



Canadian  
Intergovernmental  
Conference  
Secretariat

Secrétariat  
des conférences  
intergouvernementales  
canadiennes

**QUARTERLY FINANCIAL REPORT**  
**for the quarter ended**  
**December 31, 2023**

2023-24

Canada 

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## **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 the 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**

Operating expenses from October 1 to December 31, 2023, increased noticeably (by \$413,000) in this third quarter compared with the same period in 2022-23. These increases are mainly due to the staffing of new positions and the high cost of Acquisition of machinery and equipment to support conference services. To date, CICS has supported 33 in-person conferences and 38 videoconferences, compared with 31 in-person conferences and 35 videoconferences over the same period in 2022-23.

#### **2.1 Statement of Authorities**

CICS' authorities for 2023-24 as of the third quarter are approximately \$1.7 million higher than last year (an increase of \$1.6 million in voted authorities and an increase of \$183,000 in statutory authorities)

as CICS received additional funding via Budget 2023. The 3-year funding started in fiscal year 2023-24.

## **2.2 Statement of Department Budgetary Expenditures by Standard Object**

Year to date operating expenses to December 31, 2023, are \$5.1 million, approximately \$670,000 higher than for the same period in 2022-23. The observed increase is largely attributable to the following factors:

- Personnel: an increase of \$514,000 due to the staffing of new positions.
- Professional and special services: an increase of \$82,000, mainly related to the increase in human resources services with Public Services and Procurement Canada, increases in translation and interpreter costs, and higher training costs for CICS employees.
- Acquisition of machinery and equipment: an increase of \$68,000 to provide the necessary equipment for new employees and to also enhance existing CICS technology to better support conference services.

## **3. Risks and Uncertainties**

CICS does not convene intergovernmental meetings. Rather, it responds to decisions by governments to meet on key national or sectoral issues. The choice of venue, frequency in a given year, date and duration are all factors outside 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, CICS runs the risk of losing key personnel and experiencing periods when key roles are not filled. CICS is always looking to increase provincial and territorial representation on the Conference Services staff, in order to maintain a high degree of neutrality and apply diverse perspectives to its service delivery model.

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

There were no significant operational, personnel or program changes during this quarter. However, with the additional funding received as part of Budget 2023, in the third period, CICS has continued to serve its customers while assessing its long-term viability, reviewing the current organization model, putting forward new service delivery implementation processes, and establishing the necessary resources for the future. In addition to the key elements presented above, CICS continues to expand its staff complement to meet the needs of new projects and to continue to serve more conferences.

**CANADIAN INTERGOVERNMENTAL CONFERENCE SECRETARIAT**  
**Quarterly Financial Report**  
**For the quarter ended December 31, 2023**

**Approval by Senior Officials**

Original signed by:

Ruth Onyancha  
Secretary  
Ottawa, Canada

Date: February 2, 2024

Original signed by:

Benoit Massé  
A/Chief Financial Officer  
Ottawa, Canada

Date: February 2, 2024

**STATEMENT OF AUTHORITIES (unaudited)**

<i>(in dollars)</i>	<b>Fiscal year 2023-24</b>			<b>Fiscal Year 2022-23</b>		
	Total available for use for the year ending March 31, 2024*	Used during the quarter ended December 31, 2023	Year to date used at quarter-end	Total available for use for the year ending March 31, 2023*	Used during the quarter ended December 31, 2022	Year to date used at quarter-end
Vote 1 – Net Operating expenditures	7,509,580	1,729,502	4,741,045	5,987,133	1,318,801	4,078,471
Budgetary Statutory authorities	626,397	113,111	339,335	442,767	110,692	332,075
<b>Total Budgetary authorities</b>	<b>8,135,977</b>	<b>1,842,613</b>	<b>5,080,380</b>	<b>6,429,900</b>	<b>1,429,493</b>	<b>4,410,546</b>
<b>Total authorities</b>	<b>8,135,977</b>	<b>1,842,613</b>	<b>5,080,380</b>	<b>6,429,900</b>	<b>1,429,493</b>	<b>4,410,546</b>

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

**Departmental budgetary expenditures by Standard Object (unaudited)**

<i>(in dollars)</i>	<b>Fiscal year 2023-24</b>			<b>Fiscal Year 2022-23</b>		
	Planned expenditures for the year ending March 31, 2024	Expended during the quarter ended December 31, 2023	Year to date used at quarter-end	Planned expenditures for the year ending March 31, 2023	Expended during the quarter ended December 31, 2022	Year to date used at quarter-end
<b>Expenditures:</b>						
Personnel	4,570,544	1,169,709	2,946,755	3,487,966	759,032	2,433,285
Transportation and communications	797,240	171,074	644,869	735,915	168,634	603,319
Information	29,237	1,286	7,227	46,500	3,197	4,507
Professional and special services	1,713,084	337,151	972,199	1,365,575	354,773	890,175
Rentals	841,566	123,019	393,603	683,944	134,520	442,381
Repair and maintenance	9,034	2,851	3,219	10,000	-	-
Utilities, materials and supplies	30,445	8,329	30,617	15,000	542	5,459
Acquisition of machinery and equipment	144,826	29,993	82,967	85,000	2,818	14,890
Other subsidies and payments	-	-799	-1,076	-	5,977	16,530
<b>Total net budgetary expenditures</b>	<b>8,135,977</b>	<b>1,842,613</b>	<b>5,080,380</b>	<b>6,429,900</b>	<b>1,429,493</b>	<b>4,410,546</b>