

ILO STAFF UNION

Distribution:
1 per official

SU/AGM/2002/2/D.4
17 October 2002

ANNUAL GENERAL MEETING SECOND SESSION

31 October 2002

Financial Report of the Committee for the period 1 January 2001 to 31 December 2001 and Draft Budget for 2003

1. Staff Union members are invited to take note of the following documents covering the above period which are attached to this report. The Auditor's report is given in the addendum to this report.

- (a) Income and expenditure account
- (b) Detailed statement of income and expenditure in relation to the approved budget
- (c) Statement of expenditure
- (d) Balance sheet as at 31 December 2001

2. The Committee decided at its meeting on 7 October 2002 that the amount of CHF 247,735.65 during the period under review be distributed as follows:

Reserve Fund	237,351.65
Staff Union Action Fund	5,000.00
Legal Action Fund	5,000.00

This is reflected in the balance sheet.

3. The balance of the Reserve Fund has again exceeded the maximum amount stipulated in article 28 of the Staff Union Rules. This is due notably to the unspent amount on training and Regional Meeting. A proposal to amend article 28 of the Staff Union Rules will therefore be submitted to a further General Meeting, in order to bring the Rules in line with reality and the needs.

4. The draft budget for the financial year 2003 has been drawn up in the light of the Union's planned activities and its ongoing financial obligations. The new activities include:

- 1) training of Staff Union representatives, as discussed in the Global Meeting;
- 2) a separate reporting line for the Russian Solidarity Fund.
- 2) US\$ 100,000.00 approved by JNC for the Staff Union Committee

5. As in the previous budget, provisions have been made for a regional meeting in 2003.
6. Attention is drawn to the fact that telecommunication costs (telephone, fax) have been reduced due to the agreement reached in the Joint Negotiating Committee (JNC) stating that the Office will absorb the telephone and fax bills of the Union.
7. The Committee brings to the attention of the General Meeting article 28 of the Staff Union Rules under which the maximum permitted level of the three funds together is CHF 475,642.55. This exceeded now by CHF 817,415.B . The General Meeting is invited to discuss and approve this item.
8. An amount of CHF 7,562.35 was incurred in relation to Collective Bargaining negotiations. This amount will be adjusted in 2002 by HRD.
9. For information, the remaining balance in the Disaster Relief postal account was transferred to the Staff Assistance Fund. The Disaster Relief Fund is not reflected in the Staff Union accounts.
10. Point of discussion and adoption by the Annual General Meeting:
 - financial report for the period 1 January - 31 December 2001;
 - paragraph 7;
 - paragraph 8;
 - draft budget for 2003.

INCOME AND EXPENDITURE STATEMENT

for the period 1 January 2001 - 31 December 2001
(Swiss francs)

<u>EXPENDITURE</u>		<u>INCOME</u>	
Secretarial expenses	118,061.70	Membership fees:	
		HQ. staff	389,628.80
		Field staff	<u>63,334.25</u>
			452,963.05
Staff Assistance Fund	5,004.00		
Global Meeting	64,001.35		
Regional meetings	780.80		
Field retention	40,519.85		
Postage/telephone	77.80		
Bank charges	2,228.12	Investment dividend and bank interest	24,874.69
Equipment Maintenance	9,941.90		
Hospitality	1,717.75	Receipts from HRD	37,521.90
Miscellaneous	5,973.37		
Collective Bargaining	7,562.35		
External collaboration	12,139.00		
Payments to various Staff Union funds	247,351.65		
	<hr/>		<hr/>
	515,359.64		515,359.64

DETAILED STATEMENT OF INCOME AND EXPENDITURE

In relation to the approved budget
for the period 1 January 2001 - 31 December 2001
(Swiss francs)

INCOME

	Approved budget	Actual	Balance + (-)
Membership fees	450,000.00	452,963.05	2,963.05
Investment and bank interest	30,000.00	24,874.69	(5,125.31)
HRD Receipts	C	37,521.90	37,521.90
	<u>480,000.00</u>	<u>515,359.64</u>	<u>35,359.64</u>

EXPENDITURE

Global Meeting	150,000.00	64,001.35	85,998.65
External collaboration	28,000.00	12,139.00	15,861.00
Secretariat	120,000.00	118,061.70	1,938.30
International affiliations	5,000.00	---	5,000.00
Missions	15,000.00	---	15,000.00
Regional meetings	50,000.00	780.80	49,219.20
Field retention	35,000.00	40,519.85	(5,519.85)
Postage/telephone	2,000.00	77.80	1,922.20
Field representation	15,000.00	---	15,000.00
Bank charges	2,000.00	2,228.12	(228.12)
Maintenance of equipment	2,000.00	9,941.90	(7,941.90)
Hospitality	3,000.00	1,717.75	1,282.25
Miscellaneous	3,000.00	5,973.37	(2,973.37)
Staff Assistance Fund	5,000.00	5,004.00	(4.00)
Collective Bargaining	---	7,562.35	(7,562.35)
Training Activities	30,000.00	C	30,000.00
Payments			
Reserve Fund	5,000.00	237,351.65	(232,351.65)
Staff Union Action Fund	5,000.00	5,000.00	---
Legal Action Fund	5,000.00	5,000.00	---
	<u>480,000.00</u>	<u>515,359.64</u>	<u>(35,359.64)</u>

STATEMENT OF EXPENDITURE FOR THE PERIOD 1 JANUARY 2001 TO 31 DECEMBER 2001
(Expressed in Swiss Francs)

MODE OF PAYMENT	SECRET. EXPENSES	CONSUL-TANCY	GLOBAL MEETING	REGIONAL MEETINGS	FIELD RETENTION	POSTAGE	TITULARS MEETING	BANK CHARGES	STAFF ASST.FUND	EQUIPMENT MAINTEN.	HOSPITALITY	MISC.	COLLECTIVE BARGAINING	TOTAL
Payments by the ILO	118,061.70		24,802.55	780.80	40,519.85					8,161.00		3,486.45		195,812.35
Payments thru BCG		12,139.00	39,198.80					2,228.12	5,004.00	1,780.90	793.35	1,466.62	7,562.35	70,173.14
Petty cash payments						77.80					924.40	1,020.30		2,022.50
TOTAL	118,061.70	12,139.00	64,001.35	780.80	40,519.85	77.80		2,228.12	5,004.00	9,941.90	1,717.75	5,973.37	7,562.35	268,007.99

BALANCE SHEET AS AT 31 DECEMBER 2001

(Swiss Francs)

<u>ASSETS</u>			<u>LIABILITIES</u>	
Current Assets:			Current Liabilities:	
Cash in hand	1,196.85		Due to the Staff Union	
Cash at bank	298,228.80		as at 31.12.2001	(166,121.85)
MEC Savings Account	<u>156,274.40</u>			
		455,700.05	Reserves & Surpluses:	
			General Reserve Fund	
			as at 31.12.2000	713,593.54
			Add 2001 transfer	<u>237,351.65</u>
Investments as at 31.12.2001		837,357.20		950,945.19
			Staff Union Action Fund:	
			Balance as at 31.12.2000	264,769.50
			Add 2001 transfer	<u>5,000.00</u>
				269,769.50
			Legal Action Fund:	
			Balance as at 31.12.2000	233,464.41
			Add 2001 transfer	<u>5,000.00</u>
				<u>238,464.41</u>
		1,293,057.25		1,293,057.25
		=====		=====

DRAFT BUDGET
for the period 1 January - 31 December 2003
(Swiss francs)

	ITEM	AMOUNTS	TOTAL
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A.	<u>INCOME</u>		
	Membership dues	455,000.00	
	Investment and bank interest	25,000.00	
	ILO contribution to Collective Bargaining ¹	100,000.00	
	Postal Account (Russian)	4,000.00	584,000.00
B.	<u>EXPENDITURE</u>		
	Secretariat salaries ²	130,000.00	130,000.00
	International affiliations ³	5,000.00	5,000.00
	Missions	15,000.00	15,000.00
	Regional Meeting	70,000.00	70,000.00
	Staff Union Assistance Fund	5,000.00	
	Hospitality	3,000.00	
	Equipment	10,000.00	
	Miscellaneous	6,000.00	
	Bank charges	2,000.00	
	Meetings (Reg. Titular Members)	15,000.00	
	Field retention	45,000.00	
	External collaboration	40,000.00	
	Training	30,000.00	
	Russian Solidarity Fund	9,000.00	
	Legal Defence	100,000.00	
	Postage	1,000.00	266,000.00
	Payment transfers:		
	Reserve Fund	58,000.00	
	Staff Union Action Fund	20,000.00	
	Legal Action Fund	20,000.00	<u>98,000.00</u>
			584,000.00
			=====

¹ JNC agreement, 2000.

² Comprising one full-time post and one full-time post financed by the ILO.

³ Presently not affiliated to any international body.

SYNDICAT DU PERSONNEL DU BIT

Distribution:
1 par fonctionnaire

SU/AGM/2002/2/D.4/Add.
26 octobre 2002

ASSEMBLEE GENERALE ANNUELLE
DEUXIEME SESSION

31 octobre 2002

Rapport des vérificateurs des comptes

Conformément au mandat qui nous a été donné, nous avons procédé à la vérification des comptes du Syndicat du personnel pour la période du 1er janvier 2001 au 31 décembre 2001.

Nous déclarons que, après vérification de toutes les pièces comptables, les comptes qui nous ont été soumis correspondent aux opérations telles qu'elles sont résumées dans le relevé de l'état financier dressé au 31 décembre 2001.

Les vérificateurs:

W. Frederic

(signé)

C. Bègue

O. Mesli

ILO STAFF UNION

Distribution:
1 per official

SU/AGM/2002/2/D.4/Add.
26 October 2002

ANNUAL GENERAL MEETING
SECOND SESSION

31 October 2002

Auditor's Report

In conformity with the mandate given to us, we have audited the accounts of the Staff Union for the period 1 January 2001 to 31 December 2001.

We declare, after checking all bills and statements, that the accounts submitted correspond to the operations as summarised in the financial statement drawn up on 31 December 2001.

The Auditors:

(signed) C. Bègue

W. Frederic

O. Mesli