



EXECUTIVE COUNCIL 2024

Regular Budget revenues

1. The primary source of funding for the APPU Administrative Section's budget expenses is from member countries' contributions, totalling USD 203,877 for the year 2025. 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 2025 stands at USD 209,227.

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

Unit: USD

Description	2025 Budget	2024 Budget	2023 Actuals
Member country contributions	203,877	203,877	209,350
Miscellaneous income	5,000	5,000	5,000
Interest on saving deposits	350	350	345.02
2023 APPU EC Meeting	-	-	10,513.09
Total income (USD)	209,227	209,227	225,208.11

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.

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

Unit: USD

Description	Budget 2025	Budget 2024	2023 Actuals
Staff expenses	101,643	98,694	97,376.67
Overtime expenses	500	500	607.70
Travel expenses	39,640	37,980	38,907.53
Retirement fund	10,378	8,923	3,789.00
Retirement tax for local staff	3,153	1,856	341.00
Medical expenses	3,000	4,167	2,375.00

General operations	56,300	54,400	58,786.17
Loss on exchange rate	-	-	2,167.35
Bank charges	1,200	1,200	1,169.56
Total (USD)	215,814	207,720	205,519.98

- For the 2024 year, the Bureau applied a CPI increase of 1.23% for salary adjustment, as stated in the CPI announcement for salary adjustment (reference: <https://www.bot.or.th/en/thai-economy/economic-outlook.html>). The actual salary cost for 2024 will be reported in 2025. For the 2025 year, the CPI has not been announced yet. The Bureau, therefore, calculated the salary excluding the CPI increment. The 2025 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 announced in early 2025.
- 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 2025</i>	<i>Budget 2024</i>	<i>2023 Actuals</i>	<i>Description</i>
Secretary-General	62,790	62,027	60,072.00	50%of Salary + others
Manager Administration & APPU Affairs	12,815	11,757	11,846.78	30% of Salary
Senior Administrative Officer	4,662	4,322	4,277.28	20 % of Salary
Secretary	5,977	5,789	5,993.18	20 % of Salary
System Support Officer	5,971	5,789	5,933.18	20 % of Salary
Administrative Support Officer	4,010	3,883	4,024.68	15 % of Salary
Office Assistant	1,910	1,727	1,649.97	15 % of Salary
Driver 1	1,753	1,700	1,759.83	10% of salary
Driver 2	1,755	1,700	1,759.77	10% of salary

Table 4: Retirement Fund

Unit: USD

<i>Position</i>	<i>2025 Salary</i>	<i>Monthly Salary</i>	<i>Years of Service</i>	<i>Retirement Fund</i>	<i>Retirement Tax</i>	<i>Tax rate</i>
Secretary-General	62,790	5,233	3	15,673	-	0%
Manager Administration & APPU Affairs	12,815	1,068	7	7,476	-	0%
Senior Administrative officer	4,662	389	3	1,167	-	0%
Secretary	5,977	498	20	9,960	4,421	25%
System Support Officer	5,971	498	25	12,450	5,603	25%
Admin. Support Officer	4,010	334	21	7,014	3,161	25%
Office Assistant	1,910	159	6	954	-	0%
Driver 1	1,753	146	30	4,380	1,364	25%
Driver 2	1,755	146	18	2,628	732	25%
				61,702	15,281	

Table 5: Composition of Retirement Fund and Retirement Tax on 31 December 2025

Unit: USD

Timing	Fund	Tax	Total
Value on 31 December 2024	51,324	12,128	63,452
Value allocated to RF for 2025	10,378	3,153	13,531
Estimated balance for RF on 31 December 2025 to meet commitments	61,702	15,281	76,983
Contribution required to achieve commitments	10,378	3,153	13,531

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 2025 (i.e., USD 61,702 for retirement fund and USD 15,281 for retirement tax). The proposed allocation for retirement fund and retirement tax from the Budget for 2025 is USD

10,378 and USD 3,153 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 2025.

Table 6: General Operations Expenses

Unit: USD

Items	Budget 2025	Budget 2024	Actual 2023	Remark
Audit	1,000	1,000	860.59	
Electricity	13,000	9,500	12,740.33	Bureau Office - 1 st FI
Postage	500	1,000	427.98	
Printing	2,500	2,400	2,719.86	
Stationery	300	1,000	250.09	
Telecommunication charge	2,500	3,500	2,330.86	
Cleaning	4,500	4,500	4,162.66	Bureau Office - 1 st FI
Hospitality	1,000	1,500	881.15	
IT & electronic equipment	1,000	-	1,213.10	
Consultancy expenses	30,000	30,000	22,686.43	
2023 APPU EC Meeting	-	-	10,513.12	
Total	56,300	54,400	58,786.17	

2025 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 PDR	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	3	8,210
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
Total		76.5 74.5	203,877

Contribution share @ USD 2,737 per unit

2024 Contribution Shares

Unit: USD

No.	Member Country	Received	Bank Charges	Owing
1	Afghanistan	-	-	2,737.00
2	Australia	13,653.18	29.29	-
3	Bangladesh	10,917.37	29.44	-
4	Bhutan	2,718.58	18.42	-
5	Brunei Darussalam	-	-	5,473.00
6	Cambodia	2,737.00	-	-
7	China	13,683.00	-	-
8	Fiji	-	-	5,473.00
9	India	13,658.82	24.18	-
10	Indonesia	8,178.01	31.99	-
11	Iran	7,950.00	-	260.00
12	Japan	13,683.00	-	-
13	Korea	13,683.00	-	-
14	Lao PDR	2,713.43	23.57	-
15	Malaysia	5,444.35	28.65	-
16	Maldives	-	-	5,473.00
17	Mongolia	5,459.32	13.68	-
18	Myanmar	2,737.00	-	-
19	Nauru	-	-	1,368.00
20	Nepal	-	-	5,473.00
21	New Zealand	8,195.63	14.37	-
22	Pakistan	8,142.86	67.69	-
23	Papua New Guinea	-	-	5,473.00
24	Philippines	5,449.34	23.66	-
25	Samoa	1,368.00	-	-
26	Singapore	5,473.00	-	-
27	Solomon Islands	-	-	2,737.00
28	Sri Lanka	-	-	8,210.00
29	Thailand	5,459.32	13.68	-
30	Tonga	-	-	1,368.00
31	Vanuatu	2,710.66	26.34	-
32	Vietnam	5,445.68	27.32	-
	Total	159,460.55	371.46	44,045.00

Contribution share @ USD 2,737 per unit

2023 APPU EC Meeting

Unit: USD

No.	Member Country	Received	Bank Charges	Owing
1	Afghanistan	-	-	133.08
2	Australia	640.60	24.79	-
3	Bangladesh	532.31	-	-
4	Bhutan	114.66	18.42	-
5	Brunei Darussalam	266.15	-	-
6	Cambodia	133.08	-	-
7	China	647.18	-	18.21
8	Fiji	-	-	266.15
9	India	647.08	18.31	-
10	Indonesia	-	-	399.23
11	Iran	375.68	23.55	-
12	Japan	665.39	-	-
13	Korea	665.39	-	-
14	Lao PDR	124.85	8.23	-
15	Malaysia	257.60	8.55	-
16	Maldives	257.47	8.68	-
17	Mongolia	-	-	266.15
18	Myanmar	133.08	-	-
19	Nauru	-	-	133.08
20	Nepal	-	-	266.15
21	New Zealand	656.83	8.56	-
22	Pakistan	352.72	46.51	-
23	Papua New Guinea	-	-	266.15
24	Philippines	247.36	18.79	-
25	Samoa	133.08	-	-
26	Singapore	266.15	-	-
27	Solomon Islands	-	-	133.08
28	Sri Lanka	372.62	26.61	-
29	Thailand	257.33	8.82	-
30	Tonga	237.60	28.55	-
31	Vanuatu	-	-	133.08
32	Vietnam	264.82	1.33	-
	Total	8,249.03	249.70	2,014.36

Contribution share @ USD 133.08 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	7,896.50	53.50	-
12	Japan	13,250.00	-	-
13	Korea	13,250.00	-	-
14	Lao PDR	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	2,650.00	-	-
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	2,631.22	18.78	-
32	Vietnam	5,271.79	28.21	-
Total		200,752.59	647.41	7,950.00

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	7,917.80	32.20	-
11	Iran	7,920.80	29.20	-
12	Japan	13,250.00	-	-
13	Korea	13,250.00	-	-
14	Lao PDR	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	-
	Total	206,024.34	675.66	2,650.00

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	Lao PDR	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	2,631.52	18.48	-
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	-	-
Total		206,055.58	644.42	2,650.00

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	Lao PDR	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	-
	Total	208,723.73	626.27	0.00

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	Lao PDR	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	-
	Total	200,793.05	606.95	2,650.00

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	Lao PDR	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	-
	Total	200,724.68	675.32	2,650.00

Contribution share @ USD 2,650 per unit