

## **Explanatory Note**

### **Transfers by Administrative Manager in BEREC Office Budget 2013 in January 2013**

#### **I. Introduction to transfers by Administrative Manager**

Article 23 from Decision MC (10) 44 of the Management Committee on the financial regulation applicable to the BEREC Office in conformity with the framework Financial Regulation for the bodies referred to in Article 185 of Council Regulation (EC, Euratom) № 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Union (hereinafter referred to as "the BEREC Office Financial Regulation") specifies that:

- The Administrative Manager may make transfers from one chapter to another and from one article to another without limit and from one title to another up to a maximum of 10 % of the appropriations for the financial year shown on the line from which the transfer is made.
- Transfers carried out shall be accompanied by appropriate and detailed supporting documents showing the implementation of appropriations and estimates of requirements up to the end of the financial year, both for the headings to be credited and for those from which the appropriations are drawn.
- The Administrative Manager shall inform the Management Committee as soon as possible of all transfers made.

All transfers have been made within or between titles 1. "Staff" and 2. "Buildings, equipment and miscellaneous operating expenditure". And have been made within the responsibility limits of the Administrative Manager.

#### **1. Revenues**

No changes on revenue side. All transfers made within section 2000, European Community subsidy for titles 1 and 2.

#### **2. Expenditure**

##### **1.2.1. Transfers within title 2**

Legal base: Art. 23(1) of BEREC Office Financial Regulation – transfers from one chapter to another and from one article to another without limit.

##### **A. Releases of resources**

**Chapter 20 "Rental of buildings and associated costs"/ Article 200 "Buildings and associated costs"/ Item A-2009 "Other expenditure relating to the acquisition, construction or maintenance"**

Amount released: EUR - 3 800,-

**Total released: EUR 3 800,-**

Explanation:

- 1) Forecast for postal services and for relevant budgetary commitment for 2013, based on 2012 expenditure, was EUR 1 200. The contract with the Latvian Post, which was signed in January 2013 was specified as a service contract for 12 months, however renewable. With the maximum contract value of EUR 5 000. The relevant budgetary commitment of EUR 5 000 had to be created in the financial system.

**B. Increases on budget lines**

**Chapter 24/ Article 240 "Postage and Telecom"/ Item A-2400 "Postage and delivery charges"**

Amount increased: EUR 3 800,-

Explanation: See above.

**TOTAL increased: EUR 3 800,-**



## Annex: Overview of Transfers in BEREC Office Budget 2013 in January 2013

*Expenditure in Title 2 "Buildings, equipment and miscellaneous operating expenditure" where current transfers were made*

Budget Line	Budget Item Description	Budget 2013 approved by Budg. Authority	Transfer January 2013	Budget with transfer January 2013
	<b>Budget Total</b>	<b>3,768,696.00</b>		<b>3,768,696.00</b>
<b>2</b>	<b>BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE</b>	<b>647,000.00</b>		<b>647,000.00</b>
<b>2 0</b>	<b>RENTAL OF BUILDINGS AND ASSOCIATED COSTS</b>	<b>115,000.00</b>		<b>111,200.00</b>
<b>2 0 0</b>	<b>Buildings and associated costs</b>	<b>115,000.00</b>		<b>111,200.00</b>
2 0 0 0	Rent	20,000.00		20,000.00
2 0 0 1	Insurance	500.00		500.00
2 0 0 2	Water, gas, electricity and heating	16,500.00		16,500.00
2 0 0 3	Cleaning	0.00		0.00
2 0 0 4	Fitting-out and maintenance of premises	5,000.00		5,000.00
2 0 0 5	Security and surveillance of buildings	16,000.00		16,000.00
2 0 0 9	Other expenditure relating to the acquisition, construction or maintenance of a building	57,000.00	<b>-3,800.00</b>	<b>53,200.00</b>
<b>2 1</b>	<b>INFORMATION TECHNOLOGY PURCHASES</b>	<b>230,000.00</b>		<b>230,000.00</b>
<b>2 1 0</b>	<b>Information technology purchases</b>	<b>230,000.00</b>		<b>230,000.00</b>
2 1 0 0	Computer equipment	25,000.00		25,000.00
2 1 0 1	Software	140,000.00		140,000.00
2 1 0 2	Other external data processing services	65,000.00		65,000.00
<b>2 2</b>	<b>MOVABLE PROPERTY AND ASSOCIATED COSTS</b>	<b>55,000.00</b>		<b>55,000.00</b>
<b>2 2 0</b>	<b>Technical installations and electronic office equipment</b>	<b>20,000.00</b>		<b>20,000.00</b>
2 2 0 0	Technical installations and electronic office equipment	20,000.00		20,000.00
<b>2 2 1</b>	<b>Furniture</b>	<b>30,000.00</b>		<b>30,000.00</b>

2 2 1 0	Furniture	30,000.00	30,000.00
<b>2 2 9</b>	<b>Other movable property and associated costs</b>	<b>5,000.00</b>	<b>5,000.00</b>
2 2 9 0	Books, newspapers and documentation	5,000.00	5,000.00
2 2 9 1	Cars, transport vehicles, and maintenance and repairs	0.00	0.00
2 2 9 9	Other movable property, and maintenance and repairs	0.00	0.00
<b>2 3</b>	<b>CURRENT ADMINISTRATIVE EXPENDITURE</b>	<b>92,000.00</b>	<b>92,000.00</b>
<b>2 3 0</b>	<b>Stationery and office supplies</b>	<b>15,000.00</b>	<b>15,000.00</b>
2 3 0 0	Stationery and office supplies	15,000.00	15,000.00
<b>2 3 2</b>	<b>Financial charges</b>	<b>200.00</b>	<b>200.00</b>
2 3 2 0	Bank charges	200.00	200.00
2 3 2 1	Exchange rate losses	0.00	0.00
2 3 2 9	Other financial charges	0.00	0.00
<b>2 3 3</b>	<b>Legal expenses</b>	<b>76,800.00</b>	<b>76,800.00</b>
2 3 3 0	Legal expenses	12,000.00	12,000.00
2 3 3 1	Damages	64,800.00	64,800.00
<b>2 3 5</b>	<b>Other operating expenses</b>	<b>0.00</b>	<b>0.00</b>
2 3 5 0	Miscellaneous insurances	0.00	0.00
2 3 5 9	Other operating expenses	0.00	0.00
<b>2 4</b>	<b>POSTAGE AND TELECOMM.</b>	<b>55,000.00</b>	<b>58,800.00</b>
2 4 0 0	Postage and delivery charges	1,200.00	3,800.00
2 4 1 0	Telecommunication charges	53,800.00	53,800.00
<b>2 5</b>	<b>EXPENDITURE ON FORMAL AND OTHER MEETINGS</b>	<b>100,000.00</b>	<b>100,000.00</b>
2 5 0 0	Meetings in general	100,000.00	100,000.00

Ando Rehema



22 February 2013