

**Report of the Ordinary General Assembly of INGO-Service
held on 29 January 2014**

1. Welcome from the Vice-President, Mrs Maritchu Rall.

2. The agenda was approved

Maritchu Rall spoke on behalf of the President, Michel Muller, who was absent for health reasons. The President wished participants a good and confident start to 2014 and hoped it would be a successful year for everyone. He also hoped for an increase in the number of contributors in 2014 and said that the list of the INGOs that had paid their subscriptions that was published on the website had had a positive impact.

The Vice-President said that the Board of Directors, at its meeting on 28 January, had approved the budget for 2014.

3. General Assembly Meeting of 24 January 2013

The minutes of the AGM of 24 January 2013 were read by Alain Mouchoux who was thanked warmly.

The minutes could be found in French on the website.

The minutes were approved.

4. Report of the President.

The President recalled that INGO Service was created as a service to the INGOs, particularly to finance the activities of the Bureau, the Committees and significant events. He thanked the INGOs which had paid their annual fees and the accountant, Mr Burkle, whose company, Bartholdi, had made a donation of 500€ to the Association.

5. Treasurer's Report

- Marie-José Schmitt thanked the Secretariat for its support.

She stressed that the late arrival of the claims from the INGOs made things difficult.

She underlined that proof of payment, original invoices, must be included with the requests for reimbursement and recalled that the Council of Europe cost sharing would only occur if the expenses were supported by documented files.

She further recalled that it was sometimes difficult to allocate certain contributions and requests because of a lack of information.

- The accountant, Mr BURKLE, reported on the financial statements, prepared on the basis of the accounts:
 - The year 2013 had ended with a surplus of about 5,000€ and showed a slight increase;
 - The products also showed a rise due, on the one hand, to an increase of 1,000€ in the contribution from the Council of Europe, and on the other, to an increase in 2012 subscriptions, especially because some late contributions in 2012 were carried over to 2013.
 - In this regard, it should be mentioned that several INGOs which had not paid their dues in 2013 had not had the possibility to do it on the spot because of a decision by the Treasurer.

- The balance sheet showed a healthy situation. The association had no structural running costs and most of the revenue was dedicated to the functioning of the Committees.
- After several interventions on the amount of the annual fee, which had already been the subject of discussion at the last AGM, the floor was given to the auditor.

• Auditor's Report

Jean-Philippe Durrenberger congratulated the Treasurer for the proper handling of the accounts. He had had access to all necessary documents and had been able to carry out the audit with satisfaction and he recommended that the Assembly give full discharge of the Treasurer.

A discussion on the allocation of the surplus took place. Mr Burkle recalled that under French accounting law, the decision lay with the AGM. It could either decide to make a global reserve or choose a specific project.

Payment to the association funds seemed to be the right solution, although several voiced their reservations and said that the final allocation would need to be carefully backed up.

• Approval of Accounts and discharge of the Treasurer

• Budget 2014

The budget deficit in 2014 would be 8,600€ that would be on current reserves. The 2013 reserves were 23,000€, one third of the reserves would be used.

J.Ph Durenberger said it bothered him to vote for a budget deficit, to which Mr Burkle replied that the association was not meant to hoard money, and that it had a particular context of durability.

The 2014 Budget was voted.

After thanking all the participants, the Vice-President closed the meeting.