

*Common Services Committee of the ORM*

**CSC# 16**

***PROPOSED COMMON SERVICES BUDGET FOR 2021***

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## 1. PROPOSED COMMON SERVICE BUDGET FOR 2021.

A summary for different proposals for 2021 Common Service budget (CSB) is shown in table 1 and reflects alternative modes.

**Model 1.** New contracts concerning the CSB will come into force, such as Telefonica and Canaragua, with lower costs (lines 13 and 71). Some insurance costs have also been reviewed downwards (lines 11 and 30), as well as the reduction of travel and vehicle maintenance as the fleet is being renewed (lines 60 & 20). All these changes represent a **2.2% reduction** compared to the previous year

**Model 2.** Based on the model 1, but no renovations/investments will be made (Line 72). The budget **reduction** will be **-13,6%**

**Model 3.** Same as model 2 but with a different distribution to minimize the contribution of the Residencia (see table 3)

In table 2 there is a description of the models that have been studied in this document for the CSB & Residencia. In the next pages, table 4 & 5, are the CSB details for model 3.

	CONCEPTS	BUDGET 2020	MOD.1 BUDGET 2021	MOD.2 BUDGET 2021	MOD.3 BUDGET 2021
11.	COST OF COMMON SERVICES B.	16.693,59	14.378,58	14.378,58	14.378,58
12.	COST OF ORM OFFICES	25.648,07	24.805,76	24.805,76	24.805,76
13.	COMMUNICATIONS	41.752,60	36.816,56	36.816,56	36.816,56
20.	VEHICLES	19.562,58	18.584,91	18.584,91	18.584,91
30.	OTHER SERVICES	32.080,00	28.380,00	28.380,00	28.380,00
40.	FIRST AID	12.200,00	12.200,00	12.200,00	12.200,00
60.	STAFF TRAVEL AND SUBSISTENCE	4.950,00	4.087,50	4.087,50	4.087,50
71.	GENERAL MAINTENANCE	127.343,69	123.192,12	123.192,12	123.192,12
72.	OPERATION SUBCOMMITTEE	101.733,80	101.733,80	21.733,80	21.733,80
80.	STAFF	318.954,47	321.114,01	321.114,01	321.114,01
90.	GENERAL MANAGEMENT COSTS	601,01	601,01	601,01	601,01
	<b>TOTAL</b>	<b>701.519,79</b>	<b>685.894,24</b>	<b>605.894,24</b>	<b>605.894,24</b>
	<b>%-VARIATION</b>		<b>-2,2%</b>	<b>-13,6%</b>	<b>-13,6%</b>

Table 1

MOD.	EXPENSES	MOD.	INCOME
1	STANDAR	A	Mean accomodation last 10 years
2	LINE 72	B	75% Mean accomod. last 10 years
3	Line 72 & change % IUS/RESID.	C	60% Mean accomod. last 10 years

Table 2

The results for the contribution to the CSB, corresponding to the User Institutions and Residencia for the different models, are shown in table 3.

EXPENSES	MOD.1		MOD.2		MOD.3	
	2021	%.	2021	%	2021	%
Contribution of User Institution	€ 367.503,51	53,6%	€ 319.503,51	52,7%	€ 366.502,97	60,5%
RESIDENCIA	318.390,73	46,4%	286.390,73	47,3%	239.391,28	39,5%
<b>TOTAL</b>	<b>685.894,24</b>		<b>605.894,24</b>		<b>605.894,24</b>	

Table 3

Figures 1 & 2 show how the CSB would be reduced and distributed if Model 3, which is the most advantageous for the Residencia were applied, (while having the perspective of this distribution along the last 10 years)

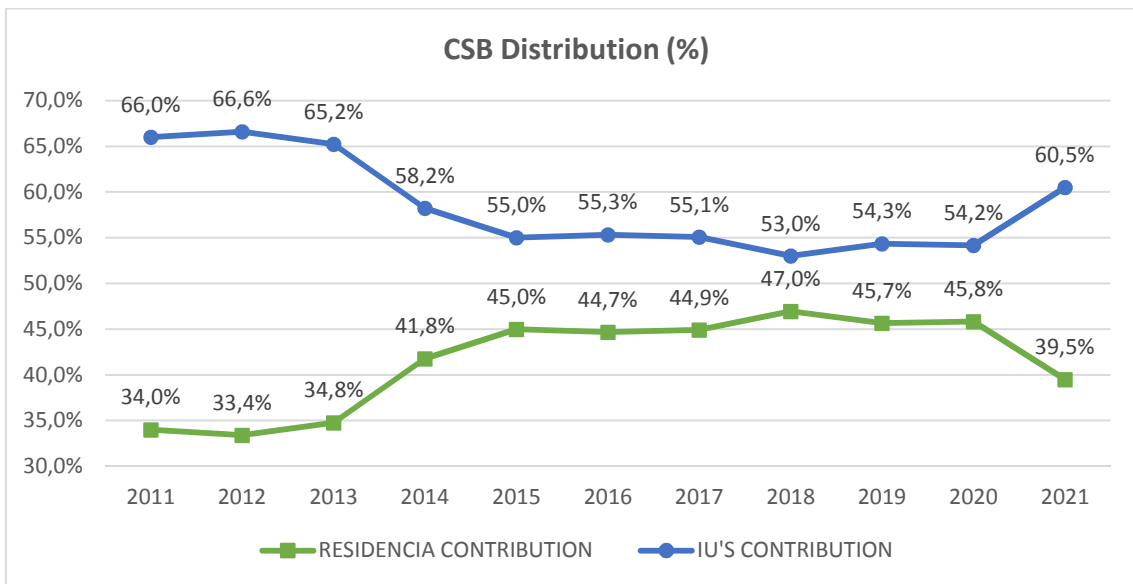


Figure 1

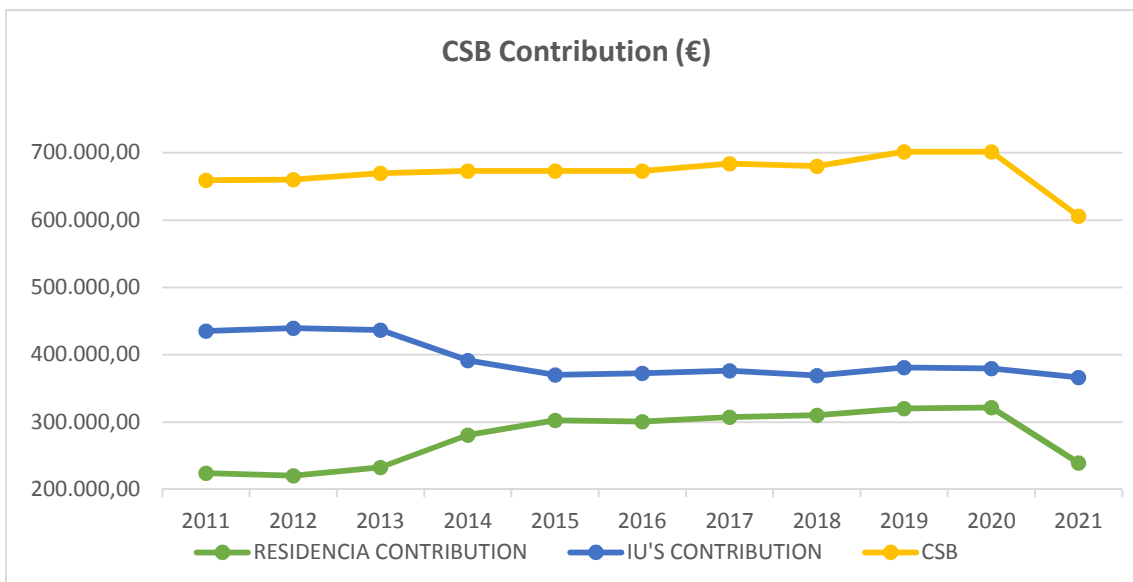


Figure 2

<b>CSB</b>		<b>MOD.3</b>		
	<b>CONCEPTS</b>	<b>BUDGET 2020</b>	<b>BUDGET 2021</b>	<b>% VARIATION</b>
<b>11.</b>	<b>COST OF COMMON SERVICES B.</b>	<b>16.693,59</b>	<b>14.378,58</b>	<b>-13,9</b>
	ELECTRICITY OFFICE	2.286,00	1.572,00	
	DIESEL FOR HEATING	6.306,58	6.306,58	
	INSURANCE	8.101,01	6.500,00	
<b>12.</b>	<b>COST OF ORM OFFICES</b>	<b>25.648,07</b>	<b>24.805,76</b>	<b>-3,3</b>
	STATIONARY	838,75	838,75	
	EQUIPMENT	4.900,00	4.900,00	
	POST AND FREIGHT TRANSPORT	850,00	850,00	
	TELEPHONES	800,00	0,00	
	FAX	275,00	150,00	
	TAX PAYMENTS	16.634,32	16.967,01	
	PHOTOCOPIES	1.350,00	1.100,00	
<b>13.</b>	<b>COMMUNICATIONS</b>	<b>41.752,60</b>	<b>36.816,56</b>	<b>-11,8</b>
	IACNET ANNUAL MAINTENANCE	36.096,60	31.104,00	
	RADIO COMMUNICATIONS	5.656,00	5.712,56	
<b>20.</b>	<b>VEHICLES</b>	<b>19.562,58</b>	<b>18.584,91</b>	<b>-5,0</b>
	MAINTENANCE	12.000,00	11.000,00	
	INSURANCE POLICIES	3.722,20	3.744,53	
	FUEL	3.840,38	3.840,38	
<b>30.</b>	<b>OTHER SERVICES</b>	<b>32.080,00</b>	<b>28.380,00</b>	<b>-11,5</b>
	VISITORS INSURANCE	7.000,00	5.000,00	
	GARAFIA OPEN DAYS AND VISITS	4.200,00	3.000,00	
	REPRESENTATION	1.500,00	1.000,00	
	NIGHT SERVICE	19.380,00	19.380,00	
<b>40.</b>	<b>FIRST AID</b>	<b>12.200,00</b>	<b>12.200,00</b>	<b>0,0</b>
	FIRST AID MATERIAL	1.000,00	1.500,00	
	EMERGENCY SERVICE	11.200,00	10.700,00	
<b>60.</b>	<b>STAFF TRAVEL AND SUBSISTENCE</b>	<b>4.950,00</b>	<b>4.087,50</b>	<b>-17,4</b>
	TRAVEL AND SUBSISTENCE	4.250,00	3.187,50	
	CSC SECRETARY	700,00	900,00	
<b>71.</b>	<b>GENERAL MAINTENANCE</b>	<b>127.343,69</b>	<b>123.192,12</b>	<b>-3,3</b>
	HIGH AND LOW VOLTAGE LINE	12.948,78	13.078,27	
	SMALL EXPENDITURE, SUPPLIES	12.072,00	12.192,72	
	PURIFYING PLANT, CHEMICAL ANALYSIS	39.000,00	35.000,00	
	HEATING, SOLAR PANEL AND AIR COND	25.150,00	25.401,50	
	SOFTWARE	3.500,00	2.500,00	
	FIRE SYSTEM , CODESOS CLEANING	8.679,88	8.766,68	
	SOLID WASTE	3.861,03	3.899,64	
	INDOOR & OUTDOOR BUILDING MAINTENANCE	22.132,00	22.353,32	
<b>72.</b>	<b>OPERATION SUBCOMMITTEE (LTP)</b>	<b>101.733,80</b>	<b>21.733,80</b>	<b>-78,6</b>
	RENOVATIONS/INVESTMENTS	80.000,00	0,00	
	ICTS FUNDING	21.733,80	21.733,80	
<b>80.</b>	<b>STAFF</b>	<b>318.954,47</b>	<b>321.114,01</b>	<b>0,7</b>
	SALARIES	232.670,59	234.997,29	
	SOCIAL SECURITY	69.801,18	70.499,19	
	STAFF MEALS	13.482,70	13.617,53	
	TRAINING	3.000,00	2.000,00	
<b>90.</b>	<b>GENERAL MANAGEMENT COSTS</b>	<b>601,01</b>	<b>601,01</b>	<b>0,0</b>
	MANAGEMENT COSTS	601,01	601,01	
		<b>701.519,79</b>	<b>605.894,24</b>	<b>-13,6</b>

Table 4

## CSB (%User Institution &amp; Residence)

MOD.3

		BUDGET 2021	SPENT IU'S	SPENT RESIDENCE	% GI	% R
<b>11.</b>	<b>COST OF COMMON SERVICES B.</b>	<b>14.378,58</b>	<b>11.128,58</b>	<b>3.250,00</b>		
	ELECTRICITY OFFICE	1.572,00	1.572,00	0,00	100	0
	DIESEL FOR HEATING	6.306,58	6.306,58	0,00	100	0
	INSURANCE	6.500,00	3.250,00	3.250,00	50	50
<b>12.</b>	<b>COST OF ORM OFFICES</b>	<b>24.805,76</b>	<b>12.402,88</b>	<b>12.402,88</b>		
	STATIONARY	838,75	419,38	419,38	50	50
	EQUIPMENT	4.900,00	2.450,00	2.450,00	50	50
	POST AND FREIGHT TRANSPORT	850,00	425,00	425,00	50	50
	TELEPHONES	0,00	0,00	0,00	50	50
	FAX	150,00	75,00	75,00	50	50
	TAX PAYMENTS	16.967,01	8.483,50	8.483,50	50	50
	PHOTOCOPIES	1.100,00	550,00	550,00	50	50
<b>13.</b>	<b>COMMUNICATIONS</b>	<b>36.816,56</b>	<b>29.453,25</b>	<b>7.363,31</b>		
	IACNET ANNUAL MAINTENANCE	31.104,00	24.883,20	6.220,80	80	20
	RADIO COMMUNICATIONS	5.712,56	4.570,05	1.142,51	80	20
<b>20.</b>	<b>VEHICLES</b>	<b>18.584,91</b>	<b>9.292,45</b>	<b>9.292,45</b>		
	MAINTENANCE, RENTING	11.000,00	5.500,00	5.500,00	50	50
	INSURANCE POLICIES	3.744,53	1.872,27	1.872,27	50	50
	FUEL	3.840,38	1.920,19	1.920,19	50	50
<b>30.</b>	<b>OTHER SERVICES</b>	<b>28.380,00</b>	<b>18.690,00</b>	<b>9.690,00</b>		
	VISITORS INSURANCE	5.000,00	5.000,00	0,00	100	0
	GARAFIA OPEN DAYS AND VISITS	3.000,00	3.000,00	0,00	100	0
	REPRESENTATION	1.000,00	1.000,00	0,00	100	0
	NIGHT SERVICE	19.380,00	9.690,00	9.690,00	50	50
<b>40.</b>	<b>FIRST AID</b>	<b>12.200,00</b>	<b>3.745,00</b>	<b>8.455,00</b>		
	FIRST AID MATERIAL	1.500,00	0,00	1.500,00	0	100
	EMERGENCY SERVICE	10.700,00	3.745,00	6.955,00	35	65
<b>60.</b>	<b>STAFF TRAVEL AND SUBSISTENCE</b>	<b>4.087,50</b>	<b>2.493,75</b>	<b>1.593,75</b>		
	TRAVEL AND SUBSISTENCE	3.187,50	1.593,75	1.593,75	50	50
	CSC SECRETARY	900,00	900,00	0,00	100	0
<b>71.</b>	<b>GENERAL MAINTENANCE</b>	<b>123.192,12</b>	<b>58.099,31</b>	<b>65.092,82</b>		
	HIGH AND LOW VOLTAGE LINE	13.078,27	12.424,35	653,91	95	5
	SMALL EXPENDITURE, SUPPLIES	12.192,72	3.048,18	9.144,54	25	75
	PURIFYING PLANT, CHEMICAL ANALYSIS	35.000,00	26.250,00	8.750,00	75	25
	HEATING, SOLAR PANEL AND AIR COND	25.401,50	0,00	25.401,50	0	100
	SOFTWARE	2.500,00	625,00	1.875,00	25	75
	FIRE SYSTEM , CODESOS CLEANING	8.766,68	0,00	8.766,68	0	100
	SOLID WASTE	3.899,64	2.339,78	1.559,86	60	40
	INDOOR & OUTDOOR BUILDING MAINTENANCE	22.353,32	13.411,99	8.941,33	60	40
<b>72.</b>	<b>OPERATION SUBCOMMITTEE (LTP)</b>	<b>21.733,80</b>	<b>13.040,28</b>	<b>8.693,52</b>		
	RENOVATIONS/INVESTMENTS	0,00	0,00	0,00	60	40
	ICTS FUNDING	21.733,80	13.040,28	8.693,52	60	40
<b>80.</b>	<b>STAFF</b>	<b>321.114,01</b>	<b>207.556,46</b>	<b>113.557,55</b>		
	SALARIES	234.997,29	164.498,11	70.499,19	70	30
	SOCIAL SECURITY	70.499,19	35.249,59	35.249,59	50	50
	STAFF MEALS	13.617,53	6.808,76	6.808,76	50	50
	TRAINING	2.000,00	1.000,00	1.000,00	50	50
<b>90.</b>	<b>GENERAL MANAGEMENT COSTS</b>	<b>601,01</b>	<b>601,01</b>	<b>0,00</b>		
	MANAGEMENT COSTS	601,01	601,01	0,00	100	0
		<b>605.894,24</b>	<b>366.502,97</b>	<b>239.391,28</b>		

Table 5

## 2. RESIDENCIA ACCOUNT FORECAST

Three scenarios have been considered for the Residencia based on 100, 75 and 60% (model A, B & C) of the average accommodation of the last 10 years. Assuming that the different CSB model 1 to 3 (see table 2) are completed, then the Residencia Contribution to CSB will be fixed. Other Residencia's expenses like consumptions of fuel, water, power, were estimated for the different number of accommodation.

The results are shown in table 7. In Room Rate column the value is the % to be applied to the current room price (see table 8) to compensate, the amount shown in the Balance column at 31/12/2021.

Figure 3 shows the annual accommodation for the last 10 years. The horizontal line shows its average (9624 overnight stays). The year-on-year figure up to 31 August for 2020 represents 73% of this average.

### RESIDENCIA CUENTA DE EXPLOTACIÓN A 31.12.21

	INCOME	EXPENSES	Balance at 31/12/2021	ROOM RATE
<u>MOD.1A</u>	590.058,33	634.899,89	-44.841,56	7,6%
<u>MOD.1B</u>	469.617,28	622.624,89	-153.007,61	32,6%
<u>MOD.1C</u>	354.035,00	618.624,89	-264.589,89	74,7%
<u>MOD.2A</u>	590.058,33	602.899,89	-12.841,56	2,2%
<u>MOD.2B</u>	469.617,28	590.624,89	-121.007,61	25,8%
<u>MOD.2C</u>	354.035,00	586.624,89	-232.589,89	65,7%
<u>MOD.3A</u>	590.058,33	555.900,44	34.157,89	-5,8%
<u>MOD.3B</u>	469.617,28	543.625,44	-74.008,16	15,8%
<u>MOD.3C</u>	354.035,00	539.625,44	-185.590,44	52,4%

Table 7

Type room usage	Current fee
Simple Residencia	64,90 €
Doble Residencia	113,60 €
Simple Anexo	52,50 €
Doble Anexo	91,90 €
ALBERGUE	23,19 €

Table 8

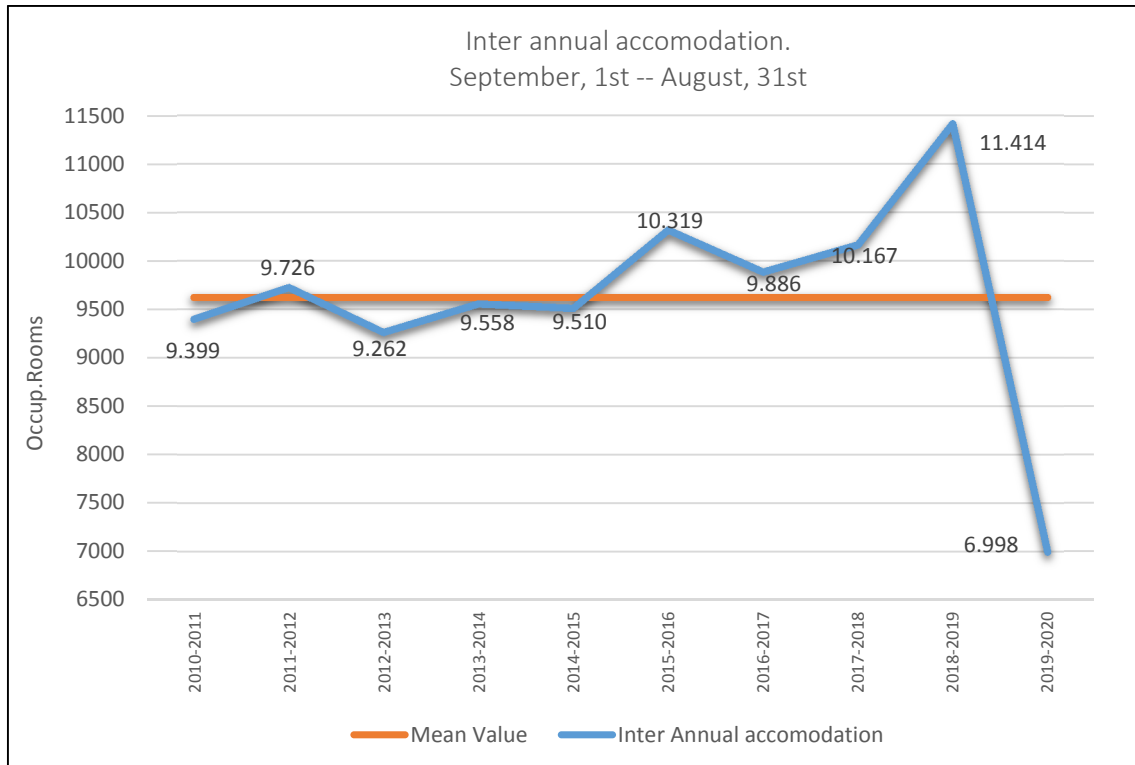


Figure 3

Juan Carlos Pérez Arencibia

Administrador del ORM