

CHARTERED INSTITUTE OF ARBITRATORS

BRANCH TREASURER PACK

YEAR ENDED 31 DECEMBER 2018



CHARTERED INSTITUTE OF ARBITRATORS

BRANCH TREASURER PACK

YEAR ENDED 31 DECEMBER 2018

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CHARTERED INSTITUTE OF ARBITRATORS
BRANCH TREASURER PACK
YEAR ENDED 31 DECEMBER 2018

Latest date for receipt by Head Office : 31 January 2019

Branch Region: International

Name of Branch: East Asia

Currency used in preparation of Accounts: Hong Kong Dollar HKD Current Rate: 9.888

Contact names: Mr. John Cock

Hon. Treasurer

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

Post Code/ZIP Code

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

e-mail ciarb@hkiac.org

Hon. Auditor

Name Baker Tilly Hong Kong Limited

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

Post Code/ZIP Code

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

e-mail audit@bakertilly.hk

If you require any help in completion of this pack please contact Graham Ashton at CI Arb HQ
Telephone: (+44) (0)20 7421 7434 (direct line)
or email: gashton@ciarb.org

**CHARTERED INSTITUTE OF ARBITRATORS
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YEAR ENDED 31 DECEMBER 2018**

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
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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 2018 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 CI Arb HQ no later than 31 January 2019.

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 E38).

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 2018

Currency in which figures are stated: Hong Kong Dollars

Income and Expenditure Account

	(A)	(B)	(C)	(D)	(E)	(F)
		2017	2017	2018	2018	
	Net Receipts	Accrued Income	Deferred Income	Accrued Income	Deferred Income	Total
	In year			(From Page 7)	(From Page 7)	
	(From Page 5)					(A-B+C+D-E)
Income						
Head Office grants to Branch (gross)	-	-	-	-	-	-
Branch Subscriptions either paid locally or received from Head Office	729,953.00	-	-	-	-	729,953.00
Meetings, seminars etc	174,100.00	-	-	-	-	174,100.00
Income from courses	1,840,970.00	-	-	96,393.00	9,500.00	1,927,863.00
Income from arbitration and other ADR scheme administration	-	-	-	-	-	-
Other fund raising efforts	-	-	-	-	-	-
Interest on Deposits	2,004.00	168.00	-	608.00	-	2,444.00
Other Income (please provide analysis)	10,000.00	-	-	-	-	10,000.00
	2,757,027.00	168.00	-	97,001.00	9,500.00	2,844,360.00

	(G)	(H)	(I)	(J)	(K)	(L)
		2017	2017	2018	2018	
	Net Payments In year	Accrued expenses	Prepaid Expenses	Accrued expenses	Prepaid Expenses	Total
	(From Page 6)			(From Page 7)	(From Page 7)	(G-H+I+J-K)
Expenditure						
Branch Office and administration expenses	713,886.00	27,000.00	12,861.00	28,000.00	12,788.00	714,959.00
Items charged by Head Office	-	-	-	-	-	-
Welfare, travel and transport costs etc	-	-	-	-	-	-
Branch Meetings, catering and ancillary costs	439,397.00	-	-	10,565.00	-	449,962.00
Courses expenses	414,525.00	-	1,777.00	-	-	416,302.00
Arbitrators and neutrals fees and other costs relating to scheme administration	-	-	-	-	-	-
Other fund raising expenses	-	-	-	-	-	-
Other expenses (please provide analysis)	1,784.00	-	-	-	-	1,784.00
	1,569,592.00	27,000.00	14,638.00	38,565.00	12,788.00	1,583,007.00

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

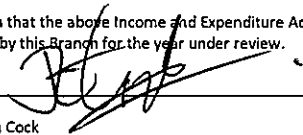
1,261,353.00

O

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. John Cock

Date:

12-Apr-19

**CHARTERED INSTITUTE OF ARBITRATORS
BRANCH TREASURER PACK
YEAR ENDED 31 DECEMBER 2018**

Branch Receipts and Payments Account

RECEIPTS	Net Receipts in year
Head Office Grants to Branch (net) (see Page 8)	-
Other receipts from Head Office	-
Local Branch Subscriptions	729,953.00
Meetings, Seminars etc	174,100.00
Income from courses	1,840,970.00
Income from arbitration and other ADR scheme administration	-
Other fund raising efforts	-
Interest on deposits	2,004.00
Other Income (Please give details)	
a) Miscellaneous	10,000.00
b)	
c)	
d)	
Other Income Total	10,000.00
TOTAL RECEIPTS FOR YEAR TO 31 December 2018	2,757,027.00
	To Page 4

**CHARTERED INSTITUTE OF ARBITRATORS
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YEAR ENDED 31 DECEMBER 2018**

Branch Receipts and Payments Account

PAYMENTS	Net Payments in year
Branch office and administration expenses	713,886.00
Items charged by Head Office	-
Welfare, transport and travel, etc	-
Courses expenses	414,525.00
Arbitrators and neutrals fees and other costs relating to scheme administration	-
Branch meetings, catering and ancillary costs	439,397.00
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	1,540.00
b) Miscellaneous	244.00
c)	
d)	
Other Expenses Total	1,784.00
TOTAL RECEIPTS FOR YEAR TO 31 December 2018	1,569,592.00
	To Page 4

CHARTERED INSTITUTE OF ARBITRATORS
BRANCH TREASURER PACK
YEAR ENDED 31 DECEMBER 2018

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 2018 not received at year end)	Page 4 category	Net Total
Interest on fixed deposits	Interest on Deposits	608.00
Accelerated Route to Fellowship Course in Taipei	Income from courses	96,393.00
Total		97,001.00
		To Pages 4 and 9

DEFERRED INCOME (Income for 2019 received in 2018)	Page 4 category	Net Total
Refund for Accelerated Route to Fellowship Course in Hong Kong	Income from courses	9,500.00
Total		9,500.00
		To Pages 4 and 9

ACCRUED EXPENSES (Expenses for 2018 unpaid at year end)	Page 4 category	Net Total
Auditor Remuneration	Branch Office and administration expenses	28,000.00
Travelling expenses for Youth Members Group conference at Dublin, Ireland	Branch Meetings, catering and ancillary costs	10,565.00
Total		38,565.00
		To Pages 4 and 9

PREPAID EXPENSES (Expenses paid in advance at year end which relate wholly or partly to 2019)	Page 4 category	Net Total
Insurance	Branch Office and administration expenses	11,288.00
Web hosting services	Branch Office and administration expenses	1,500.00
Total		12,788.00
		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
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Notes Required to Support Income and Expenditure Account

HEAD OFFICE TRANSACTIONS

Note 2

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 2018

-

Receipts due from Head Office		
Description	Date	Amount
Branch subscriptions:		
1st Tranche	28-Dec-18	640,206.00
2nd Tranche	28-Dec-18	89,747.00
Reimbursement for congress:		
Congress in Atlanta	30-Dec-18	32,414.00
Total		762,367.00
Payments made by Branch on behalf of Head Office:		
Total		-
	TOTAL	762,367.00

Payments due to Head Office		
Description	Date	Amount
Payments made by Head Office on behalf of Branch:		
Total		-

Cash payments		
Description	Date	Amount
Cash paid to branch by Head Office:		
1st Subs	28-Dec-18	640,206.00
2nd Subs	28-Dec-18	89,747.00
		-
Total		729,953.00
Cash paid to Head Office by Branch:		
Total		-
Net cash transferred		729,953.00

Balance due (to) / from Head Office as at 31 December 2018

32,414.00

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
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Currency in which figures are stated	Hong Kong Dollars	31 December 2018	31 December 2017
Balance Sheet			
	Ref		
FIXED ASSETS (If applicable – from page 10)	A	-	-
CURRENT ASSETS			
Debtors: Prepaid Expenses (From Page 7)	B	12,788.00	14,638.00
Accrued Income (From Page 7)	C	97,001.00	168.00
CI Arb Head Office (From page 8)		32,414.00	-
CI Arb Singapore	D	37,838.00	-
	E (B+C+D)	180,041.00	14,806.00
Cash and Bank Balances (from page 11 or 12)	F	4,905,152.00	3,787,969.00
	G (E+F)	5,085,193.00	3,802,775.00
CURRENT LIABILITIES			
Creditors: Accrued Expenses (From Page 7)	H	38,565.00	27,000.00
Deferred Income (From Page 7)	I	9,500.00	-
CI Arb Head Office (From page 8)	J	-	-
Other	K	-	-
	L (H+I+J+K)	48,065.00	27,000.00
NET ASSETS/(LIABILITIES)	M (A+G-L)	5,037,128.00	3,775,775.00
Represented by:			
Net assets at 31 December 2018 (from 2017 pack page 9)	N	3,775,775.00	3,254,633.00
Surplus/(Deficit) for year (From Page 4)	O	1,261,353.00	521,142.00
RESERVES - PLEASE ALSO COMPLETE PAGE 17	P(N+O)	5,037,128.00	3,775,775.00

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 2018

Signed:


(Hon Treasurer)

Branch:

East Asia

Date:

12-Apr-19

** 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
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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 1.1.2018					-
Additions in year					-
Disposals in year					-
Closing balance at 31.12.2018	-	-	-	-	-
Accumulated Depreciation					
Opening balance at 1.1.2018					-
Charge for year					-
Released on disposals in year					-
Closing balance at 31.12.2018	-	-	-	-	-
Net book value					
Opening balance at 1.1.2018	-	-	-	-	-
Closing balance at 31.12.2018	-	-	-	-	-

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Capital Commitments

Please state the amount and purpose of any commitments made 31 December 2018 or prior to purchase capital assets 1 January 2019 or later:

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**CHARTERED INSTITUTE OF ARBITRATORS
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Notes Required to Support Balance Sheet Account

Details of Bank Accounts and Cash Balances Held at 31 December 2018

Account Type	Account Holder and Full Address	Sort Code	Account No	Balance Held At 31/12/18 (See (i) below)
Current	In the name of the branch		002-554830-001	3,070,108.00
Bank Deposit	In the name of the branch		002-554830-0032, 002-554830-0034, 002-554830-0035	1,746,235.00
Building Society				
Other deposits				
a) Saving	In the name of the branch - project account		808-488795-292	127,209.00
b)				
c)				
d)				
e)				
f)				
g)				
h)				
Petty Cash and Funds awaiting deposit				
TOTAL BRANCH CASH AND BANK BALANCES (see (ii) below)				4,943,552.00
				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.

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Notes Required to Support Balance Sheet

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

Balances at 31 December 2018 (see page 11)	4,943,552.00
Add: deposits not yet credited by bank	-
Sub total	4,943,552.00

A

List of cheques not yet presented to bank:

Account	Date	Cheque No.	HKD
002-554830-001	31 December 2018	#746106	35,400.00
002-554830-001	31 December 2018	#746079	3,000.00
			38,400.00

B

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

4,905,152.00
To Page 9

**CHARTERED INSTITUTE OF ARBITRATORS
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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:

	Membership activities	Scheme administration	Education & training	Office admin	Other	TOTAL
£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	HKD
						-

(vii) Total of other employer costs (local employment taxes etc.)

HKD	HKD	HKD	HKD	HKD	HKD	HKD
						-

(viii) Total cost of employment

HKD	HKD	HKD	HKD	HKD	HKD	HKD
-	-	-	-	-	-	-

(ix) Holiday pay - cash value of any untaken holiday entitlement at at 31 December 2018 (note, this amount should be accrued for on page 7):

HKD	-
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CHARTERED INSTITUTE OF ARBITRATORS
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TRANSACTIONS WITH TRUSTEES / RELATED PARTIES BY BRANCH DURING 2018

<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	Jonathan Wood GB, Chair						-
2	Richard Hamilton Morris						-
3	Peter Rees						-
4	Marion Smith QC						-
5	Anthony Marks						-
6	James Bridgman (ex-officio)						-
7	Jane Gunn (ex-officio)						-
	Africa						
8	Christopher Ojo						-
	Americas						
9	Ann Ryan Robertson, Deputy Chair						-
	Australasia						
10	John Wakefield						-
	Europe						
11	Axel Reeg						-
	East Asia						
12	Anthony Houghton						-
	Ireland						
13	Arran Dowling-Hussey						-
	Middle East/Indian Sub-Continent						
14	Michael Tonkin, Honorary Treasurer						-
	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
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TRANSACTIONS WITH BOARD OF MANAGEMENT / OTHER RELATED PARTIES BY BRANCH DURING 2018

No.	Board of Management/Entity	Payments made	Payments received	Balance owed (to)/from entity at year end	Note 1	Total
1	Jane Gunn, Chair					-
2	Bennar Aydoğdu, Chair of EMC					-
3	Shawn Conway, Chair of PSC					-
4	Jayems Dhingra					-
5	Bernard Fleming					-
6	Amanda Lee Chair of YMG					-
7	Judge Billie Colombaro, Chair of EB					-
8	Thomas Halket (co-opted)					-
9	Mohamed Abdel Wahab					-
10	Geoffrey Simukoko					-
11	Michael Tonkin, Honorary Treasurer					-
12	Anthony Abrahams DG					-
13	Robert Sliwinski, Chair of PMG					-
14	James Bridgeman (ex-officio)					-
	Other related entities					
	The City Disputes Panel Limited					-
	12 Bloomsbury Square Limited					-
	Arbitration Services Limited					-
	Total	-	-	-		-

Note 1 Please provide a brief description of any transactions with the board / entities

Note 2 Please add in any related entities not covered above, if relevant.

**CHARTERED INSTITUTE OF ARBITRATORS
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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 No

Are these shown within prepayments on page 7? No

Did the branch owe any pension costs at the year end relating to 2018? If so, state th 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 31/12/17	A	
Money received in the year	B	
Money spent in the year	C	
Funds held at 31/12/18	A+B-C	- ----- -----

Fund 2 - explanation N/A

Funds held at 31/12/17	A	
Money received in the year	B	
Money spent in the year	C	
Funds held at 31/12/18	A+B-C	- ----- -----

Fund 3 - explanation N/A

Funds held at 31/12/17	A	
Money received in the year	B	
Money spent in the year	C	
Funds held at 31/12/18	A+B-C	- ----- -----

Add further funds if necessary

**CHARTERED INSTITUTE OF ARBITRATORS
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YEAR ENDED 31 DECEMBER 2018**

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 2018

Programme of Work (* if no, please attach a note explaining the problem)	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 mclayton@cjarb.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 2018**

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 2018

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 12 April 2019 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 2018**

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 2018
Name of Branch:	East Asia
Name of Auditor:	Baker Tilly Hong Kong Limited
Qualification/Profession of Auditor:	Certified Public Accountants
Telephone:	(852) 2525 0171

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 2018 has been correctly prepared and agrees to the underlying records;
- the Branch Balance Sheet as at 31 December 2018 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)

12-Apr-19 _____ (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