



**EXECUTIVE COUNCIL 2023**

**FINANCES OF THE UNION**

**Draft budget of the Administrative Section for 2024**

**Memorandum by the Secretary-General**

1. Subject	References/Paragraphs
Presentation of the draft Budget for 2024	§§ 1 to 3
<p><b>2. Decisions expected</b></p> <p>The EC is invited to:</p> <ul style="list-style-type: none"> <li>- <b>take note</b> of this document</li> <li>- <b>approve</b> the draft budget for 2024</li> <li>- <b>authorize</b> the APPU Bureau to adjust the amounts within the heads, provided this is within the overall expenditure as approved by the EC</li> </ul>	<p>§§ 1 to 3</p> <p>§§ 1 to 3, Annex 1</p> <p>§§ 3</p>

**1. Introduction**

1.1 The annual expenditure of the Union shall be separate for the Administrative Section and 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 USD 80,000. However, Article 117.5 states 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 the majority of the member countries agree.

1.2 In the past years, the Congress/ EC has approved budgets exceeding USD 80,000 exercising the powers granted under Article 117.1 of General Regulations of APPU. For reference, the approved budgets for the past 5 years were USD 207'547 for 2019, USD 209'002 for 2020, USD 213'868 for 2021, USD 209'944 for 2022, and USD 206'515 for 2023.

1.3 The expenditure for the Administrative Section is shared by all member countries, in accordance with the UPU contribution class of that member, as prescribed in Article 116.

**2. Draft Budget for 2024**

2.1 The budget for the Administrative Section can be found in EC 2023 Doc 6b Annex 2.

- 2.2 The projected income to the Union in 2024 through regular member country contributions and miscellaneous income is USD 214,350. This excludes any income from secondments or specific projects to be undertaken by the Union. The estimated expenditure for the year 2024 is USD 206,520.

**3. Specific background to the 2023 expenditure and preparation of the 2024 budget**

- 3.1 The attention of the EC is invited towards several key factors that necessitate careful consideration during the assessment of the expenditure for 2023 and the 2024 budget. While no specific Work Plan was assigned to the Bureau for the Bangkok Cycle, as explained in EC 2023 Doc 20, the Bureau has presented the Key Focus Areas and Work Plan for the Bangkok Cycle. This comprehensive document encompasses 105 Work Plans to be executed over a span of 4 years, encompassing 405 deliverables, commencing from 2023.
- 3.2 A thorough examination of these Work Plans reveals that certain work items are of a new nature and thus require corresponding expenditure. However, it should be noted that there are currently no extra-budgetary contributions available. Therefore, the costs associated with these work plans must be met from the regular budget allocated to the Administrative Section. Consequently, it is imperative for the Bureau to be authorized by the EC to make necessary adjustments within the allocated expenditure categories, ensuring that the overall expenditure remains within the limits approved by the EC, effective from 2023.

## EXECUTIVE COUNCIL 2023

### Regular Budget revenues

1. The primary source of funding for the APPU Administrative Section's budget expenses is derived from member countries' contributions, totaling USD 209,350 for the year 2024. Additionally, there is a supplementary source of income, amounting to USD 5,000 per year, obtained through miscellaneous financial management activities. Consequently, the projected total budgetary revenue for 2024 stands at USD 214,350.

*Table 1: Summary of the revenue of the APPU Administrative Section Budget*

<i>Description</i>	<i>2024 Budget</i>	<i>2023 Budget</i>	<i>2022 Actuals</i>
<b>Member country contributions</b>	USD 209,350	USD 209,350	USD 209,350
<b>Miscellaneous income</b>	USD 5,000	USD 5,000	USD 5,000
<b>Total income</b>	USD 214,350	USD 214,350	USD 214,350

### Expenditure of the Union

2. The total expenses from the Administrative Section budget include Staff expenses, allowances, travel expenses, retirement fund & taxes, medical expenses, and general operational expenses. The salary and other allowances of the Bureau staff are proportionately divided between the Administrative Section budget and the Training Section budget. In the year 2023, the Bureau is undertaking a comprehensive study to reassess the allocation proportion for submission to the next EC.

*Table 2: Summary of the Expenditure of the APPU Administrative Section Budget*

Unit: USD

<i>Description</i>	<i>Budget 2024</i>	<i>Budget 2023</i>	<i>2022 Actuals</i>
Staff expenses	98,694	92,439	105,400.95
Overtime expenses	500	500	127.34
Travel expenses	37,980	38,871	20,810.96
Retirement fund	8,923	3,789	9,531.00
Retirement tax for local staff	1,856	341	3,439.00
Medical expenses	4,167	2,375	1,373.12
General operations	54,400	68,200	69,238.63
<b>Total (USD)</b>	<b>206,520</b>	<b>206,515</b>	<b>209,921.00</b>

3. For the 2023 year, the Bureau applied a CPI increase of 6.08% for salary adjustment, as stated in the CPI announcement for salary adjustment. <https://www.bot.or.th/en/thai-economy/economic-outlook.html>. The actual salary cost for 2023 will be reported in 2024. For the 2024 year, The CPI has not been announced yet. The Bureau, therefore calculated the salary excluding the CPI increment. The 2024 actual figures will be adjusted once the CPI announcement is made by the Bank of Thailand (BOT) or Division of Trade and Economic Indices Trade Policy and Strategy Office of the Ministry of Commerce, expected to be in early 2024.
4. A detailed explanation of the calculation and associated matters regarding the Retirement Fund is set out under the tab "Retirement & General Operations". Retirement Tax is a calculation taking in individual tax rates related to the overall value of an employee's accumulated Retirement Benefit. The actual retirement tax of an employee will be calculated when the employee resigns or retires.

*Table 3: Staff expenses from the Administrative Section Budget*

Unit: USD

<i>Staff member</i>	<i>Budget 2024</i>	<i>Budget 2023</i>	<i>2022 Actuals</i>	<i>Description</i>
Secretary-General	62,027	56,886	68,076.00	50%of Salary + others
Manager Administration & APPU Affairs	11,757	11,410	10,647.06	30% of Salary
Senior Administrative Officer	4,322	3,734	6,956.47	20 % of Salary
Secretary	5,789	5,772	5,611.25	20 % of Salary
System Support Officer	5,789	5,772	5,611.25	20 % of Salary
Administrative Support Officer	3,883	3,876	3,768.29	15 % of Salary
Office Assistant	1,727	1,599	1,435.17	15 % of Salary
Driver 1	1,700	1,695	1,788.55	10% of salary
Driver 2	1,700	1,695	1,506.91	10% of salary

Table 4: Retirement Fund

Unit: USD

Position	2024 Salary	Monthly Salary	Years of Service	Retirement Fund	Retirement Tax	Tax rate
Secretary-General	62,027	5,169	2	10,312	-	0%
Manager Administration & APPU Affairs	11,757	980	6	5,880	-	0%
Senior Administrative officer	4,322	360	2	720	-	0%
Secretary	5,789	482	19	9,158	3,405	25%
System Support Officer	5,789	482	24	11,568	4,496	25%
Admin. Support Officer	3,883	324	20	6,480	2,392	25%
Office Assistant	1,727	144	5	720		0%
Driver 1	1,700	141	29	4,089	1,241	25%
Driver 2	1,700	141	17	2,397	595	25%
				<b>51,324</b>	<b>12,128</b>	

Table 5: Composition of Retirement Fund and Retirement Tax on 31 December 2024

Unit: USD

Timing	Fund	Tax	Total
Value on 31 December 2023	42,401	10,272	52,673
Value allocated to RF for 2024	8,923	1,856	10,779
Estimated balance for RF on 31 December 2024 to meet commitments	51,324	12,128	63,452
Contribution required to achieve commitments	8,923	1,856	10,779

## Remarks:

It may be noted that the Retirement Fund is computed by multiplying the amount of the last month's salary of each staff member including post-adjustment allowance for those internationally recruited by the number of years of service. The "Total" is the amount that the Bureau owes to all staff in retirement entitlements as of 31 December 2024 (i.e., USD 51,324 for retirement fund and USD 12,128 for retirement tax). The proposed allocation for retirement fund and retirement tax for 2024 is USD 8,923 and USD 1,856 respectively.

The data in this Retirement Fund table is calculated using the Administrative Section share of total salaries.

There is a corresponding calculation for the Training Section share of salaries in the Governing Board documentation. The total funds actually held in Retirement Fund bank accounts are equal to current entitlements, and this is also calculated as on 31 December 2024.

*Table 6: General Operations Expenses*

Unit: USD

Items	Budget 2024	Budget 2023	Actual 2022	Remark
Audit	1,000	1,000	847.46	
Electricity	9,500	9,500	5,830.87	Bureau Office - 1 <sup>st</sup> FI
Postage	1,000	1,000	111.68	
Printing	2,400	2,700	1,112.41	
Stationery	1,000	1,000	119.79	
Telecommunication charge	3,500	3,500	3,046.45	
Cleaning	4,500	4,000	3,829.09	Bureau Office - 1 <sup>st</sup> FI
Hospitality	1,500	1,500	696.92	
Consultancy expenses <sup>1</sup>	30,000	45,000	35,000.00	
Unbudgeted expenditure			18,643.96	
<b>Total</b>	<b>54,400</b>	<b>69,200</b>	<b>69,238.63</b>	

<sup>1</sup> It may be noted that the Consultancy budget includes expenses on account of various consultancy activities of the Union. The draft budget for the Reforms Consultant engaged is set out in EC 2023 Doc 13.6

## 2024 Contribution Shares

Unit: USD

No.	Member Country	Contribution Unit	Contribution Share
1	Afghanistan	1	2,737
2	Australia	5	13,683
3	Bangladesh	4	10,946
4	Bhutan	1	2,737
5	Brunei Darussalam	2	5,473
6	Cambodia	1	2,737
7	China	5	13,683
8	Fiji	2	5,473
9	India	5	13,683
10	Indonesia	3	8,210
11	Iran	3	8,210
12	Japan	5	13,683
13	Korea	5	13,683
14	Lao	1	2,737
15	Malaysia	2	5,473
16	Maldives	2	5,473
17	Mongolia	2	5,473
18	Myanmar	1	2,737
19	Nauru	0.5	1,368
20	Nepal	2	5,473
21	New Zealand	5	13,683
22	Pakistan	3	8,210
23	Papua New Guinea	2	5,473
24	Philippines	2	5,473
25	Samoa	0.5	1,368
26	Singapore	2	5,473
27	Solomon Islands	1	2,737
28	Sri Lanka	3	8,210
29	Thailand	2	5,473
30	Tonga	0.5	1,368
31	Vanuatu	1	2,737
32	Vietnam	2	5,473
<b>Total</b>		<b>76.5</b>	<b>209,350</b>

Contribution share @ USD 2,737 per unit

**2023 Contribution Shares**

Unit: USD

No.	Member Country	Received	Bank Charges	Owing
1	Afghanistan	-	-	2,650.00
2	Australia	13,220.71	29.29	-
3	Bangladesh	10,570.56	29.44	-
4	Bhutan	2,631.28	18.72	-
5	Brunei Darussalam	-	-	5,300.00
6	Cambodia	2,650.00	-	-
7	China	13,210.50	39.50	-
8	Fiji	5,266.80	33.20	-
9	India	13,226.85	23.15	-
10	Indonesia	7,917.43	32.57	-
11	Iran	-	-	7,950.00
12	Japan	13,250.00	-	-
13	Korea	13,250.00	-	-
14	Lao	2,625.83	24.17	-
15	Malaysia	5,300.00	-	-
16	Maldives	5,271.79	28.21	-
17	Mongolia	5,286.75	13.25	-
18	Myanmar	2,650.00	-	-
19	Nauru	2,588.06	61.94	-
20	Nepal	5,287.26	12.74	-
21	New Zealand	13,236.84	13.16	-
22	Pakistan	7,882.31	67.69	-
23	Papua New Guinea	-	-	5,300.00
24	Philippines	5,276.89	23.11	-
25	Samoa	2,631.94	18.06	-
26	Singapore	5,300.00	-	-
27	Solomon Islands	2,631.94	18.06	-
28	Sri Lanka	7,917.73	32.27	-
29	Thailand	5,286.75	13.25	-
30	Tonga	5,266.80	33.20	-
31	Vanuatu	-	-	2,650.00
32	Vietnam	5,271.79	28.21	-
	<b>Total</b>	<b>184,906.81</b>	<b>593.19</b>	<b>23,850.00</b>

Contribution share @ USD 2,650 per unit



## 2022 Contribution Shares

Unit: USD

No.	Member Country	Received	Bank Charges	Owing
1	Afghanistan	-	-	2,650.00
2	Australia	13,218.93	31.07	-
3	Bangladesh	10,570.16	29.84	-
4	Bhutan	2,630.96	19.04	-
5	Brunei Darussalam	5,300.00	-	-
6	Cambodia	2,650.00	-	-
7	China	13,209.85	40.15	-
8	Fiji	5,246.85	53.15	-
9	India	13,234.93	15.07	-
10	Indonesia	-	-	7,950.00
11	Iran	7,917.73	32.27	-
12	Japan	13,250.00	-	-
13	Korea	13,250.00	-	-
14	Lao	2,625.92	24.08	-
15	Malaysia	5,300.00	-	-
16	Maldives	5,276.77	23.23	-
17	Mongolia	5,286.89	13.11	-
18	Myanmar	2,614.27	35.73	-
19	Nauru	2,592.67	57.33	-
20	Nepal	5,287.76	12.24	-
21	New Zealand	13,235.18	14.82	-
22	Pakistan	7,882.03	67.97	-
23	Papua New Guinea	5,281.97	18.03	-
24	Philippines	5,248.83	51.17	-
25	Samoa	2,650.00	-	-
26	Singapore	5,300.00	-	-
27	Solomon Islands	2,631.32	18.68	-
28	Sri Lanka	7,924.87	25.13	-
29	Thailand	5,300.00	-	-
30	Tonga	5,282.57	17.43	-
31	Vanuatu	2,631.22	18.78	-
32	Vietnam	5,271.79	28.21	-
<b>Total</b>		<b>198,103.47</b>	<b>646.53</b>	<b>10,600.00</b>

Contribution share @ USD 2,650 per unit

**2021 Contribution Shares**

Unit: USD

No.	Member Country	Received	Bank Charges	Owing
1	Afghanistan	-	-	2,650.00
2	Australia	13,217.22	32.78	-
3	Bangladesh	10,568.33	31.67	-
4	Bhutan	2,630.07	19.93	-
5	Brunei Darussalam	5,300.00	-	-
6	Cambodia	2,650.00	-	-
7	China	13,209.17	40.83	-
8	Fiji	5,270.79	29.21	-
9	India	13,193.25	56.75	-
10	Indonesia	7,916.63	33.37	-
11	Iran	7,918.32	31.68	-
12	Japan	13,250.00	-	-
13	Korea	13,250.00	-	-
14	Laos	2,625.32	24.68	-
15	Malaysia	5,300.00	-	-
16	Maldives	5,286.75	13.25	-
17	Mongolia	5,292.48	7.52	-
18	Myanmar	2,625.79	24.21	-
19	Nauru	2,592.67	57.33	-
20	Nepal	5,276.78	23.22	-
21	New Zealand	13,233.22	16.78	-
22	Pakistan	7,880.89	69.11	-
23	Papua New Guinea	5,281.98	18.02	-
24	Philippines	5,277.43	22.57	-
25	Samoa	2,639.95	10.05	-
26	Singapore	5,300.00	-	-
27	Solomon Islands	-	-	2,650.00
28	Sri Lanka	7,923.23	26.77	-
29	Thailand	5,300.00	-	-
30	Tonga	5,282.57	17.43	-
31	Vanuatu	2,631.22	18.78	-
32	Vietnam	5,300.00	-	-
	<b>Total</b>	<b>203,424.06</b>	<b>625.94</b>	<b>5,300.00</b>

Contribution share @ USD 2,650 per unit

**2020 Contribution Shares**

Unit: USD

No.	Member Country	Received	Bank Charges	Owing
1	Afghanistan	2,580.33	69.67	-
2	Australia	13,217.45	32.55	-
3	Bangladesh	10,568.37	31.63	-
4	Bhutan	2,630.01	19.99	-
5	Brunei Darussalam	5,300.00	-	-
6	Cambodia	2,650.00	-	-
7	China	13,208.38	41.62	-
8	Fiji	5,275.23	24.77	-
9	India	13,223.37	26.63	-
10	Indonesia	7,915.91	34.09	-
11	Iran	7,950.00	-	-
12	Japan	13,250.00	-	-
13	Korea	13,250.00	-	-
14	Laos	2,625.00	25.00	-
15	Malaysia	5,300.00	-	-
16	Maldives	5,286.75	13.25	-
17	Mongolia	5,266.80	33.20	-
18	Myanmar	2,655.59	- 5.59	-
19	Nauru	2,627.99	22.01	-
20	Nepal	5,300.00	-	-
21	New Zealand	13,233.37	16.63	-
22	Pakistan	7,883.39	66.61	-
23	Papua New Guinea	5,281.98	18.02	-
24	Philippines	5,276.75	23.25	-
25	Samoa	2,630.01	19.99	-
26	Singapore	5,300.00	-	-
27	Solomon Islands	2,630.09	19.91	-
28	Sri Lanka	7,923.42	26.58	-
29	Thailand	5,300.00	-	-
30	Tonga	5,266.80	33.20	-
31	Vanuatu	2,629.99	20.01	-
32	Vietnam	5,286.75	13.25	-
	<b>Total</b>	<b>208,723.73</b>	<b>626.27</b>	-

Contribution share @ USD 2,650 per unit

## 2019 Contribution Shares

Unit: USD

No.	Member Country	Received	Bank Charges	Owing
1	Afghanistan	2,580.23	69.77	-
2	Australia	13,217.67	32.33	-
3	Bangladesh	5,271.79	28.21	-
4	Bhutan	2,630.83	19.17	-
5	Brunei Darussalam	5,300.00	-	-
6	Cambodia	2,650.00	-	-
7	China	13,209.67	40.33	-
8	Fiji	5,253.30	46.70	-
9	India	13,224.70	25.30	-
10	Indonesia	7,950.00	-	-
11	Iran	7,919.80	30.20	-
12	Japan	13,250.00	-	-
13	Korea	13,250.00	-	-
14	Laos	2,625.16	24.84	-
15	Malaysia	5,300.00	-	-
16	Maldives	5,276.77	23.23	-
17	Mongolia	5,292.48	7.52	-
18	Myanmar	2,650.00	-	-
19	Nauru	-	-	2,650.00
20	Nepal	5,294.65	5.35	-
21	New Zealand	13,234.80	15.20	-
22	Pakistan	7,919.58	30.42	-
23	Papua New Guinea	5,288.75	11.25	-
24	Philippines	5,256.83	43.17	-
25	Samoa	2,615.81	34.19	-
26	Singapore	5,300.00	-	-
27	Solomon Islands	2,650.00	-	-
28	Sri Lanka	7,891.64	58.36	-
29	Thailand	5,300.00	-	-
30	Tonga	5,266.80	33.20	-
31	Vanuatu	2,650.00	-	-
32	Vietnam	5,271.79	28.21	-
<b>Total</b>		<b>200,793.05</b>	<b>606.95</b>	<b>2,650.00</b>

Contribution share @ USD 2,650 per unit

## 2018 Contribution Shares

Unit: USD

No.	Member Country	Received	Bank Charges	Owing
1	Afghanistan	2,580.61	69.39	-
2	Australia	13,199.65	50.35	-
3	Bangladesh	5,271.79	28.21	-
4	Bhutan	2,630.74	19.26	-
5	Brunei Darussalam	5,300.00	-	-
6	Cambodia	2,650.00	-	-
7	China	13,209.61	40.39	-
8	Fiji	5,252.83	47.17	-
9	India	13,223.98	26.02	-
10	Indonesia	7,950.00	-	-
11	Iran	7,919.71	30.29	-
12	Japan	13,234.60	15.40	-
13	Korea	13,234.66	15.34	-
14	Laos	2,625.42	24.58	-
15	Malaysia	5,300.00	-	-
16	Maldives	5,274.78	25.22	-
17	Mongolia	5,300.00	-	-
18	Myanmar	2,605.77	44.23	-
19	Nauru	-	-	2,650.00
20	Nepal	5,294.84	5.16	-
21	New Zealand	13,242.30	7.70	-
22	Pakistan	7,919.14	30.86	-
23	Papua New Guinea	5,288.75	11.25	-
24	Philippines	5,256.83	43.17	-
25	Samoa	2,615.54	34.46	-
26	Singapore	5,300.00	-	-
27	Solomon Islands	2,650.00	-	-
28	Sri Lanka	7,924.00	26.00	-
29	Thailand	5,300.00	-	-
30	Tonga	5,266.80	33.20	-
31	Vanuatu	2,615.58	34.42	-
32	Vietnam	5,286.75	13.25	-
<b>Total</b>		<b>200,724.68</b>	<b>675.32</b>	<b>2,650.00</b>

Contribution share @ USD 2,650 per unit