

## London Branch of the Chartered Institute of Arbitrators

### Financial Summary for year ending 31 December 2022

#### Regular Monthly Expenditure

1. **Branch Administrator:** Elinor Pritchard manages the day-to-day administration of the Branch including sending out emails to members in relation to events and liaison, event registrations, and other similar activities. The amount payable varies on a monthly basis as she bills on the basis of hours worked to complete her tasks. For 2022, her total charges were £3,135.42.

#### Other Items

2. **Branch Committee election costs:** If an election is needed, elections are managed by a specialist third party supplier and independently verified. No election was needed in 2022, but there was one for this year and cost details will be outlined in next year's report.
3. **Website costs:** We have budgeted for annual hosting, software and ad hoc development and maintenance costs. We expended £260 for Website Hosting in 2022.
4. **Speakers Dinner:** This is for the speakers at our seminars and webinars. This Event was held in March 2022 at Bentleys at a cost of £3,893.33. Committee members contributed towards this cost in the amount of £900.
5. **30 Year Anniversary celebration:** This was held at Gatehouse Chambers for former officers of the London Branch and Ciarb officials at a cost of £1,077.60. The numbers who attended were depleted as it was on the hottest day of the year when temperatures reached over 40 degrees and transport was suspended.
6. **Zoom fees:** There is a small fee to enable the Branch to run online events.
7. **Sundry items:** We have incurred other minor costs during the year. We also incurred £660 for videoing the keynote speech at last year's AGM. The AGM costs for the Oxford and Cambridge Club were £1,778.62.

#### Receipts

8. The Branch received a Grant from Head Office of £8,306.25 based on our accounts. We did not need the second tranche for 2022.

#### Branch Budget for 2023

9. We have a total Grant of £20,700 and received the first tranche of £11,469.26 in February 2023. The balance is assessed after the half year performance returns in August/September 2023. The 2023 budget allows for expenditure in March and April for the Speakers Dinner and in-person AGM respectively. The Speakers Dinner has been held and was on budget. The costs for the AGM covering venue-hire of the Ashworth Centre, Lincoln's Inn, refreshments and videoing are in line with the budget. We are currently within budget overall and our planned events including necessary travel if and when the Chair is required to represent the Branch internationally are fully covered by the budget.

**Prepared by Andrew Davis, Honorary Treasurer, for the Branch AGM on 27 April 2023**