134 FIN 14 E fin Original: English **PLENARY**



NATO PARLIAMENTARY ASSEMBLY

AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDING 31st DECEMBER 2013

Abridged version

ADOPTED BY THE PLENARY ASSEMBLY ON FRIDAY 30th MAY 2014

www.nato-pa.int May 2014

ACCOUNTING POLICIES

Note 1: The Organisation

The NATO Parliamentary Assembly (NATO PA) is a forum of parliamentarians from NATO member nations and associates and partner countries. It brings together European and North American legislators to debate and discuss issues of common interest and concern. The Assembly is entirely independent of NATO.

The Assembly's governing body is the Standing Committee, which is composed of the Head of each member delegation, the President,

Vice-Presidents, the Treasurer and the Secretary General. The International Secretariat under its Secretary General is responsible for all administration and the bulk of research and analysis that supports the Assembly's Committees, Sub-Committees and other groups.

Note 2: Significant Accounting Policies: the accounts are held on accrual and cash basis with no carry forwards.

<u>Revenue Recognition:</u> Calls for contributions from member countries are recorded in the same year as the budgets they relate to. Contributions received in advance, which relate to future budget years, are reported as year-end liabilities.

<u>Expenditure Recognition:</u> Expenditure is matched to the year in which the goods or services are received. However, some flexibility is applied over the year-end period to also include items where the goods have been ordered prior to year-end but shipments could not be received until the following month. All budgetary commitments are cancelled one month after year-end if goods have not been received.

Reserves and Provisions: Excess funds on hand at the end of a fiscal year belong to the contributors but are made available to the Assembly to cover expenses which may occur at an unknown future date. Each year, the Standing Committee, after considering the Treasurer's proposals, decides on the specific conditions governing how these reserves and provisions may be utilised in the future. Within that framework, management is granted advance permission to transfer these amounts to the budget and incur the expenditure. A separate financial statement summarising Reserve Fund and provision activity is prepared each year.

One special type of provision relates to voluntary contributions where donors have attached specific conditions as to what types of activities are to be funded. In these cases, the contribution is accounted for as being repayable to the contributor until the conditions relating to the expenditure are met.

<u>Foreign Currency Transaction:</u> Foreign currency transactions are initially recorded in the accounts using NATO's official exchange rates. At year-end, all assets and liabilities denominated in foreign currencies are translated to euros at official year-end rates. Exchange differences, both realised and unrealised, are recognised as current year income or expenditure.

<u>Cash and Investments:</u> Investments are comprised of operating bank accounts and short term deposits. Interest earned but not vet received at year-end is accrued and reported as current year income.

<u>Property Plant and Equipment:</u> Capital purchases are expensed to the budget in the year in which they occur. Listings of fixed assets are maintained, however, for insurance and internal control purposes.

Note 3: Property Plant and Equipment

Fixed assets owned by the Assembly are composed primarily of the following: the headquarters building, furniture, equipment, and one official vehicle.

Statement of Financial Position at 31st December 2013

ASSETS			LIABILITII	ES .	
	2013	2012		2013	2012
Current Assets Cash and Short-Term accounts Other Amounts Receivable Advance payments Investment Fund Guarantees	€ 1,142,484.97 € 10,413.31 € 17,373.42 € 1,241,657.88 € 5,172.09	€ 428,080.40 € 4,108.98 € 20,952.91 € 1,231,968.00 € 5,161.47	Current Liabilities Creditors Advance Contributions Contributions to next year budget paid in advance	€ 36,619.68 € 737,864.00 € 774,483.68	€ 21,757.09
	€ 2,417,101.67	€ 1,690,271.76	Reserves and Provisions Emergency Fund Unemployment Fund Provisions Special Purpose Contributions Current Year Surplus	€ 924,727.89 € 16,463.30 € 676,608.48 € 0.00 € 1,617,799.67 € 24,818.32 € 1,642,617.99	€ 924,727.89 € 16,463.30 € 646,601.98 € 0.00 € 1,587,793.17 € 30,006.50 € 1,617,799.67
Total Assets	€ 2,417,101.67	€ 1,690,271.76	Total Liabilities, Reserves and Carryforwards	€ 2,417,101.67	€ 1,690,271.76

Purchase value of the building in 1989: Euro 1,549,334

Statement of Financial Performance at 31st December 2013

INCOME			EXPENDITURE			
ANNUAL BUDGET	2013	2012		2013	2012	
Contributions Contributions from Member Countries NATO Subsidy	€ 3,698,825.00 € 51,600.00 € 3,750,425.00	€ 3,698,825.00 € 51,600.00 € 3,750,425.00	Expenditure Chapter 1 - Personnel Costs Chapter 2 - Operational Costs Chapter 3 - Sessions Chapter 4 - Missions, Seminars, External Relations	€ 2,744,725.93 € 334,797.97 € 343,867.78 € 361,134.46	€ 2,815,330.26 € 322,755.66 € 341,007.39 € 316,605.37	
Financed By Provisions and Prior Year Surplus Financed from Prior Year Surplus Update of the budget Use of provisions	€ 0.00 € 0.00 € 0.00	€ 0.00 € 7,790.00 € 0.00		€ 3,784,526.14	€ 3,795,698.68	
Funding Outreach Programme Swiss Ministry of Defence	€ 45,000.00 € 45,000.00	€ 41,756.90 € 49,546.90				
Total Budget for the Year	€ 3,795,425.00	€ 3,799,971.90				
Other Income Investment Income Interest on Term Deposits Gains (Losses) on exchange rates Other Income	€ 13,749.90 € 1,731.15 € -2,730.86 € 1,169.27 € 13,919.46	€ 21,385.87 € 4,553.47 € -1,755.77 € 1,549.71 € 25,733.28				
Total Income	€ 3,809,344.46	€ 3,825,705.18	Total Expenditure Excess of Receipts over Expenditure	€ 3,784,526.14 € 24,818.32	€ 3,795,698.68 € 30,006.50	

Cash Flow Statement

Cash flow from operating activities	2013	2012
Receipts		
Contributions Received	€ 4.437.574.00	€ 3,460,104.00
Funding Other Contributions	€ 45,000.00	' '
Other Income	€ 9,469.33	,
Total Receipts:	€ 4,492,043.33	€ 3,533,605.53
	,	
Payments		
Personnel Costs	€ 2,744,725.93	€ 2,815,054.73
Operational Costs	€ 1,023,222.95	€ 952,518.42
Total Payments:	€ 3,767,948.88	€ 3,767,573.15
NET increase/decrease in cash and cash equivalents:	€ 724,094.45	€ -233,967.62
Cash and cash equivalents at the beginning of the period:	' '	€ 1,894,016.02
Cash and cash equivalents at the end of the period:	€ 2,384,142.85	€ 1,660,048.40
5.	670400445	6 000 007 00
Balance:	€ 724,094.45	€ -233,967.62

Statement of Reserve funds and Provisions at 31st December 2013

	Opening Balances	Approved allocations	Revised Balances	Current Year	Transferred to Current Year	Current Year Budget	Other Income	Ending Balance
				Contributions	Budget	Expenditure		
I. Provisions								
Provision Chapter 1	€ 99,259.35	€ 30,006.50	€ 129,265.85	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 129,265.85
Provision Chapter 2	€ 72,425.99	€ 0.00	€ 72,425.99	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 72,425.99
Provision Chapter 3	€ 151,408.45	€ 0.00	€ 151,408.45	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 151,408.45
Provision Chapter 4	€ 323,508.19	€ 0.00	€ 323,508.19	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 323,508.19
Total	€ 646,601.98	€ 30,006.50	€ 676,608.48	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 676,608.48
II. Special Purpose Contributions	,	·	·					· · · · · · · · · · · · · · · · · · ·
Rose-Roth Programme - Swiss MOD funds	€ 0.00	€ 0.00	€ 0.00	€ 45,000.00	€ -45,000.00	€ 0.00	€ 0.00	€ 0.00
Total	€ 0.00	€ 0.00	€ 0.00	€ 45,000.00	€ -45,000.00	€ 0.00	€ 0.00	€ 0.00
III. Reserve Funds					·			
Emergency Fund	€ 924,727.89	€ 0.00	€ 924,727.89	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 924,727.89
Unemployment Fund	€ 16,463.30	€ 0.00	€ 16,463.30	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 16,463.30
Total	€ 941,191.19	€ 0.00	€ 941,191.19	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 941,191.19
TOTAL (Headings I,II,III)	€ 1,587,793.17	€ 30,006.50 €	€ 1,617,799.67	€ 45,000.00	€ -45,000.00	€ 0.00	€ 0.00 :	€ 1,617,799.67
IV. ANNUAL BUDGET								
Allocation from prior year return on investmen	t: € 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Update of the budget	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Allocation of Prior Year surplus	€ 30,006.50	€ -30,006.50	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Current Year Operations - Normal Budget	€ 0.00	€ 0.00		€ 3,750,425.00	€ 45,000.00	€ 3,784,526.14	€ 13,919.46	€ 24,818.32
TOTAL (Heading IV)	€ 30,006.50	€ -30,006.50	€ 0.00	€ 3,750,425.00	€ 45,000.00	€ 3,784,526.14	€ 13,919.46	€ 24,818.32
GRAND TOTAL (Headings I, II, III, IV)	€ 1,617,799.67	€ 0.00 €	€ 1,617,799.67	€ 3,795,425.00	€ 0.00	€ 3,784,526.14	€ 13,919.46	€ 1,642,617.99

⁻ see Income and expenditure table for details

Revised	Expenses	Revised Budget	Expenses	Saving	% Rev.	
Budget 2012	2012	2013	2013	Saving	Budget	
						BREAKDOWN OF EXPENDITURE FOR FINANCIAL YEAR 2013
						CHAPTER 1 - PERSONNEL COSTS
€ 2,150,325.00	€ 2,150,013.20	€ 2,091,125.00	€ 2,090,999.29	€ 125.71	99.99%	Article 1 - Gross Salaries
€ 479,800.00	€ 479,720.19	€ 482,200.00	€ 482,146.00	€ 54.00	99.99%	Article 2 - Additional salary costs
€ 25,800.00	€ 25,791.08	€ 23,100.00	€ 23,045.19	€ 54.81	99.76%	Article 3 - Recruitment expenses
€ 45,500.00	€ 45,394.06	€ 46,500.00	€ 46,304.91	€ 195.09	99.58%	Article 4 - Expenditure related to staff
€ 31,700.00	€ 31,477.97	€ 27,000.00	€ 26,968.57	€ 31.43	99.88%	Article 5 - External consultants and temporary staff
€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	0.00%	Article 6 - Financial control and advice
€ 1,800.00	€ 1,739.81	€ 300.00	€ 275.06	€ 24.94	91.69%	Article 7 - Legal advisers
€ 81,200.00	€ 81,193.95	€ 75,000.00	€ 74,986.91	€ 13.09	99.98%	Article 8 - Research assistants programme
€ 2,816,125.00	€ 2,815,330.26	€ 2,745,225.00	€ 2,744,725.93	€ 499.07	99.98%	TOTAL CHAPTER 1

Revised Budget	Expenses	Revised Budget	Expenses	Saving	% Rev.	
2012	2012	2013	2013	Javilly	Budget	
						CHAPTER 2 - OPERATING COSTS
						OTAL TEX 2 - OF EXAMING GOOTS
€ 75,950.00	€ 75,943.33	€ 67,230.00	€ 67,229.41	€ 0.59	100.00%	Article 1 - Expenditure on headquarters
€ 6,100.00	€ 6,087.77	€ 6,300.00	€ 6,282.64	€ 17.36	99.72%	Article 2 - Insurances
€ 12,800.00	€ 12,591.64	€ 13,170.00	€ 13,042.36	€ 127.64	99.03%	Article 3 - Contracts concerning security
€ 10,500.00	€ 10,159.52	€ 10,750.00	€ 10,728.30	€ 21.70	99.80%	Article 4 - Postage and telephone costs
€ 11,000.00	€ 10,956.04	€ 15,800.00	€ 15,752.69	€ 47.31	99.70%	Article 5 - Administration costs and office supplies
€ 11,500.00	€ 11,494.74	€ 13,000.00	€ 12,983.32	€ 16.68	99.87%	Article 6 - Small office equipment and furniture
€ 9,700.00	€ 9,629.03	€ 9,850.00	€ 9,845.67	€ 4.33	99.96%	Article 7 - Renting and maintenance of photocopiers
€ 46,140.00	€ 45,529.27	€ 43,700.00	€ 43,454.94	€ 245.06	99.44%	Article 8 - Computer equipment
€ 7,000.00	€ 6,770.56	€ 5,600.00	€ 5,433.92	€ 166.08	97.03%	Article 9 - Transport
€ 93,800.00	€ 93,685.87	€ 108,400.00	€ 108,379.49	€ 20.51	99.98%	Article 10 - Documents
€ 24,875.00	€ 24,783.10	€ 25,600.00	€ 25,272.32	€ 327.68	98.72%	Article 11 - Library
€ 15,125.00	€ 15,124.79	€ 16,400.00	€ 16,392.91	€ 7.09	99.96%	Article 12 - Representation, hospitality, receptions
€ 324,490.00	€ 322,755.66	€ 335,800.00	€ 334,797.97	€ 1,002.03	99.70%	TOTAL CHAPTER 2

Revised Budget	Expenses	Revised Budget	Expenses	Saving	% Rev.	
2012	2012	2013	2013	Caving	Budget	
						CHAPTER 3 - SESSIONS
€ 13,490.00	€ 13,427.93	€ 15,000.00	€ 13,517.49	€ 1,482.51	90.12%	Article 1 - Standing Committee meeting - March 2013 - Copenhagen
€ 123,600.00	€ 123,507.79	€ 112,000.00	€ 111,876.23	€ 123.77	99.89%	Article 2 - Spring Session - May 2013 - Luxembourg
€ 177,000.00	€ 176,938.07	€ 195,000.00	€ 194,665.02	€ 334.98	99.83%	Article 3 - Annual Session - October 2013 - Dubrovnik
€ 6,500.00	€ 6,425.37	€ 8,500.00	€ 8,218.35	€ 281.65	96.69%	Article 4 - Joint Meeting - Palais d'Egmont - February 2013 - Brussels
€ 20,710.00	€ 20,708.23	€ 16,400.00	€ 15,590.69	€ 809.31	95.07%	Article 5 - Preparation of future sessions
€ 341,300.00	€ 341,007.39	€ 346,900.00	€ 343,867.78	€ 3,032.22	99.13%	TOTAL CHAPTER 3

Revised Budget	Expenses	Revised Budget	Expenses	Saving	% Rev.	
2012	2012	2013	2013		Budget	
						CHAPTER 4 - MISSIONS, SEMINARS AND EXTERNAL RELATIONS
€ 10,600.00	€ 10,518.20	€ 15,000.00	€ 14,940.80	€ 59.20	99.61%	Article 1 - Committee on the Civil Dimension of Security
€ 19,900.00	€ 19,882.67	€ 29,100.00	€ 29,012.63	€ 87.37	99.70%	Article 2 - Defence and Security Committee
€ 10,000.00	€ 9,922.16	€ 9,000.00	€ 8,737.28	€ 262.72	97.08%	Article 3 - Economics and Security Committee
€ 17,200.00	€ 17,157.12	€ 12,600.00	€ 12,393.97	€ 206.03	98.36%	Article 4 - Political Committee
€ 12,800.00	€ 12,763.37	€ 15,300.00	€ 15,202.28	€ 97.72	99.36%	Article 5 - Science and Technology Committee
€ 13,500.00	€ 13,477.04	€ 6,000.00	€ 4,785.91	€ 1,214.09	79.77%	Article 6 - Any additional meeting
€ 73,978.81	€ 73,733.07	€ 99,765.64	€ 99,676.57	€ 89.07	99.91%	Article 7 - Rose-Roth and Outreach programme
€ 16,500.00	€ 16,253.65	€ 17,500.00	€ 17,239.97	€ 260.03	98.51%	Article 8 - Mediterranean and Middle East Special Group seminars
€ 11,300.00	€ 10,790.04	€ 12,500.00	€ 10,868.66	€ 1,631.34	86.95%	Article 9 - Transatlantic seminar
€ 92,978.09	€ 92,977.06	€ 110,734.36	€ 110,660.64	€ 73.72	99.93%	Article 10 - Interpretation costs for all meetings
€ 0.00	€ 0.00	€ 2,500.00	€ 362.37	€ 2,137.63	0.00%	Article 11 - President
€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	0.00%	Article 12 - Treasurer
€ 25,000.00	€ 24,902.60	€ 22,500.00	€ 22,434.25	€ 65.75	99.71%	Article 13 - Secretary General
€ 14,300.00	€ 14,228.39	€ 15,000.00	€ 14,819.13	€ 180.87	98.79%	Article 14 - Deputy Secretaries General
€ 318,056.90	€ 316,605.37	€ 367,500.00	€ 361,134.46	€ 6,365.54	98.27%	TOTAL CHAPTER 4
€ 3,799,971.90	€ 3,795,698.68	€ 3,795,425.00	€ 3,784,526.14	€ 10,898.86	99.71%	GRAND TOTAL

Received Contributions

Member Country	Contribution	Received			
Member Country	Contribution	Date	€		
Albania	€ 3,118	28/01/2013	€ 3,118		
Belgium	€ 75,634	16/05/2013	€ 75,634		
Bulgaria	€ 11,348	05/06/2013	€ 11,348		
Canada	€ 219,555	02/04/2013	€ 219,555		
Croatia	€ 11,522	19/03/2013	€ 11,522		
Czech Republic	€ 34,562	07/02/2013	€ 9,875		
·		22/02/2013	€ 24,687		
Denmark	€ 45,226	10/01/2013	€ 45,226		
Estonia	€ 3,714	28/05/2013	€ 3,714		
France	€ 422,450	21/01/2013	€ 258,164		
		01/03/2013	€ 164,286		
Germany	€ 539,085	02/01/2013	€ 179,695		
		16/01/2013	€ 179,695		
		13/06/2013	€ 179,695		
Greece	€ 35,139	14/05/2013	€ 35,139		
Hungary	€ 25,910	11/12/2012	€ 25,910		
Iceland	€ 1,819	16/04/2013	€ 1,819		
Italy	€ 324,158	06/03/2013	€ 324,158		
Latvia	€ 5,352	25/03/2013	€ 5,352		
Lithuania	€ 7,927	20/12/2012	€ 7,927		
Luxembourg	€ 5,152	22/01/2013	€ 5,152		
Netherlands	€ 118,851	15/02/2013	€ 118,851		
Norway	€ 55,390	07/05/2013	€ 55,390		
Poland	€ 92,130	25/06/2013	€ 46,065		
		07/10/2013	€ 46,065		
Portugal	€ 35,128	19/02/2013	€ 35,128		
Romania	€ 39,315	14/06/2013	€ 39,315		
Slovakia	€ 16,878	20/12/2012	€ 16,878		
Slovenia	€ 8,592	05/02/2013	€ 8,592		
Spain	€ 182,322	28/03/2013	€ 182,322		
Turkey	€ 136,095	10/06/2013	€ 136,095		
United Kingdom	€ 438,351	18/01/2013	€ 438,351		
United States	€ 804,102	29/07/2013	€ 804,102		

NATO Subsidy	€ 51,600	25/04/2013	€ 51,600
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Total € 3,750,425 € 3,750,42

134 FIN 14 E fin TRANSFER OF CREDITS FOR 2013

1) within the budget

	Chapter/Article	Transfer	Balance after transfer
FROM	Chapter 2 - Art. 9 Transport	- €9,000.00	€ 5,600.00
FROM	Chapter 3 - Art. 2 Spring Session	- € 18,000.00	
FROM	€ 130,000.00 Chapter 3 - Art. 3 Annual Session	- € 5,000.00	€ 112,000.00
то	€ 200,000.00 Chapter 1 - Art. 1	+ € 32,000.00	€ 195,000.00
	Salaries € 2,059,125.00		€ 2,091,125.00
FROM	Chapter 1 - Art. 5 Temporary staff and Consultants	- €8,000.00	€ 27,000.00
FROM	Chapter 1 - Art. 7 Legal advisers € 3,500.00	- €3,200.00	€ 300.00
то	Chapter 1 - Art. 2 Additional Salary costs € 471,000.00	+ €11,200.00	€ 482,200.00
FROM	Chapter 1 - Art. 4 Expenditure related to staff € 53,000.00	- € 6,500.00	€ 46,500.00
FROM	Chapter 3 - Art. 5 Preparation of future sessions € 20,000.00	- €1,600.00	€ 18,400.00
то	Chapter 1 - Art. 3 Recruitment Expenditure € 15,000.00	+ € 8,100.00	€ 23,100.00
FROM	Chapter 2 - Art. 2 Insurances	- €1,200.00	€ 6,300.00
FROM	Chapter 2 - Art. 3 Contract concerning security € 14,000.00	- € 30.00	€ 13,970.00
то	Chapter 2 - Art. 1 Expenditure on Headquarters € 66,000.00	+ €1,230.00	€ 67,230.00

	Chapter/Article	Transfer	Balance after transfer
FROM	Chapter 2 - Art. 3 Contract concerning security € 13,970.00	- €800.00	€ 13,170.00
FROM	Chapter 2 - Art. 5 Administration cost and office supplies € 16,500.00	- €700.00	€ 15,800.00
то	Chapter 2 - Art. 6 Small office equipment and furniture € 11,500.00	+ €1,500.00	€ 13,000.00
FROM	Chapter 2 - Art. 4 Postage, facsimile, telephone € 15,000.00	- €4,250.00	€ 10,750.00
FROM	Chapter 2 - Art. 7 Photocopiers € 14,000.00	- €4,150.00	€ 9,850.00
то	Chapter 2 - Art. 10 Documents € 100,000.00	+ €8,400.00	€ 108,400.00
FROM	Chapter 2 - Art. 11 Library € 27,000.00	- €1,400.00	€ 25,600.00
то	Chapter 2 - Art. 12 Representation, hospitality € 15,000.00	+ €1,400.00	€ 16,400.00
FROM	Chapter 3 - Art. 5 Preparation of future sessions € 18,400.00	- €2,000.00	€ 16,400.00
то	Chapter 3 - Art. 4 Joint Committee Meeting - February € 6,500.00	+ €2,000.00	€ 8,500.00
FROM	Chapter 4 - Art. 4 Political Committee €18,000.00	- € 5,400.00	€ 12,600.00
то	Chapter 4 - Art. 1 Committee on the Civil Dimension of Security € 13,500.00	+ €1,500.00	€ 15,000.00
то	Chapter 4 - Art. 2 Defence and Security Committee € 18,000.00	+ € 2,100.00	€ 20,100.00
то	Chapter 4 - Art. 5 Science and Technology Committee € 13,500.00	+ €1,800.00	€ 15,300.00

	Chapter/Article	Transfer	Balance after transfer
FROM	Chapter 4 - Art. 3 Economic and Security Committee € 18,000.00	- € 9,000.00	€ 9,000.00
то	Chapter 4 - Art. 2 Defence and Security Committee	+ € 9,000.00	€ 29,100.00
FROM	Chapter 4 - Art. 8 Mediterranean and Middle East Special Group € 30,000.00	- € 12,500.00	€ 17,500.00
FROM	Chapter 4 - Art. 13 Secretary General € 25,500.00	- € 3,000.00	€ 22,500.00
FROM	Chapter 4 - Art. 14 Deputy Secretaries General € 20,000.00	- € 5,000.00	€ 15,000.00
то	Chapter 4 - Art. 10 Interpretation Cost € 80,000.00	+ € 20,500.00	€ 100,500.00

2) from external funding

FROM	Swiss MOD Funding	- € 45,000.00
то	Chapter 4 - Art. 7: Rose-Roth Programme	+ € 34,765.64
то	Chapter 4 - Art.10: Interpretation costs	+ € 10,234.36