



**Finance and Administration Committee**

60<sup>th</sup> Meeting

5 March 2024

London, United Kingdom

**Draft Agenda**

<b>Item</b>	<b>Document</b>
<b>1. Draft Agenda – to adopt</b>	FA-361/24
<b>2. Report of the intersessional meeting held on 7 September 2023 – to consider and, if appropriate, to approve</b>	<a href="#">FA-360/23</a>
<b>3. Financial situation – to note</b> The Head of Finance and Administration will report on the financial situation as at 31 January 2024 and the cash forecast.	<a href="#">FA-362/24</a>
<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.	<a href="#">FA-363/24</a>
<b>5. Draft Administrative Budget for financial year 2024/25 – to consider</b> The Committee will consider the draft Administrative Budget for financial year 2024/25.	<a href="#">FA-364/24</a>
<b>6. Accounts for the financial year 2022/23</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.	<a href="#">FA-365/24</a>
<b>6.2 Accounts of the Special Fund and Auditors' Report – to consider and, if appropriate, to recommend for approval</b> The Accounts of the Special Fund and Auditors' Report will be considered by the Committee and presented for the approval of exporting Members.	<a href="#">FA-366/24</a>
<b>6.3 Accounts of the Trust Fund and Auditors' Report – to consider and, if appropriate, to recommend for approval</b> The Accounts of the Trust Fund and Auditors' Report will be considered by the Committee and presented for the approval of the Council	<a href="#">FA-367/24</a>

- 6.4 Promotion Fund – to note** verbal
- 7. Salary scales and basis for contributions to the Provident Fund – to consider** [FA-368/24](#)  
*and, if appropriate, to recommend for approval*  
The Committee will consider proposals for the revision of salary scales and the basis for contributions to the Provident Fund for staff in the General Service and Professional and higher categories.
- 8. Premises – to consider** verbal  
The Executive Director will present up-to-date information about the future premises.
- 9. Other business – to consider** verbal
- 10. Next meeting – to note** verbal  
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.

REFERENCE DOCUMENTS
<a href="#">Financial Rules and Financial Regulations of the International Coffee Organization</a>
<a href="#">Rules of the International Coffee Organization</a>
<a href="#">Terms of reference for the Finance and Administration Committee</a>
<a href="#">International Coffee Agreement 2007 (ICA 2007)</a>