

EUROPEAN POLICY INSTITUTE – EPI

DIALOGUES FOR VISION

AUDITOR’S REPORT AND

PROJECT COMPLETION REPORT

AS OF AND FOR THE PERIOD FROM 01/05/2015 TO 31/03/2016

Skopje, September 2016

Content

INDEPENDENT AUDITOR’S REPORT.....	3
Grantee’s Responsibility for the quarterly monitoring reports and the Project Completion Report.	3
Auditor’s responsibility	3
Opinion.....	4
Accounting basis and limitation of delivery and usage.....	4
NOTES TO THE FINANCIAL STATEMENTS	6
1. General information on the project:.....	6
2. Goals of the Project.....	6
3. Persons responsible for implementation.....	6
4. Basis for preparation of the statements	7
ANNEX 1 QUARTERLY MONITORING REPORTS.....	8



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since 1995

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INDEPENDENT AUDITOR'S REPORT TO THE EUROPEAN POLICY INSTITUTE (EPI)

Mrs. Malinka Ristevska Jordanova

We have performed an audit on the quarterly monitoring reports and the Project Completion Report of the **Dialogues for Vision** project realized by the **European Policy Institute** (hereinafter: EPI) for the period from 01.05.2015 to 31.03.2016. The quarterly monitoring reports and the Project Completion Report has been prepared by EPI, based on the Grant Contract point 7 Reporting concluded between The Secretary for State for Foreign and Commonwealth Affairs represented by: Her Majesty's Ambassador Charles Garrett for the Foreign and Commonwealth Office (hereinafter: **The Authority**) and the European Policy Institute represented by DR. Malinka Ristevsa Jordanova (hereinafter **The Grantee**) dated from 30/04/2015 year.

Grantee's Responsibility for the quarterly monitoring reports and the Project Completion Report

The Grantee is responsible for the preparation of the quarterly monitoring reports and the Project Completion Report in accordance with the provisions for reporting from Grant Contract point 7.1 to 7.3 Reporting concluded between the Authority and the Grantee, and for such internal controls that Grantee considers as necessary to enable the preparation of quarterly monitoring reports and the Project Completion Report freed from material faulty presentation, no matter if it is result of fraud or mistake.

Auditor's responsibility

Our responsibility is to express an opinion for these quarterly monitoring reports and the Project Completion Report on the basis of our audit. We have performed our audit in accordance with the International Audit Standards. These standards require us to respect the ethical requirements and plan and perform the audit in order to obtain reasonable



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assurance whether the quarterly monitoring reports and the Project Completion Report are free from material faulty presentations.

The audit includes performance of procedures for gaining audit evidence for the amounts and disclosures in the quarterly monitoring reports and the Project Completion Report. The procedures selected, depend on the judgment of the auditor, including also the assessment of risks from material wrongly presentations of the quarterly monitoring reports and the Project Completion Report, no matter if they are result of fraud or error. When the auditor makes these assessments of the risk, the auditor takes in consideration the internal control relevant for preparation and objective presentation of the quarterly monitoring reports and the Project Completion Report of the entity, in order to choose audit procedures relevant for the circumstances, not for the goal to express an opinion for the effectiveness of the internal control of the entity.

The audit also includes estimation of the appropriateness of the accounting policies used, and the reasonableness of accounting valuations made by the management, as well as valuation of the presentation of quarterly monitoring reports and the Project Completion Report.

We believe that the audit proofs, that we have gathered, are sufficient and appropriate in order to secure basis for our audit opinion.

Opinion

In our opinion, the quarterly monitoring reports and the Project Completion Report of the **Dialogues for Vision** realized by Grantee for the period from **01.05.2015 to 31.03.2016 year** are prepared, in all material respects, in accordance with the provisions for reporting from Grant Contract point 7.1 to 7.3 Reporting.

Accounting basis and limitation of delivery and usage

Without qualifying our opinion, we draw attention to Note "Basis of preparation of reports" to the financial statements, which describes the accounting basis. The quarterly monitoring



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reports and the Project Completion Report are prepared to assist the Grantee, to respect reporting provisions from the above mentioned Grant Contact.

As a result of the above mentioned, the quarterly monitoring reports and the Project Completion Report may not be relevant for other purposes. Our report is intended solely for the Grantee and the Authority, and should not be distributed to or used by third parties, except the Grantee and the Authority.

Certified Auditor
Dimitar Andonovski

Skopje,
September 2016

Manager

Dimitar Andonovski

Audit Makedonija DOO Skopje



NOTES TO THE FINANCIAL STATEMENTS

1. General information on the project:

Authority:

The Secretary for State for Foreign and Commonwealth Affairs represented by: Her Majesty's Ambassador Charles Garrett for the Foreign and Commonwealth Office

Grantee:

European Policy Institute, Skopje, Republic of Macedonia

Implementer:

European Policy Institute, Skopje, Republic of Macedonia

Project name:

Dialogues for Vision

Total amount of the Grant:

99.385,00 £

Project starting date:

May 1, 2015

Projected ending date:

March 31, 2016

2. Goals of the Project

Enhancing dialogue on key issues facing Macedonian society, through evidence based policy making.

3. Persons responsible for implementation

The persons responsible and in charge for realization of the Project are:

- ❖ Malinka Ristevska Jordanova - Director
- ❖ Simonida Kacarska – Project Manager

- ❖ Aleksandar Jovanovski – Communication Officer
- ❖ Dejan Ristovski – Financial Officer

4. Basis for preparation of the statements

The quarterly monitoring reports and the Project Completion Report of the EPI, for the funds received from the Authority, are prepared in accordance with the Law for Accounting for non-profit organizations (Official Gazette of Republic of Macedonia no. 24/2003....17/2011), Rulebook for accounting for non-profit organizations (Official Gazette of Republic of Macedonia no. 42/2003....12/2009), Rulebook for accounting plan and balance profit organizations (Official Gazette of Republic of Macedonia no. 117/2005....11/2006), Rulebook on the contents of separate accounts in the accounting plan of non-profit organizations (Official Gazette of Republic of Macedonia no. 117/2005).

Net gains/losses from exchange rate differences, as a result of the conversion of the foreign currency into MKD denars are included in the quarterly monitoring reports and the Project Completion Report

For reporting purposes, the exchange rate that was applied in these reports as given by the Authority.

ANNEX 1 QUARTERLY MONITORING REPORTS

Template Activity Based Budget

APRIL 2015 - MARCH 2016																
2015											2016					
Item	Unit	Cost per unit	No. of Units	Total	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	TOTAL
Networking events	event	£490	4	£1,960	£390					£609		£399			£680	£2,078
Project Steering Committee meetings and meetings with stakeholders - materials, refreshments	meeting															£0
Total				£1,960	£390	£0	£0	£0	£609	£0	£399	£0	£0	£0	£680	£2,078
Activity O1 A2. Project communication strategy																
Design of promotional materials	service	£800	1	£800		£638	£155									£793
Project banner	item	£80	1	£80		£49	£31									£80
Social media adds	add	£5	60	£300					£4	£0	£0	£0	£0	£4	£20	£28
Press briefings/conferences/average	event	£113	2	£225							£0	£0	£121		£75	£196
Developing and maintaining an on-line platform (thematic resource base)	service									£1,500	£1,500					£3,000
Subscription to on-line journals (%) and provision of books	year	£3,000	1	£3,000												
Translation and editing of on-line platform content	pages	£1,500	1	£1,500							£1,370					£1,370
visualisation of project results	pages	£10	60	£600										£300	£1,235	£1,535
Total				£6,505	£0	£687	£186	£0	£4	£1,500	£2,870	£0	£121	£304	£1,930	£7,002
Activity O2 A1. Development and delivery of trainings																
Accommodation and facilities (3 trainings 30 participants, 3 days each, 1 training 12 participants 3 days)	day															
Local transport to training venue	day	£45	248	£11,160			£3,187		£2,790	£25	£0	£326				£6,303
Training folders	participant	£300	4	£1,200		£416			£388	£25		£0	£0			£829
Training materials	participant	£3	115	£345		£465										£465
Local trainers fee/average (5 trainers, 2-4 days)	day	£5	219	£1,095		£183					£0	£0	£290			£473
International trainers fee (average) (3 trainers * 4 days)	day	£245	20	£4,900			£1,500			£0	£0	£1,750			£750	£4,000
International transport for international trainers	journey	£600	8	£4,800					£4,800							£4,800
Interpretation at institutional context training	day	£600	3	£1,800					£752				£0			£752
Translation of teaching materials	page	£10	107	£1,070								£298				£298
Photo and video documentation	day	£100	9	£900		£301			£305	£102						£708
Total				£27,270	£0	£1,064	£4,988	£0	£9,035	£127	£0	£2,374	£290	£0	£750	£18,628
Activity O3 A.1 Selection of priority topics for dialogue																
Meeting folders for focus groups	participant	£3	30	£90		£121										£121
Per diems for participants of focus groups	participant	£15	24	£360						£355						£355
Facilitators	group	£150	3	£450						£450						£450
Facilities for local focus groups	meeting															£0
Transport to venue	day	£100	3	£300						£70						£70
Refreshments	participant	£5	24	£120						£0						£0
Transcripts	group	£200	3	£600						£600						£600
Drafting a methodology for research and research manual (local expert)	day										£900					£900
Drafting background papers - local organisations/experts and Award	paper	£300	3	£900												£900
Peer review - international expert	paper	£2,000	6	£12,000						£5,967			£6,000	£1,500	£1,500	£14,967
Editing, translation, design, data visualisation and printing of background papers	page	£350	6	£2,100											£2,100	£2,100
Total			180	£3,600	£0	£1,211	£0	£0	£0	£1,475	£6,867	£0	£6,875	£1,500	£7,500	£24,788
Activity O3 A.2. Three dialogues for vision for each thematic area																

Item	Unit	Cost per unit	No. of Units	Total	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	TOTAL
Facilities rental	day	£350	3	£1,050									£350	£350	£350	£1,050
Conference equipment	day	£350	3	£1,050									£671	£671	£671	£2,013
Refreshments	participant	£12	150	£1,800									£774	£676	£774	£2,224
Conference folders and materials	participant	£5	205	£1,025		£364							£252		£267	£883
Moderators and jury	participant	£150	6	£900									£300	£620	£620	£1,540
Interpretation (ALB/EN) - 4*3	day	£120	12	£1,440									£480	£480	£480	£1,440
Conference banners	banner	£100	3	£300									£100	£100	£100	£300
Photo and video documentation, live streaming	day	£150	3	£450									£298	£150	£300	£748
Total				£8,015	£0	£394	£0	£0	£0	£0	£0	£0	£3,225	£3,047	£3,652	£10,199
Horizontal activities and costs																
Item	Unit	Cost per unit	No. of Units	Total	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	TOTAL
Director (9 months, 45% salary)	month	£485	9	£4,365				£485	£485	£485	£485	£485	£485	£485	£485	£4,365
Project Manager (9 months, 55% salary)	month	£530	9	£4,770				£530	£530	£530	£530	£530	£530	£530	£530	£4,770
Communications Officer (7 months, 60%)	month	£485	9	£4,365				£485	£485	£485	£485	£485	£485	£485	£485	£3,880
Financial Officer (9 months, 70% salary)	month	£400	9	£3,600				£400	£400	£400	£400	£400	£400	£400	£400	£3,600
Administration	month/average	£700	12	£8,400	£624	£621	£566	£528	£854	£1,074	£809	£562	£700	£700	£700	£7,728
Project office supplies	month	£50	12	£600	£0	£55	£35	£54	£86	£0	£106	£0	£50	£50	£50	£486
Lap top and desktop	piece	£400	2	£800		£971										£971
Project facilities, maintenance, communications (%)	month	£400	12	£4,800	£25	£588	£418	£354	£428	£199	£283	£329	£400	£400	£600	£4,024
Audit	service	£2,500	1	£2,500											£2,500	£2,500
Local travel	month	£50	12	£600	£0	£0	£0	£68	£0	£77	£123	£184	£0	£50	£50	£552
Bank costs	month	£25	12	£300	£0	£0	£27	£19	£25	£42	£24	£13	£25	£25	£50	£250
Total				£55,100	£549	£2,235	£1,036	£2,923	£3,293	£7,092	£3,245	£2,958	£3,075	£3,125	£7,255	£33,128
Grand Total				£63,115	£1,099	£4,471	£5,210	£5,923	£12,332	£7,003	£42,982	£5,761	£13,598	£7,976	£21,337	£95,820

Sum to
jan £66,307 spend

Planned
£29,513

Transfer Balance spend
£81,349 original
To be transferred
£15,042 transferred

Balance
£18,036 nd

Underspe
£3,565

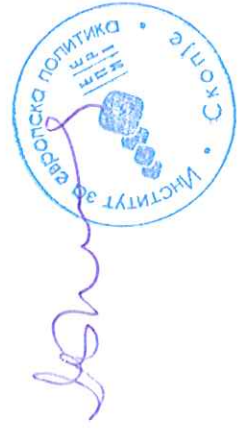
Exchange rate:

May 85.4035

86.2412

Justification	May		June		July		Spent		MKD	planned	difference	
	Spent	MKD	Spent	MKD	Spent	MKD	Spent	MKD				
Activity 01. All. Promoting networking of stakeholders	400	33,130										
01.A1.1. Networking events												
Networking event Komik 21 May - facilities, lunch arrangements	291	24,830										
Networking event Komik 21 May - photo and video	99	8,500										
Project steering committee meetings and meetings with stakeholders	20	0	20									
Total	420	31,330	20									
Activity 01.A2. Project communication strategy												
01.A2.1. Design of promotional materials												
01.A2.2. Project banner												
01.A2.3. Social media ads												
Total												
Activity 02.A1. Development and delivery of trainings												
02.A1.1. Accommodation and facilities (1 training 3 days each, 1 training 12 participants 2 days)												
Local transport to training venue												
Training folders												
Training materials												
Markers, paper, other												
Training papers												
Designing the program												
Other												
Total												
Activity 03.A1. Selection of priority topic for dialogue												
Meeting folders for focus groups												
Activity 03.A2. Three dialogues for vision for each benefit												
Conference folders and materials												
Total												
Horizontal activities and costs												
Administration												
Officer Manager (%)												
Accounting												
IT support												
Project office supplies												
Lap top and desktop												
Lap top												
Desktop												
Project facilities, maintenance, communications (%)												
Rent												
Maintenance - cleaning												
Utilities - water												
Electricity												
Local travel												
Bank costs												
Total												
Grand total	1,645	86,977	7,945	4,056	357,894	810	0	0	5,095	440,871	10,470	5,375

NOTE: ALL EXPENSES ARE LIABILITIES, BASED ON ACTUAL INCURRED COSTS, AS NO INSTALLMENT OF THE GRANT HAS BEEN RECEIVED.



Heading No.	Activity (as per Activity Based Budget)	DATE of payment	Bank Statement No.	Description of expenses	Expense without VAT	VAT	Split in USD Total (€+€)	Split in COP Total (€+€)	Incomes and payments	Balance	Justification
									INCOME (as per BE Payments)	EXPENDITURE (USD)	
										BALANCE	
October	Payment	00/10/2015		INCOME FROM B. ENHANCING JA 387 Invoice No.							
1.1	A1. Promoting networking of stakeholders	18/11/2015	37	Networking event Makedonija Turist Invoice 1410157701 25-18112791	46.435.00	0.00	46.435.00	550.42			Brainstorming session
1.1	A1. Promoting networking of stakeholders	13/11/2015	36	Networking event Brainstorming session, Vaska Draskovic	3.860.00	299.00	4.151.00	50.01			Brainstorming session- Moderator
01 A2	01 A2 Project communication strategy										
125	Developing and maintaining an on-line platform.	30/10/2015	31	Developing and maintaining an on-line platform, X-Soft Development, invoice no 2810151701 84-15208793	124.508.00	0.00	124.508.00	1.500.00			Merc
02 A1	02 A1 Development and delivery of trainings										
212	Local transport to training venue	03/11/2015	33	Local transport to training venue, Dojan Andonov, Bill no 116319	1.040.00	0.00	1.040.00	83.01			Local transport for participants
212	Local transport to training venue	03/11/2015	33	Local transport to training venue, Gordana Stenkovska Veljanovska, Bill no 30e912	520.00	0.00	520.00	83.01			Local transport for participants
212	Local transport to training venue	30/11/2015	39	Local transport to training venue, Bardi Jahari Bill no. 303994	520.00	0.00	520.00	83.01			Local transport for participants
2110	Photo and video documentation	21/01/2016	4	Foto and video, Community Pictures, Invoice no 38715	8.500.00	0.00	8.500.00	102.40			Photo and video documentation
03 A1	Selection of priority topics for dialogue										
312	Per diems for participants of focus groups	14/10/2015	26	Per diems for participants of focus groups, Losindro Toska, Contract no.03-270/11	1.170.00	88.00	1.258.00	83.01			Focus groups
312	Per diems for participants of focus groups	14/10/2015	26	Per diems for participants of focus groups, Gabriela Matkova, Contract no.03-270/12	1.170.00	88.00	1.258.00	83.01			Focus groups
312	Per diems for participants of focus groups	14/10/2015	26	Per diems for participants of focus groups, Shobonina Daskalova, Contract no.03-270/13	1.170.00	88.00	1.258.00	83.01			Focus groups
312	Per diems for participants of focus groups	14/10/2015	26	Per diems for participants of focus groups, Revul Nezir, Contract no.03-270/14	1.170.00	88.00	1.258.00	83.01			Focus groups
312	Per diems for participants of focus groups	14/10/2015	26	Per diems for participants of focus groups, Sabli Alieski, Contract no.03-270/15	1.170.00	88.00	1.258.00	83.01			Focus groups
312	Per diems for participants of focus groups	14/10/2015	26	Per diems for participants of focus groups, Egonia Kasu, Contract no.03-270/23	1.170.00	88.00	1.258.00	83.01			Focus groups
312	Per diems for participants of focus groups	14/10/2015	26	Per diems for participants of focus groups, Anita Gradshin, Contract no.03-270/17	1.170.00	88.00	1.258.00	83.01			Focus groups
312	Per diems for participants of focus groups	14/10/2015	26	Per diems for participants of focus groups, Saip Marku, Contract no.03-270/24	1.170.00	88.00	1.258.00	83.01			Focus groups
312	Per diems for participants of focus groups	14/10/2015	26	Per diems for participants of focus groups, Milon Muladadi, Contract no.03-270/22	1.170.00	88.00	1.258.00	83.01			Focus groups
312	Per diems for participants of focus groups	14/10/2015	26	Per diems for participants of focus groups, Krenar Pacuku, Contract no.03-270/21	1.170.00	88.00	1.258.00	83.01			Focus groups
312	Per diems for participants of focus groups	14/10/2015	26	Per diems for participants of focus groups, Goca Lubnoski, Contract no.03-270/20	1.170.00	88.00	1.258.00	83.01			Focus groups

	Administration	30/11/2015	39 Invoice no.36011073601 108	Refreshments, Reptil, Invoice no. 3110151701 24-27091791	2,997.00	0.00	2,997.00	85.86	34.91	2,997.00	155,814.85	
	Administration	16/11/2015		Web hosting/Arvise	704.00	0.00	704.00	85.86	8.20	704.00	155,110.85	Web hosting/Merc
	Project office supplies	25/12/2015	50	Office supplies, Kiever Invoice no.36013073601308	19,278.00	0.00	19,278.00	85.86	224.54	19,278.00	135,812.85	
	Project office supplies	25/12/2015	50	Office supplies, Kiever Invoice no. 2411151702 08-3174791	4,342.00	0.00	4,342.00	85.86	50.57	4,342.00	131,990.85	
	Project facilities, maintenance, communications (%)	28/12/2015		Telephone mobile VIP Invoice no. 2109157701 22-17684980	4,800.00	0.00	4,800.00	85.86	55.91	4,800.00	126,690.85	
	Project facilities, maintenance, communications (%)	28/12/2015	51	Internet and Telephone Makedonski Telekom Invoice no. 1512157701 94-17479003	12,600.00	0.00	12,600.00	83.01	151.80	12,600.00	114,090.85	
	Project facilities, maintenance, communications (%)	28/12/2015	51		2,772.00	0.00	2,772.00	83.01	33.40	2,772.00	111,318.85	
											removed cost	
											removed cost	
	Project facilities, maintenance, communications (%)	21/01/2016	4	Hygiene supplies Reptil Invoice no. 1711151701 67-32492791	3,047.00	0.00	3,047.00	83.01	36.71	3,047.00	-3,047.00	
	Project facilities, maintenance, communications (%)	21/01/2016	4	Hygiene supplies Reptil Invoice no. 1711151701 67-32492791	847.00	0.00	847.00	83.01	10.20	847.00	-3,894.00	
	Project facilities, maintenance, communications (%)	17/12/2015	46	Service and maintenance (office) Pazar Negator Invoice no. 0312151701 12-1304791	5,000.00	0.00	5,000.00	83.01	60.24	5,000.00	-8,894.00	
	Local travel	28/12/2015	51	Local travel Taxi Global Invoice no. 0912151701 50-14102791	10,599.00	0.00	10,599.00	83.01	127.69	10,599.00	-19,493.00	We cannot divide monthly invoices for local travel between projects; therefore, next couple of months the invoices will be on other projects.
	Bank costs			Bank Costs								
	Bank costs				2,051.00	0.00	2,051.00	83.01	24.71	2,051.00	-21,544.00	
	Payment			INCOME FROM BUDGETARY AS PER INVOICE NO.				795,930.75			-21,544.00	
1.1	Activity 01. A1. Promoting institutions of stakeholders	13/01/2015	3	Networking event, Fruit Di Mare Invoice no. 3112151701 40- 21191225	34,936.00	0.00	34,936.00	87.5653	398.97	34,936.00	760,594.75	Networking event meeting with research teams and the moderators for the dialogues.
2.1	2.1 Development and delivery of trainings											
2.1.1	Accommodation and facilities (3 training 30 participants, 3 days each, 1 training 12 participants 3 days)	28/12/2015	51	Makedonija Tunst Invoice no 2512157701 05-20499791	28,467.00	0.00	28,467.00	87.5653	326.24	28,467.00	732,027.75	Training for communication strategy
2.1.5	Local trainers (e2/average 5 trainers, 2-4 days)	31/12/2015	54	Institut za Komunikaciski Uslugi Invoice no 09/2015	153,239.00	0.00	153,239.00	87.5653	1,750.00	153,239.00	578,788.75	Supporting document ToR, Institute for Communication Studies
2.1.9	Translation of teaching materials	28/12/2015	51	Kalla Popovska Kongresen Servisen Center Invoice no 1612151701 49-20223791	9,772.00	736.00	10,508.00	87.5653	120.00	10,508.00	568,810.75	Translation
2.1.9	Translation of teaching materials	28/12/2015	51		15,000.00	0.00	15,000.00	87.5653	178.15	15,000.00	552,680.75	Translation

418	Project facilities, maintenance, communications (%)	18/04/2016	25	Ana Blazevic Grosdosko rmt contract	31,406.00	2,364.00	33,770.00	83.68	403.56	rent
418	Project facilities, maintenance, communications (%)	06/04/2016	23	Vip invoice no. 2311157701 11-2344, Vip invoice no. 2109157701 22-17282980, Vip invoice not received	12,195.00	0.00	12,195.00	83.68	145.71	Vip/One Invoice
418	Project facilities, maintenance, communications (%)	13/05/2016	31	Telekom invoice no. 1-012016-00071955917-1703167701 10-10316225	2,630.00	0.00	2,630.00	83.68	31.43	Telekom Invoice
418	Project facilities, maintenance, communications (%)	05/05/2016	30	Repsol invoice no. 1703161701 12-42492868	2,177.00	0.00	2,177.00	83.68	26.07	maintenance
418	Project facilities, maintenance, communications (%)	06/04/2016	23	EYN Invoice no. 100312878-10570419240	9,873.00	0.00	9,873.00	83.68	117.99	electricity invoice
418	Bank Costs	06/04/2016	23	Voisvod/ Invoice no. 59022355240	197.00	0.00	197.00	83.68	2.35	voisvod invoice
4111	Bank Costs			NLS Turunsko banka	1,497.00	0.00	1,497.00	83.68	17.89	Bank Costs
4111	Bank Costs			E-banking	599.00	0.00	599.00	83.68	7.16	Bank Costs
February	Payment	00/00/2015		MACOM: SKOPJE B.L.NB04555 no. per Invoice No.				NET 100	0.00	
01A2	Project communication strategy									
123	Social media ads				293.00	0.00	293.00	80.99	3.62	social media ads
03 A1	Selection of priority topics for dialogue									
319	Drafting background papers - local organisational experts and AWP2	15/02/2016	11	Center for economic analysis, CEA - second instalment - contract nr. 03-311/3	85,500.00	0.00	85,500.00	80.99	1,055.65	second instalment for the research paper
319	Drafting background papers - local organisational experts and AWP2	15/02/2016	11	Development solutions - second instalment contract nr. 03-311/4	85,500.00	0.00	85,500.00	80.99	1,055.65	second instalment for the research paper
319	Drafting background papers - local organisational experts and AWP2	29/02/2016	14	Dane Taleski - second instalment - contract nr. 03-311/1	59,483.00	4,477.00	63,960.00	80.99	789.70	second instalment for the research paper
319	Drafting background papers - local organisational experts and AWP2	29/02/2016	14	Luna Polichan - second instalment - contract nr. 03-311/1	20,358.00	1,532.00	21,890.00	80.99	270.27	second instalment for the research paper
319	Drafting background papers - local organisational experts and AWP2	29/02/2016	14	Kalina Lechevska - second instalment - contract nr. 03-311/7	15,871.00	1,195.00	17,066.00	80.99	210.71	second instalment for the research paper
319	Drafting background papers - local organisational experts and AWP2	29/02/2016	14	Jordan Siovali - second instalment - contract nr. 03-311/2	15,871.00	1,195.00	17,066.00	80.99	210.71	second instalment for the research paper
319	Drafting background papers - local organisational experts and AWP2	29/02/2016	14	Ana Blazeva - second instalment - contract nr. 03-311/2	15,871.00	1,195.00	17,066.00	80.99	210.71	second instalment for the research paper

325	Moderators and jury	23/03/2016	19	Lubica Karamandi contract nr. 03-22/12	2,261.00	169.00	2,430.00	80.99	30.00	jury for the second dialogue - Checks and balances in the Republic of Macedonia
325	Moderators and jury	23/03/2016	20	Margarita Ceca Nikolovska contract nr. 03-02/13	2,261.00	169.00	2,430.00	80.99	30.00	jury for the second dialogue - Checks and balances in the Republic of Macedonia
325	Moderators and jury	23/03/2016	20	Neda Calovska contract nr. 03-22/14	2,261.00	169.00	2,430.00	80.99	30.00	jury for the second dialogue - Checks and balances in the Republic of Macedonia
325	Moderators and jury	23/03/2016	20	Vaska Popovtrevski contract nr. 03-02/15	2,261.00	169.00	2,430.00	80.99	30.00	jury for the second dialogue - Checks and balances in the Republic of Macedonia
326	Interpretation (AlB)(EN) - 4*3	29/02/2016	14	Polligot Plud(second dialogue) invoice nr. 6/2016	10,000.00	0.00	10,000.00	80.99	123.47	interpretation for the second dialogue form macedonian to albanian
326	Interpretation (AlB)(EN) - 4*3	29/02/2016	14	Gjohi Terzi(second dialogue) invoice nr. 004/16	10,000.00	0.00	10,000.00	80.99	123.47	interpretation for the second dialogue form macedonian to albanian
326	Interpretation (AlB)(EN) - 4*3	29/02/2016	14	Makedonska avtorska agencija(second dialogue) invoice nr. 1978/15	10,577.00	0.00	10,577.00	80.99	129.97	interpretation for the second dialogue form macedonian to english
326	Interpretation (AlB)(EN) - 4*3	29/02/2016	14	NKG Link(second dialogue) invoice nr. 004/16	10,000.00	0.00	10,000.00	80.99	123.47	interpretation for the second dialogue form macedonian to english
327	Conference banners	29/02/2016	14	Goya - invoice nr. 0402161701 39-36632808	8,200.00	0.00	8,200.00	80.99	101.24	banner for the second dialogue
328	Photo and video documentation, life streaming	23/03/2016	20	Community pictures invoice nr. 14/16	9,278.00	0.00	9,278.00	80.99	114.55	photo and video documentation
328	Photo and video documentation, life streaming	18/04/2016	25	Community pictures invoice nr. 11/16	11,000.00	0.00	11,000.00	80.99	135.81	photo and video documentation
4	Administrative expenses budget									
411	Director (9 months, 65% salary)	29/03/2016	21	Transferred to regular bank acc. Malinka Ristevska Jordanova, Salary declaration no.	39,280.00	0.00	39,280.00	80.99	484.98	Salary/02-2016
412	Communications Officer (7 months, 60% salary)	29/03/2016	21	Transferred to regular bank acc. Simonda Kacaraska, Salary declaration no.	42,925.00	0.00	42,925.00	80.99	529.99	Salary/02-2016
413	Financial Officer (9 months, 70% salary)	29/03/2016	21	Transferred to regular bank acc. Aleksandar Jovanoski, Salary declaration no.	39,280.00	0.00	39,280.00	80.99	484.98	Salary/02-2016
414	Administration	29/03/2016	21	Transferred to regular bank acc. Dejan Ristovski, Salary declaration no.	32,396.00	0.00	32,396.00	80.99	399.99	Salary/02-2016
415	Administration	29/03/2016	21	Transferred to regular bank acc. Angel Mjosovski, Salary declaration no.	25,491.00	0.00	25,491.00	80.99	314.73	Salary/02-2016
415	Administration	18/04/2016	25	Transferred to regular bank acc. Iva Conovska, Salary declaration no.	29,328.00	0.00	29,328.00	80.99	362.11	Salary/02-2016
415	Administration	12/05/2016	30	Repeat invoice no. 1102161701 08-42972808	738.00	0.00	738.00	80.99	9.11	refreshments
415	Administration	12/05/2016	30	Advice sales invoice no. 2942208-3590830-4094207	728.00	0.00	728.00	80.99	8.99	web hosting
415	Administration	18/04/2016	25	Dana Service invoice no. 33617-80201710	732.00	0.00	732.00	80.99	9.04	printing services
415	Administration	12/05/2016	30	Times	312.00	0.00	312.00	80.99	3.85	refreshments
415	Administration	12/05/2016	30	Times	269.00	0.00	269.00	80.99	3.32	refreshments
415	Administration	07/04/2016	24	Kurir - invoice nr. 0103161701 68-12060225	5,520.00	0.00	5,520.00	80.99	68.15	postal services

413	Communications Officer (7 months, 60%)	18/04/2016	25	Transferred to regular bank acc. Aleksandar Jovanoski, Salary declaration no.	37,888.00	0.00	37,888.00	78.13	484.96				Salary/03-2016
414	Financial Officer (9 months, 70% salary)	18/04/2016	25	Transferred to regular bank acc. Dejan Ristovski, Salary declaration no.	62,496.00	0.00	62,496.00	78.13	799.94				Salary/03-2016
415	Administration	18/04/2016	25	Transferred to regular bank acc. Angel Mojsovski, Salary declaration no.	25,491.00	0.00	25,491.00	78.13	326.28				Salary/03-2016
415	Administration	18/04/2016	25	Transferred to regular bank acc. Angel Mojsovski, Salary declaration no.	12,745.00	0.00	12,745.00	78.13	163.14				Salary/03-2016
415	Administration	18/04/2016	25	SSM Makedonija invoice no 3712151701 44-26528225	19,800.00	0.00	19,800.00	78.13	253.44				accounting
415	Administration	12/05/2016	30	Receipt invoice no. 1703161701 12-42412808	3,231.00	0.00	3,231.00	78.13	41.36				refreshments
415	Administration	12/05/2016	30	Arabic sales invoice no.: 4094307	728.00	0.00	728.00	78.13	9.32				web hosting
415	Administration	18/04/2016	25	Dyna Service invoice no. 331617-00478710	732.00	0.00	732.00	78.13	9.37				printing services
415	Administration	12/05/2016	30	Tmes receipt no. 0063993	269.00	0.00	269.00	78.13	3.44				refreshments
415	Administration	12/05/2016	30	Tmes receipt no. 0027523	305.00	0.00	305.00	78.13	4.07				refreshments
415	Administration	12/05/2016	30	Bike Express	850.00	0.00	850.00	78.13	10.88				postal services
415	Administration	12/05/2016	30	Kurr receipt no. 000860	85.00	0.00	85.00	78.13	1.09				postal services
415	Administration	12/05/2016	30	Kurr receipt no. 000868	120.00	0.00	120.00	78.13	1.54				postal services
415	Administration	12/05/2016	30	Tmes receipt no. 0000218	269.00	0.00	269.00	78.13	3.44				refreshments
415	Administration	12/05/2016	30	Tmes receipt no. 0032938	293.00	0.00	293.00	78.13	3.75				refreshments
415	Administration	12/05/2016	30	Tmes receipt no. 0032800	123.00	0.00	123.00	78.13	1.57				refreshments
418	Project facilities, maintenance, communications (%)	18/04/2016	25	Ana Marija Gratijska rent contract Telekom invoice no. 1-022016-000217955917, 1703167701 10-10326225	20,200.00	0.00	20,200.00	78.13	258.56				rent
418	Audit	13/05/2016	31		2,750.00	0.00	2,750.00	78.13	35.20				telekom invoice
419	Bank costs				110,700.00	0.00	110,700.00	78.13	1,416.95				audit
4111	Bank costs			NLB Tuzanska Banka	4,802.00	0.00	4,802.00	78.13	61.47				bank costs
4111	Bank costs			E-banking	599.00	0.00	599.00	78.13	7.67				bank costs
										0.00			

