



Report on Budgetary and Financial Management for the European Foundation for the Improvement of Living and Working Conditions

Financial Year 2021

Agency report pursuant to Art.
103 of the Agency's financial
regulation

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REPORT ON THE BUDGETARY AND FINANCIAL MANAGEMENT

Introduction and Legal Basis

Article 103 of the Financial Regulation applicable to the Agency's budget stipulates that "the Agency shall prepare a report on budgetary and financial management for the financial year." Based on the same article, the report "[...] shall give an account, both in absolute terms and expressed as a percentage, at least, of the rate of implementation of the appropriations together with summary information on the transfers of appropriations among the various budget items."

The budgetary accounting reporting procedures are in accordance with the requirements of Eurofound's Financial Regulation (FR) which was adopted on 30 August 2019 by the Management Board.

The establishment and implementation of the budget of Eurofound shall comply with the principles of unity and budget accuracy, annuality, equilibrium, unit of account, universality, specification and sound financial management, which requires effective and efficient internal control and transparency.

This report analyses the appropriations managed by Eurofound in 2021. The nomenclature of appropriations is defined by the Management Board (Article 36 of the Eurofound's Financial Regulation) and is subdivided into three titles.

- Title 1 budget lines relate to staff expenditure such as salaries and allowances for personnel working with Eurofound. It also includes recruitment expenses, staff missions, expenses for the socio-medical infrastructure and representation costs.
- Title 2 budget lines relate to all buildings, equipment and miscellaneous administrative expenditure.
- Title 3 budget lines provide for the implementation of the activities and tasks assigned to Eurofound by its establishing Regulation (EU) No. 2019/127 of the European Parliament and of the Council of 16 January 2019 repealing Council Regulation (EC) No 1365/75.

Assigned revenue budget lines relate to financing of specific items of expenditure. They can be external (R0) or internal assigned revenue (C4, C5). Assigned revenue appropriations are not cancelled if not committed but carried forward to the next financial year.

Eurofound has non-differentiated appropriations for all Titles with C1 Fund Source.

The analysis follows Eurofound's Financial Regulation Article 103 on Annual report on budgetary and financial management.

According to these rules, the comparison of budget and actual amounts shall be presented separately, for each area of activity. The original and final budget amounts explaining all changes approved by the Budgetary Authority and the Management Board to revise the original budget and the actual implemented amounts shall also be explained.

The budget result is calculated on the basis of the annual budgetary balance referred to in Decision 2014/335/EU, Euratom as explained in Article 244 'Budget implementation reports' in the EU Financial Regulation (EU, Euratom) 2018/1046).

Reporting Currency: The currency used is the Euro.

Financial Information Systems The Agency used the following financial software during the financial year:

- ABAC SAP Accounting and Workflow – general accounting and budgetary management systems
- SAP Business Objects – financial reporting software

1 – Overview of the budget

1.1 Initial budget, amending budgets and final budget

1.1.1 Budgetary Procedure in 2021

Draft Estimate

During the meeting that took place on 17 January 2020, the Executive Board of the Management Board reviewed the 2021 Draft Estimate as part of the Programming Document 2021 – final draft (EB/4 – Item 5). The total budget draft estimate was 21,820,000 EUR.

On 31 January 2020, the draft budget was adopted by written procedure (Written procedure 2020-01-MB).

The adopted draft budget proposal was sent on behalf of the Management Board to the European Commission. The Commission, in their Draft Budget, kept the general subsidy at the requested level.

Initial Adopted budget 2021

After negotiations between the Council and the Parliament and a conciliation process, the EU budget was approved by the Council and by Parliament on 18 December 2020. As part of the total EU budget the budgetary authority approved Eurofound's general subsidy in line with a proposal from the Commission.

On 23 December 2020, the Management Board adopted the final budget 2021 by written procedure.

Amending Budget 2021

Article 44 in combination with article 41 of Eurofound's Financial Regulation of 1 July 2019 stipulates that any amendment to the budget shall be the subject of an amending budget. In line with the practice in other EU institutions and bodies, the amendment is usually done at the end of the budgetary year to have a stable forecast for revenue and expenditure. The amending budget follows the same procedure as the initial budget including the publication in the Official Journal within 3 months of the approval.

All revenue and expenditure budget lines were adjusted according to the latest forecast as at the end of November 2021 to give a clear and transparent view of the forecasted budget execution. The changes and transfers of funds between the different budget lines made it possible to achieve a high budget execution.

The figures for Title 1 reflected the recent result of the annual salary calculation done by Eurostat which led to an increase of salaries for all EU staff of 1.9% from July 2021 on. The country coefficient for Ireland increased by from 129 to 133.6.

Some significant changes to the budget were, however, reported:

- In title 1, travel related expenditure decreased by about 210,000 EUR (-95%), recruitment expenditure by 69,000 EUR (-99%) as recruitment interviews were done online and socio-medical expenditure by 123,000 EUR (-61 %) and mainly due to the absence of continuous catering services during the pandemic.
- In title 2, expenditure on building projects (fitting out of premises) was 105,000 EUR (-45%) lower than originally budgeted and none of the 8,000 EUR for 'furniture' was consumed.
- In title 3, another 324,000 EUR (-52%) reduction was achieved against general operational and Management Board meetings. Further savings were realised in publication expenditure by 51,000 EUR (-31%).

In Activity 7 'Survey Management and Development', 500,000 EUR was saved due to changes in project plans.

Lastly, the final expenditure on Activity 8 'Ad Hoc Request' (Studies) was 79,000 EUR leaving 208,000 EUR (73%) of the assigned budget of 287,000 EUR unconsumed for further reallocation.

The savings were able to be further allocated to other areas in Eurofound's budget:

- In title 1, additional funds were required to cover the increase of country co-efficient from 129 to 133.6 in Ireland and some other adjustments in staff related expenditure. Also, more funding had to be allocated to 'other Services and work sent out services' such as hiring temporary staff and the Commission services such as the Paymaster's Office (PMO).
- In title 2, investments of 130,000 EUR in some IT infrastructure upgrades, hardware (laptops, screens, Data Domain storage server) and essential licences (e.g. Stata/PSPP/Power BI, Checkpoint) in ('electronic office equipment'). Moreover, the savings of 105,000 EUR on building projects were used the procurement of new Foundation carpets under the current facilities management service contract.
- In title 3, the bulk of the savings, ca.400,000 EUR were reallocated to top up existing research project budgets or front-loading some projects from 2022 programming period. Finally, 750,000 EUR was allocated to web migration to a new software 'Drupal 9.'

The first amending budget with above adjustments was approved on 21 December 2021 by written procedure.

The second amending budget was adopted on 29 April 2022 and included assigned revenue of 1,000,0000 EUR in relation to the execution of the pilot project on 'minimum wages' as per a service-level agreement between the European Commission and Eurofound

Table 1: The original, amending budgets as well as revenue actually collected in 2021.

2021 - Revenue (general appropriations and assigned revenue)			
Type of Revenue	Original Budget	Amending Budget	Actually collected
EU subsidy	21,600,000.00	21,600,000.00	21,600,000.00
Revenue for services rendered / other miscellaneous	220,000.00	157,000.00	88,360.27
Revenue arising from Service Level Agreement		1,000,000.00	1,000,000.00
	21,820,000.00	22,757,000.00	22,688,360.27

Further breakdown is illustrated in the chapter 3. Revenue.

Table 2: Voted expenditure budget 2021, cumulative transfers, amending budget and final budget appropriations (commitment and payment appropriations)

2021 - Expenditure - Commitment appropriations C1, C3, C4 and R0 new - EUR							
	TITLE	Original Budget	Amendments / transfers in amending budgets 1 & 2	1 Amending Budget (approved by the Management Board)	2 Amending Budget (approved by the Management Board)	Cumulative transfers after 2nd Amending Budget	Final Appropriations
Budget line	Title 1 - Staff C1 only	14,080,000.00	199,331.96	14,335,529.77	14,335,529.77	- 1,250.00	14,334,279.77
Budget line	Title 1 - Staff (C1, C4, R0)	14,080,000.00	259,281.73	14,339,281.73	14,395,479.54		14,395,479.54
1100	Basic salaries - C1	7,400,000.00	2,122.42	7,402,122.42	7,402,122.42	-	7,402,122.42
1100	Basic salaries - C4	-	3,575.00	3,575.00	3,575.00	-	3,575.00
1101	Family allowances	1,160,000.00	58,828.37	1,101,171.63	1,101,171.63	-	1,101,171.63
1102	Expatriation allowances	1,040,000.00	31,626.28	1,008,373.72	1,008,373.72	-	1,008,373.72
1102	Expatriation allowances - R0	-	5,484.02	-	5,484.02	-	5,484.02
1103	Secretarial allowances	3,000.00	611.16	3,611.16	3,611.16	-	3,611.16
1120	Further training for staff	140,000.00	48,482.45	91,517.55	91,517.55	-	91,517.55
1121	Contract agents	520,000.00	26,326.13	493,673.87	493,673.87	-	493,673.87
1121	Contract agents - R0	-	34,275.34	-	34,275.34	-	34,275.34
1130	Insurance against sickness	280,000.00	4,649.36	275,350.64	275,350.64	-	275,350.64
1130	Insurance against sickness - R0	-	1,165.39	-	1,165.39	-	1,165.39
1131	Insurance against accident	32,000.00	1,026.85	30,973.15	30,973.15	-	30,973.15
1131	Insurance against accident - R0	-	131.29	-	131.29	-	131.29
1132	Unemployment insurance	94,000.00	624.44	94,624.44	94,624.44	-	94,624.44
1132	Unemployment insurance - R0	-	413.00	-	413.00	-	413.00
1141	Travel expenses for annual leave	180,000.00	59,257.13	239,257.13	239,257.13	-	239,257.13
1150	Overtime	1,000.00	731.17	268.83	268.83	-	268.83
1175	Other services & work sent out	350,000.00	179,703.80	529,703.80	529,703.80	-	529,703.80
1176	Seconded officials from Member States	-	-	-	-	-	-
1177	Trainee officials (stagiaires)	130,000.00	6,623.44	136,623.44	136,623.44	-	136,623.44
1180	Misc. expend. on staff recruitment	70,000.00	69,340.89	659.11	659.11	-	659.11
1181	Travel expenses	8,000.00	5,418.56	2,581.44	2,581.44	-	2,581.44
1182	Installation & resettlement allowances	45,000.00	43,187.38	88,187.38	88,187.38	-	88,187.38
1183	Removal expenses	35,000.00	22,549.00	12,451.00	12,451.00	-	12,451.00
1184	Temporary daily subsistence allow.	40,000.00	3,363.05	36,636.95	36,636.95	-	36,636.95
1184	Temporary daily subsistence - R0	-	4,285.20	-	4,285.20	-	4,285.20
1190	Salary weightings	2,130,000.00	568,819.07	2,698,819.07	2,698,819.07	-	2,698,819.07
1190	Salary weightings (R0)	-	10,443.57	-	10,443.57	-	10,443.57
1300	Mission, travel & incidental expenses - C1	220,000.00	210,267.32	9,732.68	9,732.68	-	9,732.68
1300	Mission, travel & incidental expenses - C4	pm	176.96	176.96	176.96	-	176.96
1400	Restaurants and canteens - C1	156,000.00	106,564.04	49,435.96	49,435.96	-	49,435.96
1410	Medical services	30,000.00	11,075.00	18,925.00	18,925.00	-	18,925.00
1420	Other welfare expenditure C1	15,000.00	4,170.60	10,829.40	10,829.40	- 1,250	9,579.40
1420	Other welfare expenditure C4	-	-	-	-	1,250	1,250.00
1430	Entertainment & representation expenditure	1,000.00	1,000.00	-	-	-	-
		-	-	-	-	-	-
	Title 2 - Administration C1 only	1,640,000.00	81,272.46	1,721,272.46	1,721,272.46	4,359.16	1,725,631.62
	Title 2 - Administration(C1, C4, R0)	1,640,000.00	81,272.46	1,721,272.46	1,721,272.46	4,359.16	1,725,631.62
2010	Insurance	35,000.00	3,474.09	38,474	38,474.09	-	38,474.09
2020	Water, gas, electricity, heating	130,000.00	11,000.00	119,000	119,000.00	-	119,000.00
2030	Cleaning and maintenance	5,000.00	4,512.05	488	487.95	30	518.00
2031	Facilities management	280,000.00	101,286.44	381,286	381,286.44	4,359	385,645.60
2040	Fitting out of premises	230,000.00	105,286.44	124,714	124,713.56	-	124,713.56
2090	Other expenditure	23,000.00	23,000.00	-	-	-	-
2100	Rent	24,000.00	810.55	23,189	23,189.45	-	23,189.45
2200	Technical equipment	9,000.00	4,690.95	13,691	13,690.95	-	13,690.95
2204	Electronic office equipment	750,000.00	133,819.64	883,820	883,819.64	-	883,819.64
2210	Furniture	8,000.00	8,000.00	-	-	-	-
2230	Vehicles and transportation	2,000.00	1,700.00	300	300.00	30	269.95
2250	Library expenses	80,000.00	155.57	79,844	79,844.43	-	79,844.43
2300	Stationery and office supplies	8,000.00	7,118.10	882	881.90	-	881.90
2310	Other current administrative expenditure	4,000.00	11,000.00	15,000	15,000.00	-	15,000.00
2400	Postage & delivery charges	17,000.00	10,687.86	6,312	6,312.14	-	6,312.14
2410	Telecommunication	35,000.00	728.09	34,272	34,271.91	-	34,271.91
		-	-	-	-	-	-
	Title 3 - Operational C1 & C3 only	6,100,000.00	403,554.19	5,695,056.50	5,695,056.50	- 4,359.16	5,690,697.34
	Title 3 - Operational (C1,C3,C4,R0)	6,100,000.00	403,554.19	5,696,445.81	6,640,248.00	- 4,359.16	6,635,888.84
3000	Operational documentation system	811,000.00	748,652.90	1,559,653	1,559,652.90	-	1,559,652.90
3010	Publication of results of studies	164,123.00	50,785.93	113,337	113,337.07	-	113,337.07
3012	Marketing and promotion	280,000.00	16,458.59	296,459	296,458.59	-	296,458.59
3030	Studies and pilot schemes	3,667,577.00	738,000.41	2,929,577	2,929,576.59	- 4,359	2,925,217.43
3030	Studies - from assigned revenue - (IPA)	-	-	-	-	-	-
3030	Studies - from assigned revenue - R0	-	-	-	943,802.19	-	943,802.19
3040	General costs of meetings	473,200.00	237,239.31	235,961	235,960.69	-	235,960.69
3040	General costs of meetings	-	1,389	1,389	1,389.31	-	1,389.31
3041	Interpretation costs	5,000.00	1,060.00	3,940	3,940.00	-	3,940.00
3042	Governing Board meetings	140,000.00	85,612.81	54,387	54,387.19	-	54,387.19
3050	Translation of study reports	559,100.00	57,356.53	501,743	501,743.47	-	501,743.47
		-	-	-	-	-	-
	Total C1 & C3 only	21,820,000.00	63,176.96	21,751,858.73	21,751,858.73	- 1,250.00	21,750,608.73
	Total (C1,C3,C4,R0)	21,820,000.00	63,000.00	21,757,000.00	22,757,000.00		22,757,000.00

1.1.2 Transfers adopted by the Director

69 credit transfers were executed in order to enable high budget execution and the requirements for the final budget forecast (in 2021: 131 credit transfers). Most of the budget transfers relate to the increase of the Irish salary country co-efficient from 129 to 133.6. In addition, 750,000 EUR more was allocated to website migration to a new software. The complete list of credit transfers is found in the Annex 1 of this report.

1.2 Budget Implementation

1.2.1 Consolidated budget implementation

The table 4 below summarises the amended budget revenue and actual revenue collected, as well as the final budget appropriations entered in the financial system.

Entered final budget appropriations show expenditure on fund sources C1, R0, C4 in current year. Appropriations carried over from previous year(s) include expenditure on R0, C8 and C5 funds sources. The detailed analysis of each appropriations / fund type is given in subsequent chapters.

Table 3: Summary table for Revenue and Expenditure (in thousand EUR)

REVENUE (in 000 EUR)			EXPENDITURE (in 000 EUR)											
Source of revenue	Revenue entered in the final budget for the financial year	Revenue collected	Allocation of expenditure	Final budget appropriations					Appropriations carried forward from previous financial year(s)					
				entered	committed	paid	carried forward	cancelled	entered	committed	paid	to be carried forward	cancelled	
General Community Subsidy (IC1)	21,600	21,600	Title I Staff	14,334	14,334	14,142	192	-		186		162	-	24
Other revenue - miscellaneous (IC1)	9	9	Title II Administration	1,726	1,725	1,302	423	1		383	-	384	-	19
Other revenue - services rendered (IC1)	143	73	Title III Operating activities	5,691	5,687	2,730	2,957	4		3,601	-	3,563	-	38
Internally Assigned revenue (IC4)	5	6	Expenditure from Internally Assigned revenue (C4 and C5)	6	1	-	6			1	1	1	-	
Externally Assigned revenue (IPA IR1)			Expenditure from Externally Assigned revenue (IPA R0)							298	254	254	1	42
Externally Assigned revenue (Other IR1)	1,000	1,000	Expenditure from Externally Assigned revenue (Other R0)	1,000	387	83	917			580	562	376	205	-
TOTAL	22,757	22,688	TOTAL	22,757	22,134	18,257	4,495	5		5,049	817	4,720	206	123

1.2.2 General assessment (C1)

The final amended budget of Eurofound was 22,757,000 EUR in 2021. This amount includes appropriations from C1, C4 and new R0 funds of the current year.

General C1 budget appropriations available for activities authorised in the Programming Document 2021 amounted to 21,750,608.73 EUR.

Final commitments made from C1 appropriations were 21,745,285.09 EUR.

The final budget implementation (commitments) from C1 budget appropriations is 100.0 % (in 2020: 99.9%) whereas the final execution of payments is 83.6%. Remaining payments in carry forward commitments (RAL) are to be made in 2022.

Only 5,323.64 EUR (or 0.02%) of C1 appropriations were cancelled as non-committed.

The actual payment appropriations carried forward (RAL) at 3,571,194.51 EUR (or 16.4%) for final C1 appropriation were 1,624,839.51 EUR higher than the original expectations at 1,946,356 EUR (9%) in C1 appropriations (in 2020: 4,168,672.13 or 19.5% were carried forward). The main variance is explained by increased project budget allocation of 750,000 EUR for web migration to a new software 'Drupal 9' (budget line 3000 'operational documentation system'). Furthermore, another ca.400,000 EUR was reallocated to various research projects budgets (budget line 3030 'studies'). Lastly, 130,000 EUR reallocation was made to essential IT infrastructure upgrades (budget line 2204 'Electronic Office Equipment'. The commitments from reallocated funds were made during the last quarter which resulted in the increase of carry forward appropriations to 2022. All funds for increased budgets were found in savings on other areas of Eurofound budget. There were also some changes in procurement plans which led to higher carry forward appropriations.

1.2.3 Consumption of current years appropriations (C1, C4, R0) – EUR - consolidated

The table below shows implementation rates for commitments and payments in all budget lines in absolute terms as a percentage in C1, C4 and R0 fund sources.

Table 4: Consumption of current years appropriations (C1, C4, R0) – EUR

	TITLE	Final Appropriations	Actual Commitments	% Committed	Actual Payments	% paid	Carry Forward to 2022	% Carried forward	Cancellation of Appropriations
Budget line	Title 1 - Staff C1 only	14,334,279.77	14,334,279.77	100.0%	14,142,416.88	98.7%	191,862.89	1.3%	-
Budget line	Title 1 - Staff (C1, C4, R0)	14,395,479.54	14,391,904.54	100.0%	14,198,746.75	98.7%	196,732.79	1.4%	-
1100	Basic salaries - C1	7,402,122.42	7,402,122.42	100.0%	7,402,122.42	100.0%	-	0.0%	-
1100	Basic salaries - C4	3,575.00	0.0%	0.0%	-	-	3,575.00	100.0%	-
1101	Family allowances	1,101,171.63	1,101,171.63	100.0%	1,101,171.63	100.0%	-	0.0%	-
1102	Expatriation allowances	1,008,373.72	1,008,373.72	100.0%	1,008,373.72	100.0%	-	0.0%	-
1102	Expatriation allowances - R0	5,484.02	5,484.02	100.0%	5,484.02	100.0%	-	0.0%	-
1103	Secretarial allowances	3,611.16	3,611.16	100.0%	3,611.16	100.0%	-	0.0%	-
1120	Further training for staff	91,517.55	91,517.55	100.0%	77,022.55	84.2%	14,495.00	15.8%	-
1121	Contract agents	493,673.87	493,673.87	100.0%	493,673.87	100.0%	-	0.0%	-
1121	Contract agents - R0	34,275.34	34,275.34	100.0%	34,275.34	100.0%	-	0.0%	-
1130	Insurance against sickness	275,350.64	275,350.64	100.0%	275,350.64	100.0%	-	0.0%	-
1130	Insurance against sickness - R0	1,165.39	1,165.39	100.0%	1,165.39	100.0%	-	0.0%	-
1131	Insurance against accident	30,973.15	30,973.15	100.0%	30,973.15	100.0%	-	0.0%	-
1131	Insurance against accident - R0	131.29	131.29	100.0%	131.29	100.0%	-	0.0%	-
1132	Unemployment insurance	94,624.44	94,624.44	100.0%	94,624.44	100.0%	-	0.0%	-
1132	Unemployment insurance - R0	413.00	413.00	100.0%	413.00	100.0%	-	0.0%	-
1141	Travel expenses for annual leave	239,257.13	239,257.13	100.0%	239,257.13	100.0%	-	0.0%	-
1150	Overtime	268.83	268.83	100.0%	268.83	100.0%	-	0.0%	-
1175	Other services & work sent out	529,703.80	529,703.80	100.0%	407,211.86	76.9%	122,491.94	23.1%	-
1176	Seconded officials from Member States	-	-	-	-	-	-	-	-
1177	Trainee officials (stagiaires)	136,623.44	136,623.44	100.0%	136,623.44	100.0%	-	0.0%	-
1180	Misc. expend. on staff recruitment	659.11	659.11	100.0%	659.11	100.0%	-	0.0%	-
1181	Travel expenses	2,581.44	2,581.44	100.0%	2,581.44	100.0%	-	0.0%	-
1182	Installation & resettlement allowances	88,187.38	88,187.38	100.0%	88,187.38	100.0%	-	0.0%	-
1183	Removal expenses	12,451.00	12,451.00	100.0%	12,451.00	100.0%	-	0.0%	-
1184	Temporary daily subsistence allow.	36,636.95	36,636.95	100.0%	36,636.95	100.0%	-	0.0%	-
1184	Temporary daily subsistence - R0	4,285.20	4,285.20	100.0%	4,285.20	100.0%	-	0.0%	-
1190	Salary weightings	2,698,819.07	2,698,819.07	100.0%	2,698,819.07	100.0%	-	0.0%	-
1190	Salary weightings (R0)	10,443.57	10,443.57	100.0%	10,443.57	100.0%	-	0.0%	-
1300	Mission, travel & incidental expenses - C1	9,732.68	9,732.68	100.0%	5,218.39	53.6%	4,514.29	46.4%	-
1300	Mission, travel & incidental expenses - C4	176.96	176.96	100.0%	132.06	74.6%	44.90	25.4%	-
1400	Restaurants and canteens - C1	49,435.96	49,435.96	100.0%	14,921.16	30.2%	34,514.80	69.8%	-
1410	Medical services	18,925.00	18,925.00	100.0%	8,615.00	45.5%	10,310.00	54.5%	-
1420	Other welfare expenditure C1	9,579.40	9,579.40	100.0%	4,042.54	42.2%	5,536.86	57.8%	-
1420	Other welfare expenditure C4	1,250.00	1,250.00	100.0%	-	-	1,250.00	100.0%	-
1430	Entertainment & representation expenditure	-	-	-	-	-	-	-	-
	Title 2 - Administration C1 only	1,725,631.62	1,724,321.94	99.9%	1,302,237.09	75.5%	422,084.85	24.5%	1,309.68
	Title 2 - Administration(C1, C4, R0)	1,725,631.62	1,724,321.94	99.9%	1,302,237.09	75.5%	422,084.85	24.5%	1,309.68
2010	Insurance	38,474.09	38,474.09	100.0%	38,474.09	100.0%	-	0.0%	-
2020	Water, gas, electricity, heating	119,000.00	119,000.00	100.0%	96,616.95	81.2%	22,383.05	18.8%	-
2030	Cleaning and maintenance	518.00	518.00	100.0%	518.00	100.0%	-	0.0%	-
2031	Facilities management	385,645.60	385,645.60	100.0%	228,623.44	59.3%	157,022.16	40.7%	-
2040	Fitting out of premises	124,713.56	124,713.56	100.0%	112,948.52	90.6%	11,765.04	9.4%	-
2090	Other expenditure	-	-	-	-	-	-	-	-
2100	Rent	23,189.45	23,189.45	100.0%	23,189.45	100.0%	-	0.0%	-
2200	Technical equipment	13,690.95	13,690.95	100.0%	10,630.95	77.6%	3,060.00	22.4%	-
2204	Electronic office equipment	883,819.64	882,510.96	99.9%	678,248.99	76.9%	204,261.97	23.1%	1,308.68
2210	Furniture	-	-	-	-	-	-	-	-
2230	Vehicles and transportation	269.95	268.95	99.6%	268.95	100.0%	-	0.0%	1.00
2250	Library expenses	79,844.43	79,844.43	100.0%	65,707.97	82.3%	14,136.46	17.7%	-
2300	Stationery and office supplies	881.90	881.90	100.0%	728.74	82.6%	153.16	17.4%	-
2310	Other current administrative expenditure	15,000.00	15,000.00	100.0%	13,317.15	88.8%	1,682.85	11.2%	-
2400	Postage & delivery charges	6,312.14	6,312.14	100.0%	6,001.87	95.1%	310.27	4.9%	-
2410	Telecommunication	34,271.91	34,271.91	100.0%	26,962.02	78.7%	7,309.89	21.3%	-
	Title 3 - Operational C1 & C3 only	5,690,697.34	5,686,683.38	99.9%	2,729,436.61	48.0%	2,957,246.77	52.0%	4,013.96
	Title 3 - Operational (C1,C3,C4,R0)	6,635,888.84	6,017,224.54	90.7%	2,755,794.30	45.8%	3,876,080.58	58.4%	4,013.96
3000	Operational documentation system	1,559,652.90	1,559,580.13	100.0%	734,489.26	47.1%	825,090.9	52.9%	72.77
3010	Publication of results of studies	113,337.07	113,337.07	100.0%	102,329.79	90.3%	11,007.28	9.7%	-
3012	Marketing and promotion	296,458.59	296,458.59	100.0%	124,161.44	41.9%	172,297.15	58.1%	-
3030	Studies and pilot schemes	2,925,217.43	2,921,276.59	99.9%	1,174,310.23	40.2%	1,746,966.4	59.8%	3,940.84
3030	Studies - from assigned revenue - (IPA)	-	-	-	-	-	-	-	-
3030	Studies - from assigned revenue - R0	943,802.19	330,541.16	35.0%	26,357.69	2.8%	917,444.50	97.2%	-
3040	General costs of meetings	235,960.69	235,960.34	100.0%	191,960.34	81.4%	44,000.00	18.6%	0.35
3040	General costs of meetings C4	1,389.31	-	-	-	-	1,389.31	100.0%	-
3041	Interpretation costs	3,940.00	3,940.00	100.0%	3,940.00	100.0%	-	0.0%	-
3042	Governing Board meetings	54,387.19	54,387.19	100.0%	44,617.44	82.0%	9,769.75	18.0%	-
3050	Translation of study reports	501,743.47	501,743.47	100.0%	353,628.11	70.5%	148,115.36	29.5%	-
	Total C1 & C3 only	21,750,608.73	21,745,285.09	100.0%	18,174,090.58	83.6%	3,571,194.51	16.4%	5,323.64
	Total (C1,C3,C4,R0)	22,757,000.00	22,133,451.02	97.3%	18,256,778.14	82.5%	4,494,898.22	19.8%	5,323.64

1.2.4 Consumption of internal assigned revenue (C4) – EUR

The below table summaries appropriations and consumption of internally assigned revenue in C4 fund source only.

The C4 funds available arise from recovery of staff costs relating to accounting services provided to European Labour Authority and refunded mission and meetings expenses. There is also a refund of prepayment for a Social Committee activity which was cancelled due to the Covid 19 pandemic.

Table 5: Consumption of internal assigned revenue appropriations(C4)

	TITLE	New Appropriations in 2021	Committed	Payments	% paid	Cancelled	Carried forward
	Title 1 - Staff	5,001.96	1,426.96	132.06	75%		4,869.90
1100	Basic salaries	3,575.00	-	-			3,575.00
1300	Missions	176.96	176.96	132.06	74.6%	-	44.90
1420	Restaurants and canteens	1250.00	1,250.00	-	0.0%		1,250.00
	Title 3 - Operational Expenditure	1,389.31	-	-	0.0%	-	1,389.31
3040	General meetings	1389.31	-	-	0.0%		1,389.31
	TOTAL:	6,391.27	1,426.96	132.06	75%		6,259.21

1.2.5 Consumption of external assigned revenue (R0) – EUR

The below table summaries appropriations and consumption of new external assigned revenue in R0 fund source only.

Table 6: Consumption of current years appropriations on Service Level Agreement with DG EMPL - (R0)

FOR INFORMATION ONLY: Commitments on R0 appropriations for Service Level Agreements in 2021									
Budget line	TITLE	Final Appropriations	Actual Commitments	% Committed	Actual Payments	% paid	Carry Forward to 2022	% Carried forward	Cancellation of Appropriations
	Title 1 - Staff - R0 appropriatios for SLA only	56,197.8	56,197.8	100%	56,197.81	100%	-	n/a	-
1102	Expatriation allowances	5,484.02	5,484.02	100%	5,484.02	100%	-	n/a	-
1121	Contract Agents	34,275.34	34,275.34	100%	34,275.34	100%	-	n/a	-
1130	Insurance against sickness	1,165.39	1,165.39	100%	1,165.39	100%	-	n/a	-
1131	Insurance against accident	131.29	131.29	100%	131.29	100%	-	n/a	-
1132	Unemployment insurance	413.00	413.00	100%	413.00	100%	-	n/a	-
1184	Temporary daily subsistence allow.	4,285.20	4,285.20	100%	4,285.20	100%	-	n/a	-
1190	Salary weightings	10,443.57	10,443.57	100%	10,443.57	100%	-	n/a	-
	Title 3- Operational - R0 Appropriations for SLA only	943,802.2	330,541.2	35.0%	26,357.69	2.8%	917,444.50	n/a	-
3030	Studies and pilot schemes	943,802.19	330,541.16	35.0%	26,357.69	2.8%	917,444.50	97.2%	-
		1,000,000.00	386,738.97	70.0%	82,555.50	8.3%	917,444.50	91.7%	-

1.2.6 Consumption of previous year's carry forward appropriations (C8) – EUR

The table below shows the consumption of carry forward commitments from 2020. The overall cancellation rate stands at 1.9 % (in 2020: 3.6%).

About one quarter of all cancellations related to the implementation of the 7th European Working Condition Survey during the pandemic. Some agreed interviews were not achieved by the contractor or had to be excluded due to quality issues. Therefore, Eurofound decided to impose small deductions on final payments to the

contractor. The rest of cancellations mainly related to some orders which suppliers/contractors did not deliver.

Table 7: Consumption of carry forward commitments (C8)

TITLE		Appropriations Carried Forward from 2020	Payments	% paid	Cancelled	% cancelled
Budget line	Title 1 - Staff	186,029.46	161,876.73	87.0%	24,152.73	13.0%
1120	Further training for staff	54,815.40	39,956.95	72.9%	14,858.45	27.1%
1175	Other services & work sent out	116,577.06	109,519.87	93.9%	7,057.19	6.1%
1400	Restaurants and canteens	6,387.91	5,582.66	87.4%	805.25	12.6%
1410	Medical services	4,438.50	3,009.75	67.8%	1,428.75	32.2%
1420	Other welfare expenditure	3,810.59	3,807.50	99.9%	3.09	0.1%
	Title 2 - Administration	383,480.96	364,017.55	94.9%	19,463.41	5.1%
2010	Insurance	5,165.05	5,165.05		-	0.0%
2020	Water, gas, electricity, heating	9,188.51	8,627.52	93.9%	560.99	6.1%
2031	Facilities management	40,818.48	38,370.08	94.0%	2,448.40	6.0%
2040	Fitting out of premises	80,163.14	80,163.14	100.0%	-	0.0%
2204	Electronic office equipment	235,429.74	219,627.13	93.3%	15,802.61	6.7%
2210	Furniture	3,442.08	3,442.08	100.0%	-	0.0%
2250	Library expenses	0.24	-	0.0%	0.24	100.0%
2300	Stationery and office supplies	8.43	-	0.0%	8.43	100.0%
2310	Other current administrative expenditure	8,077.52	7,882.28	97.6%	195.24	2.4%
2400	Postage & delivery charges	194.68	44.33	22.8%	150.35	77.2%
2410	Telecommunication	993.09	695.94	70.1%	297.15	29.9%
	Title 3 - Operational	3,600,707.01	3,563,090.04	99.0%	37,616.97	1.0%
3000	Operational documentation system	90,577.91	86,377.18	95.4%	4,200.73	4.6%
3010	Publication of results of studies	14,408.96	12,442.69	86.4%	1,966.27	13.6%
3012	Marketing and promotion	22,970.98	22,935.96	99.8%	35.02	0.2%
3030	Studies and pilot schemes	3,294,951.31	3,263,549.66	99.0%	31,401.65	1.0%
3050	Translation of study reports	177,797.85	177,784.55	100.0%	13.30	0.0%
	Total C8	4,170,217.43	4,088,984.32	98.1%	81,233.11	1.9%

1.2.7 Consumption of previous year's carry over appropriations (C5) – EUR

The below table summarises carry over appropriations and consumption of internally assigned revenue in C5 fund source only.

The C5 funds available arise from recoveries of mission expenses in 2020.

Table 8: Consumption of carry over appropriations (C5)

TITLE		Appropriations Carried Forward from 2020	Committed	Payments	% paid	Cancelled	% cancelled
	Title 1 - Staff	805.30	805.30	805.30	100.0%	-	0.0%
1300	Missions	805.30	805.30	805.30	100.0%	-	0.0%

1.2.8 Consumption of currents and previous year's carry over appropriations relating to externally assigned revenue (R0) – EUR

The tables below show the cumulative appropriations available, commitments, payments and balances for all assigned revenue

Table 9: Monitoring table of assigned revenue (R0) – IPA and other contributions towards Eurofound surveys (old appropriations)

Budget Line	Heading	Carry Forward/over balance of 2021	New appropriations in 2021	Commitments in 2021	Appropriations cancelled / reclassified in 2021	Payments in 2021	Carry forward/over to 2022
IPA 2016 -377 -705							
3030	Studies and pilot schemes	42,318.30	-	-	42,318.30	-	0.00
	Grand totals	42,318.30	-	0	42,318.30	-	0.00
IPA 2018 - 402 940							
3030	Studies and pilot schemes	255,515.01	-	254,474.34	-	254,474.04	1,040.97
	Grand totals	255,515.01	-	254,474.34	0.00	254,474.04	1,040.97
Other assigned revenue							
3030	Studies and pilot schemes						
	Belgium's 7th EWCS participation (2019)	160,500.00	-	156,000.00	-	78,000.00	82,500.00
	Slovenia's 7th EWCS participation (2019)	32,150.00	-	28,474.08	-	14,237.04	17,912.96
	Norway's 7th EWCS participation (2019)	272,480.80	-	267,290.57	-	200,467.93	72,012.87
	Switzerland' 7th EWCS participation (2019)	114,900.01	-	110,400.21	-	82,800.15	32,099.86
	Grand totals	580,030.81	0.00	562,164.86	-	375,505.12	204,525.69
	TOTAL	877,864.12	-	816,639.20	42,318.30	629,979.16	205,566.66

In the beginning of 2021, cumulative appropriations arising from assigned revenue from previous years amounted to 877,864.12 EUR. No additional assigned revenue from the Member States or DG NEAR was received in 2021.

The work on IPA contract 2016-377-704 was completed in 2020 and the unconsumed balance of 42,318.30 EUR was returned to DG NEAR in the beginning of 2021.

The full grant agreement for IPA contract 2018-402-940 totals 550,000 EUR. In 2019, Eurofound received 495,000 EUR and by the end of 2021, 530,160.95 EUR had been committed on the preparation and implementation of the 7th Working Conditions Survey in IPA countries. Eurofound will submit the final cost claim by the second half of 2022 to DG NEAR in order to claim the balance payment.

Table 10: Monitoring table of funds allocated to Pilot Project on Minimum Wages (new R0 appropriations in 2021)

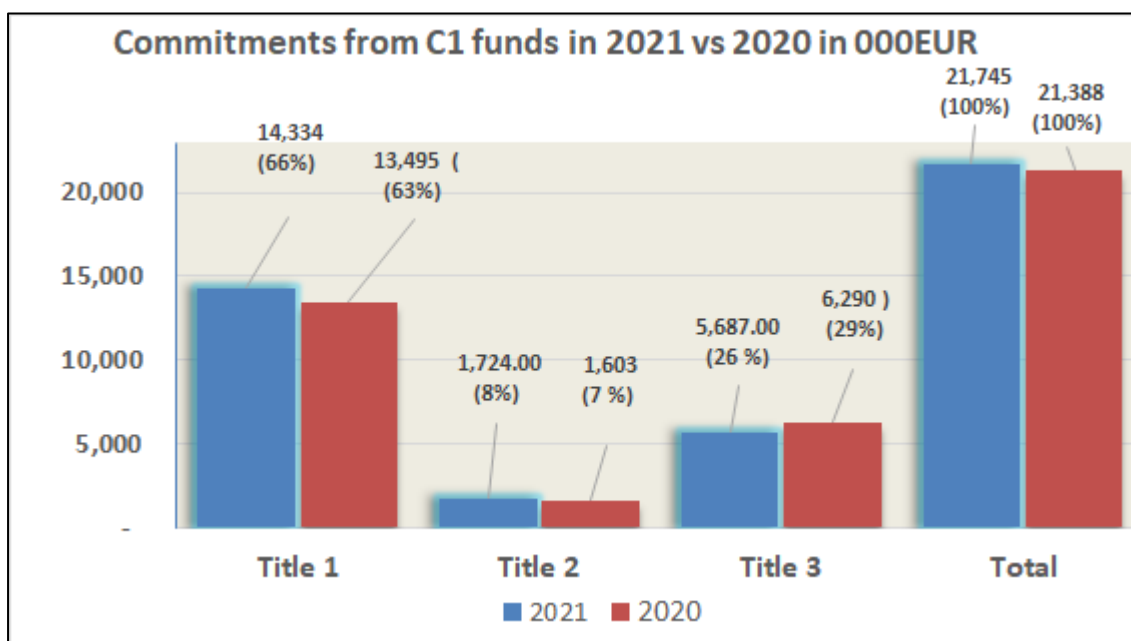
At the end of 2020, Eurofound entered into a Service Level Agreements (SLA) with DG EMPL to carry out a Pilot Project on Minimum Wages. 1,000,000 EUR funding was received and appropriated in R0 fund source. The budget and consumption of these funds are included in the 2nd amending budget.

R0 Appropriations arising from Service Level Agreement on Pilot Project on Minimum Wages in 2021									
Budget line	TITLE	New Appropriations in 2022	Actual Commitments	% Committed	Actual Payments	% paid	Carry Forward to 2022	% Carried forward	Cancellation of Appropriations
	Title 1 - Staff - R0 appropriatios for SLA only	56,197.81	56,197.81	100%	56,197.81	100%	-	n/a	-
1102	Expatriation allowances	5,484.02	5,484.02	100%	5,484.02	100%	-	n/a	-
1121	Contract Agents	34,275.34	34,275.34	100%	34,275.34	100%	-	n/a	-
1130	Insurance against sickness	1,165.39	1,165.39	100%	1,165.39	100%	-	n/a	-
1131	Insurance against accident	131.29	131.29	100%	131.29	100%	-	n/a	-
1132	Unemployment insurance	413.00	413.00	100%	413.00	100%	-	n/a	-
1184	Temporary daily subsistence allow.	4,285.20	4,285.20	100%	4,285.20	100%	-	n/a	-
1190	Salary weightings	10,443.57	10,443.57	100%	10,443.57	100%	-	n/a	-
	Title 3- Operational - R0 Appropriations for SLA only	943,802.19	330,541.2	35.0%	26,357.69	2.8%	917,444.50	n/a	-
3030	Studies and pilot schemes	943,802.19	330,541.16	35.0%	26,357.69	2.8%	917,444.50	97.2%	-
		1,000,000.00	386,738.97	70.0%	82,555.50	8.3%	917,444.50	91.7%	-

1.2.9 Comparison of commitments by titles in 2021 and 2020 (C1 only).

The graph below shows the breakdown of commitments from C1 fund source in 2021 and 2020. Overall, there were ca. 360,000 EUR (or 1.7%) more appropriations available in 2021 budget. The increase has mainly been consumed in title 1 to cover the rise in the Irish country co-efficient.

Graph 1: Comparison of commitments by titles in 2021 and 2020 (C1).



1.2.10 Budget outturn result (EUR)

Calculation of the Budget Outturn: The revenue entered in the accounts is the amount actually received during the course of the year. For the purposes of calculating the budget outturn for the year, expenditure comprises payments made against the year's appropriations plus any of the appropriations for that year that are carried over to the following year. Payments made against the year's

appropriations means payments that are made by the accounting officer by 31 December of the financial year.

The following are added to or deducted from the resulting figure:

- the net balance of cancellations of payment appropriations carried over from previous years and any payments which, because of fluctuations in the euro rate, exceed non-differentiated appropriations carried over from the previous year; and
- the balance of exchange-rate gains and losses recorded during the year.

Payment appropriations carried over include automatic carryovers and carryovers by decision.

The cancellation of unused payment appropriations carried over from the previous year shows the cancellations of appropriations carried over automatically and by decision. It also includes the decrease in assigned revenue appropriations carried over to the next year in comparison with 2020.

Table 11: Budget Outturn results in 2021

BUDGET OUTTURN ACCOUNT FOR THE FINANCIAL YEAR 2021		
	2021	2020
REVENUE		
Commission subsidy (for the operating budget -Titles 1,2 and 3 - of the agency)	+ 21,600,000.00	21,194,999.63
Other subsidy from Commission (Phare, IPA, Delegation agreement, ...)	+ 0.00	
Misc. Revenue	+ 652.00	
Misc. Revenue - assigned	+ 2,816.27	805.30
Other revenue from admin. operations	+ 0.00	601.40
Revenue from services rendered	+ 72,817.00	171,422.29
Revenue from services rendered - assigned	+ 1,003,575.00	334,551.00
Rental Income	+ 8,500.00	
TOTAL REVENUE (a)	22,688,360.27	21,702,379.62
EXPENDITURE		
<i>Title I: Staff</i>		
Payments	- 14,199,552	13,308,575.74
Appropriations carried over to the following year	- 196,733	187,612.89
<i>Title II: Administrative Expenses</i>		
Payments	- 1,302,237	1,219,670.55
Appropriations carried over to the following year	- 422,085	383,480.96
<i>Title III: Operating Expenditure</i>		
Payments	- 3,385,773	2,976,976.21
Appropriations carried over to the following year	- 4,081,647	4,477,793.00
TOTAL EXPENDITURE (b)	23,588,027	22,554,109.35
OUTTURN FOR THE FINANCIAL YEAR (a-b)	-899,667	-851,729.73
Cancellation of unused payment appropriations carried over from previous year	+ 81,233	143,233.87
Adjustment for carry-over from the previous year of appropriations available at 31.12 arising from assigned revenue	+ 836,351	1,317,618.09
Exchange differences for the year (gain +/- loss -)	+/- -5	-63.40
BALANCE OF THE OUTTURN ACCOUNT FOR THE FINANCIAL YEAR	17,912	609,058.83
Balance year N-1	+/- 273,570.37	-335,488.46
Positive balance from year N-1 reimbursed in year N to the Commission	- 273,570.37	0.00
Result used for determining amounts in general accounting	17,912.00	273,570.37
Commission subsidy - agency registers accrued revenue and Commission accrued expense	21,582,088.00	
Pre-financing remaining open to be reimbursed by agency to Commission in year N+1	17,912.00	

The balance of the budget outturn account for the financial year 2021 shows a budget surplus of 17,911.63 EUR which will be returned to the Commission in 2022.

2. Multi-annual overview

Eurofound does not manage multi-annual commitments and payments for its operational expenditure.

3. Revenue

3.1 Nature of Revenue

The table below shows the revenue entered in the amending budget, recovery orders established, revenue actually cashed as well as the amounts outstanding at the end of year 2021.

Table 12: Nature of revenue in Eurofound's budget in EUR

Budget Item	Type of revenue	Revenue in Amending Budget 2	Entitlements established	Revenue received	Outstanding at the end of the year
1000 - IC1	Commission subsidy - general	21,600,000	21,600,000	21,600,000	0
1000 - IR1	Other subsidy from Commission (IPA...)	0.00	0.00	0.00	0
5400 - IC1	Miscellaneous revenue - general	652	652	652	0
5400 - IC4	Miscellaneous Revenue - assigned	1,566	3,316	2,816	500
6000 - IC1	Services Rendered - general	142,707	72,817	72,817	0
6000 - IR1	Services Rendered - External Assigned revenue	1,000,000	1,000,000	1,000,000	0
6000 - IC4	Services Rendered - Internal Assigned revenue	3,575	3,575	3,575	0
6030 - IC1	Rental Income - general	8,500	8,500.00	8,500.00	0
	Total:	22,757,000	22,688,860	22,688,360	500.00

The Commission subsidy as well as miscellaneous and general revenue from services rendered (ICI) totalling to 21,750,608.73 EUR constitute the general C1 final appropriations in ABAC.

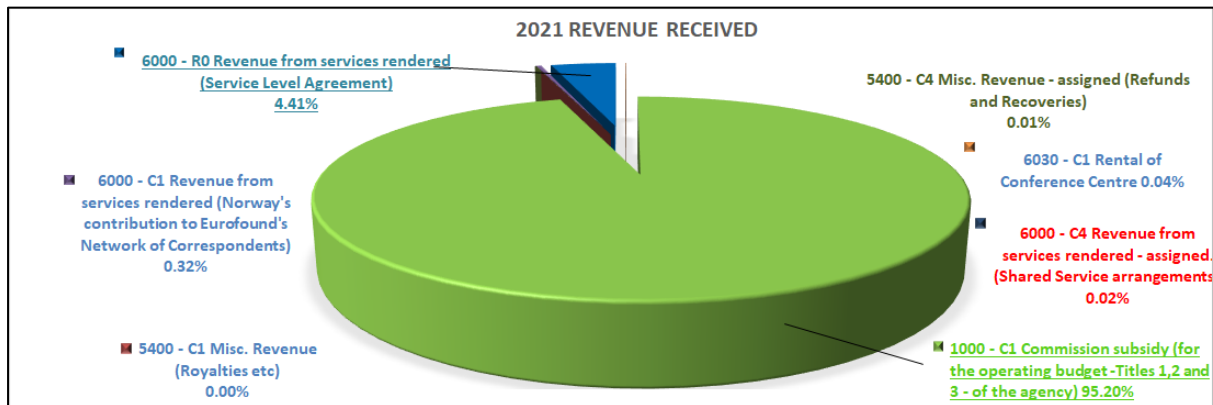
Cashed recoveries of expenses for 6,891.27 EUR in budget item IC4 are appropriated in ABAC in C4 funds as internal assigned revenue.

The funding of 1,000,000 EUR was received from DG EMPL for 'Pilot Project on Minimum Wages' under a Service Level Agreement signed 20 December 2020. It is available in Eurofound's R0 appropriations arising from fund source IR1 – 6000 'Services Rendered'.

3.2 Overview per revenue type and source received and cashed in 2021

The graph below shows the breakdown of budgetary revenue by type and source in year 2021. As in previous years, the Commission subsidy is the main source of general revenue.

Graph 2: Breakdown of revenue by type and source



3.3 Recovery orders

During the financial year, 11 recovery orders were issued. All of them were cashed
Of the recovery orders issued

- one related to the 2021 European Union subsidy (1000 - C1)
- four related to miscellaneous revenue such as overpayments, refunds or recoveries for mission expenses as well as royalty income (5400 - IC4 and IC1)
- three related to services rendered: Norway's contribution to the Eurofound Network of Correspondents and evaluation services offered to another EU Agency (6000 – 1C1)
- one related to a shared services arrangement between Eurofound and European Labour Authority (6000 - IC4)
- one related to the rental of Eurofound's Conference Centre (6030 - IC1)
- one related to the SLA with DG EMPL for the Pilot Project on 'Minimum Wages' (6000 - IR1).

One aged recovery order continued to be carried over from 2020 to 2021.

3.4 Participation of other countries and member states in the Agency's work

No new assigned revenue was received from the Member States or other countries towards Eurofound's work. Norway, Switzerland, Slovenia and Belgium contributed to the 7th European Working Condition Survey in previous years and the overall project came to end in December 2021

Also, as in previous years, Norway's Government contributed to the running cost of Network of Correspondents (NEC) work by 67,817 EUR. These funds were accounted for as general revenue (IC1).

3.5 Implementation of internal assigned revenue

In 2020, Eurofound received 805.30 EUR from recoveries of mission expenses as internal assigned revenue (IC4). The funds were not consumed in 2020 but carried over to 2021 as C5 appropriations They were used against mission costs in 2021

In 2021, the cumulative amount for refunds, recoveries and overpayments amounted to 6,891.27 EUR in C4 appropriations. EUR. Out of this amount 132.06 EUR was paid and the balance was carried over to C5 appropriations in 2022.

3.6 Implementation of external assigned revenue

The implementation in terms of commitments towards the participation in the 7th European Working Condition survey is shown in chapter 1.2.8 '*Consumption of current and previous year's carry over appropriations relating to externally assigned revenue (R0) – EUR*'

4. Glossary on terms, abbreviations and acronyms used in the report

Fund Source	Concept/term applicable	Financial Rules	Presentation in this report
C1	Initial budget, Amending budget Credit transfers	Art. 6, 8, 9, 10,11, 33, 72, 73, 74, 75, 76, Art. 17, 34 Art. 27	EU subsidy and other general non-assigned appropriations entered in the budget
C4	Refunds available for re- use in current year's budget, internal assigned revenue	Art. 20.3.a, b, c, d, e, and f	Belongs to (internal) assigned revenue
C5	Refunds carried over as internal assigned revenue	Art. 12.4a	Belongs to (internal) assigned revenue
C8	Automatic carryovers of payment appropriations corresponding to commitments of non- differentiated appropriations	Art. 12.2 and 12.6	Carry over from 2020 to 2021
C3	Non-automatic carryovers of current years commitment carried over by decision appropriations to be used before 31/3	Art.12.2 and 13	C3 from 2020 to 2021
R0	Other earmarked revenue for specific purposes	Art. 20.1, 20.2, 20.4, 20.6 and 20.7	Belongs to assigned (external) revenue arising from member states as well as IPA

Term	Definition
ABAC	This is the name given to the Commission's accounting system, which since 2005 has been enriched by accrual accounting rules. Apart from the cash-based budget accounts, the Commission produces accrual-based accounts which recognise revenue when earned, rather than when collected. Expenses are recognised when incurred rather than when paid. This contrasts with cash basis budgetary accounting that recognises transactions and other events only when cash is received or paid.
Accounting	The act of recording and reporting financial transactions, including the creation of the transaction, its recognition, processing, and summarisation in the financial statements.

Administrative appropriations	Administrative appropriations cover the running costs of the Institutions and entities (staff, buildings, office equipment).
Adjustment	Amending budget or transfer of funds from one budget item to another.
Adopted budget	Draft budget becomes the adopted budget as soon as it is approved by the Budgetary Authority. Cf. Budget.
Agencies	EU bodies having a distinct legal personality, and to whom budget implementing powers may be delegated under strict conditions. They are subject to a distinct discharge from the discharge authority.
Amending budget	Decision adopted during the budget year to amend (increase, decrease, transfer) aspects of the adopted budget of that year.
Annuality	The budgetary principle according to which expenditure and revenue is programmed and authorised for one year, starting on 1 January and ending on 31 December.
Appropriations	Budget funding. The budget forecasts both commitments (legal pledges to provide finance, provided that certain conditions are fulfilled) and payments (cash or bank transfers to the beneficiaries). Appropriations for commitments and payments often differ – differentiated appropriations – because multiannual programmes and projects are usually fully committed in the year they are decided and are paid over the years as the implementation of the programme and project progresses. Non-differentiated appropriations apply to administrative expenditure, for agricultural market support and direct payments and commitment appropriations equal payment appropriations.
Assigned revenue External/Internal	Dedicated revenue received to finance specific items of expenditure. Main sources of external assigned revenue are financial contributions from third countries to programmes financed by the Union. Main sources of internal assigned revenue is revenue from third parties in respect of goods, services or work supplied at their request; (c) revenue arising from the repayment of amounts wrongly paid and revenue from the sale of publications and films, including those on an electronic medium. The complete list of items constituting assigned revenue is given in the Financial Regulation Art. 21(2).
Authorising Officer (AO)	The AO is responsible in each institution for authorising revenue and expenditure operations in accordance with the principles of sound financial management and for ensuring that the requirements of legality and regularity are complied with.
Budget	Annual financial plan, drawn up according to budgetary principles, that provides forecasts and authorises, for each financial year, an estimate of future costs and revenue and expenditures and their detailed description and justification, the latter included in budgetary remarks.
Budget result	The difference between income received and amounts paid, including adjustments for carry-overs, cancellations and

	exchange rate differences. The resulting amount will have to be reimbursed to the funding authority as provided in the Financial Regulation for Agencies.
Budget implementation	Consumption of the budget through expenditure and revenue operations.
Budget item / Budget line / Budget position	As far as the budget structure is concerned, revenue and expenditure are shown in the budget in accordance with a binding nomenclature which reflects the nature and purpose of each item, as imposed by the budgetary authority. The individual headings (title, chapter, article or item) provide a formal description of the nomenclature.
Budgetary authority	Institutions with decisional powers on budgetary matters: the European Parliament and the Council of Ministers.
Budgetary commitment	A budgetary commitment is a reservation of appropriations to cover for subsequent expenses.
Cancellation of appropriations	Unused appropriations that may no longer be used.
Carryover of appropriations	Exception to the principle of annuality in so far as appropriations that could not be used in a given budget year may, under strict conditions, be exceptionally carried over for use during the following year.
Commitment appropriations	Commitment appropriations cover the total cost of legal obligations (contracts, grant agreements/decisions) that could be signed in the current financial year. Art. 7 FR: Commitment appropriations cover the total cost in the current financial year of legal obligations (contracts, grant agreements/decisions) entered into for operations extending over more than one year.
De-commitment	Cancellation of a reservation of appropriations.
Differentiated appropriations	Differentiated appropriations are used to finance multiannual operations; they cover, for the current financial year, the total cost of the legal obligations entered into for operations whose implementation extends over more than one financial year. Art. 7 FR: Differentiated appropriations are entered for multiannual operations. They consist of commitment appropriations and payment appropriations.
Earmarked revenue	Revenue earmarked for a specific purpose, such as income from foundations, subsidies, gifts and bequests, including the earmarked revenue specific to each institution. (Cf. Assigned revenue)
Economic result	Impact on the balance sheet of expenditure and revenue based on accrual accounting rules.
Entitlements established	Entitlements are recovery orders that the European Union must establish for collecting income.
Exchange rate difference	The difference resulting from currency exchange rates applied to the transactions concerning countries outside the euro area, or from the revaluation of assets and liabilities in foreign currency at the closure.
Expenditure	Term used to describe spending the budget from all types of funds sources.

Financial regulation (FR)	Adopted through the ordinary legislative procedure after consulting the European Court of Auditors, this regulation lays down the rules for the establishment and implementation of the general budget of the European Union. (OJ L 193/30.07.2018, p. 1)
Funds Source	Type of appropriations (e.g.: C1, C2, etc.)
Grants	Direct financial contributions, by way of donation, from the budget in order to finance either an action intended to help achieve an objective part of an EU policy or the functioning of a body which pursues an aim of general European interest or has an objective forming part of an EU policy.
Implementation	Cf. Budget implementation
Income	Cf. Revenue
Joint Undertakings (JUs)	A legal EU-body established under the TFEU. The term can be used to describe any collaborative structure proposed for the "efficient execution of Union research, technological development and demonstration programmes".
Lapsing appropriations	Unused appropriations to be cancelled at the end of the financial year. Lapsing means the cancellation of all or part of the authorisation to make expenditures and/or incur liabilities which is represented by an appropriation.
Legal base (basic act)	The legal base or basis is, as a general rule, a law based on an article in the Treaty giving competence to the Community for a specific policy area and setting out the conditions for fulfilling that competence including budget implementation. Certain Treaty articles authorise the Commission to undertake certain actions, which imply spending, without there being a further legal act.
Legal commitment	A legal commitment establishes a legal obligation towards third parties.
Non-differentiated appropriations	Non-differentiated appropriations are for operations of an annual nature. (Art. 9 FR). In the EU-Budget non-differentiated appropriations apply to administrative expenditure, for agricultural market support and direct payments.
Operational appropriations	Operational appropriations finance the different policies, mainly in the form of grants or procurement.
Outstanding commitment	Legal commitments having not fully given rise to liquidation by payments. Cf. RAL.
Outturn	Cf. Budget result
Payment	A payment is a cash disbursement to honour legal obligations.
Payment appropriations	Payment appropriations cover expenditure due in the current year, arising from legal commitments entered in the current year and/or earlier years (Art. 7 FR).
RAL	Sum of outstanding commitments. Outstanding commitments (or RAL, from the French 'reste à liquider') are defined as the amount of appropriations committed that have not yet been paid. They stem directly from the existence of multiannual

	programmes and the dissociation between commitment and payment appropriations. (Cf. Outstanding commitments).
Recovery	The recovery order is the procedure by which the Authorising officer (AO) registers an entitlement by the Commission in order to retrieve the amount which is due. The entitlement is the right that the Commission has to claim the sum which is due by a debtor, usually a beneficiary.
Result	Cf. Outturn
Revenue	Term used to describe income from all sources financing the budget.
Rules of application	Detailed rules for the implementation of the financial regulation. They are set out in a Commission regulation adopted after consulting all institutions and cannot alter the financial regulation upon which they depend.
Surplus	Positive difference between revenue and expenditure (see Budget result) which has to be returned to the funding authority as provided in the Financial Regulation.
Transfer (credit transfer /operation)	Transfers between budget lines imply the relocation of appropriations from one budget line to another, in the course of the financial year, and thereby they constitute an exception to the budgetary principle of specification. They are, however, expressly authorised by the Treaty on the Functioning of the European Union under the conditions laid down in the Financial Regulation. The FR identifies different types of transfers depending on whether they are between or within budget titles, chapters, articles or headings and require different levels of authorization.

ANNEX 1: Complete listing of Credit Transfers in 2021

CREDIT TRANSFERS IN THE ORIGINAL BUDGET 2021 - 1/2							
Date	Credit Operation No	Purpose of Credit Operation	From Budget Line	BL Description (From)	To Budget Line	BL Description (To)	Amount
10/05/2021	EPD.12828	Recruitment of temporary staff	1300	Missions	1175	Work sent out	54,000
10/05/2021	EPD.12832	May forecast for Installation and Resettlement allowances	1180	Recruitment	1182	Resettlement and Installation allowances	2,820
18/05/2021	EPD.12839	Purchase of a Performance Management Software	1120	Training	2204	Electronic Office Equipment	16,084
31/05/2021	EPD.12852	Purchase of additional Adobe Accesses to I&C unit	3012	Marketing and Promotion	2204	Electronic Office Equipment	3,344
31/05/2021	EPD.18454	GPP Helpdesk	1300	Missions	1175	Work sent out	2,055
01/06/2021	EPD.18458	2021 Annual Travel expenditure for June salary Run	1300	Missions	1141	Annual Travel Expenditure	58,838
01/06/2021	EPD.18460	2021 Resettlement and installation allowances for June salary Run	1300	Missions	1182	Installation and resettlement allowances	2,304
02/07/2021	EPD.12871	2021 Resettlement and installation allowances for July salary Run	1300	Missions	1182	Installation and resettlement allowances	29,876
02/07/2021	EPD.12871	2021 Annual travel allowances for July salary	1300	Missions	1141	Travel expenses for annual leave	428
07/07/2021	EPD.12877	2021 Broker Fee insurance premium	2020	Water, gas, electricity and heating	2010	Insurance	3,474.09
07/07/2021	EPD.12881	2021 DG Treasury Services	2300	Stationary and office supplies	2310	Other current administrative charges	3,000
07/07/2021	EPD.12881	2021 DG Treasury Services	2400	Delivery charges	2310	Other current administrative charges	8,000
07/07/2021	EPD.12885	2021 Mid year forecast for work sent out (Orange, PMO SLA, Legal Services...)	1180	Recruitment	1175	Work sent out	62,180
07/07/2021	EPD.12885	2021 Mid year forecast for work sent out (Orange, PMO SLA, Legal Services...)	1400	Restaurants and Canteens	1400	Work sent out	86,000
31/08/2021	EPD.12903	2021 Resettlement and installation allowances for June Salary Run	1300	Missions	1141	Annual Travel Expenditure	459
13/09/2021	EPD.12915	Procurement and rental of new sanitising system	2040	Fitting Out Premises	2200	Technical Equipment	4,000
01/10/2021	EPD.12922	2021 October Salary forecast for Installation and Resettlement allowances	1300	Missions	1182	Installation and resettlement allowances	5,367.04
01/10/2021	EPD.12922	2021 October Salary forecast for Installation and Resettlement allowances	1300	Missions	1141	Annual Travel Expenditure	0.01
21/10/2021	EPD.12938	2021 November salary run - BL 1190 Irish CCE	2090	Other expenditure on buildings	1190	Salary weightings	23,000.00
21/10/2021	EPD.12938	2021 November salary run - BL 1190 Irish CCE	2030	Cleaning and Manintenance	1190	Salary weightings	3,500.00
21/10/2021	EPD.12938	2021 November salary run - BL 1190 Irish CCE	1300	Missions	1190	Salary weightings	11,673.11
21/10/2021	EPD.12938	2021 November salary run - BL 1190 Irish CCE	2230	Vehicles and transport	1190	Salary weightings	1,000.00
21/10/2021	EPD.12938	2021 November salary run - BL 1190 Irish CCE	2300	Stationary and office supplies	1190	Salary weightings	2,072.90
21/10/2021	EPD.12938	2021 November salary run - BL 1190 Irish CCE	3040	General meetings	1190	Salary weightings	90,253.99
21/10/2021	EPD.12942	2021 November salary run - BL 1103 Secretarial allowances	1410	Medical expenses	1103	Secretarial allowances	300.00
01/11/2021	EPD.12950	Interpretation for Management Board meeting in November	3040	General meetings	3041	Interpretation	3,000.00
15/11/2021	EPD.12969	2021 forecast for temporary staff - ICT Helpdesk	1400	Restaurants and canteens	1175	Work Sent Out	7,000.00
16/11/2021	EPD.12971	2021 forecast for Audit Services (Mazaars)	1120	Training	1175	Worksent Out	9,861.14
18/11/2021	EPD.12975	Yearly upkeep of car charger outside Loughinstown house	2220	Furniture	2200	Technical Equipment	690.95
18/11/2021	EPD.12980	Legal services	1120	Training	1175	Work Sent Out	10,000.00
18/11/2021	EPD.12982	2021 November forecast for electricity consumption	2210	Furniture	1175	Utilities (Gas, electricity, water)	5,309.05
18/11/2021	EPD.12982	2021 November forecast for electricity consumption	1400	Restaurants and Canteens	1175	Utilities (Gas, electricity, water)	3,970.95
18/11/2021	EPD.12982	2021 November forecast for electricity consumption	1410	Medical expenses	1175	Utilities (Gas, electricity, water)	4,470.00
18/11/2021	EPD.12982	2021 November forecast for electricity consumption	1420	Other welfare expenditure	1175	Utilities (Gas, electricity, water)	6,250.00
23/11/2021	EPD.12982	Next Generation / Digital First - reappropriation to correct budget line	3050	Translation	3000	Electronica Documentation system	48,600.00
30/11/2021	EPD.12999	2021 December salaries - BL 1190 increased Irish CCE	3030	Studies	1190	Salary weightings	314,593.89
30/11/2021	EPD.12999	2021 December salaries - BL 1190 increased Irish CCE	3040	General meetings	1190	Salary weightings	77,700.47
30/11/2021	EPD.12999	2021 December salaries - BL 1190 increased Irish CCE	3041	Interpretation	1190	Salary weightings	3,000.00
30/11/2021	EPD.12999	2021 December salaries - BL 1190 increased Irish CCE	1175	Worksent out	1190	Salary weightings	15,708.01
30/11/2021	EPD.12999	2021 December salaries - BL 1190 increased Irish CCE	1120	Training	1190	Salary weightings	8,318.61
30/11/2021	EPD.12999	2021 December salaries - BL 1190 increased Irish CCE	1400	Restaurants and Canteens	1190	Salary weightings	9,593.09
30/11/2021	EPD.12999	2021 December salaries - BL 1190 increased Irish CCE	1410	Medical expenses	1190	Salary weightings	4,405.00
30/11/2021	EPD.12999	2021 December salaries - BL 1190 increased Irish CCE	1180	Recruitment	1190	Salary weightings	4,000.00
30/11/2021	EPD.13023	2021 December salaries - BL 1100 basic salaries	3030	Studies	1100	Basic Salaries	2,122.42
30/11/2021	EPD.13024	2021 December salaries - BL 1190 Unemployment insurance	3030	Studies	1132	Unemployment insurance	624.44
30/11/2021	EPD.13031	2021 December salaries - BL 1177 Trainees	3030	Studies	1177	Trainees	6,623.44
30/11/2021	EPD.13027	2021 December salaries - BL 1182 Installation and resettlement allowance	3030	Studies	1182	Installation/Resettlement Allowance	2,819.94
30/11/2021	EPD.13025	2021 December salaries - BL 1103 Secretarial allowance	3030	Studies	1103	Secretarial allowances	311.16

CREDIT TRANSFERS IN THE ORIGINAL BUDGET 2021 - 2/2							
Date	Credit Operation No	Purpose of Credit Operation	From Budget Line	BL Description (From)	To Budget Line	BL Description (To)	Amount
06/12/2021	EFD.13045	2021 I&C November forecast - Foundation Forum frontloading from 2022	3042	Management Board	3040	General Meetings	26,541.35
10/12/2021	EFD.13065	2021 December forecast for facilities management ad-hoc services incl. purchase of new carpets.	2040	Fitting Out Premises	2031	Facilities Management	101,286.44
10/12/2021	EFD.13068	2021 October forecast 'Eurofound app - concept with OP'	3042	Management Board	3012	Marketing and Promotion	19,803.00
13/12/2021	EFD.13702	DRUPAL software for website migration - as approved in mid year forecast	2204	Electronic Office Equipment	3000	Operational Documentation Systems	45,024.77
13/12/2021	EFD.13702	DRUPAL software for website migration - as approved in mid year forecast	1101	Family Allowances	3000	Operational Documentation Systems	58,828.37
13/12/2021	EFD.13702	DRUPAL software for website migration - as approved in mid year forecast	1102	Expatriation Allowances	3000	Operational Documentation Systems	31,626.28
13/12/2021	EFD.13702	DRUPAL software for website migration - as approved in mid year forecast	1121	Cocontract Agents	3000	Operational Documentation Systems	26,326.13
13/12/2021	EFD.13702	DRUPAL software for website migration - as approved in mid year forecast	1175	Worksent Out	3000	Operational Documentation Systems	45,049.03
13/12/2021	EFD.13702	DRUPAL software for website migration - as approved in mid year forecast	3030	Studies and Pilot Schemes	3000	Operational Documentation Systems	407,830.02
13/12/2021	EFD.13702	DRUPAL software for website migration - as approved in mid year forecast	3042	Management Board	3000	Operational Documentation Systems	39,268.46
13/12/2021	EFD.13702	DRUPAL software for website migration - as approved in mid year forecast	3050	Translation	3000	Operational Documentation Systems	20,759.89
13/12/2021	EFD.13702	DRUPAL software for website migration - as approved in mid year forecast	3010	Publication of study results	3000	Operational Documentation Systems	24,279.95
13/12/2021	EFD.13702	DRUPAL software for website migration - as approved in mid year forecast	3041	Interpretation	3000	Operational Documentation Systems	1,060.00
13/12/2021	EFD.13101	2021 ESNI event (order frontloaded from 2022)	3010	Publication of study results	3040	General Meetings	4,210.59
14/12/2021	EFD.13114	"20/30 years in service" gifts for staff	1300	Missions	1420	Other staff welfare	2,079.40
14/12/2021	EFD.13116	Replacement of datadomain unit/backup devise (order frontloaded from 2022)	1300	Missions	2204	Electronic Office Equipment	35,000.00
14/12/2021	EFD. 13118	Extension of a temporary staff member contract (Orange)	1183	Removal Expenses	1175	Work sent out	9,364.64
15/12/2021	EFD.13126	Additional translations for activity 9 documents	3010	Publication of study results	3050	Translations	12,003.36
						TOTAL EUR:	1,929,163
						COUNT OF CREDIT TRANSFERS:	66

CREDIT TRANSFERS AFTER ADOPTION OF AMENDING BUDGET 2021							
Date	Credit Operation No	Purpose of Credit Operation	From Budget Line	BL Description (From)	To Budget Line	BL Description (To)	Amount
15/12/2021	EFD. 13117	2021 Amending Budget adjustment	2230	Vehicles and transport	2030	Cleaning and Maintenance	30
22/12/2021	EFD.13223	Revised quote for new Foundation carpets	3030	Studies	2031	Facilities management	4,359
21/12/2021	SAP. 1621000218	Fund source reclassification within 2021 Amending budget due to cashing of last minute assigned revenue C4	1420 -C1	Other Welfare	1420 -C4	Other Welfare	1,250
						TOTAL EUR:	5,609
						COUNT OF CREDIT TRANSFERS AFTER AMENDING BUDGET APPROVED:	3