

FINANCES OF THE UNION

Memorandum by the Secretary General

1. By virtue of Article 117.3 of the General Regulations of the Asian-Pacific Postal Union, the Bureau shall prepare a report of the Administrative Section to which shall be attached a detailed final account of the preceding year and all documents regarding receipt and expenditure. This report shall be submitted to the Executive Council or to the Congress for approval. The report of the certified public accountant is thus submitted as Annex 1 for consideration and approval.
2. The annual expenditure of the Union shall be separate for the Administrative Section and for 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 US\$ 80,000. However, Article 117.5 stated 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 a majority of the member countries agree. The APPU EC Meeting 2016 in Langkawi thus approved the budget amounting to US\$ 169,349.
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. The 2010 APPU EC in Bali approved the recommendations of the Finance Committee to raise the contribution share per unit to US\$ 1,500 for the year 2011 and maintain until the next APPU Congress at which time any further review could be considered. Therefore, the Langkawi EC meeting reviewed and approved the increase of contribution share per unit for 2017 to US\$ 2,150.
4. The Bureau thus proposes for consideration and approval:
 - a. the 2018 budget for the Administrative Section in the amount of US\$ 189,797, as appears in Annex 2; and
 - b. the increase of contribution share per unit to US\$ 2,650 so as to cover additional expenditure for the implementation of APPU reform.

ASIAN - PACIFIC POSTAL UNION
REPORT OF CERTIFIED PUBLIC ACCOUNTANT
AND FINANCIAL STATEMENTS
31 DECEMBER 2016



บริษัท ไอเอซี ออดิท จำกัด
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Certified Public Accountants

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REPORT OF CERTIFIED PUBLIC ACCOUNTANT

To Executive Council of Asian-Pacific Postal Union

Opinion

I have audited the financial statements of Asian-Pacific Postal Union, which comprise the statement of financial position as at December 31, 2016, and the statement of income and statement of changes in equity for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In my opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Asian-Pacific Postal Union, as at December 31, 2016, and its financial performance for the year then ended in accordance with Thai Financial Reporting Standards for Non-Publicly Accountable Entities.

Basis for Opinion

I conducted my audit in accordance with Thai Standards on Auditing. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am independent of the Union in accordance with the Federation of Accounting Professions under the Royal Patronage of his Majesty the King's Code of Ethics for Professional Accountants together with the ethical requirements that are relevant to my audit of the financial statements, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Thai Financial Reporting Standards for Non-Publicly Accountable Entities, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Union's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Union or to cease operations, or has no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Thai Standards on Auditing will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Standards on Auditing, I exercise professional judgment and maintain professional skepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Union's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Union's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Union to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with management regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during my audit.



Apinya Rungsimontuchat
Certified Public Accountant (Thailand) No. 5080

IAC Audit Limited
Bangkok, Thailand
February 27, 2017

ASIAN-PACIFIC POSTAL UNION
STATEMENTS OF FINANCIAL POSITION
AS AT 31 DECEMBER 2016
(In US \$)

ASSETS	Note	2016	2015
CURRENT ASSETS			
Cash and cash equivalents	2.2 and 3	322,274.49	295,351.33
Account receivables on contribution shares	4		
- 2013 contribution shares		4,500.00	4,500.00
- 2014 contribution shares		3,700.00	7,400.00
- 2015 contribution shares		11,100.00	14,689.62
- 2016 contribution shares		21,450.00	-
Others		6,083.17	1,600.00
TOTAL CURRENT ASSETS		369,107.66	323,540.95
NON - CURRENT ASSETS			
Retirement funds	5	48,037.64	51,039.62
TOTAL NON - CURRENT ASSETS		48,037.64	51,039.62
TOTAL ASSETS		417,145.30	374,580.57

The accompanying notes are an integral part of the financial statements.



Director



Manager Administration & APPU Affairs

ASIAN-PACIFIC POSTAL UNION
STATEMENT OF FINANCIAL POSITION (CONTINUED)
AS AT 31 DECEMBER 2016
(In US \$)

LIABILITIES AND EQUITY	Note	2016	2015
CURRENT LIABILITIES			
Contribution shares received in advance	6	112,450.00	100,900.00
Due to APP		5,000.00	11,153.67
Due to RTCAP		-	500.00
Accrued expenses		43,688.29	18,162.46
Unidentified remittance		1,780.70	1,780.70
TOTAL CURRENT LIABILITIES		162,918.99	132,496.83
EQUITY			
Reserve fund		206,188.67	191,044.12
Reserve for retirement fund and tax		48,037.64	51,039.62
TOTAL EQUITY		254,226.31	242,083.74
TOTAL LIABILITIES AND EQUITY		417,145.30	374,580.57

The accompanying notes are an integral part of the financial statements.



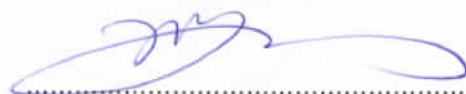
Director



Manager Administration & APPU Affairs

ASIAN-PACIFIC POSTAL UNION
STATEMENTS OF CASH RECEIPTS AND DISBURSEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2016
(In US \$)

	<u>2016</u>	<u>2015</u>
Cash, Beginning Balance		
Petty cash	851.98	1,983.07
SCB - TOT branch No. 198 - 2 - 01649 - 0	87,197.85	41,691.84
SCB - Rutchayothin branch No. 111 -200071 - 5 - 840	258,341.12	256,923.36
	<u>346,390.95</u>	<u>300,598.27</u>
<u>Add : Receipts (Contribution shares)</u>		
2014 contribution shares		
Tonga	3,700.00	-
2015 contribution shares		
Bhutan	1,739.62	-
Solomon Islands	1,850.00	-
Nauru	-	1,850.00
2016 contribution shares		
Australia	-	9,250.00
Brunei Darussalam	3,900.00	-
Cambodia	-	1,850.00
Fiji	-	3,700.00
Indonesia	5,850.00	5,550.00
Lao	-	1,850.00
Myanmar	1,950.00	-
Maldives	-	3,700.00
Nepal	3,900.00	3,700.00
Pakistan	5,850.00	5,550.00
Papua New Guinea	-	3,700.00
Philippines	3,900.00	3,700.00
Solomon Islands	1,950.00	-
Sri Lanka	5,850.00	5,550.00
Vietnam	3,900.00	3,700.00



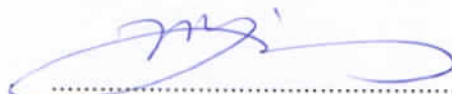
Director



Manager Administration & APPU Affairs

ASIAN-PACIFIC POSTAL UNION
STATEMENTS OF CASH RECEIPTS AND DISBURSEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2016
(In US \$)

	<u>2016</u>	<u>2015</u>
2017 contribution shares received in advance		
Afghanistan	-	1,950.00
Australia	10,750.00	9,750.00
Bangladesh	4,300.00	3,900.00
Bhutan	2,150.00	1,950.00
Brunei Darussalam	4,300.00	3,700.00
Cambodia	-	1,950.00
China	10,750.00	9,750.00
Fiji	4,300.00	-
India	10,750.00	9,750.00
Iran	6,450.00	5,850.00
Japan	10,750.00	9,750.00
Korea	10,750.00	9,750.00
Lao	2,150.00	1,950.00
Malaysia	-	3,900.00
Myanmar	2,150.00	-
New Zealand	10,750.00	9,750.00
Pakistan	-	5,550.00
Samoa	2,150.00	1,950.00
Singapore	4,300.00	3,900.00
Thailand	-	3,900.00
Vanuatu	2,150.00	1,950.00
Vietnam	4,300.00	-
	<u>147,539.62</u>	<u>154,550.00</u>
Interest received	434.41	367.51
Service for APP	5,000.00	5,000.00
Other income	71.82	-
Gain on exchange rate	296.52	-



Director



Manager Administration & APPU Affairs

ASIAN-PACIFIC POSTAL UNION
STATEMENTS OF CASH RECEIPTS AND DISBURSEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2016
(In US \$)

	2016	2015
Due to APPC	27,125.83	9,702.78
Due to APP	-	11,153.67
Due to RTCAP	-	500.00
Unidentified remittance	-	1,780.70
Total cash & cash receipts carried forward	526,859.15	483,652.93
<u>Less : Expenditure</u>		
Staff cost	88,573.68	84,819.20
Overtime	692.81	290.99
Retirement fund	14,481.98	-
Travel expenses	19,482.68	26,138.99
Medical expenses	273.63	1,153.22
General operations	19,422.89	22,368.77
Bank charges	882.51	1,023.97
Loss on exchange rate	-	1,466.84
Other	96.93	
Due from APPC	1,199.24	-
Due from APP	6,153.67	-
Due from RTCAP	5,287.00	-
	156,547.02	137,261.98
Cash, Ending Balance	370,312.13	346,390.95
Breakdown of Cash , Ending Balance :		
Petty cash	1,625.98	851.98
SCB - TOT branch A/C No.198 - 2 - 01649 - 0	38,329.79	87,197.85
SCB - Ratchayothin branch A/C No. 111 - 200071 - 5 - 840	330,356.36	258,341.12
	370,312.13	346,390.95



Director



Manager Administration & APPU Affairs

ASIAN-PACIFIC POSTAL UNION
STATEMENTS OF CASH RESERVE FUND
FOR THE YEAR ENDED 31 DECEMBER 2016
(In US \$)

	<u>2016</u>	<u>2015</u>
Cash, Beginning Balance	191,044.12	186,810.59
<u>Add</u> : Excess income over expenditure	10,224.31	1,356.83
Interest earned on savings deposits	434.41	367.51
Gain on exchange rate	296.52	-
Other income	71.82	-
Service for APP	5,000.00	5,000.00
Sub total	207,071.18	193,534.93
<u>Less</u> : Bank charges	882.51	1,023.97
Loss on exchange rate	-	1,466.84
Cash, Ending Balance	<u>206,188.67</u>	<u>191,044.12</u>





Director

P. Matl

Manager Administration & APPU Affairs

ASIAN-PACIFIC POSTAL UNION
SOURCES AND APPLICATION OF FUNDS
FOR THE YEAR ENDED 31 DECEMBER 2015
(In US \$)

	<u>2016</u>	<u>2015</u>
Sources of Funds		
2015 Contribution shares		
Received in 2013	-	110.38
Received in 2014	-	75,850.00
Received in 2015	100,900.00	53,650.00
Received in 2016	27,800.00	-
Accounts receivable	21,450.00	12,839.62
	<u>150,150.00</u>	<u>142,450.00</u>
<u>Less Application of Funds</u>		
Staff cost	88,573.68	84,819.20
Overtime	692.81	290.99
Travel expenses	19,482.68	26,138.99
Retirement fund and tax	11,480.00	6,322.00
Medical expenses	273.63	1,153.22
General operations	19,422.89	17,368.77
Consultancy fee for APPU Reform Proposal Development	-	5,000.00
	<u>139,925.69</u>	<u>141,093.17</u>
 Excess income over expenditure	 <u><u>10,224.31</u></u>	 <u><u>1,356.83</u></u>




Director

P. Matl

Manager Administration & APPU Affairs

ASIAN-PACIFIC POSTAL UNION
COMPARISON OF EXPENDITURES WITH APPROVED BUDGET FOR 2016
(In US \$)

	Budget	Expenditure	
	2016	2016	2015
Salary :			
- Director	54,966.00	54,966.00	52,014.00
- Manager Administration & APPU Affairs	12,789.00	11,368.05	11,265.11
- Senior Administrative Officer	5,875.00	5,222.31	5,063.84
- Secretary	5,653.00	5,442.98	4,971.89
- System Support Officer	5,649.00	4,600.02	4,862.84
- Administrative Support Officer	3,583.00	3,185.41	3,063.67
- Office Assistant	1,266.00	1,125.17	1,018.80
- Driver 1	1,599.00	1,417.27	1,363.15
- Driver 2	1,411.00	1,246.47	1,195.90
Overtime	1,000.00	692.81	290.99
Traveling expenses	18,709.00	19,482.68	26,138.99
Retirement fund **	10,436.00	10,436.00	5,817.00
Retirement tax for local staff	1,044.00	1,044.00	505.00
Medical expenses	1,600.00	273.63	1,153.22
General operations***	25,170.00	19,422.89	17,368.77
Consultancy fee for APPU Reform Proposal Developme	-	-	5,000.00
Total	150,750.00	139,925.69	141,093.17

* Transferred to Reserve for Retirement Fund - accumulative retirement tax

** Transferred to Reserve for Retirement Fund - accumulative funds



Director



Manager Administration & APPU Affairs

ASIAN-PACIFIC POSTAL UNION
COMPARISON OF EXPENDITURES WITH APPROVED BUDGET FOR 2016
(In US \$)

*** Details are as follows:-

	Budget 2016	Actual 2016	Actual 2015
Auditing	1,000.00	888.83	827.50
Electricity	10,600.00	9,175.08	7,427.20
Postage	1,500.00	776.73	331.48
Printing	3,170.00	1,528.82	1,502.00
Stationery	2,500.00	2,867.15	1,698.56
Telecommunication	1,500.00	2,186.54	2,968.18
Cleaning	2,000.00	1,999.74	2,613.85
Computer Improvement	2,900.00	-	-
	<u>25,170.00</u>	<u>19,422.89</u>	<u>17,368.77</u>



Director




Manager Administration & APPU Affairs

ASIAN-PACIFIC POSTAL UNION
SCHEDULE OF 2015 CONTRIBUTION SHARES
FOR THE YEAR ENDED 31 DECEMBER 2016

(In US \$)

Seq.	Member Country	Units	Amount	Paid in 2015	Paid in 2016	Due in 2017
1	Afghanistan	1	1,950.00	1,950.00	-	-
2	Australia	5	9,750.00	9,750.00	-	-
3	Bangladesh	2	3,900.00	3,900.00	-	-
4	Bhutan	1	1,950.00	1,950.00	-	-
5	Brunei Darussalam	2	3,900.00	3,700.00	200.00	-
6	Cambodia	1	1,950.00	1,950.00	-	-
7	China	5	9,750.00	9,750.00	-	-
8	Fiji	2	3,900.00	-	-	3,900.00
9	India	5	9,750.00	9,750.00	-	-
10	Indonesia	3	5,850.00	-	5,850.00	-
11	Iran	3	5,850.00	5,850.00	-	-
12	Japan	5	9,750.00	9,750.00	-	-
13	Korea	5	9,750.00	9,750.00	-	-
14	Lao	1	1,950.00	1,950.00	-	-
15	Malaysia	2	3,900.00	3,900.00	-	-
16	Maldives	2	3,900.00	-	-	3,900.00
17	Mongolia	2	3,900.00	-	-	3,900.00
18	Myanmar	1	1,950.00	-	1,950.00	-
19	Nauru	1	1,950.00	-	-	1,950.00
20	Nepal	2	3,900.00	-	3,900.00	-
21	New Zealand	5	9,750.00	9,750.00	-	-
22	Pakistan	3	5,850.00	5,550.00	300.00	-
23	Papua New Guinea	2	3,900.00	-	-	3,900.00
24	Philippines	2	3,900.00	-	3,900.00	-
25	Samoa	1	1,950.00	1,950.00	-	-
26	Singapore	2	3,900.00	3,900.00	-	-
27	Solomon Islands	1	1,950.00	-	1,950.00	-
28	Sri Lanka	3	5,850.00	-	5,850.00	-
29	Thailand	2	3,900.00	3,900.00	-	-
30	Tonga	2	3,900.00	-	-	3,900.00
31	Vanuatu	1	1,950.00	1,950.00	-	-
32	Vietnam	2	3,900.00	-	3,900.00	-
	Total	77	150,150.00	100,900.00	27,800.00	21,450.00



Director



Manager Administration & APPU Affairs

ASIAN-PACIFIC POSTAL UNION
NOTES TO FINANCIAL STATEMENTS
31 DECEMBER 2016

1. GENERAL INFORMATION

The Asian-Pacific Postal Union (APPU) is an inter – governmental organization of 32 postal administrations of the Asia-Pacific region. APPU is affiliated to the Universal Postal Union which is a specialized agency of the United Nations. The purpose of the APPU is to extend, facilitate and improve postal relations between member countries and to promote cooperation in the field of postal services.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

2.1 Income and expenditure recognition

The financial statements have been prepared on an accrual basis.

2.2 Foreign currencies

Foreign currency transactions incurred during the year have been converted into US Dollars at the rates ruling on the transaction dates. Assets and liabilities in foreign currencies outstanding on the balance sheet date have been converted into US Dollars at the rates ruling on the balance sheet date.

Exchange gains and losses are included in determining earnings.

2.3 Retirement funds

Retirement funds are expensed when incurred.

3. CASH AND CASH EQUIVALENTS

	(Unit : US \$)	
	2016	2015
Petty cash	1,625.98	851.98
Bank accounts		
- SCB TOT branch A/C No. 198-201649-0	38,329.79	87,197.85
- SCB Ratchayothin branch A/C No. 111-20071-5-840	330,356.36	258,341.12
Total	370,312.13	346,390.95
<u>Less Retirement funds</u>	(48,037.64)	(51,039.62)
Net total	322,274.49	295,351.33



Director



Manager Administration & APPU Affairs

ASIAN-PACIFIC POSTAL UNION
NOTES TO FINANCIAL STATEMENTS
31 DECEMBER 2016

4. ACCOUNT RECEIVABLES ON CONTRIBUTION SHARES

	(Unit : US \$)	
	2016	2015
2013 Contribution shares		
Nauru	1,500.00	1,500.00
Tonga	3,000.00	3,000.00
2014 Contribution shares		
Fiji	3,700.00	3,700.00
Tonga	-	3,700.00
2015 Contribution shares		
Bhutan	-	1,739.62
Mongolia	3,700.00	3,700.00
Nauru	1,850.00	1,850.00
Solomon Islands	-	1,850.00
Tonga	3,700.00	3,700.00
Vanuatu	1,850.00	1,850.00
2016 Contribution shares		
Fiji	3,900.00	-
Maldives	3,900.00	-
Mongolia	3,900.00	-
Nauru	1,950.00	-
Papua New Guinea	3,900.00	-
Tonga	3,900.00	-
Total	40,750.00	26,589.62



Director



Manager Administration & APPU Affairs

ASIAN-PACIFIC POSTAL UNION
NOTES TO FINANCIAL STATEMENTS
31 DECEMBER 2016

5. RETIREMENT FUNDS

	(Unit : US \$)	
	2016	2015
Cash, Beginning Balance	51,039.62	44,717.62
<u>Add</u> : reserve for retirement fund (US\$ 10,436.00) and Tax (US\$ 1,044.00)	11,480.00	6,322.00
Total	62,519.62	51,039.62
<u>Less</u> Retirement funds and tax (for Miss Araya)	(14,481.98)	-
Total	48,037.64	51,039.62

6. CONTRIBUTION SHARES RECEIVED IN ADVANCE

	(Unit : US \$)	
	2016	2015
Afghanistan	-	1,950.00
Australia	10,750.00	9,750.00
Bangladesh	4,300.00	3,900.00
Bhutan	2,150.00	1,950.00
Brunei Darussalam	8,000.00	3,700.00
Cambodia	-	1,950.00
China	10,750.00	9,750.00
Fiji	4,300.00	-
India	10,750.00	9,750.00
Iran	6,450.00	5,850.00
Japan	10,750.00	9,750.00
Korea	10,750.00	9,750.00
Lao	2,150.00	1,950.00
Malaysia	-	3,900.00
Myanmar	2,150.00	-
New Zealand	10,750.00	9,750.00
Pakistan	5,550.00	5,550.00
Samoa	2,150.00	1,950.00



Director



Manager Administration & APPU Affairs

ASIAN-PACIFIC POSTAL UNION
NOTES TO FINANCIAL STATEMENTS
31 DECEMBER 2016

	(Unit : US \$)	
	2016	2015
Singapore	4,300.00	3,900.00
Thailand	-	3,900.00
Vanuatu	2,150.00	1,950.00
Vietnam	4,300.00	-
	<u>112,450.00</u>	<u>100,900.00</u>

7. APPROVAL OF FINANCIAL STATEMENTS

These financial statements were authorized for issue by the Director of APPU Bureau for the approval of the Executive Council.



Director

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Manager Administration & APPU Affairs

ASIA PACIFIC POST (APP) COOPERRATIVE
STATEMENTS OF CASH RECEIPT AND DISBURSEMENT
FOR THE YEAR ENDED 31 DECEMBER 2016

(In US\$)

Cash, Beginning Balance

SCB - Ratchayothin branch No. 111-200072-3-840

1,261,189.03

Add Receipts

Membership Fees for 2014

Fiji Post

2,966.30

Membership Fees for 2016

Bhutan Post

1,953.96

Cambodia Post

1,961.38

China Post

25,000.00

Fiji Post

2,931.96

Japan Post

50,000.00

Pos Malaysia

19,970.82

Maldives Post

2,954.38

Mongolia Post

2,000.00

Pakistan Post

1,971.71

Philippines

2,963.63

Samoa

1,951.44

Vietnam Post

2,966.49

119,592.07

2017 membership fees received in advance

China Post

12,975.90

Fiji

3,887.00

Hongkong Post

64,960.62

India Post

12,975.89

Iran

3,875.29

Pos Indonesia

3,900.00

Korea Post

64,985.64

Lao Post

2,576.39

Maldives

3,878.28

Samoa

2,551.54

Singapore

32,475.68



Director


P. Mote

Manager Administration & APPU Affairs

ASIA PACIFIC POST (APP) COOPERRATIVE
STATEMENTS OF CASH RECEIPT AND DISBURSEMENT
FOR THE YEAR ENDED 31 DECEMBER 2016

(In US\$)

2017 membership fees received in advance		
Thailand Post	3,900.00	212,942.23
Due to APPU		7,266.67
Due to APPC (Korea training)		4,663.10
Interest earned on savings deposits		551.60
Total cash & cash receipts carried forward		1,606,204.70
<u>Less</u> Disbursements		
Reimbursement to APP		
4 th quarter, 2015	26,926.53	
1 st quarter, 2016	47,467.63	
2 nd quarter, 2016	23,597.10	
3 rd quarter, 2016	23,464.88	121,456.14
APPU Financial Service		6,953.96
UPU cost of consultants & UPU Support		230,871.19
Advance Financial service		5,000.00
APPU-Nepal		3,900.00
RTCAT-Brunei		1,000.00
Bank charges		599.25
Cash, Ending Balance		1,236,424.16

Breakdown of Cash , Ending Balance :

SCB - Ratchayothin branch No. 111-200072-3-840

1,236,424.16




Director

P. Mate

Manager Administration & APPU Affairs

REGIONAL TECHNICAL CENTRE FOR ASIA PACIFIC (RTCAP)
STATEMENTS OF CASH RECEIPT AND DISBURSEMENT
FOR THE YEAR ENDED 31 DECEMBER 2016

(In US\$)

Cash, Beginning Balance

SCB - Ratchayothin branch No. 111-200073-1-840	252,038.91
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Add Receipts

Voluntary contributions for 2015

Brunei Darussalam	1,000.00	1,000.00
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Voluntary contributions for 2016

Bhutan	500.00	
Japan	40,000.00	
Lao	500.00	
Philippines	963.63	
Vietnam	991.55	42,955.18

2017 contribution shares received in advance

China Post	4,951.59	
Fiji	486.99	
India Post	4,977.20	
Lao	481.40	
Philippines	963.54	
Singapore	4,977.52	
Thailand Post	1,500.00	18,338.24

Due to APPU		4,287.00
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Due to APP		3,887.00
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Interest earned on savings deposits		124.05
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Total cash & cash receipts carried forward		322,630.38
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Less Disbursements

Reimbursement to RTCAP

4 th quarter, 2015	15,365.11	
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1 st quarter, 2016	15,530.89	
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Director



Manager Administration & APPU Affairs

REGIONAL TECHNICAL CENTRE FOR ASIA PACIFIC (RTCAP)
STATEMENTS OF CASH RECEIPT AND DISBURSEMENT
FOR THE YEAR ENDED 31 DECEMBER 2016
(In US\$)

Less Disbursements

2nd quarter, 2016

25,194.22

3rd quarter, 2016

13,037.01

69,127.23

Bank charges

331.98

Cash, Ending Balance

253,171.17

Breakdown of Cash , Ending Balance :

SCB - Ratchayothin branch No. 111-200073-1-840

253,171.17



Director



Manager Administration & APPU Affairs

12/07/2017

Proposed 2018 APPU Bureau (Administrative Section) Budget

Income

Contribution share @ US\$ 2,650 x 77 Units	US\$ 204,050
APP financial management charge	US\$ 5,000

		2018 Budget US\$	2017 Budget US\$	2016 Actual US\$	
Expenditure					
Staff cost		97,498	91,532	88,573.68	
- Director	62,100	58,038	54,966.00	50% of Salary,	
- Manager Administration & APPU Affairs	9,848	9,167	11,368.05	30% of Salary	
- Senior Administrative Officer	5,989	5,758	5,222.31	20 % of Salary	
- Secretary	5,586	5,372	5,442.98	20 % of Salary	
- System Support Officer	5,579	5,365	4,600.02	20 % of Salary	
- Administrative Support Officer	3,747	3,536	3,185.41	15 % of Salary	
- Office Assistant	1,487	1,316	1,125.17	15 % of Salary	
- Driver 1	1,642	1,579	1,417.27	10% of salary	
- Driver 2	1,520	1,401	1,246.47	10% of salary	
Overtime				692.81	
Travel expenses		30,131	22,530	19,482.68	
Retirement fund		8,041	10,599	10,436.00	
Retirement tax for local staff		1,200	1,745	1,044.00	
Medical expenses		1,500	1,500	273.63	
General operations		51,427	41,443	19,422.89	
Total		189,797	169,349	139,925.69	

TRAVEL EXPENSES

Unit : US\$

Destination	Person traveling	Purpose	Benefit to the APPU/ reasons	Cost of airfares	Subsistence Allowance	Other Expenses	Total cost
Bern, Switzerland	Director	Attend UPU POC meeting	Represent APPU on various matters. Regional projects, inputs into QSF discussions, technical cooperation and networking with service providers. Could present on regional issues and utilize knowledge in Bureau activities e.g. research project, future regional projects, etc.	4,800 BKK-Zurich-BKK	3,960 (9 days at US\$ 440 per day)	400 Train from/to Zurich-Bern-Zurich and others	9,160
Bern, Switzerland	Director	Attend UPU CA meeting	Represent APPU on various matters in the POC and CA sessions as well as represent the APPU in the Restricted Union Conference.	4,800 BKK-Zurich-BKK	3,960 (9 days at US\$ 440 per day)	400 US\$ 400 train from/to Zurich-Bern-Zurich and others	9,160
Ethiopia	Director	Attend UPU Mini Congress	Represent APPU on various matters	3,402 BKK-ADD-BKK	3,724 (7 days at US\$ 532 per day)		7,126
Vietnam	Director	Attend APPU Congress and APPC GB meeting	Requirement of the position to assume the task of Secretary General	200 50% of airfare	1,113 (7 days at US\$ 159 per day)		1,313
	Manager, Administration	Attend APPU Congress and APPC GB meeting	Provide support to the Secretary General	200 50% of airfare	1,272 (8 days at US\$ 159 per day)		1,472
Asia	Director	Contingency	Raise the profile of APPU	900	1,000 (5 days at US\$ 200 per day)		1,900
TOTAL				14,302	15,029	800	30,131

12/07/2017

RETIREMENT FUND

Unit : US\$

Position	2018 Salary	Monthly Salary	Years of Service	Retirement Fund
<i>Director</i>	62,100	5,175	5	25,875.00
<i>Manager Administration & APPU</i>	9,848	821	2	1,641.33
<i>Senior Administrative officer</i>	5,989	499	30	14,972.50
<i>Secretary</i>	5,586	466	11	5,120.50
<i>System Support Officer</i>	5,579	465	18	8,368.50
<i>Admin. Support Officer</i>	3,747	274	14	3,836.00
<i>Office Assistant</i>	1,487	124	4	495.67
<i>Driver 1</i>	1,642	137	23	3,147.17
<i>Driver 2</i>	1,520	127	11	1,393.33
Total				64,850.00

Retirement fund at 31 December 2016 46,210

Allocated Retirement fund in 2017 10,599

Proposed retirement fund for 2018 8,041

64,850

GENERAL OPERATIONS

Items	Budget 2018	Budget 2017	Actual 2016	Remark
Audit	1,000	1,350	888.83	Only bureau office
Electricity	9,000	9,000	9,175.08	
Postage	500	500	776.73	Rental fee of photocopier
Printing	1,700	1,953	1,528.82	
Stationery	2,500	2,500	2,867.15	
Telecommunication charge	3,300	3,265	2,186.54	
Cleaning	2,875	2,875	1,999.74	
Computer improvement				
Consultancy fee for APPU Reform				
Proposal Development	30,552	20,000		
Total	51,427	41,443	19,422.89	

2018 Contribution Shares

Unit : US\$

<i>No.</i>	<i>Member Country</i>	<i>Contribution Unit</i>	<i>Contribution Share</i>
1	Afghanistan	1	2,650
2	Australia	5	13,250
3	Bangladesh	2	5,300
4	Bhutan	1	2,650
5	Brunei Darussalam	2	5,300
6	Cambodia	1	2,650
7	China	5	13,250
8	Fiji	2	5,300
9	India	5	13,250
10	Indonesia	3	7,950
11	Iran	3	7,950
12	Japan	5	13,250
13	Korea	5	13,250
14	Lao	1	2,650
15	Malaysia	2	5,300
16	Maldives	2	5,300
17	Mongolia	2	5,300
18	Myanmar	1	2,650
19	Nauru	1	2,650
20	Nepal	2	5,300
21	New Zealand	5	13,250
22	Pakistan	3	7,950
23	Papua New Guinea	2	5,300
24	Philippines	2	5,300
25	Samoa	1	2,650
26	Singapore	2	5,300
27	Solomon Islands	1	2,650
28	Sri Lanka	3	7,950
29	Thailand	2	5,300
30	Tonga	2	5,300
31	Vanuatu	1	2,650
32	Vietnam	2	5,300
Total		77	204,050

Contribution share @ US\$ 2,650 per unit

2017 Contribution Shares

Unit : US\$

<i>No.</i>	<i>Member Country</i>	<i>Received</i>	<i>Bank Charges</i>	<i>Owing</i>
1	Afghanistan	2,081.22	-	-
2	Australia	10,701.05	-	-
3	Bangladesh	4,279.28	-	-
4	Bhutan	2,111.41	-	-
5	Brunei Darussalam	4,300.00	-	-
6	Cambodia	2,150.00	-	-
7	China	10,700.06	-	-
8	Fiji	4,287.00	-	-
9	India	10,723.90	-	-
10	Indonesia	6,450.00	-	-
11	Iran	6,420.63	-	-
12	Japan	10,735.92	-	-
13	Korea	10,735.64	-	-
14	Lao	2,126.62	-	-
15	Malaysia		-	4,300.00
16	Maldives	4,287.89	-	-
17	Mongolia		-	4,300.00
18	Myanmar	2,150.00	-	-
19	Nauru		-	-
20	Nepal	4,090.09	-	-
21	New Zealand	10,735.84	-	-
22	Pakistan	6,441.50	-	-
23	Papua New Guinea		-	4,300.00
24	Philippines	4,261.32	-	-
25	Samoa	2,101.54	-	-
26	Singapore	4,279.27	-	-
27	Solomon Islands		-	2,150.00
28	Sri Lanka	6,425.77	-	-
29	Thailand	4,300.00	-	-
30	Tonga		-	4,300.00
31	Vanuatu	2,126.40	-	-
32	Vietnam	4,279.28	-	-
Total		143,281.63	-	19,350.00

Contribution share @ US\$ 2,150 per unit

2016 Contribution Shares

Unit : US\$

<i>No.</i>	<i>Member Country</i>	<i>Received</i>	<i>Bank Charges</i>	<i>Owing</i>
1	Afghanistan	1,881.59	-	-
2	Australia	9,700.97	-	-
3	Bangladesh	3,880.28	-	-
4	Bhutan	1,950.00	-	-
5	Brunei Darussalam	3,900.00	-	-
6	Cambodia	1,931.66	-	-
7	China	9,700.08	-	-
8	Fiji	-	-	3,900.00
9	India	9,725.86	-	-
10	Indonesia	5,850.00	-	-
11	Iran	5,820.99	-	-
12	Japan	9,735.94	-	-
13	Korea	9,736.10	-	-
14	Lao	1,926.62	-	-
15	Malaysia	3,900.00	-	-
16	Maldives	3,887.89	-	-
17	Mongolia	-	-	3,900.00
18	Myanmar	1,950.00	-	-
19	Nauru	-	-	1,950.00
20	Nepal	3,900.00	-	-
21	New Zealand	9,735.81	-	-
22	Pakistan	5,815.71	-	-
23	Papua New Guinea	-	-	3,900.00
24	Philippines	3,862.32	-	-
25	Samoa	1,901.65	-	-
26	Singapore	3,880.27	-	-
27	Solomon Islands	1,882.78	-	-
28	Sri Lanka	5,826.16	-	-
29	Thailand	3,900.00	-	-
30	Tonga	-	-	3,900.00
31	Vanuatu	1,926.54	-	-
32	Vietnam	3,890.25	-	-
Total		131,999.47	-	17,550.00

Contribution share @ US\$ 1,950 per unit