



HONORARY TREASURER'S REPORT 21st CNF BIENNIAL MEETING

Angela NEUHAUS

A handwritten signature in black ink that reads "Angela M. Neuhaus".

NOTES TO THE CNF ACCOUNTS

INCOME

Grant Income: Commonwealth Foundation

Access to an annual grant which included core funding for Commonwealth accredited civil society organisations ceased at the end of the 2012-2013 financial year. The CNF was successful in obtaining £10,000 in transition funding which will mainly be used for the Board strategic planning on Tuesday 11 March 2014. The CNF has applied for a Commonwealth Foundation Responsive Grant for 2014-2015 to conduct a project around mental health legislation and the project has been shortlisted for funding.

Grant income: Other

In 2011-2012 this consisted of £35,000 for the Burdett Trust Maternal Health Updates project; £5,000 from the Commonwealth Secretariat to fund the attendance of a number of speakers from developing countries to the Inaugural Commonwealth Nurses Conference; and £3,535 from the Commonwealth Foundation for Commonwealth Health Professions Alliance to host the Commonwealth Partners' Forum 2012 in conjunction with the Commonwealth Health Ministers' meeting. The amount from the Commonwealth Foundation for this activity in 2012-2013 the amount was funding from the Commonwealth Foundation toward the Commonwealth Partners' Forum 2013 held in conjunction with the Commonwealth Health Ministers' meeting.

Reimbursement

In 2011-2012 reimbursement was from the Ramphal Commission and the Commonwealth Secretariat for airfares to attend various meetings. It also consisted of reimbursement from CHPA members for various expenses in relation to the Commonwealth Partners' Forum and the CHPA website. In 2012-2013 reimbursement related to airfares to attend various Commonwealth Secretariat meetings and also a repayment of an overcharge by the travel agent.

Sponsorship

In 2011-2012 sponsorship related to the CNF e-News by the RCN Publishing Company. In 2012-2013 in addition it included sponsorship from Ontario Shores Mental Health Services for three participants to attend the Mental Health Nursing Forum.

Consultancy

This is income earned through providing services to the African Regulatory Collaborative (ARC). These services include administrative support for the meeting (writing meeting reports, and providing technical assistance with projects). The ARC is a four year partnership between the CDC Centre in Atlanta; Emory University; the East, Central and Southern Africa Health Community; the Commonwealth Secretariat; and the Commonwealth Nurses Federation. The initiative provides PEPFAR funding to countries in the ECSA region to undertake small projects to improve regulation and standards for nursing and midwifery. The amount shown as income is for administrative purposes and is offset by expenditure. For example, in 2012-2013 income was £56,606 and expenditure was £56,308.

EXPENDITURE

Members' travel and accommodation

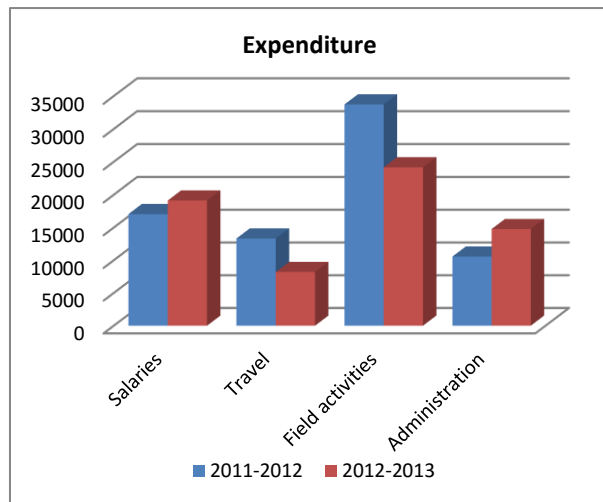
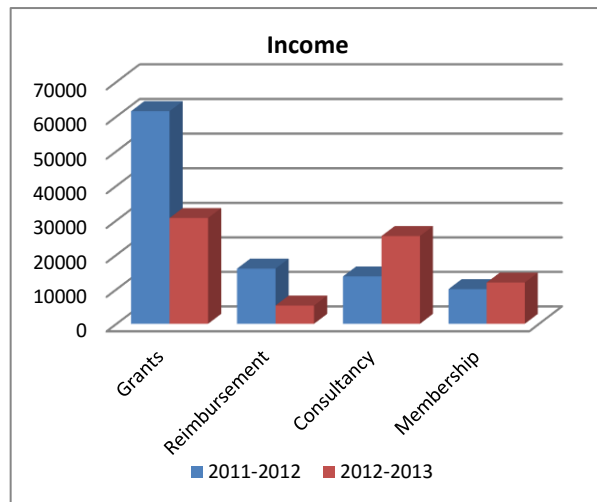
In 2011-2012 this related to expenses incurred in Board members and sponsored delegates attending the Inaugural Commonwealth Nurses Conference.

Officers' travel and accommodation

Most of the expenses in this line are reimbursed (see 'Meetings' below). The biggest item of expenditure is always the annual Commonwealth Health Ministers' meeting in Geneva and the associated Commonwealth Partners' Forum.

Field activities

The increase in expenditure on field activities in 2011-2012 reflects the funding from the Burdett Trust for Nursing for the Maternal Health Updates.



Publications

The increase in costs in 2012-2013 relates to the construction of a dedicated website for The Commonwealth Nurse. In addition, the costs for 2011-2012 included only one issue whereas in 2012-2013 there were three issues. This was a timing issue.

Office attendance

This has been kept low, particularly in the 2012-2013 financial year by 'piggy-backing' office attendance with other meetings, particularly meetings where the costs have been met by other organisations such as the Commonwealth Secretariat or the African Regulatory Collaborative.

Administrative functions

Most of the administrative functions are relatively stable or show a reasonable increase from one financial year to the other.

Website

Website costs are able to be kept low because website maintenance, such as uploading and removing items from the website, is done 'in-house'.

CHMM Mental Health Legislation Research

This research, conducted by the Centre for Mental Health Law and Policy, for the CHPA in preparation for the 2013 Commonwealth Health Ministers' meeting, was funded by the Commonwealth Foundation.

Commonwealth Fellows

In the 2011-2012 financial year this related to the two Commonwealth Fellows from Cameroon, Clarisse Lamnyam and Tita Ndogjem. Expenses associated with the two Commonwealth Fellows from Zimbabwe, Alice Mvuu and Chido Katsambe will appear in the 2013-2014 accounts.

CNF Registration

The CNF needs to be registered to be eligible for Commonwealth Foundation funding. The CNF has now been registered as a company limited by guarantee in the United Kingdom and is currently applying for charity status.

End of year result in both financial years showed a small surplus which is necessary to build up reserves over time.

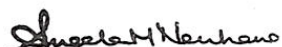
**COMMONWEALTH NURSES FEDERATION
RECEIPTS AND PAYMENTS ACCOUNT**

Year ended 30 June 2013

Receipts	2013 £	2012 £	2011 £
Grant Income - Commonwealth Foundation	22,500	18,000	19,500
Grant Income - Other	8,179	43,525	15,000
Reimbursement	5,291	16,006	11,424
Sponsorship	6,776	600	10,830
Consultancy	25,445	13,736	4,037
Member subscriptions	11,950	10,050	10,288
African Regulatory Collaborative	56,606	50,910	0
Biennial Meeting	0	3,036	10,497
	136,747	155,863	81,576
Payments			
Executive Secretary - consultancy fee	19,120	17,053	14,934
Meetings - members' travel / accommodation	0	9,088	0
Meetings - officers' travel / accommodation	8,206	13,325	6,267
Biennial Meeting expenses	0	0	21,932
Field activities	24,168	33,730	17,480
Publications	7,508	1,557	1,487
Office attendance	718	2,900	1,729
Office services - stationery, printing, postage, telephone etc	3,159	3,550	3,345
Bank fees - CNMF	550	735	978
Currency exchange (gain) loss on AU\$	455	0	0
Auditor's fee	500	400	400
Website	1,144	863	898
Capital equipment	732	560	1,211
CHPA	252	967	35
African Regulatory Collaborative	56,308	57,989	4,754
CHMM Mental Health Legislation Research	7,582	0	0
Ramphal Commission on Migration and Development	0	7,448	2,811
Subscriptions	50	50	0
Reimbursement	0	923	0
Commonwealth Fellowships	0	2,396	0
Ghana workshop 2009-2010	0	0	1,477
CNF Registration	823	0	0
	131,275	153,534	79,738
Surplus for the year	5,472	2,329	1,838
Surplus brought forward at 1 July 2012	14,614	12,285	10,447
Surplus carried forward at 30 June 2013	20,086	14,614	12,285

Surplus represented by:

Bank balance	13,567	8,246	26,691
Add debtors and prepayments	50,519	6,375	27,292
	64,086	14,621	53,983
Less creditors and un-presented cheques	(44,000)	(7)	(41,698)
	20,086	14,614	12,285



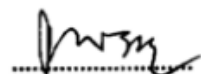
Honorary Treasurer



Executive Secretary

AUDITOR'S REPORT

I have audited the Receipts and Payments Account of the Commonwealth Nurses Federation (CNF) with the books and vouchers of the CNF and have obtained all the necessary information and explanations. In my opinion the receipts and payments are properly drawn up so as to exhibit a true and fair view of the affairs of CNF for the year ended 30 June 2013.



Peter Westley BA, FCCA

Chartered Certified Accountant

08 October 2013