



ITTO

**INTERNATIONAL TROPICAL
TIMBER COUNCIL**

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THIRTY-FOURTH SESSION
12-17 May 2003
Panama City, Panama

DECISION 2 (XXXIV)

MANAGEMENT OF THE ADMINISTRATIVE BUDGET

The International Tropical Timber Council,

Appreciating the continuing efforts made by the Executive Director and his staff in exercising cost savings in the expenditures from the Administrative Budget;

Noting with concern the insufficient receipts of contributions from members to the Administrative Budget due to untimely payment of assessed contributions;

Recognizing that the possible receipts of contributions from members to the Administrative Budget before the end of each financial year often fall short of the estimated total expenditures;

Noting further that the balance of the Working Capital Account at present stands at US\$3,422,876.45;

Decides to:

1. Authorize the Executive Director to transfer, if and when necessary, an amount not exceeding US\$300,000.00 annually from the Working Capital Account to the current account in the Administrative Account to meet the shortfall of funds to implement the work programme of the Organization;
2. Further authorize the Executive Director to use the interest earned in the Administrative Account to hire on a temporary and intermittent basis, consultants and contractors to support the Secretariat in carrying out its duties;
3. Request members to pay as early as possible and in full their contributions to the Administrative Budget, as well as all arrears in contributions from previous years;
4. Urge the Secretariat to look for cost saving measures on a continuing basis and to exercise economies where possible in incurring expenditures in the Administrative Budget; and
5. Request the Executive Director to review the status of the Working Capital Account and report to Council should its balance fall below US\$2,500,000.00 at any time.

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