



**EN**

**FINANCE COMMITTEE**  
**94<sup>th</sup> session**  
**Rome/remote, 20 October 2022**

UNIDROIT 2022  
F.C. (94) 2  
Original: English/French  
September 2022

**Item No. 3 on the Agenda: Final modifications to the Budget  
and Accounts for the 2021 financial year**

(prepared by the UNIDROIT Secretariat)

|                           |  |
|---------------------------|--|
| <i>Summary</i>            | <i>Explanation of the Accounts 2021</i>  |
| <i>Action to be taken</i> | <i>Opinion to be transmitted to the General Assembly at its 81<sup>st</sup> session</i>  |
| <i>Related documents</i>  | <i>UNIDROIT 2020 – Budget 2021 (<a href="#">UNIDROIT 2020 – A.G. (79) 7</a>);<br/>UNIDROIT 2022 – Accounts of receipts and expenditure for the<br/>2021 financial year (<a href="#">UNIDROIT 2022 F.C. (93) 3</a>)</i> |

1. The Budget for the 2021 financial year, approved by the General Assembly at its 79<sup>th</sup> session (Rome/Zoom, 17 December 2020), provided for actual expenditure of € 2,345,060.00 to be met by actual receipts of € 2,345,060.00 ([A.G. \(79\) 7](#)).
2. The Accounts for the 2021 financial year ([F.C. \(93\) 3](#)) indicate that actual receipts amounted to € 2,242,470.83 and actual expenditure amounted to € 2,299,663.58.<sup>1</sup> The cash account at the close of the 2021 financial year showed a balance of € 320,944.73, resulting from the positive balance of € 378,137.48 carried over from the 2020 financial year minus the debit balance in 2021 of € 57,192.75.
3. The credit balance in the Working Capital Fund at the close of the 2021 financial year was € 368,199.52.

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<sup>1</sup> The English version of the 2021 Accounts as previously submitted to the Finance Committee contained two clerical errors (on p. 2 concerning the credit balance of the Working capital fund at the close of the 2020 financial year and on p. 15 concerning the printing of publications). To avoid confusion, the corrected English version is attached as Appendix I to this document.

4. To facilitate the reading of the Accounts, a summary of the receipts (in euro) is indicated below:

|  | Estimate<br>for 2021  | Actual Receipts<br>2021 |
|--|-----------------------|-------------------------|
| Surplus on 1 January 2021                                      | --                    | 378,137.48              |
| <b>Receipts:</b>   |                       |                         |
| Italian Government   | 126,500.00            | 126,250.00              |
| Other participating Governments                                | 2,155,560.00          | 2,038,124.02            |
| Estimated profits on exchange rate                             | --                    | --                      |
| Contributions from new Member States                           | --                    | --                      |
| Interest   | --                    | --                      |
| Contribution to overhead expenses                              | 15,000.00             | 15,000.00               |
| Sale of publications   | 17,000.00             | 42,776.46               |
| Private donation (Aviareto)                                    | 23,000.00             | 20,320.35               |
| <b>Total ordinary receipts</b>                                 | 2,337,060.00          | 2,242,470.83            |
| Extraordinary receipts   | 8,000.00              | --                      |
| <b>Total actual receipts<br/>and surplus on 1 January 2021</b> | <u>2,345,060.00</u>   | <u>2,620,608.31</u>     |
| <b>Interests on assets of the Working Capital Fund</b>         | <u>0.00</u>           | <u>0.00</u>             |
| <b>Total receipts year 2021</b>                                | 2,345,060.00<br>===== | 2,620,608.31<br>=====   |

5. The variations in expenditure for 2021 are illustrated analytically in the Accounts 2021 and may be summarised as follows:

| ITEMS  | Estimate<br>for 2021 | Actual<br>expenditure | Difference |            |
|--|----------------------|-----------------------|------------|------------|
|  |                      |                       | Savings    | Excess     |
| <b>A) Ordinary expenditure</b>   |                      |                       |            |            |
| Chap. 1 Reimbursement of expenses  | 251,767.00           | 166,207.19            | 85,762.67  | 202.86     |
| Chap. 2 Salaries and allowances  | 1,250,293.00         | 1,262,527.74          | 16,692.39  | 28,927.13  |
| Chap. 3 Social security charges  | 500,000.00           | 537,047.07            | 601.85     | 37,648.92  |
| Chap. 4 Administrative expenses  | 63,000.00            | 39,417.35             | 23,918.03  | 335.38     |
| Chap. 5 Maintenance costs  | 151,000.00           | 170,000.85            | 13,111.83  | 32,112.68  |
| Chap. 6 Library  | 129,000.00           | 124,463.38            | 9,808.72   | 5,272.10   |
| Chap. 7 Legal co-operation<br>programme  | --                   | --                    | --         | --         |
| Chap. 8 Various reserve funds  | --                   | --                    | --         | --         |
| <b>B) Extraordinary expenditure</b>  |                      |                       |            |            |
| Chap. 9. Working Capital Fund  | --                   | --                    | --         | --         |
| Chap. 10. Convening of DC for the<br>adoption of Draft<br>Conventions or a scientific<br>event | --                   | --                    | --         | --         |
| <b>Total extraordinary expenditure</b>   | 0.00                 | 0.00                  | --         | --         |
|  | =====                | =====                 | =====      | =====      |
| <b>Total actual expenditure</b>  | 2,345,060.00         | 2,299,663.58          | 149,895.49 | 104,499.07 |
|  | =====                | =====                 | =====      | =====      |
| <b>C) Special accounts</b>   | --                   | --                    | --         | --         |
|  | =====                | =====                 | =====      | =====      |
| Total expenditure  | 2,345,060.00         | 2,299,663.58          | 149,895.49 | 104,499.07 |
|  | =====                | =====                 | =====      | =====      |

6. The balance may be explained as follows (in euro):

|   | <b>Budget</b> | <b>Actual</b> |
|---|---------------|---------------|
| <b>Cash total at the close of the 2020 financial year</b> |               | 378,137.48    |
| <b>Total receipts</b>                                     | 2,345,060.00  | 2,242,470.83  |
| <b>Total expenditure</b>                                  | 2,345,060.00  | 2,299,663.58  |
| <b>Balance on 31 December 2021</b>                        | 0.00          | 320,944.73    |

7. *In the light of the foregoing, the Finance Committee is invited to express its opinion on the 2021 Accounts, which will be transmitted to the General Assembly at its 81<sup>st</sup> session.*

**APPENDIX I**

ACCOUNTS

OF RECEIPTS AND EXPENDITURE FOR THE 2021 FINANCIAL YEAR



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

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**ACCOUNTS**  
**Rome, March 2022**

UNIDROIT 2022

**A C C O U N T S**  
**OF RECEIPTS AND EXPENDITURE FOR THE 2021 FINANCIAL YEAR**

### AUDITOR'S REPORT OUTTURN OF THE YEAR 2021

1. The Budget for the 2021 financial year, approved by the General Assembly at its 79<sup>nd</sup> session on 17 December 2020, provided for actual expenditure of € 2,345,060.00 to be met by actual receipts of € 2,345,060.00.

2. The statement of account for the 2021 financial year is as follows (in euros):

|               | Actual              | Special accounts | Total               |
|---------------|---------------------|------------------|---------------------|
| - Receipts    | 2,242,470.83        |                  | 2,242,470.83        |
| - Expenditure | <u>2,299,663.58</u> |                  | <u>2,299,663.58</u> |
| Debit balance | -57,192.75<br>===== | - -<br>=====     | -57,192.75<br>===== |

3. The financial situation at the close of the 2020 financial year was as follows:

A) **General funds:**

|   |                   |            |
|---|-------------------|------------|
| - at the close of the 2020 financial year         | 378,137.48        |            |
| - debit balance for the 2021 financial year       | <u>-57,192.75</u> |            |
| - Balance at the close of the 2021 financial year |                   | 320,944.73 |

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

|  |              |              |
|--|--------------|--------------|
| - credit balance at the close of the 2020 financial year             | + 368,573.94 |              |
| - increases and reductions in the course of the 2021 financial year: | -374.42      |              |
| - 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 2021 financial year |              | + 368,199.52 |

C) Excess contributions paid by States during 2021 in respect of the 2022 financial year 204,930.00

**Total credit balance:** **894,074.25**  
=====

## 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 2021 financial year may be approved.

Rome, March 2022

AUDITOR



## APPENDIX A

**GENERAL FINANCIAL SITUATION AT THE CLOSE OF THE 2021 FINANCIAL YEAR  
(in euros)**

|  | At 31/12/2020       | Increases (+)<br>Reductions (-) | At 31/12/2021       |
|--|---------------------|---------------------------------|---------------------|
| a) General funds   | <u>378,137.48</u>   | <u>-57,192.75</u>               | <u>320,944.73</u>   |
| Cash account   | 378,137.48          | -57,192.75                      | 320,944.73          |
| 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 2021 financial year                       | --                  | --                              | --                  |
| d) Revolving funds   | 368,573.94          | -374.42                         | 368,199.52          |
| e) Excess contributions paid by States during 2021 in respect of the 2022 financial year                             | <u>12,650.00</u>    | <u>+192,280.00</u>              | <u>204,930.00</u>   |
| Overall total  | 759,361.42<br>===== | 134,712.83<br>=====             | 894,074.25<br>===== |

**CASH SITUATION AT THE CLOSE OF THE 2021 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 28.02.2021 according to the bank's statement dated 28.2.2021 |                    | 1,259,822.54       |
| • Transactions carried out between 1 January and 28 February 2022 relating to the 2022 financial year             |                    |                    |
| – Receipts  | -1,307,226.82      |                    |
| – Payments  | +368,349.01        |                    |
| – Excess contributions paid by States during 2021 in respect of the 2022 financial year                           | <u>+204,930.00</u> | <u>-320,944.73</u> |
| • Credit balance  |                    | <u>390,787.48</u>  |
| • Credit balance at the close of the 2021 financial year  | carried forward    | 525,874.73         |

brought forward 525,874.73

**B) WORKING CAPITAL FUND and RESERVE FUNDS**

- Working Capital Fund deposited on account n° 400758353 at the Unicredit Banca di Roma:
  - Account balance at 31.12.2020 according to the bank's statement dated 28.2.2021 368,573.94
  
- Reserve fund for retirement allowances for Categories B and C staff deposited on account no. 6153 at the Banca di Roma: --
  - Account balance at 31.12.2021 according to the bank's statement dated 28.2.2022 -374.42 368,199.52

**Overall total reflecting the financial situation (A + B)**

**894,074.25**  
=====

**CONTRIBUTIONS OF PARTICIPATING GOVERNMENTS**

|                          | Sums due in 2021    |                                  |            | Sums received   |  | Difference to be carried over to the next financial year |            |
|--------------------------|---------------------|----------------------------------|------------|---|--|--|------------|
|                          | For preceding years | For 2021 (ANNEX I to the budget) | Total      | For the financial year 2021 (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)           |                                  |            |   |  |  |            |
| CHINA                    | --                  | 126,500.00                       | 126,500.00 | 126,500.00  | 126,500.00   | --   | --         |
| 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 | 253,000.00  | 253,000.00   | --   | 126,500.00 |
| UNITED STATES OF AMERICA | --                  | 126,500.00                       | 126,500.00 | 126,500.00  | 126,500.00   | --   | --         |
| BRASIL                   | -91,080.00          | 45,540.00                        | 136,620.00 | 88,902.15   | 88,902.15  | 47,717.85  | --         |
| CANADA                   | --                  | 91,080.00                        | 91,080.00  | 91,080.00   | 91,080.00  | --   | --         |
| AUSTRALIA                | --                  | 55,660.00                        | 55,660.00  | 55,660.00   | 55,660.00  | --   | --         |
| REPUBLIC OF KOREA        | --                  | 55,660.00                        | 55,660.00  | 55,660.00   | 55,660.00  | --   | --         |
| 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  | --   | --         |
| MEXICO                   | --                  | 45,540.00                        | 45,540.00  | 45,540.00   | 45,540.00  | --   | --         |
| NETHERLANDS              | --                  | 45,540.00                        | 45,540.00  | 45,540.00   | 45,540.00  | --   | --         |
| SAUDI ARABIA             | --                  | 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  | --   | --         |
| TURKEY                   | --                  | 45,540.00                        | 45,540.00  | 45,540.00   | 45,540.00  | --   | --         |
| ARGENTINA                | -12,650.00          | 20,240.00                        | 32,890.00  | --  | --   | 32,890.00  | --         |
| AUSTRIA                  | --                  | 27,830.00                        | 27,830.00  | 27,830.00   | 27,830.00  | --   | --         |
| BELGIUM                  | --                  | 27,830.00                        | 27,830.00  | 27,830.00   | 27,830.00  | --   | --         |
| DENMARK                  | -27,830.00          | 27,830.00                        | 55,660.00  | --  | --   | 55,660.00  | --         |
| INDIA                    | --                  | 27,830.00                        | 27,830.00  | 27,830.00   | 27,830.00  | --   | --         |
| INDONESIA                | --                  | 27,830.00                        | 27,830.00  | 27,830.00   | 27,830.00  | --   | --         |
|                          | --                  |                                  |            |   |  |  |            |

|                | Sums due in 2021    |                                  |            | Sums received   |  | Difference to be carried over to the next financial year |           |
|----------------|---------------------|----------------------------------|------------|---|--|--|-----------|
|                | For preceding years | For 2021 (ANNEX I to the budget) | Total      | For the financial year 2021 (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)           |                                  |            |   |  |  |           |
| NORWAY         | --                  | 27,830.00                        | 27,830.00  | 27,830.00   | 27,830.00  | --   | --        |
| POLAND         | --                  | 27,830.00                        | 27,830.00  | 27,830.00   | 27,830.00  | --   | --        |
| SWEDEN         | --                  | 27,830.00                        | 27,830.00  | 27,830.00   | 27,830.00  | --   | --        |
| VENEZUELA      | -148,345.68         | 27,830.00                        | 176,175.68 | --  | --   | 176,175.68   | --        |
| IRELAND        |                     | 22,770.00                        | 22,770.00  | 22,770.00   | 22,770.00  | --   | --        |
| ISRAEL         | -103,730.00         | 22,770.00                        | 126,500.00 | --  | --   | 126,500.00   | --        |
| PORTUGAL       | --                  | 22,770.00                        | 22,770.00  | 45,540.00   | 45,540.00  | --   | 22,770.00 |
| CHILE          | -40,480.00          | 20,240.00                        | 60,720.00  | --  | --   | 60,720.00  | --        |
| COLOMBIA       | -80,960.00          | 20,240.00                        | 101,200.00 | 80,960.00   | 80,960.00  | 20,240.00  | --        |
| CZECH REPUBLIC | --                  | 20,240.00                        | 20,240.00  | 20,240.00   | 20,240.00  | --   | --        |
| EGYPT          | --                  | 20,240.00                        | 20,240.00  | 20,240.00   | 20,240.00  | --   | --        |
| FINLAND        | --                  | 20,240.00                        | 20,240.00  | 20,240.00   | 20,240.00  | --   | --        |
| GREECE         | --                  | 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  | --   | --        |
| IRAN           | -101,200.00         | 20,240.00                        | 121,440.00 | --  | --   | 121,440.00   | --        |
| NIGERIA        | -45,540.00          | 20,240.00                        | 65,780.00  | --  | --   | 65,780.00  | --        |
| PAKISTAN       | -17,775.97          | 20,240.00                        | 38,015.97  | 21,361.87   | 21,361.87  | 16,654.10  | --        |
| ROMANIA        | --                  | 20,240.00                        | 20,240.00  | 20,240.00   | 20,240.00  | --   | --        |
| SLOVAKIA       | --                  | 20,240.00                        | 20,240.00  | 40,480.00   | 40,480.00  | --   | 20,240.00 |
| SOUTH AFRICA   | --                  | 20,240.00                        | 20,240.00  | 20,240.00   | 20,240.00  | --   | --        |
| BULGARIA       | --                  | 12,650.00                        | 12,650.00  | 25,300.00   | 25,300.00  | --   | 12,650.00 |
| CROATIA        | --                  | 12,650.00                        | 12,650.00  | --  | --   | 12,650.00  | --        |
| 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  | --   | --        |
| SLOVENIA       | --                  | 12,650.00                        | 12,650.00  | 12,650.00   | 12,650.00  | --   | --        |
| URUGUAY        | -12,650.00          | 12,650.00                        | 25,300.00  | 25,300.00   | 25,000.00  | --   | --        |

|   | Sums due in 2021                   |  |                    | Sums received   |  | Difference to be carried over to the next financial year |                   |
|---|------------------------------------|--|--------------------|---|--|--|-------------------|
|   | For preceding years<br>1 (-) (+) 2 | For 2021<br>(ANNEX I to the budget)<br>3 | Total<br>4 (1 + 3) | For the financial year 2021<br>(bank charges not deducted)<br>5 | Total including sums paid in excess in preceding years<br>(Chap, 1/2)<br>6 (2 + 5) | less<br>7 (4 - 5)  | more<br>8 (6 - 4) |
|   | (in euro)                          |  |                    |   |  |  |                   |
| CYPRUS  | --                                 | 10,120.00                                | 10,120.00          | 20,240.00   | 20,240.00  | --   | 10,120.00         |
| ESTONIA   | --                                 | 10,120.00                                | 10,120.00          | 10,120.00   | 10,120.00  | --   | --                |
| MALTA   | --                                 | 10,120.00                                | 10,120.00          | 10,120.00   | 10,120.00  | --   | --                |
| PARAGUAY  | 11,027.44                          | 10,120.00                                | 21,147.44          | --  | --   | 21,147.44  | --                |
| SERBIA  | --                                 | 10,120.00                                | 10,120.00          | 10,120.00   | 10,120.00  | --   | --                |
| TUNISIA   | --                                 | 10,120.00                                | 10,120.00          | 10,120.00   | 10,120.00  | --   | --                |
| 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   | +12,650.00<br>-693,269.09          | 2,102,430.00                             | 2,795,699.09       | 2,230,404.02  | 2,243,054.02   | 744,925.07   | 204,930.00        |
| Contributions paid to be brought forward to the 2022 financial year |                                    |  |                    |   | 204,930.00   |  |                   |
| Contributions relating to the 2021 financial year                   |                                    |  |                    |   | 2,038,124.02   |  |                   |

## **RECEIPTS**

**RECEIPTS (in euro)**

| 2021     |      | ITEMS   | Estimate<br>for 2021  | Receipts<br>received  | Difference         |                     |
|----------|------|---|-----------------------|-----------------------|--------------------|---------------------|
| Chap.    | Art. |   |                       |                       | More               | Less                |
|          |      | Estimated balance on 1 January 2021               |                       | 378,137.48            | 378,137.48         |                     |
| <b>1</b> |      | <b>A) Ordinary receipts:</b>                      |                       |                       |                    |                     |
|          |      | <b>Contributions of participating Governments</b> |                       |                       |                    |                     |
|          | 1    | Italian Government                                | 126,500.00            | 126,250.00            | --                 | 250.00              |
|          | 2    | Other participating Governments                   | 2,155,560.00          | 2,038,124.02          | --                 | 117,435.98          |
|          | 3    | Estimated profits on exchange rate                | p.m.                  | --                    | --                 | --                  |
|          | 4    | Contributions from new Member States              | --                    | --                    | --                 | --                  |
|          |      | <b>Total</b>                                      | 2,282,060.00<br>===== | 2,164,374.02<br>===== | =====              | 117,685.98<br>===== |
| <b>2</b> |      | <b>Other receipts</b>                             |                       |                       |                    |                     |
|          | 1    | Interest  | --                    | --                    | --                 | --                  |
|          | 2    | Contribution to overhead expenses                 | 15,000.00             | 15,000.00             | --                 | --                  |
|          | 3    | Sale of publications                              | 17,000.00             | <u>42,776.46</u>      | <u>25,776.46</u>   |                     |
|          | 4    | Private donation (Aviareto)                       | 23,000.00<br>=====    | 20,320.35<br>=====    | =====              | 2,679.65<br>=====   |
|          |      | <b>Total ordinary receipts</b>                    | 2,337,060.00<br>===== | 2,242,470.83<br>===== | 25,776.46<br>===== | 2,679.65<br>=====   |
|          |      | <b>Total carried forward</b>                      | 2,337,060.00          | 2,242,470.83          | 25,776.46          | 120,365.63          |

| 2021  |      | ITEMS  | Estimate<br>for 2021 | Receipts<br>Received | Difference |                 |
|-------|------|--|----------------------|----------------------|------------|-----------------|
| Chap. | Art. |  |                      |                      | More       | Less            |
|       |      | brought forward  | 2,337,060.00         | 2,242,470.83         | 25,776.46  | 120,365.63      |
|       |      | <b>B) Extraordinary receipts</b>   |                      |                      |            |                 |
|       |      | <b>Various receipts</b>  |                      |                      |            |                 |
|       |      | Tax Reimbursement Credit   | <u>8,000.00</u>      | --                   | --         | <u>8,000.00</u> |
|       |      | <b>Total extraordinary receipts</b>  | --                   |                      |            | --              |
|       |      |  | =====                | =====                | =====      | =====           |
|       |      | <b>Total actual receipts</b>   | 2,345,060.00         | 2,620,608.31         | 403,913.94 | 128,365.63      |
|       |      |  | =====                | =====                | =====      | =====           |
|       |      | <b>C) Special accounts</b>   |                      |                      |            |                 |
|       |      | <b>Revolving funds</b>   |                      |                      |            |                 |
|       | 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          | --                   | --                   | --         | --              |
|       |      | <b>Total special accounts</b>  | --                   |                      |            | --              |
|       |      |  | =====                | =====                | =====      | =====           |
|       |      | <b>Total actual receipts</b>   | 2,345,060.00         | 2,620,608.31         | 403,913.94 | 128,365.63      |
|       |      |  | =====                | =====                | =====      | =====           |



**SUMMARY OF RECEIPTS**

| ITEMS                               | Estimate<br>for 2021  | Receipts<br>received  | Difference          |                     |
|-------------------------------------|-----------------------|-----------------------|---------------------|---------------------|
|                                     |                       |                       | more                | less                |
| Estimated balance on 1 January 2021 | =====                 | 378,137.48<br>=====   | 378,137.48<br>===== | =====               |
| A) Ordinary receipts                | 2,337,060.00<br>===== | 2,242,470.83<br>===== | --                  | 94,589.17<br>=====  |
| B) Extraordinary receipts           | 8,000.00<br>-----     | --<br>-----           | --                  | 8,000.00<br>-----   |
| Total actual receipts               | 2,345,060.00<br>===== | 2,620,608.31<br>===== | 378,137.48<br>===== | 102,589.17<br>===== |
| C) Special accounts                 | --<br>=====           | --<br>=====           | --                  | --<br>=====         |
| <b>Total receipts</b>               | 2,345,060.00<br>===== | 2,620,608.31<br>===== | 378,137.48<br>===== | 102,589.17<br>===== |

## **EXPENDITURE**

**EXPENDITURE (in euro)**

| 2021     |      | ITEMS   | Estimate<br>for 2021  | Actual<br>Expenditure | Difference         |                    |
|----------|------|---|-----------------------|-----------------------|--------------------|--------------------|
| Chap.    | Art. |   |                       |                       | Saving             | Excess             |
| <b>1</b> |      | <b>A) Ordinary expenditure</b>                |                       |                       |                    |                    |
|          |      | <b>Reimbursement of expenses</b>              |                       |                       |                    |                    |
|          | 1    | Governing Council and Permanent Committee     | 50,000.00             | 39,369.92             | 10,630.08          | --                 |
|          | 2    | Auditor                                       | 5,000.00              | 5,202.86              | --                 | 202.86             |
|          | 3    | Administrative Tribunal                       | p.m.                  | p.m.                  | --                 | --                 |
|          | 4    | Committees of experts                         | 108,384.00            | 83,221.70             | 25,162.30          | --                 |
|          | 5    | Official journeys and promotion of activities | 45,383.00             | 8,951.38              | 36,431.62          | --                 |
|          | 6    | Interpreters                                  | 35,000.00             | 22,599.22             | 12,400.78          | --                 |
|          | 7    | Representation                                | <u>8,000.00</u>       | <u>6,862.11</u>       | 1,137.89           | --                 |
|          |      | <b>Total</b>                                  | 251,767.00<br>=====   | 166,207.19<br>=====   | 85,762.67<br>===== | 202.86<br>=====    |
| <b>2</b> |      | <b>Salaries and allowances:</b>               |                       |                       |                    |                    |
|          | 1    | Salaries of Categories A, B and C staff       | 1,220,293.00          | 1,249,220.13          | --                 | 28,927.13          |
|          | 2    | Remuneration for occasional collaborators     | 30,000.00             | 13,307.61             | 16,692.39          | --                 |
|          | 3    | Tax reimbursement                             | --                    | --                    | --                 | --                 |
|          |      | <b>Total</b>                                  | 1,250,293.00<br>===== | 1,262,527.74<br>===== | 16,692.39<br>===== | 28,927.13<br>===== |
|          |      | <b>carried forward</b>                        | 1,502,060.00          | 1,428,734.93          | 102,455.06         | 29,129.99          |

| 2021     |      | ITEMS   | Estimate<br>for 2021 | Actual<br>Expenditure | Difference         |                    |
|----------|------|---|----------------------|-----------------------|--------------------|--------------------|
| Chap.    | Art. |   |                      |                       | Saving             | Excess             |
|          |      | brought forward                                     | 1,502,060.00         | 1,428,734.93          | 102,455.06         | 29,129.99          |
| <b>3</b> |      | <b>Social security charges</b>                      |                      |                       |                    |                    |
|          | 1    | Insurance against disablement, old age and sickness | 488,750.00           | 526,398.92            | --                 | 37,648.92          |
|          | 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>1,861.72</u>       | <u>388.28</u>      | --                 |
|          |      | <b>Total</b>  | 500,000.00<br>=====  | 537,047.07<br>=====   | 601.85<br>=====    | 37,648.92<br>===== |
| <b>4</b> |      | <b>Administrative expenses:</b>                     |                      |                       |                    |                    |
|          | 1    | Stationery  | 12,000.00            | 9,594.78              | 2,405.22           | --                 |
|          | 2    | Telephone   | 21,000.00            | 12,142.36             | 8,857.64           | --                 |
|          | 3    | Postage   | 10,000.00            | 6,197.93              | 3,802.07           | --                 |
|          | 4    | Miscellaneous                                       | 5,000.00             | 5,335.38              |                    | 335.38             |
|          | 5    | Printing of publications                            | <u>15,000.00</u>     | <u>6,146.90</u>       | <u>8,853.10</u>    | --                 |
|          |      | <b>Total</b>  | 63,000.00<br>=====   | 39,417.35<br>=====    | 23,918.03<br>===== | 335.38<br>=====    |
|          |      | <b>carried forward</b>                              | 2,065,060.00         | 2,005,199.35          | 126,974.94         | 67,114.29          |

| 2021     |      | ITEMS  | Estimate<br>for 2021 | Actual<br>Expenditure | Difference |                 |
|----------|------|--|----------------------|-----------------------|------------|-----------------|
| Chap.    | Art. |  |                      |                       | Saving     | Excess          |
|          |      | brought forward  | 2,065,060.00         | 2,005,199.35          | 126,974.94 | 67,114.29       |
| <b>5</b> |      | <b>Maintenance costs</b>   |                      |                       |            |                 |
|          | 1    | Electricity  | 16,000.00            | 11,602.99             | 4,397.01   | --              |
|          | 2    | Heating  | 25,000.00            | 32,240.92             | --         | 7,240.92        |
|          | 3    | Water  | 9,000.00             | 1,571.59              | 7,428.41   | --              |
|          | 4    | Insurance of premises  | 12,000.00            | 10,994.18             | 1,005.82   | --              |
|          | 5    | Office equipment   | 29,000.00            | 47,226.96             | --         | 18,226.96       |
|          | 6    | Upkeep of building, public services  | 35,000.00            | 34,719.41             | 280.59     | --              |
|          | 7    | Labour costs   | <u>25,000.00</u>     | <u>31,644.80</u>      | --         | <u>6,644.80</u> |
|          |      | <b>Total</b>   | 151,000.00           | 170,000.85            | 140,086.77 | 99,226.97       |
|          |      |  | =====                | =====                 | =====      | =====           |
| <b>6</b> |      | <b>Library</b>   |                      |                       |            |                 |
|          | 1    | Purchase of books  | 90,000.00            | 86,827.56             | 3,172.44   | --              |
|          | 2    | Binding  | 9,000.00             | 2,363.72              | 6,636.28   | --              |
|          | 3    | Software   | <u>30,000.00</u>     | <u>35,272.10</u>      |            | <u>5,272.10</u> |
|          |      | <b>Total</b>   | 129,000.00           | 124,463.38            | 9,808.72   | 5,272.10        |
|          |      |  | =====                | =====                 | =====      | =====           |
|          |      | <b>Total actual expenses</b>   | 2,345,060.00         | 2,299,663.58          | 149,895.49 | 104,499.07      |
|          |      |  | =====                | =====                 | =====      | =====           |
| <b>7</b> |      | <b>Legal co-operation programme</b>  | 0                    | 0                     | 0          | 0               |
|          |      |  | =====                | =====                 | =====      | =====           |
| <b>8</b> |      | <b>Various reserve funds</b>   |                      |                       |            |                 |
|          | 1    | Reserve fund for unforeseen expenditure  | --                   | --                    | --         | --              |
|          | 2    | Reserve fund for retirement allowance for<br>Categories B and C staff  | --                   | --                    | --         | --              |
|          | 3    | Reserve fund for payment of compensation to<br>staff who do not enjoy all the advantages<br>provided for in Article 7 of the<br>Headquarters Agreement | --                   | --                    | --         | --              |
|          |      |  | =====                | =====                 | =====      | =====           |
|          |      | <b>carried forward</b>   | 2,345,060.00         | 2,299,663.58          | 149,895.49 | 104,499.07      |

| 2021      |      | ITEMS  | Estimate<br>for 2021 | Actual<br>expenditure | Difference |            |
|-----------|------|--|----------------------|-----------------------|------------|------------|
| Chap.     | Art. |  |                      |                       | Saving     | Excess     |
|           |      | brought forward  | 2,345,060.00         | 2,299,663.58          | 149,895.49 | 104,499.07 |
|           |      | <b>B) Extraordinary expenditure</b>  |                      |                       |            |            |
| <b>9</b>  |      | <b>Working Capital Fund</b>  | --                   | --                    | --         | --         |
| <b>10</b> |      | <b>Convening of a diplomatic Conference for the adoption of one of the Institute’s draft Conventions or a scientific event</b> | --                   | --                    | --         | --         |
|           |      | <b>Total extraordinary expenditure</b>   | --                   | --                    | --         | --         |
|           |      |  | =====                | =====                 | =====      | =====      |
|           |      | <b>Total actual expenditure</b>  | 2,345,060.00         | 2,299,663.58          | 149,895.49 | 104,499.07 |
|           |      |  | =====                | =====                 | =====      | =====      |
|           |      | <b>C) Special accounts</b>   |                      |                       |            |            |
| <b>11</b> |      | <b>Revolving funds</b>   |                      |                       |            |            |
|           | 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             | --                   | --                    | --         | --         |
|           |      | <b>Total special accounts</b>  | --                   | --                    | --         | --         |
|           |      |  | =====                | =====                 | =====      | =====      |
|           |      | <b>Total expenditure</b>   | 2,345,060.00         | 2,299,663.58          | 149,895.49 | 104,499.07 |
|           |      |  | =====                | =====                 | =====      | =====      |

## SUMMARY OF EXPENDITURE

| ITEMS  | Estimate<br>for 2021  | Actual<br>expenditure | Difference          |                    |
|--|-----------------------|-----------------------|---------------------|--------------------|
|  |                       |                       | Saving              | Excess             |
| <b>A) Ordinary expenditure</b>   |                       |                       |                     |                    |
| Chap. 1. Reimbursement of expenses   | 251,767.00            | 166,207.19            | 85,559.81           | --                 |
| Chap. 2. Salaries and allowances   | 1,250,293.00          | 1,262,527.74          | --                  | 12,234.74          |
| Chap. 3. Social security charges   | 500,000.00            | 437,047.07            | --                  | 37,047.07          |
| Chap. 4. Administrative expenses   | 63,000.00             | 39,417.35             | 23,582.65           | --                 |
| Chap. 5. Maintenance costs   | 151,000.00            | 170,000.85            |                     | 19,005.85          |
| Chap. 6. Library   | 129,000.00            | 124,463.38            | 4,536.62            | --                 |
| Chap. 7. Legal Co-operation programme  | --                    | --                    | --                  | --                 |
| Chap. 8. Various Reserve Funds   | --                    | --                    | --                  | --                 |
| <b>Total Actual expenditure</b>  | 2,345,060.00<br>===== | 2,299,663.58<br>===== | 113,679.08<br>===== | 68,282.66<br>===== |
| <b>B) Extraordinary expenditure</b>  |                       |                       |                     |                    |
| 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 | --                    | --                    | --                  | --                 |
| <b>Total extraordinary expenditure</b>   | --<br>=====           | --<br>=====           | --<br>=====         | --<br>=====        |
| <b>Total actual expenditure</b>  | 2,345,060.00<br>===== | 2,299,663.58<br>===== | 113,679.08<br>===== | 68,282.66<br>===== |
| <b>C) Special accounts</b>   |                       |                       |                     |                    |
| Chap. 11. Revolving funds  | --                    | --                    | --                  | --                 |
| <b>Total expenditure</b>   | 2,345,060.00<br>===== | 2,299,663.58<br>===== | 113,679.08<br>===== | 68,282.66<br>===== |

**GENERAL SUMMARY OF THE 2021 FINANCIAL YEAR****(in euro)**

|  | Financial year<br>2021 | General<br>funds  |
|--|------------------------|-------------------|
| A) Cash total at the close of<br>the 2020 financial year |                        | 378,137.48        |
| B) Total actual receipts                                 | 2,242,470.83           |                   |
| C) Total actual expenditure                              | 2,299,663.58<br>=====  |                   |
| Debit balance for the 2021<br>financial year             |                        | <u>-57,192.75</u> |
| D) Cash total at the close of<br>the 2021 financial year |                        | <u>320,944.73</u> |



**WORKING CAPITAL FUND  
2021 FINANCIAL YEAR**

**(in euro)**

|   | At 31.12.2020       | VARIATIONS |                        | At 31.12.2021       |
|---|---------------------|------------|------------------------|---------------------|
|   |                     | Increases  | Reductions             |                     |
| Sum in hand on<br>31.12.2020                                      | 368,573.94          |            |                        |                     |
| Interest on bank<br>account n°<br>400758353<br>(Chap.13 – art. 4) |                     |            |                        |                     |
| Reductions in the<br>course of the 2021<br>financial year         |                     |            | <b>374.42</b>          |                     |
| Total variations  | 368,573.94<br>===== | =====      | <b>374.42</b><br>===== |                     |
| Sum in hand on<br>31.12.2021                                      |                     |            |                        | 368,199.52<br>===== |