



Subject: Financial Report of the BIML Director

1 2004 results as assessed by the auditor

The 2004 results, compared with the budget voted in 2000 and with the estimates presented at the 39th CIML Meeting in Berlin, are the following.

Realization of the budget	2003	2004		
		Voted	Estimates presented in Berlin	Realized
INCOME				
Member States Contributions	1 182k€	1 188k€	1 213k€	1 213k€
Corresponding Members fees	34k€	50k€	34k€	54k€
Sales	41k€	32k€	40k€	29k€
Interest on financial investment	37k€	37k€	35k€	32k€
Reimbursement of taxes	43k€	21k€	35k€	25k€
Translation Center	12k€	16k€	12k€	12k€
Miscellaneous	34k€	0k€	30k€	48k€
Total income	1 383k€	1 344k€	1 399k€	1 413k€
CHARGES				
Staff	772k€	812k€	884k€	861k€
Premises	54k€	53k€	50k€	54k€
Office	126k€	69k€	49k€	48k€
Bulletin	39k€	58k€	44k€	35k€
Printing	19k€	69k€	35k€	41k€
Documentation	15k€	14k€	16k€	15k€
Correspondence	41k€	64k€	43k€	38k€
Meeting costs	206k€	111k€	140k€	79k€
Travel	47k€	69k€	52k€	31k€
Bonuses and miscellaneous	7k€	11k€	7k€	44k€
Exceptional charges	107k€	14k€	97k€	71k€
Total charges	1 434k€	1 344k€	1 418k€	1 317k€
SURPLUS	-51k€	0k€	-19k€	96k€

2 Comments on the 2004 results

2.1 Staff charges

The evolution of staff charges between 2003 and 2004 is analyzed as follows:

2003 Staff costs	772.0k€
Increase of expatriation allowances	24.9k€
Variation of endowments to Retirement and Pension	-2.8k€
Full time of one agent (instead of part time)	21.8k€
Special upgrade of two persons' positions	20.0k€
Dismissal of one person end September	-9.5k€
General progression of staff position (2 %)	15.0k€
Effect of inflation (2.5 %)	19.7k€
2004 Staff costs	861.1k€

2.2 Meeting costs

Some invoices related to the 2004 CIML Meeting were received and recorded in January 2005. The meeting costs, corrected with these amounts, are the following:

Meeting costs - Amendment	2003	Voted for 2004	2004
Meeting costs	205.6k€		79.1k€
Invoices received in 2005			23.9k€
Total	205.6k€	111.0k€	103.0k€

2.3 Miscellaneous charges

Detail of miscellaneous charges	2003	2004
Fees of the external accountant	2.3k€	
Re-imputation of payments received		7.2k€
Consultancy for the new Financial Regulations and assessment of 2002 and 2003 accounts		24.8k€
Expert report		3.4k€
Others	4.8k€	8.7k€
Total miscellaneous charges	7.1k€	44.2k€

2.4 Exceptional charges

The detail of the exceptional charges is the following:

Detail of exceptional charges	2003	2004
Loans to personnel	53.0k€	36.2k€
Birch Study (completion)	17.1k€	
Penalties for photocopiers rental termination	20.7k€	
Exceptional consultant fees		10.5k€
Dismissal costs		7.5k€
Selection of the MAA Project Leader		3.9k€
Endowment to provisions for doubtful debts	4.3k€	
Other exceptional costs	12.1k€	12.9k€
Total misc. exceptional charges	107.2k€	71.0k€