

Bethlehem Chamber of Commerce and Industry (BCCI)

(Non- Governmental Organization) Foreign Branch

Independent Auditor's Report and Financial Statements

31 December 2018



Bethlehem Chamber of Commerce and Industry (BCCI) Bethlehem - Palestine

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Independent Auditor's Report

To the Board of Directors of Bethlehem Chamber of Commerce and Industry (BCCI) Bethlehem - Palestine

Report on the financial statements

We have audited the accompanying statement of financial position of Bethlehem Chamber of Commerce and Industry (BCCI) (Non for Profit Organization) as of 31 December 2018 and the related statements of activities and changes in net assets, cash flows and functional expenses for the year then ended, and a summary of significant accounting policies and other explanatory notes.

Management's Responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with International Financial Reporting Standards. This responsibility includes: designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error, selecting and applying appropriate accounting polices, and making accounting estimates that are reasonable in the circumstances.

Auditor's responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with International Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Association's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control of the Association. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Bethlehem Chamber of Commerce and Industry (BCCI) (Non-Governmental Organization) as of 31 December 2018, the results of its operations, its cash flows and its functional expenses for the year then ended in accordance with International Financial Reporting Standards.

AlShayeb Auditing & Accountancy Co.

Independent Member of Geneva Group International

Issa Abu Farha

Managing Partner

LICENSE NO

Bethlehem 30 March 2019

Bethlehem Chamber of Commerce and Industry (BCCI) Statement of Financial Position - for the Year Ended 31 December 2018

		December 31,2018	December 31,2017
	Note	NIS	NIS
Assets			
Current Assets			
Cash and Cash equivalents	3	1,652,050	1,507,362
Inventory		4,788	4,789
Pledges receivable	4	29,700	85,798
Accounts receivable	-	9,075	11,469
Prepaid expenses	5	3,071	8,986
Total Current Assets		1,698,685	1,618,404
Non-Current Assets			
Fixed assets, Net	6	4,116,507	3,979,463
Investments	D .	148,405	126,749
Total Non-Current Assets		4,264,912	4,106,212
Total Assets		5,963,597	5,724,616
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<u>Liabilities and Net Assets</u> Current Liabilities			
Accounts payable	7	240.657	219 200
Outstanding checks	/	249,657	218,309
Accrued liabilities	8	9,467	5,816
	• -	83,780	78,876
Total Current Liabilities	·-	342,904	303,001
Non-Current Liabilities			
Accumulated Employees' Severance Benefits	9	299,188	285,219
Employees' Provident Fund		122,593	97,104
Total Non-current Liabilities	-	421,781	382,323
Total Liabilities	· · · · · · · · · · · · · · · · · · ·	764,685	685,324
Net Assets			
Unrestricted net assets		1,071,745	891,869
Temporarily restricted net asserts (for projects)		28,875	167,960
Temporarily restricted net asserts (for fixed assets	s)	4,098,292	3,979,463
Total Net Assets	-	5,198,912	5,039,292
Liabilities and Net Assets Total	-	5,963,597	5,724,616

The accompanying notes constitute an integral part of the financial statements.

Chairman, Board of Directors

Preasurer

Bethlehem Chamber of Commerce and Industry (BCCI) Statement of Activities - for the Year Ended 31 December 2018

		Т	otal
	-	2018	2017
	Note	NIS	NIS
Revenues			-
Membership Subscriptions	10	649,809	636,261
Service Fees	11	815,814	683,965
Income from Activities and Rentals		6,920	7,378
Other Income		14,968	. •
Total Revenues	8	1,487,511	1,327,604
Net Assets Released from Temporary Restriction	12	169,574	157,431
Revenues and Net Assets Released from Temporary Restriction	-	1,657,085	1,485,035
Expenditures	-		20
Salaries and Related Benefits	13	631,512	600,476
Program Direct Expenses	14	272,796	186,046
General and Administrative Expenses	15	323,032	377,648
Financial Expenses, Net	16	(13,592)	15,012
Depreciation	6	143,453	166,879
Total Expenditures		1,357,200	1,346,061
Net Assets during the year	_	299,885	138,974
Temporarily Restricted Contributions and Donations	12	32,200	184,525
Net Assets released from temporary restriction		(169,574)	(157,431)
Reclassification		176	- 2
Returned to Donors		(1,887)	(7,744)
Changes in the Temporarily Restricted Net Assets	_	(139,085)	19,350
Changes in Net Assets for the Year	-	160,800	158,324

The Accompanying notes constitute an integral part of the financial statements.

Bethlehem Chamber of Commerce and Industry (BCCI) Statement of Changes in Net Assets - for the Year Ended 31 December 2018

	Unrestricted Net assets	Temporarily Re	estricted Net assets	
	General	Projects	Fixed Assets	Total
	NIS	NIS	NIS	NIS
Net Assets as of 31/12/2016	742,388	132,118	4,006,462	4,880,968
Changes in Net Assets for the year	149,481	35,842		185,323
Reclassification	_	-	(26,999)	(26,999)
Net assets as of 31/12/2017	891,869	167,960	3,979,463	5,039,292
Prior year adjustments	13,031	=	_	13,031
Increase in net assets during the year - statement B	160,800	-	-	160,800
Contribution from BCCI - GIZ Project	(14,211)	-	-	(14.211)
Changes in the Temporarily Restricted Net Assets	20,256	(139,085)	118,829	~
Released from temporary restriction	55,298	-	(55,298)	-
Net assets as of 31/12/2018	1,071,745	28,875	4,098,292	5,198,912

The Accompanying notes constitute an integral part of the financial statements.

Bethlehem Chamber of Commerce and Industry (BCCI) Statement of Changes in Net Assets - for the Year Ended 31 December 2018

	December 31,2018	December 31,2017
	NIS	NIS
Cash Flows from Operating Activities		
Changes in net assets for the year	160,800	158,324
Adjustments to reconcile current year changes in Net		3
assets to net cash provided by operating activities:		
Prior year adjusmtnets -	13,031	-
Contributions in GIZ project	(14,211)	-
Depreciation	143,453	166,879
	303,073	325,203
Change in Working Capital		
Increase (Decrease) in inventory	1	(3,189)
(Increase) Decrease in pledges receivable	56,098	121,952
(Increase) Decrease in accounts receivable	2,394	22,833
Decrease in prepaid expenses	5,915	2,516
Increase (decrease) in accounts payable	29,509	(38,965)
Increase (decrease) in outstanding checks	3,651	511
Increase (decrease) in accrued expenses	6,743	4,351
Increase (decrease) in employees' provident fund	25,489	164
(Decrease) increase in employees' severance benefits	13,969	(7,064)
Net Cash Provided by Operating Activities:	446,841	428,312
Cash Flows from Investing Activities:		
Decrease in investments	(21,656)	16,022
Purchase of fixed assets	(280,497)	(139,880)
Net Cash Used in Investing Activities	(302,153)	(123,858)
Increase in Cash and Cash Equivalents	144,689	304,454
Cash and Cash equivalents at the beginning of year	1,507,362	1,202,908
Cash and Cas hequivalent at the End of year (see note 3)	1,652,051	1,507,362

The Accompanying notes constitute an integral part of the financial statements.

1. The Association:

The Bethlehem Chamber of Commerce & Industry (BCCI) is an independent and non-profit organization with public benefit, which represents the private sector in the governorate, and has an important role in the economic scope of work as well. BCCI is one of the leading associations that strengths the economy in the governorate, and in spite of all obstacles it is attracting new investments in collaboration with investment associations to achieve sustainable development. It dedicates all efforts to help members of its General Assembly to withstand the hard conditions and encourage them to grow and expand .

The BCCI falls under the umbrella of the Palestinian Federation of Chambers of Commerce & Industry based in Ramallah, which includes 14 other chambers in Palestine. The first Chamber established in Bethlehem was in the early fifties of the twentieth century, where the first Board of Directors was elected in 14/4/1952, and then, in 30/8/1965, a new board was elected and continued the process in integrating efforts. As the Governorate of Bethlehem was extensively preparing itself to celebrate the Second Millennium, and simultaneously witnessing a conspicuous entry into a new period of construction and structural renovations, the Minister of Economy issued his resolution to appoint the current Board of Directors that includes a top-level group of businessmen and economists. Hence, the Chamber started a new phase of its history targeting to accelerate local commercial growth, and to promote a needed commercial cooperation with regional and international chambers of commerce.

In line with the decision of her excellency Minister of Economy Mrs. Abeer Odeh, NO.320 of the year 2018, On the announcement of the elections of Bethlehem Chamber of Commerce and Industry on the 27th of Nov 2018, The new board of the electoral cycle 2018-2022 they've won by acclamation, consisting of 11 members representing all economic sectors in the province, who are all working to serve the members of the General Assembly in the chamber and on the development of all economic programs.

General and Sub - Strategic Objectives:

- Organize commercial and industrial interests of the private sector associations in the Bethlehem Governorate affiliated to the Chamber, and representing them at the various stakeholders within and outside the country, and defend of the various taxes, customs, import and export and laws and regulations issues.
- Support and develop local industries (consultations, training courses, exhibitions).
- Develop and increase the volume of exports of the national products to external markets, and establish solid business relationships with the Chambers of Commerce and Industry in Arab and foreign countries.
- Promote the culture of the private sector through the issuance and exchange of statistics and distribution of business pamphlets and brochures.

2. Summary of Significant Accounting Policies:

The financial statements of Bethlehem Chamber of Commerce and Industry (BCCI) been prepared on accrual basis of accounting using the historical cost convention, and in conformity with International Financial Reporting Standards.

2.1 Significant accounting policies followed are as described below:

a) Cash and Cash Equivalents

For the purpose of the preparation of the statement of cash flows, cash and banks consist of cash on hand and bank balances.

b) Pledges Receivables

Represent amounts receivable from donors, including the equivalent amount spent on projects before the receipts of grants.

2. Summary of Significant Accounting Policies: (Continued)

c) Fixed Assets

Fixed assets are stated at cost net of accumulated depreciation. Depreciation is computed on a straight-line basis over the estimated useful lives of the respective assets ranging from 10% to 15%.

<u>%</u>
2%
20%
10%
10%

The useful lives of fixed assets are reviewed at the end of each year. In case the expected useful life is different from what was determined before, the change in estimate is recorded in the following years, being as a change in estimate.

d) Investments

The Bethlehem Chamber of Commerce and Industry has an investment in The Multiple Company for Real Estate and Industrial Investments Ltd. of 26,000 shares, par value 1 JD per share, equivalent to NIS 140,280.44 at December 31, 2017, out of a total capital of JD 520,000, where the Multiple Company for Real Estate and Industrial Investments owns 520,000 shares, par value of 1 JD per share, in the capital of the Bethlehem Industrial Area Company amounting to JD 1,300,000.

On date 14/11/2018, Company board of directors decided to raise the capital of 6 % yearly from each share invested, a transaction of 1,560 JD (8,124 NIS) was paid as first payment based on the capital raise schedule.

e) Accounts Payable and Accrued Expense

Payables recorded in the amounts to be paid for goods and services provided to the Chamber whether or not bills were issued by the supplier or provider of services.

f) Employees' Severance pay Benefits

Provision is made for employees' severance pay benefits at the end of service in accordance with the guidelines set by the Palestinian Labor Law on the basis of one month's salary for each year of service to cover future liabilities. Under the labor law the Chamber is liable to a month for each year of service in case the Chamber end of service. In the case the resignation of an employee, the Chamber is subject to a third salary for each year for the first 5 years, 2/3 of salary for each year of 5-10 years and a month's salary for each year over the past 10 years.

g) Employees' Provident Fund

Employees' Provident Fund represents part of the amount designated at the end of service for which the employer and each employee shall each contribute a monthly 6% and 3%, respectively, from the employee's gross salary. The Employees' Provident Fund is deposited in a separate bank account.

h) Unrestricted Nets Assets

- The unrestricted net assets that used by the Chamber is not restricted by the donor.
- Temporarily restricted net assets which will be used by Chamber as restricted by the donor under the terms of the agreement, and which terminate with the passage of time or the fulfillment of the purpose as required by the donor.

i) Contingencies

Contingencies are recognized if there is any obligation against the Chamber (legal or constructive) arising from past events and the potential cost to settle the obligation can also be measured objectively.

j) Donation & Revenues

- Donations are recorded when received.
- Restricted donations are recognized as income when the restrictions imposed by the donor are met.
- Revenue from membership fees and service charges, documents and other miscellaneous charges
 are recorded when earned and issuing receipts for clients of the Chamber members and others, and
 these fees are determined by the categories established by the Board of Directors.
- Other revenues are recorded when earned, and include activities, festivals, and celebration revenues.

c. Functional Expenses:

The Association allocates its expenses on a functional basis among its various programs and general administration. Expenses that can be identified with a specific program or administration are charged directly. Other expenses that are common to several functions are allocated between functions based on the best estimates and judgment of management.

d. Foreign Currency Transactions:

- The books of accounts are maintained in NIS. Transactions which are denominated in foreign currencies other NIS currencies are converted into NIS at equivalent at the spot exchange rate prevailing at the date of each transaction.
- Transactions and balances which are denominated or expressed in NIS are presented at the actual NIS received or paid.
- All other income and expenses in local currency are converted into NIS equivalent at the spot exchange rate prevailing at the date of transaction.
- Fixed assets and related depreciation are translated at historical rates. Additions to cost were translated using the spot exchange rate prevailing at the date of transaction.
- Exchange differences arising from currency conversion are charged to the statement of activities.
- Currency rates as of December 31, 2018 prevailing to NIS were as follows:

_	December 31,2018	December 31,2017
USD	3.757	3.466
EUR	4.224	4.047
GBP	4.857	4.748
JOD	5.261	5.403

3. Cash on hand and at banks:

	December 31,2018	December 31,2017
Foreign Currency	NIS	NIS
16,113	60,522	104,215
	1,284,569	975,128
11,677	61,433	5
	-	121,172
56,675	239,449	303,069
	6,076	3,773
	1,652,050	1,507,362
	16,113 11,677	Foreign Currency 16,113 60,522 1,284,569 11,677 61,433 56,675 239,449 6,076

4. Pledges receivable

	December 31,2018	December 31,2017
	NIS	NIS
VIS		17,437
TVET partnership / Palestine Program	29,700	15,000
UNIDO		22,419
DAI - PMDP		3,214
GIZ		27,728
	29,700	85,798

5. Prepaid expenses

	December 31,2018	December 31,2017
	NIS	NIS
Prepaid Insurance	2,375	4,865
Prepaid Internet and programs	696	3,955
Prepaid car Insurance	-	166
	3,071	8,986

6. Office furniture and equipment – Net of accumulated depreciation:

	Land	Building	Vehicles	Equipment	Office Furniture	Total
	NIS	NIS	NIS	NIS	NIS	NIS
Cost						
Beginning Balance	863,490	3,200,088	160,700	758,579	585,961	5,568,818
Additions		167,663	-	110,834	2,000	280,497
Disposal	•	-	(25,000)	-	-	(25,000)
Balance at end of year 2018	863,490	3,367,751	135,700	869,413	587,961	5,824,315
Accumulated Depreciation:						
Balance Beginning of year 2018	-	398,689	31,878	695,876	462,912	1,589,355
Depreciation for the year		64,006	13,570	46,482	19,395	143,453
Disposal			(25,000)	-	-	(25,000)
Balance at end of year 2018	-	462,695	20,448	742,358	482,307	1,707,808
Net Book Value:						
Net Book Value at end of year 2018	863,490	2,905,056	115,252	127,055	105,654	4,116,507
Net Book Value at end of year 2017	863,490	2,801,399	128,822	62,703	123,049	3,979,463

7. Payables and accruals:

	December 31,2018	December 31,2017
	NIS	NIS
San Maniato Project - escrow account	179,347	176,338
Convention Palace Company (CPC)	51,103	-
Shaheen Garage	-	20,000
M.A.K International	<u>.</u>	6,835
Emerzian Est.	· <u>-</u>	4,000
Suppliers' accounts	15,140	5,660
Pal Tel	1,839	1,602
Bethlehem Local Economic Development Council	2,227	3,874
	249,657	218,309

8. Accrued Expenses

	December 31,2018	December 31,2017
	NIS	NIS
Subscription to the Federation of Palestinian Chambers of Commerce	74,466	71,376
Accrued audit fees	6,500	7,500
Other liabilities	2,814	-
	83,780	78,876

9. Provision of End of Service:

	31/12/2018	31/12/2017
	NIS	NIS
Balance at the beginning of the year	285,219	292,283
Addition	45,246	33,064
Payments	(31,277)	(40,128)
Balance at the end of the year	299,188	285,219

10. Membership Subscriptions

	December 31,2018	December 31,2017
	NIS	NIS
Subscriptions 2018	634,146	-
Subscriptions 2017	12,903	613,521
Subscriptions 2016	2,760	18,540
Subscriptions 2015		4,200
Total Revenues	649,809	636,261

	December 31,2018	December 31,2017
	NIS	NIS
Permit fees	343,141	293,360
Certificate of origin fees	124,145	125,422
Registration fees	85,800	70,200
Election fees Revenue	68,183	-
Guarantee fees	61,525	63,100
Certification and document fees	51,140	49,030
Card fees	41,520	40,980
Training and workshop fees	22,000	20,241
Social Responsibility fund	4,300	8,532
Enrolment fees	9,050	7,300
Passport and Renewal fees	1,950	2,800
Modification fees	2,040	2,400
Electronic Publishing Revenue	-	600
Class difference fees	1,020	-
	815,814	683,965

	Beg.	Additions/				Ending
	Balance	Revenues during	Reclassification	Return to donor	Deduction/	Balance December
	31/12/2017	year 2018	during 2018	during 2018	Expenses	31/12/2018
	NIS	NIS	NIS	NIS	NIS	NIS
Temporally Restricted						
FPCCIA Project						
FPCCIA Project	11,250	32,200	-	14	(14,575)	28,875
GIZ						
Plumbing and tiling Project	118,653	-	176		(118,829)	-0
Vehicle Body Parts & Paint	1,887	-	-	(1,887)	-	
VIS Fund						
VIS Project	17,437	-	-	-	(17,437)	-
DAI						
DAI_ PMDP Project	18,733		-		(18,733)	-
	167,960	32,200	176	(1,887)	(169,574)	28,875

	Beg. Balance	Additions/ Revenues during	Reclassification	Return to donor	Deduction/	Ending Balance December
	31/12/2016	year 2017	during 2017	during 2017	Expenses	31/12/2017
	NIS	NIS	NIS	NIS	NIS	NIS
Temporally Restricted				3)11 1211A		
FPCCIA Project						
FPCCIA Project	26,250	-	-	-	(15,000)	11,250
GIZ						
Plumbing and tiling Project	-	118,653	-			118,653
Vehicle Body Parts & Paint	93,644	-	16,492	(7,744)	(100,505)	1,887
VIS						
VIS Project	8	17,437	-	-	-	17,437
DAI						
DAI_ PMDP Project	12,224	48,435	-	-	(41,926)	18,733
	132,118	184,525	16,492	(7,744)	(157,431)	167,960

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13. Ja	iai ies aiiu	neidleu	penents

	December 31,2018	December 31,2017
	NIS	NIS
Salaries	522,273	545,754
Severance Benefits	45,246	33,064
Provident Fund contribution	16,998	(1,747)
Health Insurance fees	26,125	14,512
Bonuses and vacation allowances	13,682	221
Income tax withholdings	7,188	8,672
	631,512	600,476

14. Program Direct Expenses

	December 31,2018	December 31,2017
	NIS	NIS
Ceremonies, Exhibitions and events	81,221	41,926
Fees and subscriptions	77,171	72,364
Social Responsibility Expenses	10,564	23,151
Training Courses and Workshops	37,302	47,215
Consulting and Supervision expenses	28,147	-
Furniture and project equipment expenses	37,789	- i i - i - i - i - i - i - i - i - i -
Travel and missions	-	1,100
General Safety fees	602	290
	272,796	186,046

16. General and Administrative Expenses

	December 31,2018	December 31,2017
	NIS	NIS
Gifts	46,334	62,317
Donations	47,095	57,290
Water and Electricity	34,560	37,359
Postage and telephones	24,111	34,400
Stationary and printing	38,716	32,504
Hospitality	22,552	27,650
ISO Audit fees	8,116	20,329
Legal fees	16,100	15,200
Software and website design and maintenance	8,482	12,214
General Maintenance	12,027	12,030
Car Expense	9,633	9,640
Other Supplies	6,351	8,712
Audit fees	6,500	7,500
Fuel and transportation	7,471	7,016
Insurance	13,166	6,182
Cleaning Expenses	11,212	5,845
Newspaper subscriptions and advertising	7,044	4,524
Furniture and equipment	-	3,870
Property taxes and general safety fees	3,362	3,671
Cards		3,600
Other expenses	200	1,935
Duty expenses GA	-1	1,555
Strengthen communication GA expense		1,530
Organize meeting expenses		405
Business scholarship expenses	:-	370
	323,032	377,648

17. Financial Expenses, Net

	December 31,2018	December 31,2017
	NIS	NIS
Interest revenue	(6,697)	(7,133)
loss from currency differentials	(7,536)	21,447
Interest expenses and bank charges	640	698
	(13,592)	15,012

18. Risk Management

Liquidity risk

Liquidity risk is the risk of the Chamber not being able to meet its obligations as they fall due. The Chamber's approach to managing liquidity risk is to ensure that sufficient liquidity is available to meet its liabilities when due, without incurring unacceptable losses or risking damage to the Chamber's reputation.

Interest rate risk

Interest rate risk is the risk that the value of financial instruments fluctuates due to changes in interest rates prevailing in the market. The Chamber is subject to fluctuations in interest rates on liabilities, if any.

Currency risk

The Chamber is subject to the fluctuation in foreign exchange rates through its activities. The Chamber did not take significant transactions in foreign currencies other than New Israeli Shekel (NIS). In addition, the Chamber does not hedge its currency exposure by means of hedging financial instruments.

Credit risk

Credit risk is the risk that one of the parties fails to fulfill the obligations and will cause the other party to incur a financial loss. At the date of the Statement of Financial Position, no credit risk was identified.

19. Post-reporting date events

No adjusting or significant non-adjusting events have occurred between the reporting date and the date of authorization.

20. Comparative figures

Certain comparative figures have been reclassified to conform with the current presentation of the financial statements for the year.