



Annual Report 2010

**TFCA-Sumatera
2011**

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EXECUTIVE SUMMARY

Since the launching in June 2009, TFCA has started to move on with activities to ensure this first debt for nature-swap program between Indonesia and US government could be run smoothly.

The first phase of preparation was setting up office and all necessary documents to perform an accountable and transparent grant making. It start with preparation of the program, started with the establishment of Oversight Committee as the primary decision making body for the TFCA program, office establishment and staff recruitment of the Administrator.

Parallel with this preparation, TFCA-Sumatera secretariat keep continue its activities with information dissemination and public consultation on the TFCA-Sumatera program. Three meetings in three regions were conducted to absorb local's aspiration and problems in conserving Sumatra's forest. The meeting was held in Medan for northern Sumatra region, in Bengkulu for central Sumatra region and Palembang for southern Sumatra consultation meeting. The result was important to set up the strategic approach for TFCA Sumatera activities and also be used to identify potential NGOs and Universities to become partners in conserving Sumatra's forest.

KEHATI as the administrator provide a lot of experience and lessons learned to the TFCA-Sumatera Secretariat to conduct the program. Therefore, documents like TFCA Strategic Plan, Performance Monitoring Plan, OC Bylaws, Grant-Making Policy and Procedure, Standard Operating Procedure on Monitoring and Evaluation and some other policy and Standard Operating Procedures is prepared by generous assistance from KEHATI. Some adjustment and modification based on TFCA's regulation and needs is made for further application.

Monitoring is one of the aspects that need serious attention from the program. Monitoring and evaluation must be undertaken in accordance with the logical framework of the project/program, annual work plans, budgets and cost reports submitted by TFCA partners-Sumatra. Therefore, efforts to assist grantee to make proper logframe, tree problems, is very crucial and consume quite some time of the administrator. Capacity building is the key to have sustainable and reliable partnerships between TFCA-Sumatera and its partners and stakeholders.

From the financial aspect, the administrator has managed robust financial management where as 25 May 2011, revenue saved in HSBC account derived from payment by the GoI plus interest in HSBC is US\$ 8,162,634.32 and the total expenditure is US\$ 1,797,202.33. The ending balance per 25 May 2011 is US\$ 6,365,432.19. Financial audit exclusively undertaken for the administration of TFCA-Sumatra (including grant administration) was not undertaken for the fiscal year 2010. This was because the program had not disbursed grants for grantees on 2010.

Chapter 1

INTRODUCTION

The Government of USA and the Government of Indonesia, KEHATI Foundation and Conservation International Foundation (CI) has signed an agreement on redirecting the payment of Indonesian debt to the US Government into a trust fund to support activities which aim for tropical forest conservation, protection, restoration, and sustainable use in Sumatra. The program is then referred to as Tropical Conservation Action for Sumatra (TFCA-Sumatera Program).

The Forest Conservation Agreement (FCA) defines how TFCA-Sumatera will be established and operated. It was signed on 30 June 2009 and came into effect on September 2009 (the Agreement's "Closing Date"). The FCA creates the governing mechanism for the funds administered by TFCA-Sumatera. The FCA also outlines grant-making procedures, such as eligible entities, authorised purposes and priority sites.

TFCA-Sumatera Program is focused on priority ecosystem management at landscape level. In this regard, this prioritized areas will be the basis for biodiversity conservation at the landscape level supported by sustainable management of entire natural resources elements including forestry, agriculture (agro ecosystem), coastal and shoreline, infrastructure and economic development. This approach is emphasizing collaborative model of natural resources management among all development actors at various sectors, in order to encourage and support forest conservation, and which in turn, will bring impacts on sustainable economic regional development.

The rest of the 2009 after the agreement's closing date and the early 2010, was occupied for the preparation of the program, started with the establishment of Oversight Committee as the primary decision making body for the TFCA program, office establishment and staff recruitment of the Administrator. Four meetings were held by Oversight Committee during the three months of the rest 2009, and subsequent four meetings until it made decision on the seven concept papers which were potential to receive TFCA grants in July 2010. During this time TFCA-Sumatera has basically finalised all necessary documents as the basis for the grant making.

This report mainly provides information on the progress of the grant made by TFCA-Sumatera, so that this will covers mainly report of the first semester of 2011. However, as TFCA-Sumatera has never provided any report as required under the FCA, the progress of the program since 2009 will be briefly included. This report consists of progress on the three sections, namely on the administration of the program (administrator) which is contained in Chapter 2, on the activities by grantees (field) level, contained in Chapter 3, and financial report, contained in Chapter 4.

Chapter 2

PROGRESS ON THE GOVERNANCE AND ADMINISTRATION OF TFCA-SUMATERA PROGRAM

2.1. Oversight Committee

The Oversight Committee is the highest decision making body in the TFCA Sumatera program. It operates in accordance with the Forest Conservation Agreement (FCA) and materially complies with most requirements. Oversight Committee members and their alternates are highly engaged in TFCA-Sumatera's implementation, with a quorum present at each of the 10th OC meetings held from July 2009 through June 2011, even though the FCA only requires two meetings a year. Seven member institutions of the Oversight Committee are:

- a. Permanent members:
 1. Mr. Haryadi Himawan, Directorate General of Forest Conservation and Nature Conservation, of the Ministry of Forestry (representing the Government of Indonesia),
 2. Mr. Walter E. North, USAID (representing the US Government),
 3. Mr. Jatna Supriatna (Chair), Conservation International-Indonesia, and
 4. Ms. Erna Witoelar, KEHATI-The Indonesian Biodiversity Foundation
- b. Designated members:
 5. Mr. Rezki Sri Wibowo, Transparency International Indonesia,
 6. Ms. Tuti Sri Hadiputranto, Indonesia Business Links, and
 7. Mr. Darusman Rusin, Syiah Kuala University

The Oversight Committee has done well in developing the governance structures for TFCA-Sumatera, including the creation of a strategic plan and procedures for soliciting proposals and deciding on grants. While there has been frustration at what is perceived as a slow start, the Oversight Committee has guided TFCA-Sumatera to sign grants more quickly than most programs in the TFCA family of funds.

Members of the Oversight Committee have experience in a range of subject areas important to the operations of TFCA-Sumatera. These areas include conservation, finance, and operations.



2.2. The Fund Administrator

Based on the Forest Conservation Agreement, KEHATI (The-Indonesian Biodiversity Foundation) is appointed as the Administrator of the TFCA-Sumatera. The Administrator is also functioned as the TFCA Oversight Committee's Secretariat which performs day to day management operation of TFCA-Sumatra under the direction of Oversight Committee (OC). The directive is translated into a Strategic Plan that guides the Administrator and potential grantees for the next 5 years (2010-2015). At the Administrator level, this Strategic Plan is then detailed into Annual Work plan which is broken down in a Logical Framework in order to make clear the roles, directions, and targets to be achieved by TFCA-Sumatra every year.

The Indonesian Biodiversity Foundation (KEHATI) is a foundation under the law of the Republic of Indonesia, established in 1994. This is a not-for-profit organization whose main objective is provide grants to local non-government organizations to undertake activities in line with the Convention of Biological Diversity, especially for the themes of Agriculture, Forestry and Marine Biodiversities. In this regard, the administration of TFCA is undertaken by one specialized program, headed by a Program Director. Under the direction of KEHATI's Executive Director the TFCA Program Director is working closely with other Directors in KEHATI, especially those dealing with finance (including accounting) and programs. In general the structure of the Administrator is as seen in Figure 1 below.

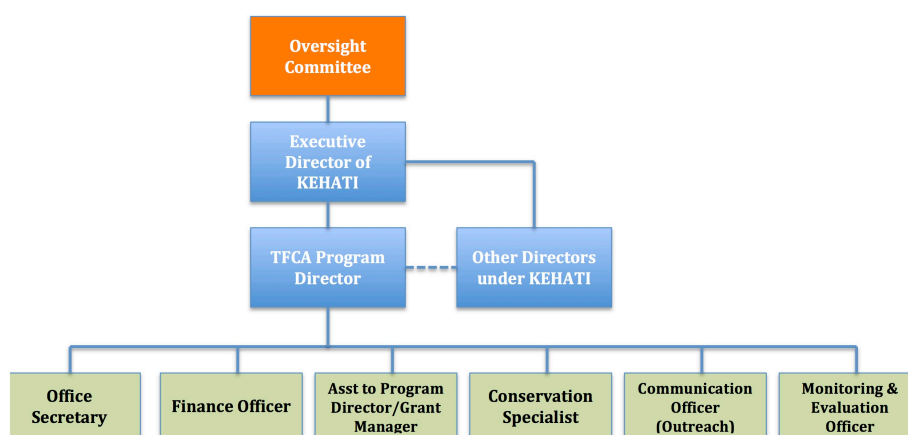


Fig 1. Structure of TFCA-Sumatera Administrator

In general, all positions in the TFCA-Sumatera Secretariat have been fulfilled in mid-2010, except for monitoring and evaluation staff. There are several considerations related to the recruitment of monitoring and evaluation staff which includes:

1. Activities of TFCA-Sumatera grantees have just started since February 2011, so that at this time there is no urgent requirement to employ monitoring and evaluation specialist at a full time basis.
2. Observations in the field indicate that monitoring activities is closely related to activities carried out by conservation staff, so that conservation staffs, led by Conservation Specialist, can directly carry out monitoring.

In the near future, as the number of grantees grown up, in addition to the external evaluation conducted externally by consultant, the Conservation Specialist would need staffs to assist on the daily monitoring and evaluation. The same may also be the case

for Grant Manager (Assistant to Program Director) who may need additional staffs to undertake monitoring on the financial progress of the grantees.

2.3. Achievements in 2009 - 2010

2.3.1. Setting-up TFCA-Sumatera Office

2.3.1.1. Staff Recruitment

As from institutional aspect, the selection and recruitment of TFCA-Sumatera staffs were conducted by KEHATI, except for Program Director who is selected by Oversight Committee. Almost all staff positions have been fulfilled in 2010:

- a. Program Director (January 2010)
- b. Communications and Outreach Officer (January 2010)
- c. Grant Manager / Assistant Program Director (June 2010)
- d. Conservation Specialist (July 2010)
- e. Financial Officer (August 2010)
- f. Office Secretary (has been filled since 2009 but replacement was done in February 2011).

2.3.1.2. Office Setup

With the compliments by KEHATI, TFCA-Sumatera is assigned an 55 m² office space at the KEHATI building in Jalan Bangka VIII No. 3B, Pela Mampang, Jakarta Selatan 12720. In order to facilitate the implementation of TFCA-Sumatra activities, the TFCA Administrator (Ssecretariat) is refurbished with equipments and supporting facilities which include:



TFCA-Sumatera Secretariat at KEHATI's office

- Furnitures
- Meeting rooms (shared with KEHATI)
- Direct telephone and fax lines: telephones (62-21-7199962, 7199962) and fax (62-21-7196530)
- PABX internal communication system
- Internet connection: First Media broadband internet connection (shared with KEHATI)
- Server Computer (1 unit)
- Desktop Computer (1 unit)
- Laptop Computers (4 units)
- LCD projectors (1 unit)
- DLSR Photo Camera (1 unit)
- Photocopying machine (leasing at annual basis with quota)

2.3.2. Preparation of TFCA Policy Documents and Operation Manuals

2.3.2.1. TFCA Strategic Plan

In accordance with Forest Conservation Agreement Section 6.7.1. (r) (i), with respect to the management of the TFCA program, the Oversight Committee shall, within one year of Closing, establish a written strategic plan that includes (a) specific, key objectives, (b) a list, in order of importance, of conservation and funding priorities in order to meet those objectives, and (c) target dates for completion of objectives. The strategic plan is important to guide the OC, the Administrator and potential grantees in the implementation of TFCA-Sumatra program. This is also important for making grant prioritization, especially with regard to sites and activities. In order to get inputs and full engagement from local stakeholders, TFCA-Sumatera Administrator held series of consultative meetings to capture and stocktake recent issues and priorities from stakeholders in three cities, namely Medan on 18 January 2010; Bengkulu on 28 April 2010; and Palembang on 3 May 2010. These meetings were also important media to disseminate and introduce the program of TFCA-Sumatra, which include opportunity on financing of forest conservation activities and limitation (restriction) of the possible grants.

The Strategic Plan covers time frame activities and programs of 5 years (2010-2015). In the development of the strategic plan, TFCA-Sumatera was assisted by a consultant from Bogor Agricultural University, Haryanto R. Putro to facilitate the process. In addition to those three serial meetings, a number of meetings were held to get input from the OC and other stakeholders at national level. The Strategic Plan document was approved, in principle by the Oversight Committee in its 8th meeting on 29 July 2010.

2.3.2.2. Document on Monitoring and Evaluation Plan

In accordance with Forest Conservation Agreement Section 6.7.1. (r) (iii), with respect to the management of the TFCA program, the Oversight Committee shall, within one year of closing, develop and implement monitoring and evaluation plan for determining conservation impacts of the funded projects. The plan, endorsed at the 9th OC meeting, is derived from the Strategic Plan to monitor and evaluate the conservation impacts contained in its set indicators. This plan is also aimed to guide in monitoring the activities and financial aspects of the grantees.

2.3.2.3. Oversight Committee's Bylaws

Oversight Committee's bylaws is basically an execution version of the Forest Conservation Agreement supplemented by some basic rule and procedures for the performance of the OC.

2.3.2.4. Grant Making Policy and Procedures (GMPP)

In general, this document provides general policy derived and detailed from the Forest Conservation Agreement. This also provides guidance for the management of TFCA-Sumatra at the administrator level and at the grantees level. The document explains how the grants will be disbursed, including the principles and approaches on grant distribution, authorised purposes, eligible entities, priority areas and activities, and the mechanism of accessing the grants from TFCA-Sumatera.

The procedures contain description of the mechanism or the process of grant disbursement. This also describes the process of grant flows that start from invitation to submit concept papers, development of full application, selection process and decision criteria up to the final action of signing the Grant Agreement (PPH) and possible grant modification. In addition, the procedures also regulate changes of activities at the grantee level as the case may be, reporting mechanisms, monitoring and evaluation, audits, termination and closing of the program or grant closed-out report.

2.3.2.5. Operational Manuals

Operational manuals are important to maintain and ensure that the works of the Administrator and grantees are of high standard. These manuals are used to control and to direct the implementation of the management of the program. For this purpose TFCA-Sumatera Administrator has developed several necessary Standard Operational Procedures (SOP) as follows:

- a. SOP on Monitoring and Evaluation
- b. SOP on Finance
- c. SOP on Procurement of Goods and Services
- d. SOP on Information, Communication and Shared Learning

a. *SOP on Monitoring and Evaluation*

SOP on Monitoring and Evaluation guides the Administrator and Grantees on monitoring and evaluation of the progress of projects and program. This document guides that the monitoring and evaluation must be undertaken in accordance with the logical framework of the project/program, annual work plans, budgets and cost reports submitted by TFCA partners-Sumatra. The SOP also guides the implementation of monitoring and evaluation at the Administrator level.

b. *SOP on Finance*

SOP on Finance contains the guidance and procedures on the operation and management of internal finance of TFCA-Sumatera Administrator (Secretariat), which includes policy on the financial operation, internal control, budgeting, reporting and accounting. This also include bookkeeping process and authority of each position on the financial mechanism of TFCA-Sumatera, management of advance payment and its accountability, cash management, and financial reporting of TFCA-Sumatera to the Oversight Committee.

Audit mechanisms are also contained in this SOP that includes process to select auditor, auditing up to submission of audit reports. With regard to the accounting standard, TFCA-Sumatera follows the standard used by KEHATI as the designated Administrator. In this regard, KEHATI is using accounting standard of PSAK 45 (1997) Financial Reporting in Not-for-Profit Organizations. This standard is equal to SFAS 117 Financial Statements of Not-for-Profit Organizations of the International Finance Reporting Standards (IFRS). (Note: PSAK = *Pernyataan Standar Akuntansi*



SOP Documents

Keuangan or in English: Statement of Financial Accounting Standards, which is an Indonesian Generally Accepted Accounting Principles/GAAP).

Moreover, this financial SOP also discusses techniques to monitor grants which have been disbursed and to monitor grantee's financial outlook. Steps or stages and process of distribution of grant funds as well as the terms of each stage starting from the submission, transfer of funds to reporting also discussed in this SOP.

c. *SOP on Information, Communication and Shared Learning*

This SOP includes the arrangement of information flows within the TFCA secretariat, relations with OC up to the flows of information from secretariat to grantees and vice versa. To ensure the implementation of best practices, this SOP also provides mechanism of shared learning between Secretariat, grantees, and between grantees. The document also guides the use of electronic communication systems, including networking and websites links.

2.3.3. Dissemination of TFCA-Sumatra Program

Public consultation and dissemination of information concerning TFCA-Sumatra programs were initially conducted in three regions of Sumatera, namely:

- a. Northern Sumatera Region held in Medan 16-17 January 2010,
- b. Central Sumatera Region held in Bengkulu 21-22 April 2010,
- c. Southern Sumatera Region held in Palembang 28-29 April 2010.

Various non-governmental organizations (NGOs) and local government attended these consultative and information stock-take meeting. There have been also consultation and dissemination carried out several times at national level in coordination of the Ministry of Forestry.

Information dissemination and consultation of TFCA-Sumatra to various groups is also conducted through the website (www.tfcasumatera.org) which has been built since 2010. Progress and developments which occur both in the field as well as in the Administration level are mostly uploaded in the TFCA-Sumatra website and or in the grantees' websites.



Information Dissemination on TFCA Program in Medan

2.3.4. Implementation of Grant Disbursement

Exactly one year after the signing of the TFCA agreements, June 2010 is a historical step for TFCA-Sumatra, when for the first time it announced and open a call for concept papers on June the 10th. The OC decided that it would be better that the process was initiated by calling the local NGOs and other eligible entities to submit concept papers, rather than directly through calling for full application. The announcement was made

publicly through the website of TFCA-Sumatra and mailing lists contained in the database of TFCA-Sumatra.

For about one month period after the announcement, it received as many as 106 concept papers for selection. The selection process was quite challenging as this was the first time TFCA-Sumatra to process a grant. The administrator, supported by the Technical Members of the Oversight Committee had to develop scoring criteria and steps taken to undertake selection. The criteria for scoring determined were including the background of the proposed project, the project design for the implementation of activities (logical framework and work plan), budgeting and institutional capacity to undertake activities (including track record). Assessment was carried out mainly by four technical members of the OC permanent members of TFCA-Sumatra namely USAID, the Ministry of Forestry, KEHATI and CI. After the assessment process the technical members finally recommended to the OC seven concept papers to continue develop seven full application based on concept papers which had been accepted. The acceptance of concept papers was not meant as the approval for funding.

The accepted concept papers were given about 45 days to develop full applications. With a long process of examination, and despite the relatively low quality of the proposals (especially on the project design), finally the technical members of the Oversight Committee recommended that five out of seven proposals were judged worthy to receive funding from TFCA-Sumatra. This recommendation was accompanied by suggestion that the proposals need to be improved and the budget be negotiated. The OC at its 9th meeting agreed with the recommendation and decided to give grants to the successful proposals. The OC also decided to ask the technical members to provide guidance and advice on the proposal improvement along with the assessment of institutional capability (capacity).

The process of proposal improvement assisted and guided by technical members was conducted in two places, namely:

1. Medan, North Sumatera for the proposals from Yayasan Leuser International and Institute Green Aceh working in Leuser Ecosystem landscape, and proposal from Sahabat-Bitra working in Batang Toru and Batang Gadis landscape.
2. Pekanbaru, Riau for the proposals of Jikalahari working in Kampar-Senepis Kerumutan landscape- and proposal by KKI-Warsi working in Kerinci Seblat National Park.

The final proposals including the negotiated budget were accepted through electronic decision by Oversight Committee, on December 2010 for three proponents, namely YLI, KKI-Warsi and JIKALAHARI, and the other two were accepted on January 2011. The summary of the five proposals are as follows:

1. Leuser International Foundation (YLI)

YLI proposes the following interventions to securing the southern part of the Leuser Ecosystem:

- a) Building a secure system of land ownership and give assistance in the development of protection systems and community-based forest management.
- b) Ensuring protection of biodiversity in the region with reduced conflict and better management systems.
- c) Supporting sustainable economic development plan for the community.

2. Institut Green Aceh (IGA)

To overcome the threats to the central part of Leuser Ecosystem, IGA proposes the following interventions:

- a) Increasing capacity of governments and stakeholders in strengthening forest conservation policies in Aceh.
- b) Increasing protection of conservation areas and wildlife habitat and reduced threats to biodiversity and HCFV.
- c) Increasing standard of living around the forest through the sustainable development of CBFM in TB Linge Isaq and surrounding areas.

3. SAHABAT (PETRA)-BITRA

PETRA-BITRA proposes the following interventions to improve the protection and conservation of Batang Toru area - TN Batang Gadis:

- a) Encouraging collaboration and capacity improvement of conservation policy at the levels of government, private sector and local communities.
- b) Increasing conservation, restoration, protection, management, utilization and connectivity of ecological corridors on the landscape.
- c) Encouraging social and economic improvements to support conservation.

4. JIKALAHARI

Jikalahari focuses on three main interventions to save the Kampar Peninsula - Kerumutan-Senepis landscape:

- a) Establishing agreements between the parties on the management of -Kerumutan-Senepis Kampar Peninsula landscape and it's ecosystem.
- b) Implementing landscape improvement activities, such as restoration, protection, implementation of best management of natural resources.
- c) Developing alternative income for local communities in line with restoration efforts and sustainable use in Kampar Peninsula Landscape-Kerumutan.

5. KKI-WARSI

WARSI focuses the following activities to save the remaining forest area in and surrounding TNKS:

- a) Ensuring the preservation of TNKS landscape ecosystems through a revision of District Spatial Planning (RTRWK).
- b) Developing managed forest areas to support community-based conservation in TNKS.
- c) Developing economic / livelihood of the society in line with TNKS landscape conservation efforts.
- d) Promoting best practices for sustainable forest management in the adoption.

2.3. Development of Investment Policy and Selection of Investment Manager

In accordance with Forest Conservation Agreement, the OC should have an Investment Policy and Select Investment Manager. For this purpose, the OC established an Investment Sub-Committee chaired by Rezki Sri Wibowo (designated OC member) and asked the Administrator to assist the Sub_committee to appoint consultant to assist undertake those tasks. The process to select consultant for investment policy is conducted in accordance with the SOP on Procurement of Goods and Services. Arghajata, a mannagement consultant was selected among a number of consultants which placed application for the work.

Among the terms of reference of the consultant is to recommend on the policy which should be taken by Oversight Committee on the investment from from the trust fund and if recommend an investment manager which suit the TFCA needs.

Among the important findings by the consultant, it was recommended that considering the nature of the TFCA funds and the associated investment requirements an investment manager should not be required. Instead, Arghajata agreed to prepare an investment plan based on 2011 grant plan proposed by the Administrator.

Chapter 3

PROGRESS ON THE FUNDS MANAGEMENT (FINANCIAL)

TFCA-Sumatra financial management is under the responsibility of Program Director, and technically conducted by finance staff in coordination with the Assistant to Program Director. The financial staff coordinates with KEHATI as the umbrella institution for TFCA-Sumatra Secretariat. The function of Secretariat is managing financial aspects at secretariat level and monitor financial management carried out by grantee.

3.1 Funds in the Debt Service Account (Trust Fund)

Position of the TFCA fund in the Debt Service Account (DSA) HSBC per 31 Dec 2010 is as follows:

Revenue:

Payment by the GOI	: US\$ 6,123,248.64
Interest in HSBC	: US\$ 6,173.02
Total Revenue	: US\$ 6,129,421.66

Expenditure:

Annual fee of fund management	: US\$ 29,405.16 *)
Remittance	: US\$ 92.70
Management Expenses	: US\$ 112,422.19
Grants	: US\$ 105,148.62
Total Expenditure	: US\$ 247,068,91

Ending Balance per 31 Dec 2010 : **US\$ 5,882,352.75**

Note: *) including establishment fee and fund management fee for 2009. The HSBC should have deducted from DSA a sum of US\$ 15,000.00 for the fund management fee of 2010.

3.2 Management Expenses

Since 2009 to December 2010, TFCA-Sumatera expenses was pre-financed by Yayasan KEHATI. Reimbursements were made every six months. The table below describes the summary of expenditures in 2009 and 2010.

TABLE 1. SUMMARY OF MANAGEMENT EXPENSES FOR THE PERIOD OF JANUARY-DECEMBER 2009 (IDR)

ID	Description	Budget	Expenses	Balance
A	Setting Up Office	310.960.000	53.107.000	257.853.000
B	Personnel & Consultant	395.600.000	11.708.333	383.891.667
C	Meeting/Workshop	308.000.000	0	308.000.000
D	Travel	98.992.000	34.342.380	64.649.620
E	Publication Cost	18.400.000	0	18.400.000
F	Professional Service	64.400.000	220.000	64.180.000
G	General Administration	85.100.000	4.730.566	80.369.434
H	Out of Budget Expenditure	0	30.476.594	(30.476.594)
Sub Total		1.281.615.200	134.584.873	1.147.030.327
I	Management Fee	64.080.760	6.729.244	57.351.516
Total		1.345.695.960	141.314.116	1.204.381.844

TABLE 2. SUMMARY OF MANAGEMENT EXPENSES FOR THE PERIOD OF JANUARY - DECEMBER 2010 (IDR)

ID	Description	Budget	Expenses	Balance
A	Personnel	966.161.022	793.387.078	172.773.944
B	Meeting/Workshop	759.804.702	617.700.370	142.104.332
C	Travel	202.697.520	118.672.740	84.024.780
D	Publication Cost	123.484.500	19.500.000	103.984.500
E	Professional Service*	358.814.100	266.043.988	92.770.112
F	General Administration	470.750.355	221.278.403	249.471.951
Sub Total		2.881.712.199	2.036.582.579	845.129.619
G	Management Fee	130.855.609	101.829.128	29.026.480
Total		3.025.797.808	2.138.411.708	887.386.100

* not previously planned in 2010 budget. OC approve to include this item in the OC Meeting



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