

**REPORT OF APCCA FINANCE SUB-COMMITTEE,  
19 APRIL 1999, SYDNEY, AUSTRALIA**

---

## **Attendance**

Mr. Raymond Lai, Hong Kong, Convener  
Dr. Leo Keliher, New South Wales, Australia, Member  
Mr. Mark Byers, New Zealand, Member  
The APCCA Coordinator, Professor David Biles, was also present

## **APCCA Fund Report**

Mr. Lai presented to the meeting the Balance Sheet as at 15 April 1999 and the Statement of Income and Expenditure for the period 17 October 1998 to 15 April 1999. It was noted that the Fund had an accumulated surplus of \$24,223 (US) and Mr. Lai was commended by the meeting for his diligence in seeking contributions from APCCA participants.

## **APCCA Web site on the Internet**

Pursuant to the decision of the 18th APCCA, Professor Biles reported on his efforts to establish an Internet web site for the APCCA and he tabled a draft Memorandum of Understanding between APCCA and the Australian Institute of Criminology (AIC) on this subject. Under this arrangement the AIC would establish and maintain the site for a period of three years for a fee of \$6250 (Aust) or approx \$4000 (US) for the first year and for \$4250 (Aust) or approx \$2700 (US) in each of the second and third years. This proposal was approved by the sub-committee.

## **Corporate Gifts**

Professor Biles reported that he had negotiated the purchase from a specialist company, Jaymac Promotional Advertising, of a quantity of lapel pins and woven ties, both incorporating the APCCA logo, for a total sum of \$2915 (Aust) or approx \$1866 (US). In accordance with the decision of the 18th APCCA, it was confirmed that this amount would be reimbursed to Professor Biles upon submission of the receipts.

## **Travel Expenses of APCCA Coordinator**

The meeting agreed to meet the travel expenses of the APCCA Coordinator for:

- a) air fares between Beijing and Ulaanbaatar in August 1999, after a planning meeting for the 19th APCCA in Beijing, in order to accept an invitation for him to visit Mongolia (approx \$605 (US)), and
- b) airfares and taxi expenses to travel between Canberra and Sydney for the meeting of the APCCA Finance Sub-committee (approx \$145 (US)) on submission of the relevant receipts.

## **General**

In closing the meeting, Mr. Lai announced that he was due to retire soon and he asked that his appreciation of the work of APCCA be passed on to all APCCA members. Dr. Keliher and Mr. Byers responded by warmly thanking Mr Lai for his strong support of APCCA over many years.

# **REPORT OF APCCA FINANCE SUB-COMMITTEE, 24 OCTOBER 1999, SHANGHAI, CHINA**

## **Attendance**

Mr. Benny NG Ching-kwok, Hong Kong, Convener  
Dr. Leo Keliher, New South Wales, Australia, Member  
Mr. Mark Byers, New Zealand, Member  
The APCCA Coordinator, Professor David Biles, and Mr. Lam Lou,  
Hong Kong of China, were also present

## **APCCA Fund Report**

Mr. NG presented to the meeting a report on the administration of the fund for the period from 17 October 1998 to 30 September 1999 together with a report of the audit committee. It was noted that at 30 September 1999 the fund had an accumulated surplus of \$19,635. A copy of this report is attached.

## **Decisions of the Sub-committee**

The sub-committee expressed its general satisfaction with the level and timeliness of the contributions to the fund, but made a number of decisions which aim to improve its overall efficiency.

1. It was decided to request contributors, to the fund to make their payments within three months of the conclusion of each conference, if possible.
2. It was decided to raise the ceiling on the amount that may be spent by the APCCA Coordinator without prior approval of the sub-committee from US\$500 to US\$1000.
3. It was noted that China has indicated that it will give positive consideration to becoming a contributor to the fund in the year 2000.
4. It was decided that efforts should be made to acknowledge the nations that had made voluntary contributions to the fund, perhaps in the format of an occasional short article in the APCCA Newsletter.
5. It was noted that the first payment to the Australian Institute of Criminology of US\$4000 for the establishment of the web site had not yet been claimed.

## **Appreciation**

The **members of the sub-committee and the APCCA Coordinator expressed** their warm appreciation **for the work undertaken by Mr NG and his staff** in **the** administration of the fund.

# **Report on Administration of Asian and Pacific Conference of Correctional Administrators Fund**

---

## **Introduction**

At the 17<sup>th</sup> Asian and Pacific Conference of Correctional Administrators (APCCA) held in Malaysia, the full Conference agreed to establish a fund in the name of APCCA to provide a small fee and administrative expenses to the Co-ordinator and Co-rapporteur who had been supporting APCCA on an honorary basis.

## **Administration of the Fund**

The Hong Kong Correctional Services Department was appointed the Administrator of the Fund. All expenditure above a nominal amount of US\$500 would need prior approval of two members of the APCCA Finance Sub-committee. The financial Fund would be tabled at the APCCA meetings.

This year, a Finance Sub-committee meeting was held in Sydney on 19 April. The following decisions in relation to the APCCA Fund were made:

- (a) the meeting approved the APCCA Coordinator's proposal that the Australian Institute of Criminology would establish and maintain an Internet web site for the APCCA for a period of three years for a fee of approximately US\$4,000 for the first year and US\$2,700 in each of the second and third years;
- (b) it was confirmed that an amount of approximately US\$1,866 would be reimbursed to the APCCA Coordinator for expenditure on the purchase of APCCA **corporate** gifts; and
- (c) the meeting agreed to meet the travel expenses approximately US\$750 of the APCCA Coordinator for his fares between Beijing and Ulaanbaatar in August 1999 and fares and taxi expenses for the APCCA Finance Sub-committee meeting in Sydney

As at 30 September 1999, the agreed spending as mentioned in items (b) and (c) above had already been paid to the APCCA Coordinator. Regarding item (a), payment will be made upon the submission of the relevant invoices/receipts.

## **Contribution**

While contributions from any nations would be welcome, the 18<sup>th</sup> Conference agreed that the following scheme of voluntary contributions from the more affluent nations or territories should continue for the next year :

Australia (New South Wales, Queensland, South Australia, Western Australia, Victoria) (US\$1,000 from each mainland state)	=	US\$5,000
Canada, Japan, New Zealand, Singapore (US\$3,000 each)	=	US\$12,000
Brunei, Hong Kong, India, Korea, Malaysia (US\$ 1,000 each)	=	US\$5,000
	Total	US\$22,000

### **Progress and Results**

The Fund was established in December 1997 and an account was opened in the name of APCCA at the Hongkong and Shanghai Banking Corporation Limited.

For the year ended 30 September 1999, the Fund was planned to receive US\$22,000 but not all nations/territories were able to make the contributions requested and in fact a total of US\$19,020 was received from those nations/territories to whom requests were made. However, a further sum of US\$2,500 was received from voluntary contributions made by Philippines, Thailand and Suva Fiji, Thus a total of US\$21.520 was received. After bank charges of US\$26 was deducted and interest of US\$660 was added, the total was US\$22,154. The total expenditure from the Fund for the year was US\$12,680. With a balance of US\$10,161 brought forward from last year, the surplus in the Fund therefore stands at US\$19,635. Please refer to the attached financial statements for details.

### **Vote of Thanks**

I wish to express my appreciation to those nations/territories that have contributed to the Fund especially in these difficult financial times for the region. Members' support will definitely place APCCA on a firmer footing than it has ever been in the past. I sincerely hope that members will continue their support to the APCCA Fund in future years by contributing generously.

(CKNG)  
Commissioner of Correctional services, Hong Kong  
October 1999

## Asian and Pacific Conference of Correctional Administrators (APCCA) Fund

### Balance Sheet as at 30 September 1999

---

<b>Assets</b>	<b>US\$</b>
Cash at a savings account with bank	19,458
Interest receivable	<u>197</u>
	19,655

#### **Less : Liabilities**

Advance contribution by Malaysia	<u>20</u>
	<u>19,635</u>

#### **Representing**

##### **Accumulated Fund :**

##### Accumulated Surplus

(i) 20 December 1997 - 16 October 1998	10,161
(ii) 17 October 1998 - 30 September 1999	<u>9,474</u>
	<u>19,635</u>

**Asian and Pacific Conference of Correctional Administrators (APCCA) Fund  
Income and Expenditure Account  
for the period from 17 October 1998 to 30 September 1999**

---

<b>Income</b>	<b>US\$</b>	<b>US\$</b>
<b>Contributions Received</b>		
<i>(a) Requested Contributions Received</i>		
Australia	1,000	
New South Wales	1,020	
Queensland	1,000	
South Australia	1,000	
Victoria	1,000	
Western Australia	1,000	
Brunei		
For year 1998#	1,000	
For year 1999	1,000	
Canada	3,000	
Hong Kong	1,000	
Japan	3,000	
Korea	1,000	
Malaysia	1,000	
New Zealand	<u>3,000</u>	
<b>Sub-total</b>		19,020
<i>(b) Additional Contributions Received</i>		
Philippines		
For year 1998#	500	
For year 1999	500	
Suva Fiji	1,000	
Thailand	<u>500</u>	
<b>Sub-total</b>		<u>2,500</u>
Total Contributions Received ( a + b )		21,520
Less: Bank Charges		<u>26</u>
Actual Amount Received		21,494
Add: Interest Income		<u>660</u>
<b>Total Income</b>		<b><u>22,154</u></b>
<b>Less Expenditure</b>		
Reimbursement of air fares and travelling expenses to APCCA Co-ordinator		750
Reimbursement of corporate gifts expenditure to APCCA Co-ordinator		1,930
Honorarium to APCCA Co-ordinator		10,000
<b>Total Expenditure</b>		<b><u>12,680</u></b>
<b>Net Surplus</b>		<b><u>9,474</u></b>

**Voluntary Contribution Received (1999)**

Nation/ Territory	(a) Intended Contribution (US\$)	(b) Overseas Band Charges (US\$)	(c) = (a) + (b) Actual Amount Received (US\$)	Received on
Philippines	*500.00	-	*500.00	2.11.1998
	500.00	-	500.00	23.7.1999
Suva Fiji	1,000.00	5.99	994.01	16.3.1999
Thailand	500.00	-	500.00	9.4.1999
<b>Total</b>	<b>2,500</b>		<b>2,494.01</b>	

**Report on Audit of the Financial Statement of the  
Asian and Pacific Correctional Administrators (APCCA) Fund**

---

**Introduction**

At the 18th APCCA held in Canada, the full Conference agreed that a small audit committee comprising the leaders of the current host nation and the most recent host nation, should review the work of the APCCA Finance Sub-committee and report to the next full Conference.

**Opinion**

We have audited the financial statements of the APCCA Fund which have been prepared by the Hong Kong Correctional Services Department, the Administrator of the Fund.

In our opinion the financial statements give a true and fair view, in all material aspects, of the state of affairs of the Fund for the period 17 October 1998 to 30 September 1999.

Signed:

China

Canada