



Network of Associations of Local Authorities of South-East Europe
Réseau des Associations de Pouvoirs Locaux de l'Europe du Sud-Est

DRAFT 2009 BUDGET

24 November 2008

I. Draft 2009 BUDGET - Summary

NALAS DRAFT 2009 BUDGET		
Revenues		
Fee for service	0,00 €	
Own Revenues (Membership Fee)	7.000,00 €	
Grant 1 from SDC	236.000,00 €	
Grant 2 from GTZ	309.000,00 €	
Grant 3 from GTZ	48.000,00 €	
Grant 4 from OSI/LGI	50.000,00 €	
Overheads	0,00 €	
Total Revenues		650.000,00 €
Expenses		
I. Structural Expenses		
I.1. Personnel	120.000,00 €	
I.2. Office	35.000,00 €	
I.3. Statutory Meetings	80.000,00 €	
I.4. External Relations	20.000,00 €	
Total Structural Expenses		255.000,00 €
II. Task Forces & Knowledge Center		
II.1. Task Force on Fiscal Decentralization	61.000,00 €	
II.2. Task Force on Urban Planning	36.000,00 €	
II.3. Task Force on Association Development	118.000,00 €	
II.4. Task Force on Waste Management	36.000,00 €	
II.5. Task Force on Energy Efficiency	36.000,00 €	
II.3. Knowledge Center	108.000,00 €	
Total Task Forces & Knowledge Center		395.000,00 €
Total Expenses		650.000,00 €
BALANCE		0,00 €

II. DRAFT 2009 BUDGET - Detailed

DRAFT: 2009 BUDGET			
<i>All figures in EURO</i>			
I. Structural expenses	2007 Expenses	Estimate 2008 Expenses	Proposed 2009
<i>I.1. Personnel</i>	€ 44.942,95	€ 87.477,00	120.000,00
I.1.1. Executive Director	€ 20.000,00	24099,21	
I.1.2. IT / Knowledge Center Manager	€ 12.700,00	20469,33	
I.1.3. Program Manager	€ 3.542,95	21305,20	
I.1.4. Program Manager	€ 0,00	4635,55	
I.1.5. Administration Officer	€ 8.700,00	8485,73	
I.1.6. Financial Officer	€ 0,00	8481,98	
<i>I.2. Office</i>	€ 28.096,54	€ 33.500,00	35.000,00
I.2.1. Start up expenses	€ 11.542,30	4166,57	0,00
I.2.2. Operational expenses	€ 16.554,24	29333,43	35.000,00
<i>I.3. Statutory meetings</i>	€ 77.383,31	€ 66.960,00	80.000,00
I.3.1. General Assembly	€ 57.211,86		50.000,00
I.3.2. LO Meetings	€ 19.092,91		25.000,00
I.3.3. Executive Bureau meetings	€ 1.078,54		5.000,00
<i>I.4. External relations</i>	€ 9.254,95	€ 10.000,00	20.000,00
I. SUBTOTAL	€ 159.677,75	€ 197.937,00	255.000,00
II. Task Forces & Knowledge Center			
<i>II. 1. Task Force on Fiscal Decentralization</i>	€ 17.590,42	€ 82.000,00	61.000,00
II.1.1. 3 ordinary meetings	€ 13.995,42		18.000,00
II.1.2. Final Conference			8.000,00
II.1.3. Experts and consultants	€ 3.595,00		30.000,00
II.1.4. Outputs			5.000,00
<i>II.2. Task Force on Urban Planning</i>	€ 3.028,31	€ 25.000,00	36.000,00
II.2.1. 3 ordinary meetings	€ 3.028,31		18.000,00
II.2.2. Final Conference			8.000,00
II.2.3. Experts and consultants			5.000,00
II.2.4. Outputs			5.000,00
<i>II.3. Task Force on Association Development</i>	€ 8.894,96	€ 67.500,00	118.000,00
II.3.1. 3 ordinary meetings	€ 8.894,96		18.000,00
II.3.2. Quick Response			40.000,00
II.3.3. Shadowing / Internship Program			20.000,00
II.3.4. Meetings of MAs staff			20.000,00
II.3.5. Other initiatives			20.000,00
<i>II.4. Task Force on Solid Waste Management</i>	€ 0,00	€ 15.200,00	36.000,00
II.4.1. 3 ordinary meetings			18.000,00
II.4.2. Final Conference			8.000,00
II.4.3. Experts and consultants			5.000,00
II.4.4. Outputs			5.000,00
<i>II.5. Task Force Energy Efficiency</i>	€ 0,00	€ 30.835,00	36.000,00
II.5.1. 3 ordinary meetings			18.000,00
II.5.2. Final Conference			8.000,00
II.5.3. Experts and consultants			5.000,00
II.5.4. Outputs			5.000,00
<i>II.6. Knowledge Center</i>	149,23	€ 24.000,00	108.000,00
II.6.1. Knowledge Center Establishment			0,00
II.6.2. Expert and Content Resources (including translation)			88.000,00
II.6.3. Running Knowledge Center			20.000,00
II. SUBTOTAL	29.662,92	€ 244.535,00	395.000,00
TOTAL	189.340,67	€ 442.472,00	€ 650.000,00

III. Notes

I. STRUCTURAL EXPENSES

I.1 Personnel costs

It is proposed that budget line I.1 for the Personnel costs on 2009 remains the same as planned for 2008, even though only 87.477 was spent on 2008. During 2009 there will be an employment of another Program Officer whose recruitment process started early 2008 and is still on-going.

The proposed new budget will also provide flexibility to the Executive Director to mobilise new staff as needed and to adjust salary levels based on 6 monthly performance evaluations of the staff. The evaluation of the work of the Executive Director is the responsibility of the President, the Executive Bureau and / or the Committee of Liaison Officers who may propose adjustment of salary level in the salary range which has been approved in 2006.

I.4 External relations

A double increase of the budget line for the external relations is proposed in line with the new Strategic Plan and the action Plan where an emphasis on positioning of NALAS in the international arena is proposed. The 100% increase is in effect not a very big amount as it is only 2 % comparing with the total budget. Some resources may also be needed for internal communication with members.

II. TASK FORCES & KNOWLEDGE CENTER

II.1 Task Forces

Main Task Force activities which will be covered with the NALAS budget will be the regular Task Force meetings, mobilization of expertise, as well as dissemination of the Task Force products.

Exceptions are the TF on Fiscal Decentralization, specifically the budget line II.1.3 where 30.000 euro is expected from LGI OSI on the Municipal Database Project; and the Task Force on Association Development in particular the programs of Quick Response, Shadowing and the Networking activity among the Member Association's staff, for which it is expected an increased interest from the members. Some 20.000 euro are planned for new initiatives under Association development activities.

All other specific more complex TF activities will be implemented by the Task Force Host Associations, or any other member of the Task Force who will lead a certain project / activity, as it was the case during 2008. NALAS Secretariat will continue to support the Task Forces and the Member Associations to raise additional funding to implement projects which require more significant resources.

II.2 Knowledge Centre

The NALAS Knowledge Centre is a cross-cutting area which interacts with all other program activities. There will be no expenses for Budget line II.6.1, as this activity has been successfully completed during 2008. The emphasis will be given in developing content for the KNC including expertise and translation of relevant information.