

**Interim financial report of the Secretariat of the Steering Committee of the Eastern Partnership Civil Society Forum registered as an association in Belgium**

**1 January 2013 – 1 September 2013**

<b>Organisation of SC meetings and other events</b>	<b>Budgeted: 81,000</b>	<b>Spent: 55,000</b>
<b>Flights, accommodation, per diems, conference hall rent</b>		

<b>Secretariat personnel:</b>	<b>Budgeted: 143,000</b>	<b>Spent: 71,000<sup>1</sup></b>
<b>2 full-time and 1 part-time staff</b>		

<b>Secretariat office costs:</b>	<b>Budgeted: 32,000</b>	<b>Spent: 18,900</b>
<b>Rent, utilities, furniture, computers</b>		

<b>Other costs:</b>	<b>Budgeted: 59,400</b>	<b>Spent: 22,550</b>
<b>Website hosting and redesign</b>	<b>Budgeted: 4,000</b>	<b>Spent: 0</b>
<b>External experts</b>	<b>Budgeted: 4,000</b>	<b>Spent: 1,000</b>
<b>Promotional materials</b>	<b>Budgeted: 2,950</b>	<b>Spent: 2,000</b>
<b>Translation</b>	<b>Budgeted: 4,500</b>	<b>Spent: 2,600</b>
<b>IT services</b>	<b>Budgeted: 1,200</b>	<b>Spent: 800</b>
<b>Legal services</b>	<b>Budgeted: 5000</b>	<b>Spent: 3,800</b>
<b>Bank services</b>	<b>Budgeted: 600</b>	<b>Spent: 350</b>
<b>External accounting</b>	<b>Budgeted: 11,600</b>	<b>Spent: 5,900</b>
<b>Audit</b>	<b>Budgeted: 5,000</b>	<b>Spent: 0</b>
<b>Admin costs</b>	<b>Budgeted: 18,500</b>	<b>Spent: 6,100</b>
<b><i>Grand Total</i></b>	<b><i>Budgeted: 313,350</i></b>	<b><i>Spent: 167,450</i></b>

<sup>1</sup> Up to 60 per cent of the amount are paid out as social security and taxes to the Belgian state