

CHARTERED INSTITUTE OF ARBITRATORS

BRANCH TREASURER PACK

YEAR ENDED 31 DECEMBER 2016

CHARTERED INSTITUTE OF ARBITRATORS

BRANCH TREASURER PACK

YEAR ENDED 31 DECEMBER 2016

CONTENTS

	Page
General Information	1
Explanation of audit requirement and selection of an auditor	2 - 3
Income and Expenditure Account and supporting schedules	4 - 8
Balance Sheet and supporting schedules	9 - 12
Branch Employees	13
Breakdown of Income/Expenditure per country	14
Trustees Payments	15
Other related party payments	16
Additional points	17

Appendices

A	Audit programme of work to be completed by an auditc	18-19
B	Form of audit report to be prepared by an auditor who is not a registered auditor	20

**CHARTERED INSTITUTE OF ARBITRATORS
BRANCH TREASURER PACK
YEAR ENDED 31 DECEMBER 2016**

Latest date for receipt by Head Office : 14 March 2017

Name of Branch: East Asia

3 Letter Currency code HKD

Currency used in preparation of Accounts: Hong Kong Dollars

Contact names:

Hon. Treasurer

Name Mr. Lawrence Lee

Address 38/F., Two Exchange Square,
Central, Hong Kong.

Post Code _____

Telephone No./Fax (852) 2525 2381 / (852) 2524 2171
(for daytime contact if possible in case of query)

e-mail lawthlee@mtr.com.hk

Hon. Auditor

Name Baker Tilly Hong Kong Limited

Address 2/F., 625 King's Road,
North Point, Hong Kong.

Post Code _____

Telephone No./Fax (852) 2525 0171 / (852) 2810 1417
(for daytime contact if possible in case of query)

e-mail audit@bakertillyhk.com

If you require any help in completion of this pack please contact Simon Jones at Bloomsbury Square Telephone: (+44) 020 7421 7444 (general number) or (+44) 020 7421 7452 (direct line) or email: SJones@ciarb.org

**CHARTERED INSTITUTE OF ARBITRATORS
BRANCH TREASURER PACK
YEAR ENDED 31 DECEMBER 2016**

Introduction

The Chartered Institute of Arbitrators is a registered charity. The Institute is obliged to produce Financial Statements that conform with charity law and to have them audited by a registered auditor.

The Charities Act 2011 together with the Charities (Accounts and Reports) Regulations 2008 require the adoption of accounting principles which affect the Institute and all of its Branches. These Financial Statements are required to be prepared in accordance with the "Statement of Recommended Practice: Accounting and Reporting by Charities preparing their Financial Statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" issued on 16 July 2014.

Statutory Requirements for Branches

The Financial Statements of the Institute are not considered legally complete without aggregation of the financial information of its Branches and the consolidation of its subsidiaries.

The aggregation of branches and consolidation of subsidiaries is helped if those Financial Statements are presented in a standard format which gives the information required. The criteria for Financial Statements is that they be drawn up in accordance with the Institute's accounting policies, comply with best Accounting Practice and contain all the required information. Specific attention is drawn to revenue analysis as to type and function on pages 4-6 of this document for the purpose of the Statement of Financial Activities. Completion of the enclosed Branch Treasurer Pack will achieve this objective.

Audit

The Financial Statements of the Institute are subject to audit and the Institute's auditors will need to express an audit opinion which must necessarily extend to the consolidated Branch Financial Statements. Under Rule 14.5 of the Branch Model Rules that were adopted in November 2011, it is a requirement for all larger Branches to have their year-end Financial Statements and financial records externally audited. Larger Branches are defined as those Branches which in the previous financial year had either total income or net assets in excess of £10,000 or have one or more Chapters within the Branch area. The funds of any such Chapter shall be part of the assets of the Branch and such funds shall be included in the Branch Financial Statements and be subject to the Branch audit. Accordingly, the Financial Statements of all larger Branches must be audited by either a Registered Auditor or an independent examiner. The Financial Statements of smaller Branches and those without Chapters need not be audited.

A Registered Auditor is an individual holding appropriate qualifications who has been entered on the Register of Auditors required under Section 35 Companies Act 1989 or the equivalent legislation elsewhere. An independent examiner need not be a practising Accountant, but must have the requisite ability and practical experience to carry out a competent examination of the Financial Statements, and must have no connection with the Trustees, which might inhibit the impartial conduct of the examination.

The following persons are deemed to be connected for this purpose:-

- (a) Branch officials;
- (b) A major donor or beneficiary;
- (c) A close relative, business partner or employee of a person within (a) or (b) above.

Whether other connections exist will depend on the particular circumstances. The chosen auditor should be independent of the Branch.

**CHARTERED INSTITUTE OF ARBITRATORS
BRANCH TREASURER PACK
YEAR ENDED 31 DECEMBER 2016**

The Institute's auditors, RSM, have requested that each year a bank certificate for each branch bank account should be sent together with the completed branch pack to Stephanie Warboys at stephanie.warboys@rsmuk.com. This certificate should be for the bank balance as at 31 December 2016 and will have to be attained from the Branch's bank.

Audit Work Required

The Branch Auditor is required to work through the audit programme as attached in Appendix A and complete the Audit Report in Appendix B.

Timetable

The timetable is governed by the date of the Institute's Annual General Meeting and the preceding meetings of the Board of Trustees and the Board of Management at which the Institute's Accounts must be approved. In order to allow for the consolidation process and for central audit procedures to be completed on a timely basis, the Branch Treasurer Pack (or equivalent), together with the Appendices A and B duly completed, must be returned to 12 Bloomsbury Square no later than **14 March 2017**.

Your help and co-operation in meeting this timetable is appreciated - any delay in receipt of the information will delay finalisation of the statutory accounts of the Institute and additional audit charges will be passed on to any branch that delays the process.

Excel Spreadsheet Format

Cells that are highlighted in the following colour: are calculations from separate sheets. These cells will automatically populate when you do the calculation on other pages. The page reference that the figures are taken from will be noted above or next to each of these cells.

This spreadsheet should help ease the calculation of the Income and Expenditure account on Page 4 and the Balance Sheet on Page 9. Please do not change any of the precalculated cells as they all feed through to different sections of the Year End report.

Only type in the figures requested, once all amounts are entered the Balance Sheet on Page 9 should have a difference of zero (cell E42).

You will need to print off the whole pack and obtain the signature of the auditor on page 20. Please send an Excel Version to CI Arb HQ and a scanned, signed version to the auditors.

The name of the the Honourable Treasurer should be added to page 4 & 9. By adding your name and sending it electronically via email, you confirm that all the details are correct to the best of your knowledge.

**CHARTERED INSTITUTE OF ARBITRATORS
BRANCH TREASURER PACK
YEAR ENDED 31 DECEMBER 2016**

Currency in which figures are stated: Hong Kong Dollars

Income and Expenditure Account

	(A)	(B)	(C)	(D)	(E)	(F)
		2015	2015	2016	2016	
Net Receipts	Accrued Income	Deferred Income	Accrued Income	Deferred Income	Total	
in year	(From Page 5)		(From Page 7)	(From Page 7)	(A-B+C+D-E)	
Income						
Head Office grants to Branch (gross)	-	-	-	-	-	-
Branch Subscriptions either paid locally or received from Head Office	1,263,392.00	623,090.00	-	-	-	640,302.00
Meetings, seminars etc	814,085.00	-	-	-	-	814,085.00
Income from courses	630,528.00	-	-	-	39,000.00	591,528.00
Income from arbitration and other ADR scheme administration	-	-	-	-	-	-
Other fund raising efforts	-	-	-	-	-	-
Interest on Deposits	178.00	16.00	-	16.00	-	178.00
Other Income (please provide analysis)	5,870.00	-	-	-	-	5,870.00
	2,714,053.00	623,106.00	-	16.00	39,000.00	2,051,963.00

	(G)	(H)	(I)	(J)	(K)	(L)
		2015	2015	2016	2016	
Net Payments in year	Accrued expenses	Prepaid Expenses	Accrued expenses	Prepaid Expenses	Total	
(From Page 6)	(From Page 6)		(From Page 7)	(From Page 7)	(G-H+I+J-K)	
Expenditure						
Branch Office and administration expenses	774,124.00	25,400.00	13,583.00	26,000.00	12,861.00	775,446.00
Welfare, travel and transport costs etc	-	-	-	-	-	-
Branch Meetings, catering and ancillary costs	701,017.00	-	-	-	18,150.00	682,867.00
Courses expenses	225,956.00	-	-	72,661.00	-	298,617.00
Arbitrators and neutrals fees and other costs relating to scheme administration	-	-	-	-	-	-
Other fund raising expenses	-	-	-	-	-	-
Other expenses (please provide analysis)	4,746.00	-	-	-	-	4,746.00
	1,705,843.00	25,400.00	13,583.00	98,661.00	31,011.00	1,761,676.00

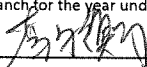
Surplus/(Deficit) of income over expenditure for year (I - J) (To Page 9)

290,287.00

Declaration :

I confirm that the above Income and Expenditure Account represents all income receivable and expenses payable by this Branch for the year under review.

Signed:



Branch:

East Asia

Hon Treasurer (name):

Mr. Lawrence Lee

Date:

26 MAY 2017

**CHARTERED INSTITUTE OF ARBITRATORS
BRANCH TREASURER PACK
YEAR ENDED 31 DECEMBER 2016**

Branch Receipts and Payments Account

RECEIPTS	Gross/Total	VAT	Net Receipts in year
Head Office Grants to Branch (net) (see Page 8)	-		-
Other receipts from Head Office	-		-
Local Branch Subscriptions	1,263,392.00	-	1,263,392.00
Meetings, Seminars etc	814,085.00	-	814,085.00
Income from courses	630,528.00	-	630,528.00
Income from arbitration and other ADR scheme administration	-	-	-
Other fund raising efforts	-	-	-
Interest on deposits	178.00	-	178.00
Net VAT refunded by Head Office (Per half yearly grant statements)			
Re 2015		-	
Re 2016		-	
Adjustments		-	
Other Income (Please give details)			
a) Examination income	3,670.00	-	3,670.00
b) Miscellaneous	2,200.00	-	2,200.00
c)	-	-	-
d)	-	-	-
Other Income Total	5,870.00	-	5,870.00
TOTAL RECEIPTS FOR YEAR TO 31 December 2016	2,714,053.00	-	2,714,053.00
		To Page 9	To Page 4

**CHARTERED INSTITUTE OF ARBITRATORS
BRANCH TREASURER PACK
YEAR ENDED 31 DECEMBER 2016**

Branch Receipts and Payments Account

PAYMENTS	Gross/Total	VAT	Net Payments in year
Branch office and administration expenses	774,124.00	-	774,124.00
Branch Output VAT paid to Head Office (Per half yearly grant statements)			
Re 2015			
Re 2016		-	
Adjustments			
Items charged by Head Office	-		-
Welfare, transport and travel, etc	-	-	-
Courses expenses	225,956.00	-	225,956.00
Arbitrators and neutrals fees and other costs relating to scheme administration	-	-	-
Branch meetings, catering and ancillary costs	701,017.00	-	701,017.00
Other fund raising expenses	-	-	-
Building rental costs (also see page 17)	-	-	-
Equipment rental costs (also see page 17)	-	-	-
Other expenses (Please give details)			
a) Bank charges	690.00	-	690.00
b) Examination expenses	3,456.00	-	3,456.00
c) Miscellaneous	600.00	-	600.00
d)	-	-	-
e)	-	-	-
Other Expenses Total	4,746.00	-	4,746.00
TOTAL PAYMENTS FOR YEAR TO 31 December 2016	1,705,843.00	-	1,705,843.00
		To Page 9	To Page 4

D1

J

CHARTERED INSTITUTE OF ARBITRATORS
BRANCH TREASURER PACK
YEAR ENDED 31 DECEMBER 2016

Notes Required to Support Income and Expenditure Account

Note 1

DETAILS OF UNPAID EXPENSES/ PAYMENTS IN ADVANCE AND INCOME
NOT YET RECEIVED/RECEIVED IN ADVANCE

ACCRUED INCOME (Income for 2016 not received at year end)	Page 4 category	Gross	VAT	Net Total
Interest on fixed deposits	Interest on Deposits	16.00		16.00
				-
				-
Total		16.00	-	16.00
				To Pages 4 and 9

DEFERRED INCOME (Income for 2017 received in 2016)	Page 4 category	Gross	VAT	Net Total
YMG Annual party income	Income from courses	39,000.00		39,000.00
				-
				-
Total		39,000.00	-	39,000.00
				To Pages 4 and 9

ACCRUED EXPENSES (Expenses for 2016 unpaid at year end)	Page 4 category	Gross	VAT	Net Total
Auditor Remuneration	Branch Office and administration expenses	26,000.00		26,000.00
HKIE Course expenses	Courses expenses	72,661.00		72,661.00
				-
				-
Total		98,661.00	-	98,661.00
				To Pages 4 and 9

PREPAID EXPENSES (Expenses paid in advance at year end which relate wholly or partly to 2017)	Page 4 category	Gross	VAT	Net Total
Insurance	Branch Office and administration expenses	12,861.00		12,861.00
YMG annual party rental deposit	Branch Meetings, catering and ancillary costs	18,150.00		18,150.00
				-
				-
Total		31,011.00	-	31,011.00
				To Pages 4 and 9

Note: The "Page 4 category" cells have a drop down list to select this income and expense category. This will then automatically add the item to page 4 based on the selection.

**CHARTERED INSTITUTE OF ARBITRATORS
BRANCH TREASURER PACK
YEAR ENDED 31ST DECEMBER 2016**

Notes Required to Support Income and Expenditure Account

Note 2 HEAD OFFICE TRANSACTIONS

Transactions between branches and head office need to eliminate when the accounts are combined. It is an audit requirement at Head Office that we reconcile amounts paid by Head Office to Branches (and entered on our Branch financial computer records) with amounts shown on your Receipts and Payments Account on Page 5.

To assist with this audit requirement please complete the list below:-

Balance due to / from Head Office as at 1 January 2016 623,090.00

Receipts due from Head Office		
Description	Date	Amount
Branch subscriptions:		
1st Tranche	22-Dec-16	580,202.00
2nd Tranche (TBC)	22-Dec-16	60,100.00
Total		640,302.00
Input VAT received by Head office:		
Q1		-
Q2		-
Q3		-
Total		-
Payments made by Branch on behalf of Head Office:		
		-
		-
Total		-
	TOTAL	640,302.00

Payments due to Head Office		
Description	Date	Amount
Output VAT paid by Head office:		
Q1		-
Q2		-
Q3		-
Total		-
Payments made by Head Office on behalf of Branch:		
		-
		-
Total		-
	TOTAL	-

Cash payments		
Description	Date	Amount
Cash paid to branch by Head Office:		
Settlement of 2015 subvention income	15-Jan-16	623,090.00
Settlement of 2016 subvention income	22-Dec-16	640,302.00
		-
Total		1,263,392.00
Cash paid to Head Office by Branch:		
		-
Total		-
Net cash transferred		1,263,392.00

Balance due (to) / from Head Office as at 31 December 2016 -

The total of the amounts listed above feeds through to the grants shown on the Receipts summary in the Gross column under the heading Head Office Grants to Branch (Page 5).

CHARTERED INSTITUTE OF ARBITRATORS
BRANCH TREASURER PACK
YEAR ENDED 31 DECEMBER 2016


Currency in which figures are stated	Hong Kong Dollars	31 December 2016	31 December 2015
Balance Sheet			
FIXED ASSETS (If applicable – from page 10)	Ref A		
CURRENT ASSETS			
Debtors: Prepaid Expenses (From Page 7)	B	31,011.00	13,583.00
Accrued Income (From Page 7)	C	16.00	16.00
CI Arb Head Office (From page 8)		-	623,090.00
VAT Balance: Brought forward 1 January 2016		-	-
Add: Page 6 VAT Total	D1	-	-
Less: Page 5 VAT Total	D2	-	-
Total VAT			
Other	E	-	-
	F(B+C+D+E)	31,027.00	636,689.00
Cash and Bank Balances (from page 11 or 12)	G	3,378,601.00	2,370,391.00
	H (F+G)	3,409,628.00	3,007,080.00
CURRENT LIABILITIES			
Creditors: Accrued Expenses (From Page 7)	I	98,661.00	25,400.00
Deferred Income (From Page 7)	J	39,000.00	-
CI Arb Head Office (From page 8)	Q	-	-
Other	K	17,334.00	17,334.00
	L (I+J+K)	154,995.00	42,734.00
NET ASSETS/(LIABILITIES)	M (A+H-L)	3,254,633.00	2,964,346.00
Represented by:			
Net assets at 31 December 2015 (from 2015 pack page 9)	N	2,964,346.00	2,935,458.00
Surplus/(Deficit) for year (From Page 4)	O	290,287.00	28,888.00
RESERVES - PLEASE ALSO COMPLETE PAGE 17	P(N+O)	3,254,633.00	2,964,346.00

If for any reason box M does not equal box P, please give a short explanation or reconciliation so that amalgamation of your Accounts at Head Office may proceed quickly.
diff:

Declaration:

**** I confirm that the above Balance Sheet represents all assets and liabilities of the Branch as at 31 December 2016**

Signed:

 (Hon Treasurer)

Branch:

East Asia

Date:

26 MAY 2017

**** By sending the year end branch pack electronically you confirm that the above figures are complete and correct to the best of your knowledge.**

**CHARTERED INSTITUTE OF ARBITRATORS
BRANCH TREASURER PACK
YEAR ENDED 31 DECEMBER 2016**

Notes Required to Support Balance Sheet Account

Fixed Assets

(To be completed by all branches which have Fixed Assets in their Balance Sheet)

	Freehold Property	Leasehold Improvements	Furniture & equipment	Computers etc	Total
Cost					
Opening balance at 1.1.2016					-
Additions in year					-
Disposals in year					-
Closing balance at 31.12.2016	-	-	-	-	-
Accumulated Depreciation					
Opening balance at 1.1.2016					-
Charge for year					-
Released on disposals in year					-
Closing balance at 31.12.2016	-	-	-	-	-
Net book value					
Opening balance at 1.1.2016	-	-	-	-	-
Closing balance at 31.12.2016	-	-	-	-	-

To Page 9

Capital Commitments

Please state the amount and purpose of any commitments made 31 December 2016 or prior to purchase capital assets 1 January 2017 or later:

--

CHARTERED INSTITUTE OF ARBITRATORS
BRANCH TREASURER PACK
YEAR ENDED 31 DECEMBER 2016

Notes Required to Support Balance Sheet Account

Details of Bank Accounts and Cash Balances Held at 31 December 2016

Account Type	Account Holder and Full Address	Sort Code	Account No	Balance Held At 31/12/16 (See (i) below)
Current	In the name of the branch		002-554830-001	1,590,973.00
Bank Deposit	In the name of the branch			1,744,101.00
Building Society				-
Other deposits				-
a) Saving	In the name of the branch - project account		808-488795-292	128,408.00
b)				-
c)				-
d)				-
Petty Cash and Funds awaiting deposit				-
TOTAL BRANCH CASH AND BANK BALANCES (see (ii) below)				3,463,482.00
				To Page 9

(i) For Bank and Building Society accounts the figure shown should be per the account statements .

(ii) If the above total does not equal the total Cash & Bank balance then please prepare a reconciliation as shown on page 12 to include uncashed cheques or deposits not yet cashed.

**CHARTERED INSTITUTE OF ARBITRATORS
BRANCH TREASURER PACK
YEAR ENDED 31 DECEMBER 2016**

Notes Required to Support Balance Sheet

Bank Reconciliation (If required, see note ii on bottom of page 11)

Balances at 31 December 2016 (see page 11)	3,463,482.00
Add: deposits not yet credited by bank	-
Sub total	3,463,482.00 A

List of cheques not yet presented to bank:

Account	Date	Cheque No.	HKD
002-554830-001	4 January 2016	#745882	3,000.00
002-554830-001	30 October 2016	#745994	10,341.00
002-554830-001	14 November 2016	#745998	215.00
002-554830-001	1 December 2016	#746002	800.00
002-554830-001	1 December 2016	#746003	35,459.00
002-554830-001	28 December 2016	#746023	35,066.00
			-
			-
			-
			-
			-
			-
			84,881.00

Balances at Reference G on Page 9 (A-B)

3,378,601.00
To Page 9

**CHARTERED INSTITUTE OF ARBITRATORS
BRANCH TREASURER PACK
YEAR ENDED 31 DECEMBER 2016**

Branch Employees

The Institute is required to declare within its annual statutory accounts various information in respect of staff costs and volunteers. Please complete the table below fully if your branch has any paid staff. If your branch has volunteers only, please complete (iv) and state "no employees" in box (i).

Full Time Equivalent data should be based on a 35 hour working week. For example, a person working 20 hours per week would be $20/35 = 0.57\text{FTE}$.

	Employment category					Total
	Membership activities	Scheme administration	Education & training	Office admin	Other	
(i) Total employees wages and salaries	HKD	HKD	HKD	HKD	HKD	HKD
	-	-	-	-	-	-
(ii) Total number of paid employees during the year.	No.	No.	No.	No.	No.	No.
	-	-	-	-	-	-
(ii) Full Time Equivalent of paid employees during the year.	FTE	FTE	FTE	FTE	FTE	FTE
	-	-	-	-	-	-
(iii) Approx. number of hours worked in an average week by paid employees	No.	No.	No.	No.	No.	No.
	-	-	-	-	-	-
(iv) Total number of volunteers during the year.						No.
						-
(iv) Full Time Equivalent of volunteers during the year.						FTE
						-
(v) The number of employees who received total emoluments (salary, pension and any other benefits) in the year within the following categories:						No.
£60,000 - £69,999.99						-
£70,000 - £79,999.99						-
£80,000 - £89,999.99						-
£90,000 - £99,999.99						-
£100,000 - £109,999.99						-
£110,000 - £119,999.99						-
£120,000 - £129,999.99						-
£130,000 +						-
(vi) Any pension contributions made for employees	HKD	HKD	HKD	HKD	HKD	HKD
	-	-	-	-	-	-
(vii) Total of other employer costs (local employment taxes etc.)	HKD	HKD	HKD	HKD	HKD	HKD
	-	-	-	-	-	-
(viii) Total cost of employment	HKD	HKD	HKD	HKD	HKD	HKD
	-	-	-	-	-	-
(ix) Holiday pay - cash value of any untaken holiday entitlement at at 31 December 2016 (note, this amount should be accrued for on page 7):						HKD
						-

CHARTERED INSTITUTE OF ARBITRATORS
BRANCH TREASURER PACK
YEAR ENDED 31 DECEMBER 2016

TRANSACTIONS WITH TRUSTEES / RELATED PARTIES BY BRANCH DURING 2016

<u>No.</u>	<u>Trustee</u>	<u>Tutor / Trainer Fees</u>	<u>Arbitrators & Adjudicators Fees</u>	<u>Other Payments</u>	<u>Travelling Expenses</u>	<u>Note 1</u>	<u>Total</u>
	Great Britain						
1	Mr R Hamilton Morris	-	-	-	-	-	-
2	Mr J Wood	-	-	-	-	-	-
3	Ms A Marks	-	-	-	-	-	-
4	Mr P Rees	-	-	-	-	-	-
5	Mr M Smith	-	-	-	-	-	-
6	Mr N Comair-Obeid	-	-	-	-	-	-
7	Ms J Gunn	-	-	-	-	-	-
	Africa						
8	Mr C Ojo	-	-	-	-	-	-
	Americas						
9	Ms A Ryan Robertson	-	-	-	-	-	-
	Australasia						
10	Mr A John Wakefield	-	-	-	-	-	-
	Europe						
11	Mr A Reeg	-	-	-	-	-	-
	Asia						
12	Mr A Houghton	-	-	-	-	-	-
	Ireland						
13	Mr A Dowling-Hussey	-	-	-	-	-	-
	Middle East/Indian Sub-Continent						
14	Mr M Tonkin	-	-	-	-	-	-
	Total	-	-	-	-	-	-

Note 1 Please provide a brief description of any transactions with the trustees as well as any amounts paid or benefits to trustees.

**CHARTERED INSTITUTE OF ARBITRATORS
BRANCH TREASURER PACK
YEAR ENDED 31 DECEMBER 2016**

OTHER POINTS**LEASES**

Please provide details of any leases which the branch holds at 31 December:

Land and buildings:

Annual cost of the lease: Nil

Date the lease is due to expire: N/A

Other leases (e.g. photocopiers etc.)

Annual cost of the lease: Nil

Date the lease is due to expire: N/A

PENSION COSTS

Had the branch paid any pension costs for the following financial year in advance? If so, state the value

No

Are these shown within prepayments on page 7?

No

Did the branch owe any pension costs at the year end relating to 2016? If so, state the value

No

Are these shown within accrued expenses on page 7?

No

RESERVES

Restricted reserves may exist if the branch has received funds from donors for a specific purpose. The money can only be spent on fulfilling that purpose

Examples:

Someone donated funds to the branch to be used specifically to run a course on a certain type of training

A fundraising event was held and the event clearly stated that the event was to raise funds for a certain project.

Please provide details of any such potential funds:

Fund 1 - explanation N/A

Funds held at 31/12/15	A		-
Money received in the year	B		-
Money spent in the year	C		-
Funds held at 31/12/16	A+B-C		-

Fund 2 - explanation N/A

Funds held at 31/12/15	A		-
Money received in the year	B		-
Money spent in the year	C		-
Funds held at 31/12/16	A+B-C		-

Fund 3 - explanation N/A

Funds held at 31/12/15	A		-
Money received in the year	B		-
Money spent in the year	C		-
Funds held at 31/12/16	A+B-C		-

Add further funds if necessary

**CHARTERED INSTITUTE OF ARBITRATORS
BRANCH TREASURER PACK
YEAR ENDED 31 DECEMBER 2016**

Appendix A - Audit Programme

This two page audit programme needs to be worked through by the Local Auditor of the Branch.

Name of Branch: East Asia

Year Ended: 31 December 2016

Programme of Work <small>(* if no, please attach a note explaining the problem)</small>	Satisfactory	
	Yes	No*
Annual Return		
1. Is the Income and Expenditure Account and Balance Sheet arithmetically correct?	X	
2. Do the figures agree to the totals on the backing schedules on pages 5 to 8?	X	
3. Do all brought forward balances agree to the previous year's carried forward balances?	X	
Receipts and Payments		
4. Have you been able to check payments and receipts to supporting documentation on a test basis to cover 25% by value of all payments and receipts in the year?	X	
Bank		
5. Have the bank reconciliations been prepared correctly?	X	
6. Have you received a bank certificate for each bank account held in branch. This should be done and a copy send to sarah.welch@rsmuk.com and sjones@ciarb.org	X	
7. Have all reconciling items cleared promptly through the bank statements after the year end?	X	
8. Have you investigated all large or unusual items?	X	
9. Does the branch operate any other bank accounts, or have cash balances, which have not been recorded on the Branch Balance Sheet? If so, please provide details.		X
10. Has the Branch closed any bank or building society account since last year. If yes are you satisfied that the closing balance has been correctly transferred and recorded?		X
11. Does the schedule of Head Office grants shown on Page 8 agree to the Receipts and Payments Account. (Page 5)	X	

**CHARTERED INSTITUTE OF ARBITRATORS
BRANCH TREASURER PACK
YEAR ENDED 31 DECEMBER 2016**

Appendix A - Audit Programme

This two page audit programme needs to be worked through by the Local Auditor of the Branch.

Name of Branch: East Asia

Year Ended: 31 December 2016

Programme of Work	Satisfactory	
	Yes	No*
(* if no, please attach a note explaining the problem)		
Accruals, prepayments, deferred and accrued income		
12. Have all items been recorded on page 7 to reflect adjustments for accruals and prepayments?	X	
13. Have all items been recorded on page 7 to reflect adjustments for accrued income and deferred income?	X	
Other		
14. Have the Minutes of Branch Committee meetings been reviewed? Are you satisfied that the Branch return reflects the decisions taken at Committee Meetings.	X	
15. Have you received all the information and explanations which you believe to be necessary to enable you to carry out an audit of the Branch? If not, please provide a separate explanation.	X	
16. Have you considered post Balance Sheet events and commitments which may need to be reflected in the Accounts? If there are any such matters please provide details.	Up to 13 Mar 2017 None noted	
17. Have all other disclosures made in the branch pack been reviewed and are considered to be accurate and complete, based on a review of the underlying accounting records? If not, please provide an explanation	X	

**CHARTERED INSTITUTE OF ARBITRATORS
BRANCH TREASURER PACK
YEAR ENDED 31 DECEMBER 2016**

Appendix B Audit Report

Required format of Audit Report - prepare and sign on completion of audit.

THE CHARTERED INSTITUTE OF ARBITRATORS

Year ended:	31 December 2016
Name of Branch:	East Asia
Name of Auditor:	Baker Tilly Hong Kong Limited
Qualification/Profession of Auditor:	Certified Public Accountants
Telephone/Fax No.:	(852) 2525 0171 / (852) 2810 1417

I have carried out the audit work on the Income and Expenditure Account, Balance Sheet, bank balances and supporting schedules as shown on pages 4 to 17, using the programme of work per Appendix A on pages 18 and 19.

(I have also carried out work additional to that required per Appendix A which is attached on a separate sheet - see Note 1 below).

I have obtained all the information and explanations which, to the best of my knowledge and belief, I consider to be necessary for the purpose of my audit and I am able to conclude (subject to see Note 2 below) that:

- the Branch Income and Expenditure Account for the year ended 31 December 2016 has been correctly prepared and agrees to the underlying records;
- the Branch Balance Sheet as at 31 December 2016 has been correctly prepared and agrees to the underlying records;
- the sample of payments and receipts I tested were accurately recorded and had valid supporting documentation; and
- all bank and other accounts are correctly included in the return.

In addition, I confirm that:

- I have carried out necessary enquiries and (subject to Note 3 below) am not aware of any actual, or potential, threats myself or my firm's independence or the objectivity of the engagement principal and audit staff, including those arising from the provision of non-audit services.



Auditor

(Signed)

26 MAY 2017

(Date)

Notes (1) and (2) above

Note 1: If you have undertaken work additional to the programme please provide brief details, otherwise please delete the wording within the brackets of this note.

Note 2: If there are matters that mean you are unable to form a view upon the Branch return please describe them on a separate sheet if necessary. Otherwise please delete the 'subject to' proviso within the brackets.

Note 3: If there are any non-audit services provided by you or your firm to The Chartered Institute of Arbitrators or any branch thereof, please describe them on a separate sheet of paper, and specify the safeguards which have been put in place to ensure independence. Otherwise please delete the 'subject to' proviso within the above brackets