



INTERNATIONAL INSTITUTE FOR THE UNIFICATION OF PRIVATE LAW  
INSTITUT INTERNATIONAL POUR L'UNIFICATION DU DROIT PRIVE

**EN**

**FINANCE COMMITTEE**  
**84<sup>th</sup> session**  
**Rome, 15 March 2018**

UNIDROIT 2018  
F.C. (84) 3  
Original: English/French  
March 2018

**Item No. 3 on the Agenda: First review of the Accounts of the financial year 2017**

(prepared by the UNIDROIT Secretariat)

*Summary*

*First review of the accounts for the financial year 2017*

*Related documents*

*UNIDROIT 2016 – Budget 2017*

A C C O U N T S  
OF RECEIPTS AND EXPENDITURE FOR THE 2017 FINANCIAL YEAR

### AUDITOR'S REPORT OUTTURN OF THE YEAR 2017

1. The budget for the 2017 financial year, approved by the General Assembly at its 75<sup>nd</sup> session on 1 December 2016, provided for actual expenditure of € 2,271,870.00 to be met by actual receipts of € 2,271,870.00.

2. The statement of account for the 2017 financial year is as follows (in euros):

	Actual	Special accounts	Total
- Receipts	2,248,100.65		2,248,100.65
- Expenditure	<u>2,162,440.19</u>		<u>2,162,440.19</u>
credit balance	85,660.46 =====	- - =====	85,660.46 =====

3. The financial situation at the close of the 2017 financial year was as follows:

A) **General funds:**

- at the close of the 2016 financial year	-2,150.31	
- credit balance for the 2017 financial year	<u>85,660.46</u>	
- Balance at the close of the 2017 financial year		83,510.15

B) **Working capital fund** (sum deposited at the Unicredit Banca di Roma account n° 400758353 in euros) :

- credit balance at the close of the 2016 financial year	+ 369,784.96	
- increases and reductions in the course of the 2017 financial year:		0
- interest (see Chapter 13, Art. 4 of the Institute's budget)	- 278.76	
- payment in respect of Chapter 12 of the Institute's Budget		
- contributions of new member State	- -	
- Credit balance in the fund at the close of the 2017 financial year		369,506.20

C) Excess contributions paid by States during 2017 in respect of the 2018 financial year	<u>45,540.00</u>
--	------------------

<b>Total credit balance:</b>	<b><u>498,556.35</u></b> =====
------------------------------	-----------------------------------

## CONCLUSIONS

The Auditor:

- having found that the receipts and payments recorded in the Institute's books are in conformity with the supporting vouchers and that they correspond with the balance held in the Institute's bank accounts with the Unicredit Banca di Roma, that is to say euros account n° 400307783, account 400758353 relating to the Working capital fund.
- having ascertained that the funds of the Institute available at the close of the financial year as reflected in the cash situation (APPENDIX A, parts A and B) correspond to those declared by the Unicredit Banca di Roma in respect of each of the above-mentioned bank accounts;
- expresses the opinion that the accounts of receipts and expenditure for the 2017 financial year may be approved.

Rome, March 2018

AUDITOR

## APPENDIX A

**GENERAL FINANCIAL SITUATION AT THE CLOSE OF THE 2017 FINANCIAL YEAR  
(in euros)**

	At 31/12/2016	Increases (+) Reductions (-)	At 31/12/2017
a) General funds	<u>-2,150.31</u>	<u>85,660.46</u>	<u>83,510.15</u>
Cash account	-2,150.31	85,660.46	83,510.15
b) Reserve fund for retirement allowances for Categories B and C staff in accordance with Art. 67 of the Regulations	--	--	--
c) Payment in respect of chapter 8 art.2 of the Institute's budget for the 2016 financial year	--	--	--
d) Revolving funds	369,784.96	-278.76	369,506.20
e) Excess contributions paid by States during 2017 in respect of the 2018 financial year	<u>103,730.00</u>	<u>-58,190.00</u>	<u>45,540.00</u>
Overall total	471,364.65 =====	27,191.70 =====	498,556.35 =====

### CASH SITUATION AT THE CLOSE OF THE 2017 FINANCIAL YEAR

#### A) CASH ACCOUNT (including only the general funds)

a) Deposits on euros accounts at the Unicredit Banca di Roma:

• Credit balance of account n° 400307783 in euros at 28.02.2018 according to the bank's statement dated 28.2.2018		892,348.08
• Transactions carried out between 1 January and 28 February 2018 relating to the 2018 financial year		
– Receipts	1,033,466.51	
– Payments	+315,708.58	
– Excess contributions paid by States during 2017 in respect of the 2018 financial year	<u>-45,540.00</u>	
–		
• Credit balance		<u>-763.297,93</u>
• Credit balance at the close of the 2017 financial year		<u>129,050.15</u>
	carried forward	129,050.15

#### B) WORKING CAPITAL FUND and RESERVE FUNDS

		brought forward	129,050.15
• Working Capital Fund deposited on account n° 400758353 at the Unicredit Banca di Roma:			
– Account balance at 28.2.2017 according to the bank's statement dated 28.2.2017	369,784.96		
• Reserve fund for retirement allowances for Categories B and C staff deposited on account no. 6153 at the Banca di Roma:		– –	
– Account balance at 28.2.2018 according to the bank's statement dated 28.2.2018	-278.76		<u>369,506.20</u>

**Overall total reflecting the financial situation (A + B)**

**498,556.35**  
=====

## CONTRIBUTIONS OF PARTICIPATING GOVERNMENTS

	Sums due in 2017			Sums received		Difference to be carried over to the next financial year	
	For preceding years	For 2017 (ANNEX I to the budget)	Total	For the financial year 2017 (bank charges not deducted)	Total including sums paid in excess in preceding years (Chap. 1/2)	less	more
	1 (-) (+) 2	3	4 (1 + 3)	5	6 (2 + 5)	7 (4 - 5)	8 (6 - 4)
	(in euro)						
FRANCE	-126,500.00	126,500.00	253,000.00	126,500.00	126,500.00	126,500.00	--
GERMANY	--	126,500.00	126,500.00	126,500.00	126,500.00	--	--
JAPAN	--	126,500.00	126,500.00	126,500.00	126,500.00	--	--
UNITED KINGDOM	--	126,500.00	126,500.00	126,500.00	126,500.00	--	--
UNITED STATES OF AMERICA	--	126,500.00	126,500.00	126,500.00	126,500.00	--	--
CANADA	--	126,500.00	126,500.00	126,500.00	126,500.00	--	--
CHINA	--	126,500.00	126,500.00	126,500.00	126,500.00	--	--
RUSSIAN FEDERATION	--	55,660.00	55,660.00	55,660.00	55,660.00	--	--
SPAIN	--	55,660.00	55,660.00	55,660.00	55,660.00	--	--
AUSTRALIA	+45,540.00	45,540.00	45,540.00		45,540.00	--	--
BELGIUM	--	45,540.00	45,540.00	45,540.00	45,540.00	--	--
KOREA (Republic of)	--	55,660.00	55,660.00	55,660.00	55,660.00	--	--
NETHERLANDS	--	45,540.00	45,540.00	45,540.00	45,540.00	--	--
SWEDEN	--	45,540.00	45,540.00	45,540.00	45,540.00	--	--
SWITZERLAND	--	45,540.00	45,540.00	45,540.00	45,540.00	--	--
BRAZIL	-45,540.00	45,540.00	91,080.00			91,080.00	--
ARGENTINA	-20,240.00	20,240.00	40,480.00	20,240.00	20,240.00	20,240.00	--
AUSTRIA		27,830.00	27,830.00	27,830.00	27,830.00	--	--
DENMARK		27,830.00	27,830.00	27,830.00	27,830.00	--	--
FINLAND	--	27,830.00	27,830.00	27,830.00	27,830.00	--	--
GREECE	--	27,830.00	27,830.00	27,830.00	27,830.00	--	--
MEXICO		32,890.00	32,890.00	32,890.00	32,890.00	--	--
NORWAY		27,830.00	27,830.00	27,830.00	27,830.00	--	--

	Sums due in 2017			Sums received		Difference to be carried over to the next financial year	
	For preceding years	For 2017 (ANNEX I to the budget)	Total	For the financial year 2017 (bank charges not deducted)	Total including sums paid in excess in preceding years (Chap. 1/2)	less	more
	1 (-) (+) 2	3	4 (1 + 3)	5	6 (2 + 5)	7 (4 - 5)	8 (6 - 4)
(in euro)							
SAUDI ARABIA		27,830.00	27,830.00	27,830.00	27,830.00		--
POLAND	--	27,830.00	27,830.00	27,830.00	27,830.00	--	--
PORTUGAL	--	22,770.00	22,770.00	22,770.00	22,770.00	--	--
SOUTH AFRICA	--	22,770.00	22,770.00			22,770.00	--
CZECH REPUBLIC	--	20,240.00	20,240.00	20,240.00	20,240.00	--	--
HUNGARY	+20,240.00	20,240.00	20,240.00		20,240.00	--	
INDIA		22,770.00	22,770.00	22,770.00	22,770.00		--
INDONESIA		20,240.00	20,240.00	20,240.00	20,240.00		--
IRELAND	--	22,770.00	22,770.00	22,770.00	22,770.00	--	--
ISRAEL	-60,720.00	20,240.00	80,960.00	40,480.00	40,480.00	40,480.00	--
TURKEY	--	22,770.00	22,770.00	22,770.00	22,770.00	--	--
VENEZUELA	-59,795.68	20,240.00	80,035.68			80,035.68	--
BULGARIA	-25,300.00	12,650.00	37,950.00	37,950.00	37,950.00		--
CHILE	--	20,240.00	20,240.00	20,240.00	20,240.00	--	--
COLOMBIA	-40,480.00	20,240.00	60,720.00	40,480.00	40,480.00	20,240.00	--
CROATIA	-12,650.00	12,650.00	25,300.00			25,300.00	--
CYPRUS	--	12,650.00	12,650.00	12,650.00	12,650.00	--	--
EGYPT	-12,650.00	12,650.00	25,300.00	12,650.00	12,650.00	12,650.00	--
ESTONIA	--	12,650.00	12,650.00	12,650.00	12,650.00	--	--
IRAN	-40,480.00	20,240.00	60,720.00	20,240.00	20,240.00	40,480.00	--
LATVIA	+12,650.00	12,650.00	12,650.00	12,650.00	25,300.00	--	12,650.00
LITHUANIA	+12,650.00	12,650.00	12,650.00	12,650.00	25,300.00		12,650.00
LUXEMBOURG	--	12,650.00	12,650.00	12,650.00	12,650.00	--	--
MALTA		12,650.00	12,650.00			12,650.00	--
NIGERIA	-50,200.00	12,650.00	62,850.00	--	--	62,850.00	--
PAKISTAN	-14,893.64	12,650.00	27,543.64	12,184.41	12,184.41	15,359.23	--
PARAGUAY	-18,446.20	12,650.00	31,096.20	24,923.06	24,923.06	6,173.14	



	Sums due in 2017			Sums received		Difference to be carried over to the next financial year	
	For preceding years 1 (-) (+) 2	For 2017 (ANNEX I to the budget) 3	Total 4 (1 + 3)	For the financial year 2017 (bank charges not deducted) 5	Total including sums paid in excess in preceding years (Chap, 1/2) 6 (2 + 5)	less 7 (4 - 5)	more 8 (6 - 4)
	(in euro)						
ROMANIA		20,240.00	20,240.00	20,240.00	20,240.00		--
SERBIA	+12,650.00	12,650.00	12,650.00		12,650.00		
SLOVAKIA		20,240.00	20,240.00	40,480.00	40,480.00	--	20.240.00
SLOVENIA	--	12,650.00	12,650.00	12,650.00	12,650.00	--	--
TUNISIA	--	12,650.00	12,650.00	12,650.00	12,650.00	--	--
URUGUAY	-12,650.00	12,650.00	25,300.00	25,300.00	25,300.00		--
HOLY SEE	--	2,530.00	2,530.00	2,530.00	2,530.00	--	--
SAN MARINO	--	2,530.00	2,530.00	2,530.00	2,530.00	--	--
TOTAL	+103,730.00 -540,545.52	2,097,370.00	2,637,915.52	2,002,917.47	2,106,647.47	576,808.05	45,540.00
Contributions paid to be brought forward to the 2018 financial year					45,540.00		
Contributions relating to the 2017 financial year					2,061,107.47		

## **RECEIPTS**

**RECEIPTS (in euro)**

2017		ITEMS	Estimate for 2017	Receipts received	Difference	
Chap.	Art.				More	Less
		Estimated balance on 1 January 2017		-2,150.31		2,150,31
<b>1</b>		<b>A) Ordinary receipts:</b>				
		<b>Contributions of participating Governments</b>				
	1	Italian Government	126,500.00	126,250.00		250.00
	2	Other participating Governments	2,097,370.00	2,061,107.47	--	36,262.53
	3	Estimated profits on exchange rate	p.m.	--	--	--
	4	Contributions from new member States	--	--	--	--
	5	Extraordinary contribution of the People's Republic of China	--			--
		<b>Total</b>	<b>2,223,870.00</b> =====	<b>2,187,357.47</b> =====	=====	<b>38,662.84</b> =====
<b>2</b>		<b>Other receipts</b>				
	1	Interest	1,000.00			1,000.00
	2	Contribution to overhead expenses	15,000.00	15,000.00		
	3	Sale of publications	17,000.00	<u>26,900.14</u>	<u>9,900.14</u>	
	4	Private donation (data bases)	--	--	--	--
		<b>Total ordinary receipts</b>	<b>2,256,870.00</b> =====	<b>2,227,107.30</b> =====	<b>9,900.14</b> =====	<b>39,662,84</b> =====
		<b>Total carried forward</b>	<b>2,256,870.00</b>	<b>2,227,107.30</b>	<b>9,900.14</b>	<b>39,662.84</b>

2017		ITEMS	Estimate for 2017	Receipts Received	Difference	
Chap.	Art.				More	Less
		brought forward	2,256,870.00	2,227,107.30	9,900.14	39,662.84
		<b>B) Extraordinary receipts</b>				
		<b>Various receipts</b>				
		Tax Reimbursement Credit	<u>15,000.00</u>			<u>15,000.00</u>
		<b>Total extraordinary receipts</b>	--			--
			=====	=====	=====	=====
		<b>Total actual receipts</b>	2,271,870.00	2,245,950.34	28,743.18	54,662.84
			=====	=====	=====	=====
		<b>C) Special accounts</b>				
		<b>Revolving funds</b>				
	1	Working Capital Fund	p.m.	--	--	--
	2	Interest on the assets of the Reserve Fund for retirement benefits (Article 67 of the Regulations)	--	--	--	--
	3	Interest on the assets of the Working Capital Fund and contributions of new member States	--			--
		<b>Total special accounts</b>	--			--
			=====	=====	=====	=====
		<b>Total actual receipts</b>	2,271,870.00	2,245,950.34	28,743.18	54,662.84
			=====	=====	=====	=====

**SUMMARY OF RECEIPTS**

ITEMS	Estimate for 2017	Receipts received	Difference	
			more	less
Estimated balance on 1 January 2017	=====	-2,150.31 =====	=====	2,150.31 =====
A) Ordinary receipts	2,256,870.00 =====	2,229,257.61 =====	--	27,612.39 =====
B) Extraordinary receipts	15,000.00 -----	18,843.04 -----	3,843.04	
Total actual receipts	2,271,870.00 =====	2,245,950.34 =====	3,843.04 =====	29,762.70 =====
C) Special accounts	-- =====	=====	=====	-- =====
<b>Total receipts</b>	2,271,870.00 =====	2,245,950.34 =====	3,843.04 =====	29,762.70 =====

## **EXPENDITURE**

**EXPENDITURE (in euro)**

2017		ITEMS	Estimate for 2017	Actual Expenditure	Difference	
Chap.	Art.				Saving	Excess
<b>1</b>		<b>A) Ordinary expenditure</b>				
		<b>Reimbursement of expenses</b>				
	1	Governing Council and Permanent Committee	50,000.00	47,643.28	2,356.72	
	2	Auditor	4,500.00	4,682.50		182,50
	3	Administrative Tribunal	p.m.	p.m.		
	4	Committees of experts	120,000.00	130,424.19		10,424.19
	5	Official journeys and promotion of activities	50,000.00	51,049.21		1,049.21
	6	Interpreters	36,000.00	46,608.75		10,608.75
	7	Representation	<u>8,000.00</u>	<u>7,295.24</u>	704.76	
		<b>Total</b>	268,500.00 =====	287,703.17 =====	3,061.48 =====	22,264,65 =====
<b>2</b>		<b>Salaries and allowances:</b>				
	1	Salaries of Categories A, B and C staff	1,179,293.00	1,134,938.39	44,354.61	
	2	Remuneration for collaborators and special work (legal research, translations and various studies)	20,000.00	23,545.66		3,545.66
	3	Tax reimbursement	<u>15,000.00</u>	-----	<u>15,000.00</u>	
		<b>Total</b>	1,214,293.00 =====	1,158,484.05 =====	59,354.61 =====	3,545.66 =====
		<b>carried forward</b>	1,482,793.00	1,446,187.22	62,416.09	25,810.31

2017		ITEMS	Estimate for 2017	Actual Expenditure	Difference	
Chap.	Art.				Saving	Excess
		brought forward	1,482,793.00	1,446,187.22	62,416.09	25,810.31
<b>3</b>		<b>Social security charges</b>				
	1	Insurance against disablement, old age and sickness	414,327.00	396,642.63	17,684.37	--
	2	Accidents' insurance	9,000.00	8,786.45	<u>213.55</u>	
	3	Compensation retired members of staff	<u>2,250.00</u>	<u>1,860.86</u>	<u>389.14</u>	--
		<b>Total</b>	425,577.00 =====	407,289.94 =====	18,287.06 =====	=====
<b>4</b>		<b>Administrative expenses:</b>				
	1	Stationery	20,000.00	10,952.86	9,047.14	--
	2	Telephone	23,000.00	14,489.18	8,510.82	--
	3	Postage	11,500.00	9,197.15	2,302.85	
	4	Miscellaneous	5,000.00	5,459.33		459.33
	5	Printing of publications	<u>15,000.00</u>	<u>14,648.72</u>	<u>351.28</u>	
		<b>Total</b>	74,500.00 =====	54,747.24 =====	20,212.09 =====	459.33 =====
		<b>carried forward</b>	1,982,870.00	1,908,224.40	100,915.24	26,269.64



2017		ITEMS	Estimate for 2017	Actual Expenditure	Difference	
Chap.	Art.				Saving	Excess
		brought forward	1,982,870.00	1,908,224.40	100,915.24	26,269.64
<b>5</b>		<b>Maintenance costs</b>				
	1	Electricity	20,000.00	13,057.88	6,942.12	
	2	Heating	20,000.00	16,382.25	3,617.75	--
	3	Water	7,000.00	7,045.65		45.65
	4	Insurance of premises	12,000.00	10,994.00	1,006.00	--
	5	Office equipment	26,000.00	23,982.86	2,017.14	
	6	Upkeep of building, public services	30,000.00	35,045.07	--	5,045.07
	7	Labour costs	<u>45,000.00</u>	<u>47,253.96</u>	-----	<u>2,253.96</u>
		<b>Total</b>	160,000.00	153,761.67	13,583.01	7,344.68
			=====	=====	=====	=====
<b>6</b>		<b>Library</b>				
	1	Purchase of books	90,000.00	66,695.08	23,304.92	
	2	Binding	9,000.00	7,994.64	1,005.36	--
	3	Software	<u>30,000.00</u>	<u>25,764.40</u>	<u>4,235.60</u>	
		<b>Total</b>	129,000.00	100,454.12	28,545.88	
			=====	=====	=====	=====
		<b>Total actual expenses</b>	2,271,870.00	2,162,440.19	143,044.13	33,614.32
			=====	=====	=====	=====
<b>7</b>		<b>Legal co-operation programme</b>	0	0	0	0
<b>8</b>	1	<b>Various reserve funds</b>	==	==	==	==
	2		--	--	--	--
	3	Reserve fund for unforeseen expenditure	--	--	--	--
		Reserve fund for retirement allowance for Categories B and C staff	--	--	--	--
		Reserve fund for payment of compensation to staff who do not enjoy all the advantages provided for in Article 7 of the Headquarters Agreement	====	====	====	====
		<b>carried forward</b>	2,271,870.00	2,162,440.19	143,044.13	33,614.32

2017		ITEMS	Estimate for 2017	Actual expenditure	Difference	
Chap.	Art.				Saving	Excess
		brought forward	2,271,870.00	2,162,440.19	143,044.13	33,614.32
		<b>B) Extraordinary expenditure</b>				
<b>9</b>		<b>Working Capital Fund</b>	--	--	--	--
<b>10</b>		<b>Convening of a diplomatic Conference for the adoption of one of the Institute's draft Conventions or a scientific event</b>	--	--	--	--
		<b>Total extraordinary expenditure</b>	0	0	0	--
			=====	=====	=====	=====
		<b>Total actual expenditure</b>	2,271,870.00	2,162,440.19	143,044.13	33,614.32
			=====	=====	=====	=====
		<b>C) Special accounts</b>				
<b>11</b>		<b>Revolving funds</b>				
	1	Working Capital Fund	p.m.	--	--	--
	2	Expenditure as balanced by receipts	p.m.	--	--	--
	3	Interest on the assets of the Reserve Fund for retirement pay in accordance with Article 67 of the Regulations	--	--	--	--
	4	Interest on Working Capital Fund and contributions of new member States	--		--	
	5	Payment of an account of a retirement allowance from the Reserve Fund to the last employee enjoying this allowance	--	--	--	--
		<b>Total special accounts</b>	--	--	--	--
			=====	=====	=====	=====
		<b>Total expenditure</b>	2,271,870.00	2,162,440.19	143,044.13	33,614.32
			=====	=====	=====	=====

## SUMMARY OF EXPENDITURE

ITEMS	Estimate for 2017	Actual expenditure	Difference	
			Saving	Excess
<b>A) Ordinary expenditure</b>				
Chap. 1. Reimbursement of expenses	268,500.00	287,703.17		19,203.17
Chap. 2. Salaries and allowances	1,214,293.00	1,158,484.05	55,808.95	--
Chap. 3. Social security charges	425,577.00	407,289.94	18,287.06	--
Chap. 4. Administrative expenses	74,500.00	54,747.24	19,752.76	
Chap. 5. Maintenance costs	160,000.00	153,761.67	6,238.33	
Chap. 6. Library	129,000.00	100,454.12	28,545.88	0
Chap. 7. Legal Co-operation programme	0	0	0	0
Chap. 8. Various Reserve Funds	0	0	0	0
<b>Total Actual expenditure</b>	2,271,870.00 =====	2,162,440.19 =====	128,632.98 =====	19,203.17 =====
<b>B) Extraordinary expenditure</b>				
Chap. 9. Working Capital Fund				--
Chap. 10. Convening of a diplomatic Conference for the adoption of one of the Institute's draft Convention or a scientific event	--	--	--	--
<b>Total extraordinary expenditure</b>	-- =====	-- =====	-- =====	-- =====
<b>Total actual expenditure</b>	2,271,870.00 =====	2,162,440.19 =====	128,632.98 =====	19,203.17 =====
<b>C) Special accounts</b>				
Chap. 11. Revolving funds	-- =====	-- =====	-- =====	-- =====
<b>Total expenditure</b>	2,271,870.00 =====	2,162,440.19 =====	128,632.98 =====	19,203.17 =====

**GENERAL SUMMARY OF THE 2017 FINANCIAL YEAR**

**(in euro)**

	Financial year 2017	General funds
A) Cash total at the close of the 2017 financial year		-2,150.31
B) Total actual receipts	2,248,100.65	
C) Total actual expenditure	2,162,440.19 =====	
Debit balance for the 2017 financial year		<u>85,660.46</u>
D) Cash total at the close of the 2017 financial year		<u>83,510.15</u>

**WORKING CAPITAL FUND  
2017 FINANCIAL YEAR**

**(in euro)**

	At 31.12.2016	VARIATIONS		At 31.12.2017
		Increases	Reductions	
Sum in hand on 31.12.2016	369,784.96			
Interest on bank account n° 400758353 (Chap.13 – art. 4)				
Reductions in the course of the 2017 financial year			<b>278.76</b>	
Total variations	369,784.96 =====	=====	<b>278.76</b> =====	
Sum in hand on 31.12.2017				369,506.20 =====