



**INTERNATIONAL TROPICAL
TIMBER COUNCIL**

**COMMITTEE ON
FINANCE AND ADMINISTRATION**

Distr.
RESTRICTED

CFA(XXXI)/4 Rev.2
8 November 2016

ENGLISH ONLY

THIRTY-FIRST SESSION
7-12 November 2016
Yokohama, Japan

**DRAFT STATUS OF THE ADMINISTRATIVE ACCOUNT
FOR THE FINANCIAL YEAR 2016**

[Item 7 of the Provisional Agenda]

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SUMMARY STATEMENT ON THE ADMINISTRATIVE BUDGETS

(As at 8 November 2016)

A. Administrative Budget 2016:

1) Contributions received up to 8 November 2016		
- Producers	2,659,381.00	
- Consumers	<u>3,884,887.32</u>	\$6,544,268.32
2) Estimated contributions expected before 31 December 2016		\$45,853.00
3) Funds authorized by Council for utilization in 2016		
- Bank interest utilized for 2016 Administrative Budget		\$3.00
4) Less Estimated Expenditures up to 31 December 2016		<u>(\$6,067,801.26)</u>
	Estimated Surplus (Deficit) in 2016:	<u>\$522,317.06</u>

B. Contributions to be paid to the Administrative Budgets:

1) Administrative Budget for the Financial Year 2016		
- Producers	809,280.00	
- Consumers	<u>78,745.68</u>	\$888,025.68
2) Arrears in Contributions to Previous Budgets (1986-2015)		
- Producers	3,867,339.30	
- Consumers	123,708.00	
- Former Members	<u>1,792,113.72</u>	\$5,783,161.02
3) Interest charges levied on late contributions		
- Producers	51,571.03	
- Consumers	0.00	
- Former Members	<u>31,043.56</u>	\$82,614.59
Total Arrears and Interest Charges as at 8 Nov. 2016:		<u>\$6,753,801.29</u>
4) Less contributions expected before 31 Dec. 2016		(\$45,853.00)
Expected Total Arrears and Interest Charges at 31 Dec. 2016:		<u>\$6,707,948.29</u>

C. Special Reserved Fund (To be utilized at Council's approval)

\$1,500,000.00

D. Working Capital Account (WCA):

Funds available as at 31 December 2015		\$6,267,022.00
Add Arrear Payments and Interests received in 2016:		\$431,880.68
- Payments received from Members of Arrears in Contributions to Previous Years' Budgets	431,880.68	
- Payments received from "Late/New Joining Members"	0.00	
Estimated Surplus in 2016:		\$522,317.06
Less - Amount expended under Decision 2(XXXIV)		(\$231,840.36)
- Amount authorized under Decision 1(LI.1)		(\$200,000.00)
- Amount authorized under Decision 4(LI.1)		(\$150,000.00)
Estimated Balance of Working Capital Reserve (as at 31 December 2016):		<u>\$6,639,379.38</u>

E. Interest Income (for hiring Consultants/Contractors) - Dec. 2(XXXIV):

Interest income available as at 31 December 2015		\$342,022.37
Add - Interest earned (during January - October 2016)		\$8,715.50
Less - Bank interest utilized for 2017 Administrative Budget		(\$3.00)
- Funds used in 2016 to finance hiring of Consultants		(\$168,876.47)
Balance of Interest Income (as at 8 November 2016):		<u>\$181,858.40</u>

Administrative Budget for the Financial Year 2016- Current Expenditures
(As at 8 November 2016)

Part A. BASIC ADMINISTRATIVE COSTS

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Budget Heading	Approved Allocation	Total Estimated Expenditures for 2016			BALANCE Surplus or (Deficit)
		Actual (Jan. - Sep.)	Estimated (Oct. - Dec.)	Total	
	[A]	[B]	[C]	[D] {B + C}	[E] {A - D}
A. SALARIES AND BENEFITS					
A1. Salaries	2,431,255	\$1,461,188	\$649,417	\$2,110,605	\$320,650
A2. Tax Refund	[208,657	169,741	\$33,948	203,689	4,968]*/
A3. Post Adjustment	856,944	532,646	\$236,731	769,377	87,567
A4. Rental Subsidy	2,407	0		0	2,407
A5. Education Grant (incl. Education Travel)	293,984	101,790	\$56,550	158,340	135,644
A6. Dependency Allowance	98,505	48,979	\$21,768	70,747	27,758
A7. Home Leave	74,783	94,840	\$0	94,840	(20,057)
A8. Language Allowance	0	0	0	0	0
A9. Overtime	26,510	5,218	\$10,435	15,653	10,857
A10. Mobility & Hardship Allowance	14,850	480	\$160	639	14,211
A11. Separation Benefits	313,937	168,810	0	168,810	145,127
A12. Removal Costs	47,000	57,657	0	57,657	(10,657)
A13. Repatriation/Recruitment Travel	104,600	15,035	59,472	74,507	30,093
Component Total:	<u>\$4,264,775</u>	<u>\$2,486,642</u>	<u>\$1,034,533</u>	<u>\$3,521,175</u>	<u>\$743,600</u>
B. INSTALLATION COSTS					
B1. Assignment Grant	134,888	0	98,916	98,916	35,972
B2. Lumpsum Benefit	157,499	0	115,498	115,498	42,001
Component Total:	<u>\$292,387</u>	<u>\$0</u>	<u>\$214,414</u>	<u>\$214,414</u>	<u>\$77,973</u>
C. OFFICIAL TRAVEL					
C1. Transportation/Tickets	88,283	71,255	\$15,834	87,090	1,193
C2. DSA & Travel Expenses	45,746	16,336	\$16,336	32,672	13,074
Component Total:	<u>\$134,029</u>	<u>\$87,591</u>	<u>\$32,171</u>	<u>\$119,762</u>	<u>\$14,267</u>
D. SOCIAL SECURITY					
D1. Provident Fund	632,452	319,422	\$177,457	496,878	135,574
D2. Accident/Health Insurance	252,685	63,845	\$35,470	99,315	153,370
D3. Japanese National Scheme	148,853	88,786	\$39,461	128,247	20,606
Component Total:	<u>\$1,033,990</u>	<u>\$472,054</u>	<u>\$252,387</u>	<u>\$724,440</u>	<u>\$309,550</u>
E. SPECIAL ACTIVITIES					
E1. Consultants	84,236	4,884	\$30,690	35,574	48,662
E2. Workshops and Meetings	12,614	0	7,000	7,000	5,614
E3. Other Activities (Legal Advisor)	11,528	2,922	\$8,606	11,528	0
Component Total:	<u>\$108,378</u>	<u>\$7,806</u>	<u>\$46,296</u>	<u>\$54,102</u>	<u>\$54,276</u>
F. DATA PROCESSING					
F1. Computer Software and Servicing	39,052	35,424	3,628	\$39,052	0
F2. Network, Hardware and Supplies	60,946	36,996	21,140	58,136	2,810
F3. Training and Staff Development	6,204	4,383	0	4,383	1,821
Component Total:	<u>\$106,202</u>	<u>\$76,803</u>	<u>\$24,769</u>	<u>\$101,571</u>	<u>\$4,631</u>

*/ Applied to Japanese Staff only, and payable by Japan. This item is not included in the budget total.

Budget Heading	Approved Allocation	Total Estimated Expenditures for 2016			BALANCE Surplus or (Deficit)
		Actual (Jan. - Sep.)	Estimated (Oct. - Dec.)	Total	
	[A]	[B]	[C]	[D]	[E]
				{B + C}	{A - D}
G. OTHER COSTS					
G1. Communications	42,539	24,676	\$8,225	32,901	9,638
G2. Publications	27,794	0	25,000	25,000	2,794
G3. Transport	79,193	11,919	\$39,729	51,648	27,545
G4. Library	12,377	7,929	\$2,643	10,572	1,805
G5. Supplies	39,029	4,614	\$25,635	30,249	8,780
G6. Hospitality	12,689	4,383	\$1,461	5,845	6,844
G7. Bank Charges	13,418	5,359	\$1,786	7,145	6,273
G8. Audit	110,490	110,490	\$0	110,490	0
G9. Miscellaneous	6,411	27	2,835	2,862	3,549
Component Total:	<u>\$343,940</u>	<u>\$169,397</u>	<u>\$107,314</u>	<u>\$276,712</u>	<u>\$67,228</u>
H. COUNCIL MEETINGS					
H1. Costs not met by Host Country	7,921	973	6,948	7,921	0
H2. Council Session Outside Japan	200,000		200,000	200,000	0
Component Total:	<u>\$207,921</u>	<u>\$973</u>	<u>\$206,948</u>	<u>\$207,921</u>	<u>\$0</u>
I. COSTS MET BY JAPAN					
I1. Office, equipment, utilities	**/	**/	**/	**/	**/
I2. Council Meetings	**/	**/	**/	**/	**/
I3. Initial Travel	**/	**/	**/	**/	**/
I4. Removal Costs	**/	**/	**/	**/	**/
I5. Supporting Staff	**/	**/	**/	**/	**/
Component Total:	<u>**/</u>	<u>**/</u>	<u>**/</u>	<u>**/</u>	<u>**/</u>
J. CONTINGENCY RESERVE					
Component Total:	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>
K. ALLOCATION FROM WORKING CAPITAL ACCOUNT					
Component Total:	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>
GRAND TOTAL:	<u>\$6,491,622</u>	<u>\$3,301,265</u>	<u>\$1,918,832</u>	<u>\$5,220,097</u>	<u>\$1,271,525</u>

**/ Paid directly or reimbursable by Japan based on actual expenditures.

Part B. CORE OPERATIONAL COSTS

Budget Heading	Approved Allocation	Expenditures			BALANCE Surplus or (Deficit)
		Actual (Jan. - Sep.)	Estimated (Oct. - Dec.)	Total	
O. COMMUNICATION AND OUTREACH					
O1. Publications (including TFU)	260,000	93,503	166,497	260,000	0
O2. Outreach (conferences, side events, booths)	84,654	19,636	65,018	84,654	0
O3. ITTO Website	84,021	13,218	70,803	84,021	0
Component Total:	<u>\$428,675</u>	<u>\$126,358</u>	<u>\$302,317</u>	<u>\$428,675</u>	<u>\$0</u>
P. EXPERT MEETINGS BY COUNCIL					
P1. Expert Meetings/Workshops	140,000	47,029	0	47,029	92,971
P2. Other Meetings as Decided by Council	0	0	0	0	0
Component Total:	<u>\$140,000</u>	<u>\$47,029</u>	<u>\$0</u>	<u>\$47,029</u>	<u>\$92,971</u>
Q. POLICY WORK					
Q1. Action Plan	0	0	0	0	0
Q2. Guidelines, Manuals, Studies, etc.	0	0	0	0	0
Component Total:	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
R. STATISTICS, STUDIES & INFORMATION					
R1. Market Information Services (MIS)	207,000	130,521	76,479	207,000	0
R2. Market Discussion	35,000	5,233	29,767	35,000	0
R3. Relevant Market Studies	40,000	0	40,000	40,000	0
R4. Work on Statistics	20,000	14,922	5,078	20,000	0
Component Total:	<u>\$302,000</u>	<u>\$150,676</u>	<u>\$151,324</u>	<u>\$302,000</u>	<u>\$0</u>
S. ANNUAL REPORT & BIENNIAL REVIEW					
S1. Annual Report	30,000	930	29,070	30,000	0
S2. Biennial Review	40,000	20,000	20,000	40,000	0
S3. Guidelines, Manuals, Studies, etc.	0	0	0	0	0
Component Total:	<u>\$70,000</u>	<u>\$20,930</u>	<u>\$49,070</u>	<u>\$70,000</u>	<u>\$0</u>
GRAND TOTAL:	<u>\$940,675</u>	<u>\$344,993</u>	<u>\$502,711</u>	<u>\$847,704</u>	<u>\$92,971</u>

ADMINISTRATIVE BUDGET GRAND TOTAL: \$7,432,297 \$3,646,258 \$2,421,543 \$6,067,801 \$1,364,496