



# **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 01-07-2017 / 30-06-2018**

## **BUDGET 2018 - 2019**

**(In Euro's)**

# **Draft**

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## *Executive Committee*

On 30th June 2018 EXCO consisted of the following persons:

President	Ric Stephens	2015-2018
President Elect	Martin Dubbeling	2017-2018
Secretary General	Didier Vancutsem	2013-2019
Treasurer	Dhiru Thadani	2016-2019
Vice Presidents	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 2016/2017*

The annual accounts for 2016/2017 could not be approved at the Annual General Meeting during the 53rd Congres in Portland, U.S.A., October 2017 because the necessary quorum was not achieved.

Since the meeting had no quorum the approval had to be done online.

The necessary quorum was reached during the period between 29-01-2018 and 28-02-2018 when members could react online.

## BALANCE SHEET AS PER 30th June 2018

		30th June 2018		30th June 2017	
		€	€	€	€
<b>ASSETS</b>					
<b>FIXED Assets</b>					
Office Equipment	1		772		2,258
<b>Current Assets</b>					
Accounts receivable	2	12,640		19,449	
Bank and Cash	3	258,084		254,856	
			270,724		274,305
			<u>271,496</u>		<u>276,563</u>
<b>EQUITY AND LIABILITIES</b>					
General reservation		20,000		-	
Capital and surplus		33,060		3,276	
			53,060		3,276
<b>CURRENT LIABILITIES</b>					
Programs and projects	4	115,986		215,725	
Taxation	5	3,177		3,065	
Accounts payable	6	99,273		54,497	
			218,436		273,287
			<u>271,496</u>		<u>279,839</u>

## STATEMENT OF INCOME AND EXPENDITURE 1 July 2017 - 30 June 2018

		30th June 2018		30th June 2017	
		€	€	€	€
<b>Income</b>					
Membership fees		73,038		36,368	
Vice-Presidents Programs		114,859		49,561	
Other income/expenses		0		-340	
Total			187,897		85,589
<b>Costs of organisation</b>					
Operations		-77,082		-124,638	
Office rent		-11,574		-11,445	
Administration		-25,763		-18,870	
Executive Committee		-19,057		-13,414	
Depreciation		-1,486		-2,222	
Reservations		-20,000		-	
Bank costs and interest		-3,150		-3,461	
			-158,112		-174,050
<b>Result</b>			<u>29,785</u>		<u>-88,461</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 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 ISOCARP Executive Committee would like to inform you that the financial situation for 2017-2018 did not meet the expectations that were set forth in the budget at the beginning of the financial year.

The Executive Committee has discussed the issue of finance in detail, at our meeting in May 2018 in The Hague. Since the meeting we have had several teleconferences to continue the discussion on finances and we are meticulously working toward a positive outcome for the 2018-2019 financial year.

The primary reason for the low income in the 2017-2018 financial year was that we did not receive € 70.000,00 that we expected to earn from the Congress. We partnered with the Oregon Chapter of the American Planning Association (OAPA) for the 2017 Congress, that was held in Portland, Oregon, USA. International attendance was at an all-time low, due to President Trump's travel ban to the US. Our American partners were unable to achieve the sponsorship goals, that they were confident of accomplishing. Additionally, they mishandled the funding of the Congress, overspent on unnecessary items, which yielded a negative financial outcome, instead of the positive income of € 70.000,00 that we were assured. Our budget for 2017-2018 also relied on fees from training programs that we were conducting in Abu Dhabi. We budgeted an income of €52.000,00. However, this effort needed more tutors which increased our travel expenses and fees by € 16.500,00. As a consequence the training program yielded €35.500,00. We hope to continue the Intensive Training Program (ITP) this year, however we are cautious, and have not included any fees for training in Abu Dhabi in the present budget. We have only included € 35.000,00 income from a recently negotiated ITP in Qingdao, China.

## 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

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 2018-2019

For 2018-2019 we have already received 50% of the €100.000,00 that we are contracted to earn from the Congress. Additionally we have negotiated four UPAT workshops in Ningbo, Durban, Guangzhou and Qingdao that will yield a total income of € 120.000,00. YPP events are being planned in Kristiansand, Bodø and Xi'an which will also bring income to the Society.

**Income** for the Society comes from three sources: 1) Membership Dues, 2) Vice Presidents Programs, and 3) Projects via the ISOCARP Institute.

Membership dues should generate € 85.000,00 annually, however collection of these dues continue to be problematic. Many members do not pay their dues in a timely manner. Staff and ExCo time is annually expended in reminding members to pay their dues, and the Society suffers a loss of 12% due to unpaid membership dues.

Vice President Programs, such as Honor Awards, Annual Congress, YPP Programs generate € 100.000,00 annually. Programs such as Marketing and Publications do not generate income, but cost the Society money to sustain.

UPATs, YPP and Training programs are now being managed by the ISOCARP Institute and they are expected to generate in excess of € 150.000,00 this financial year.

**Expenditures** for the Society are as follows: 1) Secretariat Operations, 2) Administration, 3) Executive Committee Meetings and Allowances, 4) Depreciation, Interest, and Bank Cost and 5) Reservation Fund.

Operating the Secretariat includes expenditures for the staff and consultant salaries, as well as rent for the office space in The Hague, which totals € 180.000,--. For this financial year we have budgeted for an additional staff position to support Monica and Gaby.

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, which totals approximately € 40.000,--.

Executive Committee Meetings and Allowances covers expenses incurred by the ExCo members for travel and accommodations to attend board meetings. This allowance has been increased this financial year to encourage ExCo members to attend all meetings and not have them incur personal financial hardship for serving the Society. The total allowance set aside is € 34.000,00. Depreciation, Interest and Bank Costs usually remain under € 4.000,00 annually.

The Reservation Fund for 2018-2019 is prudently allocated as € 40.000,00 in case of unforeseen circumstances.

The expected result for financial year 2018-2019 is a conservative profit of € 15.000,00.

Going forward we are monitoring our income and expenditure, and diligently working to ensure that we are fiscally stable. The entire Executive Committee is continually being informed regarding the financial situation and we are confident that we will meet our financial goals in the 2018-2019 fiscal year.

## Notes to the balance sheet

for the year ending

	6/30/2018	6/30/2017
	€	€
<b>Fixed Assets</b>		
<u>1. Office Equipment</u>		
Book value as at 1st July	2,257.57	3,620.53
Investments	-	859.10
Depreciation	-1,485.95	-2,222.06
<i>Book value as at</i>	771.62	2,257.57
 Cost of acquisition	9,341.20	15,757.38
Depreciation old	-7,083.63	-11,277.75
Accumulated depreciation	-1,485.95	-2,222.06
<i>Book value as at</i>	771.62	2,257.57
 <b>Current Assets</b>		
<u>2. Accounts receivable</u>		
Membership fees 2015/2016	954.00	1,274.00
Membership fees 2016/2017	1,673.50	2,565.50
Membership fees 2017/2018	11,160.00	-
Provision non-collectable fees	-11,500.00	-3,000.00
Deposit Post NL	285.00	285.00
Deposit Key Office	20.00	20.00
 <u>Accounts prepaid</u>		
ExCo allowance prepaid	4,075.00	4,455.68
Advanced Paid for future Congress	-	10,751.08
Prepaid expenses	150.00	2,893.58
 <u>Debtors</u>		
Espresso	4,260.39	-
Co-Land	1,155.18	-
Payments to settle	179.85	-
Isocarp Institute	227.05	204.55
	12,639.97	19,449.39
 <u>3. Bank and Cash</u>		
ING Bank N.V.	4,444.58	4,449.43
ING Bank N.V. (capital account)	252,500.62	249,415.85
Cash in hand	1,139.25	990.71
	258,084.45	254,855.99
 <b>Equity and Liabilities</b>		
General Reservation	20,000.00	-
Capital and Surplus	33,059.79	3,275.40
	53,059.79	3,275.40

	<u>6/30/2018</u>	<u>6/30/2017</u>
	€	€
Movement:		
Balance sheet as per 1 January	3,275.40	91,736.45
Result	<u>29,784.39</u>	<u>-88,461.05</u>
Balance sheet as per 30-06-2017	<u><u>33,059.79</u></u>	<u><u>3,275.40</u></u>

### Current liabilities

#### 4. Programs and projects

Espresso	-	6,767.40
ThinkNature	99,819.44	93,660.42
UPAT Wuhan 2017	-	25,756.26
UPAT Norway 2017	-	49,072.39
YPP Wroclaw 2017	-	1,563.20
YPP Abu Dhabi 2017 (2016)	-	27,433.83
UNESCO Event Portland 2017	3,708.71	11,471.95
YPP Kristiansand Norway 2018	12,458.34	-
	<u>115,986.49</u>	<u>215,725.45</u>

#### 5. Taxation

Payroll tax	<u>3,177.00</u>	<u>3,065.00</u>
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#### 6. Accounts payable

EXCO Allowances	7,301.43	10,844.32
Advanced received for future congress	66,420.25	3,157.00
Holiday allowance	677.56	553.67
Advanced received fees 2017/2018	-	28,503.00
Advanced received fees 2018/2019	10,337.00	5,507.50
Advanced received fees 2019/2020	1,490.50	720.50
Advanced received fees 2020/2021	586.00	86.00
Accrued expenses	12,460.02	5,125.11
	<u>99,272.76</u>	<u>54,497.10</u>

## Notes to the statement of income and expenses

ISOCARP

annual accounts 2017-2018

	Total Result 2016-2017	Budget 2017-2018	Result 6/30/2018	Total result 2017-2018	Budget 2018-2019
<b>Membership fees</b>	€	€	€	€	€
Fees 2017/2018			81,130.99		85,000.00
Fees previous years			570.00		-
Provision non-collectable fees			-8,553.00		-10,000.00
Discount Multiple years			-110.00		-
	36,368.25	68,000.00		73,037.99	75,000.00
<b>Vice Presidents Programs</b>					
Awards		5,000.00	13,075.01		7,000.00
Marketing		-	-4,634.00		-12,000.00
Portland, USA Congress 2017	1	70,000.00	-2,600.39		
Congress Norway		-	-		100,000.00
YPP Wroclaw 2017		300.00	463.88		
UN HABITAT 2013-2014		-	10,550.00		
YPP Training Abu Dhabi 2017		52,000.00	35,274.84		
YPP Kristiansand Norway 2018		-	-		5,000.00
YPP Xi'An China 2018		-	-		5,000.00
NYPP Yekaterinburg 2017-2018		P.M.	310.58		
UPAT Bodo 2017		32,500.00	32,283.12		
UPAT Wuhan 2017		30,000.00	30,164.12		
UNESCO, Portland USA		8,100.00	1,549.37		
Espresso (Overhead)		-	7,045.78		
Publications (Reviews)		-7,000.00	-8,623.00		-11,000.00
	49,561.28	190,900.00		114,859.31	94,000.00
<b>Projects via Institute</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
	-				155,000.00
<b>Other income/expenses</b>	-339.90	P.M.	-	-	-
<b>Regional Activities</b>		-		-	-10,000.00
<b>Operations</b>					
Salaries Gross		-65,000.00	-98,892.30		-125,000.00
Holiday allowances		-5,200.00	-7,817.25		-10,000.00
Absence Insurance		-5,000.00	-4,399.13		-5,000.00
Social Taxes		-13,000.00	-20,323.83		-25,650.00
External advisors		-4,000.00	-3,130.24		-3,000.00
Other staff costs		-	-146.63		-
Salaries charged to projects		-	57,627.32		-
	-124,637.85	-92,200.00		-77,082.06	-168,650.00
The number of employees is 2,97 fte (2016/2017 2,31 fte)					
<b>Office rent</b>	-11,445.16	-9,000.00		-11,574.32	-12,500.00
<b>Administration</b>					
Postage and Freight		-2,000.00	-1,483.02		-5,000.00
Phone		-350.00	-317.41		-350.00
Office supplies		-450.00	-59.96		-350.00
Office General		-200.00	-246.86		-300.00
Representation		-200.00	-284.71		-300.00
Automation		-1,160.00	-1,299.62		-1,350.00
Internet		-8,700.00	-8,260.70		-20,000.00
Subscription/Documentation		-400.00	-4,024.22		-4,000.00
Auditor		-3,700.00	-7,560.36		-5,800.00
Insurance General		-2,100.00	-2,226.57		-2,400.00
	-18,870.32	-19,260.00		-25,763.43	-39,850.00



		<u>Total Result</u> <u>2016-2017</u>	<u>Budget</u> <u>2017-2018</u>	<u>Result</u> <u>6/30/2018</u>	<u>Total result</u> <u>2017-2018</u>	<u>Budget</u> <u>2018-2019</u>
		€	€	€	€	€
<b><u>Executive Committee</u></b>						
BM/GA meetings			-800.00	-2,757.19		-3,000.00
Allowances			-16,000.00	-11,491.66		-30,000.00
Other costs			-500.00	-4,808.45		-1,000.00
		-13,413.91	-17,300.00		-19,057.30	-34,000.00
<b><u>Depreciation</u></b>	2	-2,222.06	-2,000.00		-1,485.95	-350.00
<b><u>Reservations</u></b>						
General Reservation		-	-		-20,000.00	-40,000.00
<b><u>Bank costs and interest</u></b>		3,461.38	-3,500.00		-3,149.85	-3,500.00
		-				
Result		-88,461.05	115,640.00		29,784.39	15,150.00

### **Specifications**

#### **1. Portland USA Congress**

General costs	1,991.56		
Call for Sessions Platform		4,026.30	
Bank charges		200.44	
Travel Staff		365.21	
	1,991.56	4,591.95	-2,600.39

#### **2. Depreciation:**

Book value as at 1st July 2017	2,257.57	
Investments	-	
Depreciation	-1,485.95	
Book value as at 30th June 2018	771.62	

## BUDGET 2018-2019

### Membership fees

Fees 2018/2019	85,000.00	
Provision non-collectable fees	<u>-10,000.00</u>	75,000.00

### Vice Presidents Programs

Awards	7,000.00	
Marketing	-12,000.00	
Congress Norway	100,000.00	
YPP Kristiansand Norway 2018	5,000.00	
YPP Xi'An China 2018	5,000.00	
Publications (Reviews)	<u>-11,000.00</u>	94,000.00

### Projects via Institute

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	<u>35,000.00</u>	155,000.00

<b>Regional Activities</b>		-10,000.00
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### Operations

Salaries Head Office	-125,000.00	
Holiday allowances	-10,000.00	
Absence Insurance	-5,000.00	
Social Taxes	-25,650.00	
External advisors	<u>-3,000.00</u>	-168,650.00

<b>Office rent</b>		-12,500.00
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### Administration

Postage and Freight	-5,000.00	
Phone	-350.00	
Office supplies	-350.00	
Office general	-300.00	
Representation	-300.00	
Automation	-1,350.00	
Internet	-20,000.00	
USB publications	-4,000.00	
Accountant - Auditor	-5,800.00	
Insurance General	<u>-2,400.00</u>	-39,850.00

### Executive Committee

BM/GA meetings	-3,000.00	
Allowances	-30,000.00	
Other costs	<u>-1,000.00</u>	-34,000.00

<b>Depreciation</b>		-350.00
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<b>Bank costs and interest</b>		-3,500.00
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<b>Reservation</b>	<u>-40,000.00</u>	
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<b>Profit</b>	<u>15,150.00</u>	
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