Institute of Law of Birzeit University " IOL "

Financial Statements and Auditor's Report

For the Year Ended 31 August 2006

Institute of Law of Birzeit University " IOL "

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INDEPENDENT AUDITOR'S REPORT

Messrs
Institute of Law of Birzeit University
Ramallah

We have audited the accompanying financial statements of **Institute of Law of Birzeit University**, which comprise of the statement of financial position as at August 31, 2006, the statement of activities and change in net assets and cash flow statement for the year then ended, and a summary of significant accounting policies and other explanatory notes.

Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with International Financial Reporting Standards. This responsibility includes: designing, implementing and maintaining internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with International Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the institute's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the institute's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Audit • Tax • Consulting • Financial Advisory •

Member of **Deloitte Touche Tohmatsu**

Deloitte.

Opinion

In our opinion, the financial statements give a true and fair view of the financial position of **Institute of Law of Birzeit University** as of August 31, 2006, and of its financial performance and its cash flows for the year then ended in accordance with International Financial Reporting Standards.

Deloitte & Touche (M.E.)

12 March 2007

Institute of Law of Birzeit University Statement of Finacial Position

As of 31 August 2006

		2006	2005
	Note	<u>U.S \$</u>	<u>U.S \$</u>
Assets			
Current assets:			
Cash and cash equivalent	5	359,560	669,538
Contributions receivable	7	221,056	279,622
Due from endowment funds of Birzeit University		213,066	226,250
Total Current Assets		793,682	1,175,410
Deposits with banks restricted for endowment funds	6	1,553,597	1,306,764
Properties and equipment - net of accumulated depreciation	8	940,667	940,489
Library books		612,889	600,259
Total Assets		3,900,835	4,022,922
Liabilities and Net Assets			
Current Liabilities:			
Accrued expenses		4,640	4,640
Due to Birzeit University		56,167	486,863
Total Current Liabilities		60,807	491,503
Staff benefits' Liabilities	9	172,202	159,026
Total Liabilities		233,009	650,529
Net Assets:			
General Funds:			
Unrestricted		197,129	67,236
Board designated		_	37,764
Tuition and training fund		57,878	46,792
Investments in fixed assets and library books		1,553,556	1,540,748
Total General Funds		1,808,563	1,692,540
Temporarily restricted		305,666	373,089
Permanently restricted-Endowment fund	10	1,553,597	1,306,764
Total Net Assets (Statement-C)		3,667,826	3,372,393
Total Liabilities and Net Assets		3,900,835	4,022,922

See Notes to Financial Statements

Institute of Law of Birzeit University Statement of Activities

For the Year Ended 2006

		Temporarily	Tota	al
	Unrestricted	Restricted	2006	2005
	U.S \$	U.S \$	U.S. \$	U.S \$
Revenues:				
Operating Income:				
Tuition and registration fees, net of scholarships	70,430		70,430	74,525
Other income	43,411		43,411	63,622
Total Operating Income	113,841	-	113,841	138,147
Grants and contributions (note-11)		949,839	949,839	619,307
Net assets released from restrictions	1,004,077	(1,004,077)	-	
Total Revenues	1,117,918	(54,238)	1,063,680	757,454
Program and Administrative Expenses :		-		
Administrative, technicians and coordinators salaries	385,811		385,811	322,017
Academic salaries and honoraria (*)	11,253		11,253	24,254
Salaries related expenses	54,613		54,613	60,213
Staff development and training costs	14,742		14,742	15,164
Travel, perdiem and accommodation	180,127		180,127	43,362
Total Personnel Expenses	646,546		646,546	465,010
External Professional Services:				
Professional services, including consultancy, translation and editing	163,103		163,103	216,766
Total External Professional Services	163,103	-	163,103	216,766
Library Resources	31,388		31,388	20,611
Other Expenses:				
Occupancy costs, maintenance and utilities	20,298		20,298	12,454
Office supplies and consumables	14,249		14,249	15,951
Hospitality	13,235		13,235	14,077
Communication costs	11,052		11,052	44,777
Others including overhead and depreciation of properties and books	159,990		159,990	148,129
Total Other Expenses	218,824	<u> </u>	218,824	235,388
Total Expenses	1,059,861		1,059,861	937,775
Gain (Loss) on currency differential and Interest	3,275		3,275	85
Net Increase (Decrease) in Net Assets during the year (Statement-C)	61,332	(54,238)	7,094	(180,236)

^{(*):} This amount represents actual allocation by BZU.

See Notes to Financial Statements

Institute of Law of Birzeit University Statement of Changes in Net Assets For the Year Ended 2006

	S	General Funds					
			Tuitions		Fixed Assets		
		Board	and Training Temporarily	Femporarily	& Library	Endowment	Total
	Unrestricted Designated	Designated	Fund	Restricted	Fund	Fund	All Funds
	U.S \$	U.S.\$	U.S \$	U.S \$	U.S \$	U.S.\$	V.S \$
Balances at Beginning of Year, as Restated	67,236	37,764	46,792	373,089	1,540,748	1,306,764	3,372,393
Increase (Decrease) in Net Assets During the Year (Statement - B)	61,332			(54,238)			7,094
Institute's Participation in Tuition Fees			14,676				14,676
Training and Staff Development Costs	3,590		(3,590)				•
Contributions by BZU						200,000	200,000
Interest income earned on endowments, net of interest expense				26,830		46,833	73,663
Transfer to General Fund from dispensable interest on endowment Fund	40,015			(40,015)			•
Transfer of Board Designated Fund	37,764	(37,764)					ı
Transfer to investment in fixed assets	(68,592)				68,592		ı
Transfer of current and prior years depreciation	55,784			:	(55,784)		
Net Assets (Deficit) at End of Year (Statement - A)	197,129	1	57,878	305,666	305,666 1,553,556	1,553,597	3,667,826

See Notes to Financial Statements

Institute of Law of Birzeit University

Statement of Cash Flow

Year Ended 31 August 2006

	2006	2005
	U.S \$	U.S \$
Cash flows from operating activities:		
Contributions received	1,008,405	516,427
Other revenues received	113,841	138,147
Cash paid to employees and suppliers	(1,363,632)	(741,969)
Net cash used by operating activities	(241,386)	(87,395)
Cash flows from investing activities:		
Procurement of fixed assets	(68,592)	(55,311)
Net cash flows used in investing activities	(68,592)	(55,311)
Decrease in cash during the year	(309,978)	(142,707)
Cash on hand and deposits with banks at beginning of year	669,538	812,245
Cash on hand and deposits with banks at end of year	359,560	669,538
Adjustments to reconcile change in net assets		
to net cash provided by operating activities:		
Change in net assets	295,433	(110,912)
Provision for staff benefits, net of payments	13,176	7,674
Depreciation and amortization	55,784	107,753
Decrease (Increase) in contributions receivable	58,566	(102,880)
Decrease (Increase) in Due from endowment funds of Birzeit University	13,184	(11,125)
Decrease (Increase) in Deposits with banks restricted for endowment funds	(246,833)	102,438
Increase (Decrease) in Due from Birzeit University	(430,696)	37,168.00
Increase (Decrease) in payables and accruals		(117,511)
Net cash used by operating activities	(241,386)	(87,395)

Institute of Law of Birzeit University (IOL)

Notes to Financial Statements Year Ended 31 August 2006 (Amounts are Expressed in U.S Dollar)

1. Organization and purpose

The Institute of Law of Birzeit University (IOL) was established as a law center at Birzeit University in 1993, the Institute contributes to the modernization of Palestinian legal structures, while building human capacities, both at the academic and professional levels. Over the years, it has developed a thorough understanding of the Palestinian legislative, legal and judicial situation, the experience to identify the actual needs of the community and the skill to benefit from the knowledge of visiting scholars and researchers.

The main activities consist of the following:

- Conducting applied legal research;
- Offering continuing legal education through conferences, seminars and training courses;
- Offering a master degree in law;
- Establishing comprehensive facilities and resources on legal information and documentation.

The activities of "IOL" have been and are currently funded by several international funding agencies including among others, the European Union, Representative offices of the Netherlands and Denmark, Ford Foundation, Konrad Adenauer Foundation, Belgium Consulate, IDRC and University of Windsor.

2. Properties of the Institute

Prior to 1996, the University succeeded in raising necessary funds for the construction of a building for the Institute of Law. The building was constructed on a parcel of land which is legally owned and officially registered in the name of the Board of Trustees of the University.

The main contributor to that construction were Sheikh Hamad Ibn Khalifah Al Thani and the Government of France who contributed the amounts of U.S \$ 600,000 and U.S \$ 297,184 respectively. The construction of the building was completed in August 1996 and was devoted solely to the operations of "IOL". The total cost of the building, excluding the cost of land amounted to U.S Dollar 1,107,872. The allocation of the cost among fuding sources is as follows:

TICC

Sheikh Hamad Ibn Khalifah AL Thani	600,000
Government of France	297,184
Contribution of Birzeit University	210,688
	1,107,872

The by-laws of the Board of Trustees provide that ownership and title to all lands and buildings of the university are to be legally registered in the name of the Board of Trustees of the university.

3. Administration of "IOL"

- "IOL" operates within the general administrative and financial framework of the University, while the programs and the specific activities of "IOL" are being managed by a board and Director appointed by the appropriate level of authority at the university.
- The financial affairs are directly managed and supervised by the finance department of the university. The responsibility of "IOL" contractual liabilities toward third parties and employees such as severance pay and provident fund are also supervised and managed by the university's finance department.
- Financial transactions of "IOL are being maintained by the finance department of the university under a separate cost center. The financial position and results of operations of the "IOL are incorporated, on an annual basis, with the general purpose financial statements of the University. The fiscal year of the University ends on 31 August of each year.

4. Basis of accounting and presentation

- The financial statements of "IOL" are prepared on the accrual basis of accounting under the historical cost convention and in conformity with International Accounting Standards.
- These financial statements include certain estimates and judgments made by management that affect the reported amounts of assets and expenses. Actual results could differ from those estimates. Estimates used are limited to rates of depreciation of property, furniture and equipment.
- These financial statements are prepared in US Dollar and have been extracted from the general purpose financial statements of the university which are prepared on the modified accrual basis of accounting and which are maintained in Jordan Dinar. The significant accounting policies used to prepare the financial statements of "IOL" are summarized below:
- **4.1** Net Assets and related accounts Net Assets and changes therein are classified and reported as follows:
 - *Unrestricted net assets represent* net assets whose use by "IOL" is not subject to donor-imposed restrictions.
 - **Board designated** represents unrestricted resources designated by the management of "IOL" to contribute to the long-term sustainability of current programs.
 - Temporarily restricted net assets Net assets whose use by "IOL" is limited by donor-imposed stipulations that either expire by passage of time or can be fulfilled and released by actions of "IOL" pursuant to those donor-imposed stipulations. Income from certain endowment funds is included in this account group.
 - Permanently restricted net assets-"Endowment Funds" represent net assets subject to donorimposed stipulations, that they be maintained permanently by "IOL". The donors permit "IOL" to use all or part of the income earned on these assets for general or specific purposes of "IOL".
 - Plant expansion funds represent net assets whose use by "IOL" is limited by donor-imposed stipulations to be expendable only for construction costs or expansion of properties. Upon completion of the expansion projects, the cost of related property is released from this fund and is reported as an increase in the unrestricted net assets.
 - Contributions Receivable represents amounts due from funding organizations for reimbursable expenses incurred. This account also includes the present value of contributions remaining under grant contracts signed before the end of the fiscal year.

4. Basis of accounting and presentation (Continued)

- **Deferred grants** represent amounts of cash received under grants and contracts in advance of incurring the related expenses.
- Contributions which include unconditional promises are recognized as revenues when received.
- Revenues are reported as increases in unrestricted net assets unless their use is limited by donor-imposed restrictions. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are classified as "unrestricted net assets" and reported as "net assets released from restrictions".
- **Donated materials and services** are reported as contributions and expenses in amounts equal to the estimated fair value on the date of receipt.
- 4.2 Cash and cash equivalents include cash on hand at banks with maturity dates of 90 days or less.
- 4.3 Property and equipment: The university is capitalizing the cost of all fixed assets items acquired since 1 September 1999. Costs of fixed assets items acquired prior to 1 September 1999 are not included in the balance of this account group. The capitalized amount is stated in the attached financial statements at historical cost net of accumulated depreciation. Depreciation is computed on a straight-line basis over the estimated useful lives of the respective assets as follows:

Building	50 Years
Office equipment and furniture	5 Years
Computers	3 Years
Books	14 Years

- **4.4** Library Books: The balance of this account includes the cost of all books, encyclopedias and periodicals acquired by "IOL" and fair values of donated books at the date of donation.
- 4.5 Staff benefits' Liabilities
 - Severance pay: The policy of the University is to provide for staff severance pay in accordance with the Palestinian labor law and the administrative and academic scale and benefits adopted by the universities operating in the Palestinian Territories. The provision is made by accruing for one-month compensation for each year of service using the last salary paid during the year for the first sixteen years of service and after that the provision becomes one and half month for each year of service.
 - Provident fund: The University has a defined provident fund scheme that covers permanent employees only. Contributions into the scheme by the employees and the university were 2.7% and 5.4% of basic salaries respectively. Effective 1 January 2005 contribution percentages by employees and the university became 3% and 6%, respectively.

4.6 Foreign currency transactions

The books of accounts of "IOL" are maintained by the finance department of the university. Financial transactions of "IOL" are summarized and reported by the university under a separate cost center. Transactions of assets, liabilities, revenues and expenses are denominated in Jordan Dinar. Transactions which are denominated in currencies other than Jordan Dinar are converted into Jordan Dinar equivalents in the books of accounts of the university by using the spot exchange rate prevailing at the date of each transaction.

Translation of Jordan Dinar to U.S Dollar financial statements

For the purpose of presentation to donors and other foreign interested parties, "IOL" uses the U.S. \$ as its reporting currency unless otherwise requested. The financial statements are translated to U.S. \$ as follows:

• Transactions and balances which are denominated or expressed in U.S Dollar are presented at the actual U.S Dollar received or paid.

4. Basis of accounting and presentation (continued)

 Balances of assets and liabilities (excluding properties and equipment) which are denominated in currencies other than U.S Dollar are translated to U.S Dollar equivalent using the exchange rate prevailing at the statement of finacial position date. Rates as of 31 August 2006 are as set below:

	<u>JOD</u>
U.S Dollar	0.708
Israeli Shekel	0.1612
Euro	0.908

- Exchange differences arising from the translation of balances of assets and liabilities are charged to the statement of activities.
- All other income and expenses in Jordan Dinnar are translated to U.S. Dollar equivalent at the average rate of exchange prevailing during the year ended 31 August 2006 of JOD 0.709 per U.S Dollar.
- Fixed assets and related depreciation are translated to U.S Dollar equivalent at historical rates. Additions to cost were translated using the average rate of exchange prevailing during the period.

5. Cash and cash equivalents

Composition:

	31 Aug. 2006	31 Aug. 2005
	U.S Dollar	U.S Dollar
Cash on hand in Israeli Shekel	-	378
Deposits with banks in Israeli Shekel	2,628	70,515
Deposits with banks in U.S. Dollar	8,495	326,775
Deposits with banks in Euro	348,688	256,745
Deposits with banks in Jordan Dinnar	(405)	15,125
Deposits with banks in Other Currencies	154	
•	359,560	669,538

6. Deposits with banks restricted for Endowment Fund:

This account represents FORD Foundation Endwoment Fund deposited with the Arab Bank. Composition is as follows:

	31 Aug. 2006	31 Aug. 2005
	U.S Dollar	U.S Dollar
Arab Bank - London - Fixed Deposit	399,107	382,514
Arab Bank - Geneva - Current Account	1,490	34,250
Arab Bank - Geneva - Fixed Deposits	1,153,000	890,000
	1,553,597	1,306,764

7. Contributions receivable

Composition of this account by funding source is as follows:

	31 Aug. 2006	31 Aug. 2005
	U.S Dollar	U.S Dollar
European Union-Legal Training Unit	17,310	17,310
Representative Office of Netherlands and Belgium Consulate	-	139,284
UNDP	131,882	65,267
Sweidish International Development Association	-	22,429
Univeristy of Windsor	53,958	-
Konrad Adnenaur Foundation	6,390	-
International Development. Research Center IDRC	11,516	
Belgium Consulate	-	35,332
	221,056	279,622

8. Properties and equipment = net of accumulated depreciation:

Composition:

		31 Au	gust	
		2006		
	Equipment and Furniture	Building	Total	2005
	U.S.Dollar	U.S.Dollar	U.S.Dollar	U.S.Dollar
Cost:				
Balance at begining of year	192,756	1,107,872	1,300,628	1,259,216
Additions during the year	53,796	-	53,796	41,412
Total Cost	246,552	1,107,872	1,354,424	1,300,628
Depreciation:				
Balance at begining of year	142,153	217,986	360,139	305,447
Depreciation for the year	37,387	16,231	53,618	54692
Accumulated Depreciation	179,540	234,217	413,757	360,139
Book Value	67,012	873,655	940,667	940,489

9. Staff benefits' liability

Composition

	31 Aug. 2006	31 Aug. 2005
	U.S Dollar	U.S Dollar
Reserve for severance pay	134,527	127,368
Provident fund liability	37,675_	31,658
	172,202	159,026

10. Permanently restricted funds

A. Ford Foundation Endowment Fund

This account group consists of an Endowment fund contribution of USD 1 Million to "IOL" by Ford Foundation and is restricted for specific objectives and specified conditions.

Nature and Characteristics of the Endowment:

Type of Endowment: Expendable Endowment Fund

Purpose of the Endowment: To support the sustainability of "IOL,

Beneficiary: Institute of Law of Birzeit University

Restrictions and conditions:

The University is required to match this fund on one to one basis within three years starting 1 September 2001 and then extended to June 30,2006. In case the matching requirement is not fulfilled within the specified period, Ford Foundation has the alternatives of whether to extend the matching period, request the refund of unmatched funds or discuss other alternatives.

The Fund including all interest, dividends, realized and unrealized appreciation in the assets of the fund may not be expended, except for administrative costs of the fund. After meeting the matching requirement, the Board of trustees of Birzeit University may utilize up to 5% of the fund and its income annually without any written consent of Ford Foundation.

As of 31 August 2006, the endowment fund including the matched funds and interest income amounted to U.S 1,553,597.

B. Endowment of Sheikh Hamad Ibn Khalifah AL Thani:

• Activity in this Endowment through the year ended 31 August 2006 is limited to accounting for interest income under temporary restricted funds. Accumulated interest on this endownment amounted to U.S Dollar 225,000 which is reported under temporarily restricted fund. The principal amount of this Endowment is not reported in the "IOL attached financial statements due to the fact that the immediate beneficiary of the endowment is Birzeit University.

• Nature and Characteristics of the Endowment:

Type of Endowment: Non-expendable Endowment Fund

Beneficiary: Birzeit University

Date of endownment: 1 July 1996

Amount and Purpose of the endownment:

The principal of the Endowment was designated by the donor for Birzeit University in the amount of U.S Dollar 750,000. Income of the Endowment was designated to fund the costs of researches, conferences, seminars and other expenses relating to "International Laws". The principal amount of this Endowment is not reported in the "IOL attached financial statements due to the fact that the immediate beneficiary of the endowment is Birzeit University.

Restrictions and conditions:

Income of the Endowment is designated for funding the costs of "Kursi Al-Sheikh in study and documentation of the International Laws implemented by IOL".

11. Grants and Contributions:

Grants by funding source are as follows:

	31 August 2006	31 August 2005
	U.S Dollar	U.S Dollar
Konrad Adenauer Foundation (a)	120,704	73,564
European Commission	132,376	21,744
Flemish Inter University Council - VLIR	-	50,889
Representative Office of Netherlands and Belgium Consulate	6,488	139,284
UNDP (b)	340,995	65,267
The French Consulate	22,682	24,327
University of Windsor (c)	53,958	25,646
Swedish International Development Association (SIDA)	37,429	88,898
Belgium Consulate	187,754	78,547
University of Exeter	19,084	-
International Development. Research Center IDRC (d)	28,369	51,141
	949,839	619,307

⁽a): Includes contributions receivable in the amount of U.\$ 6,390.

⁽b): Includes contributions receivable in the amount of U.\$ 131,882.

⁽c): Includes contributions receivable in the amount of U.\$ 53,958.

⁽d): Includes contributions receivable in the amount of U.\$ 11,516.