

COOPERATION COMMITTEE FOR CAMBODIA

STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 31 DECEMBER 2013



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

ទស្សនវិស័យ: ការអភិវឌ្ឍប្រកបដោយនិរន្តរភាពសម្រាប់ប្រទេសកម្ពុជា
Vision: Sustainable development for Cambodia

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 Executive Committee,



Soeung Saroeun
Executive Director
Cooperation Committee for Cambodia

Phnom Penh, Kingdom of Cambodia
Date: 17 MAR 2014



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 2013 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 2013 has been prepared, in all material respects, in accordance with the basis set out in Note 2.

PricewaterhouseCoopers (Cambodia) Ltd.

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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: 17 March 2014

COOPERATION COMMITTEE FOR CAMBODIA

STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 31 DECEMBER 2013

	Note	2013 US\$	2012 US\$
I FUND BALANCE AT THE BEGINNING OF THE YEAR		224,204	402,812
II INCOME			
Fund receipts from donors	3	529,272	339,048
Other income	4	115,899	100,476
Management fee	5	94,103	91,234
Interest		1,889	1,883
		<u>741,163</u>	<u>532,641</u>
		<u>965,367</u>	<u>935,453</u>
III EXPENDITURE			
Personnel costs	6	374,696	340,983
Program costs	7	178,092	211,240
Management fee	5	94,103	91,234
Administrative costs	8	48,688	45,902
Monitoring and evaluation costs	9	8,700	14,078
Communication costs		3,609	7,812
		<u>707,888</u>	<u>711,249</u>
IV FUND BALANCE AT THE END OF THE YEAR		<u>257,479</u>	<u>224,204</u>
V CLOSING FUND BALANCE REPRESENTED BY			
Cash on hand		134	594
Cash at bank	10	340,531	337,364
Advances		-	150
Receivable from suppliers	11	4,467	4,706
Staff pension fund liability	12	(65,257)	(51,325)
Other payables	13	(22,396)	(67,285)
		<u>257,479</u>	<u>224,204</u>

The accompanying notes on pages 5 to 12 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 2013

1. BACKGROUND INFORMATION AND PROJECT ACTIVITIES

The Cooperation Committee for Cambodia (CCC or the Organisation) is a leading and longest established membership organisation in Cambodia and has played a unique role since 1990 in strengthening the cooperation, professionalism, accountability, governance, and development effectiveness of the civil society organizations that are working across diverse sectors in Cambodia.

CCC delivers its mission and mandate through a five-year program called 'Governance Hub Program (GHP)' for 2011 to 2015, aiming at building a more cohesive, accountable, transparent NGO sector, contributing more effectively to the development of Cambodia. GHP focuses on three interconnected components:

- 1) voluntary certification,
- 2) capacity development and learning, and
- 3) knowledge management, advisory, referral, and linkages.

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 modified cash receipts and disbursements basis in accordance with CCC internal accounting policies. Significant accounting policies are outlined below..

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.

COOPERATION COMMITTEE FOR CAMBODIA

NOTES TO THE STATEMENT OF INCOME AND EXPENDITURE FOR THE YEAR ENDED 31 DECEMBER 2013

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

e) Cash and bank balances

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

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 advance payment 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 as receivable and recognised as expenses upon liquidation.

j) Comparative figures

Where necessary, comparative figures have been reclassified to conform with changes presentation in the current year.

COOPERATION COMMITTEE FOR CAMBODIA

NOTES TO THE STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 31 DECEMBER 2013

3. FUND RECEIPTS FROM DONORS

	2013 US\$	2012 US\$
BfdW / EED 20110367 G (GHP program)	87,961	40,000
DCA/CA	76,533	54,363
Oxfam Novib	75,000	75,000
BfdW / EED 20130249 G/BMZ-Nr.2013.7598.9	67,950	-
AusAid	61,331	50,000
Plan International	50,000	25,000
Oxfam America	33,607	4,113
NPA	30,000	30,398
KEPA	12,890	6,175
AAI	10,000	9,859
CIVICUS	8,800	-
CRS	5,500	-
Trocaire	5,000	-
Concord	4,700	23,791
Others	-	10,314
Alliance 2015	-	10,035
	<u>529,272</u>	<u>339,048</u>

4. OTHER INCOME

	2013 US\$	2012 US\$
Membership fee	82,117	80,145
Annual fee to certify NGOs	7,940	-
Other income	25,842	20,331
	<u>115,899</u>	<u>100,476</u>

5. MANAGEMENT FEE

Management oversight fees are costs sharing for 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 2013

7. PROGRAM COSTS

	<u>2013</u> <u>US\$</u>	<u>2012</u> <u>US\$</u>
Workshops and meetings	85,350	76,605
Travelling costs	17,690	48,683
Training costs	33,000	46,055
Consultants	30,539	30,132
Communication	6,062	5,913
Program material and supplies	5,451	3,852
	<u>178,092</u>	<u>211,240</u>

8. ADMINISTRATIVE COSTS

	<u>2013</u> <u>US\$</u>	<u>2012</u> <u>US\$</u>
Meeting and retreat	12,293	4,928
Office rental	10,396	9,240
Equipment	10,170	9,822
Utilities	6,207	6,942
Stationery and office supplies	3,097	5,118
Security	2,346	2,138
Publication	990	2,659
IT maintenance	980	2,041
Miscellaneous	2,209	3,014
	<u>48,688</u>	<u>45,902</u>

9. MONITORING AND EVALUATION COSTS

	<u>2013</u> <u>US\$</u>	<u>2012</u> <u>US\$</u>
Professional fees	7,000	5,500
Monitoring and evaluation	1,700	8,578
	<u>8,700</u>	<u>14,078</u>

COOPERATION COMMITTEE FOR CAMBODIA

NOTES TO THE STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 31 DECEMBER 2013

10. CASH AT BANK

	As at 31 December 2013 US\$	As at 31 December 2012 US\$
ACLEDA Bank Plc. saving accounts	271,478	285,264
ACLEDA Bank Plc. pension fund saving account	55,218	21,325
ACLEDA Bank Plc. pension fund fixed deposit account	10,000	30,000
Canadia Bank Plc. saving account	3,735	675
ACLEDA Bank Plc. current account	100	100
	<u>340,531</u>	<u>337,364</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 0.75% per annum.

11. RECEIVABLES FROM SUPPLIERS

	As at 31 December 2013 US\$	As at 31 December 2012 US\$
Receivables from:		
NGO Forum for office rental and utilities sharing	2,103	2,342
EDC advance deposit for electricity connection	2,364	2,364
	<u>4,467</u>	<u>4,706</u>

COOPERATION COMMITTEE FOR CAMBODIA

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12. STAFF PENSION FUND LIABILITY

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

	As at 31 December 2013 US\$	As at 31 December 2012 US\$
As at 1 January	51,325	47,578
Deposits to the staff pension fund	29,009	26,716
Interest	1,532	1,433
Reverse to CCC general sources ^(*)	(893)	-
Payments to staff at the end of their employment	<u>(15,716)</u>	<u>(24,402)</u>
As at 31 December	<u>65,257</u>	<u>51,325</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

	As at 31 December 2013 US\$	As at 31 December 2012 US\$
Payables to:		
Suppliers	1,394	50,826
Accrued staff bonuses	18,309	14,213
General Department of Taxation for salary taxes	<u>2,693</u>	<u>2,246</u>
	<u>22,396</u>	<u>67,285</u>

COOPERATION COMMITTEE FOR CAMBODIA

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14. EXPENDITURE SUPPORTED BY DANCHURCHAID AND CHRISTIAN AID (DCA/CA)

	2013 US\$	2012 US\$
Incomes		
Governance Hub Program		
Fund received	76,533	54,363
Interest income	102	172
	76,635	54,535
Expenditures		
Component 1		
Staff salary and benefit	16,736	17,614
Administration	6,902	357
Update and review guideline	2,392	-
Increased NGOs certified	2,284	-
Equipment and maintenance	1,567	-
Evaluation and audit fee	1,000	-
	30,881	17,971
Component 2		
Administration	4,455	1,431
Capacity development needs of NGO sector	4,213	-
Promote learning forum and e-learn	2,468	-
Staff salary and benefit	342	3,866
	11,478	5,297
Component 3		
Staff salary and benefit	18,385	15,487
View from CSO to Stakeholder	6,086	-
Equipment and maintenance	4,620	4,891
Administration	4,185	5,712
Evaluation and audit fee	1,000	-
Produce research on NGO effectiveness	-	975
NGO performance review	-	1,500
Alliance for governance issue	-	1,140
Share NGO voice and position	-	1,562
	34,276	31,267
	76,635	54,535
FUND BALANCE	-	-

COOPERATION COMMITTEE FOR CAMBODIA

NOTES TO THE STATEMENT OF INCOME AND EXPENDITURE FOR THE YEAR ENDED 31 DECEMBER 2013

15. GLOSSARY

AAI	: Action Aid International
AusAid	: Australian Agency for International Development
BfdW	: Bread for the World
CIVICUS	: Center for Cambodian Civic Education
CRS	: Catholic Relief Service
CSO	: Civil Society Organisations
DCA/CA	: DanChurchAid Cambodia / ChristianAid
EED	: Evangelischer Entwicklungsdienst e.V.
GHP	: Governance Hub Program
KEPA	: Kehitysyhteistyön palvelukeskus (Service Centre for Development Cooperation)
NPA	: Norwegian People's Aid