



Canadian
Intergovernmental
Conference
Secretariat

Secrétariat
des conférences
intergouvernementales
canadiennes

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QUARTERLY FINANCIAL REPORT
for the quarter ended
June 30, 2023

2023-24

Statement outlining results, risks and significant changes in operations, personnel and program

1. Introduction

This quarterly report has been prepared by management as required by section 65.1 of *the Financial Administration Act* and in the form and manner prescribed by the Treasury Board Directive on Accounting Standards. This report should be read in conjunction with the 2023-24 Main Estimates.

The mandate of the Canadian Intergovernmental Conference Secretariat (CICS) is to support federal, provincial and territorial governments in the planning and conduct of senior level intergovernmental conferences held across Canada. The primary objective of CICS is to relieve client departments of the numerous technical and administrative tasks associated with the planning and conduct of multilateral conferences, thereby enabling participants to concentrate on substantive intergovernmental policy issues. CICS provides continuous, effective, and impartial administrative services to these meetings.

This quarterly report has not been subject to an external audit or review.

Basis of Presentation

This quarterly report has been prepared by management using an expenditure basis of accounting. The accompanying Statement of Authorities includes the department's spending authorities granted by Parliament and those used by the department consistent with the 2023-24 Main Estimates. This quarterly report has been prepared using a special purpose financial reporting framework designed to meet financial information needs with respect to the use of spending authorities.

The authority of Parliament is required before money can be spent by the Government. Approvals are given in the form of annually approved limits through appropriation acts or through legislation in the form of statutory spending authority for specific purposes.

As part of the departmental performance reporting process, CICS prepares its annual departmental financial statements on a full accrual basis in accordance with Treasury Board accounting policies, which are based on Canadian Generally Accepted Accounting Principles for the public sector. However, the spending authorities voted by Parliament remain on an expenditure basis.

2. Highlights of fiscal quarter and fiscal year to date (YTD) results

The year-to-date operating expenses to June 30, 2023, has increased slightly (increase of \$82 thousand dollars) compared to the same period in 2022-23 mainly due to the staffing of new positions and the high cost of serving in-person conferences in remote locations during this first quarter. This was offset by an important decrease in the demand for videoconferences during the same period. To date, CICS has served 11 in-person conferences and 13 videoconferences, compared to 12 in-person conferences, 23 videoconferences during the same period of 2022-23.

2.1 Statement of Authorities

CICS' authorities available for 2023-24 are approximately \$34.5 thousand higher (\$24.8 thousand voted, \$9.7 thousand statutory) than the prior fiscal year, due to multi-year funding for collective bargaining obligations.

2.2 Statement of Department Budgetary Expenditures by Standard Object

Year to date operating expenses to June 30, 2023, are \$1.2 million, approximately \$82 thousand higher than for the same period in 2022-23. This increase is largely attributable to the following factors:

- Transportation and communications: an increase of \$93 thousand for travel costs and the shipping of equipment to remote locations for in-person conferences served.
- Personnel: an increase of \$47 thousand due to the staffing of new positions.
- Professional and special services: a decrease of \$40 thousand is mainly related to the Cloud email migration project that was completed last fiscal year.

3. Risks and Uncertainties

CICS does not convene intergovernmental meetings. It is called upon to respond to decisions taken by governments to meet on key national or specific issues. Decisions concerning the location of such meetings, their number in a given fiscal year, their timing and duration, are all factors beyond the control of the Secretariat. CICS continues to develop and use forecasting tools to estimate costs and plan for conferences as requests are received.

As a micro agency, the organization is at risk of losing key personnel and experiencing vacancies in key roles. CICS continues to target greater provincial/territorial representation amongst Conference Services staff to maintain a high level of neutrality and welcome diverse perspectives to its service delivery model.

4. Significant changes in relation to operations, personnel, and program

Ruth Onyancha became the new Secretary of CICS on April 03, 2023, in replacement of André M. McArdle. CICS received additional funding via Budget 2023. The 3-year funding will allow the agency to continue serving its clients while assessing its long-term viability, reviewing the current business

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model, current service offerings, and required resources. The increase in funding included 8 new FTEs to the organizational structure, which represents a significant change in staffing as only 32 FTEs were planned in 2023-24.

Approval by Senior Officials

Ruth Onyanha
Secretary
Ottawa, Canada

Date: August 10, 2023

Original signed by:

Carole Bourget
Chief Financial Officer
Ottawa, Canada

Date: August 10, 2023

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STATEMENT OF AUTHORITIES (unaudited)

(in dollars)	Fiscal Year 2023-24			Fiscal Year 2022-23		
	Total available for use for the year ending March 31, 2024*	Used during the quarter ended June 30, 2023	Year to date used at quarter-end	Total available for use for the year ending March 31, 2023*	Used during the quarter ended June 30, 2022	Year to date used at quarter-end
Vote 1 – Net Operating expenditures	5,638,744	1,107,949	1,107,949	5,613,899	1,028,201	1,028,201
Budgetary Statutory authorities	452,447	113,112	113,112	442,767	110,692	110,692
Total Budgetary authorities	6,091,191	1,221,061	1,221,061	6,056,666	1,138,893	1,138,893
Total authorities	6,091,191	1,221,061	1,221,061	6,056,666	1,138,893	1,138,893

*Includes only Authorities available for use and granted by Parliament at quarter-end.

Departmental budgetary expenditures by Standard Object (unaudited)

(in dollars)	Fiscal Year 2023-24			Fiscal Year 2022-23		
	Planned expenditures for the year ending March 31, 2024	Expended during the quarter ended June 30, 2023	Year to date used at quarter-end	Planned expenditures for the year ending March 31, 2023	Expended during the quarter ended June 30, 2022	Year to date used at quarter-end
Expenditures:						
Personnel	3,429,069	798,327	798,327	3,394,544	750,956	750,956
Transportation and communications	561,914	179,533	179,533	610,000	86,676	86,676
Information	29,237	1,822	1,822	46,500	524	524
Professional and special services	1,280,426	152,308	152,308	1,295,622	191,934	191,934
Rentals	606,240	67,877	67,877	600,000	100,686	100,686
Repair and maintenance	9,034	-	-	10,000	-	-
Utilities, materials and supplies	30,445	7,203	7,203	15,000	217	217
Acquisition of machinery and equipment	144,826	8,511	8,511	85,000	3,810	3,810
Other subsidies and payments	-	5,480	5,480	-	4,090	4,090
Total net budgetary expenditures	6,091,191	1,221,061	1,221,061	6,056,666	1,138,893	1,138,893