

Finance and Administration Committee

58th Meeting
16 June 2023
London, United Kingdom

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	FA-349/23 Rev. 1
2. Report of the intersessional meeting held on 16 March 2023 – to consider and, if appropriate, to approve	FA-348/23 Rev. 1
3. Financial Situation – to note The Head of Finance and Administration will report on the financial situation as of 30 April 2023 and the cash forecast.	FA-350/23
4. Outstanding contributions – to consider	
4.1 Report on collection of contributions from Members in arrears The Head of Finance and Administration will report on progress in recovering arrears, including contacts with Members with longstanding arrears.	FA-351/23
4.2 Communication from Vietnam The Head of Finance and Administration will report	FA-352/23
5. Draft Administrative Budget for financial year 2023/24 – to consider and, if appropriate, to recommend for approval The Committee will consider the draft Administrative Budget for financial year 2023/24.	FA-342/23 Rev. 1
6. Promotion Fund – to note As decided in September 2010, the Promotion Fund Accounts are not audited, but will be circulated for information.	FA-346/23
7. New Auditor – to consider The Committee will discuss, consider and recommend, if appropriate, changing the auditor after three years.	verbal
8. Premises The Executive Director will report	verbal
9. Other business – to consider	verbal
10. Next meeting – to note Members are invited to suggest matters for consideration at the next meeting. The next meeting will take place on 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 \(ICA 2007\)](#)