



Document No. 8

THIRD ANNUAL MEETINGProposed Transfer within Financial Appropriations.

A calculation of the expenses of the present financial year 1952/53 up to date and an estimate as to the expenses for the remaining part of the year show that there will be a deficit on the item travel of about \$950 (vide the appendix).

The reasons for this deficit are mainly:

- 1) that the new Executive Secretary's travel to headquarters turned out to be more expensive than the probable average estimated, owing to the fact that he came from a country far away and had a family of three
- 2) that the postponement of the decision on site for headquarters involved travels to new places from which offers were received.

From the appendix it is apparent that some savings may be possible on some of the other items, mainly due to the fact:

- 1) that the new clerk-stenographer will only enter service during February 1953
- 2) that the expenses connected with the establishment of the new headquarters are postponed to the next financial year.

It is proposed that the deficit of \$950 on the item travel is made up for by a transfer of the following sums from other items of the budget:

from Personal Services	\$550.00
from Rent and Utility	200.00
from Annual Meetings	200.00
Total:	<u>\$950.00</u>

It is accordingly proposed that the Commission (based on Financial Regulations for the Commission, Section IV, 4, 5, Report of First Annual Meeting page 37) authorizes the Executive Secretary to make the above-stated transfers.

7 January 1953.  
EMP/jw

APPENDIX

	Budget 1952/53	Balance as at 16 December 1952	Estimated expenses for remaining part of financial year ca.		Difference + or - ca.
Personal Services	19,500	11,299.94	10,300		+1,000
Travelling, including subsistence	6,000	1,682.17	Cote's European trip Executive Secretary's travels Travel of clerk stenographer Other possible travels	1,700 350 80 500 2,630	- 950
Transportation of things	300	291.97	291.97		0
Communication Services	700	474.14	474.14		0
Rent and Utility Services	500	500.00	Rooms for Annual Meeting Others	150 100 250	+ 250
Other Contractual Services	2,000	1,808.74	Printing of Second Annual Report Others	1,400 300 1,700	+ 100
Supplies and Materials	1,000	801.58	801.58		0
Equipment, including office machines and computing machines	2,000	1,178.40	Addressograph Typewriter Line-a-time Others	300 300 50 400 1,050	+ 100
Annual Meetings	4,000	2,712.62	Travel by Executive Secretary for arrangements Staff travel 4 persons - fares " " subsistence Extra help 5 persons - fares " " subsistence Other Expenses	200 300 720 200 650 340 2,410	+ 300