UPOV

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International Union for the Protection of New Varieties of Plants

Council

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FINANCIAL STATEMENTS FOR 2017

Document prepared by the Office of the Union

Disclaimer: this document does not represent UPOV policies or guidance

1. The Financial Statements of UPOV for the year ended December 31, 2017 are transmitted to the Council in accordance with Regulation 6.5 of the Financial Regulations and Rules of UPOV (document UPOV/INF/4/4), which requires that the Council examines and approves the financial statements. The Financial Statements for 2017 are presented in the Annex to this document. Document C/52/13 contains the audit report of the External Auditor.

2. The Financial Statements for 2017 have been prepared in accordance with International Public Sector Accounting Standards (IPSAS). At its forty-fifth ordinary session, held in Geneva on October 20, 2011, the Council agreed to the adoption of IPSAS by UPOV, beginning with the financial period starting in 2012 (see document C/45/18 "Report", paragraph 9(b)). The Financial Statements for 2017 constitute the sixth set of financial statements to be prepared in accordance with IPSAS.

3. The Council is invited to examine and approve the Financial Statements for 2017.

[Annex follows]

INTERNATIONAL UNION FOR THE PROTECTION OF NEW VARIETIES OF PLANTS

Financial Statements for the year ended December 31, 2017

Contents

INTRODUCTION

1. The financial statements of the International Union for the Protection of New Varieties of Plants (UPOV) for the year ended December 31, 2017 are submitted to the Council of UPOV in accordance with Regulation 6.5 of the Financial Regulations and Rules of UPOV (document UPOV/INF/4/4):

Regulation 6.5

(1) The annual financial statements for each calendar year of the financial period shall be submitted by the Secretary-General to the External Auditor no later than March 31 following the end of the calendar year to which they relate.

(2) Within eight months after the end of each calendar year the Secretary-General shall submit the annual financial statements and the audit report of the External Auditor to the Council.

(3) The Council shall examine the annual financial statements. It may identify adjustments to the share of UPOV in common expenditures, if it finds that this share has not been correctly estimated and assessed by the Secretary-General. In such a case, after having consulted the Coordination Committee of WIPO, the Council shall establish the final allocation.

(4) The Council shall approve the annual financial statements, after they have been audited in accordance with Article 24 of the 1961 Convention, Article 25 of the 1978 Act and Article 29(6) of the 1991 Act.

2. The report of the External Auditor on the audit of the 2017 financial statements, together with his/her opinion on the financial statements, is also submitted to the Council of UPOV as prescribed under Regulation 6.5 and Annex II of the Financial Regulations and Rules of UPOV.

3. The 2017 financial statements have been prepared in accordance with International Public Sector Accounting Standards (IPSAS). At its forty-fifth ordinary session, held in Geneva on October 20, 2011, the Council agreed to the adoption of IPSAS by UPOV beginning with the financial period starting in 2012 (document C/45/18 “Report”, paragraph 9(b)). This agreement led to the replacement of the previously applied United Nations System Accounting Standards (UNSAS) with IPSAS which are internationally recognized. The 2017 financial statements constitute the sixth set of UPOV financial statements to have been prepared in accordance with IPSAS.

FINANCIAL RESULTS FOR THE YEAR

Preparation of the Financial Statements under IPSAS

4. IPSAS requires the application of the full accrual basis of accounting. Accrual basis accounting means the recognition of transactions and events when they occur. As such they are recorded in the accounting records and reported in the financial statements of the financial periods to which they relate, and not only when cash or its equivalent is received or paid.

5. Under IPSAS, revenue for both contributions and extrabudgetary funds (funds in trust) is recognized when UPOV has a right to receive the contribution. Where contributions are due to UPOV, a receivable balance is shown, but the total balance is reduced to reflect amounts still outstanding from prior periods. Extrabudgetary fund arrangements are analyzed to see if UPOV needs to meet performance conditions, and if these are present, revenue is only recognized when the conditions are fulfilled.

6. The value of future employee benefits (for example, accumulated annual leave, repatriation grants and After-Service Health Insurance (ASHI)) that UPOV staff have earned but not yet received is recorded to capture the full cost of employing staff.

7. The application of IPSAS does not currently impact the preparation of the Program and Budget, which is still presented on a modified accrual basis. As this basis differs from the full accrual basis applied to the financial statements, a reconciliation between the budget and the principal financial statements is provided in accordance with the requirements of IPSAS.

8. IPSAS requires more detailed disclosures to be included in the notes to the financial statements in the interests of transparency. As such, UPOV provides information on the remuneration of key management personnel.

Financial Performance

9. UPOV's results showed a deficit for the year of 290,363 Swiss francs, with total revenue of 3,644,418 Swiss francs and total expenses of 3,934,781 Swiss francs. This can be compared to a restated surplus of 93,576 Swiss francs in 2016, with total revenue of 3,746,320 Swiss francs and total restated expenses of 3,652,744 Swiss francs.

10. The revision of 2016 figures relates to the implementation of *IPSAS 39 Employee Benefits* during 2017. As a result of this change in accounting policy, the surplus for the prior year 2016 has been retrospectively restated to 93,576 Swiss francs (previously 71,699 Swiss francs). Most significantly, the Union's net assets as at December 31, 2016, were also restated to 745,775 Swiss francs (previously 1,738,867 Swiss francs). This important reduction in net assets is explained later in more detail, but is principally related to a change in accounting treatment for UPOV's After-Service Health Insurance (ASHI) liability, requiring the recognition of previously unrecognized actuarial losses in the statement of financial position.

11. The financial statements provide detail of financial performance by segment within the segment information disclosures, and this is summarized below:

Table 1. Summary Financial Performance by Segment

	Regular Program and Budget 2017	Funds in Trust 2017	Special Project Fund 2017	Inter-Segment Transactions 2017	TOTAL UPOV 2017	TOTAL UPOV 2016 (restated)
				(in Swiss francs)		
TOTAL REVENUE	3,416,248	257,524	-	-29,354	3,644,418	3,746,320
TOTAL EXPENSES	3,706,611	257,524	-	-29,354	3,934,781	3,652,744
SURPLUS/(DEFICIT) FOR THE YEAR	**-290,363**	**-**	**-**	**-**	**-290,363**	**93,576**

12. UPOV's activities are financed mainly from two sources - contributions and extrabudgetary funds (funds in trust). Contributions of 3,365,962 Swiss francs represent approximately 92.4 per cent of UPOV's total revenue for 2017. Revenue recognized from extrabudgetary funds (funds in trust) totaled 257,524 Swiss francs for the year, representing 7.1 per cent of total revenue. UPOV also has balances of 260,063 Swiss francs relating to contributions received in advance. These balances are currently shown as liabilities, and will be recorded as revenue in the year to which they relate.

13. During 2017, UPOV launched the UPOV PRISMA PBR application tool. This online application tool enables applicants to submit application data to participating Plant Variety Protection Offices around the world. UPOV PRISMA revenue for 2017 totaled 1,841 Swiss francs.

14. Personnel expenditure of 2,262,006 Swiss francs represents 57.5 per cent of total expenses of 3,934,781 Swiss francs for the year 2017. As already highlighted, accrual accounting for post-employment and other long-term employee benefits requires the cost of the schemes to be recorded as the benefits are earned by staff, rather than on a pay-as-you-go basis. The total interest and service cost for the year relating to ASHI, repatriation benefits and long-term accumulated annual leave is 211,934 Swiss francs. This methodology allows UPOV to better account for the true cost of employing its staff on an annual basis.

Financial Position

15. UPOV has net assets of 629,830 Swiss francs as at December 31, 2017, compared to restated 745,775 Swiss francs at the end of 2016. The financial position of UPOV by segment can be summarized as follows:

Table 2. Summary Financial Position by Segment

	Regular Program and Budget 2017	Funds in Trust 2017	Special Project Fund 2017	Inter-Segment Balances 2017	TOTAL UPOV 2017	TOTAL UPOV 2016 (restated)
			(in Swiss francs)			
TOTAL ASSETS	4,092,996	132,428	18,040	-42,082	4,201,382	5,405,813
TOTAL LIABILITIES	3,293,299	132,428	187,907	-42,082	3,571,552	4,660,038
NET ASSETS	**799,697**	**-**	**-169,867**	**-**	**629,830**	**745,775**

16. The net working capital (current assets less current liabilities) of UPOV is 2,885,775 Swiss francs as at December 31, 2017 (2,995,222 Swiss francs as at December 31, 2016). Cash and cash equivalent balances decreased from 5,275,496 Swiss francs as at December 31, 2016, to 4,115,186 Swiss francs as at December 31, 2017.

17. Total accounts receivable at December 31, 2017, were 86,196 Swiss francs, compared to 130,317 Swiss francs as at December 31, 2016. The accounts receivable balance at the end of 2017 includes contributions of 68,866 Swiss francs and education grant advances of 17,330 Swiss francs.

18. UPOV has total employee benefit liabilities of 2,456,705 Swiss francs as at December 31, 2017, compared to 2,479,595 Swiss francs as at December 31, 2016, after restatement (previously 1,486,503 Swiss francs). For the liabilities relating to ASHI, repatriation benefits and long-term accumulated annual leave actuarial valuations have been used. The main liability, relating to ASHI, amounts to 2,209,461 Swiss francs as at December 31, 2017. This shows a decrease of 24,832 Swiss francs from the balance of 2,234,293 Swiss francs as at December 31, 2016, after restatement (previously 1,183,628 Swiss francs). The adoption of *IPSAS 39 Employee Benefits* has led to an increase in ASHI liability of 1,050,665 Swiss francs and a decrease in accumulated annual leave liability of 57,573 Swiss francs as at December 31, 2016.

19. In 2015, 183,824 Swiss francs representing the amount of the reserve fund exceeding 15 per cent of the total income for the 2012-2013 Biennium was transferred to a Special Project Fund to complete specific projects. Of the remaining balance of 13,957 Swiss francs at 2016 year end, no expense has been incurred in 2017. As at December 31, 2017, the Special Project Fund balance of 13,957 Swiss francs is part of UPOV net assets.

Budgetary Performance

20. The budget of UPOV continues to be prepared on a modified accrual basis, and is presented in the financial statements as statement V, Statement of Comparison of Budget and Actual Amounts. In order to facilitate a comparison between the budget and the financial statements prepared under IPSAS, a reconciliation of the budget to the Statement of Financial Performance is included in the notes to the financial statements.

21. The budget for the year 2017 showed income and expenditure of 3,411,500 Swiss francs. This compares to actual income and actual expenditure on a comparable basis (before Funds in Trust, and IPSAS adjustments) of 3,419,778 Swiss francs and 3,585,678 Swiss francs respectively. The budget for the biennium 2016-2017 showed income and expenditure of 6,823,000 Swiss francs. This compares to actual income and actual expenditure on a comparable basis of 6,850,706 Swiss francs and 6,824,544 Swiss francs respectively. The actual surplus for the biennium 2016-2017 on a comparable basis is equal to 26,162 Swiss francs (a surplus of 192,062 Swiss francs in 2016 and a deficit of 165,900 Swiss francs in 2017). The principal variations between the 2017 and 2016-2017 Biennium budgets and actual numbers on a comparable basis are explained in the following paragraphs.

22. Contributions: in 2017, actual contributions of 3,365,962 Swiss francs are slightly higher than budget (+0.3%), corresponding to an additional 0.2 contribution units. Across the biennium 2016-2017, income (6,850,706 Swiss francs) was slightly higher (+0.4%) than budget (6,823,000 Swiss francs). Higher than anticipated income from contributions (6,731,924 Swiss francs instead of 6,710,000 Swiss francs), administrative fees for funds-in-trust (FITs) (75,361 Swiss francs instead of 57,000 Swiss francs) and a credit note for an overcharge for agency staff in 2016 (10,773 Swiss francs) more than compensated for lower than budgeted income from Electronic Application Form fees (1,841 Swiss francs instead of 25,000 Swiss francs).

23. Personnel resources: the overall actual expenditure for 2017 of 2,141,073 Swiss francs was slightly lower (-1.7%) than the budgeted figure of 2,177,000 Swiss francs. Expenditure on posts was lower than expected mainly because a post in the professional category was covered for a part of the year by a person on a temporary contract and because one member of the general service staff was working on a part-time basis.

24. Internships: across the biennium 2016-2017, expenditure on internships (12,343 Swiss francs) was significantly lower than budget (38,000 Swiss francs) with the savings being used to fund additional agency staff time.

25. Travel and fellowships: actual expenditure of 310,453 Swiss francs was higher (+38.0%) than the budgeted figure for 2017 of 225,000 Swiss francs. This higher expenditure was somewhat off-set by the lower than budgeted expenditure in 2016, such that the overall expenditure for the biennium 2016-2017 was slightly higher than budgeted (9.2%). This higher expenditure was partly linked to the higher than budgeted income from FITs, which resulted in additional activities requiring travel by UPOV staff.

26. Contractual services: actual expenditure on contractual services in 2017 of 501,970 Swiss francs was substantially higher (+45.1%) than the budgeted figure of 346,000 Swiss francs. Across the biennium 2016-2017, actual expenditure on contractual services was 834,714 Swiss francs compared to the budget of 692,000 Swiss francs (+20.6%). The additional expenditure related to agency staff costs, which accounted for a total of 273,412 Swiss francs in the biennium 2016-2017. Part of the additional expenditure on agency staff was to provide cover for the general service staff member that was working part-time. Agency staff time was also used for certain additional administrative work associated with new travel administration procedures (see also "Operating expenses"). IT development costs for the EAF (263,431 Swiss francs) and for the TG Template (53,267 Swiss francs) were broadly as anticipated. Other items under contractual services included certain expenses related to video production (24,743 Swiss francs) and to staff training (10,169 Swiss francs). Individual contractual services amounted to 25,193 Swiss francs which were significantly lower than anticipated (70,000 Swiss francs) mainly because the administrative work on distance learning courses was not out-sourced.

27. Operating expenses: actual expenditure in 2017 of 618,867 Swiss francs is somewhat below the budgeted figure of 635,000 Swiss francs (-2.5%). This reduction is consistent across the biennium 2016-2017 (-2.4%). Operating costs concern the charges for services rendered by the World Intellectual Property Organization (WIPO) to UPOV under the "Agreement between the World Intellectual Property Organization and the International Union for the Protection of New Varieties of Plants" (document UPOV/INF/8). The containment of these costs reflects efficiencies in WIPO services and certain changes to the services provided to UPOV. For example, certain IT support services previously provided by WIPO to UPOV are no longer provided and the online travel booking tool transfers certain associated administrative elements from WIPO to UPOV staff.

28. Other expenditure: 2017 other expenditure (supplies, materials, furniture and equipment) was only 972 Swiss francs, compared to the budgeted figure of 10,000 Swiss francs.

STATEMENT I: STATEMENT OF FINANCIAL POSITION
as at December 31, 2017
(in Swiss francs)

		December 31, 2017	December 31, 2016 (restated)
ASSETS	**Note**		
Current assets			
Cash and cash equivalents	3	4,115,186	5,275,496
Accounts receivable (non-exchange transactions)	4	68,866	111,232
Accounts receivable (exchange transactions)	4	17,330	19,085
		4,201,382	5,405,813
Non-current assets			
Equipment	5	-	-
		-	-
TOTAL ASSETS		**4,201,382**	**5,405,813**
LIABILITIES			
Current liabilities			
Accounts payable	6	1,209	1,000
Employee benefits	7	200,760	230,148
Advance receipts	8	387,594	617,514
Other current liabilities	9	726,044	1,561,929
		1,315,607	2,410,591
Non-current liabilities			
Employee benefits	7	2,255,945	2,249,447
		2,255,945	2,249,447
TOTAL LIABILITIES		**3,571,552**	**4,660,038**
Reserve Fund	11	970,470	1,260,833
Special Project Fund	11	13,957	13,957
Actuarial gains/(losses) through Net Assets	11	-901,276	-1,075,694
Working Capital Fund	11	546,679	546,679
NET ASSETS		**629,830**	**745,775**

STATEMENT II: STATEMENT OF FINANCIAL PERFORMANCE
for the year ended December 31, 2017
(in Swiss francs)

	Note	2017	2016 (restated)
REVENUE	13		
Contributions		3,365,962	3,365,962
Extrabudgetary funds (funds in trust)		257,524	357,839
UPOV PRISMA system fees		1,841	-
Investment revenue		-	-
Other/miscellaneous revenue		19,091	22,519
TOTAL REVENUE		**3,644,418**	**3,746,320**
EXPENSES	14		
Personnel expenditure		2,262,006	2,150,429
Internships		12,343	-
Travel and fellowships		467,811	405,862
Contractual services		572,422	475,044
Operating expenses		619,227	620,567
Supplies and materials		972	842
TOTAL EXPENSES		**3,934,781**	**3,652,744**
SURPLUS/(DEFICIT) FOR THE YEAR		**-290,363**	**93,576**

STATEMENT III: STATEMENT OF CHANGES IN NET ASSETS
for the year ended December 31, 2017
(in Swiss francs)

	Note	Reserve Fund	Special Project Fund	Actuarial gains/(losses) through Net Assets	Working Capital Fund	Net Assets Total
Net Assets at January 1, 2016 (restated)	11	**1,111,541**	**69,673**	**-509,106**	**543,345**	**1,215,453**
Actuarial gains/(losses)		-	-	-566,588	-	-566,588
Working Capital fund contributions		-	-	-	3,334	3,334
Total of items recognized directly in Net Assets in 2016		**-**	**-**	**-566,588**	**3,334**	**-563,254**
Surplus for the current year 2016		149,292	-55,716	-	-	93,576
Net Assets at December 31, 2016 (restated)	11	**1,260,833**	**13,957**	**-1,075,694**	**546,679**	**745,775**
Actuarial gains/(losses)		-	-	174,418	-	174,418
Total of items recognized directly in Net Assets in 2017		**-**	**-**	**174,418**	**-**	**174,418**
Deficit for the current year 2017		-290,363	-	-	-	-290,363
Net Assets at December 31, 2017	11	**970,470**	**13,957**	**-901,276**	**546,679**	**629,830**

STATEMENT IV: STATEMENT OF CASH FLOW
for the year ended December 31, 2017
(in Swiss francs)

	Note	2017	2016 (restated)
Cash flows from operating activities			
Surplus/(deficit) for the year	Statement II	-290,363	93,576
Increase (decrease) in employee benefits	7	151,528	106,118
(Increase) decrease in receivables	4	44,121	65,082
Increase (decrease) in advance receipts	8	-229,920	154,770
Increase (decrease) in other liabilities	6+9	-835,676	349,504
Net cash flows from operating activities		**-1,160,310**	**769,050**
Cash flows from investing activities			
Acquisition of equipment	5	-	-
Disposal of equipment	5	-	-
Net cash flows from investing activities		**-**	**-**
Cash flows from financing activities			
Contributions to Working Capital Fund	11	-	3,334
Net cash flows from financing activities		**-**	**3,334**
Net increase (decrease) in cash and cash equivalents		**-1,160,310**	**772,384**
Cash and cash equivalents at beginning of year	3	**5,275,496**	**4,503,112**
Cash and cash equivalents at end of year	3	**4,115,186**	**5,275,496**

STATEMENT V: STATEMENT OF COMPARISON OF BUDGET AND ACTUAL AMOUNTS
for the year ended December 31, 2017
(in thousands of Swiss francs)

	Original Budget 2017 (1)	Final Budget 2017 (1)	Actual Amounts on comparable basis 2017	Difference 2017 (2)
Income				
Contributions	3,355	3,355	3,366	11
UPOV PRISMA fees	25	25	2	-23
Publications	-	-	-	-
Interest	-	-	-	-
Other	32	32	52	20
Total income	**3,412**	**3,412**	**3,420**	**8**
Expenditure				
Personnel resources	2,177	2,177	2,141	-36
Internships	19	19	12	-7
Travel and fellowships	225	225	311	86
Contractual services	346	346	502	156
Operating expenses	635	635	619	-16
Supplies and materials	5	5	1	-4
Furniture and equipment	5	5	-	-5
Total expenditure	**3,412**	**3,412**	**3,586**	**174**
Result	**-**	**-**	**-166**	**-166**

Funds in Trust (before IPSAS adjustments)	-4
Expenditures financed from Special Project Fund	-
IPSAS adjustments to Regular Program and Budget (3)	-124
IPSAS adjustments to Funds in Trust (3)	4
Adjusted net deficit per IPSAS (Statement II)	**-290**

(1) – represents the second year of the approved 2016-2017 biennial budget;
(2) – represents the difference between the final (revised) budget and actual income and expense on a comparable basis (before IPSAS adjustments);
(3) – the IPSAS adjustments to the surplus are detailed in Note 12 of these Financial Statements.

STATEMENT V: STATEMENT OF COMPARISON OF BUDGET AND ACTUAL AMOUNTS
for the biennium ended December 31, 2017
(in thousands of Swiss francs)

	Original Budget 2016-2017 (1)	Final Budget 2016-2017 (1)	Actual Amounts on comparable basis 2016-2017	Difference 2016-2017 (2)
Income				
Contributions	6,710	6,710	6,732	22
UPOV PRISMA fees	25	25	2	-23
Publications	-	-	-	-
Interest	-	-	-	-
Other	88	88	117	29
Total income	**6,823**	**6,823**	**6,851**	**28**
Expenditure				
Personnel resources	4,353	4,353	4,245	-108
Interns	38	38	12	-26
Travel and fellowships	450	450	492	42
Contractual services	692	692	835	143
Operating expenses	1,270	1,270	1,239	-31
Supplies and materials	10	10	2	-8
Furniture and equipment	10	10	-	-10
Total expenditure	**6,823**	**6,823**	**6,825**	**2**
Result	**-**	**-**	**26**	**26**

Funds in Trust (before IPSAS adjustments)	59
Expenditures financed from Special Project Fund	-56
IPSAS adjustments to Regular Program and Budget (3)	-167
IPSAS adjustments to Funds in Trust (3)	-59
Adjusted net deficit per IPSAS (Statement II)	**-197**

(1) – represents the approved 2016-2017 biennial budget;
(2) – represents the difference between the final (revised) budget and actual income and expense on a comparable basis (before IPSAS adjustments);
(3) – the IPSAS adjustments to the surplus are detailed in Note 12 of these Financial Statements.

NOTES TO THE FINANCIAL STATEMENTS

NOTE 1: OBJECTIVES, GOVERNANCE AND BUDGET OF THE UNION

The International Union for the Protection of New Varieties of Plants (UPOV) is an intergovernmental organization with headquarters in Geneva. UPOV's mission is to provide and promote an effective system of plant variety protection, with the aim of encouraging the development of new varieties of plants, for the benefit of society.

UPOV was established by the International Convention for the Protection of New Varieties of Plants (the UPOV Convention), which was signed in Paris in 1961. The Convention entered into force in 1968. It was revised in Geneva in 1972, 1978 and 1991. The 1991 Act entered into force on April 24, 1998. The main objectives of UPOV are, in accordance with the UPOV Convention, to:

- provide and develop the legal, administrative and technical basis for international cooperation in plant variety protection;
- assist States and organizations in the development of legislation and the implementation of an effective plant variety protection system; and
- enhance public awareness and understanding of the UPOV system of plant variety protection.

In accordance with Article 25 of the 1991 Act and Article 15 of the 1978 Act, the Council and the Office of the Union are the permanent organs of UPOV.

The Council governs UPOV, and consists of the representatives of the members of the Union. The Council is responsible for safeguarding the interests and encouraging the development of UPOV, for adopting its program and budget and for taking all necessary decisions to ensure the efficient functioning of UPOV. The Council meets once a year in ordinary session. If necessary, it is convened to meet in extraordinary session. The Council has established a number of bodies, which meet once or twice a year.

The Office of the Union is the Secretariat of UPOV, and is under the direction of the Secretary-General. The staff of the Office of UPOV, other than the Vice Secretary-General, is under the direction of the Vice Secretary-General of UPOV. In 1982 a cooperation agreement (the WIPO/UPOV Agreement) was signed between UPOV and the World Intellectual Property Organization (WIPO), a Specialized Agency of the United Nations. Under this Agreement, the Council of UPOV appoints as Secretary-General of UPOV the Director General of WIPO. The Vice Secretary-General is responsible for the delivery of the results indicated in the approved program and budget. Under the Agreement, WIPO satisfies the requirements of UPOV with regard to provision of space, personnel administration, financial administration, procurement services and other administrative support. UPOV indemnifies WIPO for any service rendered to, and any expenditure incurred on behalf of, UPOV.

UPOV is funded by contributions and extrabudgetary funds (funds in trust) from members of the Union. UPOV operates within the framework of a biennial program and budget. The proposed program and budget covers estimates for income and expenditure for the financial period to which it relates. It is submitted by the Secretary-General to the Consultative Committee for discussion, comments and recommendations, including possible amendments. The Council adopts the program and budget after consideration of the proposed program and budget and the recommendations of the Consultative Committee.

NOTE 2: SIGNIFICANT ACCOUNTING POLICIES

Basis of Preparation

These financial statements have been prepared in accordance with and comply with International Public Sector Accounting Standards (IPSAS). The financial statements are presented in Swiss francs, which is the reporting and functional currency of UPOV. The accounting policies have been applied consistently to all years presented.

The financial statements have been prepared on the basis of historical cost, unless stated otherwise. The statement of cash flow is prepared using the indirect method. The financial statements are prepared on an accrual and going-concern basis.

IPSAS 39 *Employee Benefits* has been applied in 2017, which is prior to the required implementation date of January 1, 2018. The effect of the resulting change in accounting policy was recognized retrospectively, requiring a restatement of the 2016 comparative numbers.

Foreign Currency

The functional currency of UPOV is the Swiss franc and these financial statements are presented in that currency. All transactions occurring in other currencies are translated into Swiss francs using the United Nations Operational Rates of Exchange (UNORE) which represent those prevailing at the date of the transactions. Both realized and unrealized gains and losses resulting from the settlement of such transactions and from the translation at the reporting date of assets and liabilities denominated in currencies other than UPOV's functional currency are recognized in the Statement of Financial Performance.

Segment Reporting

A segment is a distinguishable activity or group of activities for which it is appropriate to separately report financial information. At UPOV, segment information is based on the principal activities and sources of financing of UPOV. As such, UPOV reports separate financial information for three segments: (1) the Regular Program and Budget, (2) Funds in Trust, and (3) the Special Project Fund.

Cash and Cash Equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, deposits held up to 90 days and other short-term highly liquid investments that are readily convertible to cash and subject to insignificant risk of changes in value.

Receivables

Contributions are recognized as revenue at the beginning of the financial year. An allowance for receivables is recorded equal to the contributions arrears for years prior to the last biennium.

Equipment

Equipment is valued at cost less accumulated depreciation and impairment. Equipment is recognized as an asset if it has a cost of 5,000 Swiss francs or more per unit. Depreciation is charged so as to write off the full cost of equipment over its estimated useful life using the straight-line method on the following basis:

Class	Estimated useful life
Communications and IT equipment	5 years
Furniture and fixtures	10 years

The carrying values of equipment are reviewed for impairment if events or changes in circumstances indicate that the book value of the asset may not be recoverable. If such an indication exists, the recoverable amount of the asset is estimated in order to determine the extent of impairment loss, if any. Any impairment loss is recognized in the Statement of Financial Performance.

Intangible Assets

Intangible assets are carried at cost less accumulated amortization and impairment.

Acquired computer software licenses are capitalized based on costs incurred to acquire and bring to use the specific software. Costs that are directly associated with the development of software for use by UPOV are capitalized as an intangible asset. Direct costs include the software development employee costs. As at December 31, 2017, no costs have been capitalized as intangible assets.

Amortization is provided on a straight-line basis on all intangible assets of finite life, at rates that will write off the cost or value of the assets over their useful lives. The useful lives of major classes of intangible assets have been estimated as follows:

Class	Estimated useful life
Software acquired externally	5 years
Software internally developed	5 years
Licenses and rights	Period of license/right

Employee Benefits

Liabilities are established for After-Service Health Insurance (ASHI), repatriation grants and travel, and long-term accumulated annual leave as determined by an independent actuary on an annual basis utilizing the projected unit credit methodology of valuation. For the ASHI liability actuarial gains and losses are recognized in net assets. In addition, liabilities are established for the value of short-term accumulated annual leave, home leave not taken, overtime earned but unpaid, separation benefits and for education grants payable at the reporting date that have not been included in current expenditure.

In accordance with the WIPO/UPOV Agreement signed on November 26, 1982, the staff members of UPOV participate in the United Nations Joint Staff Pension Fund (the UNJSPF or the Fund), which was established by the United Nations General Assembly to provide retirement, death, disability and related benefits to employees. The Fund is a funded, multi-employer defined benefit plan. As specified by Article 3(b) of the Regulations of the Fund, membership in the Fund shall be open to the specialized agencies and to any other international, intergovernmental organization which participates in the common system of salaries, allowances and other conditions of service of the United Nations and the specialized agencies.

The Fund exposes participating organizations to actuarial risks associated with the current and former employees of other organizations participating in the Fund, with the result that there is no consistent and reliable basis for allocating the obligation, plan assets, and costs to individual organizations participating in the plan. UPOV and the UNJSPF, in line with the other participating organizations in the Fund, are not in a position to identify UPOV's proportionate share of the defined benefit obligation, the plan assets and the costs associated with the plan with sufficient reliability for accounting purposes. Hence UPOV has treated this plan as if it were a defined contribution plan in line with the requirements of IPSAS 39. UPOV's contributions to the Fund during the financial period are recognized as expenses in the statement of financial performance.

Provisions

Provisions are recognized when UPOV has a legal or constructive obligation as a result of a past event, whereby it is probable that an outflow of resources will be required to settle the obligation and where a reliable estimate of the amount of the obligation can be made.

Revenue Recognition

Revenue from non-exchange transactions such as extrabudgetary funds (funds in trust) supported by enforceable agreements is recognized as revenue at the time the agreement becomes binding unless the agreement includes conditions related to specific performance or the return of unexpended balances. Such agreements require initial recognition of a liability to defer revenue recognition and then revenue is recognized as the liability is discharged through performance of the specific conditions included in the agreement.

Contributions are recognized as revenue at the beginning of each year of the budget period to which the contribution relates.

In-kind contributions of services are not recognized in the financial statements.

Expense Recognition

Expenses are recognized as goods are received and services delivered.

Financial Instruments

Financial Assets

Initial recognition and measurement:
Financial assets within the scope of IPSAS 29 *Financial Instruments: Recognition and Measurement* are classified as financial assets at fair value through surplus or deficit, loans and receivables, held-to-maturity investments or available-for-sale financial assets, as appropriate. UPOV determines the classification of its financial assets at initial recognition. UPOV's financial assets include: cash, short-term deposits and receivables.

Subsequent measurement*:*
The subsequent measurement of financial assets depends on their classification.

Financial assets at fair value through surplus or deficit
Financial assets at fair value through surplus or deficit include financial assets held for trading and financial assets designated upon initial recognition at fair value through surplus or deficit. Financial assets are classified as held for trading if they are acquired for the purpose of selling or repurchasing in the near term. Financial assets at fair value through surplus or deficit are carried in the statement of financial position at fair value with changes in fair value recognized in surplus or deficit.

Loans and receivables
Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. After initial measurement, such financial assets are subsequently measured at amortized cost using the effective interest method, less impairment. Amortized cost is calculated by taking into account any discount or premium on acquisition and fees or costs that are an integral part of the effective interest rate. Losses arising from impairment are recognized in the surplus or deficit.

Derecognition:
UPOV derecognizes a financial asset or, where applicable, a part of a financial asset or part of a group of similar financial assets when the rights to receive cash flows from the asset have expired or are waived.

Impairment of financial assets:
UPOV assesses at each reporting date whether there is objective evidence that a financial asset or a group of financial assets is impaired. A financial asset or a group of financial assets is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events that has occurred after the initial recognition of the asset (an incurred 'loss event') and that loss event has an impact on the estimated future cash flows of the financial asset or the group of financial assets that can be reliably estimated.

Financial Liabilities

Initial recognition and measurement:
Financial liabilities within the scope of IPSAS 29 are classified as financial liabilities at fair value through surplus or deficit or loans and borrowings, as appropriate. UPOV determines the classification of its financial liabilities at initial recognition. All financial liabilities are recognized initially at fair value and, in the case of loans and borrowings, plus directly attributable transaction costs. UPOV's financial liabilities include trade and other payables.

Subsequent measurement:
The subsequent measurement of financial liabilities depends on their classification.

Financial liabilities at fair value through surplus or deficit
Financial liabilities at fair value through surplus or deficit include financial liabilities held for trading and financial liabilities designated upon initial recognition as at fair value through surplus or deficit. Financial liabilities are classified as held for trading if they are acquired for the purpose of selling in the near term. Gains or losses on liabilities held for trading are recognized in surplus or deficit.

Loans and borrowings
After initial recognition, loans and borrowings are subsequently measured at amortized cost using the effective interest method. Gains and losses are recognized in surplus or deficit when the liabilities are derecognized as well as through the effective interest method amortization process. Amortized cost is calculated by taking into account any discount or premium on acquisition and fees or costs that are an integral part of the effective interest rate.

Derecognition:
A financial liability is derecognized when the obligation under the liability is discharged or cancelled or expires. When an existing financial liability is replaced by another from the same lender on substantially different terms, or the terms of an existing liability are substantially modified, such an exchange or modification is treated as a derecognition of the original liability and the recognition of a new liability, and the difference in the respective carrying amounts is recognized in surplus or deficit.

Use of Estimates

The financial statements necessarily include amounts based on estimates and assumptions by management. Estimates include, but are not limited to: ASHI and repatriation grant and travel (the value of which is calculated by an independent actuary), other employee benefit liabilities, financial risk on accounts receivable, accrued charges and the degree of impairment of fixed assets. Actual results could differ from these estimates. Changes in estimates are reflected in the period in which they become known.

Change in Accounting Policy

Effective January 1, 2017, the Union has changed its accounting policy to recognize employee benefits in accordance with IPSAS 39. As a result, actuarial gains and losses for the ASHI, which were previously unrecognized, have been accounted directly to net assets. Accumulated annual leave for fixed, continuing and permanent posts has been reclassified from short-term to other long-term employee benefits, requiring the remeasurement of this liability by an independent actuary utilizing the projected unit credit methodology of valuation. The effect of this change in accounting policy was recognized retrospectively, requiring adjustment to prior years balances and restatement of the 2016 comparative numbers. The adjustment relating to prior periods before those presented (prior to 2016) results in a reduction in net assets of 448,381 Swiss francs. The restatement of the 2016 comparative numbers is detailed below:

	2016 (as previously stated)	Restatement for IPSAS 39 adoption	2016 (restated)
	(in thousands of Swiss francs)		
Statement of Financial Position			
TOTAL ASSETS	**5,405,813**	**-**	**5,405,813**
After-Service Health Insurance liability	1,183,628	1,050,665	2,234,293
Accumulated leave liability	125,293	(57,573)	67,720
Other liabilities	2,358,025	-	2,358,025
TOTAL LIABILITIES	**3,666,946**	**993,092**	**4,660,038**
Accumulated surpluses	1,178,231	82,602	1,260,833
Other	560,636	-	560,636
Actuarial gains/(losses) through Net Assets	-	(1,075,694)	(1,075,694)
NET ASSETS	**1,738,867**	**(993,092)**	**745,775**
Statement of Financial Performance			
TOTAL REVENUE	**3,746,320**	**-**	**3,746,320**
After-Service Health Insurance expenses	148,054	(23,097)	124,957
Annual leave expenses	2,833	1,220	4,053
Other expenses	3,523,734	-	3,523,734
TOTAL EXPENSES	**3,674,621**	**(21,877)**	**3,652,744**
SURPLUS FOR THE YEAR	**71,699**	**21,877**	**93,576**

NOTE 3: CASH AND CASH EQUIVALENTS

	December 31, 2017	December 31, 2016
	(in Swiss francs)	
Deposits with banks	2,750,945	1,086,561
Funds invested with AFF	-	2,737,048
Total unrestricted cash	**2,750,945**	**3,823,609**
Deposits with banks - working capital funds	546,679	-
Funds invested with AFF - working capital funds	-	546,679
Deposits with banks - funds in trust	108,386	227,329
Total restricted cash	**655,065**	**774,008**
Deposits with banks - funds held for ASHI liability	709,176	-
Funds invested with AFF - funds held for ASHI liability	-	677,879
Total strategic cash	**709,176**	**677,879**
TOTAL CASH AND CASH EQUIVALENTS	**4,115,186**	**5,275,496**

Cash deposits are generally held in instant access bank accounts. Following the implementation of new provisions by the Swiss Federal Finance Administration (AFF) relating to the opening and keeping of deposit accounts, from December 15, 2017 UPOV was no longer able to hold deposits with the AFF. During 2017 the funds invested with the AFF were transferred to UPOV deposit accounts held with other banking institutions.

Working Capital Fund balances are considered as restricted, although interest received on Working Capital Fund balances is credited to the general fund of UPOV. Funds in trust held on behalf of donors of extrabudgetary funds (funds in trust) are deposited in the currency in which expenditures will be reported, based upon agreements with donors.

At its thirty-third extraordinary session on March 17, 2016, the Council of UPOV decided to hold in a separate account the funds allocated for the future financing of UPOV’s ASHI liability. As at December 31, 2017, the total balance of these funds was 709,176 Swiss francs (677,879 Swiss francs as at December 31, 2016). UPOV manages the ASHI funds in accordance with WIPO’s Policy on Investments, under which they are classified as strategic cash.

NOTE 4: ACCOUNTS RECEIVABLE

	December 31, 2017	December 31, 2016
	(in Swiss francs)	
Receivable non-exchange transactions		
Contributions	68,866	106,006
Extrabudgetary funds (funds in trust)	-	3,559
Working Capital Fund	-	1,667
	68,866	111,232
Receivable exchange transactions		
Education grant advances	17,330	19,085
	17,330	19,085
TOTAL ACCOUNTS RECEIVABLE	**86,196**	**130,317**

Contributions represent uncollected revenue related to the UPOV contribution system. The amount of the annual contribution of each member of the Union is calculated on the basis of the number of contribution units applied to it (Article II of the 1972 Act, Article 26 of the 1978 Act and Article 29 of the 1991 Act of the Convention). When applicable, an allowance is established to offset the value of receivables due from contributions. The allowance covers amounts due from periods prior to the last biennium.

International staff, other than those living in their home country, are eligible to receive a grant covering admissible costs of education for dependent children until the fourth year of post-secondary school studies, but not beyond the end of the school year in which the child reaches the age of 25. For the 2017-2018 scholastic year, reimbursement is based on a global sliding scale, with declining reimbursement rates, and a fixed maximum amount of reimbursement. International staff are eligible to receive an advance equal to the estimated amount of the education grant for each child at the beginning of the scholastic year. Staff advances for education grants represent the total grants advanced for the 2017-2018 scholastic year.

NOTE 5: EQUIPMENT

All equipment in the inventory is valued at cost less depreciation based upon the straight-line basis. Furniture and fixtures are depreciated over a ten year useful life. All other equipment is depreciated over a five year useful life.

Movement 2017	**Equipment**	**Furniture & Fixtures**	**Total**
		(in Swiss francs)	
December 31, 2016			
Gross carrying amount	-	-	-
Accumulated depreciation	-	-	-
Net carrying amount	-	-	-
Movements in 2017:			
Additions	-	-	-
Disposals	-	-	-
Disposals depreciation	-	-	-
Depreciation	-	-	-
Total movements in 2017	-	-	-
December 31, 2017			
Gross carrying amount	-	-	-
Accumulated depreciation	-	-	-
Net carrying amount	**-**	**-**	**-**

Movement 2016	**Equipment**	**Furniture & Fixtures**	**Total**
		(in Swiss francs)	
December 31, 2015			
Gross carrying amount	-	-	-
Accumulated depreciation	-	-	-
Net carrying amount	-	-	-
Movements in 2016:			
Additions	-	-	-
Disposals	-	-	-
Disposals depreciation	-	-	-
Depreciation	-	-	-
Total movements in 2016	-	-	-
December 31, 2016			
Gross carrying amount	-	-	-
Accumulated depreciation	-	-	-
Net carrying amount	**-**	**-**	**-**

NOTE 6: ACCOUNTS PAYABLE

	December 31, 2017	**December 31, 2016**
	(in Swiss francs)	
Miscellaneous creditors	1,209	1,000
TOTAL ACCOUNTS PAYABLE	**1,209**	**1,000**

NOTE 7: EMPLOYEE BENEFITS

	December 31, 2017	December 31, 2016 (restated)
	(in Swiss francs)	
Accumulated leave - posts	4,045	6,561
Accumulated leave - temporary positions	5,581	884
Repatriation grant and travel	17,913	18,640
Home leave	-	-
Overtime and credit hours	9,584	9,652
Education grants	6,933	7,634
After-Service Health Insurance	156,704	186,777
Total current employee benefit liabilities	**200,760**	**230,148**
Accumulated leave	57,930	60,275
Repatriation grant and travel	145,258	141,656
After-Service Health Insurance	2,052,757	2,047,516
Total non-current employee benefit liabilities	**2,255,945**	**2,249,447**
TOTAL EMPLOYEE BENEFIT LIABILITIES	**2,456,705**	**2,479,595**

Under IPSAS, employee benefits comprise:

Short-term employee benefits which include salary, allowances, grant on initial assignment, grants for the education of dependent children, annual leave, accident and life insurance, where these benefits are expected to be settled within twelve months;

Long-term employee benefits (or after-service employee benefits) which include post-employment benefits such as ASHI, and other long-term employee benefits such as separation benefits consisting of grants upon repatriation, repatriation travel and shipping of personal effects, and long-term accumulated annual leave; and

Termination benefits which include an indemnity payable to staff members holding a permanent, continuing or fixed term contract whose appointment is terminated by the Organization prior to the end of their contract.

Short-Term Employee Benefits

UPOV has recognized liabilities for the following short-term benefits, the value of which is based on the amount payable to each staff member at the reporting date:

Accumulated leave (temporary staff): accumulated annual leave is classified as a short-term employee benefit for staff members holding temporary contracts. Temporary staff members may accrue up to 15 days annual leave in a given year, and a maximum of 15 days accrued leave may be paid at the end of an appointment. The total outstanding liability at the reporting date is 5,581 Swiss francs (884 Swiss francs at December 31, 2016).

Home leave: certain internationally recruited staff members are eligible for home leave for themselves and their dependents to the country in which they have their home every second year. There is no outstanding liability at the reporting date or at December 31, 2016.

Overtime and credit hours: certain staff members are eligible to be paid in cash for overtime accrued after the expiry of a period established in the Staff Regulations and Rules. Staff members following the flexible working time system may accumulate credit hours for time worked beyond 40 hours a week. Staff members with sufficient credit hours (up to a maximum of 16 hours) may request to take credit leave. The total liability at the reporting date for overtime and credit hours is 9,584 Swiss francs (9,652 Swiss francs at December 31, 2016).

Education grants: certain internationally recruited staff members, other than those living in their home country, are eligible to receive a grant covering 75 per cent of the costs of education for dependent children until the fourth year of post-secondary school studies, but not beyond the end of the school year in which the child reaches the age of 25. The liability for education grants payable relates to the number of months which have elapsed between the start of the school year/university year and December 31, 2017, for which fees are therefore due. The total liability at the reporting date is 6,933 Swiss francs (7,634 Swiss francs as at December 31, 2016).

Long-Term Employee Benefits

Accumulated leave (posts): accumulated annual leave is classified as a long-term employee benefit for staff members holding permanent, continuing or fixed term contracts, and the liability is calculated by an external actuary. Staff in posts may accrue up to 15 days of annual leave in a given year, and a total accumulated balance of 60 days. However, those staff members who accumulated more than 60 days prior to January 1, 2013, were entitled to retain them until December 31, 2017. On separation from service, staff in posts who have accumulated annual leave can receive a payment in lieu of an amount equivalent to their salary for the period of accumulated annual leave. In exceptional circumstances, a staff member may be granted advance annual leave up to a maximum of 10 working days. These staff members are included in the calculation of the overall balance of accumulated leave. The total outstanding liability at the reporting date is 61,975 Swiss francs (restated 66,836 Swiss francs at December 31, 2016).

Repatriation grant and travel: UPOV has a contractual obligation to provide benefits such as repatriation grants and travel for certain internationally recruited staff members at the time of their separation from service. On the basis of an actuarial valuation carried out in December 2017 by an independent actuary, the obligation was estimated as follows at the reporting date:

	December 31, 2017	December 31, 2016
	(in Swiss francs)	
Current liability	17,913	18,640
Non-current liability	145,258	141,656
Total liability for repatriation grant and travel	**163,171**	**160,296**

After Service Health Insurance (ASHI): UPOV also has a contractual obligation to provide post-employment medical benefits for its staff members in the form of insurance premiums for the collective medical insurance plan. Staff members (and their spouses, dependent children and survivors) retiring from service are eligible for ASHI coverage if they continue to participate in the collective medical insurance plan after separation from service. In accordance with the Staff Regulations and Rules, a share of 65 per cent of the monthly medical insurance premium is paid by UPOV. From January 1, 2017, monthly medical premiums amount to 596 Swiss francs for adults and 265 Swiss francs for children. The present value of the defined benefit obligations for post-employment medical benefits is determined using the projected unit credit method including discounting the estimated future cash outflows using a discount rate based upon Swiss franc high grade corporate bonds. In accordance with IPSAS, UPOV's ASHI liability is considered as unfunded as no plan assets are held in a legally separate entity or fund, and therefore no plan assets are deducted from the liability as recognized in the statement of financial position. However, it should be noted that UPOV holds in a separate account funds established for the future financing of the ASHI liability (see Note 3). On the basis of an actuarial valuation carried out in December 2017 by an independent office, UPOV's ASHI liability was estimated as follows at the reporting date:

	December 31, 2017	December 31, 2016 (restated)
	(in Swiss francs)	
Current liability	156,704	186,777
Non-current liability	2,052,757	2,047,516
Total liability for After-Service Health Insurance (ASHI)	**2,209,461**	**2,234,293**

The table below details the expense for ASHI recognized in the statement of financial performance:

	December 31, 2017	December 31, 2016 (restated)
	(in Swiss francs)	
Interest cost	16,618	15,597
Current service cost	170,159	109,360
Expense recognized in the statement of financial performance	**186,777**	**124,957**

Prior to the implementation of IPSAS 39, UPOV applied the corridor approach for the recognition of actuarial gains and losses for ASHI. Under this accounting policy, a portion of net actuarial gains and losses was recognized if the net cumulative unrecognized gains and losses at the end of the previous reporting period exceeded 10 per cent of the present value of the defined benefit obligation at that date. Following the implementation of IPSAS 39 in 2017, actuarial gains and losses for ASHI are recognized directly through net assets. The table below details the changes in the ASHI defined benefit obligation, including the impact of actuarial gains/(losses):

	December 31, 2017	December 31, 2016 (restated)
	(in Swiss francs)	
Defined benefit obligation at beginning of year	2,234,293	1,577,193
Interest cost	16,618	15,597
Current service cost	170,159	109,360
Contribution paid	-37,191	-34,445
Actuarial (gain)/loss on obligation	-174,418	566,588
Defined benefit obligation recognized at end of year	**2,209,461**	**2,234,293**

Contributions paid by UPOV for ASHI totaled 37,191 Swiss francs for 2017 (34,445 Swiss francs in 2016). Expected contributions to ASHI in 2018 are 37,647 Swiss francs. The weighted average duration of the defined benefit obligation as at December 31, 2017, was 22.1 years. The following table details the present value of the defined benefit obligation and experience adjustments arising on the ASHI liability for 2017 and the previous four years:

	2017	2016	2015	2014	2013
				(in Swiss francs)	
Defined benefit obligation	2,209,461	2,234,293	1,577,193	1,145,526	1,015,107
Experience (gain)/loss adjustments on plan liability	-98,740	-42,922	-1,159	-78,243	-44,201

The principal assumptions used in determining the ASHI liability and defined benefit obligation were as follows:

	December 31, 2017	**December 31, 2016**
Weighted-average assumptions to determine benefit obligations		
Discount rate	0.70%	0.75%
Rate of sickness premium increase	3.50%	3.50%
Weighted-average assumptions to determine net cost		
Discount rate	0.75%	1.00%
Rate of sickness premium increase	3.50%	2.75%

Actuarial assumptions have a significant effect on the amounts calculated for the ASHI liability. The following sensitivity analysis shows how the defined benefit obligation would have been affected by changes in significant actuarial assumptions:

After-Service Health Insurance (ASHI)	**1 per cent decrease in sickness premium increase rate** *(2.50%)*	**Actual rate of sickness premium increase** *(3.50%)*	**1 per cent increase in sickness premium increase rate** *(4.50%)*
		(in Swiss francs)	
Defined benefit obligation recognized at December 31, 2017	1,791,601	2,209,461	2,768,920
Per cent variation	-18.9%		25.3%

After-Service Health Insurance (ASHI)	**0.25 per cent decrease in discount rate** *(0.45%)*	**Actual discount rate** *(0.70%)*	**0.25 per cent increase in discount rate** *(0.95%)*
		(in Swiss francs)	
Defined benefit obligation recognized at December 31, 2017	2,340,739	2,209,461	2,088,352
Per cent variation	5.9%		-5.5%

United Nations Joint Staff Pension Fund

The Fund’s Regulations state that the Pension Board shall have an actuarial valuation made of the Fund at least once every three years by the Consulting Actuary. The practice of the Pension Board has been to carry out an actuarial valuation every two years using the Open Group Aggregate Method. The primary purpose of the actuarial valuation is to determine whether the current and estimated future assets of the Pension Fund will be sufficient to meet its liabilities.

UPOV’s financial obligation to the UNJSPF consists of its mandated contribution, at the rate established by the United Nations General Assembly (currently at 7.9 per cent for participants and 15.8 per cent for member organizations) together with any share of any actuarial deficiency payments under Article 26 of the Regulations of the Fund. Such deficiency payments are only payable if and when the United Nations General Assembly has invoked the provision of Article 26, following determination that there is a requirement for deficiency payments based on an assessment of the actuarial sufficiency of the Fund as of the valuation date. Each member organization shall contribute to this deficiency an amount proportionate to the total contributions which each paid during the three years preceding the valuation date.

During 2017, the Fund identified that there were anomalies in the census data utilized in the actuarial valuation performed as at December 31, 2015. As such, as an exception to the normal biennial cycle, a roll forward of the participation data as at December 31, 2013 to December 31, 2016 was used by the Fund for their 2016 financial statements. An actuarial valuation as at December 31, 2017 is currently being performed.

The roll forward of the participation data as at December 31, 2013 to December 31, 2016 resulted in a funded ratio of actuarial assets to actuarial liabilities, assuming no future pension adjustments, of 150.1 per cent (127.5 per cent in the 2013 valuation). The funded ratio was 101.4 per cent (91.2 per cent in the 2013 valuation) when the current system of pension adjustments was taken into account.

After assessing the actuarial sufficiency of the Fund, the Consulting Actuary concluded that there was no requirement, as at December 31, 2016, for deficiency payments under Article 26 of the Regulations of the Fund as the actuarial value of assets exceeded the actuarial value of all accrued liabilities under the Fund. In addition, the market value of assets also exceeded the actuarial value of all accrued liabilities as of the valuation date. At the time of this report, the United Nations General Assembly has not invoked the provision of Article 26.

Should Article 26 be invoked due to an actuarial deficiency, either during the ongoing operation or due to the termination of the UNJSPF pension plan, deficiency payments required from each member organization would be based upon the proportion of that member organization's contributions to the total contributions paid to the Fund during the three years preceding the valuation date. Total contributions paid to UNJSPF during the preceding three years (2014, 2015 and 2016) amounted to 6,751.0 million US dollars, of which 0.018 per cent was contributed by UPOV (including participants and Union contributions).

During 2017, UPOV's contributions paid to UNJSPF amounted to 268,883 Swiss francs (2016: 271,524 Swiss francs). Expected contributions due in 2018 are 270,275 Swiss francs.

Membership of the Fund may be terminated by decision of the United Nations General Assembly, upon the affirmative recommendation of the Pension Board. A proportionate share of the total assets of the Fund at the date of termination shall be paid to the former member organization for the exclusive benefit of its staff who were participants in the Fund at that date, pursuant to an arrangement mutually agreed between the organization and the Pension Board. The amount is determined by the Pension Board based on an actuarial valuation of the assets and liabilities of the Fund on the date of termination; no part of the assets which are in excess of the liabilities are included in the amount.

The United Nations Board of Auditors carries out an annual audit of the UNJSPF and reports to the UNJSPF Pension Board on the audit every year. The UNJSPF publishes quarterly reports on its investments and these can be viewed by visiting the UNJSPF at www.unjspf.org.

NOTE 8: ADVANCE RECEIPTS

	December 31, 2017	**December 31, 2016**
	(in Swiss francs)	
Advance payment of contributions	260,063	486,097
Non-exchange revenue deferred	127,531	131,417
TOTAL ADVANCE RECEIPTS	**387,594**	**617,514**

Contributions received in advance are recorded as advance receipt liabilities and are recognized as revenue in the year to which they relate. Extrabudgetary funds from donors to Funds in Trust containing conditions requiring UPOV to provide services to recipient governments or other third parties are treated as deferred revenue until the services covered by the extrabudgetary funds (funds in trust) are performed, whereupon revenue is recognized.

NOTE 9: OTHER CURRENT LIABILITIES

	December 31, 2017	December 31, 2016
	(in Swiss francs)	
Amounts payable to WIPO	726,044	1,561,929
TOTAL OTHER CURRENT LIABILITIES	**726,044**	**1,561,929**

Other current liabilities are amounts payable to WIPO, which relate to services provided under the WIPO/UPOV Agreement.

NOTE 10: RELATED PARTY TRANSACTIONS

The Council of UPOV consists of the representatives of the members of the Union. They do not receive remuneration from UPOV.

UPOV has no ownership interest in associates or joint ventures and no controlled entities. In 1982 a cooperation agreement (the WIPO/UPOV Agreement) was signed between UPOV and WIPO. Under this Agreement, the Council of UPOV appoints as Secretary-General of UPOV the Director General of WIPO. Under the Agreement, WIPO satisfies the requirements of UPOV as regards to provision of space, personnel administration, financial administration, procurement services and other administrative support. UPOV indemnifies WIPO for any service rendered to, and any expenditure incurred on behalf of, UPOV. In accordance with the Agreement, the Office of the Union exercises its functions in complete independence of WIPO.

The key management personnel are the Secretary-General, the Vice Secretary-General and officers in posts. The current Director General of WIPO has declined any salary or allowance from his function as Secretary-General of UPOV. The other key management personnel are remunerated by UPOV. The aggregate remuneration paid to key management personnel includes salaries, allowances, statutory travel and other entitlements paid in accordance with the Staff Regulations and Rules. Key management personnel are members of the UN Joint Staff Pension Fund (UNJSPF) to which the personnel and UPOV contribute and are also eligible for participation in the collective medical insurance plan.

Key management personnel and their aggregate remuneration were as follows (note that the table does not include the Secretary-General as he does not receive remuneration from UPOV):

	2017		2016	
	Number of Individuals	**Aggregate remuneration**	**Number of Individuals**	**Aggregate remuneration**
	(as an average)	*(in Swiss francs)*	*(as an average)*	*(in Swiss francs)*
Key management personnel	5.00	1,212,393	5.00	1,201,965

There was no other remuneration or compensation to key management personnel or to their close family members.

NOTE 11: NET ASSETS

	December 31, 2016 (restated)	Working Capital Fund contributions	Program and Budget Surplus for the Year (before IPSAS adjustments)	Funds In Trust Surplus for the Year (before IPSAS adjustments)	Special Project Fund Expenditures (before IPSAS adjustments)	IPSAS adjustments for the year	Transfer to Reserve Fund	December 31, 2017
				(in Swiss francs)				
Program and Budget Surplus/(Deficit)	-	-	-165,900	-	-	-124,463	290,363	-
Funds in Trust Surplus/(Deficit)	-	-	-	-3,886	-	3,886	-	-
Reserve Fund	1,260,833	-	-	-	-	-	-290,363	970,470
Special Project Fund	13,957	-	-	-	-	-	-	13,957
Actuarial gains/losses through Net Assets	-1,075,694	-	-	-	-	174,418	-	-901,276
Working Capital Fund	546,679	-	-	-	-	-	-	546,679
NET ASSETS	**745,775**	**-**	**-165,900**	**-3,886**	**-**	**53,841**	**-**	**629,830**

In accordance with Regulation 4.2 of the UPOV Financial Regulations and Rules, UPOV has a Working Capital Fund. As at December 31, 2017, the Working Capital Fund stands at 546,679 Swiss francs. As per Regulation 4.2, the purposes for which the Working Capital Fund is utilized are:

(a) to meet budgeted expenditure pending the receipt of the contributions of members of UPOV;
(b) to meet unavoidable unforeseen expenses arising from the execution of the approved program;
(c) to meet such other expenses as may be determined by the Council.

Advances made from the Working Capital Fund to meet the expenditure requirements listed above are to be reimbursed in accordance with Regulation 4.2.

The Reserve Fund represents the accumulated surpluses and deficits of UPOV. In accordance with Regulation 4.6 of the UPOV Financial Regulations and Rules, the use, other than for the covering of any deficits, of the reserve fund is a matter for the decision of the Council. If after the closure of the financial period, the amount of the reserve fund exceeds 15 percent of the total income for the financial period, the amount in excess shall be reimbursed to the members of UPOV, unless otherwise decided by the Council. Any member of UPOV may request that the reimbursement attributed to it be deposited in a special account or trust fund as specified by the member.

In 2015, 183,824 Swiss francs representing the amount of the reserve fund exceeding 15 per cent of the total income for the 2012-2013 Biennium were transferred to a Special Project Fund to complete specific projects. Of the remaining balance of 13,957 Swiss francs at 2016 year end, no expense has been incurred during 2017. As at December 31, 2017, the Special Project Fund balance of 13,957 Swiss francs is part of UPOV net assets.

Following the implementation of IPSAS 39 in 2017, the 2016 net asset figures have been revised retrospectively and actuarial losses of 1,075,694 Swiss francs for ASHI have been recognized directly through net assets. The amount of actuarial losses in net assets at December 31, 2017 equals 901,276 Swiss francs due to actuarial gains of 174,418 Swiss francs recognized in 2017.

NOTE 12: RECONCILIATION OF STATEMENT OF BUDGETARY COMPARISON (STATEMENT V) AND STATEMENT OF FINANCIAL PERFORMANCE (STATEMENT II)

The UPOV Program and Budget is established on a modified accrual basis in accordance with the UPOV Financial Regulations and Rules, and is approved by the Council. The Regular Program and Budget for the 2016-2017 Biennium established a budget estimate of income and expenditure for the biennium of 6,823,000 Swiss francs.

For 2017, the second year of the biennium, the original and final budget estimate for income and expenditure was 3,411,500 Swiss francs. Actual income on a modified accrual basis for the second year of the biennium was 3,419,778 Swiss francs. Actual expense on a modified accrual basis for the second year of the biennium was 3,585,678 Swiss francs. For the 2016-2017 biennium, the original and final budget estimate for income and expenditure was 6,823,000 Swiss francs. Actual income on a modified accrual basis for the biennium was 6,850,706 Swiss francs. Actual expense on a modified accrual basis for the biennium was 6,824,544 Swiss francs. The analysis of budgetary performance on page 4 of these financial statements provides an explanation of the material differences between the budget and the actual amounts.

UPOV’s budget and financial accounts are prepared using two different bases. The Statement of Financial Position, Statement of Financial Performance, Statement of Changes in Net Assets and Statement of Cash Flow are prepared on a full accrual basis, whereas the Statement of Comparison of Budget and Actual Amounts (Statement V) is prepared on a modified accrual basis.

As required by IPSAS-24, a reconciliation is provided between the actual amounts on a comparable basis with the budget as presented in Statement V and the actual amounts in the financial accounts identifying separately any basis, timing and entity differences. UPOV’s budget is adopted by the Council on a biennial basis, however, separate estimates are prepared for each of the two annual periods. Therefore there are no timing differences to report. Basis differences occur when the approved budget is prepared on a basis other than the full accrual accounting basis. Basis differences include the full recognition of employee benefit costs, allowances and provisions. Entity differences represent the inclusion in UPOV’s financial accounts of Funds in Trust and the Special Project Fund, which are not included in UPOV’s Regular Program and Budget. Presentation differences where applicable may represent the treatment of acquisitions of equipment as investing activities in Statement IV rather than as operating activities in Statement V.

	2017			
	Operating	**Investing**	**Financing**	**Total**
	(in Swiss francs)			
Actual amount on comparable basis (Statement V)	**-165,900**	-	-	**-165,900**
Changes in accounts receivable	-3,559	-	-	-3,559
Changes in transfer payable	29	-	-	29
Changes in employee benefit liabilities	-120,933	-	-	-120,933
Deferral of revenue Funds in Trust	3,886	-	-	3,886
Total Basis differences	**-120,577**	**-**	**-**	**-120,577**
Funds in Trust	-3,886	-	-	-3,886
Expenditures financed from Special Fund	-	-		-
Total Entity differences	**-3,886**	**-**	**-**	**-3,886**
Actual amount in the Statement of Financial Performance (Statement II)	**-290,363**	**-**	**-**	**-290,363**

	2016-2017			
	Operating	**Investing**	**Financing**	**Total**
	(in Swiss francs)			
Actual amount on comparable basis (Statement V)	**26,162**	**-**	**-**	**26,162**
Changes in accounts receivable	-	-	-	-
Changes in transfer payable	29	-	-	29
Changes in employee benefit liabilities	-167,262	-	-	-167,262
Deferral of revenue Funds in Trust	-58,576	-	-	-58,576
Total Basis differences	**-225,809**	**-**	**-**	**-225,809**
Funds in Trust	58,576	-	-	58,576
Expenditures financed from Special Fund	-55,716	-	-	-55,716
Total Entity differences	**2,860**	**-**	**-**	**2,860**
Actual amount in the Statement of Financial Performance (Statement II)	**-196,787**	**-**	**-**	**-196,787**

NOTE 13: REVENUE

	Regular Program and Budget 2017	Funds in Trust 2017	Special Project Fund 2017	Inter-Segment Transactions 2017	TOTAL 2017	TOTAL 2016
			(in Swiss francs)			
REVENUE						
Contributions	3,365,962	-	-	-	3,365,962	3,365,962
Extrabudgetary funds (funds in trust)	-	257,524	-	-	257,524	357,839
UPOV PRISMA system fees	1,841	-	-	-	1,841	-
Publications revenue	-	-	-	-	-	-
Investment revenue	-	-	-	-	-	-
Other/miscellaneous revenue	19,091	-	-	-	19,091	22,519
Program support charges	29,354	-	-	-29,354	-	-
TOTAL REVENUE	**3,416,248**	**257,524**	**-**	**-29,354**	**3,644,418**	**3,746,320**

Contributions under the Regular Program and Budget represent amounts payable in January 2017. Extrabudgetary funds under Funds in Trust represent revenue received in connection with contributions made by donors to individual projects not included in the Regular Program and Budget. Revenue from extrabudgetary funds (funds in trust) is deferred until earned through the delivery of the specific services provided in the plan of work agreed with the donor.

NOTE 14: EXPENSES

	Regular Program and Budget 2017	Funds in Trust 2017	Special Project Fund 2017	Inter-Segment Transactions 2017	TOTAL 2017	TOTAL 2016 (restated)
			(in Swiss francs)			
EXPENSES						
Personnel expenditure	2,262,006	-	-	-	2,262,006	2,150,429
Interships	12,343	-	-	-	12,343	-
Travel and fellowships	310,453	157,358	-	-	467,811	405,862
Contractual services	501,970	70,452	-	-	572,422	475,044
Operating expenses	618,867	360	-	-	619,227	620,567
Supplies and materials	972	-	-	-	972	842
Program support costs	-	29,354	-	-29,354	-	-
TOTAL EXPENSES	**3,706,611**	**257,524**	**-**	**-29,354**	**3,934,781**	**3,652,744**

Personnel expenditure includes short-term employee benefits such as base salary, post adjustment, dependents' allowance, pension contribution, health and other insurance contributions, home leave and other entitlements for posts and temporary positions. As a result of the implementation of IPSAS, personnel expenditure also includes amounts for the movements in employee benefit liabilities.

Travel and fellowships include the costs of airfare, daily subsistence allowances, terminal allowances and other travel costs for staff on official business and travel for participants and lecturers in connection with training activities. Contractual services include translators, interpreters and other non-staff service agreements. Operating expenses include items such as premises rent, maintenance and bank charges.

NOTE 15: FINANCIAL INSTRUMENTS

UPOV is exposed to certain liquidity, interest rate, foreign currency exchange and credit risks which arise in the normal course of its operations. This note presents information about UPOV's exposure to each of the above risks and the policies and processes for measuring and managing risk.

Unless otherwise agreed by the Council, UPOV's investment policy shall be the same as the investment policy of WIPO. The authority to make and prudently manage investments in accordance with the investment policy is delegated to the Controller of WIPO. In 2015, the policy was comprehensively revised and adopted by the Fifty-Fifth Series of Meetings of the Assemblies of the Member States of WIPO. Some further amendments to the Policy on Investments were adopted at the Fifty-Seventh Series of Meetings in 2017.

The revised policy contains two specific investment policies, one covering operating and core cash and a second one covering strategic cash. Operating cash is the cash required by UPOV to meet daily payment requirements. Core cash is the balance of cash remaining once operating and strategic cash have been deducted. Strategic cash is the cash which has been set aside to finance after-service employee benefit liabilities, including ASHI.

Fair values

Set out below, is a comparison by class of the carrying amounts and fair value of UPOV's financial instruments.

	Carrying amount	Fair Value
Financial assets	*(in Swiss francs)*	
2017		
Receivables	86,196	86,196
Cash and cash equivalents	4,115,186	4,115,186
	4,201,382	**4,201,382**
2016		
Receivables	130,317	130,317
Cash and cash equivalents	5,275,496	5,275,496
	5,405,813	**5,405,813**

	Carrying amount	Fair Value
Financial Liabilities	*(in Swiss francs)*	
2017		
Accounts payable	1,209	1,209
Other current liabilities	726,044	726,044
	727,253	**727,253**
2016		
Accounts payable	1,000	1,000
Other current liabilities	1,561,929	1,561,929
	1,562,929	**1,562,929**

The fair value of the financial assets and liabilities is included at the amount at which the instrument could be exchanged in a current transaction between willing parties, other than in a forced sale or liquidation. The following methods and assumptions were used to estimate the fair values:

- Cash and short-term deposits, receivables from exchange transactions and accounts payable approximate their carrying amounts largely due to the short-term maturities of these instruments.
- Receivables from non-exchange transactions are evaluated by UPOV based on parameters such as interest rates and risk characteristics. When applicable, an allowance is established to offset the value of receivables due from contributions. The allowance covers amounts due from periods prior to the last biennium.

Credit risk

Credit risk is the risk of financial loss to UPOV if counterparties to financial instruments fail to meet their contractual obligations and it arises principally from receivables, and cash and cash equivalents. The carrying amount of financial assets represents the maximum credit exposure. The maximum exposure to credit risk as at December 31, 2017 was:

	December 31, 2017	December 31, 2016
	(in Swiss francs)	
Receivables	86,196	130,317
Cash and cash equivalents	4,115,186	5,275,496
Maximum exposure to credit risk	**4,201,382**	**5,405,813**

UPOV's accounts receivable are almost exclusively from members of the Union representing sovereign States and relevant Intergovernmental Organizations, and therefore risks related to credit are considered minor.

Cash and cash equivalents may only be held with institutions with a minimum short-term credit rating of A-2/P-2 or a minimum long-term credit rating of A/A2. Accordingly, the credit ratings attached to cash and cash equivalents as at December 31, 2017 are as follows:

Credit Rating	AAA Swiss sovereign	A-1 S&P short-term	Total
		(in Swiss francs)	
Cash and Cash Equivalents	-	4,115,186	**4,115,186**
Percent	0.0%	100.0%	100.0%

Liquidity risk

Liquidity risk is the risk of UPOV not being able to meet its obligations as they fall due. UPOV does not have significant exposure to liquidity risk as it has substantial unrestricted cash resources. The investment policy requires that operating and core cash are invested in such a way to ensure the liquidity necessary to meet UPOV's cash flow requirements. Operating cash balances are invested over the short term (periods not exceeding twelve months to maturity) in low-risk asset classes which are easily liquidated at little or no cost. Core cash will be invested over the medium term (periods exceeding twelve months), in such a way that occasional access to a portion of the cash is possible thus facilitating scheduled large payments. Strategic cash is to be invested over the long term, and currently has no short or medium term liquidity requirements.

Currency risk

UPOV may receive revenue from extrabudgetary funds (funds in trust) in currencies and incur expenses in currencies other than its functional currency, the Swiss franc, and as a result is exposed to foreign currency exchange risk arising from fluctuations of currency exchange rates. UPOV does not use derivative financial instruments to hedge exchange risk.

Market risk

Market risk is the risk of changes in market prices, such as interest rates, affecting UPOV's income or the value of its financial instrument holdings. UPOV is not exposed to the risk of falling interest rates, since its operating budget is not financed from revenue derived from investment income. UPOV does not use financial instruments to hedge interest rate risk.

The interest rates and the maturity profile on financial instruments as at December 31, 2017 and December 31, 2016, are as follows:

	Interest rate at reporting date	Within one year	1-5 years	Later than 5 years	Total
December 31, 2017	%		*(in Swiss Francs)*		
Financial assets					
Funds invested with AFF	0.000	-	-	-	-

	Interest rate at reporting date	Within one year	1-5 years	Later than 5 years	Total
December 31, 2016	%		*(in Swiss Francs)*		
Financial assets					
Funds invested with AFF	0.000	3,961,606	-	-	3,961,606

Interest rate sensitivity analysis

If the average interest rate during 2017 and 2016 had been 50 basis points higher or lower, the interest income would have been affected as follows (calculation based on the actual interest income for the year):

	Increase (+) / decrease (-) in basis points	Effect on surplus
		(in Swiss Francs)
2017		
Financial assets		
Funds invested with AFF	+50	-
	-50	-
2016		
Financial assets		
Funds invested with AFF	+50	19,808
	-50	-19,808

NOTE 16: EVENTS AFTER THE REPORTING DATE

UPOV's reporting date is December 31, 2017 and its financial statements were authorized for issuance on May 25, 2018. No material events, favorable or unfavorable, which would have impacted upon the statements have been incurred between the reporting date and the date on which the financial statements were authorized for issue.

NOTE 17: SEGMENT REPORTING

Segment information is based on the principal activities and sources of financing of UPOV. UPOV reports separate financial information for three segments: the Regular Program and Budget, Funds in Trust (extrabudgetary funds) and the Special Project Fund. Funds in Trust represent amounts administered by UPOV on behalf of individual donors to carry out programs consistent with the policies, aims and activities of UPOV. The Special Project Fund represents the amount of the reserve fund exceeding 15 percent of the total income for the previous biennium which is used to finance projects agreed by the Council. The Regular Program and Budget, Funds in Trust and the Special Project Fund are accounted for separately in the financial accounting system.

Statement of Financial Position by Segment as at December 31, 2017
(in Swiss francs)

	Regular Program and Budget	Funds in Trust	Special Project Fund	Inter-Segment Balances	TOTAL 2017	TOTAL 2016 (restated)
ASSETS						
Current assets						
Cash and cash equivalents	4,006,800	108,386	-	-	4,115,186	5,275,496
Accounts receivable (non-exchange transactions)	68,866	-	-	-	68,866	111,232
Accounts receivable (exchange transactions)	17,330	-	-	-	17,330	19,085
Other current assets	-	24,042	18,040	-42,082	-	-
	4,092,996	132,428	18,040	-42,082	4,201,382	5,405,813
Non-current assets						
Equipment	-	-	-	-	-	-
	-	-	-	-	-	-
TOTAL ASSETS	**4,092,996**	**132,428**	**18,040**	**-42,082**	**4,201,382**	**5,405,813**
LIABILITIES						
Current liabilities						
Accounts payable	1,209	-	-	-	1,209	1,000
Employee benefits	200,760	-	-	-	200,760	230,148
Advance receipts	260,063	127,531	-	-	387,594	617,514
Other current liabilities	575,322	4,897	187,907	-42,082	726,044	1,561,929
	1,037,354	132,428	187,907	-42,082	1,315,607	2,410,591
Non-current liabilities						
Employee benefits	2,255,945	-	-	-	2,255,945	2,249,447
	2,255,945	-	-	-	2,255,945	2,249,447
TOTAL LIABILITIES	**3,293,299**	**132,428**	**187,907**	**-42,082**	**3,571,552**	**4,660,038**
Reserve Fund	970,470	-	-	-	970,470	1,260,833
Special Project Fund	183,824	-	-169,867	-	13,957	13,957
Actuarial gains/(losses) through Net Assets	-901,276	-	-	-	-901,276	-1,075,694
Working Capital Fund	546,679	-	-	-	546,679	546,679
NET ASSETS	**799,697**	-	**-169,867**	-	**629,830**	**745,775**

Statement of Financial Performance by Segment
for the year ended December 31, 2017
(in Swiss francs)

	Regular Program and Budget	Funds in Trust	Special Project Fund	Inter-Segment Transactions	TOTAL 2017	TOTAL 2016 (restated)
REVENUE						
Contributions	3,365,962	-	-	-	3,365,962	3,365,962
Extrabudgetary funds (funds in trust)	-	257,524	-	-	257,524	357,839
UPOV PRISMA system fees	1,841	-	-	-	1,841	-
Publications revenue	-	-	-	-	-	-
Investment revenue	-	-	-	-	-	-
Other/miscellaneous revenue	19,091	-	-	-	19,091	22,519
Program support charges	29,354	-	-	-29,354	-	-
TOTAL REVENUE	**3,416,248**	**257,524**	-	**-29,354**	**3,644,418**	**3,746,320**
EXPENSES						
Personnel expenditure	2,262,006	-	-	-	2,262,006	2,150,429
Internships	12,343				12,343	-
Travel and fellowships	310,453	157,358	-	-	467,811	405,862
Contractual services	501,970	70,452	-	-	572,422	475,044
Operating expenses	618,867	360	-	-	619,227	620,567
Supplies and materials	972	-	-	-	972	842
Program support costs	-	29,354	-	-29,354	-	-
TOTAL EXPENSES	**3,706,611**	**257,524**	**-**	**-29,354**	**3,934,781**	**3,652,744**
SURPLUS/(DEFICIT) FOR THE YEAR	**-290,363**	**-**	**-**	**-**	**-290,363**	**93,576**

[End of Annex and of document]