



European Foundation for the Improvement of Living and Working Conditions

ACCOUNTS FOR THE YEAR 2004

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ACCOUNTS FOR THE YEAR 2004

RECAPITULATION OF MAIN ACCOUNTING PRINCIPLES

Financial Regulation

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

Conversion into EURO

The accounts are kept in euro in accordance with Article 213 of IFR. Transactions are converted into euro at monthly accounting rates.

The euro conversion rate used in preparing the balance sheet is that of the 31st December 2003 (1 EUR = IEP 0,787564) except for carry overs some of which are required to cover commitments in national currencies which are converted into euro at the monthly accounting rates for December. No subsequent reassessment of the total value of these carry overs in euro is permitted.

Revenue

Revenue is entered in the accounts on the basis of amounts actually collected in the course of the year.

Expenditure

The payments against the year's appropriations are those which are effected by the Accounting Officer not later than 31st December. Appropriations for commitments are carried over to the following financial year only.

The final balance on difference in exchange account is transferred to the Revenue and Expenditure account.

Fixed Assets

Movable property (equipment and furniture) and buildings are depreciated on a straight line basis as applied to the purchase price in national currency, excluding VAT, converted into euro at the accounting rate in force at time of purchase.

Inventories

Stocks of publications held at the Office for Official Publications have been consolidated with the stocks of Community Institutions held by that body.

**ANALYSIS OF FINANCIAL MANAGEMENT
IN RESPECT OF THE FINANCIAL YEAR 2004**

1. Summary table of expenditure for financial year 2004 (in euro)

	TOTAL	TITLE I Staff Expenditure	TITLE 2 Administrative Expenditure	TITLE 3 Operating Expenditure
<u>Appropriations available</u>				
- Final appropriations for the financial year 2004	18,080,000	8,737,821	1,761,872	7,580,307
<u>Utilisation of appropriations</u>				
Commitments amounted to	18,072,286	8,737,592	1,756,799	7,577,895
Leaving to be cancelled an amount of	7,714	229	5,073	2,411
Percentage utilised	100%	100%	100%	100%
Percentage cancelled	0%	0%	0%	0%
 <u>Utilisation of appropriations carried over from 2003</u>				
Appropriations carried over	3,149,625	108,365	224,099	2,817,161
Payments from carryovers Amounted to	3,115,014	96,966	206,952	2,811,096
Leaving to be cancelled an amount of	34,610	11,399	17,147	6,064
Percentage utilised	99%	89%	92%	100%
Percentage cancelled	1%	11%	8%	0%

2. General appraisal regarding implementation of the 2004 Budget

2.1 Appropriations for the Financial Year: the appropriations entered in the budget for the financial year 2004, amounting to EUR 18,080,000 represented an increase of 7.6% by comparison with budgetary appropriations for the financial year 2003 of EUR 16,800,000.

Appropriations cancelled, amounting to EUR 7,714, represented 0.0% of final appropriations.

The commitments entered for the financial year 2004, amounting to EUR 18,072,286 represented 100% of final appropriations.

2.2 The utilisation of appropriations carried over from the financial year 2003 to the financial year 2004 (EUR 3,149,625) amounted to 99%.

3. Analysis of the utilisation of appropriations and principal variances as compared with the financial year 2003

3.1 **Title I:** The utilisation of Title I appropriations on the basis of commitments amounted in 2004 to 100%, compared with 99.9% in the preceding financial year.

By comparison with the financial year 2003 the final appropriations committed decreased by EUR 301,518 or 3.3%.

Major decreases were shown in Article 110 - Staff (-3.8 %) and correlated articles, Article 140 – Canteen (-45.5%) and Article 142 – Other welfare expenditure (-63.5%).

3.2 **Title II:** The utilisation of Title II appropriations on the basis of commitments amounted in 2004 to 100.0% compared with 99.3% in the preceding financial year.

By comparison with the financial year 2003, the final appropriations committed increased by 47.4% (EUR 564,941).

An increase was shown in Article 204 – Fitting-out premises – in the amount of EUR 116,156 (+165.4 %); Article 220 – Technical & electronic equipment - in the amount of EUR 334,885 (+76%); Article 225 – Documentation & library expenditure – in the amount of EUR 31,048 (+66%).

Decreases were shown in Article 203 – Cleaning and maintenance – in the amount of EUR 36.322 (-20%); Article 221 – Furniture in the amount of EUR 42.687 (-76%).

3.3 **Title III:** The utilisation of Title III appropriations on the basis of commitments, amounted in 2004 to 100%, compared with 99.9% in the preceding financial year.

By comparison with the financial year 2003, the final appropriations committed increased by EUR 1,029,923 or 15.7%.

Increases were shown in Article 304 – Expenditure for meetings – in the amount of EUR 606,109 (+48.6%) and Article 305 – Translation – in the amount of EUR 219,573 (+50%).

4. Comparative table of commitments 2003/2004

Title		Appropriations	Commitments	
		2004	2004	2003
I	Staff	8,737,821	8,737,592	9,039,110
II	Administrative Expenses	1,761,872	1,756,799	1,191,858
III	Operating Expenditure – Improvement of Living and Working Conditions	7,580,307	7,577,895	6,547,972
	TOTAL	18,080,000	18,072,286	16,778,940

5. Application of Appropriations for the Financial Year 2004 by Title

EUR

Title	Carry Overs from 2003	Payments from Carry Overs	Cancelled	Appropriations for the Financial Year 2004	Commitments for the Financial Year 2004	Payments for the Financial Year 2004	Carry Overs from 2004	Cancelled
I Staff	108,364.84	96,965.60	11,399.24	8,737,820.79	8,737,591.76	8,605,523.17	132,068.59	229.03
II Administration Expenses	224,099.00	206,952.36	17,146.64	1,761,872.21	1,756,799.62	1,267,477.84	489,321.77	5,072,59
III Operating Expenditure - Improvement of Living & Working Conditions	2,817,160.98	2,811,096.48	6,064.50	7,580,307.00	7,577,895.44	5,056,064.20	2,521,831.24	2,411.56
TOTAL	3,149,624.82	3,115,014.44	34,610.38	18,080,000.00	18,072,286.82	14,929,065.21	3,143,221.60	7,713.18

STATEMENT OF REVENUE FOR THE FINANCIAL YEAR 2004							
Art.	Item	Heading	Estimates entered in the Budget	Entitlements established during financial year	Amounts collected	Amounts outstanding in respect of financial year	Amounts outstanding from preceeding year
100		TITLE 1: EUROPEAN UNION SUBSIDY CHAPTER 10 - EUROPEAN UNION SUBSIDY - TOTAL	18,000,000.00	18,000,000.00	18,000,000.00	0.00	-1,295,606.30
TITLE 1 - TOTAL			18,000,000.00	18,000,000.00	18,000,000.00	0.00	-1,295,606.30
500		TITLE 5: MISCELLANEOUS REVENUE CHAPTER 50 - PROCEEDS OF THE SALE OF MOVABLE AND IMMOVABLE PROPERTY - TOTAL	t.e.	0.00	0.00	0.00	
520		CHAPTER 52 - REVENUE FROM INVESTMENTS OR LOANS, BANK INTEREST AND OTHER ITEMS - TOTAL	t.e.	0.00	0.00	0.00	
540		CHAPTER 54 - MISCELLANEOUS REVENUE AVAILABLE FOR RE-USE BUT NOT USED - TOTAL	t.e.	0.00	0.00	0.00	
590		CHAPTER 59 - OTHER REVENUE FROM ADMINISTRATIVE OPERATIONS - TOTAL	t.e.	0.00	0.00	0.00	
TITLE 5: TOTAL			0.00	0.00	0.00	0.00	0.00
600		TITLE 6: REVENUE FROM SERVICES RENDERED AGAINST PAYMENT CHAPTER 60 Revenue from services rendered against payment	80,000.00	80,796.52	80,796.52	0.00	
601		Revenue from co-financing agreements	t.e.	0.00	0.00	0.00	
602		Revenue from sales of publications	t.e.	3,827.63	217.65	3,609.98	
603		Proceeds from the letting and hiring of immovable property	t.e.	6,202.00	4,846.00	1,356.00	
TITLE 6: TOTAL			80,000.00	90,826.15	85,860.17	4,965.98	0.00
GRAND TOTAL			18,080,000.00	18,090,826.15	18,085,860.17	4,965.98	-1,295,606.30

STATEMENT OF EXPENDITURE FOR THE FINANCIAL YEAR 2004

Art.	Item	Heading	Appropriations entered in the Budget	Transfers made	Final Appropriations	Commitments	Payments	Appropriations carried over (ART.10,3/4)	Appropriations cancelled
		TITLE 1: STAFF							
		<i>CHAPTER 11 - STAFF IN ACTIVE EMPLOYMENT</i>							
110		Staff holding a post provided for in the list of posts							
	1100	Basic salaries	4,620,000.00	-269,645.85	4,350,354.15	4,350,354.15	4,350,354.15	0.00	0.00
	1101	Family allowances	661,000.00	-68,025.00	592,975.00	592,975.00	592,975.00	0.00	0.00
	1102	Expatriation allowances	562,000.00	-58,557.61	503,442.39	503,442.39	503,442.39	0.00	0.00
	1103	Secretarial allowances	50,000.00	-506.06	49,493.94	49,493.94	49,493.94	0.00	0.00
		<i>Article 110 Total</i>	5,893,000.00	-396,734.52	5,496,265.48	5,496,265.48	5,496,265.48	0.00	0.00
112	1120	Further training, language courses, retraining and information for staff	120,000.00	-5,385.00	114,615.00	114,614.58	61,267.81	53,346.77	0.42
113		Employer's social security contributions							
	1130	Insurance against sickness	160,000.00	-5,911.41	154,088.59	154,088.59	154,088.59	0.00	0.00
	1131	Insurance against accidents and occupational disease	52,000.00	-12,574.47	39,425.53	39,425.53	39,425.53	0.00	0.00
	1132	Unemployment Insurance	38,000.00	-1,746.42	36,253.58	36,253.58	36,253.58	0.00	0.00
		<i>Article 113 Total</i>	250,000.00	-20,232.30	229,767.70	229,767.70	229,767.70	0.00	0.00
114		Miscellaneous allowances and grants							
	1141	Travel expenses for annual leave	215,000.00	-41,032.00	173,968.00	173,967.70	173,967.70	0.00	0.30
	1145	Special allowances for accounting officers and administrators of advance funds	1,000.00	-1,000.00	0.00	0.00	0.00	0.00	0.00
		<i>Article 114 Total</i>	216,000.00	-42,032.00	173,968.00	173,967.70	173,967.70	0.00	0.30
115	1150	Miscellaneous allowances and grants	20,000.00	-13,567.63	6,432.37	6,432.37	6,432.37	0.00	0.00

STATEMENT OF EXPENDITURE FOR THE FINANCIAL YEAR 2004

Art.	Item	Heading	Appropriations entered in the Budget	Transfers made	Final Appropriations	Commitments	Payments	Appropriations carried over (ART.10,3/4)	Appropriations cancelled
117		Supplementary services							
	1175	Temporary staff and other services and work sent out for translation and typing	350,000.00	149,639.00	499,639.00	499,432.88	494,432.88	5,000.00	206.12
	1176	Officials seconded from Member State bodies	300,000.00	-81,505.00	218,495.00	218,494.29	218,494.29	0.00	0.71
	1177	Trainee officials (stagiaires)	22,000.00	-8,334.00	13,666.00	13,655.67	13,655.67		10.33
		<i>Article 117 Total</i>	672,000.00	59,800.00	731,800.00	731,582.84	726,582.84	5,000.00	217.16
118		Allowances and expenses on entering and leaving the service and on transfer							
	1180	Miscellaneous expenditure on recruitment	140,000.00	137,514.00	277,514.00	277,513.07	212,162.56	65,350.51	0.93
	1181	Travel expenses (including members of the family)	5,000.00	-2,434.00	2,566.00	2,565.52	2,565.52	0.00	0.48
	1182	Installation, resettlement and transfer allowances	109,000.00	-14,863.00	94,137.00	94,136.27	94,136.27	0.00	0.73
	1183	Removal expenses	50,000.00	-13,907.00	36,093.00	36,092.43	36,092.43	0.00	0.57
	1184	Temporary daily subsistence allowances	40,000.00	-35,744.99	4,255.01	4,255.01	4,255.01	0.00	0.00
		<i>Article 118 Total</i>	344,000.00	70,565.01	414,565.01	414,562.30	349,211.79	65,350.51	2.71
119	1190	Salary weightings	1,373,000.00	-231,482.77	1,141,517.23	1,141,517.23	1,141,517.23	0.00	0.00
		<i>CHAPTER 11 - TOTAL</i>	8,888,000.00	-579,069.21	8,308,930.79	8,308,710.20	8,185,012.92	123,697.28	220.59
		<i>CHAPTER 13 - MISSIONS AND DUTY TRAVEL</i>							
130	1300	Mission expenses, travel expenses and other incidental expenditure	420,000.00	-74,048.00	345,952.00	345,947.76	342,888.57	3,059.19	4.24
		<i>CHAPTER 13 - TOTAL</i>	420,000.00	-74,048.00	345,952.00	345,947.76	342,888.57	3,059.19	4.24

STATEMENT OF EXPENDITURE FOR THE FINANCIAL YEAR 2004

Art.	Item	Heading	Appropriations entered in the Budget	Transfers made	Final Appropriations	Commitments	Payments	Appropriations carried over (ART.10,3/4)	Appropriations cancelled
		<i>CHAPTER 14 : SOCIOMEDICAL INFRASTRUCTURE</i>							
140	1400	Restaurants and canteens	110,000.00	-59,468.00	50,532.00	50,528.24	46,369.94	4,158.30	3.76
141	1410	Medical service	15,000.00	2,700.00	17,700.00	17,700.00	16,546.18	1,153.82	0.00
142	1420	Other welfare expenditure	10,000.00	-1,694.00	8,306.00	8,305.56	8,305.56	0.00	0.44
143	1430	Entertainment and representation expenses	7,000.00	-600.00	6,400.00	6,400.00	6,400.00	0.00	0.00
		<i>CHAPTER 14 - TOTAL</i>	142,000.00	-59,062.00	82,938.00	82,933.80	77,621.68	5,312.12	4.20
		TITLE 1 TOTAL	9,450,000.00	-712,179.21	8,737,820.79	8,737,591.76	8,605,523.17	132,068.59	229.03

STATEMENT OF EXPENDITURE FOR THE FINANCIAL YEAR 2004

Art.	Item	Heading	Appropriations entered in the Budget	Transfers made	Final Appropriations	Commitments	Payments	Appropriations carried over (ART.10,3/4)	Appropriations cancelled
		TITLE 2: BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE							
		<i>CHAPTER 20 - RENTAL OF BUILDINGS AND ASSOCIATED COSTS</i>							
201	2010	Insurance	68,000.00	-7,976.00	60,024.00	60,023.95	60,023.95	0.00	0.05
202	2020	Water, gas, electricity and heating	77,000.00	-18,147.00	58,853.00	58,840.00	55,658.08	3,181.92	13.00
203	2030	Cleaning and maintenance	182,000.00	-34,405.00	147,595.00	147,594.16	114,436.23	33,157.93	0.84
204	2040	Fitting-out of premises	170,000.00	16,368.66	186,368.66	186,363.81	100,328.57	86,035.24	4.85
205	2050	Security and surveillance of buildings	68,000.00	-8,499.76	59,500.24	59,500.24	48,921.59	10,578.65	0.00
209	2090	Other expenditure on buildings	130,000.00	77,468.14	207,468.14	207,467.30	207,467.30	0.00	0.84
		<i>CHAPTER 20 - TOTAL</i>	695,000.00	24,809.04	719,809.04	719,789.46	586,835.72	132,953.74	19.58
		<i>CHAPTER 21 - RENT</i>							
	2100	Rent	7,000.00	-100.00	6,900.00	6,900.00	6,900.00	0.00	0.00
		<i>CHAPTER 21 - TOTAL</i>	7,000.00	-100.00	6,900.00	6,900.00	6,900.00	0.00	0.00

STATEMENT OF EXPENDITURE FOR THE FINANCIAL YEAR 2004

Art.	Item	Heading	Appropriations entered in the Budget	Transfers made	Final Appropriations	Commitments	Payments	Appropriations carried over (ART.10,3/4)	Appropriations cancelled
		<i>CHAPTER 22 - MOVABLE PROPERTY AND ASSOCIATED COSTS</i>							
220		Technical installations and electronic office equipment							
	2200	New purchases of technical equipment and installations	10,000.00	5,400.00	15,400.00	15,328.58	11,600.80	3,727.78	71.42
	2201	Replacement of technical equipment and installations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	2202	Hire of technical equipment and installations	26,000.00	6,036.00	32,036.00	32,035.12	25,213.35	6,821.77	0.88
	2203	Maintenance, use and repair of technical equipment and installations	65,000.00	2,025.00	67,025.00	67,014.01	52,105.71	14,908.30	10.99
	2204	Electronic office equipment	544,000.00	117,738.00	661,738.00	661,736.85	363,043.91	298,692.94	1.15
		<i>Article 220 - Total</i>	645,000.00	131,199.00	776,199.00	776,114.56	451,963.77	324,150.79	84.44
221		Furniture							
	2210	New purchases of furniture	15,000.00	-866.00	14,134.00	13,607.51	7,108.00	6,499.50	526.49
	2211	Replacement of furniture	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	2213	Maintenance, use and repair of furniture	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		<i>Article 221 - Total</i>	15,000.00	-866.00	14,134.00	13,607.51	7,108.00	6,499.50	526.49
223		Vehicles							
	2231	Replacement of vehicles	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	2233	Maintenance, use and repair of vehicles	4,000.00	-2,800.00	1,200.00	1,197.44	1,197.44	0.00	2.56
		<i>Article 223 - Total</i>	4,000.00	-2,800.00	1,200.00	1,197.44	1,197.44	0.00	2.56
225		Documentation and library expenditure							
	2250	Library funds, purchase of books	25,000.00	4,000.00	29,000.00	29,000.00	21,267.47	7,732.53	0.00
	2252	Subscription to newspapers and periodicals	20,000.00	4,000.00	24,000.00	24,000.00	21,150.00	2,850.00	0.00
	2255	Subscription to view-data services	20,000.00	5,000.00	25,000.00	24,999.37	23,224.81	1,774.56	0.63
		<i>Article 225 - Total</i>	65,000.00	13,000.00	78,000.00	77,999.37	65,642.28	12,357.09	0.63
		CHAPTER 22 - TOTAL	729,000.00	140,533.00	869,533.00	868,918.88	525,911.49	343,007.38	614.12

STATEMENT OF EXPENDITURE FOR THE FINANCIAL YEAR 2004

Art.	Item	Heading	Appropriations entered in the Budget	Transfers made	Final Appropriations	Commitments	Payments	Appropriations carried over (ART.10,3/4)	Appropriations cancelled
		<i>CHAPTER 23 - CURRENT ADMINISTRATIVE EXPENDITURE</i>							
230	2300	Stationery and office supplies	30,000.00	5,000.00	35,000.00	34,997.30	32,599.22	2,398.08	2.70
232	2320	Bank Charges	30,000.00	-15,304.00	14,696.00	10,260.68	10,260.68	0.00	4,435.32
235	2350	Uniforms and working clothes	3,000.00	-738.00	2,262.00	2,262.00	2,262.00	0.00	0.00
239		Other administrative expenditure							
	2390	Publications	20,000.00	-11,663.00	8,337.00	8,336.33	8,336.33	0.00	0.67
	2394	Petty expenses	1,000.00	-85.00	915.00	914.80	914.80	0.00	0.20
		<i>Article 239 - Total</i>	21,000.00	-11,748.00	9,252.00	9,251.13	9,251.13	0.00	0.87
		<i>CHAPTER 23 - TOTAL</i>	84,000.00	-22,790.00	61,210.00	56,771.11	54,373.03	2,398.08	4,438.89
		<i>CHAPTER 24 - POSTAL AND TELECOMMUNICATIONS CHARGES</i>							
240	2400	Postage and delivery charges	35,000.00	1,200.17	36,200.17	36,200.17	34,953.61	1,246.56	0.00
241	2410	Telephone, telegraph, telex, radio, television	80,000.00	-11,780.00	68,220.00	68,220.00	58,503.99	9,716.01	0.00
		<i>CHAPTER 24 - TOTAL</i>	115,000.00	-10,579.83	104,420.17	104,420.17	93,457.60	10,962.57	0.00
TITLE 2 TOTAL			1,630,000.00	131,872.21	1,761,872.21	1,756,799.62	1,267,477.84	489,321.77	5,072.59

STATEMENT OF EXPENDITURE FOR THE FINANCIAL YEAR 2004

Art.	Item	Heading	Appropriations entered in the Budget	Transfers made	Final Appropriations	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	510,000.00	-43,693.00	466,307.00	466,155.44	242,152.44	224,003.00	151.56
301		Dissemination of information							
	3010	Publication of results of studies	760,000.00	-48,742.00	711,258.00	711,257.01	517,014.71	194,242.30	0.99
	3011	Publication of the annual report	14,000.00	-14,000.00	0.00	0.00	0.00	0.00	0.00
	3012	Marketing and promotional activities	315,000.00	14,248.00	329,248.00	328,870.90	210,106.27	118,764.63	377.10
		<i>Article 301 - Total</i>	1,089,000.00	-48,494.00	1,040,506.00	1,040,127.91	727,120.98	313,006.93	378.09
302	3020	Participation in congresses and public events	18,000.00	-4,828.00	13,172.00	13,171.15	13,171.15	0.00	0.85
303	3030	Studies and pilot schemes relating to living and working conditions	3,520,000.00	26,120.00	3,546,120.00	3,545,976.58	1,807,956.84	1,738,019.74	143.42
		<i>Article 303 - Total</i>	3,520,000.00	26,120.00	3,546,120.00	3,545,976.58	1,807,956.84	1,738,019.74	143.42

STATEMENT OF EXPENDITURE FOR THE FINANCIAL YEAR 2004

Art.	Item	Heading	Appropriations entered in the Budget	Transfers made	Final Appropriations	Commitments	Payments	Appropriations carried over (ART.10,3/4)	Appropriations cancelled
304		Expenditure for meetings (Administrative Board, Committee of Experts, seminars, colloquia, co-ordination meetings, etc.) & interpretation costs thereof							
	3040	General costs of meetings	960,000.00	404,000.00	1,364,000.00	1,363,956.21	1,336,164.72	27,791.49	43.79
	3041	Interpretation costs	130,000.00	152,450.00	282,450.00	281,457.14	279,362.58	2,094.56	992.86
	3042	Meetings of the Administrative Board	220,000.00	-12,958.00	207,042.00	207,041.01	207,041.01	0.00	0.99
	3043	Meetings of the Committee of Experts	10,000.00	-10,000.00	0.00	0.00	0.00	0.00	0.00
		<i>Article 304 - Total</i>	1,320,000.00	533,492.00	1,853,492.00	1,852,454.36	1,822,568.31	29,886.05	1,037.64
305	3050	Translation of study reports and working documents for seminars, co-ordination meetings, colloquia, etc.	543,000.00	117,710.00	660,710.00	660,010.00	443,094.48	216,915.52	700.00
TITLE 3 TOTAL			7,000,000.00	580,307.00	7,580,307.00	7,577,895.44	5,056,064.20	2,521,831.24	2,411.56
GRAND TOTALS			18,080,000.00	0.00	18,080,000.00	18,072,286.82	14,929,065.21	3,143,221.60	7,713.18

STATEMENT OF USE OF APPROPRIATIONS CARRIED OVER AUTOMATICALLY FROM 2003 TO 2004 AS AT 31.12.04					
	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	590.00	590.00	0.00
	1175	Temporary staff and other services and work sent out for translation and typing	8,829.93	8,829.93	0.00
	1180	Miscellaneous Expenditure on Staff Recruitment	62,075.86	62,075.86	0.00
	1300	Mission expenses, travel expenses and other incidental expenditure	11,781.51	5,196.00	6,585.51
	1400	Restaurants and canteens	25,087.54	20,273.81	4,813.73
		TITLE 1 TOTAL	108,364.84	96,965.60	11,399.24
		TITLE 2 - BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE			
	2020	Water, gas, electricity and heating	7,001.76	7,001.76	0.00
	2030	Cleaning and maintenance	19,578.91	9,014.20	10,564.71
	2040	Fitting out of Premises	14,856.02	13,560.28	1,295.74
	2050	Security and surveillance of buildings	2,547.80	2,547.80	0.00
	2100	Rent	7,000.00	6,800.00	200.00
	2200	New purchases of technical equipment and installations	1,020.00	1,020.00	0.00
	2202	Hire of technical equipment and installations	1,299.65	1,299.65	0.00
	2203	Maintenance, use and repair of technical equipment and installations	5,956.22	5,956.22	0.00
	2204	Electronic office equipment	130,688.45	126,462.73	4,225.72
	2210	New purchases of furniture	2,380.00	2,380.00	0.00
	2252	Subs to newspapers & periodicals	104.99	104.99	0.00
	2255	Subscription to view-data services	2,808.14	2,808.14	0.00
	2300	Stationery and office supplies	1,225.64	1,225.64	0.00
	2350	Uniforms and working clothes	454.54	454.54	0.00
	2390	Publications	8,566.24	7,705.77	860.47
	2400	Postage and delivery charges	3,398.81	3,398.81	0.00
	2410	Telephone, telegraph, telex, radio, television	15,211.83	15,211.83	0.00
		TITLE 2 TOTAL	224,099.00	206,952.36	17,146.64

TITLE 3 - OPERATING EXPENDITURE				
3000	Establishment of operational documentation	203,466.29	203,466.29	0.00
3010	Publication of results of studies	222,730.85	222,548.25	182.60
3012	Marketing and promotional activities	105,302.19	104,702.19	600.00
3020	Participation in congresses and public events	5,000.00	5,000.00	0.00
3030	Studies and pilot schemes relating to living and working conditions	2,235,855.13	2,233,104.05	2,751.08
3040	General costs of meetings	15,781.08	13,250.26	2,530.82
3041	Interpretation costs	5,842.59	5,842.59	0.00
3042	Meetings of the Administrative Board	175.00	175.00	0.00
3050	Translation of study reports and working documents for seminars, co-ordination meetings, colloquia, etc.	23,007.85	23,007.85	0.00
TITLE 3 TOTAL		2,817,160.98	2,811,096.48	6,064.50
GRAND TOTALS		3,149,624.82	3,115,014.44	34,610.38

STATEMENT OF RECEIPTS AND PAYMENTS UNDER PRINCIPLE OF ANNUALITY OF FINANCIAL REGULATIONS, SUMS AVAILABLE FOR REUSE 2004					
	Item	Heading	Opening Balance	Payments	Cancelled
	1180	Miscellaneous Expenditure on Staff Recruitment	4,543.65	4,543.65	
	1300	Mission expenses, travel expenses and other incidental expenditure	9,866.03	9,715.91	150.12
	2400	Postage and delivery charges	37.43	37.43	0.00
	3012	Marketing and promotional activities	2,434.15	2,141.43	292.72
	3040	General costs of meetings	5,375.68	5,369.28	6.40
			22,256.94	21,807.70	449.24

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STATEMENT OF RECEIPTS AND PAYMENTS, REUSE 2004 NOT REUSED					
	Item	Heading	Opening Balance	Payments	Balance
	1300	Mission expenses, travel expenses and other incidental expenditure	12,996.06	10,787.42	2,208.64
	2010	Insurance	1,170.84	0.00	1,170.84
	2203	Maintenance, use and repair of technical equipment and installations	1,149.50	420.52	728.98
	2204	Electronic office equipment	8,332.78	0.00	8,332.78
	2320	Bank Charges	3,758.69	0.00	3,758.69
	2410	Telephone, telegraph, telex, radio, television	160.83	160.83	0.00
	3010	Publication of results of studies	190.58	0.00	190.58
	3012	Marketing and promotional activities	25.00	0.00	25.00
	3040	General costs of meetings	3,639.34	2,837.67	801.67
	3041	Interpretation costs	2,318.37	2,318.37	0.00
			33,741.99	16,524.81	17,217.18

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REVENUE AND EXPENDITURE ACCOUNT FOR THE PERIOD

JANUARY 1ST - DECEMBER 31ST 2004

Heading	2004	2003
REVENUE		
Subsidy received from the Commission	18,000,000.00	17,090,000.00
Miscellaneous Revenue	5,063.65	39,590.70
Revenue from services rendered against payment	80,796.52	42,031.42
TOTAL (a)	18,085,860.17	17,171,622.12
EXPENDITURE		
Staff Expenditure - Title 1		
Payments for the year	8,605,523.17	8,926,829.55
Automatic carry-over of appropriations	132,068.59	108,364.84
Administrative Expenditure - Title 2		
Payments for the year	1,267,477.84	967,760.39
Automatic carry-over of appropriations	489,321.77	224,099.01
Operating Expenditure - Title 3		
Payments for the year	5,056,064.20	3,733,015.78
Automatic carry-over of appropriations	2,521,831.24	2,817,160.98
Total Expenditure		
Payments for the year	14,929,065.21	13,627,605.72
Automatic carry-over of appropriations	3,143,221.60	3,149,624.65
TOTAL (b)	18,072,286.81	16,777,230.37
Outturn for the year (a) - (b)	13,573.36	394,391.75
Appropriations carried over from the previous year which lapse	34,610.38	118,163.02
Appropriations for reuse for the previous financial year not utilised	449.24	18,828.55
Appropriations for reuse for the current financial year not utilised	17,217.18	0.00
Exceptionnal result from previous years	2,034.76	0.00
Exchange Differences for the year	-4,434.65	8,917.71
BALANCE FOR THE YEAR	63,450.27	540,301.03
Results carried over from previous years	-1,295,606.30	-1,835,907.33
PHARE Appropriations carried over from the previous year which lapse	7,848.45	0.00
PHARE subsidy received and to be received	0.00	1,000,000.00
PHARE payments	0.00	-1,000,000.00
GLOBAL BALANCE	-1,224,307.58	-1,295,606.30

BALANCE SHEET AS AT 31 DECEMBER 2004					
ASSETS			LIABILITIES		
	2004	2003		2004	2003
Immaterial Fixed Assets			Fixed Capital		
Software	11,051.42	26,565.10	Own Capital	3,068,092.77	4,389,345.71
Material Fixed Assets			Balance of the Financial Year	71,298.72	540,301.03
Buildings	14,425,684.43	15,682,030.01	Past year results	-1,295,606.30	-1,835,907.33
Furniture & Vehicules	97,805.96	141,949.26	Revaluation reserves	12,093,512.48	12,093,512.48
IT Equipment	190,056.79	106,986.77			
Technical equipment	103,193.45	111,310.15			
Miscellaneous equipment	327,813.20	406,971.90			
Assets in progress	0.00	0.00			
			sub total	13,937,297.67	15,187,251.89
			Current Liabilities		
sub total	15,155,605.25	16,475,813.19	Appropriations Carried Over	3,143,221.60	3,478,611.09
			Staff amount due	548.57	0.00
Stocks			Miscellaneous creditors	7,567.70	0.00
Office Stationery	6,000.00	7,045.00	Bank interests to be reimbursed to the Commission	48,378.55	0.00
			sub total	3,199,716.42	3,478,611.09
sub total	6,000.00	7,045.00	Transitional Accounts		
			Sums to be reused	0.00	22,256.94
Current Assets			Revenue to be received	5,779.78	2,092.36
Advances of Mission Expenses	700.34	2,260.00			
Miscellaneous Advances	0.00	0.00	sub total	5,779.78	24,349.30
Sundry Creditors	100,000.00	11,314.27			
Phare subsidy to be received	0.00	361,280.00	Payments in Progress	4,568.37	0.00
Advances of Salary	58.11	0.00			
Sundry Expenditure to be charged	291.86	29,430.15			
VAT to be recovered	229,600.29	280,895.18			
Recovery Orders	5,779.79	4,917.32			
sub total	336,430.39	690,096.92			
Cash Accounts					
Bank - Demand Accounts	1,634,197.57	1,331,077.53			
Imprest Account	12,376.13	183,544.83			
Cash	2,752.90	2,634.81			
sub total	1,649,326.60	1,517,257.17			
	17,147,362.24	18,690,212.28		17,147,362.24	18,690,212.28

Activity Based Accounts

1. Summary

Research	56%
Information and dissemination	22%
Translation	4%
Administration	18%

2. Expenditure analysis (based on 2004 payments and carry-overs)

000 Euro

Costs \ Activity	Research		Information and dissemination		Translation		Administration		Total	
Staff	3,770	43%	2,005	23%	262	3%	2,701	31%	8,738	48%
Administrative	739	42%	388	22%	70	4%	563	32%	1,761	10%
Operational	5,609	74%	1,508	20%	461	6%	0	0%	7,578	42%
TOTAL	10,118	56%	3,901	22%	793	4%	3,264	18%	18,077	100%

**PROPOSAL FOR FIGURES TO BE USED IN GIVING DISCHARGE TO THE FOUNDATION
IN RESPECT OF IMPLEMENTATION OF THE 2004 BUDGET**

EUR

REVENUE

1	European Union Subsidy	18,000,000.00
2	Proceeds of the sale of movable and immovable property	0.00
3	Revenue from Investments or Loans; Bank Interest and other items	0.00
4	Miscellaneous revenue available for reuse but not used	0.00
5	Other Revenue from Administrative Operations	0.00
6	Revenue from services rendered against payment	80,796.52
7	Revenue from Sale of Publications	217.65
8	Proceeds from the Letting and Hiring of Immovable Property	4,846.00
9	Total Revenue	18,085,860.17

EXPENDITURE

1	Final Budget Appropriations	18,080,000.00
2	Commitments	18,072,286.82
3	Payments	14,929,065.21
4	Appropriations Carried Over from 2004 to 2005	3,143,221.60
5	Unused Appropriations	7,713.18
6	Appropriations Carried Over from 2003 to 2004	3,149,624.82
7	Payments against appropriations carried over	3,115,014.44
8	Appropriations carried over and cancelled	34,610.38

Authorised Posts

Category and Grade	Permanent Posts 2003	Permanent Posts 2004
Director	1	1
Deputy Director	1	1
A4	10	10
A5	8	9
A6	10	9
A7	2	4
A8	0	0
Sub-Total	32	34
B1	3	4
B2	5	6
B3	8	9
B4	3	2
B5	2	3
Sub-Total	21	24
C1	6	6
C2	8	10
C3	10	6
C4	8	8
C5	2	2
Sub-Total	34	32
D1	1	1
D2	0	0
D3	0	0
Sub-Total	1	1
GRAND TOTAL	88	91