

FINANCIAL REPORT
(07th OFFICE BEARERS MEETING)



ARCHITECTS REGIONAL COUNCIL, ASIA

**Summary of Income and Expenses Statement for the Period of
up to 23 June 2014**

(in US Dollars)

ARCASIA Fund - see details in following pages	\$ 88,653.97
Fellowship Fund - see details in following pages	\$ 1,223.93
TOTAL BALANCE FUND	\$ 89,877.90

Submitted by:

Noted by:

Ar. Tan Kim Yan
ARCASIA Honorary Treasurer (Year 2013 - 2014)

Ar. Tan Pei Ing
ARCASIA President (Year 2013 - 2014)

ARCHITECTS REGIONAL COUNCIL, ASIA

***Income and Expenses Statement for the Period of
up to 23 June 2014***

(in US Dollars)



ARCASIA Fund

INCOME (USD)

Surplus Fund Transferred from 31 Oct, 2012	70,514.50
2013 Membership Subscription Fee (Till 05 October 2013)(completed)	15,706.60
Return of USD 6.60 to Architectural Society of China (ASC) due to over payment of Subscription Fees for 2013 arising from exchange rate.	(6.60)
2014 Membership Subscription Fee (Till 23 June 2014)	9,954.32
Return of USD 6.61 to Architectural Society of China (ASC) due to over payment of Subscription Fees for 2014 arising from exchange rate.	(6.61)

TOTAL INCOME 96,162.21

EXPENSES (USD)

* 33th ARCASIA Council meeting@Bali conference room rental fee	5,989.00
* Bank charge (till 31, Dec., 2012)	204.00
* audit fee for 2011-2012	300.00
* miscellaneous (till 31, Dec., 2012)	29.51
Courier charges for new files for video from Ar. Kalim	94.00
Accommodation at Soatlee Crowne Plaza from 06 to 08 Oct 2012 for Mr. Paul Berlcemele	446.43
Accommodation at Soatlee Crowne Plaza from 07 to 09 Oct 2012 for Ms. Helene Dreiling	445.30

TOTAL EXPENSES 7,508.24

BALANCE 88,653.97

Submitted by:	Noted by:
Ar. Tan Kim Yan	Ar. Tan Pei Ing
ARCASIA Honorary Treasurer (Year 2013 - 2014)	ARCASIA President (Year 2013 - 2014)
* Reported by Ar. Jun'ichi ITO, Past Honorary Treasurer (2011-2012) at Handover Meeting on 15 January 2013	

ARCHITECTS REGIONAL COUNCIL, ASIA

Income and Expenses Statement for the Period of up to 23 June 2014

(in US Dollars)



■ FELLOWSHIP Fund

INCOME (USD)

Surplus Fund Transferred from 31 Oct., 2012	1,223.93
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TOTAL INCOME	1,223.93
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EXPENSES (USD)

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TOTAL EXPENSES	-
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BALANCE 1,223.93

* In order to simplify the management of money, Fellowship Fund has been integrated with the ARCASIA Fund.

Submitted by:

Noted by:

Ar. Tan Kim Yan

Ar. Tan Pei Ing

ARCASIA Honorary Treasurer (Year 2013 - 2014)

ARCASIA President (Year 2013 - 2014)

Statement of Subscription Payment 2014

up to 23 June 2014



	Name of Institute	Subscription Fees for 2014 (US\$)	Subscription 2014 Collected (US\$)		Date of Collection
			Collected	Outstanding	
1	Institute of Architects, Bangladesh	1,000.00			
2	Architectural Society of China	1,000.00	1,006.61	-	Wire Transfer on 01 April 2014 / To return 6.61 to ASC in Manila
3	The Hong Kong Institute of Architects	1,000.00	1,000.00	-	Wire Transfer on 17 April 2014
4	Indian Institute of Architects	1,000.00	Pending		Liaising with HKIA Secretariat to obtain inward remittent advice.
5	Indonesian Institute of Architects	1,000.00			
6	The Japan Institute of Architects	1,000.00	1,000.00	-	Wire Transfer on 24 April 2014
7	Korea Institute of Registered Architects	1,000.00	991.61	8.39	Wire Transfer on 05 March 2014
8	Architects Association of Macau	1,000.00			
9	Pertubuhan Akitek MALAYSIA	1,000.00			
10	The Union of Mongolian Architects	500.00			
11	The Society of Nepalese Architects	200.00			
12	Institute of Architects Pakistan	500.00	491.61	8.39	Wire Transfer on 26 February 2014
13	United Architects of the PHILIPPINES	1,000.00			
14	SINGAPORE Institute of Architects	1,000.00	991.62	8.38	Wire Transfer on 18 March 2014
15	Sri Lanka Institute of Architects	500.00	491.60	8.40	Wire Transfer on 11 April 2014
16	The Association of Siamese Architects under Royal Patronage	1,000.00	1,000.00	-	Wire Transfer on 04 March 2014
17	Vietnam Association of Architects	1,000.00			
18	Association of LAO Architects and Civil Engineers	1,000.00			
19	The Bhutan Institute of Architects	200.00			
20	Unknown		998.06	1.94	Liaising with HKIA Secretariat to obtain inward remittent advice.
21	Unknown		1,983.21	?	Liaising with HKIA Secretariat to obtain inward remittent advice.
		15,900.00	9,954.32	35.50	

Total collected

9,954.32

Submitted by:

Ar. Tan Kim Yan
ARCASIA Honorary Treasurer
(Year 2013 - 2014)

Note:

Outstanding: Amount to be paid

ARCASIA – SUBSCRIPTION FEE 2014 PAYMENT



To: Tan Kim Yan IIA

Cc: Pei Ing Tan Alvin Lim PAM Zarina Ibrahim Hafizah Narendra Keshkamat
Ar Avachat catherine

RE: ARCASIA- Subscription Fee 2014 Payment

20 Jun 2014 8:14 PTG

Dear Kim,

The Bank advised us today that they have completed reprinting the missing monthly statement and shall be posted to us next week. The re-printing of the missing inward remittance advices, however, have to take much longer time to process. The Bank estimated that it will still have to take another 2 weeks.

We shall email you the re-printed missing statement next week once we receive it.

Best regards,

Erika
HKIA Secretariat
The Hong Kong Institute of Architects
19/F, One Hysan Avenue
Causeway Bay, Hong Kong
Tel: [\(852\) 2805 7320](tel:(852)28057320)
Fax: [\(852\) 2519 6011](tel:(852)25196011) / [\(852\) 2519 3364](tel:(852)25193364)

Income and Expenses Statement for the Period

up to 20 June 2014

**SPONSOR Fund**

INCOME		(RM)
1 st Installment		59,248.00
2 nd Installment		62,245.50
3rd Installment		62,962.31
TOTAL INCOME		184,455.81
	<i>Approximately USD</i>	57,413.69

EXPENSES		(RM)
Cheque Book		7.50
Rubber Stamp		7.50
Common Seal		90.00
Business Cards		630.00
Lapel Pin		3,880.00
Maintenance and Re-design Website		10,930.00
Seed Money for ACSR		13,757.88
Reimbursement flight ticket and hotel accomodation for Ar Wan Sofiah ARCASIA Awards Judging Session		4,830.59
Reimbursement flight ticket and hotel accomodation for Kai-Uwe Bergmann for ARCASIA Awards Judging Session		22,287.05
Reimbursement flight ticket for Li XiaoDong for ARCASIA Awards Judging Session		3,068.40
Bank service charge for the TT to China of wrongly wrote beneficiary name for Li XiaoDong		50.00
Transferred to The Hong Kong Institute of Architects (HKIA) for organising the ACSR post-forum symposium and design competition		28,157.92
Reimbursement for flight ticket for Prof. Prem Nath Maskey and Debesh Raj Bhattarai for ARCASIA Awards Judging Session		5,896.43
Reimbursement of flight ticket for attendance ACSR post-forum Symposium at SINKTM/SIN for Naidu Janardhan Sandhya		3,851.89
3rd Winner ARCASIA Prize for Kleaver Jonathan A.Ebora		1,031.00
Reimbursement ACSR Post Symposium Forum in Kathmandu on 10/10/2013 for Deepak K.C		1,271.51
Reimbursement ACSR Post Symposium Forum in Kathmandu on 10/10/2013 for The Hong Kong Institute of Architects		1,786.03
2nd Winner ARCASIA Prize for Md. Imran Hassan		1,691.00
Payment to PCSN Consultancy for Printing of Corporate Identity System Guideline Handbook		1,200.00
Bank charges for TT 3rd. Installment		7.00
Payment to Pusat Binaan for Advertisement of one full page on Architecture Asia 2013 Magazine		6,000.00
Payment to Nie O One Design for artwork & printing of certificates for ARCASIA Awards for Architectural 2013		784.00
Payment to KCZUL Sport Shop for purchasing of gold medal, velvet box for medal and crystal trophy for ARCASIA Awards		1,300.00
Payment to Keung Kai Humphrey for 1st. Winner Prize for ARCASIA Student Competition Award		2,699.20
Payment to Win Interactive Sdn Bhd for agency fees for Architecture Asia Malaysia Multimedia		10,660.00
Payment to The Hong Kong Institute of Architects for 50% of downpayment for the vendor to prepare the ACSR Charter		10,302.00
Payment to PCSN Consultancy for Printing of ARCASIA Business Card for Ar Tan Pei Ing and Ar Syed Akeel		80.00
Payment to PCSN Consultancy for Printing of ARCASIA Business Card for Joseph Kwan		90.00
Payment to Win Interactive Sdn Bhd for agency fees for Architecture Asia Malaysia Multimedia		11,660.00
TOTAL EXPENSES		148,006.90
	<i>Approximately USD</i>	46,068.60
BALANCE		36,448.91
	<i>Approximately USD</i>	11,345.08

Submitted by:

Noted by:

Ar. Tan Kim Yan

Ar. Tan Pei Ing

Honorary Treasurer 2013 - 2014

President 2013 - 2014

STATUS OF UPDATE OF ARCASIA BANK ACCOUNT

1. Change of Authorised Signatories effected on 01 August 2013.
2. Change of Directors effected on 18 June 2014.
3. Update of ARCASIA Bank Account Information – In progress.

Change of Authorised Signatories



Our Ref: GNTSOAM13171G0402690028104

Private & Confidential

ARCHITECTS REGIONAL COUNCIL ASIA,
INC.
19/F ONE HYSAN AVENUE
CAUSEWAY BAY HK

Date: 25 JUL 2013

Dear Customer

ACCOUNT NUMBER: 009-877252-838

We are pleased to confirm that the following amendment will be effected on 1 AUG 2013 ;

- Change of Authorized Signatory(ies)
- Change of Signing Instruction(s)
- Change of Company Name
 - New cheque book(s) will be delivered to you under separate cover
- Change / Removal of Company Chop
- Change of Director(s) / Partner(s)
- Temporary signing arrangement from _____ to _____
- Change specimen signature of _____
-

We have also forwarded a copy of your instruction(s) to the department(s) concerned to update the records to your account(s)

If you have any questions, please contact Ben Lam on (852) 2288 2521 .

Thank you for choosing HSBC.

(This advice requires no signature)

Account Services

The Hongkong and Shanghai Banking Corporation Limited
NSC Account Services: PO Box 72677, Kowloon Central Post Office, Kowloon, Hong Kong
Tel: (852) 2233 4500 Fax: (852) 2288 2922 Web: www.hsbc.com.hk

Change of Directors



Our Ref: GWISDANL4158G0303070215102

Private & Confidential

ARCHITECTS REGIONAL COUNCIL ASIA,
INC.
19/F ONE HYSAN AVENUE
CAUSEWAY BAY HK

Date: 15 JUN 2014

Dear Customer

ACCOUNT NAME : ARCHITECTS REGIONAL COUNCIL ASIA, INC.

ACCOUNT NUMBER : 808-8//252-838

With reference to your instruction change of director , we confirm that the following amendment will be effected on 18 JUN 2014 .

Change of Directors

Regarding the change of authorized signatory , we regret that we are unable to process your instruction due to the absence of the following items:

Fresh Minutes of Meeting regarding change of authorized signatory duly signed by a quorum of director(s)

Please send the above documents duly certified by the following parties to the address below for the attention of NSC ACCOUNT SERVICES - COMPANY AMENDMENT TEAM.

Identification Document: Banker / Solicitor Firm / CPA Firm / Notary Public.

Specimen Signature: Banker of the new directors / authorized signatories if they do not maintain an account with us or their signatures are different from the specimen in our records.

Other Documents: Banker / Solicitor Firm / CPA Firm / Notary Public / Existing Director in our record whose signature can be verified against account records.

Upon receiving all the required document(s), we will process your instruction and issue a written confirmation to you after the record is updated.

Should we not receive any reply on or before 18 JUL 2014 , we will consider the above amendment is no longer required and close the file accordingly.

If you have any questions, please contact Ada Law on (852) 2288 2521 .

Thank you for choosing HSBC.

(This advice requires no signature)

Account Services

The Hongkong and Shanghai Banking Corporation Limited
NSC Account Services: PO Box 72677, Kowloon Central Post Office, Kowloon, Hong Kong
Tel: (852) 2233 0000 Fax: (852) 2288 5922 Web: www.hsbc.com.hk

05/11

Fees for Audit Year 2013 - 2014, Audit for ARCASIA FUND = RM 1,300.00 +
6% GST (Government Service Tax)

Approximately USD 400.00 + 6% GST (Government Service Tax)

Name of Auditors

JB Lau (AF 002007)

No.11-2, Jalan Kuchai Maju 8,
Kuchai Entrepreneurs Park,
Off Jalan Kuchai Lama,
58200 Kuala Lumpur, Malaysia.

United Architects of the PHILIPPINES (UAP) / Institute of Architects, Bangladesh (IAB) – Outstanding Arcasia Subscription Fees, AA Magazine Postage, ARCASIA History Book for Year 2010.

The outstanding payments from UAP are:

1. Subscription fees for year 2010 of USD 1000.00
2. AA magazine postage cost of USD108.00
3. ARCASIA History Book costing USD500.00

Ar. Ish, IAB informed at 06th OB Meeting, Manila on 11th April 2014 that the wire transfer from UAP is found in their Banks Unclaimed Section.

Ar. Ish will report amount in Unclaimed Section



Proposed Income and Expenditure Budget Estimate 2014

For ease of accounting the proposed separate heads for income, heads of expenditure an budget allocation needs to be approved and finalized.

1.1 The income heads are as follows:

1. Sponsor, Donation
2. Members Subscription Fees
3. Sales from ARCASIA Publications
4. Interest from Bank
5. ARCASIA New Website Banner (advertising revenue)

The Heads of expenditure may be limited only to the following (Supported by actual invoices)

- 2.1 1. Staff (if any support required)
2. Printing
3. Postage
4. Venue rental
5. Any other special support services charges

The proposed Budget allocation for ARCASIA Secretariat, Zones and Committees.

3.1	1.	ARCASIA SECRETARIAT	2,000	USD
	2.	VICE PRESIDENT ZONE A	1,000	USD
	3.	VICE PRESIDENT ZONE B	1,000	USD
	4.	VICE PRESIDENT ZONE C	1,000	USD
	5.	Sub Committee		
	a.	ACAE	1,000	USD
	b.	ACPP	1,000	USD
	c.	ACGSA	1,000	USD
	d.	ACSR	1,000	USD
	e.	ARH	1,000	USD
	f.	ARCASIA Fellowship Meeting	1,000	USD
	6.	Project related to the MOU	5,000	USD
	7.	International Relationship	2,000	USD
	8.	ARCASIA Website Renewal	5,000	USD

Total expenditure allocated 2013-2014		23,000	USD
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Submitted by:

Noted by:

Ar. Tan Kim Yan
ARCASIA Honorary Treasurer 2013 - 2014

Ar. Tan Pei Ing
ARCASIA President 2013 - 2014