



CCSBT-EC/1310/05

REVISED 2013 BUDGET

Purpose

To agree a revised budget for 2013.

Discussion

A draft revised budget for 2013 is provided at Attachment A. The revision incorporates actual income and expenditure as at 31 August 2013 together with forecast income and expenditure for the remainder of the year.

All Members paid their full 2013 contributions to the CCSBT and by the date required. The final income for 2013 is estimated to total \$2,156,341, which is 0.7% higher than the amount of \$2,140,320 approved at CCSBT 19 for 2013. The slightly increased income is due to a greater return on investments than anticipated in the approved budget¹.

Expenditure for 2013 is estimated to total \$1,904,967, which is an 11% decrease on the amount of \$2,140,320 approved for 2013.

The estimated expenditure for 2013 provides savings in all six cost centres of the budget.

The largest forecast savings are from the cost centres for Sub-Committee Meetings and Special Projects. Within these cost centres, the major savings were in relation to:

- The Compliance Committee Working Group meeting, which was held at a free venue in Canberra. The approved budget was based on holding the meeting in Tokyo, so significant savings had been expected here.
- The Trial Quality Assurance Reviews (QARs), which had been budgeted on the assumption that a Phase 2 (on-site) review would be conducted for two Members. However, the final agreed Terms of Reference for the QARs only provided for Phase 1 (desktop) reviews, which allowed the overall price to be significantly lower.
- The approved budget provided funds to assist the Secretariat conduct intersessional compliance work. However, these funds were not used.

The only line item in the budget with a significant cost increase was "Recruitment expenses" within the "Secretariat Costs" area. This increase was entirely due to expenses associated with the unexpected resignation of the Database Manager. These expenses include relocation costs for the old Database Manager, recruitment costs for the new Database Manager and transitional arrangements between the old and new Database Managers.

A surplus of \$251,374 is now estimated for 2013. This amount has been carried forward as income in the draft budget for 2014 presented in paper CCSBT-EC/1310/06.

¹ Which is partly due to prompt contribution payments by Members that allowed improved use of term deposits.

The cash position at 31 December 2013 is estimated to be approximately \$1.39 million dollars².

² This is the cash remaining, taking into account expected income (such as interest on investments, Staff Assessment Levy, receivables & GST recovery), liabilities (in particular staff separation liabilities - excluding removal costs) and forecast expenditure.

DRAFT GENERAL BUDGET - 2013

INCOME	2013 APPROVED BUDGET	DRAFT 2013 REVISED BUDGET	% Variation
Contributions from members	\$1,630,443	\$1,630,443	0.0%
Japan	\$502,455	\$502,455	
Australia	\$502,455	\$502,455	
New Zealand	\$155,826	\$155,826	
Korea	\$166,229	\$166,229	
Fishing Entity of Taiwan	\$166,229	\$166,229	
Indonesia	\$137,250	\$137,250	
Staff Assessment Levy	\$73,900	\$65,089	-11.9%
Carryover from previous year	\$387,977	\$387,977	0.0%
Interest on investments	\$48,000	\$72,832	51.7%
TOTAL GROSS INCOME	\$2,140,320	\$2,156,341	0.7%

EXPENDITURE	2013 APPROVED BUDGET	2013 Expenditure to date	Forecast Remaining Expenditure¹	DRAFT 2013 REVISED BUDGET	% variation
ANNUAL MEETINGS - (EC)(CC)	\$229,200	\$43,827.23	\$166,000	209,827	-8.5
Independent chairs	\$51,800	13,727	35,700	49,427	-4.6
Interpretation costs	\$53,800	8,294	41,200	49,494	-8.0
Hire of venue & catering	\$57,400	16,028	37,700	53,728	-6.4
Hire of equipment	\$28,600	27	28,600	28,627	0.1
Translation/of meeting documents	\$10,000	0	10,000	10,000	0.0
Secretariat expenses	\$27,600	5,750	12,800	18,550	-32.8
EXTENDED SCIENTIFIC COMMITTEE	\$174,400	\$54,289.01	\$96,400	150,689	-13.6
Interpretation costs	\$37,100	4,677	28,800	33,477	-9.8
Hire of venue & catering	\$21,200	0	15,000	15,000	-29.2
Hire of equipment	\$13,800	0	17,100	17,100	23.9
Hire of consultants - Chairs and Advisory Panel	\$98,100	49,612	35,000	84,612	-13.7
Translation of meeting documents	\$3,000	0	0	0	-100.0
Secretariat expenses	\$1,200	0	500	500	-58.3
SUB-COMMITTEE MEETINGS	\$245,120	\$85,417.22	\$58,800	144,217	-41.2
Ecologically Related Species WG Meeting	\$74,000	5,516	49,600	55,116	-25.5
Compliance Committee WG Meeting	\$107,020	36,294	0	36,294	-66.1
Operating Model/Management Procedure Technical Meeting	\$64,100	43,608	9,200	52,808	-17.6
SPECIAL PROJECTS	\$258,600	\$135,136.96	\$51,491	186,628	-27.8
Operating Model/Management Strategy Development	\$5,400	\$3,343	1,300	4,643	-14.0
Development of the CPUE series	\$2,900	\$99	2,800	2,899	0.0
Tagging program coordination	\$3,000	\$1,000	1,000	2,000	-33.3
Scientific Aerial Survey	\$100,000	\$90,909	9,091	100,000	0.0
Participation of ERSWG Chair in joint tRFMO ByCatch WG	\$4,800	\$0	4,800	4,800	0.0
Assistance to Developing States	\$12,500	\$0	12,500	12,500	0.0
Trial Quality Assurance Review	\$100,000	\$39,786	20,000	59,786	-40.2
Intersessional compliance work	\$30,000	\$0	0	0	-100.0
SECRETARIAT COSTS	\$1,098,800	\$657,138.15	\$434,289	1,091,427	-0.7
Secretariat staff costs	\$678,600	\$426,837	238,100	664,937	-2.0
Staff assessment levy	\$73,900	\$44,789	20,300	65,089	-11.9
Employer social security	\$122,300	\$66,860	47,100	113,960	-6.8
Insurance -worker's comp/travel/contents	\$13,200	\$5,885	4,300	10,185	-22.8
Travel/transport	\$18,400	\$7,167	7,100	14,267	-22.5
Translation of meeting reports	\$50,000	\$0	45,000	45,000	-10.0
Training	\$2,000	\$0	2,000	2,000	0.0
Home leave allowance	\$7,100	\$0	1,500	1,500	-78.9
Other employment expenses	\$2,300	\$2,086	0	2,086	-9.3
Recruitment expenses	\$89,700	\$72,539	58,564	131,103	46.2
Staff liability fund (accumulating)	\$41,300	\$30,975	10,325	41,300	0.0
OFFICE MANAGEMENT COSTS	\$134,200	\$81,378.60	\$40,800	122,179	-9.0
Office lease and storage	\$55,900	\$40,402	13,700	54,102	-3.2
Office costs	\$50,900	\$27,082	18,100	45,182	-11.2
Provision for new/replacement assets	\$15,200	\$9,570	3,000	12,570	-17.3
Telephone/communications	\$12,200	\$4,324	6,000	10,324	-15.4
TOTAL GROSS EXPENDITURE	\$2,140,320	1,057,187	847,780	1,904,967	-11.0

¹ These estimates are rounded up to the nearest \$100.