

**Notes to Financial Report and Audited Accounts for the financial year ending
31 December 2011**

1. Nature and Purpose

ARICSA was founded as a non-profit association for the purpose of promoting and protecting the rights and interests of former international civil servants and their survivors in Austria, in accordance with the Statutes and By-Laws. Its seat is in Vienna, with offices in the Vienna International Centre.

2. Accounting and Financial Rules

Accounts are kept on a cash basis, recognising income when actually received and expenses when actually paid, except for income related to the Life Membership Scheme which is kept on an accrual basis (See Note 5). The handling of receipts and disbursements is subject to the Financial Rules contained in the By-Laws, and based on credits and debits as per bank statements as well as supporting vouchers and invoices.

Membership records have been brought up to date with regard to member status and payments made by year.

3. Cash Management

Cash holdings are kept in a current account and in savings accounts for short term needs. Holdings needed for medium term requirements, as well as those related to the deferred income under the Life Membership Account are kept in fixed term deposit accounts.

4. Membership Development and Contribution Collection

As at 31 December 2011, membership stood at 692 full members (2010: 742), 54 associate members (2010: 47), 33 spouses (2010: 38), 7 affiliates (2010: 10), 205 life members (2009: 189), totalling 979 (2010: 1026).

5. Life Membership Income

16 new life memberships were recorded in 2011, bringing the total number of life members to 205. Amounts received with regard to life memberships are spread over 20 years, starting with the year in which such contributions are actually received.