

# **1<sup>ST</sup> SESSION OF THE IHO ASSEMBLY**

**Monaco, 24-28 April 2017**



## **PRELIMINARY FINANCE REPORT OF THE IHO**

**2012-2016**

**Submitted by the Secretary-General**



**Table of Contents**

1. INTRODUCTION .....3

2. INCOME 2012-2016 .....3

3. EXPENDITURE 2012-2016 .....4

    Chapter I – Personnel costs ..... 4

    Chapter II – Current operating costs ..... 5

    Chapter III – Capital Expenditure ..... 6

4. CONCLUSIONS.....8



## **INTRODUCTION**

### **Preparation of the Report**

1. This report on the administration of the finances of the IHO for the period 1 January 2012 to 31 December 2016 has been prepared by the IHO Secretariat for examination by the Finance Committee (FC) and subsequent recommendation for approval by the Assembly in accordance with Article 10(b) of the IHO General Regulations.

### **Audit of the accounts**

2. The IHO's accounts for each calendar year have been audited by Cabinet Morel, the external auditor appointed by the 18<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 their approval.

### **Currency - Banks**

3. The Euro was introduced on 1 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 in force at that time. The Secretariat has made use of the services of CMB, CFM, SMC and CIC in Monaco for its financial and banking requirements.

### **Annual Financial Statements**

4. Financial statements have been forwarded annually to Members of the Finance Committee for comment. Upon review of the comments and any necessary action, the financial statements amended as and if appropriate have been reported in Part 2 of the Annual Report, for subsequent approval by the Member States.

### **IHO Secretariat Monthly Finance Monitoring**

5. A monthly financial reporting statement is prepared which provides detailed information on the budgetary statement of Incomes and Expenditure as well as information on financial holdings. This statement is examined by the Secretary-General and Directors (previously the Directing Committee) in order to monitor the financial situation of the Organization, monitor progress of the budget and take any necessary action as and if needed.

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

6. In accordance with Article 14 of the IHO General Regulations in force until 8 November 2016, the Chair and Vice-Chair of the Finance Committee met with the Directing Committee twice per year to review the financial status of the Organization and the progress of the budget. Reports of these meetings were circulated to Member States after every meeting.

## **INCOME 2012-2016 (see Table 1)**

### **Contributions**

7. The five-year budget estimates (2012-2016) were prepared for the 18<sup>th</sup> IHC based on a number of shares calculated at the time from the tonnage reported by Member States in accordance with the Articles 4, 5 and 6(a) and 6(b) of the IHO Financial Regulations in force at the time.

### **Number of shares**

8. During the five-year period there were several 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 that were in force at the time.

9. The 684 shares calculated in 2012 progressed to 716 in 2013, 718 in 2014, 731 in 2015 and 742 in 2016. Cameroon became a new Member State of the Organization in April 2012 with two shares, Montenegro became a new Member State of the Organization in December 2012 with two shares.

Brunei Darussalam with 5 shares, Georgia with 2 shares, and Vietnam with 9 shares joined the Organization in March 2015.

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

10. The share value having remained unchanged at 3,984.48 Euros since 2005, was increased by 1% in 2016, to a value of 4,024.32€ in accordance with in the approved five-year Budget 2013-2017.

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

11. In 2013 Serbia had its rights suspended for failing to pay its annual financial contribution in accordance with Article XV of the version of the Convention on the IHO in force at the time.

#### **Payments of contributions**

12. Payments of contributions were generally satisfactory throughout the period. The status of contribution payments was provided in Part 2 of each Annual Report. For the period 2012-2016, 65% of the contributions were paid by the end of May each year, while the final amount received at the end of the years varied between 89% (in 2015) and 93% (in 2012) with an average over the five year period of 90%.

13. A cause for concern is the increasing difficulty for some Member States to forward their subscriptions because of international sanctions against the transfer of funds and the consequent refusal of banks to handle the transactions. On several occasions the Secretariat assisted in finding acceptable ways to ensure that some payments were made.

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

14. The total interest earned on bank deposits in the period 2012-2016 was 318,243 Euros. This is 67% more than was forecast in the budget approved by the 18<sup>th</sup> IHC in 2012 (190,000 euros) and was due to banks offering deposit accounts with progressive interest rates which were not available when the 5 year budget was finalized.

#### **GEBCO Grant**

15. Throughout the five-year period, the Government of the Principality of Monaco generously continued its annual contribution towards the running of the GEBCO project, amounting to 41,100 euros in total.

#### **Internal Tax**

16. All IHO employees paid an Internal Tax, which was 10% of their gross salary.

#### **Extraordinary income**

17. Extraordinary income of 175,833 Euros resulted mainly from interest paid on overdue contributions as required by Article 13.c of the IHO Financial Regulations then in force (28,258€), an administration fee associated with certain donations to the Capacity Building Fund (47,347€), and the payment of contributions in arrears by some Member States (100,228€).

#### **Summary of income**

18. The total estimated income for the period 2012-2016 was 14,898,831 Euros, whereas the actual total income received during the period was 15,596,989 Euros. The increase was mainly due to the increased number of shares described earlier, and to a better return on investments than estimated.

### **EXPENDITURE 2012-2016 (see Table 2)**

#### **Chapter I – Personnel costs**

##### **Salaries**

19. IHO salaries increased in accordance with the cost of living index, promulgated by the Government of Monaco, and represented by the value of the index point, which went from 7.67588 Euros in January 2012 to 7.97186 Euros in December 2016. This was an overall increase of

approximately 3.86 % over the five-year period, or an average 0.7% per year. Salary promotions were made in accordance with the Staff Regulations and the salary tables in force.

20. Until October 2016, the number of IHO employees was 19 persons, including the Directors, when a Technical Standards Support Officer was recruited. This increased the number of employees to 20. Four employees retired during the period: two Assistant Directors in May 2012 and May 2014, one locally recruited translator in August 2015 and one locally-recruited employee in April 2016. These posts were filled by replacement personnel and announced to Member States in relevant Circular Letters when appropriate.

### **Medical expenses**

21. The reimbursement of medical costs incurred by IHO employees (both current and certain retired employees) is an item which is costly, varied and unpredictable by nature. The Secretariat subscribes to an insurance policy to mitigate against major medical claims and the recovery of payments against this policy has been indicated separately. Following negotiations with the company providing medical insurance cover for the IHO, nearly all costs (except optical and dental care) are now recognised by the insurance company. As a result, the net cost of reimbursements should not vary as much as in previous years. It can be seen from the personnel costs shown in Table 2 that the net medical costs have varied from 122k€ in 2012 to 153k€ in 2013, 148k€ in 2014, 128 k€ in 2015 and 150k€ in 2016.

### **Training**

22. Staff Training included training in the use of MS SharePoint, accounting software, MS EXCEL, MS WORD and graphics applications, and French language training for a Director. The training was in support of upgrading the skills of the employees involved for the benefit of the IHO.

### **Summary**

23. Total expenditure in Chapter I was 11,174,712 Euros compared to an approved expenditure of 11,492,596 Euros.

24. The expenditure in Chapter I represents 81% of the total operating costs.

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

### **Maintenance**

25. The cost of maintenance contracts for the premises and the IT equipment remained stable throughout the five-year period. Following negotiations with service providers, savings were achieved in both IT and building maintenance.

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

26. Expenditure for all the communication costs of the Secretariat 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 Secretariat to send Circular Letters and other documents.

### **Contract support**

27. During the five-year period 70,407 Euros were paid in contract support. This amount represents only 23% of the amount approved by Member States. This is partly explained by the fact that IHO Resolution 1/2014 - *Guiding Principles for IHO Funds* directs that one-off contract work that is directly in support of the technical and the inter-regional coordination and support work programmes should normally be financed from the Special Projects Fund, rather than the annual operations budget. As a result, spending from the operational budget on consultancy and contract support was less than planned.

**Travel (technical assistance and long distance travel)**

28. Expenditure on travel remained within the budget allocation in each year during the five-year period.

**Chapter III – Capital Expenditure**

29. A total of 182,247 Euros was expended in the period for the purchase of office equipment, furniture and publications representing 58% of the amount of 311,451 Euros approved in the budget.

**Summary: Total operating costs**

30. The total operating costs during the five-year period was 13,881,480 Euros. This was 5% less than the approved budget of 14,677,582 Euros.

**Funds****GEBCO Fund**

31. The GEBCO Fund was established in 2008 to support the operation of the GEBCO project. In 2015, the custody and management of the GEBCO Fund was transferred from the former treasurer, Stockholm University, to the IHO in order to minimize administrative costs, to provide increased governance over the funds, and to consolidate the various funding streams under which the GEBCO project operates. In 2016 all donations from the Nippon Foundation in support of the GEBCO project, including significant funds for Ocean Mapping training at the University of New Hampshire and the organization of the Forum for Future Ocean Floor Mapping which took place in Monaco in June 2016, were managed by the IHO Secretariat.

**Printing Fund**

32. The Printing Fund was created in 1980 to cover the variable expenses of maintaining an in-house printer in the Secretariat. By the turn of the century, the Secretariat had moved from traditional offset printing to cheaper desktop publishing. Traditional printers have now been replaced by digital printers leased from a commercial supplier and are funded from the annual budget. No withdrawals from the Printing Fund have been made since 2005. As it was no longer required for its original purpose, the Printing Fund was closed in May 2014, and its balance was transferred to the Internal Retirement Fund as agreed by the Member States (see IHO CL 33/2014).

**I. H. Conference Fund**

33. At the end of 2011 the Conference Fund had a balance of 467,525 Euros. The five-year budget allocated the addition of 120k€ over the period. In addition, a transfer of 50k€ from the 2011 audited budget surplus was made in 2012, as approved by the Member States (see IHO CL 79/2012). A total of 263,753 Euros was spent in the planning and execution of the 2012 IHC and the 2014 EIHC. At the end of 2016, 373,661 Euros is available in the Conference Fund for the planning and execution of the first and subsequent IHO Assemblies.

**Relocation of Directors and Assistant Directors Fund**

34. The Relocation of Directors and Assistant Directors Fund covers all the obligations for the relocation of the Directors and Assistant Directors (furniture, tickets, et cetera) and their dependents when they join or leave the Secretariat.

35. The five-year budget made provision for a total of 50k€ to be allocated to the Fund. This was reduced to 27.5k€ in the 2014, 2015 and 2016 budgets, based on a revised forecast of relocation requirements over the following years. A total of 149,311 Euros was expended during the period and at the end of 2016, 283,111 Euros are available in the Fund.



### Capacity Building Fund

36. The Capacity Building Fund was established at the end of 2004 to meet the Capacity Building Program requirements of the Organization. During the five-year period the Fund has received 330,628 Euros from the budget, 283,846 Euros from the audited budget surplus and 2,476,062 Euros in donations from the Republic of Korea and the Nippon Foundation. During the period 2012-2016, which started with a balance of 398,658 Euros, 3,274,943 Euros were spent on authorised activities in the Capacity Building programme. At the end of 2016, 214,251 Euros are available in the Capacity Building Fund.

### IHO Internal Retirement Fund (IRF)

37. Since 1 January 2005 the IHO has been paying the pensions of its retired employees from the IRF. At the end of 2016, there were ten pensioners and one IHO employee covered by the IRF scheme.

38. The current retirement scheme applicable to employees recruited after 31 August 1987 relies on personalized retirement plans. These plans are based on commercial retirement investment insurance or low-risk interest bearing deposits.

39. As a consequence of the continuing drop in interest rates following the banking and financial crisis of 2008, the existing personalized retirement plans available to the IHO struggle to compete with government schemes such as the regime provided in Monaco by the *Caisse autonome des retraites* (CAR). Articles 34 and 34(b) of Monaco Law 455 of 27 June 1947 require that pension benefits offered in the Principality shall be no less than those provided by the CAR scheme of Monaco. The revision of the Staff Regulations of the IHO addressed this situation (see IHO CLs 26 and 45/2016).

40. An actuarial assessment is conducted annually by the Secretariat and confirmed by an independent assessment once between each Conference/Assembly in order to ensure that the IRF can meet its potential liabilities of providing the relevant retirement benefits.

41. An amount of 432,951 Euros was transferred to the IRF during the five-year period comprising 65,383 Euros transferred from the Printing Fund, the budget surplus to IRF, and the capital (303,008 Euros) from a Personalized Pension Plan of an employee who chose to receive a pension from the IHO upon retirement in 2015.

42. The value of the IRF on 31 December 2016 was 3,726,557 Euros.

### Special Projects Fund

43. The Special Projects Fund was established in 2012 to cover various special or non-recurring activities, such as the maintenance or drafting of standards, the editing, translation or updating of complex publications, and particular requirements identified by the Committees and other bodies of the Organization. The Fund is supporting, in particular, the development of the new generation of S-100 based standards.

44. The Fund was established by transferring 87,819 Euros from the 2011 audited budget surplus. 53,263 Euros was transferred from the 2013 audited budget surplus. A total budget allocation of 100k€ was included in the revised budget approved by the Member States in 2014, 2015 and 2016, 135,176 Euros were spent during the period 2012-2016 on approved activities.

### IBSC Fund

45. The IBSC Fund was established in 2010 to support the work of the International Board on Standards of Competence (IBSC) operated jointly by the IHO, the Fédération Internationale des Géomètres (FIG), and the International Cartographic Association (ICA). The Board maintains the Standards of Competence for Hydrographic Surveyors and Nautical Cartographers, as well as reviewing and granting recognition to suitable courses upon application. At the request of the FIG Secretariat which had administered the Fund on behalf of the Board since its establishment, the IHO Secretariat, as secretary of the IBSC, took over the role of treasurer of the Fund in 2015.

**Operating Cash Reserve**

46. An operating cash reserve has been established to ensure the financial stability of the Organization and to avoid any cash liquidity difficulties. In accordance with Article 17 of the IHO Financial Regulations the amount that the IHO shall have at its disposal, on 31 December of each year, shall not be less than three-twelfths of the total annual operating budget of the Organization. At the end of 2016 the operating cash reserve should be not less than 766,475 Euros. At that time, the IHO operating cash reserve stood at 1,953,275 Euros.

**Emergency Reserve Fund**

47. In accordance with Article 18 of the IHO Financial Regulations, the IHO shall have an emergency reserve fund, the amount of which shall be not less than one-twelfth of the total annual operating budget of the Organization, that is exclusively designated to enable the Organization to meet extraordinary expenditures. At the end of 2016 the emergency reserve fund was valued at 255,492 Euros and this amount is held in reserve by the Secretariat.

**Summary of expenditure**

48. The total expenditure, including the total operating cost and the actual expenditure in the operational funds, was 14,533,803 Euros over the five-year period. This is less (4.7%) than the total approved budget of 15,252,710 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, and transfers of more than the allowed 10% transfer between chapters were not required.

**CONCLUSIONS**

49. The Secretariat has striven to constrain costs such that, total income has exceeded total expenditures throughout the five-year budget period. This has provided monies which have variously been applied to increase the various Funds of the Organization, to increase the operating cash reserve and to support newly arising liabilities placed on the IRF.

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

## FIVE YEAR REPORT 2012-2016

TABLE 1

INCOME 2012- 2016 (Euros)

	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>Total of period</b>
Number of shares of contribution	684,0	716,0	718,0	731,0	742,0	
New Member States						
Variation of tonnages		32,0	2,0	13,0	11,0	
Yearly Unit value of the share of contribution	3 984,48	3 984,48	3 984,48	3 984,48	4 024,32	
<b>CONTRIBUTIONS FOR THE YEAR</b>						
(a) Received	2 533 348	2 571 075	2 595 918	2 640 450	2 691 379	13 032 170
(b) Remaining due at end of year	192 037	281 812	264 939	292 128	294 666	1 325 581
	2 725 384	2 852 888	2 860 857	2 932 577	2 986 045	14 357 751
SALES OF PUBLICATIONS	126	0		77		203
INTEREST ON MONIES IN BANKS	22 409	37 968	61 243	92 086	104 537	318 243
INTERNAL TAX	163 875	166 859	173 288	171 347	169 817	845 187
<b>TOTAL INCLUDING CONTRIBUTIONS DUE</b>	<b>2 911 795</b>	<b>3 057 715</b>	<b>3 095 388</b>	<b>3 196 086</b>	<b>3 260 400</b>	<b>15 521 384</b>
Annual budget presented	2 911 006	2 985 080	2 986 781	2 991 507	3 024 457	14 898 831
<b><u>EXTRAORDINARY INCOME</u></b>						
Interest on overdue contributions	5 088	9 759	7 362	6 048		28 258
Administration fees CBF	7 264	29 955	6 460		3 668	47 347
Other extraordinary income			36 684	40 086	23 458	100 228
	2 924 147	3 097 429	3 145 894	3 242 221	3 287 525	15 596 989

	2012	2013	2014	2015	2016	Total of period
<b>TABLE 2</b>						
<b><u>EXPENDITURE 2012- 2016 (Euros)</u></b>						
<b><u>I - PERSONNEL COSTS</u></b>						
a) Salaries - Directing Committee	457 490	456 722	460 607	467 693	478 147	2 320 659
b) Salaries - Category A	538 046	560 052	580 822	565 046	571 622	2 815 589
- Translators	203 824	208 685	211 790	215 970	207 492	1 047 759
- Category B	379 508	404 157	411 722	419 018	395 240	2 009 644
- Overtime	4 942	7 420	7 057	4 664	9 012	33 095
c) Annual Bonus	29 568	31 558	32 101	32 565	30 424	156 216
d) Payment to Retirement Funds	323 531	337 192	346 223	346 460	341 695	1 695 100
e) Insurances based on staff wages	12 805	13 098	13 765	13 349	13 481	66 497
f) Medical GAN premiums	79 758	90 499	84 880	103 277	108 267	466 681
g) Family Allowances	9 201	16 880	18 189	18 289	23 856	86 415
h) Education Grants	16 702	23 720	23 811	16 579	8 125	88 937
i) Medical claims paid	85 644	87 101	86 504	115 407	138 510	513 167
j) Medical claims - refunds from GAN	-43 017	-24 649	-22 951	-90 289	-96 902	-277 808
k) Home Rental	5 029	11 507	12 307	8 514	6 237	43 593
l) Home Leave	11 545	3 693	13 771	5 384	1 796	36 190
m) Miscellaneous Personnel Expenses	789	2 710	950	2 463	934	7 845
n) Salaries - Temporary staff	0	0	0	0	35 679	35 679
o) Training	11 957	10 733	6 012	0	752	29 454
Total Actual Chapter I	2 127 320	2 241 077	2 287 559	2 244 389	2 274 366	11 174 712
Total approved Budget for Chapter I	2 185 720	2 266 191	2 287 835	2 319 000	2 433 850	11 492 596

	2012	2013	2014	2015	2016	Total of period
<b><u>II - CURRENT OPERATING COSTS</u></b>						
a) Maintenance of building	41 512	39 086	42 644	37 409	40 310	200 961
b) Multirisk Insurance	2 556	2 868	2 707	2 989	3 138	14 257
c) Maintenance of IT equipments	57 232	48 923	54 781	49 941	57 088	267 966
d) Office Stationery	9 567	6 653	7 587	9 790	9 067	42 664
e) Postage, telephone, telefax	35 459	32 407	33 555	31 057	32 070	164 547
f) Local Travel	2 325	1 374	1 599	1 287	725	7 310
g) Bank Charges	5 838	7 364	6 908	6 549	6 845	33 503
h) Contract support	7 000	27 144	20 790	594	14 879	70 407
i) Auditor's fees	11 910	6 800	6 800	6 800	7 520	39 830
j) Public Relations	11 270	16 039	19 168	15 737	12 668	74 882
k) Miscellaneous Operating Expenses	2 133	4 301	641	1 821	1 383	10 279
l) Technical Assistance	35 299	55 874	12 434	43 902	46 588	194 097
m) Long Distance Travel	212 194	238 182	244 299	232 084	230 125	1 156 884
n) I.H. Review	10 000	10 000	10 000	10 000	10 000	50 000
o) Other publications	1 378	1 660	1 509	1 570	1 377	7 494
p) Provision for bad debts		54 508	19 922	59 148	55 862	
Total Chapter II	445 673	553 181	485 344	510 677	529 645	2 524 520
Total approved Budget for Chapter II	532 035	558 400	640 900	579 100	563 100	2 873 535
<b><u>III - CAPITAL EXPENDITURE</u></b>						
a) Purchase of IT equipments	6 235	5 109	9 439	8 909	9 824	39 518
b) Purchase of furniture & other equipments	10 902	3 914	2 251	6 193	11 409	34 670
c) Depreciation of fixed assets	11 772	24 372	24 814	22 993	21 585	105 537
d) Purchase Publications & binding	754	169	50	902	648	2 522
Total Chapter III	29 664	33 565	36 555	38 998	43 465	182 247
Total approved Budget for Chapter III	67 051	69 300	64 300	59 300	51 500	311 451
Total Operating Costs	2 602 658	2 827 824	2 809 458	2 794 064	2 847 477	13 881 480
Total approved Budget for Operating Costs	2 784 806	2 893 891	2 993 035	2 957 400	3 048 450	14 677 582

	2012	2013	2014	2015	2016	Total of period
- GEBCO	8 200	8 200	8 200	8 200	8 200	41 000
- RENOVATION FUND ALLOCATION	3 000	3 000				6 000
- I.H. CONFERENCE FUND	40 000	20 000	20 000	20 000	20 000	120 000
- RELOCATION OF DIRECTORS ALLOCATION	20 000	7 500				27 500
- SPECIAL PROJECTS FUND				30 000	20 000	50 000
- CAPACITY BUILDING ALLOCATION	55 000	140 628	45 000	45 000	45 000	330 628
- INTERNAL RETIREMENT FUND					65 000	65 000
	2 728 858	3 007 152	2 882 658	2 897 264	3 005 677	14 521 608
Total approved Budget per year	2 911 006	3 073 219	3 066 235	3 060 600	3 141 650	15 252 710
EXTRA EXPENDITURES AND LOSSES		573		6 331	5 291	12 195
GRAND TOTAL	2 728 858	3 007 724	2 882 658	2 903 595	3 010 968	14 533 803

	2012	2013	2014	2015	2016	Total of period
--	------	------	------	------	------	-----------------

TABLE 3

NET EFFECT ON CAPITAL 2012- 2016 (Euros)

APPROVED EXPENDITURE LEVEL	2 911 006	3 073 219	3 066 235	3 060 600	3 141 650	15 252 710
TOTAL EXPENDITURE	-2 728 858	-3 007 724	-2 882 658	-2 903 595	-3 010 968	-14 533 803
TOTAL INCOME	2 924 147	3 097 429	3 145 894	3 242 221	3 287 525	15 697 217
Surplus on yearly Budget	195 289	89 705	263 237	338 626	276 557	1 163 414
<b>CURRENCIES</b>						
Net Gains on Change Operations	7		14	181	4 248	4 450
Net Losses on Change Operations	-443	-39			-9	-491
Net Gains on Valuation of Holdings	10 852	1 648	1 806			14 307
Net Losses on Valuation of Holdings	0	-18				-18
NET RESULT (Income/Expenditure/Currencies)	205 706	91 296	265 057	338 807	280 796	1 181 662
<b>OTHER OPERATIONS</b>						
Provision for Staff Retirement Rights			-26 000			-26 000
Transfer to Special Projects Fund			-53 263			-53 263
NET BALANCE (Total income less expenditure)	205 706	91 296	185 794	338 807	280 796	1 102 399
WORKING CAPITAL AT YEAR'S END	2 463 246	2 546 280	2 735 044	3 066 263	3 345 605	
EMERGENCY RESERVE FUND	241 158	249 420	246 450	254 038	255 492	
TOTAL FUNDING AT YEAR'S END	2 704 404	2 795 700	2 981 494	3 320 301	3 601 097	

**2012                      2013                      2014                      2015                      2016                      Total of period**

**TABLE 4**  
**COMPARISON OF BALANCE SHEETS**  
**(as of 31st December 2012 - 2016)**

	<b>I - ASSETS (Euros)</b>				
	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>CASH INVESTED FOR RETIREMENT FUND</b>					
- Retirement Cash invested (IRF)	2 930 586	2 975 637	2 976 238	3 157 602	3 046 478
- Long term guaranty from IHO funds	97 807	130 872	190 768	102 306	680 079
- Retirement Cash invested (External Pension Plans)	424 071	421 039	534 559	594 168	652 785
	<b>3 452 465</b>	<b>3 527 548</b>	<b>3 701 564</b>	<b>3 854 077</b>	<b>4 379 342</b>
<b>VARIOUS DEBTORS</b>					
- Purchases made in advance	852	4 515	7 412	7 156	5 513
- Outstanding bills	10 676	12 053	16 464	38 952	10 170
- Advance to staff	14 524	21 273	19 656	16 259	25 200
- Interest to be received	1 950	5 215	41 948	73 222	57 997
- Claim for refunding of VAT	76 859	39 958	64 001	38 248	54 011
- Various debtors			146		
	104 862	83 014	149 628	173 838	152 892
<b>OUTSTANDING CONTRIBUTIONS</b>					
- Contributions for the year	192 037	241 952	245 016	292 128	294 666
- Contributions for previous years	41 453	25 540	45 576	50 402	68 300
- Contributions for suspended Member States	15 245	142 748	98 919	39 152	39 152
- Interest due	8 131	17 890	22 655	4 607	4 607
	256 866	428 130	412 166	386 288	406 724
<b>FURNITURES AND INSTRUMENTS</b>					
- Value of purchases	250 501	257 438	255 421	289 565	302 631
- Depreciation	-204 840	-203 780	-222 262	-240 068	-261 653
- Library	36 664	36 664	36 664	36 664	36 664
	82 325	90 322	69 824	86 160	77 642
<b>CASH IN BANK AND ON HAND</b>					
- Bank current accounts	1 603 107	133 603	272 412	378 473	793 932
- Bank deposit accounts	3 371 099	4 775 142	5 116 792	5 033 801	4 388 178
- Petty cash	3 107	2 034	3 827	2 906	10 491
	4 977 313	4 910 778	5 393 031	5 415 180	5 192 601
<b>ASSETS GRAND TOTAL</b>	<b>8 873 830</b>	<b>9 039 793</b>	<b>9 726 213</b>	<b>9 915 543</b>	<b>10 209 201</b>



	2012	2013	2014	2015	2016	Total of period
<b>II - LIABILITIES (Euros)</b>						
<b>STAFF INTERNAL RETIREMENT FUND</b>						
- Internal Retirement fund	849 594	922 420	941 896	1 335 563	1 339 743	
- Provision to ensure pensions to retired staff	2 178 800	2 184 089	2 225 110	1 924 345	2 386 814	
Net IRF Liability	3 028 394	3 106 509	3 167 006	3 259 908	3 726 557	
- Rights for External Pension Plans	326 368	431 567	534 483	594 183	632 531	
 <b>VARIOUS CREDITORS</b>						
- Guaranty to the IRF	97 807	130 872	190 768	102 306	680 079	
- Pension plans NSM	33 947					
- Provision for doubtful contributions	43 758	154 048	110 219	86 938	126 800	
- A.M.R.R Complementary Retirement Scheme	43 191	46 741	46 989	47 566	16 075	
- Accruals (outstanding bills...)	52 136	79 561	65 382	64 530	56 030	
- Travel claims & wages	945	1 098	5 346	2 598	1 542	
- Deposits received for Conference (stand)	0	16 166		9 705	19 545	
- Various creditors	127 946		1 757	1 305		
 <b>I.H CONFERENCE FUNDS</b>						
- Organization of IH Conferences	422 897	436 815	340 358	360 358	373 661	
- Relocation of Directors and Ads	303 547	311 047	298 546	288 354	283 111	
- Ablos Conference fund	6 759	6 408	99	-46	-46	
- GEBCO fund	63 286	68 653	69 577	185 683	211 612	
- Capacity Building fund	472 896	527 019	1 080 203	542 626	214 251	
- Special Projects Fund	52 819	13 399	55 007	68 037	85 903	
- Printing Equipment Fund	73 793	65 383				
- Renovation Fund	90 894	89 873	80 489	80 489	79 292	
- Presentation Library Fund	55 350	61 248	42 974	22 279	32 002	
- IBSC Fund				16 543	18 783	
 <b>CONTRIBUTIONS RECEIVED IN ADVANCE</b>						
- Received in advance or in excess	872 692	964 462	1 018 750	1 090 221	1 005 186	
	3 141 033	3 404 361	3 940 947	3 563 675	3 836 357	

	2012	2013	2014	2015	2016	Total of period
<b>II - LIABILITIES (Continuation)</b>						
<b>CAPITAL</b>						
- Emergency Reserve Fund	241 158	249 420	246 450	254 038	255 492	
- Provisions for risks (IRF & suspended MS)	-2 222 558	-2 283 630	-2 288 791	-1 968 103	-2 430 572	
- Net yearly result	205 706	91 296	185 794	338 807	280 796	
- Net Members States funds	4 480 099	4 471 837	4 474 806	4 467 219	4 540 571	
Permanent funding	2 704 404	2 528 922	2 618 260	3 091 960	2 646 287	
<b>LIABILITIES GRAND TOTAL</b>	<b>8 873 830</b>	<b>9 039 792</b>	<b>9 726 213</b>	<b>9 915 543</b>	<b>10 209 201</b>	
<b>Cash reserve to continue operations (Fin. Regs Art 18)</b>						
- IHO Cash balances	4 977 313	4 910 778	5 393 031	5 415 180	5 192 601	
- Advance contributions for next year	-872 692	-964 462	-1 018 750	-1 090 221	-1 005 186	
- Emergency reserve fund	-241 158	-249 420	-246 450	-254 038	-255 492	
- Special purpose reserves and funds	-1 542 242	-1 579 845	-1 967 253	-1 564 324	-1 298 569	
- Guaranty to the IRF	-97 807	-130 872	-190 768	-102 306	-680 079	
Operating Cash Reserve	<u>2 223 414</u>	<u>1 986 180</u>	<u>1 969 810</u>	<u>2 404 292</u>	<u>1 953 275</u>	
Total Actual Operation costs	2 602 658	2 827 824	2 809 458	2 794 064	2 847 477	
Total Budget for future operations	2 893 891	2 993 035	2 957 400	3 048 450	3 065 900	
Number of weeks of operations	44,4	36,5	36,5	44,7	36	
Minimal Requirements (3 months - 13 weeks)	723 473	748 259	739 350	762 113	766 475	

**2012**                      **2013**                      **2014**                      **2015**                      **2016**                      **Total of period**

**TABLE 5**

**INTERNAL RETIREMENT FUND (IRF) EVOLUTION**

Situation of the fund on 1st January	2 893 108	3 028 394	3 106 509	3 167 006	3 259 908
Contributions received (Secretariat & Staff)	22 442	23 069	23 599	23 885	15 588
Interest received on investments	9 395	27 213	8 660	34 807	101 399
Pensions paid	-170 140	-149 316	-145 462	-153 827	-211 807
Support from previous year's result		171 860	41 296	185 794	34 000
Transfer from Personalized Pension Plan/Printing Fund Allocation			65 383	303 008	
			26 000		65 000
	-----	-----	-----	-----	-----
Sub-total	2 754 805	3 101 220	3 125 985	3 560 673	3 264 088
Provision for liability					
- at 1st January of the year	-1 905 211	-2 178 800	-2 184 089	-2 225 110	-1 924 345
- at 31 December of the year	2 178 800	2 184 089	2 225 110	1 924 345	2 386 814
	-----	-----	-----	-----	-----
Net variation for the year	273 589	5 289	41 021	-300 765	462 469
Situation of the fund on 31st December	3 028 394	3 106 509	3 167 006	3 259 908	3 726 557