

# **Pretoria Institute for Architecture**

**Annual Financial Statements  
for the year ended 30 June 2022**

**Independently Reviewed Financial Statements**  
in compliance with the Nonprofit Organisation Act of South Africa

# Pretoria Institute for Architecture

Annual Financial Statements for the year ended 30 June 2022

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# Pretoria Institute for Architecture

Annual Financial Statements for the year ended 30 June 2022

## General Information

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**Country of Incorporation and Domicile**

South Africa

**Nature of Business and Principal Activities**

The non-profit organisation is a voluntary association to promote the architectural profession in Pretoria.

**Executive committee members**

J Malan  
C McCusker (Ms)  
I Ortner (Ms)  
M D van Wyk (Ms)

**Business Address**

273 Tram Street  
Nieuw Muckleneuk  
Pretoria  
0181

**Postal Address**

P O Box 35161  
Menlo Park  
0102

**Bankers**

ABSA Bank of SA

**Tax Number**

9145497161

**Reviewers**

Acctiva Accounting  
Castle Walk Corporate Park  
467 Nossob Street  
Erasmuskloof  
0181

# Pretoria Institute for Architecture

Annual Financial Statements for the year ended 30 June 2022

## Executive committee members' Responsibilities and Approval

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The executive committee members are required by the Nonprofit Organisation Act of South Africa to maintain adequate accounting records and are responsible for the content and integrity of the annual financial statements and related financial information included in this report. It is their responsibility to ensure that the annual financial statements satisfy the financial reporting standards with regards to form and content and present fairly the statement of financial position, results of operations and business of the non-profit organisation, and explain the transactions and financial position of the business of the non-profit organisation at the end of the financial year. The annual financial statements are based upon appropriate accounting policies consistently applied throughout the non-profit organisation and supported by reasonable and prudent judgements and estimates.

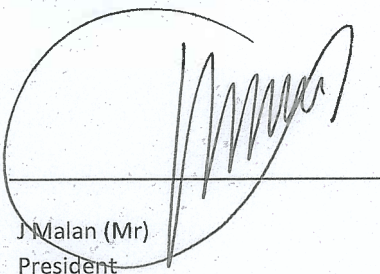
The executive committee members acknowledge that they are ultimately responsible for the system of internal financial control established by the non-profit organisation and place considerable importance on maintaining a strong control environment. To enable the executive committee members to meet these responsibilities, the executive committee members set standards for internal control aimed at reducing the risk of error or loss in a cost effective manner. The standards include the proper delegation of responsibilities within a clearly defined framework, effective accounting procedures and adequate segregation of duties to ensure an acceptable level of risk. These controls are monitored throughout the non-profit organisation and all employees are required to maintain the highest ethical standards in ensuring the non-profit organisation's business is conducted in a manner that in all reasonable circumstances is above reproach.

The focus of risk management in the non-profit organisation is on identifying, assessing, managing and monitoring all known forms of risk across the non-profit organisation. While operating risk cannot be fully eliminated, the non-profit organisation endeavours to minimise it by ensuring that appropriate infrastructure, controls, systems and ethical behaviour are applied and managed within predetermined procedures and constraints.

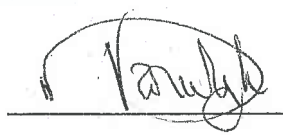
The executive committee members are of the opinion, based on the information and explanations given by management, that the system of internal control provides reasonable assurance that the financial records may be relied on for the preparation of the annual financial statements. However, any system of internal financial control can provide only reasonable, and not absolute, assurance against material misstatement or loss. The going-concern basis has been adopted in preparing the financial statements. Based on forecasts and available cash resources the executive committee members have no reason to believe that the non-profit organisation will not be a going concern in the foreseeable future. The financial statements support the viability of the non-profit organisation.

The independent reviewers are responsible for independently reviewing and reporting on the non-profit organisation's annual financial statements. The independent reviewers report is presented on page 5.

The annual financial statements set out on pages 6 to 16, and the supplementary information set out on pages 17 to 18 which have been prepared on the going concern basis, were approved by the executive committee members and were signed on 13 October 2022 on their behalf by:



J. Malan (Mr)  
President



M D van Wyk (Mrs)  
Executive Officer

# Pretoria Institute for Architecture

Annual Financial Statements for the year ended 30 June 2022

## Executive committee members' Report

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The executive committee members present their report for the year ended 30 June 2022.

### 1. Review of activities

#### Main business and operations

The non-profit organisation is a voluntary association to promote the architectural profession in Pretoria. There were no major changes herein during the year.

The operating results and statement of financial position of the non-profit organisation are fully set out in the attached financial statements and do not in our opinion require any further comment.

### 2. Going concern

The annual financial statements have been prepared on the basis of accounting policies applicable to a going concern. This basis presumes that funds will be available to finance future operations and that the realisation of assets and settlement of liabilities, contingent obligations and commitments will occur in the ordinary course of business.

### 3. Events after reporting date

All events subsequent to the date of the annual financial statements and for which the applicable financial reporting framework requires adjustment or disclosure have been adjusted or disclosed.

The executive committee members are not aware of any matter or circumstance arising since the end of the financial year to the date of this report that could have a material effect on the financial position of the non-profit organisation.

### 4. Executive committee members

The executive committee members of the non-profit organisation during the year and up to the date of this report are as follows:

J Malan

C McCusker (Ms)

I Ortner (Ms)

M D van Wyk (Ms)

### 5. Independent Reviewers

Acctiva Accounting were the independent reviewers for the year under review.



## Report of the Independent Reviewer

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### To the Executive Committee Members of Pretoria Institute for Architecture

We have reviewed the financial statements of Pretoria Institute for Architecture set out on pages 6 to 16, which comprise the statement of financial position as at 30 June 2022, and the statement of comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

### Executive committee members' Responsibility for the Annual Financial Statements

The executive committee members are responsible for the preparation and fair presentation of these financial statements in accordance with the International Financial Reporting Standard for Small and Medium-sized Entities and the requirements of the Nonprofit Organisation Act of South Africa, and for such internal control as the executive committee members determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### Independent Reviewer's Responsibility

Our responsibility is to express a conclusion on these financial statements. We conducted our review in accordance with the International Standard on Review Engagements (ISRE) 2400 (Revised), Engagements to Review Historical Financial Statements (ISRE 2400 (Revised)). ISRE 2400 (Revised) requires us to conclude whether anything has come to our attention that causes us to believe that the financial statements, taken as a whole, are not prepared in all material respects in accordance with the applicable financial reporting framework. This Standard also requires us to comply with relevant ethical requirements.

A review of financial statements in accordance with ISRE 2400 (Revised) is a limited assurance engagement. The independent reviewer performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less than those performed in an audit conducted in accordance with International Standards on Auditing. Accordingly, we do not express an audit opinion on these financial statements.

### Conclusion

Based on our review, nothing has come to our attention that causes us to believe that these financial statements do not present fairly, in all material respects, the financial position of Pretoria Institute for Architecture as at 30 June 2022, and its financial performance and cash flows for the year then ended in accordance with the International Financial Reporting Standard for Small and Medium-sized Entities and the requirements of the Nonprofit Organisation Act of South Africa.

Activa Accounting

13 October 2022

  
Per: Weich Lippert

Director

Chartered Accountant CA (SA)

Castle Walk Corporate Park

467 Nossob Street

Erasmuskloof

0181

# Pretoria Institute for Architecture

Financial Statements for the year ended 30 June 2022

## Statement of Financial Position

Figures in R

	Notes	2022	2021
<b>Assets</b>			
<b>Non-current assets</b>			
Property, plant and equipment	3	-	2,709
<b>Current assets</b>			
Inventories	4	39,887	34,265
Trade and other receivables	5	-	13,095
Cash and cash equivalents	6	3,974,592	3,794,930
<b>Total current assets</b>		<b>4,014,479</b>	<b>3,842,290</b>
<b>Total assets</b>		<b>4,014,479</b>	<b>3,844,999</b>
<b>Equity and liabilities</b>			
<b>Equity</b>			
Accumulated surplus		3,800,231	3,709,717
<b>Liabilities</b>			
<b>Current liabilities</b>			
Trade and other payables	7	214,248	135,282
<b>Total equity and liabilities</b>		<b>4,014,479</b>	<b>3,844,999</b>

# Pretoria Institute for Architecture

Financial Statements for the year ended 30 June 2022

## Statement of Comprehensive Income

Figures in R

	Notes	2022	2021
Revenue	8	1,203,511	1,134,382
Cost of sales	9	(69,113)	(51,137)
<b>Gross surplus</b>		<b>1,134,398</b>	<b>1,083,245</b>
Other income	10	889,713	443,148
Administrative expenses	11	(185,472)	(185,140)
Other expenses	12	(1,920,094)	(1,487,492)
<b>Deficit from operating activities</b>	13	<b>(81,455)</b>	<b>(146,239)</b>
Finance income	14	171,970	150,572
Finance costs	15	(1)	(4)
<b>Surplus for the year</b>		<b>90,514</b>	<b>4,329</b>



# Pretoria Institute for Architecture

Financial Statements for the year ended 30 June 2022

## Statement of Changes in Equity

Figures in R

	Accumulated surplus	Total
<b>Balance at 1 July 2020</b>	3,705,388	3,705,388
<b>Changes in equity</b>		
Surplus for the year	4,329	4,329
Total comprehensive income for the year	4,329	4,329
<b>Balance at 30 June 2021</b>	<b>3,709,717</b>	<b>3,709,717</b>
<b>Balance at 1 July 2021</b>	3,709,717	3,709,717
<b>Changes in equity</b>		
Surplus for the year	90,514	90,514
Total comprehensive income for the year	90,514	90,514
<b>Balance at 30 June 2022</b>	<b>3,800,231</b>	<b>3,800,231</b>

# Pretoria Institute for Architecture

Financial Statements for the year ended 30 June 2022

## Statement of Cash Flows

Figures in R

	Note	2022	2021
<b>Cash flows from operations</b>			
<b>Surplus for the year</b>		<b>90,514</b>	<b>4,329</b>
<b>Adjustments to reconcile surplus</b>			
Adjustments for finance income		(171,970)	(150,572)
Adjustments for finance costs		1	4
Adjustments for (increase) / decrease in inventories		(5,622)	3,254
Adjustments for decrease in trade accounts receivable		950	96,038
Adjustments for decrease / (increase) in other operating receivables		12,145	(2,238)
Adjustments for increase / (decrease) in trade accounts payable		11,582	(6,641)
Adjustments for increase in other operating payables		67,384	77,287
Adjustments for depreciation and amortisation expense		2,709	12,667
<b>Total adjustments to reconcile surplus</b>		<b>(82,821)</b>	<b>29,797</b>
<b>Net cash flows from operations</b>		<b>7,693</b>	<b>34,126</b>
Interest paid		(1)	(4)
Interest received		171,970	150,572
<b>Net cash flows from operating activities</b>		<b>179,662</b>	<b>184,694</b>
<b>Net increase in cash and cash equivalents</b>		<b>179,662</b>	<b>184,694</b>
Cash and cash equivalents at beginning of the year		3,794,930	3,610,236
<b>Cash and cash equivalents at end of the year</b>	<b>6</b>	<b>3,974,592</b>	<b>3,794,930</b>

# Pretoria Institute for Architecture

Financial Statements for the year ended 30 June 2022

## Accounting Policies

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### 1. Basis of preparation and summary of significant accounting policies

The financial statements of Pretoria Institute for Architecture have been prepared in accordance with the International Financial Reporting Standard for Small and Medium-sized Entities and the Nonprofit Organisation Act of South Africa. The financial statements have been prepared under the historical cost convention. They are presented in South African Rand.

The preparation of financial statements in conformity with the International Financial Reporting Standard for Small and Medium-sized Entities requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the non-profit organisation's accounting policies. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements are disclosed in note 2.

The principal accounting policies applied in the preparation of these annual financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

#### 1.1 Property, plant and equipment

Property, plant and equipment is stated at historical cost less accumulated depreciation and any accumulated impairment losses. Historical cost includes expenditure that is directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by the executive committee members.

The non-profit organisation adds to the carrying amount of an item of property, plant and equipment the cost of replacing parts of such an item when that cost is incurred if the replacement part is expected to provide incremental future benefits to the non-profit organisation. The carrying amount of the replaced part is derecognised. All other repairs and maintenance are charged to surplus or deficit during the period in which they are incurred.

Asset class	Useful life
Furniture and fittings	6
Office equipment	5
Computer equipment	3
Computer software	2

#### 1.2 Financial instruments

##### Trade and other receivables

Trade receivables are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for impairment of trade receivables is established when there is objective evidence that the non-profit organisation will not be able to collect all amounts due according to the original terms of the receivables.

##### Cash and cash equivalents

Cash and cash equivalents includes cash on hand, demand deposits and other short-term highly liquid investments with original maturities of three months or less. Bank overdrafts are shown in current liabilities on the statement of financial position.

##### Trade and other payables

Trade payables are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

# Pretoria Institute for Architecture

Financial Statements for the year ended 30 June 2022

## Accounting Policies

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*Basis of preparation and summary of significant accounting policies continued...*

### 1.3 Inventories

Inventories are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost is determined using the first-in, first-out (FIFO) method. The cost of finished goods and work in progress comprises packaging costs, raw materials, direct labour, other direct costs and related production overheads (based on normal operating capacity). At each reporting date, inventories are assessed for impairment. If inventory is impaired, the carrying amount is reduced to its selling price less costs to complete and sell; the impairment loss is recognised immediately in profit or loss.

### 1.4 Revenue

Revenue is measured at the fair value of the consideration received or receivable. Revenue is shown net of value-added tax, returns, rebates and discounts.

Revenue is derived from the invoiced value of subscriptions received. Revenue in the form of subscriptions is recognised when the person subscribes to the institute according to institute rules.

Revenue from the sale of goods is recognised when all the significant risks and rewards of ownership of the goods have been transferred to the buyer, the entity has effective control over the goods sold and the costs incurred or to be incurred in respect of the transaction can be measured reliably. Furthermore, revenue is recognised net of any returns of goods.

### 1.5 Borrowing costs

All borrowing costs are recognised in surplus or deficit in the period in which they are incurred.

## 2. Critical accounting estimates and judgements

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

# Pretoria Institute for Architecture

Financial Statements for the year ended 30 June 2022

## Notes to the Financial Statements

Figures in R

### 3. Property, plant and equipment

Balances at year end and movements for the year

	Furniture and fittings	Office equipment	Computer equipment	Computer software	Professional books	Total
<b>Reconciliation for the year ended 30 June 2022</b>						
Balance at 1 July 2021	319,133	72,580	67,468	9,480	3,149	471,810
At cost	(319,133)	(72,580)	(64,759)	(9,480)	(3,149)	(469,101)
Accumulated depreciation	-	-	2,709	-	-	2,709
<b>Carrying amount</b>						

### Movements for the year ended 30 June 2022

Depreciation	-	-	(2,709)	-	-	(2,709)
<b>Property, plant and equipment at the end of the year</b>						
	-	-	-	-	-	-

### Closing balance at 30 June 2022

At cost	319,133	72,580	67,468	9,480	3,149	471,810
Accumulated depreciation	(319,133)	(72,580)	(67,468)	(9,480)	(3,149)	(471,810)
<b>Carrying amount</b>						
	-	-	-	-	-	-

### Reconciliation for the year ended 30 June 2021

Balance at 1 July 2020	319,133	72,580	67,468	9,480	3,149	471,810
At cost	(310,816)	(72,571)	(60,420)	(9,479)	(3,149)	(456,435)
Accumulated depreciation	8,317	9	7,048	1	-	15,375
<b>Carrying amount</b>						
	-	-	-	-	-	-

### Movements for the year ended 30 June 2021

Depreciation	(8,317)	(9)	(4,339)	(1)	-	(12,666)
<b>Property, plant and equipment at the end of the year</b>						
	-	-	2,709	-	-	2,709

# Pretoria Institute for Architecture

Financial Statements for the year ended 30 June 2022

## Notes to the Financial Statements

Figures in R

### Property, plant and equipment continued...

#### Closing balance at 30 June 2021

At cost

Accumulated depreciation

Carrying amount

319,133	72,580	67,468	9,480	3,149	471,810
(319,133)	(72,580)	(64,759)	(9,480)	(3,149)	(469,101)
-	-	2,709	-	-	2,709

# Pretoria Institute for Architecture

Financial Statements for the year ended 30 June 2022

## Notes to the Financial Statements

Figures in R

2022

2021

### 4. Inventories

Inventories comprise:

Stock on hand

39,887

34,265

### 5. Trade and other receivables

Trade and other receivables comprise:

Trade receivables

-

950

Value added tax

-

12,145

-

13,095

### 6. Cash and cash equivalents

#### 6.1 Cash and cash equivalents included in current assets:

#### Cash

Cash on hand

473

302

Balances with banks

3,974,119

3,794,628

**3,974,592**

**3,794,930**

#### 6.2 Net cash and cash equivalents

Current assets

3,974,592

3,794,930

#### 6.3 Detail of cash and cash equivalent balances

#### Bank balances

Cheque account

29,114

121,593

PIA Student account

1,040

1,022

Money Market

3,943,965

3,672,013

**Total**

**3,974,119**

**3,794,628**

#### Cash on hand

Cash on hand

173

2

Documents float

300

300

**Total**

**473**

**302**

### 7. Trade and other payables

Trade and other payables comprise:

Trade creditors

29,948

18,366

Sundry creditors

21,676

18,929

Income received in advance

129,756

97,987

Value added tax

32,868

-

**Total trade and other payables**

**214,248**

**135,282**

# Pretoria Institute for Architecture

Financial Statements for the year ended 30 June 2022

## Notes to the Financial Statements

Figures in R

2022

2021

### 8. Revenue

Revenue comprises:

Sale of goods	82,048	82,655
Fees received	1,121,463	1,051,727
<b>Total revenue</b>	<b>1,203,511</b>	<b>1,134,382</b>

### 9. Cost of sales

Cost of sales comprise:

Sale of goods	69,113	51,137
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### 10. Other income

Other income comprises:

Sundry income	887,063	433,061
Other income	2,650	10,087
<b>Total other income</b>	<b>889,713</b>	<b>443,148</b>

### 11. Administrative expenses

Administrative expenses comprise:

Accounting fees	70,900	70,860
Reviewers fees	11,500	11,500
Bank charges	25,100	20,672
Computer expenses	18,815	29,188
Subscriptions	29,549	24,848
Telecommunication	29,608	28,072
<b>Total administrative expenses</b>	<b>185,472</b>	<b>185,140</b>



# Pretoria Institute for Architecture

Financial Statements for the year ended 30 June 2022

## Notes to the Financial Statements

Figures in R

2022

2021

### 12. Other expenses

#### Other expenses comprise:

Advertising	28,383	61,417
Awards	8,500	8,000
Cleaning	1,346	895
Courses and forums expenses	420,682	154,950
Depreciation	2,709	12,667
Employee benefit expenses	1,049,328	867,584
Gifts	9,294	8,385
Insurance	12,924	11,944
Members education and exhibition	13,674	14,898
Operating lease expense	337,233	321,174
Postage	509	509
Printing and stationery	7,584	3,713
Professional fees	825	8,000
Refreshments and entertainment	18,755	9,756
Repairs and maintenance	3,000	-
Storage	4,426	3,600
Travel - Local	922	-
<b>Total other expenses</b>	<b>1,920,094</b>	<b>1,487,492</b>

### 13. Deficit from operating activities

Deficit from operating activities includes the following separately disclosable items

#### Other operating expenses

Property plant and equipment - depreciation	2,709	12,667
Leases - operating lease minimum lease rentals	337,233	321,174

### 14. Finance income

#### Finance income comprises:

Interest received	171,970	150,572
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### 15. Finance costs

#### Finance costs included in surplus or deficit:

Trade and other payables	1	4
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# Pretoria Institute for Architecture

Annual Financial Statements for the year ended 30 June 2022

## Detailed Income Statement

Figures in R

	Notes	2022	2021
<b>Revenue</b>	8		
Income from sale of documents and books		82,048	82,655
Subscriptions received		1,121,463	1,051,727
		<u>1,203,511</u>	<u>1,134,382</u>
<b>Cost of sales</b>	9		
Opening stock		(34,265)	(37,519)
Document and book purchases		(74,735)	(47,883)
Closing stock		39,887	34,265
		<u>(69,113)</u>	<u>(51,137)</u>
<b>Gross surplus</b>		<u>1,134,398</u>	<u>1,083,245</u>
<b>Other income</b>	10		
Advertising, awards and sponsorships		2,650	10,087
Courses and forums Income		887,063	433,061
		<u>889,713</u>	<u>443,148</u>
<b>Administrative expenses</b>	11		
Accounting fees		(70,900)	(70,860)
Bank charges		(25,100)	(20,672)
Computer expenses		(18,815)	(29,188)
Reviewers fees		(11,500)	(11,500)
Subscriptions		(29,549)	(24,848)
Telecommunication		(29,608)	(28,072)
		<u>(185,472)</u>	<u>(185,140)</u>
<b>Other expenses</b>	12		
Advertising		(28,383)	(61,417)
Awards		(8,500)	(8,000)
Cleaning		(1,346)	(895)
Courses and forums expenses		(420,682)	(154,950)
Depreciation - property, plant and equipment		(2,709)	(12,667)
Employee costs - salaries		(1,049,328)	(867,584)
Gifts		(9,294)	(8,385)
Insurance		(12,924)	(11,944)
Members education and exhibition		(13,674)	(14,898)
Operating lease expense		(337,233)	(321,174)
Postage		(509)	(509)
Printing and stationery		(7,584)	(3,713)
Professional fees		(825)	(8,000)
Refreshments and entertainment		(18,755)	(9,756)
Repairs and maintenance		(3,000)	-
Storage		(4,426)	(3,600)
Travel - Local		(922)	-
		<u>(1,920,094)</u>	<u>(1,487,492)</u>
<b>Deficit from operating activities</b>	13	<u>(81,455)</u>	<u>(146,239)</u>

# Pretoria Institute for Architecture

Annual Financial Statements for the year ended 30 June 2022

## Detailed Income Statement

Figures in R

	Notes	2022	2021
<b>Finance income</b>	14		
Other		<u>171,970</u>	<u>150,572</u>
<b>Finance costs</b>	15		
Trade and other payables		<u>(1)</u>	<u>(4)</u>
<b>Surplus for the year</b>		<u>90,514</u>	<u>4,329</u>

