

COOPERATION COMMITTEE FOR CAMBODIA

**STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 31 DECEMBER 2012**

COOPERATION COMMITTEE FOR CAMBODIA

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FOR THE YEAR ENDED 31 DECEMBER 2012**

CONTENTS

	Page
Statement of Executive Committee	1
Independent auditor's report	2 – 3
Statement of income and expenditure	4
Notes to the statement of income and expenditure	5 – 10



គណៈកម្មាធិការ
សហប្រតិបត្តិការស្នើសុំកម្ពុជា
Cooperation Committee
for Cambodia
Comité de Coopération
Pour le Cambodge

ទស្សនវិស័យ: សង្គមស៊ីវិលមួយដែលមានកិច្ចសហការដ៏រឹងមាំ និងមានសមត្ថភាពឆ្លើយតបទៅនឹងបញ្ហានៃ
ការអភិវឌ្ឍនៅកម្ពុជា

Vision: A strong and capable civil society, cooperating and responsive to Cambodia's
development challenges

STATEMENT OF EXECUTIVE COMMITTEE

I, Soeung Saroeun, Executive Director of the Cooperation Committee for Cambodia (“the Organisation”) state that, in my opinion:

The accompanying statement of income and expenditure, together with the notes thereon, of the Cooperation Committee for Cambodia (“the Organisation”) for the year then ended has been prepared, in all material respects, in accordance with the basis set out in Note 2 to the statement of income and expenditure.

On behalf of the Board of Management,



 Soeung Saroeun
 Executive Director
 Cooperation Committee for Cambodia

Phnom Penh, Kingdom of Cambodia
 Date: 8 February 2013



Independent auditor's report

To the Executive Committee of the Cooperation Committee for Cambodia

We have audited the accompanying statement of income and expenditure of the Cooperation Committee for Cambodia (“the Organisation”) for the year ended 31 December 2012 and a summary of significant accounting policies and other explanatory information (together the “financial statement”). The financial statement has been prepared by management on the basis set out in Note 2.

Management's responsibility for the special purpose financial statement

Management is responsible for the preparation of a financial statement on the basis described in Note 2. This includes determining that the basis described in Note 2 is an acceptable basis for the preparation of the financial statement in the circumstances, and for such internal control as management determines is necessary to enable the preparation of a financial statement that is free from material misstatement, whether due to fraud or error.

Auditor's responsibility

Our responsibility is to express an opinion on the financial statement based on our audit. We conducted our audit in accordance with Cambodian International Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation the financial statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the statement of income and expenditure of the Cooperation Committee for Cambodia for the year ended 31 December 2012 has been prepared, in all material respects, in accordance with the basis set out in Note 2.

Basis of accounting and restriction of use

Without modifying our opinion, we draw attention to Note 2 to the financial statement, which describes the basis of accounting. The financial statement is prepared to provide information to Cooperation Committee for Cambodia. As a result, the financial statement may not be suitable for another purpose. This report is intended solely for Cooperation Committee for Cambodia and should not be distributed to or used by parties other than the Cooperation Committee for Cambodia.

For PricewaterhouseCoopers (Cambodia) Ltd.



By Benilda C. Fernando
Director

Phnom Penh, Kingdom of Cambodia

Date: 8 February 2013

COOPERATION COMMITTEE FOR CAMBODIA

STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 31 DECEMBER 2012

	Note	For the year ended 31 December 2012 US\$	For the year ended 31 December 2011 US\$
I FUND BALANCE AT THE BEGINNING OF THE YEAR		402,812	195,762
II INCOME			
Fund receipts from donors	3	339,048	1,045,776
Other income	4	100,476	101,165
Management fee	5	91,234	101,303
Interest		1,883	1,044
		<u>532,641</u>	<u>1,249,288</u>
		<u>935,453</u>	<u>1,445,050</u>
III EXPENDITURE			
Personnel costs	6	340,983	330,439
Program costs	7	211,240	526,857
Management fee	5	91,234	101,303
Administrative costs	8	45,902	57,459
Monitoring and evaluation costs	9	14,078	11,500
Communication costs		7,812	14,680
		<u>711,249</u>	<u>1,042,238</u>
IV FUND BALANCE AT THE END OF THE YEAR		<u>224,204</u>	<u>402,812</u>
V CLOSING FUND BALANCE REPRESENTED BY			
Cash on hand		594	968
Cash at bank	10	337,364	471,513
Advances		150	-
Receivable from suppliers	11	4,706	14,995
Staff pension fund liability	12	(51,325)	(47,578)
Other payables	13	(67,285)	(37,086)
		<u>224,204</u>	<u>402,812</u>

The accompanying notes on pages 5 to 10 form an integral part of this statement of income and expenditure.

COOPERATION COMMITTEE FOR CAMBODIA

NOTES TO THE STATEMENT OF INCOME AND EXPENDITURE FOR THE YEAR ENDED 31 DECEMBER 2012

1. BACKGROUND INFORMATION AND PROJECT ACTIVITIES

The Cooperation Committee for Cambodia (“CCC” or “the Organisation”) is a non-profit organisation comprising non-governmental and other organisations which are active in Cambodia. CCC was established in 1990 to facilitate the exchange of information and cooperation among NGO’s and to provide a forum for NGO coordination on issues of common concern.

2. SIGNIFICANT ACCOUNTING POLICIES

a) Basis of accounting

The statement of income and expenditure, expressed in United States dollars (US\$”) has been prepared under the historical cost convention.

The Organisation's policy is to prepare the statement of income and expenditure on the cash receipts and disbursements basis except for the advances to staff, accrual of staff pension fund and thirteen month salary, receivables from and payables to suppliers. On this basis, income is recognised when received rather than when earned, and expenditure, except for the advances to staff, accrual of staff pension fund and thirteen month salary, receivables from and payables to suppliers, are recognised when paid rather than when incurred.

b) Income and expenditure

Income is defined as the funds received by the Organisation from donors and own means of income generation. These sources of income are accounted for when received, and recorded at gross amounts of bank charges. Expenditure represents all costs paid and accrued in meeting the Organisation’s objectives.

Project costs share on rental, utilities and other expenditure are recognised as CCC general sources (income) and cost (expenditure) by each donor. The income and expenditure is not eliminated rather it is shown separately as management fee.

c) Fixed assets

The cost of fixed assets purchased during the year is treated as expenditure in the statement of income and expenditure in the year of purchase. All items of fixed assets with a value of more than US\$ 250 are recorded in the fixed assets register for control purposes.

d) Inventories

The cost of materials purchased during the year is expensed in the statement of income and expenditure and no value is carried forward for any unutilised inventory at the year end. A list of books and newsletters is maintained for control purposes.

e) Cash and bank balances

Cash and bank consist of cash on hand and bank balances with insignificant risk of changes in value.

COOPERATION COMMITTEE FOR CAMBODIA

NOTES TO THE STATEMENT OF INCOME AND EXPENDITURE FOR THE YEAR ENDED 31 DECEMBER 2012

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

f) Foreign exchange

The operational currency of the Organisation is US\$ and transactions in currencies other than US\$ are converted into US\$ using the market exchange rate on the date of the transaction. Any exchange differences are recorded in the statement of income and expenditure.

g) Staff pension fund and thirteen month salary

The Organisation set up a staff pension fund bank account. Payments made by the Organisation to the staff pension fund bank account are recognised as expenditure. This amount is equivalent to 10% of the monthly staff salary provided that staff have already completed one year of service to the Organisation and is provided to staff at the end of their employment along with interest earned.

The Organisation provides a thirteen month salary, which is equal to one month's salary, to staff in March every year. The thirteen month salary expense is accrued monthly by dividing the current salary by twelve.

h) Receivables from and payables to suppliers

Receivables from suppliers are the prepayment to suppliers for the purchase of goods and services, and the share of office costs with NGO Forum.

Payables to suppliers are the expenses for which the Organisation purchases goods and services from suppliers and the goods and services have been received and invoices are billed.

i) Advances

Outstanding cash advances are recorded in the balance sheet and recognised as expenses upon liquidation.

j) Comparative figures

Effective from 1 January 2012, the Organisation has changed its strategic operation from projects base activities to a program base activity named Governance Hub Program. As a result of the strategic change, expenditures are presented by nature rather than by Project. Corresponding figures for the year ended 31 December 2011, has been regrouped and reclassified to be presented by nature.

COOPERATION COMMITTEE FOR CAMBODIA

NOTES TO THE STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 31 DECEMBER 2012

3. FUND RECEIPTS FROM DONORS

	2012 US\$	2011 US\$
Oxfam Novib	75,000	-
DCA/CA	54,363	51,617
AusAid	50,000	50,000
EED	40,000	145,124
NPA	30,398	20,955
Plan International	25,000	-
Concord	23,791	139,656
Alliance 2015	10,035	-
AECID	-	308,028
Diakonia	-	64,749
Trocaire/BD	-	52,685
ESP	-	39,970
ICCO	-	30,934
Oxfam Hong Kong	-	30,005
British Embassy	-	20,838
Others	30,461	91,215
	<u>339,048</u>	<u>1,045,776</u>

4. OTHER INCOME

	2012 US\$	2011 US\$
Membership fee	80,145	88,036
Others	20,331	13,129
	<u>100,476</u>	<u>101,165</u>

5. MANAGEMENT FEE

Management oversight fees are the costs sharing for the rental, utilities and other expenditures, recognised as CCC general reserves and costs by each donors, respectively.

The management oversight fees are charged base on the approved budgets.

6. PERSONNEL COSTS

The personnel costs consist of the salaries and wages, thirteen-month bonus, and other short term benefits.

COOPERATION COMMITTEE FOR CAMBODIA

NOTES TO THE STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 31 DECEMBER 2012

7. PROGRAM COSTS

	<u>2012</u> <u>US\$</u>	<u>2011</u> <u>US\$</u>
Workshops and meetings	76,605	177,288
Travelling costs	48,683	98,338
Training costs	46,055	64,589
Consultants	30,132	147,202
Communication	5,913	19,324
Program material and supplies	3,852	20,116
	<u>211,240</u>	<u>526,857</u>

8. ADMINISTRATIVE COSTS

	<u>2012</u> <u>US\$</u>	<u>2011</u> <u>US\$</u>
Equipment	9,822	21,183
Office rental	9,240	10,642
Utilities	6,942	5,403
Stationery and office supplies	5,118	8,094
Meeting and retreat	4,928	2,181
Miscellaneous	3,014	5,540
Publication	2,659	1,937
Security	2,138	2,277
IT maintenances	2,041	202
	<u>45,902</u>	<u>57,459</u>

9. MONITORING AND EVALUATION COSTS

	<u>2012</u> <u>US\$</u>	<u>2011</u> <u>US\$</u>
Monitoring and evaluation	8,578	6,000
Professional fees	5,500	5,500
	<u>14,078</u>	<u>11,500</u>

COOPERATION COMMITTEE FOR CAMBODIA

NOTES TO THE STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 31 DECEMBER 2012

10. CASH AT BANK

	<u>2012</u> <u>US\$</u>	<u>2011</u> <u>US\$</u>
ACLEDA Bank Plc. saving accounts	285,264	422,213
ACLEDA Bank Plc. pension fund fixed deposit account	30,000	30,000
ACLEDA Bank Plc. pension fund saving account	21,325	18,988
Canadia Bank Plc. saving account	675	-
ACLEDA Bank Plc. current account	100	312
	<u>337,364</u>	<u>471,513</u>

Current accounts are non-interest bearing, and saving accounts bear interest at the rate of 0.50% per annum for ACLEDA Bank Plc. and 2.00% per annum for Account in Khmer Riel at Canadia Bank Plc.

Pension fund is divided into two accounts; these are saving account which bears interest at the rate of 0.50% per annum and interest bearing six-month fixed deposit at the interest rate of .75% per annum.

11. RECEIVABLES FROM SUPPLIERS

	<u>2012</u> <u>US\$</u>	<u>2011</u> <u>US\$</u>
Receivables from:		
NGO Forum for office rental and utilities sharing	2,342	12,655
EDC advance deposit for electricity connection	2,364	2,340
	<u>4,706</u>	<u>14,995</u>

COOPERATION COMMITTEE FOR CAMBODIA

NOTES TO THE STATEMENT OF INCOME AND EXPENDITURE FOR THE YEAR ENDED 31 DECEMBER 2012

12. STAFF PENSION FUND LIABILITY

Movements of the staff pension fund bank account and the fund itself for the year are as follows:

	<u>2012</u> US\$	<u>2011</u> US\$
As at 1 January	47,578	43,303
Deposits to the staff pension fund	26,716	23,850
Interest	1,433	909
Reverse to CCC general sources (*)	-	(1,410)
Payments to staff at the end of their employment	<u>(24,402)</u>	<u>(19,074)</u>
As at 31 December	<u>51,325</u>	<u>47,578</u>

(*) During the year, there were staffs who resigned and were not entitled to receive pension fund. The balance had been reversed as CCC general reserves but the cash has not been transferred.

13. PAYABLES TO SUPPLIERS

	<u>2012</u> US\$	<u>2011</u> US\$
Payables to:		
Suppliers	50,826	19,928
Accrued staff bonuses	14,213	9,576
General Department of Taxation for salary taxes	<u>2,246</u>	<u>7,582</u>
	<u>67,285</u>	<u>37,086</u>

14. GLOSSARY

AECID	: Agency for International Cooperation for Development
AusAID	: Australian Agency for International Development
Concern	: Concern Worldwide Cambodia
DCA/CA	: DanChurchAid Cambodia / ChristianAid
EED	: Evangelischer Entwicklungsdienst e.V.
ESP	: Ecumenical Scholarships Programme
GHP	: Governance Hub Program
ICCO	: The Interchurch Organisation for Development Co-operation (Interkerkelijke Coördinatie Committee Ontwikkelingsprojecten)
NPA	: Norwegian People's Aid
Trocaire/BD	: Trocaire/Broederlijk Delen