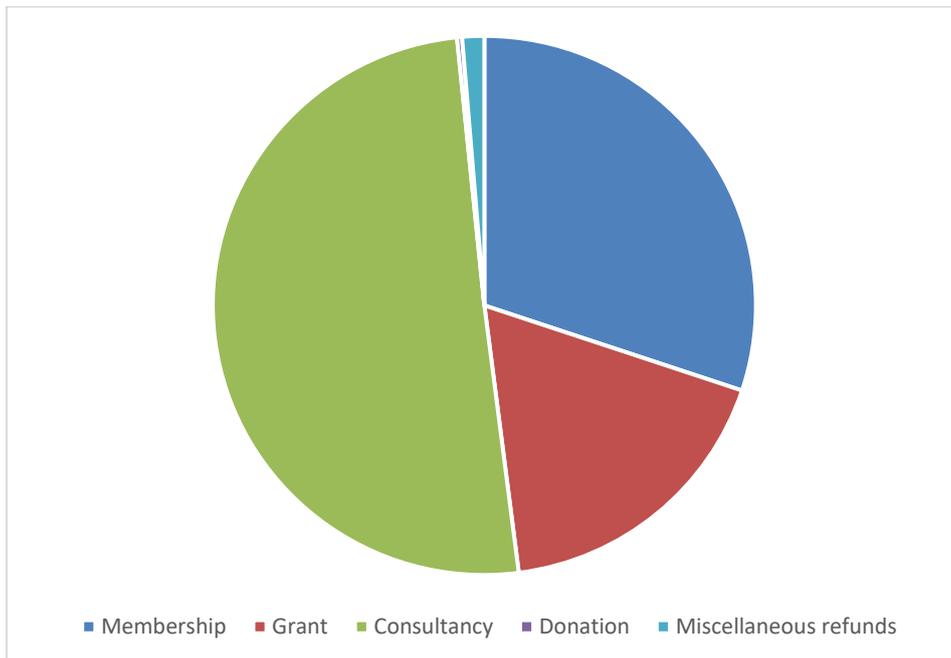


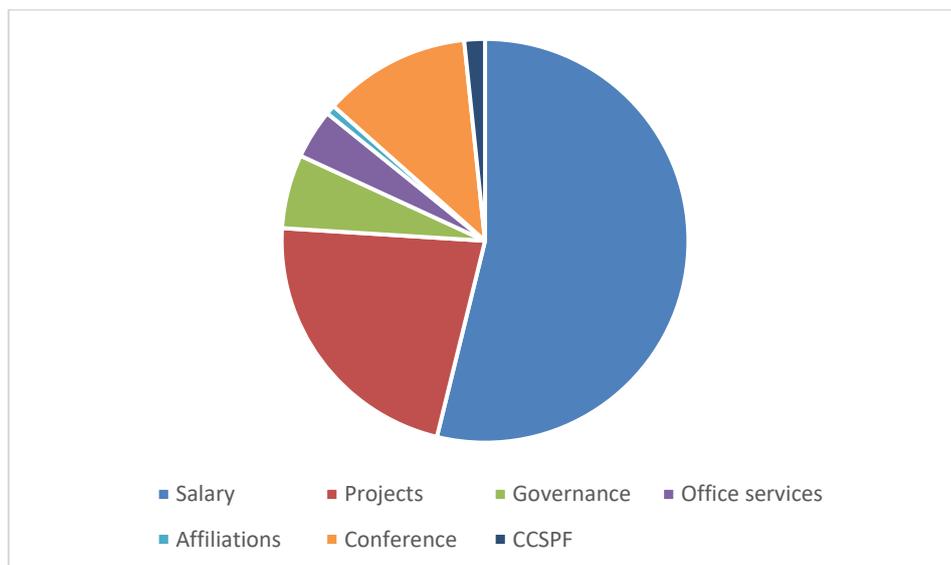
# 25<sup>th</sup> CNMF BIENNIAL MEETING OF MEMBERS TREASURER'S REPORT

The Treasurer's report covers the financial years 2020-2021 and 2021-2022. Income and expenditure over these two financial years have been significantly affected by restrictions on in-country activities and travel as a result of the COVID-19 pandemic. The CNMF Board made decisions to hold the 25<sup>th</sup> CNMF Biennial Meeting of Members as an online meeting and postpone the 6<sup>th</sup> Commonwealth Nurses and Midwives Conference until 2024.

**INCOME 2020-2022**



**EXPENDITURE 2020-2022**



## NOTES TO 2020-2022 ACCOUNTS

### INCOME

The CNMF income is generated from membership fees, project grants, consultancies, donations, and fundraising activities.

#### (a) GRANTS

During the reporting period, the CNMF had one grant for the mental health legislation project funded by the Commonwealth Secretariat which was able to be conducted online. For the two years under review grants constituted £14,980 (or 18%) of total income.

#### (b) MEMBERSHIP

Membership fees constituted £25,256 (or 30%) of total income. Membership fees for national nursing and midwifery organisations are structured according to the number of financial members belonging to that organisation. The CNMF membership year runs from 1 January to 31 December. The CNMF Board has not increased membership fees since 2014. Despite the small fees, very few countries pay their invoices on time and it is very time-consuming sending reminders and chasing subscriptions. There is no recommendation to increase membership fees for 2023-2024 however it is likely fees will be restructured at the 26<sup>th</sup> CNMF Biennial in 2024.

#### (c) CONSULTANCY

This is income generated by consultancy services to funding bodies or technical assistance to countries. The CNMF was engaged by the University of Washington, with whom it had worked before in Africa, to support the Cambodian Council of Nurses (CCN) to develop a scope of practice and standards of practice. The work with the CCN was able to be conducted online. Funding for the project was taken over by FHI360 and the CNMF was further engaged to provide technical assistance to the Pharmacy Council of Cambodia and the Dental Council of Cambodia to conduct similar projects with them. In the next financial year, FHI360 has engaged the CNMF to work similarly with the Medical Council of Cambodia. Income from consultancy services over the two-year reporting period was £42,283 provided 50% of total income.

#### (d) MISCELLANEOUS

This line generally relates to miscellaneous reimbursements and represented 1% of total income. There was a £978 refund by HSBC for overcharged bank fees.

#### (e) DONATION

This was a one-off donation of £250 to the CNMF on the occasion of the Westminster Abbey Commonwealth Day service (0.3% of income).

## **EXPENDITURE**

The CNMF expenditure reflects the costs associated with the day to day running of the organisation, effective governance, maintaining communication, responding to member requests, liaising with relevant national, regional and international bodies, and conducting projects and consultancies to generate income.

### **(a) GOVERNANCE**

Governance costs include company registration, audit costs, bank fees and currency gains or losses. Total cost was £5,050 which is 6% of total expenditure

### **(b) OFFICE SERVICES**

This line includes communication costs such as internet, wifi, Zoom; website hosting and domain name; publications and some postage. Overall cost over the two-year period was £3,367 or 4% of total expenditure.

### **(c) CONSULTANT FEES (Salary)**

The expenditure in this line is the consultant fee for the Executive Secretary. During the COVID-19 pandemic with the inability to progress in-country work and travel, the Executive Secretary's hours were reduced by mutual agreement with the President. From 1 July 2020 to 31 December 2021 hours were reduced from 36 per week to 21 per week. From 1 January 2022 hours were increased to 26 per week. Consultant fee (salary) accounts for 54% of total expenditure.

### **(d) PROJECTS**

These items represent costs incurred in managing and delivering both grant and consultancy projects. Overall project costs were £18,924 over the two-year period, which is 22% of total expenditure.

### **(e) CONFERENCES**

Conference costs relate to the 5<sup>th</sup> Commonwealth Nurses and Midwives Conference in March 2020 and represent an invoice which was late being presented. Conference costs of £10,000 account for 12% of total expenditure.

### **(f) COMMONWEALTH CIVIL SOCIETY FORUMS**

This relates to expenditure associated with the 2021 and 2022 Commonwealth Civil Society Policy Forums. Both Forums were online due to the COVID-19 pandemic so costs were reduced. This line accounts for 2% of total expenditure

## **SUMMARY**

The end of year results in 2021 was a surplus of £3,642 and a loss of £5,044 in 2022 resulting in an overall loss of £1,402. I would like to record the thanks of the CNMF to our auditor, Mr Peter Westley, who is always been exceedingly generous with his time and helpful with his advice. 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. A future focus on applying for larger grants, perhaps in partnership with other organisations, and increasing membership through the different membership categories, could see a great deal more achieved.