# CEDEFOP Final Annual Accounts 2021

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# **Document History**

| DATE         | VERSION | MODIFICATION | AUTHOR                            |
|--------------|---------|--------------|-----------------------------------|
| 01 June 2022 | 1.0     |              | Stephen Temkow Accounting Officer |

These accounts have been prepared by the Accounting Officer on 01/06/2022 and drawn up by the Executive Director on 01/06/2022.

The present annual accounts, together with the opinion of the Management Board, will be sent to the Commission's Accounting Officer, the Court of Auditors, The European Parliament and the Council on 30/06/2022.

The accounts are published on the Cedefop website: http://www.cedefop.europa.eu

Done in Thessaloniki, 1 June 2022

Signed by digital e-signature

Juergen Siebel Stephen Temkow

Executive Director Accounting Officer

# **About CEDEFOP**

Cedefop is one of the oldest of the EU's decentralised agencies. Founded in 1975, and based in Greece since 1995, Cedefop supports the promotion, development and implementation of the Union policy in the field of VET, skills and qualifications by working together with the European Commission, EU Member States and the social partners<sup>(1)</sup>.

In line with its vision, mission and values set in the programming document for 2021-23, Cedefop's strategic areas of operation are:

- (a) shaping VET and qualifications: support the understanding of the future of VET and foster the renewal and modernisation of VET systems and institutions in response to rapidly changing policy needs and priorities; support the development and use of European tools and principles promoting lifelong and lifewide learning;
- (b) valuing VET and skills: support the development and implementation of VET and continuing/adult learning policies, creating the conditions for all people to gain the knowledge, competences and values required for employability, entrepreneurship, innovation and tolerant and inclusive society;
- (c) informing VET and skills policies: inform the design of VET and skills policies that ensure the availability of a qualified workforce and its continuous and effective skilling in light of marked technological and social developments shaping the future of work; promote policies that can facilitate skills utilisation of individuals in alignment with changing skill needs.

Cedefop's multiannual objectives – providing evidence and new knowledge; monitoring and analysing policies; acting as a knowledge broker for countries and stakeholders – reflect the core functions of the Agency. Combined with the thematic strategic areas of operation, they define the type and scope of the work the Agency delivers. The multiannual objectives steer the activities of Cedefop's annual work programmes and ensure the continuity of its work, allowing the necessary flexibility to respond to changing needs.

More information about Cedefop and its work can be found at www.cedefop.europa.eu.

<sup>(1)</sup> Regulation (EU) 2019/128 of the European Parliament and of the Council of 16 January 2019 establishing a European Centre for the Development of Vocational Training (Cedefop) and repealing Council Regulation (EEC) No 337/75

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# 1. Introduction

#### 1.1 General Information

The European Centre for the Development of Vocational Training (Cedefop) is the European Union's reference agency for vocational education and training, skills and qualifications. It provides information, research, analyses and evidence on vocational education and training, skills and qualifications for policymaking in the EU Member States.

Cedefop was originally established in 1975 by Council Regulation (EEC) No 337/75. This decision was repealed in 2019 by Regulation (EU) 2019/128 establishing Cedefop as a Union Agency with a renewed mandate.

The Agency is located in Thessaloniki, Greece and has a representational office in Brussels, Belgium.

# 1.2 Legal Basis

The annual accounts are prepared in accordance with the provisions of Title IX of Cedefop's Financial Regulation, as adopted by its Management Board on 16 July 2019<sup>2</sup>. These provisions conform to the Commission Delegated Regulation (EU) No 2019/715 of 18 December 2018 of the European Parliament and of the Council.

The annual accounts include the financial statements and the reports on implementation of the budget.

All amounts in the annual accounts are presented in Euro.

The general accounts allow for the preparation of the financial statements based on accrual accounting principles and show all assets, liabilities, revenues and expenses related to the financial year under review, regardless of the date of payment or collection. The financial statements comprise the statement of financial position, the statement of financial performance, the cash-flow statement and the statement of changes in net assets for the financial year 2021.

The budgetary implementation reports are composed of the budget outturn account (which details the budgetary surplus or deficit of the year), the reconciliation of the accrual-based result with the budgetary result, and the budget execution reports (which specifies by budget line the appropriations, the commitment and the payment executed in the reporting year). The budget accounts give a detailed picture of the implementation of the budget and are based on the modified cash accounting principle.

As per Cedefop's financial regulation, the accounting officer of the Agency is required to send the provisional accounts to the accounting officer of the Commission and to the Court of Auditors by 1 March of the following year.

The Executive Director shall send the final accounts, together with the opinion of the Management Board, to the accounting officer of the Commission, the Court of Auditors, the European Parliament and the Council, by 1 July of the following financial year.

<sup>&</sup>lt;sup>2</sup> https://www.cedefop.europa.eu/en/about-cedefop/finance-and-budget/financial-rules

The Executive Director shall also send the report on budgetary and financial management for the financial year to the European Parliament, the Council, the Commission and the Court of Auditors, by 31 March of the following financial year.

The Annual Accounts, consolidated with those of the European Commission, shall be published in the Official Journal of the European Union by 15 November of the following year.

## 1.3 Management Information Systems

Cedefop used FIBUS for budgetary accounting and general accounting, a software application developed in-house, until 22 June 2021.

In the course of 2021 Cedefop migrated to ABAC Workflow for budgetary accounting and ABAC Accounting (SAP) for General Ledger accounting. The systems are developed, managed and supported by the European Commission, and provided to Cedefop through a specific agreement, applicable to all Institutions and Union bodies which use ABAC platform modules.

The various budgetary and financial reports for the year 2021 were produced using the information deriving from FIBUS and ABAC.

The integration of the two sets of accounts guarantees that all budgetary operations are included in the general accounts.

A reconciliation of the two sets of accounts is included in the Annex.

Cedefop continues using internal applications within FIBUS in order to manage its various operational projects and administrative tasks (such as leaves and missions).

# 2. Certification of the accounts

I acknowledge my responsibility for the preparation and presentation of the annual accounts of the European Centre for the Development of Vocational Training (Cedefop) in accordance with Article 246 of the Financial Regulation<sup>3</sup> and I hereby certify that the annual accounts of Cedefop for the year 2021 have been prepared in accordance with Title XIII of the FR and the accounting rules adopted by the Commission's Accounting Officer, as are to be applied by all the institutions and union bodies.

I have obtained from the Authorising Officer, who certified its reliability, all the information necessary for the production of the accounts that show Cedefop's assets and liabilities and the budgetary implementation. Based on this information, and on such checks as I deemed necessary to sign off the accounts, I have a reasonable assurance that the accounts present fairly, in all material aspects, the financial position, the results of the operations and the cash-flow of Cedefop.

Done in Thessaloniki, 1 June 2022

Signed
Stephen Temkow
Accounting Officer

<sup>&</sup>lt;sup>3</sup> Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012.

# 3. Financial Statements

# 3.1 Statement of financial position

| in EUR                                             | Notes   | 31.12.2021 | 31.12.2020 |
|----------------------------------------------------|---------|------------|------------|
| I. Non-Current Assets                              |         | 2,173,998  | 2,038,763  |
| Intangible fixed assets                            | 3.5.3.3 | 60,451     | 21,971     |
| Tangible fixed assets                              | 3.5.3.3 | 2,108,471  | 2,011,716  |
| Long Term Receivables                              | 3.5.4   | 5,076      | 5,076      |
| II. Current Assets                                 |         | 1,959,047  | 2,141,431  |
| Short-term receivables                             | 3.5.5   | 1,082,158  | 992,950    |
| Cash and cash equivalents                          | 3.5.6   | 876,889    | 1,148,480  |
| TOTAL ASSETS (I. + II.)                            |         | 4,133,045  | 4,180,193  |
| III. Non-Current Liabilities                       |         | 0          | 0          |
| Long-term provision for risk and charges           |         | 0          | 0          |
| IV. Current Liabilities                            |         | 1,485,288  | 1,625,409  |
| Provisions for risks and charges                   | 3.5.7   | 156,736    | 156,736    |
| EC Pre-financing received                          | 3.5.8   | 193,957    | 322,381    |
| Accounts payable                                   | 3.5.9   | 826,593    | 756,839    |
| Accrued Liabilities                                | 3.5.10  | 308,002    | 389,454    |
| TOTAL LIABILITIES (III. + IV.)                     |         | 1,485,288  | 1,625,409  |
| V. Net Assets                                      |         | 2,647,757  | 2,554,784  |
| Accumulated result                                 |         | 2,554,784  | 1,619,408  |
| Surplus/(Deficit) for the year                     |         | 92,973     | 935,376    |
| TOTAL LIABILITIES AND NET ASSETS (III. + IV. + V.) |         | 4,133,045  | 4,180,193  |

# 3.2 Statement of financial performance

| in Euro                                                                                                                                       | Notes  | 2021                            | 2020                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------------------------|-----------------------------------|
| Operating Revenue                                                                                                                             | 3.5.12 | 18,330,138                      | 17,061,721                        |
| Revenue from Administrative operations                                                                                                        | 3.5.13 | 14,064                          | 25,710                            |
| Total Operating Revenue                                                                                                                       |        | 18,344,202                      | 17,087,431                        |
| Administrative expenses                                                                                                                       |        | -13,189,688                     | -12,390,011                       |
| Staff expenses                                                                                                                                |        | -10,601,155                     | -10,259,787                       |
| Fixed asset related expenses                                                                                                                  |        | -498,547                        | -479,287                          |
| Other administrative expenses                                                                                                                 |        | -2,089,987                      | -1,650,937                        |
| Operational expenses                                                                                                                          |        | -5,051,610                      | -3,756,902                        |
|                                                                                                                                               |        |                                 |                                   |
| Total Operating Expenses                                                                                                                      | 3.5.14 | -18,241,298                     | -16,146,913                       |
| Total Operating Expenses  Surplus/(Deficit) from Operating Activities                                                                         | 3.5.14 | -18,241,298<br>102,904          | -16,146,913<br>940,518            |
|                                                                                                                                               | 3.5.14 |                                 |                                   |
| Surplus/(Deficit) from Operating Activities                                                                                                   |        | 102,904                         | 940,518                           |
| Surplus/(Deficit) from Operating Activities  Financial revenues                                                                               |        | <b>102,904</b>                  | <b>940,518</b> 11                 |
| Surplus/(Deficit) from Operating Activities  Financial revenues  Financial expenses                                                           |        | <b>102,904</b> 17 -9,090        | <b>940,518</b> 11 -4,030          |
| Surplus/(Deficit) from Operating Activities  Financial revenues  Financial expenses  Exchange rate loss  Surplus/(Deficit) from Non-Operating |        | 102,904<br>17<br>-9,090<br>-858 | 940,518<br>11<br>-4,030<br>-1,123 |

# 3.3 Cash-flow statement

| in Euro                                                                | 2021      | 2020      |
|------------------------------------------------------------------------|-----------|-----------|
| Surplus/(deficit) from ordinary activities                             | 92,973    | 935,376   |
| Operating activities                                                   |           |           |
| Amortization (intangible fixed assets)                                 | 23,359    | 13,403    |
| Depreciation (tangible fixed assets)                                   | 475,188   | 465,884   |
| Increase/(decrease) in Provisions for risks and liabilities            | 0         | 0         |
| Increase/(decrease) in Liabilities related to consolidated EU entities | 136,595   | 295,223   |
| (Increase)/decrease in Short term Receivables                          | -89,207   | -298,972  |
| Increase/(decrease) in Accounts Payable                                | -276,716  | -856,812  |
| Net cash flow from operating activities                                | 362,191   | 554,103   |
| Cash Flows from investing activities                                   |           |           |
| Purchase of tangible and intangible fixed assets                       | -633,782  | -195,678  |
| Net cash flow from investing activities                                | -633,782  | -195,678  |
| Net Increase/(decrease) in cash and cash equivalents                   | -271,591  | 358,425   |
| Cash at the beginning of the period                                    | 1,148,480 | 790,055   |
| Cash at the end of the period                                          | 876,889   | 1,148,480 |

# 3.4 Statement of changes in net assets

| in Euro                                            | ACCUMULATED SURPLUS / DEFICIT | ECONOMIC RESULT<br>OF THE YEAR | NET ASSETS |
|----------------------------------------------------|-------------------------------|--------------------------------|------------|
| Balance at 01 January 2021                         | 1,619,408                     | 935,376                        | 2,554,784  |
| Allocation of the Economic Result of Previous year | -935,376                      | 935,376                        | -          |
| Economic result of the year                        | -                             | 92,973                         | 92,973     |
| Balance at 31 December 2021                        | 2,554,784                     | 92,973                         | 2,647,757  |

## 3.5 Notes to the financial statements

#### 3.5.1 Basis of preparation

The financial statements of Cedefop have been prepared on an accrual and going concern basis and comply with the requirements of the EU accounting rules as adopted by the Commission's Accounting Officer, based on International Public Sector Accounting Standards (IPSAS). Financial statements are presented annually. The accounting year begins on 1 January and ends on 31 December.

The preparation of financial statements in conformity with IPSAS requires the use of certain critical accounting estimates. It also requires Cedefop management to exercise its judgement in the process of applying accounting policies. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the consolidated financial statements are disclosed in Note 3.5.2 - Critical accounting estimates and judgements.

Notes 3.5.3 - Fixed assets to 3.5.20 - Financial instruments: disclosures and risk management comprise of a summary of significant accounting policies and other explanatory information. They provide additional information on the financial statements as required under IPSAS.

The functional and reporting currency of Cedefop is the Euro. Foreign currency transactions are translated into Euro using the exchange rates prevailing at the dates of the transactions. Foreign exchange gains and losses resulting from the settlement of foreign currency transactions and from the re-translation at year-end exchange rates of monetary assets and liabilities denominated in foreign currencies are recognised in the statement of financial performance. Different conversion methods apply to property, plant and equipment and intangible assets, which retain their value in Euro at the date when they were purchased.

#### 3.5.2 Critical accounting estimates and judgements

In accordance with generally accepted accounting principles, the financial statements necessarily include amounts based on estimates and assumptions made by management. Significant estimates include, but are not limited to, accrued income and charges, contingent assets and liabilities, provisions and impairment of fixed assets. Actual results could differ from those estimates. Changes in estimates are reflected in the period in which they become known.

#### 3.5.3 Fixed assets

#### 3.5.3.1 Property, plant and equipment

Property, plant and equipment are stated at historical cost less accumulated depreciation and any impairment losses. Historical cost includes expenditure that is directly attributable to the acquisition of the items. Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Agency and the cost of the item can be measured reliably. Repair and maintenance costs are charged to the statement of financial performance during the financial period in which they are incurred.

The threshold for capitalisation of Property, plant and Equipment is Euro 420. Property, Plant and Equipment with a value below threshold are booked as expenses and are included in the statement of financial performance.

Depreciation charge is provided for Property, Plant and Equipment over their estimated useful lives using the straight line method. The estimated useful life for PP&E classes are as follows:

| CLASS OF PROPERTY, PLANT AND EQUIPMENT | DEPRECIATION RATE |
|----------------------------------------|-------------------|
| Buildings                              | 10%               |
| Plant, machinery and equipment         | 10%, 25%          |
| Furniture                              | 10%, 12,5%, 25%   |
| Fixtures and fittings                  | 12,5%, 25%        |
| Computer hardware                      | 25%               |
| Vehicles                               | 25%               |

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, on a regular basis. An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount. Gains and losses on disposals are determined by comparing proceeds with carrying amount. These are included in the statement of financial performance.

#### Impairment of assets

Assets that have an indefinite useful life are not subject to amortization and are tested regularly for impairment. Assets that are subject to amortization are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognized as the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

## 3.5.3.2 Intangible Assets

Acquired computer software licences are stated at historical cost less accumulated amortisation and impairment losses. The assets are amortised on a straight-line basis over their estimated useful lives (4 years).

| CLASS OF PROPERTY, PLANT AND EQUIPMENT | DEPRECIATION RATE |
|----------------------------------------|-------------------|
| Intangible assets (Computer Software)  | 25%               |

Internally developed intangible assets are capitalised when the relevant criteria of the EU accounting rules are met and the expenses relate solely to the development phase of the asset. The threshold for capitalisation of internally developed intangible assets is Euro 150 000. Internally developed intangible assets with a value below threshold are booked as expenses and are included in the statement of financial performance.

The costs capitalisable include all directly attributable costs necessary to create, produce, and prepare the asset to be capable of operating in the manner intended by management. Costs associated with research activities, non-capitalisable development costs and maintenance costs are recognised as expenses as incurred.

In 2021 no internally developed intangible assets have been capitalised.

# 3.5.3.3 Fixed assets' detailed presentation of movements for the year 2021

The movement schedule of fixed assets for the year 2021 per asset category is presented in Table 1 - Fixed assets' detailed presentation of movements for the year 2021 (in Euro).

|                                    | Carrying Amounts               |           | Accumulated Depreciation |                                |                                |                                                              | Net<br>carrying<br>amounts<br>31.12.21    |                                |           |
|------------------------------------|--------------------------------|-----------|--------------------------|--------------------------------|--------------------------------|--------------------------------------------------------------|-------------------------------------------|--------------------------------|-----------|
|                                    | Opening<br>Balance<br>01.01.21 | Additions | Disposals                | Closing<br>Balance<br>31.12.21 | Opening<br>Balance<br>01.01.21 | Amortisation<br>and<br>depreciation<br>charge of the<br>year | Amort and<br>depr related to<br>disposals | Closing<br>Balance<br>31.12.21 |           |
| Computer Software Intangible Fixed | 298,307                        | 61,839    | -                        | 360,146                        | <br>276,336                    | 23,359                                                       | -                                         | 299,695                        | 60,651    |
| Assets                             | 298,307                        | 61.839    | -                        | 360,146                        | 276,336                        | 23,359                                                       | -                                         | 299,695                        | 21,971    |
| Land and<br>buildings              | 7,034,394                      | 26,156    | -                        | 7,060,549                      | 5,372,769                      | 268,128                                                      | -                                         | 5,640,897                      | 1,419,652 |
| Plant and<br>Equipment             | 870,501                        | 126,410   | -                        | 996,910                        | 809,496                        | 40,111                                                       | -                                         | 849,607                        | 147,303   |
| Furniture and<br>Vehicles          | 319,674                        | -         | -                        | 319,674                        | 312,779                        | 2,125                                                        | -                                         | 314,903                        | 4,771     |
| Computer<br>hardware               | 1,849,746                      | 398,392   | -                        | 2,248,138                      | 1,575,359                      | 159,872                                                      | -                                         | 1,735,231                      | 512,907   |
| Fixtures & Fittings                | 182,195                        | 20,986    | -                        | 203,180                        | 174,391                        | 4,952                                                        | -                                         | 179,343                        | 23,837    |
| Tangible Fixed<br>Assets           | 10,256,509                     | 571,943   | -                        | 10,828,452                     | 8,244,794                      | 475,188                                                      | -169,607                                  | 8,719,981                      | 2,108,471 |
| Total Fixed Assets                 | 10,554,816                     | 633,782   | -                        | 11,188,598                     | 8,521,130                      | 498,547                                                      | -237,693                                  | 9,019,677                      | 2,168,922 |

Table 1 - Fixed assets' detailed presentation of movements for the year 2021 (in Euro)

## 3.5.4 Long-term receivables

Long-term receivables represent deposits to Greek utilities for water and electricity

#### 3.5.5 Short-term receivables

Consisting of:

- a) Staff related advances including school fees,
- b) current receivables, VAT charges to be recovered from Member States,
- c) accrued income in the 2020 accounts received in 2021
- d) deferred charges, being expenses paid in 2021 but relating to 2022.

| in Euro                                           | 2021      | 2020    |
|---------------------------------------------------|-----------|---------|
| Staff related advances including school fees      | 24,315    | 26,893  |
| VAT charges to be recovered from all EU countries | 679,048   | 630,888 |
| Accrued Income                                    | -         | 15,069  |
| Deferred charges                                  | 378,794   | 320,100 |
| Total short-term receivables                      | 1,082,158 | 992,950 |

Table 2 - Short-term receivables (in Euro)

#### 3.5.6 Cash and cash equivalents

This figure represents the sum of balances held in the Agency's two bank accounts, BNP Paribas Fortis NV in Brussels and the agency's local account with Alpha Bank A.E., including a credit card guarantee balance and small petty cash balance held in the safe.

#### 3.5.7 Provision for risks and charges

Provisions for risks and charges are recognised when Cedefop has a present legal or constructive obligation as a result of past events, it is probable that an outflow of resources will be required to settle the obligation and the amount can be reliably estimated.

In 2019, Cedefop booked a provision for pending legal disputes amounted at Euro 150 000.

Following a tax audit conducted in 2016 by the General Directorate of the Tax Administration relating to VAT and withholding taxes, Cedefop received notice that the Agency was liable to pay an amount of Euro 6 736 for underpaid taxes and an associated penalty. Cedefop disputes the findings of the audit and may appeal. However, in line with the principle of prudence, the Agency has charged its 2016 expenses with this amount and carries an equivalent provision in its balance sheet along with a receivable to be recovered from the Tax authorities. This provision remains outstanding as at the end of 2021. Efforts will be made in 2022 to resolve this issue.

#### 3.5.8 EC Pre-financing received

The total amount of EC Pre-financing remaining at year end 2021 represents the difference between the EC subsidy received for the year 2021 and the total budget execution of the same year (see also the Budget outturn account).

Total budget execution comprises not only the expenses incurred during the year, but also the amounts that have been carried over to the following year.

## 3.5.9 Accounts payable

Accounts payable consist of:

Amounts payable to consolidated entities, being amounts relating to October, November and December staff taxes and insurances and paid in January 2022.

Current payables, relating chiefly to invoices received from suppliers at the end of 2021 to be paid in 2022.

Sundry payables, payables relating to amounts to be paid from assigned revenue or to staff costs e.g. withheld taxes.

| in Euro                                                  | 2021    | 2020    |
|----------------------------------------------------------|---------|---------|
| Payables due to consolidated entity –European Commission | 652,363 | 387,344 |
| Total payable to consolidated entities                   | 652,363 | 387,344 |
| Current payables                                         | 171,319 | 367,977 |
| Sundry payables                                          | 2,912   | 1,518   |
| Total payable to non-consolidated entities               | 174,230 | 369,495 |
| Total Accounts Payable                                   | 826,593 | 756,839 |

Table 3 - Accounts payable (in Euro)

#### 3.5.10 Accrued liabilities

The amount refers to unpaid invoices at year-ended for goods received and services rendered in 2021 Euro 78 939, (2020 Euro 106 280).

It also includes staff related expenditures such as provision for untaken leave and other staff entitlements that may become payable in 2022 related to entitlements raised in 2021 Euro 229 063, (2020 Euro 283 174).

#### 3.5.11 Future Commitments

Future commitments relate to amounts carried forward from 2021 to 2022 for goods and services that were contracted prior to 2022 but would be delivered or rendered in 2022 (see Table 4 - Future Commitments (in Euro)).

| in Euro                                                                                | 2021      | 2020      |
|----------------------------------------------------------------------------------------|-----------|-----------|
| Amounts contracted for works, goods and services to be delivered in the following year | 7,445,246 | 7,785,609 |
| Increase / (decrease) in future commitments                                            | -340,363  | 1,182,224 |

Table 4 – Future Commitments (in Euro)

## 3.5.12 Revenue from EU subsidy and other operating revenue

Revenue and corresponding receivables are measured at the fair value of the consideration received or receivable and are accounted for in the period to which they relate.

The European Union Budget subsidy was the main source of revenue for the period. The EFTA countries contributions from Norway and Iceland were received separately and calculated based on the proportionality factor provided by the European Commission (see Table 5 – Analysis of revenue (in Euro)).

| in Euro                                                 | 2021       | 2020       |
|---------------------------------------------------------|------------|------------|
| Funds received from the Commission                      | 18,000,000 | 16,738,00  |
| Less net surplus on Budgetary Outturn Account           | -193,957   | -127,001   |
| Revenue from EU Subsidy                                 | 17,806,043 | 16,610,999 |
| Other Operational Income                                |            |            |
| Norway                                                  | 464,000    | 404,920    |
| Iceland                                                 | 27,900     | 24,970     |
| Reimbursements – Refernet                               | -          | 5,763      |
| Accrued reimbursements - Refernet                       | -          | 15,069     |
| Sundry reimbursements                                   | 32,195     | -          |
| Total Operational Revenue                               | 18,330,138 | 17,061,721 |
| Administrative revenue – Canteen, offset by expenditure | 14,064     | 25,710     |

Table 5 – Analysis of revenue (in Euro)

#### 3.5.13 Revenue from administrative operations - Canteen

Receipts from the canteen are largely matched by corresponding expenditures. This year expenditures amounted to Euro 14 073, producing a small deficit of Euro 8, taking the canteen balance to a total of Euro 32. Income and expenditure through the canteen were substantially lower than 2019 and even 2020 as the Agency experienced a full year of remote working due to the Covid pandemic. (see Table 5 – Analysis of revenue (in Euro)).

#### 3.5.14 Operating Expenses

Expenditure and corresponding payables are measured at the fair value of the consideration received or receivable and are accounted for in the period to which they relate. Operating expenses for the period 2021 include staff related expenditure, amortisation and depreciation charge for the year, other administrative expenditure and operational expenditure (see Table 6 - Operating expenses (in Euro)).

| in Euro                   | 2021       | 2020       |
|---------------------------|------------|------------|
| Staff related expenditure | 10,601,155 | 10,259,787 |

| Total Operating Expenses                         | 18,242,156 | 16,146,913 |
|--------------------------------------------------|------------|------------|
| Operational expenditure                          | 5,051,610  | 3,756,902  |
| Other administrative expenditure                 | 2,090,845  | 1,650,937  |
| Amortisation and depreciation charge of the year | 498,547    | 479,287    |

#### Table 6 - Operating expenses (in Euro)

All salary calculations related to the total staff expenses included in the statement of financial performance of the Agency are externalized to the Office for administration and payment of individual entitlements (also known as the Paymaster's Office-PMO) which is a central office of the European Commission.

The PMO's mission is to manage the financial rights of permanent, temporary and contractual staff working at the Commission, to calculate and to pay their salaries and other financial entitlements. The PMO provides these services to other EU institutions and agencies as well. The PMO is also responsible for managing the health insurance fund of the Institutions, together with processing and paying the claims of reimbursement from staff members. The PMO also manages the pension fund and pays the pensions of retired staff members. PMO is audited by the European Court of Auditors.

The Agency is only responsible for the communication to the PMO of reliable information allowing the calculation of the staff costs; it is not responsible for the calculation of the payroll costs performed by PMO.

#### 3.5.15 Other revenue

Other revenue consists of interest received from cash held at banks. In 2021, interest generated from cash held at bank has been very low due interest rates nearing zero.

| in Euro                          | 2021 | 2020 |
|----------------------------------|------|------|
| Interest from cash held at banks | 17   | 11   |
| Other revenue                    | 17   | 11   |

Table 7 - Other revenue (in Euro)

#### 3.5.16 Related parties' disclosures

The Agency is managed by the Executive Director (Authorising Officer) who is employed in a temporary agent post, grade AD14. His remuneration, allowances and other entitlements are covered by the Conditions of Employment of Other Servants of the European Communities.

#### 3.5.17 Pension obligations

The Agency's staff members are members of the European Communities Pension Scheme which is a defined benefit pension plan.

A defined benefit plan is a pension plan that generally defines an amount of pension benefit that an employee will receive on retirement, usually dependent on one or more factors such as age and years of service. Additional contribution was made by the European Commission. The cost undertaken by the European Commission is not presented on the Cedefop's accounts.

Future benefits payable to Cedefop staff under the EC Pension Scheme are accounted for in the accounts of the European Commission and no such provisions are entered in the Agency's accounts.

#### 3.5.18 Subsequent events

During 2021 the coronavirus pandemic continued to have a huge global impact. However, despite this, Cedefop continued its activities and was able to deliver its work programme ensuring business continuity and attaching priority to safety of its staff.

Cedefop achieved a 100% implementation of its budget appropriations for 2021.

Shortages identified in staff related appropriations due to the increased salary weighting factor for staff posted in Greece as well as the 2021 salary scale indexation were financed from surpluses identified in all budget Titles.

Details of budgetary changes can be found in the Budgetary Implementation reports below.

Other than the aforementioned items, at the date of transmission of these annual accounts, no material issues were reported that would require separate disclosure under this section. The financial statements and related notes were prepared using the most recently available information and this is reflected in the information presented.

#### 3.5.19 Contributions in kind by the hosting Member State

Cedefop receives no contributions in kind by the Hosting state.

#### 3.5.20 Financial instruments: disclosures and risk management

In line with EU Accounting rule No 11, Cedefop discloses information that enables users of its financial statements to evaluate the nature and the extent of risks arising from financial instruments to which Cedefop is exposed at the end of the reporting period and how Cedefop manages them.

# Revised EU Accounting Rule (EAR) which is effective for annual periods beginning on or after 1 January 2021

In 2020, the Accounting Officer adopted the revised EAR 11 'Financial Instruments', which is mandatorily effective as of 1 January 2021. The revised EAR 11 is based on the new IPSAS 41 'Financial Instruments', the amended IPSAS 28 'Financial Instruments: Presentation' and the amended IPSAS 30 'Financial Instruments: Disclosures'. It establishes the financial reporting principles for financial assets and financial liabilities. In accordance with the transition provisions of the revised EAR 11, the entity accounts for any changes from the initial application, on 1 January 2021. The revised EAR 11 does not require the restatement of prior periods.

#### Changes from the application of the revised EAR 11

Cedefop does not have any receivables from exchange transactions. Cedefop's financial instruments are composed out of "plain vanilla" instruments: cash at bank, current receivables and payables which are disclosed in the statement of financial position and are further detailed in notes 3.5.5 Short-term receivables, 3.5.6 Cash and cash equivalents and 3.5.9 Accounts payable.

#### 3.5.20.1 Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation.

Cedefop's main source of funding stems from the European Union's budget and the EFTA countries contributions from Norway and Iceland. Other receivables are not significant in monetary term and are unlikely to default.

Cash held at bank is deposited within two banks: one, located in Brussels is widely used by EU institutions and bodies (S&P credit rating A+) while the second one is located in Greece (S&P credit rating B). The latter is mainly used to receive VAT reimbursement from the Hellenic State and to pay local utility costs.

#### 3.5.20.2 Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk, and other price risk. Cedefop has no exposure to other risks.

#### 3.5.20.2.1 Currency risk

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates.

Cedefop has no foreign currency exposure, all financial assets (including cash and cash equivalents) and liabilities are held in Euro. When miscellaneous receipts are received in currencies other than Euro, they are converted into Euro and transferred to accounts held in Euro.

#### 3.5.20.2.2 Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates.

Cedefop has no loans or overdrafts and is therefore not exposed to interest rate risk. Interest is however calculated on balances held by Cedefop on its different bank accounts. Interest earned on Cedefop's bank accounts reflects market interest rates which during the year have been zero or close to zero.

#### 3.5.20.3 Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities that are settled by delivering cash or another financial asset.

Cedefop's commitment and payment appropriations are approved by its Management Board and made available by the European Commission and the states of Norway and Iceland, which contribute to the annual budget of the Agency.

# 4. Budgetary implementation reports

## 4.1 Budgetary principles

Cedefop's budgetary principles, establishment, structure and implementation are governed by Cedefop's financial regulation. The Agency's budget includes revenue and expenditure appropriations. Agency's revenues consist of the annual contribution granted by the Union budget, contribution granted by EFTA countries, i.e. Norway & Iceland, own revenue consisting of assigned revenue, and appropriations carried over from the preceding financial years.

The expenditure appropriations are distributed in three Titles. Title 1 covers staff expenditure such as, but not limited to, salaries, trainings, costs associated to recruitment procedures, staff welfare. Title 2 covers the costs associated to the Agency's operations such as, but not limited to, building, running costs, infrastructure, equipment and IT costs. Title 3 corresponds to the Agency's direct operational activities.

The establishment and implementation of Cedefop appropriations are governed by the following principles as stipulated in Title II of its financial regulation:

#### Unity and Budget Accuracy

All expenditure and revenue shall be incorporated in a single budget document, shall be booked on a budget line and expenditure shall not exceed authorised appropriations.

#### Annuality

The appropriations entered in the budget of the Agency are authorised for one financial year, that shall run from 01 January to 31 December.

#### • Equilibrium

The revenue and payment appropriations shall be in balance.

#### Unit of account

The budget shall be drawn up and implemented in Euro and the accounts shall be presented in Euro.

#### Universality

Total revenue shall not be earmarked for specific items of expenditure (total revenue shall cover total expenditure). All revenue and expenditure shall be entered in full in the budget without any adjustment against each other

#### Specification

Each appropriation shall be earmarked for specific purposes by title and chapter. Chapters shall be further subdivided into articles and lines.

### • Sound Financial Management

Appropriations shall be used in accordance with the principle of sound financial management, namely in accordance with the principles of economy, efficiency and effectiveness.

#### Transparency

The budget shall be established and implemented and the accounts presented in compliance with the principle of transparency. The budget and amending budgets shall be published in the Official Journal of the European Union.

# 4.2 Budget outturn account

| in Euro                                                                           | 2021       | 2020       |
|-----------------------------------------------------------------------------------|------------|------------|
| REVENUE                                                                           |            |            |
| Commission subsidy (for the operating budget -Titles 1,2 and 3)                   | 18,000,000 | 16,738,000 |
| Other revenue                                                                     | 538,588    | 435,664    |
| TOTAL REVENUE (a)                                                                 | 18,538,588 | 17,173,664 |
| EXPENDITURE                                                                       |            |            |
| Title I: Staff                                                                    |            |            |
| Payments                                                                          | 10,964,060 | 10,381,588 |
| Appropriations carried over                                                       | 245,131    | 264,787    |
| Title II: Administrative Expenses                                                 |            |            |
| Payments                                                                          | 1,262,171  | 965,218    |
| Appropriations carried over                                                       | 589,407    | 914,930    |
| Title III: Operating Expenditure                                                  |            |            |
| Payments                                                                          | 5,354,441  | 4,571,515  |
| Appropriations carried over                                                       | 45,077     | 39,277     |
| TOTAL EXPENDITURE (b)                                                             | 18,460,287 | 17,137,315 |
| OUTTURN FOR THE FINANCIAL YEAR (a-b)                                              | 78,301     | 36,349     |
| Cancellation of unused payment appropriations carried over from previous year     | 77,236     | 58,261     |
| Adjustment for carry-over from assigned revenue                                   | 39,277     | 33,514     |
| Exchange differences for the year (gain +/loss -)                                 | -858       | -1,123     |
| BALANCE OF THE OUTTURN ACCOUNT FOR THE FINANCIAL YEAR                             | 193,957    | 127,001    |
| Balance year N-1                                                                  | 127,001    | 195,379    |
| Positive balance year N-1 reimbursed to the Commission in year N                  | -127,001   | -195,379   |
| Result used for determining amounts in general accounting                         | 193,957    | 127,001    |
| Commission subsidy - agency registers accrued revenue                             | 17,806,043 | 16,610,999 |
| Pre-financing remaining open to be reimbursed by agency to Commission in year N+1 | 193,957    | 127,001    |

# 4.3 Reconciliation of accrual based result with the budgetary result

|                                                                                                                          | SIGN (+/-)           | in Euro   |
|--------------------------------------------------------------------------------------------------------------------------|----------------------|-----------|
| Economic result (- for loss) as per statement of financial performance                                                   | +/-                  | 92,973    |
| Adjustment for accrual items (items not in the budgetary result but included in                                          | n the economic resu  | ılt)      |
| Adjustments for accrual cut-off of the previous year                                                                     | -                    | -389,454  |
| Adjustments for accrual cut-off of current year                                                                          | +                    | 308,027   |
| Unpaid invoices at year end but booked in charges                                                                        |                      | 168,042   |
| Depreciation of intangible and tangible fixed assets                                                                     | +                    | 498,547   |
| Value reductions                                                                                                         | +                    | 8         |
| Increase in prepayments to suppliers and reverse of 2020 invoices                                                        | -                    | -398,217  |
| Payments made from carry-over of payment appropriations                                                                  | +                    | 1,102,480 |
| Recovery Orders issued in 2021 and not yet cashed                                                                        | -                    | -592      |
| Adjustment for budgetary items (item included in the budgetary result but not                                            | t in the economic re | esult)    |
| Non-current asset acquisitions (less unpaid amounts)                                                                     | -                    | -633,782  |
| New pre-financing received in current year and remaining open at year end                                                | +                    | 193,957   |
| Budgetary recovery orders issued before 2021 and cashed in the year                                                      | +                    | 15,069    |
| Payment appropriations carried over to next year                                                                         | -                    | -879,615  |
| Cancellation of unused carried over payment appropriations from previous year                                            | +                    | 77,236    |
| Adjustment for carry-over from the previous year of appropriations available at 31/12/2021 arising from assigned revenue | +                    | 39,277    |
| Total                                                                                                                    |                      | 193,957   |
| Budgetary result (+ for surplus)                                                                                         |                      | 193,957   |

# 4.4 Budget execution reports

#### 4.4.1 Changes from original to final budget

According to Article 26 of Cedefop's applicable financial regulation, the Executive Director may transfer appropriations:

- a) from one title to another up to a maximum of 10 % of the appropriations for the financial year shown on the line from which the transfer is made;
- b) from one chapter to another and within each chapter without limit.

Beyond the limit referred here above, the Executive Director may propose transfers of appropriations from one title to another to the Management Board. The Management Board shall have two weeks to oppose the proposed transfers. After that time-limit, the proposed transfers shall be deemed to be adopted.

At the beginning of 2021 Cedefop had a budget of Euro 18.49 million. At the end of the year the Management Board amended the budget adding Euro 0.013 million which represented a slightly increased contribution received from Norway and Iceland due to an adaptation to the calculation.

During 2021, the Executive Director approved five transfers of commitment appropriations, within his authority to execute budget transfers as per Article 26 of the Financial Regulation of Cedefop.

The table below summarises the changes to the budget 2021.

| 2021 Budget<br>(C1), in Euro | Initial budget<br>(Commitment<br>Appropriations) | Amending<br>Budget | Transfers | Final budget |
|------------------------------|--------------------------------------------------|--------------------|-----------|--------------|
| Title I                      | 11.117.600                                       |                    | 90.960    | 11.208.560   |
| Title II                     | 1.850.200                                        | 13.100             | -11.722   | 1.851.578    |
| Title III                    | 5.521.000                                        |                    | -79.238   | 5.441.762    |
| TOTAL                        | 18.488.800                                       | 13.100             | 0         | 18.501.900   |

| 2021 Budget   | 1 Budget Initial budget Amending |        | Transfers | Final budget |
|---------------|----------------------------------|--------|-----------|--------------|
| (C1), in Euro | (Payment Appropriations)         | Budget |           |              |
| Title I       | 11.117.600                       |        | 90.960    | 11.208.560   |
| Title II      | 1.850.200                        | 13.100 | -11.722   | 1.851.578    |
| Title III     | 5.521.000                        |        | -79.238   | 5.441.762    |
| TOTAL         | 18.488.800                       | 13.100 | 0         | 18.501.900   |

4.4.2 Commitment appropriations 2021 (fund source C1 expressed in Euro) - Committed in 2021, and either paid in 2021, or carried forward to 2022 (RAL)

From 1 January to 31 December 2021, CEDEFOP executed Euro 18,501,900 in Commitment Appropriations (CA)<sup>4</sup>, representing 100,00 % of the total budget of the year.

As compared to 2020, the commitment execution was the same (100,00 % in 2021 compared to 100,00 % in 2020). The target for commitment rate set in the Work Programme 2021 for the year (98%) was achieved and exceeded.

|                                       | 2021 Target | Achieved in 2021 |
|---------------------------------------|-------------|------------------|
| Committed Appropriations for the year | 98,00 %     | 100,00 %         |

Title I execution: Commitment rate for Title I in 2021 represents 100,00 % of the appropriations available. Shortages identified in staff related appropriations due to the increased salary weighting factor for staff posted in Greece as well as the 2021 salary scale indexation were financed from surpluses identified in all budget Titles. The payment rate represents 97,82 % of the commitments authorised. The amount carried forward to 2022 represents 2,18 % which is below the benchmark of 10 %.

Title II execution: Commitment rate for Title II in 2021 represents 100,00 % of the appropriations available. Payment rate represents 68,17 % of the commitments authorised. The amount carried forward to 2022 represents 31,83 %. Although the accepted benchmark is 20 %, it should be noted that this applies to non-planned carry overs which is not the case here as Cedefop conducts a thorough planning and review of amounts to carry over at year-end. For 2021, such carry overs are duly justified by the decision to upgrade Cedefop's network backbone equipment and investments in ICT equipment to further support the teleworking of staff.

Title III execution: Commitment rate for Title III in 2021 represents 100,00 % of the appropriations available. The fact that the budget initially allocated to missions and meetings was reshuffled within the Title and directed to core operational projects.

| BUDGE<br>T LINE | DESCRIPTION                                                                               | Commitment<br>APPROPRIATIO<br>N AMOUNT<br>(1) | COMMITMENT<br>AMOUNT<br>(2) | %<br>COMMITTE<br>D<br>(3)=(2)/(1) | Payment<br>APPROPRIATIO<br>N AMOUNT<br>(4) | PAYMENT<br>AMOUNT<br>(5) | %<br>PAID<br>(6)=(5)/(4) | RAL<br>(7)=(2)-(5) |
|-----------------|-------------------------------------------------------------------------------------------|-----------------------------------------------|-----------------------------|-----------------------------------|--------------------------------------------|--------------------------|--------------------------|--------------------|
|                 | TITLE 1                                                                                   | 11.208.559,93                                 | 11.208.559,93               | 100,00 %                          | 11.208.559,93                              | 10.964.060,03            | 97,82 %                  | 244.499,90         |
|                 | TITLE 2                                                                                   | 1.851.577,94                                  | 1.851.577,94                | 100,00 %                          | 1.851.577,94                               | 1.262.170,64             | 68,17 %                  | 589.407,30         |
|                 | TITLE 3                                                                                   | 5.441.762,13                                  | 5.441.762,13                | 100,00 %                          | 3.757.668,50                               | 1.231.654,52             | 32,78%                   | 4.210.107,61       |
|                 | TOTAL                                                                                     | 18.501.900,00                                 | 18.501.900,00               | 100,00 %                          | 16.817.806,37                              | 13.457.885,19            | 80,02 %                  | 5.044.014,81       |
|                 | TITLE 1 in detail: Staff holding a post                                                   |                                               |                             |                                   |                                            |                          |                          |                    |
| 1100            | provided for in the establishment plan                                                    | 8.905.932,15                                  | 8.905.932,15                | 100,00 %                          | 8.905.932,15                               | 8.905.932,15             | 100,00 %                 | 0,00               |
| 1111            | Seconded National Experts                                                                 | 114.297,03                                    | 114.297,03                  | 100,00 %                          | 114.297,03                                 | 114.297,03               | 100,00 %                 | 0,00               |
| 1112            | Contract Agents                                                                           | 1.136.983,12                                  | 1.136.983,12                | 100,00 %                          | 1.136.983,12                               | 1.136.983,12             | 100,00 %                 | 0,00               |
| 1113            | Trainees                                                                                  | 106.532,20                                    | 106.532,20                  | 100,00 %                          | 106.532,20                                 | 106.532,10               | 100,00 %                 | 0,10               |
| 1140            | Miscellaneous Allowances and Grants                                                       | 166.630,70                                    | 166.630,70                  | 100,00 %                          | 166.630,70                                 | 166.630,70               | 100,00 %                 | 0,00               |
| 1200            | Allowances and expenses on entering and leaving the service and on transfer               | 158.354,71                                    | 158.354,71                  | 100,00 %                          | 158.354,71                                 | 139.204,71               | 87,91%                   | 19.150,00          |
| 1300            | Mission expenses, duty travel expenses and other ancillary expenses                       | 1.601,32                                      | 1.601,32                    | 100,00 %                          | 1.601,32                                   | 1.554,43                 | 97,07 %                  | 46,89              |
| 1430            | Medical service                                                                           | 45.610,00                                     | 45.610,00                   | 100,00 %                          | 45.610,00                                  | 40.846,00                | 89,55%                   | 4.764,00           |
| 1490            | Other expenditure                                                                         | 135.715,33                                    | 135.715,33                  | 100,00 %                          | 135.715,33                                 | 135.304,83               | 99,70%                   | 410,50             |
| 1500            | Language courses,<br>retraining and further<br>vocational training                        | 96.753,75                                     | 96.753,75                   | 100,00 %                          | 96.753,75                                  | 25.015,50                | 25,85%                   | 71.738,25          |
| 1600            | Supplementary services by external staff or companies                                     | 332.179,76                                    | 332.179,76                  | 100,00 %                          | 332.179,76                                 | 186.405,86               | 56,12%                   | 145.773,90         |
| 1700            | Receptions, events and social activities for staff                                        | 7.969,86                                      | 7.969,86                    | 100,00 %                          | 7.969,86                                   | 5.353,60                 | 67,17%                   | 2.616,26           |
|                 |                                                                                           |                                               |                             |                                   |                                            |                          |                          |                    |
|                 | TITLE 2 in detail:                                                                        |                                               |                             |                                   |                                            |                          |                          |                    |
| 2000            | Rent and public utilities                                                                 | 148.540,41                                    | 148.540,41                  | 100,00 %                          | 148.540,41                                 | 132.170,90               | 88,98%                   | 16.369,51          |
| 2030            | Cleaning, maintenance and<br>repair, gardening, minor<br>construction and fitting-<br>out | 341.292,44                                    | 341.292,44                  | 100,00 %                          | 341.292,44                                 | 292.183,36               | 85,61%                   | 49.109,08          |
| 2050            | Security and surveillance of the buildings                                                | 113.125,44                                    | 113.125,44                  | 100,00 %                          | 113.125,44                                 | 103.320,04               | 91,33%                   | 9.805,40           |
| 2100            | Data-Processing equipment                                                                 | 340.289,43                                    | 340.289,43                  | 100,00 %                          | 340.289,43                                 | 85.710,27                | 25,19%                   | 254.579,16         |
| 2101            | Software purchase and development, other external services                                | 574.747,16                                    | 574.747,16                  | 100,00 %                          | 574.747,16                                 | 418.044,04               | 72,74%                   | 156.703,12         |
| 2200            | Technical installations and electronic office equipment                                   | 0,00                                          | 0,00                        | N/A                               | 0,00                                       | 0,00                     | N/A                      | 0,00               |
| 2210            | Furniture                                                                                 | 10.963,73                                     | 10.963,73                   | 100,00 %                          | 10.963,73                                  | 10.963,73                | 100,00%                  | 0,00               |
| 2230            | Transport equipment                                                                       | 1.460,00                                      | 1.460,00                    | 100,00 %                          | 1.460,00                                   | 1.269,13                 | 86,93%                   | 190,87             |

| BUDGE<br>T LINE | DESCRIPTION                                                                                                                 | Commitment<br>APPROPRIATIO<br>N AMOUNT<br>(1) | COMMITMENT<br>AMOUNT<br>(2) | %<br>COMMITTE<br>D<br>(3)=(2)/(1) | Payment<br>APPROPRIATIO<br>N AMOUNT<br>(4) | PAYMENT<br>AMOUNT<br>(5) | %<br>PAID<br>(6)=(5)/(4) | RAL<br>(7)=(2)-(5) |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-----------------------------|-----------------------------------|--------------------------------------------|--------------------------|--------------------------|--------------------|
| 2300            | Stationery and office supplies                                                                                              | 8.974,19                                      | 8.974,19                    | 100,00 %                          | 8.974,19                                   | 8.974,19                 | 100,00%                  | 0,00               |
| 2330            | Legal expenses and damages                                                                                                  | 103.143,66                                    | 103.143,66                  | 100,00 %                          | 103.143,66                                 | 89.007,86                | 86,30%                   | 14.135,80          |
| 2350            | Other administrative expenditure                                                                                            | 56.720,19                                     | 56.720,19                   | 100,00 %                          | 56.720,19                                  | 43.902,76                | 77,40%                   | 12.817.43          |
| 2390            | Publications and documentation of administrative nature                                                                     | 500,00                                        | 500,00                      | 100,00 %                          | 500,00                                     | 0,00                     | 0,00%                    | 500,00             |
| 2400            | Postage on correspondence and delivery charges                                                                              | 3.800,00                                      | 3.800,00                    | 100,00 %                          | 3.800,00                                   | 2.365,53                 | 62,25%                   | 1.434,47           |
| 2410            | Telecommunications subscriptions and charges                                                                                | 28.500,00                                     | 28.500,00                   | 100,00 %                          | 28.500,00                                  | 18.626,24                | 65,36%                   | 9.873,76           |
| 2411            | Purchase and installation<br>and maintenance of<br>telecommunications<br>equipment and material,<br>and associated services | 119.321,29                                    | 119.321,29                  | 100,00 %                          | 119.321,29                                 | 55.632,59                | 46,62%                   | 63.688,70          |
| 2500            | Meetings of administrative nature                                                                                           | 200,00                                        | 200,00                      | 100,00 %                          | 200,00                                     | 0,00                     | 0,00%                    | 200,00             |
| 2600            | Unforeseen expenditure in crisis situation                                                                                  | 0,00                                          | 0,00                        | N/A                               | 0,00                                       | 0,00                     | N/A                      | 0,00               |
|                 | TITLE 3 in detail:                                                                                                          |                                               |                             |                                   |                                            |                          |                          |                    |
| 3050            | Governing Board meetings                                                                                                    | 36.960,00                                     | 36.960,00                   | 100,00 %                          | 34.900,00                                  | 34.900,00                | 100,00%                  | 2.060,00           |
| 3070            | Transversal technical support                                                                                               | 96.657,00                                     | 96.657,00                   | 100,00 %                          | 77.492,79                                  | 66.356,79                | 85,63%                   | 30.300,21          |
| 3071            | Transversal support & services for statutory & regulatory obligations                                                       | 65.925,00                                     | 65.925,00                   | 100,00 %                          | 0,00                                       | 0,00                     | N/A                      | 65.925,00          |
| 3120            | Contribution Agreements                                                                                                     | 0,00                                          | 0,00                        | N/A                               | 0,00                                       | 0,00                     | N/A                      | 0,00               |
| 3200            | Missions, meetings, interpretation                                                                                          | 13.790,00                                     | 13.790,00                   | 100,00 %                          | 13.790,00                                  | 13.790,00                | 100,00%                  | 0,00               |
| 3240            | Pilot studies and projects                                                                                                  | 2.345.713,14                                  | 2.345.713,14                | 100,00 %                          | 1.109.760,71                               | 0,00                     | 0,00%                    | 2.345.713,14       |
| 3300            | Missions, meetings, interpretation                                                                                          | 39.955,90                                     | 39.955,90                   | 100,00 %                          | 28.035,71                                  | 25.955,30                | 92,58%                   | 14.000,60          |
| 3330            | ReferNet annual grants<br>(Specific Grant<br>Agreements)                                                                    | 894.103,71                                    | 894.103,71                  | 100,00 %                          | 867.272,07                                 | 534.090,43               | 61,58%                   | 360.013,28         |
| 3331            | ReferNet other costs                                                                                                        | 32.712,13                                     | 32.712,13                   | 100,00 %                          | 36.130,38                                  | 31.994,13                | 88,55%                   | 718,00             |
| 3340            | Pilot studies and projects                                                                                                  | 864.040,00                                    | 864.040,00                  | 100,00 %                          | 674.211,00                                 | 102.206,00               | 15,16%                   | 761.834,00         |
| 3400            | Missions, meetings, interpretation                                                                                          | 16.190,00                                     | 16.190,00                   | 100,00 %                          | 3.460,00                                   | 3.460,00                 | 100,00%                  | 12.730,00          |
| 3440            | Pilot studies and projects                                                                                                  | 399.850,00                                    | 399.850,00                  | 100,00 %                          | 282.486,40                                 | 0,00                     | 0,00%                    | 399.850,00         |
| 3500            | Missions, meetings, interpretation                                                                                          | 9.772,80                                      | 9.772,80                    | 100,00 %                          | 10.396,80                                  | 9.772,80                 | 94,00%                   | 0,00               |
| 3510            | Publications                                                                                                                | 96.862,00                                     | 96.862,00                   | 100,00 %                          | 86.136,81                                  | 65.438,97                | 75,97%                   | 31.423,03          |
| 3520            | Translations                                                                                                                | 203.750,00                                    | 203.750,00                  | 100,00 %                          | 157.189,25                                 | 150.369,25               | 95,66%                   | 53.380,75          |
| 3540            | Establishment of operational documentation                                                                                  | 79.970,45                                     | 79.970,45                   | 100,00 %                          | 78.576,66                                  | 78.360,00                | 99,72%                   | 1.610,45           |
| 3541            | Contracts for update and maintenance of databases                                                                           | 229.510,00                                    | 229.510,00                  | 100,00 %                          | 283.510,00                                 | 102.920,00               | 36,30%                   | 126.590,00         |
| 3546            | Promotional activities and public relations                                                                                 | 16.000,00                                     | 16.000,00                   | 100,00 %                          | 14.319,92                                  | 12.040,85                | 84,08%                   | 3.959,15           |

#### 4.4.3 Appropriations carried forward to 2021 (fund source C8 expressed in Euro)

The commitment appropriations corresponding to the EU subsidy (C1 appropriations) that were not consumed by payments at the end of 2020 were carried forward to 2021 (C8 appropriations).

The payment execution rate of Title I and II appropriations carried forward was 93,45 % in 2021.

Title I commitments carried forward were implemented at 83,93 %. It represents a cancellation of commitment appropriations of Euro 42.548,26. This cancellation is justified due to fact that most of the commitments were provisional and that the amounts based on estimation.

Title II commitments carried forward were implemented at 96,21 %, which is equivalent to an amount of commitment appropriations cancelled of Euro 34.688,20.

The total cancellation of commitment appropriations amounts to Euro 77.236,46, which represents 6,55 % of the total amount carried forward from 2020 to 2021 in Titles I & II.

Title III appropriations are differentiated and projects typically last for more than 12 months. Amounts committed with direct and specific contracts are usually either paid in full or carried forward to the following year (2022).

| Budget<br>Line | Description                                                                     | Appropriatio<br>n Amount<br>(1) | Commitment<br>Amount<br>(2) | Payment<br>Amount<br>(3) | %<br>Paid<br>(4)=(3)/(1) | RAL<br>(5)=(2)-(3) |
|----------------|---------------------------------------------------------------------------------|---------------------------------|-----------------------------|--------------------------|--------------------------|--------------------|
|                | TITLE 1                                                                         | 264.786,86                      | 263.921,44                  | 222.238,60               | 83,93%                   | 41.682,84          |
|                | TITLE 2                                                                         | 914.929,57                      | 901.853,94                  | 880.241,37               | 96,21%                   | 21.612,57          |
|                | TITLE 3                                                                         | 6.605.892,71                    | 6.570.122,93                | 4.083.509,72             | 61,82%                   | 2.486.613,21       |
|                | TOTAL                                                                           | 7.785.609,14                    | 7.735.898,31                | 5.185.989,69             | 66,61%                   | 2.549.908,62       |
|                | TITLE 1 in detail:                                                              |                                 |                             |                          |                          |                    |
| 1200           | Allowances and expenses on entering and leaving the service and on transfer     | 600,00                          | 340,30                      | 340,30                   | 56,72%                   | 0,00               |
| 1430           | Medical service                                                                 | 6.623,17                        | 6.448,10                    | 4.388,10                 | 66,25%                   | 2.060,00           |
| 1490           | Other expenditure                                                               | 22.622,75                       | 22.592,10                   | 22.592,10                | 99,86%                   | 0,00               |
| 1500           | Language courses, retraining and further vocational training                    | 99.350,25                       | 99.350,25                   | 65.954,85                | 66,39%                   | 33.395,40          |
| 1600           | Supplementary services by external staff or companies                           | 134.230,69                      | 134.230,69                  | 128.003,25               | 95,36%                   | 6.227,44           |
| 1700           | Receptions, events and social activities for staff                              | 1.360,00                        | 960,00                      | 960,00                   | 70,59%                   | 0,00               |
|                | TITLE 2 in detail:                                                              |                                 |                             |                          |                          |                    |
| 2000           | Rent and public utilities                                                       | 11.000,00                       | 8.090,00                    | 8.090,00                 | 73,55%                   | 0,00               |
| 2030           | Cleaning, maintenance and repair, gardening, minor construction and fitting-out | 113.391,31                      | 107.769,80                  | 107.219,80               | 94,56%                   | 550,00             |
| 2050           | Security and surveillance of the buildings                                      | 10.043,13                       | 9.030,50                    | 9.030,50                 | 89,92%                   | 0,00               |
| 2100           | Data-Processing equipment                                                       | 217.491,27                      | 216.876,47                  | 216.845,42               | 99,70%                   | 31,05              |
| 2101           | Software purchase and development, other external services                      | 231.864,03                      | 231.331,06                  | 225.384,06               | 97,21%                   | 5.947,00           |
| 2230           | Transport equipment                                                             | 267,48                          | 182,10                      | 182,10                   | 68,08%                   | 0,00               |
| 2330           | Legal expenses and damages                                                      | 32.625,00                       | 32.625,00                   | 18.070,00                | 55,39%                   | 14.555,00          |
| 2350           | Other administrative expenditure                                                | 1.500,19                        | 0,00                        | 0,00                     | 0,00%                    | 0,00               |
| 2390           | Publications and documentation of administrative nature                         | 300,00                          | 300,00                      | 0,00                     | 0,00%                    | 300,00             |
| 2400           | Postage on correspondence and delivery charges                                  | 2.994,00                        | 2.563,30                    | 2.563,30                 | 85,61%                   | 0,00               |
| 2410           | Telecommunications subscriptions and charges                                    | 1.697,34                        | 1.697,34                    | 1.697,34                 | 100,00%                  | 0,00               |
| 2411           | Purchase and installation and maintenance of                                    | 291.755,82                      | 291.388,37                  | 291.158,85               | 99,80%                   | 229,52             |

| Budget<br>Line | Description                                                              | Appropriatio<br>n Amount<br>(1) | Commitment<br>Amount<br>(2) | Payment<br>Amount<br>(3) | %<br>Paid<br>(4)=(3)/(1) | RAL<br>(5)=(2)-(3) |
|----------------|--------------------------------------------------------------------------|---------------------------------|-----------------------------|--------------------------|--------------------------|--------------------|
|                | telecommunications equipment<br>and material, and associated<br>services |                                 |                             |                          |                          |                    |
|                | TITLE 3 in detail:                                                       |                                 |                             |                          |                          |                    |
| 3070           | Transversal technical support                                            | 103.069,00                      | 101.449,00                  | 101.449,00               | 98,43%                   | 0,00               |
| 3200           | Missions, meetings, interpretation                                       | 265,10                          | 0,00                        | 0,00                     | 0,00%                    | 0,00               |
| 3240           | Pilot studies and projects                                               | 2.234.537,00                    | 2.234.537,00                | 1.564.420,21             | 70,01%                   | 670.116,79         |
| 3330           | ReferNet annual grants (Specific Grant Agreements)                       | 568.880,11                      | 550.348,34                  | 317.750,95               | 55,86%                   | 232.597,39         |
| 3331           | ReferNet other costs                                                     | 54.469,75                       | 50.807,70                   | 50.807,70                | 93,28%                   | 0,00               |
| 3340           | Pilot studies and projects                                               | 1.469.255,00                    | 1.463.655,00                | 1.014.355                | 69,04%                   | 449.300,00         |
| 3400           | Missions, meetings, interpretation                                       | 8.458,98                        | 8.021,00                    | 8.021,00                 | 94,82%                   | 0,00               |
| 3440           | Pilot studies and projects                                               | 1.774.410,80                    | 1.774.410,80                | 640.879,30               | 36,12%                   | 1.133.531,50       |
| 3510           | Publications                                                             | 78.277,06                       | 72.986,72                   | 72.476.51                | 92,59%                   | 510,21             |
| 3520           | Translations                                                             | 12.047,90                       | 12.034,00                   | 12.034,00                | 99,88%                   | 0,00               |
| 3540           | Establishment of operational documentation                               | 492,69                          | 144,05                      | 144,05                   | 29,24%                   | 0,00               |
| 3541           | Contracts for update and maintenance of databases                        | 300.030,00                      | 300.030,00                  | 300.030,00               | 100,00%                  | 0,00               |
| 3546           | Promotional activities and public relations                              | 1.699,32                        | 1.699,32                    | 1.142,00                 | 67,20%                   | 557,32             |

## 4.4.4 Internal assigned revenues (fund source C4/5) expressed in Euro

Internal assigned revenue consists of amounts returned to the Agency by beneficiaries of ReferNet grants, after the final payment amount was calculated. It also consists of refunds for schooling costs due to Covid-19 and of refund due to an ICT contract returned amount.

Amounts received in 2019 (Euro 33.514,00) and in 2020 (Euro 5.762,99) were committed and paid in 2021. The appropriations corresponding to amounts received in 2021 (Euro 45.076,90) were carried over to 2022 as C5 and will be committed and will be paid within the year.

| Remark<br>No | Description   | Appropriation<br>Amount<br>(1) | Commitment<br>Amount<br>(2) | %<br>Committed<br>(3)=(2)/(1) | Payment<br>Amount<br>(4) | %<br>Paid<br>(5)=(4)/(1) | RAL<br>(6)=(2)-(4) |
|--------------|---------------|--------------------------------|-----------------------------|-------------------------------|--------------------------|--------------------------|--------------------|
| 1            | Total Title 1 | 631,00                         | 0,00                        | 0,00 %                        | 0,00                     | 0,00 %                   | 0,00               |
| 2            | Total Title 2 | 0,00                           | 0,00                        | 0,00 %                        | 0,00                     | 0,00 %                   | 0,00               |
| 3            | Total Title 3 | 84.353,89                      | 39.276,99                   | 46,56 %                       | 39.276,99                | 46,56 %                  | 0,00               |
|              | TOTAL         | 84.984,89                      | 39.276,99                   | 46,22 %                       | 39.276,99                | 46,22 %                  | 0,00               |