## Annex 3 and Annex 6 – Expenditure Reports

**Partners Name:**  Lusaka Agreement Task Force  
**Title of the approved PRC project:** Strengthening law enforcement capacity to combat illegal killing of elephants in Zambia  
**Budget line:** BAC [please complete]  
**SSFA starting date:** 22 March 2016  
**Reporting period:** from 22 March 2016 to 22 August 2016  
**Title of Project:** Training for Intelligence, Investigations and Wildlife officers from the Department of National Parks and Wildlife (DNPW) of Zambia.  
**Cumulative amount already transferred from UNEP to the Partner as of this reporting date:** USD 15,000

<table>
<thead>
<tr>
<th>Activity</th>
<th>Original Budget (USD)</th>
<th>Total Expenditure (USD)</th>
<th>Comments (If the expenditures were different from what was originally planned, please provide a short explanation)</th>
</tr>
</thead>
</table>
| Activity 1  
Procurement and facilitation of air travel for participants/resource persons to the training venue  
Sub-total | 0 | 1,053 | Actual expenditure relates to cost of return air ticket (Nairobi-Lusaka-Nairobi) and related expenses for LATF Officer/Resource person that were not factored in the approved budget/SSFA but considered essential for the successful organization and facilitation of the training. |
| Activity 2  
Procure materials and facilitate communication and publicity (Expense comprises Printing and assorted stationery including Certificates for trainees, Promotional materials, Telecommunication and Publicity/Media expenses)  
Sub-total | 1,000 | 1,202 | 20% budget overrun mainly attributed to procurement of document folders and stickers that accentuated the theme of the training and logos of collaborating partners AEP, LATF and DNPW. There was no budgetary provision for this important item during planning. |
| Activity 3  
Convene the training and facilitate accommodation, meals and upkeep for the Trainees and Resource persons. (Expenses include Food and Accommodation/DSA for participants and Resource persons; Consulting/Moderators fees; Conferencing/ Venues expenses and Local Transport)  
Sub-total | 19,250 | 18,568 | |
| Activity 4  
Preparation and submission of the Project’s narrative and accountability reports to the African Elephant Fund.  
Sub-total | 1,000 | 480 | The saving in this budget line was utilized in supporting expenses (Air travel included in activities 1 and 3 above) for LATF Officer to the training. Any costs relating to reporting mainly comprising printing and stationery were adequately catered under activity 2 above. |
| **Total Cost** | 21,250 | 21,822 | |

**Signature of a duly Authorized officer:**

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**Name:**  Bonaventure Ebuyi  
**Position:**  Director  
**Date:**  09/11/2016
### FINANCIAL ACCOUNTABILITY STATEMENT

**PROJECT TITLE:** Strengthening law enforcement capacity to combat illegal killing of elephants in Zambia - SSFA: 2016-326A-P.58-000076-14AC004  
**ACTIVITY:** Transfers for Enforcement Officers from Department of National Parks and Wildlife Service (DNPW) of Zambia 2 - 5 August 2018 - Lusaka, Zambia  
**FUNDING PARTNER:** African Elephant Fund

<table>
<thead>
<tr>
<th>Expense description</th>
<th>Details as per Budget/SSFA</th>
<th>Units</th>
<th>No. of units</th>
<th>Unit Cost</th>
<th>Budget (Approved as per SSFA)</th>
<th>Actual Expenditure</th>
<th>Variance</th>
<th>Variance Explorations for variances</th>
<th>%</th>
<th>F/U</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Air ticket (LATF Revenue person) and related expenses</td>
<td>Return tickets: Malawi-Lusaka, Malawi</td>
<td>tickets</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,052.00</td>
<td>-$1,052.00</td>
<td>-100%</td>
</tr>
<tr>
<td>2. Food &amp; Accommodation/DSA for trainers and trainers/resource persons; and Venue expenses</td>
<td>DSA 2Dpa 4 days (including travelling) = 100 days</td>
<td>man-days</td>
<td>100</td>
<td>$100.00</td>
<td>$10,000.00</td>
<td>$13,600.00</td>
<td>$13,712.00</td>
<td>-$112.00</td>
<td>-1%</td>
<td>Budget overrun explained by costs of two (2) extra participants: Planned 25, but 27 attended. Actual expenditure also includes venue expenses (separately budgeted as per item 4 below), which were actually provided under food and accommodation as a package by the hotel/venue.</td>
</tr>
<tr>
<td></td>
<td>Venue expenses: lunches, tea breaks, refreshments and hire of conference facilities:</td>
<td>man-days</td>
<td>90</td>
<td>$40.00</td>
<td>$3,600.00</td>
<td>$5,800.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td>DSA for resource persons/facilitators (5 facilitators x 4 days including travelling = 20 days)</td>
<td>man-days</td>
<td>20</td>
<td>$200.00</td>
<td>$4,000.00</td>
<td>$4,600.00</td>
<td>$3,700.00</td>
<td>$3,700.00</td>
<td>$900.00</td>
<td>23%</td>
</tr>
<tr>
<td>3. Consulting/moderator’s fees</td>
<td>5 moderate/facilitator x 4 days</td>
<td>man-days</td>
<td>4</td>
<td>$150.00</td>
<td>$600.00</td>
<td>$600.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0%</td>
<td>Cost of producing certificates underestimated during budgeting.</td>
</tr>
<tr>
<td>4. Printing, training materials and assorted stationery</td>
<td>Design and printing of banners</td>
<td>pax</td>
<td>10</td>
<td>$20.00</td>
<td>$200.00</td>
<td>$600.00</td>
<td>$600.00</td>
<td>$600.00</td>
<td>-$520.00</td>
<td>-6%</td>
</tr>
<tr>
<td>5. Local transport for participants to and from hotel venue as well as local excursions and logistics</td>
<td>Rainine costs (fuel) vehicle for excursions</td>
<td>lines</td>
<td>100</td>
<td>$1.50</td>
<td>$150.00</td>
<td>$1,080.00</td>
<td>$243.50</td>
<td>$1,336.50</td>
<td>-123.50</td>
<td>-12%</td>
</tr>
<tr>
<td></td>
<td>Participants taxi/bus fare</td>
<td>pax</td>
<td>20</td>
<td>$30.00</td>
<td>$600.00</td>
<td>$600.00</td>
<td>$932.00</td>
<td>$932.00</td>
<td>$0.00</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td>Driver’s allowances: 3 pax x 6 days = 4 days</td>
<td>man-days</td>
<td>4</td>
<td>$75.00</td>
<td>$300.00</td>
<td>$480.00</td>
<td>$480.00</td>
<td>$480.00</td>
<td>$0.00</td>
<td>0%</td>
</tr>
<tr>
<td>8. Reporting costs: Production and dissemination of project’s narrative and accountability reports to AZF</td>
<td>Administrative/logistical expenses in production of the reports</td>
<td></td>
<td></td>
<td>$1,020.00</td>
<td>$1,000.00</td>
<td>$480.00</td>
<td>$480.00</td>
<td>$480.00</td>
<td>$520.00</td>
<td>52%</td>
</tr>
</tbody>
</table>

**TOTAL COST**  
$29,100.00 | $29,250.00 | $31,321.00 | $21,211.00 | -$111.00 | -0.34%  

Key: F/U - Favourable / Unfavourable variance  
NB: DNPW assumed role/function of the disestablished Zambia Wildlife Authority (ZAWA).