



Canadian  
Intergovernmental  
Conference  
Secretariat

Secrétariat  
des conférences  
intergouvernementales  
canadiennes

**QUARTERLY FINANCIAL REPORT**  
**for the quarter ended**  
**September 30, 2024**

2024-25

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 2024–25 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 logistical 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 logistical support to these meetings.

The 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 2024–25 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**

Operating expenses from July 1 to September 30, 2024, increased slightly (by \$183,000) in this second quarter compared with the same period in 2023-24. These increases are mainly due to the hiring of new employees and an increase in professional and special services related to the program evaluation. To date, CICS has supported 30 in-person conferences and 39 videoconferences, compared with 22 in-person conferences and 24 videoconferences over the same period in 2023-24.

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

CICS' authorities for 2024-25 as of the second quarter are approximately \$1.8 million higher than last year (an increase of \$1.7 million in voted authorities and an increase of \$79,000 in statutory authorities),

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due to the fact that the additional temporary budget was already included in the funds allocated at the beginning of this fiscal year.

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

Year to date operating expenses to September 30, 2024, are \$4.0 million, approximately \$809,000 higher than for the same period in 2023-24. The observed increase is largely attributable to the following factors:

- Personnel: an increase of \$643,000 due to the staffing of new positions.
- Professional and special services: an increase of \$219,000, primarily driven by the renovations made to the crate room on the 12th floor and to the program evaluation.

## **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, CICS is at risk of losing key personnel and experiencing vacancies in key roles. CICS continues to target greater provincial and territorial representation among 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**

During this quarter, operations, personnel, and program activities remained stable, with no significant changes. However, with the additional funding received through Budget 2023, CICS has been able to maintain its service to clients while actively assessing its long-term viability. This evaluation involves a thorough review of the existing organizational structure, as well as efforts to secure the resources required for future growth. Additionally, CICS continues to prioritize innovation, ensuring it is well-positioned to accommodate an increasing number of conferences and respond effectively to evolving client needs.

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**Approval by Senior Officials**

Original signed by:

Ruth Onyancha  
Secretary  
Ottawa, Canada

Date: November 20, 2024

Original signed by:

Eric Gagnon  
Chief Financial Officer  
Ottawa, Canada

Date: November 20, 2024

## STATEMENT OF AUTHORITIES *(unaudited)*

<i>(in dollars)</i>	Fiscal Year 2024-25		
	Total available for use for the year ending March 31, 2025*	Used during the quarter ended September 30, 2024	Year to date used at quarter-end
Vote 1 – Net Operating expenditures	7,577,357	2,066,864	3,780,780
Budgetary Statutory authorities	531,123	132,781	265,562
<b>Total Budgetary authorities</b>	<b>8,108,480</b>	<b>2,199,645</b>	<b>4,046,342</b>
<b>Total authorities</b>	<b>8,108,480</b>	<b>2,199,645</b>	<b>4,046,342</b>

Fiscal Year 2023-24		
Total available for use for the year ending March 31, 2024*	Used during the quarter ended September 30, 2023	Year to date used at quarter-end
5,839,040	1,903,594	3,011,543
452,447	113,112	226,224
<b>6,291,487</b>	<b>2,016,706</b>	<b>3,237,767</b>
<b>6,291,487</b>	<b>2,016,706</b>	<b>3,237,767</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>	Fiscal Year 2024-25		
	Planned expenditures for the year ending March 31, 2025	Expended during the quarter ended September 30, 2024	Year to date used at quarter-end
Personnel	4,661,780	1,229,602	2,420,487
Transportation and communications	1,037,869	229,038	452,651
Information	34,371	3,935	4,504
Professional and special services	1,505,291	542,137	854,813
Rentals	712,705	179,567	291,853
Repair and maintenance	10,621	-	-
Utilities, materials and supplies	35,792	3,396	4,948
Acquisition of machinery and equipment	110,051	10,867	14,825
Other subsidies and payments	-	1,103	2,261
<b>Total net budgetary expenditures</b>	<b>8,108,480</b>	<b>2,199,645</b>	<b>4,046,342</b>

Fiscal Year 2023-24		
Planned expenditures for the year ending March 31, 2024	Expended during the quarter ended September 30, 2023	Year to date used at quarter-end
3,510,632	978,719	1,777,046
601,096	294,262	473,795
29,237	4,119	5,941
1,320,795	482,740	635,048
645,422	202,707	270,584
9,034	368	368
30,445	15,085	22,288
144,826	44,463	52,974
-	(5,757)	(277)
<b>6,291,487</b>	<b>2,016,706</b>	<b>3,237,767</b>