
13TH MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE (FAC)

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Statement of transfers of appropriations and write offs

Secretariat

1. Summary and recommendations

This paper is a statement of transfers of appropriations and write offs, as required by the Financial Regulations.

The FAC is invited to:

- **Note** that the Executive Secretary made two transfers of appropriations for the financial year ended 30 June 2025 between the following budget categories:
 - \$51,300 from Non-Routine Expenses to Personnel Costs
 - \$2,600 from Non-Routine Expenses to Premises and Equipment
- **Note** that the Executive Secretary wrote off losses totalling \$200 for the financial year ended 30 June 2025.

2. Write Offs

Financial Regulation 7.4 provides that *“The Executive Secretary may, after full investigation, authorise the writing off of losses of cash, stores, and other assets, provided that a statement of all such amounts written off shall be submitted to the Commission and the auditors with the annual financial statements.”*

Pursuant to this Regulation, the Executive Secretary wrote off in the 2024/25 financial statements a \$200 cash-on-hand balance which has historically been included in the financial statements to reflect cash kept in the SPRFMO Secretariat Wellington office. Upon investigation with current and recent staff, it was found that there was no cash being kept in the Wellington office. It was concluded to have been likely spent since it was withdrawn in 2016 for petty cash.

3. Appropriations transfers

Financial Regulation 3.3 provides that *“The Executive Secretary may transfer appropriations between categories in the budget adopted by the Commission provided that these categories are not altered by more than 10% of the amounts in the adopted budget and that a statement of all such transfers shall be submitted to the Commission and the auditors with the annual financial statements. The Chairperson of the Commission may however authorise the Executive Secretary to transfer appropriations between categories above this limit.”*

Pursuant to this Regulation, on 24 November the Chairperson authorised the Executive Secretary to transfer appropriations from category 7 to categories 1 and 2 for the period ending 30 June 2025:



Budget Category	2024/25 Appropriation	Appropriation After Transfer	Transfer Amount	% Category	2024-25 Expenditure	Comments
1. Personnel Cost	1 121 700	1 173 000	51 300	5%	1 172 760	Category 1 (Personnel Costs) exceeded the budget by 5%. This was mainly driven by an increase in professional staff costs, resulting from adjustments to the UN post adjustment rate, coupled with the depreciation of the New Zealand dollar against the US dollar.
2. Premises and Equipment	90 900	93 500	2 600	3%	93 342	Category 2 (Premises and Equipment) exceeded the budget by 3% due to insurance premium inflationary increases and expenditure on IT and office equipment.
7. Non - Routine Expenses	164 000	110 100	-53 900	-33%	15 176	Category 7 (Non - Routine Expenses) was less than 20% of the budget due to savings on Executive Secretary recruitment and installation.