

# **IHO FINANCE REPORT**

**2007 -2011**

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### **Submitted by the IHB Directing Committee**

#### **1. INTRODUCTION**

##### **1.1 Preparation of the Report**

This report on the administration of the finances of the International Hydrographic Organization (IHO) for the period 1 January 2007 to 31 December 2011 has been prepared by the Directing Committee of the IHB for examination by the Finance Committee (FC) and subsequent recommendation for approval by the Conference in accordance with Article 12(a)(i) of the IHO General Regulations.

##### **1.2 Audit of the accounts**

The Bureau's accounts for each calendar year have been audited by Cabinet Morel, the external auditor appointed by the XVII<sup>th</sup> International Hydrographic Conference (IHC). The annual report of the auditor has been included in the Annual Report, Part 2 – Finance, that is sent to Member States for approval.

##### **1.3 Currency - Banks**

The Euro was introduced on 1<sup>st</sup> January 2002 as the currency to be used for the accounting purposes of the Organization in accordance with Article 2(a) of the IHO Financial Regulations. The Bureau is making use of the services of HSBC and CMB in Monaco for its financial and banking requirements.

##### **1.4 Annual Financial Statements**

Financial statements have been forwarded annually to Members of the Finance Committee for comment. Upon review and any necessary action, these comments have been included with the Annual Report, Part 2 Finance, for subsequent approval by the Member States.

##### **1.5 Monthly Financial Report**

The Directing Committee very closely monitors the financial situation of the Organization through Monthly Financial Reports and initiates appropriate actions whenever it is considered necessary.

##### **1.6 Finance Committee Officers' meetings**

In accordance with Article 14 of the IHO General Regulations the Chairman and Vice-Chairman of the Finance Committee have met with the Directing Committee twice per year, to examine the progress of the budget and relevant related financial matters concerning the Organization. Reports of these meetings have been circulated to Member States.

##### **1.7 Directing Committee Monthly Finance Monitoring.**

The IHB Finance Section prepares and submits to the Directing Committee a document called "Monthly Financial Reporting Statements" which provides detailed information on the budgetary statements of Incomes and Expenditure as well as information on the financial holdings. The Directing Committee examines the report on the Organization's finances situation, monitors its progress and takes any necessary actions as and if needed.

## **2. INCOME 2007-2011 – TABLE 1**

### **2.1 Contributions**

#### **2.1.1 Number of shares**

The five-year budget estimates (2007-2012) were prepared for the XVII<sup>th</sup> IHC based on a number of shares calculated at the time from the tonnage reported by Member States in accordance with Articles 4, 5 and 6(a) and 6(b) of the IHO Financial Regulations. During the five-year period there were small changes in the number of shares due to changes in the tonnage figures reported by Member States in accordance with Article 6(d) of the IHO Financial Regulations.

The 652 shares calculated in 2007 progressed to 683 in 2008, 684 in 2009, 682 in 2010 and 683 in 2011. Qatar became a new Member State of the Organization in May 2007 with five shares, Ireland became a new Member State of the Organization in June 2007 with three shares, while Suriname re-joined the Organization in 2008 with two shares.

#### **2.1.2 Value of a share**

There was no increase in the share value for the period 2007-2011. The share value has remained unchanged at 3,984.48 Euros as was fixed in 2005.

#### **2.1.3 Suspension of rights and benefits**

In 1983 the Dominican Republic and the Democratic Republic of Congo (ex Zaïre) had their rights suspended for failing to pay their contributions in accordance with Article XV of the Convention on the IHO.

#### **2.1.4 Payments of contributions**

Payments of contributions have generally been good throughout the period. The status of contribution payments has been provided in each Annual Report, Part 2 – Finance. As a general observation it has to be noted that, for the period 2007-2011, 60% of the contributions were paid by 50% of Member States by the end of April each year, while the final amount received at the end of the years has varied between 87% (in 2010) and 95% (in 2009) with an average over the five year period of 91.35%.

### **2.2 Sales of Publications**

Income from the sales of publications for the period 2007-2011 was 7,141 Euros which is lower than the estimated 28,500 Euros. This is due to the decision taken in 2009 to place most IHO publications on the IHO web site and make them downloadable free of charge.

### **2.3 Interest on bank accounts**

The total interest earned for the period 2007-2011 was 340,876 Euros or nearly double that projected by the XVII<sup>th</sup> IHC (185,000 Euros). 85% of the interest earned (290,000 Euros) was received during the period 2007-2009. From 2009 there has been a sharp decline in interest rates due to the global financial crisis.

### **2.4 GEBCO Grant**

The Government of the Principality of Monaco generously continued its annual contributions towards GEBCO expenses amounting to 39,500 Euros during the past five-years. Since 2006 this annual grant has been allocated to the GEBCO Fund established after the GEBCO Centenary celebrations that took place in Monaco in 2003 in the presence of H.S.H Prince ALBERT II.

## 2.5 Internal Tax

The Directors and Staff of the Bureau continue to pay a monthly Internal Tax, which is 10% of their gross salary.

## 2.6 Extraordinary income

Extraordinary income of 44,727 Euros resulted from interest paid on overdue contributions as required by Article 13-c of the IHO Financial Regulations.

## 2.7 Summary of income

The total estimated income for the period 2007-2011 was 14,443,626 Euros compared to the actual total income received during the period of 14,693,891 Euros. The small increase was mainly due to the increased number of shares described earlier.

## 3. EXPENDITURE 2007-2011, TABLE 2 EXPLANATORY NOTES

### 3.1 Chapter I – Personnel costs

#### 3.1.1 Directors' and staff salaries

The Directors' and staff salaries increased in accordance with the cost of living fluctuations, as announced by the Government of Monaco, and represented by the value of the index point, which went from 7.00471 Euros in January 2007 to 7.57737 Euros in December 2011. This is an overall increase of approximately 8.2 % over the five-year period, or an average 1.64% per year. Salary promotions of the staff have been strictly in accordance with the salary tables and the Staff Regulations.

The number of staff has remained unchanged throughout the period - being 19 persons including the Directors. One Category B staff member died in July 2010, one Category B staff member retired in February 2010 and one Category A staff member retired in May 2011. These posts have all been filled by replacement personnel and announced to Member States by Circular Letter.

#### 3.1.2 Annual bonus

An annual bonus of one-month's salary has continued to be paid to Category B and C staff. The bonus ceased for Directors, Category A staff and Translators from 1 July 2004 when their salaries were aligned with the UN salary system. The bonus is not taken into account for pension purposes.

#### 3.1.3 Payments to the Retirement Fund

The retirement schemes of Directors and staff are as follows:

- Staff recruited before 31 August 1987 come under the IHO Internal Retirement Fund (IRF). For these employees the Organization and the Staff pay a contribution of 15% and 7.5% of the basic salary, respectively. Two contributing Category B staff members remain under this scheme;
- The Directors and staff recruited after 31 August 1987 have Personalized Pension Plans (PPP), to which the Organization and the staff contribute 15% and a minimum of 5% respectively.

In addition, the Bureau continues to pay contributions for all staff, except Directors, to the *Association Monégasque des Retraites par Répartition* (AMRR). The AMRR is a Monegasque complementary retirement scheme.

#### 3.1.4 Accident Insurance for IHB Personnel

The Bureau has continued to maintain a compulsory insurance policy covering the risk of work accidents.

#### 3.1.5 Family allowance

Family allowances were paid, in accordance with the rates provided by the CCSS (*Caisse de Compensation et des Services Sociaux*) of Monaco, to those employees entitled to receive them.

#### 3.1.6 Education grant

A total of 64,000 Euros was paid to one Director and one Category A staff as Education grants, based on the United Nations' system, as adopted by the XIV IHC and described in the IHO Staff Regulations.

#### 3.1.7 Medical expenses

The reimbursement of medical costs incurred by Directors and staff members (both current and certain retired staff members) is an item which is costly, varied and unpredictable by nature. The Bureau subscribes to an insurance policy to mitigate against major medical claims and the recovery of payments against this policy has been indicated separately. From the Personnel costs in Table 2, it can be seen that the medical costs in 2009 and 2010 have increased by about 50% to 60% compared to previous years, and by 100% in 2011, due to the hospitalization and the extended treatments of three staff members. At the same time the recovery of medical expenses from the insurance policy has increased by about 70% in 2009 and 300% in 2010 compared to previous years. This insurance policy includes the obligation to have an extra policy covering disability and death.

#### 3.1.8 Home leave

Directors and Category A staff recruited on an international basis and their dependents are eligible for "Home Leave" every two years in accordance with the decision of the XIII<sup>th</sup> IHC. Home leave has been granted in accordance with paragraph VI.4 of the IHO Staff Regulations.

#### 3.1.9 Training

Staff Training was concentrated on language tuition in English/French and Spanish, the use of accounting software and of graphics applications. The training was in support of upgrading the skills and experience of the Staff Members involved.

#### 3.1.10 Summary of personnel expenses.

Total expenditure in this chapter was 10,026,591 Euros compared to an approved expenditure of 10,438,943 Euros.

The expenditure of this chapter represents 81.76% of the total operating costs and should be considered as "inelastic" expenses that slowly increase year after year due to increases in the cost of living and the provision of services.

### **3.2 Chapter II – Current operating costs**

#### **3.2.1 Maintenance**

The cost of maintenance contracts for the premises and I T equipment remained stable throughout the five-year period.

#### **3.2.2 Office stationery**

Expenditure to cover requirements under this item remained stable and within expectations

#### **3.3.3 Post, telephone and telefax**

Expenditure for all the communication costs of the Bureau has remained steady throughout the five-year period. This can mainly be attributed to the increased use of the IHO web site by Member States to download various documents and the use of e-mails and other electronic means by the Bureau to send Circular Letters and other documents.

#### **3.3.4 Consultancy expenses**

During the five-year period approximately 54,000 Euros were paid for consultancy and support under contract. This amount represents 22% of the amount approved by Member States. This underspend can mostly be attributed to the limited resources at the IHB at the time or in IHO bodies to specify, supervise and verify work to be done under contract, and sometimes the difficulty in specifying the requirements in contractual and deliverable terms.

#### **3.3.5 Public Relations**

The funds available were used to cover expenses related to receptions, invitations, requirements to support visiting officials of Member States and other Organizations to the Bureau and for celebrating World Hydrography Day.

#### **3.3.6 Travel (Technical Assistance and long distance travel)**

Maintaining expenditure on travel within the budget allocation was achieved for each year during the five-year period. This is an item in the budget where in the past the Bureau has spent more than allocated. The total spending during the five-year period 2007-2011 of 1,137,561 Euros was less (85%) than the amount of 1,336,000 approved by Member States.

#### **3.3.7 Publications**

This item covers the cost of producing specific publications. Although part of the work is carried out internally there are specific requirements (such as posters) that need to be produced externally.

By mutual agreement an arrangement between a private company and the IHO for the publication of the International Hydrographic Review (IHR) came to an end in January 2009. With the approval of Member States the Bureau has undertaken to publish the IHR mainly in digital form. A fee is paid to a new editor who was selected from candidates proposed by Member States.

### **3.3 Chapter III – Capital Expenditure**

A total of 164,436 Euros was expended in the period for the purchase of office equipment, furniture and publications representing 46% of the amount of 354 K€ approved by Member States.

### 3.4 Total operating cost

The total operating cost during the five-year period was 12,262,307 Euros. This was 10% less than the approved budget of 13,484,490 Euros.

### 3.5 Chapter – Funds

#### 3.5.1 GEBCO Fund

The GEBCO Fund was established in 2008 in order to cover various needs and requirements related with GEBCO activities. The allocation of funds comes mainly from the volunteer contribution of the Government of Monaco.

#### 3.5.2 Printing Fund

The five-year budget made provision for a total of 6,100 Euros to be added to the printing fund. The fund is used to purchase new photocopiers, printers and other printing material as needed. At the end of 2011 a total of 73,792 Euros is available in the printing fund.

#### 3.5.3 Renovation Fund

The five-year budget made provision for a total of 18,500 Euros to be added to the renovation fund and 76,500 Euros were transferred from the budget surplus. This fund is used as required to support various works in the premises of the Bureau. At the end of the five-year period the amount of 92,466 Euros is available.

#### 3.5.4 I. H. Conference Fund

At the end of 2007 the I.H. Conference fund had a balance of 131,000 Euros with the five-year budget allocating the addition of 265,000 Euros over the period together with 250,000 Euros transferred from the budget surplus, to support the 2009 EIHC and the 2012 IHC. For the 2007 IHC and the 2009 EIHC a total of 267,500 Euros was spent in planning and execution. At the end of 2011 448,000 Euros are available in the I.H. Conference Fund for the planning and execution of the XVIII<sup>th</sup> IHC and subsequent Conferences or Assemblies.

#### 3.5.5 Relocation Expenses of Directors and PAs Fund

The five-year budget made provision for a total of 113,500 Euros to be added to the relocation expenses (joining and repatriation) of Directors and PAs with an additional 281,000 Euros being transferred from the budget surplus. This fund covers all the obligations for the relocation expenses of the Directors and PAs (furniture, tickets, et cetera) and their dependents when they join or leave the Bureau. A total of 76,000 Euros was expended during the period and at the end of 2011 405,000 Euros are available in the fund.

#### 3.5.6 Capacity Building Fund

This Fund was established at the end of 2004 to cover the Capacity Building Program requirements of the Organization. During the five-year period the Fund has received 324,000 Euros from the budget, 148,000 Euros from the budget surplus and 529,227 Euros donated by the Republic of Korea. During the period 2007-2011 840,723 Euros were spent to cover the various activities of the Capacity Building of the Organization. At the end of 2011, 398,658 Euros was available in the Capacity Building Fund.

### **3.6 Operating Cash Reserve**

The operating cash reserve has been established to ensure the financial stability of the Organization and to avoid any cash liquidity difficulties. The amount that the IHB shall have at its disposal, on 31<sup>st</sup> December of each year, shall not be less than three-twelfths of the total annual operating budget of the Organization in accordance with Article 17 of the IHO Financial Regulations. At the end of 2011 the IHB had more than the required minimal operating cash reserve of 700,457 Euros.

### **3.7 Emergency Reserve Fund**

In accordance with Article 18 of the IHO Financial Regulations, the emergency reserve fund, the amount of which shall be not less than one-twelfth of the total annual operating budget of the Organization, is exclusively designed to enable the Organization to meet extraordinary expenditures. At the end of 2011 the emergency reserve fund was valued at 259,748 Euros and this amount is held in reserve by the IHB.

### **3.8 IHO Internal Retirement Fund (IRF)**

Since 1<sup>st</sup> January 2005 the Bureau has been paying the pensions of the retired staff from the IRF. There are eight pensioners and two staff members under the IRF. The amount of the IRF on 31<sup>st</sup> December 2011 was 3,015,246 Euros. An amount of 110,000 Euros were transferred during the five-year period from the budget surplus to support the IRF.

### **3.9 Summary of expenditure**

The total expenditure, including the total operating cost and the actual expenditure in the operational funds, was 12,916,279 Euros over the five-year period which is less (8.7%) than the total approved budget of 14,143,390 Euros for the period. During the period, there were limited transfers of credit between Chapters of the budget as provided in Article 10 of the IHO Financial Regulations. Transfers of more than the allowed 10% transfer between chapters were not required.

## **4. CONCLUSIONS**

Throughout the five-year budget period, total income has exceeded total expenditures in all years. The Bureau has striven to constrain costs and has enabled funds remaining in each year to be variously applied to maintain the Funds of the Organization, to increase the operating cash reserve and to increase the IRF. There was no requirement for an increase in the share value during the five-year period. Overall the Organization is in a satisfactory financial position.

The details of income, expenditures, net effect on capital, liabilities and the IRF are presented in the attached tables.

**FIVE YEAR REPORT 2007-2011****TABLE 1****INCOME 2007- 2011 (Euros)**

	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011 unaudited</b>
Number of shares of contribution	635,0	681,0	684,0	682,0	683,0
New Member States	20,0	2,0			
Variation of tonnages	26,0		1,0	-2,0	1,0
Yearly Unit value of the share of contribution	3 984,48	3 984,48	3 984,48	3 984,48	3 984,48
<b>CONTRIBUTION FOR THE YEAR</b>					
(a) Received	2 349 376	2 546 043	2 592 484	2 371 966	2 429 948
(b) Remaining due at end of year	260 459	175 356	132 900	345 449	291 451
	<u>2 609 835</u>	<u>2 721 399</u>	<u>2 725 384</u>	<u>2 717 415</u>	<u>2 721 400</u>
<b>SALES OF PUBLICATIONS</b>	4 228	2 096	408	324	40
<b>INTEREST ON MONIES IN BANKS</b>	116 725	132 905	40 587	15 454	28 724
GEBCO Grant from Monegasque Government	0	0	0	0	0
<b>INTERNAL TAX</b>	150 442	151 798	157 105	155 677	160 961
<b>TOTAL INCLUDING CONTRIBUTIONS DUE</b>	<u>2 881 230</u>	<u>3 008 198</u>	<u>2 923 484</u>	<u>2 888 870</u>	<u>2 911 124</u>
Annual budget presented	2 740 600	2 929 051	2 944 950	2 909 565	2 919 460
<b>EXTRAORDINARY INCOME</b>					
Interest on overdue contributions	18 412	12 561	2 119	10 330	1 305
Administration fees from Japan CBC		7 928	6 895	7 607	3 980
Adjustment of rates AMRR for Cat. A		2 355			
Royalties	466	290	189	21	45
	<u>2 900 108</u>	<u>3 031 332</u>	<u>2 932 687</u>	<u>2 906 828</u>	<u>2 916 455</u>

2007                      2008                      2009                      2010                      2011 unaudited

TABLE 2

EXPENDITURE 2007- 2011 (Euros)I - PERSONNEL COSTS

a) Salaries - Directing Committee	399 676	405 248	413 780	422 965	438 257
b) Salaries - Category A	515 361	530 214	546 437	555 429	577 334
- Translators	115 874	121 454	124 011	127 882	133 044
- Category B & C	392 001	404 871	418 842	402 013	423 701
- Overtime	9 009	5 410	2 635	4 889	4 765
c) Annual Bonus	30 562	31 695	32 677	31 826	33 152
e) Payment to Retirement Funds	295 038	303 225	311 931	312 924	325 606
f) Insurances based on staff wages	13 502	14 150	14 373	14 058	11 965
Medical GAN premiums	67 495	61 715	52 381	54 195	62 711
g) Family Allowances	20 121	19 728	8 573	5 252	4 861
h) Education Grants	17 746	17 938	15 865	11 762	741
i) Medical claims paid	64 530	56 530	89 404	97 792	121 347
Medical claims - refunds from GAN	-19 908	-18 108	-34 807	-86 511	-50 342
Home Rental	0	0	0	0	0
j) Home Leave	13 550	7 464	6 954	6 652	8 612
l) Pensions to retired staff	0	0	0	0	0
m) Miscellaneous Personnel Expenses	752	136	4 687	14 977	25 185
n) Salaries - Temporary staff	0	0	0	0	0
k) Training	4 036	1 135	185	384	2 067
Total Actual Chapter I	1 939 345	1 962 805	2 007 928	1 976 489	2 123 005
Total approved Budget for Chapter I	1 976 000	2 038 500	2 084 791	2 137 132	2 202 520

	2007	2008	2009	2010	2011 unaudited
<b>II - CURRENT OPERATING COSTS</b>					
a) Maintenance of building	53 046	52 236	54 972	64 064	44 098
Multirisk Insurance	1 999	2 061	2 115	2 364	2 494
Maintenance of IT equipments	32 741	29 726	29 053	32 398	48 401
b) Office Stationery	10 435	6 644	8 735	6 931	8 954
c) Postage, telephone, telefax	42 777	40 234	35 163	34 941	36 175
d) Local Travel	3 797	2 252	2 335	2 593	2 719
e) Bank Charges	6 272	3 883	4 539	5 469	4 493
f) Consultancy Expenses (other than auditor)	16 124	6 424	17 800	7 105	7 000
g) Auditor's fees	3 900	3 900	4 900	4 400	4 400
h) Public Relations	7 487	11 806	10 776	9 883	14 916
i) Miscellaneous Operating Expenses	1 005	894	596	511	1 118
j) Technical Assistance	21 355	33 678	32 617	34 193	44 457
k) Long Distance Travel	180 529	190 037	180 436	231 225	189 034
l) GEBCO & Int. Bathymetric Charts	6 956	0	0	0	0
m) I.H. Review	11 230	7 561	11 009	10 000	10 000
o) Other publications	12 059	3 869	1 075	3 482	1 440
Total Chapter II	411 712	395 205	396 121	449 559	419 699
<b>Total approved Budget for Chapter II</b>	<b>586 300</b>	<b>515 076</b>	<b>524 365</b>	<b>533 626</b>	<b>532 035</b>
<b>III - CAPITAL EXPENDITURE</b>					
a) Purchase of IT equipments	5 880	5 102	3 427	13 195	14 914
Purchase of furniture & other equipments	4 362	4 766	398	10 560	6 477
Depreciation of fixed assets	26 614	23 561	17 004	8 801	10 387
b) Purchase Publications & binding	391	480	272	844	983
Total Chapter III	37 247	33 909	21 101	33 400	32 761
<b>Total approved Budget for Chapter III</b>	<b>74 200</b>	<b>74 200</b>	<b>69 224</b>	<b>69 248</b>	<b>67 273</b>
<b>Total Operating Costs</b>	<b>2 388 304</b>	<b>2 391 919</b>	<b>2 425 150</b>	<b>2 459 448</b>	<b>2 575 464</b>
<b>Total approved Budget for Operating Costs</b>	<b>2 636 500</b>	<b>2 627 776</b>	<b>2 678 380</b>	<b>2 740 006</b>	<b>2 801 828</b>

	2007	2008	2009	2010	2011 unaudited
IV - GEBCO			7 900	8 000	8 100
IV - PRINTING FUND ALLOCATION	6 100	0	0	0	0
V - RENOVATION FUND ALLOCATION	6 500	3 000	3 000	3 000	3 000
VI - I.H. CONFERENCE FUND	0	55 000	40 000	40 000	30 000
VII - REMOVAL OF DIRECTORS ALLOCATION	27 500	26 000	20 000	20 000	20 000
VIII - CAPACITY BUILDING ALLOCATION	64 000	70 000	70 000	65 000	55 000
	2 492 404	2 545 919	2 566 050	2 595 448	2 691 564
<b>Total approved Budget per year</b>	<b>2 740 600</b>	<b>2 789 576</b>	<b>2 819 280</b>	<b>2 876 006</b>	<b>2 917 928</b>
EXTRA EXPENDITURES AND LOSSES					
Death Mr Semlali				2 872	
<b>GRAND TOTAL</b>	<b>2 492 404</b>	<b>2 545 919</b>	<b>2 566 050</b>	<b>2 598 320</b>	<b>2 691 564</b>

2007                      2008                      2009                      2010                      2011 unaudited

TABLE 3

NET EFFECT ON CAPITAL 2007- 2011 (Euros)

Approved Expenditure Level	2 740 600	2 781 776	2 819 280	2 876 006	2 917 927
TOTAL EXPENDITURE	-2 492 404	-2 545 919	-2 566 050	-2 598 320	-2 691 564
TOTAL INCOME	2 900 108	3 031 332	2 932 687	2 906 828	2 916 455
Surplus on yearly Budget	407 704	485 413	366 637	308 508	224 890
<u>Currencies</u>					
Net Gains on Change Operations	3 252	46 890	1 027	8 358	326
Net Losses on Change Operations	-4 168	-11 223	-2 751	-834	-14
Net Gains on Valuation of Holdings	0	3 940	771	3 605	9 854
Net Losses on Valuation of Holdings	-28 327	-2 674	-2 325	0	
NET RESULT (Income/Expenditure/Currencies)	378 461	522 346	363 359	319 637	235 056
<u>OTHER OPERATIONS</u>					
Provision for Staff Retirement Rights		-28 772	-97 400	59 101	-53 651
Transfer at destination of CBF			-78 000	-70 000	
Transfer to Conference Fund		-100 000	-100 000		-50 000
Transfer to Relocation of Directors and PA fund		-17 000	-64 000	-150 000	-50 000
Transfer to Renovation fund		-16 459	-40 000		
NET BALANCE (Total income less expenditure)	378 461	360 115	-16 041	158 738	81 405
WORKING CAPITAL AT YEAR'S END	2 156 708	2 512 606	2 491 430	2 645 016	2 727 840
EMERGENCY RESERVE FUND	218 981	223 198	228 334	233 486	232 067
<b>TOTAL FUNDING AT YEAR'S END</b>	<b>2 375 689</b>	<b>2 735 804</b>	<b>2 719 763</b>	<b>2 878 501</b>	<b>2 959 907</b>
Financial support to IRF	0	165 000	40 000	50 000	20 000

2007                      2008                      2009                      2010                      2011 unaudited

TABLE 4

**COMPARISON OF BALANCE SHEETS**  
**(as of 31st December 2007 - 2011)**

	<b>I - ASSETS (Euros)</b>				
	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
<b>CASH INVESTED FOR RETIREMENT FUND</b>					
- Retirement Cash invested (IRF)	2 918 753	3 081 676	3 021 693	2 932 844	3 015 246
- Long term guaranty from IHB funds	165 699	37 752	114 843	27 102	97 927
- Retirement Cash invested (External Pension Plans)	279 015	321 568	476 695	420 491	564 909
- Forth quarter to be paid to external plan	26 911				
	<u>3 390 379</u>	<u>3 440 996</u>	<u>3 613 231</u>	<u>3 380 437</u>	<u>3 678 083</u>
<b>VARIOUS DEBTORS</b>					
- Purchase made in advance	12 531	6 230	9 097	803	1 994
- Outstanding bills	7 696	6 544	5 624	25 811	26 091
- Advance to staff	26 555	12 688	12 833	975	3 680
- Advance to personalized pension plan	90 000				
- Interest to be received	17 746	25 549	2 834	5 772	2 951
- Claim for refunding of VAT	60 896	32 823	48 866	38 591	44 339
	215 423	83 835	79 255	71 952	79 055
<b>OUTSTANDING CONTRIBUTIONS</b>					
- Contributions for the year	260 459	175 356	132 900	345 449	291 451
- Contributions for previous years	126 634	84 604	25 374	87 592	22 830
- Contributions for suspended Member States	15 245	15 245	15 245	15 245	15 245
- Interest due	15 103	12 128	4 607	14 937	2 958
	<u>417 440</u>	<u>287 333</u>	<u>178 126</u>	<u>463 223</u>	<u>332 484</u>
<b>FURNITURES AND INSTRUMENTS</b>					
Value of purchases	321 945	189 750	187 926	207 122	213 140
Depreciation	-283 858	-169 477	-174 360	-183 161	-193 547
<b>LIBRARY</b>					
	36 664	36 664	36 664	36 664	36 664
	74 751	56 937	50 230	60 626	56 257
<b>CASH IN BANK AND ON HAND</b>					
- Bank current accounts	156 280	358 404	536 509	473 445	297 980
- Bank deposit accounts	3 206 032	3 837 869	4 115 432	4 090 220	4 464 281
- Petty cash	4 659	4 071	9 417	7 079	3 455
	<u>3 366 972</u>	<u>4 200 344</u>	<u>4 661 358</u>	<u>4 570 743</u>	<u>4 765 717</u>
<b>ASSETS GRAND TOTAL</b>	<u>7 464 965</u>	<u>8 069 444</u>	<u>8 582 199</u>	<u>8 546 980</u>	<u>8 911 595</u>

	2007	2008	2009	2010	2011 unaudited
<b>II - LIABILITIES (Euros)</b>					
STAFF INTERNAL RETIREMENT FUND					
Internal Retirement fund	1 275 753	1 281 956	1 201 664	1 084 175	987 897
- Provision to ensure pensions to retired staff	1 808 700	1 837 472	1 934 872	1 875 771	1 929 422
Net IRF Liability	<u>3 084 453</u>	<u>3 119 428</u>	<u>3 136 536</u>	<u>2 959 946</u>	<u>2 917 319</u>
- Rights for External Pension Plans	215 926	321 568	476 695	452 113	604 409
- Advance to Future Retirees	90 000				
VARIOUS CREDITORS					
- Guaranty to the IRF	165 699	37 752	114 843	27 102	97 927
- Pension plans NSM		34 116	35 169		29 309
- Provision for doubtful contributions	16 983	16 983	16 983	16 983	16 983
- Personalized pension plans	26 911	28 316		0	0
- A.M.R.R Complementary Retirement Scheme	41 342	40 369	43 433	42 787	45 880
- Accruals (outstanding bills...)	48 506	63 574	76 256	73 294	76 595
- Travel claims & wages	0	0	0	0	3 683
- Deposits received for Conference (stand)	0	10 578		0	19 510
- Various creditors	1 805	1 805	1 805	1 897	1 726
I.H CONFERENCE FUNDS					
- Organization of IH Conferences	131 386	277 726	333 811	373 811	448 042
- Relocation of Directors and P A	76 230	119 230	203 230	373 230	404 922
- Ablos Conference fund	7 033	11 712	11 712	17 027	14 842
- GEBCO fund	12 498	16 370	28 882	41 244	48 457
- Capacity Building fund	246 714	309 478	368 609	393 730	398 658
PRINTING EQUIPMENT FUND	73 793	73 793	73 793	73 793	73 793
RENOVATION FUND	24 007	43 466	86 466	89 466	92 466
PRESENTATION LIBRARY FUND	49 236	40 919	39 679	38 619	48 319
CONTRIBUTIONS RECEIVED IN ADVANCE					
- Received in advance or in excess	776 752	766 456	814 533	693 436	607 226
	<u>2 004 822</u>	<u>2 214 213</u>	<u>2 725 899</u>	<u>2 708 531</u>	<u>3 032 748</u>

	2007	2008	2009	2010	2011 unaudited
<b>II - LIABILITIES (Continuation)</b>					
<b>CAPITAL</b>					
Emergency Reserve Fund	218 981	223 198	228 334	233 486	232 067
Reserves for reevaluation					
- Financial holdings	0		0	0	0
- Physical assets	46 092	46 092	0	0	
Provisions for risks (IRF & suspended MS)	-1 825 683	-1 854 455	-1 951 855	-1 892 754	-1 946 405
Net yearly result	378 458	522 345	363 361	319 637	236 677
Net Members States funds	3 557 841	3 798 623	4 079 924	4 218 133	4 439 189
Permanent funding	2 375 689	2 735 804	2 719 764	2 878 503	2 961 528
<b>LIABILITIES GRAND TOTAL</b>	<b>7 464 964</b>	<b>8 069 444</b>	<b>8 582 199</b>	<b>8 546 980</b>	<b>8 911 595</b>
<b>Cash reserve to continue operations (Fin. Regs Art 18)</b>					
IHB Cash balances less	3 366 972	4 200 344	4 661 358	4 570 743	4 765 717
Advance contributions for next year	-776 752	-766 456	-814 533	-693 436	-607 226
Emergency reserve fund	-218 981	-223 198	-228 334	-233 486	-232 067
Special purpose reserves and funds	-620 898	-892 695	-1 146 182	-1 400 920	-1 529 499
Guaranty to the IRF	-165 699	-37 752	-114 843	-27 102	-97 927
<b>Operating Cash Reserve</b>	<b>1 584 641</b>	<b>2 280 243</b>	<b>2 357 466</b>	<b>2 215 799</b>	<b>2 298 997</b>
Total Actual Operation costs	2 388 304	2 391 919	2 425 150	2 459 448	2 575 464
Total Budget for future operations	2 627 776	2 678 380	2 740 006	2 801 828	2 784 806
Number of weeks of operations	34,5	49,6	50,5	46,8	46
Minimal Requirements (3 months - 13 weeks)	656 944	669 595	685 002	700 457	696 202

2007                      2008                      2009                      2010                      2011 unaudited

TABLE 5

## INTERNAL RETIREMENT FUND (IRF) EVOLUTION

Situation of the fund on 1st January	3 045 078	3 084 452	3 119 428	3 136 536	2 959 946
Contributions received (Bureau & Staff)	19 294	20 024	20 600	21 161	21 659
Interest received on investments	97 192	134 942	51 003	15 073	25 564
Pensions paid	-152 606	-148 763	-151 895	-153 723	-143 502
Lump sum paid					
Sub-total	3 008 957	3 090 656	3 039 136	3 019 047	2 863 668
<u>Provision for liability</u>					
- at 1st January of the year	-1 777 193	-1 808 700	-1 837 472	-1 934 872	-1 875 771
- at 31 December of the year	1 808 700	1 837 472	1 934 872	1 875 771	1 929 422
Net variation for the year	31 507	28 772	97 400	-59 101	53 651
<u>Valuation of investment during the year</u>					
- at 31 December of the year	563 945	0	0	0	0
- at 1st January of the year	-519 957	0	0	0	0
Net variation for the year	43 988	0	0	0	0
<b>Situation of the fund on 31st December</b>	3 084 452	3 119 428	3 136 536	2 959 946	2 917 319