



# Inter American Institute for Global Change Research

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**Presentation of the  
Administrative and  
Financial Officer**

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- **AUDIT REPORT as of June 30, 2004**
  - **FINANCIAL STATUS REPORT as of March 31, 2005**
    - **Contributions from Member Countries**
    - **Expenses**
    - **Cash Flow and Reserves**
  - **MANUALS**





# Audit Report as of June 30, 2004



# HIGHLIGHTS

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- **Fair Value of the Accounts Receivable and Payable**
- **Expenses not recognized proportionally to the development of the research activity**
- **The financial statements represent fairly the financial position of the IAI as of June 30, 2004**





**Financial Status  
as of  
March 31, 2004**

# Contributions from Member Countries

	Due as of 30-jun-04	Contribution for FY 04/05	Paid Jul/04 - Apr/05	Due as of 18-abr-05
Argentina	155.025,00	45.000,00	-75.000,00	125.025,00
Bolivia	10.000,00	5.000,00		15.000,00
Brazil	-21.735,88	80.000,00	-39.100,00	19.164,12
Canada	0,00	115.000,00	-115.000,00	0,00
Chile	15.000,00	5.000,00	-10.000,00	10.000,00
Colombia	40.000,00	10.000,00	-9.920,00	40.080,00
Costa Rica	-8.008,36	5.000,00		-3.008,36
Cuba	10.066,56	5.000,00		15.066,56
Dominican Republic	35.000,00	5.000,00		40.000,00
Ecuador	15.000,00	5.000,00		20.000,00
Guatemala	35.000,00	5.000,00		40.000,00
Jamaica (**)	5.000,00	5.000,00		10.000,00
Mexico	-373,49	55.000,00	-108.866,06	-54.239,55
Panama	5.000,00	5.000,00	-5.000,00	5.000,00
Paraguay	40.000,00	5.000,00		45.000,00
Peru	30.000,00	5.000,00		35.000,00
Uruguay	30.000,00	5.000,00		35.000,00
USA (*)	0,00	550.000,00	-550.000,00	0,00
Venezuela	141.829,34	30.000,00	-12.500,00	159.329,34
	<b>536.803,17</b>	<b>945.000,00</b>	<b>-925.386,06</b>	<b>556.417,11</b>

**% Received**

**98%**



# Contributions from Member Countries

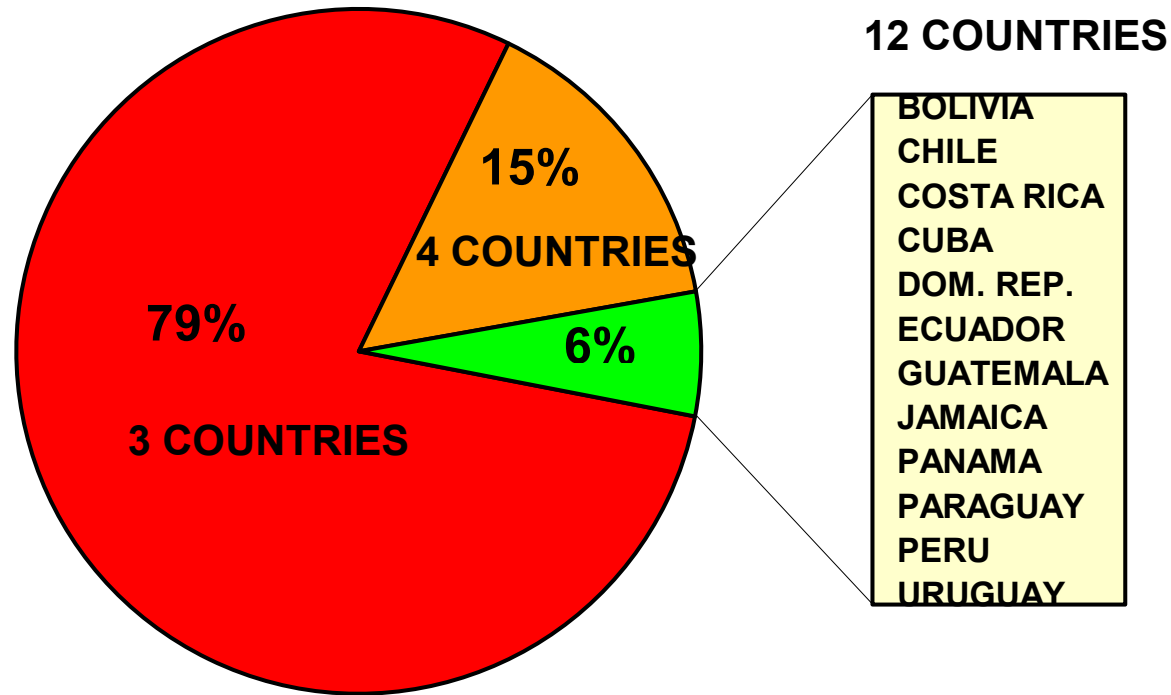
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## QUALITY OF THE CONTRIBUTIONS PAID

	99/00	00/01	01/02	02/03	03/04	04/05
<b>ARREARS</b>	<b>5</b>	<b>7</b>	<b>5</b>	<b>4</b>	<b>6</b>	<b>5</b>
<b>CURRENT</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>ADVANCE</b>	<b>-</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>1</b>
<b>%</b>	<b>80%</b>	<b>53%</b>	<b>146%</b>	<b>85%</b>	<b>95%</b>	<b>98%</b>



# COMPOSITION OF CONTRIBUTIONS





# EXPENSES FOR FISCAL YEAR 2004-2005

	Budget	EXPENSES			Difference
		Actual	Forecasted	Total	
<b>Salaries &amp; Benefits</b>	601,883	399,827	149,003	548,830	53,053
<b>Travel</b>	79,100	31,111	20,329	51,440	27,660
<b>Equipment</b>	10,000		10,000	10,000	-
<b>Other</b>	115,336	109,941	12,320	122,261	(6,925)
<b>Dissemination</b>	72,000	27,966	35,033	62,999	9,001
<b>Director Fund</b>	60,000	60,241	-	60,241	(241)
<b>Contingency (5%)</b>			11,334	11,334	(11,334)
	<b>938,319</b>	<b>629,086</b>	<b>226,685</b>	<b>867,105</b>	<b>71,214</b>



# CASH FLOW AND RESERVES

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Reserves as of June 30, 2004	\$567,000
Incomes July/04 - March/05	\$880,386
Expenses July/04 - March/05	(\$629,086)
Commitments as of June 30, 2004	(\$35,000)
Reserves as of March 31, 2005	<u>\$783,300</u>
Expected Incomes (Apr-Jun/05)	\$60,000
Expected Outcomes (Apr-Jun/05)	(238,019)
Anticipated Balance in June/05	<u><b>\$605,281</b></u>





**IAI  
MANUALS**

# EMPLOYEE HANDBOOK

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- Recruiting and General Employment Provisions
- Benefits
- Compensation
- Performance Appraisal Review
- Travel Policies and Procedures

Manual in final stage of revision before FAC approval





# PROJECT MANAGEMENT MANUAL

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- Funding Mechanisms
- Proposal Process
- The Peer Review Process
- The Grant Agreement
- Grant Administration
- Project Monitoring
- Project Closure



# PROJECT MANAGEMENT MANUAL

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## INSTITUTIONAL RISK ASSESSMENT

- **Reduce IAI exposure to the risk of an irregular management of its grants**
  - Anticipating risks
  - Taking appropriate measures
- **Assessment**
  - Desk review
  - Site visit

**All prospective new grantees for awards higher than US\$50,000 will be assessed**

**All grantees with outstanding commitments higher than US\$50,000 will be assessed**



# GRANT AGREEMENT

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- **Project Objectives**
- **Administering Institution**
- **Principal Investigator**
- **Contacts**
- **Availability of the Grant**
- **Special Conditions**
- **Amendment**
  
- **ANNEX A - Additional Terms and Conditions**
- **ANNEX B - Schedule of Reports and Payments**
- **ANNEX C - Project Budget**
- **ANNEX D - Report Guidelines and Forms**
- **ANNEX E - Banking Information Form**



# **CONTRACTING AND PROCUREMENT MANUAL**

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**First draft circulated to the FAC on April 27, 2005**





# ACCOUNTING MANUAL

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**Planned for November 2005**

