

ILO STAFF UNION

Publication:

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SU/AGM/2020/2/D.3

15 October 2020

ANNUAL GENERAL MEETING **SECOND SESSION**

15 October 2020

Financial Report of the Committee **For the period 1 January 2019 – 31 December 2019**

1. Staff Union members are invited to take note of the following documents attached to this report, covering the above-mentioned period. The Auditor's report is given in a separate document SU/AGM/2020/2/D.3/Add.
 - a) Income and expenditure statement;
 - b) Detailed statement of income and expenditure in relation to the approved budget;
 - c) Statement of expenditure;
 - d) Balance sheet as at 31 December 2019.
2. Points for discussion and adoption by the Annual General Meeting:
 - Financial report for the period 1 January – 31 December 2019.
 - Redistribution of Reserve Funds.

Comments on selected lines from the financial statements

3. Income: The total revenues amount to around CHF 720,000, and reflect a significant increase from the amount estimated in the budget for the year 2019.
4. Field retention: This item corresponds to a portion of the membership fees deducted under decentralized payroll systems – as provided for in Article 24(a)(iii) of the Staff Union Rules.
5. Secretariat expenses: This item covers the cost for one secretary (part-time, 80%).
6. Legal Adviser: This item covers the cost for one full-time Legal Adviser.
7. Reserve Fund: The total of the Reserve Fund shows an increase which is due to the benefit for the current year. This increase has been credited to the Action Fund.

**Statutory requirements/Reserve Fund
(Article 33(a) of the Staff Union Rules)**

| Fund | Maximum - Definition | Maximum CHF | Actual 31/12/2019 |
|--------------------|---|---------------------|------------------------------|
| Emergency Fund | ½ annual average expenditure over the three preceding financial periods | 304,264.36 | 295,720.65 |
| Action Fund | Twice annual average expenditure over the three preceding financial periods | 1,217,057.45 | 1,488,258.70 |
| Legal Defence Fund | ½ annual average expenditure over the three preceding financial periods | 304,264.36 | 357,959.08 |
| TOTAL | | 1,825,586.17 | 2,141,938.43 |

Summary of Results and Total of Reserve Fund for the previous years

| Year | Benefit / Deficit | Total of Reserve Fund |
|-------------|--------------------------|------------------------------|
| 2016 | 230,398.81 | 2,026,684.22 |
| 2017 | 25,478.96 | 2,043,163.18 |
| 2018 | -101,260.76 | 1,941,902.42 |

INCOME AND EXPENDITURE
for the period 1 January 2019 - 31 December 2019
(Swiss francs)

EXPENDITURE

| | |
|--------------------------------------|------------|
| Secretariat expenses | 106,781.84 |
| Salary – Legal Adviser | 229,918.69 |
| Missions (HQ / Field) | 50,560.08 |
| Regional Meeting Asia | 34,264.07 |
| Field retention | 82,680.95 |
| Training (centralized at HQ) | 3,600.00 |
| <i>UNION</i> magazine | 0.00 |
| Staff Union Assistance Fund | 0.00 |
| Russian Solidarity Fund | 1,805.40 |
| External collaboration | 0.00 |
| Translation / Interpretation | 6,403.20 |
| Hospitality | 5,758.56 |
| Bank charges | 2,814.75 |
| International Affiliations | 27,612.65 |
| Miscellaneous | 7,616.60 |
| Telephone / Video conference charges | 513.18 |

560,329.97

INCOME

| | |
|---------------------|-------------|
| Membership fees: | |
| Centralized Payroll | 686,262.66 |
| ILO Turin Centre | 29,678.30 |
| Bank interest | 9,815.11 |
| Other incomes | 290.98 |
| Surplus of incomes | -165,717.08 |

560,329.97

ANNEX 1

DETAILED STATEMENT OF INCOME AND EXPENDITURE

**In relation to the approved budget
for the period 1 January 2019 - 31 December 2019
(Swiss francs)**

| | Approved budget | Actual | Balance +(-) |
|--|--------------------------|--------------------------|-------------------------|
| INCOME: | | | |
| Membership fees | 610,000.00 | 686,262.66 | 76,262.66 |
| ILO Turin Centre | 15,000.00 | 29,678.30 | 14,678.30 |
| Investment and bank interest | 5,000.00 | 9,815.11 | 4,815.11 |
| Recuperation of tax | | 274.98 | 274.98 |
| Reimbursements | | 16.00 | |
| | <u>630,000.00</u> | <u>726,047.05</u> | <u>96,047.05</u> |
| EXPENDITURE: | | | |
| Secretariat | 110,000.00 | 106,781.84 | -3,218.16 |
| Salary – Legal Adviser | 240,000.00 | 229,918.69 | -10,081.31 |
| Missions (HQ/Field) | 35,000.00 | 50,560.08 | 15,560.08 |
| Regional Meeting – Asia | 50,000.00 | 34,264.07 | -15,735.93 |
| Regional Meeting Europe and Arab States | 20,000.00 | 0.00 | -20,000.00 |
| Titular: Mission/training – Africa | 5,500.00 | --- | -5,500.00 |
| Titular: Mission/training – Americas | 5,500.00 | --- | -5,500.00 |
| Titular: Mission/training – Asia and Pacific | 5,500.00 | --- | -5,500.00 |
| Titular: Mission/training – Europe/Arab States | 5,500.00 | --- | -5,500.00 |
| Field retention | 90,000.00 | 82,680.95 | -7,319.05 |
| Training (centralized at HQ) | 8,000.00 | 3,600.00 | -4,400.00 |
| <i>UNION</i> Magazine | 1,500.00 | 0.00 | -1,500.00 |
| Staff Union Assistance Fund | 10,000.00 | 0.00 | -10,000.00 |
| Russian Solidarity Fund | 3,000.00 | 1,805.40 | -1,194.60 |
| External collaboration | 5,000.00 | 0.00 | -5,000.00 |
| Translation/Interpretation | 10,000.00 | 6,403.20 | -3,596.80 |
| Hospitality | 5,000.00 | 5,758.56 | 758.56 |
| Bank charges | 1,000.00 | 2,814.75 | 1,814.75 |
| International affiliations | 15,000.00 | 27,612.65 | 12,612.65 |
| Miscellaneous | 4,500.00 | 7,616.60 | 3,116.60 |
| Telephone/Video conference charges | | 513.18 | 513.18 |
| Surplus of incomes | | 165,717.08 | 165,717.08 |
| | <u>630,000.00</u> | <u>726,047.05</u> | <u>96,047.05</u> |

ANNEX 2

STATEMENT OF EXPENDITURE
for the period 1 January 2019 to 31 December 2019
(Swiss francs)

| | Payments by the ILO | Payments through the BCGE | Payments through petty cash | Total |
|--------------------------------------|------------------------|------------------------------|--------------------------------|-------------------|
| Secretariat expenses | 106,781.84 | | | 106,781.84 |
| Salary – Legal Adviser | 229,918.69 | | | 229,918.69 |
| Missions (HQ / Field) | 50,560.08 | | | 50,560.08 |
| Regional Meeting Africa | 34,264.07 | | | 34,264.07 |
| Field retentions | 82,680.95 | | | 82,680.95 |
| Training (centralized at HQ) | | 3,600.00 | | 3,600.00 |
| <i>UNION</i> magazine | | | | 0.00 |
| Staff Union Assistance Fund | | | | 0.00 |
| Russian Solidarity Fund | 1,805.40 | | | 1,805.40 |
| External collaboration | | | | 0.00 |
| Translation / Interpretation | | 6,403.20 | | 6,403.20 |
| Hospitality | 827.16 | 4,877.80 | 53.60 | 5,758.56 |
| Bank charges | | 2,814.75 | | 2,814.75 |
| International affiliations | | 27,612.65 | | 27,612.65 |
| Miscellaneous | 545.60 | 6,937.60 | 133.40 | 7,610.80 |
| Telephone / Video conference charges | 501.18 | | 12.00 | 513.18 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| TOTAL | 507,884.97 | 52,246.00 | 199.00 | 560,329.97 |

ANNEX 3

BALANCE SHEET AS AT 31 DECEMBER 2019

(Swiss francs)

| <u>ASSETS</u> | | | <u>LIABILITIES</u> | | |
|------------------------------|------------|----------------------------|---------------------------|--------------|----------------------------|
| Current Assets: | | | Reserves & Surpluses: | | |
| Cash in hand | 82.00 | | Emergency Fund | 295,720.65 | 295,720.65 |
| Cash at bank | 132,039.95 | | | | |
| MEC Accounts | 953,339.15 | 1,085,461.10 | | | |
| Investments as at 31.12.2019 | | | Staff Union Action Fund | 1,488,252.90 | 1,653,969.98 |
| Fixed-rate bonds | 161,840.00 | | Surplus of incomes | 165,717.08 | |
| Deposit portfolio securities | 574,910.00 | 736,750.00 | | | |
| | | | Legal Defence Fund | 357,959.08 | 357,959.08 |
| Amount due to Staff Union | | 504,767.43 | Loss on Investments | | 19,328.85 |
| | | <u>2,326,978.53</u> | | | <u>2,326,978.53</u> |

ANNEX 4