

MANAGEMENT ASSOCIATION OF **PAKISTAN** 

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2011

Ernst & Young Ford Rhodes Sidat Hyder

Chartered Accountants
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#### **AUDITORS' REPORT TO THE MEMBERS**

We have audited the annexed balance sheet of MANAGEMENT ASSOCIATION OF PAKISTAN (incorporated as a company limited by guarantee) (the Association) as at 31 December 2011 and the related income and expenditure account, cash flow statement and statement of changes in capital and reserves, together with the notes forming part thereof, for the year then ended and we state that we have obtained all the information and explanations which, to the best of our knowledge and belief, were necessary for the purposes of our audit.

It is the responsibility of the Association's management to establish and maintain a system of internal control, and prepare and present the above said statements in conformity with the approved accounting standards and the requirements of the Companies Ordinance, 1984. Our responsibility is to express an opinion on these statements based on our audit.

We conducted our audit in accordance with the auditing standards as applicable in Pakistan. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the above said statements are free of any material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the above said statements. An audit also includes assessing the accounting policies and significant estimates made by management, as well as, evaluating the overall presentation of the above said statements. We believe that our audit provides a reasonable basis for our opinion and, after due verification, we report that:

- in our opinion, proper books of account have been kept by the Association as required by the Companies Ordinance, 1984;
- b) in our opinion:
  - the balance sheet and income and expenditure account together with the notes thereon have been drawn up in conformity with the Companies Ordinance, 1984, and are in agreement with the books of account and are further in accordance with accounting policies consistently applied;
  - the expenditure incurred during the year was for the purpose of the Association's business; and
  - the business conducted, investments made and the expenditure incurred during the year were in accordance with the objects of the Association.
- c) in our opinion and to the best of our information and according to the explanations given to us, the balance sheet, income and expenditure account, cash flow statement and statement of changes in capital and reserves together with the notes forming part thereof conform with approved accounting standards as applicable in Pakistan, and, give the information required by the Companies Ordinance, 1984, in the manner so required and respectively give a true and fair view of the state of the Association's affairs as at 31 December 2011 and of the surplus, its cash flows and changes in capital and reserves for the year then ended; and
- d) in our opinion, no zakat was deductible at source under the Zakat and Ushr Ordinance, 1980 (XVIII of 1980).

Audit Engagement Dortner Dies A. Debes

Audit Engagement Partner: Riaz A. Rehman Chamdia 17 March 2012

Einst + Young Ford Rob & Sittlyden Chartered Accountants

Karachi

## MANAGEMENT ASSOCIATION OF PAKISTAN (INCORPORATED AS A COMPANY LIMITED BY GUARANTEE) BALANCE SHEET AS AT DECEMBER 31, 2011

******	Note	2011 (Rupees)	2010 (Rupees)
ASSETS NON - CURRENT ASSETS			
Property, plant and equipment	3	731,253	784,419
Long term investments  Long term deposits	4	2,967,090 310,800	4,826,248
		4,009,143	5,610,667
CURRENT ASSETS			
Seminar fee receivable		3,786,380	394,000
Subscription receivable from members Advances – unsecured, considered good	5	801,875 248,204	1,521,875
Deposits and prepayments	6	999,320	897,501
Accrued profit on PLS account Short term investments	7	27,845	23,515
Cash and bank balances	7. 8	8,172,600 8,289,899	8,891,972
Sasir and bank balances	, . <u>.</u> 0	22,326,123	5,371,507 17,100,370
	N.	,00,10	11,100,070
LESS: CURRENT LIABILITIES			
Advance fee and subscription	. 9	3,223,395	2,864,085
Trade and other payables	10	3,059,222	154,919
		6,282,617	3,019,004
NET CURRENT ASSETS		16,043,506	14,081,366
Deferred liability - staff gratuity	11	(1,621,258)	(1,931,845)
		18,431,391	17,760,188
REPRESENTED BY:		• •	
CAPITAL AND RESERVES			
Capital		87,356	87,356
Library fund		5,000	5,000
Members' general fund		3,257,350	3,147,250
Unrealized gain on available-for-sale investments Accumulated surplus		56,230 15,025,455	177,951
Accumulated surplus		15,025,455 18,431,391	14,342,631 17,760,188
		10,701,001	17,700,100

The annexed notes from 1 to 20 form an integral part of these financial statements.

**PRESIDENT** 

HONORARY TREASURER

## MANAGEMENT ASSOCIATION OF PAKISTAN (INCORPORATED AS A COMPANY LIMITED BY GUARANTEE) INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED DECEMBER 31, 2011

INCOME	Note	2011 (Rupees)	2010 (Rupees)
Subscription from members Net income from seminars and courses	12	5,713,760 379,228	5,704,985
Profit on investments	13	1,490,933	487,841 1,356,983
Net income from management conference / convention	14	2,159,326	1,350,963
Net income from Corporate Excellence Awards Entrance fee		- 110,100	166,430 84,100
Other income	15	406,331	905,721
EXPENDITURE		10,259,678	8,706,060
Staff cost	16	4,905,250	5,162,153
Other establishment costs and administrative expenses	17	4,561,504	3,281,516
		9,466,754	8,443,669
Surplus for the year		792,924	262,391

The annexed notes from 1 to 20 form an integral part of these financial statements.

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PRESIDENT

HONORARY TREASURER

# MANAGEMENT ASSOCIATION OF PAKISTAN (INCORPORATED AS A COMPANY LIMITED BY GUARANTEE) CASH FLOW STATEMENT FOR THE YEAR ENDED DECEMBER 31, 2011

	Note	2011 (Rupees)	2010 (Rupees)
CASH FLOWS FROM OPERATING ACTIVITIES			
Surplus for the year  Adjustments for:		792,924	262,391
Depreciation Loss / (gain) on deletion / disposal of property, plant and		116,129	123,890
equipment Provision for gratuity		60,865	(453,391)
Profit on investments		195,413	240,841
Accrued profit on PLS account		(1,490,933)	(1,356,983)
Bad debts written off		(27,845)	(23,515)
	_	1,415,250	23,500
Working capital changes		1,061,803	(1,183,267)
Increase in seminar fee receivable	Г	(3,392,380)	(474.000)
Increase in subscription receivable from members		(667,405)	(174,000)
(Increase) / decrease in advances		(248,204)	(552,125) 31,738
Increase in deposits and prepayments		(101,819)	(129,090)
(Increase) / decrease in accrued profit		(4,330)	49,695
Increase in advance fee and subscription		359,310	129,365
Increase / (decrease) in trade and other payables		2,904,303	(1,112,594)
	L	(1,150,525)	(1,757,011)
Cash used in operating activities	_	(88,722)	(2,940,278)
Gratuity paid		(500,000)	
Long term deposit		(506,000)	-
Net cash used in operating activities		(310,800)	
		(905,522)	(2,940,278)
CASH FLOWS FROM INVESTING ACTIVITIES			
Purchase of property, plant and equipment	Г	(123,828)	(422.205)
Proceeds from deletion / disposal of property, plant and equipment		(123,020)	(133,935) 838,999
Investments made during the year		(5,500,000)	(F 000 000)
Investments encashed upon maturity		8,061,397	(5,000,000)
Profit received on investments		1,386,345	6,150,734 715,767
Net cash generated from investing activities	i_	3,823,914	
		J,020,014	2,571,565
Net increase / (decrease) in cash and cash equivalents		2,918,392	(368,713)
Cash and cash equivalents at the beginning of the year		5,371,507	5,740,220
Cash and cash equivalents at the end of the year	8 _	8,289,899	5,371,507
			: <del></del> -

The annexed notes from 1 to 20 form an integral part of these financial statements.

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PRESIDENT

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## MANAGEMENT ASSOCIATION OF PAKISTAN (INCORPORATED AS A COMPANY LIMITED BY GUARANTEE) STATEMENT OF CHANGES IN CAPITAL AND RESERVES FOR THE YEAR ENDED DECEMBER 31, 2011

	0	Library	Members'	Unrealized gain	Accumulated	
	Capital	Fund	General	on available	Surplus	Total
			Fund	-for- sale	•	
	·			investments	1.	
				Rupees		
Balance as at December 31, 2009	87,356	5,000	3,063,150	152,152	14,164,340	17,471,998
Net surplus for the year			-	-	262,391	262,391
Transferred during the year	• '	-	84,100	. <del>-</del>	(84,100)	-
Unrealised gain on available -for-sale investments	-		-	25,799	-	25,799
Balance as at December 31, 2010	87,356	5,000	3,147,250	177,951	14,342,631	17,760,188
Net surplus for the year		-	<b>-</b> ·	• ·	792,924	792,924
Transferred during the year	-	-	110,100	• • • • • • • • • • • • • • • • • • •	(110,100)	- · ·
Unrealised loss on available -for-sale investments	-		-	(121,721)	*- *-	(121,721)
Balance as at December 31, 2011	87,356	5,000	3,257,350	56,230	15,025,455	18,431,391

The annexed notes from 1 to 20 form an integral part of these financial statements.

PRESIDENT

HONORARY TREASURER

## MANAGEMENT ASSOCIATION OF PAKISTAN (INCORPORATED AS A COMPANY LIMITED BY GUARANTEE) NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2011

## 1. LEGAL STATUS AND NATURE OF ACTIVITIES

Management Association of Pakistan (the Association) was incorporated in 1967 in Pakistan as a Company limited by guarantee (Association Not for Profit) under section 26 of the Companies Act, 1913 (now the Companies Ordinance, 1984). The main activities of the Association are to disseminate information of management practices through seminars, courses and conventions. The registered office of the Association is situated at 36-A/4, Chawla House, Opp: Beach Luxury Hotel, Lalazar, Karachi.

### 2. SIGNIFICANT ACCOUNTING POLICIES

#### 2.1 Statement of Compliance

These financial statements have been prepared in accordance with approved accounting standards, as applicable in Pakistan. Approved accounting standards comprise of Accounting and Financial Reporting Standard for Small-Sized Entities issued by the Institute of Chartered Accountants of Pakistan and provisions of and directives issued under the Companies Ordinance, 1984. In case requirements differ, the provisions or directives of the Companies Ordinance, 1984 shall prevail.

#### 2.2 Basis of preparation

These financial statements have been prepared on the basis of historical cost convention except for certain available-for-sale investments which are carried at fair value.

#### 2.3 Property, plant and equipment

These are stated at cost less accumulated depreciation and accumulated impairment loss, if any. Depreciation is charged to income and expenditure account applying the reducing balance method. Full year's depreciation is charged on additions, while no depreciation is charged on assets disposed off during the year. Maintenance and normal repairs are charged to income and expenditure account as and when incurred. Major renewals and improvements are capitalized and the assets so replaced, if any, are retired. Gains and losses on disposal / deletion of assets are included in income and expenditure account currently.

#### 2.4 Revenue recognition

- Subscription from members is recorded on an accrual basis. Subscription received in advance for the following year(s) is taken to liabilities.
- Seminar fee is recognized on an accrual basis.
- Profit on investments is recognized on an accrual basis based on effective interest rate method.
- Management convention fee is recognized on an accrual basis.
- Entrance fee from members is recorded on an accrual basis.
- Profit on bank deposits is recognized on an accrual basis.

#### 2.5 Investments

#### Held to maturity

Investments with fixed or determinable payments and fixed maturity where management has both the positive intent and ability to hold till maturity are classified as held to maturity and are stated at amortized cost using the effective interest rate method. Gains and losses are recognized in income and expenditure account when the investments are derecognized or impaired, as well as through the amortization process.

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#### Available-for-sale

Investments which are intended to be held for an indefinite period of time but may be sold in response to the need for liquidity or changes in interest rates are classified as available-for-sale. These are initially measured at fair value plus directly attributable transaction costs. After initial measurement, these are stated at fair values (except for unquoted investments where active market does not exist) with unrealized gains or losses recognized directly in equity until the investment is disposed off or determined to be impaired. At the time of disposal, the cumulative gain or loss previously recorded in statement of changes in capital and reserves is recognized in the income and expenditure account.

#### 2.6 Financial instruments

Financial assets and liabilities are initially measured at cost, which is the fair value of the consideration given and received and are recognized at the time when the Association becomes a party to the contractual provisions of the instrument. Any gain or loss on de-recognition of the financial assets and financial liabilities is reported in the income and expenditure account for the period in which it arises.

#### 2.7 Deposits and prepayments

These are carried at cost less provision for impairment, if any.

#### 2.8 Advances and receivables

After initial measurement these are carried at amortised cost less any allowance for impairment.

Gains and losses are recognised in the income and expenditure account when the advances and receivables are derecognised or impaired.

#### 2.9 Cash and cash equivalents

Cash and cash equivalents are carried in the balance sheet at cost. For the purpose of cash flow statement, cash and cash equivalents comprise cash in hand, cash in transit and deposits with banks.

#### 2.10 Trade and other payables

Liabilities for trade and other amounts payable are carried at cost which is the fair value of the consideration to be paid in future for goods and services received whether or not billed to the Company.

#### 2.11 Provisions

Provisions are recognized when the Association has a present legal or constructive obligation as a result of past events and it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation and a reliable estimate of the amount can be made. Provisions are reviewed at each balance sheet date and adjusted to reflect the current best estimate.

### 2.12 Staff retirement benefits

The Association operates an unfunded defined benefit gratuity scheme (the scheme) for all employees who have completed the minimum qualifying period of service. Provision is made annually to cover the obligations under the scheme based on the assumption that such benefits are payable to all employees at the end of each accounting year.

#### 2.13 Lease rentals

Lease payments for assets under lease arrangement are recognised as an expense in the income and expenditure account on a straight line basis over the lease term.

#### 2.14 Impairment

The carrying value of assets are reviewed for impairment when events or changes in circumstances indicate that the carrying value may not be recoverable. If any such indication exists and where the carrying values exceed the estimated recoverable amount, the assets or cash-generating units are written down to their recoverable amount.

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3. PROPERTY, PLANT AND EQUIPMENT

		Ú	COST			A	ACCUMULATED DEPRECIATION	) DEPRECIATI	NO	VALUE
	As at January 01, 2011	Additions	(Disposals)	As at December 31, 2011	Rate	As at January 01, 2011	Charge for the year	(On disposal)	As at December 31, 2011	As at December 31, 2011
		R	-Rupees	110111111111111111111111111111111111111	%		***************************************	Rupees		
December 31, 2011										
Owned			i c	11.0	Ş	6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6	5	5	011	
Furniture and fixtures	480,277		(2,000)	475,277	2	257,871	21,956	(2,154)	277,673	197,604
Library books	8,909	ı	ı	8,909	15	8,813	14	ı	8,827	82
Office equipments	1,375,721	123,828	(278,995)	1,220,554	15	909,811	80,789	(227,849)	762,751	457,803
Air conditioner and refrigerator	311,883	. 1	(128,633)	183,250	15	215,876	13,370	(121,760)	107,486	75,764
Others	1,063		ı	1,063	15	1,063	•	ı	1,063	
	2,177,853	123,828	(412,628)	1,889,053		1,393,434	116,129	(351,763)	1,157,800	731,253
		ŏ	COST	,		Ą	ACCUMULATED DEPRECIATION	DEPRECIATION	, NC	BOOK
	As at January 01,			As at December 31,	•	As at January 01,	Charge for	uo)	As at December 31,	As at December 31.
	2010	Additions	is (Disposais)	2010	Rate .	2010	the year	disposals)	2010	2010
December 31, 2010				•	₹ .			Soodny		
Furniture and fixtures	465,827	14,450	•	480,277	10	233,159	24,712		257,871	222,406
Library books	8,909	1		606'8	15	8,796	17		8,813	96
Office equipments	1,325,236	50,485		1,375,721	15	827,592	82,219		909,811	465,910
Air conditioner and refrigerator	242,883	69,000		311,883	15	198,934	16,942	T.	215,876	96,007
Motor vehicles	941,425	. •	(941,425)		20	555,817	•	(555,817)		
Others	1,063	ı	1	1,063	15	1,063		•	1,063	
	2 985 343	133 935	(971 425)	2 177 853		1 875 261	172 800	(KKK 847)	1 202 434	OFF FOL

4.	LONG TERM INVESTMENTS - Held to maturity	Note	2011 (Rupees)	2010 (Rupees)
	Held to Maturity			
	Certificate of investment			
	Orix Leasing Pakistan Limited	4.1	1,728,392	1,583,292
	Orix Leasing Pakistan Limited	4.2	1,238,698	1,225,008
	Orix Leasing Pakistan Limited	4.3	2,047,028	2,017,948
			5,014,118	4,826,248
	Less: Current portion	4.3	2,047,028	-
			2,967,090	4,826,248
	Term Deposit Receipts	No. of the second		• •
	Summit Bank Limited	4.4	-	3,171,188
			2,967,090	7,997,436
	Less: Current portion	4.4	. <b>-</b>	3,171,188
		**	2,967,090	4,826,248

- 4.1 This represents Rs.1 million (2010: Rs 1 million), invested in Certificate of Investment of Orix Leasing Pakistan Limited carrying markup at the rate of 14.51% per annum having maturing on August 16, 2013.
- 4.2 This represents Rs.1.2 million (2010: 1.2 million), invested in Certificate of Investment of Orix Leasing Pakistan Limited carrying markup at the rate of 11% per annum having maturing on April 16, 2013.
- 4.3 This represents Rs. 2 million (2010: Rs. 2 million ), invested in Certificate of Investment of Orix Leasing Pakistan Limited carrying markup at the rate of 14% per annum having maturing on March 05, 2012.
- 4.4 This represents Rs. Nil (2010: 3.061 million), invested in Term Deposit Receipts of Summit Bank Limited carrying markup at the rate of 11.1% per annum maturing on September 03, 2011.

<b>5.</b>	SUBSCRIPTION RECEIVABLE FROM MEMBERS	Note	2011 (Rupees)	2010 (Rupees)
	Balance as at the beginning of the year Written off during the year		2,217,125 (1,415,250)	1,545,375 (23,500)
	Balance as at the end of the year		801,875	1,521,875
6.	DEPOSITS AND PREPAYMENTS			
	Security deposits		100,000	115,480
	Prepayments		899,320 999,320	782,021 897,501
				007,001
7.	SHORT TERM INVESTMENTS		i. Tanan	
	Held to maturity			
	Certificate of Investments	7.1	2,505,134	2,506,281
	Term Deposit Receipts	7.2	3,049,317	2,521,661
			5,554,451	5,027,942
	Available-for-sale			
	Quoted securities	7.3	571,121	692,842
	Current portion of long term investments	4.3 & 4.4	2,047,028	3,171,188
			8,172,600	8,891,972

7.1 This represents Rs. 2.5 million (2010: Rs 2.5 million), invested in Certificate of Investment of Pak Oman Investment Company carrying markup at the rate of 11.90% (2010: 13.10%) per annum maturing on December 24, 2012.

7.2 This represents Rs. 3 million (2010: Rs. 2.5 million) invested in one year's term deposit with Faysal Bank Limited (2010: MCB Bank Limited), carrying markup at the rate of 11.30 % (2010: 12.65%) per annum, having maturing on November 01, 2012.

			Note	2011 (Rupees)	2010 (Rupees)
<b>7.3</b> .	Available-for-sale Quoted securities	* ************************************			
	No. of units			•	
•	2011 2010			•	
		UNITS			
	<b>22,051</b> 22,051	National Investment Trust Units		571,121	692,842
8.	CASH AND BANK BA	LANCES		•	
·	In hand			5,182	1,054
				0,102	1,054
	With banks on - curren			30,354	83,599
•		S account	8.1	6,677,830	70,246
	- trea	sury call account	8.2	1,576,533	5,216,608
				8,284,717 8,289,899	5,370,453
				0,209,099	5,371,507
8.1 8.2	It carries profit at the ra	ate of 5 % (2010: 5 %) per annum. ate of 8 % (2010: 10%) per annum.			
9.	ADVANCE FEE AND	SUBSCRIPTION			
	Subscription from mem	nbers		3,208,215	2,843,330
	Seminar fee			15,180	20,755
				3,223,395	2,864,085
10.	TRADE AND OTHER	PAYABLES			
	Accrued liabilities			180,929	154,919
	MAP Conference / Cor	nvention expenses payable		2,877,752	-
	Book overdraft	• •		541	-
,				3,059,222	154,919
11.	DEFERRED LIABILIT	Y – Staff gratuity			
	Opening balance			1,931,845	1,691,004
	Provision for the year			195,413	240,841
	Payments during the y	ear		(506,000)	·
				1,621,258	1,931,845
12.	NET INCOME FROM S	SEMINARS AND COURSES			
	Fee			1,230,675	881,863
	Expenses			(851,447)	(394,022)
	*			379,228	487,841

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		Note	2011 (Rupees)	2010 (Rupees)
13.	PROFIT ON INVESTMENTS			
	Profit on Certificate of investments		200 450	·
	Term Finance Certificates		883,453	577,686 430,335
	National Investment Trust Limited Units		73,871	39,140
	Term Deposits Receipts		533,609	309,822
			1,490,933	1,356,983
14.	NET INCOME FROM MANAGEMENT			
	CONFERENCE / CONVENTION			
	Income	•	5,095,635	-
	Expenses		(2,936,309)	-
. •			2,159,326	-
15.	OTHER INCOME			
	Profit on PLS account		36,624	124,554
	Profit on treasury call account		369,707	327,776
	Gain on disposal of property, plant and equipment			453,391
			406,331	905,721
16.	STAFF COST			
	Salaries and allowances	16.1	4,210,215	4,480,804
	Provision for gratuity		195,413	240,841
**	Ex-gratia payments		356,846	227,688
	Contribution to Employees Old Age Benefits Institution Medical assistance	• .	29,820	23,400
٠.	ividuidai assistande		112,956	189,420
		:	4,905,250	5,162,153

### 16.1 Salaries and allowances

This includes remuneration amounting to Rs. 2.421 million (2010: Rs. 2.408 million) to the Executive Director of the Association.

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	Note	2011 (Rupees)	2010 (Rupees)
OTHER ESTABLISHMENT COSTS AND ADMINISTRATIVE EXPENSES			
Office rent Utilities	·	835,393	759,448
Telephone expenses		258,197 83,052	245,117
Office and general expenses		99,152	81,994 246,968
Printing and stationery		114,381	139,630
Postage		44,109	65,866
Insurance		114,598	80,214
Conveyance		58,150	78,579
Annual report and meeting		191,313	338,090
Entertainment		70,862	175,644
Depreciation	3	116,129	123,890
Bad debts written off		1,415,250	23,500
Bank charges		12,885	32,732
Legal and professional	•	540,000	85,000
Auditors' remuneration		90,000	75,000
Membership subscriptions		133,222	339,785
Travelling, boarding and lodging		42,112	250,627
Repair and maintenance Website cost		72,555	47,490
		110,697	91,942
Advertisement		68,850	-
Loss on deletion of property, plant and equipment		60,865	-
Lease rentals		29,732	-
		4,561,504	3,281,516

#### 18. TAXATION

17.

The Association, being a charitable organization, contends its income exempt from tax under clause 58 of Part I of the Second Schedule to the Income Tax Ordinance, 2001. Therefore, no provision for taxation has been made in these financial statements in respect of the sources of income specified to be exempt from tax under the said clause.

#### 19. CONTINGENCY

A civil suit no. 73 of 2011 has been filed by one of the Executive Committee Members of the Association, before the Court of District and Sessions Judge Karachi (East). The Plaintiff has alleged that he has been defamed by the Association and other Defendants by virtue of a letter issued by the Defendants, issuance of which is disputed by the defendants, and has been alleged to have injured the reputation of the Plaintiff through libel and he is now seeking damages of Rs. 999 million. The matter is pending before the Honorable Court of District and Sessions Judge Karachi (East).

Based on the opinion of the legal counsel of the Association, the management is confident that the Association has a reasonable case against the allegations since the alleged letters forming the basis of the defamation have not been written by the defendants. Hence based on the opinion of the legal counsel, no provision in respect of the above case has been made in these financial statements.

### 20. DATE OF AUTHORIZATION FOR ISSUE

These financial statements have been authorized for issue by the Executive Committee of the Association on March 17, 2012.