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THE INTERNATIONAL TOBACCO
DOCUMENTATION CENTRE
ACCOUNTS FOR THE YEAR ENDED
31 DECEMBER 2001
TOGETHER WITH AUDITORS' REPORT

Registered Number: FC16520



THE INTERNATIONAL TOBACCO DOCUMENTATION CENTRE

AUDITORS' REPORT

To the members of The International Tobacco Documentation Centre

We have audited the financial statements set out on pages 2 to 9 which have been prepared under the historical cost convention and the accounting policies set out on pages 5 and 6.

Respective Responsibilities of Directors and Auditors

As described in the notes to the accounts, the directors are responsible for the preparation of accounts. Our responsibilities, as independent auditors, are established in the United Kingdom by statute, the Auditing Practices Board and by our profession's ethical guidance.

Basis of Opinion

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the circumstances of the association, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion, we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of affairs of The International Tobacco Documentation Centre at 31 December 2001 and of the results of its operations and cash flows for the year then ended in conformity with generally accepted accounting principles applied on a consistent basis.

Mercer & Hole
Chartered Accountants and Registered Auditors
Gloucester House
72 London Road
St Albans
Hertfordshire
AL1 1NS

15 May 2002

THE INTERNATIONAL TOBACCO DOCUMENTATION CENTRE

STATEMENT OF REVENUES AND EXPENSES
FOR THE YEAR ENDED 31 DECEMBER 2001

	Notes	2001 £	2000 £
Revenues			
Contributions from members		668,827	592,277
Interest and miscellaneous income		17,165	15,478
Profit on sale of fixed assets		<u>100</u>	<u>4,744</u>
		<u>686,092</u>	<u>612,499</u>
Expenses			
Salaries and allowances		351,159	377,565
Other administrative expenses		314,292	292,972
Tax on income earned in the year	5	<u>2,611</u>	<u>2,463</u>
		<u>668,062</u>	<u>673,000</u>
Surplus Of Revenues Over Expenses			
Surplus/(Deficit) of revenues over expenses, for the year		18,030	(60,501)
Surplus of revenues over expenses, at beginning of year		<u>100,000</u>	<u>160,501</u>
Surplus of revenues over expenses, at end of year		<u>118,030</u>	<u>100,000</u>

The accompanying notes are an integral part of this statement.

THE INTERNATIONAL TOBACCO DOCUMENTATION CENTRE

BALANCE SHEET
31 DECEMBER 2001

	Notes	2001 £	2000 £
Tangible fixed assets	4	51,996	56,110
Current Assets			
Cash at bank and in hand		426,421	692,202
VAT recoverable		-	1,972
Prepaid expenses		18,340	64,540
Other receivables		<u>124,432</u>	<u>129,691</u>
		<u>569,193</u>	<u>888,405</u>
Current Liabilities			
Accounts payable		(27,300)	(69,480)
Accrued expenses		(44,473)	(31,246)
Prepaid contributions		(261,071)	(328,840)
Refundable contributions		(164,952)	(412,504)
Taxation		(2,612)	(2,445)
VAT Payable		<u>(2,751)</u>	<u>-</u>
		<u>(503,159)</u>	<u>(844,515)</u>
Net Current Assets		66,034	43,890
Net Assets		<u>118,030</u>	<u>100,000</u>

The accounts on pages 2 to 9 were approved by the Board on 15 May 2002 and signed on its behalf by:

Chairman



Director



The accompanying notes are an integral part of this balance sheet.

THE INTERNATIONAL TOBACCO DOCUMENTATION CENTRE

CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2001

	2001	2000
	£	£
Operating Activities		
Surplus/(Deficit) of revenues over expenses before taxation	20,641	(58,038)
Depreciation	32,218	25,468
Profit on disposal of fixed assets	(100)	(4,744)
	<u>52,759</u>	<u>(37,314)</u>
(Increase)/decrease in debtors:		
VAT receivable	1,972	(311)
Prepaid expenses	46,200	(3,651)
Other receivables	<u>5,259</u>	<u>(45,463)</u>
	<u>53,431</u>	<u>(49,425)</u>
Increase/(decrease) in creditors:		
Accounts payable	(42,180)	63,738
Accrued expenses & provisions	13,227	(4,950)
Prepaid contribution	(67,769)	27,283
Refundable contributions	(247,552)	412,504
VAT payable	<u>2,751</u>	<u>-</u>
	<u>(341,523)</u>	<u>498,575</u>
Cash (Outflow)/ inflow from operating activities	(235,333)	411,836
Taxation		
UK tax paid	<u>(2,444)</u>	<u>(1,504)</u>
	<u>(237,777)</u>	<u>410,332</u>
Investing Activities		
Purchase of tangible fixed assets	(28,104)	(40,894)
Sale of tangible fixed assets	<u>100</u>	<u>6,249</u>
	<u>(28,004)</u>	<u>(34,645)</u>
Net (Decrease)/Increase In Cash	<u>(265,781)</u>	<u>375,687</u>
Cash at beginning of year	692,202	316,515
Net (decrease)/increase in year	<u>(265,781)</u>	<u>375,687</u>
Cash at end of year	<u>426,421</u>	<u>692,202</u>

THE INTERNATIONAL TOBACCO DOCUMENTATION CENTRE

NOTES TO THE FINANCIAL STATEMENTS

31 DECEMBER 2001

1. Organisation

The International Tobacco Documentation Centre (the "Centre") is a non-profit making association constituted and having its head office in the Canton of Geneva, Switzerland, established within the terms of Articles 70 to 79 of the Swiss Civil Code. The Centre's secretariat is located in London, United Kingdom, where it has the status of a non-profit making organisation. It commenced operations on 1 January 1992.

2. Directors' Responsibilities

The directors are responsible for preparing accounts for each financial year which give a true and fair view of the state of affairs of the centre and of the surplus or deficit of the Centre for that period. In preparing those accounts, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed; subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the association will continue in business.

The directors are responsible for safeguarding the assets of the association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

3. Accounting Policies

These accounts have been prepared in accordance with generally accepted accounting principles. The principal accounting policies which have been applied consistently, are set out below:

a) Contributions from Members

Net contributions are shown after taking into account contributions from and repayments to members.

b) Tangible Fixed Assets

Tangible fixed assets are shown at original historical cost. Depreciation is provided on a straight-line basis. The annual depreciation rates have been determined on the basis of the expected useful economic lives of these assets and are as follows:

Furniture and equipment	25%
Motor vehicles	33%
Computers	33%

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31 DECEMBER 2001

c) Foreign currency

Transactions are denominated in foreign currencies (currency other than pounds sterling) are recorded in pounds sterling at actual exchange rates as of the date of the transaction. Monetary assets and liabilities denominated in foreign currencies at the year end are reported at the rates of exchange prevailing at the year end. Any gains or loss arising from a change in exchange rates subsequent to the date of the transaction is included as an exchange gain or loss in the statement of revenue and expenses.

d) Pension costs

It is the general policy of the Centre to provide for pension benefits on the advice of external actuaries. Pension contributions are based on a percentage of employees' salaries and are paid to an insurance company which administers individual money purchase schemes for employees.

e) Taxation

Corporation tax payable is provided on taxable profits at the current rate. The company has trade protection association status for tax purposes with the UK Inland Revenue, and as such is liable to UK corporation tax on profits from non-mutual activities, principally interest income on deposits and rental income from letting.

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NOTES TO THE FINANCIAL STATEMENTS
31 DECEMBER 2001

4. Tangible Fixed Assets

Tangible fixed assets comprise:

	Motor Vehicles	Office Equipment	Computer Systems	Total
	£	£	£	£
Cost				
At beginning of year	24,983	13,349	73,076	111,408
Additions	-	-	28,104	28,104
Disposals	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
At end of year	<u>24,983</u>	<u>13,349</u>	<u>101,180</u>	<u>139,512</u>
Depreciation				
At beginning of year	694	10,060	44,544	55,298
Charge for year	8,327	2,086	21,805	32,218
Disposals	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
At end of year	<u>9,021</u>	<u>12,146</u>	<u>66,349</u>	<u>87,516</u>
Net book value at end of year	<u>15,962</u>	<u>1,203</u>	<u>34,831</u>	<u>51,996</u>
At beginning of year	<u>24,289</u>	<u>3,289</u>	<u>28,532</u>	<u>56,110</u>

THE INTERNATIONAL TOBACCO DOCUMENTATION CENTRE

NOTES TO THE FINANCIAL STATEMENTS

31 DECEMBER 2001

5. Tax on income earned in the year

The tax charge is based on interest income earned during the year and comprises:

Current tax year at 20% (2000: 20%)	2,611	2,445
Under Provision in earlier years	<u>-</u>	<u>18</u>
	<u>2,611</u>	<u>2,463</u>

6. Commitments and guarantees

The Centre leases its premises, in the United Kingdom, under a lease agreement which runs for 25 years from 29 April 1988. The rent review carried out during 1998 did not result in any change in the annual rental from £166,250 which was set at the inception of the lease. The annual rental is subject to upward only reviews every 5 years during the life of the lease.

Annual commitments under non-cancellable operating leases are as follows:

	2001		2000	
	Land and Buildings £	Other £	Land and Buildings £	Other £
Expiry Date:				
- Within One Year	-	1,598	-	-
- Between Two and Five Years	-	-	-	1,598
- After Five Years	<u>166,250</u>	<u>-</u>	<u>166,250</u>	<u>-</u>
	<u>166,250</u>	<u>1,598</u>	<u>166,250</u>	<u>1,598</u>

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7. Pension arrangements

The Centre has established individual money purchase arrangements available for its UK employees with Scottish Widows covering pension and life insurance benefits. Contributions are determined each year based upon board approved pay awards.

Total pension contributions paid during the year were £18,263 (2000: £19,253).