

Annex 3 and Annex 6 –Expenditure Reports

Partners Name: Lusaka Agreement Task Force

Title of the approved PRC project: Strengthening law enforcement capacity to combat illegal killing of elephants in Zambia

Budget line: BAC *[please complete]*

SSFA starting date: 22 March 2016


Reporting period: from 22 March 2016 to 22 August 2016

Title of Project: Training for Intelligence, Investigations and Wildlife officers from the Department of National Parks and Wildlife (DNPW) of Zambia.

Cumulative amount already transferred from UNEP to the Partner as of this reporting date: USD 15,000

Activity	Original Budget (USD)	Total Expenditure (USD)	Comments (if the expenditures were different from what was originally planned, please provide a short explanation)
Activity 1 Procurement and facilitation of air travel for participants/resource persons to the training venue	0	1,052	Actual expenditure relates to cost of return air ticket (Nairobi-Lusaka-Nairobi) and related expenses for LATF Officer/Resource person that were not factored in the approved budget/SSFA but considered essential for the successful organization and facilitation of the training.
Sub-total	0	1,052	
Activity 2 Procure materials and facilitate communication and publicity (Expense comprises Printing and assorted stationery including Certificates for trainees, Promotional materials, Telecommunication and Publicity/Media expenses)	1,000	1,202	20% budget overrun mainly attributed to procurement of document folders and stickers that accentuated the theme of the training and logos of collaborating partners AEF, LATF and DNPW. There was no budgetary provision for this important item during planning.
Sub-total	1,000	1,202	
Activity 3 Convene the training and facilitate accommodation, meals and upkeep for the Trainees and Resource persons. (Expenses include Food and Accommodation/DSA for participants and Resource persons; Consulting/Moderators fees; Conferencing/ Venues expenses and Local Transport)	19,250	18,588	
Sub-total	19,250	18,588	
Activity 4 Preparation and submission of the Project's narrative and accountability reports to the African Elephant Fund.	1,000	480	The saving in this budget line was utilized in supporting expenses (Air travel) included in activities 1 and 3 above) for LATF Officer to the training. Any costs relating to reporting mainly comprising printing and stationery were adequately catered under activity 2 above.
Sub-total	1,000	480	
Total Cost	21,250	21,322	

Signature of a duly Authorized officer:


 Name : **BONAVENTURE EBAYI**
 Position : **DIRECTOR**
 Date: **09/11/2016**

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FINANCIAL ACCOUNTABILITY STATEMENT

PROJECT TITLE: Strengthening law enforcement capacity to combat illegal killing of elephants in Zambia - SFEA: 2016-32EAP-SB-000676-14AC004
ACTIVITY: Training for Enforcement Officers from Department of National Parks and Wildlife Service (DNPWS) of Zambia; 1 - 5 August 2016 - Lusaka, Zambia
FUNDING PARTNER: African Elephant Fund

Expense description	Details as per Budget/SSFA		Units	No. of units	Unit Cost: Budget (Approved as per SSFA)		Actual Expenditure		Variance	F/(U) %	Explanations for variances
	USD	USD			USD	USD					
1. Air tickets (LATF Resource person) and related expenses			Return ticket: Nairobi-Lusaka-Nairobi	0	\$0.00	\$0.00	\$1,052.00	\$1,052.00	-\$1,052.00	-100%	Cost not factored in the approved budget/SSFA but considered essential for the successful organisation and facilitation of the training
2. Food & Accommodation/DSA for trainees and trainers/resource persons; and Venue expenses			DSA 25 pax x 4 days (including travelling) = 100 days Venue expenses (lunches, tea breaks, refreshments and hire of conference facilities); 30 pax (including facilitators) x 3 days = 90 days	100 90	\$10,000.00 \$3,600.00	\$13,600.00	\$13,712.00	\$13,712.00	-\$112.00	-1%	Budget overrun explained by costs of two (2) extra participants. Planned 25 trainees but 27 attended. Actual expenditure also includes venue expenses (separately budgeted as per Item 4 below), which were actually provided under food and accommodation as a package by the hotel/venue.
3. Consulting/moderator's fees			DSA for resource persons/facilitators (5 facilitators x 4 days including travelling = 20 days) 1 moderator/facilitator x 4 days	20 4	\$200.00 \$150.00	\$4,000.00 \$600.00	\$3,700.00 \$0.00	\$3,700.00	\$900.00	20%	Saving explained by the following: (i) The budget had envisaged that all five (5) resource persons would be residing at the hotel; however only two (2) out of the actual nine (9) trainers resided in the hotel; the rest were commuting from home and only received allowances for their presentations. (ii) The LATF Officer/resource person assumed the responsibilities of Moderator resulting in the USD 600 saving on facilitation fees. This translates to 67% of overall saving in these two budget lines.
4. Printing, training materials and assorted stationery				30	\$20.00	\$600.00	\$652.00	\$652.00	-\$52.00	-9%	Cost of producing certificates underestimated during budgeting.
5. Promotional materials			Design and printing of banners		\$200.00	\$200.00	\$392.50	\$392.50	-\$192.50	-96%	Actual cost includes folders and stickers that accompanied the theme of the training and logos of collaborating partners AEF, LATF and DNPWS. There was no budgetary provision for this important item during planning.
6. Telecommunication and media expenses					\$200.00	\$200.00	\$157.90	\$157.90	\$42.10	21%	Saving attributed to attendance of the training opening session by four (4) less media personnel than envisaged during planning.
7. Local Transport for participants to and from training venue as well as local errands and logistics			Running costs (fuel) vehicle for errands Participants taxi/bus fare Driver's allowances: 1 pax x 4 days = 4 days	100 20 4	\$1.56 \$30.00 \$75.00	\$150.00 \$600.00 \$300.00	\$243.50 \$932.00 \$0.00	\$1,175.50	-\$125.50	-12%	Budget overrun owing to increased number of refunds/claims by two (2) pax. NB: Anticipated trainees during planning 25 but actual 27.
8. Reporting costs: Production and submission of Project's narrative and accountability reports to AEF			Administrative/logistical expenses in production of the reports		\$1,000.00	\$1,000.00	\$480.00	\$480.00	\$520.00	52%	The saving in this budget line was utilized in supporting expenses (Air travel & DSA included in Items 1 & 2 above) for LATF Officer to the training. The related reporting costs mainly comprising printing and stationery were adequately catered for under Item 5 above.
TOTAL COST					\$21,250.00	\$21,250.00	\$21,321.90	\$21,321.90	-\$71.90	-0.34%	

Key: F/(U) - Favourable / Unfavourable variance
 NB: DNPWS assumed role/function of the disbanded Zambia Wildlife Authority (ZAWA).

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