ZEP Advisory Council 54

14th March 2018

Agenda Item 2: Secretariat update

2.a. Finance update

Appended to this paper is the ZEP financial update.

2.b. ZEP-C financial report

Appended to this paper is the ZEP-C financial report.

2.c. Personnel update

The meeting will be notified of two nominations to the Advisory Council and the voting process.

The meeting will be notified of changes to the ZEP Secretariat.

European Zero Emission Technology and Innovation Platform

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ZEP Advisory Council 54

14th March 2018

Agenda Item 2.a: Finance update

Attached to this note is the 28th February ZEP-Communications financial management report. This covering note provides commentary on developments since the finance report to the AC53.

2017 Accounts

- The 2017 end-of-year accounts are finalised and the audit has been completed. The auditors are awaiting a number of confirmation letters before releasing the report. The means that the ZEP-C AGM is to be held at the 55th Advisory Council in June.

2018 Budget and Accounts

- Since the meeting of the 53rd Advisory Council in December the European Commission has extended the current Secretariat grant through to the end of April 2018. This allows the continuation of Secretariat services over this period.
- The 53rd Advisory Council agreed the draft ZEP-C budget which was presented to allow continuation of the core ZEP-C services (Chair, accounts, legal support, etc). As the European Commission grant extension had not been completed it was unable to decide on the continuation of the Weber Shandwick services.
- The Advisory Council agreed to delegate to the ACEC the decision on arrangements for the provision of Secretariat and Weber Shandwick services for 1Q 2018. Weber Shandwick provided a quote for consideration by the Advisory Council to provide services to ZEP-C for the 1Q of 2018. This service would be funded by ZEP-C.
- At the January call the ACEC noted that the continuation of secretariat services for the first quarter has now been resolved and also approved the budget for Weber Shandwick to provide services to ZEP-C for the 1Q of 2018.
- The European Commission's call for support to ZEP from 2018 is now open and the call deadline has been set for April 19th. It will be necessary to continue to monitor how support to ZEP can be continued while the new grant is being prepared. The options will become clearer once the call deadline has passed and there is more understanding on the number of bids submitted and the timeline for assessment. The Advisory Council may wish to

delegate responsibility for monitoring this issue to the ACEC in the period to the June Advisory Council meeting.

- 2018 Income: The forecast income for 2018 is €180,000. To date €110,000 of income has been received or invoiced. Invoices for the remaining €70,000 are expected to be issued. The income received to date has enabled the payment of the vast majority of outstanding invoices to be settled.
- 2018 Expenditure: The budget presented to the Advisory Council has been amended to include support for Weber Shandwick for the 1Q 2018. The budgeted expenditure for 2018 is €103,492.
- ZEP-C is expected to start 2018 with a net equity position of -€36,650. The net equity position of ZEP-C at the beginning of 2017 was -€135,747.
- The forecast outturn shows ZEP-C returning to a budget surplus in 2018 of €39,858 by year end.

Budget management: Expenditure against 2018 budget

Forecast 2018

€ 36 650-	**Starting point 2018 (= Left over budget 2017)**

Activity	*Contractor*	*Budget 2018*	*Comments*	*To date Spent*	*Comments*	*To Date Committed*	*Comments*	*2018 Total Spend*	*Comments Relative to budget*
Administration / Auditing	Adams accountants / Nijs & Partners	€ 8 000		€ 1 182				€ 8 000	
Website maintenance	Karakas	€ 1 000		€ 0				€ 1 000	
Legal advice	Lawsquare	€ 4 000		€ 0				€ 4 000	
Chair	Ardnacraggan Energy Services	€ 67 992		€ 11 332				€ 67 992	
Contingency		€ 4 000		€ 501				€ 4 000	
Public affairs	Weber Shandwick	€ 18 500		€ 12 333				€ 18 500	
Total		**€ 103 492**		**€ 25 348**		**€ 0**		**€ 103 492**	**Total budget spent 2018**

Spent: Actually paid or contractually due for delivered work
Committed: Based on signed contracts, yet to be approved invoices or founded estimates

Spent + Committed € 25 348
Remaining total budget € 78 144

Cash management of ZEP Communications VZW / ASBL

Category	**Source**	Issued invoices	Comments	Pending invoices	Comments	Received payments	Comments		
2018 contributions	O&G	€ 30 000	Shell	€ 30 000	Total	€ 60 000	BP, Statoil	€ 120 000	
	OEM							€ 0	
	Others (confirmed)			€ 40 000	TCE, PoR, Gassnova	€ 20 000	HeidelbergCement,	€ 60 000	
	Others (Potential)								
General	VAT return	€ 1 140	VAT declar 2018/02	€ 3 422	Invoices 2018 to be rec.	€ 1 511	REIMBURS 17Q3		
Total outstanding / pending ZEP-C		**€ 31 140**		**€ 73 422**				**€ 180 000**	**Total forecasted income 2018**

Cash situation (of28 February 2018)

Current account (KBC - Business compact rekening)			€ 43 795
Savings account (KBC - Spaarrekening)			€ 101
Actual cash at bank and in hand			**€ 43 896**

€ 39 858	**Forecasted Left over budget 2018**

Expenditure situation

Source		*Outstanding invoices*	*Comments*	*Pending invoices*	*Comments*
Short term creditors		€ 5 666	ARDNACRAGGAN	€ 25 381	ADAMS+NIJS+ARDNAGREGGAN+WEBER
Outstanding invoices in spent to date, to be paid		**€ 5 666**		**€ 25 381**	

Cash boundaries

Minimum virtual financial position (all creditors paid, no more income) **€ 12 849**
Maximum virtual financial position (all creditors paid, all income realised) **€ 117 411**