



Tasmania

DEPARTMENT of
ECONOMIC DEVELOPMENT

5 July 2006

Chairman
COMNAP Executive Committee

COMNAP ACCOUNTS FOR THE PERIOD 1 JULY 2005 TO 30 JUNE 2006

I have examined the attached COMNAP accounts for the period 1 July 2005 to 30 June 2006 and confirm that the :

- stated revenue from the receipt of membership fees and interest earned is correct;
- stated expenditure is correct and the funds were disbursed for the purposes listed in the financial report;
- stated assets and equity balances at 30 June 2006 are correct; and
- the COMNAP funds are held in trust by the Department of Economic Development and expended solely on the authority of the Executive Secretary of COMNAP on the basis of appropriate invoices or written instructions. Invoices are countersigned by the Director of Antarctic Tasmania in accordance with the agreement between the Department and COMNAP.

Patty Johnson
**ASSISTANT DIRECTOR
FINANCE AND FACILITIES MANAGEMENT**

Council of Managers of National Antarctic Programs

Financial Report for the year ended 30 June 2006

		Project Code	Approved Budget in Australian Dollars (AUD)	Actual 2005-06 (AUD)	Variance (AUD)
Income					
General Income					
	2006 membership fees - to be invoiced Jan 2006 (29 of)	4899	188,500.00	188,565.95	(65.95)
	Interest earned on reserves	4898	20,000.00	34,296.11	(14,296.11)
	Other Income		0.00	0.00	0.00
Antarctic Flight Information Manual Sales					
	AFIM Sales	4852	1,500.00	2,970.00	(1,470.00)
	Total income		210,000.00	225,832.06	(15,832.06)
Expenditure					
Cost of recovering membership fees					
	Cost of recovering membership fees (incl. losses on currency conversions)	4899	2,000.00	256.76	1,743.24
	Sub Total		2,000.00	256.76	1,743.24
Employment Costs					
	Executive Secretary Employment Costs	4890	123,637.00	118,643.24	4,993.76
	Training	4892	0.00	0.00	0.00
	Sub Total		123,637.00	118,643.24	4,993.76
Secretariat General Operation					
	Postage and Freight	4850	1,000.00	78.14	921.86
	Office Supplies	4850	2,000.00	4,932.51	(2,932.51)
	Phone, Fax, Internet Access	4850	2,000.00	694.45	1,305.55
	Desktop Computing	4850	5,600.00	5,260.13	339.87
	Bank/Finance charges - incl. Currency conversions	4850	500.00	31.20	468.80
	Other	4850	0.00	0.00	0.00
	Sub Total		11,100.00	10,996.43	103.57
Communications Support Infrastructure					
	Routine maintenance and upgrade	4851	10,000.00	16,996.32	(6,996.32)
	Web Portal Development	4863	0.00	0.00	0.00
	Exploratory work/Scoping	4864	5,000.00	3,050.00	1,950.00
	Document Scanning and Archiving	4858	4,000.00	850.00	3,150.00
	Sub Total		19,000.00	20,896.32	(1,896.32)
Antarctic Flight Information Manual (AFIM)					
	Routine maintenance and revision	4852	12,000.00	15,591.48	(3,591.48)
	Sub Total		12,000.00	15,591.48	(3,591.48)
COMNAP Meetings (incl. EXCOM)					
	COMNAP Meetings (Annual and EXCOM Meetings)	4853	16,000.00	19,222.75	(3,222.75)
	Sub Total		16,000.00	19,222.75	(3,222.75)
Antarctic Treaty Meetings					
	Antarctic Treaty Meetings	4854	10,000.00	13,272.95	(3,272.95)
	Sub Total		10,000.00	13,272.95	(3,272.95)
Group Projects					
	general - not allocated to any specific project	4855	0.00	0.00	0.00
	Annual AMD Contributions - 1/3 of USD10,000 [STADM]	4862	5,000.00	4,352.91	647.09
	Web-based management medical information [COMED]	4865	9,000.00	9,000.00	0.00
	SHIPOPS Chair participation to 2005 HCA meeting [SHIPOPS]	4867	5,000.00	4,669.66	330.34

	2006 SCALOP Symposium [SYMP]	4866	500.00	477.41	22.59
	Sub Total		19,500.00	18,499.98	1,000.02
Workshops					
	general - not allocated to any specific workshop	4856	0.00	0.00	0.00
	MEDINET workshop SOFIA 07-2005 [COMED]	4872	2,700.00	2,399.23	300.77
	INFONET workshop SOFIA 07-2005 [CEDAT]	4873	8,000.00	9,060.11	(1,060.11)
	INFONET workshop Washington 12-2005 [CEDAT]	4874	11,500.00	8,634.53	2,865.47
	AEON workshop Hobart 07-2006 [ECG]	4875	4,000.00	2,000.00	2,000.00
	Sub Total		26,200.00	22,093.87	4,106.13
Publishing and Promotion (Corporate)					
	general - not allocated to any specific project	4857	1,500.00	1,555.45	(55.45)
	COMNAP Map - production of 1000 gloss A1 copies	4870	4,000.00	5,845.00	(1,845.00)
	Sub Total		5,500.00	7,400.45	(1,900.45)
	Total Expenditure		244,937.00	246,874.23	(1,937.23)
	Operating Result		(34,937.00)	(21,042.17)	(13,894.83)

Council of Managers of National Antarctic Programs

Balance Sheet as at 30 June 2006

	Actual 2005-06 (AUD)
Assets	
Cash at Bank	662,800.36
Accrued Interest on Cash at Bank (not yet received)	2,738.95
Debtors	97,500.00
Prepayments	5,836.49
	Total Assets
	768,875.80
Liabilities	
Creditors	9,385.22
	Total Liabilities
	9,385.22
	Net Assets
	759,490.58
Equity	
Retained Earnings	780,532.75
Operating Result	(21,042.17)
	Total Equity
	759,490.58

Council of Managers of National Antarctic Programs

Notes to Balance Sheet as at 30 June 2006

Outstanding Debtors	Actual 2005-06 (AUD)
Membership Fees	
Argentina	13,000.00
Belgium	6,500.00
Canada	13,000.00
Chile	6,500.00
Ecuador	6,500.00
Spain	6,500.00
Peru	13,000.00
USA	13,000.00
Uruguay	6,500.00
South Africa	6,500.00
Ukraine	6,500.00
Total Debtors	97,500.00

Prepayments	
SCALOP Airfares Keynote Speaker July 06	3,783.49
SCALOP Airfares Keynote Speaker July 06	2,053.00
Total Prepayments	5,836.49

Creditors	
INFONET Consultancy Fees Rene Malherbe	8,634.53
EXECUTIVE SECRETARY – Employment costs June 06	750.69
Total Creditors	9,385.22

Council of Managers of National Antarctic Programs

Bank Reconciliation as at 30 June 2006

Opening Balance 1 July 2005	683,430.18
Receipts 2005-2006	214,837.72
Payments 2005-2006	(235,467.54)
Cash book and Statement balance as at 30 June 2006	662,800.36

Council of Managers of National Antarctic Programs

Additional Notes as at 30 June 2006

Receipts 2005-2006	Actual 2005-06 (AUD)
2004 Membership Fees	
Chile (balance due – 4600.42 paid in 2004-2005)	1,899.58
Ecuador	6,500.00
India	6,500.00
2005 Membership Fees	
Belgium	6,500.00
Bulgaria	6,500.00
Chile	6,500.00
Ecuador	6,500.00
India	6,500.00
Japan	6,500.00
Ukraine	6,500.00
2006 Membership Fees	
New Zealand	6,500.00
France	6,500.00
United Kingdom	6,500.00
Australia	6,500.00
Germany	6,500.00
China	6,500.00
Netherlands	6,500.00
Norway	6,500.00
Brazil	6,500.00
Italy	6,500.00
Finland	6,500.00
Japan	6,500.00
Russia	6,500.00
Sweden	6,500.00
Poland	6,500.00
India	6,500.00
Korea	6,500.00
Bulgaria	6,500.00
Antarctic Flight Information Manual Sales	3,320.00
Interest Receipts	34,052.19
Other Cash receipts	65.95
Total Receipts	214,837.72