

Finance and Administration Committee
58th Meeting
16 June 2023
London, United Kingdom

Corrigendum**Draft Administrative Budget for financial
year 2023/24**

RESTRICTED

Changes in this corrigendum have been highlighted in red.

Paragraph 4, page 3

4. Estimated revenue from external sources amounts to £44,396. This consists of revenue from other international organizations relating to accounting and payroll services provided by the Organization, as well as income from subscriptions to statistics and administrative charges for the Trust Fund projects.

Personnel costs table, page 5

Personnel Costs								
-	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25
	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>
Total	2,088	1,791	1,787	1,532	1,293	1,498	1,911	
Professional staff	1,493	1,728	1,723	1,475	1,293	1,454	1,862	

Tables A and B, Annex I

Replace the tables with those attached to this document.

Paragraph B(iii), Annex IV

Replace the graph with the one attached to this document.

Activity-based budget table, Annex V

Replace the table with the one attached to this document.

To access the full text of the Draft Budget please click on the following link:
<https://www.icocoffee.org/documents/cy2022-23/Restricted/fa-342-r1e-budget-2023-24.pdf>

TABLE A

ADMINISTRATIVE BUDGET 2023/24

ESTIMATED REVENUE AND EXPENDITURE
(FIGURES IN £ STERLING)

	Actual 2021/22/4/	Authorized 2022/23	Proposed 2023/24
Revenue			
(a) Contributions of Members	1,912,972 ¹	2,228,000 ²	2,600,000 ³
(b) External sources			
Interest	1,796	700	12,096
Accounting services	7,800	7,200	7,300
Statistical data subscriptions	6,639	14,420	20,000
Administrative fee for Trust Fund	3,500	0	5,000
External sources	19,735	22,320	44,396
Total revenue	1,932,707	2,250,320	2,644,396
Net expenditure	1,814,058	2,167,600	2,606,000
Less: Provisions for outstanding contributions	68,351	82,720	38,396
Surplus/(Deficit)	50,298 ⁴	0	0

- 1/ The 2021/22 contribution corresponds to £953 per vote, (decrease of 27% in relation to 2019/20).
- 2/ The 2022/23 contribution corresponds to £1,114 per vote, (decrease of 17% in relation to 2019/20).
- 3/ The 2023/24 contribution corresponds to £1,300 per vote
- 4/ Figures are based on the audited financial reports for 2021/22.

TABLE B

ADMINISTRATIVE BUDGET 2023/24

EXPENDITURE BY ITEM AND SUB-ITEM
(FIGURES IN £ STERLING)

Item and sub-item	Actual 2021/221 /	Authorized 2022/23	Proposed 2023/24	<u>Increase/(Decrease)</u> <u>2022/23 versus 2023/24</u>	
				Amount	Percent
1. Premises	312,452	384,000	389,000	5,000	1.3%
1.1 Rent	219,316	290,000	290,000		
1.2 Rates	5,061	9,000	9,000		
1.3 Service charge, utilities and maintenance	88,075	85,000	90,000		
1.4 Refurbishment costs for relocation to new premises	0	0	0		
2. Language services under contract	83,692	93,000	83,500	(9,500)	(10.2)%
2.1 Interpretation	26,400	23,000	23,500		
2.2 Translation	57,292	70,000	60,000		
3. Special contracts	5,688	12,000	10,000	(2,000)	(16.7)%
3.1 Coffee price service	0	0	0		
3.2 Professional fees	5,688	12,000	10,000		
4. Travel	8,196	25,000	45,000	20,000	80%
4.1 Fares for official travel	4,532	15,000	30,000		
4.2 Subsistence allowance	3,664	10,000	15,000		
5. Communications	7,551	8,600	9,200	600	7.0%
5.1 Postage	181	100	200		
5.2 Telephone and fax	7,370	8,500	9,000		
6. Personnel	1,247,467	1,497,500	1,911,000	413,500	27.6%
6.1 Basic salaries (net)	515,577	626,000	862,000		
6.2 Post adjustments	319,799	396,000	506,000		
6.3 Personal representation allowance	5,000	5,000	5,000		
6.4 Dependency allowance	40,254	65,000	43,000		
6.5 Education grant	41,615	45,000	46,000		
6.6 Provident Fund	182,512	283,000	385,000		
6.7 Insurance	32,168	60,000	58,000		
6.8 Installation/Repatriation	23,740	0	0		
6.9 Fares for home leave	1,481	1,500	6,000		
6.10 Temporary/Outside service	85,321	16,000	0		

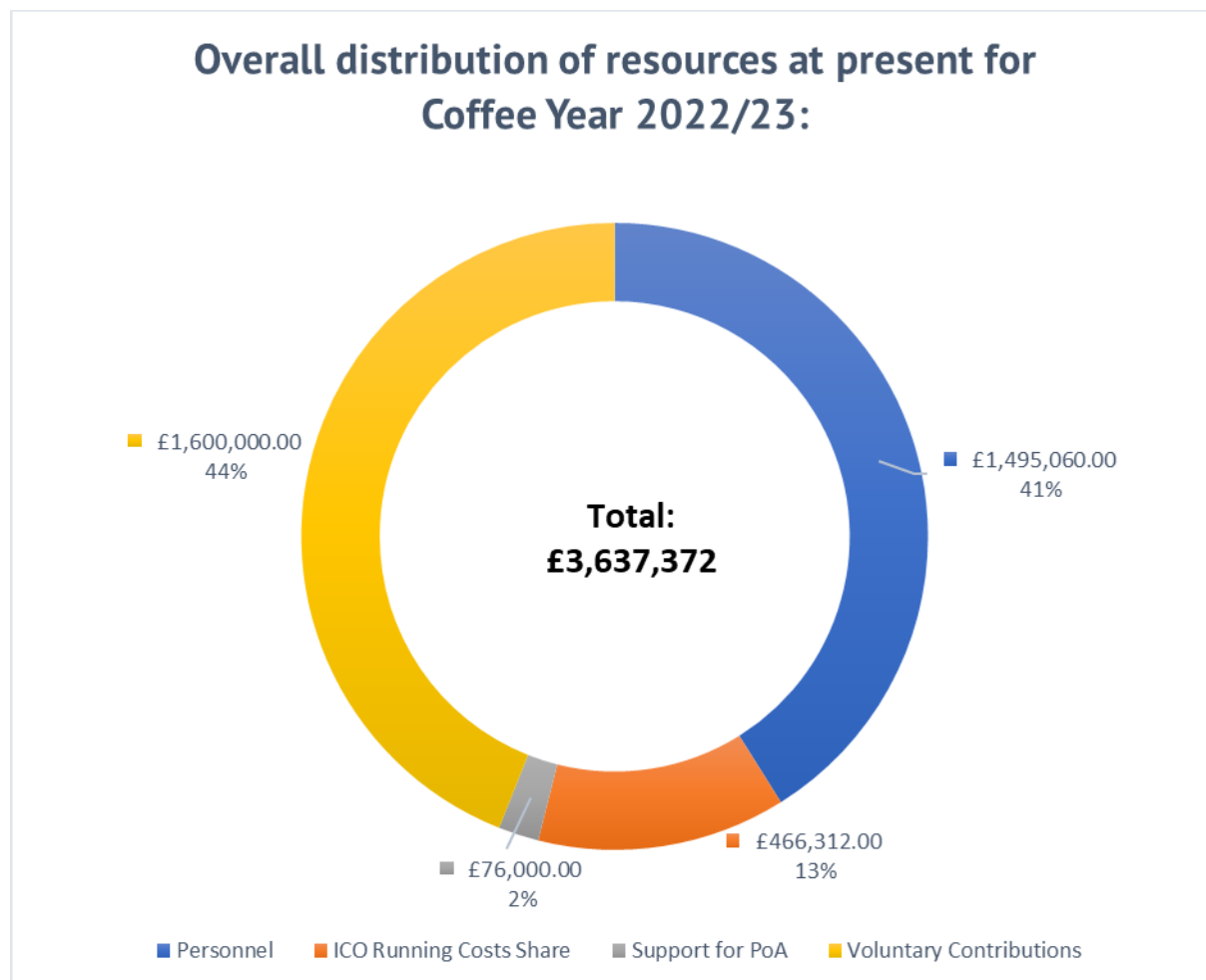
Item and sub-item		Actual 2021/221 /	Authorized 2022/23	Proposed 2023/24	<u>Increase/(Decrease)</u> <u>2022/23 versus 2023/24</u>	
					Amount	Percent
7.	Other operating costs	32,473	35,500	37,300	1,800	5.1%
7.1	Photocopiers and printers	8,541	8,000	5,000		
	a. Rental and service					
7.2	Office supplies and stationery					
	a. Document production	1,483	1,500	1,000		
	b. General	870	1,000	1,800		
7.3	Publications	71	1,500	1,500		
7.4	Other expenses	21,508	23,500	28,000		
8.	Computer-related costs	38,304	20,000	20,000	-	-
9.	Council meeting costs	9,475	25,000	25,000	-	-
10.	Support for the Programme of Activities	68,760	67,000	76,000	9,000	13.4%
Total		1,814,058	2,167,600	2,606,000	438,400	20.3%

1/ *Figures are based on the audited financial reports for 2021/22.*

B. CURRENT DISTRIBUTION OF RESOURCES:

iii Overall distribution of resources at present for Coffee Year 2022/23¹²³⁴:

To carry out the PoA, the ICO has access to the following resources:



¹ Personnel refers to 100% of the staff from the Operations Division and a share of the cost of the other ICO staff.

² ICO Running Costs Share refers to running costs required for the Operations Division to carry out the PoA for 2023/24.

³ Support for the Programme of Activities (PoA) refers to the specific budget allocation for consultancies and other support services to complement in-house resources and expertise.

⁴ Voluntary contributions are those made by ICO Members, donors, development partners, the private sector and other organizations, both in kind and in cash, mainly for the work of the CPPTF and the realization of its Road Map 2030 in exporting Members.

**ACTIVITY-BASED BUDGET FOR COFFEE YEAR 2023/24 –
Allocation based on the main activities**

REF	GOAL	BUDGET ITEMS	COSTS (£)	TOTAL (£)	%
I	Delivering world-class data, analysis and information to the industry and policy-makers	Premises	81,690		
		Personnel	417,150		
		Others	48,300		
		Support for the Programme of Activities	50,000	<u>597.140</u>	<u>23%</u>
II	Using the Organization's convening power and to provide a forum for dialogue between and within the public and private sectors	Premises	141,335		
		Personnel	654,650		
		Others	83,567		
		Support for the Programme of Activities	6,000	<u>885.552</u>	<u>34%</u>
III	Facilitating the development of projects and promotion programmes through public-private partnerships	Premises	70,020		
		Personnel	423,260		
		Others	41,400		
		Support for the Programme of Activities	20,000	<u>554.680</u>	<u>21%</u>
IV	Ensuring the coherence and the sustainability of the Organization's financial resources based on a reliable internal control system and an effective risk management	Premises	40,197		
		Personnel	196,580		
		Others	23,767		
		Support for the Programme of Activities	-	<u>260.544</u>	<u>10%</u>
V	Ensuring an effective human resource management, a management of support services and good conditions of work	Premises	55,757		
		Personnel	219,360		
		Others	32,967		
		Support for the Programme of Activities	-	<u>308.084</u>	<u>12%</u>
Draft Budget – Activity based			2.606.000	2.606.000	100%