

Agenda Item 7.1.1: Report on Budget for 2003

**Budget 2003 - Summary of Income and Expenditure and
Provisional Trust Fund Balance**

Submitted by: Secretariat



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

Secretariat's Note

This document contains a summary of approved and actual expenditure from the ASCOBANS Trust Fund for 2003 and a provisional trust fund balance as at 31 December 2003. The UNEP final audited statement of income and expenditure and changes in reserve and fund balances as at 31 December 2003 will be circulated to the ASCOBANS Coordinating Authorities as soon as it is made available to the Secretariat.

ASCOBANS**Approved and actual expenditure from Trust Fund for 2003 in US Dollars**

Budget line	MOP-appr. budget 2003	Revised budget 03	Actual expenditures 2003	Balance
10 Personnel				
1100 Professional Staff				
1101 Executive Secretary (P3)	91,000.00	143,773.00	82,989.62	60,783.38
1102 Administrative & Fund Management Officer (UNEP)	0.00	0.00	0.00	0.00
1220 Consultancies	4,000.00	12,000.00	9,562.87	2,437.13
1300 Administrative Support				
1301 Secretary (G4)	45,500.00	55,457.00	50,387.92	5,069.08
1600 Travel on official business				
1601 Secretariat staff	6,500.00	7,085.00	6,683.85	401.15
1602 Experts on mission	1,600.00	1,600.00	1,224.91	375.09
1999 Personnel Subtotal	148,600.00	219,915.00	150,849.17	69,065.83
30 Meetings				
3301 Meeting of Parties	5,000.00	5,000.00	4,813.05	186.95
3302 Meeting of the Advisory Committee	3,700.00	4,558.00	4,558.00	0.00
3999 Meetings Subtotal	8,700.00	9,558.00	9,371.05	186.95
40 Equipment and Premises				
4100 Expendable equipment				
4101 Miscellaneous office supplies	2,100.00	3,453.00	1,691.11	1,761.89
4200 Non-expendable equipment				
4201 Office equipment	1,800.00	7,334.00	6,811.87	522.13
4300 Premises				
4301 Rent and maintenance costs	0.00	0.00	0.00	0.00
4999 Equipment and Premises Subtotal	3,900.00	10,787.00	8,502.98	2,284.02

50 Miscellaneous Costs				
5100 Operation and Maintenance				
5101 Operation/maintenance computers	1,000.00	1,880.00	556.33	1,323.67
5102 Operation/maintenance of photocopier/fax	1,000.00	1,415.00	871.98	543.02
5200 Reporting Costs				
5201 Information material	2,000.00	6,918.00	4,803.33	2,114.67
5202 Reference material	500.00	523.00	434.32	88.68
5300 Sundry				
5301 Telephone and Fax	1,300.00	2,964.00	2,174.33	789.67
5302 Postage and miscellaneous	1,500.00	4,334.00	2,003.52	2,330.48
5401 Hospitality	800.00	2,015.00	1,908.48	106.52
5999 Miscellaneous Costs Subtotal	8,100.00	20,049.00	12,752.29	7,296.71
SUBTOTAL	169,300.00	260,309.00	181,475.49	78,833.51
6000 UNEP programme support costs (13%)	22,009.00	33,840.17	23,591.81	10,248.36
GRAND TOTAL	191,309.00	294,149.17	205,067.30	89,081.87

Trust Fund Balance (provisional)*	
Beginning balance of trust fund on 1 January 2003	168,684.00
Contribution income 2003	156,185.00
Interest income 2003	6,907.00
Expenditure 2003	205,067.30
Prior period adjustments	-36.00
Closing balance of trust fund on 31 December 2003	126,672.70

unpaid pledges 25.00

* Prepared by Secretariat