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**ASEAN PROMOTION CENTRE ON  
TRADE, INVESTMENT AND TOURISM**

*Financial Statements for the  
Year Ended March 31, 2023, and  
Independent Auditor's Report*

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# ASEAN PROMOTION CENTRE ON TRADE, INVESTMENT AND TOURISM

## Balance Sheet March 31, 2023

ASSETS	Japanese Yen	U.S. Dollars (Note 2)	LIABILITIES AND FUND BALANCE	Japanese Yen	U.S. Dollars (Note 2)
CURRENT ASSETS:			CURRENT LIABILITIES:		
Cash and bank deposits	¥ 234,489,531	\$ 1,756,081	Accounts payable	¥ 60,317,872	\$ 451,718
Prepaid expenses	5,082,236	38,061	Short-term bank loan (Notes 6.a and 7.b)	30,106,115	225,463
Accounts receivable	456,076	3,416	Other current liabilities	1,158,890	8,679
Total current assets	240,027,843	1,797,557	Total current liabilities	91,582,877	685,860
PROPERTY:			LONG-TERM LIABILITIES:		
Property, plant and equipment:			Asset retirement obligations (Notes 3.d and 4)	19,675,836	147,351
Property, plant and equipment (Notes 3.a, 3.d and 4)	71,611,217	536,293	Accrued severance benefits (Note 3.c)	60,224,063	451,015
Accumulated depreciation	(63,438,549)	(475,088)	Total long-term liabilities	79,899,899	598,367
Net property, plant and equipment	8,172,668	61,205			
Intangible assets—software (Note 3.a)	11,579,034	86,715	COMMITMENTS (Note 6)		
Total property	19,751,702	147,920	FUND BALANCE (Note 7.a):		
INVESTMENTS AND OTHER ASSETS:			Appropriated for repayment of bank loan (Note 7.b)	26,232,685	196,455
Lease deposits (Notes 6.a and 7.b)	55,812,000	417,973	Appropriated for special fund (Note 7.a(2))	51,626,773	386,631
Deposits	310,000	2,322	Appropriated for earmarked expenses (Notes 6.b and 7.c)	370,000	2,771
Long-term prepaid expenses	74,303	556	Appropriated for property, plant and equipment and software (Notes 3.a, 3.d and 4)	19,751,702	147,920
Total investments and other assets	56,196,303	420,852	Appropriated for asset retirement obligations (Notes 3.d and 4)	(19,675,836)	(147,351)
			Unappropriated (Note 7.a(4))	66,187,748	495,677
			Total fund balance	144,493,072	1,082,102
TOTAL	¥ 315,975,848	\$ 2,366,329	TOTAL	¥ 315,975,848	\$ 2,366,329

See notes to financial statements.

# ASEAN PROMOTION CENTRE ON TRADE, INVESTMENT AND TOURISM

## Statement of Revenues, Expenses, and Changes in Fund Balance Year Ended March 31, 2023

	Japanese Yen	U.S. Dollars (Note 2)
REVENUES:		
Contributions from Member States (Note 5)	¥ 499,669,000	\$ 3,741,998
Other income	2,380	18
Total revenues	<u>499,671,380</u>	<u>3,742,016</u>
EXPENSES:		
Projects:		
Trade Promotion	30,829,795	230,883
Investment Promotion	41,505,518	310,833
Sustainable and Responsible Tourism	31,907,000	238,950
Expansion of People-to-People Exchanges	23,990,907	179,667
Communication, Social Mobilization and Partnership	35,700,129	267,357
ASEAN National Activities	35,575,521	266,423
Depreciation expenses (Note 3.a)	801,135	6,000
Amortization expenses (Note 3.a)	6,073,550	45,485
Loss on disposal of noncurrent assets	392,891	2,942
Administration:		
Meetings of Council and Executive Board	2,703,199	20,244
Office maintenance	47,785,014	357,860
Office operation	12,825,833	96,052
Staff expenses	196,237,910	1,469,617
Provision for accrued severance benefits (Note 3.c)	12,384,532	92,747
Rent for Permanent Exhibition Hall (Note 6.a)	34,334,415	257,129
Depreciation expenses (Notes 3.a and 3.d)	2,171,400	16,262
Amortization expenses (Note 3.a)	53,380	400
Loss on disposal of noncurrent assets	793,464	5,942
Total expenses	<u>516,065,593</u>	<u>3,864,791</u>
EXCESS OF REVENUES OVER EXPENSES	(16,394,213)	(122,776)
FUND BALANCE, BEGINNING OF YEAR	<u>160,887,285</u>	<u>1,204,877</u>
FUND BALANCE, END OF YEAR	<u>¥ 144,493,072</u>	<u>\$ 1,082,102</u>

See notes to financial statements.

# ASEAN PROMOTION CENTRE ON TRADE, INVESTMENT AND TOURISM

## Statement of Cash Flows Year Ended March 31, 2023

	Japanese Yen	U.S. Dollars (Note 2)
OPERATING ACTIVITIES:		
Cash received from Member States	¥ 499,669,000	\$ 3,741,998
Cash received from other operating activities	2,380	18
Cash paid to suppliers and staff	(499,516,599)	(3,740,857)
Interest paid	(643,572)	(4,820)
Net cash used in operating activities	(488,791)	(3,661)
INVESTING ACTIVITIES:		
Acquisition of property, plant and equipment and software	(6,656,728)	(49,852)
Proceed from refund of lease deposit	1,762,800	13,202
Cash paid for lease deposit	(260,000)	(1,947)
Net cash used in investing activities	(5,153,928)	(38,598)
FINANCING ACTIVITIES:		
Cash paid to bank for settlement of short-term bank loan	(5,638,000)	(42,223)
Net cash used in financing activities	(5,638,000)	(42,223)
NET DECREASE IN CASH AND BANK DEPOSITS	(11,280,719)	(84,481)
CASH AND BANK DEPOSITS, BEGINNING OF YEAR	245,770,250	1,840,562
CASH AND BANK DEPOSITS, END OF YEAR	¥ 234,489,531	\$ 1,756,081

See notes to financial statements.

# ASEAN PROMOTION CENTRE ON TRADE, INVESTMENT AND TOURISM

## Notes to Financial Statements Year Ended March 31, 2023

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### 1. ORGANIZATION

ASEAN PROMOTION CENTRE ON TRADE, INVESTMENT AND TOURISM (the Centre) was established on May 25, 1981, as an unincorporated, nonprofit organization under the Agreement between the Governments of Japan and five ASEAN Member States. This Agreement was extended to May 24, 2027, at the 41st Annual Meeting of the Council held in Tokyo in March 2022. The Centre's main purpose is to promote exports from the ASEAN Member States to Japan; to accelerate the flow of investment between Japan and the ASEAN Member States including the transfer of skill and technology; to vitalize tourist traffic between Japan and the ASEAN Member States; and to expand exchanges of persons through close cooperation between Japan and the ASEAN Member States. There are 11 Member States as of March 31, 2023.

### 2. BASIS OF PRESENTING FINANCIAL STATEMENTS AND FINANCIAL REGULATIONS

The accompanying financial statements have been prepared in accordance with Financial Regulations and Basis of Preparation of Financial Statements as described by the Centre.

Financial Regulations and Basis of Preparation of Financial Statements are based on generally accepted accounting principles in Japan except for fund balance within the balance sheet and statement of cash flows.

Fund balance is prepared based on III. Financial Regulations in the Rules and Regulations and III. Financial Rules and Procedures in the Staff Rules, Internal Rules and Guidelines, and Internship Rules and Regulations established by the Centre.

Statement of cash flows is prepared in accordance with Regulation on Terminology, Forms, and Preparation Methods of Financial Statement (Zaimushohyotou Kisoku).

The financial statements are stated in Japanese yen, the currency of the country in which the Centre operates. The translations of Japanese yen amounts into U.S. dollar amounts are included solely for the convenience of readers and have been made at the rate of ¥133.53 to \$1, the rate of exchange at March 31, 2023. Such translations should not be construed as representations that the Japanese yen amounts could be converted into U.S. dollars at that or any other rate.

### 3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

- a. Property, Plant and Equipment and Software**—Property, plant and equipment and software, limited to those with individual amounts of ¥200,000 (\$1,498) or more, are stated at cost. Depreciation of property, plant and equipment is computed generally by the declining-balance method at rates based on the estimated useful lives of the assets. The range of useful lives is principally from 2 to 20 years. Amortization of software is computed by the straight-line method at rates based on estimated useful lives from 4 to 5 years.
- b. Long-Lived Assets**—The Centre reviews its long-lived assets for impairment whenever events or changes in circumstances indicate the carrying amount of an asset or asset group may not be recoverable. The impairment loss is measured as the amount by which the carrying amount of the asset exceeds its recoverable amount, which is the net selling price at disposition.

- c. **Severance Benefits**—Staff members of the Centre are entitled to receive a lump-sum payment upon termination of their employment either by resignation or retirement. The amount of benefits for a permanent appointee is determined based on the rate of one-month base salary at the time of resignation or retirement for every completed year of service. For a fixed-term appointee, it is determined at the rate of monthly base salary for a year of service computed on a pro-rata, monthly basis effective at the time of termination of his/her employment in accordance with the 'RULES AND REGULATIONS.' The Centre has recorded a 100 percent liability for the amount that the Centre would have to pay for all the staff members if they resign at the balance sheet date. This is permitted under generally accepted accounting principles in Japan for certain companies that have less than 300 staff members.
- d. **Asset Retirement Obligation**—An asset retirement obligation is recorded for a legal obligation imposed either by law or contract that results from the acquisition, construction, development and the normal operation of a tangible fixed asset and is associated with the retirement of such asset. The asset retirement obligation is recognized as the sum of the discounted cash flows required for the future asset retirement and is recorded in the period in which the obligation is incurred if a reasonable estimate can be made. If a reasonable estimate of the asset retirement obligation cannot be made in the period the asset retirement obligation is incurred, the liability should be recognized when a reasonable estimate of asset retirement obligation can be made. Upon initial recognition of a liability for an asset retirement obligation, an asset retirement cost is capitalized by increasing the carrying amount of the related fixed asset by the amount of the liability. The asset retirement cost is subsequently allocated to expense through depreciation over the remaining useful life of the related asset. Over time, the liability is accreted to its present value each period. Any subsequent revisions to the timing or the amount of the original estimate of undiscounted cash flows are reflected as an increase or a decrease in the carrying amount of the liability and the capitalized amount of the related asset retirement cost.

#### 4. ASSET RETIREMENT OBLIGATIONS

The changes in asset retirement obligations for the year ended March 31, 2023, were as follows:

	<u>Japanese Yen</u>	<u>U.S. Dollars</u>
Balance at beginning of year	¥ 19,327,933	\$ 144,746
Reconciliation associated with passage of time	<u>347,903</u>	<u>2,605</u>
Balance at end of year	<u>¥ 19,675,836</u>	<u>\$ 147,351</u>

#### 5. CONTRIBUTIONS FROM MEMBER STATES

The contributions from Member States are recognized as revenues in the year when such contributions become due and payable.

The members of the Centre made the following contributions for the year ended March 31, 2023:

	<u>Japanese Yen</u>	<u>U.S. Dollars</u>
Obligatory contributions:		
Japan	¥ 345,885,000	\$ 2,590,317
ASEAN Member States	49,412,000	370,044
Rent for Permanent Exhibition Hall	34,372,000	257,410
Voluntary contributions:		
Japan	<u>70,000,000</u>	<u>524,227</u>
Total	<u>¥ 499,669,000</u>	<u>\$ 3,741,998</u>

Article X 2 of the Amendments to the Agreement Establishing the Centre which was amended by the Council Decision on November 20, 2007, states that, "Except for the rent of the permanent ASEAN Trade, Investment and Tourism Exhibition Hall, which shall be borne by Japan, the annual budget of the Centre shall be met in the following proportion: Japan: 87.5 percent, the ASEAN Member States: 12.5 percent." This annual budget is now referred to as obligatory contributions.

In addition, the Centre also receives voluntary contributions from Japan, which started in 1988 to meet its increasing financial requirements for the implementation of the Centre's new programs and projects.

## **6. COMMITMENTS**

### ***a. Lease Commitments and Loan from Bank***

The aggregate lease deposits at March 31, 2023 of ¥55,104,000 (\$412,671) for the Permanent Exhibition Hall/Secretariat Office including the Information Corner in Onarimon, and ¥708,000 (\$5,302) for housing for three members of ASEAN staff.

Total monthly rents from February 1, 2023 through January 31, 2025 for the Permanent Exhibition Hall/Secretariat Office, Information Corner and the signboard fee in Onarimon of ¥5,488,000 (\$41,099), and ¥60,000 (\$449), respectively, are ¥5,548,000 (\$41,549).

The amount of ¥30,106,115 (\$225,463) for the lease deposit was financed by a floating rate bank loan based on bank base rate plus 1.775 percent per annum on March 20, 2023. The interest rate is subject to review monthly. The principal amount is payable on March 19, 2024. The interest expenses were included under "Rent for Permanent Exhibition Hall."

### ***b. Contractual Purchase Obligations***

The Centre has contractual purchase obligations related to the annual budget for the fiscal year ended March 31, 2023. The amount of the obligations is ¥370,000 (\$2,771) which consists of ¥10,000 (\$75) for trade promotion activities, ¥45,000 (\$337) for investment promotion activities, ¥5,000 (\$37) for communication, social mobilization and partnership related activities, ¥295,000 (\$2,209) for ASEAN national activities and ¥15,000 (\$112) for administrative related activities at March 31, 2023.

## **7. FUND BALANCE**

### ***a. Classification of Fund Balance***

Fund balance consists of the following:

- (1) Appropriated for repayment of bank loan
- (2) Appropriated for special fund: Remaining balance on the previous year's budgetary accounting
- (3) The amounts of adjustment items from cash basis accounting to accrual accounting:
  - Appropriated for earmarked expenses
  - Appropriated for property, plant and equipment and software
  - Appropriated for asset retirement obligations
- (4) Unappropriated: Remaining balance on the current year's budgetary accounting

**b. Appropriated for Repayment of Bank Loan**

The amount of ¥26,232,685 (\$196,455) is the partial repayment on the bank loan for the lease deposits of the Permanent Exhibition Hall/Secretariat Office including the Information Corner in Onarimon.

**c. Appropriated for Earmarked Expenses**

The amount of earmarked expenses, which consists of outstanding purchase orders and other commitments for materials and services not received as of March 31, 2023, was not recorded as "Accounts payable" in the balance sheet and "Expenses" in the statement of revenues, expenses, and changes in fund balance in accordance with generally accepted accounting principles in Japan.

The amount of ¥370,000 (\$2,771) was appropriated for contractual purchase obligations.

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