



# ISOCARP

Knowledge for Better Cities

**INTERNATIONAL SOCIETY OF CITY AND REGIONAL PLANNERS**

**INTERNATIONALE VERENIGING VAN STEDEBOUWKUNDIGEN**

Chamber of Commerce no. 40397271

## **REPORT ON ANNUAL ACCOUNTS**

**Period 01-07-2018 / 30-06-2019**

## **BUDGET 2019 - 2020**

**(In Euro's)**

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*ISOCARP Board*

On 30th June 2019 the ISOCARP Board consisted of the following persons:

President	Martin Dubbeling	2018-2021
Secretary General	Didier Vancutsem	2013-2019
Vice Presidents	Dhiru Thadani	2016-2019
	Daniele Vettorato	2017-2020
	Jeremy Dawkins	2017-2020
	Ana Peric	2016-2019
	Sławomir Ledwon	2013-2019
	Małgorzata Hanzl	2017-2020
	Sebastien Goethals	2017-2020
	Milena Ivkovic	2017-2020
	Zeynep Gunay	2017-2020

*Approval annual accounts 2017-2018*

The annual accounts for 2017-2018 are approved at the Annual General Meeting at the 54th Congress in Bodo, Norway, 03 October 2018.

## BALANCE SHEET AS PER 30th June 2019

		30th June 2019		30th June 2018	
		€	€	€	€
<b>ASSETS</b>					
<b>FIXED Assets</b>					
Office Equipment	1		779		772
<b>Current Assets</b>					
Accounts receivable	2	17.398		12.640	
Bank and Cash	3	<u>273.410</u>		<u>258.084</u>	
			<u>290.808</u>		<u>270.724</u>
			<u><u>291.587</u></u>		<u><u>271.496</u></u>
<b>EQUITY AND LIABILITIES</b>					
Continuity reserve		60.000		20.000	
Capital and surplus		<u>84.709</u>		<u>33.060</u>	
			144.709		53.060
<b>CURRENT LIABILITIES</b>					
Programs and projects	4	63.290		115.986	
Taxation	5	4.434		3.177	
Accounts payable	6	<u>79.154</u>		<u>99.273</u>	
			<u>146.878</u>		<u>218.436</u>
			<u><u>291.587</u></u>		<u><u>271.496</u></u>

## STATEMENT OF INCOME AND EXPENDITURE 1 July 2018 - 30 June 2019

		30th June 2019		30th June 2018	
		€	€	€	€
<b>Income</b>					
Membership fees		59.817		73.038	
ISOCARP Programms and Projects		198.603		114.859	
Other income/expenses		<u>75.000</u>		<u>0</u>	
Total			333.420		187.897
<b>Costs of organisation</b>					
Operations		-141.855		-77.082	
Office rent		-11.683		-11.574	
Administration		-45.430		-25.763	
ISOCARP Board		-39.129		-19.057	
Depreciation		-899		-1.486	
Bank costs and interest		<u>-2.774</u>		<u>-3.150</u>	
			<u>-241.771</u>		<u>-138.112</u>
<b>Result</b>			<u><u>91.649</u></u>		<u><u>49.785</u></u>
<b>Appropriation of result</b>					
<i>Addition / withdrawal from:</i>					
Continuity reserve			40.000		20.000
Capital and surplus			<u>51.649</u>		<u>29.785</u>
<b>Result</b>			<u><u>91.649</u></u>		<u><u>49.785</u></u>

## NOTES

### **Assets and liabilities not recognised in balance sheet (Contingent Liabilities and assets)**

ISOCARP Society has rental liabilities of € 12.000 per year. The rental contract can be cancelled per 3 month.

### **Activities**

The International Society of City and Regional Planners (ISOCARP) is a global association of experienced professional planners. It was founded in 1965 in a bid to bring together recognised and highly qualified planners in an international network. The ISOCARP network brings together more than 700 individual and 40 institutional members from more than 85 countries worldwide. The ISOCARP offices reside at Laan van Meerdervoort 70, 2517 AN, The Hague, Netherlands. On 19 July 2019, ISOCARP Board sent a Report to its members for the year 2018-2019 with the progress, achievements and the challenges ahead.

### **General accounting principles for the preparation of the annual accounts**

The annual accounts are prepared according to Dutch Gaap and comply with Statement C1 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.

### **Going concern**

The Board of ISOCARP is confident to inform you that the present financial situation of ISOCARP is stable and safe and that the 2018-2019 financial year had a positive result of € 91.000. This is € 36.000 more than the budgeted result of € 55.000.

The primary reason for this positive result of the 2018-2019 financial year was the high revenue of the well prepared and well attended 2018 Bodo congress and two successful YPP workshops in Kristiansand and Xi'An. Additionally the ISOCARP Institute donated € 75.000 to the ISOCARP Society.

The ISOCARP Institute, Centre for Urban Excellence, operates as the project office of the ISOCARP Society and focuses on Research, Workshops and Capacity Building. In 2018-2019, the ISOCARP Institute had successful and profitable UPAT workshops in Ningbo, Durban, Guangzhou and Suzhou, participated in the Wuhan Placemaking Week and in a Research Project with Strelka KB in Moscow. The positive result of these projects allowed the ISOCARP Institute to donate € 75.000 to ISOCARP Society.

Income for the Society came from three sources: 1) Membership Fees @ € 60.000, 2) ISOCARP Projects and Activities @ € 199.000, and 3) Donation from the ISOCARP Institute @ € 75.000. The expenditures of the Society are divided into six segments: 1) Regional Activities @ € 1.200, 2) Operations (staff) @ € 141.000, 3) Office rent @ € 12.000, 4) Administration @ € 45.000, 5) Board Meetings and Allowances @ € 39.000, and 6) Depreciation, Bank costs and interest @ € 3.700.

Presently we have five staff members employed: David Struik (office manager), Monica Overtoom-Ornek (administration), Balinth Horvath (communications), Neeanne Balamiento (congresses) and Federico Aili (Think Nature, publications and YPP). Former office and congress manager Gaby Kurth resigned early 2019.

In summary, the income of € 333.000 and the expenditure of € 242.000 as described above comes down to the result of € 91.000.

### **Continuity Reserve**

For the second year in a row, a continuity reserve has been formed.

The continuity reserve has been drawn up to cover risks in the shortterm to ensure ISOCARP can also meet its obligations in the future. Additions are presented as appropriation of result and are yearly decided on by the Executive Committee and are based on risk estimations.

## **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**

### ***ISOCARP Membership***

Membership fees are accounted for on an accrual basis.

### ***ISOCARP Projects/Activities***

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.

## **BUDGET 2019-2020**

For 2019-2020 we expect that we will not reach the same result of 2018-2019. As consequence of the newly adopted membership policies for individual and institutional members, with a low flat fee for all individual members, we may face a lower income from membership fees. In 2019, the new and modern CRM system (driven by Salesforce) is implemented. We expect that the combination of the new membership policies and the new CRM system will retain present and attract new members. It will be a challenge to maintain the income from membership fees at € 60.000. The Board realizes that there is a lot to gain in membership registrations with an improved visibility through excellent congresses, publications, projects, research and capacity building programs.

At the start of the 2019-2020 financial year, we already received international registration fees and international sponsorships for the 2019 and 55th ISOCARP congress in Jakarta. In the weeks prior to the congress we may receive more international registration fees, but according to the contract with the Local Organising Committee this need to be settled and aligned with the budget of the Local Organising Committee, whose income depend from domestic registration fees and sponsorships. We conservatively estimate the total result of the ISOCARP Programs and Activities, including the incomes of the Awards and the expenditures of the 55th Anniversary Activities and the Annual Review, comes down to € 80.000.

We trust that the projects, research and capacity building programs should enable the ISOCARP Institute to donate € 60.000 to ISOCARP Society.

The expected reservations and expenditures of the Society are divided into six segments:

- 1) Regional Activities @ € 10.000, 2) Operations (staff) @ € 138.000, 3) Office rent @ € 12.000,
- 4) Administration @ € 29.000, 5) Board Meetings and Allowances @ € 34.000, and 6) Depreciation, Bank Cost and Interest @ € 3.350.

The budget for the Regional Activities is reserved for international members activities in regions where we need to improve our presence and visibility. Operating the Secretariat includes expenditures for staff and consultant salaries, as well as the rent for the office space in The Hague. Administration expenses at the Secretariat include the usual expenses associated

with maintaining an office such as data and communication costs, general office supplies, and insurance. The Board Meetings and Allowances covers expenses incurred by the Board Members for travel and accommodations to attend all board meetings. Depreciation, interest, and Bank Cost are usual expenditures. In 2017-2018 and 2018-2019 the Reservation Fund already was allocated with €20.000 and € 40.000 respectively in case of unforeseen circumstances. In previous years, this Reservation Fund was not addressed and to the estimate of the Board does not need to be supplemented in 2019-2020  
In summery, the expected incomes of € 233.000 and the expenditures of € 227.000 comes down to an anticipated and conservative result of € 6.000.

Going forward we are monitoring our income and expenditure, and diligently working to ensure that we are fiscally stable. The entire Board is continually being informed regarding the financial situation and we are confident that we will meet our financial goals in the 2019-2020 fiscal year.

**Notes to the balance sheet**

for the year ending

	<u>30-06-2019</u>	<u>30-06-2018</u>
	€	€
<b>Fixed Assets</b>		
<u>1. Office Equipment</u>		
Book value as at 1st July	771,62	2.257,57
Investments	906,29	-
Depreciation	-899,27	-1.485,95
<i>Book value as at</i>	<u>778,64</u>	<u>771,62</u>
Cost of acquisition	6.363,39	9.341,20
Depreciation old	-4.685,51	-7.083,63
Accumulated depreciation	-899,24	-1.485,95
<i>Book value as at</i>	<u>778,64</u>	<u>771,62</u>
<b>Current Assets</b>		
<u>2. Accounts receivable</u>		
Membership fees 2016/2017	-	1.673,50
Membership fees 2017/2018	-	11.160,00
Provision non-collectable fees	-	-11.500,00
Deposit Post NL	-	285,00
Deposit Key Office	20,00	20,00
<u>Accounts prepaid</u>		
ExCo allowance prepaid	7.500,00	4.075,00
Advanced Paid for future Congress	-	-
Prepaid expenses	-	150,00
<u>Debtors</u>		
Espresso	-	4.260,39
Co-Land	-	1.155,18
Divers Debtors	9.878,00	179,85
Isocarp Institute	-	227,05
	<u>17.398,00</u>	<u>11.685,97</u>
<u>3. Bank and Cash</u>		
ING Bank N.V.	29.571,56	4.444,58
ING Bank N.V. (capital account)	243.629,64	252.500,62
Cash in hand	209,15	1.139,25
	<u>273.410,35</u>	<u>258.084,45</u>
<b>Equity and Liabilities</b>		
Continuity reserve	60.000,00	20.000,00
Capital and Surplus	84.708,98	33.059,79
	<u>144.708,98</u>	<u>53.059,79</u>

	<u>30-06-2019</u>	<u>30-06-2018</u>
		€
Movement:		
Balance sheet as per 1 January	33.059,79	3.275,40
Result	<u>51.649,19</u>	<u>29.784,39</u>
Balance sheet as per 30-06-2017	<u><u>84.708,98</u></u>	<u><u>33.059,79</u></u>
<b>Current liabilities</b>		
<b><u>4. Programs and projects</u></b>		
ThinkNature	61.061,21	99.819,44
Co-land	2.228,45	-
UNESCO Event Portland 2017	-	3.708,71
YPP Kristiansand Norway 2018	-	<u>12.458,34</u>
	<u><u>63.289,66</u></u>	<u><u>115.986,49</u></u>
 <b><u>5. Taxation</u></b>		
Payroll tax	<u><u>4.434,00</u></u>	<u><u>3.177,00</u></u>
 <b><u>6. Accounts payable</u></b>		
EXCO Allowances	13.996,58	7.301,43
Advanced received for future congress	37.500,10	66.420,25
Holiday allowance	980,89	677,56
Advanced received fees 2018/2019	-	10.337,00
Advanced received fees 2019/2020	8.456,00	1.490,50
Advanced received fees 2020/2021	2.028,00	586,00
Advanced received fees 2021/2022	594,00	-
Accrued expenses	<u>15.598,78</u>	<u>12.460,02</u>
	<u><u>79.154,35</u></u>	<u><u>99.272,76</u></u>

## Notes to the statement of income and expenses

	<u>Result</u> <u>30-06-2018</u>	<u>Budget</u> <u>2018-2019</u>	<u>Result</u> <u>30-06-2019</u>	<u>Total result</u> <u>2018-2019</u>	<u>Budget</u> <u>2019-2020</u>
	€	€	€	€	€
<b><u>Membership fees</u></b>					
Fees 2018/2019	81.130,99	85.000,00	60.129,50		60.000,00
Fees previous years	570,00	-	-		
Provision non-collectable fees	-8.553,00	-10.000,00	-		
Discount Multiple years	-110,00	-	-312,25		
	<u>73.037,99</u>	<u>75.000,00</u>		59.817,25	<u>60.000,00</u>
<b><u>ISOCARP Projects/Activities</u></b>					
Awards	13.075,01	7.000,00	12.245,80		10.000,00
Marketing	-4.634,00	-12.000,00	-5.209,52		-5.000,00
Portland, USA Congress 2017	-2.600,39	-	-		
Congress Norway	1	100.000,00	178.015,79		
Congress Jakarta 2019	-	-	-		90.000,00
Previous Congresses	-	-	1.948,00		
YPP Wroclaw 2017	463,88	-	-		
UN HABITAT 2013-2014	10.550,00	-	-		
YPP Training Abu Dhabi 2017	35.274,84	-	-		
YPP Kristiansand Norway 2018	-	5.000,00	14.541,01		
YPP Xi'An China 2018	-	5.000,00	6.181,75		
NYPP Yekaterinburg 2017-2018	310,58	-	-		
UPAT Bodo 2017	32.283,12	-	-		
UPAT Wuhan 2017	30.164,12	-	-		
UNESCO, Portland USA	1.549,37	-	-		
Espresso (Overhead)	7.045,78	-	-		
55th Anniversary Activities	-	-	-		-10.000,00
EU Project Think Nature	-	-	-		38.000,00
Publications (Reviews)	-8.623,00	-11.000,00	-9.120,17		-10.000,00
	<u>114.859,31</u>	<u>94.000,00</u>		198.602,66	<u>113.000,00</u>
<b><u>Projects via Institute</u></b>					
YPP	-	P.M.	-		
UPAT Ningbo 2018	-	30.000,00	-		
UPAT Durban 2018	-	30.000,00	-		
UPAT Guangzhou 2018	-	30.000,00	-		
UPAT Qingdao 2019	-	30.000,00	-		
ITP Qingdao 2018	-	35.000,00	-		
		<u>155.000,00</u>			
<b><u>Other income/expenses</u></b>					
Donations Institute				75.000,00	60.000,00
<b><u>Regional Activities</u></b>		-10.000,00		-1.200,00	-10.000,00
<b><u>Operations</u></b>					
Salaries Gross	-98.892,30	-125.000,00	-137.040,46		-100.000,00
Holiday allowances	-7.817,25	-10.000,00	-10.670,28		-8.000,00
Absence Insurance	-4.399,13	-5.000,00	-6.364,98		-4.000,00
Social Taxes	-20.323,83	-25.650,00	-29.869,83		-20.000,00
Commuter Traffic	-	-	-2.596,66		-4.000,00
External advisors	-3.130,24	-3.000,00	-5.487,25		-6.000,00
Travel-Hotel Staff	-	-	-		-500,00
Other staff costs	-146,63	-	-174,06		-200,00
Salaries charged to EU projects	57.627,32	-	51.548,16		5.000,00
	<u>-77.082,06</u>	<u>-168.650,00</u>		-140.655,36	<u>-137.700,00</u>
The number of employees is 4,66 fte (2017/2018 2,97 fte)					
<b><u>Office rent</u></b>	-11.574,32	-12.500,00		-11.683,30	-12.000,00

	<u>Result</u> <u>30-06-2018</u>	<u>Budget</u> <u>2018-2019</u>	<u>Total result</u> <u>2018-2019</u>	
	€	€	€	
<b>Administration</b>				
Postage and Freight	-1.483,02	-5.000,00	-2.676,55	-2.500,00
Phone	-317,41	-350,00	-290,61	-300,00
Office supplies	-59,96	-350,00	-614,02	-750,00
Office General	-246,86	-300,00	-479,44	-500,00
Representation	-284,71	-300,00	-24,80	-250,00
Automation	-1.299,62	-1.350,00	-1.929,65	-3.000,00
Internet	-8.260,70	-20.000,00	-25.768,12	-15.000,00
Subscription/Documentation	-4.024,22	-4.000,00	-250,00	
Travel-hotel Staff	-	-	-1.115,48	
Auditor	-7.560,36	-5.800,00	-10.047,84	-5.000,00
Insurance General	-2.226,57	-2.400,00	-2.233,10	-2.500,00
	<u>-25.763,43</u>	<u>-39.850,00</u>	<u>-45.429,61</u>	<u>-29.800,00</u>
<b>ISOCARP Board</b>				
BM/GA meetings	-2.757,19	-3.000,00	-2.175,93	-3.000,00
Allowances	-11.491,66	-30.000,00	-29.671,95	-30.000,00
Other costs	-4.808,45	-1.000,00	-7.281,29	-1.000,00
	<u>-19.057,30</u>	<u>-34.000,00</u>	<u>-39.129,17</u>	<u>-34.000,00</u>
<b>Depreciation</b>	2	-1.485,95	-350,00	-899,27
<b>Bank costs and interest</b>		-3.149,85	-3.500,00	-2.774,01
Result	<u>49.784,39</u>	<u>55.150,00</u>	<u>91.649,19</u>	<u>6.150,00</u>
<b>Appropriation of Result</b>				
<i>Addition/withdrawal from</i>				
Continuity reserve	20.000,00	40.000,00	40.000,00	
Capital and Surplus	29.784,00	15.150,00	51.649,19	
	<u>49.784,00</u>	<u>55.150,00</u>	<u>91.649,19</u>	
<b>Specifications</b>				
<u>1. Bodo Norway Congress</u>				
General	98.242,18			
Internet/Web/Porti/Copy	-6.580,95			
Bank Charges	-3.686,06			
Marketing	-162,05			
Congress Participation	87.736,00			
Sponsoring	3.000,00			
Concert	-49,00			
Travel Staff	-484,33			
	<u>178.015,79</u>			
<u>2. Depreciation:</u>				
Book value as at 1st July 2018	771,62			
Investments	906,29			
Depreciation	-899,27			
Book value as at 30th June 2018	<u>778,64</u>			

Signed by the ISOCARP Board, August 2019

M. Dubbeling  
D. Vancutsem  
D. Thadani  
D. Vettorato  
J. Dawkins  
A. Peric

S. Ledwon  
M. Hanzl  
S. Goethals  
M. Ivkovic  
Z. Gunay