

**ANNUAL ACCOUNTS FOR 2013**  
**INCLUDING THE REPORT ON IMPLEMENTATION OF THE BUDGET**

Santiago de Compostela, 12  
E- 48003 – Bilbao (Spain)

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# EU-OSHA

## **Certification text for annual accounts of the EU-OSHA**

The annual accounts of the EU-OSHA for the year 2013 have been prepared in accordance with the Financial Regulation applicable to the general budget of the European Union and the accounting rules adopted by the Commission's Accounting Officer, as are to be applied by all the institutions, agencies and joint undertakings.

I acknowledge my responsibility for the preparation and presentation of the annual accounts of the EU-OSHA in accordance with art 68 of the Financial Regulation.

I have obtained from the authorising officer, who certified its reliability, all the information necessary for the production of the accounts that show the EU-OSHA'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 the EU-OSHA.

Bilbao, 15<sup>th</sup> may 2014

Juan Carlos del Campo Benito  
Accounting Officer  
(Signed)

Adopted on 16<sup>th</sup> May 2014

Christa Sedlatschek  
Director  
(Signed)

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## **REPORT ON IMPLEMENTATION OF THE BUDGET FOR 2013**

### **INTRODUCTION**

#### **A. Legal framework – Financial regulation**

This report on the implementation of the budget has been prepared in accordance with Article 97 of the Financial Regulation of the Agency adopted on 15<sup>th</sup> January 2014.

#### **B. Management information systems**

The budget accounts are maintained by ABAC.

ABAC/ SAP are used as software for general accounting.

Various budgetary and financial reports are produced using the Business Object system.

## REVENUES

Revenue entered in the 2013 budget is shown in the table below.

	<b>2013 – Revenue entered in the budget</b>	<b>2013 – Actual revenue</b>
100/101/102 - European Commission subsidy	15,071,880	14,845,233.00
200 - Grant from the Basque Regional Government	80,000	80,000.00
202 - Grant from the Spanish Government	100,000	100,000.00
220 - IPA III program (earmarked)	558,740 (1)	119,542.00
221.- “Older workers” project (earmarked)	1,650,000 (2)	650,000.00
540 - Miscellaneous revenue	p.m.	377,17
590- Other revenue from adm. operations	p.m.	627,19
602 – Revenues from sale of publications	p.m.	266,26
<b>Total</b>	<b>17,460,620</b>	<b>15,796,045.62</b>

(1) Reinscription in the budget for 439,198.23, plus 119,542 cashed in 2013 .

(2) Reinscription in the budget for 1.000.000, plus 650,000 cashed in 2013

Others incomes cashed not included in the budget are shown in the following table.

Bank interest	17,604.82
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**EXPENDITURES. GENERAL TABLE**

2012						2013					2013/2012	
Title	Credits	Committed	%	Payments	%	Credits	Committed	%	Payments	%	Comparative rates of execution	
	1	2	3=2/1	4	5=4/1	6	7	8=7/6	9	10=9/6	11=8/3	12=10/5
1	5,659,117.00	5,123,011.22	90.5%	4,998,546.45	88.3%	5,197,417.00	5,113,392.77	98.4%	5,023,446.80	96.7%	108.7%	109.4%
2	1,701,300.00	1,646,341.37	96.8%	1,050,467.69	61.7%	2,027,875.00	1,999,447.96	98.6%	1,398,021.48	68.9%	101.9%	111.7%
3	7,900,095.00	7,673,952.19	97.1%	5,156,542.75	65.3%	8,026,588.00	7,977,932.80	99.4%	4,284,382.88	53.4%	102.3%	81.8%
<b>Total</b>	<b>15,260,512.00</b>	<b>14,443,304.78</b>	<b>94.6%</b>	<b>11,205,556.89</b>	<b>73.4%</b>	<b>15,251,880.00</b>	<b>15,090,773.53</b>	<b>98.9%</b>	<b>10,705,851.16</b>	<b>70.2%</b>	<b>104.5%</b>	<b>95.6%</b>

## BUDGET OUTTURN ACCOUNT

		2013	2012
<b>REVENUE</b>			
	Balancing Commission subsidy	+	14,845,233.00
	Other subsidy from Commission (Phare, IPA,...)	+	1,000,000.00
	Fee income	+	2,575.11
	Other income	+	180,000.00
<b>TOTAL REVENUE (a)</b>			<b>15,796,045.62</b>
<b>EXPENDITURE</b>			
	<i>Title I: Staff</i>		
	Payments	-	5,023,446.80
	Appropriations carried over	-	89,945.97
	<i>Title II: Administrative Expenses</i>		
	Payments	-	1,398,021.48
	Appropriations carried over	-	601,426.48
	<i>Title III: Operating Expenditure</i>		
	Payments	-	4,514,856.38
	Appropriations carried over	-	5,671,816.65
<b>TOTAL EXPENDITURE (b)</b>			<b>17,299,513.76</b>
<b>OUTTURN FOR THE FINANCIAL YEAR (a-b)</b>			<b>-1,503,468.14</b>
	Cancellation of unused payment appropriations carried over from previous year	+	210,047.70
	Adjustment for carry-over from the previous year of appropriations available at 31.12 arising from assigned revenue	+	1,439,198.23
<b>BALANCE OF THE OUTTURN ACCOUNT FOR THE FINANCIAL YEAR</b>			<b>145,777.79</b>
	Balance year N-1	+/-	81,627.08
	Positive balance from year N-1 reimbursed in year N to the Commission	-	-81,627.08
<b>Result used for determining amounts in general accounting</b>			<b>145,777.79</b>
<b>Commission subsidy - agency registers accrued revenue and Commission accrued expense</b>			<b>14,699,455.21</b>
<b>Pre-financing remaining open to be reimbursed by agency to Commission in year N+1</b>			<b>145,777.79</b>

Not included in the budget outturn:

	Interest generated by 31/12/N on the Commission balancing subsidy funds and to be reimbursed to the Commission (liability)	+	17,604.82	14,571.57
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**BUDGET 2013. AMENDING AND BUDGET TRANSFERS**

Budget Item		Appropriations 2013				
		Initial	Amending 1	Amending 2	Transfers	Current
Code	Description					
1100	Basic Salary	3,030,000		-95,000	-213,083	2,721,917
1101	Family allowances	485,000		-46,000	-43,900	395,100
1102	Expat+Foreign res. allow.	421,000	0	-8,000	-30,000	383,000
1103	Secretarial allowances	4,200	0			4,200
1112	Local staff	35,000	0		-2,100	32,900
1113	Contract agents	1,008,000	0		55,000	1,063,000
1120	Profess.training of staff	80,000	0		5,000	85,000
1130	Insurance ag. sickness	130,000	0			130,000
1131	Insurance ag. accidents	26,400	0			26,400
1132	Insurance ag. unemploy.	47,600	0			47,600
1140	Childbirth/death allow.	800				800
1141	Travel exp. annual leave	80,000		-5,000	-7,500	67,500
1175	Interim Services	64,000			0	64,000
1177	DG ADMIN admin. help	49,000			0	49,000
1180	Misc exp staff recruitm.	16,000			0	16,000
1181	Travel expenses	3,000			0	3,000
1182	Inst, reset & transfer allow	38,000		-3,000	-5,000	30,000
1183	Removal expenses	24,000			-18,000	6,000
1184	Temp daily subs allow.	30,000		-3,000	-3,000	24,000
1190	Salary weightings	20,000			-20,000	0
1410	Medical service	29,000			0	29,000
1420	Other welfare serv.	5,000			0	5,000
1522	Trainees	28,000			-14,000	14,000
1...	<b>TOTAL T1 - Staff</b>	<b>5,654,000</b>	<b>0</b>	<b>-160,000</b>	<b>-296,583</b>	<b>5,197,417</b>



**BUDGET 2013. AMENDING AND BUDGET TRANSFERS**

Budget Item		Appropriations 2013				
		Initial	Amending 1	Amending 2	Transfers	Current
Code	Description					
2000	Rent	714,000	0	-60,000	-3,500	650,500
2010	Insurance	8,750	0		0	8,750
2020	Water, gas, elect, heating	111,000	0	-6,000	0	105,000
2030	Cleaning & maintenance	64,000	0	-40,000	0	24,000
2040	Fitting-out of premises	8,000	0	310,000	40,000	358,000
2050	Security&Surv. Buildings	65,500	0	-9,000	12,500	69,000
2090	Admin expendit, taxes	500	0	486	0	986
2100	IT operating expenditure	240,000	0	-3,000	-27,000	210,000
2120	Serv. provided by IT Staff	151,832	0	11,000	0	162,832
2130	New & repl. Purchases	70,293	0		52,500	122,793
2133	Mainten, use and repair	500	0		0	500
2134	Electronic office equipm.	300	0		0	300
2210	Replacement purchases	27,000	0		61,000	88,000
2232	Vehicle upkeep, petrol	1,650	0		0	1,650
2250	Public. & subscriptions	10,500	0		0	10,500
2300	Stationery & office supp.	10,000	0		16,000	26,000
2320	Bank charges	2,000	0		0	2,000
2330	Legal expenses	20,500	0	-18,000	0	2,500
2352	Internal catering serv.	6,000	0		4,000	10,000
2353	Depart. removals	650	0		0	650
2359	Other expenditure	1,500	0	37,414	16,000	54,914
2400	Post. & deliv. charges	11,500	0		0	11,500
2410	Teleph, telegraph, etc.	154,500	0	-43,000	-4,000	107,500
2...	<b>TOTAL T2 - Infrastructure</b>	<b>1,680,475</b>	<b>0</b>	<b>179,900</b>	<b>167,500</b>	<b>2,027,875</b>
3200	Communication	1,150,000	0	-70,000	-3,027	1,076,973
3201	Campaigning	1,804,816	0		-999	1,803,817

**BUDGET 2013. AMENDING AND BUDGET TRANSFERS**

Budget Item		Appropriations 2013				
		Initial	Amending 1	Amending 2	Transfers	Current
Code	Description					
3202	Promotion	670,000	0	-100,000	-59,600	510,400
3209	Missions CPU	50,000	0		-1,000	49,000
3300	Networking and Coordination	510,000	0		0	510,000
3302	Entertainment and representation	9,000	0		-7,532	1,468
3304	Translation of studies, reports and ...	700,000			0	700,000
3309	Mission NS and RSC	130,000	0		-5,000	125,000
3400	Prevention and Research Information	2,773,689	0	170,000	206,241	3,149,930
3409	Missions PRU	100,000	0		0	100,000
3...	<b>TOTAL T3 - Operational expenditure</b>	<b>7,897,505</b>	<b>0</b>	<b>0</b>	<b>129,083</b>	<b>8,026,588</b>
	<b>TOTAL CURRENT BUDGET</b>	<b>15,231,980</b>	<b>0</b>	<b>19,900</b>	<b>0</b>	<b>15,251,880</b>
4600	Intrument for preaccession Wester Balkans and Turkey(IPA III)		558,740			558,740
4700	Heaklth and Safety at Work of Older Workers		1,650,000			1,650,000
4...	<b>TOTAL T4 - Special projects (earnmarked)</b>	<b>0</b>	<b>2,208,740</b>	<b>0</b>	<b>0</b>	<b>2,208,740</b>
	<b>GRAND TOTAL</b>	<b>15,231,980</b>	<b>2,208,740</b>	<b>19,900</b>	<b>0</b>	<b>17,460,620</b>

**TRANSFERS OF APPROPRIATIONS 2013**

#	Ref.	Title	from to	item	Amounts	Transfer	Total transfers	FR Check Art. 23 10% limit	Cumulated amount	%
TR/01/13	OSH.3169	Title 2	from to	2359 2090	- 486.00 486.00	486.00	486.00	n/a	n/a	n/a

**Justification :** Further appropriations (EUR 486) necessary in budget line 2090 for covering local taxes for the Agency's parking slot.

TR/02/13	OSH.3178	Title 3	from to	3200 3202 3400	- 70,000.00 - 100,000.00 170,000.00	170,000.00	170,486.00	n/a	n/a	n/a
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**Justification :** Less services than expected for the project Awareness Raising Portfolio (CPU) leads to an availability of EUR 170,000 to dedicate to ESENER in 2013 (PRU) as anticipation of possible budgetary constraints in 2014.

TR/03/13	OSH.3192	Title 2	from to	2100 2410 2120	- 3,000.00 - 8,000.00 11,000.00	11,000.00	181,486.00	n/a	n/a	n/a
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**Justification:** Further appropriations (EUR 11,000) necessary for contracting additional ICT support in 2013.

TR/04/13	OSH.3196	Title 1	from	1100	- 95,000.00	100,000.00	281,486.00	checked	95,000.00	3.1%
				1101	- 5,000.00					
		Title 2	from	2000	- 60,000.00					
				2020	- 6,000.00					
				2030	- 40,000.00					
				2050	- 9,000.00					
				2330	- 18,000.00					

**TRANSFERS OF APPROPRIATIONS 2013**

#	Ref.	Title	from to	item	Amounts	Transfer	Total transfers	FR Check Art. 23 10% limit	Cumulated amount	%
		Title 2	to	2410	- 35,000.00					
				2040	250,000.00					
				2359	18,000.00					

**Justification:** Appropriations (EUR 268,000) necessary for the removal of EU-OSHA to the new seat of Miribilla. In particular, expressed needs are for the fitting-out of the new premises and removal related costs. The transfers of appropriations between budget items of titles 1 & 2 are in line with the provisions of the article 23 of the Agency's Financial Regulation:

"The Director may make transfers from one chapter to another and from one article to another without limit and from one title to another up to a maximum of 10 % of the appropriations for the financial year shown on the line from which the transfer is made."

TR/05/13	OSH.3201	Title 1	from	1101	- 41,000.00	60,000.00	509,486.00	checked	46,000.00	9.5%
				1102	- 8,000.00			checked	8,000.00	1.9%
				1141	- 5,000.00			checked	5,000.00	6.3%
				1182	- 3,000.00			checked	3,000.00	7.9%
				1184	- 3,000.00			checked	3,000.00	10.0%
		Title 2	to	2040	60,000.00					

**Justification :** Further appropriations (EUR 60,000) necessary for the removal of EU-OSHA to the new seat of Miribilla. In particular, expressed needs are for the fitting-out of the new premises and related costs. The transfer of appropriations between budget items of titles 1 & 2 are in line with the provisions of the article 23 of the Agency's Financial Regulation:

"The Director may make transfers from one chapter to another and from one article to another without limit and from one title to another up to a maximum of 10 % of the appropriations for the financial year shown on the line from which the transfer is made."  
Amending 2 to budget 2013 contains transfers 1 to 5.

TR/06/13	OSH.3205	Title 1	from to	1100	- 40,000.00	40,000.00	40,000.00	checked	40,000.00	1.4%
		Title 2		2040	40,000.00					

**TRANSFERS OF APPROPRIATIONS 2013**

#	Ref.	Title	from to	item	Amounts	Transfer	Total transfers	FR Check Art. 23 10% limit	Cumulated amount	%
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**Justification :** Further works for fitting out premises of new Agency offices in Miribilla require extra appropriations (ERE 40,000) for covering related services in 2013. related costs. The transfer of appropriations between budget items of titles 1 & 2 are in line with the provisions of the article 23 of the Agency's Financial Regulation:

"The Director may make transfers from one chapter to another and from one article to another without limit and from one title to another up to a maximum of 10 % of the appropriations for the financial year shown on the line from which the transfer is made."

TR/07/13	OSH.3207	Title 1	from	1183	-	18,000.00	55,000.00	95,000.00	n/a	n/a	n/a
				1184	-	3,000.00					
				1190	-	20,000.00					
				1522	-	14,000.00					
				to	1113	55,000.00					

**Justification :** Further appropriations necessary (EUR 55,000) in order to cover salary/allowances obligations for contract agents staff in 2013.

TR/08/13	OSH.3209	Title 1	from to	1182 1120	- 5,000.00	5,000.00	100,000.00	n/a	n/a	n/a
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**Justification:** Further appropriations necessary (EUR 5,000) for complementary trainings needs identified end of 2013.

TR/09/13	OSH.3227	Title 1 Title 3	from from	1100	-	129,083.00	129,083.00 77,158.00	229,083.00 306,241.00	checked n/a	169,083.00 n/a	5.8% n/a
				3200	-	3,027.00					
				3201	-	999.00					
				3202	-	59,600.00					
				3209	-	1,000.00					
				3302	-	7,532.00					
				3309	-	5,000.00					
				to	3400	206,241.00					

**TRANSFERS OF APPROPRIATIONS 2013**

#	Ref.	Title	from to	item	Amounts	Transfer	Total transfers	FR Check Art. 23 10% limit	Cumulated amount	%
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**Justification :** No payment of salary rappels 2011/2012 in 2013 and optimization of appropriations in Title 3 (several media and promotion activities were implemented at lower cost than originally estimated - chapter 32 of the Agency's budget) make available from Titles 1 & 3 sufficient appropriations for covering extra ESENER survey for now identified further countries.

In details, the planning for the second enterprise survey (ESENER-2) anticipated that fieldwork preparation for some of the countries covered by the survey would commence earlier than others as a result of additional sampling challenges. The information allowing these countries to be identified (e.g. assessment of quality of business registers, countries which have opted for a larger sample) was not available at the start of the project, so a framework contract allowing fieldwork to be contracted for groups of countries at different times was put in place. Having assessed the information on sampling challenges, the first specific contract will cover Austria, Luxembourg, Belgium, Malta, Bulgaria, Portugal, Croatia, Romania, Cyprus, Slovakia, Czech Republic, Slovenia, Estonia, Spain, Greece, United Kingdom, Hungary, Iceland, Lithuania and Norway.

The transfer of appropriations between budget items of titles 1 & 3 are in line with the provisions of the article 23 of the Agency's Financial Regulation:

"The Director may make transfers from one chapter to another and from one article to another without limit and from one title to another up to a maximum of 10 % of the appropriations for the financial year shown on the line from which the transfer is made."

TR/10/13	OSH.3230	Title 1	from	1100	-	44,000.00	127,500.00	433,741.00	checked	213,083.00	7.3%
				1101	-	43,900.00				43,900.00	10.0%
				1102	-	30,000.00				30,000.00	7.3%
				1112	-	2,100.00				2,100.00	6.0%
				1141	-	7,500.00				7,500.00	10.0%
				2000	-	3,500.00				34,500.00	n/a
		Title 2	from	2100	-	27,000.00	468,241.00	n/a	n/a	n/a	
				2410	-	4,000.00					
				2050	to	12,500.00					
		Title 2	to	2130		52,500.00					
				2210		61,000.00					
				2300		16,000.00					

**TRANSFERS OF APPROPRIATIONS 2013**

#	Ref.	Title	from to	item	Amounts	Transfer	Total transfers	<i>FR Check Art. 23 10% limit</i>	<i>Cumulated amount</i>	%
				2352	4,000.00					
				2359	16,000.00					

**Justification :** No payment of salary rappels 2011/2012 in 2013 makes possible to frontload expenditures necessary and mainly dedicated to the removal to Miribilla, related works and services such like security and new equipment.

<b>TOTAL TRANSFERS 2013</b>	<b>977,727.00</b>
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**BUDGETARY IMPLEMENTATION – CURRENT APPROPRIATIONS (C1)**

Item	Heading	Final credits	Committed	% Committed (2/1)	Paid	% Paid (5/1)	Carry forward	% carry forward	Cancelled credits	% cancelled credits
		1	2	3=2/1	4	5=4/1	6	7=6/1	9=1-8	10=9/1
A-1100	BASIC SALARIES	2,721,917.00	2,720,503.43	99.95 %	2,720,503.43	99.95%	0.00	0.00%	1,413.57	0.05%
A-1101	FAMILY ALLOWANCES	395,100.00	387,567.90	98.09 %	387,567.90	98.09%	0.00	0.00%	7,532.10	1.91%
A-1102	EXPATRIATION AND FOREIGN-RESIDENCE ALLOWANCES	383,000.00	382,336.61	99.83 %	382,336.61	99.83%	0.00	0.00%	663.39	0.17%
A-1103	SECRETARIAL ALLOWANCES	4,200.00	4,007.76	95.42 %	4,007.76	95.42%	0.00	0.00%	192.24	4.58%
A-1112	LOCAL STAFF	32,900.00	32,294.13	98.16 %	32,294.13	98.16%	0.00	0.00%	605.87	1.84%
A-1113	CONTRACT AGENTS	1,063,000.00	1,055,603.50	99.30 %	1,055,603.50	99.30%	0.00	0.00%	7,396.50	0.70%
A-1120	PROFESSIONAL TRAINING OF STAFF	85,000.00	83,447.10	98.17 %	50,066.89	58.90%	33,380.21	39.27%	1,552.90	1.83%
A-1130	INSURANCE AGAINST SICKNESS	130,000.00	123,893.98	95.30 %	123,893.98	95.30%	0.00	0.00%	6,106.02	4.70%
A-1131	INSURANCE AGAINST ACCIDENTS AND OCCUPATIONAL	26,400.00	18,281.56	69.25 %	18,281.56	69.25%	0.00	0.00%	8,118.44	30.75%
A-1132	INSURANCE AGAINST UNEMPLOYMENT	47,600.00	45,580.88	95.76 %	45,580.88	95.76%	0.00	0.00%	2,019.12	4.24%
A-1140	CHILDBIRTH AND DEATH ALLOWANCES AND GRANTS	800.00	198.31	24.79 %	198.31	24.79%	0.00	0.00%	601.69	75.21%
A-1141	TRAVEL EXPENSES FOR ANNUAL LEAVE	67,500.00	67,326.89	99.74 %	67,326.89	99.74%	0.00	0.00%	173.11	0.26%
A-1175	INTERIM SERVICES	64,000.00	63,740.34	99.59 %	17,943.67	28.04%	45,796.67	71.56%	259.66	0.41%
A-1177	PMO ADMINISTRATIVE HELP	49,000.00	47,000.00	95.92 %	45,017.94	91.87%	1,982.06	4.05%	2,000.00	4.08%
A-1180	MISCELLANEOUS EXPENDITURE ON STAFF RECRUITMENT	16,000.00	14,518.37	90.74 %	12,307.19	76.92%	2,211.18	13.82%	1,481.63	9.26%
A-1181	TRAVEL EXPENSES	3,000.00	1,225.21	40.84 %	1,225.21	40.84%	0.00	0.00%	1,774.79	59.16%
A-1182	INSTALLATION RESETTLEMENT AND TRANSFER ALLOW	30,000.00	5,802.09	19.34 %	5,802.09	19.34%	0.00	0.00%	24,197.91	80.66%
A-1183	REMOVAL EXPENSES	6,000.00	5,765.16	96.09 %	5,765.16	96.09%	0.00	0.00%	234.84	3.91%
A-1184	TEMPORARY DAILY SUBSISTENCE ALLOWANCES	24,000.00	16,686.42	69.53 %	16,686.42	69.53%	0.00	0.00%	7,313.58	30.47%



**BUDGETARY IMPLEMENTATION – CURRENT APPROPRIATIONS (C1)**

Item	Heading	Final credits	Committed	% Committed (2/1)	Paid	% Paid (5/1)	Carry forward	% carry forward	Cancelled credits	% cancelled credits
		1	2	3=2/1	4	5=4/1	6	7=6/1	9=1-8	10=9/1
A-1410	MEDICAL SERVICE	29,000.00	20,175.46	69.57 %	13,704.61	47.26%	6,470.85	22.31%	8,824.54	30.43%
A-1420	OTHER WELFARE EXPENDITURE	5,000.00	4,369.44	87.39 %	4,264.44	85.29%	105.00	2.10%	630.56	12.61%
A-1522	TRAINEES	14,000.00	13,068.23	93.34 %	13,068.23	93.34%	0.00	0.00%	931.77	6.66%
<b>TOTAL TITLE I</b>		<b>5,197,417.00</b>	<b>5,113,392.77</b>	<b>98.38 %</b>	<b>5,023,446.80</b>	<b>96.65%</b>	<b>89,945.97</b>	<b>1.73%</b>	<b>84,024.23</b>	<b>1.62%</b>
A-2000	RENT	650,500.00	650,339.17	99.98 %	641,522.32	98.62%	8,816.85	1.36%	160.83	0.02%
A-2010	INSURANCE	8,750.00	8,395.23	95.95 %	8,395.23	95.95%	0.00	0.00%	354.77	4.05%
A-2020	WATER GAS ELECTRICITY AND HEATING	105,000.00	104,788.28	99.80 %	93,934.67	89.46%	10,853.61	10.34%	211.72	0.20%
A-2030	CLEANING AND MAINTENANCE	24,000.00	22,590.70	94.13 %	14,934.75	62.23%	7,655.95	31.90%	1,409.30	5.87%
A-2040	FITTING-OUT OF PREMISES	358,000.00	357,964.73	99.99 %	330,387.87	92.29%	27,576.86	7.70%	35.27	0.01%
A-2050	SECURITY AND SURVEILLANCE OF BUILDINGS	69,000.00	68,327.85	99.03 %	32,391.96	46.94%	35,935.89	52.08%	672.15	0.97%
A-2090	ADMINISTRATIVE EXPENDITURE TAXES	986.00	985.25	99.92 %	985.25	99.92%	0.00	0.00%	0.75	0.08%
A-2100	I.T. OPERATING EXPENDITURE	210,000.00	209,702.96	99.86 %	150,970.34	71.89%	58,732.62	27.97%	297.04	0.14%
A-2120	SERVICES PROVIDED BY I.T. STAFF	162,832.00	162,392.35	99.73 %	34,635.38	21.27%	127,756.97	78.46%	439.65	0.27%
A-2130	NEW AND REPLACEMENT PURCHASES	122,793.00	122,660.58	99.89 %	2,718.03	2.21%	119,942.55	97.68%	132.42	0.11%
A-2133	MAINTENANCE USE AND REPAIR	500.00	500.00	100.00 %	147.55	29.51%	352.45	70.49%	0.00	0.00%
A-2134	ELECTRONIC OFFICE EQUIPMENT	300.00	0.00	0.00 %	0.00	0.00%	0.00	0.00%	300.00	100.00%
A-2210	NEW AND REPLACEMENT FURNITURE PURCHASES FURN	88,000.00	75,720.59	86.05 %	13,323.65	15.14%	62,396.94	70.91%	12,279.41	13.95%
A-2232	VEHICLE UPKEEP PETROL AND HIRING MEANS OF TRANSP	1,650.00	1,475.37	89.42 %	1,247.92	75.63%	227.45	13.78%	174.63	10.58%
A-2250	PUBLICATIONS AND SUBSCRIPTIONS	10,500.00	10,500.00	100.00 %	3,008.55	28.65%	7,491.45	71.35%	0.00	0.00%

**BUDGETARY IMPLEMENTATION – CURRENT APPROPRIATIONS (C1)**

Item	Heading	Final credits	Committed	% Committed (2/1)	Paid	% Paid (5/1)	Carry forward	% carry forward	Cancelled credits	% cancelled credits
		1	2	3=2/1	4	5=4/1	6	7=6/1	9=1-8	10=9/1
A-2300	STATIONERY AND OFFICE SUPPLIES	26,000.00	18,275.82	70.29 %	5,779.99	22.23%	12,495.83	48.06%	7,724.18	29.71%
A-2320	BANK CHARGES	2,000.00	400.00	20.00 %	267.61	13.38%	132.39	6.62%	1,600.00	80.00%
A-2330	LEGAL EXPENSES	2,500.00	2,500.00	100.00 %	0.00	0.00%	2,500.00	100.00%	0.00	0.00%
A-2352	INTERNAL CATERING EXPENSES	10,000.00	9,648.07	96.48 %	5,636.99	56.37%	4,011.08	40.11%	351.93	3.52%
A-2353	DEPARTMENTAL REMOVALS	650.00	0.00	0.00 %	0.00	0.00%	0.00	0.00%	650.00	100.00%
A-2359	OTHER EXPENDITURE	54,914.00	54,505.62	99.26 %	30,864.42	56.21%	23,641.20	43.05%	408.38	0.74%
A-2400	POSTAGE AND DELIVERY CHARGES	11,500.00	11,450.00	99.57 %	4,763.12	41.42%	6,686.88	58.15%	50.00	0.43%
A-2410	TELEPHONE TELEGRAPH TELEX RADIO AND TELEVISION	107,500.00	106,325.39	98.91 %	22,105.88	20.56%	84,219.51	78.34%	1,174.61	1.09%
<b>TOTAL TITLE II</b>		<b>2,027,875.00</b>	<b>1,999,447.96</b>	<b>98.60 %</b>	<b>1,398,021.48</b>	<b>68.94 %</b>	<b>601,426.48</b>	<b>29.66%</b>	<b>28,427.04</b>	<b>1.40%</b>
B-3200	COMMUNICATION	1,076,973.00	1,075,840.95	99.89 %	923,066.39	85.71%	152,774.56	14.19%	1,132.05	0.11%
B-3201	CAMPAIGNING	1,803,817.00	1,793,751.73	99.44 %	1,210,032.91	67.08%	583,718.82	32.36%	10,065.27	0.56%
B-3202	PROMOTION	510,400.00	502,385.24	98.43 %	388,238.56	76.07%	114,146.68	22.36%	8,014.76	1.57%
B-3209	MISSION EXPENSES DUTY TRAVEL EXPENSES AND OTHER	49,000.00	49,000.00	100.00 %	46,213.43	94.31%	2,786.57	5.69%	0.00	0.00%
B-3300	NETWORKING AND COORDINATION	510,000.00	503,129.24	98.65 %	359,155.26	70.42%	143,973.98	28.23%	6,870.76	1.35%
B-3302	REPRESENTATION EXPENSES	1,468.00	1,467.77	99.98 %	566.76	38.61%	901.01	61.38%	0.23	0.02%
B-3304	TRANSLATION OF STUDIES REPORTS AND WORKING	700,000.00	700,000.00	100.00 %	406,791.70	58.11%	293,208.30	41.89%	0.00	0.00%
B-3309	MISSION EXPENSES DUTY TRAVEL EXPENSES OF NETW	125,000.00	113,175.00	90.54 %	108,856.48	87.09%	4,318.52	3.45%	11,825.00	9.46%
B-3400	PREVENTION AND RESEARCH INFORMATION	3,149,930.00	3,149,182.87	99.98 %	759,113.69	24.10%	2,390,069.18	75.88%	747.13	0.02%
B-3409	MISSION EXPENSES DUTY TRAVEL EXPENSES OF PRU	100,000.00	90,000.00	90.00 %	82,347.70	82.35%	7,652.30	7.65%	10,000.00	10.00%

**BUDGETARY IMPLEMENTATION – CURRENT APPROPRIATIONS (C1)**

Item	Heading	Final credits	Committed	% Committed (2/1)	Paid	% Paid (5/1)	Carry forward	% carry forward	Cancelled credits	% cancelled credits
		1	2	3=2/1	4	5=4/1	6	7=6/1	9=1-8	10=9/1
	<b>TOTAL TITLE III</b>	8,026,588.00	7,977,932.80	99.39 %	4,284,382.88	53.38%	3,693,549.92	46.02%	48,655.20	0.61%
	<b>TOTAL BUDGET</b>	15,251,880.00	15,090,773.53	98.94 %	10,705,851.16	70.19%	4,384,922.37	28.75%	161,106.47	1.06%

<b>BUDGETARY IMPLEMENTATION. APROPRIATIONS CARRIED FORWARD (C8)</b>						
<b>Item</b>	<b>Heading</b>	<b>Credits</b>	<b>Paid</b>	<b>% Paid (5/1)</b>	<b>Cancelled credits</b>	<b>% cancelled credits</b>
		<b>1</b>	<b>2</b>	<b>3=2/1</b>	<b>9=1-8</b>	<b>10=9/1</b>
A-1120	PROFESSIONAL TRAINING OF STAFF	37,203.94	34,170.89	91.85%	3,033.05	8.15%
A-1175	INTERIM SERVICES	61,358.60	57,159.80	93.16%	4,198.80	6.84%
A-1177	PMO ADMINISTRATIVE HELP	3,482.06	0.00	0.00%	3,482.06	100.00%
A-1180	MISCELLANEOUS EXPENDITURE ON STAFF RECRUITMENT	14,111.39	6,562.68	46.51%	7,548.71	53.49%
A-1410	MEDICAL SERVICE	8,308.78	4,040.59	48.63%	4,268.19	51.37%
<b>TOTAL TITLE I</b>		<b>124,464.77</b>	<b>101,933.96</b>	<b>81.90%</b>	<b>22,530.81</b>	<b>18.10%</b>
A-2000	RENT	58,567.30	58,567.30	100.00%	0.00	0.00%
A-2020	WATER GAS ELECTRICITY AND HEATING	15,515.25	13,713.67	88.39%	1,801.58	11.61%
A-2030	CLEANING AND MAINTENANCE	46,028.04	46,028.04	100.00%	0.00	0.00%
A-2040	FITTING-OUT OF PREMISES	2,105.17	2,105.17	100.00%	0.00	0.00%
A-2050	SECURITY AND SURVEILLANCE OF BUILDINGS	27,811.14	27,811.14	100.00%	0.00	0.00%
A-2100	I.T. OPERATING EXPENDITURE	29,448.44	27,843.82	94.55%	1,604.62	5.45%
A-2120	SERVICES PROVIDED BY I.T. STAFF	198,010.70	196,463.43	99.22%	1,547.27	0.78%
A-2130	NEW AND REPLACEMENT PURCHASES	92,992.13	92,523.19	99.50%	468.94	0.50%
A-2210	NEW AND REPLACEMENT FURNITURE PURCHASES FURN	4,567.75	4,567.75	100.00%	0.00	0.00%
A-2300	STATIONERY AND OFFICE SUPPLIES	2,452.42	2,452.42	100.00%	0.00	0.00%
A-2330	LEGAL EXPENSES	1,785.00	1,470.00	82.35%	315.00	17.65%
A-2352	INTERNAL CATERING EXPENSES	365.52	352.30	96.38%	13.22	3.62%
A-2353	DEPARTMENT REMOVALS	34.10	34.10	100.00%	0.00	0.00%
A-2400	POSTAGE AND DELIVERY CHARGES	2,022.64	1,050.62	51.94%	972.02	48.06%
A-2410	TELEPHONE TELEGRAPH TELEX RADIO AND TELEVISION	114,168.08	98,169.44	85.99%	15,998.64	14.01%
<b>TOTAL TITLE II</b>		<b>595,873.68</b>	<b>573,152.39</b>	<b>96.19%</b>	<b>22,721.29</b>	<b>3.81%</b>
B-3200	COMMUNICATION	509,456.10	465,515.68	91.38%	43,940.42	8.62%
B-3201	CAMPAIGNING	278,829.81	258,977.31	92.88%	19,852.50	7.12%
B-3202	PROMOTION	278,306.93	260,091.05	93.45%	18,215.88	6.55%
B-3209	MISSION EXPENSES	7,648.69	1,700.78	22.24%	5,947.91	77.76%
B-3300	NETWORKING AND COORDINATION	96,631.84	72,611.07	75.14%	24,020.77	24.86%
B-3302	REPRESENTATION EXPENSES	1,825.01	486.39	26.65%	1,338.62	73.35%
B-3304	TRANSLATION OF STUDIES REPORTS AND WORKING	152,279.50	151,552.00	99.52%	727.50	0.48%
B-3309	MISSION EXPENSES	19,602.69	12,262.94	62.56%	7,339.75	37.44%
B-3400	PREVENTION AND RESEARCH INFORMATION	1,162,643.54	1,123,847.85	96.66%	38,795.69	3.34%
B-3409	MISSION EXPENSES	10,185.33	5,568.77	54.67%	4,616.56	45.33%
<b>TOTAL TITLE III</b>		<b>2,517,409.44</b>	<b>2,352,613.84</b>	<b>93.45%</b>	<b>164,795.60</b>	<b>6.55%</b>
<b>TOTAL C8</b>		<b>3,237,747.89</b>	<b>3,027,700.19</b>	<b>93.51%</b>	<b>210,047.70</b>	<b>6.49%</b>

**BUDGETARY IMPLEMENTATION. EARMARKED REVENUES. (R0)**

Item	Heading	Credit		Committed	Paid				Carry forward comm. to 2013	Carry over credits to 2013	Cancelled
		Total	2013		2012	2013	Total	%			
		1	2	3	4	5	6= 4+5	7=6/1	8=3-5	9=2-3	10=3-5-8-9
B-4600	IPA III	780,458.00	558,740.23	324,875.89	221,717.77	227,985.65	449,703.42	57,62%	96,890.24	233,864.34	0.00
B-4700	OLDER WORKERS	1,650,000.00	1,650,000.00	1,631,783.95	0.00	2,487.85	2,487.85	0.15%	1,629,296.10	18,216.05	0.00
<b>TOTAL R0</b>		<b>2,430,458.00</b>	<b>2,208,740.23</b>	<b>1,956,659.84</b>	<b>221,717.77</b>	<b>230,473.50</b>	<b>452,191.27</b>	<b>18,60%</b>	<b>1,726,186.34</b>	<b>252,080.39</b>	<b>0.00</b>

## **FINANCIAL STATEMENTS**

Pursuant to article 145 of the general Financial Regulation, the financial statement shall comprise:

- The balance sheet
- The statement of financial performance
- The statement of changes on net assets
- The cash-flow table
- Notes to the financial statements;

According to the ABAC standards and to the instructions given by the Commission accountant, the accounts are presented under accrual basis<sup>1</sup>. According to the existing tools, and since ABAC was implemented in 2008, the accounts are produced during the year in a limited accrual basis, and by the end of the year the closing of the accounts are adapted to be presented in a full accrual basis. This adaptation consists mainly in:

- Consideration of impact of fixed assets and depreciation
- Consideration of impact of prefinancements
- Withdrawal of carry overs and introduction of real debts (payables and accrued expenses)
- Withdrawal of the impact of the accrual operation of the last year.

These accounts are presented in respect of the accounting principles, explained as follows:

### **Going concern basis.**

OSHA is deemed to have been established for an indefinite duration.

### **Prudence.**

Assets and income have not been overstated; liabilities and expenses have not been understated. No hidden reserves or undue provisions have been created.

### **Consistent accounting methods.**

The accounting methods and valuation must not be changed from one year to the next.

The calculation of the depreciation starts the day of “mise en service”. The depreciation rates are those established in the ABAC rules, and will be detailed in the specific item.

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<sup>1</sup> “In accrual accounts, transactions are recognized when they occur... even if the payments (are) to be made the following year”.

**Comparability of information.**

The financial statements show all the amounts in the corresponding item for the previous year. When the presentation of the classification of one of the components is changed, the corresponding amounts for the previous year shall be made comparable and reclassified.

**Materiality and aggregation.**

All the operations which are significant for the information have been taken into account in the financial statements. Items that are material by virtue of their size but with the same nature can be aggregated. Amounts negligible can also be aggregated.

**No-netting principle.**

Receivables and debts have not been offset against each other, nor may changes or incomes, save where charges and income derive from the same transaction, from similar transactions or from hedging operations and provided they are not individually material

**Reality over appearance.**

Accounting events recorded in the financial statements are presented by reference to their economic nature.

**Accrual-based accounting principle**

Transactions and events shall be entered in the accounts when they occur and not when amounts are actually paid or recovered. They shall be booked to the financial years to which they relate.

Concerning the operations financed by earmarked revenues (R0) the cash principle has been kept. The effect of this in the whole accounts is negligible.

**Valuation of assets and liabilities**

Assets and liabilities shall be valued at purchase price or production cost. However, the value of non-financial fixed assets and formation expenses shall be written down for depreciation. In addition a write-down may be applied where the value of an asset decreases and an increase in the value of a liability may be covered by a provision.

## BALANCE SHEET

*The balance sheet gives a description of assets and liabilities at year-end. Assets are presented according to their liquidity...liabilities according to the extents to which they are due.*

	Ann exe n°	31.12.2013	31.12.2012	Variation
<b>ASSETS</b>				
<b>A. NON CURRENT ASSETS</b>				
<b>Intangible assets</b>	<b>A1</b>	<b>19,179.76</b>	<b>36,954.08</b>	<b>-17,774.32</b>
<b>Property, plant and equipment</b>		<b>540,298.66</b>	<b>221,813.13</b>	<b>318,485.53</b>
Land and buildings		319,051.58	0.00	319,051.58
Plant and equipment		18,825.99	36,914.41	-18,088.42
Computer hardware		100,728.80	80,738.02	19,990.78
Furniture and vehicles		101,328.55	103,462.85	-2,134.30
Other fixtures and fittings		363.74	697.85	-334.11
<b>Long-term receivables</b>	<b>A2</b>	<b>4,200.00</b>	<b>4,294.89</b>	<b>-94.89</b>
Long-term receivables		4,200.00	4,294.89	-94.89
<b>TOTAL NON CURRENT ASSETS</b>		<b>563,678.42</b>	<b>263,062.10</b>	<b>300,616.32</b>
<b>B. CURRENT ASSETS</b>				
<b>Short-term pre-financing</b>	<b>A3</b>	<b>43,368.74</b>	<b>193,307.00</b>	<b>-149,938.26</b>
Short-term pre-financing		43,368.74	193,307.00	-149,938.26
<b>Short-term receivables</b>		<b>281,587.32</b>	<b>231,115.73</b>	<b>50,471.59</b>
Current receivables	<b>A4</b>	0.00	524.23	-524.23
Sundry receivables	<b>A5</b>	15,103.76	8,873.73	6,230.03
Other	<b>A6</b>	222,919.37	221,717.77	1,201.60
<i>Accrued income with consolidated EU entities</i>		222,919.37	221,717.77	1,201.60
Short-term receivables with consolidated EU entities	<b>A7</b>	43,564.19	0.00	43,564.19
<b>Cash and cash equivalents</b>	<b>A8</b>	<b>6,564,838.11</b>	<b>4,851,450.49</b>	<b>1,713,387.62</b>
<b>TOTAL CURRENT ASSETS</b>		<b>6,889,794.17</b>	<b>5,275,873.22</b>	<b>1,613,920.95</b>
<b>TOTAL</b>		<b>7,453,472.59</b>	<b>5,538,935.32</b>	<b>1,914,537.27</b>
<b>LIABILITIES</b>				
<b>A. Net Assets</b>		<b>3,886,153.52</b>	<b>2,239,452.92</b>	<b>1,646,700.60</b>
<b>Accumulated surplus/deficit</b>		<b>2,239,452.92</b>	<b>2,613,661.11</b>	<b>-374,208.19</b>
<b>Economic outturn for the year - profit+/loss-</b>		1,646,700.60	-374,208.19	2,020,908.79
<b>TOTAL NET ASSETS</b>		<b>3,886,153.52</b>	<b>2,239,452.92</b>	<b>1,646,700.60</b>
<b>D. CURRENT LIABILITIES</b>		<b>3,567,319.07</b>	<b>3,299,482.40</b>	<b>267,836.67</b>
<b>Provisions for risks and charges</b>	<b>L1</b>	<b>0.00</b>	<b>160,000.00</b>	<b>-160,000.00</b>
<b>Accounts payable</b>		<b>3,567,319.07</b>	<b>3,139,482.40</b>	<b>427,836.67</b>
Current payables	<b>L2</b>	4,429.46	68,851.11	-64,421.65
Sundry payables	<b>L3</b>	56,275.24	46,864.27	9,410.97
Other	<b>L4</b>	1,142,045.66	1,144,145.62	-2,099.96
Accrued charges		1,118,858.66	1,072,151.26	46,707.40
<i>Accrued charges with consolidated EU entities</i>		23,187.00	71,994.36	-48,807.36
<i>Accounts payable with consolidated EU entities</i>		2,364,180.32	1,879,621.40	484,558.92
<i>Pre-financing received from consolidated EU entities</i>	<b>L5</b>	2,346,963.89	1,742,543.08	604,420.81
<i>Other accounts payable against consolidated EU entities</i>	<b>L6</b>	17,604.82	137,078.32	-119,473.50
<b>TOTAL CURRENT LIABILITIES</b>		<b>3,567,319.07</b>	<b>3,299,482.40</b>	<b>267,836.67</b>
<b>TOTAL</b>		<b>7,453,472.59</b>	<b>5,538,935.32</b>	<b>1,914,537.27</b>



## STATEMENT OF FINANCIAL PERFORMANCE

*This financial statement sets out all revenue and expenditure incurred during the year, even if the related movement of cash will only take place in later years.*

	2013	2012	Variation
Revenues from administrative operations	10,946.18	474.53	10,471.65
Other operating revenue (1)	15,100,053.15	14,414,758.08	685,295.07
<b>TOTAL OPERATING REVENUE</b>	<b>15,110,999.33</b>	<b>14,415,232.61</b>	<b>695,766.72</b>
Administrative expenses	-7,106,070.23	-7,084,518.01	-21,552.22
All Staff expenses	-4,815,889.20	-5,108,362.41	292,473.21
Fixed asset related expenses	-120,721.84	-124,583.67	3,861.83
Other administrative expenses	-2,169,459.19	-1,851,571.93	-317,887.26
Operational expenses	-6,357,970.61	-7,704,182.43	1,346,211.82
<b>TOTAL OPERATING EXPENSES</b>	<b>-13,464,040.84</b>	<b>-14,788,700.44</b>	<b>1,324,659.60</b>
<b>SURPLUS/(DEFICIT) FROM OPERATING ACTIVITIES</b>	<b>1,646,958.49</b>	<b>-373,467.83</b>	<b>2,020,426.32</b>
Financial expenses	-257.89	-740.36	482.47
<b>SURPLUS/ (DEFICIT) FROM NON OPERATING ACTIVITIES</b>	<b>-257.89</b>	<b>-740.36</b>	<b>482.47</b>
<b>SURPLUS/(DEFICIT) FROM ORDINARY ACTIVITIES</b>	<b>1,646,700.60</b>	<b>-374,208.19</b>	<b>2,020,908.79</b>
<b>ECONOMIC OUTTURN FOR THE YEAR</b>	<b>1,646,700.60</b>	<b>-374,208.19</b>	<b>2,020,908.79</b>

### (1) Ventilation of the operational incomes

Concept	2013	2012
Subvention Commission	14,699,455.21	13,965,594.92
Grants Spanish authorities	180,000.00	200,000.00
Accrued incomes IPA II	0.00	24,670.28
Accrued incomes IPA III	220,431.52	221,717.77
Other operational incomes	166.42	2,775.11
<b>TOTAL</b>	<b>15,100,053.15</b>	<b>14,414,758.08</b>

## BUDGETARY VERSUS ECONOMIC OUTTURN: COMPARISON

	Items included in economic, but not in budgetary outturn	Items included in budgetary, but not in economic outturn	TOTAL
<b>Earmarked (RO) operations</b>			
<b>Project IPA III (273-995)</b>			<b>-330,754.58</b>
Open prefinancing		-330,754.58	
Prefinancing received	-551,186.10		
Outstanding cost statements			
Total paid	220,431.52		
<b>Project Old Workers</b>			<b>-1,647,512.15</b>
Prefinancing received	-1,650,000.00	-1,647,512.15	
Outstanding cost statements			
Total paid	2,487.85		
<b>Adjustment of expenses</b>			<b>1,978,266.73</b>
Elimination carry over 12-13		1,978,266.73	
Carry over IPA III	330,754.58		
Carry over Old Workers	1,647,512.15		
<b>Economic Outturn Account</b>			<b>0.00</b>
<b>No earmarked operations</b>			
<b>Budget Outturn 2013</b>		145,777.79	<b>145,777.79</b>
<b>Outturn to reimburse to the EC</b>	-145,777.79		<b>-145,777.79</b>
<b>Prefinancing given</b>			<b>-149,938.26</b>
Prefinancing paid 2013		39,170.24	
Prefinancing 2012 cleared 2013	-189,108.50		
<b>Impact on fixed assets</b>			<b>300,711.21</b>
Purchase	421,433.05		
Depreciation	-120,721.84		
<b>Reversal of accrual operations</b>			<b>1,032,838.62</b>
Expenses	1,032,838.62		
<b>Amounts paid C8</b>			<b>-3,027,700.19</b>
Paid C8	-3,027,700.19		
<b>Adjustment of incomes</b>			<b>-200.00</b>
RO 2012 cashed 2013	-200.00		
<b>Adjustment of expenses</b>			<b>3,701,036.92</b>
Elimination carry over		4,384,922.37	
Accrued expenses 2013	-870,738.66		
Amounts payables 2013 with conforme aux faits	-4,429.46		
Amounts payables 2012 with conforme aux faits	191,357.86		
Expenses 2013 budgetized in 2014	-75.19		
<b>Cancellation unused C8</b>		-210,047.70	<b>-210,047.70</b>
<b>Economic outturn</b>			<b>1,646,700.60</b>

### CASH-FLOW TABLE (INDIRECT METHOD)

	2013	2012
<b>Cash Flows from ordinary activities</b>		
<b>Surplus/(deficit) from ordinary activities</b>	<b>1,646,700.60</b>	<b>-374,208.19</b>
<b>Operating activities</b>		
Adjustments		
Amortization (intangible fixed assets) +	18,374.59	19,046.33
Depreciation (tangible fixed assets) +	102,347.25	105,537.34
Increase/(decrease) in Provisions for risks and liabilities	-160,000.00	127,112.25
(Increase)/decrease in Short term Pre-financing	149,938.26	-179,334.00
(Increase)/decrease in Long term Receivables	94.89	0.00
(Increase)/decrease in Short term Receivables	-6,907.40	139,201.38
(Increase)/decrease in Receivables related to consolidated EU entities	-43,564.19	0.00
Increase/(decrease) in Accounts payable	-57,110.64	255,706.49
Increase/(decrease) in Liabilities related to consolidated EU entities	484,947.31	-91,895.00
<b>Net cash Flow from operating activities</b>	<b>2,134,820.67</b>	<b>1,166.60</b>
<b>Cash Flows from investing activities</b>		
Increase of tangible and intangible fixed assets (-)	-421,433.05	-62,055.60
<b>Net cash flow from investing activities</b>	<b>-421,433.05</b>	<b>-62,055.60</b>
Net increase/(decrease) in cash and cash equivalents	1,713,387.62	-60,889.00
<b>Cash and cash equivalents at the beginning of the period</b>	<b>4,851,450.49</b>	<b>4,912,339.49</b>
<b>Cash and cash equivalents at the end of the period</b>	<b>6,564,838.11</b>	<b>4,851,450.49</b>

### STATEMENT OF CHANGES ON NET ASSETS

Net assets	Accumulated Surplus / Deficit	Economic result of the year	Net assets (total)
<b>Balance as of 31 December 2012</b>	2,613,661.11	-374,208.19	2,239,452.92
<b>Balance as of 1 January 2013</b>	<b>2,613,661.11</b>	<b>-374,208.19</b>	<b>2,239,452.92</b>
Allocation of the Economic Result of Previous Year	-374,208.19	374,208.19	0.00
Economic result of the year		1,646,700.60	1,646,700.60
<b>Balance as of 31 December 2013</b>	<b>2,239,452.92</b>	<b>1,646,700.60</b>	<b>3,886,153.52</b>

### OFF – BALANCE ITEMS:

#### CONTINGENT LIABILITIES AND COMMITMENTS FOR FUTURE FUNDING

This item consists in amounts that have low risk to finish in real liabilities. The items accounted are:

Contingent Liabilities	2013	2012
Guarantees given	0.00	72,893.94
Legal contingencies	0.00	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>72,893.94</b>
<b>Commitments for future funding</b>	<b>2013</b>	<b>2012</b>
RAL - Commitments against appropriations not yet consumed	3,168,130.56	2,035,000.00
Operating lease	2,140,551.00	700,000.00
<b>TOTAL</b>	<b>5,308,681.56</b>	<b>2,735,000.00</b>

## NOTES TO THE FINANCIAL STATEMENTS

### A1. FIXED ASSETS.

#### Intangible fixed assets

2013	Computer Software
<b>Gross carrying amounts 01.01.2013</b>	<b>371,214.26</b>
Additions	600.27
Disposals	0.00
<b>Gross carrying amounts 31.12.2013</b>	<b>371,814.53</b>
<b>Accumulated amortization and impairment 01.01.2013</b>	<b>-334,260.18</b>
Amortization	-18,374.59
Disposals	0.00
<b>Accumulated amortization and impairment 31.12.2013</b>	<b>-352,634.77</b>
<b>Net carrying amounts 31.12.2013</b>	<b>19,179.76</b>

## Tangible fixed assets

2013	Building	Plant and Equipment	Computer hardware	Furniture and vehicles	Other Fixtures and Fittings	Total
<b>Gross carrying amounts 01.01.2013</b>	<b>0.00</b>	<b>453,059.17</b>	<b>617,158.67</b>	<b>487,784.99</b>	<b>12,080.39</b>	<b>1,570,083.22</b>
Additions	322,363.53	0.00	83,939.90	14,529.35	0.00	<b>420,832.78</b>
Disposals						
<b>Gross carrying amounts 31.12.2013</b>	<b>322,363.53</b>	<b>453,059.17</b>	<b>701,098.57</b>	<b>502,314.34</b>	<b>12,080.39</b>	<b>1,990,916.00</b>
<b>Accumulated amortization and impairment 01.01.2013</b>	<b>0.00</b>	<b>-416,144.76</b>	<b>-536,420.65</b>	<b>-384,322.14</b>	<b>-11,382.54</b>	<b>-1,348,270.09</b>
Depreciation	-3,311.95	-18,088.42	-63,949.12	-16,663.65	-334.11	<b>-102,347.25</b>
Disposals						
<b>Accumulated amortization and impairment 31.12.2013</b>	<b>-3,311.95</b>	<b>-434,233.18</b>	<b>-600,369.77</b>	<b>-400,985.79</b>	<b>-11,716.65</b>	<b>-1,450,617.34</b>
<b>Net carrying amounts 31.12.2013</b>	<b>319,051.58</b>	<b>18,825.99</b>	<b>100,728.80</b>	<b>101,328.55</b>	<b>363.74</b>	<b>540,298.66</b>

## A2. Long term receivables.

### Amounts paid in concept of guarantees

	2013	2012
Guarantees given: cash guarantee for the camarote rent :	Reclassified into sundry receivables	94.89
Guarantees given: cash guarantee for office in Brussels	4,200.00	4,200.00
<b>TOTAL:</b>	<b>4,200.00</b>	<b>4,294.89</b>

## FIXED ASSETS. DEPRECIATION RATES

Asset type	Depreciation rate, consolidation manual	Depreciation rate used by reporting entity	Comments if differs from the Common rates (see column A)
<b><u>Intangible assets</u></b>			
Software for personal computers and servers	25%	25.0%	
<b><u>Tangible assets</u></b>			
<b><u>Buildings</u></b>	4%	12,5%	Duration of the renting contract
<b><u>Furniture and vehicles</u></b>			
Office, laboratory and workshop furniture	10%	10.0%	
Electrical office equipment, printing and mailing equipment	25%	25.0%	
Transport equipment (vehicles and accessories)	25%	25,0%	
<b><u>Computer hardware</u></b>			
Computers, servers, accessories, data transfer equipment, printers, screens	25%	25.0%	
Copying equipment, digitising and scanning equipment	25%	25.0%	
<b><u>Other fixtures and fittings</u></b>			
Telecommunications equipment	25%	25.0%	
Audio-visual equipment	25%	25.0%	

**NOTE A3: PREFINANCING GIVEN 2013**

Item	Commitment	Payment number	Concept	LE Key List	Committed 2013	Prefinancing paid 2013	RAL 2013	Estimation expenses incurred by the final beneficiary in 2013
3,201	OSH.3927	10,195	HW SUMMIT BILBAO 11- 12/11/2013	6000055873	45,522.72	31,670.24	13,852.48	45,522.72
3,202	OSH.3707	9,118	MEDIA MONITORING	6000332235	15,000.00	7,500.00	7,500.00	15,000.00
<b>TOTAL CURRENT BUDGET (C1)</b>					<b>60,522.72</b>	<b>39,170.24</b>	<b>21,352.48</b>	<b>60,522.72</b>
Item	Commitment	Payment number	Concept	LE Key List	Committed 2012	Prefinancing paid 2012	RAL 2013	
4,600	OSH.3343	7,888	Translation	6000263383	13,995.00	4,198.50	9,796.50	
<b>TOTAL EARNMARKED REVENUES (RO)</b>					<b>13,995.00</b>	<b>4,198.50</b>	<b>9,796.50</b>	
<b>TOTAL</b>					<b>74,517.72</b>	<b>43,368.74</b>	<b>31,148.98</b>	



**NOTE A4: CURRENT RECEIVABLES**

	<b>2013</b>	<b>2012</b>
Others	0.00	524.23

**NOTE A5: SUNDRY RECEIVABLES**

	<b>2013</b>	<b>2012</b>
To be recovered to staff / agencies (HB 45202000/45290000)	15,008.87	8,673.73
Others	94.89	200.00
<b>TOTAL</b>	<b>15,103.76</b>	<b>8,873.73</b>

**NOTE A6: ACCRUED INCOMES CONSOLIDATED ENTITIES**

	<b>2013</b>	<b>2012</b>
Outstanding cost statements IPA 3 project	220,431.52	221,717.77
Outstanding cost statements delegation agreement Older Workers	2,487.85	0.00
<b>TOTAL</b>	<b>222,919.37</b>	<b>221,717.77</b>

**NOTE A7 SHORT TERM RECEIVABLES WITH CONSOLIDATED ENTITIES**

	<b>2013</b>	<b>2012</b>
Salary for pension adjustments	43,564.19	0.00

**NOTE A8 CASH AND CASH EQUIVALENTS**

The Agency held 2 bank accounts.

	<b>2013</b>	<b>2012</b>
Bank accounts	6,561,838.11	4,850,746.85
Petty cash	3,000.00	703.64
<b>TOTAL</b>	<b>6,564,838.11</b>	<b>4,851,450.49</b>

### NOTE L1: PROVISION FOR RISKS AND CHARGES

	2013	2012
Pending salary increase	0.00	160,000.00

The provision at year end has been adjusted taking into account last available information.

### NOTE L2: CURRENT PAYABLES.

The amounts correspond to pending invoices arrived in 2013 and pending of payment at the year end, with the “conforme aux faits”

	2013	2012
Pending invoices arrived during the year	4,429.46	68,851.11

### NOTE L3: SUNDRY PAYABLES

The amount corresponds to miscellaneous amounts concerning staff expenses and tax withdrawn from the rent of the Agency premises.

	2013	2012
<b>TOTAL</b>	56,275.24	46,864.27

### NOTE L4: DEFERRALS AND ACCRUALS

This amount corresponds to pending amounts owed, whose invoices were not arrived up to 31/12/13. Also the estimated expenses of prefinancement given (See note A3) are included.

	2013	2012
Outstanding cost statements for year N, to be arrived the year N+1, not covered by prefinancing (eligible expenses) – see note A3	60,522.72	176,330.00
Pending invoices, not arrived up to 31/12 of the year	918,932.43	784,514.26
Untaken annual leave	139,403.51	111,307.00
<b>TOTAL</b>	<b>1,118,858.66</b>	<b>1,072,151.26</b>

With consolidated entities:

	2013	2012
Translation Centre	23,187.00	16,027.25
OPOCE	0.00	55,967.11
<b>TOTAL</b>	<b>23,187.00</b>	<b>71,994.36</b>

**NOTE L5: PRE-FINANCING RECEIVED FROM CONSOLIDATED EC ENTITIES**

The amount corresponds to the amounts owed to the Commission for the following items:

	<b>2013</b>	<b>2012</b>
Budget outturn (see table)	145,777.79	81,627.08
IPA III. Open prefinancing	551,186.10	660,916.00
Older workers project	1,650,000.00	1,000,000.00
<b>TOTAL</b>	<b>2,346,963.89</b>	<b>1,742,543.08</b>

**NOTE L6: OTHER ACCOUNTS PAYABLE AGAINST CONSOLIDATED EC ENTITIES.**

	<b>2013</b>	<b>2012</b>
Interest bank account	17,604.82	14,571.57
Other amounts consolidated entities (CDT)	0.00	122,506.75
<b>TOTAL</b>	<b>17,604.82</b>	<b>137,078.32</b>

Bilbao, 15<sup>th</sup> May 2014

Juan Carlos del Campo Benito

Accountant