>Depreciation of intangible and tangible assets</i>	<i>197</i>	<i>202</i>
<i>Recovery orders issued in the year and not yet cashed</i>	<i>(1)</i>	<i>(7)</i>
<i>Pre-financing given in previous year and cleared in the year</i>	<i>382</i>	<i>213</i>
<i>Payments made from carry-over of payment appropriations</i>	<i>1 956</i>	<i>1 504</i>
<i>Other (adjustment related to MENA)</i>	<i>(503)</i>	<i>602</i>
<b>Adjustment for budgetary items (item included in the budgetary result but not in the economic result)</b>	<b>(1 148)</b>	<b>(2 037)</b>
<i>Asset acquisitions (less unpaid amounts)</i>	<i>(69)</i>	<i>(17)</i>
<i>New pre-financing paid in the year and remaining open as at 31 December</i>	<i>(360)</i>	<i>(397)</i>
<i>Entitlements established in previous year and cashed in the year</i>	<i>15</i>	<i>21</i>
<i>Entitlements established on balance sheet accounts and cashed in the year</i>	<i>9</i>	<i>21</i>
<i>Payment appropriations carried over to next year</i>	<i>(1 564)</i>	<i>(2 148)</i>
<i>Cancellation of unused carried over payment appropriations from previous year</i>	<i>189</i>	<i>200</i>
<i>Adjustment for carry-over of assigned revenue appropriations from previous year</i>	<i>598</i>	<i>316</i>
<i>Other individually immaterial</i>	<i>34</i>	<i>(33)</i>
<b>BUDGET RESULT OF THE YEAR</b>	<b>461</b>	<b>568</b>

## 4. IMPLEMENTATION OF BUDGET REVENUE

### 4.1. Implementation of budget revenue - Title 10-1

EUR '000

	Income appropriations		Entitlements established			Revenue				
	Initial budget	Final budget	Current year	Carried over	Total	On entitlements of current year	On entitlements carried over	Total	%	Outstanding
	1	2	3	4	5=3+4	6	7	8=6+7	9=8/2	10
10-0 <i>European union subsidy</i>	9 280	9 280	9 346	15	9 361	9 341	15	9 356	101%	5
Total chapter 10-0	9 280	9 280	9 346	15	9 361	9 341	15	9 356	101%	5
<b>Total Title 10-0</b>	<b>9 280</b>	<b>9 280</b>	<b>9 346</b>	<b>15</b>	<b>9 361</b>	<b>9 341</b>	<b>15</b>	<b>9 356</b>	<b>101%</b>	<b>5</b>

### 4.2. Implementation of budget revenue - Title 40-0

EUR '000

	Income appropriations		Entitlements established			Revenue				
	Initial budget	Final budget	Current year	Carried over	Total	On entitlements of current year	On entitlements carried over	Total	%	Outstanding
	1	2	3	4	5=3+4	6	7	8=6+7	9=8/2	10
40-0 <i>Ct mena project</i>	-	-	907	-	907	907	-	907	-	-
Total chapter 40-0	-	-	907	-	907	907	-	907	0%	-
<b>Total Title 40-0</b>	<b>-</b>	<b>-</b>	<b>907</b>	<b>-</b>	<b>907</b>	<b>907</b>	<b>-</b>	<b>907</b>	<b>0%</b>	<b>-</b>
<b>GRAND TOTAL</b>	<b>9 280</b>	<b>9 280</b>	<b>10 253</b>	<b>15</b>	<b>10 268</b>	<b>10 248</b>	<b>15</b>	<b>10 263</b>	<b>111%</b>	<b>5</b>

## 5. IMPLEMENTATION OF BUDGET EXPENDITURE

### 5.1. Breakdown & changes in commitment appropriations

#### 5.1.1. Breakdown & changes in commitment - Title A-1

EUR '000

		Initial adopted budget	Budget appropriations		Final budget adopted	Additional appropriations	Total		Total approp. available
		1	Amending budgets 2	Transfers 3	4=1+2+3	Carry-overs 5	Assigned revenue 6	7=5+6	8=4+7
A-1100	Basic salary	1 346	–	(26)	1 320	–	8	8	1 328
A-1101	Monthly allowances	615	–	(161)	454	–	–	–	454
A-1102	Entry and departure allowances	120	–	(93)	27	–	–	–	27
A-1115	Contract staff	711	–	(205)	506	–	–	–	506
A-1118	National experts on secondment	188	–	(12)	176	–	–	–	176
A-1119	Internships	–	–	12	12	–	–	–	12
A-1120	Further training & language courses & retraining for staff	40	–	4	44	–	6	6	50
A-1130	Insurance against sickness	85	–	12	97	–	–	–	97
A-1141	Annual travel expenses from the place of employment to place of origin	51	–	(26)	25	–	–	–	25
A-1174	Payment for admin assistance from community institutions	87	–	3	90	–	0	0	90
A-1175	Other services and work to be contracted out	95	–	283	378	–	–	–	378
A-1180	Expenditure on recruitment	40	–	24	64	–	–	–	64
Total chapter A-11		3 378	–	(186)	3 192	–	14	14	3 206
A-1300	Mission expenses & travel expenses & incidental expenditure for administrative missions	40	–	–	40	–	–	–	40
Total chapter A-13		40	–	–	40	–	–	–	40
A-1410	Medical expenses	4	–	(4)	0	–	–	–	0
A-1420	Staff committee	2	–	(2)	–	–	–	–	–
A-1430	Schooling and nursery	405	–	(56)	349	–	39	39	388
Total chapter A-14		411	–	(61)	350	–	39	39	389
A-1610	Social contacts between staff	2	–	5	7	–	–	–	7
Total chapter A-16		2	–	5	7	–	–	–	7
A-1700	Entertainment and representation expenses	3	–	1	4	–	–	–	4
Total chapter A-17		3	–	1	4	–	–	–	4
<b>Total Title A-1</b>		<b>3 834</b>	<b>–</b>	<b>(241)</b>	<b>3 593</b>	<b>–</b>	<b>54</b>	<b>54</b>	<b>3 647</b>

## 5.1.2. Breakdown &amp; changes in commitment appropriations - Title A-2

EUR '000

		Initial adopted budget	Budget appropriations		Final budget adopted	Carry-overs	Additional appropriations	Total	Total approp. available
		1	Amending budgets	Transfers	4=1+2+3	5	Assigned revenue	7=5+6	8=4+7
			2	3			6		
A-2003	Cost of renting office space (parkings)	35	-	(15)	21	-	-	-	21
A-2010	Insurance	3	-	-	3	-	0	0	3
A-2040	Fitting-out of premises	5	-	11	16	-	-	-	16
Total chapter A-20		43	-	(4)	39	-	0	0	39
A-2100	Acquisition of equipment and software	75	-	104	179	-	0	0	179
A-2102	Maintenance of equipment and software	50	-	4	54	-	-	-	54
A-2103	Ict technical support and assistance	50	-	(0)	50	-	-	-	50
A-2104	Telecommunications	80	-	(32)	48	-	1	1	50
A-2105	Commission it systems	40	-	23	63	-	-	-	63
Total chapter A-21		295	-	100	395	-	2	2	396
A-2200	Purchase and replacement of office machinery	6	-	-	6	-	-	-	6
A-2210	Purchase and replacement of furniture	6	-	22	28	-	-	-	28
A-2250	Purchase of books & other works in hard copy & in electronic form	3	-	-	3	-	-	-	3
Total chapter A-22		15	-	22	36	-	-	-	36
A-2300	Stationery	30	-	(16)	14	-	0	0	14
A-2320	Bank charges	1	-	-	1	-	-	-	1
A-2330	Legal expenses	-	-	3	3	-	-	-	3
A-2350	Miscellaneous insurance	8	-	(4)	4	-	-	-	4
A-2354	Consultancy services	-	-	6	6	-	-	-	6
A-2355	Translations	53	-	(44)	9	-	-	-	9
Total chapter A-23		92	-	(55)	36	-	0	0	37
A-2400	Postal and delivery charges	8	-	(0)	8	-	-	-	8
Total chapter A-24		8	-	(0)	8	-	-	-	8
<b>Total Title A-2</b>		<b>452</b>	<b>-</b>	<b>62</b>	<b>514</b>	<b>-</b>	<b>2</b>	<b>2</b>	<b>516</b>

## 5.1.3. Breakdown &amp; changes in commitment - Title B0-3

EUR '000

		Budget appropriations			Additional appropriations			Total	Total approp. available
		Initial adopted budget	Amending budgets	Transfers	Final budget adopted	Carry-overs	Assigned revenue		
		1	2	3	4=1+2+3	5	6	7=5+6	8=4+7
B3-000	Governance meetings	95	-	20	115	-	-	-	115
B3-010	Working groups	50	-	(35)	15	-	-	-	15
B3-020	Network meetings	100	-	(20)	80	-	0	0	80
Total chapter B3-0		245	-	(35)	210	-	0	0	210
B3-100	Training activities	2 319	-	(111)	2 209	-	33	33	2 242
B3-111	Reimbursement of travel expenses - participants	1 201	-	-	1 201	-	5	5	1 206
B3-130	E-learning modules	200	-	95	295	-	-	-	295
Total chapter B3-1		3 720	-	(15)	3 705	-	38	38	3 743
B3-200	Common curricula	15	-	(15)	0	-	-	-	0
B3-210	Research and science events	60	-	-	60	-	-	-	60
B3-220	Equipment & operating expenses and services relating to the electronic network	90	-	-	90	-	-	-	90
B3-240	Exchanges	524	-	170	694	-	1	1	695
B3-250	Co-operation with non-member states	10	-	46	56	-	-	-	56
B3-260	Development of crm	60	-	(60)	-	-	-	-	-
B3-270	Consultancy for stna and tna methodology for lets	70	-	(51)	19	-	-	-	19
Total chapter B3-2		829	-	91	920	-	1	1	921
B3-510	Network related missions	150	-	58	208	-	-	-	208
Total chapter B3-5		150	-	58	208	-	-	-	208
B3-700	Communications	50	-	80	130	-	2	2	132
Total chapter B3-7		50	-	80	130	-	2	2	132
<b>Total Title B0-3</b>		<b>4 994</b>	<b>-</b>	<b>179</b>	<b>5 173</b>	<b>-</b>	<b>40</b>	<b>40</b>	<b>5 214</b>



## 5.1.4. Breakdown &amp; changes in commitment - Title B0-4

EUR '000

		Initial adopted budget	Budget appropriations		Final budget adopted	Additional appropriations		Total	Total approp. available
		1	Amending budgets	Transfers	4=1+2+3	Carry-overs	Assigned revenue	7=5+6	8=4+7
			2	3		5	6		
B4-111	1.1.1 - technical staff	-	-	-	-	-	50	50	50
B4-121	1.2.1 - short term expert fees	-	-	-	-	-	194	194	194
B4-131	1.3.1 abroad (staff assigned to the project)	-	-	-	-	-	127	127	127
B4-133	1.3.3 seminar/conference participants	-	-	-	-	-	278	278	278
Total chapter B4-1		-	-	-	-	-	648	648	648
B4-211	2.1 international travel	-	-	-	-	-	244	244	244
B4-212	2.2 local transportation	-	-	-	-	-	32	32	32
Total chapter B4-2		-	-	-	-	-	276	276	276
B4-312	3.2 furniture, computer equipment	-	-	-	-	-	1	1	1
Total chapter B4-3		-	-	-	-	-	1	1	1
B4-414	4.4 other services (tel/fax, electricity/heating, maintenance)	-	-	-	-	-	12	12	12
Total chapter B4-4		-	-	-	-	-	12	12	12
B4-515	5.5 translation, interpreters	-	-	-	-	-	120	120	120
B4-517	5.7 costs of conferences/seminars	-	-	-	-	-	47	47	47
B4-518	5.8. visibility actions	-	-	-	-	-	15	15	15
Total chapter B4-5		-	-	-	-	-	182	182	182
<b>Total Title B0-4</b>		-	-	-	-	-	<b>1 118</b>	<b>1 118</b>	<b>1 118</b>
<b>GRAND TOTAL</b>		<b>9 280</b>	-	<b>(0)</b>	<b>9 280</b>	-	<b>1 214</b>	<b>1 214</b>	<b>10 494</b>

## 5.2. Breakdown & changes in payment appropriations

### 5.2.1. Breakdown & changes in payment appropriations - Title A-1

EUR '000

		Budget appropriations			Additional appropriations			Total	Total approp. available
		Initial budget adopted	Amending budgets	Transfers	Final adopted budget	Carry-overs	Assigned revenue		
		1	2	3	4=1+2+3	5	6	7=5+6	8=4+7
A-1100	Basic salary	1 346	-	(26)	1 320	-	8	8	1 328
A-1101	Monthly allowances	615	-	(161)	454	-	-	-	454
A-1102	Entry and departure allowances	120	-	(93)	27	12	-	12	40
A-1115	Contract staff	711	-	(205)	506	-	-	-	506
A-1118	National experts on secondment	188	-	(12)	176	-	-	-	176
A-1119	Internships	-	-	12	12	-	-	-	12
A-1120	Further training & language courses & retraining for staff	40	-	4	44	-	6	6	50
A-1130	Insurance against sickness	85	-	12	97	-	-	-	97
A-1141	Annual travel expenses from the place of employment to place of origin	51	-	(26)	25	-	-	-	25
A-1174	Payment for admin assistance from community institutions	87	-	3	90	17	0	18	108
A-1175	Other services and work to be contracted out	95	-	283	378	103	-	103	481
A-1180	Expenditure on recruitment	40	-	24	64	21	-	21	85
Total chapter A-11		3 378	-	(186)	3 192	154	14	169	3 360
A-1300	Mission expenses & travel expenses & incidental expenditure for administrative missions	40	-	-	40	5	-	5	45
Total chapter A-13		40	-	-	40	5	-	5	45
A-1410	Medical expenses	4	-	(4)	0	13	-	13	13
A-1420	Staff committee	2	-	(2)	-	-	-	-	-
A-1430	Schooling and nursery	405	-	(56)	349	8	39	47	396
Total chapter A-14		411	-	(61)	350	21	39	60	410
A-1610	Social contacts between staff	2	-	5	7	-	-	-	7
Total chapter A-16		2	-	5	7	-	-	-	7
A-1700	Entertainment and representation expenses	3	-	1	4	1	-	1	5
Total chapter A-17		3	-	1	4	1	-	1	5
<b>Title A-1</b>		<b>3 834</b>	<b>-</b>	<b>(241)</b>	<b>3 593</b>	<b>181</b>	<b>54</b>	<b>234</b>	<b>3 827</b>

## 5.2.2. Breakdown &amp; changes in payment appropriations - Title A-2

EUR '000

		Initial budget adopted	Budget appropriations		Final adopted budget	Carry-overs	Additional appropriations Assigned revenue	Total	Total approp. available
		1	Amending budgets	Transfers	4=1+2+3	5	6	7=5+6	8=4+7
A-2003	Cost of renting office space (parkings)	35	-	(15)	21	-	-	-	21
A-2010	Insurance	3	-	-	3	-	0	0	3
A-2040	Fitting-out of premises	5	-	11	16	0	-	0	16
Total chapter A-20		43	-	(4)	39	0	0	1	40
A-2100	Acquisition of equipment and software	75	-	104	179	26	0	26	204
A-2102	Maintenance of equipment and software	50	-	4	54	16	-	16	70
A-2103	Ict technical support and assistance	50	-	(0)	50	-	-	-	50
A-2104	Telecommunications	80	-	(32)	48	11	1	13	61
A-2105	Commission it systems	40	-	23	63	-	-	-	63
Total chapter A-21		295	-	100	395	52	2	54	449
A-2200	Purchase and replacement of office machinery	6	-	-	6	0	-	0	6
A-2210	Purchase and replacement of furniture	6	-	22	28	-	-	-	28
A-2250	Purchase of books & other works in hard copy & in electronic form	3	-	-	3	1	-	1	4
Total chapter A-22		15	-	22	36	2	-	2	38
A-2300	Stationery	30	-	(16)	14	2	0	2	16
A-2320	Bank charges	1	-	-	1	-	-	-	1
A-2330	Legal expenses	-	-	3	3	4	-	4	7
A-2350	Miscellaneous insurance	8	-	(4)	4	-	-	-	4
A-2354	Consultancy services	-	-	6	6	76	-	76	82
A-2355	Translations	53	-	(44)	9	-	-	-	9
Total chapter A-23		92	-	(55)	36	82	0	82	119
A-2400	Postal and delivery charges	8	-	(0)	8	3	-	3	11
Total chapter A-24		8	-	(0)	8	3	-	3	11
<b>Title A-2</b>		<b>452</b>	<b>-</b>	<b>62</b>	<b>514</b>	<b>140</b>	<b>2</b>	<b>142</b>	<b>656</b>

## 5.2.3. Breakdown &amp; changes in payment appropriations - Title B0-3

EUR '000

		Budget appropriations			Additional appropriations			Total	Total approp. available
		Initial budget adopted	Amending budgets	Transfers	Final adopted budget	Carry-overs	Assigned revenue		
		1	2	3	4=1+2+3	5	6	7=5+6	8=4+7
B3-000	Governance meetings	95	-	20	115	8	-	8	123
B3-010	Working groups	50	-	(35)	15	11	-	11	26
B3-020	Network meetings	100	-	(20)	80	7	0	7	87
Total chapter B3-0		245	-	(35)	210	25	0	25	235
B3-100	Training activities	2 319	-	(111)	2 209	594	33	627	2 836
B3-111	Reimbursement of travel expenses - participants	1 201	-	-	1 201	193	5	198	1 399
B3-130	E-learning modules	200	-	95	295	92	-	92	387
Total chapter B3-1		3 720	-	(15)	3 705	879	38	917	4 622
B3-200	Common curricula	15	-	(15)	0	5	-	5	5
B3-210	Research and science events	60	-	-	60	22	-	22	82
B3-220	Equipment & operating expenses and services relating to the electronic network	90	-	-	90	110	-	110	200
B3-240	Exchanges	524	-	170	694	86	1	86	780
B3-250	Co-operation with non-member states	10	-	46	56	1	-	1	57
B3-260	Development of crm	60	-	(60)	-	-	-	-	-
B3-270	Consultancy for stna and tna methodology for lets	70	-	(51)	19	-	-	-	19
Total chapter B3-2		829	-	91	920	223	1	224	1 144
B3-510	Network related missions	150	-	58	208	11	-	11	219
Total chapter B3-5		150	-	58	208	11	-	11	219
B3-700	Communications	50	-	80	130	18	2	20	150
Total chapter B3-7		50	-	80	130	18	2	20	150
<b>Title B0-3</b>		<b>4 994</b>	<b>-</b>	<b>179</b>	<b>5 173</b>	<b>1 156</b>	<b>40</b>	<b>1 197</b>	<b>6 370</b>

## 5.2.4. Breakdown &amp; changes in payment appropriations - Title B0-4

EUR '000

		Initial budget adopted	Budget appropriations		Final adopted budget	Carry-overs	Additional appropriations	Total	Total approp. available
		1	Amending budgets	Transfers	4=1+2+3	5	Assigned revenue	7=5+6	8=4+7
			2	3			6		
B4-111	1.1.1 - technical staff	-	-	-	-	-	186	186	186
B4-121	1.2.1 - short term expert fees	-	-	-	-	-	238	238	238
B4-131	1.3.1 abroad (staff assigned to the project)	-	-	-	-	-	187	187	187
B4-133	1.3.3 seminar/conference participants	-	-	-	-	-	313	313	313
Total chapter B4-1		-	-	-	-	-	923	923	923
B4-211	2.1 international travel	-	-	-	-	-	349	349	349
B4-212	2.2 local transportation	-	-	-	-	-	42	42	42
Total chapter B4-2		-	-	-	-	-	391	391	391
B4-312	3.2 furniture, computer equipment	-	-	-	-	-	4	4	4
Total chapter B4-3		-	-	-	-	-	4	4	4
B4-414	4.4 other services (tel/fax, electricity/heating, maintenance)	-	-	-	-	-	12	12	12
Total chapter B4-4		-	-	-	-	-	12	12	12
B4-511	5.1 publications	-	-	-	-	-	-	-	-
B4-513	5.3 expenditure verification/audit	-	-	-	-	-	-	-	-
B4-514	5.4 evaluation costs	-	-	-	-	-	-	-	-
B4-515	5.5 translation, interpreters	-	-	-	-	-	141	141	141
B4-517	5.7 costs of conferences/seminars <sup>9</sup>	-	-	-	-	-	57	57	57
B4-518	5.8. visibility actions	-	-	-	-	-	30	30	30
Total chapter B4-5		-	-	-	-	-	228	228	228
B4-711	8.1 - indirect costs	-	-	-	-	-	-	-	-
Total chapter B4-7		-	-	-	-	-	-	-	-
B4-811	10.1 - provision for contingency reserve	-	-	-	-	-	-	-	-
Total chapter B4-8		-	-	-	-	-	-	-	-
<b>Title B0-4</b>		-	-	-	-	-	<b>1 558</b>	<b>1 558</b>	<b>1 558</b>
<b>GRAND TOTAL</b>		<b>9 280</b>	-	<b>(0)</b>	<b>9 280</b>	<b>1 477</b>	<b>1 654</b>	<b>3 131</b>	<b>12 411</b>

## 5.3. Implementation in commitment appropriations

### 5.3.1. Implementation in commitment appropriations - Title A-1

EUR '000

		Commitments made						Appropriations carried over to 2018			Appropriations lapsing			Total 13=10+11 +12
		Total approp. availab.	from final adopt. budget	from carry- overs	from assign. revenue	Total	%	Assign. revenue	By decision	Total	from final adopt. budget	from carry- overs	from assign. revenue	
		1	2	3	4	5=2+3+4	6=5/1	7	8	9=7+8	10	11	12	
A-1100	Basic salary	1 328	1 320	-	-	1 320	99%	8	-	8	-	-	-	-
A-1101	Monthly allowances	454	454	-	-	454	100%	-	-	-	-	-	-	-
A-1102	Entry and departure allowances	27	27	-	-	27	100%	-	-	-	-	-	-	-
A-1115	Contract staff	506	506	-	-	506	100%	-	-	-	-	-	-	-
A-1118	National experts on secondment	176	176	-	-	176	100%	-	-	-	-	-	-	-
A-1119	Internships	12	12	-	-	12	100%	-	-	-	-	-	-	-
A-1120	Further training & language courses & retraining for staff	50	43	-	-	43	86%	6	-	6	1	-	-	1
A-1130	Insurance against sickness	97	97	-	-	97	100%	-	-	-	-	-	-	-
A-1141	Annual travel expenses from the place of employment to place of origin	25	25	-	-	25	100%	-	-	-	-	-	-	-
A-1174	Payment for admin assistance from community institutions	90	90	-	0	90	100%	-	-	-	-	-	-	-
A-1175	Other services and work to be contracted out	378	370	-	-	370	98%	-	-	-	7	-	-	7
A-1180	Expenditure on recruitment	64	64	-	-	64	100%	-	-	-	0	-	-	0
Total chapter A-11		3 206	3 184	-	0	3 184	99%	14	-	14	8	-	-	8
A-1300	Mission expenses & travel expenses & incidental expenditure for administrative missions	40	40	-	-	40	100%	-	-	-	-	-	-	-
Total chapter A-13		40	40	-	-	40	100%	-	-	-	-	-	-	-
A-1410	Medical expenses	0	0	-	-	0	75%	-	-	-	0	-	-	0
A-1430	Schooling and nursery	388	349	-	-	349	90%	39	-	39	-	-	-	-
Total chapter A-14		389	349	-	-	349	90%	39	-	39	0	-	-	0
A-1610	Social contacts between staff	7	7	-	-	7	100%	-	-	-	0	-	-	0
Total chapter A-16		7	7	-	-	7	100%	-	-	-	0	-	-	0
A-1700	Entertainment and representation expenses	4	4	-	-	4	100%	-	-	-	-	-	-	-
Total chapter A-17		4	4	-	-	4	100%	-	-	-	-	-	-	-
<b>Total Title A-1</b>		<b>3 647</b>	<b>3 584</b>	<b>-</b>	<b>0</b>	<b>3 585</b>	<b>98%</b>	<b>53</b>	<b>-</b>	<b>53</b>	<b>8</b>	<b>-</b>	<b>-</b>	<b>8</b>

## 5.3.2. Implementation in commitment appropriations Title A-2

EUR '000

		Commitments made						Appropriations carried over to 2018			Appropriations lapsing			Total 13=10+11 +12
		Total approp. availab.	from final adopt. budget	from carry- overs	from assign. revenue	Total 5=2+3+4	% 6=5/1	Assign. revenue	By decision	Total 9=7+8	from final adopt. budget	from carry- overs	from assign. revenue	
		1	2	3	4	5=2+3+4	6=5/1	7	8	9=7+8	10	11	12	
A-2003	Cost of renting office space (parkings)	21	20	-	-	20	97%	-	-	-	1	-	-	1
A-2010	Insurance	3	2	-	-	2	71%	0	-	0	1	-	-	1
A-2040	Fitting-out of premises	16	2	-	-	2	15%	-	-	-	13	-	-	13
Total chapter A-20		39	25	-	-	25	62%	0	-	0	14	-	-	14
A-2100	Acquisition of equipment and software	179	178	-	-	178	100%	0	-	0	0	-	-	0
A-2102	Maintenance of equipment and software	54	54	-	-	54	100%	-	-	-	0	-	-	0
A-2103	Ict technical support and assistance	50	49	-	-	49	99%	-	-	-	0	-	-	0
A-2104	Telecommunications	50	46	-	-	46	92%	-	-	-	2	-	1	4
A-2105	Commission it systems	63	63	-	-	63	100%	-	-	-	-	-	-	-
Total chapter A-21		396	391	-	-	391	99%	0	-	0	4	-	1	5
A-2200	Purchase and replacement of office machinery	6	3	-	-	3	53%	-	-	-	3	-	-	3
A-2210	Purchase and replacement of furniture	28	27	-	-	27	100%	-	-	-	0	-	-	0
A-2250	Purchase of books & other works in hard copy & in electronic form	3	2	-	-	2	90%	-	-	-	0	-	-	0
Total chapter A-22		36	33	-	-	33	91%	-	-	-	3	-	-	3
A-2300	Stationery	14	14	-	-	14	99%	0	-	0	0	-	-	0
A-2320	Bank charges	1	0	-	-	0	28%	-	-	-	1	-	-	1
A-2330	Legal expenses	3	-	-	-	-	0%	-	-	-	3	-	-	3
A-2350	Miscellaneous insurance	4	0	-	-	0	9%	-	-	-	4	-	-	4
A-2354	Consultancy services	6	6	-	-	6	100%	-	-	-	-	-	-	-
A-2355	Translations	9	9	-	-	9	100%	-	-	-	-	-	-	-
Total chapter A-23		37	29	-	-	29	80%	0	-	0	7	-	-	7
A-2400	Postal and delivery charges	8	4	-	-	4	52%	-	-	-	4	-	-	4
Total chapter A-24		8	4	-	-	4	52%	-	-	-	4	-	-	4
<b>Total Title A-2</b>		<b>516</b>	<b>482</b>	<b>-</b>	<b>-</b>	<b>482</b>	<b>93%</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>32</b>	<b>-</b>	<b>1</b>	<b>34</b>

## 5.3.3. Implementation in commitment appropriations - Title B0-3

EUR '000

		Commitments made						Appropriations carried over to 2018			Appropriations lapsing			
		Total approp. availab.	from final adopt. budget	from carry-overs	from assign. revenue	Total	%	Assign. revenue	By decision	Total	from final adopt. budget	from carry-overs	from assign. revenue	Total
		1	2	3	4	5=2+3+4	6=5/1	7	8	9=7+8	10	11	12	13=10+11+12
B3-000	Governance meetings	115	88	-	-	88	76%	-	-	-	27	-	-	27
B3-010	Working groups	15	2	-	-	2	13%	-	-	-	13	-	-	13
B3-020	Network meetings	80	75	-	-	75	93%	0	-	0	5	-	-	5
Total chapter B3-0		210	165	-	-	165	78%	0	-	0	45	-	-	45
B3-100	Training activities	2 242	2 094	-	16	2 111	94%	17	-	17	115	-	-	115
B3-111	Reimbursement of travel expenses - participants	1 206	1 151	-	-	1 151	95%	3	-	3	50	-	2	52
B3-130	E-learning modules	295	294	-	-	294	100%	-	-	-	1	-	-	1
Total chapter B3-1		3 743	3 540	-	16	3 556	95%	20	-	20	166	-	2	167
B3-200	Common curricula	0	0	-	-	0	72%	-	-	-	0	-	-	0
B3-210	Research and science events	60	60	-	-	60	100%	-	-	-	-	-	-	-
B3-220	Equipment & operating expenses and services relating to the electronic network	90	86	-	-	86	95%	-	-	-	4	-	-	4
B3-240	Exchanges	695	694	-	-	694	100%	1	-	1	-	-	-	-
B3-250	Co-operation with non-member states	56	54	-	-	54	95%	-	-	-	3	-	-	3
B3-270	Consultancy for stna and tna methodology for lets	19	8	-	-	8	39%	-	-	-	12	-	-	12
Total chapter B3-2		921	901	-	-	901	98%	1	-	1	19	-	-	19
B3-510	Network related missions	208	208	-	-	208	100%	-	-	-	-	-	-	-
Total chapter B3-5		208	208	-	-	208	100%	-	-	-	-	-	-	-
B3-700	Communications	132	130	-	-	130	99%	2	-	2	-	-	-	-
Total chapter B3-7		132	130	-	-	130	99%	2	-	2	-	-	-	-
<b>Total Title B0-3</b>		<b>5 214</b>	<b>4 944</b>	<b>-</b>	<b>16</b>	<b>4 960</b>	<b>95%</b>	<b>22</b>	<b>-</b>	<b>22</b>	<b>230</b>	<b>-</b>	<b>2</b>	<b>231</b>



## 5.3.4. Implementation in commitment appropriations - Title B0-4

EUR '000

		Commitments made						Appropriations carried over to 2018			Appropriations lapsing			Total 13=10+11 +12
		Total approp. availab.	from final adopt. budget	from carry- overs	from assign. revenue	Total 5=2+3+4	% 6=5/1	Assign. revenue	By decision	Total 9=7+8	from final adopt. budget	from carry- overs	from assign. revenue	
		1	2	3	4	5=2+3+4	6=5/1	7	8	9=7+8	10	11	12	
B4-111	1.1.1 - technical staff	50	-	-	50	50	100%	-	-	-	-	-	-	-
B4-121	1.2.1 - short term expert fees	194	-	-	153	153	79%	41	-	41	-	-	-	-
B4-131	1.3.1 abroad (staff assigned to the project)	127	-	-	62	62	49%	65	-	65	-	-	-	-
B4-133	1.3.3 seminar/conference participants	278	-	-	194	194	70%	84	-	84	-	-	-	-
Total chapter B4-1		648	-	-	458	458	71%	189	-	189	-	-	-	-
B4-211	2.1 international travel	244	-	-	189	189	78%	55	-	55	-	-	-	-
B4-212	2.2 local transportation	32	-	-	6	6	20%	25	-	25	-	-	-	-
Total chapter B4-2		276	-	-	195	195	71%	80	-	80	-	-	-	-
B4-312	3.2 furniture, computer equipment	1	-	-	1	1	72%	0	-	0	-	-	-	-
Total chapter B4-3		1	-	-	1	1	72%	0	-	0	-	-	-	-
B4-414	4.4 other services (tel/fax, electricity/heating, maintenance)	12	-	-	7	7	57%	5	-	5	-	-	-	-
Total chapter B4-4		12	-	-	7	7	57%	5	-	5	-	-	-	-
B4-515	5.5 translation, interpreters	120	-	-	94	94	78%	27	-	27	-	-	-	-
B4-517	5.7 costs of conferences/seminars	47	-	-	40	40	87%	6	-	6	-	-	-	-
B4-518	5.8. visibility actions	15	-	-	5	5	30%	11	-	11	-	-	-	-
Total chapter B4-5		182	-	-	139	139	76%	43	-	43	-	-	-	-
<b>Total Title B0-4</b>		<b>1 118</b>	<b>-</b>	<b>-</b>	<b>800</b>	<b>800</b>	<b>72%</b>	<b>318</b>	<b>-</b>	<b>318</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>GRAND TOTAL</b>		<b>10 494</b>	<b>9 010</b>	<b>-</b>	<b>816</b>	<b>9 826</b>	<b>94%</b>	<b>394</b>	<b>-</b>	<b>394</b>	<b>270</b>	<b>-</b>	<b>3</b>	<b>273</b>

## 5.4. Implementation of payment appropriations

### 5.4.1. Implementation of payment appropriations - Title A-1

EUR '000

		Total approp. availab.	from final adopt. budget	from carry-overs	Payments made from assign. revenue	Total	%	Autom. carry-overs	By decision	Assigned rev.	Total	from final adopt. budget	from carry-overs	from assign. rev.	Total
		1	2	3	4	5=2+3+4	6 = 5/1	7	8	9	10=7+8+9	11	12	13	14=11+12+13
A-1100	Basic salary	1 328	1 320	-	-	1 320	99 %	-	-	8	8	-	-	-	-
A-1101	Monthly allowances	454	454	-	-	454	100 %	-	-	-	-	-	-	-	-
A-1102	Entry and departure allowances	40	27	12	-	40	100 %	-	-	-	-	-	-	-	-
A-1115	Contract staff	506	506	-	-	506	100 %	-	-	-	-	-	-	-	-
A-1118	National experts on secondment	176	176	-	-	176	100 %	-	-	-	-	-	-	-	-
A-1119	Internships	12	12	-	-	12	100 %	-	-	-	-	-	-	-	-
A-1120	Further training & language courses & retraining for staff	50	42	-	-	42	84 %	1	-	6	8	1	-	-	1
A-1130	Insurance against sickness	97	97	-	-	97	100 %	-	-	-	-	-	-	-	-
A-1141	Annual travel expenses from the place of employment to place of origin	25	25	-	-	25	100 %	-	-	-	-	-	-	-	-
A-1174	Payment for admin assistance from community institutions	108	79	14	0	93	86 %	11	-	-	11	-	4	-	4
A-1175	Other services and work to be contracted out	481	174	100	-	274	57 %	196	-	-	196	7	3	-	10
A-1180	Expenditure on recruitment	85	47	11	-	58	68 %	17	-	-	17	0	10	-	10
Total chapter A-11		3 360	2 958	137	0	3 096	92 %	226	-	14	240	8	17	-	25
A-1300	Mission expenses & travel expenses & incidental expenditure for administrative missions	45	36	3	-	40	88 %	4	-	-	4	-	2	-	2
Total chapter A-13		45	36	3	-	40	88 %	4	-	-	4	-	2	-	2
A-1410	Medical expenses	13	0	11	-	12	86 %	-	-	-	-	0	2	-	2
A-1430	Schooling and nursery	396	347	7	-	354	89 %	2	-	39	41	-	0	-	0
Total chapter A-14		410	347	18	-	366	89 %	2	-	39	41	0	2	-	2
A-1610	Social contacts between staff	7	7	-	-	7	100 %	-	-	-	-	0	-	-	0
Total chapter A-16		7	7	-	-	7	100 %	-	-	-	-	0	-	-	0
A-1700	Entertainment and representation expenses	5	3	0	-	4	74 %	1	-	-	1	-	0	-	0
Total chapter A-17		5	3	0	-	4	74 %	1	-	-	1	-	0	-	0
<b>Total Title A-1</b>		<b>3 827</b>	<b>3 352</b>	<b>160</b>	<b>0</b>	<b>3 512</b>	<b>92 %</b>	<b>232</b>	<b>-</b>	<b>53</b>	<b>286</b>	<b>8</b>	<b>21</b>	<b>-</b>	<b>29</b>

## 5.4.2. Implementation of payment appropriations - Title A-2

EUR '000

		Total approp. availab.	from final adopt. budget	Payments made		Total	%	Appropriations carried over to 2018				from final adopt. budget	Appropriations lapsing		Total
		1	2	from carry-overs	from assign. revenue	5=2+3+4	6 = 5/1	Autom. carry-overs	By decision	Assigned rev.	10=7+8+9	11	from carry-overs	from assign. rev.	14=11+12+13
A-2003	Cost of renting office space (parkings)	21	20	-	-	20	97 %	-	-	-	-	1	-	-	1
A-2010	Insurance	3	2	-	-	2	71 %	-	-	0	0	1	-	-	1
A-2040	Fitting-out of premises	16	2	-	-	2	12 %	0	-	-	0	13	0	-	13
Total chapter A-20		40	24	-	-	24	61 %	0	-	0	1	14	0	-	15
A-2100	Acquisition of equipment and software	204	96	25	-	121	59 %	83	-	0	83	0	0	-	0
A-2102	Maintenance of equipment and software	70	49	16	-	65	93 %	5	-	-	5	0	-	-	0
A-2103	Ict technical support and assistance	50	48	-	-	48	97 %	1	-	-	1	0	-	-	0
A-2104	Telecommunications	61	38	6	-	43	71 %	8	-	-	8	2	5	1	9
A-2105	Commission it systems	63	53	-	-	53	84 %	10	-	-	10	-	-	-	-
Total chapter A-21		449	284	47	-	331	74 %	107	-	0	107	4	6	1	11
A-2200	Purchase and replacement of office machinery	6	3	0	-	3	46 %	1	-	-	1	3	0	-	3
A-2210	Purchase and replacement of furniture	28	15	-	-	15	55 %	12	-	-	12	0	-	-	0
A-2250	Purchase of books & other works in hard copy & in electronic form	4	1	0	-	1	37 %	1	-	-	1	0	1	-	2
Total chapter A-22		38	19	0	-	19	52 %	14	-	-	14	3	1	-	5
A-2300	Stationery	16	10	1	-	11	68 %	4	-	0	4	0	1	-	1
A-2320	Bank charges	1	0	-	-	0	28 %	-	-	-	-	1	-	-	1
A-2330	Legal expenses	7	-	2	-	2	26 %	-	-	-	-	3	2	-	5
A-2350	Miscellaneous insurance	4	0	-	-	0	8 %	0	-	-	0	4	-	-	4
A-2354	Consultancy services	82	5	75	-	80	97 %	1	-	-	1	-	1	-	1
A-2355	Translations	9	9	-	-	9	100 %	-	-	-	-	-	-	-	-
Total chapter A-23		119	24	78	-	102	86 %	5	-	0	5	7	5	-	12
A-2400	Postal and delivery charges	11	4	1	-	5	41 %	1	-	-	1	4	2	-	6
Total chapter A-24		11	4	1	-	5	41 %	1	-	-	1	4	2	-	6
<b>Total Title A-2</b>		<b>656</b>	<b>355</b>	<b>126</b>	<b>-</b>	<b>481</b>	<b>73 %</b>	<b>126</b>	<b>-</b>	<b>0</b>	<b>127</b>	<b>32</b>	<b>14</b>	<b>1</b>	<b>48</b>

## 5.4.3. Implementation of payment appropriations - Title B0-3

EUR '000

		Total approp. availab.	from final adopt. budget	Payments made		Total	%	Appropriations carried over to 2018				Appropriations lapsing			Total
				from carry-overs	from assign. revenue			Autom. carry-overs	By decision	Assigned rev.	Total	from final adopt. budget	from carry-overs	from assign. rev.	
				1	2			3	4	5=2+3+4	6 = 5/1	7	8	9	
B3-000	Governance meetings	123	82	7	–	90	73 %	6	–	–	6	27	0	–	28
B3-010	Working groups	26	2	8	–	10	39 %	–	–	–	–	13	3	–	16
B3-020	Network meetings	87	74	5	–	79	91 %	1	–	0	1	5	1	–	6
Total chapter B3-0		235	158	20	–	179	76 %	7	–	0	7	45	5	–	50
B3-100	Training activities	2 836	1 633	509	16	2 159	76 %	461	–	17	478	115	84	–	199
B3-111	Reimbursement of travel expenses - participants	1 399	1 085	142	–	1 228	88 %	66	–	3	69	50	51	2	102
B3-130	E-learning modules	387	203	92	–	295	76 %	91	–	–	91	1	–	–	1
Total chapter B3-1		4 622	2 921	744	16	3 682	80 %	618	–	20	638	166	135	2	302
B3-200	Common curricula	5	0	4	–	5	91 %	–	–	–	–	0	0	–	0
B3-210	Research and science events	82	42	20	–	62	76 %	18	–	–	18	–	2	–	2
B3-220	Equipment & operating expenses and services relating to the electronic network	200	20	104	–	124	62 %	66	–	–	66	4	6	–	10
B3-240	Exchanges	780	662	81	–	742	95 %	32	–	1	33	–	5	–	5
B3-250	Co-operation with non-member states	57	3	0	–	4	6 %	50	–	–	50	3	1	–	4
B3-270	Consultancy for stna and tna methodology for lets	19	1	–	–	1	6 %	7	–	–	7	12	–	–	12
Total chapter B3-2		1 144	729	209	–	938	82 %	172	–	1	173	19	14	–	33
B3-510	Network related missions	219	206	11	–	217	99 %	2	–	–	2	–	–	–	–
Total chapter B3-5		219	206	11	–	217	99 %	2	–	–	2	–	–	–	–
B3-700	Communications	150	74	18	–	93	62 %	56	–	2	57	–	0	–	0
Total chapter B3-7		150	74	18	–	93	62 %	56	–	2	57	–	0	–	0
Total Title B0-3		6 370	4 089	1 003	16	5 108	80 %	855	–	22	877	230	154	2	385

## 5.4.4. Implementation of payment appropriations - Title B0-4

EUR '000

		Total approp. availab.	from final adopt. budget	Payments made		Total	%	Appropriations carried over to 2018				from final adopt. budget	Appropriations lapsing		Total
		1	2	from carry-overs	from assign. revenue	5=2+3+4	6 = 5/1	Autom. carry-overs	By decision	Assigned rev.	10=7+8+9	11	from carry-overs	from assign. rev.	14=11+12+13
B4-111	1.1.1 - technical staff	186	-	-	156	156	84 %	-	-	30	30	-	-	-	-
B4-121	1.2.1 - short term expert fees	238	-	-	197	197	83 %	-	-	41	41	-	-	-	-
B4-131	1.3.1 abroad (staff assigned to the project)	187	-	-	122	122	65 %	-	-	65	65	-	-	-	-
B4-133	1.3.3 seminar/conference participants	313	-	-	229	229	73 %	-	-	84	84	-	-	-	-
Total chapter B4-1		923	-	-	703	703	76 %	-	-	220	220	-	-	-	-
B4-211	2.1 international travel	349	-	-	294	294	84 %	-	-	55	55	-	-	-	-
B4-212	2.2 local transportation	42	-	-	17	17	40 %	-	-	25	25	-	-	-	-
Total chapter B4-2		391	-	-	311	311	80 %	-	-	80	80	-	-	-	-
B4-312	3.2 furniture, computer equipment	4	-	-	3	3	80 %	-	-	1	1	-	-	-	-
Total chapter B4-3		4	-	-	3	3	80 %	-	-	1	1	-	-	-	-
B4-414	4.4 other services (tel/fax, electricity/heating, maintenance)	12	-	-	5	5	47 %	-	-	6	6	-	-	-	-
Total chapter B4-4		12	-	-	5	5	47 %	-	-	6	6	-	-	-	-
B4-515	5.5 translation, interpreters	141	-	-	115	115	81 %	-	-	27	27	-	-	-	-
B4-517	5.7 costs of conferences/seminars <sup>9</sup>	57	-	-	51	51	89 %	-	-	6	6	-	-	-	-
B4-518	5.8. visibility actions	30	-	-	19	19	63 %	-	-	11	11	-	-	-	-
Total chapter B4-5		228	-	-	185	185	81 %	-	-	44	44	-	-	-	-
Total Title B0-4		1 558	-	-	1 207	1 207	77 %	-	-	351	351	-	-	-	-
GRAND TOTAL		12 411	7 797	1 288	1 223	10 308	83 %	1 213	-	427	1 640	270	189	3	463

## 6. COMMITMENTS OUTSTANDING

### 6.1. Commitments outstanding - Title A-1

		Commitments outstanding at the end of prev. year				Commitments of the year				EUR '000
		Comm. carried forward from prev. year	Decommit. Revaluation Cancellations	Payments	Total	Commitments made during the year	Payment	Cancellation of comm. which cannot be carried forward	Commit. outstanding at year-end	Total commitments outstanding at year-end
		1	2	3	4=1+2-3	5	6	7	8=5-6-7	9=4+8
A-1100	Basic salary	-	-	-	-	1 320	1 320	-	-	-
A-1101	Monthly allowances	-	-	-	-	454	454	-	-	-
A-1102	Entry and departure allowances	12	-	12	-	27	27	-	-	-
A-1115	Contract staff	-	-	-	-	506	506	-	-	-
A-1118	National experts on secondment	-	-	-	-	176	176	-	-	-
A-1119	Internships	-	-	-	-	12	12	-	-	-
A-1120	Further training & language courses & retraining for staff	-	-	-	-	43	42	-	1	1
A-1130	Insurance against sickness	-	-	-	-	97	97	-	-	-
A-1141	Annual travel expenses from the place of employment to place of origin	-	-	-	-	25	25	-	-	-
A-1174	Payment for admin assistance from community institutions	17	(4)	14	-	90	79	-	11	11
A-1175	Other services and work to be contracted out	103	(3)	100	-	370	174	-	196	196
A-1180	Expenditure on recruitment	21	(10)	11	-	64	47	-	17	17
Total chapter A-11		154	(17)	137	-	3 184	2 958	-	226	226
A-1300	Mission expenses & travel expenses & incidental expenditure for administrative missions	5	(2)	3	-	40	36	-	4	4
Total chapter A-13		5	(2)	3	-	40	36	-	4	4
A-1410	Medical expenses	13	(2)	11	-	0	0	-	-	-
A-1430	Schooling and nursery	8	(0)	7	-	349	347	-	2	2
Total chapter A-14		21	(2)	18	-	349	347	-	2	2
A-1610	Social contacts between staff	-	-	-	-	7	7	-	-	-
Total chapter A-16		-	-	-	-	7	7	-	-	-
A-1700	Entertainment and representation expenses	1	(0)	0	-	4	3	-	1	1
Total chapter A-17		1	(0)	0	-	4	3	-	1	1
<b>Total Title A-1</b>		<b>181</b>	<b>(21)</b>	<b>160</b>	<b>-</b>	<b>3 585</b>	<b>3 352</b>	<b>-</b>	<b>232</b>	<b>232</b>

## 6.2. Commitments outstanding - Title A-2

		Commitments outstanding at the end of prev. year				Commitments of the year			EUR '000
		Comm. carried forward from prev. year	Decommit. Revaluation Cancellations	Payments	Total	Commitments made during the year	Payment	Cancellation of comm. which cannot be carried forward	Total commitments outstanding at year-end
		1	2	3	4=1+2-3	5	6	7	9=4+8
A-2003	Cost of renting office space (parkings)	-	-	-	-	20	20	-	-
A-2010	Insurance	-	-	-	-	2	2	-	-
A-2040	Fitting-out of premises	0	(0)	-	-	2	2	-	0
Total chapter A-20		0	(0)	-	-	25	24	-	0
A-2100	Acquisition of equipment and software	26	(0)	25	-	178	96	-	83
A-2102	Maintenance of equipment and software	16	-	16	-	54	49	-	5
A-2103	Ict technical support and assistance	-	-	-	-	49	48	-	1
A-2104	Telecommunications	11	(5)	6	-	46	38	-	8
A-2105	Commission it systems	-	-	-	-	63	53	-	10
Total chapter A-21		52	(6)	47	-	391	284	-	107
A-2200	Purchase and replacement of office machinery	0	(0)	0	-	3	3	-	1
A-2210	Purchase and replacement of furniture	-	-	-	-	27	15	-	12
A-2250	Purchase of books & other works in hard copy & in electronic form	1	(1)	0	0	2	1	-	1
Total chapter A-22		2	(1)	0	0	33	19	-	14
A-2300	Stationery	2	(1)	1	-	14	10	-	4
A-2320	Bank charges	-	-	-	-	0	0	-	-
A-2330	Legal expenses	4	(2)	2	-	-	-	-	-
A-2350	Miscellaneous insurance	-	-	-	-	0	0	-	0
A-2354	Consultancy services	76	(1)	75	-	6	5	-	1
A-2355	Translations	-	-	-	-	9	9	-	-
Total chapter A-23		82	(5)	78	-	29	24	-	5
A-2400	Postal and delivery charges	3	(2)	1	-	4	4	-	1
Total chapter A-24		3	(2)	1	-	4	4	-	1
<b>Total Title A-2</b>		<b>140</b>	<b>(14)</b>	<b>126</b>	<b>0</b>	<b>482</b>	<b>355</b>	<b>-</b>	<b>126</b>

### 6.3. Commitments outstanding - Title B0-3

		Commitments outstanding at the end of prev. year				Commitments of the year			EUR '000	
		Comm. carried forward from prev. year	Decommit. Revaluation Cancellations	Payments	Total	Commitments made during the year	Payment	Cancellation of comm. which cannot be carried forward	Commit. outstanding at year-end	Total commitments  outstanding at year-end
		1	2	3	4=1+2-3	5	6	7	8=5-6-7	9=4+8
B3-000	Governance meetings	8	(0)	7	-	88	82	-	6	6
B3-010	Working groups	11	(3)	8	-	2	2	-	-	-
B3-020	Network meetings	7	(1)	5	-	75	74	-	1	1
Total chapter B3-0		25	(5)	20	-	165	158	-	7	7
B3-100	Training activities	594	(84)	509	-	2 111	1 650	-	461	461
B3-111	Reimbursement of travel expenses - participants	193	(51)	142	-	1 151	1 085	-	66	66
B3-130	E-learning modules	92	-	92	-	294	203	-	91	91
Total chapter B3-1		879	(135)	744	-	3 556	2 938	-	618	618
B3-200	Common curricula	5	(0)	4	-	0	0	-	-	-
B3-210	Research and science events	22	(2)	20	-	60	42	-	18	18
B3-220	Equipment & operating expenses and services relating to the electronic network	110	(6)	104	-	86	20	-	66	66
B3-240	Exchanges	86	(5)	81	-	694	662	-	32	32
B3-250	Co-operation with non-member states	1	(1)	0	-	54	3	-	50	50
B3-270	Consultancy for stna and tna methodology for lets	-	-	-	-	8	1	-	7	7
Total chapter B3-2		223	(14)	209	-	901	729	-	172	172
B3-510	Network related missions	11	-	11	-	208	206	-	2	2
Total chapter B3-5		11	-	11	-	208	206	-	2	2
B3-700	Communications	18	(0)	18	-	130	74	-	56	56
Total chapter B3-7		18	(0)	18	-	130	74	-	56	56
Total Title B0-3		1 156	(154)	1 003	-	4 960	4 105	-	855	855



## 6.4. Commitments outstanding - Title B0-4

										EUR '000
Commitments outstanding at the end of prev. year						Commitments of the year			Total commitments	
		Comm. carried forward from prev. year	Decommit. Revaluation Cancellations	Payments	Total	Commitments made during the year	Payment	Cancellation of comm. which cannot be carried forward	Commit. outstanding at year-end	outstanding at year-end
		1	2	3	4=1+2-3	5	6	7	8=5-6-7	9=4+8
B4-111	1.1.1 - technical staff	136	-	136	-	50	19	-	30	30
B4-121	1.2.1 - short term expert fees	46	(2)	44	-	153	153	-	-	-
B4-131	1.3.1 abroad (staff assigned to the project)	60	-	60	-	62	61	-	1	1
B4-133	1.3.3 seminar/conference participants	100	(65)	35	-	194	194	-	-	-
Total chapter B4-1		342	(67)	275	-	458	427	-	31	31
B4-211	2.1 international travel	105	-	105	-	189	189	-	-	-
B4-212	2.2 local transportation	11	-	11	-	6	6	-	-	-
Total chapter B4-2		116	-	116	-	195	195	-	-	-
B4-312	3.2 furniture, computer equipment	3	(0)	3	-	1	-	-	1	1
Total chapter B4-3		3	(0)	3	-	1	-	-	1	1
B4-414	4.4 other services (tel/fax, electricity/heating, maintenance)	-	-	-	-	7	5	-	1	1
Total chapter B4-4		-	-	-	-	7	5	-	1	1
B4-515	5.5 translation, interpreters	21	-	21	-	94	94	-	-	-
B4-517	5.7 costs of conferences/seminars9	10	-	10	-	40	40	-	-	-
B4-518	5.8. visibility actions	25	(10)	15	-	5	4	-	0	0
Total chapter B4-5		56	(10)	46	-	139	138	-	0	0
Total Title B0-4		517	(77)	440	-	800	767	-	33	33
GRAND TOTAL		1 994	(266)	1 728	-	9 826	8 580	-	1 246	1 246

## 7. GLOSSARY

### ABAC

This is the name given to the Commission's accounting system, which since 2005 has been enriched by accrual accounting rules. Apart from the cash-based budget accounts, the Commission produces accrual-based accounts which recognise revenue when earned, rather than when collected. Expenses are recognised when incurred rather than when paid. This contrasts with cash basis budgetary accounting that recognises transactions and other events only when cash is received or paid.

### Accounting

The act of recording and reporting financial transactions, including the creation of the transaction, its recognition, processing, and summarisation in the financial statements.

### Administrative appropriations

Administrative appropriations cover the running costs of the Institutions and entities (staff, buildings, office equipment).

### Adjustment

Amending budget or transfer of funds from one budget item to another

### Adopted budget

Draft budget becomes the adopted budget as soon as it is approved by the Budgetary Authority.

### Agencies

EU bodies having a distinct legal personality, and to whom budget implementing powers may be delegated under strict conditions. They are subject to a distinct discharge from the discharge authority.

### Amending budget

Decision adopted during the budget year to amend (increase, decrease, transfer) aspects of the adopted budget of that year.

### Annuality

The budgetary principle according to which expenditure and revenue is programmed and authorised for one year, starting on 1 January and ending on 31 December.

### Appropriations

Budget funding. The budget forecasts both commitments (legal pledges to provide finance, provided that certain conditions are fulfilled) and payments (cash or bank transfers to the beneficiaries). Appropriations for commitments and payments often differ — differentiated appropriations — because multiannual programmes and projects are usually fully committed in the year they are decided and are paid over the years as the implementation of the programme and project progresses. Non-differentiated appropriations apply to administrative expenditure, for agricultural market support and direct payments and commitment appropriations equal payment appropriations.

### Assigned revenue External/Internal

Dedicated revenue received to finance specific items of expenditure. The main sources of external assigned revenue are financial contributions from third countries to programmes financed by the Union. The main sources of internal assigned revenue are revenue from third parties in respect of goods, services or work supplied at their request; revenue arising from the repayment of amounts wrongly paid and revenue from the sale of publications and films, including those on an electronic medium. The complete list of items constituting assigned revenue is given in the Financial Regulation Art.21.2.

### Authorising Officer (AO)

The AO is responsible in each institution for authorising revenue and expenditure operations in accordance with the principles of sound financial management and for ensuring that the requirements of legality and regularity are complied with.

### Budget

Annual financial plan, drawn up according to budgetary principles, that provides forecasts and authorises, for each financial year, an estimate of future costs and revenue and expenditures and their detailed description and justification, the latter included in budgetary remarks.

### Budget implementation

Consumption of the budget through expenditure and revenue operations.

### Budget item / Budget line / Budget position

As far as the budget structure is concerned, revenue and expenditure are shown in the budget in accordance with a binding nomenclature which reflects the nature and purpose of each item, as imposed by the budgetary authority. The individual headings (title, chapter, article or item) provide a formal description of the nomenclature.

### Budget result

The difference between income received and amounts paid, including adjustments for carry-overs, cancellations and exchange rate differences. The resulting amount will have to be reimbursed to the funding authority as provided in the Financial Regulation for Agencies.

### Budgetary authority

Institutions with decisional powers on budgetary matters: the European Parliament and the Council.

### Budgetary commitment

A budgetary commitment is a reservation of appropriations to cover for subsequent expenses.

### Cancellation of appropriations

Unused appropriations that may no longer be used.

### Carryover of appropriations

Exception to the principle of annuality in so far as appropriations that could not be used in a given budget year may, under strict conditions, be exceptionally carried over for use during the following year.

### Commitment appropriations

Commitment appropriations cover the total cost of legal obligations (contracts, grant agreements/decisions) that could be signed in the current financial year. Art. 7 FR: Commitment appropriations cover the total cost in the current financial year of legal obligations (contracts, grant agreements/decisions) entered into for operations extending over more than one year.

### De-commitment

Cancellation of a reservation of appropriations.

### Differentiated appropriations

Differentiated appropriations are used to finance multiannual operations; they cover, for the current financial year, the total cost of the legal obligations entered into for operations whose implementation extends over more than one financial year. Art. 7 FR: Differentiated appropriations are entered for multiannual operations. They consist of commitment appropriations and payment appropriations.

### Earmarked revenue

Revenue earmarked for a specific purpose, such as income from foundations, subsidies, gifts and bequests, including the earmarked revenue specific to each institution. (Cf. Assigned revenue)

### Economic result

Impact on the balance sheet of expenditure and revenue based on accrual accounting rules.

### Entitlements established

Entitlements are recovery orders that the European Union must establish for collecting income.

### Exchange rate difference

The difference resulting from currency exchange rates applied to the transactions concerning countries outside the euro area, or from the revaluation of assets and liabilities in foreign currency at the closure.

### Expenditure

Term used to describe spending the budget from all types of funds sources.

### Financial regulation (FR)

Adopted through the ordinary legislative procedure after consulting the European Court of Auditors, this regulation lays down the rules for the establishment and implementation of the general budget of the European Union. (OJ L 298, 26.10.2012)

### Funds Source

Type of appropriations (e.g.: C1, C2, etc.)

### Grants

Direct financial contributions, by way of donation, from the budget in order to finance either an action intended to help achieve an objective part of an EU policy or the functioning of a body which pursues an aim of general European interest or has an objective forming part of an EU policy.

### Implementation

Cf. Budget implementation

### Income

Cf. Revenue

### Joint Undertakings (JUs)

A legal EU-body established under the TFEU. The term can be used to describe any collaborative structure proposed for the "efficient execution of Union research, technological development and demonstration programmes".

### Lapsing appropriations

Unused appropriations to be cancelled at the end of the financial year. Lapsing means the cancellation of all or part of the authorisation to make expenditures and/or incur liabilities which is represented by an appropriation.

### Legal base (basic act)

The legal base or basis is, as a general rule, a law based on an article in the Treaty giving competence to the Community for a specific policy area and setting out the conditions for fulfilling that competence including budget implementation. Certain Treaty articles authorise the Commission to undertake certain actions, which imply spending, without there being a further legal act.

### Legal commitment

A legal commitment establishes a legal obligation towards third parties.

### Non-differentiated appropriations

Non-differentiated appropriations are for operations of an annual nature. (Art. 9 FR). In the EU-Budget non-differentiated appropriations apply to administrative expenditure, for agricultural market support and direct payments

### Operational appropriations

Operational appropriations finance the different policies, mainly in the form of grants or procurement.

### Outstanding commitment

Legal commitments having not fully given rise to liquidation by payments. Cf. RAL.

### Outturn

Cf. Budget result

### Payment

A payment is a cash disbursement to honour legal obligations.

### Payment appropriations

Payment appropriations cover expenditure due in the current year, arising from legal commitments entered in the current year and/or earlier years (Art. 7 FR).

### RAL

Sum of outstanding commitments. Outstanding commitments (or RAL, from the French 'reste à liquider') are defined as the amount of appropriations committed that have not yet been paid. They *stem directly* from the existence of multiannual programmes and the dissociation between commitment and payment appropriations. (Cf. Outstanding commitments)

### Recovery

The recovery order is the procedure by which the Authorising officer (AO) registers an entitlement by the Commission in order to retrieve the amount which is due. The entitlement is the right that the Commission has to claim the sum which is due by a debtor, usually a beneficiary.

### Revenue

Term used to describe income from all sources financing the budget.

### Rules of application

Detailed rules for the implementation of the financial regulation. They are set out in a Commission regulation adopted after consulting all institutions and cannot alter the financial regulation upon which they depend.

### Surplus

Positive difference between revenue and expenditure (see Budget result) which has to be returned to the funding authority as provided in the Financial Regulation.

### Transfer

Transfers between budget lines imply the relocation of appropriations from one budget line to another, in the course of the financial year, and thereby they constitute an exception to the budgetary principle of specification. They are, however, expressly authorised by the Treaty on the Functioning of the European Union under the conditions laid down in the Financial Regulation. The FR identifies different types of transfers depending on whether they are between or within budget titles, chapters, articles or headings and require different levels of authorization.



Accounting Officer

Brussels,  
BUDG.DGA.C2/DR

**NOTE TO MR KLAUS-HEINER LEHNE  
PRESIDENT OF THE EUROPEAN COURT OF AUDITORS**

**Subject: Representation letter covering the 2017 Final accounts of  
CEPOL**

This representation letter is provided in connection with your audit of the Final accounts of CEPOL consisting of the 'financial statements'<sup>1</sup> and the 'reports on the implementation of the budget' for the financial year ended 31 December 2017 for the purpose of expressing an opinion as to whether these present fairly, in all material respects, the financial position of CEPOL as of 31 December 2017 and of the results of its operations, its cash flows, and the changes in net assets for the year then ended.

In accordance with Article 143 of the EU General Financial Regulation (FR)<sup>2</sup> and Article 95 of the Financial Framework Regulation (FFR)<sup>3</sup>, the 'financial statements' for the financial year 2017 are prepared on the basis of accounting rules adopted by the European Commission which adapt accruals based accounting principles to the specific environment of the European Union<sup>4</sup>, while the 'reports on the implementation of the budget' continue to be primarily based on movements of cash.

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<sup>1</sup> The 'financial statements' comprise the balance sheet, the statement of financial performance, the cash flow statement, the statement of changes in net assets and the notes to the financial statements.

<sup>2</sup> Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002- OJ L 298, 26.10.2012, p.1.

<sup>3</sup> Commission Delegated Regulation (EU) No 1271/2013 of 30 September 2013 on the framework financial regulation of the bodies referred to in Article 208 of Regulation (EU, Euratom) No 996/2012 of the European Parliament and of the Council - OJ L 328, 7.12.2013, p.42.

<sup>4</sup> The accounting rules adopted are based on International Public Sector Accounting Standards (IPSAS) issued by the International Federation of Accountants or, in their absence, International Accounting



In line with Article 68 FR and Article 50 FFR, the accounting systems laid down by the accounting officer and where appropriate systems laid down by the authorising officers to supply and justify accounting information have been validated.

All the information necessary for the production of the Final accounts of CEPOL which give a true and fair view of the assets and liabilities and of the budgetary implementation has been obtained.

I confirm, to the best of my knowledge and belief, having made such inquiries as I considered necessary for the purpose of appropriately informing myself, the following representations:

#### **Final accounts**

1. The Final accounts of CEPOL for the financial year ended 31 December 2017 referred to above are presented in accordance with the FR, its rules of application<sup>5</sup> and the accounting rules and methods established by the European Commission on the basis of internationally accepted accounting standards for the public sector.
2. No issues requiring a reservation have been brought to my attention.
3. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
4. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of the accounting rules.
5. All events subsequent to the date of the accounts and for which the accounting rules and methods require adjustment or disclosure have been adjusted or disclosed.
6. There are no uncorrected misstatements that are material, both individually and in the aggregate, to the financial statements as a whole.
7. There are no plans or intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements. The carrying value of receivables and recoverable which are potentially irrecoverable has been corrected, where necessary.
8. The CEPOL has satisfactory title to all assets and there are no liens or encumbrances on the assets.

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Standards (IAS)/International Financial Reporting Standards (IFRS) issued by the International Accounting Standards Board.

<sup>5</sup> Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union - OJ L 362, 31.12.2012, p. 1.

9. All liabilities, both actual and contingent, have been recorded or disclosed, as appropriate, and all guarantees that have been given to third parties have been disclosed in the notes to the financial statements.

10. All claims against the CEPOL are reflected in the financial statements as a provision or, where relevant, as a contingent liability.

11. There are no formal or informal compensating balance arrangements with any of our cash and investment accounts. There are no lines of credit arrangements.

### **Information Provided**

With regard to the information provided and the representations below, I highlight that I have provided you with such information for the CEPOL.

12. I have provided you with:

- Access to all information of which I am aware that is relevant to the preparation of the accounts such as records, documentation and other matters;
- Additional information that you have requested for the purpose of the audit; and
- Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.

13. All transactions have been recorded in the accounting records and are reflected in the accounts.

14. I have disclosed to you the results of my assessment of the risk that the accounts may be materially misstated as a result of fraud.

15. I have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the agency's accounts that I have been informed of by management, current or previous employees or other relevant services, including the European Anti-Fraud Office (OLAF).

16. I have disclosed to you the identity of the agency's related parties and all the related party relationships and transactions of which we are aware, in accordance with the EU accounting rule 15.

17. I have disclosed to you all instances of non-compliance and of suspected non-compliance with laws and regulations that we are aware of and whose effects should be considered when preparing the accounts.

18. Apart from the above, I confirm that:

- The accounts disclose adequately the final nature of those operations which are subject to future clearance of accounts or closure procedures;
- For all 'probable' but not yet definitive receivables an adequate disclosure, including when possible an estimate of the amounts involved, is given in the notes to the accounts;



- The accounts include all the recovery orders issued by the Authorising Officers concerning the operations giving rise to reimbursement;
- Authorising Officers have not informed me of delays or other problems in the establishment of recovery orders.



Rosa ALDEA BUSQUETS  
The Accounting Officer of CEPOL



Detlef SCHROEDER  
Executive Director

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c.c.: Mr Dunphy, Ms Milotová, Ms Radu, DG BUDG  
Ms Sinkovits, Ms. Moldovan, Ms Kovacs CEPOL  
Mr Zippel, Ms Veres ECA