

THE INSTITUTE OF ECONOMIC AFFAIRS
OIL & GAS PROJECT FINANCIAL REPORT (JULY 2010 - OCTOBER 2010)

		NUMBER / UNIT	BUDGET	ACTUAL (July-Oct 2010)	
	INCOME RECEIVED FOR THE PERIOD		60,314	40,000	
	EXPENDITURE		US\$	US\$	US\$
HUMAN RESOURCES	1. Personnel				
	Principal Investigator (\$1,000/month*2)	Per month	6,000.00	4,000	
	Assistant Principal Investigator (\$800/month*2)	Per month	4,800.00	3,200	
	2 Research Assistants (\$500/month*2)	Per month	6,000.00	4,000	
	Project Accountant (\$500/month)	Per month	3,000.00	2,000	
Sub Total - Human Resources			19,800.00	13,200.00	-
	Field Work				
	Research	Activity	6,500.00	6,500	
	Analysis of Research Data	Activity	2,500.00	2,500	
	Meetings of the Platform				
	Hall Rental (6 @\$300)	Activity	1,800.00	1,800	
	Coffee Breaks & Lunch (10 persons * 6 @\$15/person)	Meeting	900.00	900	
	Transport Allowance for Platform Members (10 persons * 6 @\$30/person)	Meeting	1,800.00	1,800	
	Press Briefing (1 @ \$500)	Activity	500.00		
	Publication				
	Formatting of Policy Briefs	Activity	800.00		
	Printing of Policy Briefs (2 Policy Briefs 500 copies @ \$3/copy)	Activity	3,000.00		
Sub Total - Programme Development			17,800.00	13,500.00	-
	Office Running Expenses				
	Utilities – electricity, water, telephone, internet, office stationery, etc	Per month	2,520.00	1,680	
	General Expenses				
	Travel and Transportation		1,200.00	800	
	Bank Charges		450.00	300	
Sub Total Administrative Expenses			4,170.00	2,780.00	-
	Two (2) Roundtable Discussions				
	Pre-Conference Arrangement (2@\$800)	Activity	1,600.00	1,600.00	
	Adverts (2 @\$ 350)	Activity	700.00	350.00	

Hall Rental (2 @\$300)	Activity	600.00	600.00	
Moderator (2 @\$200)	Activity	400.00	400.00	
Stationery (2@ \$300)	Activity	600.00	300.00	
Refreshment (60 persons @\$5*2)	Activity	600.00	400.00	
Media Coordination (2 * 10 media houses @\$30)	Activity	600.00	300.00	
Post Conference Arrangement	Activity	1,000.00	1,000.00	
One (1) Workshop to be held for Major Stakeholders within the Oil & Gas Sector				
Pre-Conference Arrangement	Activity	800.00		
Hall Rental	Activity	300.00		
Participation & Transport Allowance for Participants (50 @ \$50)	Person	2,500.00		
Printing of Banner	Activity	50.00		
Lunch & Cocoa breaks (50 persons @ \$10 for a day)	Person	1,500.00		
Media Coordination (6 * \$20)	Person	120.00		
Photocopies of papers presented	Activity	360.00		
Vehicle Rental for IEA Staff for organizational purposes (1 vehicle @ \$180 * 3days)	Vehicle	540.00		
Stationery (note pad, pens, folder, etc.)	Activity	500.00		
Tabling of Joint Communiqué in newspapers	Activity	250.00		
Press Briefing (1 @ \$500)	Activity	500.00		
Post Conference Arrangement	Activity	500.00		
Sub Total -Programme Activities		14,020.00	4,950.00	
7.5% Overheads		4,524		
TOTAL COSTS:		60,314	34,430	-

SUMMARY OF REPORT

TOTAL BUDGET	60,314.00
TOTAL RECEIPTS	40,000.00
TOTAL EXPENDITURE	34,430.00