

**STATEMENT OF THE ACCOUNTS OF THE UNION OF THE BALTIC CITIES  
FOR THE FINANCIAL PERIOD 1 JANUARY - 31 DECEMBER 2011  
(EUR)**

<b>INCOME</b>	<b>EXPENDITURE</b>	
1 Membership fees	216 601,51	
2 Transferred from 2010	170 049,75	
3 Bank interest	2 445,72	
4 Exchange rate adjustment	31 046,87	
5 Other	13 642,40	
	<hr/> 433 786,25	
		1 Commissions
		2 Meetings
		3 Services/Maintenance
		4 Communication
		5 Communication and Marketing Strategy
		6 President
		7 Publications/Marketing
		8 Strategy task force
		9 Office materials, equipment
		10 Bank charges
		11 Miscellaneous
		12 Exchange rate adjustment
		13 Costs of 2010 paid in 2011
		14 Costs of 2012 paid in 2011
	<hr/> 433 786,25	<hr/> 302 787,27
		cash in hand
		cash in bank
		<hr/> 437 519,44
		Costs of 2011 paid in 2012
		3 122,16
		Cost of 2011 paid in 2010
		611,03
	<hr/> 433 786,25	<hr/> 433 786,25
		Total

\* Average annual exchange rate in 2011 EUR = 4,1198 PLN, National Bank of Poland

**EXPLANATORY NOTE TO THE STATEMENT OF THE UBC ACCOUNTS**  
**FINANCIAL PERIOD 1 JANUARY - 31 DECEMBER 2011**  
**(EUR)**

**COMMENTS ON THE UNION OF THE BALTIC CITIES EXPENDITURE:**

<b>1 Commissions</b>		<b>135 046,28</b>
Business Cooperation	11 597,16	
Culture	9 858,49	
Education	12 518,23	
Energy	9 619,17	
Environment	11 580,56	
Gender Equality	11 584,42	
Health and Social Affairs	8 674,59	
Local Safety	8 882,52	
Sport	4 714,83	
Tourism	16 369,03	
Transportation	4 154,21	
Urban Planning	12 026,79	
Youth Issues	13 466,28	
<b>2 Meetings</b>		<b>57 002,13</b>
<b>General Conference in Liepāja*</b>	<b>26 329,57</b>	
- accommodation & travel costs	20 908,70	
- posters and umbrellas	3 433,55	
- meals	1 930,28	
- other	57,04	
<b>Executive Board (Lahti, Karlstad):</b>	<b>19 377,23</b>	
- accommodation & travel costs	15 114,24	
- meals	2 494,90	
- other	1 768,09	
<b>Participation of UBC representatives in other meetings</b>	<b>7 467,68</b>	
<b>GC task force</b>	<b>2 704,73</b>	
<b>Board of Audit meeting</b>	<b>1 122,92</b>	
<b>3 Services/Maintenance</b>		<b>48 362,81</b>
Remunerations	44 255,55	
Accounting	2 866,16	
Auditing	895,67	
Website	345,43	
<b>4 Communication</b>		<b>13 833,55</b>
Mailing	12 234,69	
Telecommunication	1 598,86	
<b>5 Communication and Marketing Strategy</b>		<b>13 801,30</b>
Cost of manpower	12 355,48	
Travels	1 445,82	
<b>6 President</b>		<b>12 924,22</b>
<b>7 Publications/Marketing</b>		<b>11 063,67</b>
Baltic Cities Bulletin - two issues	3 843,39	
UBC Cities Events Calendar 2011	4 915,77	
General Conference report	2 304,51	
<b>8 Strategy task force</b>		<b>6 815,49</b>
Meetings: Lahti, Cph - travel, accommodation,venue		
<b>9 Office materials, equipment</b>		<b>1 500,42</b>
e.g. letter-heads, envelopes, office materials, phone		
<b>10 Bank charges</b>		<b>1 261,49</b>

<b>11 Miscellaneous</b>		<b>198,41</b>
<b>12 Exchange rate adjustment</b>		<b>-</b>
<b>13 Costs of 2010 paid in 2011</b>		<b>790,99</b>
accounting	236,90	
other	554,09	
<b>14 Costs of 2012 paid in 2011</b>		<b>186,51</b>
flight ticket, Strategy Task Force meeting		
<b>TOTAL in 2011</b>		<b>302 787,27</b>

*\* Additional costs of meals and transportation to/from airports in amount of 12795,96 EUR were covered from the conference fees*

**Costs of 2011 paid in 2012**

flight tickets, UBC Board meeting in Brussels, Feb. 2012	1 883,56
other	1 238,61

**Costs of 2011 paid in 2010**

Cost of the hotel, BALTADAPT kick-off meeting	611,03
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**\* Participation of UBC representatives in other meetings**

1	Baltadapt kick-off meeting, 10-12 January 2011, Roskilde (Zita Tverkute, Panevėžys)	571,18
2	Farewell reception of Mayor of Naestved, 3 May (Per Bødker Andersen)	231,24
3	IV Nevsky International Ecological Congress, St. Petersburg, 16-17 May 2011, (Urve Tiidus)	460,01
4	Les Rencontres Annual Meeting „Baltic Sea region cultural actors: From trans-regional cooperation to European diffusion“ Tallinn, 9-12 June 2011 (Jarkko Virtanen)	499,32
5	150'th anniversary of Mariehamn (Per Bødker Andersen)	1 951,92
6	Riga Days 18-22 August (Paweł Żaboklicki)	304,42
7	BSPC Conference in Helsinki, 28-20 August 2011 (Mikko Lohikoski)	572,32
8	BDF Summit/EU Commission Annual Forum in Gdańsk, 24-26 October (Per Bødker Andersen)	1 261,25
9	CECIN two meetings, expert meeting on 27-28 July and on 15 December in Paris (Wolfgang Schmidt)	1 317,18
10	Other	298,84
<b>TOTAL</b>		<b>7 467,68</b>

**STATEMENT OF THE ACCOUNTS OF THE UNION OF THE BALTIC CITIES  
FOR THE FINANCIAL PERIOD 1 JANUARY - 31 DECEMBER 2011  
(PLN)**

<b>INCOME</b>	<b>EXPENDITURE</b>	
1 Membership fees	892 354,89	
2 Transferred from 2010	700 570,97	
3 Bank interest	10 075,88	
4 Exchange rate adjustment	127 906,88	
5 Other	56 203,98	
	<b>1 787 112,60</b>	
		1 Commissions
		2 Meetings
		3 Services/Maintenance
		4 Communication
		5 Communication and Marketing Strategy
		6 President
		7 Publications/Marketing
		8 Strategy task force
		9 Office materials, equipment
		10 Bank charges
		11 Miscellaneous
		12 Exchange rate adjustment
		13 Costs of 2010 paid in 2011
		14 Costs of 2012 paid in 2011
	<b>1 787 112,60</b>	<b>1 247 423,02</b>
		cash in hand
		cash in bank
		783,52
		554 286,07
		subtotal
		1 802 492,61
		Costs of 2011 paid in 2012
		12 862,66
		Cost of 2011 paid in 2010
		2 517,33
	<b>1 787 112,60</b>	<b>Total</b>
		<b>1 787 112,6</b>

\* Average annual exchange rate in 2011 EUR = 4,1198 PLN, National Bank of Poland

**EXPLANATORY NOTE TO THE STATEMENT OF THE UBC ACCOUNTS**  
**FINANCIAL PERIOD 1 JANUARY - 31 DECEMBER 2011**  
**(PLN)**

**COMMENTS ON THE UNION OF THE BALTIC CITIES EXPENDITURE:**

<b>1 Commissions</b>	<b>556 363,68</b>
Business Cooperation	47 778,00
Culture	40 615,00
Education	51 572,60
Energy	39 629,00
Environment	47 709,60
Gender Equality	47 725,50
Health and Social Affairs	35 737,59
Local Safety	36 594,22
Sport	19 424,15
Tourism	67 437,12
Transportation	17 114,50
Urban Planning	49 548,00
Youth Issues	55 478,40
<b>2 Meetings</b>	<b>234 837,38</b>
<b>General Conference in Liepāja*</b>	<b>108 472,58</b>
- accommodation & travel costs	86 139,66
- posters and umbrellas	14 145,55
- meals	7 952,37
- other	235,00
<b>Executive Board (Lahti, Karlstad):</b>	<b>79 830,32</b>
- accommodation & travel costs	62 267,66
- meals	10 278,48
- other	7 284,18
<b>Participation of UBC representatives in other meetings</b>	<b>30 765,33</b>
<b>GC task force</b>	<b>11 142,96</b>
<b>Board of Audit meeting</b>	<b>4 626,19</b>
<b>3 Services/Maintenance</b>	<b>199 245,09</b>
Remunerations	182 324,00
Accounting	11 808,00
Auditing	3 690,00
Website	1 423,09
<b>4 Communication</b>	<b>56 991,47</b>
Mailing	50 404,50
Telecommunication	6 586,97
<b>5 Communication and Marketing Strategy</b>	<b>56 858,58</b>
Cost of manpower	50 902,11
Travels	5 956,47
<b>6 President</b>	<b>53 245,20</b>
<b>7 Publications/marketing</b>	<b>45 580,10</b>
Baltic Cities Bulletin - two issues	15 834,00
UBC Cities Events Calendar 2011	20 252,00
General Conference report	9 494,10
<b>8 Strategy task force</b>	<b>28 078,47</b>
Meetings: Lahti, Cph - travel, accommodation,venue	
<b>9 Office materials, equipment</b>	<b>6 181,44</b>
e.g. letter-heads, envelopes, office materials, phone	
<b>10 Bank charges</b>	<b>5 197,10</b>

<b>11 Miscellaneous</b>		<b>817,39</b>
<b>12 Exchange rate adjustment</b>		<b>-</b>
<b>13 Costs of 2010 paid in 2011</b>		<b>3 258,74</b>
accounting	976,00	
other	2 282,74	
<b>14 Costs of 2012 paid in 2011</b>		<b>768,38</b>
flight ticket, Strategy Task Force meeting		
<b>TOTAL in 2011</b>		<b>1 247 423,02</b>

*\* Additional costs of meals and transportation to/from airports in amount of 12795,96 EUR were covered from the conference fees*

**Costs of 2011 paid in 2012**

flight tickets, UBC Board meeting in Brussels, Feb. 2012	7 759,87
other	5 102,79

**Costs of 2011 paid in 2010**

Cost of the hotel, BALADAPT kick-off meeting	2 517,33
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## Participation of UBC representatives in other meetings

1	Baltadapt kick-off meeting, 10-12 January 2011, Roskilde (Zita Tverkute, Panevėžys)	2 353,15
2	Farewell reception of Mayor of Naestved, 3 May (Per Bødker Andersen)	952,68
3	IV Nevsky International Ecological Congress, St. Petersburg, 16-17 May 2011, (Urve Tiidus)	1 895,13
4	Les Rencontres Annual Meeting „Baltic Sea region cultural actors: From trans-regional cooperation to European diffusion“ Tallinn, 9-12 June 2011 (Jarkko Virtanen)	2 057,08
5	150'th anniversary of Mariehamn (Per Bødker Andersen)	8 041,52
6	Riga Days 18-22 August (Paweł Żaboklicki)	1 254,17
7	BSPC Conference in Helsinki, 28-20 August 2011 (Mikko Lohikoski)	2 357,84
8	BDF Summit/EU Commission Annual Forum in Gdańsk, 24-26 October (Per Bødker Andersen)	5 196,10
9	CECICN two meetings, expert meeting on 27-28 July and on 15 December in Paris (Wolfgang Schmidt)	5 426,50
10	Other	1 231,16
<b>TOTAL</b>		<b>30 765,33</b>



## UBC membership fees in 2011

No.	Member City	Inhabitants	Invoice (EUR)	Transferred (EUR)	Date of receiving
1	Aarhus	310 000	5 220	5 220,00	15.04.2011
2	Aalborg	197 426	3 510	3 510,00	11.04.2011
3	Bergen	256 600	5 220	5 220,00	4.04.2011
4	Botkyrka	82 000	2 925	2 925,00	23.03.2011
5	Cēsis	19 860	720	720,00	23.03.2011
6	Chojnice	39 918	1 440	1 440,00	13.04.2011
7	Elbląg	126 379	2 340	2 340,00	6.04.2011
8	Elva	6 090	360	360,00	18.03.2011
9	Espoo	247 869	5 220	5 220,00	03.06.2011
10	Falun	56 000	2 925	2 925,00	21.04.2011
11	Gargždai	16 433	720	720,00	21.04.2011
12	Gävle	95 000	2 925	2 925,00	01.09.2011
13	Gdańsk *	456 874	*	*	*
14	Gdynia	247 539	3 480	3 480,00	08.04.2011
15	Greifswald	53 000	2 925	2 925,00	24.03.2011
16	Guldborgsund	63 500	2 925	2 925,00	08.04.2011
17	Haapsalu	11 600	720	720,00	07.04.2011
18	Halmstad	90 000	2 925	2 925,00	19.04.2011
19	Helsinki	583 350	6 525	6 525,00	28.03.2011
20	Jēkabpils	25 372	1 440	1 440,00	19.04.2011
21	Jelgava	71 000	1 950	1 950,00	22.03.2011
22	Jöhvi	12 934	720	720,00	01.04.2011
23	Jögeva	5 800	360	360,00	19.04.2011
24	Jūrmala	57 000	1 950	1 950,00	11.04.2011
25	Jyväskylä	130 000	3 510	3 510,00	12.04.2011
26	Kaliningrad	418 000	3 480		
27	Kalmar	62 815	2 925	2 925,00	13.04.2011
28	Kärdla	4 100	360	360,00	22.03.2011
29	Karlskrona	64 032	2 925	2 925,00	13.04.2011
30	Karlstad	85 753	2 925	2 925,00	14.04.2011
31	Kaunas	343 245	3 480	3 480,00	19.04.2011
32	Keila	9 962	360	360,00	20.04.2011
33	Kemi	22 580	1 080	1 080,00	20.04.2011
34	Kiel	236 008	5 220	5 220,00	12.04.2011
35	Klaipēda	182 752	2 340	2 340,00	24.05.2011
36	Køge	57 000	2 925	2 925,00	26.05.2011
37	Kolding	89 232	2 925	2 925,00	19.04.2011
38	Koszalin	108 057	2 340	2 340,00	13.04.2011
39	Kotka	54 804	2 925	2 925,00	19.04.2011
40	Kristiansand	82 000	2 925	2 925,00	29.03.2011
41	Kristianstad	79 543	2 925	2 925,00	18.04.2011
42	Krynica Morska	1 360	360	360,00	23.03.2011
43	Kuressaare	14 706	720	720,00	18.04.2011
44	Lahti	98 300	3 510	3 510,00	20.04.2011
45	Liepāja	101 574	1 950	1 950,00	5.04.2011
46	Linköping	149 000	3 510	3 510,00	11.04.2011

47	Luleå	74 178	2 925	2 925,00	19.05.2011
48	Lübeck	212 112	5 220	5 220,00	23.03.2011
49	Łeba	3 760	360	360,00	20.10.2011
50	Maardu	16 582	720	720,00	31.03.2011
51	Malbork	38 286	1 440	720,00	02.05.2011
				720,00	27.12.2011
52	Malmö	293 909	5 220	5 220,00	27.06.2011
53	Mariehamn	10 400	1 080	1 080,00	18.04.2011
54	Międzyzdroje	6 577	360	360,00	24.03.2011
55	Nacka	90 100	2 925	2 925,00	20.04.2011
56	Narva	64 600	1 950	1 950,00	24.05.2011
57	Næstved	80 954	2 925	2 925,00	24.03.2011
58	Norrtälje	56 080	2 925	2 925,00	12.09.2011
59	Örebro	135 460	3 510	3 510,00	18.05.2011
60	Oskarshamn	26 163	2 160	2 160,00	25.03.2011
61	Östhammar	21 500	1 080	1 080,00	14.04.2011
62	Paide	9 132	360	360,00	20.04.2011
63	Palanga	17 930	720	720,00	9.05.2011
64	Paldiski	4 263	360	360,00	01.04.2011
65	Panevėžys	112 000	2 340	2 340,00	15.04.2011
66	Pärnu	43 600	1 440	1 440,00	20.04.2011
67	Pori	83 000	2 925	2 925,00	25.03.2011
68	Porvoo	49 000	2 160	2 160,00	18.03.2011
69	Pruszcz Gdański	26 591	1 440	1 440,00	15.04.2011
70	Rakvere	16 889	720	720,00	18.03.2011
71	Reda	20 653	720	720,00	19.04.2011
72	Riga	709 145	4 350	4 350,00	1.12.2010
73	Robertsfors	7 200	540	540,00	19.05.2011
74	Rostock	201 646	3 510	3 510,00	15.04.2011
75	Šiauliai	123 000	2 340	2 340,00	15.04.2011
76	Sillamäe	15 456	720	720,00	17.03.2011
77	Słupsk	96 871	1 950	1 950,00	19.04.2011
78	Söderhamn	25 987	2 160	2 160,00	19.04.2011
79	Sopot	38 276	1 440	360,00	30.03.2011
				720,00	27.07.2011
				360,00	04.11.2011
80	St. Petersburg	4 730 000	4 350	4 350,00	25.05.2011
81	Sundsvall	95 732	2 925	2 925,00	26.05.2011
82	Szczecin	405 944	3 480	3 480,00	8.04.2011
83	Tallinn	405 360	3 480	3 480,00	26.04.2011
84	Tampere	211 507	5 220	5 220,00	01.04.2011
85	Tartu	98 606	1 950	1 950,00	25.03.2011
86	Tierp	20 125	540	540,00	19.08.2011
87	Trelleborg	42 219	2 160	2 160,00	22.03.2011
88	Tukums	19 515	720	720,00	08.04.2011
89	Turku	176 087	3 510	3 510,00	5.04.2011
90	Umeå	115 459	3 510	3 510,00	18.04.2011
91	Ustka	16 056	720	720,00	21.03.2011
92	Vaasa	59 175	2 925	2 925,00	19.04.2011
93	Västervik	36 206	2 160	2 160,00	23.03.2011
94	Växjö	83 230	2 925	2 925,00	13.04.2011

95	Viljandi	19 356	720	720,00	19.04.2011
96	Vilnius	550 000	4 350	4 350,00	15.04.2011
97	Visby	23 158	1 080	1 080,00	18.03.2011
98	Vordingborg	46 000	2 160	2 160,00	18.04.2011
99	Võru	14 201	720	720,00	20.04.2011
100	Wismar	44 803	2 160	2 160,00	22.03.2011
	<b>Total:</b>	<b>15 470 406</b>	<b>231 825</b>	<b>228 345,00</b>	

\* GUARSK CONTRIBUTION IN 2011: 35 690 EUR

\*\* Cities of Baltijsk, Krohnstad, Lomonosov, Marijampolė, Peterhof, Rēzekne and Sestroretsk have not paid the membership fee in 2009, 2010, 2011 and have been suspended

## EXPENDITURE OF UBC COMMISSIONS IN 2011 (EUR)

Commission on	Granted	Transfer	Date	Purpose
Business Cooperation (Kolding)	10 000 <b>998,02 *</b>	12 000  TOTAL: 12 000	20.04	<p><b>Secretariat/travels/remunerations – 4200</b> Remunerations – 1628,78 Meeting at Sophia Antipolis, October (cancelled), flight ticket, W. Schmidt - 567,37 Meeting at Sohia Antipolis, October (cancelled), Car rental and car allowance, B. Wolmar – 1157,67 UBC GC in Liepāja, 4-7.10.2011, flight ticket and hotel (J. V. Hansen) – 846,18</p> <p><b>Meetings – 772,20</b> Network meeting for science parks, Copenhagen (meeting cancelled), venue - 772,20</p> <p><b>TOTAL:4972,20</b> Left: 8025,82</p>
Culture (Vaasa)	10 000 <b>10333,10*</b>	10 000  TOTAL: 10 000	20.04	<p><b>Secretariat/travels – 37,60</b> CoC Board meeting in Vilnius, cost of taxi - 18,3 Bank fees – 19,30</p> <p><b>Meetings – 5982,34</b> Conference in Riga and Tukums, 3-4 October - 4966,89</p> <ul style="list-style-type: none"> <li>• Conference materials</li> <li>• Brief bags</li> <li>• Cartridge for printing</li> <li>• Reception in Mencendorfa House</li> <li>• Simultaneous interpretations Oct 3-4</li> <li>• Translations from Latvian to English</li> <li>• Translations from English to Latvian</li> <li>• Books for conference participants</li> <li>• Gifts and package materials</li> <li>• Bus transfer Riga-Tukums-Riga</li> <li>• Editing the conference abstracts</li> </ul> <p>UBC GC in Liepāja, 4-7.10.2011(travel and hotel for O. Gibson and S. Szafranski) – 716,05 Coffee break in Turku 12-18 May - 196 CoC Board meeting in Gävle and Vilnius (costs of meals) – 86,40 Gifts and package materials - 17</p> <p><b>Other costs - 2800</b> UBC Cultural Prize: Rakvere Punk Song Festival - 900 UBC Cultural Prize: Medieval Week on Gotland - 900 Contribution to Muses of the Sea –project – 1000</p> <p><b>TOTAL: 8819,94</b> Left : 11581,09 (including 20,93 bank interests)</p>

Education (Kärdla)	10 000 <b>459*</b>	3 000	8.04.	Project EDEN4YOU - ENTREPRENEURSHIP DEVELOPMENT through an EUROPEAN NETWORK for YOUNGSTERS and WOMEN refer to IVC Priority 1; <b>due to lack of EU co-funding, the money was returned to the UBC account</b>
		10 000	27.04	<p><b>Secretariat/travels/remunerations – 4876,92</b></p> <p>Remunerations (Secretariat) – 768, (others) – 120  Remunerations (K. Randmaa, Nature Project for Youth) – 612  Participation in UBC XI General Conference in Liepāja, Randmaa and Eller (Eller was partner in the project): travel, hotel, fee, per diem – 771,06  Commission’s board meeting in Norrtälje, 25.-27.98.2011 – 322,64  UBC XI General Conference in Liepāja, 04.-07.10.2011 (A. Veevo, R. Kokovkin, travel, accommodation, fee, per diem) – 513,53  Other activities – 75,96  Office materials, cartridges, etc – 502,98  Equipment (desk, chairs, webcam, headphones) – 785,85  Mobile phone calls – 209,83  Other costs (photo albums, gifts) – 195,07</p> <p><b>Commission’s meetings – 777,30</b></p> <p>During the UBC Commission on Youth Issues conference in Liepāja, the Commission organized a workshop about young entrepreneurs  Hotel costs of leader and 2 youth from Kärdla – 373,09  Travel costs – 220,59  Zoom H-2 Softcase Bundle, recorder for the project "Young entrepreneurs" – 167  Sweets – 16,62</p> <p><b>Other costs (e.g. projects, surveys, grants, publications)</b></p> <p><b>Nature Project for Youth – 989,61</b></p> <p>Prizes for students (Ipod Nano, Scullcandy headphone, Speedlink Medusa ProGamer 5.1. Headphone, small headphones) - 529,93  Equipment, office materials – 316,46  Post costs – 143,22</p> <p><b>Erken Laboratory Research School in Sweden – 3230</b></p> <p>Travel costs 2 students (Pärnu and Jelgava) - 530  Food and lodging 2 students during 4 weeks (Pärnu and Jelgava) - 2700</p> <p><b>TOTAL: 9873,83</b>  Left: 584,68</p>
		TOTAL: 13 000		

Environment (Turku)	12 000	12 000	20.04	<p><b>Secretariat/travels/remunerations - 6000</b>  Solutions 2011 arrangement (remunerations, 3 persons, Secretariat) – 2000  Bulletins (remuneration, 2 persons, Secretariat) – 2000  Good practise data base, work Micke Lang – 2000</p> <p><b>Meetings – 2137,85</b>  Solutions 2011 conference, 31.01 – 2.02.2011, Turku</p> <ul style="list-style-type: none"> <li>• Meals – 1008</li> <li>• Transportation - 937,85</li> <li>• Accommodation of I. Reepalu – 192</li> </ul> <p><b>Other – 4247,05</b>  Bulletin no. 1 &amp; 2 (printing and posting) – 4247,05</p> <p><b>TOTAL: 12384,90</b></p>
Energy (Oskarshamn)	10 000	10 000	22.04	<p><b>Secretariat/travels/remunerations – 5383,77</b>  Remunerations (Competence Board member) - 563,3  BDF Summit in Gdańsk, travel and accommodation (Head of Secretariat) - 388,79  Conference fee (Head of Secretariat, Nordic Energy Outlook 2011, 15-17.03.2011, Göteborg) – 633,71  Conference fee (Head of Secretariat, Solutions, local together, 31.01-02.02.2011, Turku) – 380  Travel and accommodation (Head of Secretariat), "Solutions" conference and and commissions' meeting, 31.01-02.02.2011, Turku - 1926,25  Travel cost for Pre-meeting in Turku (Head of Secretariat) - 35,6  Conference fee (4 persons), UBC General Conference in Liepāja, 4-7.10.2011 – 834,07  Travel costs (4 persons), UBC General Conference in Liepāja, 4-7.10.2011 - 403  Accommodation (4 persons), UBC General Conference in Liepāja, 4-7.10.2011 - 187  Adobe Photoshop course - 431,26  Web-cam and headset for Adobe meetings – 110,13  Adobe Photoshop Elements – 80,66</p> <p><b>Other costs – 4522,39</b>  Environmental Bulletin – 1000  Energie-Cites membership fee - 2500  License Adobe Connect Pro - 946,34  Domain cost for ubcenergy.org – 76,05</p> <p><b>TOTAL: 9906,16</b></p>

Gender Equality (Umea)	12 000 1326*	10686	19.05	<b>Secretariat/travels/remunerations – 3694,02</b> Remunerations (Secretariat) – 822,65 Seminar in Gdańsk, travel costs (H. Brewer, T. Sandström) - 1420,92 Seminar in Gdańsk, hotel costs (H. Brewer, T. Sandström) - 364 XI UBC General Conference, travel costs, fee (H. Brewer) – 409,75 UBC Board meeting in Lahti, travel costs (H. Brewer) – 482,90 Post costs – 193,8  <b>Seminar in Gdańsk, 7-8 April 2011 – 2831,37</b> <i>costs paid directly by the UBC Secretariat:</i> 10.04 Snacks 13.04. meals 22.04 hotel for participants ( A. Puodziuniene, M. Portier) - 364  Travel and accommodation of L. Ö. Nilsson, a speaker – 977,05 Travel costs of M. Portier, guest speaker from CEMR - 645,79 Travel costs for representative from the city of Panevėžys – 259  <b>UBC General Conference in Liepāja - 822</b> Travel cost for representative of Gdańsk – 822  <b>Other costs – 5990,36</b> Campaign material, posters and roll-ups. Layout, production, printing, transport, translation - 4172,9 Report in collaboration with the commission. The findings will be the basis of the gender strategy for the city of Gdańsk. The report was conducted by two researchers from the university of Gdańsk - 1500 Information booklet: printing cost – 317,46  <b>TOTAL: 13337,95</b>
		7 578,53 728		TOTAL: 12 000

Health & Social Affairs (Elblāg)	10 000	683,84	18.05.	<b>Secretariat/travels – 3419,17</b>
		38,77	31.05	Flight ticket, UBC Board meeting in Karlstad
		106	08.06	Meeting with the WHO Collaborating Centre, Turku – establishing contacts (flight ticket)
		111,40	17.06	Meeting with Johanna Reiman, Executive Director Baltic Region Healthy Cities Association, Turku, 27 May 2011 – hotel
		52,10	8.07	UBC Board meeting in Karlstad, hotel costs
		100	5.09	Pre-paid card
		94,93	7.09	UBC GC fee
		64,21	28.09	Pre-paid card
		533,18	23.09	Office materials (ink cartridge, punch, clips, paper xero, etc.)
		135	09	Flight ticket, UBC General Conference in Liepāja, 4-7.10.2011
		211	13.10	Hotel, UBC General Conference in Liepāja, 4-7.10.2011
		32	13.10	Flight ticket, NDPHS meeting in Brussels, 27.10.2011
		54	13.10	Parking fee, UBC General Conference in Liepāja, 4-7.10.2011
		307,25	4.11	Cost of fuel, transfers of the chairman, Elblāg - Gdansk
		20,71	4.11	Hotel costs, NDPHS meeting in Brussels, 27.10.2011
		78,46	4.11	Parking fee, NDPHS meeting in Brussels, 27.10.2011
		588	4.11	Flight ticket, Baltic Sea Labour Network (BSLN) final conference, 15-16 November 2011, Hamburg
		33,67	6.12	Hotel, Baltic Sea Labour Network (BSLN) final conference, 15-16 November 2011, Hamburg
		97,08	15.12	Parking fee and bus transfer, Baltic Sea Labour Network (BSLN) final conference, 15-16 November 2011, Hamburg
		20,53	22.12	Office materials
		46,64	30.12	Office materials
		10,40	30.12	Office materials
				Tickets to the airport, NDPHS meeting in Brussels, 27.10.2011
				<b>Activities – 778,08</b>
		567,13	31.05	Meeting of the Polish cities interested in the Commission's work – venue, lunch
		210,95	8.07	Translation of the Elblāg Strategy for the Seniors
				<b>Commission's meeting, Elblāg, 15-16.09.2011 – 4196,81</b>
		6,40	14.09	ID badges
		1538,76	23.09	hotel for participants (J. Kentala, E. Salmiosalo, P. Riikonen, S. Vihersaari-Virtanen, A. Ljudvig, I. Sooniste, N. Tilgale, S. Vasaraudze)
		602,34	23.09	hotel for participants (M. Lestberg, K. Tammsaar, R. Allev, K.I Góral, K. Kalisiewicz, A. Szczypińska, B. Ćmil + 2 interpreters)
		482,75	28.09	Costs of interpreters
		74	28.09	Transfer of participants
462,94	28.09	Promotional materials for the meeting (cost of layout, roll-up, pens, files)		
824,28	29.09	Catering		
66,88	30.09	Guide (sightseeing)		
138,46	20.10	Cost of translation of the seminar's materials		
TOTAL:		<b>TOTAL: 8394,06</b>		
8 394,06		Left: 1605,94		



Local Safety (Gdańsk)	10 000	497 1163,35 265,40 200 1087 82 114 75,05  2321,07 497 2500  TOTAL: 8 801,87	9.05 14.09 30.09 5.09.  17.08. 30.09 7.11. 28.11  25.05 9.05 16.12	<p><b>Secretariat/travels – 3483,80</b> WG meeting in Vilnius, accommodation of two persons (Chairman &amp; Secretary) Commission’s meeting in Nacka, accommodation of two persons (Chairman &amp; member of Secretariat) XI UBC GC in Liepāja, accommodation (Chairman &amp; Secretary) Conference fee (Chairman &amp; Secretary)</p> <p>Project brochures – project and printing costs Leaflets – printing costs Promotional materials (pens) Banner</p> <p><b>Meetings – 5318,07</b> Meeting in Vilnius, 13-16.04.2011 (meals, venue, equipment) Meeting in Vilnius, accommodation of two participants from Gdańsk Meeting in Nacka, 20-21.10.2011 (venue, meals, lecturer)</p> <p><b>TOTAL: 8801,87</b> Left: 1198,13</p>
Sport (Gdynia)	10 000 9550 *	209.60 111,54 2,30  2500 1000 500  TOTAL: 4 323,44	9.05. 4.07.  23.12 23.12 30.12	<p><b>Secretariat – 323,44:</b> Award in the competition – glass art Promotional materials Engraving service</p> <p><b>Grants 2011 ‘Sport is cool II’ - 4000</b> grant for Võru for the project "Tourism on my doorstep" grant for Liepāja for the project "Bicycle Paths for Everyone" grant for Klaipēda for the project “Catch the amber wave”</p> <p><b>TOTAL: 4323,44</b> Left: 15226,56</p>
Transportation (Gdynia)	10 000 870,26*	111,54 3000  1000 1000  TOTAL: 2 111,54	4.07  7.12 23.12	<p><b>Secretariat – 3111,54</b> Promotional materials Repayment of the sum borrowed from the UBC Commission on Sport in 2010</p> <p><b>Grants 2011 ‘Bike to school’ - 2000</b> Tallinn for the project “Bike to school” Koszalin for the project “Bike to school”</p> <p><b>TOTAL: 5111,54</b> Left: 5757,72</p>

Tourism (Koszalin KARR)	10 000 5623*			<b>Secretariat/travels/remunerations - 4400</b>
				Remunerations (Secretariat) – 2482,67
				Survey on potentials in tourism (remunerations) – 600
				CoT Competition organizational costs (remunerations) – 400
				Commission’s Meeting in Greifswald, 17-19.03.2011, hotel (CoT Chairman) – 130
				Commission’s Meeting in Greifswald, 17-19.03.2011, meals (CoT Chairman) – 102
				Commission’s Meeting in Greifswald, 17-19.03.2011, daily allowance (CoT Chairman) - 118
		34,15	13.09	UBC General Conference, Liepaja, 4-7.10.2011 Hotel (CoT chairman)
		533,18	23.09	UBC General Conference in Liepaja, 4-7.10.2011, Flight ticket (CoT Chairman)
		(6332,67)	12.12	
		<b>Projects - 1100</b>		
		Project AGORA 2.0 - 700		
		ENJOY South Baltic – 400		
		<b>Other costs – 6474,39</b>		
5074.39	21.10	Baltic Sea Perfect Tourism Zone – publication		
		BSR Perfect Tourism Zone publication on the Internet – 500		
		Posting – 400		
		Baltic Notes, publication costs – 500		
		<b>Awards - 3000</b>		
1500	30.12	For Liepaja, project Culture Tram in Liepāja		
1000	30.12	For Łeba, project Historical Centre of Łeba City Revitalization with educational „Path of the Time – Avenue of the Presidents of Poland”		
500	30.12	For Jelgava, project Jelgava Holy Trinity Church Tower – The Narrative of Jelgava Renaissance		
TOTAL: 14 974,39		<b>TOTAL: 14 974,39</b> Left: 648,61		

<p>Urban Planning (Helsinki, Aarhus)</p>	<p>12 000 5 282*</p>	<p>12 000</p> <p>TOTAL: 12 000</p>	<p>25.03</p>	<p><b>Secretariat/ travels – 1148,85</b> Steering Committee meetings:  <ul style="list-style-type: none"> <li>- Tartu (June 2011), hotel costs and car rental – 815</li> <li>- Halmstad (October 2011), hotel costs – 105,27</li> </ul> Commission’s meeting in Tartu, hotel costs of the N-P. Mohr – 208,58  Bank fees – 20</p> <p><b>Meetings – 12295,67</b> Seminar of the UBC Commission on Urban Planning, 11-13 April, Växjö  <ul style="list-style-type: none"> <li>- Contribution to the total costs – 5685,33 (meals, venue, administration costs)</li> <li>- Fee and travel expenses of M. Møller, the speaker – 1056</li> </ul> Meeting of the UBC Commission on Urban Planning, 19-21 September, Tartu  <ul style="list-style-type: none"> <li>- Contribution to the total costs – 4965 (meals, venue, transport service)</li> <li>- Travel expenses of M. Wärnhjelm, the speaker – 425</li> <li>- Travel expenses of B. Pedersen, the speaker – 164,34</li> </ul> </p> <p><b>TOTAL: 13444,52</b> Left: 3837,48</p>
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<p>Youth Issues (Tallinn)</p>	<p>12 000 <b>4 198,97</b></p>	<p>12 000</p> <p>TOTAL: 12 000</p>	<p>6.04.</p>	<p><b>Secretariat/travels/remunerations – 2300,67</b>  Remunerations (Secretariat) – 806,40  Accommodation, travel and insurance for Secretariat ,  Commission’s meeting, 25-27.04.2011 in Turku - 759,18  Daily allowances, trip to Turku, Commission’s meeting, 25-  27.04.2011 (R. Lang, I-E. Rannala) – 202  Bus tickets Tallinn-Riga-Tallinn and travel insurance for R. Lang  and I-E. Rannala, preparation meeting about UBC Youth  Seminar together with Liepāja representatives – 144,36  Daily allowances, UBC GC in Liepāja, 4-7.10.2011 (I-E. Rannala)  - 128  UBC GC in Liepāja, 4-7.10.2011 (travel and hotel, I-E. Rannala)  – 110,68  Commission's web-page (server fees) - 47,93  Other costs (bank fees, taxes) – 56,39  Postal fees – 45,73</p> <p><b>Meetings – 6343,70</b>  Commission’s meeting in Turku, 25-27.04.2011  Catering – 1546  Hotel for Liepāja representative - 226  Hotel for Rostock representative - 195  UBC Youth Seminar preparations in Tallinn, lunch for Liepāja  and Tallinn team - 49,2</p> <p>UBC Youth Seminar, Liepāja, 4-7.10.2011  Accommodation for youngsters - 1531,91  Venue, meals, transfers - 1394,86  Preparation costs – 750  Joint lunch - 545,67  Design of the UBC Youth Seminar poster and logo – 84  Printing posters – 20.06</p> <p><b>Other costs – 3473</b>  <i>Life, Media and Participation - Youth in Baltic Sea Region</i>  <b>project application costs:</b></p> <ul style="list-style-type: none"> <li>• Delivery of 6 different application documents and  partnership letters (consultation fees) - 2500</li> <li>• Organisation, moderation and follow-up of a project  preparation meeting in Copenhagen – 700</li> <li>• Translation of the employment contract with Animare  Projectmanagement Tourism – 139</li> <li>• Lunch and coffee at project preparation meeting -  134</li> </ul> <p><b>TOTAL: 12117,17</b>  Left: 4080,8</p>
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\* transferred from 2010 to be used for activities in 2011

**CONTRIBUTIONS TO THE SECRETARIATS IN 2011 (EUR)**

City	Secretariat	Amount spent in 2011
Gdańsk	Secretariat of the Union of the Baltic Cities	35 690
Gdańsk/ City Guard	Secretariat of Commission on Local Safety	1 402 staff remuneration – two persons x 15%
Gdynia	Secretariat of the Commission on Sport	1000
Gdynia	Secretariat of the Commission on Transportation	1238
Helsinki	Commission on Urban Planning	No data
Koszalin/ Agency for Regional Development	Secretariat of the Commission on Tourism	No data
Kärdla	Secretariat of the Commission on Education	7 900
Kolding	Secretariat of the Commission on Business Cooperation	No data
Elbląg	Secretariat of the Commission on Health and Social Affairs	0
Oskarshamn	Secretariat of the Commission on Energy	No data
Tallinn	Secretariat of the Commission on Youth Issues	3 024
Turku	Secretariat of the Commission on Environment	80 000
Umeå	Secretariat of the Commission on Gender Equality	15 815
Vaasa	Secretariat of the Commission on Culture	2 060 Staff remuneration (percentage of time devoted to the UBC work) - 10 %

The secretariat costs include the staff remuneration, premises, telecommunication, mailing, office materials and publications. Above figures do not include contributions from the UBC which are shown in annex 2.

**UBC PROJECTS WITH EXTERNAL FUNDING IN 2011 (EUR)**

<b>Project</b>	<b>Management</b>	<b>Member cities involved</b>	<b>• Donor(s)</b>	<b>Income</b>	<b>Expenditure</b>
<b>Museums Bridging Baltic Past and Future</b>	Vaasa, Tukums (CultureCom)	Cēsis, Jēkabpils, Jelgava, Jūrmala, Klaipēda, Liepāja, Riga, St. Petersburg, Tartu, Tukums, Vaasa	<ul style="list-style-type: none"> <li>• Tukums Museum (City of Tukums)</li> <li>• ICOM Latvia</li> <li>• Art Museum Riga Bourse</li> <li>• The Society for Fostering the Museology in Baltics</li> <li>• The Regional Council of Ostrobothnia</li> </ul>	2250 3215 3000 400 443,85	14275,74
<b>Erken Laboratory Research School</b>	Norrtälje (EduCom)	Norrtälje, Gdańsk, Pärnu, Palanga, Šiauliai, Riga, Jelgava	<ul style="list-style-type: none"> <li>• Swedish Institute</li> </ul>	2000	5230
<b>SNOOP</b>	Turku (EnvCom)	Turku, Tallinn, Helsinki, Kotka	<ul style="list-style-type: none"> <li>• Central Baltic programme IVA</li> <li>• Southwest Finland regional environmental centre</li> </ul>	83 000 15 000	108 000
<b>PURE</b>	Turku (EnvCom)	Turku, Marienhamn, Lübeck, Riga, Jūrmala, Gdańsk, Szczecin	<ul style="list-style-type: none"> <li>• BSR INTERREG IVB</li> <li>• Finish Ministry of Environment</li> </ul>	109 000 25000	145000
<b>Champ</b>	Turku (EnvCom)	Turku (EnvCom),	<ul style="list-style-type: none"> <li>• LIFE +</li> </ul>	85 000	175 000
<b>New Bridges</b>	Turku (EnvCom)	Turku, Kaliningrad, Kaunas, Örebro	<ul style="list-style-type: none"> <li>• BSR INTERREG IVB</li> <li>• Finish Ministry of Environment</li> </ul>	108 000 31 000	175 000
<b>Presto</b>	Turku (EnvCom)	Turku (EnvCom)	<ul style="list-style-type: none"> <li>• BSR INTERREG IVB</li> <li>• Finish Ministry of Environment</li> </ul>	30 000	48 000
<b>Solutions 2011 Conference</b>	Turku (EnvCom)	Turku	<ul style="list-style-type: none"> <li>• Finish Ministry of Environment</li> <li>• Finish Ministry of Employment and Economy</li> <li>• Finnish association of local authorities</li> </ul>	274 000	270 000
<b>Nordlead</b>	Turku (EnvCom)	Turku	<ul style="list-style-type: none"> <li>• NCM</li> </ul>	-	8479
<b>NEAT</b>	Turku (EnvCom)	Turku	<ul style="list-style-type: none"> <li>• Finish Ministry of Environment</li> </ul>	100 900	75 955
<b>Innoship</b>	Baltic Sea Institute (Tampere)	Turku, Tampere	<ul style="list-style-type: none"> <li>• BSR INTERREG IVB</li> <li>• Finish Ministry of Environment</li> </ul>	33 000	64 143

<b>BaltCiCa</b>	Finnish Geological Survey	Turku (EnvCom), Helsinki	<ul style="list-style-type: none"> <li>• BSR INTERREG IVB</li> </ul>	35 500	56 000
<b>Eltis+</b>	Austrian Mobility Research (Amor)	Turku	<ul style="list-style-type: none"> <li>• EACI</li> </ul>	-	2515
<b>Quest</b>	Ligtermoet & Partners	Turku	<ul style="list-style-type: none"> <li>• IEE</li> </ul>	7584	7584
<b>NetCom</b>	EnergyCities	Turku	<ul style="list-style-type: none"> <li>• EACI</li> </ul>	6452	6452

**UBC BUDGET FOR 2012**  
**(EUR)**

**I. INCOME:**

1. Membership fees

Estonia, Lithuania, Latvia, Poland, Russia

3	4 350,00	13 050,00
5	3 480,00	17 400,00
5	2 340,00	11 700,00
6	1 950,00	11 700,00
6	1 440,00	8 640,00
14	720,00	10 080,00
9	360,00	3 240,00
<b>Subtotal</b>		<b>75 810,00</b>

Denmark, Germany, Finland, Norway, Sweden

1	6 525,00	6 525,00
7	5 220,00	36 540,00
8	3 510,00	28 080,00
21	2 925,00	61 425,00
8	2 160,00	17 280,00
4	1 080,00	4 320,00
2	540,00	1 080,00
<b>Subtotal</b>		<b>155 250,00</b>

**Subtotal**

**155 250,00**

**TOTAL**

**231 060,00**

2. Transferred from 2011

**134 732,17**

**TOTAL**

**365 792,17**

**II. EXPENDITURE**

1. Commissions\*

Business Cooperation	12 000,00	146 000,00
Culture	12 000,00	
Education	10 000,00	
Energy	12 000,00	
Environment	12 000,00	
Gender Equality	10 000,00	
Health and Social Affairs	12 000,00	
Local Safety	12 000,00	
Sport	10 000,00	
Tourism	10 000,00	
Transportation	10 000,00	
Urban Planning	12 000,00	
Youth Issues	12 000,00	

146 000,00

2. Meetings

55 000,00

3. Services/Maintenance

55 000,00

4. President

12 000,00

5. Publications/Marketing

10 000,00

6. Communication

10 000,00

7. Communication and Marketing Strategy

5 000,00

8. Office materials, equipment

3 000,00

9. Bank charges

1 500,00

10. Miscellaneous

1 000,00

11. Budget reserve

67 292,17

**TOTAL**

**365 792,17**



*\* Not more than 40% can be spent by the lead city(s) for: secretariat, remunerations (including projects), travel, mailing, office supplies, promotion materials. Any changes in the commission budget require President's approval.*