



INTERNATIONAL INSTITUTE FOR THE UNIFICATION OF PRIVATE LAW
INSTITUT INTERNATIONAL POUR L'UNIFICATION DU DROIT PRIVE

EN

FINANCE COMMITTEE
88th session
Remote session - March 2020

UNIDROIT 2020
F.C. (88) 3
Original: English/French
February 2020

Item No. 3 on the Agenda: First review of the Accounts of the financial year 2019

(prepared by the UNIDROIT Secretariat)

Summary

First review of the accounts for the financial year 2019

Related documents

UNIDROIT 2018 – Budget 2019

A C C O U N T S
OF RECEIPTS AND EXPENDITURE FOR THE 2019 FINANCIAL YEAR

AUDITOR'S REPORT OUTTURN OF THE YEAR 2019

1. The budget for the 2019 financial year, approved by the General Assembly at its 77nd session on 6 December 2018, provided for actual expenditure of € 2,289,370.00 to be met by actual receipts of € 2,289,370.00.

2. The statement of account for the 2019 financial year is as follows (in euros):

	Actual	Special accounts	Total
- Receipts	2,221,555.62		2,221,555.62
- Expenditure	<u>2,254,952.91</u>		<u>2,254,952.91</u>
Debit balance	33,397.29	=====	33,397.29
	=====		=====

3. The financial situation at the close of the 2019 financial year was as follows:

A) **General funds:**

- at the close of the 2018 financial year	365,920.54	
- debit balance for the 2019 financial year	<u>33,397.29</u>	
- Balance at the close of the 2019 financial year		332,523.25

B) **Working capital fund** (sum deposited at the Unicredit Banca di Roma account n° 400758353 in euros):

- credit balance at the close of the 2018 financial year	+ 369,227.51	
- increases and reductions in the course of the 2019 financial year:	-296.48	
- interest (see Chapter 13, Art. 4 of the Institute's budget)	--	
- payment in respect of Chapter 12 of the Institute's Budget	--	
- contributions of new Member State	<u>--</u>	
- Credit balance in the fund at the close of the 2019 financial year		368,931.03

C) Excess contributions paid by States during 2019 in respect of the 2020 financial year		<u>37,930.52</u>
--	--	------------------

Total credit balance: **739,384.80**
=====

CONCLUSIONS

The Auditor:

- having found that the receipts and payments recorded in the Institute's books are in conformity with the supporting vouchers and that they correspond with the balance held in the Institute's bank accounts with the Unicredit Banca di Roma, that is to say euros account n° 400307783, account 400758353 relating to the Working capital fund.
- having ascertained that the funds of the Institute available at the close of the financial year as reflected in the cash situation (APPENDIX A, parts A and B) correspond to those declared by the Unicredit Banca di Roma in respect of each of the above-mentioned bank accounts;
- expresses the opinion that the accounts of receipts and expenditure for the 2019 financial year may be approved.

Rome, March 2020

AUDITOR

APPENDIX A**GENERAL FINANCIAL SITUATION AT THE CLOSE OF THE 2019 FINANCIAL YEAR
(in euros)**

	At 31/12/2018	Increases (+) Reductions (-)	At 31/12/2019
a) General funds	<u>365,920.54</u>	<u>-33,397.29</u>	<u>332,523.25</u>
Cash account	365,920.54	-33,397.29	332,523.25
b) Reserve fund for retirement allowances for Categories B and C staff in accordance with Art. 67 of the Regulations	--	--	--
c) Payment in respect of chapter 8 art.2 of the Institute's budget for the 2019 financial year	--	--	--
d) Revolving funds	369,227.51	-296.48	368,931.03
e) Excess contributions paid by States during 2019 in respect of the 2020 financial year	<u>32,890.00</u>	<u>5,040.52</u>	<u>37,930.52</u>
Overall total	<u>768,038.05</u>	<u>-28,653.25</u>	<u>739,384.80</u>

CASH SITUATION AT THE CLOSE OF THE 2019 FINANCIAL YEAR**A) CASH ACCOUNT (including only the general funds)**

a) Deposits on euros accounts at the Unicredit Banca di Roma:		
• Credit balance of account n° 400307783 in euros at 28.02.2020 according to the bank's statement dated 28.2.2020		803,638.29
• Transactions carried out between 1 January and 28 February 2020 relating to the 2020 financial year		
- Receipts	-820,477.52	
- Payments	+349,362.48	
- Excess contributions paid by States during 2019 in respect of the 2020 financial year		<u>-471,115,04</u>
	<u>+37,930.52</u>	
• Credit balance		<u>370,453.77</u>
• Credit balance at the close of the 2019 financial year	carried forward	370,453.77
	brought forward	370,453.77

B) WORKING CAPITAL FUND and RESERVE FUNDS

- Working Capital Fund deposited on account n° 400758353 at the Unicredit Banca di Roma:
 - Account balance at 28.2.2019 according to the bank's statement dated 28.2.2019 369,227.51

- Reserve fund for retirement allowances for Categories B and C staff deposited on account no. 6153 at the Banca di Roma: --
 - Account balance at 28.2.2020 according to the bank's statement dated 28.2.2020 -296.48 368,931.03

Overall total reflecting the financial situation (A + B)

739,384.80
=====

CONTRIBUTIONS OF PARTICIPATING GOVERNMENTS

	Sums due in 2019			Sums received		Difference to be carried over to the next financial year	
	For preceding years	For 2019 (ANNEX I to the budget)	Total	For the financial year 2019 (bank charges not deducted)	Total including sums paid in excess in preceding years (Chap. 1/2)	less	more
	1 (-) (+) 2	3	4 (1 + 3)	5	6 (2 + 5)	7 (4 - 5)	8 (6 - 4)
	(in euro)						
FRANCE	--	126,500.00	126,500.00	126,500.00	126,500.00	--	--
GERMANY	--	126,500.00	126,500.00	126,500.00	126,500.00	--	--
JAPAN	--	126,500.00	126,500.00	126,500.00	126,500.00	--	--
UNITED KINGDOM	--	126,500.00	126,500.00	126,500.00	126,500.00	--	--
UNITED STATES OF AMERICA	--	126,500.00	126,500.00	126,500.00	126,500.00	--	--
CANADA	--	126,500.00	126,500.00	126,500.00	126,500.00	--	--
CHINA	--	126,500.00	126,500.00	126,500.00	126,500.00	--	--
RUSSIAN FEDERATION	--	55,660.00	55,660.00	55,660.00	55,660.00	--	--
SPAIN	--	55,660.00	55,660.00	55,660.00	55,660.00	--	--
AUSTRALIA	--	45,540.00	45,540.00	45,540.00	45,540.00	--	--
BELGIUM	-45,540.00	45,540.00	91,080.00	45,540.00	45,540.00	45,540.00	--
KOREA (Republic of)	--	55,660.00	55,660.00	55,660.00	55,660.00	--	--
NETHERLANDS	--	45,540.00	45,540.00	45,540.00	45,540.00	--	--
SWEDEN	--	45,540.00	45,540.00	45,540.00	45,540.00	--	--
SWITZERLAND	--	45,540.00	45,540.00	45,540.00	45,540.00	--	--
BRAZIL	-45,540.00	45,540.00	91,080.00	45,540.00	45,540.00	45,540.00	--
ARGENTINA	--	20,240.00	20,240.00	20,240.00	27,830.00	--	7,590.00
AUSTRIA	--	27,830.00	27,830.00	27,830.00	27,830.00	--	--
DENMARK	--	27,830.00	27,830.00	27,830.00	27,830.00	--	--
FINLAND	--	27,830.00	27,830.00	27,830.00	27,830.00	--	--
GREECE	--	27,830.00	27,830.00	27,830.00	27,830.00	--	--
MEXICO	--	32,890.00	32,890.00	32,890.00	32,890.00	--	--
NORWAY	--	27,830.00	27,830.00	27,830.00	27,830.00	--	--
	--						

	Sums due in 2019			Sums received		Difference to be carried over to the next financial year	
	For preceding years	For 2019 (ANNEX I to the budget)	Total	For the financial year 2019 (bank charges not deducted)	Total including sums paid in excess in preceding years (Chap. 1/2)	less	more
	1 (-) (+) 2	3	4 (1 + 3)	5	6 (2 + 5)	7 (4 - 5)	8 (6 - 4)
(in euro)							
SAUDI ARABIA	-27,830.00	27,830.00	55,660.00	27,830.00	27,830.00	27,830.00	--
POLAND	--	27,830.00	27,830.00	27,830.00	27,830.00	--	--
PORTUGAL	--	22,770.00	22,770.00	22,770.00	22,770.00	--	--
SOUTH AFRICA	--	22,770.00	22,770.00	22,770.00	22,770.00	--	--
CZECH REPUBLIC		20,240.00	20,240.00	20,240.00	20,240.00	--	--
HUNGARY	--	20,240.00	20,240.00	20,240.00	20,240.00	--	--
INDIA	--	22,770.00	22,770.00	22,770.00	22,770.00	--	--
INDONESIA	--	20,240.00	20,240.00	20,240.00	20,240.00	--	--
IRELAND	--	22,770.00	22,770.00	22,770.00	22,770.00	--	--
ISRAEL	-60,720.00	20,240.00	80,960.00	--	--	80,960.00	--
TURKEY		22,770.00	22,770.00	22,770.00	22,770.00	--	--
VENEZUELA	100,275.68	20,240.00	120,515.68	--	--	120,515.68	--
BULGARIA		12,650.00	12,650.00	12,650.00	12,650.00	--	--
CHILE	--	20,240.00	20,240.00			20,240.00	--
COLOMBIA	-40,480.00	20,240.00	60,720.00	--	--	60,720.00	--
CROATIA	-37,950.00	12,650.00	50,600.00	50,600.00	50,600.00	--	--
CYPRUS		12,650.00	12,650.00	12,650.00	12,650.00	--	--
EGYPT	-25,300.00	12,650.00	37,950.00	25,300.00	25,300.00	12,650.00	--
ESTONIA		12,650.00	12,650.00	12,650.00	12,650.00	--	--
IRAN	-60,720.00	20,240.00	80,960.00	--	--	80,960.00	--
LATVIA	+12,650.00	12,650.00	12,650.00	12,650.00	25,300.00	--	12,650.00
LITHUANIA		12,650.00	12,650.00	12,650.00	12,650.00	--	--
LUXEMBOURG	--	12,650.00	12,650.00	12,650.00	12,650.00	--	--
MALTA	--	12,650.00	12,650.00	12,650.00	12,650.00	--	--
NIGERIA	-12,650.00	12,650.00	25,300.00			25,300.00	--
PAKISTAN	-28,009.23	12,650.00	40,659.23	23,191.42	23,191.42	17,467.81	--
PARAGUAY	-18,823.14	12,650.00	31,473.14	6,173.14	6,173.14	25,300.00	--

	Sums due in 2019			Sums received		Difference to be carried over to the next financial year	
	For preceding years 1 (-) (+) 2	For 2019 (ANNEX I to the budget) 3	Total 4 (1 + 3)	For the financial year 2019 (bank charges not deducted) 5	Total including sums paid in excess in preceding years (Chap, 1/2) 6 (2 + 5)	less 7 (4 - 5)	more 8 (6 - 4)
	(in euro)						
ROMANIA	--	20,240.00	20,240.00	20,240.00	20,240.00	--	--
SERBIA	--	12,650.00	12,650.00	12,650.00	12,650.00	--	--
SLOVAKIA	+20,240.00	20,240.00	20,240.00		20,240.00	--	--
SLOVENIA	--	12,650.00	12,650.00	12,650.00	12,650.00	--	--
TUNISIA	-12,650.00	12,650.00	25,300.00	--	--	25,300.00	--
URUGUAY	--	12,650.00	12,650.00	12,650.00	12,650.00	--	--
HOLY SEE	--	2,530.00	2,530.00	2,530.00	2,530.00	--	--
SAN MARINO	--	2,530.00	2,530.00	2,530.00	2,530.00	--	--
TOTAL	+32,890.00 -516,488.05	2,097,370.00	2,613,858.05	2,005,294.56	2,045,774.56	588,323.49	20,240.00
Contributions paid to be brought forward to the 2020 financial year					20,240.00		
Contributions relating to the 2019 financial year					2,025,534.56		

RECEIPTS

RECEIPTS (in euro)

2019		ITEMS	Estimate for 2019	Receipts received	Difference	
Chap.	Art.				More	Less
1		Estimated balance on 1 January 2019		365,920.54	365,920.54	
		A) Ordinary receipts:				
		Contributions of participating Governments				
	1	Italian Government	126,500.00	126,250.00		250.00
	2	Other participating Governments	2,097,370.00	2,025,534.56		71,835.44
	3	Estimated profits on exchange rate	p.m.	--	--	--
	4	Contributions from new Member States	--	--	--	--
	5	Extraordinary contribution of the People's Republic of China	--			--
		Total	2,223,870.00 =====	2,151,784.56 =====	=====	72,085.44 =====
	2		Other receipts			
1		Interest	1,000.00			1,000.00
2		Contribution to overhead expenses	15,000.00	15,000.00		
3		Sale of publications	17,000.00	<u>30,361.09</u>	<u>13,361.09</u>	
4		Private donation (Aviareto)	17,500.00 =====	17,537.05 =====	37.05 =====	-- =====
		Total ordinary receipts	2,274,370.00 =====	2,214,682.70 =====	13,398.14 =====	73,085.44 =====
	Total carried forward	2,274,370.00	2,214,682.70	13,398.14	73,085.44	

2019		ITEMS	Estimate for 2019	Receipts Received	Difference	
Chap.	Art.				More	Less
		brought forward	2,274,370.00	2,214,682.70	13,398.14	73,085.44
3		B) Extraordinary receipts				
		Various receipts				
		Tax Reimbursement Credit	<u>15,000.00</u>	6,872.92		<u>8,127.08</u>
		Total extraordinary receipts	--			--
			=====	=====	=====	=====
		Total actual receipts	2,289,370.00	2,587,476.16	379,318.68	81,212.52
			=====	=====	=====	=====
4		C) Special accounts				
		Revolving funds				
	1	Working Capital Fund	p.m.	--	--	--
	2	Interest on the assets of the Reserve Fund for retirement benefits (Article 67 of the Regulations)	--	--	--	--
	3	Interest on the assets of the Working Capital Fund and contributions of new member States	--			--
		Total special accounts	--			--
			=====	=====	=====	=====
		Total actual receipts	2,289,370.00	2,587,476.16	379,318.68	81,212.52
			=====	=====	=====	=====

SUMMARY OF RECEIPTS

ITEMS	Estimate for 2019	Receipts received	Difference	
			more	less
Estimated balance on 1 January 2019	=====	365,920.54 =====	365,920.54 =====	=====
A) Ordinary receipts	2,274,370.00 =====	2,214,682.70 =====		59,687.30 =====
B) Extraordinary receipts	15,000.00 -----	6,872.92 -----		8,127.08 -----
Total actual receipts	2,289,370.00 =====	2,587,476.16 =====	365,920.54 =====	67,814.38 =====
C) Special accounts	-- =====	-- =====		-- =====
Total receipts	2,289,370.00 =====	2,587,476.16 =====	365,920.54 =====	67,814.38 =====

EXPENDITURE

EXPENDITURE (in euro)

2019		ITEMS	Estimate for 2019	Actual Expenditure	Difference	
Chap.	Art.				Saving	Excess
1		A) Ordinary expenditure				
		Reimbursement of expenses				
	1	Governing Council and Permanent Committee	50,000.00	43,080.23	6,919.77	
	2	Auditor	4,500.00	4,682.86		182.86
	3	Administrative Tribunal	p.m.	p.m.		
	4	Committees of experts	107,500.00	44,417.17	63,082.83	
	5	Official journeys and promotion of activities	55,000.00	54,231.39	768.61	
	6	Interpreters	36,000.00	24,603.17	11,396.83	
	7	Representation	<u>8,000.00</u>	<u>10,187.97</u>		2,187.97
		Total	261,000.00 =====	181,202.79 =====	82,168.04 =====	2,370.83 =====
2		Salaries and allowances:				
	1	Salaries of Categories A, B and C staff	1,189,293.00	1,161,326.52	27,966.48	
	2	Remuneration for occasional collaborators	32,500.00	28,999.50	3,500.50	
	3	Tax reimbursement	<u>15,000.00</u>	<u>21,052.11</u>		6,052.11
		Total	1,236,793.00 =====	1,211,378.13 =====	31,466.98 =====	6,052.11 =====
		carried forward	1,497,793.00	1,392,580.92	113,635.02	8,422.94

2019		ITEMS	Estimate for 2019	Actual Expenditure	Difference	
Chap.	Art.				Saving	Excess
		brought forward	1,497,793.00	1,392,580.92	113,635.02	8,422.94
3		Social security charges				
	1	Insurance against disablement, old age and sickness	434,327.00	447,140.48		12,813.48
	2	Accidents' insurance	9,000.00	8,786.43	<u>213.57</u>	
	3	Compensation retired members of staff	<u>2,250.00</u>	<u>1,861.22</u>	<u>388.78</u>	--
		Total	445,577.00 =====	457,788.13 =====	602.35 =====	12,813.48 =====
4		Administrative expenses:				
	1	Stationery	15,000.00	15,375.13		375.13
	2	Telephone	18,000.00	12,524.56	5,475.44	--
	3	Postage	10,000.00	13,097.52		3,097.52
	4	Miscellaneous	5,000.00	4,787.40	212.60	
	5	Printing of publications	<u>15,000.00</u>	<u>10,654.41</u>	<u>4,345.59</u>	
		Total	63,000.00 =====	56,439.02 =====	10,033.63 =====	3,472.65 =====
		carried forward	2,006,370.00	1,906,808.07	124,271.00	24,709.07

2019		ITEMS	Estimate for 2019	Actual Expenditure	Difference	
Chap.	Art.				Saving	Excess
		brought forward	2,006,370.00	1,906,808.07	124,271.00	24,709.07
5		Maintenance costs				
	1	Electricity	16,000.00	15,086.79	913.21	
	2	Heating	20,000.00	17,200.41	2,799.59	--
	3	Water	7,000.00	8,964.51		1,964.51
	4	Insurance of premises	12,000.00	10,994.00	1,006.00	--
	5	Office equipment	24,000.00	25,739.17		1,739.17
	6	Upkeep of building, public services	30,000.00	33,531.44	--	3,531.44
	7	Labour costs	<u>45,000.00</u>	<u>48,477.00</u>	<u>-----</u>	<u>3,477.00</u>
		Total	154,000.00 =====	159,993.32 =====	4,718.80 =====	10,712.12 =====
6		Library				
	1	Purchase of books	90,000.00	87,026.22	2,973.78	
	2	Binding	9,000.00	2,927.59	6,072.41	
	3	Software	<u>30,000.00</u>	<u>38,895.93</u>		<u>8,895.93</u>
		Total	129,000.00 =====	128,849.74 =====	9,046.19 =====	8,895.93 =====
		Total actual expenses	2,289,370.00 =====	2,195,651.13 =====	9,046.19 =====	8,895.93 =====
7		Legal co-operation programme	0 ==	0 ==	0 ==	0 ==
8		Various reserve funds				
	1	Reserve fund for unforeseen expenditure	--	--	--	--
	2	Reserve fund for retirement allowance for Categories B and C staff	--	--	--	--
	3	Reserve fund for payment of compensation to staff who do not enjoy all the advantages provided for in Article 7 of the Headquarters Agreement	-- =====	-- =====	-- =====	-- =====
		carried forward	2,289,370.00	2,195,651.13	138,035.99	44,317.12

2019		ITEMS	Estimate for 2019	Actual expenditure	Difference	
Chap.	Art.				Saving	Excess
		brought forward	2,289,370.00	2,195,651.13	138,035.99	44,317.12
		B) Extraordinary expenditure				
9		Working Capital Fund	--	--	--	--
10		Convening of a diplomatic Conference for the adoption of one of the Institute's draft Conventions or a scientific event		59,301.78		59,301.78
			-----	-----	-----	-----
		Total extraordinary expenditure	0	59,301.78	0	59,301.78
			-----	-----	-----	-----
		Total actual expenditure	2,289,370.00	2,254,952.91	138,035.99	103,618.90
			-----	-----	-----	-----
		C) Special accounts				
11		Revolving funds				
	1	Working Capital Fund	p.m.	--	--	--
	2	Expenditure as balanced by receipts	p.m.	--	--	--
	3	Interest on the assets of the Reserve Fund for retirement pay in accordance with Article 67 of the Regulations	--	--	--	--
	4	Interest on Working Capital Fund and contributions of new member States	--		--	
	5	Payment of an account of a retirement allowance from the Reserve Fund to the last employee enjoying this allowance				
			-----	-----	-----	-----
		Total special accounts	--		--	
			-----	-----	-----	-----
		Total expenditure	2,289,370.00	2,254,952.91	138,035.99	103,618.90
			-----	-----	-----	-----

SUMMARY OF EXPENDITURE

ITEMS	Estimate for 2019	Actual expenditure	Difference	
			Saving	Excess
A) Ordinary expenditure				
Chap. 1. Reimbursement of expenses	261,000.00	181,202.79	79,797.21	
Chap. 2. Salaries and allowances	1,236,793.00	1,211,378.13	25,414.87	--
Chap. 3. Social security charges	445,577.00	457,788.13		12,211.13
Chap. 4. Administrative expenses	63,000.00	56,439.02	6,560.98	
Chap. 5. Maintenance costs	154,000.00	159,993.32		5,993.32
Chap. 6. Library	129,000.00	128,849.74	150.26	0
Chap. 7. Legal Co-operation programme	0	0	0	0
Chap. 8. Various Reserve Funds	0	0	0	0
Total Actual expenditure	2,289,370.00 =====	2,195,651.13 =====	111,923.32 =====	18,204.45 =====
B) Extraordinary expenditure				
Chap. 9. Working Capital Fund				--
Chap. 10. Convening of a diplomatic Conference for the adoption of one of the Institute's draft Convention or a scientific event		59,301.78		59,301.78
	--	--	--	--
Total extraordinary expenditure	-- =====	59,301.78 =====	-- =====	59,301.78 =====
Total actual expenditure	2,289,370.00 =====	2,254,952.91 =====	111,923.32 =====	77,506.23 =====
C) Special accounts				
Chap. 11. Revolving funds	-- =====	-- =====	-- =====	-- =====
Total expenditure	2,289,370.00 =====	2,254,952.91 =====	111,923.32 =====	77,506.23 =====

GENERAL SUMMARY OF THE 2019 FINANCIAL YEAR

(in euro)

	Financial year 2019	General funds
A) Cash total at the close of the 2018 financial year		365,920.54
B) Total actual receipts	2,221,555.62	
C) Total actual expenditure	2,254,952.91 =====	
Debit balance for the 2019 financial year		<u>-33,397.29</u>
D) Cash total at the close of the 2019 financial year		<u>332,523.25</u>

**WORKING CAPITAL FUND
2019 FINANCIAL YEAR**

(in euro)

	At 31.12.2018	VARIATIONS		At 31.12.2019
		Increases	Reductions	
Sum in hand on 31.12.2018	369,227.51			
Interest on bank account n° 400758353 (Chap.13 – art. 4)				
Reductions in the course of the 2019 financial year			296.48	
Total variations	369,227.51 =====	=====	296.48 =====	
Sum in hand on 31.12.2019				368,931.03 =====