



# 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 01-07-2019 / 30-06-2020**

## **BUDGET 2020 - 2021**

**(In Euro's)**

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*ISOCARP Board*

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

President	Martin Dubbeling	2018-2021
Secretary General	Frank D'hondt	2019-2022
Vice Presidents	Dushko Bogunovich	2019-2022
	Daniele Vettorato	2017-2020
	Jeremy Dawkins	2017-2020
	Ana Peric	2016-2022
	Ali A. Alraouf	2019-2022
	Małgorzata Hanzl	2017-2020
	Sebastien Goethals	2017-2020
	Milena Ivkovic	2017-2020
	Zeynep Gunay	2017-2020

*Approval annual accounts 2018-2019*

The annual accounts for 2018-2019 are approved at the Annual General Meeting at the 55th Congress in Jakarta, Indonesia, 11 September 2019.

## BALANCE SHEET AS PER 30th June 2020

		30th June 2020		30th June 2019	
		€	€	€	€
<b>ASSETS</b>					
<b>FIXED Assets</b>					
Office Equipment	1		2.641		779
<b>Current Assets</b>					
Accounts receivable	2	14.141		17.398	
Bank and Cash	3	186.695		273.410	
			200.836		290.808
			203.477		291.587
<b>EQUITY AND LIABILITIES</b>					
Continuity reserve		60.000		60.000	
Capital and surplus		24.855		84.709	
			84.855		144.709
<b>CURRENT LIABILITIES</b>					
Programs and projects	4	2.129		63.290	
Taxation	5	5.113		4.434	
Accounts payable	6	111.380		79.154	
			118.622		146.878
			203.477		291.587

## STATEMENT OF INCOME AND EXPENDITURE 1 July 2019 - 30 June 2020

		30th June 2020		30th June 2019	
		€	€	€	€
<b>Income</b>					
Membership fees		42.082		59.817	
ISOCARP Programms and Projects		81.504		198.603	
Other income/expenses		29.000		75.000	
Total			152.586		333.420
<b>Costs of organisation</b>					
Operations		-132.413		-141.855	
Office rent		-11.948		-11.683	
Administration		-43.702		-45.430	
ISOCARP Board		-21.443		-39.129	
Depreciation		-350		-899	
Bank costs and interest		-2.584		-2.774	
			-212.440		-241.771
<b>Result</b>			-59.854		91.649
<b>Appropriation of result</b>					
<i>Addition / withdrawal from:</i>					
Continuity reserve			-		40.000
Capital and surplus			-59.854		51.649
<b>Result</b>			59.854		91.649

## NOTES

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

ISOCARP Society has rental liabilities of € 12.000 per year. The City of The Hague, our present landlord, has cancelled our rental contract per 31<sup>st</sup> of December 2020. ISOCARP is actively searching for a new office with the same floorspace and rent. The expectation is that ISOCARP Institute will take the responsibility to pay the rent of both ISOCARP Society and ISOCARP Institute as per the 1<sup>st</sup> of January 2021. Moving the ISOCARP Society and ISOCARP Institute to a new office may come with additional expenditures or investments that are presently unknown.

### **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 620 individual and 22 institutional members from more than 90 countries worldwide (rounded numbers as per the 1<sup>st</sup> of October 2020).

The ISOCARP office now reside at Laan van Meerdervoort 70, 2517 AN, The Hague, Netherlands. The Chamber of Commerce number is 40397271.

### **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, although the 2019-2020 financial year had a negative result of € - 60.000, the present financial situation of ISOCARP is stable and safe. This negative result is well below the budgeted positive result of € 6.000. There are two main reasons for the negative result of the 2019-2020 financial year.

The first main reason for the negative result is the disappointing, and hopefully temporary, downturn in membership fees. This was € 20.000 less than 2018-2019 and € 20.000 less than budgeted. At the of the 2019-2020 financial year we had around 400 members (equivalent to € 20.000) and 20 Institutional members (equivalent to € 10.000) that had not paid the 2019-2020 membership fees timely. In the past years we have introduced a (much) lower and flat membership fee for all individual members @ € 54 and higher fees for three levels of (silver € 500, gold € 1,000,

platinum € 1,500) institutional members. Our expectation of the lower and flat membership fee was and still is to retain more present and attract more new members and to stimulate members to pay for multiple years. In 2019 we have introduced Salesforce as our CRM (Customer Relation Management) system in order to get a better grip on our membership registration. The introduction and implementation of Salesforce as our CRM and building the relation between Salesforce, our website and financial administration took additional costs and much more time and efforts than anticipated. We are confident however, that the flat membership fee for all individual members @ € 54, the investment in Salesforce and combined with additional efforts in membership campaigns will lead to more members and a stable income from membership fees.

The second main reason for the negative result is that UPAT and YPP Workshops, that traditionally take place in spring and summer of each year, were cancelled, postponed or interrupted as international travelling and intensive workshops were impossible due to the COVID-19 pandemic. The effect of these developments is that the ISOCARP Institute, the project office that exclusively supports the ISOCARP Society, had less income and donated € 25.000 to ISOCARP Society which is € 35.000 less than anticipated and budgeted.

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 2019-2020, the ISOCARP Institute organized YPP and UPAT workshops in Ningbo and Qingdao, participated in the International Digital Urban Design Week in Nanjing. The positive result of these projects allowed the ISOCARP Institute to donate the above mentioned € 25.000 to ISOCARP Society.

Income for the Society came from four sources: 1) Membership Fees @ € 42.000, 2) ISOCARP Projects and Activities @ € 81.500, 3) Donations from the ISOCARP Institute @ € 25.000 and 4) COVID-19 compensations (the temporary emergency bridging measure for business continuation and job retention) from the Kingdom of the Netherlands @ € 19.800 and @ 4.000.

The expenditures of the Society are divided into five segments: 1) Operations (staff) @ € 133.000 2) Office rent @ € 12.000, 3) Administration @ € 43.500, 4) Board meetings and travel allowances @ € 21.500, and 5) Depreciation, Bank costs and interest @ € 4.000.

Presently (as per 30<sup>th</sup> of June) ISOCARP Society employs four staff members employed: David Struik (office manager), Monica Overtoom-Ornek (administration), Anna Klimczak (design and communications) and Neeanne Balamiento (congresses director).

In principle, the Board members, Secretary General and President are unpaid and voluntary positions. For their activities in and for the Board, they may claim reimbursement of Board related travel expenses only. The workload of the Board members, Secretary General and President is high and is getting higher by the year. The regular Board and continuous project-based meetings, preparing and operating activities, congresses, programmes, communications, workshops, meetings, seminars, that all require intensive communications and coordination with staff at the office, are quite demanding in time and resources. The Board expresses its concerns if this situation is sustainable in these dynamic times and in the next years.

In summary, the COVID-19 pandemic had quite an impact on the direct and indirect (Institute) income of the Society and therefore on the 2019-2020 financial result. The income of € 168.500 and the expenditures of € 228.500 as described above comes down to the negative result of € - 60.000.

### **Continuity Reserve**

In the two previous financial years, a continuity reserve has been formed of € 20.000 and € 40.000 respectively in case of unforeseen circumstances. The continuity reserve has been drawn up to cover risks in the short-term 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 ISOCARP Board 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 2020-2021**

For 2020-2021 we expect that we will again have a negative result as we are convinced that for the future of ISOCARP and in the midst of the COVID-19 pandemic, we must invest in membership activities, a new website, a Communications Assistant and an Office Manager who supports the Congress Director, oversees the communications and administration of the Society and will be the linking point between the Board and office and vice versa. We are confident, however, that the flat membership fee for all individual members @ € 54, the implementation of Salesforce and combined with membership campaigns will lead to more members and a stable income from membership fees. It will remain a challenge to revert to the income of individual and institutional membership fees @

€ 60.000, as we had in 2018-2019. 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, and social media.

Before the start of the 2020-2021 financial year, we have received a first contribution for the 56<sup>th</sup> ISOCARP World Planning Congress (WPC). This congress was planned to take place in Doha, Qatar, in November 2020. The 56<sup>th</sup> ISOCARP WPC now is turned into a four-month virtual event. Doha now will host the 57<sup>th</sup> ISOCARP WPC in November 2021. We estimate total result of the ISOCARP Programs and Activities, including the incomes of the Awards and the 56<sup>th</sup> ISOCARP WPC and the Annual Review, at € 105.000. 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) Operations that includes staff, the Office Manager and the Communications Assistant @ € 209.000, 2) Regional activities @ € 10.000, 3) Office rent in 2020 @ € 6.000, 4) Administration, that includes the investments for a new website and a paper platform @ € 44.000, 5) Board meetings and Travel allowances are reduced to € 14.000, and 6) Depreciation, Bank Costs and Interest @ € 4.000.

Operating the Secretariat includes expenditures for staff and consultant salaries. Administration expenses at the Secretariat include expenses associated with maintaining an office such as data and communication costs, the new website, general office supplies and insurance. The Board Meetings and Allowances covers expenses incurred by the Board Members for travel and accommodations to attend board meetings. However, travelling will be limited to essential travelling only. Depreciation, Interest, and Bank Costs are usual expenditures.

In summary, the expected incomes of € 221.000 and the expenditures of € 287.000 comes down to an anticipated loss € - 66.000, that can be covered by the reserves built up in previous years and expected incomes in the next years. In the light of the ongoing COVID-19 pandemic, we do realise that this is not an optimistic budget. In recent months we have noticed that the payments of individual and institutional membership fees are rising to a satisfying level. Many members have chosen to join and renew and pay membership fees for multiple years. We also have trust in the success and revenues of the 56<sup>th</sup> virtual World Planning Congress that will take place between November 2020 and February 2021. The Board bases their trust in the expected and continuous incomes in the coming years as we are already are in an advanced stage of agreement on the 57<sup>th</sup> (2021) and 58<sup>th</sup> (2022) World Planning Congresses and as we have received the first informal and exploratory expressions of interest for the 59<sup>th</sup> (2023) World Planning Congress. Last but not least, we trust that the ISOCARP Institute will be and will remain a beneficial and resilient asset for the ISOCARP Society.

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 2020-2021 fiscal year.

**Notes to the balance sheet**

for the year ending

	30-06-2020	30-06-2019
	€	€
<b>Fixed Assets</b>		
<u>1. Office Equipment</u>		
Book value as at 1st July	778,64	771,62
Investments	2.213,09	906,29
Depreciation	-350,34	-899,27
<i>Book value as at</i>	2.641,39	778,64
Cost of acquisition	3.978,48	6.363,39
Depreciation old	-986,75	-4.685,51
Accumulated depreciation	-350,34	-899,24
<i>Book value as at</i>	2.641,39	778,64
<b>Current Assets</b>		
<u>2. Accounts receivable</u>		
Deposit Key Office	20,00	20,00
NOW 2020	3.956,00	-
<u>Accounts prepaid</u>		
ISOCARP Board allowance prepaid	7.500,00	7.500,00
Prepaid expenses	1.067,44	-
<u>Debtors</u>		
Divers Debtors	1.598,00	9.878,00
	14.141,44	17.398,00
<u>3. Bank and Cash</u>		
ING Bank N.V.	18.800,90	29.571,56
ING Bank N.V. (capital account)	167.629,64	243.629,64
Cash in hand	263,80	209,15
	186.694,34	273.410,35
<b>Equity and Liabilities</b>		
Continuity reserve	60.000,00	60.000,00
Capital and Surplus	24.854,92	84.708,98
	84.854,92	144.708,98
Movement:		
Balance sheet as per 1 January	84.708,98	33.059,79
Result	-59.854,06	51.649,19
Balance sheet as per 30-06-2020	24.854,92	84.708,98
<b>Current liabilities</b>		
<u>4. Programs and projects</u>		
ThinkNature	2.111,07	61.061,21
Co-land	18,37	2.228,45
	2.129,44	63.289,66

	<u>30-06-2020</u>	<u>30-06-2019</u>
	€	€
<u>5. Taxation</u>		
Payroll tax	<u>5.113,00</u>	<u>4.434,00</u>
<u>6. Accounts payable</u>		
ISOCARP Board Allowances	17.047,87	13.996,58
Advanced received for future congress	47.143,91	37.500,10
Holiday allowance and days	4.662,37	980,89
Advanced received Life Members	9.234,00	-
Advanced received fees 2019/2020	-	8.456,00
Advanced received fees 2020/2021	9.290,00	2.028,00
Advanced received fees 2021/2022	6.858,00	594,00
Advanced received fees 2022/2023	2.268,00	-
Advanced received fees 2023/2024	2.052,00	-
Advanced received fees 2024/2025	594,00	-
Accrued expenses	<u>12.229,66</u>	<u>15.598,78</u>
	<u>111.379,81</u>	<u>79.154,35</u>

Notes to the statement of income and expenses

	<u>Result</u> <u>30-06-2019</u>	<u>Budget</u> <u>2019-2020</u>	<u>Result</u> <u>30-06-2020</u>	<u>Budget</u> <u>2020-2021</u>
	€	€	€	€
<b><u>Membership fees</u></b>				
Membership fees	60.129,50	60.000,00	40.150,00	60.000,00
Fees previous years	-	-	1.394,00	-
Donations Members	-	-	4.300,00	-
Discount Multiple years	-312,25	-	-3.762,00	-
	<u>59.817,25</u>	<u>60.000,00</u>	<u>42.082,00</u>	<u>60.000,00</u>
<b><u>ISOCARP Projects/Activities</u></b>				
Awards	12.245,80	10.000,00	4.706,65	8.000,00
Marketing	-5.209,52	-5.000,00	-1.441,31	-2.000,00
Congress Norway	178.015,79	-	-	-
Congress Jakarta 2019	1	90.000,00	94.162,23	-
Virtual Congress 2020	1	-	-	105.000,00
Previous Congresses	1.948,00	-	1.375,00	-
YPP Kristiansand Norway 2018	14.541,01	-	-1.737,75	-
YPP Xi'An China 2018	6.181,75	-	-	-
WUF 10	-	-	-2.340,45	-
55th Anniversary Activities	-	-10.000,00	-	-
EU Project Think Nature	-	38.000,00	-	-
Publications (Reviews)	-9.120,17	-10.000,00	-13.220,01	-10.000,00
	<u>198.602,66</u>	<u>113.000,00</u>	<u>81.504,36</u>	<u>101.000,00</u>
<b><u>Other income/expenses</u></b>				
Donations Institute	75.000,00	60.000,00	25.000,00	60.000,00
COVID-19 Compensation	-	-	4.000,00	-
	<u>75.000,00</u>	<u>60.000,00</u>	<u>29.000,00</u>	<u>60.000,00</u>
<b><u>Regional Activities</u></b>	-1.200,00	-10.000,00	-	-10.000,00
<b><u>Operations</u></b>				
Salaries Gross	-137.040,46	-100.000,00	-150.599,33	-103.500,00
Holiday allowances	-10.670,28	-8.000,00	-15.804,55	-8.300,00
Absence Insurance	-6.364,98	-4.000,00	-5.548,17	-4.900,00
Social Taxes	-29.869,83	-20.000,00	-33.676,61	-27.650,00
Commuter Traffic	-2.596,66	-4.000,00	-2.204,05	-1.000,00
External advisors	-5.487,25	-6.000,00	-3.839,52	-3.000,00
COVID-19 Salary Compensation	-	-	19.778,00	-
Office Manager	-	-	-	-48.000,00
Communications Assistant	-	-	-	-12.000,00
Travel-Hotel Staff	-	-500,00	-825,23	-
Other staff costs	-174,06	-200,00	-237,72	-250,00
Salaries charged to EU projects	51.548,16	5.000,00	60.544,50	-
	<u>-140.655,36</u>	<u>-137.700,00</u>	<u>-132.412,68</u>	<u>-208.600,00</u>
The number of employees is 3,56 fte (2018/2019 4,66 fte)				
<b><u>Office rent</u></b>	-11.683,30	-12.000,00	-11.948,44	-6.000,00
<b><u>Administration</u></b>				
Postage and Freight	-2.676,55	-2.500,00	-391,88	-2.700,00
Phone	-290,61	-300,00	-213,66	-300,00
Office supplies	-614,02	-750,00	-109,64	-750,00
Office General	-479,44	-500,00	-344,13	-500,00
Representation	-24,80	-250,00	-14,93	-100,00
Automation	-1.929,65	-3.000,00	-4.254,24	-5.000,00
Internet	-25.768,12	-15.000,00	-28.420,86	-15.000,00
New Website / paperplatform	-	-	-	-10.000,00
Subscription/Documentation	-250,00	-	-	-
Travel-hotel Staff	-1.115,48	-	-	p.m.
Auditor	-10.047,84	-5.000,00	-7.308,40	-7.500,00
Insurance General	-2.233,10	-2.500,00	-2.644,60	-2.500,00
	<u>-45.429,61</u>	<u>-29.800,00</u>	<u>-43.702,34</u>	<u>-44.350,00</u>

**ISOCARP Board**

BM/GA meetings	-2.175,93	-3.000,00	-2.495,89	-3.000,00
Allowances	-29.671,95	-30.000,00	-18.344,75	-10.000,00
Other costs	-7.281,29	-1.000,00	-602,22	-1.000,00
	<u>-39.129,17</u>	<u>-34.000,00</u>	<u>-21.442,86</u>	<u>-14.000,00</u>

	<b>Result</b>	<b>Budget</b>	<b>Result</b>	<b>Budget</b>	
	<b>30-06-2019</b>	<b>2019-2020</b>	<b>30-06-2020</b>	<b>2020-2021</b>	
	€	€		€	
<b><u>Depreciation</u></b>	2	-899,27	-350,00	-350,34	-1.050,00
<b><u>Bank costs and interest</u></b>		-2.774,01	-3.000,00	-2.583,76	-3.000,00
<b>Result</b>		<u><b>91.649,19</b></u>	<u><b>6.150,00</b></u>	<u><b>-59.854,06</b></u>	<u><b>-66.000,00</b></u>

**Appropriation of Result**

*Addition/withdrawal from*

	<b>30-06-2019</b>	<b>30-06-2020</b>
Continuity reserve	40.000,00	-
Capital and Surplus	51.649,19	-59.854,06
	<u>91.649,19</u>	<u>-59.854,06</u>

**Specifications**

**1. Jakarta 2019/Virtual 2020 Congresses**

General	-5.273,54	-5.000,00
Internet/Web/Porti/Copy	-2.189,75	-2.000,00
Bank Charges	-2.770,87	-2.000,00
Marketing	-895,80	-1.000,00
Congress Participation	82.910,82	30.000,00
Contributions and sponsoring	27.389,08	85.000,00
Travel Staff	-5.007,71	-
	<u>94.162,23</u>	<u>105.000,00</u>

**2. Depreciation:**

Book value as at 1st July 2019	1.765,39
Investments	2.213,09
Depreciation	-1.337,09
Book value as at 30th June 2020	<u>2.641,39</u>

**Signed by the ISOCARP Board, October 2020**

Martin Dubbeling  
Frank D'hondt  
Dushko Bogunovich  
Jeremy Dawkins  
Malgorzata Hanzl  
Sebastien Goethals  
Milena Ivkovic  
Zeynep Guynay  
Daniele Vettorato  
Ali A. Alraouf  
Ana Peric