

ENZO RAVERA
EXPERT DIPLÔME EN FINANCE ET CONTROLLING
EXPERT FISCAL DIPLÔME

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ICVA
International Council of Voluntary Agencies
Geneva

REPORT OF THE AUDITOR
FOR THE YEAR ENDED DECEMBER 31ST, 2005

ER/rapport 1
Le Mont-sur-Lausanne, April 5, 2006

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Auditor's report to

ICVA
International Council of Voluntary Agencies
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As auditor of your organization, I have examined the account books and the financial statements consisting of the balance sheet and income and expenditures for the year ended December 31st 2005.

The establishment of the financial statement is the responsibility of the Executive Committee of your organization. My responsibility is to express an opinion on the statements, based on my audit. I confirm that I meet the legal requirements concerning professional qualification and independence.

I conducted my audit in accordance with International Standards on Auditing. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the statement of activity is free of material misstatement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall presentation of the statements. I believe that my audit provides a reasonable basis for my opinion.

I hereby confirm, based on my examination, that the financial statements present fairly the accumulated deficit and the excess of expenses over income.

I recommend that the financial statements submitted to you, showing an accumulated reserve of CHF 126'902.21 be approved.



Enzo Ravera
Swiss Certified Management Accountant
Swiss Certified Tax Consultant

Le Mont-sur-Lausanne, April 5, 2006

Enclosures:
Financial statements
Notes to report

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Balance Sheet Statement
as at December 31st 2005 with comparative figures
(all figures in Swiss francs)

	31.12.2005	31.12.2004
ASSETS		
Petty Cash	1'016.60	1'776.50
Cash in bank accounts		
UBS CHF	300'029.93	107'768.52
UBS CHF- Projects	135'892.59	385'900.30
Accounts receivable and prepaid expenses		
Accounts receivable	8'566.55	113'840.15
Taxes on interest income	345.74	186.85
Prepaid expenses	32'047.30	6'735.90
International Rescue Committee	25'825.80	0.00
Guarantee deposit	8'327.60	1'023.05
	512'052.11	617'231.27
LIABILITIES		
Accounts payable	37'022.05	38'457.70
IM World Aid (member loan due 31.12.98)	131'125.00	135'125.00
Accruals & Provisions	6'500.00	24'500.00
Foreign Affairs Canada	7'695.20	12'371.85
International Rescue Committee	0.00	45'497.95
Canadian International Development Agency	161'686.25	288'014.85
UNHCR	0.00	6'420.00
Stichting Vluchteling	0.00	786.75
Royal Danish Ministry of Foreign Affairs	41'121.40	0.00
Reserve (- deficit) carry over at 31.12	1) 126'902.21	66'057.17
	512'052.11	617'231.27

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Statement of Income and Expenditures
January 1st, 2005 to December 31st, 2005 with comparative figures
(all figures in Swiss francs)

	2005	2004
SUPPORT TO CORE COSTS		
<i>Income</i>		
Membership fees	240'137.60	263'827.73
DANIDA via Danish Refugee Council (DKK 500'000)	103'150.00	103'000.00
Norway - Ministry of Foreign Affairs		
via Norwegian Refugee Council (NOK 300'000.00)	59'175.06	45'476.93
Swiss Ministry of Foreign Affairs SDC	100'000.00	100'000.00
Netherlands-Ministerie Van Buitenlandse Zaken	116'279.00	0.00
UNHCR, Switzerland (USD 25'000.00)	30'812.50	34'179.00
SIDA	0.00	83'000.00
Stichting Vluchteling, Netherlands project		
balance to core	786.75	0.00
Restricted Funds /reserves		
balance to core	0.00	26'343.00
Exchange rate gain and bank interest	207.90	495.60
ICVA's Expenses Invoiced to Projects	23'550.00	7'600.00
Total income	674'098.81	663'922.26
SUPPORT TO CORE COSTS		
<i>Expenses</i>		
Core salaries	283'705.40	250'218.85
Consultancy fees	9'022.00	10'510.97
Social Charges	25'752.72	55'601.75
Provident Fund	16'283.33	33'860.15
Other Personnel charges	2'468.56	130.00
Website related charges	44'724.40	28'240.15
Executive Committee	13'501.61	9'198.80
Conference/General Assembly	0.00	1'770.00
Office supplies/equipment/maintenance	43'428.69	12'036.30
Travel and representation charges	31'281.82	22'304.30
Publication and translation costs	9'120.26	10'075.50
Office rental and utilities	41'828.15	41'009.30
Postage and telecommunication costs	22'011.30	19'628.14
Audit and legal fees	3'000.00	3'000.00
Bank charges, exchange rate adjustment	1'481.12	2'090.43
Adhoc project : Tsunami evaluation	26'383.70	0.00
Adhoc project : ICVA internal evaluation	36'603.80	0.00
Adhoc : IASC conference November 2005	5'163.00	0.00
Miscellaneous	305.00	0.00
Total expenses	616'064.86	499'674.64
Excess of income over expenses or - expenses over income	<u>58'033.95</u>	<u>164'247.62</u>

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Geneva

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	2005	2004
IASC Humanitarian Workshop		
<i>Income</i>		
Fund balance previous year		
Foreign Affairs Canada	12'371.85	0.00
Grant received		
Foreign Affairs Canada	0.00	28'649.25
Total income	12'371.85	28'649.25
<i>Expenses</i>		
Travel	0.00	4'156.00
Food & drink	0.00	4'728.60
Hôtels transportation, per diem	0.00	1'999.00
Supplies	0.00	293.80
Workshop ICVA Administration	0.00	5'100.00
	0.00	16'277.40
<i>Reimbursements</i>		
Foreign Affairs Canada	4'676.65	0.00
Funds available at the end of the year		
Foreign Affairs Canada	7'695.20	12'371.85
	7'695.20	12'371.85
Total expenses	12'371.85	28'649.25
Excess of income over expenses or - expenses over income	<u>0.00</u>	<u>0.00</u>

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	2005	2004
Handbook - Building Safer Organisations		
<i>Income</i>		
Fund balance previous year		
International Rescue Committee	45'497.95	0.00
Canadian International Development Agency	288'014.85	0.00
UNHCR	6'420.00	0.00
	339'932.80	0.00
Grant received		
International Rescue Committee (USD 132'652.00)	166'245.45	112'970.00
Canadian International Development Agency	0.00	288'014.85
UNHCR	0.00	6'420.00
	166'245.45	407'404.85
Total income	506'178.25	407'404.85
<i>Expenses</i>	561'141.45	
Personnel	150'222.42	11'697.55
Travel	88'843.18	2'073.65
Workshop expenses	0.00	53'700.85
Handbook supplies	845.35	0.00
Bank charges and interest	321.96	0.00
Handbook Consultancy	42'778.00	0.00
Handbook ICVA Administration communication office	26'116.67	0.00
Handbook regional workshops	58'379.13	0.00
	367'506.71	67'472.05
Funds available at the end of the year		
International Rescue Committee	-25'825.80	45'497.95
Canadian International Development Agency	161'686.25	288'014.85
UNHCR	0.00	6'420.00
	135'860.45	339'932.80
Total expenses	503'367.16	407'404.85
Excess of income over expenses or - expenses over income	<u>2'811.09</u>	<u>0.00</u>

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	2005	2004
NGO Code of conduct		
<i>Income</i>		
Grant received		
Royal Danish Ministry of Foreign Affairs	60'081.00	0.00
Development Cooperation Of Ireland	0.00	52'622.50
Total income	60'081.00	52'622.50
<i>Expenses</i>		
Consultancy	18'959.60	43'389.45
Travel	0.00	22'190.20
Workshop expenses	0.00	5'336.75
	18'959.60	70'916.40
Funds available at the end of the year		
Royal Danish Ministry of Foreign Affairs	41'121.40	0.00
	41'121.40	0.00
Total expenses	60'081.00	70'916.40
Excess of income over expenses or - expenses over income	<u>0.00</u>	<u>-18'293.90</u>
Mission to Indonesia		
<i>Income</i>		
Grant received		
Stichting Vluchteling (EUR 10'000.00)	0.00	15'095.00
Total income	0.00	15'095.00
<i>Expenses</i>		
Travel, accomodation per diem	0.00	11'808.25
ICVA Administration, communications, Offices	0.00	2'500.00
	0.00	14'308.25
Funds available at the end of the year		
Stichting Vluchteling	0.00	786.75
	0.00	786.75
Total expenses	0.00	15'095.00
Excess of income over expenses or - expenses over income	<u>0.00</u>	<u>0.00</u>

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	2005	2004
DEFICIT		
<i>Accumulated deficit carry over previous year</i>	<i>66'057.17</i>	<i>-79'896.55</i>
<i>Total excess of income over expenses or - expenses over income for period</i>	<i>60'845.04</i>	<i>145'953.72</i>
Reserve (deficit) carry over at 31.12	1) <u>126'902.21</u>	<u>66'057.17</u>

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Notes to 2005 Financial Statements

- 1) Reserves brought forward of CHF 126'902.21 are designated for specific ICVA program activities
- 2) Accounting rules changed during 2005. Whereas salaries were previously booked as net salaries only, showing total employer and employee contributions to social charges, they are now booked as gross salaries. The social charges accounts now only show the contribution of the employeur.
- 3) ICVA moved offices in early 2005. This line item includes all moving cost, fitting of the new office and purchases of furniture.