ADMINISTRATIVE AND FINANCIAL QUESTIONS

Final 1961 Budget Position

1. In accordance with the CONTRACTING PARTIES standing instructions regarding the reporting of any savings accrued at the end of the financial year, the Executive Secretary's proposals for appropriation of such savings, the final position concerning the transfer of credits between sections of the budget, and any advances made from the Working Capital Fund in respect of the preceding financial year, the Executive Secretary has the honour to submit the following information for consideration by the Council.

2. The following amounts were credited to the income budget:

   (a) US$1,000,000 in contributions assessed on contracting parties in accordance with the scale of contributions as approved for 1961;

   (b) US$12,220 assessed as contribution on Poland, which country began its participation in the work of the CONTRACTING PARTIES after the scale of contributions for 1961 had been fixed. This contribution was considered as extra budgetary income;

   (c) miscellaneous income totalling US$33,095.46;

   (d) US$26,104 transferred from the Repatriation Grant Fund in accordance with the Resolution of 18 November 1960.

   It will be noted that the total miscellaneous income exceeded the approved estimate of US$13,000.02 by US$20,095.44. This excess may be attributed, in addition to a conservative original estimation, mainly to the favourable investment position prevailing during the year 1961 and also to profit on exchange.

3. As at 31 December 1961 contributions in arrears amounted to US$62,640.90. To date US$9,563 of this amount has been received by the secretariat. The remaining arrears are shown in Annex C.

4. The CONTRACTING PARTIES were informed about the anticipated excess expenditure on Part I, Section 2 - Meetings of the Council and other meetings, Part II, Section 1 (ii) - Temporary Assistance and (iii) - Travel on official business,
Section 2 (iii) - Separation payments and (vi) - Repatriation grants, Section 3 (iv)i) - Casual labour and (vi) - Stationery and office supplies, and Part III - Tariff Conference (document L/1607). Further excess expenditure has been incurred on Part II, Section 3 (vii) - Reproduction and distribution of documents, due to heavy expenditure at the end of the financial year.

5. To cover the excess expenditure on the items referred to in paragraph 4, transfers within budgetary sections have been made and proposals regarding transfers of savings between sections are contained in Annex A to this document.

6. Obligations incurred for the financial year 1961 amounted to US$939,687.98 leaving an unobligated balance of US$91,041.02. This amount is a net figure after the proposed transfers between sections of the budget have been effected.

7. The unobligated balance mentioned in paragraph 6 above represents in the main savings resulting from retardation in recruitment and the deferment of appointments to certain senior posts, which influenced a variety of budget items. In addition a saving occurred on Part II, Section 4 - Printing, through the deferment of the printing of the Tariff Conference Protocol.


9. The Executive Secretary intends to put proposals for the disposal of the surplus mentioned in paragraph 8 above to the Council in September, after consideration by the Committee on Budget, Finance and Administration.

Point for decision: paragraph 5 (Annex A)
## ANNEX A

**TRANSFERS BETWEEN BUDGETARY SECTIONS**  
*(in US dollars)*

<table>
<thead>
<tr>
<th>FROM:</th>
<th>TO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PART I, Section 1 - Sessions of the CONTRACTING PARTIES</td>
<td>PART I, Section 2 - Meetings of the Council and other meetings</td>
</tr>
<tr>
<td>Rental of meeting rooms and additional office space</td>
<td>Rental of meeting rooms</td>
</tr>
<tr>
<td>1,744.64</td>
<td>1,744.64</td>
</tr>
<tr>
<td>PART II, Section 4 - Printing</td>
<td>PART II, Section 3 - Common Services</td>
</tr>
<tr>
<td>Printing</td>
<td>Reproduction and distribution of documents</td>
</tr>
<tr>
<td>6,124.56</td>
<td>836.85</td>
</tr>
<tr>
<td>PART III - Tariff Conference</td>
<td></td>
</tr>
<tr>
<td>Rental of meeting rooms and additional office space</td>
<td></td>
</tr>
<tr>
<td>5,287.71</td>
<td>7,869.20</td>
</tr>
</tbody>
</table>

**Total:** 7,869.20
ANNEX B

SURPLUS ACCOUNT
(in US dollars)

Brought forward as at 1 January 1961 51,257.52

Add: Excess of income over expenditure 123,356.46
Transfer from provision for contributions in arrears 1,138.59

175,752.57

Deduct: Repayment of advance withdrawn from the Working Capital Fund in accordance with Decision of 15 May 1961 25,000.00
Transfer to provision for contributions in arrears 38,770.00 63,770.00

111,982.57

of which appropriated as provision for 1962 expenditure in accordance with Decision of 15 May 1961 and with Resolution of 9 December 1961 25,000.00

Unappropriated surplus as at 31 December 1961 86,982.57
### Annex C

**Contributions in Arrears**

(in US dollars)

<table>
<thead>
<tr>
<th>Year</th>
<th>Argentina</th>
<th>Chile</th>
<th>Dominican Republic</th>
<th>Haiti</th>
<th>Uruguay</th>
<th>China</th>
<th>Syria</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1948/51</td>
<td>900.</td>
<td>5,000.</td>
<td>518.</td>
<td>3,391.03</td>
<td>2,349.47</td>
<td>14,351.72</td>
<td>5,337.68</td>
<td>19,689.40</td>
</tr>
<tr>
<td>1960</td>
<td>11,230.</td>
<td>5,000.</td>
<td>5,000.</td>
<td>3,391.03</td>
<td>5,000.</td>
<td>14,351.72</td>
<td></td>
<td>3,767.47</td>
</tr>
<tr>
<td>1961</td>
<td>12,130.</td>
<td>5,000.</td>
<td>5,518.</td>
<td>3,391.03</td>
<td>7,349.47</td>
<td></td>
<td>53,077.90</td>
<td>29,621.03</td>
</tr>
</tbody>
</table>

**Total:** 53,077.90