

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

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INDEPENDENT AUDITOR'S REPORT TO THE EUROPEN 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 Ristevska 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

ABB D4V Reprofiled

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	£774	£774	£2,224
Conference folders and materials	participant	£5	205	£1,025									£252	£252	£267	£883
Moderators ^{end July}	participant	£150	6	£900									£300	£620	£620	£1,540
Interpretation (A/B/E/N) - 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, life streaming	day	£150	3	£450									£150	£300	£300	£748
Total				£26,015	£0	£362	£0	£0	£0	£0	£0	£0	£3,225	£3,225	£3,225	£10,552
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
Project Manager (9 months, 55% salary)	month	£530	9	£4,770									£530	£530	£530	£4,365
Communications Officer (7 months, 60%)	month	£485	9	£4,365									£485	£485	£485	£4,365
Financial Officer (8 months, 70% salary)	month	£400	9	£3,600									£400	£400	£400	£400
Administration	month/average	£700	12	£8,400									£854	£1,074	£809	£562
Project office supplies	month	£50	12	£600									£55	£54	£56	£50
Laptop and desktop	piece	£400	2	£800									£971			
Project facilities, maintenance, communications (%)	month	£400	12	£4,800									£428	£299	£283	£200
Audit	service	£2,500	1	£2,500												£2,500
Local travel	month	£50	12	£600									£68	£123	£184	£0
Bank costs	month	£25	12	£300									£27	£19	£24	£13
Total				£25,100	£549	£2,235	£1,036	£2,923	£3,292	£3,245	£2,968	£1,075	£3,125	£7,265	£3,125	£25,820
Grand Total				£49,370	£1,039	£4,471	£6,210	£2,923	£12,332	£1,002	£12,982	£55,751	£13,568	£7,976	£21,537	£95,820
													Planned	Planned	Planned	
													jan	£66,307	spend	£29,513
													Balance	£81,349	original	
													To be	£18,036	nd	£3,565
													Transfer			
													Balance			
													spend	£15,042	transferred	£14,471

Exchange rate

May 85,4035 June 86,2412

Item	Justification	May	Spent	May	Spent	May	Spent	May	Spent	May	Spent	May	Spent	May	Spent
Activity O1.1. Promotional networking w/ stakeholders															
O1.A1.1. Networking events		400	390	31,330											
Networking even Karmik 21 May - facilitators, local partners		291	24,870												
Networking even Karmik 21 May - photo and video documentation		99	8,500												
Project steering committee meetings and meetings w/ stakeholders		20	0	20											
Total:		4,371	3,950	31,330											
Activity O1.2. Project communication strategy															
O1.A2.1. Design of promotional materials				631	55,000	800									
O1.A2.2. Project banner				49	4,200	80									
O1.A2.3. Social media posts				20	0	0									
Total:		0	0	75	59,200	800									
Activity O1.3. Development and delivery of trainees															
O2.A1.1. Accommodation and facilities (3 trainings; 30 participants, 3 days each; 1 training; 12 participants, 3 days)				4,050	0	0									
Local transport to training venue				300	0	0									
Training folders				245	465	40,255									
Training materials				245	183	17,944									
Meeting paper, other				42	42	3,539									
Training Banners				84	84	7,226									
Decorations for the program				58	58	5,000									
Other				25	2,227	2,227									
Total:		0	0	5,131	50,772	0	0	0	0	0	0	0	0	0	0
Activity O1.4. Selection of priority topics for dialogue															
Meeting folders for focus group				90	121	10,646									
Total:		0	0	121	10,646	0	0	0	0	0	0	0	0	0	0
Activity O1.5. Selection of priority topics for vision															
For each thematic area															
Conference folders and materials															
Total:		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Horizontal activities and costs															
Administration				700	624	53,519	700	621	53,519						
Office Manager (%)				294	25,091	291	25,091								
Accounting				224	19,278	224	19,278								
IT support				107	9,150	106	9,150								
Project office supplies				50	55	4,730									
Lap top and desktop						800	971	813,760							
Lap top															
Desktop															
Project facilities, maintenance, communications (%)				400	25	2,226	400	508	50,713						
Rent															
Maintenance - cleaning															
Utilities - water															
Electricity															
Local travel															
Burk costs															
Total:		1,645	1,039	55,642	2,025	2,226	1,039	0	0	2,343	245,397	3,455	5,375	440,871	10,470
Grand Total:		38,077	7,945	4,056	351,934	830	0	0	5,095	0	0				

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



Exchange rate

84.3007

88.045

86.93

August

September

	Justification	July	spent	MKD	August	spent	MKD	September	spent	MKD	spent	MKD	planned	difference
Item														
Activity O1.A1. Promoting networking of stakeholders														
Networking events														
Project steering Committee meetings and meetings with stakeholders- materials, refreshments														
Total		20	0	0	30	0	0	30	0	0	0	0	400	400
Activity O1.A2. Project communication strategy														
Design of promotional materials														
Gaja Design	Invoice no 1509151701 68-15945930	162			155								155	155
Project banner		31												
Social media ads		20			20			20		0			0	31
FB boost	Visa payment on internet								4				368	368
Press briefings/conferences/journals		75											60	56
Developing and maintaining an on-line platform													368	368
Subscription to on-line journals (%) and provision of books													0	75
Total		1,728	135	23.550	1,520	0	0	20	0	0	0	0	1,500	1,500
Activity O2.A1. Development and delivery of trainings														
O2.A1.1. Accommodation and facilities (3 trainings: 30 participants, 3 days each; 1 training: 12 participants, 3 days)	Hotel Manastir Invoice no. 2109156701 00-263275380.	4,050	3,187	277,077	0	0	0	4,050	2,790	235,237	5,977	512,314	8,100	2,123
O2.A1.1. Accommodation and facilities (3 trainings: 30 participants, 3 days each; 1 training: 12 participants, 3 days)	Hotel Manastir Invoice no. 2109156701 00-263275380.													
Accommodation in Skopje for international trainers	Makedonija Turist AD invoice no. 2209157701 20-21196380													
Local transport to training venue	Deluxe Tours invoice no. 133/2015	300	416	36,200	0	0	0	300	368	32,690	804	68,390	600	-204
Local Transport for participants with own transport	Darko Antonovski,Gordana Stefovski,Veljanovska,Marija Kitanoska,Katerina Bozimovska,Olimpia Zarevska,Zorko Hadzisofirov,Biljica Petreski,Georgii Tasev,Fotocho Andonovski,Joanne Babusku													
local trainers fee/average (5 trainers, 2-4 days)													6,690	
Local trainer Gordana Gajik	Contract no. 03-1707/2												1,500	130,394
Local trainer Riste Jurukovski	Contract no. 03-1707/1												450	39,118

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



Expenditure rate		October		November		December	
		31.09.04	30.10.04	31.11.04	30.12.04	31.01.05	31.02.05
Heading No.	Item						
Activity O1_A2: Promoting networking of stakeholders - Networking events							
Foto di More	Invoice no 211125/701-04-21191225	610	629	46,35	460	399	34,736
Maketing/Turist	Invoice no 140102/701-25-18112797	529	46,05		299	24,756	
Vesna Draskovic	Contract	50	4,151				
Project steering Committee meetings and meeting with stakeholders- material/refreshments					0	0	0
Foto di		610	629	46,35	460	399	34,736
Activity O1_A2: Project communication strategy							
Social media odds		20	0	0	30	0	0
O1_A2.4_Press briefings/conferences/coverage					0	0	0
O1_A2.5_Developing and maintaining an online platform (thematic resource base)					0	0	0
O1_A2.6_Subscription to online journals (not subscription of books)					0	0	0
O1_A2.7 Translation and editing of online platform content					0	0	0
Press briefings/conference coverage			150		0	0	150
Developing and maintaining an online platform	Invoice no 251012/701-04-14209791_2011151701-56-10272791	1,500	1,500	124,048	1,503	125,000	3,003
X-Soft Development		1,500	124,048	1,503	125,000	3,003	252,508
Subscription to online journals (PA and press issues) books		1,500	1,500	124,048	1,503	125,000	3,003
Toyota-Francos	Invoice no 102-10998126			879	75,460		
John Wiley&Sons	Invoice no 102-12300071			493	42,140		
Translation and editing of online platform content					300		
O1_A2.8		1,520	1,500	124,048	1,503	125,000	3,003
Activity O2_A1: Development and delivery of trainings				8,180	2,972	24,510	3,020
O2_A1.1_Accommodation and facilities (3 trainees - 30 participants, 3 days each, 1 training, 12 participants, 3 days)				550	0	1,200	326
Mobilacija/Turist	Invoice no 251212/701-05-20249793	0	20	2,000	0	300	0
Local transport to training venue					0	25	2,000
Dmitri Andonov	Bills no 116319/2000/0179/000/246/1/02/046045	13	1,040		0	0	5,010
Israfil Isceri	Travel bills no 1010594	6	250				
Gordana Cvetkovic Velickovic	Travel bills no 1010594	0	0	0	0	0	300
Training materials	Travel bills no 1010592	0	0	0	0	0	300
Local trainers fees/average (3 trainees, 2-4 days)		0	0	500	1,250	15,329	1,270
Invoice to Komercijalni Dobje	Invoice no 0710715			500	1,250	15,329	1,270
Transmitter & receiving materials	Contract no	0	0	0	0	0	0
Kongresni Servisni Centar	Invoice no 161215/701-49-207273791	103	102	8,500	0	0	103
Foto and video documentation					0	102	8,500
Local trainers fees/average (3 trainees, 2-4 days)					0	0	0
International trainers fee (averaged) (3 trainees, 4 days)					0	0	0

Heading No.	Activity/Pair Activity Based Budget	Date of payment	Bank Statement no.	Bank Statement:		Description of expenses	Expense without VAT	VAT	Spent in GRC Total (R-0)	Spent in GRC Total (R-0) / Total (R-0)	Incomes and payments	Balance	Justification
				INCOME FROM D. ENTRANCE fees	INCOME (as per DE Payments)						EXPENDITURE (M&D)		
October	Payment	06/10/2015											
1.1	A1. Promoting networking of stakeholders	18/11/2015	37	Networking event Macedonia Invoice no. 181312791	45.495,00	0,00	46.495,00	83,01	559,42	xv	xv		Brainstorming session
1.1	A1. Promoting networking of stakeholders	13/11/2015	36	Networking event Macedonia session, Vaska Draskovic	3.860,00	791,00	4.151,00	83,01	50,01	xv	xv		Brainstorming session- Moderator
01 A2	O1 A2 Project communication strategy			Developing and maintaining an on-line platform									
125	O1 A2 Project communication strategy	30/10/2015	31	Developing and maintaining an on-line platform, Soft Development, Invoice no. 28010151701 84-16208793	124.508,00	0,00	124.508,00	83,01	1.500,00				Merc
02 A1	O2 A1 Development and delivery of training												
212	Local transport to training venue	03/11/2015	33	Local transport to training venue, Dejan Andonov, Bill no. 116319	1.040,00	0,00	1.040,00	83,01	12,53				Local transport for participants
212	Local transport to training venue	03/11/2015	33	Local transport to training venue, Gordana Stevićević Veljković, Bill no. 304912	520,00	0,00	520,00	83,01	6,26				Local transport for participants
212	Local transport to training venue	30/11/2015	39	Local transport to training venue, Bardi Jashari Bill no. 3039094	520,00	0,00	520,00	83,01	6,26				Local transport for participants
2110	Foto and video documentation	21/01/2016	4	Foto and video documentation, pictures, Invoice no. 19/25	8.500,00	0,00	8.500,00	83,01	102,40				Photo and video documentation
03 A1	O3 A1 Selection of priority topics for discussion												
312	Per diems for participants of focus groups	14/10/2015	26	Per diems for participants of focus groups, Leandra Totska, Contract no.03-2/20/11	1.170,00	88,00	1.258,00	83,01	15,16				Focus groups
312	Per diems for participants of focus groups	14/10/2015	26	Per diems for participants of focus groups, Gabriela Matovska, Contract no.03-2/20/12	1.170,00	88,00	1.258,00	83,01	15,16				Focus groups
312	Per diems for participants of focus groups	14/10/2015	26	Per diems for participants of focus groups, Sabit Alievski, Contract no.03-2/20/16	1.170,00	88,00	1.258,00	83,01	15,16				Focus groups
312	Per diems for participants of focus groups	14/10/2015	26	Per diems for participants of focus groups, Elena Ralija, Contract no.03-2/20/23	1.170,00	88,00	1.258,00	83,01	15,16				Focus groups
312	Per diems for participants of focus groups	14/10/2015	26	Per diems for participants of focus groups, Anita Grzadini, Contract no.03-2/20/17	1.170,00	88,00	1.258,00	83,01	15,16				Focus groups
312	Per diems for participants of focus groups	14/10/2015	26	Per diems for participants of focus groups, Sali Marku, Contract no.03-2/20/24	1.170,00	88,00	1.258,00	83,01	15,16				Focus groups
312	Per diems for participants of focus groups	14/10/2015	26	Per diems for participants of focus groups, Milivoj Mulašić, Contract no.03-2/20/22	1.170,00	88,00	1.258,00	83,01	15,16				Focus groups
312	Per diems for participants of focus groups	14/10/2015	26	Per diems for participants of focus groups, Krešimir Pucak, Contract no.03-2/20/21	1.170,00	88,00	1.258,00	83,01	15,16				Focus groups
312	Per diems for participants of focus groups	14/10/2015	26	Per diems for participants of focus groups, Gjekc Juhnovski, Contract no.03-2/20/20	1.170,00	88,00	1.258,00	83,01	15,16				Focus groups
312	Per diems for participants of focus groups	14/10/2015	26	Per diems for participants of focus groups, Kristijan Marku, Contract no.03-2/20/21	1.170,00	88,00	1.258,00	83,01	15,16				Focus groups

	Administration												
	Angel Majković Project Assistant	09/11/2015	Salary declaration no. 10342386	Transferred to regular bank acc. Angel Majković	21.238,00	0,00	21.238,00	\$3.01	279,36				
	Marijana Demiri	09/11/2015	Salary declaration no. 10342386	Transferred to regular bank acc. Marijana Demiri	21.238,00	0,00	21.238,00	\$3.01	279,36				
	Accounting	21/01/2016	4	28578275	38.256,00	0,00	38.256,00	\$3.01	464,50				
	Refreshments	30/11/2015	39	2210151701 22-1046791	2.069,00	0,00	2.069,00	\$3.01	33,24				
	Refreshments	30/11/2015	39	2210151701 22-10467903	573,00	0,00	573,00	\$3.01	6,90				
	Web Hosting	17/10/2015	-	Web hosting provider 26585022/2658503	701,00	0,00	701,00	\$3.01	8,45				
	Telephone mobile	03/12/2015	41	Telephone mobile, VIP, invoice no. 231115/701-11-2244	12.421,00	0,00	12.421,00	\$3.01	149,64				
	Internet and telephone	31/12/2015	44	Internet and telephone, Makedonski Telekom, invoice no. 111115/701-00-26585791	2.248,00	0,00	2.248,00	\$3.01	34,31				
	Local Travel, Taxi Global, invoice no. 051115/701-43-30702031	30/11/2015	39	Local Travel, Taxi Global, invoice no. 051115/701-43-30702031	6.381,00	0,00	6.381,00	\$3.01	76,87				
	Banking costs	-	-	Ebanking costs	3.466,00	0,00	3.466,00	\$3.01	41,76				
November	Payment	00/06/2015	-	INVOICE FROM LUMINAISYAN LTD. Invoice No.					0,00				
01.42	Development and maintaining an online platform	30/11/2015	39	Developing and maintaining an online platform, X-Soft development invoice no. 301115/701-56-1021791	129.000,00	0,00	129.000,00	85,86	1.502,52				
125	Subscription to online journals (%) and provision of books	22/12/2015	45	Taylor & Francis, John Wiley & Sons	137.600,00	0,00	117.600,00	85,86	1.369,74				
124.0	Drafting a methodology for research and research manual (local expert)	28/12/2015	51	Simeonida Karakaya	71.861,00	5.409,00	77.270,00	85,86	900,00				
318													

Organising brainstorming sessions, assistance for organising focus groups, contact with participants of focus groups.

Accounting for period of 4 months Sep-Dec

We have specifically raised the issue of payments for delivering trainings and delivering of the methodology with Embassy representatives at budget negotiations. It was explicitly explained that these services are additional to the task of the project staff and therefore can be charged as honoraria.

Exchange rate

January 33,68

February 30,99

March 78,12

Item	Justification	January	spent	MKD	February	spent	MKD	March	spent	MKD	spent	MKD	planned	difference
Activity O1. A1. Promoting networking of stakeholders														
Networking events														
Public Room	Public Room invoice no. 3103161701_39-20392255							680	680	53.141	680	53.141	680	0
Public Room	Public Room invoice no. 3103161701_38-27529255							114	8.941					
Project steering Committee meetings and meetings with stakeholders- materials/refreshments														
Total		0	0	0	0	0	0	680	680	53.141	680	53.141	680	0
Activity O1. A2. Project communication strategy														
Social media adds								4	4	293	20	0	4	293
FB Boost								4	293					20
Press briefings/conferences/average								75	75	5.859	196	15.971	196	0
Fruti Di Mare	Invoice no. 0202161701_29-18777808	121	121	10,112										
Public Room	Public Room invoice no. 3103161701_39-20392255		121	10,112										
Translation and editing of on-line Platform content								300	1.235	119.922	1.535	119.922	1.535	0
X-Soft	x-soft - visualisation of data - invoice nr. 0104161701_14-1553125x-soft													
Metamorfosis	Invoice no. 2/03-16									1.000	78.125			
Total		121	121	10,112	303	4	293	1.330	1.610	125.731	1.735	136.426	1.755	20
Activity O2. A1. Development and delivery of trainings														
Training materials														
Gaja Dizajn	Invoice no. 0302161701_19-2152525	290	290	24,300										
Local trainers fee/average (5 trainers, 2-4 days)		290	290	24,300										
Institute for communication studies	Invoice no. 12/2016								750	841	65.674	841	65.674	750
Total		290	290	24,300	0	0	0	750	841	65.674	841	65.674	750	0
Activity O3. A.1 Selection of priority topics for dialogue:														
Drafting background papers - local organisations/experts and Alard														
Ceo	Center for economic analysis CEA - second instalment - contract nr. 03-311/3							1.500	6.014	487.114	1.500	3.192	249.324	9.206
Resenjia za razvoj									1.056	85.500				
Dane Takiški	Development Solutions -second instalment contract nr. 03-311/4								1.056	85.500				
	Dane Takiški - second instalment - contract nr. 03-311/1								790	63.960				

Refreshments	Tinck receipt no. 0032938						4	293		
Project office supplies	Tinck receipt no. 0037800						2	123		
Office Supplies	Multi Print receipt no. 002511	50	13	1,236	50	85	6,849	50		97
Office Supplies	City Copy receipt no. 00015943		2	190						8,085
Office Supplies	Kiki receipt no. 00046389		9	771						150
Office Supplies	Pro Grafix receipt no. 10789		2	150						53
Office Supplies	Klever invoice no. 3110151701 06-15888003...		1	125						
Office Supplies [Klever]	Klever invoice no. 2411151702 08-311774791					18	1,446			
Office Supplies (Reptil)	Reptil invoice 100-56700267						22	1,795		
Project facilities, maintenance, communications (%)		400	727	17,002	400	327	13,503	600	294	22,050
Office Rent	Ania Maria Grzadkowska rent contract		404	33,770					259	20,200
Telephone mobile	Vip invoice no. 231115/701 11-2244. Vip invoice no. 210915/7701 22-17-764950. Vip invoice not received		146	12,195		128	10,407			
Internet and telephone	Telkom invoice no. 1-012016-000717955217-170316/701 10-10-33-6225		31	2,630		36	3,101		35	2,750
Service and maintenance (office)	Reptil invoice no. 170316/701 12-42412808		26	2,177						
Electricity	EVN invoice no. 106312878-10570419240		118	9,873						
Electricity	EVN invoice no. 105786552-5						80	6,463		
Vodovod	EVN invoice no. 105786556-0						48	3,913		
Vodovod	Vodovod invoice no. 95012355140		2	197						
Vodovod	Vodovod invoice no. 95015395096						5	413		
Vodovod	Vodovod invoice no. 95015395088						6	483		
Eko Dom	Eko Dom invoice no. 4041/16						10	820		
Eko Dom	Eko Dom invoice no. 4042/16						11	831		
Audit							2,500	1,417	110,700	2,500
Audit										1,083
Local travel									1,417	110,700
Global taxi	Global Trip invoice no. 070316/701 18-10273225	0	0	0	50	125	10,085	50	0	125
Bank costs		25	25	2,096	25	12	971	50	69	5,401
Bank costs	NLB Tütunská Banka		18	1,497		5	372		61	4,902
E-banking	E-banking costs		7	599		7	599		8	599
Total		3,075	3,219	224,340	3,125	3,225	256,585	7,265	5,921	12,476
Grand Total	13,586	6,711	516,556	7,976	14,794	1,185,658	21,537	21,426	1,673,827	42,331
										168
										13,149



Jana

	Project facilities, maintenance, communications [PLN]	18/04/2016	25	Apo Marija Grodziecka rent contract Vip invoice no. 2311157701.11.2244, Vip invoice no. 2109157701.22. 17264980 Vip invoice not received	31.406,00	2.364,00	35.770,00	83,68	403,56		
418	Project facilities, maintenance, communications [PLN]	06/04/2016	23	11.195,00	0,00	12.195,00	83,68	145,73			VipOne invoice
418	Project facilities, maintenance, communications [PLN]	13/05/2016	31	Telekom invoice no. 1-012016- 000017055937-17031670120- 10126225	2.630,00	0,00	2.630,00	83,68	31,43		Telekom invoice
418	Project facilities, maintenance, communications [PLN]	05/05/2016	30	Repol invoice no. 1703161701.12- 42412608	2.177,00	0,00	2.177,00	83,68	24,02		maintenance
418	Project facilities, maintenance, communications [PLN]	06/04/2016	23	EVN invoice no. 100312678- 10519419240	5.873,00	0,00	5.873,00	83,68	117,59		electricity invoice
418	Project facilities, maintenance, communications [PLN]	06/04/2016	23	Vodowod invoice no. 95012355140	197,00	0,00	197,00	83,68	2,35		vodowod invoice
4111	Bank Costs			NBB Tauronka 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
				ITCOMM S.A. Kielce - WYSZKOWA, sp. z o.o.					0,00		
				Invoice No.							
February	Payment	00/00/2015									
01 A2	Project communication strategy										
	Social media ads										
123	Schmieden of project experts for definition				293,00	0,00	293,00	80,99	3,62		social media ads
03 A1	Drafting background papers - local organisations/experts and AwfT			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		
319	Drafting background papers - local organisations/experts and AwfT	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 organisations/experts and AwfT	15/02/2016	11	Dane Tolecki - second instalment - contract nr. 03-311/1	55.493,00	4.477,00	63.960,00	80,99	789,70		second instalment for the research paper
319	Drafting background papers - local organisations/experts and AwfT	29/02/2016	14	Lura Pollichan - second instalment - contract nr. 03-311/1	20.338,00	1.532,00	21.890,00	80,99	270,27		second instalment for the research paper
319	Drafting background papers - local organisations/experts and AwfT	29/02/2016	14	Katarzyna Lachenda - 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 organisations/experts and AwfT	29/02/2016	14	Jordan Siwicki - 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 organisations/experts and AwfT	29/02/2016	14	Ana Blazewa - 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, jury	23/03/2016	19	Ljubica Karamandri 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, jury	23/03/2016	20	Marijana Caca Nikolovska contract nr. 03-02/22/13	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, 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, jury	23/03/2016	20	Vasko Popovtevski contract nr. 03-02/22/15	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
325	Interpretation (Alb/E/N) - 4*	23/03/2016	20	Pollard Plus(second dialogue) invoice nr. 6/2016	2,261.00	169.00	2,430.00	80.99	30.00		Interpretation for the second dialogue form macedonian to albanian
326	Interpretation (Alb/E/N) - 4*	29/02/2016	14	Globi Tera(second dialogue) invoice nr. 004/16	10,900.00	0.00	10,000.00	80.99	123.47		Interpretation for the second dialogue form macedonian to albanian
326	Interpretation (Alb/E/N) - 4*	29/02/2016	14	Makedonska avtorska agentacija(second dialogue) invoice nr. 1/2016/15	10,900.00	0.00	10,000.00	80.99	123.47		Interpretation for the second dialogue form macedonian to albanian
326	Interpretation (Alb/E/N) - 4*	29/02/2016	14	NKG Link(second dialogue) invoice nr. 004/16	10,527.00	0.00	10,527.00	80.99	129.97		Interpretation for the second dialogue form macedonian to english
326	Conference banners	29/02/2016	14	Gaba - invoice nr. 040216120139-36623008	8,200.00	0.00	8,200.00	80.99	101.24		Interpretation for the second dialogue form macedonian to english
327	Photo and video documentation, live streaming	29/02/2016	14	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, live streaming	23/03/2016	20	Community pictures invoice nr. 13/16	11,000.00	0.00	11,000.00	80.99	135.81		photo and video documentation
328	Photo and video documentation, live streaming	18/04/2016	25								
4	Director, 45% salary										
411	Project Manager (9 months, 25% salary)	29/03/2016	21	Transferred to regular bank acc. Malinika Ristovska Jordanova, Salary declaration no.	30,200.00	0.00	30,200.00	80.99	484.98		Salary/02/2016
412	Communications Officer (7 months, 60%)	29/03/2016	21	Transferred to regular bank acc. Simona Nacaska, 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.	35,280.00	0.00	35,280.00	80.99	484.98		Salary/02/2016
414	Administration	29/03/2016	21	Transferred to regular bank acc. Dijan 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 Mirotski, 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.	29,338.00	0.00	29,338.00	80.99	362.11		Salary/02/2016
415	Administration	12/05/2016	30	Rental/invoice nr. 120216120108-45972808	738.00	0.00	738.00	80.99	9.11		refreshments
415	Administration	12/05/2016	30	Arrive sales invoice no. 3942208; 3956850-4094307	728.00	0.00	728.00	80.99	8.99		refreshments
415	Administration	18/04/2016	25	Dine Service invoice no. 33617-00201/10	723.00	0.00	723.00	80.99	9.04		printing services
415	Administration	12/05/2016	30	TimeX	312.00	0.00	312.00	80.99	3.85		refreshments
415	Administration	12/05/2016	30	TimeX	269.00	0.00	269.00	80.99	3.32		refreshments
415	Administration	07/04/2016	24	Kirir - invoice nr. 010316120166-1202025	5,520.00	0.00	5,520.00	80.99	68.15		postal services

OZ A1.	Development and delivery of training.						
	Local trainers fee/average (5 trainees, 2-4 days)	29/03/2016	21	Institute for communication studies invoice nr. 12016	65.674,00	78,13	840,62
OZ A1.	Selection of priority topics for drafting background papers - local organisations/experts and award	29/03/2016	21	IPG - second instalment - contract nr. 03-311/6	85.850,00	78,13	1.098,87
319	Drafting background papers - local organisations/experts and award	29/03/2016	21	Goran Ilicic - second instalment - contract nr. 03-311/5	26.455,00	78,13	364,16
319	Drafting background papers - local organisations/experts and award	29/03/2016	21	Sonja Stojadinovic - second instalment - contract nr. 03-311/6	26.458,00	78,13	364,15
319	Drafting background papers - local organisations/experts and award	29/03/2016	21	Arena Smit Guleva - second instalment - contract nr. 03-311/7	26.458,00	78,13	364,16
319	Drafting background papers - local organisations/experts and award	29/03/2016	21	IPG - payment of annex for award - contract nr.	78,124,00	78,13	999,98
319	Peer review - international expert	27/04/2016	26	Zlatko Nikolic - peer review contract nr. 03-311/12	51.580,00	78,13	699,99
3110	Editing, translation, design, data visualisation and printing of background papers	23/03/2016	20	Kaja Popovska contract nr. 03-311/10	41.524,00	78,13	599,04
3111	Editing, translation, design, data visualisation and printing of background papers	29/03/2016	21	Sonja Stojadinovic contract nr. 03-311/13	21.762,00	78,13	299,52
3111	Editing, translation, design, data visualisation and printing of background papers	06/04/2016	23	Academic Proofreading Services Ltd. - invoice nr. 20160316EP1	11.919,00	78,13	152,57
3111	Editing, translation, design, data visualisation and printing of background papers	07/04/2016	24	Betoli lektura - invoice nr. 303167701151248225	40.080,00	78,13	511,02
3111	Editing, translation, design, data visualisation and printing of background papers	07/04/2016	24	Nogreen Service Center - invoice nr. 293167701-16772808	37.440,00	78,13	479,23
3111	Editing, translation, design, data visualisation and printing of background papers	18/04/2016	25	Elma Cuculovska contract nr. 03-311/14	4.083,00	78,13	54,50
3111	Editing, translation, design, data visualisation and printing of background papers	07/04/2016	26	Polfiat Plus - invoice nr. 10/2016	28.200,00	78,13	360,96
3111	Editing, translation, design, data visualisation and printing of background papers	18/04/2016	25	Gala-invoice nr. 310316701-13-21132808	141.400,00	78,13	1.809,91
3111	Editing, translation, design, data visualisation and printing of background papers	18/04/2016	25	metamorfosis - visualisation of data - invoice nr. 2/03/16	20.783,00	78,13	266,02
	Three dialogues for youth for each training area						visualisation of data
321	Facilities rental	23/03/2016	20	MIC (kino Frosina) - invoice nr. 100316701-15-3004225	10.000,00	78,13	284,00
322	Conference equipment	29/03/2016	21	Framgent-kabin - proved invoice nr. 240316701-34-1542225	10.000,00	78,13	204,80
322	Conference equipment	18/04/2016	25	Framgent-kabin - proved invoice nr. 6.200,00	0,00	78,13	79,36
322	Conference equipment	29/03/2016	21	Community pictures-live stream - invoice nr. 18/16	27.810,00	78,13	355,97
323	Refreshments	29/03/2016	21	MIC Club restaurant invoice nr. 250316701-15-2142608	52.800,00	78,13	675,34
							facilities rental
							translation booths for the third dialogue
							Conference equipment
							Catering services for the third dialogue
							Conference equipment

CASH PAYMENTS Period: Q1-Q4 FY 2015-2016						
Heading	Activity	Date of payment	Description (Ex:)	Spent in MKD	Exchange Rate (per month)	Spent in GBP
	Drafting background papers - local organisations/experts and Award		This payment was necessary due to amount of data requested by the research team (CEA)			
		01/12/2015	from the Central registry	13000		
	Drafting background papers - local organisations/experts and Award	04/12/2015	Obtaining data from Central Registry	3000	85.86	34.94
	Administration	12/01/2016	Postal costs	120	83.68	1.43
	Administration	12/01/2016	Postal costs	85	83.68	1.02
	Administration	13/01/2016	Postal costs	180	83.68	2.15
	Administration	20/01/2016	Postal costs	85	83.68	1.02
	Administration	21/01/2016	Postal costs	85	83.68	1.02
	Office Supplies	25/01/2016	Office Supplies	125	83.68	1.49
	Office Supplies	25/01/2016	Office Supplies	150	83.68	1.79
	Office Supplies	26/01/2016	Office Supplies	771	83.68	9.21
	Administration	26/01/2016	Postal costs	120	83.68	1.43
	Administration	27/01/2016	Refreshments	676	83.68	8.08
	Refreshments	12/02/2016	Refreshments	2200	80.99	27.16
	Administration	16/02/2016	Refreshments	269	80.99	3.32
	Administration	20/02/2016	Refreshments	312	80.99	3.85
	Administration	07/03/2016	Refreshments	269	78.12	3.44
	Refreshments	14/03/2016	Refreshments	365	78.12	4.67
	Administration	23/03/2016	Postal costs	850	78.12	10.88
	Administration	24/03/2016	Postal costs	85	78.12	1.09
	Refreshments	25/03/2016	Refreshments	300	78.12	3.84
	Refreshments	25/03/2016	Refreshments	1520	78.12	19.46
	Refreshments	25/03/2016	Refreshments	293	78.12	3.75
	Administration	28/03/2016	Postal costs	120	78.12	1.54
	Administration	30/03/2016	Refreshments	269	78.12	3.44
	Administration	04/04/2016	Refreshments	123	78.12	1.57