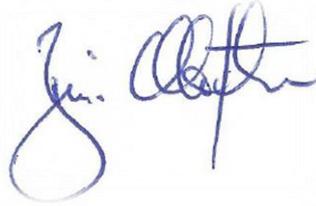




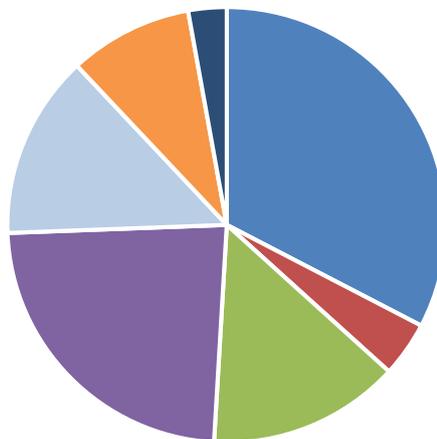
# HONORARY TREASURER'S REPORT

**Brian CHRISTOPHER**



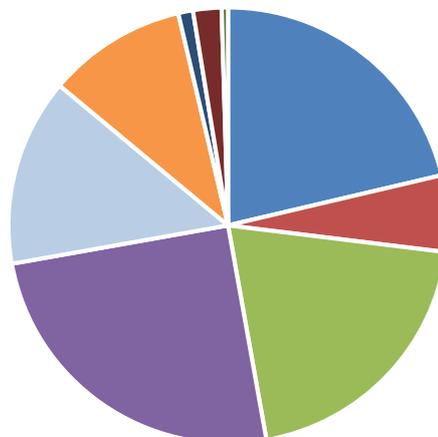
The Treasurer's report covers the financial years 2015-2016 and 2016-2017. The notes to the accounts are structured under the major items in the graphs below.

## INCOME 2015-2017



- Grants
- Membership Fees
- Consultancy
- ARC
- Conference
- Civil Society Forum
- Miscellaneous

## EXPENDITURE 2015-2017



- Projects
- Meetings
- Consultant fees
- ARC
- Conference
- Civil Society Forum
- Office services
- Financial expenses
- Miscellaneous

## NOTES TO 2015-2017 ACCOUNTS

### 1. INCOME

The CNMF income is generated from membership fees, project grants, consultancies, donations, and fundraising activities. The majority of these funds are expended on approved projects and activities leaving a small surplus each year. Where appropriate, income received in earlier years is carried forward to fund future years' expenditure on projects with activities that cover several years. Net surplus (ie: total income less total expenditure) for the two years under review amounted to £1,629.

#### MEMBERSHIP FEES

Membership fees are quite small compared with other international organisations. For the last two years they have averaged at £8,751 pa, or 4% of Total Revenue. Membership fees for national and midwifery organisations are structured according to number of financial members belonging to that organisation (see table below). Associations are asked to be honest in declaring their membership numbers. The CNMF memberships were originally based on the year 1 October to 30 September. This was very confusing for countries and in 2012 the Board resolved to change the membership year from 1 January to 31 December. The CNMF Board has not increased membership fees since 2014, when they were increased by £20 for the smallest members and £600 for the largest members.

#### Full members

▶ Up to 500 members	£100
▶ 501-1000 members	£150
▶ 1,001-5,000 members	£200
▶ 5,001-10,000 members	£250
▶ 10,001-20,000 members	£500
▶ 20,001-50,000 members	£800
▶ 50,001-75,000 members	£1,000
▶ 75,001-100,000 members	£1,500
▶ 100,001-150,000 members	£2,000
▶ 150,001-200,000 members	£2,500
▶ 200,001 +	£3,000

Despite the small fees, very few countries pay their invoices on time and it is very time consuming sending reminders and chasing subscriptions. Invoices are normally sent out around April or May. Of the current CNMF financial members, 65% pay the lowest fee. There is no recommendation to increase membership fees for 2018.

#### PROJECT GRANTS

During the reporting period, the CNMF had a number of grants both short term and long term. For the two years under review grants constituted £139,526 (or 33%) of Income.

##### (a) Commonwealth Foundation

In 2014, the CNMF was successful in a grant application to the Commonwealth Foundation to work with the governments of Botswana and Seychelles to review their mental health legislation. The grant was for £51,406 over two years. This project concluded at the end of December 2016 with drafting instructions developed and agreed for new mental health legislation in both countries. An extension of funding from the Commonwealth Foundation has been agreed to facilitate the drafting instructions being converted into a new Mental Health Bill.

**(b) The Burdett Trust**

The CNMF was awarded £50,000 by the Burdett Trust in 2014 to extend the successful maternal health education updates, previously conducted in Sierra Leone to Lesotho, Malawi and Tanzania. Two programs were conducted in Lesotho in July, two programs in Tanzania in October and December 2016, and one program in Malawi in December 2016. Further funding of £35,500 (2017-2018) has been received from the Burdett Trust to conduct three maternal health programs in Sierra Leone. Another grant for £75,000 (2016-2018) over two years has been received to conduct a Nurses' Health project in the South Pacific working with Samoa, Tonga, Fiji, Kiribati, and the Cook Islands. Income from The Burdett Trust amounted to £104,000 or 24% of Total Income for the two years under review.

**(c) Public Health Informatics Institute**

The CNMF was contracted by the Public Health Informatics Institute to work with the Botswana nursing and midwifery leadership to develop a Task Sharing Policy. This was a very small grant as the project was run in conjunction with another project funded by the African Regulatory Collaborative initiative. The project was successfully concluded in October 2016.

**(d) International Training and Education Centre for Health (I-TECH)**

The CNMF was contracted to work with the Tanzania Ministry for Health to develop a national continuing professional development framework for all health workers in Tanzania, both those licensed and those not licensed, so that CPD requirements for health workers were consistent across the country. This was a small project but very interesting and successful. Two meetings working with a technical working group were held in May and July 2016 to develop the draft document which was then piloted, finalised, submitted and endorsed by the Tanzania Ministry for Health. A third meeting working with the same technical working group was held in February 2017 to develop an implementation plan.

**CONSULTANCY**

This is income generated by provided consultancy services to the African Regulatory Collaborative. Income from consultancy services provided 14% of total income. Consultancy income relates to writing the reports of the meetings and provided technical assistance to countries with their projects. The ARC initiative is due to come to an end in August 2017 which will result in a loss of this income to the CNMF. The line also includes a small consultancy in supporting a CPD Landscape project in Malawi and Tanzania.

**AFRICAN REGULATORY COLLABORATIVE (ARC)**

ARC is a partnership between the Centre for Disease Prevention and Control (CDC) in Atlanta; Emory University also in Atlanta; the East, Central and Southern Africa Health Community; and the Commonwealth Nurses and Midwives Federation to work with nursing and midwifery leaders in the ECSA region to improve regulation and standards particularly in relation to HIV prevention, care and treatment. The income shown in this line represents administrative support provided by the CNMF in 2016. The ARC income is offset by ARC expenses. ARC income and expenditure in any given financial year is influenced by the number of meetings held in that financial year. ARC income represented 23% of total income. The differences in receipts and payments for ARC in the accounts are due to income and expenditure overlapping within different financial years.

**CONFERENCES**

This income relates predominantly to income generated by the 3<sup>rd</sup> Commonwealth Nurses and Midwives Conference in March 2016 with only a small amount generated by the 4<sup>th</sup> Commonwealth Nurses and Midwives Conference. The conference income is offset by conference expenditure. The CNMF has not used the conferences to generate income. The Board has preferred to keep conference fees as low as possible to enable nurses and midwives from developing countries to attend. Unfortunately it has been very difficult to obtain any substantial external sponsorship for the conferences.

## **COMMONWEALTH CIVIL SOCIETY FORUMS**

The CNMF acts as treasurer for the Commonwealth Health Professions Alliance (CHPA). The CHPA puts in a funding proposal to the Commonwealth Foundation each year to host a Commonwealth Civil Society Forum (CCSF) in conjunction with the Commonwealth Health Ministers' meeting. The CNMF acts as the budget holder for the CCSF. The income for the CCSF is offset by the expenditure. Any unspent funds are returned to the Commonwealth Foundation. Income over the last four years has totalled £58,888, with expenses of £61,085.

## **MISCELLANEOUS**

This line in the past has included reimbursements received for payments made which could be claimed back from a third party. In future financial years, any reimbursements received will be allocated to the relevant line. For example, if the CNMF pays for flights for the Executive Secretary to attend a Commonwealth meeting such as the Commonwealth Civil Society Forum and the cost of those flights is reimbursed, at present the amount would be shown in the 'Reimbursements' line when it should more accurately be shown in the Civil Society Forum line.

## **EXPENDITURE**

The CNMF expenditure reflects the costs associated with running the organisation and conducting projects.

### **PROJECTS**

These items represent costs incurred in managing and delivering projects. The difference between the income and expenditure is attributable to income being received in one financial year but expenses not being paid until a difference financial year. Income also includes a small project management fee for each project which means that income should always be slightly in excess of expenditure. Overall Project Costs came in at £86,409 over the two year period (20% of Total Expenditure).

### **CONSULTANT FEES**

The bulk of the expenditure in this line is the consultant fee for the Executive Secretary. From 1 April 2017, the Executive Secretary is employed for 36 hours at £25.00 an hour. The CNMF Board resolved at the 2009 Board Meeting to gradually increase the paid hours of the Executive Secretary from 18 to 36 hours and to increase the hourly rate from £11.25 per hour to the present rate. This was done as part of succession planning to ensure a quality candidate could be attracted to the position. The consultant fee line also includes consultancy fees paid to the CNMF Educator and small amounts paid to support in-country facilitators for the maternal health education and training. Consultant Fees account for 20% of Total Expenditure.

### **MEETINGS**

This line relates to costs incurred by the Executive Secretary and Board Members attending various meetings representing the CNMF. Wherever possible, costs are kept low by 'piggy-backing' meetings with other meetings, particularly meetings where the costs will be met by other organisations such as the Commonwealth Secretariat or the African Regulatory Collaborative. Meetings accounted for 6% of Total Expenditure.

### **AFRICAN REGULATORY COLLABORATIVE**

The ARC expenditure relates to administrative support which was provided by the CNMF in organising air and ground travel. Generally, the ARC expenditure should be offset by ARC income. This again is influenced by the number of ARC meetings held in a year and when income is received and expenditure occurs across financial years. ARC expenditure accounted for 25% of total expenditure.

### **CONFERENCES**

This relates to conference expenditure such as venue and delegate packages; and conference website, call for abstracts, and registration brochure, book of abstracts, and similar items. These costs are mostly defrayed by Conference income.

### **COMMONWEALTH CIVIL SOCIETY FORUMS**

This relates to expenditure associated with the Commonwealth Civil Society Forums: venue, flights, accommodation, speaker costs etc. Most of these costs are covered by funding from the Commonwealth Foundation.

### **OFFICE SERVICES**

The costs in this line relate to office attendance by the Executive Secretary, paper, printing, telephone, website costs, capital expenses etc. Streamlining and reorganising office and publication arrangements have significantly reduced costs. Skype, text and email are predominantly used for communication keeping telephone costs very low. There is minimal cost for postage. Website costs are kept low because website maintenance, such as uploading and removing items from the website, is done 'in-house'. Overall such costs make up 1% of Total Expenditure.

### **FINANCIAL EXPENSES**

This includes bank fees, the auditor's fees, and costs associated with CNMF registration as a private limited company in the UK and registration for Corporation Tax with HM Revenue and Customs. It also includes currency exchange costs (gains or losses). The CNMF operates two accounts: a UK £ account and an Australian \$ account. At the end of the financial year an adjustment needs to be made for currency fluctuations. Sometimes this results in a gain and sometimes in a loss. Overall this line makes up 2% of Total Expenditure.

### **MISCELLANEOUS**

This line includes expenses associated with CNMF membership of the Commonwealth Health Professions Alliance (CHPA) and Health Information for All (HIFA). Miscellaneous costs are less than 1% of total expenditure.

### **SUMMARY**

End of year results in both financial years showed a small surplus which is necessary to build up reserves over time, however it is important to minimise surpluses on which corporation tax must be paid.

The CNMF achieves a great deal with very little funding and is held in high regard for the quality, scope and cost-effectiveness of the activities it provides. This has made it a little easier to attract grants and consultancies.

I would like to record the thanks of the CNMF to our auditor, Mr Peter Westley, who has been our auditor now for a very long time. Despite vastly different and more complicated amounts now passing through the CNMF accounts, Peter's fee has remained modest and he has always been exceedingly generous with his time and helpful with his advice. In addition to the annual audit, Peter assists the CNMF with the Annual Return to Companies House and the filing of our taxation returns with HM Revenue and Customs and payment of Corporation Tax.

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