

PART V

**CARIBBEAN FOOD AND NUTRITION
INSTITUTE**



CARIBBEAN FOOD AND NUTRITION INSTITUTE

**CARIBBEAN FOOD AND NUTRITION INSTITUTE
ADMINISTERED BY THE PAN AMERICAN HEALTH ORGANIZATION
STATEMENT OF INCOME AND EXPENDITURE AND CHANGES IN FUND BALANCES
FOR THE FINANCIAL PERIOD 2002-2003
(expressed in US dollars)**

	<u>Reference</u>	<u>Regular Budget and Working Capital Fund Note 7</u>	<u>Trust Funds Schedule 9</u>	<u>Special Funds Note 4</u>	<u>Subtotal CFNI</u>
INCOME					
Assessed contributions	Schedule 8	688,969	-	-	688,969
Voluntary contributions					
CFNI program activity		-	972,144	-	972,144
Other income					
Revenue-producing activities		-	-	94,005	94,005
Funds received under interorganization arrangements		-	-	-	-
TOTAL INCOME		<u>688,969</u>	<u>972,144</u>	<u>94,005</u>	<u>1,755,118</u>
EXPENDITURE					
International health program		<u>603,878</u>	<u>832,940</u>	<u>165,650</u>	<u>1,602,468</u>
TOTAL EXPENDITURE		<u>603,878</u>	<u>832,940</u>	<u>165,650</u>	<u>1,602,468</u>
EXCESS (SHORTFALL) OF INCOME OVER EXPENDITURE		85,091	139,204	(71,645)	152,650
Provision for delays in the collection of assessed contributions	Schedule 8	(321,032)	-	-	(321,032)
Payment of assessed contributions for prior years	Schedule 8	<u>174,344</u>	-	-	<u>174,344</u>
NET EXCESS (SHORTFALL) OF INCOME OVER EXPENDITURE		(61,597)	139,204	(71,645)	5,962
Savings on or cancellation of prior periods' obligations		-	-	-	-
TOTAL CHANGES IN FUND BALANCES		(61,597)	139,204	(71,645)	5,962
FUND BALANCES, 1 JANUARY 2002		<u>(343,668)</u>	<u>173,021</u>	<u>143,382</u>	<u>(27,265)</u>
FUND BALANCES, 31 DECEMBER 2003		<u>(405,265)</u>	<u>312,225</u>	<u>71,737</u>	<u>(21,303)</u>

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FOR THE FINANCIAL PERIOD 2002-2003
(expressed in US dollars)**

<u>PAHO</u>	<u>WHO</u>	<u>Total 2002-2003</u>	<u>Total 2000-2001</u>	
-	-	688,969	665,670	INCOME
				Assessed contributions
-	-	972,144	346,306	Voluntary contributions
				CFNI program activity
-	-	94,005	183,032	Other income
				Revenue-producing activities
<u>1,812,241</u>	<u>605,775</u>	<u>2,418,016</u>	<u>2,615,454</u>	Funds received under
				Interorganization arrangements
<u>1,812,241</u>	<u>605,775</u>	<u>4,173,134</u>	<u>3,810,462</u>	TOTAL INCOME
				EXPENDITURE
<u>1,812,241</u>	<u>605,775</u>	<u>4,020,484</u>	<u>3,571,237</u>	International health program
<u>1,812,241</u>	<u>605,775</u>	<u>4,020,484</u>	<u>3,571,237</u>	TOTAL EXPENDITURE
-	-	152,650	239,225	EXCESS (SHORTFALL) OF INCOME OVER EXPENDITURE
-	-	(321,032)	(432,374)	Provision for delays in the collection of assessed contributions
-	-	<u>174,344</u>	<u>457,197</u>	Payment of assessed contributions for prior years
-	-	5,962	264,048	NET EXCESS (SHORTFALL) OF INCOME OVER EXPENDITURE
-	-	-	<u>2,306</u>	Savings on or cancellation of prior periods' obligations
-	-	5,962	266,354	TOTAL CHANGES IN FUND BALANCES
-	-	<u>(27,265)</u>	<u>(293,619)</u>	FUND BALANCES, 1 JANUARY 2002
-	-	<u>(21,303)</u>	<u>(27,265)</u>	FUND BALANCES, 31 DECEMBER 2003

**CARIBBEAN FOOD AND NUTRITION INSTITUTE
ADMINISTERED BY THE PAN AMERICAN HEALTH ORGANIZATION
STATEMENT OF ASSETS, LIABILITIES, AND RESERVES AND FUND BALANCES
AS OF 31 DECEMBER 2003
(expressed in US dollars)**

	<u>Note*</u>	<u>2003</u>	<u>2001</u>
ASSETS			
Cash on hand and in banks		3,348	2,832
Accounts receivable			
Quota contributions receivable (Schedule 8)		1,302,011	1,155,323
Provision for delays in the collection of assessed contributions		(1,302,011)	(1,155,323)
Building	6	<u>714,572</u>	<u>714,572</u>
TOTAL ASSETS		<u>717,920</u>	<u>717,404</u>
LIABILITIES			
Quota contributions received in advance	5	2,920	9,575
Unliquidated obligations		-	2,896
Balance due to Pan American Health Organization for interoffice funding activities		<u>21,731</u>	<u>17,626</u>
TOTAL LIABILITIES		<u>24,651</u>	<u>30,097</u>
RESERVES AND FUND BALANCES			
Trust Funds (Schedule 9)		312,225	173,021
Special Fund for CFNI Services	4	71,737	143,382
Working Capital Fund	7	<u>(405,265)</u>	<u>(343,668)</u>
TOTAL FUND BALANCE		(21,303)	(27,265)
Equity in building	6	<u>714,572</u>	<u>714,572</u>
TOTAL RESERVES AND FUND BALANCES		<u>693,269</u>	<u>687,307</u>
TOTAL LIABILITIES AND RESERVES AND FUND BALANCES		<u>717,920</u>	<u>717,404</u>

*See Explanatory Notes, beginning on page 124

**CARIBBEAN FOOD AND NUTRITION INSTITUTE
ADMINISTERED BY THE PAN AMERICAN HEALTH ORGANIZATION
STATEMENT OF CASH FLOW
FOR THE FINANCIAL PERIOD 2002-2003
(expressed in US dollars)**

	<u>2002-2003</u>	<u>2000-2001</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Net excess (shortfall) of income over expenditure (Statement VIII)	5,962	264,048
Increase (decrease) in unliquidated obligations	(2,896)	(3,118)
Increase (decrease) in quotas received in advance	<u>(6,655)</u>	<u>9,485</u>
NET CASH FROM OPERATING ACTIVITIES	<u>(3,589)</u>	<u>270,415</u>
CASH FLOWS FROM INVESTING AND FINANCING ACTIVITIES		
Increase (decrease) in interoffice funding balance payable	<u>4,105</u>	<u>(282,185)</u>
NET CASH FROM INVESTING AND FINANCING ACTIVITIES	<u>4,105</u>	<u>(282,185)</u>
CASH FLOWS FROM OTHER SOURCES		
Savings on or cancellation of prior periods' obligations	<u>-</u>	<u>2,306</u>
NET CASH FROM OTHER SOURCES	<u>-</u>	<u>2,306</u>
NET INCREASE (DECREASE) IN CASH	516	(9,464)
CASH AS OF 1 JANUARY 2002	<u>2,832</u>	<u>12,296</u>
CASH AS OF 31 DECEMBER 2003	<u><u>3,348</u></u>	<u><u>2,832</u></u>

EXPLANATORY NOTES TO FINANCIAL STATEMENTS
(expressed in US dollars)

1. **The Mission of the Caribbean Food and Nutrition Institute**

The mission of the Caribbean Food and Nutrition Institute (CFNI) is to work with Caribbean Governments to enhance their ability to describe, manage, or prevent the key nutritional problems and to increase their capacity to provide effective nutritional services.

2. **Accounting Policies**

(a) The Institute adheres to PAHO's Financial Regulations, and the accounting policies applied to CFNI transactions are stated in the notes to the PAHO financial statements. Some key policies or those which require further definition in the context of the CFNI statements are also disclosed below.

(b) **Capital Assets**

All assets are charged to expenditure in the biennium of purchase. These assets (mainly non-expendable equipment and vehicles) are not therefore shown in the Statement of Assets, Liabilities, and Reserves and Fund Balances (Statement IX). However, items of this nature are recorded in the project and office inventories of the Institute.

The value of the building is shown as the cost at the time of construction during 1986-1987, with an equal amount shown as "Equity in Building."

(c) **Income**

CFNI's assessed contributions, as well as PAHO and WHO Regular Budget funding (Statement VIII), are recorded on an accrual basis. All other income is recorded on a cash basis (i.e., when actually received).

(d) **Expenditure**

All expenditure against the CFNI Regular Budget (Statement VIII) is recorded when obligated. This is a modified form of the accrual basis of accounting in that expenditure is recorded when goods and services are commissioned or ordered rather than when invoiced or delivered. This basis of recording expenditure is also applied to the PAHO and WHO Regular funds, as included in the total of PAHO and WHO funds, disclosed in the CFNI Statement of Income and Expenditure and Changes in Fund Balances (Statement VIII).

Trust Fund project costs (Schedule 9) are recorded on a cash basis (i.e., when monies are paid for goods and services).

3. **Nonexpendable Inventory**

The original cost of nonexpendable inventory items valued at \$500 or more held by CFNI as of 31 December 2003 totaled \$468,590. Although the inventory amount is not reported in the financial statements as an asset, inventory lists are prepared to maintain effective custody of the physical assets of the Institute.

4. **Special Fund for CFNI Services**

This fund was established by the Director of PAHO under the authority vested in him by Financial Regulation 6.7. Income earned from the sale of certain services provided by CFNI (together with the expenditure incurred in developing these services) is recorded in this Special Fund.

5. **Quota Contributions Received in Advance**

A total of \$2,920 was received in 2003 from Guyana (\$346) and Saint Vincent and the Grenadines (\$2,574) as partial payments of their 2004 quota contributions.

6. **Land and Building**

The building was constructed in 1987 at a cost of \$714,572 on lands provided by the University of the West Indies. The University holds a lease over the lands from the Government of Jamaica for a period of 999 years commencing 11 January 1967 and has permitted the Organization to erect a building thereon and to grant the Organization an under-Lease of said lands for the remainder of the period of the Head Lease.

7. **Working Capital Fund**

The accumulated deficit of \$405,265 in the Working Capital Fund has been met in part by advances from PAHO funds. The position of the accumulated deficit is:

	<u>2002-2003</u>	<u>2000-2001</u>
Balance as of 1 January 2002	(343,668)	(391,718)
Net results from operations transferred from Statement VIII	<u>(61,597)</u>	<u>48,050</u>
Balance as of 31 December 2003	<u>(405,265)</u>	<u>(343,668)</u>

**CARIBBEAN FOOD AND NUTRITION INSTITUTE
ADMINISTERED BY THE PAN AMERICAN SANITARY BUREAU
STATEMENT OF QUOTA CONTRIBUTIONS DUE FROM MEMBERS
2002-2003 ASSESSMENTS AND PRIOR YEARS**

<u>Member</u>	<u>Year</u>	<u>Amount Due</u>	<u>Collected</u>	<u>Balance Due 31 December 2003</u>
Anguilla	2003	1,090	1,090	-
	2002	1,020	1,020	-
		<u>2,110</u>	<u>2,110</u>	<u>-</u>
Antigua and Barbuda	2003	3,258	-	3,258
	2002	3,045	-	3,045
	2001	3,045	-	3,045
	2000	3,045	-	3,045
	1999	3,045	-	3,045
	1998	2,900	-	2,900
	1997	2,900	-	2,900
	1996	2,900	-	2,900
		<u>24,138</u>	<u>-</u>	<u>24,138</u>
Bahamas	2003	16,740	16,740	-
	2002	15,645	15,645	-
	2001	15,625	15,625	-
		<u>48,010</u>	<u>48,010</u>	<u>-</u>
Barbados	2003	34,240	34,240	-
	2002	32,000	32,000	-
		<u>66,240</u>	<u>66,240</u>	<u>-</u>
Belize	2003	3,258	3,258	-
	2002	3,045	3,045	-
		<u>6,303</u>	<u>6,303</u>	<u>-</u>
British Virgin Islands	2003	674	674	-
	2002	630	630	-
		<u>1,304</u>	<u>1,304</u>	<u>-</u>
Cayman Islands	2003	674	674	-
	2002	630	630	-
		<u>1,304</u>	<u>1,304</u>	<u>-</u>
Dominica	2003	3,258	-	3,258
	2002	3,045	3,045	-
		<u>6,303</u>	<u>3,045</u>	<u>3,258</u>
Grenada	2003	3,258	698	2,560
	2002	3,045	3,045	-
		<u>6,303</u>	<u>3,743</u>	<u>2,560</u>

<u>Member</u>	<u>Year</u>	<u>Amount Due</u>	<u>Collected</u>	<u>Balance Due 31 December 2003</u>
Guyana	2003	45,164	45,164	-
	2002	42,210	42,210	-
	2001	2,804	2,804	-
		<u>90,178</u>	<u>90,178</u>	<u>-</u>
Jamaica	2003	134,787	-	134,787
	2002	125,970	-	125,970
	2001	125,970	-	125,970
	2000	125,970	-	125,970
	1999	125,970	-	125,970
	1998	119,970	-	119,970
	1997	119,970	-	119,970
	1996	119,970	-	119,970
	1995	119,970	-	119,970
	1994	105,354	-	105,354
		<u>1,223,901</u>	<u>-</u>	<u>1,223,901</u>
Montserrat	2003	1,092	1,020	72
	2002	1,020	1,020	-
		<u>2,112</u>	<u>2,040</u>	<u>72</u>
Saint Kitts and Nevis	2003	3,258	3,258	-
	2002	3,045	3,045	-
		<u>6,303</u>	<u>6,303</u>	<u>-</u>
Saint Lucia	2003	3,258	-	3,258
	2002	3,045	-	3,045
		<u>6,303</u>	<u>-</u>	<u>6,303</u>
Saint Vincent and the Grenadines	2003	3,258	3,258	-
	2002	3,045	3,045	-
		<u>6,303</u>	<u>6,303</u>	<u>-</u>
Trinidad and Tobago	2003	98,300	56,521	41,779
	2002	91,870	91,870	-
	2001	91,870	91,870	-
	2000	64,045	64,045	-
		<u>346,085</u>	<u>304,306</u>	<u>41,779</u>
Turks and Caicos Islands	2003	567	567	-
	2002	525	525	-
		<u>1,092</u>	<u>1,092</u>	<u>-</u>
TOTAL		<u><u>1,844,292</u></u>	<u><u>542,281</u></u>	<u><u>1,302,011</u></u>
Amounts consist of:				
		688,969	367,937	321,032
		1,155,323	174,344	980,979
		<u><u>1,844,292</u></u>	<u><u>542,281</u></u>	<u><u>1,302,011</u></u>

CARIBBEAN FOOD AND NUTRITION INSTITUTE
ADMINISTERED BY THE PAN AMERICAN HEALTH ORGANIZATION
STATEMENT OF TRUST FUNDS
AS OF 31 DECEMBER 2003
(expressed in US dollars)

<u>Source of Funds</u>	<u>Project</u> <u>Reference</u>	<u>Balance</u> <u>1 January</u> <u>2002</u>	<u>Funds</u> <u>Received</u>	<u>Project</u> <u>Expenditure</u>	<u>Balance</u> <u>31 December</u> <u>2003</u>
<u>GOVERNMENTS</u>					
CANADA					
Nutrition and HIV/AIDS in the Caribbean	CFN NUT 034	-	396,060	268,136	127,924
GUYANA					
Improving Nutrition and Enhancing Food Security	CFN NUT 031	181,268	97,180	171,480	106,968
JAMAICA					
Strengthening Food Safety	CFN NUT 033	-	106,816	106,816	-
Reform Jamaican School Feeding Program	CFN NUT 026	-	24,360	59,966	(35,606)
Strengthen Caribbean Food Safety	CFN NUT 022	-	38,500	53,318	(14,818)
UNITED STATES OF AMERICA					
Meeting on Food and Nutrition Poverty Alleviation	CFN NUT 023	-	13,252	13,249	3
Technical Meeting on Food and Nutrition	CFN NUT 037	-	202,886	78,159	124,727
Poverty Alleviation	CFN NUT 028	-	19,500	-	19,500
<u>INTERNATIONAL ORGANIZATIONS</u>					
FOOD AND AGRICULTURE ORGANIZATION					
Course on Food Composition Data in Nutrition	CFN NUT 052	(8,976)	8,976	-	-
Household Food Consumption and Nutrition	CFN NUT 021	-	38,500	53,031	(14,531)
UNITED NATIONS CHILDREN'S FUND					
Implementing Breast-feeding Counseling - A Training Course	CFN NUT 314	-	18,000	18,000	-
<u>VARIOUS GRANTORS</u>					
CARIBBEAN CARDIAC SOCIETY					
Combating Cardiovascular Diseases	CFN NUT 035	-	7,000	9,811	(2,811)
INTERNATIONAL OBESITY TASK FORCE					
Obesity Prevention and Strategies in the Caribbean	CFN NUT 032	(1,114)	1,114	-	-
JAMAICAN PRIVATE CORPORATIONS					
Radio Series on Nutrition	CFN NUT 210	1,843	-	974	869
TOTAL		173,021	972,144	832,940	312,225 ^{1/}

1/ Balance at 31 December is represented by:

Accumulated receipts in excess of expenditure on projects held in trust by CFNI	379,991
Project expenditure incurred and funded by CFNI in excess of receipts	<u>(67,766)</u>
	<u>312,225</u>