

Guidelines for the Use of Additional Contributions to the GEO Trust Fund

As Adopted by GEO-III

29 November 2006

1. The GEO Secretariat Operations Budget for each calendar year will be approved by the Plenary in the preceding year and will reflect contributions pledged at or before that Plenary meeting. These contributions will be referred to as “pledged contributions.”
2. Subsequent contributions pledged and received for that calendar year will be referred to as “additional contributions” and will be reported in the quarterly financial update.
3. The Secretariat will operate under the approved budget for the calendar year.
4. In the event that all pledged contributions are received, additional contributions, unless otherwise specified by the donor, will be carried forward to the budget for the following calendar year.
5. In the event that some portion of the pledged contributions is not received by the Secretariat within the calendar year, the Secretariat will use additional contributions to maintain a balanced budget, and will report this adjustment in the final annual report of resources and expenditures.
6. If the donor requires its additional contribution be used to finance specific additional activities within the current calendar year, the Secretariat will produce a revised budget including these activities, to be reviewed by the Executive Committee and approved by the Plenary.
7. For all specific activities, the Secretariat will provide to the donor a detailed statement of expenditure incurred in undertaking the activity.