

Annual Accounts

For the Financial Year

2009

Heraklion, 10 June 2010

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1 Introduction

1.1 Creation, Location and Main Goals of ENISA

The European Network and Information Security Agency (hereinafter, “ENISA”), was established by Regulation (EC) No 460/2004 of the European Parliament and of the Council of 10 March 2004 establishing the European Network and Information Security Agency. The Regulation was amended by Regulation (EC) No 1007/2008 of the European Parliament and the Council of 24 September 2008 as regards its duration. The Agency is located in Heraklion, Greece.

In 2009 the Agency’s work on network and information security pursued an updated multi annual thematic approach in order to achieve the desired results. The short-term general orientations identify the following high-level goals for the Agency:

- Building confidence in the information age through increasing the level of NIS in the EU;
- Facilitating the Internal Market for e-Communication by assisting the institutions to decide the appropriate mix of regulation and other measures (noting in particular, the important contribution the Agency can make to the Framework Directive);
- Increasing co-operation between MS in order to reduce the difference in the capability of MS in this area;
- Increasing the dialogue between the various stakeholders in the EU on NIS;
- Assisting and responding to requests for assistance from the MS

1.2 Policy area

In 2009 the Agency focused on three Multi annual thematic programs (MTPs) that are briefly described hereunder. The various activities covered are presented below.

MTP 1: Improving resilience in European eCommunication networks

Under MTP 1, ENISA supported the Member States and the European Commission in their efforts to improve resilience by “collectively evaluating and improving security and resilience in mobile and fixed public eCommunications networks and services in Europe”. ENISA has previously carried out a series of stocktaking exercises of regulatory and policy environments, of providers’ measures, and of existing technologies and standards. In 2009 ENISA continued its efforts emphasising on two main areas:

- The development of good practices and guidelines – as a result of the stocktaking and gap

analysis, ENISA developed in co-operation with stakeholders through workshops, working groups of experts and online consultations good practices and guidelines to bridge the identified gaps.

- The analysis of gaps – ENISA, based on the findings of the stock analysis, will analyse gaps in the policy and regulatory environment, in the measures and practices deployed by providers and in technologies and standards currently in use by them. The gap analysis will take under consideration trends, best practices and recommendations proposed by other organisations or constituencies in Europe or elsewhere.

MTP 2: Developing and maintaining co-operation between Member States

This MTP aims at:

- a) the identification of Europe-wide security competence circles on topics like Awareness Raising and Incident Response,
- b) the European NIS good practice Brokerage and
- c) NIS capacity building for micro enterprises.

In 2009, co-operation among Member States was developed further with the aim to improve the capabilities of all Members States and increase the overall coherence and interoperability levels. The instruments of choice for MTP to promote its goals include and enhance the establishment of cooperation models include Workshops, conferences and working groups established as cooperation models.

Main policy outputs delivered in 2009 that were made available include the developing of cooperation models and the establishment of a co-operation platform for the awareness raising community. ENISA supported the setting-up, operation and cooperation amongst CERTs (including tasks originating from Commissions CIIP communication) and it facilitated cooperation among Member States in the field of NIS by developing a Security Toolkit for intermediaries/ multiplier organisations to build NIS capacity with micro-enterprises. Several quantitative target attest to timely delivery of significant results such as the dissemination of AR “welcome” material, monthly planned coordination conference calls, translation of material previously published, broad participation of speakers and participants, sponsorship for 2 key CERT trainings, financing logistics for 2 CSIRT exercise pilots and a topical survey among CERTs in Europe.

Awareness raising is a key activity within the cooperation frameworks between Member States, that are set out by ENISA. The Establishment of a co-operation platform for the awareness raising community has set out as priority to produce an awareness raising online

portal. Additionally enhancing the awareness raising community has been achieved as the awareness raising community counts 353 members from all EU and EEA countries

Supporting setting-up, operation and cooperation amongst CERTs is yet another key activity within the scope of MTP 2.

Facilitating cooperation among Member States (and potentially other partners) in the field of NIS has been a long term goal of ENISA.

MTP 1 developed good practice guides in Information Exchanges, Incident Reporting Mechanisms, National Exercises, Providers Measures Guidelines, DNSSec, R&D priorities for future EU funded R&D Programs, Gaps in relevant standardization.

MTP 3: Identifying emerging risks for creating trust and confidence

The Agency has been working on establishing a framework that enables decision makers to better understand and assess emerging risks arising from new technologies and new applications; the expectation of the Agency is to contribute to stakeholders' trust and confidence. In 2008 the Agency developed a proof of concept of a European capacity for the evaluation of risks that may emerge in 2 to 3 years ahead, linked to a Stakeholder Forum for multi-stakeholder dialogue with public and private sector decision makers. In 2009, this proof of concept was tested and developed further. In addition, the Agency prepared position papers to express the Agency's view on emerging risks arising from new technologies and new applications. As such, this MTP has provided an antenna function for decision makers in Europe and possibly beyond.

The activity of ENISA on Identifying emerging risks for creating trust and confidence aimed at:

- Establishing of a framework that will enable decision makers to better understand and assess emerging risks arising from new applications and new technologies.
- Building a European capacity for the assessment of risks that may emerge in 2 to 3 years ahead.
- Generating a multi-disciplinary/multi-stakeholder dialogue with public and private sector decision makers.
- Delivering assessment reports to express the Agency's view on emerging risks arising from new technologies and new applications.

Other activities

In addition to the above, the Agency continued a number of horizontal activities, such as communication and outreach, secretariat of ENISA bodies, relations with external stakeholders (EU Bodies, Member States, industry, academia, consumers, International Institutions and Third Countries), measuring the uptake of ENISA deliverables, the Agency's internal capabilities, internal communication and Work Programme development. The Agency provided advice and assistance when called upon.

Finally, the Agency's administrative activities were duly carried out in line with the work program in the areas of general administration, finance, human resources, legal and procurement, as well as IT.

2 Financial Management

2.1 Financial Regulation

Article 185.1 of the General Financial Regulation adopted on 25/06/2002 (Council Regulation 1605/2002) lays down:

'The Commission shall adopt a framework financial regulation for bodies set up by the Communities and having legal personality which actually receive grants charged to the budget. The financial rules of these bodies may not depart from the framework regulation except where their specific operating needs so require and with the Commission's prior consent.'

Moreover, point 2 of the preface of the framework Financial Regulation for Community bodies referred to in Article 185 of Council Regulation No 1605/2002, adopted the 23/12/2002 (Commission Regulation 2343/2002) states:

'In order to guarantee a certain degree of consistency in these rules compared with Regulation (EC, Euratom) No 1605/2002 (hereinafter 'the general Financial Regulation') and pursuant to Article 185(1) of that Regulation, this framework Financial Regulation must lay down the rules governing the establishment, implementation and scrutiny of the budget of the said Community bodies which actually receive grants charged to the Community budget (hereinafter 'Community bodies'). It is on the basis of this framework Financial Regulation that each of those Community bodies will adopt its own financial rules, which, as indicated in the abovementioned Article 185, may depart from the framework Financial Regulation in accordance with the specific management needs of those bodies, but only with the Commission's consent.'

Following the amendment of the framework Financial Regulation, by the Commission Regulation (EC, Euratom) No 652/2008 of 9 July 2008, the Financial Regulation of ENISA was amended. The amendment was adopted by its Management Board on 09 January 2009. The Agency has applied its Financial Regulation since its adoption, together with the Implementing Rules of the General Financial Regulation (Commission Regulation 2342/2002 of 23 December 2002).

2.2 Currency

ENISA keeps its accounts in Euro.

2.3 Management Information Systems

For Management Information purposes ENISA uses ABAC Workflow for budgetary accounting and ABAC Accounting (SAP) for General Ledger accounting. Both systems are

developed, managed and supported by the European Commission, and provided to ENISA through a specific agreement.

3 The Annual Accounts for the year 2009

3.1 The Accounting Officer's Certification

The Annual Accounts of the European Network and Information Security Agency (ENISA) for the year 2009 have been prepared in accordance with Title VII of the Financial Regulation of ENISA and the accounting rules adopted by the Commission's Accounting Officer, as are to be applied by all the institutions, agencies and joint undertakings.

I hereby certify that based on the information provided by the Authorising Officer, who guaranteed its reliability, and on such checks as I deemed necessary to sign off the accounts, I have reasonable assurance that the accounts present a true and fair view of the financial position of the ENISA in all material aspects.



Michail Christidis
Accounting Officer

3.2 General

The Annual Accounts of the European Network and Information Security Agency (ENISA) include the Financial Statements and the Budget Implementation Report. The Report on Budgetary and Financial Management is a separate set of information which accompanies the annual accounts but it does not form part of them.

The Financial Statements comprise the Balance Sheet, the Economic Outturn Account, the Cash-Flow table and the Statement of Changes in Capital for the financial year 2009.

The objective of Financial Statements is to provide relevant information about the financial position, the performance and the cash flows of the entity to the users. For a public sector entity such as the ENISA, there are also other, more specific objectives such as to provide information for decision making and to demonstrate the accountability of the Agency for the resources entrusted to it.

In order to present a true and fair view, the Financial Statements must supply relevant information to describe the nature and range of the activities, explain how these activities are financed and supply definitive information on operations. In addition the Financial Statements must do so in a clear and comprehensible manner which allows comparisons between financial years. The Annual Accounts of the ENISA have been drawn up having these objectives in mind.

The accounting system of the Agency comprises of budget accounts and general accounts. The budget accounts give a detailed picture of the implementation of the budget and they are based on the modified cash accounting principle.¹ The general accounts allow for the preparation of the Financial Statements as they show all revenues and expenses for the financial year irrespective of the time they are cashed. They are designed to establish the financial position of the Agency in the form of a balance sheet and an Economic Outturn Account at 31 December each year.

The Agency applies the accrual-based accounting; therefore, the Financial Statements show all the charges and income for the financial year, regardless of the date of payment or collection.

According to Article 83 of the Financial Regulation of the ENISA, the Executive Director shall send the final Annual Accounts, together with the opinion of the Management Board,

¹ This differs from cash-based accounting because of elements such as carryovers.

to the Commission's Accounting Officer, the Court of Auditors, the European Parliament and the Council, by 1 July of the following year at the latest. The Annual Accounts, consolidated with those of the European Commission, will be published in the Official Journal of the European Union together with the statement of assurance given by the Court of Auditors by 15 November of the following year.

3.3 Balance Sheet

	Notes	31.12.2009	31.12.2008
I. Non Current Assets		396.580	373.124
Intangible fixed assets	1	34.138	45.035
Tangible fixed assets	1	362.442	328.089
II. Current Assets		3.437.593	2.638.207
Short-term receivables	2	169.384	201.513
Cash and cash equivalents	3	3.268.209	2.436.694
Total Assets		3.834.173	3.011.332
III. Non Current Liabilities		13.441	0
Long-term provision for risk and charges	4	13.441	0
IV. Current Liabilities		2.620.499	1.928.333
EC Pre-financing Received	5	1.324.500	641.325
EC Interest Payable	6	46.948	143.818
Accounts payable	7	879.117	415.538
Accrued Liabilities	8	319.934	677.652
Short-term provision for risk and charges	9	50.000	50.000
Total Liabilities		2.633.940	1.928.333
V. Net Assets		1.200.233	1.082.999
Accumulated result		1.082.999	1.443.575
Result for the year		117.234	-360.576
Total Net Assets		1.200.233	1.082.999

3.4 Economic Outturn Account

	Notes	2009	2008
Revenue from the Community Subsidy	10	7.434.025	7.713.699
Other revenue	11	54.008	0
Total Operating Revenue		7.488.033	7.713.699
Administrative expenses		-5.217.390	-5.146.114
Staff expenses	12	-4.259.042	-4.215.495
Fixed asset related expenses	13	-196.176	-162.654
Other administrative expenses	14	-762.172	-767.965
Operational expenses	15	-2.150.129	-2.925.591
Total Operating Expenses		-7.367.519	-8.071.704
Surplus/(Deficit) from Operating Activities		120.514	-358.006
Financial expenses		-2.137	-3.201
Exchange rate loss		-1.143	630
Surplus/(Deficit) from Ordinary Activities		117.234	-360.576
Economic Result for the Year		117.234	-360.576

3.5 Cash Flow Statement

	2009	2008
Surplus/(deficit) from ordinary activities	117.234	-360.576
Operating activities		
Amortization (intangible fixed assets)	20.940	19.490
Depreciation (tangible fixed assets)	175.236	143.164
Increase in Provisions for liabilities	13.441	0
Increase in Short term Receivables	-13.071	-100.157
Increase in Value reduction for doubtful debts	45.200	0
Increase in Accounts Payable	692.166	518.073
Gains on sales of Property, Plant and Equipment	-5.975	0
Net cash Flow from operating activities	1.045.172	219.994
Cash Flows from investing activities		
Purchase of tangible and intangible fixed assets	-224.257	-162.427
Proceeds from tangible and intangible assets	10.600	0
Net cash flow from investing activities	-213.657	-162.427
Net Decrease in cash and cash equivalents	831.515	57.568
Cash at the beginning of the period	2.436.694	2.379.126
Cash at the end of the period	3.268.209	2.436.694

3.6 Statement of Changes in Capital

	Reserves	Accumulated Surplus / Deficit	Economic result of the year	Capital
Balance as of 1 January 2009	0	1.443.575	-360.576	1.082.999
Allocation of the Economic Result of Previous year		-360.576	360.576	0
Economic result of the year			117.234	117.234
Balance as of 31 December 2009	0	1.082.999	117.234	1.200.233

3.7 Notes to the Financial Statements

1. Fixed assets

In accordance with the Accounting Rules set by the Accounting Officer of the European Commission, items whose purchase price or production cost is EUR 420 or more, with a period of use greater than one year, and which are not consumables are recorded in the fixed assets accounts valued at their acquisition price.

The Agency depreciates its assets for the full month as soon as the assets are put in use using the depreciation rates set by the Accounting Officer of the European Commission.

Intangible fixed assets refer to computer software.

Tangible fixed assets are divided in five categories:

- Plant and Equipment
- Computer hardware
- Furniture
- Vehicles
- Fixtures and Fittings

The fixed assets analysis as of 31 December 2009 is shown in the following table:

	Carrying Amounts			Accumulated Depreciation				Net carrying amounts 31.12.09	
	Opening Balance 01.01.09	Additions	Disposals	Closing Balance 31.12.09	Opening Balance 01.01.09	Additions	Disposals		Closing Balance 31.12.09
Computer Software	88.690	10.042		98.732	43.654	20.940		64.594	34.138
Intangible Fixed Assets	88.690	10.042		98.732	43.654	20.940		64.594	34.138
Plant and Equipment	169.852	8.069		177.921	92.286	28.964		121.250	56.671
Furniture	49.485	4.831		54.316	8.895	5.029		13.924	40.392
Vehicles	56.989		-18.500	38.489	19.134	10.778	-13.875	16.037	22.452
Computer hardware	417.130	192.100		609.230	255.583	125.448		381.031	228.199
Fixtures & Fittings	14.023	9.215		23.238	3.492	5.017		8.509	14.729
Tangible Fixed Assets	707.478	214.215	-18.500	903.193	379.389	175.236	-13.875	540.751	362.442
Total Fixed Assets	796.168	224.257	-18.500	1.001.925	423.044	196.176	-13.875	605.345	396.580

2. Short-Term receivables

The amount mainly refers to VAT receivable from the Greek Fiscal Authorities.

In short-term receivables, are also included, maintenance fees, deferred expenses and other prepaid expenses.

3. Cash and cash equivalent

In order to better accommodate its cash needs the Agency has two bank accounts, one in Belgium and one in Greece. Both bank accounts were in use at the year end and the currency for both is euro. The policy of the agency is to make payments only through bank transfers so there is no cash in hand.

4. Long-term provisions for risks and charges

The amount recognised in 2009 is related to the salary indexation for the year 2009, which is currently under debate.

5. EC Pre-financing received

The total amount as at 2009 year end represents the difference between the EC subsidy received for 2009 and the total estimated budget execution as well as the related amount for the year 2008 which was repaid to the Commission at the beginning of 2010.

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 based on article 10 of the Financial Regulation of ENISA.

6. EC interest payable

The amount represents the interest earned during the year from the cash deposits of the Agency. Based on Article 51 of the Financial Regulation of ENISA, such interest is for the benefit of the general budget.

7. Accounts payable

The amount refers to invoices received before the year end for goods or services. Invoices that are received during the closing period are paid next year.

8. Accrued liabilities

The amount refers to invoices that were issued in 2010 for goods and services received in 2009.

It also includes staff related expenditure (retained taxes, pension contributions etc) which had been incurred by ENISA, but the respective debit notes had not been received until the year end.

Finally, it includes the estimated mission expenses and other types of reimbursement for which no claim had been submitted until the year end.

9. Short-term provisions

The amount refers to provisions for legal expenses, related to legal cases still pending at year end. Developments are presented in Note 18.

10. Community Subsidy

The European Communities subsidy was the main source of revenue for the period.

11. Other Revenue

In 2009, the Agency included in other revenues an amount representing a recovery of annual costs for translation services, received from the Translation Center in Luxemburg in December 2009, as well as a net gain from the sale of one tangible asset.

12. Staff expenses

Staff expenses can be further analysed as follows:

Staff Expenses	2009	2008
Basic salaries	2.463.202	2.444.842
Expatriation allowances	380.402	379.523
Family allowances	343.893	286.726
Contract Agents	281.226	298.299
Seconded National Experts (SNEs)	198.378	226.707
Annual Travel Expenses	141.788	132.837
Sickness Insurance	122.271	98.629
Installation and Resettlement Allowance	114.170	88.014
Daily Subsistence Allowance	62.819	45.313
Removal Expenses	59.523	162.387
Other Staff Expenses	38.721	15.260
Unemployment Insurance	38.613	36.165
Provision for salary indexation	13.441	0
Other Allowances and Refunding	595	793
Total	4.259.042	4.215.495

NB: In 2009, the removal expenses, installation and resettlement allowances, and daily subsistence allowances have been reported under Staff expenses, instead of Administrative expenses. For comparability purposes, the 2008 amounts were reclassified accordingly.

13. Fixed asset related expenses

Fixed asset related expenses refer to the depreciation charges for the year, as presented in Note 1.

14. Administrative Expenses

Administrative expenses can be further analysed as follows:

Administrative Expenses	2009	2008
Interim Agents service	97.151	162.250
Cleaning and maintenance	91.299	39.480
Telecommunications	86.392	98.847
Training	82.568	58.947
Travel expenses in interviewing candidates	71.916	34.439
ICT Maintenance and Consultancies	57.094	38.345
ICT Hardware	47.059	12.097
Value reductions of doubtful debtors	45.200	0
Security Services	36.160	95.400
ICT Software	30.680	41.702
EC Management Costs	26.711	30.914
Consultants	23.436	6.237
Other Administrative Expenses	19.364	47.206
Stationary	16.828	32.738
Post	14.653	49.795
Rent and Utility costs	9.478	8.142
Fixtures and Fittings	6.183	11.426
Total	762.172	767.965

NB: In 2009, certain reclassifications have been done to staff expenses (see Note 12).

15. Operational Expenses

Operational expenses can be further analysed as follows:

Operational Expenses	2009	2008
Security Technologies	326.607	63.634
Risk Management	267.393	349.872
Technical Department Missions	261.501	164.999
Security Policies	174.118	293.054
Publications and Information Materials	114.901	86.525
Communication plan	112.546	109.706
Internal audit capability	109.000	253.874
Computer Incident and Response Handling	103.488	154.494
Management Board	102.133	89.450
Services of the CDT in Luxembourg	97.878	292.937
Other Operational Expenses	94.594	165.245
Permanent Stakeholders Group	81.274	122.398
Awareness Raising	64.148	49.665
Conferences and Joint Events	57.238	172.640
Cooperation Department Missions	55.419	237.741
Administration Department Missions	46.525	60.380
Executive Director Office Missions	44.065	91.457
Relations with EU Bodies and Member States	37.301	114.611
Working Groups	0	52.910
Total	2.150.129	2.925.591

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.

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. For 2009, ENISA staff contributed 10,90% of their basic salary to the pension scheme and an additional 21,80% contribution was made by the European Commission. The cost undertaken by the European Commission is not presented on the ENISA's accounts.

Future benefits payable to ENISA 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.

18. Subsequent events

In February 2010, the Civil Service Tribunal has rendered a judgement on the case pending on 31/12/2009. The application of the plaintiff was dismissed in its entirety. An appeal against the judgement is still possible; therefore the provision for legal cases was retained in the accounts of 2009.

19. Reconciliation of Accrual based result with the budgetary result

The Reconciliation of Accrual based result with the budgetary result is shown in the table below.

Reconciliation of the accrual based result with the budget result		
	sign	amount
	+/-	
Economic result (- for loss) as per Economic Outturn Account	+/-	117.233,72
<i>Adjustment for accrual items (items not in the budgetary result but included in the economic result)</i>		
Adjustments for Accrual Cut-off (reversal 31.12.2008)	-	-842.185,64
Adjustments for Accrual Cut-off (cut- off 31.12.2009)	+	553.382,29
Depreciation of intangible and tangible fixed assets	+	196.176,28
Provisions	+	13.441,44
Value reductions	+	45.200,47
Payments made from carry over of payment appropriations	+	1.469.698,23
Other – increase in deferred charges and gain from asset disposal	+/-	4.642,29
Exchange rate differences	+/-	1.142,90
<i>Adjustment for budgetary items (item included in the budgetary result but not in the economic result)</i>		
Asset acquisitions (less unpaid amounts)	-	-207.174,17
New pre-financing received in the year 2009 and remaining open as at 31.12.2009	+	683.174,65
Payment appropriations carried over to 2010	-	-1.519.846,70
Cancellation of unused carried over payment appropriations from previous year	+	170.826,12
Other reconciling items	+/-	-2.537,23
total		683.174,65
Budgetary result (+ for surplus)		683.174,65
Delta not explained		0,00

3.8 Accounting principles, rules and methods

Based on Article 78 of the Financial Regulation of ENISA, the financial statements are drawn up in accordance with the generally accepted accounting principles specified in the detailed rules for implementing the general Financial Regulation, namely:

- a) going concern basis;
- b) prudence;
- c) consistent accounting methods;
- d) comparability of information;
- e) materiality;
- f) no netting;
- g) reality over appearance;
- h) accrual-based accounting

Fixed assets

Fixed assets are stated at historical cost. 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. All other repair and maintenance costs are charged to the economic outturn account during the financial period in which they are incurred.

Items recognised in the accounts with a value lower than EUR 420 are considered as expenses and they are included in the Economic Outturn Account.

Depreciation charge is calculated using the straight line method in order to allocate depreciation cost to the assets' residual values over their estimated useful lives, as follows:

Type of asset	Depreciation rate
Intangible assets	25%
Plant, machinery and equipment	25%
Furniture	10%

Fixtures and fittings	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 economic outturn account.

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.

Receivables

Receivables are carried at original invoice amount less write-down for impairment. A write-down for impairment of receivables is established when there is objective evidence that the Agency will not be able to collect all amounts due, according to the original terms of receivables.

Cash & cash equivalents

Cash and cash equivalents include only cash in bank.

Use of estimates

In accordance with generally accepted accounting principles, the Financial Statements necessarily include amounts based on estimates and assumptions 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.

Report on implementation of the budget

3.9 Budget outturn account

	2009	2008
REVENUE		
Commission subsidy (for the operating budget -Titles 1,2 and 3)	7.930.000	8.160.000
Phare funds from Commission		
Other contributions and funding received via the Commission	187.200	195.024
Other donors		
Fee income		
Other revenue	58.633	
TOTAL REVENUE (a)	8.175.833	8.355.024
EXPENDITURE		
<i>Title I: Staff</i>		
Payments	4.473.505	4.434.506
Appropriations carried over	369.687	141.834
<i>Title II: Administrative Expenses</i>		
Payments	352.466	425.705
Appropriations carried over	139.517	334.405
<i>Title III: Operating Expenditure *)</i>		
Payments	1.316.524	1.503.408
Appropriations carried over	1.010.643	1.164.285
TOTAL EXPENDITURE (b)	7.662.341	8.004.143
OUTTURN FOR THE FINANCIAL YEAR (a-b)	513.491	350.881
Cancellation of unused payment appropriations carried over from previous year	170.826	291.074
Adjustment for carry-over from assigned revenue		
Exchange differences for the year (gain +/-loss -)	-1.143	-630
BALANCE OF THE OUTTURN ACCOUNT FOR THE FINANCIAL YEAR	683.175	641.325
Balance year 2008	641.325	146.571
Positive balance from year 2008 reimbursed in year 2009 to the Commission		-146.571
Result used for determining amounts in general accounting	1.324.500	641.325
Commission subsidy - agency registers accrued revenue	6.604.357	7.518.675
Pre-financing remaining open to be reimbursed by agency to Commission in 2010	1.324.500	641.325

Not included in the budget outturn:

Interest received by 31/12/09 on the Commission subsidy funds	46.948	143.818
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3.10 Budget Execution Report

EXPENDITURE COMMITTED IN 2009 AND PAID IN 2009 – C1

Budget Line	Budget Line Description	Commitment Appropriation (1)	Executed Commitment (2)	% Committed (3)=(2)/(1)	Executed Payment (4)	% Paid (5)=(4)/(1)	RAL (6)=(2)-(4)
1100	Basic salaries	2.542.000,00	2.493.257,66	98,08%	2.493.257,66	98,08%	0,00
1101	Family allowances	355.000,00	343.893,24	96,87%	343.893,24	96,87%	0,00
1102	Expatriation and foreign residence allowances	388.000,00	380.401,67	98,04%	380.401,67	98,04%	0,00
	Total Article 110	3.285.000,00	3.217.552,57	97,95%	3.217.552,57	97,95%	0,00
1110	Contract Agents	287.000,00	281.225,55	97,99%	281.225,55	97,99%	0,00
1113	National Seconded Experts (SNEs)	203.000,00	198.378,04	97,72%	198.378,04	97,72%	0,00
	Total Article 111	490.000,00	479.603,59	97,88%	479.603,59	97,88%	0,00
1120	Insurance against sickness	102.500,00	101.191,12	98,72%	101.191,12	98,72%	0,00
1121	Insurance against occupational disease and accidents	26.000,00	21.079,81	81,08%	21.079,81	81,08%	0,00
1122	Insurance against unemployment	49.000,00	37.293,54	76,11%	37.293,54	76,11%	0,00
	Total Article 112	177.500,00	159.564,47	89,90%	159.564,47	89,90%	0,00
1130	Childbirth allowances and death grants	1.000,00	594,93	59,49%	594,93	59,49%	0,00
1131	Annual travel expenses from the place of work to origin	153.000,00	152.719,01	99,82%	152.719,01	99,82%	0,00
	Total Article 113	154.000,00	153.313,94	99,55%	153.313,94	99,55%	0,00
	Total Chapter 11	4.106.500,00	4.010.034,57	97,65%	4.010.034,57	97,65%	0,00
1200	Travel expenses in interviewing candidates	115.000,00	72.855,07	63,35%	12.813,39	11,14%	60.041,68
	Total Article 120	115.000,00	72.855,07	63,35%	12.813,39	11,14%	60.041,68
1210	Travel expenses on taking up duties and on end of contract	27.000,00	11.912,05	44,12%	11.912,05	44,12%	0,00
1211	Installation, resettlement and transfer allowances	112.000,00	102.257,62	91,30%	102.257,62	91,30%	0,00
1212	Removal expenses	96.300,00	53.138,53	55,18%	39.870,03	41,40%	13.268,50
1213	Daily subsistence allowances	64.000,00	62.819,31	98,16%	62.819,31	98,16%	0,00
	Total Article 121	299.300,00	230.127,51	76,89%	216.859,01	72,46%	13.268,50
	Total Chapter 12	414.300,00	302.982,58	73,13%	229.672,40	55,44%	73.310,18
1310	Medical service : annual medical check ups and small medical interventions	30.000,00	26.723,64	89,08%	19.980,22	66,60%	6.743,42
	Total Article 131	30.000,00	26.723,64	89,08%	19.980,22	66,60%	6.743,42
1320	Language courses, training and further vocational training	125.000,00	99.415,75	79,53%	47.626,94	38,10%	51.788,81
	Total Article 132	125.000,00	99.415,75	79,53%	47.626,94	38,10%	51.788,81
	Total Chapter 13	155.000,00	126.139,39	81,38%	67.607,16	43,62%	58.532,23
1400	E. Commission management costs	35.000,00	28.711,00	82,03%	26.711,00	76,32%	2.000,00
	Total Article 140	35.000,00	28.711,00	82,03%	26.711,00	76,32%	2.000,00
1410	Special Assistance grants	26.200,00	25.506,50	97,35%	10.706,50	40,86%	14.800,00
1411	Other welfare expenditure	8.000,00	7.899,91	98,75%	7.899,91	98,75%	0,00
	Total Article 141	34.200,00	33.406,41	97,68%	18.606,41	54,40%	14.800,00
1420	Interim service	137.000,00	117.119,07	85,49%	95.893,84	70,00%	21.225,23
1421	Consultants	248.000,00	224.798,18	90,64%	24.979,18	10,07%	199.819,00

	Total Article 142	385.000,00	341.917,25	88,81%	120.873,02	31,40%	221.044,23
	Total Chapter 14	454.200,00	404.034,66	88,96%	166.190,43	36,59%	237.844,23
	Total Title 1	5.130.000,00	4.843.191,20	94,41%	4.473.504,56	87,20%	369.686,64
2000	Rent and Utility costs	10.000,00	9.600,00	96,00%	9.600,00	96,00%	0,00
2002	Insurance	3.200,00	3.191,09	99,72%	3.191,09	99,72%	0,00
2003	Water, gas, electricity and heating	10.500,00	10.500,00	100,00%	7.979,07	75,99%	2.520,93
2004	Cleaning and maintenance	37.000,00	36.348,00	98,24%	33.240,00	89,84%	3.108,00
2005	Fixtures and Fittings	13.000,00	12.933,01	99,48%	7.833,01	60,25%	5.100,00
2006	Security equipment	7.000,00	3.568,65	50,98%	3.568,65	50,98%	0,00
2007	Security services	92.000,00	90.360,00	98,22%	82.830,00	90,03%	7.530,00
	Total Article 200	172.700,00	166.500,75	96,41%	148.241,82	85,84%	18.258,93
	Total Chapter 20	172.700,00	166.500,75	96,41%	148.241,82	85,84%	18.258,93
2100	Technical Equipment	7.000,00	4.500,00	64,29%	0,00	0,00%	4.500,00
2101	Technical Services	0,00	0,00	0,00%	0,00	0,00%	0,00
2102	Maintenance, utilisation and repairs	0,00	0,00	0,00%	0,00	0,00%	0,00
	Total Article 210	7.000,00	4.500,00	64,29%	0,00	0,00%	4.500,00
2110	Purchase	10.000,00	9.566,20	95,66%	9.566,20	95,66%	0,00
2112	Maintenance and repairs	0,00	0,00	0,00%	0,00	0,00%	0,00
	Total Article 211	10.000,00	9.566,20	95,66%	9.566,20	95,66%	0,00
2121	Maintenance, use and repair and other expenditures of transport equipment	200,00	189,01	94,51%	189,01	94,51%	0,00
2122	Car insurance	3.000,00	2.237,50	74,58%	2.237,50	74,58%	0,00
2123	Fuel expenses	4.000,00	3.420,84	85,52%	2.770,84	69,27%	650,00
	Total Article 212	7.200,00	5.847,35	81,21%	5.197,35	72,19%	650,00
2130	Library expenses, purchase of books, subscription to newspapers and periodicals	19.500,00	19.112,57	98,01%	6.539,05	33,53%	12.573,52
	Total Article 213	19.500,00	19.112,57	98,01%	6.539,05	33,53%	12.573,52
	Total Chapter 21	43.700,00	39.026,12	89,30%	21.302,60	48,75%	17.723,52
2200	Stationary	21.000,00	14.181,76	67,53%	10.362,16	49,34%	3.819,60
2201	Postal	25.000,00	17.208,40	68,83%	13.208,40	52,83%	4.000,00
2202	Telecommunications	90.000,00	90.000,00	100,00%	69.895,62	77,66%	20.104,38
2203	Other office supplies	3.000,00	1.903,36	63,45%	1.903,36	63,45%	0,00
	Total Article 220	139.000,00	123.293,52	88,70%	95.369,54	68,61%	27.923,98
2210	Bank charges and interest pay received	5.000,00	3.000,00	60,00%	0,00	0,00%	3.000,00
	Total Article 221	5.000,00	3.000,00	60,00%	0,00	0,00%	3.000,00
2250	Departmental removals and associated handling	1.000,00	0,00	0,00%	0,00	0,00%	0,00
	Total Article 225	1.000,00	0,00	0,00%	0,00	0,00%	0,00
	Total Chapter 22	145.000,00	126.293,52	87,10%	95.369,54	65,77%	30.923,98
2300	IT hardware	34.250,00	30.651,46	89,49%	3.573,67	10,43%	27.077,79
2301	IT software (operating system)	26.950,00	24.609,79	91,32%	22.206,72	82,40%	2.403,07
2302	Maintenance & Consultancy Fees	107.000,00	104.901,89	98,04%	61.771,89	57,73%	43.130,00
	Total Article 230	168.200,00	160.163,14	95,22%	87.552,28	52,05%	72.610,86
	Total Chapter 23	168.200,00	160.163,14	95,22%	87.552,28	52,05%	72.610,86
	Total Title 2	529.600,00	491.983,53	92,90%	352.466,24	66,55%	139.517,29
3000	Permanent Stakeholders Group	83.300,00	83.274,14	99,97%	83.274,14	99,97%	0,00
3001	Working Groups	0,00	0,00	0,00%	0,00	0,00%	0,00
3002	Other operational meetings	11.300,00	11.116,86	98,38%	11.116,86	98,38%	0,00
3003	Management Board	111.200,00	110.413,78	99,29%	106.713,78	95,97%	3.700,00
3005	Executive Director Office Meetings	2.500,00	1.804,86	72,19%	1.804,86	72,19%	0,00
	Total Article 300	208.300,00	206.609,64	99,19%	202.909,64	97,41%	3.700,00

3011	Entertainment and Representation expenses	1.500,00	735,90	49,06%	735,90	49,06%	0,00
3012	Cooperation Department Missions	59.700,00	59.588,15	99,81%	59.588,15	99,81%	0,00
3013	Technical Department Missions	264.100,00	264.060,81	99,99%	245.768,84	93,06%	18.291,97
3014	Administration Department Missions	48.500,00	48.500,00	100,00%	46.184,34	95,23%	2.315,66
3015	Executive Director Office Missions	46.300,00	46.262,56	99,92%	42.762,56	92,36%	3.500,00
	Total Article 301	420.100,00	419.147,42	99,77%	395.039,79	94,03%	24.107,63
	Total Chapter 30	628.400,00	625.757,06	99,58%	597.949,43	95,15%	27.807,63
3200	Conferences and Joint Events	65.100,00	65.038,29	99,91%	57.238,29	87,92%	7.800,00
	Total Article 320	65.100,00	65.038,29	99,91%	57.238,29	87,92%	7.800,00
3210	Communication Plan	137.100,00	137.054,62	99,97%	64.464,62	47,02%	72.590,00
3211	Publications and Information Materials	49.300,00	49.207,50	99,81%	31.228,81	63,34%	17.978,69
	Total Article 321	186.400,00	186.262,12	99,93%	95.693,43	51,34%	90.568,69
3220	Web-site Development	4.500,00	4.500,00	100,00%	4.500,00	100,00%	0,00
	Total Article 322	4.500,00	4.500,00	100,00%	4.500,00	100,00%	0,00
3230	Services of the CDT in Luxembourg	203.500,00	203.500,00	100,00%	90.325,86	44,39%	113.174,14
	Total Article 323	203.500,00	203.500,00	100,00%	90.325,86	44,39%	113.174,14
	Total Chapter 32	459.500,00	459.300,41	99,96%	247.757,58	53,92%	211.542,83
3300	Computer Incident and Response Handling	92.000,00	91.946,00	99,94%	91.946,00	99,94%	0,00
	Total Article 330	92.000,00	91.946,00	99,94%	91.946,00	99,94%	0,00
3310	Awareness Raising	61.000,00	61.000,00	100,00%	58.358,37	95,67%	2.641,63
	Total Article 331	61.000,00	61.000,00	100,00%	58.358,37	95,67%	2.641,63
3320	Relations with EU Bodies and Member States	99.600,00	99.562,48	99,96%	21.257,48	21,34%	78.305,00
	Total Article 332	99.600,00	99.562,48	99,96%	21.257,48	21,34%	78.305,00
3330	Relations with the Industry and International Institutions	84.250,00	84.112,05	99,84%	39.872,00	47,33%	44.240,05
	Total Article 333	84.250,00	84.112,05	99,84%	39.872,00	47,33%	44.240,05
	Total Chapter 33	336.850,00	336.620,53	99,93%	211.433,85	62,77%	125.186,68
3400	Internal Audit Capability	0,00	0,00	0,00%	0,00	0,00%	0,00
	Total Article 340	0,00	0,00	0,00%	0,00	0,00%	0,00
	Total Chapter 34	0,00	0,00	0,00%	0,00	0,00%	0,00
3500	Risk Management	274.250,00	236.905,17	86,38%	54.673,04	19,94%	182.232,13
	Total Article 350	274.250,00	236.905,17	86,38%	54.673,04	19,94%	182.232,13
3510	Security Policies	465.200,00	375.197,09	80,65%	115.231,09	24,77%	259.966,00
	Total Article 351	465.200,00	375.197,09	80,65%	115.231,09	24,77%	259.966,00
3520	Security Technologies	293.400,00	293.386,58	100,00%	89.479,08	30,50%	203.907,50
	Total Article 352	293.400,00	293.386,58	100,00%	89.479,08	30,50%	203.907,50
3530	Technology Cabinet	0,00	0,00	0,00%	0,00	0,00%	0,00
	Total Article 353	0,00	0,00	0,00%	0,00	0,00%	0,00
	Total Chapter 35	1.032.850,00	905.488,84	87,67%	259.383,21	25,11%	646.105,63
	Total Title 3	2.457.600,00	2.327.166,84	94,69%	1.316.524,07	53,57%	1.010.642,77
	GRAND TOTAL	8.117.200,00	7.662.341,57	94,40%	6.142.494,87	75,67%	1.519.846,70

EXPENDITURE COMMITTED IN 2008 AND PAID IN 2009 – C8

Budget Line	Budget Line Description	Commitment Appropriation (1)	Executed Commitment (2)	% Committed (3)=(2)/(1)	Executed Payment (4)	% Paid (5)=(4)/(1)	RAL (6)=(2)-(4)
1100	Basic salaries	0,00	0,00	0,00%	0,00	0,00%	0,00
1101	Family allowances	0,00	0,00	0,00%	0,00	0,00%	0,00
1102	Expatriation and foreign residence allowances	0,00	0,00	0,00%	0,00	0,00%	0,00
	Total Article 110	0,00	0,00	0,00%	0,00	0,00%	0,00
1110	Contract Agents	0,00	0,00	0,00%	0,00	0,00%	0,00
1113	National Seconded Experts (SNEs)	0,00	0,00	0,00%	0,00	0,00%	0,00
	Total Article 111	0,00	0,00	0,00%	0,00	0,00%	0,00
1120	Insurance againsts sickness	0,00	0,00	0,00%	0,00	0,00%	0,00
1121	Insurance againsts occupational disease and accidents	0,00	0,00	0,00%	0,00	0,00%	0,00
1122	Insurance againsts unemployment	0,00	0,00	0,00%	0,00	0,00%	0,00
	Total Article 112	0,00	0,00	0,00%	0,00	0,00%	0,00
1130	Childbirth allowances and death grants	0,00	0,00	0,00%	0,00	0,00%	0,00
1131	Annual travel expenses from the place of work to origin	0,00	0,00	0,00%	0,00	0,00%	0,00
	Total Article 113	0,00	0,00	0,00%	0,00	0,00%	0,00
	Total Chapter 11	0,00	0,00	0,00%	0,00	0,00%	0,00
1200	Travel expenses in interviewing candidates	6.500,00	5.561,23	85,56%	5.561,23	85,56%	0,00
	Total Article 120	6.500,00	5.561,23	85,56%	5.561,23	85,56%	0,00
1210	Travel expenses on taking up duties and on end of contract	0,00	0,00	0,00%	0,00	0,00%	0,00
1211	Installation, resettlement and transfer allowances	0,00	0,00	0,00%	0,00	0,00%	0,00
1212	Removal expenses	23.415,50	19.653,36	83,93%	19.653,36	83,93%	0,00
1213	Daily subsistence allowances	0,00	0,00	0,00%	0,00	0,00%	0,00
	Total Article 121	23.415,50	19.653,36	83,93%	19.653,36	83,93%	0,00
	Total Chapter 12	29.915,50	25.214,59	84,29%	25.214,59	84,29%	0,00
1310	Medical service : annual medical check ups and small medical interventions	9.670,40	6.114,92	63,23%	6.114,92	63,23%	0,00
	Total Article 131	9.670,40	6.114,92	63,23%	6.114,92	63,23%	0,00
1320	Language courses, training and further vocational training	52.398,03	43.207,14	82,46%	43.207,14	82,46%	0,00
	Total Article 132	52.398,03	43.207,14	82,46%	43.207,14	82,46%	0,00
	Total Chapter 13	62.068,43	49.322,06	79,46%	49.322,06	79,46%	0,00
1400	E. Commission management costs	0,00	0,00	0,00%	0,00	0,00%	0,00
	Total Article 140	0,00	0,00	0,00%	0,00	0,00%	0,00

1410	Special Assistance grants	0,00	0,00	0,00%	0,00	0,00%	0,00
	Total Article 141	0,00	0,00	0,00%	0,00	0,00%	0,00
1420	Interim service	46.850,31	40.349,47	86,12%	40.349,47	86,12%	0,00
1421	Consultants	3.000,00	1.617,00	53,90%	1.617,00	53,90%	0,00
	Total Article 142	49.850,31	41.966,47	84,18%	41.966,47	84,18%	0,00
	Total Chapter 14	49.850,31	41.966,47	84,18%	41.966,47	84,18%	0,00
	Total Title 1	141.834,24	116.503,12	82,14%	116.503,12	82,14%	0,00
2000	Rent and Utility Cost	10.000,00	0,00	0,00%	0,00	0,00%	0,00
2002	Insurance	0,00	0,00	0,00%	0,00	0,00%	0,00
2003	Water, gas, electricity and heating	1.877,96	1.499,22	79,83%	1.499,22	79,83%	0,00
2004	Cleaning and maintenance	2.920,00	2.920,00	100,00%	2.920,00	100,00%	0,00
2005	Fixtures and Fittings	6.107,50	3.465,50	56,74%	3.465,50	56,74%	0,00
2006	Security equipment	264,00	0,00	0,00%	0,00	0,00%	0,00
2007	Security services	9.717,90	9.568,80	98,47%	9.568,80	98,47%	0,00
	Total Article 200	30.887,36	17.453,52	56,51%	17.453,52	56,51%	0,00
	Total Chapter 20	30.887,36	17.453,52	56,51%	17.453,52	56,51%	0,00
2100	Technical Equipment	0,00	0,00	0,00%	0,00	0,00%	0,00
2101	Technical Services	0,00	0,00	0,00%	0,00	0,00%	0,00
2102	Maintenance, utilisation and repairs	0,00	0,00	0,00%	0,00	0,00%	0,00
	Total Article 210	0,00	0,00	0,00%	0,00	0,00%	0,00
2110	Purchase	0,00	0,00	0,00%	0,00	0,00%	0,00
2112	Maintenance and repairs	0,00	0,00	0,00%	0,00	0,00%	0,00
	Total Article 211	0,00	0,00	0,00%	0,00	0,00%	0,00
2121	Maintenance, use and repair and other expenditures of transport equipment	0,00	0,00	0,00%	0,00	0,00%	0,00
2122	Car insurance	0,00	0,00	0,00%	0,00	0,00%	0,00
2123	Fuel expenses	616,49	246,00	39,90%	246,00	39,90%	0,00
	Total Article 212	616,49	246,00	39,90%	246,00	39,90%	0,00
2130	Library expenses, purchase of books, subscription to newspapers and periodicals	729,70	729,70	100,00%	729,70	100,00%	0,00
	Total Article 213	729,70	729,70	100,00%	729,70	100,00%	0,00
	Total Chapter 21	1.346,19	975,70	72,48%	975,70	72,48%	0,00
2200	Stationary	7.153,09	6.465,97	90,39%	6.465,97	90,39%	0,00
2201	Postal	2.693,95	1.444,20	53,61%	1.444,20	53,61%	0,00
2202	Telecommunications	30.235,99	23.264,13	76,94%	23.264,13	76,94%	0,00
2203	Other office supplies	0,00	0,00	0,00%	0,00	0,00%	0,00
	Total Article 220	40.083,03	31.174,30	77,77%	31.174,30	77,77%	0,00
2210	Bank charges and interest pay received	4.867,23	3.200,64	65,76%	3.200,64	65,76%	0,00
	Total Article 221	4.867,23	3.200,64	65,76%	3.200,64	65,76%	0,00
2250	departmental removals and associated handling	0,00	0,00	0,00%	0,00	0,00%	0,00
	Total Article 225	0,00	0,00	0,00%	0,00	0,00%	0,00
	Total Chapter 22	44.950,26	34.374,94	76,47%	34.374,94	76,47%	0,00
2300	IT hardware	183.409,39	182.491,39	99,50%	182.491,39	99,50%	0,00
2301	IT software (operating system)	18.825,74	18.515,77	98,35%	18.515,77	98,35%	0,00

2302	Maintenance & Consultancy Fees	54.986,52	54.986,52	100,00%	54.986,52	100,00%	0,00
	Total Article 230	257.221,65	255.993,68	99,52%	255.993,68	99,52%	0,00
	Total Chapter 23	257.221,65	255.993,68	99,52%	255.993,68	99,52%	0,00
	Total Title 2	334.405,46	308.797,84	92,34%	308.797,84	92,34%	0,00
3000	Permanent Stakeholders Group	8.670,34	6.670,34	76,93%	6.670,34	76,93%	0,00
3001	Working Groups	639,30	639,30	100,00%	639,30	100,00%	0,00
3002	Other operational meetings	1.200,09	1.200,09	100,00%	1.200,09	100,00%	0,00
3003	Management Board	8.487,04	3.906,54	46,03%	3.906,54	46,03%	0,00
3005	Executive Director Office Meetings	1.740,00	1.740,00	100,00%	1.740,00	100,00%	0,00
	Total Article 300	20.736,77	14.156,27	68,27%	14.156,27	68,27%	0,00
3011	Entertainment and Representation expenses	1.045,00	1.045,00	100,00%	1.045,00	100,00%	0,00
3012	Cooperation Department Missions	11.936,48	7.767,66	65,07%	7.767,66	65,07%	0,00
3013	Technical Department Missions	8.226,50	5.666,78	68,88%	5.666,78	68,88%	0,00
3014	Administration Department Missions	8.229,78	6.255,13	76,01%	6.255,13	76,01%	0,00
3015	Executive Director Office Missions	6.730,27	4.533,11	67,35%	4.533,11	67,35%	0,00
	Total Article 301	36.168,03	25.267,68	69,86%	25.267,68	69,86%	0,00
	Total Chapter 30	56.904,80	39.423,95	69,28%	39.423,95	69,28%	0,00
3200	Conferences and Joint Events	16.530,02	13.530,02	81,85%	13.530,02	81,85%	0,00
	Total Article 320	16.530,02	13.530,02	81,85%	13.530,02	81,85%	0,00
3210	Communication Plan	61.130,50	49.211,50	80,50%	49.211,50	80,50%	0,00
3211	Publications and Information Materials	109.906,54	103.173,68	93,87%	103.173,68	93,87%	0,00
	Total Article 321	171.037,04	152.385,18	89,09%	152.385,18	89,09%	0,00
3220	Web-site Development	25.000,00	25.000,00	100,00%	25.000,00	100,00%	0,00
	Total Article 322	25.000,00	25.000,00	100,00%	25.000,00	100,00%	0,00
3230	Services of the CDT in Luxembourg	6.350,00	3.298,84	51,95%	3.298,84	51,95%	0,00
	Total Article 323	6.350,00	3.298,84	51,95%	3.298,84	51,95%	0,00
	Total Chapter 32	218.917,06	194.214,04	88,72%	194.214,04	88,72%	0,00
3300	Computer Incident and Response Handling	23.269,19	19.543,00	83,99%	19.543,00	83,99%	0,00
	Total Article 330	23.269,19	19.543,00	83,99%	19.543,00	83,99%	0,00
3310	Awareness Raising	16.956,60	16.955,44	99,99%	16.955,44	99,99%	0,00
	Total Article 331	16.956,60	16.955,44	99,99%	16.955,44	99,99%	0,00
3320	Relations with EU Bodies and Member States	170.441,00	136.245,91	79,94%	136.245,91	79,94%	0,00
	Total Article 332	170.441,00	136.245,91	79,94%	136.245,91	79,94%	0,00
	Total Chapter 33	210.666,79	172.744,35	82,00%	172.744,35	82,00%	0,00
3400	Internal Audit Capability	114.500,00	109.000,00	95,20%	109.000,00	95,20%	0,00
	Total Article 340	114.500,00	109.000,00	95,20%	109.000,00	95,20%	0,00
	Total Chapter 34	114.500,00	109.000,00	95,20%	109.000,00	95,20%	0,00
3500	Risk Management	260.460,00	240.890,04	92,49%	240.890,04	92,49%	0,00
	Total Article 350	260.460,00	240.890,04	92,49%	240.890,04	92,49%	0,00
3510	Security Policies	193.236,00	193.236,00	100,00%	193.236,00	100,00%	0,00
	Total Article 351	193.236,00	193.236,00	100,00%	193.236,00	100,00%	0,00
3520	Security Technologies	109.600,00	94.888,89	86,58%	94.888,89	86,58%	0,00
	Total Article 352	109.600,00	94.888,89	86,58%	94.888,89	86,58%	0,00
3530	Technology Cabinet	0,00	0,00	0,00%	0,00	0,00%	0,00

Total Article 353	0,00	0,00	0,00%	0,00	0,00%	0,00
Total Chapter 35	563.296,00	529.014,93	93,91%	529.014,93	93,91%	0,00
Total Title 3	1.164.284,65	1.044.397,27	89,70%	1.044.397,27	89,70%	0,00
GRAND TOTAL	1.640.524,35	1.469.698,23	89,59%	1.469.698,23	89,59%	0,00

3.11 Budgetary principles

The establishment and implementation of the budget of the European Network and Information Security Agency are governed by the following basic principles:

- (a) Unity and Budget Accuracy:
All expenditure and revenue must be incorporated in a single budget document, must be booked on a budget line and expenditure must not exceed authorised appropriations;
- (b) Universality:
This principle comprises two rules:
 - the rule of non-assignment, meaning that budget revenue must not be earmarked for specific items of expenditure (total revenue must cover total expenditure);
 - the gross budget rule, meaning that revenue and expenditure are entered in full in the budget without any adjustment against each other;
- (c) Annuality:
The appropriations entered are authorised for a single year and must therefore be used during that year;
- (d) Equilibrium:
The revenue and expenditure shown in the budget must be in balance (estimated revenue must equal payment appropriations);
- (e) Specification:
Each appropriation is assigned to a specific purpose and a specific objective;
- (f) Unit of account:
The budget is drawn up and implemented in euro and the accounts are presented in euro;
- (g) Sound Financial Management:
Budget appropriations are used in accordance with the principle of sound financial management, namely in accordance with the principles of economy, efficiency and effectiveness;
- (h) Transparency:
The budget is established and implemented and the accounts presented in compliance with the principle of transparency - the budget and amending budgets are published in the Official Journal of the European Communities.

4 Report on budgetary and financial management

4.1 Accounting and Finance functions

The key objectives in 2009 relating to Accounting and Finance were the following:

- Ensure that the Budgetary and Financial Reporting Management systems perform properly
- Execute the budget of the Agency and monitor its financial performance
- Ensure compliance to the Financial Regulation of ENISA
- Provide horizontal support to the other Departments of the Agency regarding financial issues
- Provide relevant and reliable information to the users of the Financial Statements

The Financial Statements of 2009 are prepared based on the new integrated ABAC system.

4.2 Budget

The budget of the Agency is distributed in three Titles. Title 1 covers staff expenditure such as salaries, training and costs associated to recruitment procedures and staff welfare. Title 2 covers the costs associated to the functioning of the Agency such as infrastructure, equipment and IT needs. Title 3 corresponds to the Agency's operational activities.

The Management Board of ENISA adopted a Budget of 7.930.000 EUR for 2009. The Budgetary Authority (European Parliament and Council) approved the Budget in December 2008, through the regular approval procedure. The Commission is responsible to transfer the subsidy amount to the Agency based on article 50 of ENISA's Financial Regulation. An amount of 187.200 EUR was granted to the Agency, as part of the EFTA countries' contribution to the EU Budget. In October, the Management Board of ENISA adopted the Amending Budget (AB) 01/2009 which reflected the allocation of EFTA funds. The total credit appropriations for the year 2009, after AB 01/2009 was adopted reached 8.117.200 EUR. This figure represents an decrease in appropriations of 2,8% compared to 2008 (8.355.024 EUR). A second Amending Budget for the year (AB 02/2009), which reshuffled funds among Titles of the Budget, having no impact in the total appropriations, was adopted in November.

In terms of budget execution, the overall expectation for 2009 was to maintain previous standards and exceed the 90% mark. Appropriations were committed at a rate of 94,40% (compared to 95.80% committed in 2008) to reflect obligations related to the operational costs

of the Agency and activities implemented according to the Work Programme 2009. Payments reached the level of 75,7% of the total appropriations managed (76,2% in 2008).

The execution of the budget was in line with the Agency's Financial Regulation. Sound financial management as well as verification and control systems have been properly applied by the Agency. ENISA has put into place appropriate financial management systems in order to manage all its revenue and expenditure.

4.2.1 Revenue of the Agency - Commitment and payment appropriations

Revenues are funds made available to the Agency by different sources to cover administrative and operational expenditure for a year.. The budget revenue and payment appropriations of the Agency should be in balance. Due to the fact that the Agency uses non-differentiated appropriations for both administrative and operational activities, the commitment and payment appropriations are also in balance. The table below outlines the breakdown of the revenue received in 2009

- 2009 EU subsidy	7.930.000
- EFTA countries' contribution	187.200
- Administrative operations	p.m.
Total	8.117.200

4.2.2 Amending Budgets / Budgetary Transfers

The following table summarises the Budget transfers and the Amending Budget effects on the initial Budget 2009:

	Initial Budget	Transfers	Amending Budget 1/2009	Amending Budget 2/2009	Transfers	Final Budget
Title 1	5.178.000	- 220.500	-246.500	+222.900	- 24.400	5.130.000
Title 2	608.000		-102.800	0	+ 24.400	529.600
Title 3	2.144.000	+220.500	+ 316.000	-222.900	0	2.457.600
Total	7.930.000	-	+187.200	-	-	8.117.200

4.2.3 Payments

The table below outlines the breakdown of the payments made in 2009.

Payments from 2009 appropriations (C1)	6.142.495
Payments made from 2008 carried-over appropriations (C8)	1.469.698
Total paid in 2009	7.612.193

4.2.4 Carry forward of commitment appropriations contracted

The commitment appropriations contracted by the end of 2009 but not yet paid are carried forward to the following year (C8 appropriations). Their breakdown is detailed below:

Title 1	369.687
Title 2	139.517
Title 3	1.010.643
Total carried forward in 2010	1.519.847

Regarding administrative expenditure (Titles 1 and 2), ENISA cancelled all appropriations not contracted by the end of the year. The figure cancelled represented 324.425 EUR (5,7%) of the total Title 1 and 2 appropriations for the year (C1 appropriations).

Regarding operational expenditure (Title 3), ENISA cancelled all appropriations not contracted by the end of the year. This figure represented 130.433,16 EUR (5,3%) of the C1 appropriations.

The total of carried forward appropriations cancelled (i.e. carried forward from 2008 and not paid in 2009) was 170.826 EUR (10,41%).

4.2.5 Analysis of Budgetary Management by Type of Expenditure

Title 1: Expenditure relating to ENISA staff

Chapter 11. Staff in active employment

2009 Budget	2009 Commitments	2009 Payments
4.106.500	4.010.034	4.010.034

The Agency's staffing at the end of the year 2009 was composed of 43 Temporary Agents (TA) and 9 Contract Agents (CA). One TA post of the establishment plan had to be fulfilled at the end

of 2009, while 3 CA posts are also vacant. The recruitment procedures for the TA vacant post had been completed in Q4/2009, and the staff member took up post in January 2010. The recruitment procedures for the remaining CA vacant posts have been launched in early 2010.

Chapter 12. Recruitment Expenditure

2009 Budget	2009 Commitments	2009 Payments
414.300	302.982	229.672

This appropriation is to cover travel expenditures incurred for interviewing candidates, the travel expenses of staff (including members of their families) on taking up duties and at the end of contract, the installation allowances for staff obliged to change residence after taking up their duty, the removal costs of staff obliged to change residence after taking up duty, and the costs of daily subsistence allowances.

Chapter 13. Socio - medical services and training

2009 Budget	2009 Commitments	2009 Payments
155.000	126.139	67.607

This appropriation is intended to cover the costs of annual medical inspections and of reviewing the health and safety at work conditions, and the costs of language and other training needs of the staff.

Chapter 14. Temporary Assistance

2009 Budget	2009 Commitments	2009 Payments
545.200	404.035	166.190

This appropriation is intended to cover the costs of the EC management costs, special assistance grants, other welfare expenditure, the costs of temporary assistance (interim services) and expenditure of contracting consultants for administrative purposes (e.g. legal advice).

Title 2: Buildings, equipments and other administrative expenditure

Chapter 20. Buildings and associated costs

2009 Budget	2009 Commitments	2009 Payments
172.700	166.500	148.241

This appropriation is intended to cover the payment of rents for buildings or parts of buildings occupied by the Agency and the hiring of parking spaces, the insurance costs, the costs of utilities, the costs of cleaning and up keeping, the fitting-out of the premises and repairs in the building, and miscellaneous expenditure on buildings connected with security and safety, in particular contracts governing building surveillance. The largest part of the expenses is related to security services, which accounts for 54% of the final commitment amount. The Greek Government covers the lease cost of ENISA premises as from 01 November 2007

Chapter 21. Movable Property and associated costs

2009 Budget	2009 Commitments	2009 Payments
43.700	39.026	21.302

This appropriation is intended to cover expenditure of acquiring technical equipment, technical services, and maintenance and repairs of equipment. Equipment includes furniture, technical equipment and vehicles owned by the Agency, as well as books purchased to equip the library of the Agency.

Chapter 22. Current Administrative expenditure

2009 Budget	2009 Commitments	2009 Payments
145.000	126.293	95.369

This chapter covers stationary and office supplies, post, telecommunication and bank charges, damages, and departmental removals and associated handling costs.

Chapter 23. Information and Communication Technology

2009 Budget	2009 Commitments	2009 Payments
168.200	160.163	87.552

This appropriation is intended to cover the costs of purchasing ICT hardware and software, the maintenance costs related to hardware and software, as well as consultancy costs.

Title 3: Operational activities

Chapter 30. Group Activities

2009 Budget	2009 Commitments	2009 Payments
628.400	625.757	597.949

The appropriation is intended to cover expenses dedicated to the activities related to Meetings (PSG, Working Groups, Management Board, Executive Director and other Operational Meetings), Staff missions, and Representation activities. Staff missions' expenditure accounts for 67% of the total committed appropriations.

Chapter 32. Other Operational Activities

2009 Budget	2009 Commitments	2009 Payments
459.500	459.300	247.757

This appropriation is intended to cover the cost of conferences and joint events for all Agency's Departments, the communication plan of the Agency, the costs of publications and information material, the costs of further developing and maintaining the main web pages of the Agency, and the costs of translation and interpretation services. Projects to enhance the communication strategy and activities of the Agency, accounting for 41% of the total Chapter, have been contracted at the end of the year; hence the appropriations have been carried forward.

Chapter 33 Operations of the Cooperation and Support Department

2009 Budget	2009 Commitments	2009 Payments
336.850	336.620	211.433

This appropriation is intended to cover the costs of computer incident and response handling activities, the costs of awareness raising activities, and the costs of developing relations with the EU bodies and the Member States. Large projects, such as Country Reports and development of a Security Toolkit, for a total amount of approx. 125.000 EUR (or 37% of total Chapter commitments), were scheduled to be completed at the end of the year; hence payments would be executed in 2010.

Chapter 34 Internal Audit Capability

2009 Budget	2009 Commitments	2009 Payments
0	0	0

This appropriation is intended to cover the costs of activities related to the development of an internal audit capability.

Chapter 35 Operations of the Technical Department

2009 Budget	2009 Commitments	2009 Payments
1.032.850	905.489	259.383

This appropriation is intended to cover the costs of the planned deliverables in the areas of risk management, security policies and security tools.

A large part of the committed amount (71%) in Chapter 35, related to projects in all areas mentioned above, has been carried forward as the contracts have been awarded in Q4 of 2009.

4.3 Human Resources

4.3.1 Establishment Plan

In 2009, the Agency establishment plan was almost filled (43 out of 44 posts filled, 1 recruitment finalised on 16 January 2010). The approved establishment plan for the years 2008 and 2009 is the following:

Categories and grades	2008		2009	
	Authorised		Authorised	
	Permanent	Temporary	Permanent	Temporary
AD16	—	—	—	—
AD15	—	1	—	1
AD14	—	—	—	—
AD13	—	—	—	—
AD12	—	3	—	3
AD11	—	—	—	—
AD10	—	4	—	4
AD9	—	7	—	7
AD8	—	5	—	5
AD7	—	9	—	9
AD6	—	—	—	—
AD5	—	—	—	—
Total grade AD	—	29	—	29
AST11	—	—	—	—
AST10	—	—	—	—
AST9	—	—	—	—
AST8	—	—	—	—
AST7	—	—	—	—
AST6	—	—	—	—
AST5	—	7	—	7
AST4	—	1	—	1
AST3	—	—	—	2
AST2	—	5	—	3
AST1	—	2	—	2
Total grade AST	—	15	—	15
Total staff	—	44	—	44

4.3.2 Organisational Chart

