

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 2004-2005
(expressed in US dollars)

| | Reference | Regular Budget and Working Capital Fund | Trust Funds Schedule 8 | Special Funds Note 4 | Subtotal CFNI |
|---|------------|---|---------------------------|----------------------------|------------------|
| INCOME | | | | | |
| Assessed contributions | Schedule 7 | 712,268 | - | - | 712,268 |
| Voluntary contributions | | | | | |
| CFNI program activities | | - | 1,650,657 | - | 1,650,657 |
| Other income | | | | | |
| Revenue-producing activities | | - | - | 124,776 | 124,776 |
| Funds received under interorganization arrangements | | - | - | - | - |
| TOTAL INCOME | | <u>712,268</u> | <u>1,650,657</u> | <u>124,776</u> | <u>2,487,701</u> |
| EXPENDITURE | | | | | |
| International health program | | 581,328 | 1,478,366 | 92,912 | 2,152,606 |
| TOTAL EXPENDITURE | | <u>581,328</u> | <u>1,478,366</u> | <u>92,912</u> | <u>2,152,606</u> |
| EXCESS (SHORTFALL) OF INCOME OVER EXPENDITURE | | 130,940 | 172,291 | 31,864 | 335,095 |
| Provision for delays in the collection of assessed contributions | Schedule 7 | (289,225) | - | - | (289,225) |
| Payment of assessed contributions for prior years | Schedule 7 | 199,944 | - | - | 199,944 |
| NET EXCESS (SHORTFALL) OF INCOME OVER EXPENDITURE | | 41,659 | 172,291 | 31,864 | 245,814 |
| Savings on or cancellation of prior periods' obligations | | - | - | - | - |
| TOTAL CHANGES IN FUND BALANCES | | 41,659 | 172,291 | 31,864 | 245,814 |
| FUND BALANCES, 1 JANUARY 2004 | | <u>(405,265)</u> | <u>312,225</u> | <u>71,737</u> | <u>(21,303)</u> |
| FUND BALANCES, 31 DECEMBER 2005 | | <u>(363,606)</u> | <u>484,516</u> | <u>103,601</u> | <u>224,511</u> |

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 2004-2005
(expressed in US dollars)

| <u>PAHO</u> | <u>WHO</u> | <u>Total 2004-2005</u> | <u>Total 2002-2003</u> | |
|-------------|------------|----------------------------|----------------------------|---|
| - | - | 712,268 | 688,969 | INCOME |
| - | - | 1,650,657 | 972,144 | Assessed contributions |
| - | - | 124,776 | 94,005 | Voluntary contributions |
| 1,822,119 | 749,496 | 2,571,615 | 2,418,016 | CFNI program activities |
| 1,822,119 | 749,496 | 5,059,316 | 4,173,134 | Other income |
| | | | | Revenue-producing activities |
| | | | | Funds received under interorganization arrangements |
| | | | | TOTAL INCOME |
| | | | | EXPENDITURE |
| 1,822,119 | 749,496 | 4,724,221 | 4,020,484 | International health program |
| 1,822,119 | 749,496 | 4,724,221 | 4,020,484 | TOTAL EXPENDITURE |
| - | - | 335,095 | 152,650 | EXCESS (SHORTFALL) OF INCOME OVER EXPENDITURE |
| - | - | (289,225) | (321,032) | Provision for delays in the collection of assessed contributions |
| - | - | 199,944 | 174,344 | Payment of assessed contributions for prior years |
| - | - | 245,814 | 5,962 | NET EXCESS (SHORTFALL) OF INCOME OVER EXPENDITURE |
| - | - | - | - | Savings on or cancellation of prior periods' obligations |
| - | - | 245,814 | 5,962 | TOTAL CHANGES IN FUND BALANCES |
| - | - | (21,303) | (27,265) | FUND BALANCES, 1 JANUARY 2004 |
| - | - | 224,511 | (21,303) | FUND BALANCES, 31 DECEMBER 2005 |

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 2005
(expressed in US dollars)

| | <u>Note*</u> | <u>2005</u> | <u>2003</u> |
|--|--------------|----------------|-----------------|
| ASSETS | | | |
| Cash on hand and in banks | | 3,642 | 3,348 |
| Accounts receivable | | | |
| Quota contributions due from Members (Schedule 7) | | 1,391,292 | 1,302,011 |
| Provision for delays in collection of assessed contributions | | (1,391,292) | (1,302,011) |
| Balance due from Pan American Health Organization for interoffice funding activities | | 223,960 | - |
| Building | 6 | 714,572 | 714,572 |
| TOTAL ASSETS | | <u>942,174</u> | <u>717,920</u> |
| LIABILITIES | | | |
| Quota contributions received in advance | 5 | 3,091 | 2,920 |
| Balance due to Pan American Health Organization for interoffice funding activities | | - | 21,731 |
| TOTAL LIABILITIES | | <u>3,091</u> | <u>24,651</u> |
| RESERVES AND FUND BALANCES | | | |
| Trust Funds (Schedule 8) | | 484,516 | 312,225 |
| Special Fund for CFNI Services | 4 | 103,601 | 71,737 |
| Working Capital Fund | 7 | (363,606) | (405,265) |
| TOTAL FUND BALANCE | | <u>224,511</u> | <u>(21,303)</u> |
| Equity in building | 6 | 714,572 | 714,572 |
| TOTAL RESERVES AND FUND BALANCES | | <u>939,083</u> | <u>693,269</u> |
| TOTAL LIABILITIES AND RESERVES AND FUND BALANCES | | <u>942,174</u> | <u>717,920</u> |

*See Explanatory Notes, beginning on page 140

**CARIBBEAN FOOD AND NUTRITION INSTITUTE
ADMINISTERED BY THE PAN AMERICAN HEALTH ORGANIZATION
STATEMENT OF CASH FLOW
FOR THE FINANCIAL PERIOD 2004-2005
(expressed in US dollars)**

| | <u>2004-2005</u> | <u>2002-2003</u> |
|---|---------------------|---------------------|
| CASH FLOWS FROM OPERATING ACTIVITIES | | |
| Net excess (shortfall) of income over expenditure (Statement VIII) | 245,814 | 5,962 |
| Increase (decrease) in unliquidated obligations | - | (2,896) |
| Increase (decrease) in contributions or payments received in advance | <u>171</u> | <u>(6,655)</u> |
| NET CASH FROM OPERATING ACTIVITIES | <u>245,985</u> | <u>(3,589)</u> |
| CASH FLOWS FROM INVESTING AND FINANCING ACTIVITIES | | |
| Increase (decrease) in interorganization funding balance payable | <u>(245,691)</u> | <u>4,105</u> |
| NET CASH FROM INVESTING AND FINANCING ACTIVITIES | <u>(245,691)</u> | <u>4,105</u> |
| NET INCREASE (DECREASE) IN CASH | 294 | 516 |
| CASH AS OF 1 JANUARY 2004 | <u>3,348</u> | <u>2,832</u> |
| CASH AS OF 31 DECEMBER 2005 | <u><u>3,642</u></u> | <u><u>3,348</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 8) 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 2005 totaled \$451,444. 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 9.3 (approved by Resolution CSP26.R3 of the 26th Pan American Sanitary Conference). 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 \$3,091 was received in 2004-2005 from Montserrat (\$517) and Saint Vincent and the Grenadines (\$2,574) as partial payments of their 2006 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 \$363,606 in the Working Capital Fund has been met in part by advances from PAHO funds. The position of the accumulated deficit is:

| | <u>2004-2005</u> | <u>2002-2003</u> |
|---|------------------|------------------|
| Balance as of 1 January | (405,265) | (343,668) |
| Net results from operations transferred from Statement VIII | <u>41,659</u> | <u>(61,597)</u> |
| Balance as of 31 December | <u>(363,606)</u> | <u>(405,265)</u> |

CARIBBEAN FOOD AND NUTRITION INSTITUTE
ADMINISTERED BY THE PAN AMERICAN HEALTH ORGANIZATION
STATEMENT OF QUOTA CONTRIBUTIONS DUE FROM MEMBERS
2004-2005 ASSESSMENTS AND PRIOR YEARS
(expressed in US dollars)

| <u>Member</u> | <u>Year</u> | <u>Amount Due</u> | <u>Collected</u> | <u>Balance Due</u> <u>31 December 2005</u> |
|------------------------|-------------|-------------------|------------------|---|
| Anguilla | 2005 | 1,090 | - | 1,090 |
| | 2004 | 1,090 | 1,090 | - |
| | | <u>2,180</u> | <u>1,090</u> | <u>1,090</u> |
| Antigua and Barbuda | 2005 | 3,258 | - | 3,258 |
| | 2004 | 3,258 | - | 3,258 |
| | 2003 | 3,258 | - | 3,258 |
| | 2002 | 3,045 | 861 | 2,184 |
| | 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>30,654</u> | <u>18,696</u> | <u>11,958</u> |
| Bahamas | 2005 | 16,740 | 16,740 | - |
| | 2004 | 16,740 | 16,740 | - |
| | | <u>33,480</u> | <u>33,480</u> | - |
| Barbados | 2005 | 34,240 | 34,240 | - |
| | 2004 | 34,240 | 34,240 | - |
| | | <u>68,480</u> | <u>68,480</u> | - |
| Belize | 2005 | 3,258 | 3,258 | - |
| | 2004 | 3,258 | 3,258 | - |
| | | <u>6,516</u> | <u>6,516</u> | - |
| British Virgin Islands | 2005 | 674 | 674 | - |
| | 2004 | 674 | 674 | - |
| | | <u>1,348</u> | <u>1,348</u> | - |
| Cayman Islands | 2005 | 674 | - | 674 |
| | 2004 | 674 | 337 | 337 |
| | | <u>1,348</u> | <u>337</u> | <u>1,011</u> |
| Dominica | 2005 | 3,258 | - | 3,258 |
| | 2004 | 3,258 | - | 3,258 |
| | 2003 | 3,258 | - | 3,258 |
| | | <u>9,774</u> | - | <u>9,774</u> |

| <u>Member</u> | <u>Year</u> | <u>Amount Due</u> | <u>Collected</u> | <u>Balance Due 31 December 2005</u> |
|-------------------------------------|------------------|-------------------|------------------|---|
| Grenada | 2005 | 3,258 | 2,900 | 358 |
| | 2004 | 3,258 | 3,258 | - |
| | 2003 | 2,560 | 2,560 | - |
| | | <u>9,076</u> | <u>8,718</u> | <u>358</u> |
| Guyana | 2005 | 45,165 | 44,834 | 331 |
| | 2004 | 45,165 | 45,165 | - |
| | | <u>90,330</u> | <u>89,999</u> | <u>331</u> |
| Jamaica | 2005 | 134,788 | - | 134,788 |
| | 2004 | 134,788 | - | 134,788 |
| | 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 | 25,180 | 94,790 |
| | 1994 | 105,354 | 105,354 | - |
| | <u>1,493,477</u> | <u>130,534</u> | <u>1,362,943</u> | |
| Montserrat | 2005 | 1,090 | 1,090 | - |
| | 2004 | 1,090 | 1,090 | - |
| | 2003 | 72 | 72 | - |
| | <u>2,252</u> | <u>2,252</u> | <u>-</u> | |
| Saint Kitts and Nevis | 2005 | 3,258 | 3,258 | - |
| | 2004 | 3,258 | 3,258 | - |
| | | <u>6,516</u> | <u>6,516</u> | <u>-</u> |
| Saint Lucia | 2005 | 3,258 | - | 3,258 |
| | 2004 | 3,258 | 3,256 | 2 |
| | 2003 | 3,258 | 3,258 | - |
| | 2002 | 3,045 | 3,045 | - |
| | <u>12,819</u> | <u>9,559</u> | <u>3,260</u> | |
| Saint Vincent and the Grenadines | 2005 | 3,258 | 3,258 | - |
| | 2004 | 3,258 | 3,258 | - |
| | | <u>6,516</u> | <u>6,516</u> | <u>-</u> |
| Trinidad and Tobago | 2005 | 98,300 | 98,300 | - |
| | 2004 | 98,300 | 98,300 | - |
| | 2003 | 41,779 | 41,779 | - |
| | | <u>238,379</u> | <u>238,379</u> | <u>-</u> |

| <u>Member</u> | <u>Year</u> | <u>Amount Due</u> | <u>Collected</u> | <u>Balance Due 31 December 2005</u> |
|---------------------------------|-------------|-------------------------|-----------------------|---|
| Turks and Caicos Islands | 2005 | 567 | - | 567 |
| | 2004 | 567 | 567 | - |
| | | <u>1,134</u> | <u>567</u> | <u>567</u> |
| TOTAL | | <u><u>2,014,279</u></u> | <u><u>622,987</u></u> | <u><u>1,391,292</u></u> |
| Amounts consist of: | | | | |
| Contributions for 2004 and 2005 | | 712,268 | 423,043 | 289,225 |
| Contributions for prior years | | 1,302,011 | 199,944 | 1,102,067 |
| | | <u><u>2,014,279</u></u> | <u><u>622,987</u></u> | <u><u>1,391,292</u></u> |

**CARIBBEAN FOOD AND NUTRITION INSTITUTE
ADMINISTERED BY THE PAN AMERICAN HEALTH ORGANIZATION
STATEMENT OF TRUST FUNDS
AS OF 31 DECEMBER 2005
(expressed in US dollars)**

| <u>Source of Funds</u> | PAHO Project ID | Program Ref. | Balance 1 January 2004 | Funds Received ^{1/} | Project Expenditure | Balance 31 December 2005 |
|--|--------------------|-----------------|------------------------------|---------------------------------|------------------------|--------------------------------|
| <u>GOVERNMENTS</u> | | | | | | |
| CANADA | | | | | | |
| Nutrition and HIV/AIDS in the Caribbean | 026105 | NUT | 127,924 | 785,134 | 819,545 | 93,513 |
| Gender Inequities in Health | 026118 | NUT | - | 73,347 | 73,327 | 20 |
| GUYANA | | | | | | |
| Improving Nutrition and Enhancing Food Security | 330007 | NUT | 106,968 | (5) | 106,963 | - |
| Nutrition Training Components, Basic Nutrition Program | 330008 | NUT | - | 189,868 | - | 189,868 |
| JAMAICA | | | | | | |
| Reform Jamaican School Feeding Program | 075010 | NUT | (35,606) | 35,606 | - | - |
| Strengthen Caribbean Food Safety | 075011 | NUT | (14,818) | 14,818 | - | - |
| Strengthen Caribbean Food Safety | 075013 | NUT | - | 86,746 | 86,746 | - |
| UNITED STATES OF AMERICA | | | | | | |
| Meeting on Food and Nutrition Poverty Alleviation | 190001 | NUT | 3 | (3) | - | - |
| Technical Meeting on Food and Nutrition | 190002 | NUT | 124,727 | - | 97,561 | 27,166 |
| Poverty Alleviation | 190003 | NUT | 19,500 | - | 18,001 | 1,499 |
| <u>INTERNATIONAL ORGANIZATIONS</u> | | | | | | |
| FOOD AND AGRICULTURE ORGANIZATION | | | | | | |
| Household Food Consumption and Nutrition | 015013 | NUT | (14,531) | 18,443 | 3,912 | - |
| Developing Food-Based Dietary Guides | 051014 | NUT | - | 9,000 | 9,000 | - |
| UNITED NATIONS CHILDREN'S FUND | | | | | | |
| Strengthening Training Young Children | 187076 | NUT | - | 21,999 | 21,999 | - |
| <u>VARIOUS GRANTORS</u> | | | | | | |
| CARIBBEAN CARDIAC SOCIETY | | | | | | |
| Combating Cardiovascular Diseases | 403001 | NUT | (2,811) | 2,811 | - | - |

| | | | | | | | |
|---|--------|-----|----------------|------------------|------------------|----------------|--|
| JAMAICAN PRIVATE CORPORATIONS | | | | | | | |
| Radio Series on Nutrition | 277001 | NUT | 869 | - | 869 | - | |
| SAGICOR FINANCIAL CORPORATION | | | | | | | |
| Improving Health and Nutrition in the Caribbean Through Competition | 426001 | NUT | - | 37,893 | 18,851 | 19,042 | |
| WORLD DIABETES FOUNDATION | | | | | | | |
| Protocol for Nutritional Management of Diabetes | 418001 | NUT | - | 375,000 | 221,592 | 153,408 | |
| TOTAL | | | <u>312,225</u> | <u>1,650,657</u> | <u>1,478,366</u> | <u>484,516</u> | |

Balance at 31 December 2005 is represented by:

| | |
|--|-----------------------|
| Accumulated receipts in excess of expenditure held in trust by CFNI | 484,516 |
| Project expenditure incurred and founded by CFNI in excess of receipts | - |
| Total | <u><u>484,516</u></u> |

^{1/} Funds Received are shown net of refunds to Donors

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