



Management Board

AMENDING BUDGET 1/2015

CT/CA-002/2015/01EN

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I. INTRODUCTION

A. GENERAL INTRODUCTION

The Translation Centre has drawn up this amending budget 1/2015 in accordance with Article 34 of its Financial Regulation of 2 January 2014, for the following reasons:

- In 2015, to reduce the Centre's cumulated budget surplus, as proposed to the Management Board at its meeting in October 2014, the Centre will repay part of the amount in the 'Reserve for stability pricing' to its clients.
- The Centre may need additional office space in 2016 due to a potential new translation project for the European Commission – the ODR project of DG JUST (formerly, the DG SANCO project) – that may make it necessary to recruit new staff as from January 2016. In the initial phase of this project, the Centre would recruit contract staff. The Centre's new teleworking rules, which have been aligned with the Commission's General Implementing Provisions on teleworking, no longer allow 100% teleworking, which means that 12 teleworkers will require office space at the Centre for 50% of their working time. The Centre also needs to set up video-conferencing facilities given the increasing difficulties in booking the European Commission's video-conference rooms. This is in line with the Centre's objective to improve communication with its clients.
- An increase of EUR 150 000 was needed in Item 2100, 'IT hardware and software', and Item 2120, 'IT consultancy'.
- In accordance with the Centre's policy to transform AST official posts that become vacant into temporary staff member or contract staff posts, it is proposed that one permanent AST 5 post be converted into a temporary staff member post.

All amounts in this document are expressed in euro.

B. REVENUE

The total revenue forecast for 2015 stands at EUR 49.6 million, broken down as follows:

Title	Revenue (EUR)
1. Agencies and bodies	39 930 700
3. Interinstitutional cooperation (European institutions)	3 120 300
4. Other revenue	343 250
5. Transfers from reserves from previous years	8 491 250
6. Refunds	-2 300 300

To reduce the cumulated budget surplus, the Centre is reimbursing EUR 2.3 million of its 'Reserve for stability pricing' to its clients in 2015. The reimbursement to each client will be calculated in proportion to the client's share in the Centre's overall revenue for the past three years. The EUR 2.3 million has been included in Item 5015, 'Transfer from Reserve for stability pricing', and in Item 6000, 'Refunds to clients'.

Furthermore, the Centre has transferred to 'Revenue' an additional EUR 531 900 from the 'Reserve for stability pricing', included in Item 5015. This amount corresponds to the forecast increase in expenditure, mainly for the rental of additional office space.

In December 2014, the Centre signed a client agreement with the Single Resolution Board (SRB). Therefore, the new budget item 1054 has been created in 'Revenue'. Another agency has changed its name, so the budget item 1026, formerly the 'Consumers, Health and Food Executive Agency (Chafea)', has the new name 'Consumers, Health, Agriculture and Food Executive Agency (Chafea)'. A correction has been made to the budget item 1052, 'Electronic Components and Systems for European Leadership Joint Undertaking (ECSEL JU)', from '-' to 'p.m.', since the item will be used in 2015.

C. EXPENDITURE

The expenses for the additional office space, including the building-related charges and fitting-out, have been estimated at EUR 429 900 for the year 2015. This is based on the presumption that the Centre will start paying rent in March 2015. The main part of the increase, EUR 306 300, has been included in Chapter 20, 'Rental of buildings and associated costs'. An amount of EUR 50 000 has been included in Item 2120, 'IT hardware and software', and the remaining EUR 73 600 has been forecast in Chapter 22, 'Movable property and associated costs' and Item 2353, 'Departmental removals'. At the same time, the estimate for the total rent for the Centre's premises in 2015 has been updated with the actual indexation in September 2014. The indexation was lower than estimated, and the budget has therefore been reduced by EUR 62 000.

The additional increase of EUR 150 000 in Chapter 21, 'IT expenses', is intended for 1) a strategy management tool – a project included in the budget for 2014 but postponed to 2015; 2) the improvement of a translation tool; and 3) licence and maintenance costs relating to SAP tools.

The Centre has seen the need to allocate an amount of EUR 15 000 to Item 1620 'Other expenses' for assistance to staff, such as legal aid.

Finally, as the post of Director has not yet been filled, the budget for Item 1100, 'Basic salaries', has been reduced by EUR 63 000. Thanks to this reduction, there is no need to increase the permanent prefinancing fund. The total budget for staff expenditure will, as usual, be included in the mid-year review of the expenses, as included in the amending budget 2/2015.

II. STATEMENT OF REVENUE AND EXPENDITURE – OVERVIEW

Title	Heading	New amount 2015	Amending budget 1/2015	Budget 2015
	REVENUE			
1	PAYMENTS FROM THE AGENCIES AND BODIES	39 930 700	0	39 930 700
2	COMMISSION SUBSIDY	p.m.	0.	p.m.
3	INTERINSTITUTIONAL COOPERATION	3 120 300	0	3 120 300
4	OTHER REVENUE	343 250	0	343 250
5	SURPLUS CARRIED OVER FROM THE PREVIOUS FINANCIAL YEAR AND TRANSFERS FROM RESERVES FROM PREVIOUS YEARS	8 576 550	2 917 200	5 659 350
6	REFUNDS	-2 300 000	-2 300 000	p.m.
	TOTAL	49 670 800	617 200	49 053 600
	EXPENDITURE			
1	STAFF	24 244 400	-48 000	24 292 400
2	BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE	7 137 400	665 200	6 472 200
3	OPERATIONAL EXPENDITURE	18 289 000	0	18 289 000
10	RESERVES	p.m.	0	p.m.
	TOTAL	49 670 800	617 200	49 053 600

Title Chapter Article Item	Heading	New amount 2015	Amending budget 1/2015	Budget 2015	Remarks
REVENUE					
1026	Consumers, Health, Agriculture and Food Executive Agency (Chafea)	39 800	0	39 800	Documents: 412 pages. The agency has changed its name and the change is reflected here.
1052	Electronic Components and Systems for European Leadership Joint Undertaking (ECSEL JU)	p.m.	0	—	This budget item replaces the items for the joint undertakings ARTEMIS and ENIAC. The correct entry for 2015 is 'p.m.' and a correction has been made.
1054	Single Resolution Board (SRB)	p.m.	p.m.		The SRB is a new client.
10	PAYMENTS FROM THE AGENCIES, OFFICES, INSTITUTIONS AND BODIES	39 930 700	0	39 930 700	Article 10(2)(b) of Council Regulation (EC) No 2965/94, as last amended by Council Regulation (EC) No 1645/2003.
1	PAYMENTS FROM THE AGENCIES, OFFICES, INSTITUTIONS AND BODIES	39 930 700	0	39 930 700	
2	SUBSIDY FROM THE COMMISSION	p.m.	0	p.m.	
3	INTERINSTITUTIONAL COOPERATION	3 120 300	0	3 120 300	
4	OTHER REVENUE	343 250	0	343 250	
5015	Transfer from 'Reserve for stability pricing'	7 682 250	2 831 900	4 850 350	The initial transfer from the 'Reserve for stability pricing' was necessary due to the Centre's decision to reduce the price for the translation of documents and trade marks in 2015, and to maintain the 2014 prices for its other services. The amount transferred in the amending budget is for the reimbursement to clients, as included in revenue item 6000, and to cover expenses relating to the rental of additional office space. The total amount of the reserve is EUR 7 947 302.
501	Transfers from reserves from previous years	8 491 250	2 831 900	5 659 350	
50	SURPLUS CARRIED OVER FROM THE PREVIOUS FINANCIAL YEAR AND TRANSFERS FROM RESERVES FROM PREVIOUS YEARS	8 491 250	2 831 900	5 659 350	
5	SURPLUS CARRIED OVER FROM THE PREVIOUS FINANCIAL YEAR AND TRANSFERS FROM RESERVES FROM PREVIOUS YEARS	8 491 250	2 831 900	5 659 350	
6000	Refunds to clients	-2 300 000	-2 300 000		p.m. A partial reimbursement of the 'Reserve for stability pricing' will be made to the Centre's clients in 2015.

Title Chapter Article Item	Heading	New amount 2015	Amending budget 1/2015	Budget 2015	Remarks
600	Refunds to clients	-2 300 000	-2 300 000	p.m.	
60	REFUNDS TO CLIENTS	-2 300 000	-2 300 000	p.m.	
6	REFUNDS	-2 300 000	-2 300 000	p.m.	
	Total revenue	49 585 500	531 900	49 053 600	
EXPENSES					
1100	Basic salaries	14 053 500	-63 000	14 116 500	Staff Regulations of officials and Conditions of employment of other servants of the European Union, in particular Articles 62 and 66 thereof. This appropriation is intended to cover basic salaries of officials and temporary staff. The reduction is to account for the vacant post of Director for a period of four months.
110	Staff in active employment	17 720 200	-63 000	17 783 200	
11	STAFF IN ACTIVE EMPLOYMENT	23 767 400	-63 000	23 830 400	
1620	Other expenditure	15 000	15 000	p.m.	This appropriation is intended to cover assistance for families, the reception of new staff, legal aid, grants for scouts and guides and the grant to the secretariat of the parents' association.
162	Other expenditure	15 000	15 000	p.m.	
16	SOCIAL SERVICES	90 000	15 000	75 000	
1	STAFF	24 244 400	-48 000	24 292 400	
2000	Rental of buildings and associated costs	2 165 300	201 400	1 963 900	This appropriation is intended to cover the payment of rent for buildings or parts of buildings and parking spaces occupied by the Centre.
200	Investment in immovable property, rental of buildings and associated costs	2 165 300	201 400	1 963 900	
2020	Water, gas, electricity and heating	232 900	16 700	216 200	This appropriation is intended to cover routine expenditure.

Title Chapter Article Item	Heading	New amount 2015	Amending budget 1/2015	Budget 2015	Remarks
202	Water, gas, electricity and heating	232 900	16 700	216 200	
2030	Cleaning and maintenance	308 700	18 700	290 000	This appropriation is intended to cover cleaning costs (regular cleaning, purchase of cleaning, washing, laundry and dry-cleaning products, etc.), maintenance costs of equipment and technical installations (lifts, central-heating and air-conditioning installations, etc.) and waste disposal costs.
203	Cleaning and maintenance	308 700	18 700	290 000	
2040	Fitting-out of premises	99 500	69 500	30 000	This appropriation is intended to cover the fitting-out of the premises and repairs in the building.
204	Fitting-out of premises	99 500	69 500	30 000	
20	INVESTMENT IN IMMOVABLE PROPERTY, RENTAL OF BUILDINGS AND ASSOCIATED COSTS	3 028 500	306 300	2 722 200	The increase in Chapter 20 is needed for the rental of additional office space in the current building.
2100	Purchase, work on, servicing and maintenance of hardware and software	1 776 000	80 000	1 696 000	This appropriation is intended to cover the purchase or leasing of computer hardware, software development, software or software package maintenance and various data-processing consumables, etc. Telecommunications equipment, copiers and printers are also recorded under this item. An increase of EUR 50 000 is needed for additional office space, and EUR 30 000 is needed for expenses relating to SAP tools.
210	Information technology	1 776 000	80 000	1 696 000	
2120	External services for the operation, implementation, development and maintenance of software and systems	1 394 000	120 000	1 274 000	This appropriation is intended to cover expenditure on external operating staff (operators, administrators, systems engineers, etc.). An increase of EUR 120 000 is needed to improve functionality of a translation tool and to cover expenses for a project that was postponed from 2014, whose budget could not be carried over to 2015.
212	Information technology services	1 394 000	120 000	1 274 000	
21	DATA PROCESSING	3 170 000	200 000	2 970 000	
2204	Office equipment	57 000	40 000	17 000	This appropriation is intended to cover the purchase, leasing, maintenance and repair of electronic office equipment and technical installations, excluding equipment such as printers and copiers.
220	Technical installations and electronic office equipment	57 000	40 000	17 000	
2210	New purchases	61 600	26 600	35 000	This appropriation is intended to cover the purchase, replacement, maintenance, use and repair of furniture.

Title Chapter Article Item	Heading	New amount 2015	Amending budget 1/2015	Budget 2015	Remarks
227	Furniture	61 600	26 600	35 000	
22	MOVABLE PROPERTY AND ASSOCIATED COSTS	173 900	66 600	107 300	
2353	Departmental removals	15 000	7 000	8 000	This appropriation is intended to cover the cost of removals, both within the building and to a new building.
235	Other operating expenditure	37 400	7 000	30 400	
23	CURRENT ADMINISTRATIVE EXPENDITURE	290 400	7 000	283 400	
2	BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE	7 052 100	579 900	6 472 200	
3	OPERATIONAL EXPENDITURE	18 289 000	0	18 289 000	
10	RESERVES	p.m.	0	p.m.	
	Total expenses	49 585 500	531 900	49 053 600	

ANNEX 1 – ESTABLISHMENT PLAN

Function groups and grades	2013		2014		2015		2015	
	Filled on 31.12.2013		Authorised under the budget		Authorised under the budget		Authorised under the amending budget 1/2015	
	Permanent posts	Temporary staff	Permanent posts	Temporary posts	Permanent posts	Temporary posts	Permanent posts	Temporary posts
AD 16	0	0	0	0	0	0	0	0
AD 15	0	0	0	1	0	0	0	0
AD 14	1	0	1	0	1	1	1	1
AD 13	0	0	0	0	0	0	0	0
AD 12	4	3	10	4	11	6	11	6
AD 11	9	8	9	8	10	7	10	7
AD 10	9	6	8	6	7	4	7	4
AD 9	1	7	3	11	2	12	2	12
AD 8	6	4	8	7	9	10	9	10
AD 7	6	20	2	24	2	21	2	21
AD 6	5	13	4	19	3	25	3	25
AD 5	2	26	0	12	0	5	0	5
TOTAL AD	43	87	45	92	45	91	45	91
AST 11	0	0	0	0	0	0	0	0
AST 10	0	0	0	0	0	0	0	0
AST 9	0	1	1	1	2	0	2	0
AST 8	5	0	4	0	4	0	4	0
AST 7	2	3	2	3	2	3	2	3
AST 6	2	2	2	2	1	3	1	3
AST 5	2	6	2	12	2	13	1	14
AST 4	2	12	3	14	3	15	3	15
AST 3	1	18	0	13	0	9	0	9
AST 2	0	4	0	7	0	7	0	7
AST 1	0	3	0	0	0	0	0	0
TOTAL AST	14	49	14	52	14	50	13*	51
AST/SC 6	0	0	0	0	0	0	0	0
AST/SC 5	0	0	0	0	0	0	0	0
AST/SC 4	0	0	0	0	0	0	0	0
AST/SC 3	0	0	0	0	0	0	0	0
AST/SC 2	0	0	0	0	0	0	0	0
AST/SC 1	0	0	0	0	0	0	0	0
TOTAL AST/SC	0	0	0	0	0	0	0	0
TOTAL	57	136	59	144	59	141	58	142
TOTAL STAFF	193		203		200		200	

* One permanent AST 5 post is converted to a temporary AST 5 post.