

# Budget notes Agenda 11: Approval of ACCU Work-Plan and Budget for the Fiscal Year 2012 /2013

## Income Items:

1. Membership-dues: The dues-income is based on the AGM Policy on Dues. Presently, ACCU received dues from 12 Regular members, 1 Associate member, 19 Affiliate members and 44 supporter members.

Regular Members	US\$ 58,650
Associate & Affiliate Members	US\$ 15,500
Supporter Members (24 members)	US\$ 22,000
Total	US\$ 96,150

2. The interest-income for deposit in Banks and investments of Baht 110 million (amount of US\$ 3.64 Million – rate 1US\$ = Baht 30) is at the average minimum yield of 5. % per annum. Average interest earnings is estimated at US\$ 183,333.
3. Other incomes: Technical fee US\$ charged to the project and technical assistance to partner agencies. The following are the assumptions: (CEO 180 days x US\$200, MM 180 days x US\$ 200, PA 120. day x US\$150) US\$ 93.600.

## Expense Items :

1. General Meeting Expenses includes logistical expenses, travel cost of staff, meeting books, communication and meals.
2. Board-meeting Expenses includes expenses of two meetings of the Board of Directors, i.e. food and lodging for 4 nights, transportation, travel accident insurance, allowances and communication costs.
3. The ICA dues is US 11,000
4. Representation of the President and CEO on official business is estimated based on the anticipated costs of attending member-countries AGM (based on invitation), Meeting of WOCCU, ICA regional meeting, IRU, ICBA and other international organizations' meetings.
5. Staff salaries and benefits included the following staff members: Chief Executive Officer, Manager Member Services, Program Assistant, Assistant Administrative Officer, Secretary/program, and Office Assistant. Other staff salaries are included under the projects. Staff salary exchanged rate was fixed to 40 baht to US\$1 as per Board approval.
6. Staff-in-training expenses include the cost of monthly staff meeting and semi-annual planning evaluation held in January and October.

7. Training and Development is Project Development Cost, Marketing and Research from the General Budget. Each project allocation for development activities are shown in a separate budget. ACCU has general budget allocation US\$ US\$12,000 for in country or regional program in case the development partners would not provide any financial support.
8. Publication expense includes ACCU Annual Report, ACCU News and other case studies.
9. IT Product Development includes innovative technology application in CUs software development and website hosting, updating and maintenance.
10. ACCU's Development project: supporter members dues allocated to support the developing countries program.
11. Communications includes the cost of telephone, facsimile, E-mail and postage cost at the average of US\$ 1000 per month.
12. Public relations cover the cost of audiovisual presentation, photographs, guest-meetings and promotion items.
13. Office maintenance includes the costs of equipment-repair, cleaning, security and other expenses related to the office.
14. Audit fees cover the cost of auditing service of 2011/2011 General Accounts. The project account audit will be covered by the projects.
15. Stationery covers the expenses of office supplies at the average of US\$ 700 per month.
16. Depreciation includes an estimated 20% on office equipment. It is charged to the accounts using the straight-line method of depreciation.
17. Electricity and water is estimated at the average of US\$ 1000 per month based on the previous year's trend.
18. Miscellaneous/Contingency is the fund for unforeseen expenses such as losses on exchange, bank charges.
19. Office rental fee is calculated US\$ 1,000 per month.
20. The project budgets are based on agreed budget and activities of the project.
21. Exchange loss represents losses on the exchange rate of Baht currency to dollar and vice versa.

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