



INTERNATIONAL PACIFIC
HALIBUT COMMISSION

IPHC–2021–FAC097–00
Last Update: 19 January 2021

**97th Session of the IPHC Finance and
Administration Committee (FAC097) –
*Compendium of meeting documents***

25 January 2021, Seattle, WA, USA

Commissioners

Canada	United States of America
Paul Ryall	Glenn Merrill
Neil Davis	Robert Alverson
Peter DeGreef	Richard Yamada

Executive Director

David T. Wilson, Ph.D.

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**AGENDA FOR THE 97th SESSION OF THE IPHC
FINANCE AND ADMINISTRATION COMMITTEE (FAC097)**

Date: 25 January 2021
Location: Electronic
Venue: Adobe Connect
Time: 09:00-12:00
Chairperson: Mr Paul Ryall (Canada)
Vice-Chairperson: Vacant

Notes:

- **Document deadline:** 26 December 2020 (30 days prior to the opening of the Session)
- All sessions are open to observers and the general public, unless the Commission specifically decides otherwise.
- All open sessions will be webcast. Webcast sessions will also take audience comments and questions as directed by the Chairperson of the Commission.

**AGENDA FOR THE 97th SESSION OF THE IPHC
FINANCE AND ADMINISTRATION COMMITTEE (FAC097)**

1. **OPENING OF THE SESSION**
2. **ADOPTION OF THE AGENDA AND ARRANGEMENTS FOR THE SESSION**
3. **UPDATE ON ACTIONS ARISING FROM THE 96th SESSION OF THE IPHC FINANCE AND ADMINISTRATION COMMITTEE (FAC096)**
4. **FINANCIAL STATEMENT FOR FY2020**
5. **ANNUAL INDEPENDENT AUDITOR'S REPORT (2020)**
6. **FY2021 BUDGET – UPDATE**
7. **BUDGET ESTIMATES: FY2022 (for approval); FY2023 and FY2024 (for information)**
8. **IPHC FINANCIAL REGULATIONS (2021) - Revisions**
9. **IPHC RULES OF PROCEDURE (2021) - Revisions**
10. **OTHER BUSINESS**
11. **REVIEW OF THE DRAFT AND ADOPTION OF THE REPORT OF THE 97th SESSION OF THE IPHC FINANCE AND ADMINISTRATION COMMITTEE (FAC097)**



**LIST OF DOCUMENTS FOR THE 97th SESSION OF THE IPHC
FINANCE AND ADMINISTRATION COMMITTEE (FAC097)**

Meeting documents	Title	Availability
IPHC-2021-FAC097-01	Agenda for the 97 th Session of the IPHC Finance and Administration Committee (FAC097)	✓ 27 Oct 2020 ✓ 16 Jan 2021
IPHC-2021-FAC097-02	List of Documents for the 97 th Session of the IPHC Finance and Administration Committee (FAC097)	✓ 27 Oct 2020 ✓ 24 Dec 2020 ✓ 16 Jan 2021
IPHC-2021-FAC097-03	Update on actions arising from the 96 th Session of the IPHC Finance and Administration Committee (FAC096) (D. Wilson; K. Jernigan)	✓ 14 Dec 2020
IPHC-2021-FAC097-04 Rev_1	Financial Statements for FY2020 (K. Jernigan, D. Wilson, N. Wilson)	✓ 26 Dec 2020 ✓ 16 Jan 2021
IPHC-2021-FAC097-05	Report of the Independent auditors and Financial Statements (FY2020) (D. Wilson; K. Jernigan)	✓ 21 Dec 2020
IPHC-2021-FAC097-06	FY2021 Budget – Update (K. Jernigan, D. Wilson)	✓ 24 Dec 2020
IPHC-2021-FAC097-07	Budget estimates: FY2022 (for approval), FY2023 and FY2024 (for information) (D. Wilson, K. Jernigan, N. Wilson)	✓ 24 Dec 2020
IPHC-2021-FAC097-08 Rev_1	IPHC Financial Regulations (2021) - Draft (D. Wilson, K. Jernigan)	✓ 24 Dec 2020 ✓ 16 Jan 2021
IPHC-2021-FAC097-09	IPHC Rules of Procedure (2021) – Draft (D. Wilson)	✓ 14 Dec 2020
<i>Information papers</i>		
Nil	Nil	Nil



Update on actions arising from the 96th Session of the IPHC Finance and Administration Committee (FAC096)

PREPARED BY: IPHC SECRETARIAT (D. WILSON; 14 DECEMBER 2020)

PURPOSE

To provide the FAC with an opportunity to consider the progress made during the inter-sessional period in relation to the direct requests for action by the FAC during the 96th Session of the IPHC Finance and Administration Committee (FAC096, February 2020).

BACKGROUND

At the 96th Session of the IPHC Finance and Administration Committee (FAC096), Contracting Parties agreed on a series of actions to be taken as detailed in [Appendix A](#).

DISCUSSION

Noting that best practice governance requires the prompt delivery of core tasks assigned to the IPHC Secretariat by the Commission, at each subsequent session of the Commission and its subsidiary bodies, attempts will be made to ensure that any recommendations for action are carefully constructed so that each contains the following elements:

- 1) a specific action to be undertaken (deliverable);
- 2) clear responsibility for the action to be undertaken (i.e. a specific Contracting Party, the IPHC Secretariat staff, a subsidiary body of the Commission, or the Commission itself);
- 3) a desired time frame for delivery of the action (i.e. by the next session of a subsidiary body, or other date).

This involves numbering and tracking all action items (see [Appendix A](#)) from the FAC, as well as including clear progress updates and document reference numbers.

RECOMMENDATION/S

That the FAC:

- 1) **NOTE** paper IPHC-2021-FAC097-03, which provided the FAC with an opportunity to consider the progress made during the inter-sessional period, in relation to the direct requests for action by the FAC during the 96th Session of the IPHC Finance and Administration Committee (FAC096, February 2020).

APPENDICES

[Appendix A](#): Update on actions arising from the 96th Session of the IPHC Finance and Administration Committee (FAC096: February 2020).

APPENDIX A

Update on actions arising from the 96th Session of the IPHC Finance and Administration Committee (FAC096)

96 th Session of the IPHC Finance and Administration Committee (FAC096)		
Action No.	Description	Update
RECOMMENDATIONS		
FAC096– Rec.01 (para. 13)	Financial Statements for FY2019 The FAC RECOMMENDED that the Commission NOTE the Financial Statements for FY2019, as detailed in paper IPHC-2020-FAC096-04 Rev 3 , and that the IPHC Secretariat would facilitate a deeper review of the corrections and write-offs as part of the FY2019 Financial Statements, and to provide a report to the Commission intersessionally.	Lead: David Wilson Status/Plan: Completed IPHC-2020-AM096-R (para. 120) The Commission NOTED the Financial Statements for FY2019, as detailed in paper IPHC-2020-FAC096-04 Rev 3 , and that the IPHC Secretariat would facilitate a deeper review of the corrections and write-offs as part of the FY2019 Financial Statements, and to provide a report to the Commission intersessionally.
FAC096– Rec.02 (para. 17)	Annual independent auditor's report (2018 & 2019) The FAC RECOMMENDED that the Commission NOTE the status of the FY2018 and FY2018 audit reports, and that the audits will be communicated to the Commission for intersessional endorsement.	Lead: David Wilson / Keith Jernigan Status/Plan: Completed 11 August 2020: IPHC-2020-ID013 The Commission ENDORSED the Independent External Auditor's Report for FY2018 & FY2019.
FAC096– Rec.03 (para. 23)	FY2020 budget - update The FAC RECOMMENDED that the Commission NOTE : a) that the FY2020 General Fund was approved with the expectation that it would run at a loss of US\$759,838 to draw down the carry-over. However, given that the previously targeted level of carry-over funds has been reached one year ahead of schedule (due to FISS fish sales ~\$1,200,000 less than budgeted), the IPHC Secretariat would seek to reduce operating expenses to match income; b) that the IPHC Secretariat will seek to ensure that all FISS activities are accurately cost-recovered from the Supplemental Fund to the General Fund; c) that all auxillary activities requested by external parties (e.g. govt. agencies) are also fully cost recovered.	Lead: David Wilson / Keith Jernigan Status/Plan: Completed IPHC-2020-AM096-R : (para. 124) The Commission NOTED that the FY2020 General Fund was approved with the expectation that it would run at a loss of US\$759,838 to draw down the carry-over. However, given that the previously targeted level of carry-over funds has been reached one year ahead of schedule (due to FISS fish sales ~\$1,200,000 less than budgeted), the IPHC Secretariat would seek to reduce operating expenses to match income. The IPHC Secretariat intends on providing the Commission with a list of budget lines to be reduced intersessionally. (para. 125) The Commission NOTED and AGREED that the IPHC

96 th Session of the IPHC Finance and Administration Committee (FAC096)		
Action No.	Description	Update
		<p>Secretariat will seek to ensure that all FISS activities are accurately cost-recovered from the Supplemental Fund to the General Fund.</p> <p>(para. 126) The Commission NOTED and AGREED that all auxillary activities requested by other parties (e.g. government agencies) should be fully cost recovered.</p>
FAC096– Rec.04 (para. 27)	<p>Budget estimates: FY2021 (for approval); FY2022 (for information)</p> <p>The FAC RECOMMENDED that the Commission adopt Contracting Party contributions for FY2021 as follows:</p> <p>a) Canadian Contribution – US\$1,011,657 (US\$900,407 for contributions to the General Fund, and US\$111,250 to cover pension deficit payments, noting that the pension fund will be valued in April of 2020 and may result in a variation of the deficit payment required by Canada);</p> <p>b) U.S.A. Contribution – US\$4,767,901 (US\$4,157,760 for contributions to the General Fund; US\$139,424 to cover pension deficit payments (noting that the pension fund will be valued in April of 2020 and may result in a variation of the deficit payment required by USA), and US\$470,717 to cover the headquarters building lease (US\$370,798) and maintenance (US\$99,919) costs.</p>	<p>Lead: David Wilson / Keith Jernigan</p> <p>Status/Plan: Completed</p> <p>IPHC-2020-AM096-R:</p> <p>(para. 128) The Commission ADOPTED Contracting Party contributions for FY2021 as follows:</p> <p>a) Canadian Contribution – US\$1,011,657 (US\$900,407 for contributions to the General Fund, and US\$111,250 to cover pension deficit payments, noting that the pension fund will be valued in April of 2020 and may result in a variation of the deficit payment required by Canada);</p> <p>b) U.S.A. Contribution – US\$4,767,901 (US\$4,157,760 for contributions to the General Fund; US\$139,424 to cover pension deficit payments (noting that the pension fund will be valued in April of 2020 and may result in a variation of the deficit payment required by USA), and US\$470,717 to cover the headquarters building lease (US\$370,798) and maintenance (US\$99,919) costs.</p>
FAC096– Rec.05 (para. 28)	<p>The FAC RECOMMENDED the Commission adopt the FY2021 budget (financial period: 1 October 2020 to 30 September 2021) (Appendix V), noting that the IPHC Secretariat has balanced the General Fund expenses against income, rather than the previously planned loss in the General Fund to draw down carry-over.</p>	<p>Lead: David Wilson / Keith Jernigan</p> <p>Status/Plan: Completed</p> <p>IPHC-2020-AM096-R:</p> <p>(para. 129) The Commission ADOPTED the FY2021 budget (financial period: 1 October 2020 to 30 September 2021) (Appendix VI).</p>

96 th Session of the IPHC Finance and Administration Committee (FAC096)		
Action No.	Description	Update
FAC096– Rec.06 (para. 32)	<i>IPHC Financial Regulations (2019) - Revisions</i> The FAC RECOMMENDED that the Commission Endorse and Adopt the International Pacific Halibut Commission Financial Regulations (2020), as provided in IPHC-2020-FAC096-08 , following additional review by technical experts from each Contracting Party.	Lead: David Wilson / Keith Jernigan Status/Plan: Completed IPHC-2020-AM096-R: (para. 133) The Commission AGREED to consider the revised IPHC Financial Regulations (2020) intersessionally for final approval, with additional review and input from Commissioners.
FAC096– Rec.07 (para. 34)	<i>IPHC Rules of Procedure (2019) - Revisions</i> The FAC RECOMMENDED that the Commission Endorse and Adopt the International Pacific Halibut Commission Rules of Procedure (2020), as provided in IPHC-2020-FAC096-09 , pending final comments expected from the CB090 on 6 February 2020, and following additional review by technical experts from each Contracting Party.	Lead: David Wilson Status/Plan: Completed IPHC-2020-AM096-R: (para. 135) The Commission ADOPTED the revised IPHC Rules of Procedure (2020) by consensus, and REQUESTED that the IPHC Secretariat finalise and publish them accordingly. IPHC Rules of Procedure 2020 were published to the IPHC website on 7 February 2020.
REQUESTS		
	Nil.	



Financial Statements for FY2020

PREPARED BY: IPHC SECRETARIAT (K. JERNIGAN, D. WILSON, N. WILSON, 26 DECEMBER 2020 & 16 JANUARY 2021)

PURPOSE

To provide the FAC with an end of year financial statement for FY2020 (financial period: 1 October 2019 to 30 September 2020).

BACKGROUND

For FY2020, the IPHC originally budgeted with the aim of drawing down on the 'carryover' from prior years. Specifically, the IPHC adopted an expense budget that was US\$759,838 greater than the expected income. However, at AM096 in February 2020, the Commission made the following observation:

IPHC-2020-AM096-R (para. 124) "*The Commission **NOTED** that the FY2020 General Fund was approved with the expectation that it would run at a loss of US\$759,838 to draw down the carry-over. However, given that the previously targeted level of carry-over funds has been reached one year ahead of schedule (due to FISS fish sales ~\$1,200,000 less than budgeted), the IPHC Secretariat would seek to reduce operating expenses to match income. The IPHC Secretariat intends on providing the Commission with a list of budget lines to be reduced intersessionally.*"

1. STATEMENT OF FINANCIAL POSITION - APPENDIX I, BALANCE SHEETS

The total Assets as year-end closing totaled **US\$3,072,772.68**. The total equity or combined fund balance at year-end closing totaled **US\$1,941,434.32**. The Reserve fund held the majority of the equity with **US\$1,134,337.91** at year-end closing. Fund equity balances at year end:

- General Fund: **US\$275,872.27** – There was a correction for erroneous accounts payables in the amount of \$356,669. This correction was incorporated into the fund balance.
- Research Fund: **US\$(5,397.29)** – Internal funds transfers may be required from the General Fund in support of Research activities.
- Statistics Fund: **US\$1,323.95** – The cost recovery from sampling Pacific halibut in FY2020 was increased to US\$543,666 up from US\$483,096 in FY2019.
- FISS Fund: **US\$535,297.48** – The equity balance for the FISS at the year-end closing.
- Reserve Fund: **US\$1,134,227.91** – The Reserve Fund carries the majority of the equity in the checking and saving cash accounts are Wells Fargo.
- Other Funds: All other funds and associated cash accounts were closed in FY2020 (Medical Annuitant, Scholarship, Leave Liability).

2. STATEMENT OF ACTIVITIES - APPENDIX I, INCOME STATEMENTS

For FY2020, the IPHC total budgeted income was US\$5,966,994 and US\$262,186 from Carryover from FY2019 totalling US\$6,229,180. The total expenditures were US\$7,104,094 which provided for an excess in revenue over expenditures totalling US\$(874,914). The

Supplemental fund budgeted income was US\$4,910,707 and US\$558,949 from Carryover from FY2019 totalling US\$5,469,656. The total expenditures were US\$4,539,499 which provided for an excess in revenue over expenditures totalling US\$930,157.

The Statement of Activities in Appendix I also includes a detailed consolidated income statement for the IPHC, and also for each fund including: General Fund, Research Fund, Statistics Fund, FISS Fund, the total amount, and the amount budgeted for FY2020.

3. STATEMENT OF FUNCTIONAL EXPENSES - APPENDIX I, BUDGET TO ACTUALS BY FUND

The budget to actual reports are provided for each Fund in Appendix I.

4. STATEMENT OF FUND ACTIVITY - APPENDIX I, FUND ACTIVITY SUMMARY

The statement of fund activity show the transfer and subsequent closing of the Medical Annuitant, Scholarship, and Leave Liability Funds. These funds are categorized by 'Unrestricted Net Assets' and 'Restricted Net Assets'. The General Fund is Unrestricted by all others are classified as Restricted.

5. STATEMENT OF CASH FLOWS - APPENDIX I, BY MONTH (FY2021)

The statement of financial activities by Month for FY2021 in Appendix I show the income and expenses for each budget category. In FY2020 we received contracting party contributions in Q2 and Q3. Expenses increase in January and February as we purchase bait and supplies for FISS. Income and Expenses are increased again in July and August from Fish Sales and associated FISS charter expenditures.

6. STATEMENT OF FINANCIAL POSITION – APPENDIX I, IFCPS PENSION FUND STATEMENT

The employee contribution rate remained at 2.0% and the employer contribution rate remained at 21%. In FY2021 the employer amount increases to 25.1%. The deficit payment was calculated to be US\$27,933 a month by the plan administrator. The split between Contracting Parties is under review. It was previously 50/50.

7. NOTES TO FINANCIAL STATEMENTS

For FY2020 we refer the Commission to paper IPHC-2021-FAC097-05 Independent auditor's reports (FY2020) for annotations to the Financial Statements.

REV_1 EDITS: Financial statements in Appendix I were updated to better reflect the financial position and financial activities as presented in the independent auditor's report.

RECOMMENDATION/S

That the FAC:

- 1) **NOTE** paper IPHC-2021-FAC097-04 Rev_1 which includes the Financial Statement and supporting documentation for the financial period 01 October 2019 to 30 September 2019 (FY2020);
- 2) **RECOMMEND** that the Commission **NOTE** the Financial Statements for FY2020, as detailed in paper IPHC-2021-FAC097-04 Rev_1.

APPENDICES

Appendix I: FY2020 Financial Statements



Financial Statement Listing

FAC -Report#	Description
FAC097 - BALS01	Balance Sheet
FAC097 - BASL02	Balance Sheet - By Fund
FAC097 - BA01	Budget to Actuals - All Funds (Income)
FAC097 - BA01	Budget to Actuals - All Funds (Expenses)
FAC097 - IS01	Income Statement - By Fund
FAC097 - INF01	Fund Activity Summary
FAC097 - INF02	Statement of Financial Activities by Month
FAC097 - INF03	IFCPS - Pension Fund Asset Allocation



FY2020 - Balance Sheet (All Funds)

Account Number	Account Name	Amount
Assets		
10000	Cash in Bank (Wells Fargo)	\$ 2,407,746.64
10200	Investments - Certificate of Deposit	\$ 201,346.62
11000	Accounts Receivable	\$ 416,318.23
13000	Prepaid Expenses	\$ 34,671.99
14000	Deposits	\$ 12,789.20
Total Assets		\$ 3,072,872.68
Liabilities		
20000	Purchase Card - US Bank	\$ 54,672.67
20100	Travel Card - US Bank	\$ (9,024.65)
21000	Accounts Payable	\$ 108,793.31
22000	Payroll Tax Liabilities	\$ 59,865.99
22100	Payroll Benefit Liabilities	\$ 917,076.54
Total Liabilities		\$ 1,131,383.86
Equity		
30100	10 - General	\$ 275,872.27
30200	20 - Research	\$ (5,397.29)
30300	30 - Statistics	\$ 1,323.95
30400	40 - FISS	\$ 535,351.98
30500	50 - Reserve	\$ 1,134,337.91
Total Equity		\$ 1,941,488.82
Total Liabilities + Total Equity		\$ 3,072,872.68



FY2020 - Balance Sheet (By Fund)

Account Number	Account Name	10 - General	20 - Research	30 - Statistics	40 - FISS	50 - Reserve	Amount
Assets							
10000	Cash in Bank (Wells Fargo)	\$ 1,336,180.16	\$ 26,382.71	\$ 24,181.73	\$ 85,173.04	\$ 935,829.00	\$ 2,407,746.64
10200	Investments - Certificate of Deposit	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,837.71	\$ 198,508.91	\$ 201,346.62
11000	Accounts Receivable	\$ 111,250.18	\$ 0.00	\$ 240.61	\$ 304,827.44	\$ 0.00	\$ 416,318.23
13000	Prepaid Expenses	\$ 34,671.99	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 34,671.99
14000	Deposits	\$ 11,705.86	\$ 0.00	\$ 1,083.34	\$ 0.00	\$ 0.00	\$ 12,789.20
Total Assets		\$ 1,493,808.19	\$ 26,382.71	\$ 25,505.68	\$ 392,838.19	\$ 1,134,337.91	\$ 3,072,872.68
Liabilities							
20000	Purchase Card - US Bank	\$ 35,341.87	\$ 5,241.88	\$ 2,761.01	\$ 11,327.91	\$ 0.00	\$ 54,672.67
20100	Travel Card - US Bank	\$ (11,925.25)	\$ 0.00	\$ (256.68)	\$ 3,157.28	\$ 0.00	\$ (9,024.65)
21000	Accounts Payable	\$ 33,461.99	\$ 26,538.12	\$ 17,916.16	\$ 30,877.04	\$ 0.00	\$ 108,793.31
22000	Payroll Tax Liabilities	\$ 53,116.68	\$ 0.00	\$ 3,761.24	\$ 2,988.07	\$ 0.00	\$ 59,865.99
22100	Payroll Benefit Liabilities	\$ 1,107,940.63	\$ 0.00	\$ 0.00	\$ (190,864.09)	\$ 0.00	\$ 917,076.54
Total Liabilities		\$ 1,217,935.92	\$ 31,780.00	\$ 24,181.73	\$ (142,513.79)	\$ 0.00	\$ 1,131,383.86
Equity							
30100	10 - General	\$ 275,872.27	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 275,872.27
30200	20 - Research	\$ 0.00	\$ (5,397.29)	\$ 0.00	\$ 0.00	\$ 0.00	\$ (5,397.29)
30300	30 - Statistics	\$ 0.00	\$ 0.00	\$ 1,323.95	\$ 0.00	\$ 0.00	\$ 1,323.95
30400	40 - FISS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 535,351.98	\$ 0.00	\$ 535,351.98
30500	50 - Reserve	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,134,337.91	\$ 1,134,337.91
Total Equity		\$ 275,872.27	\$ (5,397.29)	\$ 1,323.95	\$ 535,351.98	\$ 1,134,337.91	\$ 1,941,488.82
Total Liabilities + Total Equity		\$ 1,493,808.19	\$ 26,382.71	\$ 25,505.68	\$ 392,838.19	\$ 1,134,337.91	\$ 3,072,872.68



FY2020 - Budget to Actuals (All Funds)

Account Number	Account Name	Actual	Annual Budget	Annual Budget %
Income				
40000	Contracting Party Contributions	\$ 0.00	\$ 0.00	0%
40000.01	Canada	\$ 874,176.53	\$ 874,182.00	100%
40000.02	United States of America	\$ 4,020,903.00	\$ 4,020,903.00	100%
Total for 40000 - Contracting Party Contributions		\$ 4,895,079.53	\$ 4,895,085.00	100%
40050	IFC Pension	\$ 0.00	\$ 0.00	0%
40050.01	IFC Pension - Canada	\$ 111,250.00	\$ 111,250.00	100%
40050.02	IFC Pension - United States of America	\$ 139,424.00	\$ 139,424.00	100%
Total for 40050 - IFC Pension		\$ 250,674.00	\$ 250,674.00	100%
40055	Headquarters (Lease & Maintenance)	\$ 371,673.00	\$ 371,673.00	0%
40060	Other Income	\$ 19,149.02	\$ 821,135.00	2.33%
40100	Grants, Contracts & Agreements	\$ 635,000.86	\$ 449,562.00	141.25%
40200	Interest Income	\$ 0.00	\$ 0.00	0%
40200.01	Bank Interest	\$ 91.28	\$ 1,125.00	8.11%
40200.02	CD Interest	\$ 11,600.81	\$ 5,000.00	232.02%
Total for 40200 - Interest Income		\$ 11,692.09	\$ 6,125.00	190.89%
40350	Fish Sales	\$ 0.00	\$ 0.00	0%
40350.01	Fish Sales - Pacific Halibut	\$ 4,008,734.57	\$ 4,904,582.00	81.73%
40350.02	Fish Sales - Byproduct	\$ 63,122.72	\$ 0.00	0%
Total for 40350 - Fish Sales		\$ 4,071,857.29	\$ 4,904,582.00	83.02%
42000	Gain/Loss	\$ 0.00	\$ 0.00	0%
42200.02	Unrealized Gain/Loss Investments	\$ (704.87)	\$ 0.00	0%
Total for 42000 - Gain/Loss		\$ (704.87)	\$ 0.00	0%
Total Income		\$ 10,254,420.92	\$ 11,698,836.00	87.65%



FY2020 - Budget to Actuals (All Funds)

Account Number	Account Name	Actual	Annual Budget	Annual Budget %
Expense				
50000	Salaries & Wages	\$ 4,332,877.19	\$ 4,179,343.00	103.67%
50100	Benefits	\$ 1,632,611.39	\$ 1,573,438.00	103.76%
50200	Training & Education	\$ 34,933.49	\$ 52,000.00	67.18%
50300	Personnel Related Expenses	\$ 17,182.37	\$ 135,224.00	12.71%
51000	Publications	\$ 15,732.43	\$ 37,000.00	42.52%
51100	Mailing and Shipping	\$ 85,092.71	\$ 0.00	0%
51200	Travel	\$ 114,338.00	\$ 309,120.00	36.99%
51300	Meeting and Conference Expenses	\$ 177,527.90	\$ 154,500.00	114.9%
51400	Technology	\$ 121,787.54	\$ 0.00	0%
52000	Professional Fees	\$ 239,417.13	\$ 34,750.00	688.97%
52100	Vessel Expenses	\$ 835,376.66	\$ 0.00	0%
52200	Other Fees and Charges	\$ 177,402.03	\$ 639,427.00	27.74%
52300	Leases and Contracts	\$ 1,983,189.31	\$ 2,569,956.00	77.17%
54000	Communications	\$ 17,544.74	\$ 104,915.00	16.72%
53000	Equipment Expense	\$ 113,338.22	\$ 173,410.00	65.36%
53100	Supplies Expense	\$ 632,428.21	\$ 1,162,992.00	54.38%
53200	Maintenance and Utilities	\$ 23,893.31	\$ 497,518.00	4.8%
53300	Facility Rentals	\$ 377,164.74	\$ 20,000.00	1885.82%
55100	Other Expenses	\$ 8,119.79	\$ 0.00	0%
56444	AR Adjustments	\$ 5.17	\$ 0.00	0%
Total Expense		\$ 10,939,962.33	\$ 11,643,593.00	93.96%



FY2020 - Income Statement (By Fund)

Account Number	Account Name	10 - General	20 - Research	30 - Statistics	40 - FISS	50 - Reserve	Amount	Annual Budget
Income								
40000	Contracting Party Contributions	\$ 4,895,079.53	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,895,079.53	\$ 4,895,085.00
40050	IFC Pension	\$ 250,674.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 250,674.00	\$ 250,674.00
40055	Headquarters (Lease & Maintenance)	\$ 371,673.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 371,673.00	\$ 371,673.00
40060	Other Income	\$ 14,769.40	\$ 0.00	\$ 0.00	\$ 4,379.62	\$ 0.00	\$ 19,149.02	\$ 821,135.00
40100	Grants, Contracts & Agreements	\$ 4,700.00	\$ 350,571.86	\$ 238,059.00	\$ 41,670.00	\$ 0.00	\$ 635,000.86	\$ 449,562.00
40200	Interest Income	\$ 2,205.14	\$ 0.00	\$ 0.00	\$ 9,486.95	\$ 0.00	\$ 11,692.09	\$ 6,125.00
40350	Fish Sales	\$ 49,047.68	\$ 0.00	\$ 0.00	\$ 4,022,809.61	\$ 0.00	\$ 4,071,857.29	\$ 4,904,582.00
42000	Gain/Loss	\$ (704.87)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ (704.87)	\$ 0.00
Total Income		\$ 5,587,443.88	\$ 350,571.86	\$ 238,059.00	\$ 4,078,346.18	\$ 0.00	\$ 10,254,420.92	\$ 11,698,836.00
Expense								
50000	Salaries & Wages	\$ 2,921,513.36	\$ 77,706.45	\$ 605,711.97	\$ 727,945.41	\$ 0.00	\$ 4,332,877.19	\$ 4,179,343.00
50100	Benefits	\$ 1,259,448.97	\$ 16,501.26	\$ 180,669.24	\$ 175,991.92	\$ 0.00	\$ 1,632,611.39	\$ 1,573,438.00
50200	Training & Education	\$ 12,596.05	\$ 0.00	\$ 19,839.82	\$ 2,497.62	\$ 0.00	\$ 34,933.49	\$ 52,000.00
50300	Personnel Related Expenses	\$ 2,411.76	\$ 279.39	\$ 13,671.37	\$ 819.85	\$ 0.00	\$ 17,182.37	\$ 135,224.00
51000	Publications	\$ 13,867.43	\$ 1,865.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,732.43	\$ 37,000.00
51100	Mailing and Shipping	\$ 482.98	\$ 2,031.50	\$ 7,989.39	\$ 74,588.84	\$ 0.00	\$ 85,092.71	\$ 0.00
51200	Travel	\$ 53,915.63	\$ 10,500.22	\$ 16,989.00	\$ 32,933.15	\$ 0.00	\$ 114,338.00	\$ 309,120.00
51300	Meeting and Conference Expenses	\$ 177,527.90	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 177,527.90	\$ 154,500.00
51400	Technology	\$ 121,787.54	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 121,787.54	\$ 0.00
52000	Professional Fees	\$ 239,260.75	\$ 0.00	\$ 0.00	\$ 156.38	\$ 0.00	\$ 239,417.13	\$ 34,750.00
52100	Vessel Expenses	\$ 0.00	\$ 441.02	\$ 0.00	\$ 834,935.64	\$ 0.00	\$ 835,376.66	\$ 0.00
52200	Other Fees and Charges	\$ 103,606.01	\$ 954.45	\$ 0.00	\$ 72,841.57	\$ 0.00	\$ 177,402.03	\$ 639,427.00
52300	Leases and Contracts	\$ 361,389.28	\$ 121,992.12	\$ 36,819.29	\$ 1,462,988.62	\$ 0.00	\$ 1,983,189.31	\$ 2,569,956.00
54000	Communications	\$ 16,108.07	\$ 0.00	\$ 402.20	\$ 1,034.47	\$ 0.00	\$ 17,544.74	\$ 104,915.00
53000	Equipment Expense	\$ 28,013.05	\$ 1,137.48	\$ 17,998.30	\$ 66,189.39	\$ 0.00	\$ 113,338.22	\$ 173,410.00
53100	Supplies Expense	\$ 32,071.63	\$ 30,163.06	\$ 1,742.22	\$ 568,451.30	\$ 0.00	\$ 632,428.21	\$ 1,162,992.00
53200	Maintenance and Utilities	\$ 23,331.31	\$ 562.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 23,893.31	\$ 497,518.00



FY2020 - Fund Activity Summary

Fund	Beginning Balance	Income	Expenses	Net Income (Expense)	Transfer	Net Increase (Decrease)	Ending Balance	[Beginning of Fiscal Year] Balance
Unrestricted Net Assets								
10 - General	\$ 262,184.21	\$ 5,587,443.88	\$ 5,746,431.25	\$ (158,987.37)	\$ 205,585.42	\$ 46,598.05	\$ 308,782.26	\$ 262,184.21
Total Unrestricted Net Assets	\$ 262,184.21	\$ 5,587,443.88	\$ 5,746,431.25	\$ (158,987.37)	\$ 205,585.42	\$ 46,598.05	\$ 308,782.26	\$ 262,184.21
Restricted Net Assets								
20 - Research	\$ 0.00	\$ 350,571.86	\$ 264,133.95	\$ 86,437.91	\$ (65,297.08)	\$ 21,140.83	\$ 21,140.83	\$ 0.00
30 - Statistics	\$ 0.00	\$ 238,059.00	\$ 908,012.80	\$ (669,953.80)	\$ 685,653.30	\$ 15,699.50	\$ 15,699.50	\$ 0.00
40 - FISS	\$ 181,663.79	\$ 4,078,346.18	\$ 4,021,384.33	\$ 56,961.85	\$ 23,948.69	\$ 80,910.54	\$ 262,574.33	\$ 181,663.79
50 - Reserve	\$ 1,000,000.16	\$ 0.00	\$ 0.00	\$ 0.00	\$ 134,337.75	\$ 134,337.75	\$ 1,134,337.91	\$ 1,000,000.16
Leave Liability	\$ 118,094.71	\$ 0.00	\$ 0.00	\$ 0.00	\$ (118,094.71)	\$ (118,094.71)	\$ 0.00	\$ 118,094.71
Annuitant Med.	\$ 263,900.16	\$ 0.00	\$ 0.00	\$ 0.00	\$ (263,900.16)	\$ (263,900.16)	\$ 0.00	\$ 263,900.16
Scholarship	\$ 246,132.69	\$ 0.00	\$ 0.00	\$ 0.00	\$ (246,132.69)	\$ (246,132.69)	\$ 0.00	\$ 246,132.69
Total Restricted Net Assets	\$ 1,809,791.51	\$ 4,666,977.04	\$ 5,193,531.08	\$ (526,554.04)	\$ 150,515.10	\$ (376,038.94)	\$ 1,433,752.57	\$ 1,809,791.51
Total	\$ 2,071,975.72	\$ 10,254,420.92	\$ 10,939,962.33	\$ (685,541.41)	\$ 356,100.52	\$ (329,440.89)	\$ 1,742,534.83	\$ 2,071,975.72

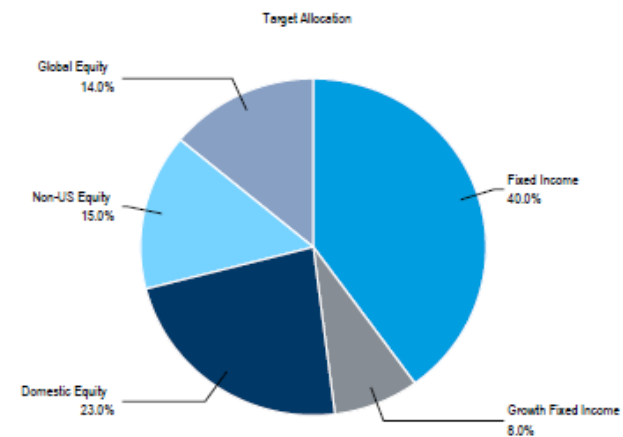
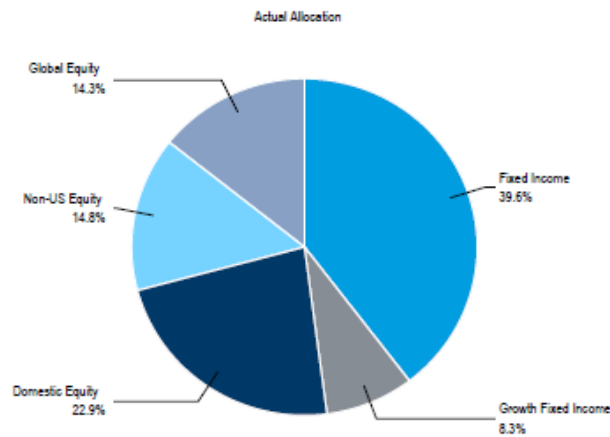


FY2020 - Statement of Financial Activities By Month

Account Number	Account Name	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	YTD Amount	Annual Budget
Income															
40000	Contracting Party Contributions	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,894,327.00	\$ 0.00	\$ 2,126,576.00	\$ 0.00	\$ 718,482.76	\$ 0.00	\$ 155,693.77	\$ 0.00	\$ 4,895,079.53	\$ 4,895,085.00
40050	IFC Pension	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 139,424.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 111,250.00	\$ 0.00	\$ 250,674.00	\$ 250,674.00
40055	Headquarters (Lease & Maintenance)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 371,673.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 371,673.00	\$ 371,673.00
40060	Other Income	\$ 2,117.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 843.29	\$ 0.00	\$ 0.00	\$ 0.00	\$ 504.51	\$ 221.59	\$ 13,019.44	\$ 2,443.19	\$ 19,149.02	\$ 821,135.00
40100	Grants, Contracts & Agreements	\$ 13,700.79	\$ 404,248.83	\$ 0.00	\$ 0.00	\$ 0.00	\$ 26,841.28	\$ 0.00	\$ 91,670.00	\$ 0.00	\$ 42,493.70	\$ 22,105.72	\$ 33,940.54	\$ 635,000.86	\$ 449,562.00
40200	Interest Income	\$ 5,730.67	\$ 1,605.62	\$ 1,005.92	\$ 2,676.72	\$ 287.39	\$ 210.34	\$ 140.36	\$ 25.60	\$ 3.77	\$ 1.87	\$ 0.21	\$ 3.62	\$ 11,692.09	\$ 6,125.00
40350	Fish Sales	\$ 6,567.38	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 49,047.68	\$ 0.00	\$ 624,629.10	\$ 2,126,739.66	\$ 1,264,873.47	\$ 4,071,857.29	\$ 4,904,582.00
42000	Gain/Loss	\$ 328.68	\$ (127.49)	\$ (727.45)	\$ (30.49)	\$ (148.12)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ (704.87)	\$ 0.00
Total Income		\$ 28,444.52	\$ 405,726.96	\$ 278.47	\$ 2,646.23	\$ 2,266,982.56	\$ 27,051.62	\$ 2,266,140.36	\$ 140,743.28	\$ 718,991.04	\$ 667,346.26	\$ 2,428,808.80	\$ 1,301,260.82	\$ 10,254,420.92	\$ 11,698,836.00
Expense															
50000	Salaries & Wages	\$ 353,681.55	\$ 325,468.06	\$ 306,077.87	\$ 303,468.42	\$ 305,166.75	\$ 324,044.67	\$ 338,791.24	\$ 308,298.65	\$ 363,618.99	\$ 542,149.49	\$ 506,498.92	\$ 355,612.58	\$ 4,332,877.19	\$ 4,179,343.00
50100	Benefits	\$ 184,350.39	\$ 93,417.90	\$ 136,700.28	\$ 151,098.65	\$ 403,216.01	\$ 118,668.64	\$ 152,547.79	\$ 192,953.12	\$ 115,255.37	\$ 212,466.76	\$ 118,558.97	\$ (246,622.49)	\$ 1,632,611.39	\$ 1,573,438.00
50200	Training & Education	\$ 2,137.16	\$ 1,029.35	\$ 725.00	\$ 12,105.82	\$ 8,299.00	\$ 5,451.77	\$ 2,530.12	\$ 2,257.60	\$ 836.74	\$ (532.38)	\$ 0.00	\$ 93.31	\$ 34,933.49	\$ 52,000.00
50300	Personnel Related Expenses	\$ 3,206.46	\$ 1,685.44	\$ (294.15)	\$ 12.82	\$ 505.41	\$ 0.00	\$ 0.00	\$ 495.61	\$ 0.00	\$ 2,823.34	\$ 0.00	\$ 8,747.44	\$ 17,182.37	\$ 135,224.00
51000	Publications	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 115.36	\$ 15,617.07	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,732.43	\$ 37,000.00
51100	Mailing and Shipping	\$ 269.78	\$ 4,692.74	\$ (887.48)	\$ 4,932.66	\$ 3,103.56	\$ (385.82)	\$ 27.51	\$ 330.36	\$ 7,212.46	\$ 36,693.99	\$ 14,743.45	\$ 14,359.50	\$ 85,092.71	\$ 0.00
51200	Travel	\$ 34,721.36	\$ 18,796.23	\$ (55,587.43)	\$ 48,752.24	\$ 19,554.83	\$ 23,452.30	\$ 257.96	\$ 1,285.46	\$ (31,012.77)	\$ 3,323.60	\$ 20,534.86	\$ 30,259.36	\$ 114,338.00	\$ 309,120.00
51300	Meeting and Conference Expenses	\$ 19,890.15	\$ 6,208.87	\$ 6,296.45	\$ 11,805.00	\$ 129,600.88	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 375.00	\$ 3,351.55	\$ 177,527.90	\$ 154,500.00
51400	Technology	\$ 14,737.01	\$ 1,892.70	\$ 5,440.01	\$ 5,792.13	\$ 1,945.68	\$ 17,443.27	\$ 3,375.12	\$ 10,646.12	\$ 8,891.24	\$ 24,551.84	\$ 8,671.02	\$ 18,401.40	\$ 121,787.54	\$ 0.00
52000	Professional Fees	\$ 11,327.51	\$ 9,617.80	\$ 23,935.10	\$ 25,177.24	\$ 22,777.45	\$ 28,551.96	\$ 55,509.42	\$ 89,252.62	\$ 14,623.01	\$ 86,616.32	\$ 48,186.23	\$ (176,157.53)	\$ 239,417.13	\$ 34,750.00
52100	Vessel Expenses	\$ 196,987.12	\$ 8,984.00	\$ 3,312.40	\$ 0.00	\$ 155,735.00	\$ 1,852.27	\$ 0.00	\$ 0.00	\$ 0.00	\$ 71,318.06	\$ 146,391.07	\$ 250,796.74	\$ 835,376.66	\$ 0.00
52200	Other Fees and Charges	\$ (1,031.92)	\$ 3,226.95	\$ 16,282.86	\$ 11,226.97	\$ (4,167.41)	\$ 554.40	\$ 889.08	\$ 548.76	\$ 88,320.67	\$ 6,188.91	\$ 18,614.03	\$ 36,748.73	\$ 177,402.03	\$ 639,427.00
52300	Leases and Contracts	\$ 23,830.42	\$ 18,397.20	\$ 5,417.79	\$ 35,606.16	\$ 48,856.89	\$ 22,953.19	\$ 36,271.97	\$ 62,560.48	\$ 43,232.21	\$ 354,954.73	\$ 643,425.13	\$ 687,683.14	\$ 1,983,189.31	\$ 2,569,956.00
54000	Communications	\$ 873.92	\$ 557.01	\$ 2,480.34	\$ 1,052.92	\$ 2,738.78	\$ 133.06	\$ 641.07	\$ 2,713.00	\$ 1,285.71	\$ 1,675.40	\$ 2,030.97	\$ 1,362.56	\$ 17,544.74	\$ 104,915.00
53000	Equipment Expense	\$ 36,120.38	\$ 3,491.18	\$ (34,646.89)	\$ 35,442.52	\$ 849.00	\$ 30.00	\$ 14,100.00	\$ 0.00	\$ 0.00	\$ 55,099.60	\$ 0.00	\$ 2,852.43	\$ 113,338.22	\$ 173,410.00
53100	Supplies Expense	\$ 6,031.28	\$ 9,449.35	\$ 2,162.30	\$ 360,093.62	\$ 53,140.71	\$ 11,668.10	\$ 50,689.96	\$ 7,987.38	\$ 11,070.44	\$ 7,402.46	\$ 108,461.69	\$ 4,270.92	\$ 632,428.21	\$ 1,162,992.00
53200	Maintenance and Utilities	\$ 75.96	\$ 0.00	\$ 4,078.17	\$ 4,125.79	\$ 3,850.23	\$ 2,166.75	\$ 0.00	\$ 4,336.10	\$ 100.45	\$ 2,418.87	\$ 68.02	\$ 2,672.97	\$ 23,893.31	\$ 497,518.00
53300	Facility Rentals	\$ 30,940.58	\$ 29,704.60	\$ 31,413.29	\$ 2,477.61	\$ 61,492.17	\$ 30,867.89	\$ 30,147.89	\$ 30,147.89	\$ 0.00	\$ 30,147.89	\$ 60,295.78	\$ 39,529.15	\$ 377,164.74	\$ 20,000.00
55100	Other Expenses	\$ (234.00)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ (59.26)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 8,435.28	\$ (22.23)	\$ 8,119.79	\$ 0.00
56444	AR Adjustments	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5.17	\$ 5.17	\$ 0.00
Total Expense		\$ 917,915.11	\$ 536,619.38	\$ 452,905.91	\$ 1,013,170.57	\$ 1,216,664.94	\$ 587,452.45	\$ 685,719.87	\$ 713,813.15	\$ 623,549.88	\$ 1,452,915.95	\$ 1,705,290.42	\$ 1,033,944.70	\$ 10,939,962.33	\$ 11,643,593.00
Net Income (Loss)		\$ (889,470.59)	\$ (130,892.42)	\$ (452,627.44)	\$ (1,010,524.34)	\$ 1,050,317.62	\$ (560,400.83)	\$ 1,580,420.49	\$ (573,069.87)	\$ 95,441.16	\$ (785,569.69)	\$ 723,518.38	\$ 267,316.12	\$ (685,541.41)	\$ 55,243.00



Asset Allocation
As of September 30, 2020



Asset Allocation vs. Target

	Total Market Value	% of Portfolio	Policy	Differences	Difference from Target (%)
Fixed Income	\$3,089,802	39.6	40.0	-\$29,667	-0.4
Mercer Core Fixed Income Fund	\$3,089,802	39.6			
Growth Fixed Income	\$646,620	8.3	8.0	\$22,727	0.3
Mercer Opportunistic Fixed Income Fund	\$646,620	8.3			
Domestic Equity	\$1,789,403	22.9	23.0	-\$4,291	-0.1
Mercer Small/Mid Cap Equity Fund	\$611,834	7.8			
Mercer Large Cap Equity Fund	\$1,177,569	15.1			
Non-US Equity	\$1,157,250	14.8	15.0	-\$12,551	-0.2
Mercer Non-US Core Equity Fund	\$1,157,250	14.8			
Global Equity	\$1,115,596	14.3	14.0	\$23,782	0.3
Mercer Global Low Volatility Equity Fund	\$1,115,596	14.3			
Total	\$7,798,671	100.0	100.0		0.0



Report of the Independent auditors and Financial Statements (FY2020)

PREPARED BY: IPHC SECRETARIAT (D. WILSON, K. JERNIGAN; 21 DECEMBER 2020)

PURPOSE

To provide the Commission with the Independent External Auditors Report for FY2020, as per Regulation 14 of the IPHC Financial Regulations (2020).

Regulation 14 – External Audit

“1. The accounts of the Commission shall be audited annually by external auditors recommended by the FAC and appointed by the Commission. The Auditors shall be appointed for a term of three (3) years, and may be reappointed to multiple terms.”

BACKGROUND

15 October 2020: In accordance with Regulation 14.1 of the IPHC Financial Regulations (2020), the IPHC Secretariat requested an intersessional recommendation from the IPHC Finance and Administration Committee (FAC), and a subsequent appointment decision from the Commission, of a new independent external Statement Auditor for the IPHC. (see [IPHC-Circular 2020-023](#))

18 October 2020: Subsequent to IPHC Circular 2020-23, and in accordance with Rule 11, paragraphs 4-10 ‘*Intersessional decision-making*’ of the IPHC Rules of Procedure (2020), the FAC and subsequently the Commission made the following decision by consensus:

[IPHC-2020-ID015](#) “*The IPHC Finance and Administration Committee (FAC) **RECOMMENDED**, and the Commission **APPOINTED** the external auditor ‘Moss Adams’ to audit the accounts of the Commission for FY2020, FY2021, and FY2022.”*

06 November 2020: Moss Adams was contracted by the IPHC Secretariat to undertake and complete the Statement Audits for FY2020. The contract will be amended to include two options for FY2021 and FY2022.

06 November 2020: In accordance with paragraph 2, Regulation 14, of the IPHC Financial Regulations (2020) (shown below) the IPHC Secretariat provided the independent external auditor with the initial Provided By Client (PBC) list of items on 06 November 2020 (37 days after the end of the FY2020 fiscal year).

(para. 2) “*The contents identified in the Auditors Provided By Client (PBC) list shall be submitted by the Executive Director to the Auditors appointed by the Commission not later than **sixty (60)** days after the end of a fiscal year.”*

18 December 2020: In accordance with paragraph 7, Regulation 14, of the IPHC Financial Regulations (2020) (shown below) the independent external auditors provided the final report to the IPHC Secretariat on 18 December 2020 (79 days after the end of the FY2020 fiscal year, 11 days ahead of the deadline set-forth in the IPHC Financial Regulations).

(para. 7) “*The Auditors shall prepare a report on the accounts certified, and shall discuss their report with the Executive Director prior to submission to the FAC and Commission. The Auditors shall submit their report to the Commission, via the FAC, no later than **90 days** following the end of the fiscal year to which the accounts relate.”*

RECOMMENDATIONS

That the FAC:

- 1) **NOTE** paper IPHC-2021-FAC097-05 which provided the independent external auditors report for FY2020, as per Regulation 14 of the IPHC Financial Regulations (2020).
- 2) **RECOMMEND** that the Commission accept the independent external auditors report for FY2020, as per Regulation 14 of the IPHC Financial Regulations (2020).

APPENDICES

Appendix I: Report of the Independent Auditors and Financial Statements (FY2020) – Moss Adams

APPENDIX I



REPORT OF INDEPENDENT AUDITORS
AND FINANCIAL STATEMENTS

INTERNATIONAL PACIFIC HALIBUT COMMISSION

September 30, 2020 and 2019

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Statement of revenues and expenses (compared to budget) and fund balances – regulatory basis	3-4
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Report of Independent Auditors

To the Commissioners
International Pacific Halibut Commission

Report on the Financial Statements

We have audited the accompanying special purpose statement of revenues and expenses (compared to budget) and fund balances – regulatory basis, of the International Pacific Halibut Commission (a nonprofit organization), which comprise the statement of revenues and expenses (compared to budget) and fund balances – regulatory basis as of September 30, 2020, and the related notes to the financial statements.

Management’s Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting practices prescribed or permitted by the governments of the United States of America and Canada. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor’s Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor’s judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity’s preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity’s internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the statement of revenues and expenses (compared to budget) and fund balances – regulatory basis of International Pacific Halibut Commission as of September 30, 2020, and for the year then ended, in accordance with the financial reporting practices prescribed or permitted by the governments of the United States of America and Canada as described in Note 1.

Other Matters

2019 Financial Statements

The financial statements as of and for the year ended September 30, 2019, were audited by other accountants, whose report thereon, dated August 6, 2020, stated that in their opinion, those financial statements present fairly, in all material respects, the statements of revenues and expenses (compared to budget) and fund balances – regulatory basis of International Pacific Halibut Commission as of and for the year then ended, in accordance with the financial reporting practices prescribed or permitted by the governments of the United States of America and Canada as described in Note 1.

Basis of Accounting

We draw attention to Note 1 of the financial statements, which describes the basis of accounting. As described in Note 1, these financial statements were prepared in conformity with the financial reporting practices prescribed or permitted by the governments of the United States of America and Canada, which is a basis of accounting other than accounting principles generally accepted in the United States of America, to meet the requirements of the governments of the United States of America and Canada. Our opinion is not modified with respect to this matter.

Restriction of Use

Our report is intended solely for the information and use of the commissioners and management of International Pacific Halibut Commission and is not intended to be and should not be used by anyone other than these specified parties.



Everett, Washington
December 18, 2020

International Pacific Halibut Commission
Statement of Revenues and Expenses (Compared to Budget) and Fund Balances – Regulatory Basis
September 30, 2020

Income	General Budget	Supplem. Fund Budget	Total Budget	General Income & Expense	Supplem. Funds Income & Expense	Total Income / Expense	Percent Of Budget	Over (Under) Budget
CONTRIBUTION FROM CANADA	\$ 985,432	\$ -	\$ 985,432	\$ 985,427	\$ -	\$ 985,427	100.0%	\$ (5)
CONTRIBUTION FROM THE USA	4,532,000	-	4,532,000	4,532,000	-	4,532,000	100.0%	-
INTEREST	-	1,125	1,125	2,205	9,487	11,692	1039.3%	10,567
INTEREST - RESTRICTED ACCOUNTS	-	5,000	5,000	-	-	-	0.0%	(5,000)
OTHER INCOME	449,562	-	449,562	612,395	77,848	690,243	153.5%	240,681
FISH SALES REVENUE	-	4,904,582	4,904,582	49,048	4,294,566	4,343,614	88.6%	(560,968)
TOTAL INCOME	5,966,994	4,910,707	10,877,701	6,181,075	4,381,901	10,562,976	97.1%	(314,725)
CARRYOVER GENERAL	262,186	-	262,186	262,186	-	262,186	100.0%	-
CARRYOVER SUPPLEMENTAL FUNDS	-	558,949	558,949	-	181,664	181,664	32.5%	(377,285)
FUND BALANCE Prior Period Adjustment	-	-	-	356,669	-	356,669	0.0%	356,669
TRANSFER BETWEEN FUNDS	-	-	-	468,342	23,941	492,283	0.0%	492,283
TOTAL FUNDS AVAILABLE	6,229,180	5,469,656	11,698,836	7,268,272	4,587,506	11,855,778	101.3%	156,942
GENERAL EXPENSES								
SALARIES	3,727,384	451,959	4,179,343	3,604,932	727,945	4,332,877	103.7%	153,534
BENEFITS	1,559,413	14,025	1,573,438	1,456,619	175,992	1,632,611	103.8%	59,173
PAYROLL TAXES	-	-	-	-	-	-	-	-
RELOCATION EXPENSES	-	-	-	-	-	-	-	-
EMPLOYEE RELATED EXPENSES	100,580	86,644	187,224	51,411	3,317	54,728	29.2%	(132,496)
RESTRICTED ACCT: MEDICAL ANNUITANTS	-	-	-	-	-	-	0.0%	-
RESTRICTED ACCT: SCHOLARSHIP	-	-	-	-	-	-	0.0%	-
OTHER	87,225	552,202	639,427	112,675	82,056	194,731	30.5%	(444,696)
OCCUPATION INSURANCE	-	-	-	-	-	-	-	-
TOTAL GENERAL EXPENSES	5,474,602	1,104,830	6,579,432	5,225,637	989,310	6,214,947	94.5%	(364,485)
PROGRAM EXPENSES								
MEETINGS/CONFERENCES	154,500	-	154,500	177,528	-	177,528	114.9%	23,028
TRAVEL	197,200	111,920	309,120	81,405	32,933	114,338	37.0%	(194,782)
COMMUNICATIONS	22,265	82,650	104,915	16,510	1,034	17,544	16.7%	(87,371)
PRINTING & BINDING	37,000	-	37,000	31,082	-	31,082	84.0%	(5,918)
MAILING AND SHIPPING	-	-	-	14,875	76,372	91,247	0.0%	91,247
ADMINISTRATION	-	-	-	-	-	-	-	-
BUILDING LEASE AND MAINTENANCE	457,518	60,000	517,518	408,236	-	408,236	78.9%	(109,282)
SUPPLIES	273,487	889,505	1,162,992	64,782	572,567	637,349	54.8%	(525,643)
LEASES AND CONTRACTS	311,762	2,258,194	2,569,956	547,380	2,304,757	2,852,137	111.0%	282,181
PROFESSIONAL FEES	34,750	-	34,750	240,008	156	240,164	691.1%	205,414
TECHNOLOGY	-	-	-	137,808	-	137,808	-	137,808
CAPITAL ACQUISITIONS	141,010	32,400	173,410	47,149	75,025	122,174	70.5%	(51,236)
TOTAL PROGRAM EXPENSES	1,629,492	3,434,669	5,064,161	1,766,763	3,062,844	4,829,607	95.4%	(234,554)
TRANSFERS	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	7,104,094	4,539,499	11,643,593	6,992,400	4,052,154	11,044,554	94.9%	(599,039)
EXCESS REVENUES OVER EXPENDITURES	\$ (874,914)	\$ 930,157	\$ 55,243	\$ 275,872	\$ 535,352	\$ 811,224		

International Pacific Halibut Commission
Statement of Revenues and Expenses (Compared to Budget) and Fund Balances – Regulatory Basis
September 30, 2019

Income	General Budget	Supplem. Fund Budget	Total Budget	General Income & Expense	Supplem. Funds Income & Expense	Total Income / Expense	Percent Of Budget	Over (Under) Budget
CONTRIBUTION FROM CANADA	\$ 959,970	\$ -	\$ 959,970	\$ 848,720	\$ -	\$ 848,720	88.4%	\$ (111,250)
CONTRIBUTION FROM THE USA	4,400,000	-	4,400,000	4,395,000	-	4,395,000	99.9%	(5,000)
INTEREST	5,000	1,125	6,125	2,968	13,476	16,444	268.5%	10,319
INTEREST - RESTRICTED ACCOUNTS	-	-	-	-	16,117	16,117	0.0%	16,117
OTHER INCOME	660,271	56,400	716,671	736,137	84,103	820,240	114.5%	103,569
FISH SALES REVENUE	-	6,167,162	6,167,162	-	4,888,284	4,888,284	79.3%	(1,278,878)
TOTAL INCOME	6,025,241	6,224,687	12,249,928	5,982,825	5,001,980	10,984,805	89.7%	(1,265,123)
CARRYOVER GENERAL	252,436	-	252,436	252,436	-	252,436	100.0%	-
CARRYOVER SUPPLEMENTAL FUNDS	-	2,242,920	2,242,920	-	1,915,609	1,915,609	85.4%	(327,311)
TRANSFER BETWEEN FUNDS	-	-	-	-	127,010	127,010	0.0%	127,010
TOTAL FUNDS AVAILABLE	6,277,677	8,467,607	14,745,284	6,235,261	7,044,599	13,279,860	90.1%	(1,465,424)
GENERAL EXPENSES								
SALARIES	3,395,129	541,819	3,936,948	3,370,299	651,976	4,022,275	102.2%	85,327
BENEFITS	1,541,496	17,696	1,559,192	1,358,424	26,708	1,385,132	88.8%	(174,060)
PAYROLL TAXES	240,073	41,449	281,522	240,548	42,753	283,301	100.6%	1,779
RELOCATION EXPENSES	19,000	-	19,000	5,914	-	5,914	31.1%	(13,086)
EMPLOYEE RELATED EXPENSES	14,530	-	14,530	14,737	-	14,737	101.4%	207
RESTRICTED ACCT: MEDICAL ANNUITANTS	-	-	-	-	137,333	137,333	0.0%	137,333
RESTRICTED ACCT: SCHOLARSHIP	-	-	-	-	175	175	0.0%	175
OTHER	-	36,644	36,644	-	-	-	0.0%	(36,644)
OCCUPATION INSURANCE	25,200	-	25,200	16,686	-	16,686	66.2%	(8,514)
TOTAL GENERAL EXPENSES	5,235,428	637,608	5,873,036	5,006,608	858,945	5,865,553	99.9%	(7,483)
PROGRAM EXPENSES								
MEETINGS/CONFERENCES	154,500	-	154,500	237,596	-	237,596	153.8%	83,096
TRAVEL	209,570	111,920	321,490	128,625	152,101	280,726	87.3%	(40,764)
COMMUNICATIONS	33,265	82,650	115,915	29,145	147,234	176,379	152.2%	60,464
PRINTING & BINDING	32,500	-	32,500	19,685	-	19,685	60.6%	(12,815)
ADMINISTRATION	813,119	4,068,297	4,881,416	478,808	4,005,130	4,483,938	91.9%	(397,478)
BUILDING LEASE AND MAINTENANCE	378,848	-	378,848	398,666	-	398,666	105.2%	19,818
PRIOR YEAR	-	-	-	42,211	11,622	53,833	-	53,833
SUPPLIES	304,281	1,245,231	1,549,512	161,474	973,744	1,135,218	73.3%	(414,294)
PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-
TECHNOLOGY	-	-	-	-	-	-	-	-
CAPITAL ACQUISITIONS	29,329	-	29,329	184,416	-	184,416	628.8%	155,087
TOTAL PROGRAM EXPENSES	1,955,412	5,508,098	7,463,510	1,680,626	5,289,831	6,970,457	93.4%	(493,053)
TRANSFERS	-	-	-	(714,159)	714,159	-	-	-
TOTAL EXPENDITURES	7,190,840	6,145,706	13,336,546	5,973,075	6,862,935	12,836,010	96.2%	\$ (500,536)
EXCESS REVENUES OVER EXPENDITURES	\$ (913,163)	\$ 2,321,901	\$ 1,408,738	\$ 262,186	\$ 181,664	\$ 443,850		

International Pacific Halibut Commission

Notes to Financial Statements

Note 1 – Summary of Significant Accounting Policies

Nature of the organization – The International Pacific Halibut Commission (the Commission) is an International Organization (IO) created in 1923 by a convention between the United States of America and Canada to manage the Pacific halibut fishery. Each country appoints three Commissioners who in turn appoint an Executive Director to supervise the Secretariat staff.

The Commission conducts scientific studies on Pacific halibut and, after consultation with the industry, proposes annual regulations to the governments of Canada and the United States of America for the Pacific halibut fishery. Fishermen of both countries must comply with the adopted regulations under the supervision of the Federal enforcement agencies of their respective governments. All financial records are denominated in U.S. dollars.

The Commission has adopted a fiscal year ending September 30.

Basis of presentation – The Commission has adopted a basis of accounting agreed to by the governments of Canada and the United States of America. The basis of accounting differs in certain respects from generally accepted accounting principles and is known as “other comprehensive basis of accounting” OCBOA, which is a special purpose framework. The following are the most significant differences:

1. Revenues are recorded in the fiscal year when appropriated by the governments of Canada and the United States of America and expenditures are recorded in the fiscal year in which the funds are committed by the Commission. Carryover general, carryover supplemental funds, and transfers between funds, are recognized as income.
2. Fixed assets are charged to expenditures in the current year and are not capitalized.
3. Annual leave and severance pay are charged to expenses when paid.
4. Pension costs are charged to expense when funds necessary to fund the employer’s normal pension costs are paid. Certain disclosures of pension costs required by generally accepted accounting principles are not included in the notes to the financial statements.
5. Post-retirement health care and life insurance costs are charged to expense when the related premiums are paid. Certain disclosures required by generally accepted accounting principles are not included in the notes to the financial statements.
6. Rent expense related to operating leases is expensed when paid and is not recognized on a straight-line basis over the life of the lease. Contributions of free rents are not recognized in the financial statements.

Income taxes – The Commission is exempt from U. S. Federal income taxes. The Commission late filed IRS Form 990 for 2018 and 2017, and paid related penalties and interest totaling \$87,793 during the fiscal year. During the fiscal year, management received an abatement of 2017 penalties and interest totaling \$49,872. This abatement was received by the Commission subsequent to year end.

Subsequent events – The Commission has performed an evaluation of subsequent events through December 18, 2020, which is the date the financial statements were available to be issued.

International Pacific Halibut Commission

Notes to Financial Statements

Note 2 – General and Supplemental Funds

The Commission's operations are funded by the governments of Canada and the United States of America. The Commission receives advances from each government during its fiscal year unless otherwise recommended by the Commission.

Changes in the General Funds for the year ended September 30 are as follows:

	<u>2020</u>
Fund balance, beginning of year	\$ 262,186
Fund balance, prior period adjustment	356,669
Advances, net	5,517,427
IPHC headquarter maintenance	(371,673)
Interest	2,205
Other income	661,443
Commission expense	<u>(6,152,385)</u>
Fund balance, end of year	<u>\$ 275,872</u>
	<u>2019</u>
Fund balance, beginning of year	\$ 252,436
Advances, net	5,243,720
IPHC headquarter maintenance	(412,904)
Interest	2,968
Other income	736,136
Commission expense	<u>(5,560,170)</u>
Fund balance, end of year	<u>\$ 262,186</u>

The Commission also maintains a Supplemental Fund. Revenues for this fund arise from the sale of fish, which are caught during research studies, and from external contracts and grants. The Supplemental Fund is used for specific scientific programs.

Fund balance prior period adjustment reflected as of September 30, 2020, is a result of fund balance corrections to accounts payable balances in the amount of \$356,669 that were accrued in prior years and were identified by management during fiscal year 2020 as erroneous. As such, those liabilities were written off with correction reflected in beginning fund balance.

International Pacific Halibut Commission
Notes to Financial Statements

Note 2 – General and Supplemental Funds (continued)

At year end September 30, fund balances were comprised of:

	2020		Total
	General Fund	Supplemental Fund	
Cash checking	\$ 2,322,674	\$ 85,073	\$ 2,407,747
Investments - undesignated	-	2,838	2,838
Investments - designated	-	198,509	198,509
Accounts receivable	111,491	304,827	416,318
Deposits	12,789	-	12,789
Prepaid expenses	34,672	-	34,672
Advance (from)/to supplemental	(1,122,620)	1,122,620	-
Accounts payable	(1,083,134)	(48,250)	(1,131,384)
	<u>\$ 275,872</u>	<u>\$ 1,665,617</u>	<u>\$ 1,941,489</u>
Fund balance			
Fund balance			
Designated	\$ -	\$ 1,130,265	\$ 1,130,265
Undesignated	<u>275,872</u>	<u>535,352</u>	<u>811,224</u>
Fund balance	<u>\$ 275,872</u>	<u>\$ 1,665,617</u>	<u>\$ 1,941,489</u>

International Pacific Halibut Commission

Notes to Financial Statements

Note 2 – General and Supplemental Funds (continued)

	2019		
	General Fund	Supplemental Fund	Total
Cash checking	\$ 581,353	\$ 611,176	\$ 1,192,529
Cash on hand	245	-	245
Investments - undesignated	-	500,369	500,369
Investments - designated	-	1,682,975	1,682,975
Accounts receivable	33,142	243,893	277,035
Deposits	30,558	-	30,558
Prepaid expenses	40,377	-	40,377
Advance (from)/to supplemental	1,173,774	(1,173,774)	-
Advance (from)/to Canada	-	-	-
Accounts payable	(1,597,263)	(54,848)	(1,652,111)
	<u>\$ 262,186</u>	<u>\$ 1,809,791</u>	<u>\$ 2,071,977</u>
Fund balance			
Designated	\$ -	\$ 1,628,127	\$ 1,628,127
Undesignated	262,186	181,664	443,850
	<u>\$ 262,186</u>	<u>\$ 1,809,791</u>	<u>\$ 2,071,977</u>
Fund balance			

The Supplemental Fund designated fund balance at September 30, 2020 and 2019, respectively, is \$1,130,265 and \$1,628,127, and is for the funding of the accumulated vested annual leave liability, severance leave liability, medical annuitants fund, reserve fund and scholarship fund.

Note 3 – Employee Benefits

Most employees of the Commission participate in a multi-employer, participatory, defined benefit pension plan (the Plan). All employers participating in the Plan are required to remain fully funded. The contribution for the years ended September 30, 2020 and 2019, was \$53,248 and \$69,068, respectively. All new employees participate in an employee sponsored 403 (b) plan. The Commission contributes a base amount of 7% of salary, plus up to 5% additional matching funds. The total amount contributed for the years ended September 30, 2020 and 2019, was \$339,834 and \$294,042, respectively.

All employees of the Commission are eligible for post-retirement healthcare benefits, provided they have been continuously employed for the ten years immediately preceding their retirement. Expenses related to these post-retirement healthcare benefits for the years ended September 30, 2020 and 2019, were \$98,590 and \$137,333, respectively.

International Pacific Halibut Commission

Notes to Financial Statements

Note 4 – Commitments and Contingencies

Lease – The Commission leases its office and lab facility in Seattle, Washington, with an expiration date of September 30, 2025. Minimum future lease payments due are \$1,826,680 for the year ended September 30, 2020.

The Commission also leases office space in Homer and Sitka, Alaska, on a month-to-month basis.

Litigation – The Commission is involved in litigation arising from the normal course of business. In the Commission's management opinion, this litigation is not expected to have a material effect on the Commission's financial statements.

COVID-19 – In March 2020, the World Health Organization declared the novel coronavirus outbreak a pandemic. As of the date these financial statements were available to be issued, the Commission's operations have not been materially affected. However, the duration and severity of the pandemic could have an adverse impact on the financial position and cash flows of the Commission. The Commission will continue to monitor these events closely, but given the uncertainty, cannot estimate the potential impact to the financial statements.

Note 5 – Concentration of Credit Risk

The Commission places its cash and cash equivalents with financial institutions. At times, such balances may be in excess of the Federal Deposit Insurance Corporation insured limits. The Commission believes it is not exposed to any significant credit risk on its cash accounts.



MOSSADAMS



FY2021 Budget - Update

PREPARED BY: IPHC SECRETARIAT (K. JERNIGAN, D. WILSON, 24 DECEMBER 2020)

PURPOSE

To provide the Commission with an update on the approved FY2021 budget (financial period: 1 October 2020 to 30 September 2021).

BACKGROUND

At the 96th Session of the IPHC Interim Meeting (IM096, November 2020), the Commission reviewed and adopted a revised FY2021 budget:

IPHC-2021-IM096-R (para. 108) "*The Commission **ADOPTED** the revised FY2021 budget (financial period: 1 October 2020 to 30 September 2021) as provided at [Appendix VI](#), noting that there is no change in the Contracting Party contributions due for FY2021.*"

FY2020 BUDGET (US\$)

INCOME AND EXPENSES: The IPHC approved budget for FY2021 and expenditures as of 30 November 2020 are provided in [Appendix I](#) (General Fund) and in [Appendix II](#) (Supplemental Fund).

Current expenditure for the first quarter of FY2021 are in-line with the approved budget.

RECOMMENDATION/S

That the FAC **NOTE** paper IPHC-2021-FAC097-06 which provided an update on the FY2021 budget (financial period: 1 October 2020 to 30 September 2021).

APPENDICES

[Appendix I:](#) FY2021 General Fund budget – update as of 30 November 2020

[Appendix II:](#) FY2021 Supplemental Fund budget – update as of 30 November 2020



APPENDIX I
FY2021 GENERAL FUND BUDGET – UPDATE AS OF 30 NOVEMBER 2020

Account Number	Account Name	Actual	YTD Budget	Annual Budget	Annual Budget %
Income					
40000	Contracting Party Contributions	-	-	-	0%
40000.01	Canada	900,407.00	225,101.76	900,407.00	100%
40000.02	United States of America	2,314,238.50	1,039,440.00	4,157,760.00	56%
	Total 40000 - Contracting Party Contributions	3,214,645.50	1,264,541.76	5,058,167.00	64%
40050	IFC Pension	-	-	-	0%
40050.01	IFC Pension - Canada	111,250.00	27,812.49	111,250.00	100%
40050.02	IFC Pension - United States of Ar	-	34,856.01	139,424.00	0%
	Total 40050 - IFC Pension	111,250.00	62,668.50	250,674.00	44%
40055	Headquarters (Lease & Maintenanr	-	117,679.26	470,717.00	0%
40100	Grants, Contracts & Agreements	450,492.00	140,556.75	562,227.00	80%
40200	Interest Income	-	-	-	0%
40200.01	Bank Interest	451.98	-	-	0%
	Total 40200 - Interest Income	451.98	-	-	0%
	Total Income	3,776,839.48	1,585,446.27	6,341,785.00	60%
Expense					
50000	Salaries & Wages	690,024.28	901,579.26	3,606,317.00	19%
50100	Benefits	362,500.82	404,157.00	1,616,628.00	22%
50200	Training & Education	2,600.00	6,249.99	25,000.00	10%
50300	Personnel Related Expenses	3,852.97	4,500.00	18,000.00	21%
51000	Publications	15,349.51	3,750.00	15,000.00	102%
51100	Mailing and Shipping	5,699.27	3,750.00	15,000.00	38%
51200	Travel	3,031.02	24,999.99	100,000.00	3%
51300	Meeting and Conference Expense	-	26,000.01	104,000.00	0%
51400	Technology	44,906.04	37,500.00	150,000.00	30%
52000	Professional Fees	27,201.48	33,687.51	134,750.00	20%
52200	Other Fees and Charges	(29,664.53)	-	-	0%
52300	Leases and Contracts	85,026.07	93,693.24	374,773.00	23%
54000	Communications	5,441.12	4,250.01	17,000.00	32%
53000	Equipment Expense	6,529.27	12,752.49	51,010.00	13%
53100	Supplies Expense	20,704.85	36,645.75	146,583.00	14%
53200	Maintenance and Utilities	4,550.41	40,355.25	161,421.00	3%
53300	Facility Rentals	119,096.25	98,895.00	395,580.00	30%
55000	Budget Contingency	-	12,500.01	50,000.00	0%
55200	Fund Cost Recovery	-	(159,819.24)	(639,277.00)	0%
55300	Prior Year - GAAP conversion	996,688.06	-	-	0%
	Total Expense	2,363,536.89	1,585,446.27	6,341,785.00	37%
	Net Income (Loss)	1,413,302.59	-	-	0%

APPENDIX II
FY2021 SUPPLEMENTAL FUND BUDGET – UPDATE AS OF 30 NOVEMBER 2020

Account Number	Account Name	Actual	YTD Budget	Annual Budget	Annual Budget %
Income					
40060	Other Income	69,836.73	-	-	0%
40100	Grants, Contracts & Agreements	24,322.50	11,600.01	46,400.00	52%
40200	Interest Income	-	-	-	0%
40200.01	Bank Interest	-	2,750.01	11,000.00	0%
40200.02	CD Interest	3.37	-	-	0%
	Total 40200 - Interest Income	3.37	2,750.01	11,000.00	0%
40350	Fish Sales	-	-	-	0%
40350.01	Fish Sales - Pacific Halibut	263,120.34	1,302,624.99	5,210,500.00	5%
40350.02	Fish Sales - Byproduct	4,669.46	14,000.01	56,000.00	8%
	Total 40350 - Fish Sales	267,789.80	1,316,625.00	5,266,500.00	5%
	Total Income	361,952.40	1,330,975.02	5,323,900.00	7%
Expense					
50000	Salaries & Wages	-	113,948.76	455,795.00	0%
50100	Benefits	-	3,532.74	14,131.00	0%
50200	Training & Education	-	12,999.99	52,000.00	0%
50300	Personnel Related Expenses	104.65	8,661.00	34,644.00	0%
51100	Mailing and Shipping	(1,133.73)	18,999.99	76,000.00	-1%
51200	Travel	868.24	27,980.01	111,920.00	1%
52100	Vessel Expenses	24,110.56	-	-	0%
52200	Other Fees and Charges	24,789.67	140,706.00	562,824.00	4%
52300	Leases and Contracts	-	578,188.50	2,312,754.00	0%
54000	Communications	50.15	20,662.50	82,650.00	0%
53000	Equipment Expense	8,835.54	8,100.00	32,400.00	27%
53100	Supplies Expense	385,528.03	222,376.26	889,505.00	43%
53200	Maintenance and Utilities	-	9,999.99	40,000.00	0%
53300	Facility Rentals	-	5,000.01	20,000.00	0%
55200	Fund Cost Recovery	-	159,819.24	639,277.00	0%
	Total Expense	443,153.11	1,330,974.99	5,323,900.00	8%
	Net Income (Loss)	(81,200.71)	0.03	-	0%



Budget Estimates: FY2022 (for approval), FY2023 and FY2024 (for information)

PREPARED BY: IPHC SECRETARIAT (D. WILSON, K. JERNIGAN, N.WILSON; 24 DECEMBER 2020)

PURPOSE

To provide the FAC with the budget estimates for FY2022 (1 October 2021 to 30 September 2022) for recommendation to the Commission (for approval), and for FY2023 and FY2024 (for information) (1 October 2022 to 30 September 2023, & 1 October 2023 to 30 September 2024, respectively).

BACKGROUND

In accordance with Regulation 5, para. 3, of the IPHC Financial Regulations (2020) (shown below), the next three (3) fiscal years consist of FY2022, FY2023, and FY2024, noting that we are at the end of the 1st quarter of FY2021.

*(Para. 3) "The Executive Director shall prepare and submit to the FAC, Contracting Parties, and Commissioners, no later than **30 days before** the FAC meeting, budget estimates for the next three fiscal years."*

PROPOSED EXPENDITURES FOR THE FY2022, FY2023 AND FY2024 BUDGETS (US\$)

FY2022 INCOME AND EXPENSES – The IPHC budget for FY2022 is proposed at [Appendix I](#).

The contributions include a 5% increase from FY2021 for both Contracting Parties to US\$4,365,648 and US\$945,427 respectively.

Income (and expenses) for the IPHC Fishery-Independent Setline Survey (FISS) are based on the design recommended at the 9th Special Session of the Commission (SS09). Following the AM097, the budget will be further updated and proposed to the Commission for adoption intersessionally.

Other general cost assumptions include increases in salaries (based on cost of living and step increases) and health care costs ([Appendix I](#)).

FY2023 AND FY2024 INCOME AND EXPENSES – The IPHC provisional budgets for FY2023 and FY2024 ([Appendix II](#)) are based on a 5% increase in general contributions for Canada and U.S.A. to cover expected matching increases in cost in salaries (based on cost of living and step increases) and an increase in health care costs.

RECOMMENDATION/S

That the FAC:

- 1) **NOTE** paper IPHC-2021-FAC097-07 which provided the FAC with the budget estimates for FY2022 (1 October 2021 to 30 September 2022) for recommendation to the Commission, and for FY2023 and FY2024 (for information) (1 October 2022 to 30 September 2023, & 1 October 2023 to 30 September 2024, respectively).

- 2) **RECOMMEND** the Commission **ADOPT** the FY2022 budget (1 October 2021 to 30 September 2022), and **NOTE** the tentative budgets for FY2023 (1 October 2022 to 30 September 2023) and FY2024 (1 October 2023 to 30 September 2024), as detailed in [Appendix I](#) and [Appendix II](#), respectively.

APPENDICES

[Appendix I](#): FY2022 Financial Budget – Proposed

[Appendix II](#): FY2023 & FY2024 Financial Budgets – Tentative

Appendix I FY2022 Financial Budget – Proposed

		FY2022				
		10 - General	30 - Statistics	20 - Research	40 - FISS	Total
Account Number	Account Name					
Income						
40000	Contracting Party Contributions					
40000.01	Canada	\$ 945,427.35	\$ -	\$ -	\$ -	\$ 945,427.35
40000.02	United States of America	\$ 4,365,648.00	\$ -	\$ -	\$ -	\$ 4,365,648.00
	Total 40000 - Contracting Party Contributions	\$ 5,311,075.35	\$ -	\$ -	\$ -	\$ 5,311,075.35
40050	IFC Pension	\$ -	\$ -	\$ -	\$ -	\$ -
40050.01	IFC Pension - Canada	\$ 111,250.00	\$ -	\$ -	\$ -	\$ 111,250.00
40050.02	IFC Pension - United States of America	\$ 139,424.00	\$ -	\$ -	\$ -	\$ 139,424.00
	Total 40050 - IFC Pension	\$ 250,674.00	\$ -	\$ -	\$ -	\$ 250,674.00
40055	Headquarters (Lease & Maintenance)	\$ 475,000.00	\$ -	\$ -	\$ -	\$ 475,000.00
40060	Other Income	\$ -	\$ -	\$ -	\$ -	\$ -
40100	Grants, Contracts & Agreements	\$ -	\$ 559,975.00	\$ 87,809.40	\$ 48,720.00	\$ 696,504.40
40200	Interest Income	\$ -	\$ -	\$ -	\$ 11,550.00	\$ 11,550.00
40200.01	Bank Interest	\$ -	\$ -	\$ -	\$ -	\$ -
40200.02	CD Interest	\$ -	\$ -	\$ -	\$ -	\$ -
	Total 40200 - Interest Income	\$ 475,000.00	\$ 559,975.00	\$ 87,809.40	\$ 60,270.00	\$ 1,183,054.40
40350	Fish Sales	\$ -	\$ -	\$ -	\$ -	\$ -
40350.01	Fish Sales - Pacific Halibut	\$ -	\$ -	\$ -	\$ 5,471,025.00	\$ 5,471,025.00
40350.02	Fish Sales - Byproduct	\$ -	\$ -	\$ -	\$ 58,800.00	\$ 58,800.00
	Total 40350 - Fish Sales	\$ -	\$ -	\$ -	\$ 5,529,825.00	\$ 5,529,825.00
	Total Income	\$ 6,036,749.35	\$ 559,975.00	\$ 87,809.40	\$ 5,590,095.00	\$ 12,274,628.75

		FY2022				
		10 - General	30 - Statistics	20 - Research	40 - FISS	Total
Account Number	Account Name					
Expense						
		\$ -	\$ -	\$ -	\$ -	\$ -
Personnel Expenses						
		\$ -	\$ -	\$ -	\$ -	\$ -
50000	Salaries & Wages	\$ 3,085,442.85	\$ 668,115.00	\$ 33,075.00	\$ 478,584.75	\$ 4,265,217.60
50100	Benefits	\$ 1,382,459.40	\$ 199,552.50	\$ 13,230.00	\$ 14,837.55	\$ 1,610,079.45
50100.09	Medical Reimbursement - Retiree	\$ 102,217.50	\$ -	\$ -	\$ -	\$ 102,217.50
50200	Training & Education	\$ 4,200.00	\$ 22,050.00	\$ -	\$ 54,600.00	\$ 80,850.00
50300	Personnel Related Expenses	\$ -	\$ 10,001.00	\$ -	\$ 36,376.20	\$ 46,377.20
50300.01	Scholarship Awards	\$ 8,000.00	\$ -	\$ -	\$ -	\$ 8,000.00
	Total Personnel Expenses	\$ 4,582,319.75	\$ 899,718.50	\$ 46,305.00	\$ 584,398.50	\$ 6,112,741.75
Operational Expenses						
		\$ -	\$ -	\$ -	\$ -	\$ -
51000	Publications	\$ -	\$ 15,435.00	\$ 301.00	\$ -	\$ 15,736.00
51100	Mailing and Shipping	\$ 6,930.00	\$ 8,820.00	\$ -	\$ 79,800.00	\$ 95,550.00
51200	Travel	\$ 73,027.50	\$ 18,742.50	\$ 13,230.00	\$ 117,516.00	\$ 222,516.00
51300	Meeting and Conference Expenses	\$ 109,200.00	\$ -	\$ -	\$ -	\$ 109,200.00
51400	Technology	\$ 157,500.00	\$ -	\$ -	\$ -	\$ 157,500.00
	Total Operational Expenses	\$ 346,657.50	\$ 42,997.50	\$ 13,531.00	\$ 197,316.00	\$ 600,502.00
Fees and Contract Expenses						
		\$ -	\$ -	\$ -	\$ -	\$ -
52000	Professional Fees	\$ 141,487.50	\$ -	\$ -	\$ -	\$ 141,487.50
52200	Other Fees and Charges	\$ -	\$ -	\$ -	\$ 590,965.20	\$ 590,965.20
52300	Leases and Contracts	\$ 229,790.40	\$ 40,792.50	\$ 122,928.75	\$ 2,428,391.70	\$ 2,821,903.35
54000	Communications	\$ 6,384.00	\$ 441.00	\$ 11,025.00	\$ 86,782.50	\$ 104,632.50
	Total Fees and Contract Expenses	\$ 377,661.90	\$ 41,233.50	\$ 133,953.75	\$ 3,106,139.40	\$ 3,658,988.55
Facilities and Equipment Expenses						
		\$ -	\$ -	\$ -	\$ -	\$ -
53000	Equipment Expense	\$ 7,806.75	\$ 19,845.00	\$ 25,908.75	\$ 34,020.00	\$ 87,580.50
53100	Supplies Expense	\$ 4,707.15	\$ 2,205.00	\$ 147,000.00	\$ 933,980.25	\$ 1,087,892.40
53200	Maintenance and Utilities	\$ 195,551.55	\$ -	\$ -	\$ 42,000.00	\$ 237,551.55
53300	Facility Rentals	\$ 408,744.00	\$ 6,615.00	\$ -	\$ 21,000.00	\$ 436,359.00
	Total Facilities and Equipment Expenses	\$ 616,809.45	\$ 28,665.00	\$ 172,908.75	\$ 1,031,000.25	\$ 1,849,383.45
Other Expenses						
		\$ -	\$ -	\$ -	\$ -	\$ -
55000	Budget Contingency	\$ 53,013.00	\$ -	\$ -	\$ -	\$ 53,013.00
55200	Fund Cost Recovery (20 - 30)	\$ 731,528.60	\$ (452,639.50)	\$ (278,889.10)	\$ 671,240.85	\$ 671,240.85
55201	Fund Cost Recovery (40)	\$ (671,240.85)	\$ -	\$ -	\$ -	\$ (671,240.85)
	Total Other Expenses	\$ 113,300.75	\$ (452,639.50)	\$ (278,889.10)	\$ 671,240.85	\$ 53,013.00
	Total Expense	\$ 6,036,749.35	\$ 559,975.00	\$ 87,809.40	\$ 5,590,095.00	\$ 12,274,628.75
	Net Income (Loss)	\$ -	\$ -	\$ -	\$ -	\$ -

Appendix II FY2023 & FY2024 Financial Budgets – Proposed

		FY2023				
		10 - General	30 - Statistics	20 - Research	40 - FISS	Total
Account Number	Account Name					
Income						
40000	Contracting Party Contributions					
40000.01	Canada	\$ 992,698.72	\$ -	\$ -	\$ -	\$ 992,698.72
40000.02	United States of America	\$ 4,583,930.40	\$ -	\$ -	\$ -	\$ 4,583,930.40
	Total 40000 - Contracting Party Contributions	\$ 5,576,629.12	\$ -	\$ -	\$ -	\$ 5,576,629.12
40050	IFC Pension	\$ -	\$ -	\$ -	\$ -	\$ -
40050.01	IFC Pension - Canada	\$ 111,250.00	\$ -	\$ -	\$ -	\$ 111,250.00
40050.02	IFC Pension - United States of America	\$ 139,424.00	\$ -	\$ -	\$ -	\$ 139,424.00
	Total 40050 - IFC Pension	\$ 250,674.00	\$ -	\$ -	\$ -	\$ 250,674.00
40055	Headquarters (Lease & Maintenance)	\$ 480,000.00	\$ -	\$ -	\$ -	\$ 480,000.00
40060	Other Income	\$ -	\$ -	\$ -	\$ -	\$ -
40100	Grants, Contracts & Agreements	\$ -	\$ 576,775.00	\$ 92,199.87	\$ 51,156.00	\$ 720,130.87
40200	Interest Income	\$ -	\$ -	\$ -	\$ 12,127.50	\$ 12,127.50
40200.01	Bank Interest	\$ -	\$ -	\$ -	\$ -	\$ -
40200.02	CD Interest	\$ -	\$ -	\$ -	\$ -	\$ -
	Total 40200 - Interest Income	\$ 480,000.00	\$ 576,775.00	\$ 92,199.87	\$ 63,283.50	\$ 1,212,258.37
40350	Fish Sales	\$ -	\$ -	\$ -	\$ -	\$ -
40350.01	Fish Sales - Pacific Halibut	\$ -	\$ -	\$ -	\$ 5,744,576.25	\$ 5,744,576.25
40350.02	Fish Sales - Byproduct	\$ -	\$ -	\$ -	\$ 61,740.00	\$ 61,740.00
	Total 40350 - Fish Sales	\$ -	\$ -	\$ -	\$ 5,806,316.25	\$ 5,806,316.25
	Total Income	\$ 6,307,303.12	\$ 576,775.00	\$ 92,199.87	\$ 5,869,599.75	\$ 12,845,877.74

		FY2023				
		10 - General	30 - Statistics	20 - Research	40 - FISS	Total
Account Number	Account Name					
Expense						
Personnel Expenses						
50000	Salaries & Wages	\$ 3,239,714.99	\$ 701,520.75	\$ 34,728.75	\$ 502,513.99	\$ 4,478,478.48
50100	Benefits	\$ 1,451,582.37	\$ 209,530.13	\$ 13,891.50	\$ 15,579.43	\$ 1,690,583.42
50100.09	Medical Reimbursement - Retiree	\$ 107,328.38	\$ -	\$ -	\$ -	\$ 107,328.38
50200	Training & Education	\$ 4,410.00	\$ 23,152.50	\$ -	\$ 57,330.00	\$ 84,892.50
50300	Personnel Related Expenses	\$ -	\$ 10,002.00	\$ -	\$ 38,195.01	\$ 48,197.01
50300.01	Scholarship Awards	\$ 8,000.00	\$ -	\$ -	\$ -	\$ 8,000.00
	Total Personnel Expenses	\$ 4,811,035.74	\$ 944,205.38	\$ 48,620.25	\$ 613,618.43	\$ 6,417,479.79
Operational Expenses						
51000	Publications	\$ -	\$ 16,206.75	\$ 302.00	\$ -	\$ 16,508.75
51100	Mailing and Shipping	\$ 7,276.50	\$ 9,261.00	\$ -	\$ 83,790.00	\$ 100,327.50
51200	Travel	\$ 76,678.88	\$ 19,679.63	\$ 13,891.50	\$ 123,391.80	\$ 233,641.80
51300	Meeting and Conference Expenses	\$ 114,660.00	\$ -	\$ -	\$ -	\$ 114,660.00
51400	Technology	\$ 165,375.00	\$ -	\$ -	\$ -	\$ 165,375.00
	Total Operational Expenses	\$ 363,990.38	\$ 45,147.38	\$ 14,193.50	\$ 207,181.80	\$ 630,513.05
Fees and Contract Expenses						
52000	Professional Fees	\$ 148,561.88	\$ -	\$ -	\$ -	\$ 148,561.88
52200	Other Fees and Charges	\$ -	\$ -	\$ -	\$ 620,513.46	\$ 620,513.46
52300	Leases and Contracts	\$ 241,279.92	\$ 42,832.13	\$ 129,075.19	\$ 2,549,811.29	\$ 2,962,998.52
54000	Communications	\$ 6,703.20	\$ 463.05	\$ 11,576.25	\$ 91,121.63	\$ 109,864.13
	Total Fees and Contract Expenses	\$ 396,545.00	\$ 43,295.18	\$ 140,651.44	\$ 3,261,446.37	\$ 3,841,937.98
Facilities and Equipment Expenses						
53000	Equipment Expense	\$ 8,197.09	\$ 20,837.25	\$ 27,204.19	\$ 35,721.00	\$ 91,959.53
53100	Supplies Expense	\$ 4,942.51	\$ 2,315.25	\$ 154,350.00	\$ 980,679.26	\$ 1,142,287.02
53200	Maintenance and Utilities	\$ 163,246.68	\$ -	\$ -	\$ 44,100.00	\$ 207,346.68
53300	Facility Rentals	\$ 429,181.20	\$ 6,945.75	\$ -	\$ 22,050.00	\$ 458,176.95
	Total Facilities and Equipment Expenses	\$ 605,567.47	\$ 30,098.25	\$ 181,554.19	\$ 1,082,550.26	\$ 1,899,770.17
Other Expenses						
55000	Budget Contingency	\$ 56,176.75	\$ -	\$ -	\$ -	\$ 56,176.75
55200	Fund Cost Recovery (20 - 30)	\$ 778,790.68	\$ (485,971.18)	\$ (292,819.51)	\$ 704,802.89	\$ 704,802.89
55201	Fund Cost Recovery (40)	\$ (704,802.89)	\$ -	\$ -	\$ -	\$ (704,802.89)
	Total Other Expenses	\$ 130,164.54	\$ (485,971.18)	\$ (292,819.51)	\$ 704,802.89	\$ 56,176.75
	Total Expense	\$ 6,307,303.12	\$ 576,775.00	\$ 92,199.87	\$ 5,869,599.75	\$ 12,845,877.74
	Net Income (Loss)	\$ -	\$ -	\$ -	\$ -	\$ -

		FY2024				
		10 - General	30 - Statistics	20 - Research	40 - FISS	Total
Account Number	Account Name					
Income						
40000	Contracting Party Contributions					
40000.01	Canada	\$ 1,042,333.65	\$ -	\$ -	\$ -	\$ 1,042,333.65
40000.02	United States of America	\$ 4,813,126.92	\$ -	\$ -	\$ -	\$ 4,813,126.92
	Total 40000 - Contracting Party Contributions	\$ 5,855,460.57	\$ -	\$ -	\$ -	\$ 5,855,460.57
40050	IFC Pension	\$ -	\$ -	\$ -	\$ -	\$ -
40050.01	IFC Pension - Canada	\$ 111,250.00	\$ -	\$ -	\$ -	\$ 111,250.00
40050.02	IFC Pension - United States of America	\$ 139,424.00	\$ -	\$ -	\$ -	\$ 139,424.00
	Total 40050 - IFC Pension	\$ 250,674.00	\$ -	\$ -	\$ -	\$ 250,674.00
40055	Headquarters (Lease & Maintenance)	\$ 497,000.00	\$ -	\$ -	\$ -	\$ 497,000.00
40060	Other Income	\$ -	\$ -	\$ -	\$ -	\$ -
40100	Grants, Contracts & Agreements	\$ -	\$ 594,078.00	\$ 96,809.86	\$ 53,713.80	\$ 744,601.66
40200	Interest Income	\$ -	\$ -	\$ -	\$ 12,733.88	\$ 12,733.88
40200.01	Bank Interest	\$ -	\$ -	\$ -	\$ -	\$ -
40200.02	CD Interest	\$ -	\$ -	\$ -	\$ -	\$ -
	Total 40200 - Interest Income	\$ 497,000.00	\$ 594,078.00	\$ 96,809.86	\$ 66,447.68	\$ 1,254,335.54
40350	Fish Sales	\$ -	\$ -	\$ -	\$ -	\$ -
40350.01	Fish Sales - Pacific Halibut	\$ -	\$ -	\$ -	\$ 6,031,805.06	\$ 6,031,805.06
40350.02	Fish Sales - Byproduct	\$ -	\$ -	\$ -	\$ 64,827.00	\$ 64,827.00
	Total 40350 - Fish Sales	\$ -	\$ -	\$ -	\$ 6,096,632.06	\$ 6,096,632.06
	Total Income	\$ 6,603,134.57	\$ 594,078.00	\$ 96,809.86	\$ 6,163,079.74	\$ 13,457,102.17

		FY2024				
		10 - General	30 - Statistics	20 - Research	40 - FISS	Total
Account Number	Account Name					
Expense						
		\$ -	\$ -	\$ -	\$ -	\$ -
Personnel Expenses						
		\$ -	\$ -	\$ -	\$ -	\$ -
50000	Salaries & Wages	\$ 3,401,700.74	\$ 736,596.79	\$ 36,465.19	\$ 527,639.69	\$ 4,702,402.40
50100	Benefits	\$ 1,524,161.49	\$ 220,006.63	\$ 14,586.08	\$ 16,358.40	\$ 1,775,112.59
50100.09	Medical Reimbursement - Retiree	\$ 112,694.79	\$ -	\$ -	\$ -	\$ 112,694.79
50200	Training & Education	\$ 4,630.50	\$ 24,310.13	\$ -	\$ 60,196.50	\$ 89,137.13
50300	Personnel Related Expenses	\$ -	\$ 10,003.00	\$ -	\$ 40,104.76	\$ 50,107.76
50300.01	Scholarship Awards	\$ 8,000.00	\$ -	\$ -	\$ -	\$ 8,000.00
	Total Personnel Expenses	\$ 5,051,187.52	\$ 990,916.54	\$ 51,051.26	\$ 644,299.35	\$ 6,737,454.68
Operational Expenses						
		\$ -	\$ -	\$ -	\$ -	\$ -
51000	Publications	\$ -	\$ 17,017.09	\$ 303.00	\$ -	\$ 17,320.09
51100	Mailing and Shipping	\$ 7,640.33	\$ 9,724.05	\$ -	\$ 87,979.50	\$ 105,343.88
51200	Travel	\$ 80,512.82	\$ 20,663.61	\$ 14,586.08	\$ 129,561.39	\$ 245,323.89
51300	Meeting and Conference Expenses	\$ 120,393.00	\$ -	\$ -	\$ -	\$ 120,393.00
51400	Technology	\$ 173,643.75	\$ -	\$ -	\$ -	\$ 173,643.75
	Total Operational Expenses	\$ 382,189.89	\$ 47,404.74	\$ 14,889.08	\$ 217,540.89	\$ 662,024.60
Fees and Contract Expenses						
		\$ -	\$ -	\$ -	\$ -	\$ -
52000	Professional Fees	\$ 155,989.97	\$ -	\$ -	\$ -	\$ 155,989.97
52200	Other Fees and Charges	\$ -	\$ -	\$ -	\$ 651,539.13	\$ 651,539.13
52300	Leases and Contracts	\$ 253,343.92	\$ 44,973.73	\$ 135,528.95	\$ 2,677,301.85	\$ 3,111,148.44
54000	Communications	\$ 7,038.36	\$ 486.20	\$ 12,155.06	\$ 95,677.71	\$ 115,357.33
	Total Fees and Contract Expenses	\$ 416,372.24	\$ 45,459.93	\$ 147,684.01	\$ 3,424,518.69	\$ 4,034,034.88
Facilities and Equipment Expenses						
		\$ -	\$ -	\$ -	\$ -	\$ -
53000	Equipment Expense	\$ 8,606.94	\$ 21,879.11	\$ 28,564.40	\$ 37,507.05	\$ 96,557.50
53100	Supplies Expense	\$ 5,189.63	\$ 2,431.01	\$ 162,067.50	\$ 1,029,713.23	\$ 1,199,401.37
53200	Maintenance and Utilities	\$ 140,739.56	\$ -	\$ -	\$ 46,305.00	\$ 187,044.56
53300	Facility Rentals	\$ 450,640.26	\$ 7,293.04	\$ -	\$ 23,152.50	\$ 481,085.80
	Total Facilities and Equipment Expenses	\$ 605,176.40	\$ 31,603.16	\$ 190,631.90	\$ 1,136,677.78	\$ 1,964,089.23
Other Expenses						
		\$ -	\$ -	\$ -	\$ -	\$ -
55000	Budget Contingency	\$ 59,498.79	\$ -	\$ -	\$ -	\$ 59,498.79
55200	Fund Cost Recovery (20 - 30)	\$ 828,752.76	\$ (521,306.38)	\$ (307,446.38)	\$ 740,043.04	\$ 740,043.04
55201	Fund Cost Recovery (40)	\$ (740,043.04)	\$ -	\$ -	\$ -	\$ (740,043.04)
	Total Other Expenses	\$ 148,208.51	\$ (521,306.38)	\$ (307,446.38)	\$ 740,043.04	\$ 59,498.79
	Total Expense	\$ 6,603,134.57	\$ 594,078.00	\$ 96,809.86	\$ 6,163,079.74	\$ 13,457,102.17
	Net Income (Loss)	\$ 0.00	\$ (0.00)	\$ (0.00)	\$ -	\$ (0.00)



IPHC Financial Regulations (2021) - Draft

PREPARED BY: IPHC SECRETARIAT (D. WILSON, K. JERNIGAN; 24 DECEMBER 2020 & 16 JANUARY 2021)

PURPOSE

To provide the FAC with the opportunity to consider proposed amendments to the IPHC Financial Regulations.

BACKGROUND

In accordance with Regulation 19, paragraph 1 of the IPHC Financial Regulations (2020), the IPHC Secretariat has revised and suggested edits to the IPHC Financial Regulations to align the regulations with best practice governance.

Regulation 19 (para 1) *“These Financial Regulations should be reviewed for their consistency and appropriateness at least biennially.”*

At the 6th Special Session of the IPHC (SS06) held on 3 March 2020, the Commission made the following request of the IPHC Secretariat:

IPHC-2020-SS06-R (para 10) **“NOTING** that additional improvements were required to Appendix I (IPHC Funds and Investment policy) of the regulations to better reflect the needs, scope, and intent of the Commissions’ funding by Contracting Parties, the Commission **REQUESTED** that the IPHC Secretariat further refine and simplify the policy intersessionally, and to propose amendments at the 2020 Work Meeting (WM2020).”

DISCUSSION

Provided at **Appendix I** are proposed revisions to the IPHC Financial Regulations (2020). The revisions include the following:

- 1) To align the Financial Regulations with the IPHC Rules of Procedure (2020);
- 2) To align the IPHC’s financial reporting to become GAAP compliant;
- 3) To further refine and simply the IPHC Funds and Investment policy of the regulations to better reflect the needs, scope, and intent of the Commissions’ funding by Contracting Parties;
- 4) Minor edits to ensure consistency in terminology used.

Rev_1 edits: Regulation 13 and 14 were updated to reflect financial reporting of financial activities and financial position by fund. Specifically, assets, liabilities, equity, income, and expenses for the General, Research, Statistics, FISS, and Reserve funds.

RECOMMENDATIONS

That the FAC:

- a) **NOTE** paper IPHC-2021-FAC097-08 Rev_1, which proposed revisions to the IPHC Financial Regulations;
- b) **RECOMMEND** that the Commission Endorse and Adopt the International Pacific Halibut Commission Financial Regulations (2021).

APPENDICES

Appendix I: DRAFT: International Pacific Halibut Commission Financial Regulations (2021)

INTERNATIONAL PACIFIC HALIBUT COMMISSION
FINANCIAL REGULATIONS
(20210)

INTERNATIONAL PACIFIC



HALIBUT COMMISSION

Commissioners

Canada	United States of America
Paul Ryall	Chris Oliver <u>Glenn Merrill</u>
Neil Davis	Robert Alverson
Peter DeGreef	Richard Yamada

Executive Director

David T. Wilson, Ph.D.



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Regulation 1 – Definitions

For the purpose of these Financial Regulations, the following definitions apply:

Convention: the Convention between Canada and the United States of America and for the Preservation of the Halibut Fishery of the Northern Pacific Ocean and Bering Sea, signed at Ottawa, Canada on 2 March 1953, as amended by the Protocol Amending the Convention, signed at Washington 29 March 1979, and includes the regulations promulgated thereunder.

Commission: the International Pacific Halibut Commission provided for by Article III, paragraph 1 of the Convention.

Contracting Parties: Consisting of the two Members, Canada and the United States of America (3 Commissioners from each Party).

Executive Director: the Director of the Commission.

Pacific halibut: fish of the species *Hippoglossus stenolepis*.

Rules of Procedure: The Rules of Procedure (2020, or subsequent revision) of the Commission.

Session: Any meeting of the Commission or its subsidiary bodies

Regulation 2 – Authority, Purpose, and Scope

1. **Authority:** These Financial Regulations consist of regulations adopted by the International Pacific Halibut Commission, hereinafter referred to as “the Commission,” pursuant to the *Convention between Canada and the United States of America for the Preservation of the Halibut Fishery of the Northern Pacific Ocean and Bering Sea*, hereinafter referred to as “the Convention,” signed first in 1923 and revised several times since, most recently in 1953, as amended by the Protocol signed by both countries, hereinafter referred to as “the Contracting Parties,” in 1979.
2. **Purpose:** The purpose of this document is to provide the regulations to govern the financial administration of the International Pacific Halibut Commission and its Secretariat, as established pursuant to the Commission’s Rules of Procedure (2020, or any subsequent revision).
3. **Scope:** The IPHC Secretariat, Commission and all subsidiary bodies shall operate under the Rules of Procedure of the Commission *mutatis mutandis*, except where specific provisions are laid down in the Convention or in these Financial Regulations.



Regulation 3 – Finance and Administration Committee

1. The Commission shall designate a Finance and Administration Committee (FAC) derived from the current Commissioners, tasked with reviewing and making recommendations on financial matters. The FAC recommendations shall be considered and approved by the Commission subject to Article III, Paragraph 1 of the Convention.
2. In addition to general oversight of financial matters and other duties specified in these Regulations, the FAC shall carry out the following duties on behalf of the Commission:
 - a) Overseeing the financial reporting style and methodology;
 - b) Overseeing accounting policies and practices;
 - c) Approving the hiring, performance, and independence of the external auditor;
 - d) Discussing financial risk management policies and practices with the IPHC Secretariat.

Regulation 4 – Fiscal Year and Currency

1. The fiscal year shall be the period from 1 October to the following 30 September, both dates inclusive. Funds may be held in either U.S. (USD) or Canadian (CAD) dollars. All monetary figures in these Regulations are expressed in U.S. dollars, and all financial accounting of the Commission shall be in U.S. dollars.

Regulation 5 – Budget

1. Annual budget estimates shall cover income and expenditures for the fiscal year to which they relate.
2. Annual budget estimates shall be divided into categories by funding source the approved Chart of Accounts~~funding source~~. Each category shall be accompanied by such information, annexes and explanatory statements as may be requested on behalf of the Commission, and such further annexes or statements as the Executive Director may deem necessary and useful.
3. The Executive Director shall prepare and submit to the FAC, Contracting Parties, and Commissioners, no later than **30 days before** the FAC meeting, budget estimates for the next three fiscal years.



4. The FAC shall review actual income and expenses for the prior fiscal year, and review and recommend changes to the budget estimates for the next three fiscal years. The FAC shall provide its recommendations to the Commission.
5. At its regular Annual Meeting, the Commission shall review the report of the FAC, including income and expense results for the prior fiscal year, proposed budgets for the next two fiscal years, and budget estimates for the third subsequent fiscal year. The FAC may recommend to the Commission to amend or adjust the budgets as necessary ~~prior to adoption~~ to reflect changing priorities or contingencies.
6. In preparing budget estimates for consideration of the FAC, the Executive Director shall fully take into account any surplus funds including funds in cash and investment accounts carried over from previous years' Contracting Party contributions, and any other income, which may be available for expenditure in the year for which the budget estimates are prepared.
7. The Executive Director shall notify Contracting Parties on the basis of the budget adopted by the Commission and in accordance with Article III, Paragraph 1 of the Convention.
8. Should either of the Contracting Parties not approve its invoiced contribution in whole or in part, the Executive Director shall forthwith notify the other Contracting Party and, after consulting with the Chairperson of the Commission, shall recommend revisions to the budget as may appear necessary.
9. Any revisions to a budget or supplementary estimates shall be prepared by the Executive Director and submitted to the Chairperson and Vice-Chairperson for approval. Subject to consultation with the other Commissioners, the Chairperson and Vice-Chairperson may approve the revisions, obtain the Commissioners' approval through the established procedures for Intersessional decision-making (Rule 11 – Decision making; IPHC Rules of Procedure (2020), or any subsequent revision), or call a special session, meeting to collect a vote. After approval, the estimates shall be acted upon in the same manner as regular budgets or estimates.
10. The Executive Director may, in any fiscal year, reallocate funds in an amount not exceeding 5% of total income between budget expense categories within the current fiscal year's approved budget. The Chairperson of the Commission may, in any fiscal year, authorize the Executive Director to reallocate funds in an amount exceeding 5% to meet mission needs.

Regulation 6 – Publication of Budget

1. A summary of the budget of the Commission shall be available at the Commission's website and by other electronic communication means approved by the Commission.



Regulation 7 – Contracting Party Contributions

1. The receipt of contributions from the Contracting Parties shall constitute an authorization to the Executive Director to incur obligations and make payments for the benefit of the Commission.
2. The Executive Director may use existing funds to incur obligations before a budget is approved or before Contracting Party contributions are adopted by the Commission, when such obligations are necessary for the continued effective functioning of the Commission and provided such obligations do not exceed the most recent approved budget. The Executive Director must obtain approval for deviations greater than 5% from this level of spending from the Chairperson and Vice-Chairperson of the Commission.

Regulation 8 – Provision of Funds

1. The Commission operations shall be financed by contributions in U.S. dollars made by the Contracting Parties, in accordance with Article III, Paragraph 1 of the Convention. Pending the receipt of such contributions, the operations may be financed from the General and Supplementary Funds as described in Regulation 10.
2. After the Commission has adopted a budget, revisions to a budget, or a supplementary budget, the Executive Director shall:
 - a) Transmit to the Contracting Parties such documents and information as may be required by the government departments responsible for approving IPHC contributions and appropriating the funds;
 - b) Request that the funds be remitted in accordance with procedures agreed upon by each of the Contracting Parties.
3. At the end of the twelve-month period, any obligation incurred in the prior year which remains unliquidated shall be cancelled, or where the obligation remains a valid charge, transferred as an obligation against current-year funds. Any balance in funds shall be accounted for in accordance with the provisions of Regulations 5.10 and 10.7.

Regulation 9 – Other Income

1. The Commission may receive revenue from the sales of fish harvested during the course of research or other scientific operations, pursuant to Article III, Paragraph 2 of the Convention. Revenue from the sale of fish related to the IPHC's Fishery-Independent Setline Survey (FISS) shall be credited to the Supplemental-FISS Fund. Revenue from the sale of fish for Pacific



halibut research or operations not related to the IPHC's FISS shall be credited to the General Fund.

2. The Commission may receive, on occasion, income in addition to those received from the Contracting Parties to fund the Commission's annual budget. Such funds may be from contracted or granted research agreements or from private organizations or other government agencies for the purpose of funding Pacific halibut research or operations.

Regulation 10 - Funds

1. All monetary holdings shall be subject to the Funds and Investment Policy of the Commission as follows: ~~(provided at Appendix I), which will include the approved purposes, limits, and specific rules of use for each.~~

a. ~~Cash accounts – Funds will be maintained in a checking account. Funds in excess of annual operating expenses will be held in the Savings Account or an Investment Account. Funds in the Investment Account shall be in a Money Market or Certificate of Deposit (CD). Certificates of Deposit shall not extend beyond 12-months.~~

a.b. ~~Retirement accounts – Funds held in the Commission retirement accounts will be subject to the recommendations of the Financial Advisors and executed by the plan administrator. The Commission's goal is to achieve a total return of 6% after inflation over a 3-5 year period.~~

2. ~~There shall be a General checking, savings, Supplemental FISS, and Reserve cash investment fund-account for the purposes of holding all monetary funds received. Other fund-or fundsaccounts may be established by the Commission as necessary.~~

2.3. ~~Fund accounting will be established to track assets, liabilities, equity, income, and expenses called General, Research, Statistics, FISS, and Reserve.~~

3.4. ~~The General Fund-General Fund shall be a Contracting Party contributions fund and shall be used to support the general operations and (administrative), statistics, and research, and administrative expenditures of the Commission.~~

4.5. The following funds shall be credited to the General Fund:

- a) Contributions received from the Contracting Parties;
- b) Receipts from the sale of surplus Commission property purchased from the General Fund;
- c) Interest income earned by the General Fund checking and savings cash accounts;



d) Receipts from the sale of fish related to Pacific halibut research or operations, and not related to FISS;

e) Salaries and benefits for secretariat staff related to the general administration of the IPHC.

~~e) Receipts from grants and contracts related to Pacific halibut research or operations.~~

6. The following funds shall be credited to the Research Fund:

a) Receipts from grants and contracts related to Pacific halibut research;

a)b) Contributions received by Contracting Parties as internal Fund transfers from the General fund;

c) Salaries and benefits for secretariat staff related to research.

7. The following funds shall be credited to the Statistics Fund:

a) Receipts from grants and contracts related to catch effort statistics of Pacific halibut;

a)b) Contributions received by Contracting Parties as internal Fund transfers from the General fund;

c) Salaries and benefits for secretariat staff related to catch effort statistics.

~~6.8.~~ The following funds shall be credited to the Supplemental FISS Fund:

a) Receipts from the sale of fish related to the IPHC's Fishery-Independent Setline Survey (FISS);

b) Receipts from the sales of surplus Commission property purchased from the ~~Supplemental FISS~~ Fund;

~~e) Interest income earned by the Reserve Fund;~~

~~d)c) Receipts from grants and contracts related to the IPHC's Fishery-Independent Setline Survey (FISS);~~

~~e)d) Salaries and benefits for secretariat staff related to the FISS.~~

~~7.9.~~ The Reserve Fund is an unrestricted fund intended to stabilize the Commission's operations when expected or unexpected events occur. The Reserve Fund may be used when Contracting Party contributions are not received when invoiced. The Reserve Fund may also be used as working capital to the working capital fund and shall be used to support the IPHC's Fishery-Independent Setline Survey (FISS) and approved research. The goal of the Reserve fund is to carry a balance equivalent to 6 months' worth of expenses for the FISS.



~~8.10.~~ The Executive Director may authorize transfers ~~of funds~~ from the Reserve Fund to the ~~Supplemental FISS~~ General Fund, Research Fund, Statistics Fund, or FISS Fund to the extent necessary to finance ~~approved budgetary expenditures obligations and associated expenditures pending receipt of revenue generated from FISS fish sales.~~

~~9.11.~~ The Executive Director may ~~authorize~~ transfers ~~funds~~ between funds as allowed by the approved budget and defined purposes, limits, and rules of use for each.

~~10.12.~~ Previous year's surplus funds shall be retained in the General and ~~Supplemental FISS~~ Funds based on the stated policy in this section. Surplus funds shall be reviewed by the FAC, in conjunction with review of the previous year's expenses.

Regulation 11 – Custody of Funds

1. The Executive Director shall designate the bank or banks in which the funds of the Commission shall be kept and shall report the identity of the bank or banks so designated to the Commission.

Regulation 12 – Internal Controls

1. The Executive Director shall be accountable to the Commission for the proper management of the Commission's financial resources in accordance with the Commission's Rules of Procedure (2020, or any subsequent revision) and these Regulations.
2. No obligations shall be incurred until allotments or other appropriate authorizations have been made in writing under the authority of the Executive Director. In emergent situations the Executive Directory may give verbal approval to incur the obligation. In emergent situations the verbal authorization must be documented within 24-hours of the authorization.
3. The Executive Director shall:
 - a) Establish detailed financial procedures to ensure effective financial administration and financial stability;
 - b) Sign on behalf of the Commission for all financial and ordinary business matters of the Commission, up to authorization levels;
 - c) Cause all payments to be made on the basis of supporting invoices and other documents and ensure that services or goods contracted for have been received;
 - d) Designate in writing the Commission's Secretariat staff who may receive monies, incur obligations, sign on behalf of the Commission, and make payments on behalf of the



Commission up to the threshold defined by the Executive Director, but not exceeding ~~his/her own individual~~ authorized levels.

4. The Executive Director may, after full investigation, authorize the writing off of losses of cash and other assets, provided that a statement explaining the losses shall be submitted to the FAC.
5. The Executive Director may, with the approval of the Chairperson of the Commission, authorize the transfer of unused or surplus equipment and/or supplies to charitable organizations or to scientific societies associated with the Commission. The record of all such transfers shall be available for the independent External Auditors.
6. For the issuance of purchase orders and contracts in excess of \$250,000 and all vessel charter agreements the Executive Director shall obtain the approval of the Chairperson ~~and~~ Vice-Chairperson.
7. In the case of unforeseen conditions, the Executive Director may deviate from approved total budget levels at the discretion of the Chairperson and Vice-Chairperson.

Regulation 13 - Reporting

1. The Executive Director shall maintain such accounting records as are necessary for each fiscal year and shall submit to the Contracting Parties annual accounting records for the fiscal year to which they relate, including the following:
 - a) Outstanding obligations and receivables at the beginning and end of the year;
 - b) Changes in balances at the beginning and end of the year;
 - ~~e) Income and expenditures of all funds;~~
 - ~~d)c) _____~~ The status of all funds, including:
 - i. The ~~original~~-budgeted funding for the year;
 - ii. The Contracting Party contributions as modified by any transfers;
 - iii. Income Sources, if any, other than Contracting Party contributions;
 - ~~iv. The amounts charged against those Contracting Party contributions and other income sources;~~
 - v. The ~~status income and expenditures for the of the~~ General Fund, Research Fund, Statistics Fund and the Supplemental-FISS Funds, and of any other funds that has been established;



-
- vi. The balance sheet for the Reserve Fund and a Statement regarding working capital available to meet cash needs for expenditures ~~for in~~ the next fiscal year.
 - vii. Such other information as may be appropriate to indicate the current financial position of the Commission.

Regulation 14 – External Audit

1. The accounts of the Commission shall be audited annually by external auditors recommended by the FAC and appointed by the Commission. The Auditors shall be ~~appointed~~ contracted for a term of three (3) years, and may be ~~reappointed~~ extended to multiple terms.
2. The contents identified in the Auditors Provided By Client (PBC) list shall be submitted by the Executive Director to the Auditors appointed by the Commission not later than sixty (60) days after the end of a fiscal year.
3. The Auditors shall perform such an audit as they deem necessary to determine:
 - a) That the financial statements fairly present the financial activities and position of the Commission as of year-end;
 - b) That the financial transactions reflected in the statements are in accordance with these Financial Regulations;
 - c) That the monies on deposit and on hand are vouched for by the Commission's depositories or by actual count, with exception of petty cash.
 - d) That assets, liabilities, equity, income, and expenses are tracked by fund (General, Research, Statistics, FISS, and Reserve). ~~Equity proportions for the Contracting Parties based on their contributions to the joint expenses shared by them under Article III, Paragraph 1 of the Convention.~~
4. The Auditors shall be sole judges as to the acceptance in whole or in part of such financial records by the Executive Director or his/her delegate, and they may proceed to detailed examination and verifications of such financial records as they choose.
5. The Auditors, in addition to certifying the correctness of the accounts, may make such observations as they deem desirable with respect to the efficiency of the financial procedures, the accounting system, the internal financial controls, and in general, the financial consequences of administrative practices.
6. The Auditors shall, if required, recommend changes or adjustments to the books and records to the Executive Director.



-
7. The Auditors shall prepare a report on the accounts certified, and shall discuss their report with the Executive Director prior to submission to the FAC and Commission. The Auditors shall submit their report to the Commission, via the FAC, no later than 90 days following the end of the fiscal year to which the accounts relate.
 8. The Commission may request the Auditors to perform certain specific examinations and issue separate reports regarding the books and records.

Regulation 15 – Bonding

1. The Executive Director and such other members of the IPHC Secretariat as may be deemed necessary shall be bonded in United States currency by a reputable bonding company in amounts determined by the Commission. The cost of the premiums for bonding shall be assumed by the Commission.

Regulation 16 – Insurance

1. The Executive Director may take out suitable insurance policies with reputable financial institutions against normal risks to its assets, operations, and personnel. The cost of the premiums for insurance shall be assumed by the Commission.

Regulation 17 – Delegation of Authority

1. The Executive Director may delegate to other members of the IPHC Secretariat or the Commission such of his/her powers as he/she considers necessary for the effective implementation of these Regulations.

Regulation 18 – Interpretation

1. The Chairperson may rule, after such consultation with the Commissioner's as the Chairperson deems necessary, in cases of doubt as to the interpretation and application of any of these Regulations.



Regulation 19 – General Provisions

1. These Financial Regulations should be reviewed for their consistency and appropriateness at least biennially.
2. These Financial Regulations may be amended from time to time by vote of the Commission in accordance with the voting procedure noted in Rule 11 of the IPHC Rules of Procedure (~~2019~~2020, or any subsequent revision), provided such amendment is not inconsistent with the provisions of the Convention.
3. Copies of superseded Financial Regulations shall be archived by the Executive Director.
4. These Financial Regulations were adopted by consensus on DD January 2021~~3 March 2020~~, and supersede those previously adopted by the Commission on 3 March 2020~~1 February 2019~~.



APPENDIX I

IPHC INVESTMENT POLICY

I. Introduction

The investment policy was adopted by the International Pacific Halibut Commission (IPHC) on 3 March 2020, pursuant to the Commission's Financial Regulations, to define the various funds held by the Commission and issue guidelines for their management. These policies supersede any previous investment policies.

II. Responsibilities

Finance and Administration Committee (FAC):

As constituted by the Commission's Financial Regulations, the FAC is responsible for monitoring the management of the Commission's financial position.

The FAC shall review the Investment Policy (the Policy) annually to ensure it is consistent with the mission of the IPHC and accurately reflects current financial conditions. The FAC shall recommend any changes in this policy to the Commission.

Executive Director

The Executive Director is the Commission's fiduciary. As specified by the Commission's Financial Regulations, the Executive Director is accountable to the Commission for the proper management of the Commission's financial resources.

The Executive Director is authorized to delegate (in writing) certain responsibilities to other members of the IPHC Secretariat. With Commission approval, the Executive Director may also delegate certain responsibilities to professional financial experts in various fields. These professional financial services include, but are not limited to, investment management, investment custodian, and additional specialists. In particular, it is anticipated that the services of a registered investment manager may be engaged to manage portions of the Reserve and/or Supplemental Funds if the total combined funds exceed \$10 million USD.

Professional Financial Services

The following procedure shall be used to engage or replace professional financial services, using the example of an investment manager:

1. If the FAC deems it necessary, the Executive Director will recommend the hiring or replacing of an investment manager to the FAC.



- ~~2. The Executive Director will nominate prospective candidates and send a request for proposal to each candidate.~~
- ~~3. The Executive Director and his/her appointed selection Panel, will review proposals and interview candidates to determine the appropriate investment manager(s) and pass their findings to the FAC.~~
- ~~4. The FAC will make the hiring recommendation to the Commissioners, who shall have the final approval.~~

III. Suitable and Authorized Investments

For the purposes of managing investment risk the following investment vehicles will be permitted by this Policy:

- ~~● **Interest-Bearing Savings Account** — Federally insured (FDIC/NCUA) institutional saving account. Institution defined as state or federally chartered bank or credit union.~~
- ~~● **Certificate of Deposit (CD)** — Federally insured (FDIC/NCUA) institutional time deposit. Institution defined as state or federally chartered bank or credit union. Aggregate investments per entity must be at or below insurable limit.~~
- ~~● **Money Market Mutual Funds** — Mutual Fund investing in short term debt securities and U.S. treasury obligations for preservation of capital and maintaining liquidity.~~
- ~~● **Interest Bearing Checking Account** — Federally insured (FDIC/NCUA) institutional checking account. Institution defined as state or federally chartered bank or credit union.~~
- ~~● **U.S. Treasury Obligations** — Direct obligations of the United States Treasury whose payment is guaranteed by the United States. Direct obligations include, but are not limited to, U.S. Treasury Bills, U.S. Treasury Notes, U.S. Treasury Bonds, U.S. Treasury Inflation-Protected Securities (TIPS), and Zero Coupon Securities (STRIPS).~~
- ~~● **U.S. Agency Obligations** — U.S. Government Agencies, Government Sponsored Enterprises (GSE's), Corporations, or Instrumentalities of the U.S. Government. U.S. Agency Obligations include, but are not limited to, Federal National Mortgage Association ((FNMA), Federal Home Loan Mortgage Corporation (FHLMC), Federal Home Loan Bank (FHLB), and Federal Farm Credit Bureau (FFCB). Agency obligations that have been securitized in collateralized mortgage trusts are prohibited.~~
- ~~● **Mutual Funds (U.S. Government-Backed Only)** — Investments are limited to mutual funds consisting of 100% U.S. Government Obligations.~~
- ~~● **Corporate Paper** — Unsecured short term promissory notes issues by corporations, municipalities, and sovereigns for a specific maturity at a stated rate of interest. To be eligible for purchase, the rating of the note must be at least P1 by Moody's Investor Service and/or A1 by Standard & Poor's Corporation.~~

IV. Authorized IPHC Funds

For the purposes of managing investment risk and to optimize investment returns within acceptable risk parameters, the following will be created and held separately with independent regulations and rules for each:



Funds

- ~~General Fund~~
- ~~Supplemental Fund~~
- ~~Reserve Fund~~

V. Funds

Purpose

~~**General and Supplemental:** The purpose of the General and Supplemental Funds are to provide sufficient cash to meet the day to day financial obligations of the IPHC in a timely manner. Requirements for credits to and expenditures from the two funds (General and Supplemental) are specified in the Financial Regulations.~~

~~**Reserve:** The purpose of the Reserve Fund is to meet the specific expense needs for each account and to improve the return on funds held for expenditure for up to five years. Unless otherwise stated all Reserve funds are reported as ‘without donor restrictions’ rather than ‘temporarily restricted’.~~

Fund Descriptions and Rules

General Fund

~~The General Fund is a checking fund funded by Contracting Party contributions. The General Fund shall be used to support the general operations and administrative expenditures of the Commission.~~

Supplemental Fund

~~The Supplemental Fund is funded by the revenue generated from IPHC’s Fishery Independent Setline Survey (FISS). The Supplemental Fund shall be used to support FISS operations and associated research.~~

Reserve Fund

~~The Reserve Fund provides the funds to respond to unforeseen contingencies that cannot be met by the General or Supplemental Funds alone.~~

Investment Guidelines

Objectives

~~The investment objectives of the Reserve Fund are:~~

- ~~Preservation of capital~~
- ~~Liquidity~~

Allowable Investments

~~See Section III of this Investment Policy.~~



Maturity

~~Investments should be scheduled in such a way to ensure adequate cash flow.~~

- ~~• The maturities on investments for the Reserve Fund shall be 18 months or less.~~

Reporting

~~The Executive Director shall prepare the following reports for presentation on at least an annual basis to the FAC including:~~

- ~~• Schedule of investments~~
- ~~• Interest income year to date~~

Fund Guidelines

- ~~• No more than 75% of the Reserve Fund may be utilized within a fiscal year without approval of the Commission, in accordance with the IPHC Rules of Procedure (2020, or any subsequent revision).~~
- ~~• The ordered priorities for use of surplus funds in the Reserve Fund will be 1) general operating FISS costs; 2) ongoing administrative and operations costs related to fishery monitoring and assessment; 3) research costs.~~
- ~~• Subject to annual confirmation by the Commission, the Executive Director may expend funds from the Reserve Fund, up to, but not exceeding the limit of the Executive Director's discretionary spending authority.~~
- ~~• Proposals for use of surplus funds in the Reserve Fund, beyond the Executive Director's authority, will be submitted to the Commission by the Executive Director. Such proposals must identify the circumstances that require funds from the Reserve Fund; measures or circumstances that will avoid additional requirements from the Reserve Fund; and, measures or circumstances that may result in replenishment of the Reserve Fund.~~
- Proposals for use of surplus funds in the Reserve Fund will be reviewed by the FAC and recommendation for their approval forwarded to the Commission. Upon recommendation of the FAC, the Commission may approve the Executive Director's proposals for use of the Reserve Fund.



DRAFT: IPHC Rules of Procedure (2021)

PREPARED BY: IPHC SECRETARIAT (D. WILSON, 14 DECEMBER 2020)

PURPOSE

To provide the Commission with proposed amendments to the IPHC Rules of Procedure (2020).

BACKGROUND

In accordance with Rule 19, paragraph 1 of the IPHC Rules of Procedure (2020), which states:

“1. These Rules of Procedure should be reviewed for their consistency and appropriateness at least biennially.”

At the 7th Special Session of the IPHC (SS07; 20 May 2020), the Commission made the following request of the IPHC Secretariat regarding on the IPHC Rules of Procedure:

IPHC-2020-ID009 Intersessional meeting formats

*“The Commission **REQUESTED** that the IPHC Secretariat prepare draft guidelines for intersessional meetings to compliment those already contained with the IPHC Rules of Procedure (2020), given the potential ongoing COVID-19 impacts.”*

DISCUSSION

Provided at [Appendix I](#) are proposed revisions to the IPHC Rules of Procedure (2020), which incorporate process and functional amendments intended to further modernise the IPHC’s governance procedures for public intersessional meetings of the Commission.

Specifically to Rule 6 (Sessions of the Commission) and Rule 11 (Decision making).

RECOMMENDATION/S

That the Commission:

- 1) **NOTE** paper IPHC-2020-IM096-16 which proposed amendments to the IPHC Rules of Procedure (2020).
- 2) **ADOPT** the amendments to the IPHC Rules of Procedure as provided at [Appendix I](#), and **REQUEST** that the IPHC Secretariat publish the IPHC Rules of Procedure (2021).

APPENDICES

[Appendix I](#): DRAFT: International Pacific Halibut Commission Rules of Procedure (2021), Rules 6 and 11.

APPENDIX I

Rule 6 – Sessions of the Commission

Regular Sessions

1. The Commission may alternate its regular Sessions of the Annual Meeting and its Interim Meeting between Canada and the United States of America, or via electronic means in exceptional circumstances, and may hold other meetings as it may determine necessary.
- ~~1.2.~~ Meetings of the Commission may be open to Observers and the general public.
- ~~2.3.~~ Meetings of the Commission shall be available via electronic communication means approved by the Commission, unless the Commission otherwise decides.
- ~~3.4.~~ Meetings with representatives of the Pacific halibut fishing industry may be held annually at the seat of the Commission or at any other place that the Commission shall determine, and arrangements for such meetings shall be determined by the Chairperson in consultation with the Executive Director.
- ~~4.5.~~ Invitations to meetings of the Commission shall be prepared by the Executive Director and issued no later than **90 days** in advance of the date fixed for the opening of the Session.

Special Sessions

6. The Commission may hold Special Sessions of the Commission as it may determine necessary, if so requested by the Chairperson and Vice-Chairperson.
7. Invitations to Special Sessions shall be issued not less than **15 days** in advance of the date fixed for the opening of the Session.
8. Any documents to be discussed at a Special Session of the Commission shall be submitted to the Executive Director no less than **10 days** before the date fixed for the opening of the Special Session, unless otherwise decided by the Commission. Documents received later than 10 days in advance of the Special Session shall be deemed as Information Papers only.
9. Amendments to existing IPHC Fishery Regulations shall be submitted to the Executive Director no less than **15 days** before the date fixed for the opening of the Special Session at which they are to be considered, unless otherwise decided by the Commission. The Executive Director shall make the proposals available on the public access area of the IPHC website no later than one (1) business day after receipt.
10. The procedures of the Special Session established in accordance with paragraph Rule 6, para 6 shall be governed *mutatis mutandis* by the Rules of Procedure of the Commission.

Rule 11 – Decision making

Decision-making at Sessions of the Commission

1. As a general rule, decision-making in the Commission should be by consensus. For the purposes of these rules, “consensus” means the absence of any formal objection made at the time the decision was taken.
2. If it appears to the Chairperson that all efforts to reach a decision by consensus have been exhausted, decisions will be made in accordance with Article III, paragraph 1 of the Convention.
3. Each Commissioner shall be entitled to one vote, and in accordance with Article III, Paragraph 1 of the Convention, all decisions of the Commission shall be made by a concurring vote of at least two of the Commissioners of each Contracting Party. At meetings, a public vote shall be taken by show of hands or roll call of the Commissioners, whether in person or via electronic communication, on each issue.

Intersessional decision-making

4. In case of the need for adoption of an emergency measure between Sessions, or where a decision needs to be taken intersessionally, the Chairperson may propose that a decision be taken by mail, telephone, or electronic communication.
5. When a decision is to be taken by electronic means, the Executive Director shall transmit the proposed decision to all Commissioners.
6. Commissioners shall promptly acknowledge receipt of any proposed decision by electronic means. If no acknowledgement is received from any particular Commissioner within one week of the date of transmittal, the Executive Director will retransmit the proposed decision, and will use all reasonable means to ensure that it has been received.
7. Members shall have ~~30~~10 days to respond, unless a longer period is specified by the Executive Director in the transmittal.
8. If no reply from a Commissioner reaches the Executive Director within the period established under [Rule 11.8](#), that decision shall be deferred to the next session of the Commission.
9. All inter-sessional decisions must be made by consensus.
10. The Executive Director shall promptly ascertain and transmit the decision to all Commissioners via an IPHC Circular. The date of that transmittal shall be the ‘date of notification’. Such decisions shall be duly recorded in the Commission's records by the Executive Director. Copies of such decisions shall be published with unique Intersessional Decision (ID) numbering on the IPHC website, via an IPHC Circular.

INTERNATIONAL PACIFIC



HALIBUT COMMISSION

Financial Statement FY2020

Agenda Item 4

IPHC-2021-FAC097-04



PURPOSE & BACKGROUND

PURPOSE

To provide the FAC with an end of year financial statement for FY2020 (financial period: 1 October 2019 to 30 September 2020).

BACKGROUND

For FY2020, the IPHC originally budgeted with the aim of drawing down on the 'carryover' from prior years. Specifically, the IPHC adopted an expense budget that was US\$759,838 greater than the expected income. However, at AM096 in February 2020, the Commission made the following observation:

IPHC-2020-AM096-R (para. 124) "The Commission NOTED that the FY2020 General Fund was approved with the expectation that it would run at a loss of US\$759,838 to draw down the carry-over. However, given that the previously targeted level of carry-over funds has been reached one year ahead of schedule (due to FISS fish sales ~\$1,200,000 less than budgeted), the IPHC Secretariat would seek to reduce operating expenses to match income. The IPHC Secretariat intends on providing the Commission with a list of budget lines to be reduced intersessionally."



STATEMENT OF FINANCIAL POSITION

The total Assets as year-end closing totaled **US\$3,072,772.68**

The total equity or combined fund balance at year-end closing totaled **US\$1,941,434.32**

The Reserve fund held the majority of the equity with **US\$1,134,337.91** at year-end closing

Fund equity balances at year end:

- General Fund: US\$275,872.27 – There was a correction for erroneous accounts payables in the amount of \$356,669. This correction was incorporated into the fund balance.
- Research Fund: US\$(5,397.29) – Internal funds transfers may be required from the General Fund in support of Research activities.
- Statistics Fund: US\$1,323.95 – The cost recovery from sampling Pacific halibut in FY2020 was increased to US\$543,666 up from US\$483,096 in FY2019.
- FISS Fund: US\$535,297.48 – The equity balance for the FISS at the year-end closing.
- Reserve Fund: US\$1,134,227.91 – The Reserve Fund carries the majority of the equity in the checking and saving cash accounts are Wells Fargo.
- Other Funds: All other funds and associated cash accounts were closed in FY2020.



FY2020 – BALANCE SHEET (ALL FUNDS)

Account Number	Account Name	Amount
Assets		
10000	Cash in Bank (Wells Fargo)	\$ 2,407,746.64
10200	Investments - Certificate of Deposit	\$ 201,346.62
11000	Accounts Receivable	\$ 416,318.23
13000	Prepaid Expenses	\$ 34,671.99
14000	Deposits	\$ 12,789.20
Total Assets		<u>\$ 3,072,872.68</u>
Liabilities		
20000	Purchase Card - US Bank	\$ 54,672.67
20100	Travel Card - US Bank	\$ (9,024.65)
21000	Accounts Payable	\$ 108,793.31
22000	Payroll Tax Liabilities	\$ 59,865.99
22100	Payroll Benefit Liabilities	\$ 917,076.54
Total Liabilities		<u>\$ 1,131,383.86</u>
Equity		
30100	10 - General	\$ 275,872.27
30200	20 - Research	\$ (5,397.29)
30300	30 - Statistics	\$ 1,323.95
30400	40 - FISS	\$ 535,351.98
30500	50 - Reserve	\$ 1,134,337.91
Total Equity		<u>\$ 1,941,488.82</u>
Total Liabilities + Total Equity		<u><u>\$ 3,072,872.68</u></u>

Accrual basis



FY2020 – BALANCE SHEET (BY FUND)

Account Number	Account Name	10 - General	20 - Research	30 - Statistics	40 - FISS	50 - Reserve	Amount
Assets							
10000	Cash in Bank (Wells Fargo)	\$ 1,336,180.16	\$ 26,382.71	\$ 24,181.73	\$ 85,173.04	\$ 935,829.00	\$ 2,407,746.64
10200	Investments - Certificate of Deposit	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,837.71	\$ 198,508.91	\$ 201,346.62
11000	Accounts Receivable	\$ 111,250.18	\$ 0.00	\$ 240.61	\$ 304,827.44	\$ 0.00	\$ 416,318.23
13000	Prepaid Expenses	\$ 34,671.99	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 34,671.99
14000	Deposits	\$ 11,705.86	\$ 0.00	\$ 1,083.34	\$ 0.00	\$ 0.00	\$ 12,789.20
Total Assets		\$ 1,493,808.19	\$ 26,382.71	\$ 25,505.68	\$ 392,838.19	\$ 1,134,337.91	\$ 3,072,872.68
Liabilities							
20000	Purchase Card - US Bank	\$ 35,341.87	\$ 5,241.88	\$ 2,761.01	\$ 11,327.91	\$ 0.00	\$ 54,672.67
20100	Travel Card - US Bank	\$ (11,925.25)	\$ 0.00	\$ (256.68)	\$ 3,157.28	\$ 0.00	\$ (9,024.65)
21000	Accounts Payable	\$ 33,461.99	\$ 26,538.12	\$ 17,916.16	\$ 30,877.04	\$ 0.00	\$ 108,793.31
22000	Payroll Tax Liabilities	\$ 53,116.68	\$ 0.00	\$ 3,761.24	\$ 2,988.07	\$ 0.00	\$ 59,865.99
22100	Payroll Benefit Liabilities	\$ 1,107,940.63	\$ 0.00	\$ 0.00	\$ (190,864.09)	\$ 0.00	\$ 917,076.54
Total Liabilities		\$ 1,217,935.92	\$ 31,780.00	\$ 24,181.73	\$ (142,513.79)	\$ 0.00	\$ 1,131,383.86
Equity							
30100	10 - General	\$ 275,872.27	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 275,872.27
30200	20 - Research	\$ 0.00	\$ (5,397.29)	\$ 0.00	\$ 0.00	\$ 0.00	\$ (5,397.29)
30300	30 - Statistics	\$ 0.00	\$ 0.00	\$ 1,323.95	\$ 0.00	\$ 0.00	\$ 1,323.95
30400	40 - FISS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 535,351.98	\$ 0.00	\$ 535,351.98
30500	50 - Reserve	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,134,337.91	\$ 1,134,337.91
Total Equity		\$ 275,872.27	\$ (5,397.29)	\$ 1,323.95	\$ 535,351.98	\$ 1,134,337.91	\$ 1,941,488.82
Total Liabilities + Total Equity		\$ 1,493,808.19	\$ 26,382.71	\$ 25,505.68	\$ 392,838.19	\$ 1,134,337.91	\$ 3,072,872.68

Accrual basis



INTERNATIONAL PACIFIC
HALIBUT COMMISSION

IPHC

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FY2020 – BUDGET TO ACTUALS (ALL FUNDS)

Account Number	Account Name	Actual	Annual Budget	Annual Budget %
Income				
40000	Contracting Party Contributions	\$ 0.00	\$ 0.00	0%
40000.01	Canada	\$ 874,176.53	\$ 874,182.00	100%
40000.02	United States of America	\$ 4,020,903.00	\$ 4,020,903.00	100%
Total for 40000 - Contracting Party Contributions		\$ 4,895,079.53	\$ 4,895,085.00	100%
40050	IFC Pension	\$ 0.00	\$ 0.00	0%
40050.01	IFC Pension - Canada	\$ 111,250.00	\$ 111,250.00	100%
40050.02	IFC Pension - United States of America	\$ 139,424.00	\$ 139,424.00	100%
Total for 40050 - IFC Pension		\$ 250,674.00	\$ 250,674.00	100%
40055	Headquarters (Lease & Maintenance)	\$ 371,673.00	\$ 371,673.00	0%
40060	Other Income	\$ 19,149.02	\$ 821,135.00	2.33%
40100	Grants, Contracts & Agreements	\$ 635,000.86	\$ 449,562.00	141.25%
40200	Interest Income	\$ 0.00	\$ 0.00	0%
40200.01	Bank Interest	\$ 91.28	\$ 1,125.00	8.11%
40200.02	CD Interest	\$ 11,600.81	\$ 5,000.00	232.02%
Total for 40200 - Interest Income		\$ 11,692.09	\$ 6,125.00	190.89%
40350	Fish Sales	\$ 0.00	\$ 0.00	0%
40350.01	Fish Sales - Pacific Halibut	\$ 4,008,734.57	\$ 4,904,582.00	81.73%
40350.02	Fish Sales - Byproduct	\$ 63,122.72	\$ 0.00	0%
Total for 40350 - Fish Sales		\$ 4,071,857.29	\$ 4,904,582.00	83.02%
42000	Gain/Loss	\$ 0.00	\$ 0.00	0%
42200.02	Unrealized Gain/Loss Investments	\$ (704.87)	\$ 0.00	0%
Total for 42000 - Gain/Loss		\$ (704.87)	\$ 0.00	0%
Total Income		\$ 10,254,420.92	\$ 11,698,836.00	87.65%

Cash basis



FY2020 – BUDGET TO ACTUALS (ALL FUNDS)

Account Number	Account Name	Actual	Annual Budget	Annual Budget %
Expense				
50000	Salaries & Wages	\$ 4,332,877.19	\$ 4,179,343.00	103.67%
50100	Benefits	\$ 1,632,611.39	\$ 1,573,438.00	103.76%
50200	Training & Education	\$ 34,933.49	\$ 52,000.00	67.18%
50300	Personnel Related Expenses	\$ 17,182.37	\$ 135,224.00	12.71%
51000	Publications	\$ 15,732.43	\$ 37,000.00	42.52%
51100	Mailing and Shipping	\$ 85,092.71	\$ 0.00	0%
51200	Travel	\$ 114,338.00	\$ 309,120.00	36.99%
51300	Meeting and Conference Expenses	\$ 177,527.90	\$ 154,500.00	114.9%
51400	Technology	\$ 121,787.54	\$ 0.00	0%
52000	Professional Fees	\$ 239,417.13	\$ 34,750.00	688.97%
52100	Vessel Expenses	\$ 835,376.66	\$ 0.00	0%
52200	Other Fees and Charges	\$ 177,402.03	\$ 639,427.00	27.74%
52300	Leases and Contracts	\$ 1,983,189.31	\$ 2,569,956.00	77.17%
54000	Communications	\$ 17,544.74	\$ 104,915.00	16.72%
53000	Equipment Expense	\$ 113,338.22	\$ 173,410.00	65.36%
53100	Supplies Expense	\$ 632,428.21	\$ 1,162,992.00	54.38%
53200	Maintenance and Utilities	\$ 23,893.31	\$ 497,518.00	4.8%
53300	Facility Rentals	\$ 377,164.74	\$ 20,000.00	1885.82%
55100	Other Expenses	\$ 8,119.79	\$ 0.00	0%
56444	AR Adjustments	\$ 5.17	\$ 0.00	0%
Total Expense		\$ 10,939,962.33	\$ 11,643,593.00	93.96%

Cash basis



FY2020 – INCOME STATEMENT (BY FUND)

Account Number	Account Name	10 - General	20 - Research	30 - Statistics	40 - FISS	50 - Reserve	Amount	Annual Budget
Income								
40000	Contracting Party Contributions	\$ 4,895,079.53	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,895,079.53	\$ 4,895,085.00
40050	IFC Pension	\$ 250,674.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 250,674.00	\$ 250,674.00
40055	Headquarters (Lease & Maintenance)	\$ 371,673.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 371,673.00	\$ 371,673.00
40060	Other Income	\$ 14,769.40	\$ 0.00	\$ 0.00	\$ 4,379.62	\$ 0.00	\$ 19,149.02	\$ 821,135.00
40100	Grants, Contracts & Agreements	\$ 4,700.00	\$ 350,571.86	\$ 238,059.00	\$ 41,670.00	\$ 0.00	\$ 635,000.86	\$ 449,562.00
40200	Interest Income	\$ 2,205.14	\$ 0.00	\$ 0.00	\$ 9,486.95	\$ 0.00	\$ 11,692.09	\$ 6,125.00
40350	Fish Sales	\$ 49,047.68	\$ 0.00	\$ 0.00	\$ 4,022,809.61	\$ 0.00	\$ 4,071,857.29	\$ 4,904,582.00
42000	Gain/Loss	\$ (704.87)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ (704.87)	\$ 0.00
Total Income		\$ 5,587,443.88	\$ 350,571.86	\$ 238,059.00	\$ 4,078,346.18	\$ 0.00	\$ 10,254,420.92	\$ 11,698,836.00
Expense								
50000	Salaries & Wages	\$ 2,921,513.36	\$ 77,706.45	\$ 605,711.97	\$ 727,945.41	\$ 0.00	\$ 4,332,877.19	\$ 4,179,343.00
50100	Benefits	\$ 1,259,448.97	\$ 16,501.26	\$ 180,669.24	\$ 175,991.92	\$ 0.00	\$ 1,632,611.39	\$ 1,573,438.00
50200	Training & Education	\$ 12,596.05	\$ 0.00	\$ 19,839.82	\$ 2,497.62	\$ 0.00	\$ 34,933.49	\$ 52,000.00
50300	Personnel Related Expenses	\$ 2,411.76	\$ 279.39	\$ 13,671.37	\$ 819.85	\$ 0.00	\$ 17,182.37	\$ 135,224.00
51000	Publications	\$ 13,867.43	\$ 1,865.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,732.43	\$ 37,000.00
51100	Mailing and Shipping	\$ 482.98	\$ 2,031.50	\$ 7,989.39	\$ 74,588.84	\$ 0.00	\$ 85,092.71	\$ 0.00
51200	Travel	\$ 53,915.63	\$ 10,500.22	\$ 16,989.00	\$ 32,933.15	\$ 0.00	\$ 114,338.00	\$ 309,120.00
51300	Meeting and Conference Expenses	\$ 177,527.90	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 177,527.90	\$ 154,500.00
51400	Technology	\$ 121,787.54	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 121,787.54	\$ 0.00
52000	Professional Fees	\$ 239,260.75	\$ 0.00	\$ 0.00	\$ 156.38	\$ 0.00	\$ 239,417.13	\$ 34,750.00
52100	Vessel Expenses	\$ 0.00	\$ 441.02	\$ 0.00	\$ 834,935.64	\$ 0.00	\$ 835,376.66	\$ 0.00
52200	Other Fees and Charges	\$ 103,606.01	\$ 954.45	\$ 0.00	\$ 72,841.57	\$ 0.00	\$ 177,402.03	\$ 639,427.00
52300	Leases and Contracts	\$ 361,389.28	\$ 121,992.12	\$ 36,819.29	\$ 1,462,988.62	\$ 0.00	\$ 1,983,189.31	\$ 2,569,956.00
54000	Communications	\$ 16,108.07	\$ 0.00	\$ 402.20	\$ 1,034.47	\$ 0.00	\$ 17,544.74	\$ 104,915.00
53000	Equipment Expense	\$ 28,013.05	\$ 1,137.48	\$ 17,998.30	\$ 66,189.39	\$ 0.00	\$ 113,338.22	\$ 173,410.00
53100	Supplies Expense	\$ 32,071.63	\$ 30,163.06	\$ 1,742.22	\$ 568,451.30	\$ 0.00	\$ 632,428.21	\$ 1,162,992.00
53200	Maintenance and Utilities	\$ 23,331.31	\$ 562.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 23,893.31	\$ 497,518.00
53300	Facility Rentals	\$ 370,984.74	\$ 0.00	\$ 6,180.00	\$ 0.00	\$ 0.00	\$ 377,164.74	\$ 20,000.00
55100	Other Expenses	\$ 8,114.79	\$ 0.00	\$ 0.00	\$ 5.00	\$ 0.00	\$ 8,119.79	\$ 0.00
56444	AR Adjustments	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5.17	\$ 0.00	\$ 5.17	\$ 0.00
Total Expense		\$ 5,746,431.25	\$ 264,133.95	\$ 908,012.80	\$ 4,021,384.33	\$ 0.00	\$ 10,939,962.33	\$ 11,643,593.00
Net Income (Loss)		\$ (158,987.37)	\$ 86,437.91	\$ (669,953.80)	\$ 56,961.85	\$ 0.00	\$ (685,541.41)	\$ 55,243.00

Cash basis



FY2020 – FUND ACTIVITY SUMMARY

Fund	Beginning Balance	Income	Expenses	Net Income (Expense)	Transfer	Net Increase (Decrease)	Ending Balance	[Beginning of Fiscal Year] Balance
Unrestricted Net Assets								
10 - General	\$ 262,184.21	\$ 5,587,443.88	\$ 5,746,431.25	\$ (158,987.37)	\$ 205,585.42	\$ 46,598.05	\$ 308,782.26	\$ 262,184.21
Total Unrestricted Net Assets	\$ 262,184.21	\$ 5,587,443.88	\$ 5,746,431.25	\$ (158,987.37)	\$ 205,585.42	\$ 46,598.05	\$ 308,782.26	\$ 262,184.21
Restricted Net Assets								
20 - Research	\$ 0.00	\$ 350,571.86	\$ 264,133.95	\$ 86,437.91	\$ (65,297.08)	\$ 21,140.83	\$ 21,140.83	\$ 0.00
30 - Statistics	\$ 0.00	\$ 238,059.00	\$ 908,012.80	\$ (669,953.80)	\$ 685,653.30	\$ 15,699.50	\$ 15,699.50	\$ 0.00
40 - FISS	\$ 181,663.79	\$ 4,078,346.18	\$ 4,021,384.33	\$ 56,961.85	\$ 23,948.69	\$ 80,910.54	\$ 262,574.33	\$ 181,663.79
50 - Reserve	\$ 1,000,000.16	\$ 0.00	\$ 0.00	\$ 0.00	\$ 134,337.75	\$ 134,337.75	\$ 1,134,337.91	\$ 1,000,000.16
Leave Liability	\$ 118,094.71	\$ 0.00	\$ 0.00	\$ 0.00	\$ (118,094.71)	\$ (118,094.71)	\$ 0.00	\$ 118,094.71
Annuitant Med.	\$ 263,900.16	\$ 0.00	\$ 0.00	\$ 0.00	\$ (263,900.16)	\$ (263,900.16)	\$ 0.00	\$ 263,900.16
Scholarship	\$ 246,132.69	\$ 0.00	\$ 0.00	\$ 0.00	\$ (246,132.69)	\$ (246,132.69)	\$ 0.00	\$ 246,132.69
Total Restricted Net Assets	\$ 1,809,791.51	\$ 4,666,977.04	\$ 5,193,531.08	\$ (526,554.04)	\$ 150,515.10	\$ (376,038.94)	\$ 1,433,752.57	\$ 1,809,791.51
Total	\$ 2,071,975.72	\$ 10,254,420.92	\$ 10,939,962.33	\$ (685,541.41)	\$ 356,100.52	\$ (329,440.89)	\$ 1,742,534.83	\$ 2,071,975.72

Cash basis



STATEMENT OF FINANCIAL ACTIVITIES BY MONTH

Account Number	Account Name	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	YTD Amount	Annual Budget
Income															
40000	Contracting Party Contributions	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,894,327.00	\$ 0.00	\$ 2,126,576.00	\$ 0.00	\$ 718,482.76	\$ 0.00	\$ 155,693.77	\$ 0.00	\$ 4,895,079.53	\$ 4,895,085.00
40050	IFC Pension	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 139,424.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 111,250.00	\$ 0.00	\$ 250,674.00	\$ 250,674.00
40055	Headquarters (Lease & Maintenance)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 371,673.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 371,673.00	\$ 371,673.00
40060	Other Income	\$ 2,117.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 843.29	\$ 0.00	\$ 0.00	\$ 0.00	\$ 504.51	\$ 221.59	\$ 13,019.44	\$ 2,443.19	\$ 19,149.02	\$ 821,135.00
40100	Grants, Contracts & Agreements	\$ 13,700.79	\$ 404,248.83	\$ 0.00	\$ 0.00	\$ 0.00	\$ 26,841.28	\$ 0.00	\$ 91,670.00	\$ 0.00	\$ 42,493.70	\$ 22,105.72	\$ 33,940.54	\$ 635,000.86	\$ 449,562.00
40200	Interest Income	\$ 5,730.67	\$ 1,605.62	\$ 1,005.92	\$ 2,676.72	\$ 287.39	\$ 210.34	\$ 140.36	\$ 25.60	\$ 3.77	\$ 1.87	\$ 0.21	\$ 3.62	\$ 11,692.09	\$ 6,125.00
40350	Fish Sales	\$ 6,567.38	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 49,047.68	\$ 0.00	\$ 624,629.10	\$ 2,126,739.66	\$ 1,264,873.47	\$ 4,071,857.29	\$ 4,904,582.00
42000	Gain/Loss	\$ 328.68	\$ (127.49)	\$ (727.45)	\$ (30.49)	\$ (148.12)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ (704.87)	\$ 0.00
Total Income		\$ 28,444.52	\$ 405,726.96	\$ 278.47	\$ 2,646.23	\$ 2,266,982.56	\$ 27,051.62	\$ 2,266,140.36	\$ 140,743.28	\$ 718,991.04	\$ 667,346.26	\$ 2,428,808.80	\$ 1,301,260.82	\$ 10,254,420.92	\$ 11,698,836.00
Expense															
50000	Salaries & Wages	\$ 353,681.55	\$ 325,468.06	\$ 306,077.87	\$ 303,468.42	\$ 305,166.75	\$ 324,044.67	\$ 338,791.24	\$ 308,298.65	\$ 363,618.99	\$ 542,149.49	\$ 506,498.92	\$ 355,612.58	\$ 4,332,877.19	\$ 4,179,343.00
50100	Benefits	\$ 184,350.39	\$ 93,417.90	\$ 136,700.28	\$ 151,098.65	\$ 403,216.01	\$ 118,668.64	\$ 152,547.79	\$ 192,953.12	\$ 115,255.37	\$ 212,466.76	\$ 118,558.97	\$ (246,622.49)	\$ 1,632,611.39	\$ 1,573,438.00
50200	Training & Education	\$ 2,137.16	\$ 1,029.35	\$ 725.00	\$ 12,105.82	\$ 8,299.00	\$ 5,451.77	\$ 2,530.12	\$ 2,257.60	\$ 836.74	\$ (532.38)	\$ 0.00	\$ 93.31	\$ 34,933.49	\$ 52,000.00
50300	Personnel Related Expenses	\$ 3,206.46	\$ 1,685.44	\$ (294.15)	\$ 12.82	\$ 505.41	\$ 0.00	\$ 0.00	\$ 495.61	\$ 0.00	\$ 2,823.34	\$ 0.00	\$ 8,747.44	\$ 17,182.37	\$ 135,224.00
51000	Publications	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 115.36	\$ 15,617.07	\$ 0.00	\$ 0.00	\$ 15,732.43	\$ 37,000.00
51100	Mailing and Shipping	\$ 269.78	\$ 4,692.74	\$ (887.48)	\$ 4,932.66	\$ 3,103.56	\$ (385.82)	\$ 27.51	\$ 330.36	\$ 7,212.46	\$ 36,693.99	\$ 14,743.45	\$ 14,359.50	\$ 85,092.71	\$ 0.00
51200	Travel	\$ 34,721.36	\$ 18,796.23	\$ (55,587.43)	\$ 48,752.24	\$ 19,554.83	\$ 23,452.30	\$ 257.96	\$ 1,285.46	\$ (31,012.77)	\$ 3,323.60	\$ 20,534.86	\$ 30,259.36	\$ 114,338.00	\$ 309,120.00
51300	Meeting and Conference Expenses	\$ 19,890.15	\$ 6,208.87	\$ 6,296.45	\$ 11,805.00	\$ 129,600.88	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 375.00	\$ 3,351.55	\$ 177,527.90	\$ 154,500.00
51400	Technology	\$ 14,737.01	\$ 1,892.70	\$ 5,440.01	\$ 5,792.13	\$ 1,945.68	\$ 17,443.27	\$ 3,375.12	\$ 10,646.12	\$ 8,891.24	\$ 24,551.84	\$ 8,671.02	\$ 18,401.40	\$ 121,787.54	\$ 0.00
52000	Professional Fees	\$ 11,327.51	\$ 9,617.80	\$ 23,935.10	\$ 25,177.24	\$ 22,777.45	\$ 28,551.96	\$ 55,509.42	\$ 89,252.62	\$ 14,623.01	\$ 86,616.32	\$ 48,186.23	\$ (176,157.53)	\$ 239,417.13	\$ 34,750.00
52100	Vessel Expenses	\$ 196,987.12	\$ 8,984.00	\$ 3,312.40	\$ 0.00	\$ 155,735.00	\$ 1,852.27	\$ 0.00	\$ 0.00	\$ 0.00	\$ 71,318.06	\$ 146,391.07	\$ 250,796.74	\$ 835,376.66	\$ 0.00
52200	Other Fees and Charges	\$ (1,031.92)	\$ 3,226.95	\$ 16,282.86	\$ 11,226.97	\$ (4,167.41)	\$ 554.40	\$ 889.08	\$ 548.76	\$ 88,320.67	\$ 6,188.91	\$ 18,614.03	\$ 36,748.73	\$ 177,402.03	\$ 639,427.00
52300	Leases and Contracts	\$ 23,830.42	\$ 18,397.20	\$ 5,417.79	\$ 35,606.16	\$ 48,856.89	\$ 22,953.19	\$ 36,271.97	\$ 62,560.48	\$ 43,232.21	\$ 354,954.73	\$ 643,425.13	\$ 687,683.14	\$ 1,983,189.31	\$ 2,569,956.00
54000	Communications	\$ 873.92	\$ 557.01	\$ 2,480.34	\$ 1,052.92	\$ 2,738.78	\$ 133.06	\$ 641.07	\$ 2,713.00	\$ 1,285.71	\$ 1,675.40	\$ 2,030.97	\$ 1,362.56	\$ 17,544.74	\$ 104,915.00
53000	Equipment Expense	\$ 36,120.38	\$ 3,491.18	\$ (34,646.89)	\$ 35,442.52	\$ 849.00	\$ 30.00	\$ 14,100.00	\$ 0.00	\$ 0.00	\$ 55,099.60	\$ 0.00	\$ 2,852.43	\$ 113,338.22	\$ 173,410.00
53100	Supplies Expense	\$ 6,031.28	\$ 9,449.35	\$ 2,162.30	\$ 360,093.62	\$ 53,140.71	\$ 11,668.10	\$ 50,689.96	\$ 7,987.38	\$ 11,070.44	\$ 7,402.46	\$ 108,461.69	\$ 4,270.92	\$ 632,428.21	\$ 1,162,992.00
53200	Maintenance and Utilities	\$ 75.96	\$ 0.00	\$ 4,078.17	\$ 4,125.79	\$ 3,850.23	\$ 2,166.75	\$ 0.00	\$ 4,336.10	\$ 100.45	\$ 2,418.87	\$ 68.02	\$ 2,672.97	\$ 23,893.31	\$ 497,518.00
53300	Facility Rentals	\$ 30,940.58	\$ 29,704.60	\$ 31,413.29	\$ 2,477.61	\$ 61,492.17	\$ 30,867.89	\$ 30,147.89	\$ 30,147.89	\$ 0.00	\$ 30,147.89	\$ 60,295.78	\$ 39,529.15	\$ 377,164.74	\$ 20,000.00
55100	Other Expenses	\$ (234.00)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ (59.26)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 8,435.28	\$ (22.23)	\$ 8,119.79	\$ 0.00
56444	AR Adjustments	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5.17	\$ 5.17	\$ 0.00
Total Expense		\$ 917,915.11	\$ 536,619.38	\$ 452,905.91	\$ 1,013,170.57	\$ 1,216,664.94	\$ 587,452.45	\$ 685,719.87	\$ 713,813.15	\$ 623,549.88	\$ 1,452,915.95	\$ 1,705,290.42	\$ 1,033,944.70	\$ 10,939,962.33	\$ 11,643,593.00
Net Income (Loss)		\$ (889,470.59)	\$ (130,892.42)	\$ (452,627.44)	\$ (1,010,524.34)	\$ 1,050,317.62	\$ (560,400.83)	\$ 1,580,420.49	\$ (573,069.87)	\$ 95,441.16	\$ (785,569.69)	\$ 723,518.38	\$ 267,316.12	\$ (685,541.41)	\$ 55,243.00



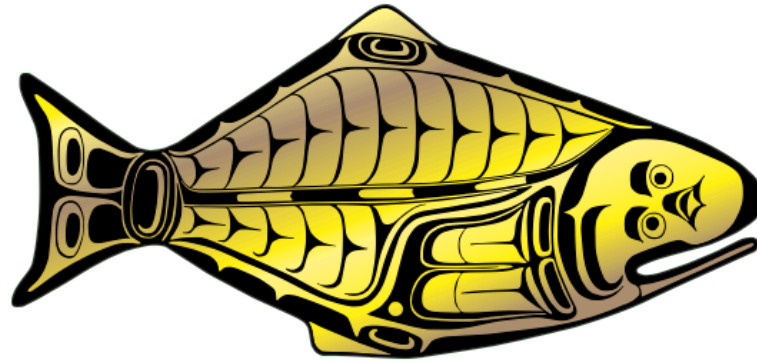
ACTION

That the FAC:

- **NOTE** paper IPHC-2021-FAC097-04 which includes the Financial Statement and supporting documentation for the financial period 01 October 2019 to 30 September 2019 (FY2020);
- **RECOMMEND** that the Commission **NOTE** the Financial Statements for FY2020, as detailed in paper IPHC-2021-FAC097-04



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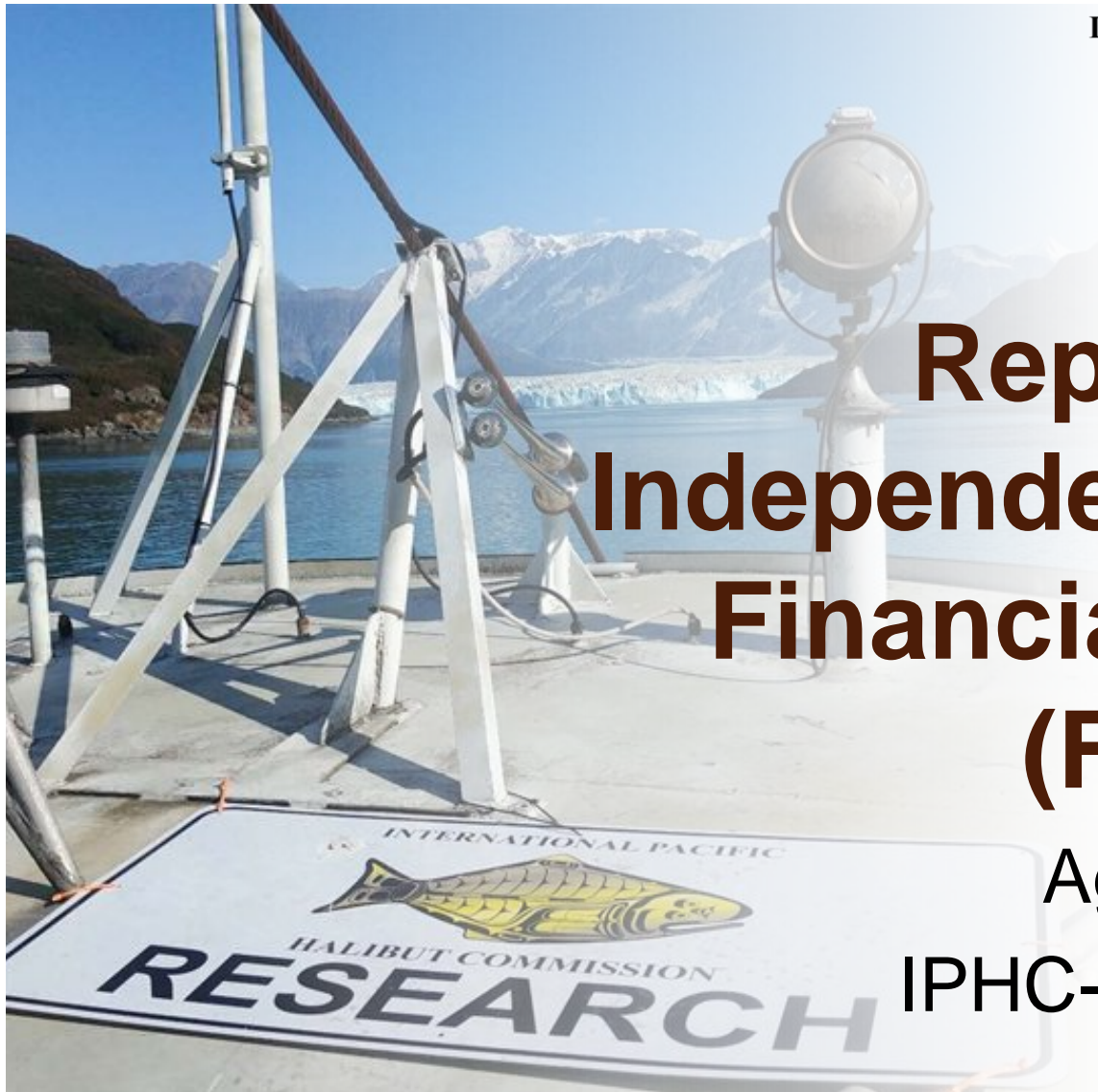


HALIBUT COMMISSION

Report of the Independent auditors and Financial Statements (FY2020)

Agenda Item 5

IPHC-2021-FAC097-05



PURPOSE

To provide the Commission with the Independent External Auditors Report for FY2020, as per Regulation 14 of the IPHC Financial Regulations (2020).

Regulation 14 – External Audit

“1. The accounts of the Commission shall be audited annually by external auditors recommended by the FAC and appointed by the Commission. The Auditors shall be appointed for a term of three (3) years, and may be reappointed to multiple terms.”



BACKGROUND

15 October 2020: In accordance with Regulation 14.1 of the IPHC Financial Regulations (2020), the IPHC Secretariat requested an intersessional recommendation from the IPHC Finance and Administration Committee (FAC), and a subsequent appointment decision from the Commission, of a new independent external Statement Auditor for the IPHC. (see [IPHC-Circular 2020-023](#))



BACKGROUND

18 October 2020: Subsequent to IPHC Circular 2020-23, and in accordance with Rule 11, paragraphs 4-10 ‘*Intersessional decision-making*’ of the IPHC Rules of Procedure (2020), the FAC and subsequently the Commission made the following decision by consensus:

[IPHC-2020-ID015](#) “*The IPHC Finance and Administration Committee (FAC) **RECOMMENDED**, and the Commission **APPOINTED** the external auditor ‘Moss Adams’ to audit the accounts of the Commission for FY2020, FY2021, and FY2022.*”



BACKGROUND

06 November 2020: Moss Adams was contracted by the IPHC Secretariat to undertake and complete the Statement Audits for FY2020 (options for FY2021 and FY2022).

06 November 2020: In accordance with paragraph 2, Regulation 14, of the IPHC Financial Regulations (2020) (shown below) the IPHC Secretariat provided the independent external auditor with the initial Provided By Client (PBC) list of items on 06 November 2020 (37 days after the end of the FY2020 fiscal year, and 23 days ahead of the rule).

(para. 2) *“The contents identified in the Auditors Provided By Client (PBC) list shall be submitted by the Executive Director to the Auditors appointed by the Commission not later than **sixty (60)** days after the end of a fiscal year.”*



BACKGROUND

18 December 2020: In accordance with paragraph 7, Regulation 14, of the IPHC Financial Regulations (2020) (shown below) the independent external auditors provided the final report to the IPHC Secretariat on 18 December 2020 (79 days after the end of the FY2020 fiscal year, 11 days ahead of the deadline set-forth in the IPHC Financial Regulations), which was communicated to the Commission the same day, and **published** on the IPHC website as paper **IPHC-2021-FAC097-05** on 21 December 2020.

*(para. 7) “The Auditors shall prepare a report on the accounts certified, and shall discuss their report with the Executive Director prior to submission to the FAC and Commission. The Auditors shall submit their report to the Commission, via the FAC, no later than **90 days** following the end of the fiscal year to which the accounts relate.”*



8 January 2021: Moss Adams presented their **'Report of the Independent Auditors and Financial Statements (FY2020)'** directly to Commissioners via web-confernece, as provided in Appendix I of paper IPHC-FAC097-05.



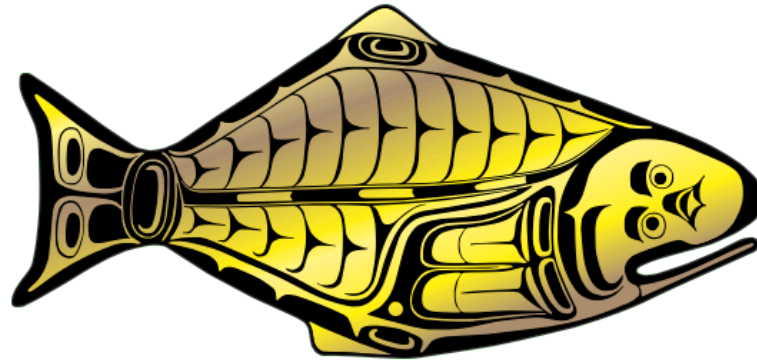
ACTION

That the FAC:

- 1) **NOTE** paper IPHC-2021-FAC097-05 which provided the independent external auditors report for FY2020, as per Regulation 14 of the IPHC Financial Regulations (2020).
- 2) **RECOMMEND** that the Commission accept the independent external auditors report for FY2020, as per Regulation 14 of the IPHC Financial Regulations (2020).



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FY2021 Budget - Update

Agenda Item 6

IPHC-2021-FAC097-06



PURPOSE & BACKGROUND

Purpose: To provide the Commission with an update on the approved FY2021 budget (financial period: 1 October 2020 to 30 September 2021).

Background: At the 96th Session of the IPHC Interim Meeting (IM096, November 2020), the Commission reviewed and adopted a revised FY2021 budget:

IPHC-2021-IM096-R (para. 108) *“The Commission ADOPTED the revised FY2021 budget (financial period: 1 October 2020 to 30 September 2021) as provided at Appendix VI, noting that there is no change in the Contracting Party contributions due for FY2021.”*



FY2021 BUDGET (US\$)

FY2021 GENERAL FUND BUDGET – UPDATE AS OF 30 NOVEMBER 2020

Account Number	Account Name	Actual	Annual Budget	Annual Budget %
Income				
40000	Contracting Party Contributions	\$ 0.00	\$ 0.00	0%
40000.01	Canada	\$ 900,407.00	\$ 900,407.00	100%
40000.02	United States of America	\$ 2,078,880.00	\$ 4,157,760.00	50%
Total for 40000 - Contracting Party Contributions		\$ 2,979,287.00	\$ 5,058,167.00	58.9%
40050	IFC Pension	\$ 0.00	\$ 0.00	0%
40050.01	IFC Pension - Canada	\$ 111,250.00	\$ 111,250.00	100%
40050.02	IFC Pension - United States of America	\$ 0.00	\$ 139,424.00	0%
Total for 40050 - IFC Pension		\$ 111,250.00	\$ 250,674.00	44.38%
40055	Headquarters (Lease & Maintenance)	\$ 235,358.50	\$ 470,717.00	50%
40100	Grants, Contracts & Agreements	\$ 450,492.00	\$ 562,227.00	80.13%
40200	Interest Income	\$ 0.00	\$ 0.00	0%
40200.01	Bank Interest	\$ 451.98	\$ 0.00	0%
Total for 40200 - Interest Income		\$ 451.98	\$ 0.00	0%
Total Income		\$ 3,776,839.48	\$ 6,341,785.00	59.55%

*cash basis



FY2021 BUDGET (US\$)

FY2021 GENERAL FUND BUDGET – UPDATE AS OF 30 NOVEMBER 2020

Account Number	Account Name	Actual	Annual Budget	Annual Budget %
Expense				
50000	Salaries & Wages	\$ 597,353.72	\$ 3,606,317.00	16.56%
50100	Benefits	\$ 296,071.44	\$ 1,616,628.00	18.31%
50200	Training & Education	\$ 2,600.00	\$ 25,000.00	10.4%
50300	Personnel Related Expenses	\$ 3,852.97	\$ 18,000.00	21.41%
51000	Publications	\$ 15,349.51	\$ 15,000.00	102.33%
51100	Mailing and Shipping	\$ 5,371.76	\$ 15,000.00	35.81%
51200	Travel	\$ 3,031.02	\$ 100,000.00	3.03%
51300	Meeting and Conference Expenses	\$ 0.00	\$ 104,000.00	0%
51400	Technology	\$ 35,766.87	\$ 150,000.00	23.84%
52000	Professional Fees	\$ 2,843.98	\$ 134,750.00	2.11%
52200	Other Fees and Charges	\$ (29,651.53)	\$ 0.00	0%
52300	Leases and Contracts	\$ 75,000.19	\$ 374,773.00	20.01%
54000	Communications	\$ 3,403.35	\$ 17,000.00	20.02%
53000	Equipment Expense	\$ 6,529.27	\$ 51,010.00	12.8%
53100	Supplies Expense	\$ 15,933.85	\$ 146,583.00	10.87%
53200	Maintenance and Utilities	\$ 2,257.97	\$ 161,421.00	1.4%
53300	Facility Rentals	\$ 73,165.50	\$ 395,580.00	18.5%
55000	Budget Contingency	\$ 0.00	\$ 50,000.00	0%
55200	Fund Cost Recovery	\$ 0.00	\$ (639,277.00)	0%
55300	Prior Year - GAAP conversion	\$ 996,688.06	\$ 0.00	0%
Total Expense		\$ 2,105,567.93	\$ 6,341,785.00	33.2%

*cash basis



FY2021 BUDGET (US\$)

FY2021 SUPPLEMENTAL FUND BUDGET – UPDATE AS OF 30 NOVEMBER 2020

Account Number	Account Name	Actual	Annual Budget	Annual Budget %
Income				
40060	Other Income	\$ 69,836.73	\$ 0.00	0%
40100	Grants, Contracts & Agreements	\$ 24,322.50	\$ 46,400.00	52.42%
40200	Interest Income	\$ 0.00	\$ 0.00	0%
40200.01	Bank Interest	\$ 0.00	\$ 11,000.00	0%
40200.02	CD Interest	\$ 3.37	\$ 0.00	0%
Total for 40200 - Interest Income		\$ 3.37	\$ 11,000.00	0.03%
40350	Fish Sales	\$ 0.00	\$ 0.00	0%
40350.01	Fish Sales - Pacific Halibut	\$ 263,120.34	\$ 5,210,500.00	5.05%
40350.02	Fish Sales - Byproduct	\$ 4,669.46	\$ 56,000.00	8.34%
Total for 40350 - Fish Sales		\$ 267,789.80	\$ 5,266,500.00	5.08%
Total Income		\$ 361,952.40	\$ 5,323,900.00	6.8%

*cash basis



FY2021 BUDGET (US\$)

FY2021 SUPPLEMENTAL FUND BUDGET – UPDATE AS OF 30 NOVEMBER 2020

Account Number	Account Name	Actual	Annual Budget	Annual Budget %
Expense				
50000	Salaries & Wages	\$ 73,911.98	\$ 455,795.00	16.22%
50100	Benefits	\$ 22,157.73	\$ 14,131.00	156.8%
50200	Training & Education	\$ 0.00	\$ 52,000.00	0%
50300	Personnel Related Expenses	\$ 104.65	\$ 34,644.00	0.3%
51100	Mailing and Shipping	\$ (1,333.73)	\$ 76,000.00	-1.75%
51200	Travel	\$ 868.24	\$ 111,920.00	0.78%
52100	Vessel Expenses	\$ 24,110.56	\$ 0.00	0%
52200	Other Fees and Charges	\$ 19,989.67	\$ 562,824.00	3.55%
52300	Leases and Contracts	\$ 0.00	\$ 2,312,754.00	0%
54000	Communications	\$ 50.15	\$ 82,650.00	0.06%
53000	Equipment Expense	\$ 8,835.54	\$ 32,400.00	27.27%
53100	Supplies Expense	\$ 9,652.03	\$ 889,505.00	1.09%
53200	Maintenance and Utilities	\$ 0.00	\$ 40,000.00	0%
53300	Facility Rentals	\$ 0.00	\$ 20,000.00	0%
55200	Fund Cost Recovery	\$ 0.00	\$ 639,277.00	0%
Total Expense		\$ 158,346.82	\$ 5,323,900.00	2.97%

*cash basis



FY2021 BUDGET (US\$)

FY2021 BUDGET: YEAR TO DATE* (ALL FUNDS) – AS OF 15 JANUARY 2021

Account Number	Account Name	Actual	Annual Budget	Annual Budget %
Income				
40000	Contracting Party Contributions	\$ 3,214,645.50	\$ 5,058,167.00	63.55%
40050	IFC Pension	\$ 111,250.00	\$ 250,674.00	44.38%
40055	Headquarters (Lease & Maintenance)	\$ 0.00	\$ 470,717.00	0%
40060	Other Income	\$ 69,836.73	\$ 0.00	0%
40100	Grants, Contracts & Agreements	\$ 474,814.50	\$ 608,627.00	78.01%
40200	Interest Income	\$ 455.35	\$ 11,000.00	4.14%
40350	Fish Sales	\$ 267,789.80	\$ 5,266,500.00	5.08%
Total Income		\$ 4,138,791.88	\$ 11,665,685.00	35.48%
Expense				
50000	Salaries & Wages	\$ 947,236.61	\$ 4,062,112.00	23.32%
50100	Benefits	\$ 440,484.13	\$ 1,630,759.00	27.01%
50200	Training & Education	\$ 2,600.00	\$ 77,000.00	3.38%
50300	Personnel Related Expenses	\$ 5,473.71	\$ 52,644.00	10.4%
51000	Publications	\$ 15,349.51	\$ 15,000.00	102.33%
51100	Mailing and Shipping	\$ 5,088.44	\$ 91,000.00	5.59%
51200	Travel	\$ 3,899.26	\$ 211,920.00	1.84%
51300	Meeting and Conference Expenses	\$ 0.00	\$ 104,000.00	0%
51400	Technology	\$ 48,412.46	\$ 150,000.00	32.27%
52000	Professional Fees	\$ 39,484.50	\$ 134,750.00	29.3%
52100	Vessel Expenses	\$ 24,110.56	\$ 0.00	0%
52200	Other Fees and Charges	\$ (3,916.22)	\$ 562,824.00	-0.7%
52300	Leases and Contracts	\$ 87,505.81	\$ 2,687,527.00	3.26%
54000	Communications	\$ 6,407.55	\$ 99,650.00	6.43%
53000	Equipment Expense	\$ 15,364.81	\$ 83,410.00	18.42%
53100	Supplies Expense	\$ 406,232.88	\$ 1,036,088.00	39.21%
53200	Maintenance and Utilities	\$ 7,452.94	\$ 201,421.00	3.7%
53300	Facility Rentals	\$ 155,590.50	\$ 415,580.00	37.44%
55000	Budget Contingency	\$ 0.00	\$ 50,000.00	0%
55300	Prior Year - GAAP conversion	\$ 996,688.06	\$ 0.00	0%
Total Expense		\$ 3,203,465.51	\$ 11,665,685.00	27.46%

*cash basis



FY2021 BUDGET (US\$)

FY2021 BUDGET: YEAR TO DATE* (10 GENERAL) –AS OF 15 JANUARY 2021

Account Number	Account Name	Actual	Annual Budget	Annual Budget %
Income				
40000	Contracting Party Contributions	\$ 3,214,645.50	\$ 5,058,167.00	63.55%
40050	IFC Pension	\$ 111,250.00	\$ 250,674.00	44.38%
40055	Headquarters (Lease & Maintenance)	\$ 0.00	\$ 470,717.00	0%
40200	Interest Income	\$ 451.98	\$ 0.00	0%
Total Income		\$ 3,326,347.48	\$ 5,779,558.00	57.55%
Expense				
50000	Salaries & Wages	\$ 643,996.55	\$ 2,938,517.00	21.92%
50100	Benefits	\$ 354,457.68	\$ 1,413,978.00	25.07%
50200	Training & Education	\$ 2,600.00	\$ 4,000.00	65%
50300	Personnel Related Expenses	\$ 12.83	\$ 8,000.00	0.16%
51000	Publications	\$ 1,318.37	\$ 0.00	0%
51100	Mailing and Shipping	\$ 5,358.99	\$ 6,600.00	81.2%
51200	Travel	\$ 2,152.44	\$ 69,550.00	3.09%
51300	Meeting and Conference Expenses	\$ 0.00	\$ 104,000.00	0%
51400	Technology	\$ 48,412.46	\$ 150,000.00	32.27%
52000	Professional Fees	\$ 39,484.50	\$ 134,750.00	29.3%
52200	Other Fees and Charges	\$ (28,705.89)	\$ 0.00	0%
52300	Leases and Contracts	\$ 52,282.95	\$ 218,848.00	23.89%
54000	Communications	\$ 5,909.84	\$ 6,080.00	97.2%
53000	Equipment Expense	\$ 3,562.07	\$ 7,435.00	47.91%
53100	Supplies Expense	\$ 11,756.98	\$ 4,483.00	262.26%
53200	Maintenance and Utilities	\$ 4,550.41	\$ 161,421.00	2.82%
53300	Facility Rentals	\$ 155,590.50	\$ 389,280.00	39.97%
55000	Budget Contingency	\$ 0.00	\$ 50,000.00	0%
55200	Fund Cost Recovery	\$ 0.00	\$ 112,616.00	0%
55300	Prior Year - GAAP conversion	\$ 996,688.06	\$ 0.00	0%
Total Expense		\$ 2,299,428.74	\$ 5,779,558.00	39.79%

*cash basis



FY2021 BUDGET (US\$)

FY2021 BUDGET: YEAR TO DATE* (20 RESEARCH) – AS OF 15 JANUARY 2021

Account Number	Account Name	Actual	Annual Budget	Annual Budget %
Income				
40100	Grants, Contracts & Agreements	\$ 0.00	\$ 83,628.00	0%
Total Income		\$ 0.00	\$ 83,628.00	0%
Expense				
50000	Salaries & Wages	\$ 90,103.13	\$ 31,500.00	286.04%
50100	Benefits	\$ 29,083.29	\$ 12,600.00	230.82%
51000	Publications	\$ 0.00	\$ 300.00	0%
51100	Mailing and Shipping	\$ 63.39	\$ 0.00	0%
51200	Travel	\$ 0.00	\$ 12,600.00	0%
52300	Leases and Contracts	\$ 28,608.49	\$ 117,075.00	24.44%
54000	Communications	\$ 0.00	\$ 10,500.00	0%
53000	Equipment Expense	\$ 0.00	\$ 24,675.00	0%
53100	Supplies Expense	\$ 8,418.86	\$ 140,000.00	6.01%
53200	Maintenance and Utilities	\$ 2,902.53	\$ 0.00	0%
55200	Fund Cost Recovery	\$ 0.00	\$ (265,622.00)	0%
Total Expense		\$ 159,179.69	\$ 83,628.00	190.34%

*cash basis



FY2021 BUDGET (US\$)

FY2021 BUDGET: YEAR TO DATE* (30 STATISTICS) – AS OF 15 JANUARY 2021

Account Number	Account Name	Actual	Annual Budget	Annual Budget %
Income				
40100	Grants, Contracts & Agreements	\$ 450,492.00	\$ 478,599.00	94.13%
Total Income		\$ 450,492.00	\$ 478,599.00	94.13%
Expense				
50000	Salaries & Wages	\$ 139,224.95	\$ 636,300.00	21.88%
50100	Benefits	\$ 34,785.43	\$ 190,050.00	18.3%
50200	Training & Education	\$ 0.00	\$ 21,000.00	0%
50300	Personnel Related Expenses	\$ 5,356.23	\$ 10,000.00	53.56%
51000	Publications	\$ 14,031.14	\$ 14,700.00	95.45%
51100	Mailing and Shipping	\$ 799.79	\$ 8,400.00	9.52%
51200	Travel	\$ 878.58	\$ 17,850.00	4.92%
52300	Leases and Contracts	\$ 6,614.37	\$ 38,850.00	17.03%
54000	Communications	\$ 447.56	\$ 420.00	106.56%
53000	Equipment Expense	\$ 2,967.20	\$ 18,900.00	15.7%
53100	Supplies Expense	\$ 529.01	\$ 2,100.00	25.19%
53300	Facility Rentals	\$ 0.00	\$ 6,300.00	0%
55200	Fund Cost Recovery	\$ 0.00	\$ (486,271.00)	0%
Total Expense		\$ 205,634.26	\$ 478,599.00	42.97%

*cash basis



FY2021 BUDGET (US\$)

FY2021 BUDGET: YEAR TO DATE* (40 FISS) –AS OF 15 JANUARY 2021

Account Number	Account Name	Actual	Annual Budget	Annual Budget %
Income				
40060	Other Income	\$ 69,836.73	\$ 0.00	0%
40100	Grants, Contracts & Agreements	\$ 24,322.50	\$ 46,400.00	52.42%
40200	Interest Income	\$ 3.37	\$ 11,000.00	0.03%
40350	Fish Sales	\$ 267,789.80	\$ 5,266,500.00	5.08%
Total Income		\$ 361,952.40	\$ 5,323,900.00	6.8%
Expense				
50000	Salaries & Wages	\$ 73,911.98	\$ 455,795.00	16.22%
50100	Benefits	\$ 22,157.73	\$ 14,131.00	156.8%
50200	Training & Education	\$ 0.00	\$ 52,000.00	0%
50300	Personnel Related Expenses	\$ 104.65	\$ 34,644.00	0.3%
51100	Mailing and Shipping	\$ (1,133.73)	\$ 76,000.00	-1.49%
51200	Travel	\$ 868.24	\$ 111,920.00	0.78%
52100	Vessel Expenses	\$ 24,110.56	\$ 0.00	0%
52200	Other Fees and Charges	\$ 24,789.67	\$ 562,824.00	4.4%
52300	Leases and Contracts	\$ 0.00	\$ 2,312,754.00	0%
54000	Communications	\$ 50.15	\$ 82,650.00	0.06%
53000	Equipment Expense	\$ 8,835.54	\$ 32,400.00	27.27%
53100	Supplies Expense	\$ 385,528.03	\$ 889,505.00	43.34%
53200	Maintenance and Utilities	\$ 0.00	\$ 40,000.00	0%
53300	Facility Rentals	\$ 0.00	\$ 20,000.00	0%
55200	Fund Cost Recovery	\$ 0.00	\$ 639,277.00	0%
Total Expense		\$ 539,222.82	\$ 5,323,900.00	10.13%

*cash basis



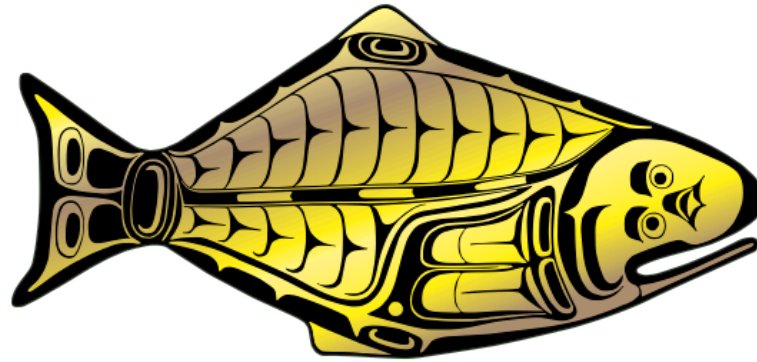
ACTION

That the FAC:

- 1) **NOTE** paper IPHC-2021-FAC097-06 which provided an update on the FY2021 budget (financial period: 1 October 2020 to 30 September 2021).
- 2) **RECOMMEND** that the Commission **NOTE** the update on the FY2021, as detailed in paper IPHC-2021-FAC097-06



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