

## Financial Services

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23 August 2013

Chairman  
COMNAP Executive Committee  
C/- COMNAP Secretariat  
Private Bag 4800  
Christchurch

Dear Sir/Madam

### COMNAP financial statements for the year ended 30 June 2013

I have reviewed the COMNAP financial statements for the year ended 30 June 2013.

I comment as follows:

- The COMNAP funds are held in trust by the University of Canterbury.
- Trust funds are expended solely on the authority of the Executive Secretary of COMNAP on the basis of appropriate invoices and written instructions.
- The income statement reflects the total income earned and the total expenditure incurred by COMNAP, as described under the headings presented, for the year ended 30 June 2013.
- The stated net assets and equity reflect COMNAP's financial position as at 30 June 2013.

I have not performed an audit.

Yours sincerely



Adrian Hayes  
Financial Controller

**Council of Managers of National Antarctic Programs**

Income Statement for the year ended 30 June 2013	Budget 2012/13 NZD	Budget 2012/13 USD	Budget 2012/13 EUR	Actual 2012/2013	Variance
<b>Income</b>					
Interest	14,000	10,722	8,034	14,647	647
Membership Fees	224,000	171,544	128,541	216,000	(8,000)
External Sales of AFIM/AFIM subscriptions	3,600	2,757	2,066	2,683	(917)
Other Income				6,422	6,422
<b>Total Income</b>	<b>241,600</b>	<b>185,023</b>	<b>138,641</b>	<b>239,752</b>	<b>(1,848)</b>
<b>Expenditure</b>					
<b>Employment Costs</b>					
Executive Secretary Employment Costs	128,750	98,600	73,882	128,386	364
Leave Provision Adjustment				(6,231)	
Training	2,500	1,915	1,435	-	2,500
					-
<b>Total Employee Costs</b>	<b>131,250</b>	<b>100,515</b>	<b>75,317</b>	<b>122,155</b>	<b>2,864</b>
<b>General Operating Expenditure</b>					
Photocopier and Printer consumables	3,000	2,297	1,722	950	2,050
Postage and Freight	1,000	766	574	688	312
Printing & Publishing	14,550	11,143	8,349	1,589	12,961
Telecommunications	2,500	1,915	1,435	1,476	1,024
Computer & Office Equipment (Desk)				2,891	(2,891)
Sundry Expenses (Symposium Proceedings/ties)	10,000	7,658	5,738	9,309	691
<b>Contracted Services</b>					
Contracted Services (Web development)	15,500	11,870	8,895	2,819	12,681
Contracted Services (Book)	13,000	9,956	7,460	5,000	8,000
Antarctic Flight Information manual	5,000	3,829	2,869	4,838	162
<b>Travel and Conference Costs</b>	<b>60,000</b>	<b>45,949</b>	<b>34,431</b>	<b>39,803</b>	<b>20,197</b>
COMNAP AGM (2012) (Portland)				-	-
ATCM/CEP (Brussels)				-	-
EXCOM Meeting (Bremerhaven)/BAS visit				-	-
IAATO Meeting (Chile)				-	-
COMNAP AGM 2013 (Seoul)				-	-
				-	-
				-	-
<b>Total general Operating Expenditure</b>	<b>124,550</b>	<b>95,383</b>	<b>71,473</b>	<b>69,364</b>	<b>55,186</b>
<b>Project Costs</b>					
				623	(623)
Symposium				623	(623)
Anniversary book	5,000	3,543	2,869	5,325	(325)
Art Event (Portland)				641	(641)
COMNAP ATC/CEP Presentation costs				-	-
COMNAP/SCAR joint Fellowship	19,750	15,000	11,333	20,220	(470)
Medical Expert Group Workshop (Italy)	5,000	3,829	2,869	-	5,000
SOOS Workshop (Seoul, Korea/AGM margins)	6,550	5,000	3,759	5,922	628
Antarctic Conservation Challenges / Workshop Prep	12,500	10,000	7,173	19,305	(6,805)
Tsunami Communications Brochure production	1,000	766	574	-	1,000
COMNAP 25th Anniversary reception/press conference/ties	3,000	2,297	1,722	3,696	(696)
<b>Total general Operating Expenditure</b>	<b>52,800</b>	<b>40,435</b>	<b>30,299</b>	<b>55,733</b>	<b>(2,933)</b>
<b>Total Expenditure</b>	<b>308,600</b>	<b>236,333</b>	<b>177,089</b>	<b>247,252</b>	<b>55,117</b>
<b>Operating Result</b>	<b>(67,000)</b>	<b>(51,310)</b>	<b>(38,448)</b>	<b>(7,499)</b>	<b>59,501</b>

## Council of Managers of National Antarctic Programs

<b>Balance Sheet as at 30 June 2013</b>	<b>30 June 2013</b>	<b>30 June 2012</b>	<b>30 June 2011</b>
<b>Assets</b>			
Cash held on trust by University of Canterbury	552,457	529,070	490,039
Sundry Debtors	56,000	94,000	130,318
Prepayments		0	8,786
<b>Total Assets</b>	<b>608,457</b>	<b>623,070</b>	<b>629,143</b>
<b>Liabilities</b>			
Creditors	11,670	12,554	9,046
Revenue Received in advance	-	0	14,000
Provision for Annual Leave	11,340	17,571	17,595
<b>Total Liabilities</b>	<b>23,010</b>	<b>30,125</b>	<b>40,641</b>
<b>Net Assets</b>	<b>585,447</b>	<b>592,945</b>	<b>588,501</b>
<b>Equity</b>			
Retained Earnings	592,945	588,501	568,072
Current Year Operating Result	(7,499)	4,444	20,429
<b>Total Equity</b>	<b>585,446</b>	<b>592,945</b>	<b>588,501</b>