

BSAC DRAFT FINANCIAL STATEMENT (YEAR 13) 1.4.18-31.3.19 IN EUR 7,4657			
	To ExCom 14/5/19	Annex 2	
PERIOD : 1.4.18-31.3.19	Non Elig.	Eligible	Total budget
A. STAFF (details in annex)			
A.1.1. Salaries (including salary related charges)		105.320	105.320
A.1.2. Staff expenses		1.825	1.825
Sub-total A	0	107.145	107.145
B. PARTICIPATION IN MEETINGS (details in annex)			
B1.1. Travel costs AC members	0	49.375	49.375
B1.2. Subsistence costs AC members	0	23.422	23.422
B1.3. Travel costs Staff	2.941	8.246	11.187
B1.4. Subsistence costs Staff	1.467	2.618	4.085
B1.5. Travel costs & fee scientific Experts	0	530	530
B1.6. Subsistence costs & fee scientific Experts	0	87	87
B1.7. Other costs	0	222	222
Sub-total B	4.408	84.500	88.907
C. INFORMATION & PREPARATION OF MEETINGS (details in annex)			
C1. Preparation of meetings			
C1.1. Rental costs (rooms, equipment)	737	1.012	1.749
C1.2. Meetings expenses (coffee, lunch...)	0	15.580	15.580
Sub-total C1	737	16.592	17.329
C2. Information and dissemination costs			
C2.1. Publication costs	0	0	0
C2.2. Dissemination costs	0	976	976
Sub-total C2	0	976	976
Sub-total C	737	17.569	18.305
D. OPERATING COSTS (details in annex)			
D1. Rental of office space	11.093	1.681	12.775
D2. Data Processing			
D2.1. Data processing equipment	0	421	421
D2.2. Software	0	2.236	2.236
D2.3. Hardware maintenance	0	1.829	1.829
Sub-total D2	0	4.485	4.485
D3. Overheads			
D3.1. Office equipment	0	60	60
D3.2. Phone/fax/internet	0	1.708	1.708
D3.3. Supplies/consumables	0	1.225	1.225
D3.4. Mail	0	77	77
D3.5. Other costs (Bank charges, Insurance...)	0	2.321	2.321
Sub-total D3	0	5.391	5.391
Sub-total D	11.093	11.558	22.651

E. INTERPRETATION and TRANSLATION (details in annex)

E1. Interpretation

E1.1. Interpreters	0	14.301	14.301
E1.2. Travel and subsistence	0	6.215	6.215
E1.3. Technician	0	1.267	1.267
E1.4. Equipment	0	6.554	6.554
Sub-total E1	0	28.336	28.336
E2. Translation	0	0	0
Sub-total E	0	28.336	28.336

F. OTHER CONTRACTS (details in annex)

F.1. Rapporteur	0	42.482	42.482
F.2. Chair (GA and ExeCom)	0	0	0
F.3. Chair (Working Groups)	0	0	0
F.4. Audit	0	2.511	2.511
F.5. Scientific consultants	0	0	0
F.6. Other	0	0	0
Sub-total F	0	44.993	44.993

G. 5% RESERVE OF THE DIRECT ELIGIBLE COSTS FOR UNFORSEEN ITEMS

	0	0	0
GRAND TOTAL	16.238	294.101	310.339

RESOURCES			Non-eligible	Eligible	Total
1. Budgeted public contribution (€)	Number	Amount			
National level					
Financial contribution: 8 Member States			0	27.879	27.879
DK government grant (rent, heating + cleaning)			11.093	0	11.093
Regional level					
Financial contribution (to specify)			0	0	0
Secondment of staff			0	0	0
Local level					
Financial contribution (to specify)			0	0	0
Secondment of staff			0	0	0
		Sub-total 1:	11.093	27.879	38.972
2. Commission's contribution applied for					
			0	0	0
			0	239.266	0
		Sub-total 2:	0	239.266	239.266
3. Other resources					
Membership fees: 42			0	0	0
General Assembly			0	12.448	12.448
Executive Committee			0	0	0
Working Group members			0	0	0
Costs reimbursed by Commission			1.983	0	1.983
Meeting rooms in kind (estimate, for one meeting this year)			737	0	737
		Sub-total 3:	2.719	12.448	15.167
GRAND TOTAL (1+2+3):			13.813	279.593	293.406

A. STAFF PLAN

Contractual period: 12 months

ELIGIBLE

A.1 Estimated worktime (FTE) per activity	Secretariat	Chairman	Exec Sec	Other (specify)	Other (specify)	Other (specify)	GRAND TOTAL
Mobility		0,20	0,10				0,30
Coordination & planning		0,40	0,20				0,60
Website			0,20				0,20
Finances		0,10	0,30				0,40
Information			0,20				0,20
Other		0,30					0,30
Total		1,00	1,00				2,00
Monthly Salary							
Period		12,0 mths	12,0 mths				
	#VÆRDI!	15.050	90.270				105.320

NON ELIGIBLE / Secondment of staff

A1.1. Persons (Name)	Tasks	Cost
		0

A1.2. Other costs	Cost
Training	1.825
Other (to specify)	0
Subtotal	1.825
Total staff costs	1.825

B. PARTICIPATION IN MEETINGS

AC MEMBERS							
B1.1. & B1.2. Travel and subsistence AC members	Number of Participants	Cost per participant		Number/days of Meetings	TOTAL TRAVEL COSTS	TOTAL SUBSISTENCE COSTS	TOTAL
		Travel	Subsistence (per diem)				
GA + ExCom 8-9/5/18	26			2	5.895	4.306	10.201
Extraord Gen Ass + ExCom 6/11/18	24			2	6.522	1.224	7.747
ExCom 29/6/18	14			1	3.575	403	3.977
ExCom (and WG) 28+29/1/19	24			2	5.945	2.554	8.499
WG 11+12/6/18	18			2	7.229	2.802	10.032
WG Control Reg. 23/8/18	9			1	1.678	484	2.162
WG EBM 4/9/18	12			1	2.787	301	3.088
WG 26/9/18 (mtg with honorary chair)	3			1	349	422	771
WG (EBM) 13/3/19	12			1	2.738	315	3.053
Management team meetings 10.4.18 + 5.12.18	8			1	1.975	440	2.415
Focus group meetings 29.5.18 + 28.3.19	7			2	1.071	193	1.264
AC participation in external meetings (representation)	22			12	8.452	7.245	15.697
BALTFISH 28.6.18 +5.9.18	3			2	1.158	985	2.143
Per Diem small scale	10			5	0	1.748	1.748
TOTAL COST					49.375	23.422	72.797

Notes:

ELIGIBLE COSTS - STAFF

B1.3 & B.1.4. Travel and subsistence Staff	Staff	Number of Meetings	Travel	Subsistence	TOTAL
Management mtg 10.4.18	Chairman	1	484	52	536
ExCom+Gass 8+9/5/18	Chairman	2	695	481	1.176
Joint WG 11+12/6/18	Chairman	1	519	293	811
ExCom+BALTFISH 28+29/6/18	Chairman	2	419	379	797
Workshop Thünen Inst 3/7/18	Chairman	1	649	241	890
BALTFISH 5.9	Chairman	1	545	384	929
Hon chair mtg 26.9.18	Chairman	1	876	51	927
Extraord. GAss+ExCom 6.11.18	Chairman	2	123	115	238
			0	0	0
Baltic Checkpoint 11/4/18	Exec Sec	1	30	0	30
EFARO on CFP + Blue Growth 23+28/5/18	Exec Sec	2	242	186	428
Joint WG 11+12/6/18	Exec Sec	1	510	291	802
BALTFISH 5.9.18	Exec Sec	1	401	40	441
Extraord. GAss+ExCom 6.11.18	Exec Sec	2	327	107	434
Plus transfer of difference not received (Cell G161)			2.425	0	1.223
Subtotal			8.246	2.618	10.864

NON ELIGIBLE (paid by other resources) - STAFF

B1.3 & B.1.4. Travel and subsistence Staff	Staff	Nbr.	SPENT Travel	SPENT Sub	RECEIVED	Difference not refunded
Baltic Checkpoint 11.4.18	Chairman	1	0	117	117	0
EFCA Advisory Board 9.10.18	Chairman	2	978	339	1.151	166
InterAC 16.10.18	Chairman	1	618	326	92	852
InterAC 16.10.18	Exec Sec	1	486	341	622	205
EFCA Advisory Board 27.2.19	Chairman	1	858	343	0	0
Subtotal			2.941	1.467	1.983	2.425

SCIENTIFIC EXPERTS

B1.5. & B.1.6. Travel and subsistence Experts	Name	Meeting date	Travel	Subsistence	TOTAL
Lennart Balk ExCom 29.1.19		29.1.19	86	87	173
Krzysztof Radtke ExCom 29.1.19		29.1.19	444	0	444
Subtotal			530	87	617

B1.7. Other meeting costs

Gift for Reine Johansson - departing as BSAC chair	9.5.18				30
Gift for Danish minister at GAssembly 9.5.18	9.5.18				13
Gift Estonian ministry of Env for mtg room 11th+12th June 2018	11.6.18				11
Gift for Acting chair S. Karnicki at end of function as acting chair for ExCom	6.11.18				11
Gift for Director of MIR for hosting BSAC meetings Gdynia 6.11.18 (but paid for meeting room)	6.11.18				17
Gifts to experts BSAC ExCom Theme mtg 29.01.19	29.1.19				139
Total other costs					222

C1. Preparation of meetings

C1.1 Rental costs	RENTAL COSTS		MEETING DAYS	TOTAL
	Rooms	Equipment		
EBM WG 4.9.18	251	0	1	251
Ext G Ass + ExCom 6.11.18	259	0	1	259
ExCom 29.1.19	251	0	1	251
EBM WG 13.3.19	251	0	1	251
TOTAL COST	1.012	0		1.012

C1.2 Meetings expenses (lunch, coffee,...)	Meeting days	Average cost	TOTAL
Lunch with auditor 6.4.18			26
Management mtg 10.4.18			188
Mtg with DK BALTFISH Pres 7.5.18			76
lunch Exec Sec + rapp 8.5.18			13
ExCom+Gass 8+9.5.18			2.927
BSAC hosted workshop with ICES on selectivity 22.5.18			795
Focus grp SCIP 29.5.18			163
WG 11+ 12.6.18			863
ExCom 28.6.18			1.195
Joint WG 23.8.18			615
BALTFISH Forum 5.9.18			22
EBM WG 4.9.18			991
Mtg with Honorary chair 26.9.18			355
Ext. G Ass + ExCom 6.11.18			1.434
Sec mtg with new chair			125
MT mtg 5.12.18			90
WG 28.1.19			1.305
ExCom + Theme mtg 29.1.19			3.090
Mtg with new auditor 14.2.19			14
EBM WG 13.9.18			1.004
IT visits 12.3.19 + 19.3.19			65
Focus Grp 28.3.19			224
TOTAL COST			15.580

C2. Publication and Dissemination costs

C2.1.Publication	NUMBER OF UNITS	UNIT COST	TOTAL
Publication of a newsletter	0	0	0
Announcements in Media at national, regional and local level (radio stations, TV, newspapers and magazines)	0	0	0
TOTAL COST			0

C2.2. Dissemination	NUMBER OF UNITS	UNIT COST	TOTAL
Copies / documentation			66
Mailing costs / documentation			0
Maintenance of website			911
TOTAL COST			976

D. ESTIMATED OPERATING COSTS

D1. Renting of office space				
	Monthly rental per m2	Monthly rent	Duration of contract period	Office rental over the contract period
Number of m2 35,13				
Reception + service charges at Axelborg				1.681
TOTAL COST				1.681

D2.1. Data processing equipment (hardware)				
TYPE OF EQUIPMENT	NOMINAL VALUE	Duration of contract period (months)	TOTAL	
Portable computers				
Computer				
Printers/copy machine/ fax				421
Establishment of internet-connection + firewall				
			Subtotal	421
TYPE OF EQUIPMENT	RENTING OR LEASING COSTS (Monthly)	Distribution key	Duration of contract period (months)	Cost over the contract period
				0
TOTAL COSTS (D244+F246)				421

D2.2. Software			
NAME OF EXPENDITURE	COSTS	Rate of utilization for project (distribution key)	TOTAL
Dropbox			123
MS Office			316
E-economic			345
Virus check (Jotta cloud)			127
Software maintenance (incl.Bitdefender)			1.325
TOTAL COST			2.236

D2.3. Hardware maintenance			
NAME OF EXPENDITURE	COSTS	Rate of utilization for project (%)	TOTAL
Hardware maintenance			1.829
TOTAL COST			1.829

D3. Overheads				
NAME OF EXPENDITURE	Monthly cost	Utilization for project (distribution key)	Duration of contract period (months)	Cost over the contract period
D3.1.				
Office equipment				60
			Subtotal	60
D3.2.				
Phone / fax/ mobile phone				867
Internet connection				841
			Subtotal	1.708
D3.3.				
Supplies / consumables				1.225
			Subtotal	1.225
D3.4.				
Mail				77
			Subtotal	77
D3.5.				
Cleaning				
Insurance				1.258
Banking costs				551
Other (specify) (newspaper)				512
			Subtotal	2.321

TOTAL COST

5.391

E. INTERPRETATION and TRANSLATION					
E1. Interpretation	Fees (total)	Total Nr of staff used	Languages	Nr of meetings	Total
E1.1. Interpreters	14.301	6	2	6	14.301
E1.2. Travel and subsistence	6.215	6	2	6	6.215
E1.3. Technician staff	1.267	4	2	6	1.267
E1.4. Equipment	6.554	4	2	6	6.554
				Subtotal E1	28.336
E2 Translation	nr of pages	cost per page	languages		
					0
				Subtotal E2	0
TOTAL COSTS					28.336

F. OTHER CONTRACTS					
SERVICE	Tasks	Units	Cost per unit	Total eligible	Total not eligible
F.1. Rapporteur	Report meetings	12	2.877	34.526	
	Travel expenses	13	612	7.956	
	Sub total F.1.			0	42.482
F.2. Chair (GA and ExCom)	Prepare and chair meetings; prepare position papers and press releases (fee per meeting day)				
	Travel expenses				
	Sub total F.2.				0
F.3. Chair (Working Groups)	Prepare and chair meetings; produce draft advice				
	Travel expenses				
	Sub total F.3.				0
F.4. Audit	External audit	1	2.511	2.511	
	Sub total F.4.			0	2.511
F.5. Scientific consultants	Travel expenses	0	0	0	
	Sub total F.5.				0
	F.6. Other		0	0	0
TOTAL COSTS				44.993	