



**57TH PLENARY ASSEMBLY SESSION
VICTORIA FALLS, ZIMBABWE
31ST MAY TO 7TH JUNE 2025**

**REPORT OF THE EXECUTIVE COMMITTEE ON FINANCIAL MATTERS
(TREASURER'S REPORT)**

PAPER 3

**FINANCIAL REPORTS FOR DONOR FUNDED PROJECTS (SRHR, HIV AND
AIDS GOVERNANCE PROJECT 2023-2026 FINANCIAL NARRATIVE
REPORT)**

Project Title: SRHR, HIV and AIDS Governance Project (2023-2026)

Project Number: 14654

Implementing Organization: SADC Parliamentary Forum

1. Summary of the financial statements 2023/2024

1.1. The financial statements for the year ending 31 October 2024 for the SRHR project was presented to the last meeting of the Executive Committee. In terms of donor's compliance, the audited financial statements for year ending 31 October 2024 for the SRHR project was submitted to the Swedish Embassy in February 2025 and the annual review meeting (Swedish Embassy & SADC PF) was held on 27 February 2025.

The total funding received for Year 1 amounted to US\$ 1,820,106 (SEK 19,000,000). This amount was received on 30 November 2023 in our special bank account FNB US Dollar account. This amount was allocated for various project activities as outlined in the approved project budget for Year 1.

US\$	
Amount Received	1,820,106
Amount Used	<u>1,114,277</u>
Unused fund	<u>705,829</u>

1.2. Total Expenditure

As of 31 October 2024, the total expenditure from fund received amounted to US\$ 1,114,277. This expenditure included costs related to Salaries & Allowances, national project activities, regional activities, Monitoring & Evaluation, Development of a model law on Prison Oversight, External Audit, Administrative fees and other related costs. A detailed of the major expenditure categories is as below:

	Actual (\$)	Budget (\$)
Personnel Costs:	528,280	720,600
National Activities:	113,430	255,145
Regional Activities:	307,020	444,736

1.3. Budget Utilization

As of the end of Year 1, the project had utilized only 61% of the total funds allocated for this period. Some brief reasons for the underutilization rate are given above.

- Administrative hurdles/bureaucratic delays at national parliamentary;
- National elections and changes in committee membership, requiring time for new members to familiarize themselves with the project and engage effectively.
- Activities financed by other development partners or covered through national parliamentary budgets, reducing drawdown on Sida's funding.
- Delays in the scheduling of parliamentary sessions, affecting the timely implementation of planned interventions.

2. **Summary of the financial status as at 31 March 2025 (1 November 24-31 March 2025)**

2.1. This report presents a financial comparison between the approved annual budget and the actual expenditure incurred over a five-month period. The financial performance is assessed against the grant receivable for the implementation of programme activities under the current funding cycle.

2.2. Revenue and Expenditure Analysis

During the financial year 2024-2025 (1 November 2024-31 October 2025), we are expecting to receive a grant of about **US\$1,912,846** as approved for Year 2.

As at 31 March 2025 (ie 5 months), we have utilized a total amount of US\$ 457,200 as shown in the Statement of Comparison of Budget and Actual Amounts (SCBAA) below:

Actual (\$)	Budget (\$)	
Personnel Costs:	298,203	840,544
National Activities:	22,713	347,109
Regional Activities:	94,114	443,267

The Utilization rate is about 24%. Normally there are fewer activities at national and regional levels during the months of November to February. There are a number of planned activities in the month of April, May and June 2025 and we expect the utilization rate to include drastically.

2.3. Conclusion

In summary, the project has experienced a slower rate of fund utilization during the first during the first few months. However, a significant number of activities are planned for rest of Year 2, which will accelerate the use of allocated funds while ensuring alignment with project objectives. Throughout the implementation process, we have maintained strict adherence to financial guidelines, ensuring transparency, accountability, and compliance with donor requirements.

STATEMENT OF COMPARISON OF BUDGET AND ACTUAL AMOUNTS			
	BUDGET	ACTUAL	AVAILABLE
	Year	5 monthgs	FUNDS
	US\$	US\$	US\$
REVENUE			
Balance B/f		705,829	
Grant received	1,912,846		
Total funding	1,912,846	705,829	
EXPENDITURE			
Salaries & Allowances	840,544	298,203	542,341
Regional capacity building session	53,985	-	53,985
Regional meetings of the HSDSP Committee	92,032	15,137	76,895
Meeting of Clerks/Secretaries General of national Parliaments	6,832	-	6,832
Oversight Committee to domesticate legal norms	16,820	-	16,820
Regional Meeting of Clerks-at-the-Table	39,416	-	39,416
Roundtable meeting with technical partners	7,648	9,177	(1,529)
Capacity development-Researchers, legal drafters	34,110	3,575	30,535
Joint Session of Standing Committees of the Forum	19,648	-	19,648
Adoption of normative SRHR legal standards	-	-	-
Roundtable discussions-national Parliament and Line Ministries	21,000	1,575	19,425
Multi-stakeholder Consultative workshops	95,325	13,602	81,723
Public hearings Meeting	104,484	(1,720)	106,204
Conduct public awareness campaigns-legislative process	64,680	7,872	56,808
Budget analysis retreats for Committees and Staff	24,480	23,126	1,354
National working group meetings	25,333	1,383	23,950
Community outreach projects for MPs	36,287	-	36,287
Media and advocacy materials to raise public awareness	16,800	359	16,441
Attend regional/ international conference on SRHR and HIV/AIDS	97,676	42,740	54,936
Attend Plenary Assembly session	27,072	-	27,072
Domestication experts to RPMLOC	6,748	-	6,748
Model Law on Prison Oversight	170,784	-	170,784
Monitoring & Evaluation Consultancy	20,000	10,002	9,998
External Audits & End of Project Evaluation	14,000	-	14,000
E-communication	17,880	5,689	12,191
Administrative overheard	33,385	26,479	6,906
SRHR Flexible Contingency Fund	25,877	-	25,877
Total expenditure	1,912,846	457,200	
NET SURPLUS	-	248,629	