



**Report on Budgetary and Financial Management for
the European Foundation for the Improvement of
Living and Working Conditions**

Financial Year 2017

**Agency report pursuant to Art. 93
of the Agency's financial regulation**

Table of Contents

REPORT ON BUDGETARY AND FINANCIAL MANAGEMENT 2017	3
LEGAL BASIS FOR THE BUDGETARY ACCOUNTING PRINCIPLES	3
Reporting Currency	4
Financial Information Systems.....	4
Terminology	4
BUDGETARY PROCEDURE 2017	5
Draft Estimate.....	5
Adopted budget 2017	5
Amending Budget 2017.....	5
HARMONISATION TABLES FOR BUDGET IMPLEMENTATION	7
Summary of budget implementation in 2017 (000€)	7
Revenue – Budget implementation (000€).....	8
Summary of changes from original to final budget expenditure (000€)	9
Summary of budget implementation of current year’s appropriations (000€).....	10
Summary of implementation of appropriations carried over from previous year	11
Monitoring tables for assigned revenue and expenditure.....	12
BUDGET OUTFURN ACCOUNT FOR THE FINANCIAL YEAR 2017	14
BUDGETARY IMPLEMENTATION RATES (%) IN 2017.....	15
ANALYSIS OF FINANCIAL MANAGEMENT IN RESPECT OF THE YEAR 2017.....	16
General Appraisal regarding implementation of the 2017 Budget.....	16
Budget implementation rate (C1 Appropriations).....	16
Analysis of the utilisation of the general appropriations (C1) in 2017 and principal variances as compared with the financial year 2016	17
Analysis of the carry forward appropriations in 2017 and principal variances as compared with the financial year 2016	19
Comparative table of ‘planned’ and ‘unplanned’ carry forward appropriations in 2017.....	21
2017 BUDGETARY IMPLEMENTATION – DETAILED BUDGETARY TABLES	22
CREDIT OPERATIONS IN 2017	33
List of Credit Operations in the original budget 2017.....	34
Credit Transfers in the amending Budget 2017.....	36

REPORT ON BUDGETARY AND FINANCIAL MANAGEMENT 2017

LEGAL BASIS FOR THE BUDGETARY ACCOUNTING PRINCIPLES

Article 93 of the Financial Regulation applicable to the Agency's budget stipulates that "[t]he Agency shall prepare a report on budgetary and financial management for the financial year." Based on the same article, the report "[...] shall give an account, both in absolute terms and expressed as a percentage, at least, of the rate of implementation of the appropriations together with summary information on the transfers of appropriations among the various budget items."

The budgetary accounting reporting procedures are in accordance with the requirements of Eurofound's Financial Regulation (FR) which was adopted on 23rd December 2013 by the Governing Board.

The establishment and implementation of the budget of Eurofound shall comply with the principles of unity and budget accuracy, annuity, equilibrium, unit of account, universality, specification and sound financial management, which requires effective and efficient internal control and transparency.

This report analyses the appropriations managed by Eurofound in 2017. The nomenclature of appropriations is defined by the Governing Board (Article 3 of the financial rules) and is subdivided into three titles.

- Title 1: Staff
- Title 2: Administrative expenditure (incl. infrastructure and building)
- Title 3: Operating expenditure

Eurofound has non-differentiated appropriations for all Titles with C1 Fund Source.

R0 funds for Title 1 (Missions) and Title 3 concern expenditure funded by assigned revenue. R0 appropriations are not cancelled if not committed, but carried forward to the next financial year.

The analysis follows the European Union's accounting rule 16 on the presentation of budget information in annual accounts. According to this rule, the comparison of budget and actual amounts shall be presented separately, for each area of activity. The original and final budget amounts explaining all changes approved by the Budgetary Authority and the Governing Board to revise the original budget and the actual implemented amounts shall also be explained.

The budgetary outturn account was prepared in accordance with the requirements of Commission Regulation (Article 143, Regulation (EU, Euratom) No. 966/2012: Rules governing the accounts).

Reporting Currency

The currency used is the Euro.

Financial Information Systems

The Agency used the following financial software during the financial year:

- ABAC – general accounting and budgetary management system
- Business Objects – financial reporting software

Terminology

Fund Source	Concept applicable	Financial Rules	Presentation in this report
C1	Initial budget, Amending budget Credit transfers	Art. 2, 6, 9, 10, 11, 12, 13, 33, 69, 70, 71 Art. 20, 34 Art. 27	EU subsidy and other general non- assigned appropriations entered in the budget
C4	Refunds available for re-use in current year's budget, internal assigned revenue	Art. 23.3.a, b, c, d, e, f, g and h	Belongs to (internal) assigned revenue
C5	Refunds carried over as internal assigned revenue	Art. 15	Belongs to (internal) assigned revenue
C8	Automatic carryovers of payment appropriations corresponding to commitments of non- differentiated appropriations	Art. 12.3	Carry over from 2016 to 2017
C3	Non-automatic carryovers of current years commitment appropriations to be used before 31/3	Art.14.3	C3 from 2016 to 2017.
R0	Other earmarked revenue for specific purposes	Art. 23.2.a and b	Belongs to assigned (external) revenue arising from member states as well as IPA.

BUDGETARY PROCEDURE 2017

Draft Estimate

During the meeting that took place on 15 January 2016, the Bureau of the Governing Board reviewed the 2017 Draft Estimate as part of the single Programming Document 2017-2020 (B 255/4)). The information received from the Commission ('Budgetary circular 2014') requested a nominal freeze of the subsidy for 2017 on the level of the 2013, 2014, 2015 and 2016 figure of 20,371,000 €. The total budget draft estimate was 20,571,000 €.

On 28 January 2016, the draft budget was adopted by written procedure (Written procedure 2016-01-GB).

The adopted draft budget proposal was sent to the Commission was sent on behalf of the Governing Board to the European Commission. The Commission, in their Draft Budget, kept the general subsidy at the requested level.

Adopted budget 2017

After negotiations between the Council and the Parliament and a conciliation process, the EU budget was approved by the Council on 28 November and by Parliament on 1st December. As part of the total EU budget the budgetary authority approved Eurofound's general subsidy in line with a proposal from the Commission. Eurofound's establishment plan (i.e. the approved staff table) was further reduced by 2 post (93 posts for 2017 after 95 posts in 2016). Compared to 2013 this meant that Eurofound had reduced its staff by 8% at the end of 2017 (in line with Commission Communication COM (2013) 519 of 10 July 2013).

In accordance with Article 33 (8) of Eurofound's Financial Regulation of 23 December 2013 the Governing Board had to adjust the original proposal for the 2017 budget to that determined by the subsidy granted by the Budgetary Authority. The budget was amended to take into account cost variations which had arisen since the original proposal was established. Due to announced changes in staff salaries and the country co-efficient for Ireland staff expenditure in Title 1 (Staff and Staff related costs) was increased to reflect this. Title 2 (Buildings and infrastructure) was kept unchanged. Eurofound aimed compensating the increases (compared to the initial draft budget) in title 1 by reductions in title 3 (outsourced operational activities).

On 23 December 2016, the Governing Board adopted the final budget 2017 by written procedure.

Amending Budget 2017

Article 34 in combination with article 33 of Eurofound's Financial Regulation of 23 December 2013 stipulates that any amendment to the budget shall be the subject of an amending budget. In line with the practice in other EU institutions and bodies, the amendment is usually done at the end of the budgetary year to have a stable forecast for revenue and expenditure. The amending budget follows the same procedure as the initial budget including the publication in the Official Journal within 3 months of the approval.

All revenue and expenditure budget lines were adjusted according to the latest forecast as at the end of November 2017 to give a clear and transparent view of the forecasted budget execution. The changes and transfers of funds between the different budget lines made possible a high budget execution.

The figures for Title 1 (staff and staff-related expenditure) reflected the recent result of the annual salary calculation done by Eurostat which led to an increase of salaries for all EU staff of 1.5% from July 2017 on. In contrast to most other Agencies the country coefficient for Ireland also slightly increased by 1.5%. Savings were achieved in Title 1 in relation to missions and work contracted out.

Some funds became available during the course of 2017 due to significant savings in Title 3 (operational expenditure), mainly in meetings and events (e.g. the Foundation Forum) and under-utilisation of the funds available for 'ad hoc requests'. This surplus was assigned to Title 2 (buildings and infrastructure expenditure) where it was possible to be consumed on important upgrades and improvements of the IT infrastructure and IT projects which were previously lacking funds (but which were included in the Strategic ICT plan). Also improvements to the obsolete audio-visual equipment in the Conference Centre and other facility related renovations such as the repair of the leaking roof and refurbishments of office furniture were funded by the surplus.

The amending budget was approved on 23 December 2017 by written procedure.

HARMONISATION TABLES FOR BUDGET IMPLEMENTATION

SUMMARY OF BUDGET IMPLEMENTATION IN 2017 (000€)

REVENUE			EXPENDITURE										
Source of revenue	Revenue entered in the final budget for the financial year	Revenue collected	Allocation of expenditure	Final budget appropriations					Appropriations carried forward from previous financial year(s)				
				entered	committed	paid	carried forward	cancelled	entered	committed	paid	to be carried forward	cancelled
General Community Subsidy (IC1)	20,371	20,371	Title I Staff	12,855	12,854	12,715	139	0	84		81		3
Other revenue - miscellaneous (IC1)			Title II Administration	1,897	1,895	1,084	811	1	232		223		8
Other revenue - services rendered (IC1)	96	56	Title III Operating activities	5,715	5,715	2,718	2,996	0	2,808		2,783		26
Internally Assigned revenue (IC4)	13	14	Expenditure from Internally Assigned revenue (C4 and C5)	14	10	6	7	0	6	6	6		0
Externally Assigned revenue (IPA IR1)		-	Expenditure from Externally Assigned revenue (IPA R0)	0	0	0	0	0	160	0	160		
Externally Assigned revenue (Other IR1)			Expenditure from Externally Assigned revenue (Other R0)			0			74		73	2	
TOTAL	20,480	20,441	TOTAL	20,480	20,475	16,524	3,955	2	3,365	7	3,326	2	37
				C1 = Appropriations for Current Year C4 = Appropriations for re-use R0 = Appropriations arising from assigned revenue					C8= Appropriations Carried over from previous year C3 =Appropriations Carried over by decision of Board C5= Carry Over Appropriations for re-use				

The above table shows the amended budget revenue and actual revenue collected, as well as the final budget appropriations entered in the financial system.

Entered final budget appropriations show expenditure on fund sources C1, R0, C4 in current year. Appropriations carried over from previous year(s) include expenditure on C3, R0, C8, C5 funds sources.

REVENUE – BUDGET IMPLEMENTATION (000€)

Type of revenue	Revenues in the initial budget 1	Amending budget 2	Revenues in the final budget 3=1+2	Recovery orders (in 2017 + from preceeding years) 4	Collected amounts 5	Amounts still to be collected 6=4-5
General subsidy from the European Commission	20,371	0	20,371	20,371	20,371	0
Financial revenue	15	-15	0	0	0	0
Other Miscellaneous (C1)	3	-3	0	2	2	0
Other Miscellaneous (C4)	<i>pm</i>	13	13	13	12	1
Revenue from services rendered (C1)	182	-86	96	56	56	0
TOTAL	20,571	-91	20,480	20,442	20,441	1

The table above shows the revenue movements between initial budget, amended budget, recovery orders and final amounts collected in revenue sources IC1 (Commission subsidy), IC4 (miscellaneous revenue to be re-used) and IR1 (assigned revenue). At the end of the year, the amount still to be collected in 2017 stands at 500€.

Revenue is 91K € (0.4%) lower than originally budgeted for. The actual revenue received against services rendered was lower than estimated.

SUMMARY OF CHANGES FROM ORIGINAL TO FINAL BUDGET EXPENDITURE (000€)

Item	Budget Heading	Initial Budget for the year	Amending budget I	Cumulative Transfers	Final budget for the year	Change in appropriations for assigned revenue	Authorised appropriations
		13,020	-159	-1	12,860	-6	12,854
	TITLE I: Staff expenditure (C1)	13,020	-159	-1	12,860	-6	12,854
		1,400	495	6	1,901	-4	1,342
	TITLE II: Administrative expenditure (C1)	1,400	495	6	1,901	-4	1,897
		6,151	-427	-5	5,719	-4	5,715
	TITLE III: Operating expenditure (C1)	6,151	-427	-5	5,719	-4	5,715
							0
	Expenditure from assigned revenues (R0)	pm					
	Expenditure from assigned revenues (C4)	pm				-14	14
	TOTAL BUDGET	20,571	-91	0	20,480		20,480

Eurofound published an amending budget totalling 20,480K € in December 2017. In ABAC, final appropriations entered for 2017 amounted to 20,466K € in C1 and 14K € in C4 fund sources respectively.

The actual appropriations in Title 1 (staff and staff-related expenditure) were ca. 160K€ (1.2%) lower than initially budgeted. Major savings were made in ordering external services such as consulting and usage of temporary staff. Additionally, actual recruitment and mission expenditure resulted in further sought after savings. The annual update of salaries and pensions amounting to +1.5%, took effect from 1 July 2017. The new correction coefficient for Ireland was also applied from 1 July 2017 and increased from 118.3 % to 119.8 % (1.5%).

The increase of Title 2 appropriations (administration, buildings and infrastructure) by 501K€ (ca.36 %) is explained by reallocation of funds to the foreseen urgent projects in the areas of facilities, buildings and IT infrastructure. During the planning phase of the work programme, all of these needs were thoroughly discussed but the budgets were primarily secured for research and study projects and I&C (Title 3). However, as soon as funds became available elsewhere, additional budgets were reallocated to Title 2. Development in Title 3 (operational expenditure) is therefore characterised by the decrease of C1 funds by 342K€ (ca. 9 %) which was mainly made available for title 2. Savings were realised in almost all areas of operations, and mainly in meetings and events (e.g. the Foundation Forum) and under-utilisation of the funds available for ‘ad hoc requests’.

SUMMARY OF BUDGET IMPLEMENTATION OF CURRENT YEAR'S APPROPRIATIONS (000€)

Budget Heading	Type of credits	Authorised Appropriations	Commitments	Commitments (%)	Payments	% paid credits	Automatic carried forward appropriations	Carried forward appropriations by decision	% Carried forward/final credits	Cancellations	% cancelled/final credits
	1	2	3	4=3/2	5	6=5/2	7	8	9=(7+8)/2	10=2-5-7-8	11=10/2
	C1	12,854	12,854	100.0%	12,715	98.9%	139		1.1%	0	0.0%
	C4	6	5	83.3%	5	83.3%	1		16.7%	0	0.0%
TITLE I: Staff expenditure		12,860	12,859	100.0%	12,720	98.9%	140		1.1%	0	0.0%
	C1	1,897	1,896	99.9%	1,084	57.1%	811		42.8%	2	0.1%
	C4	4	4	0.0%		0.0%	4		0.0%	0	0.0%
TITLE II: Administrative expenditure		1,901	1,900	99.9%	1,084	57.0%	815		42.9%	2	0.1%
	C1	5,715	5,715	100.0%	2,719	2718.0%	2,997		52.4%	0	0.0%
	C4	4	1	0.0%	1	0.0%	3		0.0%	0	0.0%
TITLE III: Operating expenditure		5,719	5,716	100.0%	2,720	2718%	2,999		52.4%	0	0%
	R0									0	
Expenditure from assigned revenues	(T1-3)									0	
TOTAL		20,480	20,475	100.0%	16,524	80.7%	3,955	0	19.3%	2	0.0%

The above table shows a breakdown of current authorised appropriations, commitments, payments, carry forward appropriations and cancellations by fund sources in 2017.

Commitments made from general C1 appropriations amounting to 20,465K € represented budget execution rate of ca.100 % of final appropriations which were 20,466K € in 2017 (2016: 100 %). General C1 Appropriations entered in ABAC not used/cancelled amounting to 1.6K € represented ca. 0.01 % of final appropriations (2016: 0.1% or 11K €).

SUMMARY OF IMPLEMENTATION OF APPROPRIATIONS CARRIED OVER FROM PREVIOUS YEAR

The table below shows consumption of carry over appropriations from 2016 to 2017 as well as cancelled appropriations.

Budget Heading	Type of appropriations carried over	Carried over appropriations	Commitments	Payments	Carried-forward appropriations	Cancel-lations/recl assified
	1	2	3	4	5	6=2-4-5
	C8	84	0	81	0	3
	C5	6	6	6	0	0
TITLE I: Staff expenditure		90	6	87	0	3
	C8	232	0	223	0	9
	C5	0	0	0	0	0
TITLE II: Administrative expenditure		232	0	223	0	8
	C8	2,808	0	2,783	0	26
	C5				0	0
TITLE III: Operating expenditure		2,808	0	2,783	0	26
	R0					
Expenditure from assigned revenue (T1 and T3)		235	0	233	2	0
TOTAL		3,365	6	3,326	2	37

General appropriations carried over as C8 and cancelled, amounting to 37K €, represented 1.2 % of 3,124K €. In 2016, 3.7 % or 94K € of general carry over appropriations (i.e. C1 in 2016, C8 in 2017) were cancelled.

MONITORING TABLES FOR ASSIGNED REVENUE AND EXPENDITURE

STATEMENT OF USE OF APPROPRIATIONS CARRIED OVER (ASSIGNED REVENUE R0) FROM 2016 TO 2017 AS AT 31.12.17							
Art.	Item	Heading	Carryover balance of 2016	Commitments in 2017	Appropriations Cancelled / re-classified	Payments 2017	Carry Overs to 2017
		IPA 2016 377-705					
303	3030	Studies and pilot schemes relating to living and working conditions - IPA 2016	160,000.00	457.00		160,000.00	0.00
GRAND TOTALS			160,000.00	457.00	0.00	160,000.00	0.00
STATEMENT OF USE OF APPROPRIATIONS CARRIED OVER (ASSIGNED REVENUE R0) FROM 2016 TO 2017 AS AT 31.12.17							
Art.	Item	Heading	Carryover balance of 2016	New Commitments in 2017	Appropriations Cancelled	Payments 2017	Carry Overs to 2017
		Other Assigned Revenue for the 6th EWCS					
303	3030	Studies and pilot schemes relating to living and working conditions	878.13	0.00	0.00		878.13
GRAND TOTALS			878.13	0.00	0.00	0.00	878.13
Art.	Item	Heading	Carryover balance of 2016	Commitments in 2017	Appropriations Cancelled / re-classified	Payments 2017	Carry Overs to 2017
		Other Assigned revenue					
303	3030	Contribution from Italy towards the 4th EQLS	74,476.71	0.00	0.00	72,976.71	1,500.00
GRAND TOTALS			74,476.71	0.00	0.00	72,976.71	1,500.00
			Carryover balance of 2016	New Commitments in 2016	Appropriations Cancelled	Payments 2017	Carry Overs to 2017
Cumulative for use of appropriations in 2017:			235,354.84	457.00	0.00	232,976.71	2,378.13

The table above shows the cumulative appropriations available, commitments, payments and balances for all assigned revenue

IPA 2016 377-406: In 2016, Eurofound received 160K € for carrying out the 4th EQLS in IPA countries in 2016. The appropriations were almost fully committed in 2016. All payments were made in 2017. A further instalment of 111K € of the total grant 350K€ to be received in 2018.

Italian contribution to the 4th EQLS: In 2016, Italy paid 74,477 € for the increase of a sample size in the 4th EQLS. The appropriations were nearly fully committed in 2016. All payments were made in 2017.

FOME Delegation agreement 2015-2019: On 9 April 2015, Eurofound and DG Internal Market, Industry and Entrepreneurship and SME's (DG GROW) entered into a Delegation Agreement to carry out a pilot project on "Future of Manufacturing" over a 4-year period. Two Transfer of Funds Agreements were signed within the Delegation Agreement and transfers totalling 1,600K € were received in 2015. A final instalment for 200K € of the 1st Transfer of Funds Agreements was received in 2017. A contract agent was employed to administer the project on 2016. The consumption of funds for the pilot projects is accounted for separately to the rest of the Commission subsidy and other external appropriations. The below tables show the status of the funds consumed:

FOME FOR INFO ONLY (not included above):					
2015: The Future of Manufacturing in Europe (funded by the delegation agreement with the DG Environment)	BALANCE total carryovers on 31/12/14	New appropriations in 2015	New commitments 2015	New payments in 2015	Carry Over Balance 2015
Funds received upon signatures of two Transfers of Funds agreements	0	1,600,000	238,690	39,259	1,560,741
Total projects 2015-2019 in 2015	0	1,600,000	238,690	39,259	1,560,741
2016: The Future of Manufacturing in Europe (funded by the delegation agreement with the DG Environment)	BALANCE total carryovers on 31/12/15	New commitments 2016	New payments in 2016	Cancelled / re-classified 2016	Carry Over Balance 2016
Funds received upon signatures of two Transfers of Funds agreements	1,560,741	1,189,009	209,235	24,000	1,327,506
Total projects 2015-2019 in 2016	1,560,741	1,189,009	209,235	24,000	1,327,506
2017: The Future of Manufacturing in Europe (funded by the delegation agreement with the DG Environment)	BALANCE total carryovers on 31/12/16 / New appropriations in 2017	New commitments 2017	New payments in 2017	Cancelled / re-classified 2017	Carry Over Balance 2017
Funds received upon signatures of two Transfers of Funds agreements	1,327,506	8,071	680,731		646,775
	200,000				200,000
Total projects 2015-2019 in 2017	1,527,506	8,071	680,731	0	846,775

BUDGET OUTTURN ACCOUNT FOR THE FINANCIAL YEAR 2017

		2017	2016
REVENUE			
Balancing Commission subsidy	+	20,371,000.00	20,371,000.00
Other subsidy from Commission (Phare, IPA,...)	+		160,000.00
Miscellaneous revenue (Assigned C4)	+	13,506.67	9,252.31
Miscellaneous revenue (General C1 5400 and 5900)	+	141.59	1,803.97
Services Rendered (Assigned R0)	+		74,476.71
Services Rendered (General C1)	+	56,195.00	77,690.00
Other income (Letting of Conference Centre)	+		900.00
Bank Interest			194.55
TOTAL REVENUE (a)		20,440,843.26	20,695,317.54
EXPENDITURE			
<i>Title I: Staff</i>			
Payments	-	12,726,774.54	12,537,840.86
Appropriations carried over	-	139,982.69	91,780.72
<i>Title II: Administrative Expenses</i>			
Payments	-	1,083,985.94	1,110,206.69
Appropriations carried over	-	815,611.54	231,791.43
<i>Title III: Operating Expenditure</i>			
Payments	-	2,952,023.50	4,037,878.53
Appropriations carried over	-	3,001,451.93	3,042,517.11
TOTAL EXPENDITURE (b)		20,719,830.14	21,052,015.34
OUTTURN FOR THE FINANCIAL YEAR (a-b)		-278,986.88	-356,697.80
Cancellation of unused payment appropriations carried over from previous year	+	37,528.29	93,802.14
Adjustment for carry-over from the previous year of appropriations available at 31.12 arising from assigned revenue	+	241,458.60	265,372.16
Exchange differences for the year (gain +/loss -)	+/-	-1,719.71	-1,987.58
BALANCE OF THE OUTTURN ACCOUNT FOR THE FINANCIAL YEAR		-1,719.70	488.92
Balance year N-1	+/-	488.92	7,126.97
Positive balance from year N-1 reimbursed in year N to the Commission	-	-488.92	-7,126.97
Result used for determining amounts in general accounting		-1,719.70	
Commission subsidy - agency registers accrued revenue and Commission accrued expense		20,371,000.00	
Pre-financing remaining open to be reimbursed by agency to Commission in year N+1		0.00	

Balance of the budget outturn account for the financial year 2017 shows a small budget deficit of -1,719.70 €.

BUDGETARY IMPLEMENTATION RATES (%) IN 2017¹

New Appropriations in 2017	TOTAL	Title 1 - Staff Expenditure	Title 2 - Administrative Expenditure	Title 3 - Operational Expenditure
Final Appropriations (C1, R0, C4)	20,480,000	12,860,422	1,900,990	5,718,589
<i>thereof C1</i>	20,466,493	12,854,677	1,896,845	5,714,971
<i>thereof R0</i>	-	-	-	-
<i>thereof C4</i>	13,507	5,745	4,144	3,617
Utilisation of new Appropriations (C1, R0, C3, C4)	20,475,121	12,859,533	1,899,597	5,715,991
<i>thereof commitments (C1)</i>	20,464,865	12,854,442	1,895,453	5,714,970
<i>thereof carried over as C3 - not yet committed in 2017</i>	-	-	-	-
<i>thereof commitments (R0)</i>	-	-	-	-
<i>thereof commitments (C4)</i>	10,256	5,091	4,144	1,021
<i>Appropriations to be cancelled</i>	1,628	235	1,392	1
Implementation rate of general appropriations (= Commitments from C1 and C3 appropriations)	100.0%	100.0%	99.9%	100.0%
<i>Implementation rate of all appropriations (= Commitments from C1, C3, R0, C4 appropriations)</i>	100.0%	100.0%	99.9%	100.0%
<i>Percentage of appropriations C1 to be cancelled</i>	0.0%	0.0%	0.1%	0.0%
<i>Appropriations carried over- not yet committed in 2017 (C4 & R0)</i>	0.0%	0.0%	0.0%	0.0%
Carry Over Appropriations from 2016 to 2017	TOTAL	Title 1 - Staff Expenditure	Title 2 - Administrative Expenditure	Title 3 - Operational Expenditure
Carried over C3, C8, C5, R0 from 2016	3,366,089	90,997	231,791	3,043,301
C8 and C3				
Carry Overs of Payment Appropriations C3 from 2016	0			0
Carry Overs of Payment Appropriations C8 from 2016	3,124,631	84,427	231,791	2,808,413
Payments from Carry Overs C8 and C3	3,087,102	81,052	223,453	2,782,597
<i>Leaving to be cancelled an amount of</i>	37,528	3,374	8,339	25,815
<i>Percentage utilised</i>	98.8%	96.0%	96.4%	99.1%
<i>Percentage cancelled</i>	1.2%	4.0%	3.6%	0.9%
C5 - Assigned Revenue				
Carry Overs of Payment Appropriations C5 from 2016 *)	6,104	6,104		
Commitments from Carry Overs C5	6,104	6,104		
Payments from Carry Overs C5	6,104	6,104		
To be Carried forward to 2018	0	-		0
Leaving to be cancelled an amount of	0			
<i>Percentage utilised (paid in 2017)</i>	100.0%	100.0%	0.0%	0.0%
<i>Percentage cancelled / re-classified</i>	0.0%			
R0 - Assigned Revenue - IPA and other R0				
Carry Over from Appropriations R0	235,355	467		234,888
Payments from Carry overs R0	232,977	467		232,510
To be Carried forward to 2018	2,378		-	2,378
Cancelled/ Reclassified in 2017	0			-
<i>Percentage utilised (paid in 2017)</i>	99.0%	100%		99.0%
<i>Percentage cancelled / re-classified</i>	0.0%	0.0%		0.0%
Summary of utilisation C8, C3, C5, R0 (Carry Over from 2016)				
<i>Percentage for total utilisation in 2017(paid)</i>	98.8%	96.3%	96.4%	99.1%
<i>Percentage to carried forward to 2017</i>	0.1%	0.0%	0.0%	0.1%
<i>Percentage to be cancelled</i>	1.1%	0.0%	0.0%	0.0%

¹ Appropriations in current year: C1 = EU subsidy and other general non-assigned appropriations entered in the budget, C3 = carry overs of current years commitment appropriations to be used before 31/3, R0 = external assigned revenue collected, C4 = internal assigned revenue collected

Appropriations carried over from 2016 : C3 = carry overs commitment appropriations to be used before 31/3, C8 = automatic carryover of C1 (or C4) payment appropriations, C5 = carry overs of internal assigned revenue, R0 = carry overs of payment and commitment appropriations for assigned revenue from previous year

ANALYSIS OF FINANCIAL MANAGEMENT IN RESPECT OF THE YEAR 2017

General Appraisal regarding implementation of the 2017 Budget

Final authorised revenue and appropriations in the amending budget 2017 were 20,480,000 €. Original budget 2017 was 20,571,000 €. The overall decrease is 91,000 € or 0.4 %. The actual revenue received against services rendered was lower than estimated and, therefore, a downward adjustment to reflect this was required in the amending budget.

The new appropriations entered in the financial system ABAC for the financial year 2017 amounting to 20,480,000 € represented a decrease of 1.5 % by comparison with budgetary appropriations of 20,789,500 € for the financial year 2016. The general subsidy received from the Commission included the same amount of 20,371,000 € as in 2016.

Of the total of 20,466,493 € general commitment appropriations (C1) arising from the EU subsidy 20,371,000 € and general non-assigned appropriations of 95,493 € Eurofound achieved a commitment rate of 20,464,865 € or 100 % (compared to 20,543,403 € or 100 % in 2016).

BUDGET IMPLEMENTATION RATE (C1 Appropriations)

Title	Credit Available Com Amount	Commitment Accepted Amount (Euro)	Budget not implemented (Euro)	Budget implementation rate (%)
	(1)	(2)	(3) = (1) - (2)	(4)=100%-(3)/(1)
Title 1	12,854,677	12,854,442	235	100.0%
Title 2	1,896,845	1,895,453	1,392	99.9%
Title 3	5,714,971	5,714,970	1	100.0%
Total	20,466,493	20,464,865	1,628	100.0%

C1 appropriations entered in ABAC and not used amounting to 1,628 € represented ca. 0.01 % of final appropriations of 20,466,493 € in 2017 (2016: 0.01 %).

All new commitments (C1, R0, C4) entered for the financial year 2017 amounting to 20,475,121 € represent a budget utilisation rate of 100.0 % in commitment terms (2016: 99.9 %) of the all entered appropriations. If appropriations not yet committed and carried over amounting to 3,541 € or 0.02 % in respect of assigned revenue (C4 only, there was no R0 revenue in 2017) funds are also included as being utilised, the utilisation rate of final available appropriation in 2017 budget is also effectively 100.0 % (2016: 100.0 %).

The carry forward appropriations arising from the EU subsidy and other general appropriations (C1) amounted to 3,947,273 € or 19.3 % of commitments implemented and is ca 26.5 % more than in 2016. (2016: 3,120,037 € or 15.2 % of commitments implemented in ABAC and 19.9 % more than in 2015)

The total appropriations carried forward (as C8, C5, R0) to 2017 amounted to 3,957,046 € or 19.1 % of appropriations available and is ca. 17.6 % more than in 2016. (2016: 3,366,089 € or 16.0 % of appropriations available and is ca. 15.4 % more than in 2015).

Of the total of 3,124,631 € appropriations (C8 and C3) carried forward from 2016 Eurofound achieved a utilisation rate of 98.8 % in payment terms leaving 37,528 € or 1.2 % to be cancelled. In 2016, cancelled carry forward appropriations amounted to 93,802 € (3.6%), therefore 96.4% of them were utilised.

Analysis of the utilisation of the general appropriations (C1) in 2017 and principal variances as compared with the financial year 2016

The overall level of commitments arising from general C1 appropriations was 78,538 € or 0.4% % lower than in 2016. (2016: Overall decrease of commitments was 0.1 % or 27,654€).

COMMITMENTS FROM CURRENT YEAR'S GENERAL APPROPRIATIONS (C1)

Title	2017	2016	Variance %	Absolute
Title 1- Staff	12,854,442	12,613,386	241,056	1.9%
Title 2- Administrative	1,895,453	1,341,998	553,455	41.2%
Title 3 – Operational	5,714,970	6,588,019	-873,049	-13.3%
Total C1	20,464,865	20,543,403	-78,538	-0.4%

With regard to the commitments made from all new appropriations in fund sources (general C1 and external R0 / C4), there was no external R0 revenue in 2017, and therefore no corresponding commitments either. This explains the overall commitment level being 300K € lower in 2017 compared with 2016.

COMMITMENTS FROM CURRENT YEAR'S NEW APPROPRIATIONS (C1, R0, C4) – for info only

Title	2017 €	2016 €	Absolute	Variance %
Title 1- Staff	12,859,533	12,616,404	243,129	1.9%
Title 2- Administrative	1,899,597	1,341,998	557,599	41.5%
Title 3 – Operational	5,715,991	6,820,529	-1,104,538	-16.2%
Total C1, R0, C4	20,475,121	20,778,931	-303,810	-1.5%

Title 1 – Staff Expenditure:

The utilisation of Title 1 appropriations on the basis of commitments amounted to 100 % compared with the same 100 % in the preceding financial year.

By comparison with the financial year 2016 the final appropriations (C1) committed in 2017 increased by 1.9 % or 241,056 €. The increase is mainly due to the need to cover staff members' regular salary payments in 2017. The annual update of 2017 salaries and pensions amounted to an increase of 1.5 % with effect from 1 July 2017. The new correction coefficient for Ireland was also applied from 1 July 2017 and increased from 118.3 % to 119.8 %. Additionally, a payment of 54,781 € was made to the Paymasters Office to regularise the accounts with them due to the decision not to recoup the overpayment from the staff members who had been overpaid in the past.

Title 2 – Administration:

The utilisation of Title 2 appropriations on the basis of commitments amounted to 99.9 % comparable with 99.9 % in the preceding financial year.

In comparison to the financial year 2016, the final appropriations (C1) utilised increased by 41.2 % or 553,455 € in 2017. The most significant budget increases result from the decisions to reallocate additional funds to urgent projects in the areas of facilities and buildings (budget line 2040 "Fitting Out Premises" and 2210 "Furniture" as well as IT infrastructure (budget line 2204 "Electronic Office Equipment"). These projects included the repair of the leakage in the roof, replacement of outdated furniture in office spaces and meeting rooms as well as the improvements obsolete Audio Visual system in the Conference Centre. In addition, it was decided to replace the car of Eurofound. Funds for these projects were found mainly in savings of title 1 and title 3.

Title 3 – Operational Expenditure:

The utilisation of Title 3 appropriations on the basis of commitments stood at 100 % in 2017 compared with the same in the preceding financial year.

In comparison to the financial year 2016, the final appropriations (C1) committed decreased by 873,049 € or 13.3 %.

Savings were realised in almost all areas of operations. In budget line 3030 "Study Contracts", most funds allocated to the activity "Ad Hoc Requests" were not utilised due to a low number of related requests and savings up to 230K € could be found. Moreover, not all project funds related to 'EURWORK future projects' and 'Evaluations of measures to assist labour market integration after notification of dismissal' were required and more than nearly 200K € were made available for reallocation in budget line 3030. Also, in most cases the final values of study contracts were less than budgeted. Additionally, for majority of activities lower than budgeted expenditure is explained by savings in meetings and events in budget line '3040 "general meetings". The final expenditure in amending budget was ca. 160K € less than originally budgeted in this budget line. Lastly, another 30K € was not utilised in budget line 3010 "Publication of results of studies" due to more in-house work and rescheduling of publication requests.

Some of the savings in Title 3 were reallocated within Title 3. For example, about 400K € was transferred to the full preparation of the 4th European Company Survey in budget line 3030 ‘Study Contracts’ and web application development in budget line 3010 ‘Operational Documentation System.’

Analysis of the carry forward appropriations in 2017 and principal variances as compared with the financial year 2016

The carry forward appropriations were 3,947,273 €. General C1 payment appropriations carried forward as C8 appropriations increased by 827,236 € or 26.5 % compared to 2016.

If the assigned revenue (C4, C5, R0) is included, carry forward appropriations arising from all new appropriations in 2016 increased by 17.7 % or 594,051 €.

CARRY FORWARD FROM GENERAL APPROPRIATIONS C1 2017

C1 (general appropriations)	Carried forward €		Absolute	Variance %
	2017	2016		
Title 1- Staff	139,329	84,427	54,902	65.0%
Title 2- Administrative	811,467	231,791	579,676	250.1%
Title 3 - Operational	2,996,477	2,803,819	192,658	6.9%
Total C1	3,947,273	3,120,037	827,236	26.5%

CARRY FORWARD FROM ALL NEW APPROPRIATIONS C1 C4, R0 in 2017 - for info only

New appropriations of C4, R0 funds (for info only)	Carried forward €		Absolute	Variance %
	2017	2016		
Title 1- Staff	654	6,104	-5,450	-89.3%
Title 2- Administrative	4,144	-	4,144	n/a
Title 3 - Operational	2,597	234,476	-231,879	-98.9%
Total assigned revenue	7,395	240,580	-233,185	-96.9%

TOTAL (for info only)	3,954,668	3,360,617	594,051	17.7%
------------------------------	------------------	------------------	----------------	--------------

BUDGET EXECUTION / CARRY FORWARD RATE (C1) 2017/2016

Title	Commitment Accepted Amount (Euro)	Payment Request Accepted Amount (Euro)	RAL carried over to 2017	Budget execution rate 2017 (%)	RAL carried over to 2017 (%)	Budget execution rate 2016 –for info (%)	RAL carried over to 2016 – for info (%)
	(1)	(2)	(3) = (1)-(2)	(4) = (2)/(1)	(5) = (3)/(1)	(6)	(7)
Title 1	12,854,442	12,715,113	139,329	98.9%	1.1%	99.3%	0.7%
Title 2	1,895,453	1,083,986	811,467	57.2%	42.8%	82.7%	17.3%
Title 3	5,714,970	2,718,493	2,996,477	47.6%	52.4%	57.4%	42.6%
Total	20,464,865	16,517,592	3,947,273	80.7%	19.3%	84.8%	15.2%

In 2017, the budget execution rate of 80.7 % measured by payments/commitments was 4.1 % lower than in 2016. Overall, 19.3 % of all payment appropriations were carried forward to 2017 (in 2016: 15.2%)

Title 1 – Staff Expenditure:

The majority of the carry forward appropriations of 139,329 € are for catering services rendered in 2017 running into 2018 (in budget line 1400 “Restaurants and Canteens”) and for invoices not yet received for training delivered or ordered in 2017 (in budget line 1120 “Training”).

The carry forward appropriations in Title 1 were 54,902€ or 65.0 % higher than in 2016 and represents 1.1% of all payment appropriations available Title 1 (in 2016: 0.7%).

In Title 1, the actual carry forward appropriations to 2018 were 44,829 € (or 47 %) more than planned. In the beginning of 2017, it was estimated that 94,500 € of Title 1 payment appropriations will be carried forward and consumed in 2018. The higher than planned carry forward figure of 139,329 € is due to some issues with incorrect catering invoices which could not be paid on time from budget line 1400 “Restaurant and Canteen”. Another substantial amount of ‘unplanned’ carry forward appropriations arises from invoices for training services delivered in 2017, but not yet received invoices in budget line 1120 “Training.

Title 2 – Administration & Facilities:

The majority, 376,464 €, of the carry forward appropriations of 811,467 € relate to the orders for upgrading the current IT infrastructure (storage, servers, security equipment, licences and laptops) which were not yet delivered or installed in 2017 (budget line 2204 “ICT Equipment”). Secondly, 282,745 € are for orders for the installation of the new audio visual system in the Eurofound conference centre, repairing the leakage on the roof and other upgrades of facilities and buildings (budget line 2040 “Fitting out Premises”). Additionally, Eurofound placed orders for new office chairs (budget line 2210 “furniture”) and the new car (budget line 2230 “Vehicles”) very close to the year-end and which remained undelivered and unpaid until 2018.

Other carry forward appropriations include payments to be made in 2018 for utilities (budget line 2200 “Water, Gas, Electricity, Heating”). The remainder of the carry forward appropriations are related to the December invoices for facilities management (budget line 2231 “Facilities Management”).

The higher than planned carry forward appropriations of 590,467 € are primarily arising from the reallocated funds to the enhancement of ICT infrastructure (ca.327,000 €), upgrade of facilities and buildings (ca.153,000 €) and office furniture (36,000 €) as well purchase of the new car (31,000 €) – see budget lines explained above. The actual ‘unplanned’ carry forward appropriations of ca.43,000 € mainly arise from not yet received invoices/not correct invoices for facilities management services in budget line 2031 “Facilities Management”.

In 2017, the carry forward appropriations in Title 2 were 579,676 € or 250.1 % more than in 2016 and represents 42.8 % of all payment appropriations available (in 2016: 17.2 %).

Title 3 – Operational expenditure

In Title 3, carry forward appropriations of 2,996,477 € primarily relate to budget line 3030 “Studies and pilot schemes related to living and working conditions” where they will cover multi-annual projects implemented according to planned schedules (for example, Network of Correspondents and the 4th European Company Survey).

In 2017, the actual carry forward appropriations were 23 % or 569,711 € higher than originally planned at 2,426,766 €. The actual ‘unplanned’ carry forward appropriations of 67,000 € mainly arise from unsuccessful or delayed procurement as well as unsatisfactory deliverables in 2017. In the latter cases, it was decided that scheduled payments will be executed in 2018. The remaining, ca 503,000 €, is due to frontloading the 4th ECS preparation to 2017 with some budget 2017 surplus funds available.

The carry forward appropriations in Title 3 were 192,658 € or 6.9 % more than in 2016 and represent 52.4% of all payment appropriations available (in 2016: 42.6 %).

COMPARATIVE TABLE OF ‘PLANNED’ AND ‘UNPLANNED’ CARRY FORWARD APPROPRIATIONS IN 2017

C1	Carried forward to 2018			
Title	2017 – Planned €	2017 – Actual €	Unplanned € (if negative)	Unplanned % (if negative)
Title 1- Staff	94,500	139,329	-44,829	-47%
Title 2- Administrative	221,000	811,467	-590,467	-267%
Title 3 – Operational	2,426,766	2,996,477	-569,711	-23%
Total C1	2,742,266	3,947,273	1,205,007	-44%

2017 BUDGETARY IMPLEMENTATION – Detailed Budgetary Tables

Statement of Revenue for the Financial Year 2017

STATEMENT OF REVENUE FOR THE FINANCIAL YEAR 2017							
Art.	Item	Heading	Estimates entered in the Budget	Entitlements established during financial year 2017	Amounts collected in 2017 and from preceeding year	Amounts outstanding in respect of financial year 2017	Amounts outstanding from preceeding year
		TITLE 1: EUROPEAN UNION SUBSIDY					
100		CHAPTER 10 - EUROPEAN UNION SUBSIDY - TOTAL	20,371,000.00	20,371,000.00	20,371,000.00	0.00	0.00
		CHAPTER 10 - IPA SUBSIDY - TOTAL	0.00	0.00	0.00	0.00	0.00
		TITLE 1 - TOTAL	20,371,000.00	20,371,000.00	20,371,000.00	0.00	0.00
		TITLE 5: MISCELLANEOUS REVENUE					
500		CHAPTER 50 - PROCEEDS OF THE SALE OF MOVABLE AND IMMOVABLE PROPERTY - TOTAL	0.00	0.00	0.00	0.00	0.00
520		CHAPTER 52 - REVENUE FROM INVESTMENTS OR LOANS, BANK INTEREST AND OTHER ITEMS - TOTAL	0.00	0.00	0.00	0.00	0.00
540		CHAPTER 54 - MISCELLANEOUS REVENUE AVAILABLE FOR RE-USE - TOTAL	12,853.09	12,486.12	13,506.67	0.00	500.00
590		CHAPTER 59 - OTHER REVENUE FROM ADMINISTRATIVE OPERATIONS - TOTAL	141.59	141.59	141.59	0.00	0.00
		TITLE 5: TOTAL	12,994.68	12,627.71	13,648.26	0.00	500.00
		TITLE 6: REVENUE FROM SERVICES RENDERED AGAINST PAYMENT					
		CHAPTER 60					
600		(IR1)	0.00	0.00	0.00	0.00	0.00
		(IC1)	96,005.32	56,195	56,195	0.00	0.00
601		REVENUE FROM CO-FINANCING AGREEMENTS	t.e.	0.00	0.00	0.00	0.00
602		REVENUE FROM SALES OF PUBLICATIONS	t.e.	0.00	0.00	0.00	0.00
603		PROCEEDS THE LEETING AND HIRING IMMOVABLE PROPERTY	0.00	0.00	0.00	0.00	0.00
		TITLE 6: TOTAL	96,005.32	56,195.00	56,195.00	0.00	0.00
		GRAND TOTAL for 2017	20,480,000.00	20,439,822.71	20,440,843.26	0.00	500.00

Statement of Expenditure for the Financial Year 2017– Current Appropriations C1, C4 & R0 (Title 1)

STATEMENT OF EXPENDITURE FOR THE FINANCIAL YEAR 2017											
Art.	Item	Heading	Initial Budget	Cumulative Transfers = Variance between Initial and Amending Budget	Amending Budget v1	Transfers made between Amending Budget and Final Appropriations ABAC	Final Appropriations in ABAC	Final Commitments	Payments	Appropriations carried over (ART.10,3/4)	Appropriations to be cancelled
		TITLE 1: STAFF									
		<i>CHAPTER 11 - STAFF IN ACTIVE EMPLOYMENT</i>									
110	1100	Staff holding a post provided for in the list of posts Basic salaries	7,340,000.00	- 43,740.61	7,296,259.39	0.00	7,296,259.39	7,296,259.39	7,296,259.39	0.00	0.00
	1101	Family allowances	1,034,000.00	43,657.00	1,077,657.00	0.00	1,077,657.00	1,077,657.00	1,077,657.00	0.00	0.00
	1102	Expatriation allowances	985,000.00	5,410.07	990,410.07	0.00	990,410.07	990,410.07	990,410.07	0.00	0.00
	1103	Secretarial allowances	10,000.00	3,822.44	13,822.44	0.00	13,822.44	13,822.44	13,822.44	0.00	0.00
		<i>Article 110 Total</i>	<i>9,369,000.00</i>	<i>9,148.90</i>	<i>9,378,148.90</i>	<i>0.00</i>	<i>9,378,148.90</i>	<i>9,378,148.90</i>	<i>9,378,148.90</i>	<i>0.00</i>	<i>0.00</i>
112	1120	Further training, language courses, retraining and information for staff	160,000.00	- 19,135.50	140,864.50	0.00	140,864.50	140,864.50	86,204.96	54,659.54	0.00
	1121	Contract Agents	460,000.00	- 76,445.59	383,554.41	-684.27	382,870.14	382,754.11	382,754.11	0.00	116.03
		<i>Article 112 Total</i>	<i>620,000.00</i>	<i>- 95,581.09</i>	<i>524,418.91</i>	<i>-684.27</i>	<i>523,734.64</i>	<i>523,618.61</i>	<i>468,959.07</i>	<i>54,659.54</i>	<i>116.03</i>
113		Employer's social security contributions									
	1130	Insurance against sickness	274,000.00	- 5,954.15	268,045.85	0.00	268,045.85	268,045.85	268,045.85	0.00	0.00
	1131	Insurance against accidents and occupational disease	40,000.00	- 9,929.04	30,070.96	0.00	30,070.96	30,070.96	30,070.96	0.00	0.00
	1132	Unemployment Insurance	86,000.00	2,307.06	88,307.06	0.00	88,307.06	88,307.06	88,307.06	0.00	0.00
		<i>Article 113 Total</i>	<i>400,000.00</i>	<i>- 13,576.13</i>	<i>386,423.87</i>	<i>0.00</i>	<i>386,423.87</i>	<i>386,423.87</i>	<i>386,423.87</i>	<i>0.00</i>	<i>0.00</i>
114		Miscellaneous allowances and grants									
	1141	Travel expenses for annual leave	145,000.00	35,619.44	180,619.44	0.00	180,619.44	180,619.44	180,619.44	0.00	0.00
		<i>Article 114 Total</i>	<i>145,000.00</i>	<i>35,619.44</i>	<i>180,619.44</i>	<i>0.00</i>	<i>180,619.44</i>	<i>180,619.44</i>	<i>180,619.44</i>	<i>0.00</i>	<i>0.00</i>
115	1150	Overtime	500.00	- 170.00	330.00	0.00	330.00	330.00	330.00	0.00	0.00

Statement of Expenditure for the Financial Year 2017– Current Appropriations C1, C4 & R0 (Title 1) – continues

STATEMENT OF EXPENDITURE FOR THE FINANCIAL YEAR 2017											
Art.	Item	Heading	Initial Budget	Variance between Initial and Amending Budget	Amending Budget v1	Transfers made	Final Appropriations ABAC	Final Commitments	Payments	Appropriations carried over (ART.10,3/4)	Appropriations to be cancelled
117		Supplementary services									
	1175	Temporary staff and other services and work sent out for translation and typing	247,000.00	- 160,294.22	86,705.78	0.00	86,705.78	86,705.78	69,637.78	17,068.00	0.00
				612.58	612.58		612.58	612.58	612.58	0.00	0.00
	1176	Officials seconded from Member State bodies	67,500.00	- 16,432.77	51,067.23		51,067.23	51,067.23	51,067.23	0.00	0.00
	1177	Trainee officials (stagiaires)	75,000.00	- 17,678.26	92,678.26	0.00	92,678.26	92,678.26	92,678.26	0.00	0.00
		<i>Article 117 Total</i>	<i>389,500.00</i>	<i>- 158,436.15</i>	<i>231,063.85</i>	<i>0.00</i>	<i>231,063.85</i>	<i>231,063.85</i>	<i>213,995.85</i>	<i>17,068.00</i>	<i>0.00</i>
118		Allowances and expenses on entering and leaving the service and on transfer									
	1180	Miscellaneous expenditure on recruitment	40,000.00	- 25,135.33	14,864.67	0.00	14,864.67	14,864.67	2,287.19	12,577.48	0.00
	1181	Travel expenses (including members of the family)	10,000.00	- 7,124.88	2,875.12	0.00	2,875.12	2,875.12	2,875.12	0.00	-
	1182	Installation, resettlement and transfer allowances	25,000.00	- 32,090.20	57,090.20	0.00	57,090.20	57,090.20	57,090.20	0.00	0.00
	1183	Removal expenses	25,000.00	- 5,146.66	19,853.34	0.00	19,853.34	19,853.34	13,257.96	6,595.38	0.00
	1184	Temporary daily subsistence allowances	42,000.00	- 16,234.08	25,765.92	0.00	25,765.92	25,765.92	25,765.92	0.00	0.00
		<i>Article 118 Total</i>	<i>142,000.00</i>	<i>- 21,550.75</i>	<i>120,449.25</i>	<i>0.00</i>	<i>120,449.25</i>	<i>120,449.25</i>	<i>101,276.39</i>	<i>19,172.86</i>	<i>0.00</i>
119	1190	Salary weightings	1,434,000.00	- 160,491.72	1,594,491.72	0.00	1,594,491.72	1,594,491.72	1,594,491.72	0.00	0.00
		<i>CHAPTER 11 - TOTAL</i>	<i>12,500,000.00</i>	<i>- 84,054.06</i>	<i>12,415,945.94</i>	<i>-684.27</i>	<i>12,415,261.67</i>	<i>12,415,145.64</i>	<i>12,324,245.24</i>	<i>90,900.40</i>	<i>116.03</i>
		<i>CHAPTER 13 - MISSIONS AND DUTY TRAVEL</i>									
130	1300	Mission expenses, travel expenses and other incidental expenditure	330,000.00	- 85,284.83	244,715.17	0.00	244,715.17	244,596.05	240,633.47	3,962.58	119.12
130	1300	<i>Mission expenses, travel expenses and other incidental expenditure - C4</i>		5,091.13	5,091.13	41.00	5,132.13	4,478.55	4,478.55	653.58	0.00
		<i>CHAPTER 13 - TOTAL</i>	<i>330,000.00</i>	<i>- 80,193.70</i>	<i>249,806.30</i>	<i>41.00</i>	<i>249,847.30</i>	<i>249,074.60</i>	<i>245,112.02</i>	<i>4,616.16</i>	<i>119.12</i>
		<i>CHAPTER 13 - TOTAL (I/C4excluded)</i>	<i>330,000.00</i>	<i>- 85,284.83</i>	<i>244,715.17</i>	<i>0.00</i>	<i>244,715.17</i>	<i>244,596.05</i>	<i>240,633.47</i>	<i>3,962.58</i>	<i>119.12</i>

Statement of Expenditure for the Financial Year 2017– Current Appropriations C1, C4 & R0 (Title 1) –continues

STATEMENT OF EXPENDITURE FOR THE FINANCIAL YEAR 2017											
Art.	Item	Heading	Initial Budget	Variance between Initial and Amending Budget	Amending Budget v1	Transfers made	Final Appropriations ABAC	Final Commitments	Payments	Appropriations carried over (ART.10,3/4)	Appropriations to be cancelled
		<i>CHAPTER 14 : SOCIOMEDICAL INFRASTRUCTURE</i>									
140	1400	Restaurants and canteens	160,000.00	8,198.05	168,198.05	0.00	168,198.05	168,198.05	130,370.92	37,827.13	0.00
141	1410	Medical service	16,000.00	21.00	15,979.00	0.00	15,979.00	15,979.00	9,340.00	6,639.00	0.00
142	1420	Other welfare expenditure	13,000.00	2,493.04	10,506.96	0.00	10,506.96	10,506.96	10,506.96	0.00	0.00
		<i>Other welfare expenditure C4</i>									
143	1430	Entertainment and representation expenses	1,000.00	371.35	628.65	0.00	628.65	628.65	628.65	0.00	0.00
		<i>CHAPTER 14 - TOTAL</i>	<i>190,000.00</i>	<i>5,312.66</i>	<i>195,312.66</i>		<i>195,312.66</i>	<i>195,312.66</i>	<i>150,846.53</i>	<i>44,466.13</i>	<i>0.00</i>
		<i>CHAPTER 18 : IMBALANCE</i>									
180	1800	Imbalance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		<i>CHAPTER 18 - TOTAL</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
		TITLE 1 TOTAL (Assigned Revenue Included)	13,020,000.00	-158,935.10	12,861,064.90	-643.27	12,860,421.63	12,859,532.90	12,720,203.79	139,982.69	235.15
		TITLE 1 TOTAL (C1 only)	13,020,000.00	-164,638.81	12,855,361.19	-684.27	12,854,676.92	12,854,441.77	12,715,112.66	139,329.11	235.15

Statement of Expenditure for the Financial Year 2017– Current Appropriations C1, C4 & R0 (Title 2)

STATEMENT OF EXPENDITURE FOR THE FINANCIAL YEAR 2017											
Art.	Item	Heading	Initial Budget	Variance between Initial and Amending Budget	Amending Budget v1	Transfers made	Final Appropriations ABAC	Final Commitments	Payments	Appropriations carried over (ART.10,3/4)	Appropriations to be cancelled
		TITLE 2: BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE									
		CHAPTER 20 - RENTAL OF BUILDINGS AND ASSOCIATED COSTS									
201	2010	Insurance	33,000.00	- 504.69	32,495.31	0.00	32,495.31	32,495.31	32,495.31	0.00	0.00
202	2020	Water, gas, electricity and heating	135,000.00	- 29,047.56	105,952.44	0.00	105,952.44	105,952.44	97,173.17	8,779.27	0.00
203	2030	Cleaning and maintenance	6,000.00	- 3,201.90	2,798.10	-	2,798.10	2,798.10	2,798.10	0.00	0.00
	2031	Facilities Managt	285,000.00	- 25,686.00	259,314.00	0.00	259,314.00	259,314.00	199,196.86	60,117.14	0.00
204	2040	Fitting-out of premises	150,000.00	151,415.67	301,415.67	4,044.45	305,460.12	304,188.82	21,444.00	282,744.82	1,271.30
205	2050	Security and surveillance of buildings									
209	2090	Other expenditure on buildings	25,000.00	- 4,184.62	20,815.38	0.00	20,815.38	20,815.38	20,815.38	0.00	0.00
		<i>CHAPTER 20 - TOTAL</i>	<i>634,000.00</i>	<i>88,790.90</i>	<i>722,790.90</i>	<i>4,044.45</i>	<i>726,835.35</i>	<i>725,564.05</i>	<i>373,922.82</i>	<i>351,641.23</i>	<i>1,271.30</i>
		CHAPTER 21 - RENT									
	2100	Rent	22,000.00	- 71.86	21,928.14	0.00	21,928.14	21,928.14	21,928.14	0.00	0.00
		<i>CHAPTER 21 - TOTAL</i>	<i>22,000.00</i>	<i>- 71.86</i>	<i>21,928.14</i>	<i>0.00</i>	<i>21,928.14</i>	<i>21,928.14</i>	<i>21,928.14</i>	<i>0.00</i>	<i>0.00</i>
		CHAPTER 22 - MOVABLE PROPERTY AND ASSOCIATED COSTS									
220		Technical installations and electronic office equipment									
	2200	New purchases of technical equipment and installations	10,000.00	- 3,576.10	6,423.90	0.00	6,423.90	6,423.90	5,558.90	865.00	0.00
	2204	Electronic office equipment	560,000.00	357,474.58	917,474.58	0.00	917,474.58	917,355.38	540,891.44	376,463.94	119.20
		<i>Electronic office equipment C4</i>		<i>4,144.47</i>	<i>4,144.47</i>		<i>4,144.47</i>	<i>4,144.47</i>	<i>0.00</i>	<i>4,144.47</i>	<i>0.00</i>
		<i>Article 220 - Total</i>	<i>570,000.00</i>	<i>358,042.95</i>	<i>928,042.95</i>	<i>0.00</i>	<i>928,042.95</i>	<i>927,923.75</i>	<i>546,450.34</i>	<i>381,473.41</i>	<i>119.20</i>
221	2210	Furniture	10,000.00	35,611.23	45,611.23	1,954.12	47,565.35	47,565.35	1,740.32	45,825.03	0.00
		<i>Article 221 - Total</i>	<i>10,000.00</i>	<i>35,611.23</i>	<i>45,611.23</i>	<i>1,954.12</i>	<i>47,565.35</i>	<i>47,565.35</i>	<i>1,740.32</i>	<i>45,825.03</i>	<i>0.00</i>
223		Vehicles									
	2230	Vehicles	2,000.00	30,095.91	32,095.91	0.00	32,095.91	32,095.91	980.42	31,115.49	0.00
		<i>Article 223 - Total</i>	<i>2,000.00</i>	<i>30,095.91</i>	<i>32,095.91</i>	<i>0.00</i>	<i>32,095.91</i>	<i>32,095.91</i>	<i>980.42</i>	<i>31,115.49</i>	<i>0.00</i>
225		Documentation and library expenditure									
	2250	Library funds, purchase of books	80,000.00	- 2,075.47	77,924.53	0.00	77,924.53	77,924.53	77,721.93	202.60	-
		<i>Article 225 - Total</i>	<i>80,000.00</i>	<i>- 2,075.47</i>	<i>77,924.53</i>	<i>0.00</i>	<i>77,924.53</i>	<i>77,924.53</i>	<i>77,721.93</i>	<i>202.60</i>	<i>-</i>
		CHAPTER 22 - TOTAL	662,000.00	421,674.62	1,083,674.62	1,954.12	1,085,628.74	1,085,509.54	626,893.01	458,616.53	119.20

Statement of Expenditure for the Financial Year 2017 Current Appropriations C1, C4 & R0 (Title 2 continues)

STATEMENT OF EXPENDITURE FOR THE FINANCIAL YEAR 2017											
Art.	Item	Heading	Initial Budget	Variance between Initial and Amending Budget	Amending Budget v1	Transfers made	Final Appropriations ABAC	Final Commitments	Payments	Appropriations carried over (ART.10,3/4)	Appropriations to be cancelled
		<i>CHAPTER 23 - CURRENT ADMINISTRATIVE EXPENDITURE</i>									
230	2300	Stationery and office supplies	15,000.00	- 6,540.75	8,459.25	0.00	8,459.25	8,457.45	8,294.57	162.88	1.80
232	2320	Bank Charges	2,000.00	- 1,589.89	410.11	-	410.11	410.11	285.11	125.00	0.00
235	2350	Uniforms and working clothes	1,000.00	- 509.92	490.08	0.00	490.08	490.08	490.08	0.00	0.00
239		Other administrative expenditure									
	2390	Publications	1,000.00	- 600.00	400.00	0.00	400.00	400.00	0.00	400.00	0.00
	2394	Petty expenses	1,000.00	- 850.00	150.00	0.00	150.00	150.00	150.00	0.00	0.00
		<i>Article 239 - Total</i>	<i>2,000.00</i>	<i>- 1,450.00</i>	<i>550.00</i>	<i>0.00</i>	<i>550.00</i>	<i>550.00</i>	<i>150.00</i>	<i>400.00</i>	<i>0.00</i>
		<i>CHAPTER 23 - TOTAL</i>	<i>20,000.00</i>	<i>- 10,090.56</i>	<i>9,909.44</i>	<i>-</i>	<i>9,909.44</i>	<i>9,907.64</i>	<i>9,219.76</i>	<i>687.88</i>	<i>1.80</i>
		<i>CHAPTER 24 - POSTAL AND TELECOMMUNICATIONS CHARGES</i>									
240	2400	Postage and delivery charges	22,000.00	- 3,871.89	18,128.11	0.00	18,128.11	18,128.11	17,681.26	446.85	0.00
241	2410	Telephone, telegraph, telex, radio, television	40,000.00	- 1,440.00	38,560.00	-	38,560.00	38,560.00	34,340.95	4,219.05	0.00
		<i>CHAPTER 24 - TOTAL</i>	<i>62,000.00</i>	<i>- 5,311.89</i>	<i>56,688.11</i>	<i>-</i>	<i>56,688.11</i>	<i>56,688.11</i>	<i>52,022.21</i>	<i>4,665.90</i>	<i>0.00</i>
		TITLE 2 TOTAL (All Assigned Revenue Include	1,400,000.00	494,991.21	1,894,991.21	5,998.57	1,900,989.78	1,899,597.48	1,083,985.94	815,611.54	1,392.30
		TITLE 2 TOTAL (C1 only)	1,400,000.00	490,846.74	1,890,846.74	5,998.57	1,896,845.31	1,895,453.01	1,083,985.94	811,467.07	1,392.30

Statement of Expenditure for the Financial Year 2017– Current Appropriations C1, C4 & R0 (Title 3)

STATEMENT OF EXPENDITURE FOR THE FINANCIAL YEAR 2017											
Art.	Item	Heading	Initial Budget	Variance between Initial and Amending Budget	Amending Budget v1	Transfers made	Final Appropriations ABAC	Final Commitments	Payments	Appropriations carried over (ART.10,3/4)	Appropriations cancelled
		TITLE 3 : OPERATING EXPENDITURE									
		<i>CHAPTER 30 - OPERATING EXPENDITURE</i>									
300	3000	Establishment of operational documentation	425,000.00	71,688.72	496,688.72	0.00	496,688.72	496,688.72	337,811.60	158,877.12	0.00
301		Dissemination of information									
	3010	Publication of results of studies	157,000.00	31,353.73	125,646.27	0.00	125,646.27	125,646.27	102,742.58	22,903.69	0.00
	3010	<i>Publication of results of studies</i>		<i>1,705.18</i>	<i>1,705.18</i>		<i>1,705.18</i>	<i>0.00</i>	<i>0.00</i>	<i>1,705.18</i>	<i>0.00</i>
	3012	Marketing and promotional activities	230,000.00	22,602.95	207,397.05	0.00	207,397.05	207,397.05	171,719.42	35,677.63	0.00
		<i>Article 301 - Total</i>	<i>387,000.00</i>	<i>52,251.50</i>	<i>334,748.50</i>	<i>0.00</i>	<i>334,748.50</i>	<i>333,043.32</i>	<i>274,462.00</i>	<i>60,286.50</i>	<i>0.00</i>
		<i>Article 301 - Total (assigned revenue excluded)</i>		<i>53,956.68</i>	<i>333,043.32</i>	<i>0.00</i>	<i>333,043.32</i>	<i>333,043.32</i>	<i>274,462.00</i>	<i>58,581.32</i>	<i>0.00</i>
303	3030	Studies and pilot schemes relating to living and working conditions	4,229,000.00	259,903.27	3,969,096.73	0.00	3,969,096.73	3,969,095.73	1,365,862.07	2,603,233.66	1.00
	3030	Studies and pilot schemes relating to living and working conditions (R0) - Assigned Revenue	<i>pm</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	3030	Other studies and pilot schemes relating to living and working conditions (R0) - IPA	<i>pm</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	3030	Other studies and pilot schemes relating to living and working conditions (C4) - recovery for liquidation damages	<i>pm</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
		<i>Article 303 - Total</i>	<i>4,229,000.00</i>	<i>-259,903.27</i>	<i>3,969,096.73</i>	<i>0.00</i>	<i>3,969,096.73</i>	<i>3,969,095.73</i>	<i>1,365,862.07</i>	<i>2,603,233.66</i>	<i>1.00</i>
		<i>Article 303 - Total (R0 IPA / Assigned Revenue excluded)</i>	<i>pm</i>	<i>-259,903.27</i>	<i>3,969,096.73</i>	<i>0.00</i>	<i>3,969,096.73</i>	<i>3,969,095.73</i>	<i>1,365,862.07</i>	<i>2,603,233.66</i>	<i>1.00</i>

Statement of Expenditure for the Financial Year 2017 – Current Appropriations C1, C4 & R0 (Title 3) and totals – continues

STATEMENT OF EXPENDITURE FOR THE FINANCIAL YEAR 2017											
Art.	Item	Heading	Initial Budget	Variance between Initial and Amending Budget	Amending Budget v1	Transfers made	Final Appropriations ABAC	Final Commitments	Payments	Appropriations carried over (ART.10,3/4)	Appropriations to be cancelled
304		Expenditure for meetings (Administrative Board, Committee of Experts, seminars, colloquia, co-ordination meetings, etc.) & interpretation costs thereof									
	3040	General costs of meetings	560,000.00	- 155,510.62	404,489.38	-5,355.30	399,134.08	399,134.08	364,725.62	34,408.46	0.00
	3040	General costs of meetings - C4 recovery	<i>pm</i>	891.76	891.76	0.00	891.76	0.00	0.00	891.76	0.00
	3041	Interpretation costs	20,000.00	- 10,600.00	9,400.00	0.00	9,400.00	9,400.00	2,900.00	0.00	0.00
	3042	Meetings of the Administrative Board	150,000.00	- 3,766.75	146,233.25	0.00	146,233.25	146,233.25	113,854.20	32,379.05	0.00
		Meetings of the Administrative Board - C4 recovery		1,020.55	1,020.55		1,020.55	1,020.55	1,020.55	0.00	0.00
		Article 304 - Total	730,000.00	-167,965.06	562,034.94	-5,355.30	556,679.64	555,787.88	482,500.37	67,679.27	0.00
		Article 304 - Total (R0 IPA / Assigned Revenue excluded)	730,000.00	- 168,856.82	561,143.18	-5,355.30	555,787.88	555,787.88	482,500.37	66,787.51	0.00
305	3050	Translation of study reports and working documents for seminars, co-ordination meetings, colloquia, etc.	380,000.00	-18,625.00	361,375.00	0.00	361,375.00	361,375.00	258,877.75	102,497.25	0.00
		Article 305 - Total			361,375.00	0.00	361,375.00	361,375.00	258,877.75	102,497.25	0.00
		Article 305 - Total (R0 IPA / Assigned Revenue excluded)	380,000.00	- 18,625.00	361,375.00	0.00	361,375.00	361,375.00	258,877.75	102,497.25	0.00
TITLE 3 TOTAL (all assigned revenue included)			6,151,000.00	-427,056.11	5,723,943.89	-5,355.30	5,718,588.59	5,715,990.65	2,719,513.79	2,999,073.80	1.00
TITLE 3 TOTAL (C1 only, assigned revenue excluded)			6,151,000.00	-430,673.60	5,720,326.40	-5,355.30	5,714,971.10	5,714,970.10	2,718,493.24	2,996,476.86	1.00
GRAND TOTALS (C1 Only-Assigned Revenue excl.)			20,571,000.00	-91,000.00	20,466,534.33		20,466,493.33	20,464,864.88	16,517,591.84	3,947,273.04	1,628.45
<i>Reversal for Assigned Revenue C4</i>					13,465.67	-13,506.67	13,506.67	10,256.15	6,111.68	7,394.99	0.00
<i>Reversal for Assigned Revenue R0</i>					0.00	0.00	0.00	0.00	0.00	0.00	0.00
GRAND TOTALS (C1 + Assigned Revenue R0 and C4)			20,571,000.00	-91,000.00	20,480,000.00		20,480,000.00	20,475,121.03	16,523,703.52	3,954,668.03	1,628.45

Statement of Expenditure for the Financial Year 2017 (C4)

STATEMENT OF EXPENDITURE FOR THE FINANCIAL YEAR 2017 - Fund Source C4							
Art.	Item	Heading	Final Appropriations ABAC	Final Commitments	Payments	Appropriations carried over (ART.10,3/4)	Appropriations cancelled
		TITLE 1: STAFF					
117	1175	WorkSent Out	612.58	612.58	612.58	0.00	0.00
130	1300	Mission expenses, travel expenses and other incidental expenditure	5,132.13	4,478.55	4,478.55	653.58	0.00
		TITLE 1 TOTAL	5,744.71	5,091.13	5,091.13	653.58	0.00
STATEMENT OF EXPENDITURE FOR THE FINANCIAL YEAR 2017 - Fund Source C4							
Art.	Item	Heading	Final Appropriations ABAC	Final Commitments	Payments	Appropriations carried over (ART.10,3/4)	Appropriations cancelled
		TITLE 2: BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE					
220	2204	Electronic Office Equipment	4,144.47	4,144.47	0.00	4,144.47	0.00
		TITLE 2 TOTAL	4,144.47	4,144.47	0.00	4,144.47	0.00
STATEMENT OF EXPENDITURE FOR THE FINANCIAL YEAR 2017- Fund Source C4							
Art.	Item	Heading	Final Appropriations	Final Commitments	Payments	Appropriations carried over (ART.10,3/4)	Appropriations cancelled
		TITLE 3: OERATIONAL EXPENDITURE					
301	3010	Publication of results of studies	1,705.18	0.00	0.00	1,705.18	0.00
304	3040	General costs of meetings	891.76	0.00	0.00	891.76	0.00
304	3042	Governing Board	1,020.55	1,020.55	1,020.55	0.00	
		TITLE 3 TOTAL	3,617.49	1,020.55	1,020.55	2,596.94	0.00
		GRAND TOTALS	13,506.67	10,256.15	6,111.68	7,394.99	0.00

Statement of Expenditure for the Financial Year 2017 (C5)

STATEMENT OF USE OF APPROPRIATIONS CARRIED OVER (C5) FROM 2016 TO 2017 AS AT 31.12.17							
Art	Item	Heading	Appropriations carried over from 2017 to 2016 (not committed)	Commitments	Payments	Carry-Overs to 2018	Appropriations Cancelled
		TITLE 1: Staff					
118	1180	Miscellaneous Expenditure on Staff Recruitment	247.00	247.00	247.00		0.00
130	1300	Missions, travel & Incidental expenses	5,856.75	5,856.75	5,856.75	-	0.00
		TITLE 1 TOTAL	6,103.75	6,103.75	6,103.75	0.00	0.00
		GRAND TOTALS	6,103.75	6,103.75	6,103.75	0.00	0.00

Utilisation of Carry Forward Appropriations from 2016 to 2017 – C8

STATEMENT OF USE OF APPROPRIATIONS CARRIED OVER (C8) FROM 2016 TO 2017 AS AT 31.12.17				
Item	Heading	Appropriations carried over automatically under Article 10,3/4	Payments	Appropriations Cancelled
TITLE 1 - STAFF				
1120	Further training, language courses, retraining and information for staff	24,605.66	23,303.26	1,302.40
1175	Temporary staff and other services and work sent out for translation and typing	22,433.42	22,390.67	42.75
1177	Trainee			
1180	Miscellaneous Expenditure on Staff Recruitment	108.00	85.00	23.00
1300	Mission expenses, travel expenses and other incidental expenditure	905.32	25.00	880.32
1400	Restaurants and canteens	30,731.50	30,724.90	6.60
1410	Medical Service	4,221.00	3,102.00	1,119.00
1420	Other Welfare expenditure	1,421.66	1,421.66	0.00
TITLE 1 TOTAL		84,426.66	81,052.49	3,374.07
TITLE 2 - BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE				
2020	Water, gas, electricity and heating	10,722.38	9,446.19	1,276.19
2031	Facilities management	15,963.10	11,051.34	4,911.76
2040	Fitting-out of premises	127,522.50	127,522.50	0.00
2204	Electronic office equipment	59,246.76	59,246.76	0.00
2210	Furniture	14,283.20	14,283.20	0.00
2250	Library expenses, purchase of books	1,197.51	1,141.94	55.57
2300	Stationery and office supplies	248.10	0.00	248.10
2320	Bank charges	125.28	125.28	0.00
2390	Publications	400.00	0.00	400.00
2394	Petty Expenses	28.11	0.00	28.11
2400	Postage and delivery charges	880.73	560.93	319.80
2410	Telephone, telegraph, telex, radio, television	1,173.76	74.53	1,099.23
TITLE 2 TOTAL		231,791.43	223,452.67	8,338.76
TITLE 3 - OPERATING EXPENDITURE				
3000	Establishment of operational documentation	91,382.98	91,293.64	89.34
3010	Publication of results of studies	46,107.02	43,887.79	2,219.23
3012	Marketing and promotional activities	17,930.61	10,924.79	7,005.82
3030	Studies and pilot schemes relating to living and working conditions	2,504,964.51	2,496,129.40	8,835.11
3040	General costs of meetings	57,357.74	54,915.70	2,442.04
3040	Interpretation	2,380.00	2,000.00	380.00
3042	Administrative Board meetings	15,404.56	12,905.39	2,499.17
3050	Translation of study reports	72,885.25	70,540.50	2,344.75
TITLE 3 TOTAL		2,808,412.67	2,782,597.21	25,815.46
GRAND TOTALS		3,124,630.66	3,087,102.37	37,528.29
C8 credits in 2017 include EUR 4,594.07 in EFD.4444 for Network in BL 3030. It was committed as C5 in 2016 and carried over as C8 to 2017.				

Statement of Expenditure for the Financial Year 2017 (C3)

There were no appropriations carried forward as C3 in 2016

Statement of Expenditure for the Financial Year 2017 (R0 – Utilisation of Appropriations carried over from 2016 and newly entered appropriations in 2017)

STATEMENT OF USE OF APPROPRIATIONS CARRIED OVER (ASSIGNED REVENUE R0) FROM 2016 TO 2017 AS AT 31.12.17							
Art.	Item	Heading	Carryover balance of 2016	Commitments in 2017	Appropriations Cancelled / re-classified	Payments 2017	Carry Overs to 2017
		IPA 2016 377-705					
303	3030	Studies and pilot schemes relating to living and working conditions - IPA 2016	160,000.00	457.00		160,000.00	0.00
GRAND TOTALS			160,000.00	457.00	0.00	160,000.00	0.00
STATEMENT OF USE OF APPROPRIATIONS CARRIED OVER (ASSIGNED REVENUE R0) FROM 2016 TO 2017 AS AT 31.12.17							
Art.	Item	Heading	Carryover balance of 2016	New Commitments in 2017	Appropriations Cancelled	Payments 2017	Carry Overs to 2017
		Other Assigned Revenue for the 6th EWCS					
303	3030	Studies and pilot schemes relating to living and working conditions	878.13	0.00	0.00		878.13
GRAND TOTALS			878.13	0.00	0.00	0.00	878.13
Art.	Item	Heading	Carryover balance of 2016	Commitments in 2017	Appropriations Cancelled / re-classified	Payments 2017	Carry Overs to 2017
		Other Assigned revenue					
303	3030	Contribution from Italy towards the 4th EQLS	74,476.71	0.00	0.00	72,976.71	1,500.00
GRAND TOTALS			74,476.71	0.00	0.00	72,976.71	1,500.00
			Carryover balance of 2016	New Commitments in 2016	Appropriations Cancelled	Payments 2017	Carry Overs to 2017
Cumulative for use of appropriations in 2017:			235,354.84	457.00	0.00	232,976.71	2,378.13

CREDIT OPERATIONS IN 2017

During the financial year 2017 a number of budgetary transfers took place in order to reallocate resources from areas where budgetary savings were identified towards areas of scarce resources. This enabled the achievement of the year's objectives, retained flexibility in budget management and allowed for reacting to change in different budget lines once the approved budget was published.

There were 87 budgetary transfers made within and between titles before the amending budget was adopted in December 2017. The cumulative amount of transfers amounted to 1,197,948 €. The net impact by title was as follows: Title 1: -164,639, Title 2: +490,847 4 € and Title 3: -430,673 € (C1 appropriations).

The cumulative net amounts of transfers after the adoption of amending budget were -685 € in title 1, +5, 999 € in Title 2 and -5,355 € in Title 3. Additionally, there was a further adjustment of 41 € in title 1 between fund sources resulting in 4 budget transfers totalling 6,040 €.

According to Article 27.4 of Eurofound's Financial Regulation, the Governing Board has to be informed about all budget transfers made by the Director. These transfers are regularly reported to the Bureau as part of the Director's progress report. In 2017, the budget transfers were reported in September, December and January 2018 (the latter refers to those transfers made after the amending budget was approved).

All changes in the budget structure raised the need for a budget amendment during the remainder of 2017. The budget amendment required approval by the Governing Board. Eurofound published an amended budget totalling 20,480,000 € in December 2017. In ABAC, the final appropriations entered for 2017 amounted to 20,466,493 € in C1 and 13,507€ in C4 fund sources respectively.

The figures for Title 1 (staff and staff-related expenditure) reflected the recent result of the annual salary calculation done by Eurostat which led to an increase of salaries for all EU staff of 1.5% from July 2017 on. In contrast to most other Agencies the country coefficient for Ireland further increased by 1.5%, too. Savings were also achieved in Title 1 in relation to missions and work contracted out.

Surplus funds became available during the course of 2017 in Title 1 as well as due to significant savings in Title 3 (operational expenditure), mainly in meetings and events (e.g. the Foundation Forum) and under-utilisation of the funds available for 'ad hoc requests' This surplus was mostly assigned to Title 2 (buildings and infrastructure expenditure) where it was possible to be consumed in an important upgrade and improvement of the IT infrastructure and IT projects which were previously lacking funds (but which were included in the Strategic ICT plan). Also improvements to the obsolete audio-visual equipment in the Conference Centre and other facilities refurbishment projects were funded by the surplus.

List of Credit Operations in the original budget 2017

CREDIT TRANSFERS IN THE ORIGINAL BUDGET 2017						
Date	Explanation	From Budget Line	BL Description (From)	To Budget Line	BL Description (To)	Amount
30/05/2017	Once-off payment for staff travel allowances in June	1175	Work sent out	1141	Travel expenses for annual leave	40,000
06/07/2017	Increase of insurance fees in 2017	2030	Cleaning and Maintenance	2010	Insurance	3,000
06/07/2017	Increase of insurance fees in 2017	2100	Rent	2010	Insurance	72
06/07/2017	Increase of insurance fees in 2017	2300	Stationary and office supplies	2010	Insurance	2,074
11/07/2017	Mid-year forecast adjustment as a result of project planning and related budget allocation for meetings and contracts	3030	Studies and research Contracts	3040	Meetings	83,000
12/07/2017	Transfer to ICT for Sysper and Lynda.com renewal	1175	Work sent out	2204	Electronic Office Equipment	37,000
12/07/2017	Transfer to ICT for CRM -ERGO contract for Bitly (URL shortening and campaign tracking, 11K) and Mentions (social media monitoring 4K)	3012	Marketing and promotion	2204	Electronic Office Equipment	15,000
04/08/2017	Mid -year forecast for translation expenditure as per the communications plan	3030	Studies and research Contracts	3050	Translation	100,000
11/09/2017	Additional ICT budget for for Web Application development (Total EUR 30,000)	3040	General meetings	3000	Operational Documentation systems	9,000
11/09/2017	Additional budget for ICT (laptops, BLO Wireless and network improvements, network switch replacements	3030	Study Contracts	2204	Electronic Office equipment	100,000
05/10/2017	October Salary forecast for Family Allowances	1100	Basic Salaries	1101	Family Allowances	21,083
05/10/2017	October Salary forecast for Family Allowances	1121	Contract Agents	1101	Family Allowances	15,054
05/10/2017	October salary forecast for Expatriation Allowances in 2017	1121	Contract Agents	1102	Expatriation Allowances	17,805
05/10/2017	October salary forecast for Secretarial Allowances in 2017	1121	Contract Agents	1103	Secretarial Allowances	2,590
05/10/2017	October salary forecast for Unemployment insurance	1121	Contract Agents	1132	Unemployment Insurance	2,344
05/10/2017	October salary forecast for overtime	1121	Contract Agents	1150	Overtime	30
05/10/2017	October salary forecast for trainees	1121	Contract Agents	1177	Trainees	17,339
05/10/2017	October salary forecast for Installation and resettlement allowances	1121	Contract Agents	1182	Installation and resettlement allowances	7,599
05/10/2017	October salary forecast for removal expenses	1121	Contract Agents	1183	Installation and resettlement allowances	3,600
05/10/2017	October salary forecast for salary weightings	1121	Contract Agents	1190	Salary Weightings	1,305
05/10/2017	October salary forecast for Salary Weighthings	1130	Contract Agents	1190	Salary Weightings	1,256
05/10/2017	October salary forecast for Salary Weighthings	1131	Accident Insurance	1190	Salary Weightings	7,163
05/10/2017	October salary forecast for Salary Weighthings	1141	Annual Travel Allowance	1190	Salary Weightings	3,514
05/10/2017	October salary forecast for Salary Weighthings	1176	Seconded National Experts	1190	Salary Weightings	15,280
05/10/2017	October salary forecast for Salary Weighthings	1180	Recruitment	1190	Salary Weightings	13,333
05/10/2017	October salary forecast for Salary Weighthings	1181	Travel on Commencement	1190	Salary Weightings	947
05/10/2017	October salary forecast for Salary Weighthings	1184	Temporary Daily Subsistence	1190	Salary Weightings	15,734
05/10/2017	October salary forecast for Salary Weighthings	1300	Missions	1190	Salary Weightings	40,000
05/10/2017	October salary forecast for Salary Weighthings	3050	Translations	1190	Salary Weightings	64,776
01/11/2017	Forecast for installation &resettlement allowances	1175	Work sent out	1182	Installation and resettlement allowances	18,800
08/11/2017	Increased budget for Web Application development (50K) and Pilot Phase of Digital monitoring of Eurofound (15K)	3040	General meetings	3000	Operational Documentation systems	65,000
21/11/2017	Increased budget for IT Infrastructure (Skype for Business, PCs)	1300	Missions	2204	Electronic Office Equipment	30,855.53
28/11/2017	2017 December salary run	1175	Work sent out	1101	Family Allowances	7,520.51
28/11/2017	2017 December salary run	1175	Work sent out	1103	Secretarial Allowances	1,232.74
28/11/2017	2017 December salary run	1175	Work sent out	1182	Installation and resettlement allowances	5,690.94
30/11/2017	ICT Infrastructure support (ERGO) - adjustment on the budget	2010	Insurance	2204	Electronic Office Equipment	3,136.94
30/11/2017	December Trainee Salaries	1100	Basic Salaries	1177	Trainees	339.28
05/12/2017	Fitting out Eurofound premises (Conference Centre AV, roof, court yard, rugs)	1100	Basic Salaries	2040	Fitting Out Premises	62,473.91
05/12/2017	Fitting out Eurofound premises (Conference Centre AV, roof, court yard, rugs)	1102	Expatriation allowance	2040	Fitting Out Premises	12,394.67
05/12/2017	Fitting out Eurofound premises (Conference Centre AV, roof, court yard, rugs)	1121	Contract Agents	2040	Fitting Out Premises	9,580.35
05/12/2017	Fitting out Eurofound premises (Conference Centre AV, roof, court yard, rugs)	1130	Insurance against sickness	2040	Fitting Out Premises	4,698.42
05/12/2017	Fitting out Eurofound premises (Conference Centre AV, roof, court yard, rugs)	1131	Insurance against accident	2040	Fitting Out Premises	2,766.36
05/12/2017	Fitting out Eurofound premises (Conference Centre AV, roof, court yard, rugs)	1132	Insurance against unemployment	2040	Fitting Out Premises	37.20
05/12/2017	Fitting out Eurofound premises (Conference Centre AV, roof, court yard, rugs)	1150	Overtime	2040	Fitting Out Premises	200.00
05/12/2017	Fitting out Eurofound premises (Conference Centre AV, roof, court yard, rugs)	1175	Work sent out	2040	Fitting Out Premises	22,176.18
05/12/2017	Fitting out Eurofound premises (Conference Centre AV, roof, court yard, rugs)	1180	Recruitment	2040	Fitting Out Premises	11,597.00
05/12/2017	Fitting out Eurofound premises (Conference Centre AV, roof, court yard, rugs)	1183	Removal expenses	2040	Fitting Out Premises	9,256.24
05/12/2017	Fitting out Eurofound premises (Conference Centre AV, roof, court yard, rugs)	1184	Temporary Daily Subsistence	2040	Fitting Out Premises	500.00
05/12/2017	Fitting out Eurofound premises (Conference Centre AV, roof, court yard, rugs)	1190	Salary Weightings	2040	Fitting Out Premises	2,816.67

List of credit transfers in the original budget 2017– continues

CREDIT TRANSFERS IN THE ORIGINAL BUDGET 2017						
Date	Explanation	From Budget Line	BL Description (From)	To Budget Line	BL Description (To)	Amount
05/12/2017	New Chairs for Meetings rooms and staff members	1120	Training	2210	Furniture	17,195.00
05/12/2017	New Chairs for Meetings rooms and staff members	1175	Worksent Out	2210	Furniture	18,031.00
05/12/2017	Debit note from Enisa re Michela' Fermanellis salary	1175	Worksent out	1121	Basic Salaries	800.20
05/12/2017	Debit note from Enisa re Michela' Fermanellis salary - ERROR REVERSED	1175	Worksent out	1100	Basic Salaries	800.20
05/12/2017	Final forecast travel expenses on commencement	1175	Work sent out	1181	Travel expenses on commencements	417.86
05/12/2017	Q café - subsidify forecast for staff canteen	1175	Work sent out	1400	Restaurant and canteen	8,198.05
05/12/2017	Final forecast removal expenses of staff members	1300	Missions	1183	Removal expenses	509.67
13/12/2017	Final forecast for last Network orders	3010	Operational Documentatio Systems	3030	Studies and contracts	2,311.22
13/12/2017	Final forecast for last Network orders	3010	Operational Documentatio Systems	3030	Studies and contracts	4,118.01
13/12/2017	Final forecast for last Network orders	3012	Operational Documentatio Systems	3030	Studies and contracts	17,905.00
13/12/2017	Top up of ICT budget to reallocate the surplus available	2010	Insurance	2204	Electronic Office Equipment	2,513.52
13/12/2017	Top up of ICT budget to reallocate the surplus available	2020	Water, gas, electricity	2204	Electronic Office Equipment	29,047.56
13/12/2017	Top up of ICT budget to reallocate the surplus available	2031	Facilities Management	2204	Electronic Office Equipment	25,686.00
13/12/2017	Top up of ICT budget to reallocate the surplus available	2090	Other Expenditure	2204	Electronic Office Equipment	4,184.62
13/12/2017	Top up of ICT budget to reallocate the surplus available	2200	Technical Equipment	2204	Electronic Office Equipment	4,501.10
13/12/2017	Top up of ICT budget to reallocate the surplus available	2230	Vehicles	2204	Electronic Office Equipment	1,000.00
13/12/2017	Top up of ICT budget to reallocate the surplus available	2250	Library	2204	Electronic Office Equipment	2,075.47
13/12/2017	Top up of ICT budget to reallocate the surplus available	2300	Stationary and office supplies	2204	Electronic Office Equipment	1,641.14
13/12/2017	Top up of ICT budget to reallocate the surplus available	2320	Bank Charges	2204	Electronic Office Equipment	1,500.00
13/12/2017	Top up of ICT budget to reallocate the surplus available	2350	Uniforms and working Clothes	2204	Electronic Office Equipment	509.92
13/12/2017	Top up of ICT budget to reallocate the surplus available	2394	Petty Expenditure	2204	Electronic Office Equipment	850.00
13/12/2017	Top up of ICT budget to reallocate the surplus available	2400	Postage and delivery charges	2204	Electronic Office Equipment	3,871.89
13/12/2017	Top up of ICT budget to reallocate the surplus available	2410	Telecommunication	2204	Electronic Office Equipment	1,710.00
13/12/2017	Top up of ICT budget to reallocate the surplus available	3010	Publication of study results	2204	Electronic Office Equipment	13,448.73
13/12/2017	Top up of ICT budget to reallocate the surplus available	3012	Marketing and promotion	2204	Electronic Office Equipment	3,484.94
13/12/2017	Top up of ICT budget to reallocate the surplus available	3041	Interpretation	2204	Electronic Office Equipment	10,000.00
13/12/2017	Top up of ICT budget to reallocate the surplus available	3042	Governing Board	2204	Electronic Office Equipment	1,156.76
13/12/2017	Top up of ICT budget to reallocate the surplus available	3050	Translations	2204	Electronic Office Equipment	24,951.40
13/12/2017	Top up of ICT budget to reallocate the surplus available	3040	General Meetings	2204	Electronic Office Equipment	37,866.95
13/12/2017	Top up for the final phone bill	2390	Publications	2410	Telecommunication	270.00
15/12/2017	Final adjustment to ICT budget due to reallocation of budget surplus to ICT infrastructure	2300	Stationary and office supplies	2204	Electronic Office Equipment	1,482.11
15/12/2017	Glass top for counterline serve over in the canteen	3040	Stationary and office supplies	2200	Technical Equipment	925.00
15/12/2017	New AV equipment for the Conference Centre	3050	Translations	2040	Fitting out premises	12,918.67
19/12/2017	Purchase of the new Eurofound car	3050	Translations	2230	Vehicles	15,227.33
19/12/2017	Purchase of the new Eurofound car	3040	general meetings	2230	Vehicles	15,512.11
19/12/2017	Purchase of the new Eurofound car	2210	Furniture	2230	Vehicles	214.12
19/12/2017	Purchase of the new Eurofound car	1410	The directors representation and entertainment	2230	Vehicles	121.35
19/12/2017	Purchase of the new Eurofound car	1430	Medical expenditure	2230	Vehicles	21.00
					TOTAL EUR:	1,197,948
					COUNT OF CREDIT TRANSFERS:	87

Credit Transfers in the amending Budget 2017

CREDIT TRANSFERS AFTER ADOPTION OF AMENDING BUDGET 2017						
Date	Explanation	From Budget Line	BL Description (From)	To Budget Line	BL Description (To)	Amount
18/12/2017	The final price for the new Audio Visual equipment for the Conference Centre slightly higher than estimated	BL 3040	General Meeting	BL 2040	Fitting out premises	4,044.45
19/12/2017	Minor budget top up for the last office chair order	BL 3040	General meetings	BL 2210	Furniture	1,310.85
19/12/2017	Minor budget top up for the last office chair order	BL 1121	Contract agents	BL 2210	Furniture	643.27
22/12/2017	Adjustment due to underestimated receipts regarding mission recoveries in 2017. Balancing transaction between fund sources	BL 1121	Contract agents	BL 1300-C4	Missions (assigned revenue)	41.00
					TOTAL EUR:	6,040
					COUNT OF CREDIT TRANSFERS AFTER	4