

Our Ref.: C471

CHARTERED INSTITUTE OF ARBITRATORS

BRANCH TREASURER PACK

YEAR ENDED 31ST DECEMBER 2009

THE CHARTERED INSTITUTE OF ARBITRATORS

BRANCH TREASURER PACK

YEAR ENDED 31ST DECEMBER 2009

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**THE CHARTERED INSTITUTE OF ARBITRATORS**  
**BRANCH TREASURER PACK**  
**YEAR ENDED 31ST DECEMBER 2009**

Latest date for receipt by Head Office : 29<sup>th</sup> January 2010

Name of Branch ..... East Asia .....

Local Currency ..... Hong Kong Dollars .....

Currency used in preparation of Accounts ..... Hong Kong Dollars .....

**Contact names:**

**Hon. Treasurer**

Name ..... Mr. Joe Gilfeather .....

Address ..... 38/F., Two Exchange Square .....

..... Central, Hong Kong .....

Post Code .....

Telephone No./Fax ..... 2525 2381 / 2524 2171 .....

(for daytime contact if possible in case of query)

e-mail ..... [adr@hkciac.org](mailto:adr@hkciac.org) .....

**Hon. Auditor**

Name ..... Baker Tilly Hong Kong Limited .....

Address ..... 12/F, China Merchants Tower, Shun Tak Centre .....

..... 168-200 Connaught Road, Central, Hong Kong .....

Post Code .....

Telephone No./Fax ..... (852) 2525 0717 .....

(for daytime contact if possible in case of query)

e-mail ..... [audit@bakertillyhk.com](mailto:audit@bakertillyhk.com) .....

If you require any help in completion of this pack please contact Malcom McMullan at Bloomsbury Square Telephone: (+44) 020 7421 7444 (general number) or (+44) 020 7421 7421 (direct line)  
 Fax: (+44) 020 7269 8946  
 email: [mmcmullan@ciarb.org](mailto:mmcmullan@ciarb.org)

Or alternatively you can contact Goran Mitrovic on Telephone: (+44) 020 7421 7452 or email [gmitrovic@ciarb.org](mailto:gmitrovic@ciarb.org)

## THE CHARTERED INSTITUTE OF ARBITRATORS

### BRANCH TREASURER PACK

YEAR ENDED 31ST DECEMBER 2009

#### Introduction

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

The Charities Act 1993 introduced accounting requirements which affect the Institute and all of its Branches. These requirements are given effect to in Charities Regulations and the Statement of Recommended Practice – Accounting and Reporting by Charities (Revised 2000 and 2008).

#### Statutory Requirements for Branches

The Accounts of the Institute are not considered legally complete without consolidation of the Accounts of its Branches.

The consolidation of Branch Accounts is helped if those Accounts are presented in a standard format which gives the information required. The criteria for Accounts 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 Accounts 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 Accounts. Under Rule 15.5 of the Branch Model Rules that were adopted in September 2008, it is a requirement for all larger Branches to have their year-end accounts 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. Accordingly, the Accounts of all larger Branches must be audited by either a Registered Auditor or an independent examiner. The Accounts of smaller Branches 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. 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 Accounts, 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.

The Institutes auditors, Baker Tilly, have requested that this year a bank certificate for each branch bank account should be sent together with the completed branch pack to Stephanie Warboys at [stephanie.warboys@bakertilly.co.uk](mailto:stephanie.warboys@bakertilly.co.uk). This certificate should be for the bank balance as at 31<sup>st</sup> December 2009 and will have to be attained from the Branch's bank.

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YEAR ENDED 31ST DECEMBER 2009

As agreed with the Institute's Registered Auditor, it is not necessary for the local Branch Auditor to be a Registered Auditor or to be a professionally qualified accountant. However, there are obvious advantages in having a professional auditor who has been trained to carry out audits or who has good accounting knowledge.

**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 preceeding 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 29<sup>th</sup> January 2010**.

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.

## THE CHARTERED INSTITUTE OF ARBITRATORS

## BRANCH TREASURER PACK

YEAR ENDED 31ST DECEMBER 2009

Currency in which figures are stated  
Income and Expenditure Account

..... Hong Kong Dollars .....

	(A) Net Receipts in year (From Page 5)	(B) Accrued Income (From Page 7)	(C) Deferred Income (From Page 7)	(D) Total (A+B-C)
<b>Income</b>				
Head Office grants to Branch (gross)	-	-	-	-
Branch Subscriptions either paid locally or received from Head Office	574,214	-	-	574,214
Meetings, seminars etc	587,652	-	-	587,652
Income from courses	329,700	-	-	329,700
Income from arbitration and other ADR scheme administration	-	-	-	-
Other fund raising efforts	-	-	-	-
Interest on Deposits	2,394	17	-	2,411
Other Income (please provide analysis)	7,815	-	-	7,815
	1,501,775	17	-	1,501,792

	(E) Net Payments in year (From Page 6)	(F) Accrued expenses (From Page 7)	(G) Prepaid Expenses (From Page 7)	(H) Total (E+F-G)
<b>Expenditure</b>				
Branch Office and administration expenses	691,478	16,000	-	707,478
Welfare, travel and transport costs etc	-	-	-	-
Branch Meetings, catering and ancillary costs	650,365	-	-	650,365
Courses expenses	288,537	-	-	288,537
Arbitrators and neutrals fees and other costs relating to scheme administration	-	-	-	-
Other fund raising expenses	-	-	-	-
Other expenses (please provide analysis)	3,444	-	-	3,444
	1,633,824	16,000	-	1,649,824

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

(148,032)

**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:  Hon Treasurer

Branch: East Asia

Date: - 4 FEB 2010

## THE CHARTERED INSTITUTE OF ARBITRATORS

## BRANCH TREASURER PACK

YEAR ENDED 31ST DECEMBER 2009

## Branch Receipts and Payments Account

RECEIPTS	Gross	VAT	Net Receipts in year
Head Office Grants to Branch (net) (see Page 8)	-		-
Local Branch Subscriptions	574,214		574,214
Meetings, Seminars etc	587,652		587,652
Income from courses	329,700		329,700
Income from arbitration and other ADR scheme administration	-		-
Other fund raising efforts	-		-
Interest on deposits	2,394		2,394
Branch Input VAT refunded by Head Office ( Per half yearly grant statements)			
Re 2008			
Re 2009			
Adjustments			
Loan interest incomes from head office	4,610	-	4,610
Reimbursement of expenses from Singapore branch	3,205	-	3,205
Other Income Total	7,815	-	7,815
<b>TOTAL RECEIPTS FOR YEAR TO 31st December 2009</b>	<b>1,501,775</b>	<b>-</b>	<b>1,501,775</b>
		<b>To Page 9</b>	<b>To Page 4</b>

## THE CHARTERED INSTITUTE OF ARBITRATORS

## BRANCH TREASURER PACK

YEAR ENDED 31ST DECEMBER 2009

## Branch Receipts and Payments Account

PAYMENTS	Gross	VAT	Net Payments in year
Branch office and administration expenses	691,478	-	691,478
Branch Output VAT paid to Head Office ( Per half yearly grant statements)			
Re 2008		-	
Re 2009			
Adjustments			
Branch Stationery etc charged by Head Office	-		-
Welfare, transport and travel, etc	-	-	-
Courses expenses	288,537	-	288,537
Arbitrators and neutrals fees and other costs relating to scheme administration	-	-	-
Branch meetings, catering and ancillary costs	650,365	-	650,365
Other fund raising expenses	-	-	-
Other expenses (Please give details)			
General office expenses	1,820	-	1,820
Bank charges	1,624	-	1,624
Other Expenses Total	3,444	-	3,444
<b>TOTAL PAYMENTS FOR YEAR TO 31st December 2009</b>	<b>1,633,824</b>	<b>-</b>	<b>1,633,824</b>
		<b>To Page 9</b>	<b>To Page 4</b>



## THE CHARTERED INSTITUTE OF ARBITRATORS

## BRANCH TREASURER PACK

YEAR ENDED 31ST DECEMBER 2009

## 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 2009 not received at year end)	Gross	VAT	Net Total
Interest in fixed deposits	17	-	17
<b>Total</b>	17	-	17
			To Pages 4 and 9

DEFERRED INCOME (Income for 2010 received in 2009)	Gross	VAT	Net Total
<b>Total</b>	-	-	-
			To Pages 4 and 9

ACCRUED EXPENSES (Expenses for 2009 unpaid at year end)	Gross	VAT	Net Total
Audit fee 2009	16,000	-	16,000
<b>Total</b>	16,000	-	16,000
			To Pages 4 and 9

PREPAID EXPENSES (Expenses paid in advance at year end which relate wholly or partly to 2010)	Gross	VAT	Net Total
<b>Total</b>	-	-	-
			To Pages 4 and 9

**THE CHARTERED INSTITUTE OF ARBITRATORS**

**BRANCH TREASURER PACK**

**YEAR ENDED 31ST DECEMBER 2009**

**Notes Required to Support Income and Expenditure Account**

**Note 2 HEAD OFFICE GRANTS**

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 as Head Office Grants to Branch on Page 5.

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

Date Grant received from H.O.	Amount of Grant	
<b>TOTAL</b>		

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

## THE CHARTERED INSTITUTE OF ARBITRATORS

## BRANCH TREASURER PACK

YEAR ENDED 31ST DECEMBER 2009

Currency in which figures are stated ..... Hong Kong Dollars .....

## Balance Sheet

	Ref		
FIXED ASSETS (If applicable – attach details on page 10)	A		-
<b>CURRENT ASSETS</b>			
Debtors: Prepaid Expenses (From Page 7)	B	-	
Accrued Income (From Page 7)	C	17	
VAT Balance: Brought forward 31.12.08			
Add: Page 6 VAT Total		-	
Less: Page 5 VAT Total	D	-	
Other	E	1,553,667	
	F(B+C+D+E)	1,553,684	
Cash and Bank Balances	G	2,513,313	
	H (F+G)		4,066,997
<b>CURRENT LIABILITIES</b>			
Creditors: Accrued Expenses (From Page 7)	I	16,000	
Deferred Income (From Page 7)	J		
Other	K	170,000	
	L (I+J+K)		186,000
<b>NET ASSETS/(LIABILITIES)</b>	M (A+H-L)		3,880,997
<b>Represented by:</b>			
Net assets at 31st December 2008 (from 2008 pack page 9)	N		4,029,029
Surplus/(Deficit) for year (From Page 4)	O		(148,032)
	P(N+O)		3,880,997

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.

Declaration: I confirm that the above Balance Sheet represents all assets and liabilities of the Branch as at 31st December 2009.

Signed:  (Hon Treasurer)

Branch: East Asia

Date: - 4 FEB 2010

THE CHARTERED INSTITUTE OF ARBITRATORS

BRANCH TREASURER PACK

YEAR ENDED 31ST DECEMBER 2009

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
<b>Cost</b>					
Opening balance at 1.1.2009					
Additions in year					
Disposals in year					
Closing balance at 31.12.2009					
<b>Accumulated Depreciation</b>					
Opening balance at 1.1.2009			NIL		
Charge for year					
Released on disposals in year					
Closing balance at 31.12.2009					
<b>Net book value</b>					
Opening balance at 1.1.2009					
Closing balance at 31.12.2009					

**THE CHARTERED INSTITUTE OF ARBITRATORS**

**BRANCH TREASURER PACK**

**YEAR ENDED 31ST DECEMBER 2009**

**Notes Required to Support Balance Sheet Account**

**Details of Bank Accounts and Cash Balances Held at 31st December 2009**

Account Type	Account Holder and Full Address	Sort Code Account No	Balance Held At 31/12/09 (See (i) below)	
Current	In the name of the branch	002-554830-001	862,813	
Saving	In the name of the branch	808-488795-292	220,001	
Bank Deposit	In the name of the branch		1,442,759	
Building Society				
Other deposits				
<b>Petty Cash and Funds awaiting deposit</b>				
<b>TOTAL BRANCH CASH AND BANK BALANCES</b> (see (ii) below)			2,525,573	

- (i) *For Bank and Building Society accounts the figure shown should be per the account statements.*  
(ii) *If the total balances do not equal the amount at Reference G on page 9, then please prepare a reconciliation as shown on page 12.*

THE CHARTERED INSTITUTE OF ARBITRATORS

BRANCH TREASURER PACK

YEAR ENDED 31ST DECEMBER 2009

Notes Required to Support Balance Sheet

Bank Reconciliation (If required)

Balances at 31st December 2009 (see page 11)

Add: deposits not yet credited by bank

Sub total

Less: cheques not yet presented to bank

862,813	
-	
862,813	A

Date	Cheque No.	Account	Cheque value
8 Sep 2009	805848	Entry course Nov 09	3,000
1 Dec 2009	234837	PSDAS	800
30 Dec 2009	234947	PSDAS	8,460

Sub-total

Deduct total cheques not yet presented

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

12,260		
	12,260	B
	850,553	
	To Page 9	

THE CHARTERED INSTITUTE OF ARBITRATORS

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YEAR ENDED 31ST DECEMBER 2009

Branch Employees

The Institute is required to declare within its annual statutory accounts:

- (i) Total employees emoluments.
- (ii) The average number of employees during the year.
- (iii) The number of employees who received more than £60,000 in the year.

Please state, for the year ended 31st December, 2009, the following:

Number of employees paid by the Branch	_____ Nil _____
Total of salaries/wages paid	_____ Nil _____
Total of employer costs (pensions, local employment taxes etc.)	_____ Nil _____
Total cost of employment	_____ Nil _____
Number of employees who received more than £60,000 from the branch in the year	_____ Nil _____

## THE CHARTERED INSTITUTE OF ARBITRATORS

## BRANCH TREASURERS PACK

YEAR ENDED 31ST DECEMBER 2009

## PAYMENTS TO TRUSTEES MADE BY BRANCH DURING 2009

<u>No.</u>	<u>Trustee</u>	<u>Tutor/ Trainer</u>	<u>Arbitrators &amp; Adjudicator s</u>	<u>Other</u>	<u>Travelling Expenses</u>
	<b>United Kingdom</b>				
1	Mr P Dickinson				
2	Mr P Fenn				
3	Mr P Jensen				
4	Mr T Landau				
5	Mr N Lawless				
6	Mr R Morris				
	<b>Africa</b>				
7	Mr N Mururu				
	<b>Americas</b>		NIL		
8	Mr S Certilman				
	<b>Australasia</b>				
9	Mr D Jones				
	<b>Europe Region</b>				
10	Mr R Sherlock				
	<b>East Asia</b>				
11	Mr C Wall				
	<b>Middle East/Indian Sub- Continent</b>				
12	Mr M Aboul-Enein				
	<b>Total</b>	_____	_____	_____	_____
		=====	=====	=====	=====



## 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: ..... 31st December 2009 .....

Programme of Work	Satisfactory	
	Yes	No*
(* if no, please attach a note explaining the problem)		
<b>Annual Return</b>		
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	
<b>Receipts and Payments</b>		
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	
<b>Bank</b>		
5. Have the bank reconciliations been prepared correctly?	X	
6. Have you received a bank certificate for each bank account held in branch	X	
7. Have all reconciling items cleared promptly through the bank statements after the year end?		No subsequent bank statement was received
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.  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  Separate bank account hold for "PSDAS" project	None noted
10. Does the schedule of Head Office grants shown on Page 8 agree to the Receipts and Payments Account. (Page 5)	X	

## Appendix A - Audit Programme (Cont.)

*This 2 page specimen audit programme needs to be worked through by the Local Auditor of a Branch requiring audit.*

Name of Branch: ..... East Asia ..... Year Ended: ..... 31st December 2009 .....

Programme of Work	Satisfactory	
	Yes	No*
(* if no, please attach a note explaining the problem)		
<b>Accruals, prepayments, deferred and accrued income</b>		
10. Have all items been recorded on page 7 to reflect adjustments for accruals and prepayments?	X	
11. Have all items been recorded on page 7 to reflect adjustments for accrued income and deferred income?	X	
<b>Other</b>		
12. Have the Minutes of Branch Committee meetings been reviewed? Are you satisfied that the Branch return reflects the decisions taken at Committee Meetings.	X	
13. 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	
14. 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.	X  Up to 15 January 2010	None noted

## Appendix B Audit Report

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

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THE CHARTERED INSTITUTE OF ARBITRATORS

Year ended: ..... 31st December 2009 .....

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 .....

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 13, using the programme of work per Appendix A on pages 15 and 16.

(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 31st December 2009 has been correctly prepared and agrees to the underlying records;
- the Branch Balance Sheet as at 31st December 2009 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.

..... (Signed)  
Auditor

..... - 4 FEB 2010 (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.