

**Agenda Item 7:            Business Session**

**Outline of Budget for 2001**

**Submitted by:            Secretariat**

**ASCOBANS**

***NOTE:***  
**IN THE INTERESTS OF ECONOMY, DELEGATES ARE KINDLY REMINDED TO BRING THEIR OWN COPIES OF THESE DOCUMENTS TO THE MEETING**



## **Preliminary Report on the ASCOBANS Budget 2001**

### **Sections**

- I. General remarks
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### **I. General Remarks**

This report was prepared by the ASCOBANS Secretariat for the 8<sup>th</sup> Meeting of the ASCOBANS Advisory Committee, Hindås, Sweden, 10 – 12 June 2002. The need for this report by the Secretariat arose due to the fact that the closure of accounts exercise for 2001 has not yet been completed by UNEP/UNON and a final version of the year-end budget report will not be available from Nairobi in time for the meeting. The present report is based on the records kept by the ASCOBANS and CMS Secretariats. It is preliminary and some figures given may be subject to change.

The period covered by this report extended from 1 January to 31 December 2001, and also included those bookings until March 2002 that were directly related to the 2001 budget. Several invoices related to goods and services delivered in 2001 were not received by the Secretariat until 2002. Some are still outstanding. These include *inter alia* charges for telephone and mail franking in 2000. In order to present a more complete and realistic description of the financial year 2001, this budget report therefore also includes bookings processed in 2002 but relevant to the 2001 budget.

### **II. Income**

It is unclear whether contributions for 2001 were received from all Parties to the Agreement as one Party has informed the Secretariat that it transferred its annual contribution to the UNEP/ASCOBANS trust fund in August 2001, but Nairobi is thus far unable to confirm this.

In addition to the annual contributions, additional income was kindly provided in the form of a voluntary contribution by Germany.

### **III. Comments on the various budget lines**

#### *1. Personnel (BL 1101, 1301)*

The information given for these budget lines is based solely on the figures received from Nairobi, as the Secretariat is unable to calculate the exact personnel cost without input from UNEP/UNON. Expenditures amount to 48.2%, respectively 71.5% of the allotments for these budget lines.

#### *2. Consultancies (BL 1220)*

The sum of 4,000 USD in this budget line was earmarked for use either as part of the seed money for the SCANS II preparations or as funding for one of two other projects. As the money could not be spent on any of these projects in the budget year 2001, the sum will be carried over to the 2002 budget.

#### *3. Travel BL (1601, 1602)*

The following travel expenses for Secretariat staff were charged to BL 1601:

- Executive Secretary, meeting with EU Commission, Brussels, 14 February 2001
- Executive Secretary/Assistant, meeting with representatives of Danish National Forest Agency (preparatory meeting for AC 8), Nymindegab, 18/19 February 2001
- Executive Secretary/Assistant, AC 8, Nymindegab, 2-5 April 2001
- Executive Secretary, 1<sup>st</sup> Meeting of Steering Group for Jastarnia workshop, Copenhagen, 1 August 2001
- Executive Secretary, Meeting with PR officer of Sea Life Constance, to discuss possible cooperation, 9 November 2001
- Executive Secretary, 2<sup>nd</sup> Meeting of Steering group for Jastarnia workshop, Hel, November 2001

The expenses for the Advisory Committee Chairman's trip to Brussels for the meeting with the EU Commission in February 2001 and the travel expenses for Ms Iwona Kuklik's trip to Copenhagen for the first meeting of the Steering Group for the Jastarnia workshop (Copenhagen, 1 August 2001) were charged to BL 1602.

This is the only BL that was overspent. In total the overspend amounted to 304.54 USD

#### *4. Meetings*

All expenses incurred in connection with AC 8 were covered from this budget line. The expenditure amounted to 3739.77 USD (98.4 % of the allotment).

5. *Equipment (BL 4101, 4201)*

The expenses for office supplies, mainly stationery, totalled 1,199.30 USD

6. *Operation and Maintenance (BL 5101, 5102)*

The expenses for operation and maintenance of computers and office equipment amounted to 640.11 USD.

7. *Reporting Costs (BL 5201, 5202)*

The total expenditure for these budget lines was 351.52 USD.

8. *Sundry (BL5301, 5302)*

The total expenditure for both budget lines was 2,592.84 USD, of which 2,216.77 were used for postage and shipping.

9. *Hospitality*

The total cost of hospitality not covered from other budget lines in 2001 amounted to 93.68 USD (11.7%).

## ASCOBANS Budget 2001

**Preliminary overview of expenditure for budget 2001  
From UNEP Trust fund (ASCOBANS)**

January 2001 – March 2002\*

<b>Budget line</b>	<b>Allotment**</b>	<b>Expenditure**</b>	<b>Balance**</b>
<b>10 Personnel</b>			
1100 Professional Staff	102 000	49 195. 77	52 804. 23
1220 Consultancies	4.000	0.00	4 000
1300 Administrative Support	21 750	15 543. 55	6 206. 45
1600 Travel on official business	6 700	7 004.54	- 304. 54
<b>1999 Personnel Subtotal</b>	<b>134 450</b>	<b>71 743. 86</b>	<b>62 706. 22</b>
2261 ASCOBANS Projects	13 059	11 213	1 846
<b>30 Meetings</b>	<b>3 800</b>	<b>3 739. 77</b>	<b>60. 23</b>
<b>40 Equipment and Premises</b>			
4100 Expendable equipment	2 100	1 050. 36	1 049. 64
4200 Non-expendable equipment	3 967	148. 94	3 818. 06
4300 Premises	-	-	-
<b>4999 Equipment &amp; Premises Subtotal</b>	<b>6 067</b>	<b>1199. 30</b>	<b>4 867. 70</b>
<b>50 Miscellaneous Costs</b>			
5100 Operation and Maintenance	1 150	640. 11	509. 89
5200 Reporting Costs	4 400	351. 52	4048. 48
5300 Sundry	3 550	2592. 84	957. 16
5401 Hospitality	800	93. 68	706. 32
<b>5999 Miscellaneous Cost Subtotal</b>	<b>9 900</b>	<b>3 678. 15</b>	<b>6 221.85</b>
<b>SUBTOTAL</b>			
6000 UNEP programme support costs (13%)			
<b>GRAND TOTAL</b>	<b>167 276</b>	<b>91 574. 08</b>	<b>75 701. 92</b>

\*As at 6 June 2002

**\*\* In USD**