



**7<sup>th</sup> AIST GENERAL MEETING**  
**Abidjan – November 29<sup>th</sup> 2013**  
**Preliminary paper**

**AGENDA**

*Preamble: Reminder of decisions adopted in 2012 by the General Meeting and the Board*

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- 2. Financial report for 2012 and statutory auditor's report*
- 3. Issues tackled by the Executive Board*
  - 3.1. Subscriptions
  - 3.2. Sale of FONSIKAV
- 4. Prospects for 2014*
  - 4.1. Date of the 2014 General Meeting and location of the following annual conferences
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  - 4.3. Call for applications related to hosting future events
  - 4.4. Accession of new members
- 5. Statute related issues*
  - 5.1. Appointment of the new Secretary General
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### **Reminder of certain rules:**

- The General Meeting is made up of the association members.
- The General Meeting is deemed to be in session only if 1/3 of its members are attending or being represented. Subsequent decisions are taken by simple majority of the attending representatives.
- Proposals for Statute amendment are to be submitted in writing to the Executive Board five months prior to the session of the General Meeting expected to debate on it, and the former will send a copy to all members. Proposals are to be discussed during the General Meeting session and come into force immediately after their adoption.
- In the event of an impediment, a member can be represented by a proxy designated by way of power of attorney. The power of attorney does not require any specific template. The power of attorney shall be submitted to the General Secretariat upon the start of the General Meeting session.
- Barring contrary decision, vote is carried out by a show of hands.

### ***Preamble: Reminder of decisions adopted in 2012 by the General Meeting and the Board***

AIST General Meeting on November 16<sup>th</sup> in Hammamet, Tunisia, adopted the following decisions:

- Amendments to the governance of the association;
- Approval of the provisional financial report for 2011/2012;
- Overhaul of the association's website.

Upon its meeting on June 25<sup>th</sup> 2013, the Executive Board adopted the following decisions:

- The conference in Abidjan will deal with the topic of local governments' financing;
- The need to better anticipate future events;

#### ***1. Activity report for 2013***

The activity report is to be found in Appendix N° 1.

#### ***2. Financial report for 2012 and statutory auditor's report***

The financial report as of December 31<sup>st</sup> 2012 and the Statutory Auditor's report are to be found in annexes N° 2 and N° 3 respectively.

The General Meeting is asked to rule on the following resolution:

#### **Resolution n°1:**

*The General Meeting approves the 2012 provisional financial statements as of December 31<sup>st</sup> 2012, as shown in the financial report.*

### ***3. Issues tackled by the Execution Board***

#### **3.1. Subscriptions**

Outstanding subscriptions (2012 and before) amount to a total of € 22 500. Payment rescheduling proposals made by the General Secretariat were accepted by some of the members in question. Thus 4 countries have settled their overdue subscriptions in total or in part. Upon the date of this paper, 5 countries are behind with payment of their subscriptions for a total of € 22 500 broken down as follows:

- 2 years: 4 countries (€ 17 250);
- 3 years: 1 country (5 250 €)

The Board has proposed a different treatment depending on the country. Targeted reminders must be made to countries whose political condition is stable. For countries encountering temporary institutional difficulties, a more comprehensive approach must be undertaken with the purpose of diminishing the amount of their outstanding subscriptions.

#### **3.2. Sale of FONSIKAV**

The Association has owned for several years FONSIKAV stocks whose performance, net of administrative charges and before tax, reached 0.05 % in September 2012. Caisse des dépôts by means of a letter from October 22<sup>nd</sup> 2012 informed the General Secretariat that stock performance will most likely continue to deteriorate and that not before long the rate of these FONSIKAV stocks will no longer cover the amount of administrative charges.

Since CDC was unable to propose another type of investment for AIST, the General Secretariat proposed to open with another bank a savings account A ("livret A") "association" with a deposit limit of 76 000 €.

Following the recommendation of the Executive Board, the General Secretariat sold all SICAV stocks and deposited the funds thus obtained in the Association's current bank account. Having analyzed different investment options suitable for associations, it seems that the best long term solution in terms of security and immediate availability of money would be to open a savings account A («livret A») whose deposit limit is € 76 000 and interest rate of 1,25%.

#### **Resolution n° 2:**

*The General Meeting authorizes the General Secretariat to open a savings account A (livret A) with a bank.*

### ***4. Prospects for 2014***

#### **4.1. Date of the 2014 General Meeting and location of the following annual conferences**

Given that Tunisia hosted the 2012 conference and Ivory Coast is hosting the one 2013 and that the theme seminar in 2012 was also held in Africa (RDC), for geographical balance purposes it would be advisable that the next AIST annual conference be organized in a non-African country. However, the General Secretariat has not received yet any application for the hosting of the 2014 annual conference and General Meeting. Madagascar that had proposed hosting the two events in 2015 is nevertheless ready to host them in 2014.

#### **4.2. Organization of the theme seminar**

A new theme seminar similar in structure with the one held in Marrakech in 2013 (three-day seminar alternating plenary sessions and workshops followed by plenary reporting, moderated by two experts from two member countries) is proposed to be organized in 2014 too.

Upon conclusion of the seminar, a summary of the works, retracing the debates and suggesting guidelines or even recommendations, will be drafted.

In order to ensure a balance with respect to the agenda of AIST events, it is suggested that the aforementioned seminar take place in the 1<sup>st</sup> semester of the year. The topic will be decided by the Executive Board after examination of proposals put forward by members.

According to the decisions taken by the General Meeting in Hammamet, it is advisable that this seminar focuses on more technical topics than the annual conference.

For the time being, the General Secretariat received one application for hosting the theme seminar – the application was submitted by France.

The General Meeting is requested to rule on the following resolution:

##### **Resolution n° 3**

*The General Secretariat will organize a theme seminar in the first semester of 2014 in [to fill in the host country if decided by the General Meeting]. Beforehand it will request members to submit proposals for topics. Following their examination, it will submit to the Executive Board a project covering at least two propositions. The Board, requested to reply by e-mail, will decide on the topic of the seminar.*

#### **4.3. Call for applications related to hosting future events**

With a view to anticipate and ensure a better preparation of future events as well as to maintain a geographical balance with respect to the choice of host countries for our events, it was suggested that applications for the upcoming events be submitted two or three years ahead. This would also facilitate an alternative solution in the event that a certain country withdraws its application because of domestic issues.

The current General Meeting should first of all rule on the location of the theme seminar taking place in first semester of 2014 and on the conference in 2014.

Member countries are thus invited to submit to the General Secretariat their applications to host a conference or an annual seminar.

#### **4.4. Accession of new members**

Pursuant to art. 5 of the Statute of the Association,

*“Membership to the Association is granted by the Executive Board, responsible for ruling on applications for admission, to any body or legal entity having made such a request. Admissions*

*are confirmed within the General Meeting of the Association, after consultation of the members.”*

The General Secretariat of the Association received two admission requests from the Democratic Republic of the Congo and Algeria respectively.

The opinion of the Executive Board will be sought previous to the General Meeting. The General Meeting is proposed to agree with the admission of these aforementioned countries.

#### **Resolution n° 4**

*The General Meeting grants the Democratic Republic of the Congo and Algeria respectively the quality of members of the Association.*

### **5. Statute related issues**

#### **5.1. Appointment of a new Secretary General**

The Secretary General of AIST, Gilles BERTEAU, informed the President and the Executive Board of his return upon his own request to the French DGFIP, where he will take up a new position.

Pursuant to article 15 of the Statute of the association, the secretary general is designated by the President upon proposal of the Executive Board. The latter will meet on November 28<sup>th</sup> in order to analyze the candidates.

It is proposed that the term of the new Secretary General takes effect on December 13<sup>th</sup> 2013 so as to allow the incumbent Secretary General to wrap up the accounting operations following the conference in Abidjan, to undertake the changes with respect to the holder of the association's banks accounts and to allow the statutory auditor to certify the accounts before the office handover to the forthcoming Secretary General.

#### **5.2. Renewal of the Executive Board**

Pursuant to the new AIST statute adopted in Tunisia in 2012, a partial renewal of the Executive Board will take place during the present conference (see point 5.2). The Presidency of AIST will be handed over to the country that will host the 2014 conference.

The two vice-president offices will be held by Tunisia (host of the 2012 conferences) and Ivory Coast (host of the 2013 conference).

The appointment of two administrators will be subject to a vote of the General Meeting. Ukraine, Gabon and Slovenia will exit the Board, but can nevertheless apply for a new term in the Board.

It should be recalled that according to the statute of AIST, the Executive Board “*will reflect as much as possible the geographical diversity of the membership of the Association*”.

## I – Activity report for 2013

### 1/ Meetings of the Executive Board

The Executive Board met on June 25<sup>th</sup> 2013 in Paris.

Board member countries having attended the meeting: Ivory Coast, France, Gabon, Morocco, Ukraine and the Secretary General. Slovenia was excused.

On the basis of the new possibilities provided for by the new internal regulations amended at the general meeting in Hammamet, two non-member countries of the Board were invited: Guinea and Madagascar. Only Madagascar was able to attend the meeting.

The minutes were sent to the members and uploaded on the members' area of AIST's website.

### 2/ Actions carried out

#### - *The theme seminar in Marrakech.*

The seminar held in Marrakech on June 19<sup>th</sup> and 20<sup>th</sup> 2013 was organized in partnership with the General Treasury in Morocco.

The topic selected for the seminar was "audit and internal control". The subject was dealt with during plenary sessions and workshops moderated by two experienced experts from two AIST member countries, Mrs. Natasa PRAH from Slovenia and Mr. Jacques ORTET from France.

The three workshops followed by reporting sessions focused on the following issues:

- internal control instruments;
- organization of internal audit;
- the role of internal audit in the assessment of internal control.

Morocco, Slovenia and France then presented their own experience with the topic.

This theme seminar was the first held by AIST in this manner (the one Kinshasa in 2012 spread over three days and was organized in cooperation with fiscal services members of CREDAF). More technical in nature than the annual conference, it was aimed at top managers of member fiscal services directly concerned by the topic tackled.

Its success reflected both by the number of participants (38 participants from 18 member countries) and the quality of exchanges and debates stands as proof for the interest aroused by this type of event.

A summary document is under way, retracing particularly the conclusions of the works as well as guidelines or recommendations put forward by participants.

The quality of the reception and organization by the General Treasury of Morocco needs to be underscored; it contributed to a large extent to the satisfaction of the participants displayed by the end of the seminar.

**- *Organization of the annual conference***

The choice of Abidjan as the host city of 6<sup>th</sup> annual conference of our Association was made by the General Meeting in Hammamet that took place on November 16<sup>th</sup> 2012. AIST's Secretary General and a Project Manager travelled to Abidjan from the 15<sup>th</sup> to the 18<sup>th</sup> of July on a preparatory assignment.

Mr. KONE, Director General of the Treasury and Public Sector Accounting Department and Mr. FOFANA, president of the organizing committee gave them a warm welcome. They had several meetings with the representatives of the hotels likely to host the event and with the organizing committee.

The choices were made together with Mr. KONE and Mr. FOFANA.

**3/ *Other professional trips of the Secretary General***

**- *the trip to Madagascar.***

The Secretary General made a trip to Madagascar from 11<sup>th</sup> to the 13<sup>th</sup> of July following an invitation from the Directorate General of the Treasury for the 50<sup>th</sup> anniversary of the Malagasy Treasury. Given that the President of AIST was unable to attend the event, the Secretary General represented the Association at the conference organized in Antananarivo during which two AIST member countries, Togo and France, delivered a presentation and participated to the ensuing debate. ASIT was honored by Mr. Orlando ROBIMANANA, Director General of the Treasury, who emphasized during his speech and a press conference the contribution of AIST to the activity of the institution he is leading.

**- *the trip to Serbia.***

The Secretary General traveled to Belgrade, in Serbia, to meet with the head of the State Treasury, Mrs. Svetlana LJUBICIC, in order to discuss the development of the cooperation with AIST and particularly the possible hosting one the AIST's next conferences or a theme seminars. Mrs. LJUBICIC reviewed the current affairs of the Serbian Treasury (accounting, reporting, treasury management, training...) and expressed their concrete needs with respect to the aforementioned issues. She particularly underlined the need to have pragmatic answers to these expectations.

**4/ *Communication***

**- *website***

The website of AIST, [www.aist-tresor.com](http://www.aist-tresor.com), is currently the main internal and external communication medium of the Association. The English version of the website was launched in 2013.

The contributions of AIST members are strongly sought for in order to nurture the website.

We remind you that the username and password granting access to the members' area are:

Username: *tresor* (*treasury* for the English version of the website)

Password: *services* (for both English and French website)

- ***AIST presentation brochure***

A new AIST presentation brochure was designed: an electronic version that can be downloaded on the website in both French and English and a paper version.

The paper version is made up of a folder comprising different memos (new member, annual schedule, renewal of the Executive Board...) which make it easier to update.

**5/ Accessions and Association enlargement outlooks**

In the framework of the enlargement strategy adopted by the General Meeting in 2010, the General Secretariat established contacts with fiscal institutions in different countries (Algeria, Laos, Democratic Republic of the Congo, and Russia).

Following this steps undertaken by the General Secretariat, two accession requests were submitted to the General Secretariat of AIST by the Democratic Republic of the Congo and Algeria (cf. point 6.4 on the agenda).

**6/The study on local governments**

Following a decision of the General Meeting in 2012, the General Secretary entrusted a student at Sorbonne (University Paris I) with conducting a comparative study on the services provided to local governments by different AIST member institutions, in the framework of an end-of-studies internship within a two-year masters program on “public finances-local governments”.

Several difficulties were encountered, the main ones consisting in:

- a low reply rate to the questionnaire sent to members despite several reminders;
- a late response from countries having replied to the questionnaire.

Thus the study could not be finalized before the end of the internship and cannot be presented at the conference. The General Secretariat will explore the possibility of completing itself the study.



## APPENDIX 2

### FINANCIAL REPORT

#### Presentation of the financial statements for the seventh financial year upon September 30<sup>th</sup> 2013

##### 1- AIST income statement.

The table below presents the income statement (expenses and proceeds) upon September 30<sup>th</sup> 2013

<b>AIST income statement</b>			
<b>January 1<sup>st</sup> – December 31<sup>st</sup> 2013 financial year</b>			
<b>balanced on September 30<sup>th</sup> 2013</b>			
<b>Expenses</b>		<b>Proceeds</b>	
Annual conference costs	€ 5,965.80	Proceeds from subscriptions	€ 48,216.42
Theme seminar costs	€ 29,599.80	Exceptional proceeds	€ 43,301.90
Fees	€ 2,294.20		
Travel costs, assignments, receptions	€ 3 638,76		
Banking services	€ 308.70		
Various current administrative costs	€ 85.08		
Total	€ 41.892,12	Total	€ 91,518.32
Result	€ 49,626.20		

**The proceeds for the above mentioned period result from:**

**- subscriptions:**

Upon September 30<sup>th</sup> 2013 when the account was balanced, 17 countries had paid their subscriptions for 2013 amounting to € 42,591.42.

The total amount of subscriptions received from the 1<sup>st</sup> of January until the 30<sup>th</sup> of September 2013 is € 48,216.42, the difference consisting in France's subscription for 2012 that was paid on the 15<sup>th</sup> of January 2013.

**- exceptional proceeds:**

Following the decision of the Executive Board adopted at its meeting on June 25<sup>th</sup> 2013, the Secretary General sold the FONSICAV stocks owned by the Association. The sale of the aforementioned stocks resulted in an exceptional financial proceed of € 43,301.90. The stocks had been bought for € 41,602.10. The gain obtained from their sale is of € 1,699.80.

**The expenses for the above mentioned period consist in:**

**- conference and seminar costs:**

The breakdown of expenses related to the organization of AIST actions is as follows:

- a total of € 5,965.80 for the costs related to the annual conference,

- a total of € 29,599.58 for the costs related to the theme seminar.

▪ The main expenses for the annual conference are broken down as follows:

- translation costs for some of the summary documents and costs related to the written transcript of plenary debates at the annual conference held in Hammamet (Tunisia) on November 15<sup>th</sup> and 16<sup>th</sup> 2012, amounting to € 1,204.60;

- assignment related costs for the preparatory assignment of the annual conference to be held in Abidjan (Ivory Coast) on November 28<sup>th</sup> and 29<sup>th</sup> 2013 (plane travel costs for the Secretary General, accommodation and meal expenses for the Secretary General and the Project Manager) amounting to € 4,761.20. It should be noted that the Secretary General used this opportunity to carry out another assignment related to its role in the *Centre de rencontres et d'études des dirigeants des administrations fiscales* (CREDAF), thus AIST will get a reimbursement of half of these costs upon the annual clearance of shared costs between the two associations.

▪ The main expenses related to the theme seminars are broken down as follows:

- English translation costs of summary documents related to the theme seminar organized jointly with CREDAF from the 17<sup>th</sup> until the 19<sup>th</sup> of September 2012 in Kinshasa (Democratic Republic of the Congo) on the topic of "modernization of debt collection" amounting to € 1,277.28;

- organization costs of the theme seminar having taken place on the 19<sup>th</sup> and 20<sup>th</sup> of June 2013 in Marrakech (Morocco) on the topic of "internal control and audit in the public sector" amounting € 28,322.30 (see table below for the detailed expenses). It should be noted that the amount of € 3,140.31 recorded on June 7<sup>th</sup> 2013 as expense recovery stands for a repayment made by the hotel having hosted the seminar Marrakech following cancellation of the participation of several persons.

- third party payments:

These expenses stand for:

- the internship allowance amounting to € 1,744.20 paid to a student entrusted with conducting a study of local governments in AIST member countries, in the framework of the topic selected for AIST's annual conference to be held this autumn, pursuant to resolution n°10 of the general meeting in Hammamet on November 16<sup>th</sup> 2012;

- French/Russian interpreting costs amounting to € 550.00 for the meeting of the Executive Board on June 25<sup>th</sup> 2013 (for the Ukrainian delegation).

- travel, assignment and reception costs:

Amounting to € 3,638.76, represent mainly travel costs (3 481.06 €) of the Secretary General for its AIST representation assignment at the 50<sup>th</sup> anniversary of the Malgasy Treasury.

- bank charges:

Bank charges for AIST's current bank account amount to € 308.70 (charge for the provision of the account, charges on the debit card, charges on exchange operations.....).

- various current administrative costs:

Stand for website hosting services and AIST professional email hosting services provided by Orange and amount to € 85.08.

## 2- AIST balance sheet.

The following table presents the financial and property statement of AIST as of the 30<sup>th</sup> of September 2013, the date of account balancing.

	Balance sheet as of 31/12/2012	Balance sheet as of 30/09/2013
<b>ASSETS</b>		
1- Current assets		
Bank account	€ 35,412.27	€ 85,074.46
Cash	€ 116.37	€ 80.38
2- Investment securities		
SICAV and FCP MONETAIRES	€ 41,602.10	
Total	€ 77,130.74	€ 85,154.84
<b>Liabilities</b>		
1- Retained earnings		
Debit balance	€ 65,111.89	€ 35,528.64
2- Financial result		
Profit	€ 12,018.85	€ 49,626.20
Total	€ 77,130.74	€ 85,154.84

## Costs related to the organization of the theme seminar in Marrakech

<u>EXPENSES</u>	<u>AMOUNT</u>
<p><b><u>PREPARATORY MEETING</u></b>                      - accommodation and meals</p>	€ 504.10
<p><b><u>HOTEL KENZI MENARA PALACE</u></b>                      - AIST members' accommodation                      + meals during the seminar                      + rental of seminar halls and technical equipment</p>	€ 16, 859.69
<p><b><u>INTERPRETING AND TECHNICAL SERVICES</u></b>                      - interpreting services in two languages                      (French/English)                      + rental of technical equipment</p>	€ 8,534.14
<p><b><u>TRANSLATION OF SEMINAR DOCUMENTS</u></b>                      - translation of working documents for the seminar</p>	€ 1,393.84
<p><b><u>TRAVEL COSTS</u></b>                      - plane travel costs (Secretary General and two delegates from GABON)                      + taxi (Secretary General and Project Manager)</p>	€ 855.94
<p><b><u>MISCELLANEOUS</u></b>                      - meal costs prior to the seminar (Secretary General, Project Manager and experts)                      - phone call costs</p>	€ 170.00  € 4.59
<b><u>TOTAL</u></b>	<b>€ 28,322.30</b>