

**International Income and Expenditure
Statement for the year ended 30 June 2017**



Expenditure	Notes	11 months to 30	
		2017	June
		£	£
General meeting costs		3,135	4,163
Council		26,252	29,411
Professional Standards Committee		37,119	63,976
Legal	(1)	7,201	1,488
Consultancy services	(2)	25,105	43,019
Special Projects	(3)	25,768	4,449
Director General fees and expenses	(4)	132,674	68,598
Head office support		4,126	8,272
Association management company	(5)	49,816	46,129
Total expenditure		311,196	269,505
Recovery of expenditure		2017	2016
		£	£
UK, Republic of Ireland and Associated Territories, Channel Islands and Isle of Man		102,668	103,195
Australia		59,053	51,975
Southern Africa		13,686	21,042
New Zealand		7,833	7,403
Canada		6,240	5,324
China		65,098	56,795
Malaysia		37,668	38,934
Singapore		21,707	12,002
Zimbabwe		10,953	18,333
Total income		324,906	315,003
		2017	2016
		£	£
Surplus brought forward		45,498	
Surplus for year		13,710	45,498
Cash at bank		59,208	45,498

Notes:

(a) Figures have been prepared on a cash accounting basis.

(b) Expenditure is recovered from Divisions in proportion to the number of members and students on the register. For this calculation the number of students is divided by three.

(1) £4,319 for Charter & byelaw changes and £2,882 for trademark registration

(2) For provision of services to revise the International Standard and International Qualifying Scheme

(3) Includes £14,460 for the Charter & byelaw communication programme and £6,000 for the website

(4) Includes eight months of fees for 2015/16 and twelve months for 2016/17.
Fees for 2015/16 were £45,232 and for 2016/17 were £97,395.

(5) MCI UK Ltd was appointed 1 December 2014 to provide administrative support services to the ICSA

INDEPENDENT CHARTERED ACCOUNTANTS' REVIEW REPORT TO THE INSTITUTE OF CHARTERED SECRETARIES & ADMINISTRATORS

We have reviewed the International Income and Expenditure Statement of The Institute of Chartered Secretaries & Administrators (ICSA) for the year ended 30 June 2017, which comprises the International Income and Expenditure Statement. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including the provisions of Section 1A "Small Entities" of Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland'.

This report is made solely to ICSA, in accordance with the terms of our engagement letter dated 8th August 2016. Our review has been undertaken so that we may state to ICSA those matters we have agreed with them in our engagement letter and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than ICSA, for our work, for the report or the conclusions we have formed.

ICSA's Responsibility for the International Income and Expenditure Statement

As explained within the engagement letter, ICSA is responsible for the preparation of the International Income and Expenditure Statement and for being satisfied it gives a true and fair view.

Accountants' Responsibility

Our responsibility is to express a conclusion based on our review of the International Income and Expenditure Statement. We conducted our review in accordance with International Standard on Review Engagements (ISRE) 2400 (Revised) *Engagements to review historical financial statements* and ICAEW Technical Release TECH 09/2013AAF *Assurance Review Engagements on historical financial statements*. ISRE 2400 also requires us to comply with the ICAEW Code of Ethics.

Scope of the Assurance Review

A review of the International Income and Expenditure Statement in accordance with ISRE 2400 (Revised) is a limited assurance engagement. We have performed additional procedures to those required under a compilation engagement. These primarily consist of making enquiries of management and others within the entity, as appropriate, applying analytical procedures and evaluating the evidence obtained. The procedures performed in a review are substantially less than those performed in an audit conducted in accordance with International Standard on Auditing (UK & Ireland). Accordingly, we do not express an audit opinion on the International Income and Expenditure Statement.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the International Income and Expenditure Statement has not been prepared:

- so as to give a true and fair view of the state of the Institute's financial performance during the year to 30 June 2017, and its cash reserves as at the period end.
- In accordance with United Kingdom Generally Accepted Accounting Practice (applicable to Smaller Entities)

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Date: 3rd August 2017