



**INTERNATIONAL TROPICAL  
TIMBER COUNCIL**

**COMMITTEE ON  
FINANCE AND ADMINISTRATION**

Distr.  
RESTRICTED

CFA(XXX)/4  
16 November 2015

ENGLISH ONLY

---

THIRTIETH SESSION  
16-21 November 2015  
Kuala Lumpur, Malaysia

**STATUS OF THE ADMINISTRATIVE ACCOUNT  
FOR THE FINANCIAL YEAR 2015**

[ Item 7 of the Provisional Agenda ]

	<u>Page</u>
Summary Statement on the Administrative Budgets ..... (as at 16 November 2015)	1
Administrative Budget for the Financial Year 2015 -- Estimated Expenditures .....	2-3



**SUMMARY STATEMENT ON THE ADMINISTRATIVE BUDGETS**

(As at 29 September 2015)

<b>A. Administrative Budget 2015:</b>		
1)	Contributions received up to 16 November 2015	
	- Producers	2,487,203.02
	- Consumers	<u>4,070,781.00</u>
		\$6,557,984.02
2)	Estimated contributions expected before 31 December 2015	\$530,654.16
3)	Funds authorized by Council for utilization in 2015	
	- Bank interest utilized for 2015 Administrative Budget	\$1,505.00
4)	Less Estimated Expenditures up to 31 December 2015	<u>(\$6,419,259.88)</u>
	<b>Estimated Surplus (Deficit) in 2015:</b>	<b><u>\$670,883.30</u></b>
<b>B. Contributions to be paid to the Administrative Budgets:</b>		
1)	Administrative Budget for the Financial Year 2015	
	- Producers	1,289,158.58
	- Consumers	<u>41,119.00</u>
		\$1,330,277.58
2)	Arrears in Contributions to Previous Budgets (1986-2014)	
	- Producers	3,441,715.88
	- Consumers	126,065.00
	- Former Members	<u>1,792,113.72</u>
		\$5,359,894.60
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 7 Nov. 2014:	<u>\$6,772,786.77</u>
4)	Less contributions expected before 31 Dec. 2015	(\$530,654.16)
	Expected Total Arrears and Interest Charges at 31 Dec. 2015:	<u>\$6,242,132.61</u>
<b>C.</b>	<b>Special Reserved Fund (To be utilized at Council's approval)</b>	<b><u>\$1,500,000.00</u></b>
<b>D.</b>	<b>Working Capital Account (WCA):</b>	
	Funds available as at 31 December 2014	\$6,137,568.00
	<b>Add</b> Arrear Payments and Interests received in 2015:	\$109,695.27
	- Payments received from Members of Arrears	
	in Contributions to Previous Years' Budgets	45,897.90
	- Payments received from "Late/New Joining Members"	63,797.37
	Estimated Surplus in 2015:	\$670,883.30
	Estimated Balance of Working Capital Account (as at 31 December 2015):	<u>\$6,918,146.57</u>
<b>E.</b>	<b>Interest Income (for hiring Consultants/Contractors) - Dec. 2(XXXIV):</b>	
	Interest income available as at 31 December 2014	\$410,906.33
	<b>Add</b> - Interest earned (during January - October 2015)	\$528.54
	<b>Less</b> - Bank interest utilized for 2016 Administrative Budget	(\$3.00)
	- Funds used in 2015 to finance hiring of Consultants	(\$39,301.85)
	Balance of Interest Income (as at 16 November 2015):	<u>\$372,130.02</u>

Administrative Budget for the Financial Year 2015- Current Expenditures  
(As at 29 September 2015)

**Part A. BASIC ADMINISTRATIVE COSTS**

Page 1 of 2 pages

Budget Heading	Approved Allocation	Total Estimated Expenditures for 2015			BALANCE Surplus or (Deficit)
		Actual (Jan. - Sep.)	Estimated (Oct. - Dec.)	Total	
	[A]	[B]	[C]	[D] {B + C}	[C] {A - D}
<b>A. SALARIES AND BENEFITS</b>					
A1. Salaries	2,308,694	\$1,342,883	\$863,282	\$2,206,164	\$102,530
A2. Tax Refund	[ 285,821	157,667	114,328	271,995	13,826 ]*/
A3. Post Adjustment	1,461,219	504,625	468,580	973,205	488,014
A4. Rental Subsidy	2,831	0		0	2,831
A5. Education Grant (incl. Education Travel)	302,563	74,370	146,433	220,803	81,760
A6. Dependency Allowance	86,893	43,496	18,641	62,138	24,755
A7. Home Leave	127,681	39,395	16,503	55,897	71,784
A8. Language Allowance	0	0	0	0	0
A9. Overtime	32,569	5,904	9,473	15,377	17,192
A10. Mobility & Hardship Allowance	6,953	1,800	771	2,571	4,382
A11. Separation Benefits	255,356	0	156,054	156,054	99,302
A12. Removal Costs	49,261	0	25,612	25,612	23,649
A13. Repatriation/Recruitment Travel	137,931	0	72,651	72,651	65,280
Component Total:	<u>\$4,771,951</u>	<u>\$2,012,472</u>	<u>\$1,778,001</u>	<u>\$3,790,473</u>	<u>\$981,478</u>
<b>B. INSTALLATION COSTS</b>					
B1. Assignment Grant	113,004	0	20,900	20,900	92,104
B2. Lumpsum Benefit	131,948	0	31,245	31,245	100,703
Component Total:	<u>\$244,952</u>	<u>\$0</u>	<u>\$52,145</u>	<u>\$52,145</u>	<u>\$192,807</u>
<b>C. OFFICIAL TRAVEL</b>					
C1. Transportation/Tickets	95,937	1,121	35,024	36,145	59,792
C2. DSA & Travel Expenses	45,765	13,427	32,001	45,428	337
Component Total:	<u>\$141,702</u>	<u>\$14,548</u>	<u>\$67,025</u>	<u>\$81,573</u>	<u>\$60,129</u>
<b>D. SOCIAL SECURITY</b>					
D1. Provident Fund	716,661	376,324	231,282	607,605	109,056
D2. Accident/Health Insurance	110,377	57,653	17,296	74,949	35,428
D3. Japanese National Scheme	138,302	61,034	67,016	128,050	10,252
Component Total:	<u>\$965,340</u>	<u>\$495,010</u>	<u>\$315,593</u>	<u>\$810,604</u>	<u>\$154,736</u>
<b>E. SPECIAL ACTIVITIES</b>					
E1. Consultants	35,362	34,330	615	34,945	417
E2. Workshops and Meetings	13,708	0	6,000	6,000	7,708
E3. Other Activities (Legal Advisor)	12,018	0	12,018	12,018	0
Component Total:	<u>\$61,088</u>	<u>\$34,330</u>	<u>\$18,633</u>	<u>\$52,963</u>	<u>\$8,125</u>
<b>F. DATA PROCESSING</b>					
F1. Computer Software and Servicing	48,149	12,710	27,235	\$39,945	8,204
F2. Network, Hardware and Supplies	74,974	43,823	25,042	68,865	6,109
F3. Training and Staff Development	7,441	360	2,534	2,894	4,547
Component Total:	<u>\$130,564</u>	<u>\$56,893</u>	<u>\$54,811</u>	<u>\$111,704</u>	<u>\$18,860</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 2015			BALANCE Surplus or (Deficit)
		Actual (Jan. - Sep.)	Estimated (Oct. - Dec.)	Total	
	[A]	[B]	[C]	[D]	[E]
				{B + C}	{A - D}
<b>G. OTHER COSTS</b>					
G1. Communications	52,634	19,116	21,846	40,962	11,672
G2. Publications	32,580	7,061	25,000	32,061	519
G3. Transport	97,006	20,676	73,119	93,795	3,211
G4. Library	13,637	6,268	7,193	13,461	176
G5. Supplies	47,535	7,003	21,752	28,755	18,780
G6. Hospitality	14,878	4,915	3,406	8,320	6,558
G7. Bank Charges	15,080	4,350	3,582	7,932	7,148
G8. Audit	111,537	82,788	21,450	104,238	7,299
G9. Miscellaneous	6,419	14	2,835	2,849	3,570
Component Total:	\$391,306	\$152,191	\$180,182	\$332,373	\$58,933
<b>H. COUNCIL MEETINGS</b>					
H1. Costs not met by Host Country	9,952	0	9,952	9,952	0
H2. Council Session Outside Japan	200,000		200,000	200,000	0
Component Total:	\$209,952	\$0	\$209,952	\$209,952	\$0
<b>I. COSTS MET BY JAPAN</b>					
I1. Office, equipment, utilities	**/	**/	**/	**/	**/
I2. Council Meetings	**/	**/	**/	**/	**/
I3. Initial Travel	**/	**/	**/	**/	**/
I4. Removal Costs	**/	**/	**/	**/	**/
I5. Supporting Staff	**/	**/	**/	**/	**/
Component Total:	**/	**/	**/	**/	**/
<b>J. CONTINGENCY RESERVE</b>					
Component Total:	--	--	--	--	--
<b>K. ALLOCATION FROM WORKING CAPITAL ACCOUNT</b>	(121,025)	(121,025)	--	(121,025)	--
<b>GRAND TOTAL:</b>	<b>\$6,795,830</b>	<b>\$2,644,419</b>	<b>\$2,676,342</b>	<b>\$5,320,761</b>	<b>\$1,475,069</b>

\*\*/ 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	
<b>O. COMMUNICATION AND OUTREACH</b>					
O1. Publications (including TFU)	260,000	102,250	112,475	214,725	45,275
O2. Outreach (conferences, side events, booths)	84,654	11,952	63,845	75,796	8,858
O3. ITTO Website	84,021	1,961	76,393	78,354	5,667
Component Total:	\$428,675	\$116,163	\$252,712	\$368,875	\$59,800
<b>P. EXPERT MEETINGS BY COUNCIL</b>					
P1. Expert Meetings/Workshops	140,000	72,661	54,458	127,119	12,881
P2. Other Meetings as Decided by Council	0	0	0	0	0
Component Total:	\$140,000	\$72,661	\$54,458	\$127,119	\$12,881
<b>Q. POLICY WORK</b>					
Q1. Action Plan	0	0	0	0	0
Q2. Guidelines, Manuals, Studies, etc.	0	0	0	0	0
Component Total:	\$0	\$0	\$0	\$0	\$0
<b>R. STATISTICS, STUDIES &amp; INFORMATION</b>					
R1. Market Information Services (MIS)	200,000	145,210	49,550	194,760	5,240
R2. Market Discussion	35,000	0	30,843	30,843	4,157
R3. Relevant Market Studies	40,000	9,000	27,000	36,000	4,000
R4. Work on Statistics	20,000	0	16,687	16,687	3,313
Component Total:	\$295,000	\$154,210	\$124,080	\$278,290	\$16,710
<b>S. ANNUAL REPORT &amp; BIENNIAL REVIEW</b>					
S1. Annual Report	30,000	11,393	12,000	23,393	6,608
S2. Biennial Review	0	0	0	0	0
S3. Guidelines, Manuals, Studies, etc.	0	0	0	0	0
Component Total:	\$30,000	\$11,393	\$12,000	\$23,393	\$6,608
<b>GRAND TOTAL:</b>	<b>\$893,675</b>	<b>\$354,427</b>	<b>\$443,249</b>	<b>\$797,676</b>	<b>\$95,999</b>
<b>ADMINISTRATIVE BUDGET GRAND TOTAL:</b>	<b>\$7,689,505</b>	<b>\$2,998,846</b>	<b>\$3,119,592</b>	<b>\$6,118,437</b>	<b>\$1,571,068</b>