

**Finance and Administration Committee**13th Meeting

11 September 2013 (09:30)

Belo Horizonte, Brazil

Draft Agenda**Item****Document**

1. **Draft Agenda – to adopt** FA-69/13
2. **Report on the meetings of 4 March and 5 April 2013 – to approve** FA-62/13
FA-67/13
3. **Financial situation – to note** FA-70/13 (to follow)
The Committee will consider a report on the financial situation.
4. **Premises – to consider** verbal
The Executive Director will report.
5. **Draft Administrative Budget for the financial year 2013/14 – to consider** FA-57/13 Rev. 1 (to follow)
FA-58/13 Rev. 1 (to follow)
The Committee will consider the revised draft Administrative Budget for the financial year 2013/14 and a cost analysis summary.
6. **Appointment of registered auditors – to consider** verbal
Under the provisions of Rule 14 of the Financial Rules and Regulations of the Organization, the Executive Director shall appoint registered auditors annually in consultation with the Finance and Administration Committee and the Council. The Committee will consider whether the current auditors, Smith Williamson, who were first appointed in September 2009, should be reappointed.

7. Outstanding contributions – to consider verbal

The Executive Director will report on progress in recovering arrears, including contacts with Members with long-standing arrears and proposals for recovering these.

8. Other business – to consider verbal

Chairperson and Vice-Chairperson for 2013/14: The Council will approve the composition of the Committee for 2013/14 during its 111th Session in September 2013. At its first meeting in March 2014, the Committee will appoint a Chairperson and Vice-Chairperson for 2013/14.

9. Date of next meeting – to consider verbal

The next meeting will take place in London at the time of the 112th Council Session from 3 to 7 March 2014.

REFERENCE DOCUMENTS

[Financial Rules and Financial Regulations of the International Coffee Organization](#)