

CIVIKOS PLATFORM



Annual Report

In the Name of the Governor in Council of CIVIKOS PLATFORM (INCORPORATED)

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors of CIVIKOS PLATFORM (CIVIKOS)

We have audited the accompanying financial statements of CIVIKOS PLATFORM (CIVIKOS), which comprise the balance sheet as at December 31, 2013, and the statement of revenue and expenditure, statement of changes in net assets and cash flow statement for the year then ended, and other explanatory notes.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Kosovo Accounting Standards. This responsibility includes: designing, implementing and maintaining internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with International Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of CIVIKOS PLATFORM as of December 31, 2013 and the results of its operation for the year then ended in conformity with accounting principals generally accepted in Kosovo.

Armend Osipri Statutory Auditor
ACA – Audit & Consulting Associates
Prishtine, Kosovo
March 2014



CIVIKOS PLATFORM
Balance Sheet
For the year ended December 31, 2013

	Notes	December 31, 2013 (in EUR)	December 31, 2012 (in EUR)
ASSETS			
Non-current assets			
Property and equipment	3	-	-
Total non-current assets		-	-
Current assets			
Accounts receivable		-	-
Other receivable		423	-
Cash and bank balances	4	31,792	31,121
Total current assets		32,215	31,121
TOTAL ASSETS		32,215	31,121
LIABILITIES AND RESERVES			
Current liabilities			
Accounts payable		500	400
Deferred revenues	5	31,655	30,722
Other liabilities		60	-
Total current liabilities		32,215	31,121
Non-current liabilities			
Total non-current liabilities		-	-
Equity			
Capital		-	-
Profit/Loss from the previous Year		-	-
Profit/Loss from the Year		-	-
Total equity		-	-
TOTAL LIABILITIES AND EQUITY		32,215	31,121

The financial statements have been signed on March 24, 2014 by:


 Valdete Idrizi
 Executive Director



The accompanying notes from 1 to 12 form an integral part of these financial statements

CIVIKOS PLATFORM
Statement of Revenue and expenditures
For the year ended December 31, 2013

	Notes	Year ended December 31, 2013 (in EUR)	Year ended December 31, 2012 (in EUR)
Income			
Soros and European Commission	6	86,376	57,572
Total Income		86,376	57,572
Expenditure			
Administrative Expense	7	26,937	10,085
Programme Expense	8	24,233	24,887
Salaries and Benefits	9	35,206	22,600
Total expenditure		86,376	57,572
Net Surplus / (Deficit) for the year		-	-

CIVIKOS PLATFORM
Statement of Changes in Net Assets
For the year ended December 31, 2013

	Year ended December 31, 2012	Year ended December 31, 2013
Balance as at January 1, 2012	-	-
Net deficit/surplus for the year ended December 31, 2012	-	-
Balance as at January 1, 2013	-	-
Net deficit/surplus for the year ended December 31, 2013	-	-
Balance as at December 31, 2013	-	-

CIVIKOS PLATFORM
Statement of Cash Flows
For the year ended December 31, 2013

	Year ended December 31, 2013 (in EUR)	Year ended December 31, 2012 (in EUR)
Cash flows from operating activities		
(Deficit)/surplus for the period	3	-
Adjustment for:		
Depreciation	-	-
Change in receivables	-	-
Change in other receivables	(423)	-
Change in payables	100	400
Change in other liabilities	60	-
Change in deferred revenues	934	(7,972)
Net cash from operating activities	670	(7,572)
Cash flows from investing activities		
Acquisition of property and equipment	-	-
Net cash used in investing activities	-	-
Net increase in cash and cash equivalents	670	(7,572)
Cash and cash equivalents at 1 January	31,121	38,693
Cash and cash equivalents at 31 December	31,792	31,121

The accompanying notes from 1 to 12 form an integral part of these financial statements

CIVIKOS PLATFORM
Notes to the Financial Statements
For the year ended December 31, 2013

1. INTRODUCTION

CiviKos Platform is an initiative of civil society organizations in Kosovo started in early 2007 and officially registered on 2 September 2007, aimed at creating an enabling environment for cooperation of formal civil society sector and the Government of Kosovo.

Supported by the Kosovo Foundation for Open Society, with the participation of many CSO members and government officials, this initiative was officially launched in July 2007. Amongst others, CiviKos platform, after a long consultation process with the participation of over 130 civil society organizations, on 9 November 2007 signed a Memorandum of Cooperation between the Government of Kosovo and civil society (represented by CiviKos Platform). This memorandum represents the first formal document that provides for a mutual commitment and institutional cooperation in genuine partnership between the Government and civil society.

After a period of limited activities, during May 2010 The Board of CiviKos Platform decided to engage in more concrete activities to strengthen the Platform with the aim to promote the Memorandum of Cooperation into a Strategy for Cooperation between the Government of Kosovo and the civil society, which would represent a core document for turning taken promises into concrete activities and results.

With this initiative, during 2010 and 2011 CiviKos Platform focused on its internal strengthening, amongst other by organizing the Assembly of the members, consolidating its documents for successful functionality of the platform and also by selecting new leadership and managerial structures.

CiviKos Platform has been engaged in the initiation of the dialogue with the Government of Kosovo toward structuring the cooperation between the civil society and the government sector. In this regard the main obstacle was the institutional vacuum created in Kosovo at the end of 2010 and beginning of 2011, as a consequence of the long process of elections and delays in establishment of governmental institutions. During 2011 many meetings were organized with the member organizations where the main issues to be addresses and discussed were on the cooperation with the governmental sector. A main result derived from this preparatory phase is that CiviKos Platform has drafted the Framework of the Strategy for Cooperation with the Government of Kosovo, an internal document of the platform which reflects the consolidated position of its members for different components of this cooperation.

During these last two years, CiviKos platform has organized a number of consultations with the civil society organizations, mostly member organization, not only for the objectives of the strategy but also have prepared a number of analysis and studies on different issues which will be incorporated in the Strategy of Cooperation, offering a professional basis of information and knowledge to draft a serious document for cooperation.

During 2013 CiviKos Platform started to implement a one year project "Working Together. Towards a productive working relation between civil society and the authorities in Kosovo", an EU funded project managed by the European Union Office in Kosovo. The main objective of this project is to contribute to good governance, European integration, and a vibrant Civil Society in Kosovo through ensuring good cooperation between Civil Society and the authorities in Kosovo.

CIVIKOS PLATFORM

Notes to the Financial Statements (continued)

For the year ended December 31, 2013

Also on July 5, 2013 Kosovo Government approved its first Strategy for Cooperation with Civil Society (2013-2017). The aim of the Strategy is to establish structured cooperation mechanisms between the Government of Kosovo and the civil society sector. CiviKos Platform has been playing a vital role in the process of consulting and drafting this Strategy in close cooperation with the government. Both Office of the Prime Minister/Office for Good Governance and CiviKos will jointly coordinate the implementation of the Strategy and Action Plan.

PLATFORMA CIVIKOS
Notes to the Financial Statements (continued)
For the year ended December 31, 2013

2. BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

2.1 Basis of preparation

Financial Statements are prepared for reporting purposes in accordance with applicable laws of Kosovo, and represent the entire picture of economic events that occurred in "CIVIKOS" during 2013.

2.2 Currency of presentation

The reporting currency of CIVIKOS is the European Union currency unit Euro ("EUR").

2.3 Significant accounting policies

A summary of the most significant accounting policies adopted in the preparation of the financial statements is presented below:

2.3.1 Cash and cash equivalents

For the purpose of the statement of cash flows, cash and cash equivalents are considered to be cash on hand and at banks and in operating accounts at banks with an original maturity of three months or less.

2.3.2 Account Receivables

The account receivables are recorded in the assets side of Balance sheet in the value as they are invoices, and they represent the amount due to CIVIKOS.

2.3.3 Property and equipment

CIVIKOS has the policy to present all purchased equipments in statement of revenue and expenditure. Therefore they are not capitalized nor are depreciated. CIVIKOS keeps and continuously updates a list of its assets.

2.3.4 Revenue recognition

Revenues from grants are recognized as income on a straight-line basis over the period of the operation.

2.3.5 Expenses recognition

Expenses incurred for generation incomes are recognized in that period with the historical costs.

2.3.6 Taxation

The CIVIKOS was established as a non-profit organization and works under Kosovo Regulations for Non Governmental Organizations no. 04/L-057, year 2011.

CIVIKOS PLATFORM
Notes to the Financial Statements (continued)
For the year ended December 31, 2013

3. PROPERTY AND EQUIPMENT

The organization treats every purchase of assets as expense. Therefore, they are not capitalized nor are depreciated.

4. CASH AND BANK BALANCES

	December 31, 2013 (in EUR)	December 31, 2012 (in EUR)	December 31, 2011 (in EUR)
Cash in hand	242	1	60.01
Cash at banks	31,550	31,120	38,633
Total Cash and Bank Balances	31,792	31,121	38,693

During this period CIVIKOS had two bank accounts opened in ProCredit Bank Kosovo.

5. DEFERRED REVENUE

	December 31, 2013 (in EUR)	December 31, 2012 (in EUR)
Soros 012/11		4,227
Soros C06/12	6,665	26,494
Soros C14/13	3,192	-
European Commission	21,798	-
Total Deferred Revenues	31,655	30,722

Deferred Revenues in 2013 are related to funds received during 2013, which were to be held in the next fiscal year. A breakdown of deferred revenues per project is presented below:

EUR	Soros 012/11	Soros C06/12	Soros C14/13	European Commission	Total
Balance at 31 December 2012	4,227	26,494	-	-	30,722
Additions in 2013	-	-	9,852	77,518	87,370
Income recognized in 2013	(4,227)	(19,829)	(6,660)	(55,720)	(86,436)
Balance at 31 December 2013	-	6,665	3,192	21,798	31,655

CIVIKOS PLATFORM
Notes to the Financial Statements (continued)
For the year ended December 31, 2013

6. INCOMES

	December 31, 2013 (in EUR)	December 31, 2012 (in EUR)
Soros 012/11	4,168	18,997
Soros 420/11	-	19,696
Soros C06/12	26,494	49,600
Soros C14/13	9,852	-
European Commission	77,518	-
Deferred Revenues	(31,655)	(30,722)
Total incomes	86,376	57,572

7. ADMINISTRATIVE EXPENSES

	December 31, 2013 (in EUR)	December 31, 2012 (in EUR)
Communication (internet, telephone)	1,999	610
Fuel	934	338
Rent, Utilities	9,600	4,000
Office Supplies	1,223	3,033
Equipment	3,680	973
Board meeting	92	958
Bank charge	108	173
Other	9,300	-
Total administrative expenses	26,937	10,085

CIVIKOS PLATFORM
Notes to the Financial Statements (continued)
For the year ended December 31, 2013

8. PROGRAM EXPENSES

Under the "Audit" are included the audit expenses for year 2012 in an amount of 812€ and for the year 2013 in the amount of 500€.

	December 31, 2013 (in EUR)	December 31, 2012 (in EUR)
Personnel	11,484	1,947
Office Supplies	378	236
Equipment	-	958
Translation	890	656
Printing	1,337	274
Telephone	586	149
Policy papers costs	2,000	9,944
Training costs	-	1,032
Representation costs	336	647
Website maintenance	-	550
Travel	3,219	3,535
Accommodation	1,224	4,000
Workshops	1,463	956
Audit	1,312	-
Bank Charge	5	-
Maintenance	-	4
Total Program expenses	24,233	24,887

9. SALARIES AND BENEFITS

	December 31, 2013 (in EUR)	December 31, 2012 (in EUR)
Executive Director	10,807	11,400
Project Coordinator	8,755	7,200
Finance Manager	8,117	4,000
Communication and Info Manager	3,600	-
Monitoring and Evaluation	3,000	-
Interns	928	-
Total salaries and benefits	35,206	22,600

CIVIKOS PLATFORM
Notes to the Financial Statements (continued)
For the year ended December 31, 2013

10. TOTAL INCOME AND EXPENDITURE BY PROJECTS

	<u>SOROS</u> <u>012/11</u>	<u>SOROS</u> <u>06/12</u>	<u>European</u> <u>Commission</u>	<u>C14/13</u>	<u>Total</u>
Income	4,168	19,829	55,720	6,660	86,376
Total Income	4,168	19,829	55,720	6,660	86,376
Expenditure					
Administrative Expense	48	1,769	24,737	383	26,937
Programme Expense	4,120	12,010	8,104	-	24,233
Salaries and Benefits	-	6,050	22,880	6,277	35,206
Total expenditure	4,168	19,829	55,720	6,660	86,376
Net Surplus / (Deficit) for the year	-	-	-	-	-

11. RELATED PARTY DISCLOSURE

For the purposes of these financial statements, parties are considered to be related if one party has the ability to control the other party or exercise significant influence over the other party in making financial or operational decisions as defined by IAS 24 "Related Party Disclosures". In considering each possible related party relationship, attention is directed to the substance of the relationship, not merely the legal form.

12. RISK MANAGEMENT

Credit risk

Credit risk is the risk that one party to a financial instrument will fail to discharge an obligation and cause the other party to incur a financial loss. CIVIKOS is not exposed to any credit risk during 2013.

Interest rate risk

The CIVIKOS currently is not exposed to the interest rate risk.

Foreign exchange risk

The CIVIKOS is not exposed to foreign exchange risk as transactions are undertaken all in local currency. Management monitors and sets limits on the level of such exposure by currency and in total. The CIVIKOS does not speculate in or engage in the trading of derivative financial instruments.

CIVIKOS PLATFORM

Notes to the Financial Statements (continued)

For the year ended December 31, 2013

Liquidity risk

Liquidity risk is defined as the risk when the maturity of assets and liabilities does not match. The CIVIKOS is committed monitor its liquidity on a periodic basis in order to manage its obligations as and when they shall become due.

Fair value of financial instruments

The carrying value of all financial assets and liabilities reflected in the financial statements approximate their fair values.

Office Memorandum
Date: 10/15/2013
To: Mr. [Name]

The purpose of this memorandum is to provide information regarding the proposed [Project Name] and to request your input on the [Project Name]. The [Project Name] is a [Project Description] and is expected to be completed by [Timeline]. The [Project Name] will have a significant impact on [Impact]. The [Project Name] will be implemented in [Location]. The [Project Name] will be implemented in [Location].

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The [Project Name] is a [Project Description] and is expected to be completed by [Timeline]. The [Project Name] will have a significant impact on [Impact]. The [Project Name] will be implemented in [Location].