

**MINISTARSTVO PRAVDE BOSNE I HERCEGOVINE**

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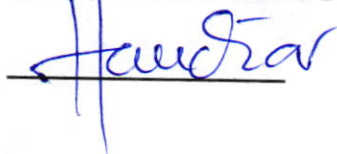
 BOSNA I HERCEGOVINA  
MINISTARSTVO PRAVDE  
SARAJEVO

23-04-2021		
Broj	Radni broj	Broj priloga

Poštovani,

U prilogu Vam dostavljamo bilans stanja Ureda Helvetas Swiss Intercooperation u BiH – Projekt Market Makers za 2020 godinu.

**ZA Ured Helvetas SI u BiH – Market Makers**





Sarajevo 20.04.2021

**HELVETAS SWISS INTERCOOPERATION, (Bosnia and Herzegovina - MarketMakers project)**

**BALANCE SHEET**  
As At December 31st, 2020

currency (BAM)

Account Group	Description	Reference/ Schedule numbers	2020	2019
<b>ASSETS</b>				
1000	Cash in hand	1	1.667,74	1.784,34
1100	Cash at Bank	2	292.317,14	53.537,60
1150	Uncashed Cheques	-		
1200	Debtors	3		
1300	Internal Current Account	4		
1400	Advances	5	164.978,61	186.320,31
1500	Deposits	6	20,00	20,00
	<b>Total Assets</b>		<b>458.983,49</b>	<b>241.662,25</b>
<b>CAPITAL &amp; LIABILITIES</b>				
<b>Current Liabilities</b>				
2000	Statutory Liabilities	7		
2020	Staff Liabilities			
2030	Other Current Liabilities	8	45.486,37	48.594,82
2040	Internal Liabilities	9		
2050	Liabilities to Donors	10		
<b>Fund Balance</b>				
2100	<b>CAPITAL HELVETAS Swiss Intercooperation</b>	11	413.497,12	193.067,43
	<b>Head Office, Switzerland</b>			
			<b>458.983,49</b>	<b>241.662,25</b>

The annexed notes form an integral part of this Balance Sheet

Accountant

*Haudjar*

Project Manager

*Duppard*

This Balance Sheet referred to in our separate report of even date.

Place, Sarajevo

Date: 10.2.2021

Chartered Accountants



**HELVETAS SWISS INTERCOOPERATION, (Bosnia and Herzegovina -  
MarketMakers project)**

**Statement of Income and Expenditure**

**For the year 2020 : 1st January to 31st December 2020**

**Currency (BAM)**

Account Group	Description	Reference/ Schedule numbers	2020		2019	
	<b>Income:</b>					
9000	<b>Remittances / Grant receipts</b>					
	Remittances from Head Office	12	2.220.062,64		1.610.626,01	
	Remittances from local donors	13				
	<b>Total Receipts</b>		<b>2.220.062,64</b>		<b>1.610.626,01</b>	
	<b>Expenditure:</b>					
<b>51</b>	<b>Personnel costs Expatriates</b>					
5140	Expatriates HRD costs					
5150	Expatriate Travelling and Representation costs					
5160	Expatriate Foreign residence costs					
5169	Other Expatriation costs					
<b>52</b>	<b>Personnel costs Nationals</b>					
5200	Personnel Cost Nationals		-281.071,76		-251.239,33	
5250	Travel & Representation costs National Staff		-3.028,06		-4.515,46	
<b>54</b>	<b>Local Consultants</b>					
5400	National Consultants fees					
5450	National Consultants Travel & Repr. Costs					
<b>71</b>	<b>Operating Cost</b>					
7110	Vehicles		-9.869,11		-12.679,85	
7120	Office costs		-72.791,02		-75.387,28	
7150	Other operating costs		-47.004,71		-81.072,11	
<b>72</b>	<b>Project Costs International</b>					
7210	Education and Training costs		-12.834,87		-5.059,21	
7220	Investment and Equipment costs					
7231	Contribution to NGO		-536.627,53		-438.296,66	
7232	Contribution to Govt Authorities				-5.000,00	
7233	Contribution to Private Sector		-458.170,20		-391.499,24	
7234	Contribution to Beneficiaries					
7239	Various contribution to Partners		-578.235,70		-459.798,91	
	<b>Total Expenditure</b>		<b>-1.999.632,96</b>		<b>-1.724.548,05</b>	
	<b>Other Receipts:</b>					
8200	Bank Interest					
	<b>NET SURPLUS / (DEFICIT)</b>		<b>220.429,68</b>		<b>-113.922,04</b>	

The annexed notes form an integral part of this Income & Expenditure Statement.

Accountant

*Handwritten signature of Accountant*

Project Manager

*Handwritten signature of Project Manager*

Place, Sarajevo

Date: 10.2.2021

Chartered Accountants




**HELVETAS Swiss Intercooperation, (Bosnia and Herzegovina - MarketMakers project)**  
**Budget and Expenditure comparison Statement for Project No. 1402.01.3.0 Market Makers**  
**For the period January 1st, 2020 to December 31st, 2020**

Part No	Part description	Budget as per Jan - Dec 2020		Expenses as per Jan - Dec 2020		Deviation (+/-)		Remarks (reference number)
		Banana Accounting	Banana Accounting	Banana Accounting	Banana Accounting	Amount	%	
<b>202.0000</b>	<b>Local Office (LO)</b>	<b>69.916,25</b>	<b>69.916,25</b>	<b>51.570,63</b>	<b>18.345,62</b>	<b>26%</b>		
<b>2021000</b>	<b>Services Local Office</b>	<b>61.877,32</b>	<b>61.877,32</b>	<b>49.981,63</b>	<b>11.895,69</b>	<b>19%</b>		
2021310	Project Coordinator and Advisor	23.691,77	23.691,77	1.776,12	21.915,65	93%	Confusion in the booking process between days / hours invoiced and where and how we book internally. This will be reorganised for Phase 3. Overall, there is no concern of Phase over-spend on any line in Part 2.	
2021315	Project Coordinator and Advisor (days)	495,12	495,12	2.983,42	-2.488,30	-503%	See above	
2021320	Senior Advisor	29.990,00	29.990,00	26.396,47	3.593,53	12%	As previously communicated and agreed, the Project cross-compensates between over- and under-spend on the junior and senior lines.	
2021330	Junior Advisor	7.700,43	7.700,43	18.825,62	-11.125,19	-144%	See above. We are keeping an eye on the phase-budget totals to ensure no over-spend in this Part.	
<b>2022000</b>	<b>Reimbursable Costs Travel, accommodation and other</b>	<b>8.038,93</b>	<b>8.038,93</b>	<b>1.589,00</b>	<b>6.449,93</b>	<b>80%</b>	No travel to Switzerland this year, and no internal travel, due to the pandemic.	
2022100	Accommodation	8.038,93	8.038,93	1.589,00	6.449,93	80%	See above	
<b>300.0000</b>	<b>Project Implementation</b>	<b>852.057,53</b>	<b>852.057,53</b>	<b>823.988,19</b>	<b>28.069,34</b>	<b>3%</b>		
<b>313.0000</b>	<b>3A Long-term experts</b>	<b>435.966,51</b>	<b>435.966,51</b>	<b>458.480,31</b>	<b>-22.513,80</b>	<b>-5%</b>		
<b>3130000</b>	<b>Services Professionals (expat and national)</b>	<b>435.966,51</b>	<b>435.966,51</b>	<b>458.480,31</b>	<b>-22.513,80</b>	<b>-5%</b>		
3131030	Project Manager (Zeljko Karanovic)	97.255,31	97.255,31	102.881,99	-5.626,68	-6%		
3131040	Sector Lead 1 (Dinka Mijanovic)	97.255,31	97.255,31	102.881,98	-5.626,67	-6%		
3131050	Sector Lead 2 (Sara Lerota)	46.945,27	46.945,27	46.952,40	-7,13	0%		
3131060	Sector Lead 3 (Gorcin Dizdhar)	97.255,31	97.255,31	102.881,97	-5.626,66	-6%		
3131070	Sector Lead 4 (Selma Begovic)	97.255,31	97.255,31	102.881,97	-5.626,66	-6%		
<b>333.0000</b>	<b>3C Local Support (PFU)</b>	<b>416.091,02</b>	<b>416.091,02</b>	<b>365.507,88</b>	<b>50.583,14</b>	<b>12%</b>		
<b>3336000</b>	<b>Remuneration of national support staff</b>	<b>239.377,69</b>	<b>239.377,69</b>	<b>234.119,36</b>	<b>5.258,33</b>	<b>2%</b>		
3336010	Accountant	57.142,33	57.142,33	47.200,12	9.942,21	17%	Modest differences in the exchange rate used for rough calculations internally vs the official Helvetas exchange rate.	
3336020	HRM Manager	53.691,66	53.691,66	49.907,78	3.783,88	7%		
3336030	Driver/Logistics	25.961,68	25.961,68	26.630,64	-668,96	-3%		
3336050	Project Assistant	22.950,56	22.950,56	23.235,24	-284,68	-1%		
3336060	Lead Generation Specialist (3 x junior positions)	42.245,00	42.245,00	45.218,06	-2.973,06	-7%		
3336070	Intervention Officers (2 x junior positions)	37.386,46	37.386,46	41.927,52	-4.541,06	-12%	Pay raises for the two staff on this line. Funds for the phase on this line are sufficient.	
<b>3337000</b>	<b>Reimbursable costs Travel, accommodation and other</b>	<b>26.994,04</b>	<b>26.994,04</b>	<b>13.371,13</b>	<b>13.622,91</b>	<b>50%</b>		
3337100	Accommodation and per diems (domestic)	22.462,19	22.462,19	13.119,42	9.342,77	42%	Very limited internal travel in 2020 due to pandemic	
3337300	Representation of the programme/regional exchange/learning	4.531,85	4.531,85	251,71	4.280,14	94%	Very limited internal/external travel in 2020 due to pandemic	
<b>3338000</b>	<b>Equipment PTU</b>	<b>11.081,21</b>	<b>11.081,21</b>	<b>7.500,51</b>	<b>3.580,70</b>	<b>32%</b>		
3338100	Replacement vehicle or vehicle rental	638,26	638,26	0	638,26	100%	This is a contingency that was not required in 2020	
3338200	Office equipment	10.442,95	10.442,95	7.500,51	2.942,44	28%	We purchase equipment when needed, not according to budget availability	
<b>3339000</b>	<b>Operating Costs PTU</b>	<b>138.638,08</b>	<b>138.638,08</b>	<b>110.516,88</b>	<b>28.121,20</b>	<b>20%</b>		
3339010	Office rent	54.244,05	54.244,05	44.561,76	9.682,29	18%	We successfully reduced our office rent, which led to a saving across the year. We did this also due to our office running costs budget being tight. Again, to somewhat cross-compensate between some of the lines under this Part. We transferred some of this into office running costs (which is why that budget line is 'fine').	
3339030	Running costs office	41.603,38	41.603,38	38.093,01	3.510,37	8%	Less staff presence in the office due to the pandemic. Less utilisation.	
3339040	Office material	5.699,31	5.699,31	1.322,38	4.376,93	78%	Small oversight on car registration costs that occurred in Dec 2020 (for both cars). We removed too much money from this line in our Q3-2020 budget re-allocation.	
3339050	Running Costs Vehicles	8.139,13	8.139,13	9.888,84	-1.749,71	-21%		
3339110	Local auditing	7.184,26	7.184,26	7.745,10	-560,84	-8%	Fewer events due to the pandemic. Fewer materials produced.	
3339120	Translation	1.764,91	1.764,91	698,04	1.066,87	60%	With only a few exceptions, many staff are not fully-utilising the opportunities available and communicated to them. On top of this, many training fees are actually quite low cost.	
3339130	Training staff - fees	16.840,75	16.840,75	7.593,75	9.247,00	55%	See above.	
3339140	Training staff - travel	380,60	380,60	0	380,60	100%	See above.	
3339150	Training staff - per diems	2.581,69	2.581,69	614	1.967,69	76%	See above.	



40-40000	Administered Project Funds	1.761.018,38	1.124.074,14	636.944,24	36%	
40-41000	Market Development Initiatives	951.839,01	602.560,03	349.279,58	37%	See below This can be explained by a combination of factors: 1) Sector Leader over-confidence with forecasting needs amid the pandemic; 2) Partners under contract requiring more time to complete their activities (which delays payment milestones); and, (3) a small number of payment requests and advance settlements arriving shortly after the 15th Jan 2021 deadline.
40-41100	MDI-1, MDI-2, MDI-3 and MDI-4	904.179,70	587.584,39	316.595,31	35%	
40-41200	Scaling-up Initiatives	47.659,31	14.975,64	32.683,67	69%	See above
40-42000	Co-facilitator/Focal Points Service Contracts	311.786,26	240.804,75	80.881,51	25%	See below Lower demand for co-facilitation support from development agencies. But also a cancelled contract due to co-facilitation non-performance.
40-42100	Co-facilitator (standard)	190.315,60	150.636,20	39.679,40	21%	better than expected utilisation given the pandemic impacts, however still a clear under-utilisation of external human resources overall. Many staff members were slow to identify experts that they wished to contract.
40-42200	Co-facilitator (Additional interventions)	131.470,66	90.268,55	41.202,11	31%	See below
40-43000	Cross-cutting Initiatives (CCIs)	429.179,70	270.259,02	158.920,68	37%	Over-confidence among relevant staff members of signing new contracts in Q4-2020, however this will be realised in Q1-2021.
40-43100	CC-1, CC-2, CC-3 and CC-4	429.179,70	270.259,02	158.920,68	37%	We elected to save some money in the 2020 budget for utilisation in 2021 (to design Phase 3 interventions and support end-of-phase reporting).
40-44000	Research, Design and Consultancy	26.847,52	3.091,24	23.756,28	89%	See above
40-44100	Research/consultancy (MDIs)	8.942,44	2.933,74	6.008,70	67%	See above
40-44200	MRM research/surveying	17.905,08	157,50	17.747,58	99%	See above
40-45000	Other	31.965,89	7.259,10	24.106,79	77%	See below
40-45100	Portfolio synergy activities	13.193,04	0	13.193,04	100%	One partner is represented on this line and they failed to conclude partner activities in 2020 (due to the pandemic, and their own internal FL).
40-45200	Knowledge management, publications, dissemination	13.794,26	3.063,21	10.731,05	78%	This is due to a cancelled contract and re-prioritisation of budget line use. The intention
40-45300	Regional exchange	4.378,59	4195,89	182,70	4%	
<b>GRAND TOTAL</b>		<b>2.682.992,16</b>	<b>1.999.632,96</b>	<b>683.359,20</b>	<b>25%</b>	



  
 10.02.2021



**HELVETAS SWISS INTERCOOPERATION, (Bosnia and Herzegovina - MarketMakers project)**  
**CAPITAL HELVETAS Swiss Intercooperation - Reconciliation : 1st January 2020 to 31st December 2020**

A/c Code/ Group	Description	Ref	Currency code (BAM)	
			Foreign currency	Local Currency
	<b>Opening Balance as per 01.01.2020.</b>	A		193.067,43
	<b>Remittances from Head Office</b>			-
90001	Swiss Francs			
90002	GBP (if applicable)			
90002	USD			
90002	EURO (if applicable)		1.135.100,00	2.220.062,64
	<b>Total of funds received from Head Office</b>	B		<b>2.220.062,64</b>
	<b>Remittances from Other Donors (locally received)</b>			
90xxxx	1212.03.1.0 .... (name of the Project)		<i>foreign currency information not required for Local mandates</i>	
90xxxx	1212.06.2.0 ..... (name of the Project)			
	<b>Total of funds received from other donors</b>	C		
	<b>TOTAL FUNDS FOR THE YEAR (A + B + C)</b>	D		<b>2.413.130,07</b>
	<b>DEDUCT</b>			
	1. TOTAL of EXPENDITURE FOR THE YEAR (as per Income/Exp. Account)			-1.999.632,96
21011	2. EXPENSES ON BEHALF OF HO (GENERAL)			
21012	3. EXPENSES ON BEHALF OF HO (FAIR TRADE)			
21021	4. EXCHANGE GAIN / (-LOSS)			0,01
8200	5. BANK INTEREST			
	<b>TOTAL of DEDUCTIONS</b>	E		<b>-1.999.632,95</b>
	<b>CLOSING BALANCE (CAPITAL ACCOUNT) ( D - E)</b>			<b>413.497,12</b>

Place : Sarajevo

Date: 10.2.2021

Accountant

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Project Manager

*Handwritten signature of the Project Manager*