



ISOCARP
Knowledge for better Cities

**REPORT ON ANNUAL
ACCOUNTS
FOR 2013**
(in Euro's)

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Executive Committee

At the 31st December 2013 the President, Secretary General and Treasurer were the following members:

President	Milica Bajic Brkovic
Secretary General	Didier Vancutsem
Treasurer	Guy Vloebergh
Vice Presidents	Martin Dubbeling
	Khalid El Adli
	Pietro Elisei
	Slawomir Ledwon
	Piotr Lorens
	Shipra Narang Suri
	David Prospero
	Shi Nan

Approval annual accounts 2012

The annual accounts for 2012 could not be approved at the Annual General Meeting during the 49th ISOCARP Congress in Brisbane, Australia, October 2013 because the necessary quorum was not achieved.

The Financial Report was approved by the necessary quorum (80 yes, 2 no votes) by email in December 2013.

BALANCE SHEET AS PER 31 DECEMBER 2013

		<u>31st December 2013</u>	<u>31st December 2012</u>
		€	€
ASSETS			
FIXED Assets			
Office Equipment	1	7.069	5.117
Current Assets			
Accounts receivable	2	295.021	37.844
Bank and Cash	3	<u>38.170</u>	<u>126.281</u>
		<u>333.192</u>	<u>164.125</u>
		<u><u>340.261</u></u>	<u><u>169.242</u></u>
EQUITY AND LIABILITIES			
Capital and surplus		112.447	69.042
CURRENT LIABILITIES			
Programs and projects	4	186.736	50.505
Taxation	5	3.295	2.900
Accounts payable	6	<u>37.783</u>	<u>46.795</u>
		<u>227.814</u>	<u>100.200</u>
		<u><u>340.261</u></u>	<u><u>169.242</u></u>

STATEMENT OF INCOME AND EXPENDITURE 2013

		<u>2013</u>	<u>2012</u>
		€	€
Income			
Membership fees		67.906	54.015
Vice-Presidents Programs		126.993	132.632
Other income/expenses		<u>-5.221</u>	<u>17.791</u>
Total		189.678	204.438
Costs of organisation			
Operations		-96.958	-95.251
Office rent		-11.214	-10.904
Administration		-25.094	-22.314
Executive Committee		-9.236	-27.496
Depreciation		-2.186	-477
Bank costs and interest		-1.987	1.383
Profit/loss previous years		<u>402</u>	<u>-</u>
		<u>-146.273</u>	<u>-155.059</u>
Result (positive)		<u><u>43.405</u></u>	<u><u>49.379</u></u>

NOTES

Activities

ISOCARP organises activities and events both for its members as well as for other professionals in the field of regional and city planning.

General accounting principles for the preparation of the annual accounts

The consolidated financial statements are prepared according to the stipulations in chapter 9 Book 2 of the Netherlands Civil Code. The annual accounts are prepared according to Dutch Gaap and comply with Statement 640 of the "Raad voor de Jaarverslaggeving".

Valuation of assets and liabilities and determination of the result takes place under the historical cost convention, unless presented otherwise. Income and expenses are accounted for on accrual basis. Profit is only included when realized on balance sheet date. Liabilities and any losses originating before the end of the financial year are taken into account if they have become known before preparation of the annual accounts.

Change of accounting principles

The accounting principles have changed in 2013. The presentation of the statement of income and expenditure was simplified in comparison with 2012 and the notes are more detailed. This change did not affect the equity and result.

In the balance sheet as per 31 December 2012 Reservation Funds were presented. A part of the 2012 profit was appropriated to these funds. However these funds are obligations rather than equity and reserves. The Reservation Fund now is presented as an obligation and presented as current liabilities. The comparative figures are changed and the surplus 2012 was adjusted for this obligation of € 50,505 as per 31 December 2012.

PRINCIPLES OF VALUATION

Fixed assets

Fixed assets are valued at historical cost less accumulated depreciation on a straight-line basis over the estimated useful life

Accounts receivable

Accounts receivable are valued at nominal value less provision for non-payment of fees.

Other assets and liabilities

The other assets and liabilities are stated at face value.

PRINCIPLES OF DETERMINATION OF INCOME

For unreceived membership fees, an amount of € 3.000,-- from the balance per 31st December 2013 has been deducted. Valuation has taken place on experience.

Project results are added to the Profit and Loss Statement once the project is finalised.

Depreciation of fixed assets

The depreciation is: 20% per annum. Only for Laptops the depreciation is 33,3% per annum.

Notes to the balance sheet

for the year ending 31 December

	2013	2012
	€	€
Fixed Assets		
<u>1. Office Equipment</u>		
Book value as at 1st January	5.117,00	1.709,00
Investments	4.137,88	3.884,00
Depreciation	-2.186,26	-476,00
<i>Book value as at 31st december</i>	7.068,62	5.117,00
Cost of acquisition	54.415,01	54.415,00
Depreciation old	-45.160,13	-
Accumulated depreciation	-2.186,26	-49.298,00
<i>Book value as at 31st december</i>	7.068,62	5.117,00
Current Assets		
<u>2. Accounts receivable</u>		
Membership fees 2011	-	5.765,00
Membership fees 2012	14.910,50	19.567,00
Membership fees 2013	19.931,00	-
Contribution HLandata	-	3.215,00
Deposit Post NL	285,00	285,00
Deposit Key Office	20,00	20,00
LOC Nairobi	-	1.218,00
Payment to settle	-	191,00
<u>Accounts prepaid</u>		
ExCo allowance prepaid	10.867,00	7.533,00
Logo Brisbane	-	50,00
Advanced Paid for future Congress	2.912,06	-
Accrued expenses	-731,07	-
<u>Debtors</u>		
Han Admiraal	25,00	
Fraunhofer Institut (Pan4Business)	70.672,00	-
Nanjing Urban Planning Bureau	50.000,00	-
UN-Habitat 13-14	49.400,00	-
UPAT Shantou	23.500,00	-
UPC Training Consultancy Abu Dhabi	53.230,00	-
	295.021,49	37.844,00
<u>3. Bank and Cash</u>		
ING Bank N.V.	15.290,86	35.319,00
ING Bank N.V. (capital account)	22.866,67	90.877,00
Crossing account	-26,00	-
Cash in hand	38,96	85,00
	38.170,49	126.281,00

Equity and Liabilities

Capital and Surplus	<u>112.446,68</u>	<u>69.042,00</u>
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Movement:

Balance sheet as per 1 January	69.042,00	19.663,00
Result	<u>43.405,00</u>	<u>49.379,00</u>
Balance sheet as per 31 December	<u>112.447,00</u>	<u>69.042,00</u>

Current liabilities

4. Programs and projects

UPAT Nanjing	7.000,00	-
UPAT Shantou	750,00	-
UPAT Shantou Design Competition	4.322,97	-
Plan4Business	41.166,16	50.505,00
SUSREG	16.112,86	-
UN-HABITAT 13-14	64.832,76	-
UPC Training Consultancy Abu Dhabi	52.551,39	-
	<u>186.736,14</u>	<u>50.505,00</u>

5. Taxation

Payroll tax	<u>3.295,00</u>	<u>2.900,00</u>
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6. Accounts payable

EXCO Allowences	18.047,99	40.610,00
Advanced received for future congress	2.065,00	2.315,00
Holiday allowance	4.844,59	2.440,00
Advanced received fees 2014	8.393,45	1.222,00
Advanced received fees 2015	3.341,00	208,00
Advanced received fees 2016	434,00	-
Advanced received fees 2017	83,00	-
Net salary	573,75	-
	<u>37.782,78</u>	<u>46.795,00</u>

Notes to the statement of income and expenses

		<u>Income</u>	<u>Expenses</u>	<u>Result</u>	<u>2013 Total result</u>	<u>2012 Total result</u>
Membership fees						
Fees 2013		51.918,56		51.918,56		
Still to receive 2013		22.931,00		22.931,00		
Depreciation 2011			5.285,00	-5.285,00		
Discount Multiple years			1.658,07	-1.658,07		
				<u>67.906,49</u>	67.906,49	54.015,00
Vice Presidents Programs						
Awards		10.174,34	500,00	9.674,34		
Brisbane congress	1	80.908,00	105.055,36	-24.147,36		
Past events		-	2.050,64	-2.050,64		
Publications (Reviews)		1.555,86	13.376,99	-11.821,13		
UPAT Perm		18.500,00	17.251,00	1.249,00		
UPAT Shantou	2	53.500,00	19.303,02	34.196,98		
UPAT Tlalnepantla		30.028,96	4.456,93	25.572,03		
UPAT Nanjing	3	150.000,00	66.724,46	83.275,54		
UPAT Shantou Desing competition		30.000,00	19.744,38	10.255,62		
Young Planning Professionals		3.952,27	3.163,61	788,66		
				<u>126.993,04</u>	126.993,04	132.632,00
Other income/expenses						
Hlandata	4	5.258,36	11.090,91	-5.832,55		
Plan4Business		80.010,74	80.010,74	-		
Hannover Messe		611,15	-	611,15		
				<u>-5.221,40</u>	-5.221,40	17.791,00
Operations						
Salaries Gross		-	90.299,17	-90.299,17		
Holiday allowances		-	7.038,13	-7.038,13		
Absence Insurance		-	1.416,30	-1.416,30		
Social Taxes		-	16.389,82	-16.389,82		
External advisors		-	12.122,09	-12.122,09		
Salaries charged to projects		30.307,14	-	30.307,14		
				<u>-96.958,37</u>	-96.958,37	-95.251,00
The number of employees is 3 fte (2012: 3 fte)						
Office rent		-	11.214,44	-11.214,44	-11.214,44	-10.904,00
Administration						
Postage and Freight			4.578,84	-4.578,84		
Phone			944,88	-944,88		
Office supplies			698,93	-698,93		
Office General			1.370,31	-1.370,31		
Representation			394,57	-394,57		
Automation			7.422,58	-7.422,58		
Internet			1.567,54	-1.567,54		
Subscription/Documentation			440,00	-440,00		
Travel staff			969,47	-969,47		
Accountant			4.228,95	-4.228,95		
Insurance General			2.477,87	-2.477,87		
				<u>-25.093,94</u>	-25.093,94	-22.314,00

Executive Committee

BM/GA meetings		1.585,65	-1.585,65		
Allowances		3.277,18	-3.277,18		
Other costs		4.372,87	-4.372,87		
			<u>-9.235,70</u>	-9.235,70	-27.496,00
<u>Depreciation</u>	5	2.186,26	-2.186,26	-2.186,26	-477,00
<u>Bank costs and interest</u>	990,19	2.976,69	-1.986,50	-1.986,50	1.383,00
<u>Profit/loss previous years</u>	3.355,59	2.953,68	<u>401,91</u>	401,91	-
Positive result 2013				<u>43.404,83</u>	<u>49.379,00</u>

Specifications

1. Brisbane Congress

	<u>Income</u>	<u>Expenses</u>	<u>Result</u>
General costs	-	61.633,67	-61.633,67
Internet/Web/Porti/Copy	-	6.491,20	-6.491,20
Bank charges	-	2.436,01	-2.436,01
Marketing	-	1.336,54	-1.336,54
Participation Fees	54.673,00	-	54.673,00
Dinner	6.256,00	4.180,29	2.075,71
Tours	19.979,00	17.867,11	2.111,89
Travel + Hotel	-	11.110,54	-11.110,54
	<u>80.908,00</u>	<u>105.055,36</u>	<u>-24.147,36</u>

2. UPAT SHANTOU

Result is inclusive 23.500,-- still to receive

3. UPAT NANJING

Result is inclusive 50.000,-- still to receive

4. HLANDATA

Project closed. Positive results were booked in previous years

5. Depreciation:

Book value as at 1st January	5.117,00
Investments	4.137,88
Depreciation	<u>-2.186,26</u>
Book value as at 31 December	<u>7.068,62</u>

Memorandum

To : The Executive Committee of ISOCARP
From : D. Pronk RA
Copies : Mrs G.H. Kurth and Mrs M. Ornek
Date : 3 June 2014
Subject : Audit of the statutory accounts 2013

Dear members of the Executive Committee,

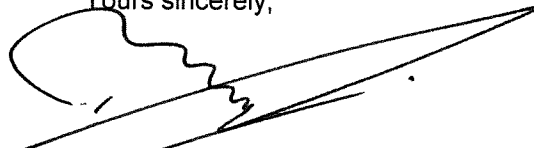
According to our engagement we performed audit procedures on the financial information included in the statutory accounts for the year ended 31 December 2013. We discussed our findings with Mrs G.H. Kurth, Mrs M. Ornek and Mr H. Vis on 15 April 2014. During this meeting we explained the result of our audit procedures and the fact that we are not able to reach the reasonable assurance necessary to issue an audit opinion. We advised on the necessary implementation of the internal control procedures. These advises relate to:

- Procedures regarding the expenditures relating to the yearly congress. The expenditures should be budgeted and controlled strictly to avoid losses. Expenditures exceeding the budget should be approved by the Executive Committee. These approvals should be archived to enable auditing of the legitimacy of the actual costs.
- The progress of projects is controlled by project managers. We did not identify an internal control procedure to monitor the financial progress of projects. A progress reporting should be prepared by project managers and should be monitored by the staff and included in periodic reports to the Executive Board.
- Income and expenses are accounted for on receipt or payment. There is a risk that income and expenses are not accounted for in the correct period. We advised regarding numbering and archiving of invoices and accounting for the income and expenditures in the period that the invoices relate to by using a sub ledger for debtors and creditors.
- Using a cash book for petty cash and use this cash book as a basis for registration of receipts and payments in the general ledger. The actual cash in hand should be counted on a monthly basis and agreed to the balance according to the cash book.
- As a result of the size and the nature of the organisation there is a risk that unauthorized payments are executed because payments are prepared and executed by staff members. Before payments are executed the treasurer informs the staff that he agrees to make the payments. The actual bank transactions however are not visually authorized by the treasurer. Such visual authorization would reduce the risk mentioned. The risk could be further reduced if the treasurer, as a member of the Executive Committee, would actually execute the payments in stead of staff members, where staff members would prepare the payment.

During the meeting of 15 April 2014 the staff explained that changes have already been made or are planned to make an effective audit possible in the future. Of course we would be obliged to provide you with further advice on the required internal control system.

During our work we did not identify any errors that were not adjusted. Therefore we were able to issue a review report on the statutory accounts for the year ending 31 December 2013. We issued our review report on 3 June 2014.

Yours sincerely,



D. Pronk RA

REVIEW REPORT

To: The Executive Committee of ISOCARP

Introduction

We have reviewed the report on annual accounts of Internationale Vereniging van Stedenbouwkundigen (ISOCARP), Delft, for the year 2013. Management is responsible for the preparation of the report on annual accounts in accordance with accounting standard 640 of the Dutch Accounting Standard Board. Our responsibility is to issue a review report on the report on annual accounts.

Scope

We conducted our review in accordance with Dutch law, including the Dutch Standard 2400 "Engagements to review financial statements". This requires that we plan and perform the review to obtain moderate assurance about whether the report on annual accounts are free of material misstatement. A review is limited primarily to inquiries of company personnel and analytical procedures applied to financial data and therefore provides less assurance than an audit. We have not performed an audit and, accordingly, we do not express an audit opinion.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the accompanying report on annual accounts do not give a true and fair view of the financial position of ISOCARP as at 31 December 2013, and of its results for the year then ended in accordance with accounting standard 640 of the Dutch Accounting Standard Board.

Delft, 3 June 2014



D. Pronk RA

Telefoon +31(0)15 261 31 21 | Telefax +31(0)15 261 53 82
E-mail delft@pkfwallast.nl | Website www.pkfwallast.nl
Delftechpark 40 Delft | Postbus 332 2600 AH Delft