

**CHARTERED INSTITUTE OF ARBITRATORS**

**BRANCH TREASURER PACK**

**YEAR ENDED 31 DECEMBER 2019**



**CI Arb**  
*evolving to resolve*

**CHARTERED INSTITUTE OF ARBITRATORS**

**BRANCH TREASURER PACK**

**YEAR ENDED 31 DECEMBER 2019**

	<b>CONTENTS</b>	<b>Page</b>
	General Information	1
	Explanation of audit requirement and selection of an auditor	2 - 3
	Income and Expenditure Account and supporting schedules	4 - 8
	Sources of income	9
	Balance Sheet and supporting schedules	10 - 13
	Branch Employees	14
	Trustees Payments	15
	Other related party payments	16
	Additional points	17
	<b>Appendices</b>	
A	<b>Audit programme</b> of work to be completed by an auditor, who is not a registered auditor	18 - 19
B	Form of <b>audit report</b> to be prepared by an auditor who is not a registered auditor	20

**CHARTERED INSTITUTE OF ARBITRATORS  
BRANCH TREASURER PACK  
YEAR ENDED 31 DECEMBER 2019**

Latest date for receipt by Head Office : 31 January 2020

Name of Branch: East Asia

Currency used in preparation of Accounts: Hong Kong Dollar      HKD      Current Rate: 10.202

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](mailto: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](mailto:audit@bakertilly.hk)

<p>If you require any help in completion of this pack please contact Graham Ashton at CIARB HQ Telephone: (+44) (0)20 7421 7434 (direct line) or email: <a href="mailto:gashton@ciarb.org">gashton@ciarb.org</a></p>
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**CHARTERED INSTITUTE OF ARBITRATORS  
BRANCH TREASURER PACK  
YEAR ENDED 31 DECEMBER 2019**

**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 2019**

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](mailto:stephanie.warboys@rsmuk.com).

This certificate should be for the bank balance as at

31 December 2019 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 2020.

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 10. 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 10 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 & 10. 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 2019

Currency in which figures are stated: Hong Kong Dollars

Income and Expenditure Account

	(A)	(B)	(C)	(D)	(E)	(F)
		2018	2018	2019	2019	
	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)	-	-	-	-	-	-
Course income	935,223.00	96,393.00	9,500.00	32,700.00	-	881,030.00
Event Income	233,464.00	-	-	-	-	233,464.00
Income from arbitration and other ADR scheme administration	4,000.00	-	-	-	-	4,000.00
Sponsorship Income	-	-	-	-	-	-
Donations	-	-	-	-	-	-
Treasury Income - interest/dividends etc	5,652.00	608.00	-	404.00	-	5,448.00
Other sources not attributable to above	100.00	-	-	-	-	100.00
	<b>1,178,439.00</b>	<b>97,001.00</b>	<b>9,500.00</b>	<b>33,104.00</b>	<b>-</b>	<b>1,124,042.00</b>

	(G)	(H)	(I)	(J)	(K)	(L)
		2018	2018	2019	2019	
	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						
Course expenditure	297,263.00	-	-	1,567.00	-	298,830.00
Event expenditure	220,966.00	10,565.00	-	-	25,000.00	185,401.00
Branch office and administration expenses	506,831.00	28,000.00	12,788.00	35,750.00	11,298.00	516,071.00
Arbitrators and neutrals fees and other costs relating to scheme administration	4,000.00	-	-	-	-	4,000.00
Branch Meetings, catering and ancillary costs	107,924.00	-	-	9,584.00	-	117,508.00
Building rental costs	-	-	-	-	-	-
Equipment rental costs	-	-	-	-	-	-
Other expenses (please provide analysis)	206,060.00	-	-	-	-	206,060.00
	<b>1,343,044.00</b>	<b>38,565.00</b>	<b>12,788.00</b>	<b>46,901.00</b>	<b>36,298.00</b>	<b>1,327,870.00</b>

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

(203,828.00)

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. John Coek

Date:

14 February 2020

**Branch Receipts and Payments Account**

<b>RECEIPTS</b>	<b>Receipts in year</b>
Head Office Grants to Branch (net) (see Page 8)	-
Course Income	935,223.00
Event Income	233,464.00
Income from arbitration and other ADR scheme administration	4,000.00
Sponsorship Income	-
Donations	-
Treasury Income - interest/dividends etc	5,652.00
Other sources not attributable to above	100.00
<b>TOTAL RECEIPTS FOR YEAR TO 31 December 2019</b>	<b>1,178,439.00</b>
	<b>To Page 4</b>

CHARTERED INSTITUTE OF ARBITRATORS  
BRANCH TREASURER PACK  
YEAR ENDED 31 DECEMBER 2019

## Branch Receipts and Payments Account

PAYMENTS	Payments in year
Course expenditure	297,263.00
Event expenditure	220,966.00
Branch office and administration expenses	506,831.00
Arbitrators and neutrals fees and other costs relating to scheme administration	4,000.00
Branch Meetings, catering and ancillary costs	107,924.00
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	359.00
c) ADR journal publication expenses	195,575.00
d) Regional conference and chairs meeting expenses	8,586.00
Other Expenses Total	206,060.00
<b>TOTAL PAYMENTS FOR YEAR TO 31 December 2019</b>	<b>1,343,044.00</b>

	Course Expenditure	Events Expenditure
Transportation	-	-
Venue Hire	297,263.00	220,966.00
Accommodation	-	-
Refreshments	-	-
Subsistence	-	-
Other	-	-
<b>TOTAL</b>	<b>297,263.00</b>	<b>220,966.00</b>

	Branch office and administration expenses
Fees paid for bookkeeping, accounting and office administration	420,000.00
Auditors' and Independent Examiners' fees	38,999.00
Premises - business rates/council tax	-
Premises - utilities (please state type and breakdown in comments)	-
Premises - cleaning services	-
Telephone/Internet	-
Printing, post and stationery	274.00
Sundry office expenses (please state type in comments)	-
Advertising and promotion	23,000.00
Website costs	10,250.00
Professional fees	-
Insurances	14,308.00
Bank charges	-
Bank/HP/Interest (payable to your bank)	-
Bad debts	-
Foreign exchange	-
Depreciation	-
<b>TOTAL</b>	<b>506,831.00</b>

J



CHARTERED INSTITUTE OF ARBITRATORS  
BRANCH TREASURER PACK  
YEAR ENDED 31 DECEMBER 2019

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 2019 not received at year end)	Page 4 category	Net Total
Interest on fixed deposit	Treasury Income - interest/dividends etc	404.00
Accelerated route to membership Course in Hong Kong	Course income	18,200.00
Accelerated Route to Fellowship Course (ARF) - HK	Course income	14,500.00
<b>Total</b>		<b>33,104.00</b>
		<b>To Pages 4 and 10</b>

DEFERRED INCOME (Income for 2020 received in 2019)	Page 4 category	Net Total
<b>Total</b>		-
		<b>To Pages 4 and 10</b>

ACCRUED EXPENSES (Expenses for 2019 unpaid at year end)	Page 4 category	Net Total
Auditor remuneration	Branch office and administration expenses	30,000.00
Accelerated Route to Membership Course in Hong Kong	Course expenditure	160.00
Accelerated Route to Fellowship Course in Hong Kong	Course expenditure	507.00
Website	Branch office and administration expenses	5,750.00
Meeting	Branch Meetings, catering and ancillary costs	9,584.00
Accelerated Route to Membership Course in Hong Kong	Course expenditure	450.00
Accelerated Route to Fellowship Course in Hong Kong	Course expenditure	450.00
<b>Total</b>		<b>46,901.00</b>
		<b>To Pages 4 and 10</b>

PREPAID EXPENSES (Expenses paid in advance at year end which relate wholly or partly to 2020)	Page 4 category	Net Total
Insurance	Branch office and administration expenses	11,298.00
Annual Dinner 2020	Event expenditure	25,000.00
<b>Total</b>		<b>36,298.00</b>
		<b>To Pages 4 and 10</b>

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 31 DECEMBER 2019**

**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 2019 32,414.00

Receipts due from Head Office		
Description	Date	Amount
<b>Total</b>		-
Payments made by Branch on behalf of Head Office:		
<b>Total</b>		-
<b>TOTAL</b>		-

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

Cash payments		
Description	Date	Amount
Cash paid to branch by Head Office:		
Receipts for Congress in Atlanta held in 2018	18-Jun-19	32,414.00
<b>Total</b>		<b>32,414.00</b>
Cash paid to Head Office by Branch:		
<b>Total</b>		-
<b>Net cash transferred</b>		<b>32,414.00</b>

Balance due (to) / from Head Office as at 31 December 2019 -

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 2019

Currency in which figures are stated	Hong Kong Dollars	31 December 2019	31 December 2018
<b>Balance Sheet</b>			
FIXED ASSETS (If applicable – from page 11)	Ref A	-	-
<b>CURRENT ASSETS</b>			
Debtors: Prepaid Expenses (From Page 7)	B	36,298.00	12,788.00
Accrued Income (From Page 7)	C	33,104.00	97,001.00
CI Arb Head Office (From page 8)		-	32,414.00
Other	D	37,838.00	37,838.00
	E (B+C+D)	107,240.00	180,041.00
Cash and Bank Balances (from page 12 or 13)	F	4,772,961.00	4,905,152.00
	G (E+F)	4,880,201.00	5,085,193.00
<b>CURRENT LIABILITIES</b>			
Creditors: Accrued Expenses (From Page 7)	H	46,901.00	38,565.00
Deferred Income (From Page 7)	I	-	9,500.00
CI Arb Head Office (From page 8)	J	-	-
Other	K	-	-
	L (H+I+J+K)	46,901.00	48,065.00
<b>NET ASSETS/(LIABILITIES)</b>	<b>M (A+G-L)</b>	<b>4,833,300.00</b>	<b>5,037,128.00</b>
<b>Represented by:</b>			
Net assets at 31 December 2019 (from 2018 pack page 9)	N	5,037,128.00	3,775,775.00
Surplus/(Deficit) for year (From Page 4)	O	(203,828.00)	1,261,353.00
<b>RESERVES - PLEASE ALSO COMPLETE PAGE 17</b>	<b>P(N+O)</b>	<b>4,833,300.00</b>	<b>5,037,128.00</b>

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 31 December 2019

Signed:

 (Hon Treasurer)

Branch:

East Asia

Date:

14 February 2020

\*\* 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 2019**

**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 1.1.2019					-
Additions in year					-
Disposals in year					-
Closing balance at 31.12.2019	-	-	-	-	-
<b>Accumulated Depreciation</b>					
Opening balance at 1.1.2019					-
Charge for year					-
Released on disposals in year					-
Closing balance at 31.12.2019	-	-	-	-	-
<b>Net book value</b>					
Opening balance at 1.1.2019	-	-	-	-	-
<b>Closing balance at 31.12.2019</b>	-	-	-	-	-

To Page 10

**Capital Commitments**

Please state the amount and purpose of any commitments made 31 December 2019 or prior to purchase capital assets 1 January 2020 or later:

**CHARTERED INSTITUTE OF ARBITRATORS  
BRANCH TREASURER PACK  
YEAR ENDED 31 DECEMBER 2019**

**Notes Required to Support Balance Sheet Account**

**Details of Bank Accounts and Cash Balances Held at 31 December 2019**

Account Type	Account Holder and Full Address	Sort Code	Account No	Balance Held At 31/12/19 (See (i) below)
Current	In the name of the branch		- 002-554830-001	2,976,606.00
Bank Deposit	In the name of the branch		- 002-554830-0032 - 002-554830-0034 - 002-554830-0035	1,751,753.00
Building Society				
Other deposits				
a) Saving	In the name of the branch - Project account		- 808-488795-292	127,104.00
b)				
c)				
d)				
e)				
f)				
g)				
h)				
Petty Cash and Funds awaiting deposit				
<b>TOTAL BRANCH CASH AND BANK BALANCES (see (ii) below)</b>				<b>4,855,463.00</b>
				<b>To Page 13</b>

(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 13 to include uncashed cheques or deposits not yet cashed.



**CHARTERED INSTITUTE OF ARBITRATORS  
BRANCH TREASURER PACK  
YEAR ENDED 31 DECEMBER 2019**

**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	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 - £100,999.99						-
£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 2019 (note, this amount should be accrued for on page 7):						HKD



**CHARTERED INSTITUTE OF ARBITRATORS  
BRANCH TREASURER PACK  
YEAR ENDED 31 DECEMBER 2019**

**TRANSACTIONS WITH TRUSTEES / RELATED PARTIES BY BRANCH DURING 2019**

**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 &amp; Adjudicators Fees</u>	<u>Other Payments</u>	<u>Travelling Expenses</u>	<u>Total</u>	<u>Note 1</u>
	<b>Great Britain</b>						
1	Jonathan Wood GB, Chair					-	
2	Marion Smith QC, Deputy Chair					-	
3	Anthony Marks, Honorary Treasurer					-	
4	Andrew Miller					-	
5	Lucy Greenwood					-	
6	Thomas Halket(ex-officio)					-	
7	Jane Gunn (ex-officio)					-	
	<b>Africa</b>						
8	Dr David Muigua					-	
	<b>Americas</b>						
9	Ann Ryan Robertson, Deputy Chair					-	
	<b>Australasia</b>						
10	John Wakefield					-	
	<b>Europe</b>						
11	Dr Axel Reeg					-	
	<b>East Asia</b>						
12	Paul Barrett					-	
	<b>Ireland</b>						
13	Arran Dowling-Hussey					-	
	<b>Middle East/Indian Sub-Continent</b>						
14	Mohamed Abdel Wahab					-	
	<b>Total</b>	-	-	-	-	-	

**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 2019

TRANSACTIONS WITH BOARD OF MANAGEMENT / OTHER RELATED PARTIES BY BRANCH DURING 2019

<u>No.</u>	<u>Board of Management/Entity</u>	<u>Payments made</u>	<u>Payments received</u>	<u>Balance owed (to)/from entity at year end</u>	<u>Total</u>	<u>Note 1</u>
1	Jane Gunn, Chair				-	
2	Bennar Aydoğdu, Chair of EMC				-	
3	Karen Akinci, Chair of PSC				-	
4	Leonora Riesenburg				-	
5	Bernard Fleming				-	
6	Matthew Drake				-	
7	Judge Billie Colombaro, Chair of EB				-	
8	Thomas Halket, President (ex-officio)				-	
9	Ronan O'Reilly Chair of YMG				-	
10	Marcus Cato				-	
11	Anthony Marks, Honorary Treasurer				-	
12	Anthony Abrahams DG				-	
13	Robert Sliwinski, Chair of PMG				-	
	<b>Other related entities</b>					
	The City Disputes Panel Limited				-	
	12 Bloomsbury Square Limited				-	
	Arbitration Services Limited				-	
	<b>Total</b>	-	-	-	-	

**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  
BRANCH TREASURER PACK  
YEAR ENDED 31 DECEMBER 2019**

**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 2019?

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 31/12/18	A	
Money received in the year	B	
Money spent in the year	C	
Funds held at 31/12/19	A+B-C	- =====

Fund 2 - explanation N/A

---

Funds held at 31/12/18	A	
Money received in the year	B	
Money spent in the year	C	
Funds held at 31/12/19	A+B-C	- =====

Fund 3 - explanation N/A

---

Funds held at 31/12/18	A	
Money received in the year	B	
Money spent in the year	C	
Funds held at 31/12/19	A+B-C	- =====

Add further funds if necessary

**CHARTERED INSTITUTE OF ARBITRATORS  
BRANCH TREASURER PACK  
YEAR ENDED 31 DECEMBER 2019**

### 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 2019

Programme of Work  (* if no, please attach a note explaining the problem)	Satisfactory	
	Yes	No*
<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. This should be done and a copy send to stephanie.warboys@rsmuk.com and gashton@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 2019**

## 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 2019

Programme of Work	Satisfactory	
	Yes	No*
(* if no, please attach a note explaining the problem)		
<b>Accruals, prepayments, deferred and accrued income</b>		
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	
<b>Other</b>		
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 14 February 2020 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 2019**

**Appendix B Audit Report**

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

**THE CHARTERED INSTITUTE OF ARBITRATORS**

<b>Year ended:</b>	31 December 2019
<b>Name of Branch:</b>	East Asia
<b>Name of Auditor:</b>	Baker Tilly Hong Kong Limited
<b>Qualification/Profession of Auditor:</b>	Certified Public Accountant
<b>Telephone:</b>	(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 2019 has been correctly prepared and agrees to the underlying records;
- the Branch Balance Sheet as at 31 December 2019 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)

14 February 2020 \_\_\_\_\_ (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



Our Ref: NS20017610  
Your Ref:

Date: 22 January 2020

**Private & Confidential**

BAKER TILLY HK LTD  
2/F 625 KING'S RD  
NORTH POINT  
H K

Dear Sirs

**CONFIRMATION OF INFORMATION FOR AUDIT PURPOSES  
AT THE CLOSE OF BUSINESS ON 31/12/2019  
A/C : THE CHARTERED INSTITUTE OF ARBITRATORS (EAST ASIA BRANCH)**

We refer to the "Request for bank confirmation of information for audit purposes" from your abovementioned client and confirm that the balances and information, which we inserted in the attached sheets, are correct and complete.

This information is given in strictest confidence, for the purposes of your audit, without prejudice to our right of a Banker's general lien and without responsibility for any error or omission on the part of this Bank, its employees, agents or informants.

If you have any questions, please contact us on (852) 2288 2177.

Yours faithfully

For The Hongkong and Shanghai Banking Corporation Limited

Authorized Signature  
Account Services - Audit Confirmation Section

Encl

Leo  
10/02/2020 TL



NS20017610  
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Page : 1

ITEM 1 DEPOSITS, FIXED OR AT CALL HELD IN OUR BOOKS

	Receipt No.	Date	Amount	Interest Rate Per Annum	Due Date
Local Currency	002-554830#0034	18/12/2019	HKD803,289.79 <k2>	0.10000000	20/01/2020
	002-554830#0035	20/12/2019	HKD412,251.40 <k2>	0.10000000	20/03/2020
Foreign Currency	002-554830#0032	23/10/2019	USD68,745.06 <k2>	0.35000000	23/01/2020

ITEM 2 SAVINGS ACCOUNTS HELD IN OUR BOOKS

	Account No.	Balance
Local Currency	Please refer to additional information item	
Foreign Currency	NONE	

ITEM 3 CURRENT ACCOUNT BALANCE/S HELD IN OUR BOOKS  
PLEASE STATE WHETHER IN CREDIT(CR) OR OVERDRAWN(DR)

	Account No.	Balance
Local Currency	002-554830-001	HKD2,976,606.38CR <k2>
Foreign Currency	NONE	

ITEM 4 FACILITIES GRANTED TO YOU

	Types of Facilities (/Complex Limit Total)	Reference No.	Amount /Interest Rate	Guarantor /Maturity Date
Local Currency	NONE			
Foreign Currency	NONE			





NS20017610  
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Page : 2

ITEM 5 LOAN ACCOUNT DEBIT BALANCES (EXCLUDING LOANS IN CONNECTION WITH INWARD CARGOES)  
IN OUR BOOKS

	Account No. -----	Balance -----
Local Currency	NONE	
Foreign Currency	NONE	

ITEM 6 ACCOUNTS CLOSED DURING THE YEAR TO CONFIRMATION DATE

Account No. -----	Account Type -----	Date Closed -----
NONE		

ITEM 7 ADVANCES TO MANUFACTURERS AND/OR PACKING CREDITS ACCOUNT  
AND/OR EXPORTS LOANS GRANTED OUTSTANDING IN OUR BOOKS

Account No. -----	Reference No. -----	Finance Amount -----
NONE		

ITEM 8 ACCEPTANCES OUTSTANDING IN OUR BOOKS

Account No. -----	Reference No. -----	Amount /Issue Date -----	Import Cash Amount /Maturity Date -----
NONE			

ITEM 9 PARTIAL PAYMENT HELD BY US

	Reference No. -----	Amount -----
On account of Item 8	NONE	



NS20017610  
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Page : 3

ITEM 10 IRREVOCABLE LETTERS OF CREDIT OUTSTANDING IN OUR BOOKS

Account No.	Reference No.	Amount	Import Cash Amount
-----	-----	-----	-----
NONE			

ITEM 11 BILLS RECEIVABLE BY THEM (CUSTOMER)

Account No.	Reference No.	Bill Amount	Finance Amount
-----	-----	-----	-----
NONE			

ITEM 12 MARGINAL DEPOSIT HELD BY US

Account No.	Reference No.	Amount
-----	-----	-----
NONE		

ITEM 13 LOANS GRANTED IN CONNECTION WITH INWARD CARGOES OUTSTANDING IN OUR BOOKS

Account No.	Reference No.	Amount	Finance Amount
-----	-----	-----	-----
NONE			

ITEM 14 GUARANTEES

a) Given by us on their behalf

Account No.	Reference	SG Amount	Import Cash Amount
-----	-----	-----	-----

i) Shipping

NONE

ii) Others

NONE

b) Received by us on their behalf

NONE

The Hongkong and Shanghai Banking Corporation Limited

NSC Account Services : PO Box 72677, Kowloon Central Post Office, Kowloon, Hong Kong  
Tel : (852) 2233 3000 Web : www.hsbc.com.hk



NS20017610  
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Page : 4

ITEM 15 DERIVATIVE CONTRACTS/ STRUCTURED PRODUCT CONTRACTS OUTSTANDING

	Contract No.	Currency Bought Amount Currency Sold Amount	Exchange Rate	Settlement Date Date
i) Exchange rate contracts	-----	NONE	-----	-----
	Contract No.	Notional Amount	Interest Rate	Maturity Date Date
ii) Interest rate contracts	-----	NONE	-----	-----
	Contract No.	Notional Amount	Interest Rate	Maturity Date / Settlement Date
iii) Other derivative contracts/ structured product contracts	-----	NONE	-----	-----
iv) Other treasury products, e.g.	-----	NONE	-----	-----
- Fixed income (bond) trading				
- Equities trading				
- M-T-M valuation				
- Collateral				

ITEM 16 OTHER DIRECT OR CONTINGENT LIABILITIES TO US

Number of Guarantee(s) Issued	Amount
-----	-----
NONE	



NS20017610  
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Page : 5

ITEM 17 SECURITIES AND OTHER DOCUMENTS OF TITLE HELD BY US

Against Facilities  
granted

Particulars -----	Amount -----
NONE	

For Safe Custody	Account no. -----	Amount -----
	NONE	

ITEM 18 FOREIGN EXCHANGE CONTRACT OUTSTANDING

	Reference No. -----	Balance Unutilized -----	Rate -----	Delivery Date -----
Their (customer's)		NONE		
Sales to Bank				
Bank's Sales to them (customer)		NONE		

ITEM 19 ADDITIONAL INFORMATION

FOR ITEM 2 SAVINGS ACCOUNTS HELD IN OUR BOOKS

	Account No. -----	Balance -----
Local Currency	808-488795-292	HKD127,103.62 <k2>

-END-