

**Finance and Administration Committee**

57<sup>th</sup> Meeting  
16 March 2023  
London, United Kingdom

**Draft Agenda**

<b>Item</b>	<b>Document</b>
<b>1. Draft Agenda – to adopt</b>	FA-339/23
<b>2. Report of the intersessional meeting held on 3 October 2022 – to consider and, if appropriate, to approve</b>	<a href="#">FA-338/23</a>
<b>3. Financial situation – to note</b> The Head of Finance and Administration will report on the financial situation as at 31 January 2023 and the cash forecast.	to follow
<b>4. Outstanding contributions – to consider</b>	
<b>4.1 Report on collection of contributions from Members in arrears</b> The Head of Finance and Administration will report on progress in recovering arrears, including contacts with Members with longstanding arrears.	to follow
<b>5. Draft Administrative Budget for financial year 2023/24 – to consider and, if appropriate, to recommend approval</b> The Committee will consider the draft Administrative Budget for financial year 2023/24.	to follow
<b>6. Accounts for the financial year 2021/22</b>	
<b>6.1 Administrative Accounts of the Organization and Auditors' Report– to consider and, if appropriate to recommend for approval</b> Rule 14 of the Financial Rules of the Organization provides that the Committee shall examine the financial statements and audit reports and shall present them to the Council for approval and publication with such comments as it deems appropriate.	to follow
<b>6.2 Promotion Fund – to note</b> As decided in September 2010, the Promotion Fund Accounts are not audited, but will be circulated for information.	to follow
<b>7. Salary scales and basis for contributions to the Provident Fund – to consider and to recommend for approval</b> The Committee will consider proposals for the revision of salary scales and the basis for contributions to the Provident Fund for staff in the Professional and higher categories.	to follow
<b>8. New Auditor – to consider</b> The Committee will discuss, consider and recommend, if appropriate, changing the auditor after three years.	to follow
<b>9. Other business – to consider</b>	verbal
<b>10. Next meeting – to note</b> Members are invited to suggest matters for consideration at the next meeting. The next meeting will take place at a date to be determined by the Committee.	verbal

**REFERENCE DOCUMENTS**

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

[Rules of the International Coffee Organization](#)

[Terms of reference for the Finance and Administration Committee \(Annex V\)](#)

[International Coffee Agreement 2007 \(ICA 2007\)](#)