CPA FORWARD PROGRAMME OF ACTIVITY AND FINANCE – REGULAR UPDATE

1. The purpose of this paper is to:

   • Provide an update in relation to the draft forward programme of activity for the period 2012-14.
   • Provide an update on the Branch finances (Annex A).
   • To update Members on the position in relation to the invitation to CPA Scotland Branch to apply for a place as an observer at the Canadian Regional Conference to be held in Quebec from 16-21 July 2012.
   • Invite Members to note the current estimated end of year financial position as at 31 March 2012.
   • Invite Members to note revised estimates for the current financial year 2012-13).

Background

2. The Programme of Activity set out at Annex A has been updated following decisions made at the last meeting, and events which have taken place since the last meeting. Where there are financial implications, explanations are set out in paragraphs 4-6 below.

Branch finances

3. At the first meeting of the BEC held in June 2011 it was agreed to consider, at each subsequent meeting, details of the Branch finances. This regular financial update aims to assist Members when considering the resource planning of future activities.

4. As previously notified, the budget of £52,500 for the financial year 2012-13 is already set.

5. The following information reflects current matters in relation to activities incurring Branch expenditure and invites thoughts and discussion on some of these matters:

   • As already agreed, CPA Scotland Branch will attend the CPA Annual Conference in Sri Lanka from 10-17 September 2012. The invitation has been received however the conference theme will not be known until after the
International Executive Committee meeting in Tonga in April 2012. As previously agreed, one flight has been booked. The remaining flight(s) will be booked once the delegate(s) has been selected.

- A separate, one-off project budget has been negotiated by UKIRO to host the BIMR Conference in 2012. £6,000 was made available in the 2011-12 financial year which has already been spent on the Conference.
- At the moment, funds have been allocated from the CPA Scotland Branch budget to cover costs for the Scottish delegation. If this Conference was taking place elsewhere, costs for the Branch members would have been paid from the annual budget.
- Projected budget reductions for the 2012/13 and 2013/14 financial years have been made to the table shown in Annex A.

6. At the moment there is an estimated underspend of around £5,731 for the 2011-12 financial year. Approximately £4,000 of this amount is due to insufficient information being available to book the Sri Lankan flights for the Commonwealth Plenary Conference. Final costs for the Commonwealth Day reception were also lower than anticipated. The Secretariat booked refreshments on a sale or return basis rather than a package, which reduced the bill for this aspect of the event significantly. The final figures will not be available until early May 2012 although it is expected that there will be little variation in the final figure.

7. At the moment indications are that funds for the 2012-13 financial year will be spent. The BEC has already agreed to attend the Commonwealth Plenary Conference and the BIMR Regional Conference in the Falkland Islands in 2013. The estimated costs for these visits may vary depending on whether or not the BEC decides to take up full allocation of places for these events.

8. Remaining funds will be allocated to activities as the year develops. For example, it is expected that Wales Branch hope to organise a Conference on Human Trafficking early in 2013.

Margaret Neal
Secretary, CPA Scotland branch
The Scottish Parliament
Email: margaret.neal@scottish.parliament.uk