

BUDGET/FINANCIAL REPORT

Name of the Project	Business Start-Up centres in de Westelijke Balkan
Activity Number	13351
Reporting Period	apr 2007 - dec 2007
The other Party	SPARK (formerly Academic Training Association)
Currency	Euro
Total Project Budget	1,002,778
Annual Project Budget	501,389
Minister's contribution	1,002,778

1. STATEMENT OF BUDGET EXPENDITURE- 1 April 2007 - 31 December 2007

Budget Item	Total Budget	(Previously) Granted budget reallocations	Requested Reallocations 28/12/2007	New budget	Total expenditures Oct 2005 - Mar 2007	1 April 2007 - 31 December 2007	Total expenses until 31 December 2007	Remaining from Budget	Estimated expenditures 1 January - 30 June 2008	Requested Reallocations 28/02/2008	Budget after all projected expenditures & new reallocations	Specific remarks
				A	B1	B3	B	A-B	D2			
1. Business Start-up Centre Offices established												
BSC Office Pristina												
6411 Advertising Vacancies	2,000.00		-756.50	1,243.50	375.00	218.50	593.50	650.00	650.00			0.00
4102 Labor Costs Local Salary BSC Coordinator	26,400.00		7,967.30	34,367.30	12,660.24	14,087.20	26,747.44	7,619.86	7,619.86			0.00
4123 Labor Costs Local Salary Project Officers	38,400.00		-3,129.76	35,270.24	13,445.35	12,604.96	26,050.30	9,219.94	9,219.94			0.00
4129 Labor Costs Local Website Engineer	9,600.00		720.00	10,320.00	6,000.00	120.00	6,120.00	4,200.00	2,700.00	-1,500.00		0.00
4141 Volunteer & Intern Remuneration	6,000.00		2,129.76	8,129.76	4,449.76	1,511.00	5,960.76	2,169.00	2,169.00			0.00
7101 Accountant	4,000.00	-2,000.00		2,000.00	0.00	0.00	0.00	2,000.00	2,000.00			0.00
4304 Rent BSC	9,600.00	5,400.00	3,004.00	18,004.00	7,803.00	6,003.00	13,806.00	4,198.00	4,198.00			0.00
4325 Equipment and furniture	13,000.00	-1,000.00	-1,450.00	10,550.00	9,522.79	939.44	10,462.23	87.77	87.77			0.00
4346 Office expenditures	15,600.00	1,000.00	3,556.50	20,156.50	12,727.38	3,973.64	16,701.02	3,455.48	3,455.48			0.00
6013 Local travel Kosovo	2,000.00	4,000.00	800.00	6,800.00	3,299.20	1,974.02	5,273.22	1,526.78	1,526.78			0.00
7104 Annual Report	7,000.00	-3,000.00	205.00	4,205.00	0.00	3,803.70	3,803.70	401.30	401.30			0.00
7305 Representation	1,920.00		-403.83	1,516.17	626.77	420.40	1,047.17	469.00	469.00			0.00
Subtotal BSC Office Pristina	135,520.00	4,400.00	12,642.47	152,562.47	70,909.49	45,655.85	116,565.34	35,997.13	34,497.13	-1,500.00		0.00
BSC Committee												
4180 Local BSC Committee Renumeration Tuzla, Osijek and Novi Sad BSC Committee	8,000.00		1,993.20	9,993.20	4,150.00	4,080.00	9,130.00	863.20	863.20			0.00
4181 Renumeration Tuzla, Osijek and Novi Sad BSC Committee Travel and Per Diem	12,000.00		-11,765.50	234.50	0.00	234.50	234.50	0.00	0.00			0.00
6319 International BSC Committee Renumeration	9,600.00			9,600.00	2,824.02	64.80	2,888.82	6,711.18	6,711.18			0.00
4182 Annual Meeting expenditures	2,000.00		-870.17	1,129.83	210.66	76.00	286.66	843.17	843.17			0.00
Subtotal BSC Committee	31,600.00	0.00	-10,642.47	20,957.53	7,184.68	5,355.30	12,539.98	8,417.55	8,417.55	0.00		0.00
SPARK Office Amsterdam												
4006 Feasibility Study and preparation proposal Labor & overhead Costs SPARK Manager SPARK own contribution	192,500.00	23,150.00	31,775.00	247,425.00	210,100.00	65,725.00	275,825.00	50,000.00	50,000.00			0.00
4007 Labor & overhead Costs SPARK Finance Officer SPARK own contribution	58,500.00	-23,150.00	-3,039.00	32,311.00	12,375.00	13,906.50	26,281.50	6,770.00	6,770.00			0.00
4008 Labor & overhead Costs SPARK Webengineer SPARK own contribution	13,500.00		4,427.00	17,927.00	17,100.00	16,837.50	33,937.50	4,427.50	4,427.50			0.00
6000 International Travel	12,000.00	-1,000.00	650.00	11,650.00	7,906.55	3,624.27	11,530.82	119.18	1,619.18	1,500.00		0.00
6016 Per Diem (accommodation and food)	7,000.00	2,000.00		9,000.00	5,763.35	1,587.29	7,350.64	1,649.36	1,649.36			0.00
4141 Volunteer & Intern Remuneration	12,000.00	-5,000.00	431.21	7,431.21	2,569.59	4,701.74	7,271.33	159.88	159.88			0.00
6512 External Evaluations	12,000.00		-5,000.00	7,000.00	0.00	1,307.00	1,307.00	5,693.00	5,693.00			0.00
7112 Accountant Netherlands	9,000.00			9,000.00	4,500.00	0.00	4,500.00	4,500.00	4,500.00			0.00
Subtotal SPARK Office Amsterdam	316,500.00	-4,000.00	29,244.21	341,744.21	180,814.49	87,610.80	268,425.29	73,318.92	74,818.92	1,500.00		0.00
Total Activity # 1	483,620.00	400.00	31,244.21	515,264.21	258,908.66	138,621.95	397,530.61	117,733.60	117,733.60	0.00		0.00

Budget Item	Total Budget	(Previously) Granted budget reallocations	Requested Reallocations 28/12/2007	New budget	Total expenditures Oct 2005 - Mar 2007	1 April 2007 - 31 December 2007	Total expenses untill 31 December 2007	Remaining from Budget	Estimated expenditures 1 January - 30 June 2008	Requested Reallocations 28/02/2008	Budget after all projected expenditures & new reallocations	Specific remarks
2. Developing a Credit Facility for the new SMEs												
5800 Consultancy fees local experts	10,000.00	-5,400.00	-454.79	4,145.21	4,145.21	0.00	4,145.21	0.00	0.00		0.00	
Total Activity # 2	10,000.00	-5,400.00	-454.79	4,145.21	4,145.21	0.00	4,145.21	0.00	0.00	0.00	0.00	
3. SEE Business Centre Coordination meetings implemented (5 times)												
6209 International Travel	16,000.00			16,000.00	7,210.03	2,485.53	9,695.56	6,304.44	6,304.44		0.00	
6230 Per Diem (accommodation and food)	15,000.00			15,000.00	7,452.66	4,575.42	12,028.08	2,971.92	2,971.92		0.00	
4166 Tuzla BSC Renumeration	1,000.00			1,000.00	700.00	0.00	700.00	300.00	300.00		0.00	
4167 Osijek BSC Renumeration	1,000.00		100.00	1,100.00	1,000.00	100.00	1,100.00	0.00	0.00		0.00	
4168 Novi Sad BSC Renumeration	1,000.00		-100.00	900.00	0.00	0.00	0.00	900.00	900.00		0.00	
4169 Pristina BSC Renumeration	0.00			0.00	0.00	0.00	0.00	0.00	0.00		0.00	
4170 Twente BSC Renumeration	0.00			0.00	0.00	0.00	0.00	0.00	0.00		0.00	
Total Activity # 3	34,000.00	0.00	0.00	34,000.00	16,362.69	7,160.95	23,523.64	10,476.36	10,476.36	0.00	0.00	
4. Training Modules in Business Plan Development Implemented												
Pre-training (2 days)												
4184 Renumeration SEE experts	7,200.00		-1,986.00	5,214.00	600.00	1,614.00	2,214.00	3,000.00	3,000.00		0.00	
4185 Renumeration Twente expert	6,600.00	679.40		7,279.40	7,279.40	0.00	7,279.40	0.00	0.00		0.00	
6308 Travel SEE experts	4,500.00		-3,976.80	523.20	190.00	33.20	223.20	300.00	300.00		0.00	
6355 Per Diem (accommodation and food) experts	3,600.00		-1,715.00	1,885.00	375.00	860.00	1,235.00	650.00	650.00		0.00	
Subtotal Pre-training (2 days)	21,900.00	679.40	-7,677.80	14,901.60	8,444.40	2,507.20	10,951.60	3,950.00	3,950.00	0.00	0.00	
Course Modules												
5526 Training modules' materials	6,000.00			6,000.00	2,309.83	1,951.47	4,261.30	1,738.70	1,738.70		0.00	
4183 Renumeration Local Trainers	6,000.00		1,660.00	7,660.00	2,600.00	2,060.00	4,660.00	3,000.00	3,000.00		0.00	
5527 Rent lecture rooms	0.00			0.00	0.00	0.00	0.00	0.00	0.00		0.00	
5405 General interpretation	6,000.00	-3,000.00	2,340.00	5,340.00	1,490.00	2,350.00	3,840.00	1,500.00	1,500.00		0.00	
6400 Promotion & Advertising	12,000.00	5,000.00	6,749.12	23,749.12	15,268.12	4,631.50	19,899.62	3,849.50	3,849.50		0.00	
5552 Certificates	300.00			300.00	76.00	79.50	155.50	144.50	144.50		0.00	
5500 Workshops on curricula adoption	4,500.00		-2,071.32	2,428.68	158.50	0.00	158.50	2,270.18	2,270.18		0.00	
Subtotal Course modules	34,800.00	2,000.00	8,677.80	45,477.80	21,902.45	11,072.47	32,974.92	12,502.88	12,502.88	0.00	0.00	
Total Activity # 4	56,700.00	2,679.40	1,000.00	60,379.40	30,346.85	13,579.67	43,926.52	16,452.88	16,452.88	0.00	0.00	
5. Kosovo-wide Business Plan competition organised (3 editions)												
6405 Promotion & publishing winning participants	12,000.00		-3,327.87	8,672.13	353.18	4,318.95	4,672.13	4,000.00	4,000.00		0.00	
5553 Selection Ceremony	22,500.00	-2,000.00	-6,029.23	15,470.77	7,969.67	3,893.10	11,862.77	3,608.00	3,608.00		0.00	
Total Activity # 5	34,500.00	-2,000.00	-8,357.10	24,142.90	8,322.85	8,212.05	16,534.90	7,608.00	7,608.00	0.00	0.00	
6. Training programme developed and experts recruited and trained												
Curriculum Coordination Meeting												
4165 Renumeration SEE experts	8,600.00		4,100.00	13,700.00	4,800.00	3,900.00	8,700.00	5,000.00	5,000.00		0.00	
4161 Renumeration Twente expert	6,600.00			6,600.00	3,600.00	400.00	3,000.00	3,600.00	3,600.00		0.00	
6241 Travel SEE & Twente expert	4,500.00			4,500.00	553.90	2,815.00	3,368.90	1,131.20	1,131.20		0.00	
6339 Per Diem (accommodation and food) experts	4,500.00		-2,306.19	2,193.81	873.81	320.00	1,193.81	1,000.00	1,000.00		0.00	
6411 Advertising the Vacancies	6,000.00		-4,100.00	1,900.00	816.02	0.00	816.02	1,083.98	1,083.98		0.00	
Subtotal Curriculum Coordination Meeting	31,200.00	0.00	-2,306.19	28,893.81	10,643.63	6,435.00	17,078.63	11,815.18	11,815.18	0.00	0.00	

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2-Day Pre-training												
4162 Renumeration Tuzla expert	2,400.00		-2,400.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
4163 Renumeration Twente expert	6,600.00	-679.40	-3,530.60	2,390.00	3,600.80	-1,210.80	2,390.00	0.00	0.00			0.00
6242 Travel Tuzla & Twente expert	3,000.00		-2,578.00	422.00	422.00	0.00	422.00	0.00	0.00			0.00
6250 Per Diem (accommodation and food) experts	1,800.00			1,800.00	660.40	516.20	1,176.60	623.40	623.40			0.00
6243 Travel 10 SEE experts, 3 cycles	7,500.00		-3,424.40	4,075.60	1,678.23	288.60	1,966.83	2,108.77	2,108.77			0.00
6251 Per Diem (accommodation and food) SEE experts	9,000.00		-5,000.00	4,000.00	1,097.80	0.00	1,097.80	2,902.20	2,902.20			0.00
Subtotal 2-Day Pre-training	30,300.00	-679.40	-16,933.00	12,687.60	7,459.23	-406.00	7,053.23	5,634.37	5,634.37	0.00	0.00	
Total Activity # 6	61,500.00	-679.40	-19,239.19	41,581.41	18,102.86	6,029.00	24,131.86	17,449.55	17,449.55	0.00	0.00	
7. Course modules and Coaching Implemented												
6244 Travel SEE experts	7,500.00	-1,250.00		6,250.00	626.75	1,904.15	2,530.90	3,719.10	3,719.10			0.00
6123 Travel Serbian participants	0.00	6,000.00		6,000.00	1,390.00	1,078.00	2,468.00	3,532.00	3,532.00			0.00
6252 Per Diem (accommodation and food) SEE experts	10,500.00	-1,250.00		9,250.00	1,524.95	2,262.00	3,786.95	5,463.05	5,463.05			0.00
4164 Renumeration SEE experts	15,000.00	-1,000.00	-2,000.00	12,000.00	2,000.00	3,500.00	5,500.00	6,500.00	6,500.00			0.00
4160 Renumeration Kosovo experts	15,000.00	-1,000.00	7,611.50	21,611.50	1,011.50	9,000.00	10,011.50	11,600.00	11,600.00			0.00
4320 Rent Classrooms for trainings	0.00		1,200.00	1,200.00	0.00	1,100.00	1,100.00	100.00	100.00			0.00
5417/5418 Translation & interpretation	0.00	25,000.00	-6,477.63	18,522.37	770.00	14,810.00	15,580.00	2,942.37	2,942.37			0.00
5522 Food & beverages during trainings	0.00	13,500.00	-3,127.00	10,373.00	203.25	6,922.35	7,125.60	3,247.40	3,247.40			0.00
5560 Teaching equipment	3,000.00	-1,000.00	1,200.00	3,200.00	0.00	548.95	548.95	2,651.05	2,651.05			0.00
5561 Reading materials	30,000.00	-20,000.00		10,000.00	717.00	2,472.43	3,189.43	6,810.57	6,810.57			0.00
5562 Workshops on curricula adaption	9,000.00		-1,600.00	7,400.00	0.00	0.00	0.00	7,400.00	7,400.00			0.00
5901 SEE students visits	6,000.00	-3,000.00	-1,000.00	2,000.00	0.00	0.00	0.00	2,000.00	2,000.00			0.00
Total Activity # 7	96,000.00	16,000.00	-4,193.13	107,806.87	8,243.45	43,597.88	51,841.33	55,965.54	55,965.54	0.00	0.00	
8.30 SMEs established and supported by BSC centre												
5801 Final Selection Ceremony/ event	15,000.00			15,000.00	0.00	6,935.80	6,935.80	8,064.20	8,064.20			0.00
5802 Registration SMEs	12,000.00			12,000.00	0.00	38.50	38.50	11,961.50	11,961.50			0.00
5803 Renumeration local expert consultancy	75,000.00			75,000.00	0.00	0.00	0.00	75,000.00	75,000.00			0.00
5804 Seed-Money and management Credit Facility	100,000.00			100,000.00	0.00	50,000.00	50,000.00	50,000.00	50,000.00			0.00
Total Activity # 8	202,000.00	0.00	0.00	202,000.00	0.00	56,974.30	56,974.30	145,025.70	145,025.70	0.00	0.00	
SUBTOTAL EXPENDITURES	978,320.00	11,000.00	0.00	989,320.00	344,432.57	274,175.80	618,608.37	370,711.63	370,711.63	0.00	0.00	
Contingencies (2%)	24,458.00	-11,000.00		13,458.00	0.00	0.00	0.00	13,458.00	13,458.00			0.00
Grand Total	1,002,778.00	0.00	0.00	1,002,778.00	344,432.57	274,175.80	618,608.37	384,169.63	384,169.63	0.00	0.00	

3. LIQUIDITY PLANNING, NETHERLANDS CONTRIBUTION

Total contribution committed Project period 1 October 2005 - 30 June 2008	Instalments received Period 1 October 2005 - 31 December 2007 a	Total expenditures previous periods 1 October 2005 - 31 March 2007 b	Total expenditures reporting period 1 April 2007 - 31 December 2007 c	Total other contributions reporting period 1 April 2007 - 31 December 2007 d	Liquidity planning Period 1 January 2008 - 31 June 2008 e	Received instalment February 2008 f	Balance to receive b+c+e-a-d-f
1,002,778.00	540,000.00	344,432.57	294,254.30	20,297.50	384,169.63	363,640.00	98,919.00

95% of total contribution	952,639.10
received instalments	903,640.00
requested amount	<hr/>
instalment	48,999.10
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2. STATEMENT OF REVENUE AND EXPENDITURE DURING REPORTING PERIOD

			TOTAL
OPENING BALANCE:	Balance of project funds at start of project period	a	195,967.43
		RECEIVED	
REVENUE:	NGO's own contribution	b	20,078.50
	Interest/other income of NGO	c	219.00
	Contribution from the Netherlands	d	0.00
	Contribution from other donors	e	0.00
	Total revenue during reporting period (b+c+d+e)	f	20,297.50
	subtotal (a + f)	g	216,264.93
EXPENDITURE:	Total expenditure during reporting period including own contribution	h	294,254.30
CLOSING BALANCE:	Balance of project funds at end of reporting period (g-h)	i	-77,989.37