

ALLIANCE OF LIBERALS AND DEMOCRATS FOR EUROPE



ANNUAL REPORT BY THE ALDE GROUP TO THE EUROPEAN PARLIAMENT

BUDGET ITEM 400

FINANCIAL YEAR 2013

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ALDE

Alliance of Liberals and Democrats for Europe

In accordance with the audit mandate, we have audited the Group's Financial Statement prepared by the Group Accountant for the year ending 31/12/2013 as presented on pages 1 to 14 of this document.

Respective responsibilities of the Group and the auditor

Pursuant to the rules on the use of appropriation from budget item 400 (hereafter "the Rules"), the Group is responsible to the European Parliament for the conformity of appropriation usage and of the preparation of the group's annual financial report.

We are responsible for planning and carrying out the required work to verify the financial report prepared by the Group and to report with reasonable assurance our audit opinions to the Group.

Basis of Opinions

We have conducted the audit in accordance with International Standards on Auditing as issued by the IAASB. This standard requires the auditor or auditing company to plan and carry out the work in such a way as to obtain sufficient and appropriate evidence and explanations to support audit opinions. An audit includes an examination, on a sample basis, of evidence relevant to the opinions.

The audit work included specific procedures aimed at gathering sufficient and appropriate audit evidence that:

- a) the statement of revenue and expenditure gives a true and fair view of the group's financial position for the financial year concerned;
- b) the balance sheet gives a true and fair view of the Group's assets at the end of the financial year;
- c) the overall considerations on financial statements in the rules adopted by the Accounting Officer of the Commission referred to in articles 143 and 144 of the Financial Regulation¹, have been observed in the preparation and presentation of the accounts or, where appropriate, a divergence from these overall considerations is adequately explained by a note to the financial statements.
- d) an effective and efficient internal control system for the management of operations, which includes effective segregation of the duties of authorising officer and accounting officer or of the equivalent functions, is in place;

¹ Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union (Official Journal L 298, 26.10.2012, p.1).

- e) the accounts have been presented in accordance with the harmonised Accounting Plan in Part 2 of the Rules;
- f) the expenditure complies with the provisions of the Rules;
- g) the expenditure has been charged to the correct item in the budget of the Group;
- h) the appropriations were available;
- i) the principles of sound financial management have been applied;
- j) payment orders are substantiated by original supporting documents (or certified true copies);
- k) the Group's internal rules have been observed.

The audit work included verification of the risk management activities of the Group and on the quality of management and control systems. If necessary, recommendations for improving the conditions of implementation of operations and promoting sound financial management were issued.

The audit work also included assessment of the suitability and effectiveness of internal management systems and the performance of departments in implementing policies, programmes and actions by reference to the risks associated with them; and assessment of the efficiency and effectiveness of the internal control and audit systems applicable to every budget implementation operation.

Opinions

- As a result of our work, we did not identify any material non-conformity with the dispositions laid out in the Rules or with the Group's internal rules including the internal control system.
- The overall presentation of the income and expense statement and of the balance sheet complies with the chart of account provided with the Rules.
- No departures from generally accepted accounting principles have been established.
- The principle of sound financial management has been applied.
- In our opinion, the balance sheet gives a true and fair view of the financial position of the Group at 31/12/2013 and of the revenue and expenses for the 12 months ending 31/12/2013.

Zaventem, March 28th, 2014

RSM INTERAUDIT CVBA-SCRL
REGISTERED AUDITORS
REPRESENTED BY



BERNARD DE GRAND RY
PARTNER



KARINE MORRIS
PARTNER

BALANCE SHEET group ALDE End of the financial year 2013

ASSETS	<i>Note</i>	<u>2013</u>	<u>2012</u>
FIXED ASSETS			
Chapter 1 Intangible and tangible assets	6		
.1 Intangible assets		€ 8.475,38	€ 14.262,20
.2 Tangible assets		€ 38.996,50	€ 37.110,87
Sub total chapter 1		€ 47.471,88	€ 51.373,07
CURRENT ASSETS			
Chapter 2 Debtors, stocks and other working assets	7		
.1 Suppliers		€ 55.478,22	€ 87.324,42
.2 Staff		€ 0,00	€ 0,00
.3 VAT		€ 130.998,54	€ 77.478,72
.4 Stocks		€ 0,00	€ 0,00
.5 Various		€ 0,00	€ 0,00
Sub total chapter 2		€ 186.476,76	€ 164.803,14
Chapter 3 Financial assets			
.1 Financial securities		€ 0,00	€ 0,00
.2 Cash and cash equivalent		€ 2.245.775,65	€ 2.583.641,59
Sub total chapter 3		€ 2.245.775,65	€ 2.583.641,59
Chapter 4 Deferred charges and accrued income	3		
.1 Deferred charges		€ 86.715,72	€ 89.983,54
.2 Accrued income		€ 14.834,35	
Sub total chapter 4		€ 101.550,07	€ 89.983,54
TOTAL ASSETS		€ 2.581.274,36	€ 2.889.801,34

BALANCE SHEET group ALDE End of the financial year 2013

LIABILITIES	<i>Note</i>	<u>2013</u>	<u>2012</u>
Chapter 1 Reserves	4		
.1 Carry forward to next financial year		€ 1.749.037,76	€ 2.099.781,20
Sub total chapter 1		€ 1.749.037,76	€ 2.099.781,20
Chapter 2 Financial debts			
.1 Financial debts of a residual duration > 1 year		€ 0,00	€ 0,00
.2 Financial debts of a residual duration <= 1 year		€ 0,00	€ 0,00
Sub total chapter 2		€ 0,00	€ 0,00
Chapter 3 Other debts			
.1 Other debts		€ 0,00	€ 0,00
.2 Charges settled in N but paid in N+1		€ 832.236,60	€ 769.568,14
Sub total chapter 3		€ 832.236,60	€ 769.568,14
Chapter 4 Deferred income/accrued charges			
.1 Deferred income		€ 0,00	€ 20.452,00
.2 Accrued charges		€ 0,00	€ 0,00
Sous Total Chapitre 4		€ 0,00	€ 20.452,00
		€ 2.581.274,36	€ 2.889.801,34

**PROFIT AND LOSS ACCOUNT of the ALDE Group
for the financial year 2013**

RECEIPTS

	<i>Note</i>	<u>2013</u>	<u>2012</u>
<i>Chapter 1 Grants and other receipts from the European Parliament</i>			
.1 EP allocation		€ 6.718.994,35	€ 6.673.356,00
.2 Other EP resources		€ 0,00	€ 0,00
Subtotal for Chapter 1		€ 6.718.994,35	€ 6.673.356,00
<i>Chapter 2 Own resources</i>			
.1 Interest and assimilated products		€ 71.236,23	€ 64.087,38
.2 Profit on currency exchange	5	€ 108,99	€ 0,43
.3 Miscellaneous		€ 503,21	€ 0,01
.4 VAT reimbursements		€ 0,00	€ 0,00
.5 Amount carried forward from previous financial year		€ 2.099.781,20	€ 2.217.011,66
Subtotal for Chapter 2		€ 2.171.629,63	€ 2.281.099,48
Total receipts		€ 8.890.623,98	€ 8.954.455,48

**PROFIT AND LOSS ACCOUNT of the ALDE Group
For the financial year 2013**

EXPENDITURE	Note	<u>2013</u>	<u>2012</u>
Chapter 1 Staff			
.1 Secretariat missions		€ 1.541.679,74	€ 1.411.518,91
.2 Recruitment		€ 1.047,04	€ 36,00
.3 Traineeships		€ 211.306,35	€ 177.079,79
.4 Salaries and related costs, fees		€ 0,00	€ 0,00-
.5 Staff training		€ 54.825,34	€ 44.283,22
.6 Staff representation costs		€ 0,00	€ 270,70
Subtotal for Chapter 1		€ 1.808.858,47	€ 1.633.188,62
Chapter 2 Equipment, routine administrative costs and operating costs			
.1 Equipment, operating expenditure, computer-related engineering and maintenance	6	€ 35.195,86	€ 21.655,47
.2 Equipment, telecommunications-related installation and maintenance expenditure, office machinery, furniture and technical installations	6	€ 30.848,72	€ 40.841,17
.3 Stationery and office supplies		€ 5.281,02	€ 5.792,86
.4 Postage and telecommunications		€ 50.210,73	€ 48.581,12
.5 Printing and photocopying costs		€ 48.920,01	€ 54.519,74
.6 Office rental costs		€ 0,00	€ 0,00
Subtotal for Chapter 2		€ 170.456,34	€ 171.390,36
Chapter 3 Documentation, studies and research			
.1 Newspapers, magazines, press agencies and books		€ 5.295,92	€ 4.435,49
.2 Studies and research		€ 0,00	€ 0,00
.3 Databases		€ 0,00	€ 0,00
Subtotal for Chapter 3		€ 5.295,92	€ 4.435,49
Chapter 4 Legal and accountancy fees, financial and other charges			
.1 Legal costs		€ 0,00	€ 12.069,11
.2 Accounting costs/audits		€ 0,00	€ 23.175,00
.3 Financial charges and losses from currency exchange	5	€ 7.909,52	€ 2.456,38
.4 Translation and interpretation costs		€ 18.060,48	€ 26.175,38
.5 Other operating expenditure		€ 1.049,32	€ 2.465,88
Subtotal for Chapter 4		€ 27.019,32	€ 66.341,75

**PROFIT AND LOSS ACCOUNT of the ALDE Group
For the financial year 2013**

EXPENDITURE	<i>Note</i>	<u>2013</u>	<u>2012</u>
Chapter 5 Cost of meetings and representation			
.1 Official Group meetings		€ 85.529,86	€ 114.685,58
.2 Other meetings and conferences		€ 831.995,08	€ 993.158,50
.3 Expenditure on entertainment		€ 107.235,20	€ 86.670,26
.4 Guests		€ 0,00	€ 0,00
.5 /		€ 0,00	€ 0,00
Subtotal for Chapter 5		€ 1.024.760,14	€ 1.194.514,34
Chapter 6 Publications and publicity			
.1 Posters, leaflets and booklets and press, amortization Chap VI	6	€ 178.354,04	€ 100.381,59
.2 Advertising inserts and audiovisual advertising		€ 247.485,08	€ 307.046,88
.3 Advertising material, gadgets, publicity by telecommunication equipments, Stock Variation		€ 50.791,72	€ 82.032,45
.4 Internet sites + e-publicity		€ 49.381,34	€ 39.092,70
.5 Visits to institutions, information stands, press events		€ 45.271,66	€ 45.056,45
Subtotal for Chapter 6		€ 571.283,84	€ 573.610,07
Chapter 7 Members of Parliament			
.1 Members' political and information activities, administrative expenses and political and information activities of national delegations (details attached)		€ 3.486.714,28	€ 3.163.399,46
Subtotal for Chapter 7		€ 3.486.714,28	€ 3.163.399,46
Chapter 8 Grants, subscriptions and contributions			
.1 Subsidies		€ 47.197,91	€ 47.794,19
.2 Subscriptions		€ 0,00	€ 0,00
Subtotal for Chapter 8		€ 47.197,91	€ 47.794,19
Total expenditure		€ 7.141.586,22	€ 6.854.674,28
Credits repayable to European Parliament		€ 0,00	€ 0,00
Amount carried forward to next financial year		€ 1.749.037,76	€ 2.099.781,20
Grand total		€ 8.890.623,98	€ 8.954.455,48

NOTES TO THE ACCOUNTS BUDGETING PERIOD 2013

Note 1 - Corporate information

The present financial statements relate to the Alliance of Liberals and Democrats for Europe (ALDE) in the European Parliament.

The financial year begins on 1 January and ends on 31 December.

Prerequisite

- 1) Movements on the accounts and the balances shall be entered in the accounting ledgers.
- 2) All accounting entries, including adjustments to the accounts, shall be based on dated and numbered supporting documents, to which they shall refer.
- 3) The accounting system must be such as to leave trail for all accounting entries.

Note 2 - Summary of significant accounting policies

The financial statements shall be drawn up in accordance with the generally accepted accounting principles, namely:

- going concern basis,
- prudence,
- consistent accounting methods,
- comparability of information,
- materiality,
- no netting,
- substance over form.

Basis of preparation

The accounts hereafter have been prepared in conformity with:

- the 400 financial rules approved by the Bureau of the European Parliament on 30 June 2003 and revised by the Bureau on 22 March 2006, on 11 July 2007 (PE 335,475/BUR); on 20 September 2010, on 23 March 2011, on 26 September 2011 on 2 July 2012 and on 11 March 2013.
- the internal financial rules of the Group
- the accounting principles and the harmonized accounting plan adopted by the Political Groups on 15 September 2005.

Note 3 - Summary of significant accounting policies (continued)

Pursuant to Rule 2.5.3 of the Rules on the use of appropriations from budget item 400 the accounts are held on a modified accrual system.

All expenditure relative to activities of the current or previous financial years is registered in the accounts of the current year, upon authorization by the authorizing officer responsible and payment by the accountant, if the actual payment is made no later than during the month following the end of the financial year.

All expenditure of a financial year paid during the month following the end of the financial year is booked on the expenditure accounts of the current financial year with counterpart a balance account (chapter III.2).

All expenditure for which actual payment is made later than the end of the month following the closure of the financial period or for risks and future charges is registered in the accounts of the next financial period.

No provisions will be made for expenditure of the current financial period not paid by the end of the month following the end of this financial period or for risks and future charges.

All revenue is registered in the income accounts upon establishment by the authorizing officer.

All revenue established and not received in the course of the financial year is registered on a balance sheet account in chapter IV (deferred charges and accrued income).

The classification of the expenditure on the charge accounts follows the principle of classification by destination by the accounting plan annexed to the Rules on the use of appropriations from Article 4000

Note 4 - Carry forward to next financial year (in eur)

1. Credits received by our group for the financial year N	6.718.994,35
2. Maximum amount of carry forward to 2013 budgeting period	3.359.497,18
3. Difference between total revenue and total expenditure at the end of the financial year	1.749.037,76
4. Credits to be returned to the European Parliament:	0,00
5. Carry forward to financial year 2014:	1.749.037,76

Note 5 - Foreign currency transaction

Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies are translated at the rate of exchange ruling at the balance sheet date.

Note 6 - Fixed assets (in euro)

Assets with a unit value of 420 Euros or more and being intended to serve the activities of the group on a lasting basis are entered in the inventory and the Group's balance sheet. Fixed assets are to be valued at their acquisition price and depreciated on a monthly basis following the straight line method by the following annual percentages:

Software	25,00	%
Hardware:	25,00	%
Telecommunications and audiovisual equipment:	25,00	%
Technical equipment:	12,50	%
Other installations and machines:	12,50	%
Office furniture:	10,00	%

A recapitulative table of the assets in the balance sheet is annexed

Note 7 - Debtors, stocks and other working assets

Receivable, debts and other assets are stated at their nominal value. Value reductions on receivables and other assets are accounted for if there is any uncertainty regarding their collectability.

Note 8 - Financial commitments

Our group has concluded the following substantial long standing (> 1 year) financial commitments, for:

Renting of photocopier machines from OCE Belgium up to 30/11/2015:

Cost: 30.000 €/ year

Renting of photocopier machines from XEROX up to 30/03/2015 and 30/03/2016

Cost: 13.860 €/ year

DETAIL OF THE EXECUTION OF THE DECENTRALISED CREDITS

CHAPTER 7, ARTICLE 1

Ventilation following the accounting plan annexed to the 400 financial rules.

CHAPTER / ARTICLE	HEADING	EXECUTION YEAR 2013	%	EXECUTION YEAR 2012	%
1	Staff				
2	Secretariat - equipment and expenses	163.694,39	4,70	146.187,26	4,62
3	Documentation, studies and research	0,00		0,00	
4	Legal, accounting, financial and other operating costs	0,00		0,00	
52	Other meetings and conferences	752.572,20	21,58	806.570,59	25,50
53	Representation costs	187.318,75	5,37	160.150,70	5,06
54	Guests	0,00		0,00	
61	Posters, leaflets and booklets	0,00		0,00	
62	Advertising inserts and audiovisual advertising	1.553.762,73	44,56	1.275.481,73	40,32
63	Advertising material, gadgets, publicity by telecommunication equipments	249.836,28	7,17	233.077,28	7,37
64	Websites Internet Sites + e-publicity	262.896,67	7,54	275.689,72	8,71
65	Visits to institutions; information stands	316.633,26	9,08	266.242,18	8,42
	TOTAL ART. 7.1.	3.486.714,28	100,00	3.163.399,46	100,00

Financial inventory financial year 2013

Category and depreciation rate	IT software 25%	IT hardware 25%	Telecom- munications equipment 25%	Technical equipment and supplies 12,5%	Miscellaneous machinery and installations 12,5%	Movable property (seats, desks, cabinets) 10%	TOTAL
Opening balances 2013 (historical cost)	177.231,70	94.258,52	16.861,75	9.201,69	35.743,79	26.368,68	359.666,13
Less Items sold and entered in profit and loss account in 2013			5.863,43				5.863,43
Plus Acquisitions during the budgetary period 2013		11.696,55	3.954,54		908,26		16.559,35
Plus Transfers							0,00
Result Closing balance at historical cost	177.231,70	105.955,07	14.952,86	9.201,69	36.652,05	26.368,68	370.362,05

Opening balances (accumulated depreciation)	162.969,50	88.011,11	9.861,13	8.274,86	25.672,58	13.503,88	308.293,06
Less Accumulated depreciation of items sold and entered in p/l account			5.863,43				5.863,43
Plus Depreciation charge for the budgetary period 2013	5.786,82	4.448,86	3.057,68	479,24	4.191,77	2.496,17	20.460,54
Result Closing balance at historical cost	168.756,32	92.459,97	7.055,38	8.754,10	29.864,35	16.000,05	322.890,17

Net book value of fixed assets on 31/12/2012	14.262,20	6.247,41	7.000,62	926,83	10.071,21	12.864,80	51.373,07
Net book value of fixed assets on 31/12/2013	8.475,38	13.495,10	7.897,48	447,59	6.787,70	10.368,63	47.471,88