

FINANCES OF THE UNION

Memorandum by the Secretary General

Subject Presentation of the finances of the Union	References/Paragraphs §§ 1-4 and Annex 1-2
Decision expected 1. Approve the 2015 auditor's financial report 2. Approve the proposed 2017 budget	Annex 1 Annex 2

1. By virtue of Article 117.3 of the General Regulations of the Asian-Pacific Postal Union, the Bureau shall prepare a report of the Administrative Section to which shall be attached a detailed final account of the preceding year and all documents regarding receipts and expenditure. This report shall be submitted to the Executive Council for approval. The report of the certified public accountant is thus submitted as Annex 1 for consideration and approval.
2. The annual expenditure of the Union shall be separate for the Administrative Section and for the Training Section. The maximum amount for the annual expenditure for the Administrative Section as stipulated in Article 117.1 of the General Regulations is US\$ 80,000. However, Article 117.5 stated that the limit laid down in Article 117.1 may be exceeded to enable the recruitment of personnel or otherwise to provide for the efficient operation of the Administrative Section if a majority of the member countries agrees. The Islamabad APPU EC meeting 2015 thus approved 2016 budget at the amount of US\$ 141,185.
3. The expenditure for the Administrative Section is shared by all the member countries on the basis of that member-country's UPU contribution class as prescribed in Article 116 of the General Regulations. The 2010 APPU EC in Bali approved the recommendations of the Finance Committee to raise the contribution share per unit to US\$ 1,500 for year 2011 and maintained until the next APPU Congress at which time any further review could be considered. Therefore, the New Delhi Congress reviewed and approved the contribution share per unit for 2014 to be raised to US \$ 1,850.
4. The Bureau has prepared the 2017 budget for the Administrative Section and submitted herewith for consideration and approval as Annex 2 at the amount of **US\$ 169,348** and the amount of the contribution share per unit will be increased to **US\$ 2,150**.

ASIAN - PACIFIC POSTAL UNION
REPORT OF CERTIFIED PUBLIC ACCOUNTANT
AND FINANCIAL STATEMENTS
31 DECEMBER 2015



REPORT OF CERTIFIED PUBLIC ACCOUNTANT

To Executive Council of Asian – Pacific Postal Union

I have audited the accompanying financial statements of Asian – Pacific Postal Union, which comprise the statement of financial position as at December 31, 2015, and the statement of cash receipts and disbursements and statement of cash reserve fund for the year ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

The Management is responsible for the preparation and fair presentation of these financial statement in accordance with Financial Reporting Standards for Non-Publicly Accountable Entities, and for such internal control as management determines is necessary to enable the preparation of financial statement that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Standards on Auditing. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement . The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Company's preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Company's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence that I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statement referred to above present fairly, in all material respects, the financial position of Asian – Pacific Postal Union, as at December 31, 2015 and the results of its operations for the year ended in accordance with Financial Reporting Standard for Non-Publicly Accountable Entities.



Apinya Rungsimontuchat

Certified Public Accountant (Thailand) No. 5080

IAC Audit Limited

Bangkok, Thailand

March 11, 2016

ASIAN-PACIFIC POSTAL UNION
STATEMENTS OF FINANCIAL POSITION
AS AT 31 DECEMBER 2015
(In US \$)

ASSETS	Note	2015	2014
CURRENT ASSETS			
Cash and cash equivalents	2.2 and 3	295,351.33	255,880.65
Account receivables on contribution shares	4		
- 2013 contribution shares		4,500.00	4,500.00
- 2014 contribution shares		7,400.00	9,250.00
- 2015 contribution shares		14,689.62	-
Others		1,600.00	-
TOTAL CURRENT ASSETS		323,540.95	269,630.65
NON - CURRENT ASSETS			
Retirement funds	5	51,039.62	44,717.62
TOTAL NON - CURRENT ASSETS		51,039.62	44,717.62
TOTAL ASSETS		374,580.57	314,348.27

The accompanying notes are an integral part of the financial statements.



Director



Manager Administration & APPU Affairs

ASIAN-PACIFIC POSTAL UNION
STATEMENT OF FINANCIAL POSITION (CONTINUED)
AS AT 31 DECEMBER 2015
(In US \$)

LIABILITIES AND EQUITY	Note	2015	2014
CURRENT LIABILITIES			
Contribution shares received in advance	6	100,900.00	75,960.38
Due to APP		11,153.67	-
Due to RTCAP		500.00	-
Accrued expenses		18,162.46	6,859.68
Unidentified remittance		1,780.70	-
TOTAL CURRENT LIABILITIES		132,496.83	82,820.06
EQUITY			
Reserve fund		191,044.12	186,810.59
Reserve for retirement fund and tax		51,039.62	44,717.62
TOTAL EQUITY		242,083.74	231,528.21
TOTAL LIABILITIES AND EQUITY		374,580.57	314,348.27

The accompanying notes are an integral part of the financial statements.



Director



Manager Administration & APPU Affairs

ASIAN-PACIFIC POSTAL UNION
STATEMENTS OF CASH RECEIPTS AND DISBURSEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2015

(In US \$)

	<u>2015</u>	<u>2014</u>
Cash, Beginning Balance		
Petty cash	1,983.07	1,290.74
SCB - TOT branch No. 198 - 2 - 01649 - 0	41,691.84	105,501.21
SCB - Rutchayothin branch No. 111 -200071 - 5 - 840	256,923.36	176,904.19
	<u>300,598.27</u>	<u>283,696.14</u>
Add : Receipts (Contribution shares)		
2013 contribution shares		
Nauru	-	1,500.00
Nepal	-	174.00
2014 contribution shares		
Afghanistan	-	1,850.00
Bangladesh	-	3,700.00
Brunei Darussalam	-	3,700.00
Cambodia	-	1,850.00
India	-	9,250.00
Indonesia	-	5,550.00
Iran	-	5,550.00
Lao	-	1,850.00
Malaysia	-	3,700.00
Maldives	-	3,700.00
Myanmar	-	1,850.00
Nauru	1,850.00	-
Nepal	-	3,700.00
Pakistan	-	5,550.00
Papua New Guinea	-	3,700.00
Philippines	-	3,700.00



Director



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ASIAN-PACIFIC POSTAL UNION
STATEMENTS OF CASH RECEIPTS AND DISBURSEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2015

(In US \$)

	<u>2015</u>	<u>2014</u>
Samoa	-	1,850.00
Sri Lanka	-	5,550.00
Thailand	-	700.00
Vanuatu	-	350.00
Vietnam	-	3,700.00
2015 contribution shares		
Afghanistan	-	1,850.00
Australia	9,250.00	-
Bangladesh	-	3,700.00
Brunei Darussalam	-	3,700.00
Cambodia	1,850.00	-
China	-	9,250.00
Fiji	3,700.00	-
India	-	9,250.00
Indonesia	5,550.00	-
Iran	-	5,550.00
Japan	-	9,250.00
Korea	-	9,250.00
Lao	1,850.00	-
Malaysia	-	3,700.00
Maldives	3,700.00	-
Myanmar	-	1,850.00
Nepal	3,700.00	-
New Zealand	-	9,250.00
Pakistan	5,550.00	-
Papua New Guinea	3,700.00	-



Director



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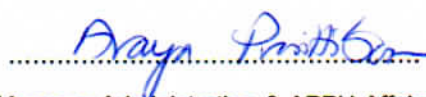
ASIAN-PACIFIC POSTAL UNION
STATEMENTS OF CASH RECEIPTS AND DISBURSEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2015

(In US \$)

	<u>2015</u>	<u>2014</u>
Philippines	3,700.00	-
Samoa	-	1,850.00
Singapore	-	3,700.00
Sri Lanka	5,550.00	-
Thailand	-	3,700.00
Vietnam	3,700.00	-
2016 contribution shares received in advance		
Afghanistan	1,950.00	-
Australia	9,750.00	-
Bangladesh	3,900.00	-
Bhutan	1,950.00	-
Brunei Darussalam	3,700.00	-
Cambodia	1,950.00	-
China	9,750.00	-
India	9,750.00	-
Iran	5,850.00	-
Japan	9,750.00	-
Korea	9,750.00	-
Lao	1,950.00	-
Malaysia	3,900.00	-
New Zealand	9,750.00	-
Pakistan	5,550.00	-
Samoa	1,950.00	-
Singapore	3,900.00	-
Thailand	3,900.00	-
Vanuatu	1,950.00	-
	<u>154,550.00</u>	<u>148,874.00</u>
Interest received	367.51	615.57
Service for APP	5,000.00	5,000.00



Director



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ASIAN-PACIFIC POSTAL UNION
STATEMENTS OF CASH RECEIPTS AND DISBURSEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2015

(In US \$)

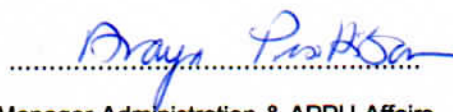
	<u>2015</u>	<u>2014</u>
Due to APPC	9,702.78	-
Due to APP	11,153.67	-
Due to RTCAP	500.00	-
Unidentified remittance	1,780.70	-
Total cash & cash receipts carried forward	<u>483,652.93</u>	<u>438,185.71</u>
<u>Less : Expenditure</u>		
Staff cost	84,819.20	81,616.43
Overtime	290.99	912.63
Travel expenses	26,138.99	11,099.25
Retirement fund	-	-
Medical expenses	1,153.22	1,386.05
General operations	22,368.77	21,051.37
Bank charges	1,023.97	861.53
Loss on exchange rate	1,466.84	2,604.99
Due from APPC	-	15,555.19
Due from APP	-	2,000.00
Due from RTCAP	-	500.00
	<u>137,261.98</u>	<u>137,587.44</u>
Cash, Ending Balance	<u><u>346,390.95</u></u>	<u><u>300,598.27</u></u>

Breakdown of Cash , Ending Balance :

Petty cash	851.98	1,983.07
SCB - TOT branch A/C No.198 - 2 - 01649 - 0	87,197.85	41,691.84
SCB - Ratchayothin branch A/C No. 111 - 200071 - 5 - 840	258,341.12	256,923.36
	<u><u>346,390.95</u></u>	<u><u>300,598.27</u></u>



Director



Manager Administration & APPU Affairs

ASIAN-PACIFIC POSTAL UNION
STATEMENTS OF CASH RESERVE FUND
FOR THE YEAR ENDED 31 DECEMBER 2015

(In US \$)

	<u>2015</u>	<u>2014</u>
Cash, Beginning Balance	186,810.59	172,562.43
<u>Add</u> : Excess income over expenditure	1,356.83	9,762.27
Interest earned on savings deposits	367.51	615.57
Other income	-	2,336.84
Service for APP	5,000.00	5,000.00
Sub total	193,534.93	190,277.11
<u>Less</u> : Bank charges	1,023.97	861.53
Loss on exchange rate	1,466.84	2,604.99
Cash, Ending Balance	<u>191,044.12</u>	<u>186,810.59</u>




Director



Manager Administration & APPU Affairs

ASIAN-PACIFIC POSTAL UNION
SOURCES AND APPLICATION OF FUNDS
FOR THE YEAR ENDED 31 DECEMBER 2015
(In US \$)

	<u>2015</u>	<u>2014</u>
Sources of Funds		
2015 Contribution shares		
Received in 2013	110.38	61,850.00
Received in 2014	75,850.00	71,350.00
Received in 2015	53,650.00	-
Accounts receivable	12,839.62	9,250.00
	<u>142,450.00</u>	<u>142,450.00</u>
Less Application of Funds		
Staff cost	84,819.20	81,616.43
Overtime	290.99	912.63
Travel expenses	26,138.99	11,099.25
Retirement fund and tax	6,322.00	16,622.00
Medical expenses	1,153.22	1,386.05
General operations	17,368.77	21,051.37
Consultancy fee for APPU Reform Proposal Development	5,000.00	-
	<u>141,093.17</u>	<u>132,687.73</u>
 Excess income over expenditure	 <u>1,356.83</u>	 <u>9,762.27</u>



Director



Manager Administration & APPU Affairs

ASIAN-PACIFIC POSTAL UNION
COMPARISON OF EXPENDITURES WITH APPROVED BUDGET FOR 2015
(In US \$)

	<u>Budget</u>	<u>Expenditure</u>	
	<u>2015</u>	<u>2015</u>	<u>2014</u>
Salary :			
- Director	52,014.00	52,014.00	49,164.00
- Manager Administration & APPU Affairs	12,347.00	11,265.11	11,435.04
- Senior Administrative Officer	5,296.00	5,063.84	4,818.12
- Secretary	5,203.00	4,971.89	4,723.71
- System Support Officer	5,203.00	4,862.84	4,818.12
- Administrative Support Officer	3,285.00	3,063.67	3,042.18
- Office Assistant	1,003.00	1,018.80	1,153.21
- Driver 1	1,429.00	1,363.15	1,319.12
- Driver 2	1,303.00	1,195.90	1,142.93
Overtime	1,000.00	290.99	912.63
Traveling expenses	20,880.00	26,138.99	11,099.25
Retirement fund **	5,817.00	5,817.00	15,716.00
Retirement tax for local staff	505.00	505.00	906.00
Medical expenses	1,600.00	1,153.22	1,386.05
General operations***	24,300.00	17,368.77	21,051.37
Consultancy fee for APPU Reform Proposal Development	-	5,000.00	-
Total	<u><u>141,185.00</u></u>	<u><u>141,093.17</u></u>	<u><u>132,687.73</u></u>

* Transferred to Reserve for Retirement Fund - accumulative retirement tax

** Transferred to Reserve for Retirement Fund - accumulative funds



Director



Manager Administration & APPU Affairs

ASIAN-PACIFIC POSTAL UNION
COMPARISON OF EXPENDITURES WITH APPROVED BUDGET FOR 2015
(In US \$)

*** Details are as follows:-

	Budget 2015	Actual 2015	Actual 2014
Auditing	1,000.00	827.50	905.98
Electricity	10,600.00	7,427.20	8,128.89
Postage	2,200.00	331.48	1,186.54
Printing	2,100.00	1,502.00	2,879.30
Stationery	2,500.00	1,698.56	2,107.21
Telecommunication	1,000.00	2,968.18	3,008.86
Cleaning	2,000.00	2,613.85	1,368.31
Computer Improvement	2,900.00	-	1,466.28
	24,300.00	17,368.77	21,051.37



Director



Manager Administration & APPU Affairs

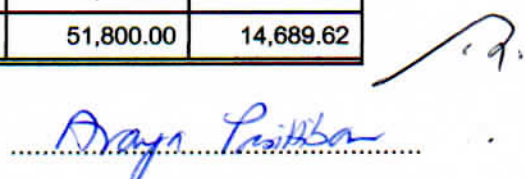
ASIAN-PACIFIC POSTAL UNION
SCHEDULE OF 2015 CONTRIBUTION SHARES
FOR THE YEAR ENDED 31 DECEMBER 2015

(In US \$)

Seq.	Member Country	Units	Amount	Paid in 2014	Paid in 2015	Due in 2016
1	Afghanistan	1	1,850.00	1,850.00		-
2	Australia	5	9,250.00		9,250.00	-
3	Bangladesh	2	3,700.00	3,700.00		-
4	Bhutan	1	1,850.00	110.38		1,739.62
5	Brunei Darussalam	2	3,700.00	3,700.00		-
6	Cambodia	1	1,850.00		1,850.00	-
7	China	5	9,250.00	9,250.00		-
8	Fiji	2	3,700.00		3,700.00	-
9	India	5	9,250.00	9,250.00		-
10	Indonesia	3	5,550.00		5,550.00	-
11	Iran	3	5,550.00	5,550.00		-
12	Japan	5	9,250.00	9,250.00		-
13	Korea	5	9,250.00	9,250.00		-
14	Lao	1	1,850.00		1,850.00	-
15	Malaysia	2	3,700.00	3,700.00		-
16	Maldives	2	3,700.00		3,700.00	-
17	Mongolia	2	3,700.00			3,700.00
18	Myanmar	1	1,850.00	1,850.00		-
19	Nauru	1	1,850.00			1,850.00
20	Nepal	2	3,700.00		3,700.00	-
21	New Zealand	5	9,250.00	9,250.00		-
22	Pakistan	3	5,550.00		5,550.00	-
23	Papua New Guinea	2	3,700.00		3,700.00	-
24	Philippines	2	3,700.00		3,700.00	-
25	Samoa	1	1,850.00	1,850.00		-
26	Singapore	2	3,700.00	3,700.00		-
27	Solomon Islands	1	1,850.00			1,850.00
28	Sri Lanka	3	5,550.00		5,550.00	-
29	Thailand	2	3,700.00	3,700.00		-
30	Tonga	2	3,700.00			3,700.00
31	Vanuatu	1	1,850.00			1,850.00
32	Vietnam	2	3,700.00		3,700.00	-
	Total	77	142,450.00	75,960.38	51,800.00	14,689.62



Director



Manager Administration & APPU Affairs

ASIAN-PACIFIC POSTAL UNION
NOTES TO FINANCIAL STATEMENTS
31 DECEMBER 2015

1. GENERAL INFORMATION

The Asian – Pacific Postal Union (APPU) is an inter – governmental organization of 32 postal administrations of the Asia – Pacific region. APPU is affiliated to the Universal Postal Union which is a specialized agency of the United Nations. The purpose of the APPU is to extend, facilitate and improve postal relations between member countries and to promote cooperation in the field of postal services.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

2.1 Income and expenditure recognition

The financial statements have been prepared on an accrual basis.

2.2 Foreign currencies

Foreign currency transactions incurred during the year have been converted into US Dollars at the rates ruling on the transaction dates. Assets and liabilities in foreign currencies outstanding on the balance sheet date have been converted into US Dollars at the rates ruling on the balance sheet date.

Exchange gains and losses are included in determining earnings.

2.3 Retirement funds

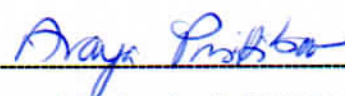
Retirement funds are expensed when incurred.

3. CASH AND CASH EQUIVALENTS

	(Unit : US \$)	
	2015	2014
Petty cash	851.98	1,983.07
Bank accounts		
- SCB TOT branch A/C No. 198-201649-0	87,197.85	41,691.84
- SCB Ratchayothin branch A/C No. 111-20071-5-840	258,341.12	256,923.36
Total	346,390.95	300,598.27
<u>Less Retirement funds</u>	(51,039.62)	(44,717.62)
Net total	295,351.33	255,880.65



Director



Manager Administration & APPU Affairs

ASIAN-PACIFIC POSTAL UNION
NOTES TO FINANCIAL STATEMENTS
31 DECEMBER 2015

4. ACCOUNT RECEIVABLES ON CONTRIBUTION SHARES

	(Unit : US \$)	
	2015	2014
2013 Contribution shares		
Nauru	1,500.00	1,500.00
Tonga	3,000.00	3,000.00
2014 Contribution shares		
Fiji	3,700.00	3,700.00
Nauru	-	1,850.00
Tonga	3,700.00	3,700.00
2015 Contribution shares		
Bhutan	1,739.62	-
Mongolia	3,700.00	-
Nauru	1,850.00	-
Solomon Islands	1,850.00	-
Tonga	3,700.00	-
Vanuatu	1,850.00	-
Total	26,589.62	13,750.00

5. RETIREMENT FUNDS

	(Unit : US \$)	
	2015	2014
Cash, Beginning Balance	44,717.62	28,095.62
Add : reserve for retirement fund (US\$ 5,817.00) and Tax (US\$ 505.00)	6,322.00	16,622.00
Total	51,039.62	44,717.62



Director



Manager Administration & APPU Affairs

ASIAN-PACIFIC POSTAL UNION
NOTES TO FINANCIAL STATEMENTS
31 DECEMBER 2015

6. CONTRIBUTION SHARES RECEIVED IN ADVANCE

	(Unit : US \$)	
	2015	2014
Afghanistan	1,950.00	1,850.00
Australia	9,750.00	-
Bangladesh	3,900.00	3,700.00
Bhutan	1,950.00	110.38
Brunei Darussalam	3,700.00	3,700.00
Cambodia	1,950.00	-
China	9,750.00	9,250.00
India	9,750.00	9,250.00
Iran	5,850.00	5,550.00
Japan	9,750.00	9,250.00
Korea	9,750.00	9,250.00
Lao	1,950.00	-
Malaysia	3,900.00	3,700.00
Myanmar	-	1,850.00
New Zealand	9,750.00	9,250.00
Pakistan	5,550.00	-
Samoa	1,950.00	1,850.00
Singapore	3,900.00	3,700.00
Thailand	3,900.00	3,700.00
Vanuatu	1,950.00	-
	100,900.00	75,960.38

7. APPROVAL OF FINANCIAL STATEMENTS

These financial statements were authorized for issue by the Director of APPU Bureau for the approval of the Executive Council.




Director



Manager Administration & APPU Affairs

ASIA PACIFIC POST (APP) COOPERRATIVE
STATEMENTS OF CASH RECEIPT AND DISBURSEMENT
FOR THE YEAR ENDED 31 DECEMBER 2015

(In US\$)

Cash, Beginning Balance

SCB - Ratchayothin branch No. 111-200072-3-840

1,309,296.81

Add Receipts

Membership Fees for 2015

China Post	24,949.62	
Fiji Post	2,940.77	
Japan Post	50,000.00	
Pos Malaysia	19,969.63	
Maldives Post	2,955.69	
Mongolia Post	1,965.80	
Nepal Post	2,000.00	
Pakistan Post	1,970.74	
Philippines	2,962.75	
Papua New Guinea	1,976.00	
Sri Lanka Post	2,980.80	
Vietnam Post	2,965.87	117,637.67

2016 membership fees received in advance

Australia Post	49,950.97
Hongkong Post	49,960.88
India Post	9,976.00
Pos Indonesia	3,000.00
Post Company of I.R. Iran	2,976.60
Korea Post	49,973.60
Lao Post	1,975.00
Macau Post	9,975.90
Nepal Post	1,963.72
New Zealand Post	9,985.87



Director



Manager Administration & APPU Affairs

ASIA PACIFIC POST (APP) COOPERRATIVE
STATEMENTS OF CASH RECEIPT AND DISBURSEMENT
FOR THE YEAR ENDED 31 DECEMBER 2015

(In US\$)

2015 membership fees received in advance		
Singapore Post	24,975.80	
Sri Lanka Post	2,981.60	
Thailand Post	3,000.00	
Vanuatu Post	1,931.58	222,627.52
APPC-Malaysia-EMS 2014		2,312.75
APPC-Malaysia-PRS 2015		4,653.34
Due to APPU (Nepal)		3,900.00
Due to RTCAP (Nepal)		500.00
Due to RTCAP (Lao)		500.00
Interest earned on savings deposits		762.41
Total cash & cash receipts carried forward		1,662,190.50
<u>Less</u> Disbursements		
Reimbursement to APP		
4 th quarter, 2014	26,022.55	
1 st quarter, 2015	22,170.45	
2 nd quarter, 2015	34,012.16	
3 rd quarter, 2015	29,778.27	111,983.43
APP Financial Service		5,000.00
UPU cost of consultants & UPU Support		255,505.46
Due from APPU - Australia contribution for 2015		9,199.71
Due from APPU		9,199.71
APP Regional ePacket Operations and IT Workshop		1,500.00
APPC-Pos Malaysia		6,966.09
Mr.Lin Hongliang's attendance in APP CEO Fourm in Korea		965.00
Bank charges		682.07
Cash, Ending Balance		1,261,189.03

Breakdown of Cash , Ending Balance :

SCB - Ratchayothin branch No. 111-200072-3-840

1,261,189.03



Director



Manager Administration & APPU Affairs

REGIONAL TECHNICAL CENTRE FOR ASIA PACIFIC (RTCAP)
STATEMENTS OF CASH RECEIPT AND DISBURSEMENT
FOR THE YEAR ENDED 31 DECEMBER 2015
(In US\$)

Cash, Beginning Balance

SCB - Ratchayothin branch No. 111-200073-1-840 246,552.56

Add Receipts

Voluntary contributions for 2015

Brunei Darussalam	1,000.00	
Fiji Post	456.76	
India Post	4,975.53	
Japan Post	40,000.00	
Nepal Post	500.00	
Philippines Post	964.71	
Sri Lanka Post	1,980.80	
Vietnam Post	990.87	50,868.67

2016 contribution shares received in advance

Brunei Darussalam		
China Post	4,951.59	
India Post	4,975.53	
Pos Indonesia	2,500.00	
Singapore Post	4,977.52	
Sri Lanka Post	1,981.60	
Thailand Post	1,500.00	20,886.24

Interest earned on savings deposits

160.71

Total cash & cash receipts carried forward

318,468.18

Less Disbursements

Reimbursement to RTCAP

4 th quarter, 2014	20,202.03	
1 st quarter, 2015	16,657.92	
2 nd quarter, 2015	16,891.93	
3 rd quarter, 2015	12,351.37	66,103.25



Director



Manager Administration & APPU Affairs

REGIONAL TECHNICAL CENTRE FOR ASIA PACIFIC (RTCAP)

STATEMENTS OF CASH RECEIPT AND DISBURSEMENT

FOR THE YEAR ENDED 31 DECEMBER 2015

(In US\$)

Less Disbursements

Bank charges

326.02

Cash, Ending Balance

252,038.91

Breakdown of Cash , Ending Balance :

SCB - Ratchayothin branch No. 111-200073-1-840

252,038.91





Director



Manager Administration & APPU Affairs

Income

Contribution share @ US\$ 2,150 x 77 Units	US\$	165,550
APP financial management charge	US\$	5,000

		2017 Budget US\$		2016 Budget US\$		2015 Actual US\$	
Expenditure							
Staff cost		91,531		87,083		84,819.19	
Director	58,038		52,014		52,014.00		50% of Salary, Post Adj. & Dependency Allowance
-							30% of Salary
Manager Administration & APPU Affairs	9,167		12,347		11,265.11		
- Senior Administrative Officer	5,758		5,875		5,063.84		20 % of Salary
- Secretary	5,372		5,653		4,971.88		20 % of Salary
- System Support Officer	5,365		5,203		4,862.84		20 % of Salary
- Administrative Support Officer	3,536		3,285		3,063.67		15 % of Salary
- Office Assistant	1,316		1,003		1,018.80		15 % of Salary
- Driver 1	1,579		1,429		1,363.15		10% of salary
- Driver 2	1,401		1,303		1,195.90		10% of salary
- Overtime				1,000		290.99	
Travel expenses		22,530		20,880		26,138.99	
Retirement fund		10,599				5,817.00	
				5,817			
Retirement tax for local staff		1,745				505.00	
				505			
Medical expenses		1,500				1,153.22	
				1,600			
General operations		41,443					
				24,300		22,368.77	
Total		169,348		141,185		141,093.16	

TRAVEL EXPENSES

Unit :
US\$

Destination	Person traveling	Purpose	Benefit to the APPU/ reasons	Cost of airfares	Subsistence Allowance	Other Expenses	Total cost
Bern, Switzerland	Director	Attend UPU POC meeting	Represent APPU on various matters. Regional projects, inputs into QSF discussions, technical cooperation and networking with service providers. Could present on regional issues and utilize knowledge in Bureau activities e.g. research project, future regional projects, etc.	4,700 BKK-Zurich-BKK	3,010 (7 days at US\$ 430 per day)	400 Train from/to Zurich-Bern-Zurich and others	8,110
Bern, Switzerland	Director	Attend UPU CA meeting	Represent APPU on various matters in the POC and CA sessions as well as represent the APPU in the Restricted Union Conference.	4,700 BKK-Zurich-BKK	3,010 US\$ 3,870 (7 days at US\$ 430 per day)	400 US\$ 400 train from/to Zurich-Bern-Zurich and others	8,110
Iran	Director	Attend APPU Congress and APPC GB meeting	Requirement of the position to assume the task of Secretary General	800 50% of airfare	1,358 (7 days at US\$ 194 per day)		2,158
	Manager, Administration	Attend APPU Congress and APPC GB meeting	Provide support to the Secretary General	800 50% of airfare	1,552 (8 days at US\$ 194 per day)		2,352
Asia	Director	Contingency	Raise the profile of APPU	800	1,000 (5 days at US\$ 200 per day)		1,800
TOTAL				11,800	9,930	800	22,530

RETIREMENT FUND

Unit : US\$

Position	2017 Salary	Monthly Salary	Years of Service	Retirement Fund
<i>Director</i>	58,038	4,837	4	19,346
<i>Manager Administration & APPU Affairs</i>	9,167	764	1	764
<i>Senior Administrative officer</i>	5,758	480	29	13,916
<i>Secretary</i>	5,372	448	10	4,477
<i>System Support Officer</i>	5,365	447	17	7,600
<i>Admin. Support Officer</i>	3,536	274	13	3,562
<i>Office Assistant</i>	1,316	110	3	329
<i>Driver 1</i>	1,579	132	22	2,895
<i>Driver 2</i>	1,401	117	10	1,168
Total				54,055

Retirement fund at 31 December 2015	51,040
Allocated Retirement fund in 2016	10,436
Former Manager's retirement funds	-18,020.00
Proposed retirement fund for 2017	10,599
	54,055

GENERAL OPERATIONS

Items	Budget 2017	Budget 2016	Actual 2015	Remark
Audit	1,350	1,000	827.50	Only bureau office
Electricity	9,000	10,600	7,427.20	
Postage	500	1,500	331.48	Rental fee of photocopier
Printing	1,953	3,170	1,502.00	
Stationery	2,500	2,500	1,698.56	
Telecommunication charge	3,265	1,500	2,968.18	
Cleaning	2,875	2,000	2,613.85	
Computer improvement		2,900	-	
Consultancy fee for APPU Reform Proposal Development	20,000	-	5,000.00	
Total	41,443	25,170	22,368.77	

2017 Contribution Shares

Unit : US\$

<i>No.</i>	<i>Member Country</i>	<i>Contribution Unit</i>	<i>Contribution Share</i>
1	Afghanistan	1	2,150
2	Australia	5	10,750
3	Bangladesh	2	4,300
4	Bhutan	1	2,150
5	Brunei Darussalam	2	4,300
6	Cambodia	1	2,150
7	China	5	10,750
8	Fiji	2	4,300
9	India	5	10,750
10	Indonesia	3	6,450
11	Iran	3	6,450
12	Japan	5	10,750
13	Korea	5	10,750
14	Lao	1	2,150
15	Malaysia	2	4,300
16	Maldives	2	4,300
17	Mongolia	2	4,300
18	Myanmar	1	2,150
19	Nauru	1	2,150
20	Nepal	2	4,300
21	New Zealand	5	10,750
22	Pakistan	3	6,450
23	Papua New Guinea	2	4,300
24	Philippines	2	4,300
25	Samoa	1	2,150
26	Singapore	2	4,300
27	Solomon Islands	1	2,150
28	Sri Lanka	3	6,450
29	Thailand	2	4,300
30	Tonga	2	4,300
31	Vanuatu	1	2,150
32	Vietnam	2	4,300
Total		77	165,550

Contribution share @ US\$ 2,150 per unit

**2016
Contribution Shares**

Unit : US\$

<i>No.</i>	<i>Member Country</i>	<i>Received</i>	<i>Bank Charges</i>	<i>Owing</i>
1	Afghanistan	1,881.59	-	-
2	Australia	9,700.97	-	-
3	Bangladesh	3,880.28	-	-
4	Bhutan	1,950.00	-	-
5	Brunei Darussalam	3,700.00	-	-
6	Cambodia	1,931.66	-	-
7	China	9,700.08	-	-
8	Fiji	-	-	3,900.00
9	India	9,725.86	-	-
10	Indonesia	-	-	5,850.00
11	Iran	5,820.99	-	-
12	Japan	9,735.94	-	-
13	Korea	9,736.10	-	-
14	Lao	1,926.62	-	-
15	Malaysia	3,900.00	-	-
16	Maldives	-	-	3,900.00
17	Mongolia	-	-	3,900.00
18	Myanmar	1,850.00	-	-
19	Nauru	-	-	1,950.00
20	Nepal	3,900.00	-	-
21	New Zealand	9,735.81	-	-
22	Pakistan	5,516.18	-	-
23	Papua New Guinea	-	-	3,900.00
24	Philippines	3,900.00	-	-
25	Samoa	1,901.65	-	-
26	Singapore	3,880.27	-	-
27	Solomon Islands	1,882.78	-	-
28	Sri Lanka	5,826.16	-	-
29	Thailand	3,900.00	-	-
30	Tonga	-	-	3,900.00
31	Vanuatu	1,926.54	-	-
32	Vietnam	3,890.25	-	-
Total		121,699.73	-	27,300.00

Contribution share @ US\$ 1,950 per unit

**2015
Contribution Shares**

Unit : US\$

<i>No.</i>	<i>Member Country</i>	<i>Received</i>	<i>Bank Charges</i>	<i>Owing</i>
1	Afghanistan	1,780.69	-	-
2	Australia	9,199.71	-	-
3	Bangladesh	3,675.79	-	-
4	Bhutan	1,921.82	-	-
5	Brunei Darussalam	3,700.00	-	-
6	Cambodia	1,815.70	-	-
7	China	9,198.83	-	-
8	Fiji	3,656.76	-	-
9	India	9,172.68	-	-
10	Indonesia	5,550.00	-	-
11	Iran	5,521.16	-	-
12	Japan	9,234.70	-	-
13	Korea	9,234.69	-	-
14	Lao	1,825.77	-	-
15	Malaysia	3,680.77	-	-
16	Maldives	3,655.69	-	-
17	Mongolia	-	-	3,700.00
18	Myanmar	1,850.00	-	-
19	Nauru	-	-	1,850.00
20	Nepal	3,684.62	-	-
21	New Zealand	9,234.47	-	-
22	Pakistan	5,536.13	-	-
23	Papua New Guinea	3,675.83	-	-
24	Philippines	3,662.82	-	-
25	Samoa	1,800.72	-	-
26	Singapore	3,680.70	-	-
27	Solomon Islands	1,882.78	-	-
28	Sri Lanka	5,526.15	-	-
29	Thailand	3,700.00	-	-
30	Tonga	3,670.80	-	-
31	Vanuatu	-	-	-
32	Vietnam	3,690.75	-	-
Total		134,420.53	-	5,550.00

Contribution share @ US\$ 1,850 per unit