

FINANCIAL REPORT 1998

Balance Sheet

All amounts in DEM	
Balance on 1 January 1998	22115.58
Income	139398.12
Expenses	123263.11
Balance on 31 December 1998	38250.59

Income

Donor Name	Location of Donor (Address)	Amount in DEM
Hague Quaker Meeting	Hague, The Netherlands	442.48
Swiss Church Aid	Zurich, Switzerland	138304.58
K+H Bank Mohacs	Mohacs, Hungary	1.06
LB Pearson Peacekeeping Training Center	Clementsport, Nova Scotia, Canada	400.00
Stichtse Quaker Meeting	The Netherlands	250.00
<i>Grand Total for 1998</i>		<i>139398.12</i>

Expenses

All Amounts in German Marks

1. Personnel Costs	
<u>Salaries</u>	
<i>Head of Mission</i>	30000.00
<i>Deputy Head of Mission</i>	2000.00
<i>Office Manager/Secretary</i>	3750.00
<i>Legal Advisor</i>	10000.00
<i>Cleaner</i>	518.80
<u>Total Salaries</u>	46268.80
<u>Professionals and Advisors</u>	241.96
<u>Additional Secretarial Services</u>	500.00
<u>Volunteers and Interns</u>	3637.45
<u>Personnel Development</u>	741.47
<u>Miscellaneous Costs</u>	230.24
Total Personnel Costs	51619.93
2. Plant Equipment and Building Costs, including Maintenance and Repair	4036.15
3. Office Equipment Costs, including Maintenance and Repair	
<u>Copier</u>	139.66
<u>Computer</u>	5026.19
<u>Keys</u>	37.41
<u>Miscellaneous Costs</u>	1428.04
<u>Telephones and Telephone Equipment</u>	426.21
Total Office Equipment Costs, including Maintenance and Repair	7057.52
4. Rent and Utilities	
<u>Rent</u>	13600.00
<u>Electricity</u>	1612.70
<u>Water</u>	88.80
<u>Heating</u>	1154.25
<u>Other</u>	1012.45
Total Rent and Utilities	17468.20
5. Telephone, Fax and Internet	
<u>Telephone</u>	3958.05
<u>External</u>	218.55
<u>Mobile</u>	4550.25
<u>Internet</u>	96.66
Total Telephone, Fax and Internet	8823.51
6. Office Supplies	
<u>Printer Cartridges</u>	154.13
<u>Household</u>	289.40
<u>Miscellaneous</u>	339.00
<u>Computer Discs</u>	51.35
Total Office Supplies	833.87
7. Office Operational Costs	
<u>Copying and Printing</u>	1772.90
<u>Postage and Delivery</u>	713.50
Total Office Operational Costs	2486.41

8. Travel Costs	
<u>Petrol</u>	<u>11904.22</u>
<u>Maintenance</u>	<u>9092.07</u>
<u>Insurance</u>	<u>2567.34</u>
<u>Parking Fees</u>	<u>61.70</u>
<u>Tolls</u>	<u>694.26</u>
<u>Public Transport costs</u>	<u>386.64</u>
<u>Overnight Costs</u>	<u>367.00</u>
<u>Miscellaneous Costs</u>	<u>292.92</u>
Total Travel Costs	25366.16
9. Other Operational Costs	
Entertainment	648.67
Official Translation of Documents	61.49
Costs of Notarizing Documents	79.29
Exchange Charges	25.35
Registration	3075.66
Moving Costs	380.00
Other	1056.05
Total Other Operational Costs	5326.51
10. Support for Other Groups	221.62
11. Miscellaneous Costs	23.21
Total Expense for 1998	123263.09