

CHARTERED INSTITUTE OF ARBITRATORS

BRANCH TREASURER PACK

YEAR ENDED 31 DECEMBER 2024

ciarb.

CHARTERED INSTITUTE OF ARBITRATORS

BRANCH TREASURER PACK

YEAR ENDED 31 DECEMBER 2024

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**CHARTERED INSTITUTE OF ARBITRATORS
BRANCH TREASURER PACK
YEAR ENDED 31 DECEMBER 2024**

Latest date for receipt by Head Office : 31 January 2025

Name of Branch: East Asia

Currency used in preparation of Accounts: Hong Kong Dollar HKD **Current Rate:** 9.816

Contact names: _____

Hon. Treasurer Mr. John Cock

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@hkciac.org

Hon. Auditor _____

Name Baker Tilly Hong Kong Limited

Address Level 8, K11 ATELIER King's Road,
728 King's Road, Quarry Bay, 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 the branch network support inbox Email: Branchnetwork.support@ciarb.org

**CHARTERED INSTITUTE OF ARBITRATORS
BRANCH TREASURER PACK
YEAR ENDED 31 DECEMBER 2024**

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, requires the adoption of accounting principles that affect the Institute and all its Branches. These Financial Statements must be prepared in accordance with the "Statement of Recommended Practice: Accounting and Reporting by Charities (SORP), Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)", as updated in the second edition issued in October 2019 and effective for accounting periods beginning on or after 1 January 2019.

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 4-7 of this document for the purpose of the Statement of Financial Activities. Completion of the enclosed Branch Treasurer Pack will achieve this objective.

Examination

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 examined. Larger Branches are defined as those Branches which in the **previous financial year** had either total income or net assets in excess of £25,000 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 examination. Accordingly, the Financial Statements of all larger Branches must be examined by either a Registered Auditor or an independent examiner. The Financial Statements of smaller Branches and those without Chapters need not be examined.

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/examiner should be independent of the Branch.

**CHARTERED INSTITUTE OF ARBITRATORS
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The Institute's auditors have requested that each year bank certificates for each branch's/chapter's bank account should be sent together with the completed branch pack. These certificates should be for the bank balance(s) as at 31 December 2024 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 Examination 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 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 2025.

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 other areas of the workbook. These cells will automatically populate when you complete other cells. 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 obtain the signature of the auditor on page 19. CI Arb will accept an e-signature, IF an original email is included from the auditor confirming they have signed the back. 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 2024**

Currency in which figures are stated: HKD

Income and Expenditure Account

	(A)	(B)	(C)	(D)	(E)	(F)
		2023	2023	2024	2024	
	Receipts in year (From Page 5)	Accrued Income	Deferred Income	Accrued Income (From Page 7)	Deferred Income (From Page 7)	Total
						(A-D-E)
Income						
Head Office grants to Branch (gross)	-			-	-	-
Course Income	1,087,227			-	-	1,087,227
Event Income	164,050			-	-	164,050
Income from arbitration and other ADR scheme administration	-			-	-	-
Sponsorship Income	35,396			-	-	35,396
Donations	-			-	-	-
Treasury Income - interest/dividends etc	14,944	1,100		956	-	14,800
Other sources not attributable to above	151,166			-	-	151,166
	1,452,783	1,100	-	956	-	1,452,639

	(G)	(H)	(I)	(J)	(K)	(L)
		2023	2023	2024	2024	
	Payments in year (From Page 6)	Accrued Expenses	Prepaid Expenses	Accrued Expenses (From Page 7)	Prepaid Expenses (From Page 7)	Total
						(A-D-E)
Expenditure						
Course expenditure	242,065			126,390	-	368,455
Event expenditure	288,288	5,731	-	-	30,000	252,557
Branch office and administration expenses	573,038	87,011	1,500	55,062	1,500	541,089
Arbitrators and neutrals fees and other costs relating to scheme administration	-			-	-	-
Other fund raising expenses	164,625			-	-	164,625
Building rental costs	-			-	-	-
Equipment rental costs	-			-	-	-
Other expenses (please provide analysis)	45,624			-	9,410	36,214
	1,313,640	92,742	1,500	181,452	40,910	1,362,940

Surplus/(Deficit) of Income over expenditure for year (I - J) (To Page 10)

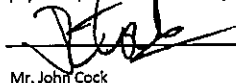
89,699

0

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:

15 April 2025



Branch Receipts and Payments Account

RECEIPTS	Receipts in year
Head Office Grants to Branch	
Course Income	1,087,227
Event Income	164,050
Income from arbitration and other ADR scheme administration	
Sponsorship Income	35,396
Donations	
Treasury Income - interest/dividends etc	14,944
Other sources not attributable to above	151,166
TOTAL RECEIPTS FOR YEAR TO 31 December 2024	1,452,783
	To Page 4

CHARTERED INSTITUTE OF ARBITRATORS
BRANCH TREASURER PACK
YEAR ENDED 31 DECEMBER 2024

Branch Receipts and Payments Account

PAYMENTS	Payments in year
Course expenditure	242,065
Event expenditure	288,288
Branch office and administration expenses	573,038
Arbitrators and neutrals fees and other costs relating to scheme administration	
Other fund raising expenses	164,625
Building rental costs (also see page 17)	
Equipment rental costs (also see page 17)	
Other expenses (Please give details)	
a) Bank charges	1,385
b) ADR Journal publication expenses	3,430
c) Total Japan, Indonesia, Taipei Chapter expenses	14,945
d) Electricity	3,013
e) Sundry expenses	22,851
Other Expenses Total	45,624
TOTAL PAYMENTS FOR YEAR TO 31 December 2024	1,313,640

	Course Expenditure	Events Expenditure
Transportation		
Hotels and accommodation		
Meals and subsistence		228,288
Room Hire	196,592	30,000
Refreshments		
Other	45,473	30,000
TOTAL	242,065	288,288

	Branch office and administration expenses
Salaries/wages	
Fees paid for bookkeeping, accounting and office administration	275,011
Auditors' and Independent Examiners' fees	53,245
Premises - rent	
Premises - business rates/council tax	
Premises - utilities	51,050
Premises - cleaning services	
Telephone/Internet	1,336
Printing, post and stationery	
Sundry office expenses	
Advertising and promotion	79,390
Website costs	6,000
Professional fees	20,496
Insurances	12,012
Bank charges	
Bank/HP/Interest (payable to your bank)	
Bad debts	
Foreign exchange	
Taxation	
Equipment and vehicle leasing	
Depreciation	74,498
TOTAL	573,038

CHARTERED INSTITUTE OF ARBITRATORS
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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 2024 not received at year end)	Page 4 category	Net Total
Accrued Income	Treasury Income - interest/dividends etc	956
Total		956
		To Page 4

DEFERRED INCOME (Income for 2025 received in 2024)	Page 4 category	Net Total
Total		-
		To Page 4

ACCRUED EXPENSES (Expenses for 2024 unpaid at year end)	Page 4 category	Net Total
Auditor remuneration	Branch office and administration expenses	47,000
Postage, Printing & Fax	Branch office and administration expenses	147
Premises - utilities	Branch office and administration expenses	7,697
Broadband services	Branch office and administration expenses	218
Room Hire	Course expenditure	4,887
Arbitration Courses - Module 1 from CIArb Head Office	Course expenditure	73,444
Accelerated route to fellowship course from CIArb Head Office	Course expenditure	48,059
Total		181,452
		To Page 4

PREPAID EXPENSES (expenses paid in advance at year end which relate wholly or partly to 2025)	Page 4 category	Net Total
Prepaid web hosting service	Branch office and administration expenses	1,500
Annual dinner and fellows event	Event expenditure	30,000
Paypal account	Other expenses (please provide analysis)	9,410
Total		40,910
		To Page 4

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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YEAR ENDED 31 DECEMBER 2024

Sources of Income

Expand a grouping from the left hand margin for each country you receive income from.

Complete the country (column D) and breakdown of income by category (column E) for that country within the highlighted cells. Total income should match that stated on Page 4.

Total income as stated on Page 4

1,452,639.00

Source of income by country	Amount
Vietnam	56,123
Philippines	62,143
Hong Kong	1,074,342
Japan	37,196
Indonesia	187,670
Taipei	35,165
0	-
0	-
0	-
0	-
0	-
TOTAL	1,452,639

Source of income by organisation	Amount
Vietnam	
a) Overseas Governments or quasi government bodies; (including EU)	
b) Overseas Charities, NGO's or NPO's	
c) Individual donors resident overseas	
d) Overseas institutional donors/institutions (for example private company donations)	
e) Course income	56,123
Country Breakdown Total	56,123
Philippines	
a) Overseas Governments or quasi government bodies; (including EU)	
b) Overseas Charities, NGO's or NPO's	
c) Individual donors resident overseas	
d) Overseas institutional donors/institutions (for example private company donations)	
e) Course income	62,143
Country Breakdown Total	62,143
Hong Kong	
a) Overseas Governments or quasi government bodies; (including EU)	
b) Overseas Charities, NGO's or NPO's	
c) Individual donors resident overseas	
d) Overseas institutional donors/institutions (for example private company donations)	
e) Course income	1,024,158
f) Sponsorship income	35,396
g) Interest income	14,788
Country Breakdown Total	1,074,342
Japan	
a) Overseas Governments or quasi government bodies; (including EU)	
b) Overseas Charities, NGO's or NPO's	
c) Individual donors resident overseas	
d) Overseas institutional donors/institutions (for example private company donations)	
e) Course income	37,194
f) Interest income	2
Country Breakdown Total	37,196
Indonesia	
a) Overseas Governments or quasi government bodies; (including EU)	
b) Overseas Charities, NGO's or NPO's	
c) Individual donors resident overseas	
d) Overseas institutional donors/institutions (for example private company donations)	
e) Course income	187,660
f) Interest income	10
Country Breakdown Total	187,670
Taipei	
a) Overseas Governments or quasi government bodies; (including EU)	
b) Overseas Charities, NGO's or NPO's	
c) Individual donors resident overseas	
d) Overseas institutional donors/institutions (for example private company donations)	
e) Course income	35,165
Country Breakdown Total	35,165
TOTAL	1,452,639

CHARTERED INSTITUTE OF ARBITRATORS
BRANCH TREASURER PACK
YEAR ENDED 31 DECEMBER 2024

Currency in which figures are stated

HKD

31 December 2024

31 December 2023

Balance Sheet

FIXED ASSETS (if applicable – from page 10)

Ref

A

566,008

-

CURRENT ASSETS

Debtors: Prepaid Expenses (From Page 7)

B

40,910

512,555

Accrued Income (From Page 7)

C

956

1,100

CI Arb Head Office

D

E (B+C+D)

41,866

513,655

Other

Cash and Bank Balances (from page 11 or 12)

F

3,062,279

2,978,089

G (E+F)

3,104,145

3,491,744

CURRENT LIABILITIES

Creditors: Accrued Expenses (From Page 7)

H

181,452 #

92,742

Deferred Income (From Page 7)

I

-

-

CI Arb Head Office

J

Other

K

L (H+I+J+K)

181,452

92,742

NET ASSETS/(LIABILITIES)

M (A+G-L)

3,488,701

3,399,002

Represented by:

Net assets at 31 December 2023

N

3,399,002

3,692,760

Surplus/(Deficit) for year (From Page 4)

O

89,699

(293,758)

RESERVES at 31 December 2024

P(N+O)

3,488,701

3,399,002

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:

Include HKD121,503 which is owing to CI Arb Head Office

Declaration:

** I confirm that the above Balance Sheet represents all assets and liabilities of the Branch as at 31 December 2024

Signed:

Mr. John Cock (Non Treasurer)

Branch:

East Asia

Date:

15 April 2025



** 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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YEAR ENDED 31 DECEMBER 2024**

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 1.1.2024					-
Additions in year		536,030		104,476	640,506
Disposals in year					-
Closing balance at 31.12.2024	-	536,030	-	104,476	640,506
Accumulated Depreciation					
Opening balance at 1.1.2024					-
Charge for year		53,603		20,895	74,498
Released on disposals in year					-
Closing balance at 31.12.2024	-	53,603	-	20,895	74,498
Net book value					
Opening balance at 1.1.2024	-	-	-	-	-
Closing balance at 31.12.2024	-	482,427	-	83,581	566,008
					To Page 9

Capital Commitments

Please state the amount and purpose of any commitments made 31 December 2024 or prior to purchase capital assets 1 January 2025 or later:

	2024 HKD	2023 HKD
Contracted for renovation of office	-	121,500

**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 2024

Account Type	Account Holder and Full Address	Sort Code	Account No	Balance Held At 31/12/24 (See (i) below)
Current	In the name of the branch		- 002-554830-001	828,286
Bank Deposit	In the name of the branch		- 002-554830-0032 - 002-554830-0034 - 002-554830-0035	1,779,879
Building Society				
Other deposits				
a) Savings	In the name of the branch - Project account		- 808-488795-292	280,378
b) Savings	In the name of Japan Chapter	MUFJ Bank	- 041-0710786	122,164
c) Savings	On behalf of Indonesia Chapter	Bank Central Asia (BCA)	- 7165059131	51,572
d)				
e)				
f)				
g)				
h)				
Petty Cash and Funds awaiting deposit				
TOTAL BRANCH CASH AND BANK BALANCES (see (ii) below)				3,062,279
				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.

3,062,279

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CHARTERED INSTITUTE OF ARBITRATORS
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YEAR ENDED 31 DECEMBER 2024

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 = 0.57FTE.

	Membership activities	Scheme administration	Employment category Education & training	Office admin	Other	Total
(i) Total employees wages and salaries	£	£	£	£	£	£
(ii) Total number of paid employees during the year.	No.	No.	No.	No.	No.	No.
(iii) 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:						
£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	£	£	£	£	£	£
(vii) Total of other employer costs (local employment taxes etc.)	£	£	£	£	£	£
(viii) Total cost of employment	£	£	£	£	£	£
(ix) Holiday pay - cash value of any untaken holiday entitlement at at 31 December 2024 (note, this amount should be accrued for on page 7):	£	£	£	£	£	£

CHARTERED INSTITUTE OF ARBITRATORS
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TRANSACTIONS WITH TRUSTEES / RELATED PARTIES BY BRANCH DURING 2024

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

<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>Total</u>
1	Andrew Miller					-
2	Anita Kimber					-
3	Arran Dowling-Hussey					-
4	Ben Giarretta					-
5	Caroline Kenny					-
6	Charles Putz					-
7	Chikwendu Madumere					-
8	David Huebner					-
9	Lucy Greenwood					-
10	Marion Smith					-
11	Nighat Dad					-
12	Paul Barrett					-
13	Rama Sridhar					-
14	Ron C. Hamilton					-
15	Saad Hegazy					-
16	Theophile Margellos					-
	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 2024**

OTHER POINTS**LEASES**

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

Land and buildings:

Annual cost of the lease: HKD1.00 per annum (if demanded)

Date the lease is due to expire: 30 June 2026

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 2024? 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 31/12/23	A	
Money received in the year	B	
Money spent in the year	C	
Funds held at 31/12/24	A+B-C	-

Fund 2 - explanation N/A

Funds held at 31/12/23	A	
Money received in the year	B	
Money spent in the year	C	
Funds held at 31/12/24	A+B-C	-

Fund 3 - explanation N/A

Funds held at 31/12/23	A	
Money received in the year	B	
Money spent in the year	C	
Funds held at 31/12/24	A+B-C	-

Add further funds if necessary

**CHARTERED INSTITUTE OF ARBITRATORS
BRANCH TREASURER PACK
YEAR ENDED 31 DECEMBER 2024**

Appendix A - Examination 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 2024

Programme of Work	Satisfactory	
(* if no, please attach a note explaining the problem)	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 7?	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 sent with your pack.	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 accounts since last year. If yes are you satisfied that the closing balance has been correctly transferred and recorded?		X

**CHARTERED INSTITUTE OF ARBITRATORS
BRANCH TREASURER PACK
YEAR ENDED 31 DECEMBER 2024**

Appendix A - Examination 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 2024

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 15 April 2025 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 2024

Appendix B Examination Report

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

THE CHARTERED INSTITUTE OF ARBITRATORS

Year ended:	<u>31 December 2024</u>
Name of Branch:	<u>East Asia</u>
Name of Auditor:	<u>Baker Tilly Hong Kong Limited</u>
Qualification/Profession of Auditor:	<u>Certified Public Accountant</u>
Telephone:	<u>(852) 2525 0171</u>

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 16, using the programme of work per Appendix A on pages 17 and 18.

(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 2024 has been correctly prepared and agrees to the underlying records;
- the Branch Balance Sheet as at 31 December 2024 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)

15 April 2025 (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