

CPA CHARITABLE FUNDS

England & Wales · Charity number 263147

Details

Other names	C P A, COMMONWEALTH PARLIAMENTARY ASSOCIATION
Status	Registered
Legal form	Other
Registered	1971-10-22
Register	View on the Charity Commission register

Contact

Address
CPA HQ Secretariat
Richmond House
Houses of Parliament
London
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Activities

Objects: TO PROMOTE KNOWLEDGE AND EDUCATION IN THE SOCIAL, ECONOMIC, CULTURAL, CONSTITUTIONAL AND LEGISLATIVE SYSTEMS WITHIN A PARLIAMENTARY DEMOCRATIC FRAMEWORK WITH PARTICULAR REFERENCE TO THE COUNTRIES OF THE COMMONWEALTH OF NATIONS AND TO COUNTRIES OUTSIDE THE COMMONWEALTH HAVING CLOSE HISTORICAL AND PARLIAMENTARY ASSOCIATIONS WITH IT.

Activities: To help achieve its objectives, the CPACF provides funding for charitable activities including: Technical Assistance Programmes; Conferences to share knowledge and best practice; Grants for parliaments to make their buildings and activities accessible for persons with disabilities.

Classification

- **How:** Provides Other Finance, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes, Education/training, Other Charitable Purposes
- **Who:** Other Charities Or Voluntary Bodies

Geography

- **Area of benefit:** SEE OBJECTS

- Anguilla
- Antigua And Barbuda
- Australia
- Bangladesh
- Barbados
- Belize
- Bermuda
- British Virgin Islands
- Cameroon
- Canada
- Cayman Islands
- Cook Islands
- Cyprus
- Dominica
- Eswatini
- Falkland Islands
- Fiji
- Ghana
- Gibraltar
- Grenada
- Guernsey
- Guyana
- India
- Isle Of Man
- Jamaica
- Jersey
- Kenya
- Kiribati
- Lesotho
- Malawi
- Malaysia
- Malta
- Mauritius

- Montserrat
- Mozambique
- Namibia
- Nauru
- New Zealand
- Nigeria
- Niue
- Northern Ireland
- Pakistan
- Papua New Guinea
- Rwanda
- Saint Helena
- Saint Vincent
- Samoa
- Scotland
- Seychelles
- Sierra Leone
- Singapore
- Solomon Islands
- Sri Lanka
- St Kitts And Nevis
- St Lucia
- Tanzania
- Tonga
- Trinidad And Tobago
- Turks And Caicos Islands
- Tuvalu
- Uganda
- Zambia
- Throughout England And Wales

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£469,280	£3,214,698	-	-
2023-12-31	£3,106,893	£3,214,698	£10,648,452	22
2022-12-31	£2,789,705	£2,967,424	£10,502,281	21
2021-12-31	£2,611,730	£1,832,444	£11,787,303	21
2020-12-31	£2,636,145	£1,548,711	£10,320,655	18

Trustees

Name	Role	Appointed
Dr Keshava Sudhakar MP		2024-11-08
Hon Joy Marie Burch		2024-11-08
Hon Osei Kyei-Mensah-Bonsu MP		2024-11-08
Lyndon Sean Trott Hon		2024-11-08

CPA CHARITABLE FUNDS

England & Wales - Charity number 263147

Accounts



Charity Registration No. 263147

CPA Charitable Funds
Annual Report and Financial Statements
31 December 2024

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CPA Charitable Funds

Annual report for the year ended 31 December 2024

ADMINISTRATIVE INFORMATION

The Commonwealth Parliamentary Association (CPA) was established in 1911 as the Empire Parliamentary Association. In 1948, the name was changed to the Commonwealth Parliamentary Association. On the 7 November 2024, the name was changed to CPA Charitable Funds (CPACF) and adopted a new constitution.

The CPA Charitable Funds is a registered charity (registration number 263147) under the laws of the United Kingdom with its principal office and registered address located at Room103/104, Richmond House, Houses of Parliament, London SW1A 0AA, United Kingdom (since June 2018).

The CPA Charitable Funds is run by a board of Trustees which determines its strategy and overall management.

Trustees of CPA Charitable Funds

Mrs. Joy Marie Burch (Appointed 7 November 2024)

Osei Kyei-Mensah Bonsu (Appointed 7 November 2024)
National Assembly, Ghana

Dep. Lyndon Trott OBE (Appointed 7 Nov 2024)
Guernsey Assembly, Guernsey

Hon. Keshava Sudhakar (Appointed 7 Nov 2024)
Lokh Sabha, India

Syed Naveed Qamar (Appointed 7 Nov 2024)
National Assembly of Pakistan

Former Trustees of CPA Charitable Funds – Resigned on the 7 November 2024

President of the Association

Hon. Ben Franklin, MLC

Acting Chairperson of the Executive Committee

Hon. Arthur Holder, MP

Vice-Chairperson of the Executive Committee

Hon. Arthur Holder, MP

Treasurer of the Association

Hon. Anurag Sharma, MP

Chairperson of the Commonwealth Women Parliamentarians (CWP)

Hon. Zainab Gimba, MP

Small Branches Chairperson

Hon. Joy Burch, MLA

CPwD Chairperson

Hon. Laura Kanushu, MP

Regional Trustees

Africa

Hon. Osei Kyei Mensah Bonsu, MP
Hon. Solomon Lechesa Tsenoli, MP
Hon. Raymond Chatima Nkhata, MP
Rt. Hon. Dr Abass Bundu, MP

Asia

Hon. Mahinda Yapa Abeywardena, MP
Hon. Kazi Nabil Ahmed, MP

Australia

Hon. Curtis Pitt, MLA
Senator the Hon. Sue Lines
Hon. Mark Shelton, MHA

British Islands and Mediterranean

Hon. Stuart McMillan, MSP
Hon. Chris Elmore, MP
Deputy Mary Le Hegarat

Canada

Hon. Terry Duguid, MP
Hon. Rah Chouhan, MLA
Hon. Donna Skelly, MPP

Caribbean, Americas and Atlantic

Hon. Arthur Holder, MP
Hon. Gordon J. Burton, MHA
Hon. Dr Dessima Williams

India

Hon. Ritu Khanduri Bhushan, MLA
Shri Biswajit Daimary, MLA
Hon. Uday Pratap Singh, MP

Pacific

Hon. Carmel Sepuloni, MP
Hon. Naiqama Lalabalavu
Hon. Dulcie Tei, MP

South-East Asia

Hon. Noraini Ahmad, MP
Hon. Law Choo Kiang, MP
Hon. Mohd Fahmi Aliman, MP

Professional Advisers and Partner Organisations:

External Auditors:	Buzzacott Audit LLP 130 Wood Street London EC2V 6DL
Internal Auditors:	Sayer Vincent LLP Invicta House 108-114 Golden Lane London EC1Y 0TL
Bank:	National Westminster Bank plc Victoria Branch 169 Victoria Street London SW1E 5NA
Investment Managers:	Trinity Bridge 55 Grosvenor Street Mayfair London W1K 3HY
Legal Advisers:	Russell Cooke LLP 2 Putney Hill London SW15 6AB

CPA Charitable Funds

Annual report for the year ended 31 December 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The CPA Charitable Funds has its own constitution 'CPA Charitable Funds Constitution' as adopted by the General Assembly of the Association in Sydney, New South Wales on 7 November 2024. The year 2024 was a year of transition for the Charity. For the period up until 7 November 2024, the Charity continued to provide the operational activities of the Commonwealth Parliamentary Association (CPA). As a result of decisions made at the General Assembly on 7 November 2024 and approved by the Charities Commission after consultation with them in preparation for a change in the legal status of the CPA in the United Kingdom, the name and operational activities of the CPA were transferred to a non-charitable unincorporated association. Following these decisions, the CPA Charitable Funds retains significant financial resources including the Trust Funds.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the Charity and of the income and expenditure of the Charity for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and apply them consistently.
- Observe the methods and principles in Accounting and Reporting by Charities Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable United Kingdom accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable it to ensure that the financial statements comply with the *Charities Act 2011*, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Charity's Constitution and Trust Deeds. They are also responsible for safeguarding the assets of the Charity and, hence, for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Recruitment and Appointment of new Trustees

The members of the Executive Committee of the CPA appointed the first set of up to five Trustees. The constitution of the CPACF allows for Trustees themselves to appoint up to two trustees. All Trustees are unpaid.

CPA Charitable Funds

Annual report for the year ended 31 December 2024

Induction and Training of new Trustees

The CPA Headquarters Secretariat organises induction sessions for new Trustees, with particular emphasis on their legal responsibilities. New Trustees also receive recent data on the operations of the CPACF, including financial reports and minutes of immediate past meetings. The CPA Headquarters Secretariat updates Trustees on recent Charity legislation/developments at their meetings.

Organisational Structure

The CPA agreed, at its General Assembly in October 2023 in Ghana, to restructure the Charity by establishing a non-charitable unincorporated association, which assumed the operational role of the CPA on 7 November 2024. The existing charity, renamed as CPA Charitable Funds, will remain in existence and its restricted funds, held in the Conference Assistance Fund and the Working Capital Fund, will be used to make grants for its charitable purposes.

The CPA makes available to CPACF support and resources to enable CPACF to operate, to include: administration; staff; accounting and financial reporting; equipment; insurance administration; and, where possible, access to IT facilities

The CPA provides the above resources and such other resources as the CPACF may reasonably require, in either case as agreed between the CPA and CPACF.

The CPA provides the resources to CPACF without charge.

Risk Management

The Trustees are responsible for risk management. Risks identified are reviewed, assessed and appropriate action incorporated as part of risk mitigation. During 2024, the main risks and uncertainties facing the CPACF were:

- significant volatility in global financial markets
- under-performance of the Investment Management services
- governance, given the CPACF's status as a UK Charity with both UK and international Trustees.
- The impact on investments of the uncertainty in respect of the macroeconomic and geopolitical climate.
- Impact of a significant sell-off in global investment markets reducing the value of the Trust Funds.

Appropriate systems and /or actions have been and continue to be developed to identify and mitigate risk. These systems or actions include:

- maximising the CPACF's investment returns within an agreed risk appetite framework.
- business and financial risk management plan (risk register) which details the nature of risk (i.e. external, fraud, governance, operational, liquidity and security) likelihood of occurrence, controls in place and the risk holder.
- appropriate insurance cover (management liability: Trustees' liability, employment practices liability and legal liability; office cover: employer's liability, public liability, business interruption, and office contents; health and life).

CPA Charitable Funds

Annual report for the year ended 31 December 2024

STATEMENT OF PURPOSE, AIMS, OBJECTIVES AND PUBLIC BENEFIT

Objects

Under section 1(1) of the CPA Charitable Funds' Constitution, the charity's objects are '*to promote knowledge of the constitutional, legislative, economic, social and cultural aspects of parliamentary democracy with particular reference to the countries of the Commonwealth of Nations and to countries outside the Commonwealth having close historical and parliamentary associations with it.*'

Main Aims

CPA Charitable Funds maintains two Trust Funds: the Conference Assistance Fund (CAF) and the Working Capital Fund (WCF).

The main aim of the CAF is to provide financial aid and assistance to any of the Branches to assist them in organising, constituting and holding plenary conferences.

By contrast, the WCF has a broader remit:

In furtherance of the objects of the Fund but not further or otherwise the Trustees shall have the following powers:

- (a) to defray where necessary reasonable costs of travelling and accommodation and other expenses of Parliamentarians, officials and others visiting countries holding educational seminars in accordance with the objects of the Charity on parliamentary practice and procedure and other related subjects and to provide financial assistance to the host country where needed in the provision of facilities for such seminars;
- (b) to provide travel grants to lecturers on parliamentary matters to visit universities schools and other educational institutions for the purposes of advancing education in parliamentary matters with particular emphasis on young persons;
- (c) to defray reasonable costs of transportation and accommodation and other expenses of Parliamentarians and officials of any Commonwealth country travelling in pursuance of the study of Parliamentary institutions;
- (d) to provide financial support to study groups of Parliamentarians and others for the advancement of education in subjects which further the Charity's objects and for the dissemination of their findings and reports; and
- (e) to discharge the reasonable costs and expenses involved in any other charitable activities proposed by the members of the Charity in furtherance of the objects of the Charity

Section 2 of the Constitution sets out the powers available to the Charity.

CPA Charitable Funds

Annual report for the year ended 31 December 2024

FINANCIAL REVIEW

During the transition of the CPA to a new legal status, the 2024 membership fees were invoiced by the new the non-charitable unincorporated association to build up their starting capital. This has resulted in a significant reduction of income.

The total revenue for the financial year under review dropped to £469,280 (2023: £3,106,893). Of this, the charity's core income was from financial investments (47%) and partnership income (34%). 2023 core income stream was from Branch Membership fees (88%) and financial investments (10%) with a small amount coming from other sources such as partnership income, subscriptions for the Parliamentarian and advertising income.

The charity continued delivering a range of programmes and Governance meetings, mainly physically during the year. The annual 67th Plenary Conference took place in Sydney, Australia in November 2024. Because of the lack of membership income, there was a large deficit for the year. This was all incurred from the general reserves of the charity and permitted under the objects of the charity. The Charity Commission was consulted throughout the transition period and approved the actions of the charity. The expenditure on physical conferences, other events and programmes and deployments meant that the deficit for the year amounted to £2,660,135 (2023: deficit of £107,805).

Global financial markets produced a reasonable performance, despite the continuation of the war in Ukraine and the conflict in Gaza, resulting in gains for the year of £444,836 (2023: gains of £253,976).

Total revenue decreased by £2,637,613 when compared to the previous financial period, mainly due to the absence of membership fees. Income from Investments decreased by £84,192 to £221,903, largely because of a reduction in company dividends.

Total operating costs during the reporting period were £3,129,415 (2023: £3,214,698), made up of the costs of *raising funds*, totalling £55,857 (2 %), and *direct charitable activities* totalling £3,073,558 (98%). In 2023, these were £49,092 (2 %) and £3,165,606 (98 %) respectively.

At the time of the transfer of operational activities from the charity to CPA, in November 2024, a payment of £35,000 was made to CPACF in respect of the tangible assets of the charity transferred to CPA. These assets represented the book value of both tangible fixed assets and Intellectual Property Rights in use by the CPA on 31 December 2024.

At the end of the financial year the CPACF's unrestricted reserves amounted to £884,143 (2023: £3,295,327). The free reserves remained at £884,143 as the value of tangible assets were transferred to the non-charitable unincorporated association (2023: £3,275,996).

In addition to the General Reserves, the Working Capital Trust Fund and the Conference Assistance Trust Fund (managed under separate Trust Deeds), had total funds of £7,549,010 (2023: £7,353,125). Income from each Trust Fund is used for the aims stated above.

Reserves Policy

As at December 2024, the CPACF held unrestricted and restricted reserves of £884,143 and £7,549,010 respectively. The Trustees note that this is significantly more than the required amount in the reserves policy which mandates that reserves ought to be sufficient to cover three to six months of operational expenditure of the organisation. This figure will be kept under review and the Trustees will consider the scope for releasing funds from these reserves to meet the strategic priorities of the CPACF.

CPA Charitable Funds

Annual report for the year ended 31 December 2024

Investment Policy

CPA Charitable Funds has investments in two trust funds under the guidance and supervision of the funds' Trustees. Under the trust deeds the funds' Trustees are mandated as up to five Trustees who are not members of EXCO appointed by a resolution of the members of CPA. Members of the Executive Committee of the CPA are precluded from becoming Trustees. These Trustees are listed on page 6. The purposes of the Trust Funds CAF and WCF are listed in the above section on Main Aims.

The Trustees have the power to invest in such stocks, shares and investments as they see fit. The policy is to adopt a cautious-to-moderate risk investment strategy aimed at maximising income and capital growth. Within this strategy, the Trustees have set a target of exceeding the average market performance for a similar fund, based on the market value of the portfolio.

The Trustees have a formal Investment Policy Statement that:

- Defines and assigns the responsibilities of all parties.
- Establishes a clear understanding of the investment goals and objectives of Fund(s) assets.
- Offers guidance and limitations to investment advisors and/or managers regarding the investment of Fund(s) assets.
- Establishes a basis for evaluating investment results.
- Provides guidelines on managing Fund(s) assets in accordance with prudent, ethical and environmental considerations, the Trust Deeds of the Fund(s), and the *Trustee Act 2000*.

Trinity Bridge have been appointed to manage the trust funds. The Trustees met three times in 2024 to review the funds' performance.

Investment Performance

The value of the Association's listed investments increased by £153,262 (2%) from £7,374,975 at 31 December 2023 to £7,528,237 as at the end of the reporting period. The Charity holds no unlisted funds.

The target total return on the Trustees' portfolio of investments, within an agreed level of risk appetite, is 6% from 1 January 2024. This is apportioned between annual investment income (2.1%) and long-term capital appreciation (3.9%), with a targeted total return of 6%. In 2020 a Socially Responsible Portfolio proposed by Trinity Bridge was adopted.

The financial markets adapted to the volatility created by the continued war in Ukraine and the conflict in Gaza. However, the stock markets remained volatile, and more fluctuations remain a distinct possibility, notwithstanding the peace negotiations that are under way to resolve both conflicts. The Trustees will continue to monitor the performance of the investments regularly.

CPA Charitable Funds

Annual report for the year ended 31 December 2024

Fundraising

Following the implementation of the *Charities (Protection and Social Investment) Act 2016*, the Trustees have reviewed CPACF's fundraising activities and confirm that they comply with the regulation. There were no fundraising activities during 2024, and the CPACF did not make use of any external fundraisers.

PLANS FOR FUTURE PERIODS

The renaming of the charity to CPACF enables the charity to update its plans for the future with the confidence that its objects can be met with charitable grants in accordance with the aims stated above. The financial strategy regarding the deployment of unrestricted funds will be addressed by the Trustees during the year 2025. Trustees have approved up to £60,000 to be disbursed in support of the Commonwealth Parliamentarians with Disabilities Capital Investment Fund projects.

Auditors

Buzzacott Audit LLP, Registered Auditors, have indicated their willingness to continue in office and it is proposed that they be re-appointed auditors for the ensuing year.

The Board of Trustees approved this report on 23 June 2025.

Signed on behalf of the Board of Trustees:



Name: **LYNDON TROTT OBE**
Trustee of CPA Charitable Fund



Name: **Joy Burgh**
Trustee of the CPA Charitable Funds

CPA Charitable Funds

Annual report for the year ended 31 December 2024

Independent auditor's report to the trustees of CPA Charitable Funds

Opinion

We have audited the financial statements of Commonwealth Parliamentary Association (the 'charity') for the year ended 31 December 2024 which comprise the statement of financial activities, the balance sheet, the statement of cash flows, and the related notes to the financial statements, including a summary of accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- ◆ give a true and fair view of the state of the charity's affairs as at 31 December 2024 and of its incoming resources and application of resources for the year then ended;
- ◆ have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- ◆ have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- ◆ the information given in the trustees' report is inconsistent in any material respect with the financial statements; or
- ◆ sufficient accounting records have not been kept; or
- ◆ the financial statements are not in agreement with the accounting records; or
- ◆ we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 5, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken based on these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures can detect irregularities, including fraud is detailed below.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- ◆ the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations; and
- ◆ we obtained an understanding of the legal and regulatory frameworks that are applicable to the charity and determined that the most significant frameworks which are directly relevant to specific assertions in the financial statements are those that relate to the reporting framework (Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011) and those that relate to data protection (General Data Protection Regulation).

We assessed the susceptibility of the charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- ◆ making enquiries of management as to their knowledge of actual, suspected, and alleged fraud; and
- ◆ considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- ◆ performed analytical procedures to identify any unusual or unexpected relationships;
- ◆ tested journal entries to identify unusual transactions; and
- ◆ assessed whether judgements and assumptions made in determining the accounting estimate for the provision for bad debts were indicative of potential bias.

Auditor's responsibilities for the audit of the financial statements (continued)

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- ◆ reading the minutes of meetings of those charged with governance; and
- ◆ enquiring of management as to actual and potential litigation and claims.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the trustees and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Buzzacott Audit LLP

Buzzacott Audit LLP
Statutory Auditor
130 Wood Street
London
EC2V 6DL

Date: 25 June 2025

Buzzacott Audit LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

CPA Charitable Funds
Statement of financial activities
for the year ended 31 December 2024

	Note	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
Income from:					
Investments	2	101,968	119,935	221,903	306,095
<i>Charitable activities</i>					
Branch membership fees		3,108	-	3,108	2,723,735
Subscriptions for the Parliamentary		2,396	-	2,396	2,557
Partnership income	3	157,561	-	157,561	68,143
Other		84,312	-	84,312	6,363
Total		349,345	119,935	469,280	3,106,893
Expenditure on:					
<i>Raising funds</i>					
Investment Management Costs		1,407	54,450	55,857	49,092
<i>Charitable activities</i>					
Parliamentary Benchmarking and Development		2,182,609	303,293	2,485,902	2,630,883
Public Outreach		120,649	-	120,649	34,179
Communications and Publishing		467,007	-	467,007	500,544
Total	6	2,771,672	357,743	3,129,415	3,214,698
Net expenditure before gains/(losses) on investments		(2,422,327)	(237,808)	(2,660,135)	(107,805)
Net gains on investments	12	11,143	433,693	444,836	253,976
Net movement in funds		(2,411,184)	195,885	(2,215,299)	146,171
Reconciliation of funds					
Balance brought forward	17	3,295,327	7,353,125	10,648,452	10,502,281
Balance carried forward	17	884,143	7,549,010	8,433,153	10,648,452

All recognised gains and losses have been included in the SOFA. All expenditure on raising funds and charitable activities continued in 2024 from January until the CPC in November. From November 2024, the Charity ceased to be involved in the operational activities of the CPA and henceforward uses its funds to make grants for its charitable purposes.

CPA Charitable Funds
Balance sheet as at 31 December 2024

	Note	2024 £	2024 £	2023 £	2023 £
Fixed asset					
Tangible assets	11		-		19,331
Investments	12		7,528,238		7,374,975
			<u>7,528,238</u>		<u>7,394,306</u>
Current assets					
Debtors	13	64,572		361,623	
Short-term deposit	14	300,011		2,919,539	
Cash at bank and in hand		803,306		307,281	
		<u>1,167,889</u>		<u>3,588,443</u>	
Creditors: amounts falling due within one year	15	<u>(262,974)</u>		<u>(334,297)</u>	
Net current assets			<u>904,915</u>		<u>3,254,146</u>
Net assets			<u>8,433,153</u>		<u>10,648,452</u>
Funds					
Unrestricted					
General fund	17		884,143		3,295,327
Restricted					
Conference assistance fund	17		4,774,934		4,704,377
Working capital fund	17		2,774,076		2,648,748
			<u>8,433,153</u>		<u>10,648,452</u>

The financial statements were approved, and authorised for distribution, by the Trustees on
Date: 2 June 2025 and signed on its behalf by:


Name: **LYNDON TROTTER**
Trustee of CPA Charitable Funds


Name: **Joy Burch**
Trustee of the CPA Charitable Funds

CPA Charitable Funds
Statement of cash flows for the
year ended 31 December 2024

	2024	2023
	£	£
Cash flows from operating activities	<u>(2,647,802)</u>	<u>(932,520)</u>
Cash flows from investing activities		
Interest and dividends	221,903	306,095
Purchase of computer and equipment	(9,611)	(18,734)
Proceeds from sale of computer and equipment	20,432	0
Purchase of investments	(2,759,170)	(3,346,487)
Proceeds from the sale of investments	3,033,634	3,173,296
Movement in investment cash account	17,109	222,512
Movement in short term deposit	2,619,530	708,578
Net cash provided by investing activities	<u>3,143,827</u>	<u>1,045,260</u>
Change in cash and cash equivalents in the reporting period	496,025	112,740
Cash and cash equivalents at the beginning of the reporting period	<u>307,281</u>	<u>194,541</u>
Cash and cash equivalents at the end of the reporting period	<u><u>803,306</u></u>	<u><u>307,281</u></u>

	2024	2023
	£	£
Reconciliation of Net Movement in Funds to Net Cash Flow from Operating Activities		
Net movement in funds	(2,215,299)	146,171
Depreciation charges	8,509	38,352
Decrease/(Increase) in debtors	297,051	(19,872)
(Decrease) in creditors	(71,324)	(537,100)
Interest and dividends	(221,903)	(306,095)
(Gains) on investments	(444,836)	(253,976)
Net cash (used in) operating activities	<u>(2,647,802)</u>	<u>(932,520)</u>

Analysis of Cash and Cash Equivalents

	2024	2023
	£	£
Cash at bank and in hand	<u>803,306</u>	<u>307,281</u>
	<u><u>803,306</u></u>	<u><u>307,281</u></u>

No separate reconciliation of net debt has been prepared as there is no difference between the net cash (debt) of the charity and the above cash and cash equivalents.

CPA Charitable Funds

Notes to the financial statements for the year ended 31 December 2024

1. Summary of Accounting Policies

(a) Basis of accounting

The CPACF is a registered charity (registration number 263147) under the laws of the United Kingdom with its principal office and registered address located at Room103/104, Richmond House, Houses of Parliament, London SW1A 0AA, United Kingdom (since June 2018).

Under section 1(1) of the Constitution of the CPA, the Association's aim is *'to promote knowledge of the constitutional, legislative, economic, social and cultural aspects of parliamentary democracy with particular reference to the countries of the Commonwealth of Nations and to countries outside the Commonwealth having close historical and parliamentary associations with it.'*

The financial statements have been prepared under the historical cost convention with items recognized at cost or transaction value unless otherwise stated in these notes to the financial statements. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), Charities SORP (FRS102), and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements are presented in sterling and are rounded to the nearest pound. The charity constitutes a public benefit entity as defined by FRS 102.

(b) Income recognition

Interest on funds held on deposit is included when receivable and the amount can be measured reliably when notification is received of the interest paid or payable by the bank. Dividends are recognised when notification is received of the dividend due.

Grants received are accounted for on an accruals basis based on the period to which it relates.

(c) Expenditure recognition

Liabilities are recognised as expenditure when there is a legal or constructive commitment, it is probable that settlement will be required, and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis.

CPA Charitable Funds

Notes to the financial statements for the year ended 31 December 2024

(d) Allocation of support and governance costs

Any support costs are allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the Charity and its compliance with regulation and good practice. These costs include costs related to statutory audit and legal fees together with an apportionment of overhead and support costs.

(e) Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity. Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the Charity's funding partners. Note 17 sets out the aim and use of each restricted fund.

(f) Operating leases

Rentals payable under operating leases, where substantially all the risks and rewards of ownership remain with the lessor, are charged to the SOFA in the year in which they fall due.

(g) Foreign exchange

Balances denominated in foreign currencies are translated into Pounds Sterling at the rate of exchange prevailing at the balance sheet date. Financial transactions are translated at the rate of exchange prevailing on the date the transaction is processed.

(h) Fixed asset investments

Investments are a form of basic financial instrument and are recognised initially at their transaction value and measured subsequently at their fair value as at the balance sheet date using the closing quoted market price. The SOFA includes the net gains and losses arising on revaluation and disposals throughout the year.

(i) Tangible fixed assets and depreciation

All assets costing more than £350 are capitalised and valued at historical cost. Depreciation is charged on IT and other equipment on a straight-line basis over their estimated useful life of three years from the year of acquisition. All tangible fixed assets and intellectual property rights were transferred to the CPA when the new organisation assumed the operational activities of the charity in November 2024 on receipt of a payment of £35,000.

(j) Realised gains and losses

All gains and losses are taken to the SOFA as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value. Realised and unrealised investment gains and losses are combined in the SOFA.

CPA Charitable Funds

Notes to the financial statements for the year ended 31 December 2024

(k) Debtors

Branch fees and other debtors are recognised at the settlement amount due, less any provision for bad or doubtful amount. Such provisions are specific and applied in a consistent manner based on debts aging and other factors affecting potential recoverability such as the status of the branch. Prepayments are valued at the amount prepaid net of any trade discounts due.

(l) Creditors and provisions

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that probably will result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are recognised at their settlement amount after allowing for any trade discounts due.

(m) Cash and cash equivalents

Cash and cash equivalents in the cash flow statement comprise cash in hand, balances with banks, investments in money market instruments representing short-term, highly liquid investments that are readily convertible to known amounts of cash.

(n) Short-term deposit

Short-term deposits are defined as funds placed in interest-bearing accounts or financial instruments with original maturities of more than three months but not exceeding twelve months. These typically include term deposits, notice accounts, or short-dated certificates of deposit held with UK-regulated financial institutions

(o) Going concern

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern. With respect to the next reporting period, the most significant areas of uncertainty that affect the Charity's assets relate to the ongoing macroeconomic and geopolitical climate, and the impact these will have on the level of investment returns and performance of the Charity's investments. (See the investment policy and the risk management sections of the Trustees' annual report for more information).

Operational plans, related budgets and forecasts continue to be reviewed and have been updated for 2025-2026.

In 2024, the Charity continued to fund activities from existing reserves, but membership fees were received by the CPA - the non-charitable unincorporated association that is at arm's length to CPA Charitable Funds. From 7 November 2024 the non-charitable organisation assumed the operational role of the organisation and adopted the name CPA.

Following the above review and despite future forecasts being, to a degree, uncertain because of the area highlighted, the Trustees consider that the Charity's assets, and in particular, liquid funds are adequate to meet its annual obligations at least for the next two years considering the organisational changes highlighted above affecting the Charity.

CPA Charitable Funds

Notes to the financial statements for the year ended 31 December 2024

(o) Going concern (continued)

As a result of the above review of the Charity's financial position, reserves levels and future plans, the Trustees are of the view that the Charity remains a going concern in respect of a period of at least two years from the date of approval of these financial statements, notwithstanding the uncertainties outlined above.

(p) Judgements and estimates

Judgements made by the Trustees, in the application of these accounting policies that have significant effect on the financial statements and estimates with a significant risk of material adjustment in the next reporting period is deemed to be in relation to the provision for doubtful debts. The CPA HQ Secretariat is currently hosted by the UK Parliament on the Parliamentary Estate. The Trustees do not believe that the value of this benefit, although a Gift in Kind, can be measured with sufficient accuracy.

2. Investment Income

	Unrestricted funds £	Restricted funds £	Total 2024 £
2024			
Dividends – equities	1,664	68,176	69,840
Interest – fixed interest securities	1,098	42,200	43,298
Interest on cash and money market deposits	99,206	9,559	108,765
	<u>101,968</u>	<u>119,935</u>	<u>221,903</u>
	Unrestricted funds £	Restricted funds £	Total 2023 £
2023			
Dividends – equities	2,040	83,832	85,872
Interest – fixed interest securities	1,526	62,431	63,957
Interest on cash and money market deposits	147,844	8,422	156,266
	<u>151,410</u>	<u>154,685</u>	<u>306,095</u>

Investment income consists of dividend & interest received from investments, bank interest and interest earned on term deposits.

CPA Charitable Funds
Notes to the financial statements for the
year ended 31 December 2024

3. Partnership Income

	Total 2024 £	Total 2023 £
FCDO – Commonwealth Parliamentary Good Governance	157,561	61,121
FCDO – Botswana Parliamentary Good Governance	-	7,022
	<u>157,561</u>	<u>68,143</u>

4. Staff Costs

	Total 2024 £	Total 2023 £
Salaries and wages	980,768	1,140,233
Social security costs	106,545	117,558
Pension costs	66,772	69,182
	<u>1,154,085</u>	<u>1,326,973</u>

Staff costs relate to the period 1 January to 7 November 2024. At that point, the activities of the charity's operational expenditure were transferred over to the CPA and no further staff costs were incurred.

In addition, benefits-in-kind payments of £11,946 (2023: £13,118) cover health, travel insurance and death-in-service expenses to the CPACF. These payments are covered by a PAYE Settlement Agreement with HM Customs and Excise.

The average number of employees during the year was:

	2024 No.	2023 No.
Management	3	3
Charitable activities	20	19
	<u>23</u>	<u>22</u>

CPA Charitable Funds
Notes to the financial statements for the
year ended 31 December 2024

Key management personnel	2024 £	2023 £
Secretary General	129,451	144,575
Deputy Secretary General and Director of Operations	91,935	106,045
Finance Director	55,973	59,106
	<u>277,359</u>	<u>309,726</u>

4. Staff Costs (continued)

The key management personnel comprised members of the Senior Management Team (SMT). The SMT is made up of the Secretary General, Deputy Secretary General, Finance Director, Head of Human Resources, Head of IT and Digital Services, Head of Programmes and Head of Strategy and Communications. **Staff costs, including NIC and employer pension contributions, are reduced because they only cover the period up to 7 November 2024.**

Staff receiving emoluments in excess of £60,000 are after adding back salary sacrifice element, (exclusive of pension contributions paid by the CPA Secretariat), during the year were as follows:

	Total 2024 No.	Total 2023 No.
£60,000 - £70,000	4	4
£70,001 - £80,000	1	1
£90,001 - £100,000	-	1
£100,001 - £110,000	1	-
£110,001 - £120,000	-	1
	<u>6</u>	<u>7</u>

All of the employees whose emoluments were greater than £60,000 are part of the personal pension scheme and the CPA Secretariat paid £29,212 (2023: £31,133) for these employees. **Staff costs are reduced because they only cover the period up to 7 November 2024.**

CPA Charitable Funds

Notes to the financial statements for the year ended 31 December 2024

5. Pension scheme

The CPA Secretariat's Personal Pension Scheme ("Scheme") for employees is with Scottish Widows, which commenced on 1st August 2010. The Scheme is funded by contributions from Scheme members and the CPA Secretariat.

The Scheme is operated on a Personal Pension Scheme basis and is not a defined benefits final salaries arrangement. Contributions are invested with Scottish Widows under the pension rules to produce the maximum fund of monies at retirement for each individual member. Members can contribute towards the cost of their benefits at rates between the range of 2-15% of annual salary. CPA Secretariat pays 16%.

In 2017, in response to the UK Pension Act 2008, CPA Secretariat registered for automatic enrolment. From April 2017 staff members can contribute within this additional scheme, towards the cost of their benefits at rates of 3% of annual salary. CPA Secretariat pays 5%.

In November 2024, the administration of the Pension scheme was transferred from the Charity to the CPA.

5. Pension scheme (continued)

	Total 2024 £	Total 2023 £
Total Premiums paid	141,224	132,914
Less: Contributions from employees	(74,952)	(63,732)
Employer Contributions	<u>66,272</u>	<u>69,182</u>

6. Total Expenditure

		Direct costs £	Support costs £	Total 2024 £
2024	Note			
Cost of generating funds				
Investment management costs		55,857	-	55,857
Cost of charitable activities				
Parliamentary Benchmarking and Development	8	1,860,429	625,473	2,485,902
Public Outreach	9	85,847	34,802	120,649
Communications and Publishing	10	250,987	216,020	467,007
		<u>2,253,120</u>	<u>876,295</u>	<u>3,129,415</u>

CPA Charitable Funds
Notes to the financial
statements for the year ended
31 December 2024

<u>2023</u>	Note	Direct costs £	Support costs £	Total 2023 £
Cost of generating funds				
Investment management costs		49,092	-	49,092
Cost of charitable activities				
Parliamentary Benchmarking and Development	8	1,869,966	760,917	2,630,883
Public Outreach	9	12,169	22,010	34,179
Communications and Publishing	10	266,185	234,359	500,544
		<u>2,197,412</u>	<u>1,017,286</u>	<u>3,214,698</u>

6a. Allocation of Support Costs

<u>2024</u>	Staff costs £	HR costs £	IT support costs £	Facilities £	Depreciation £	Governance £	Total 2024 £
Cost of charitable activities							
Parliamentary Benchmarking and Development	313,965	27,634	46,620	151,644	6,074	79,536	625,473
Public Outreach	17,470	1,538	2,593	8,438	338	4,425	34,802
Communications and Publishing	108,434	9,544	16,103	52,373	2,097	27,469	216,020
	<u>439,869</u>	<u>38,716</u>	<u>65,316</u>	<u>212,455</u>	<u>8,509</u>	<u>111,430</u>	<u>876,295</u>

CPA Charitable Funds

Notes to the financial statements for the year ended 31 December 2024

<u>2023</u>	Staff costs £	HR costs £	IT support costs £	Facilities £	Depreciation £	Governance £	Total 2023 £
Cost of charitable activities							
Parliamentary							
Benchmarking and Development	401,350	25,265	44,139	190,520	28,687	70,956	760,917
Public Outreach	11,609	731	1,277	5,511	830	2,052	22,010
Communications and Publishing	123,614	7,782	13,595	58,679	8,835	21,854	234,359
	<u>536,573</u>	<u>33,778</u>	<u>59,011</u>	<u>254,710</u>	<u>38,352</u>	<u>94,862</u>	<u>1,017,286</u>

Support costs are allocated between activities based on the proportion of direct expenditure attributable to each activity.

7. Governance

Costs classified as governance relate to the general running of the Charity and included operations of the Board of Trustees and those addressing constitutional, audit, and other statutory matters, and are made up of the following:

	2024 £	2023 £
External Auditor's remuneration		
- Statutory audit	18,000	20,520
Internal Auditor's fees	12,570	-
Legal & professional fees	62,678	45,278
Consultants' fees	3,449	3,999
Officers travel	14,733	25,065
	<u>111,430</u>	<u>94,862</u>

CPA Charitable Funds
Notes to the financial statements for the
year ended 31 December 2024

8. Parliamentary Benchmarking and Development

	2024	2023
	£	£
Post-Election Seminars	60	53,758
Technical Assistance Programmes	(3,851)	9,901
Commonwealth Women Parliamentarians	105,966	97,846
Small Branches	65,625	71,698
Commonwealth Parliamentarians with Disabilities	73,088	46,056
Commonwealth Heads of Governments Meeting	21,061	-
Parliamentary Academy	133,499	132,446
Thematic and Parliamentary Practice & Procedure	11,030	17,677
Benchmarks	8,866	22,111
Commonwealth Regional Conferences	55,000	49,088
Annual Parliamentary and Mid-year Executive Conference	662,456	717,100
Artificial Intelligence and Disinformation	65,266	26
Commonwealth Parliamentary Good Governance	122,577	54,028
Environmental Impact Fund	30,000	-
Botswana Parliamentary Good Governance	-	7,022
Direct staff costs	509,786	591,209
	<u>1,860,429</u>	<u>1,869,966</u>

9. Public Outreach

	2024	2023
	£	£
Commonwealth Youth Parliament	57,482	(4,932)
Direct staff costs	28,365	17,101
	<u>85,847</u>	<u>12,169</u>

CPA Charitable Funds
Notes to the financial statements for the
year ended 31 December 2024

10. Communications & Publishing

	2024	2023
	£	£
The Parliamentarian		
Printing	22,021	29,484
Distribution	25,387	26,727
Fees to contributors	1,050	1,500
	<u>48,458</u>	<u>57,711</u>
CPA Website	22,830	25,189
Books, periodicals and information	3,634	1,195
Direct staff costs	176,065	182,090
	<u>250,987</u>	<u>266,185</u>

11. Tangible assets

Tangible fixed assets comprise of computer and office equipment.

	2024	2023
	£	£
Cost		
At 1 January	205,716	186,982
Additions	9,611	18,734
Eliminated on disposal	(215,327)	-
At 31 December	<u>-</u>	<u>205,716</u>
Depreciation		
At 1 January	186,385	148,033
Charge for the year	8,509	38,352
Eliminated on disposal	(194,894)	-
At 31 December	<u>-</u>	<u>186,385</u>
Net book value at 31 December	<u>-</u>	<u>19,331</u>

CPA Charitable Funds
Notes to the financial statements for the
year ended 31 December 2024

	2024	2023
	£	£
12. Investments		
Market value at 1 January	7,374,975	7,170,320
Additions	2,759,170	3,346,487
Disposal proceeds	(3,033,634)	(3,173,296)
Investments cash account movement	(17,109)	(222,512)
Realised (losses)	(49,303)	(147,209)
Unrealised gains/(losses)	494,139	401,185
	<u>7,528,238</u>	<u>7,374,975</u>
Market value at 31 December		
	<u>6,438,896</u>	<u>6,783,444</u>
Historical cost value at 31 December		

12. Investments (continued)

The total unrealised gains at 31 December 2024 constitute movements on the revaluation and are as follows:

	2024	2023
	£	£
Unrealised gains included above:		
On investments	1,089,342	591,531
Total unrealised gains at 31 December	<u>1,089,342</u>	<u>591,531</u>
Reconciliation of movements in unrealised gains:		
Unrealised gains at 1 January	591,531	222,846
In respect of disposal in the year	3,672	(32,500)
Add: net gains/(losses) arising on revaluation in the year	494,139	401,185
Total unrealised gains at 31 December	<u>1,089,342</u>	<u>591,531</u>

Analysis of investment assets	Fixed interest securities £	Equities £	Cash £	Total £
2024	1,528,087	5,914,235	85,915	7,528,237
2023	1,636,190	5,659,192	79,593	7,374,975

The underlying assets contained within the various funds invested in by the Charity are recognised on a listed stock exchange.

CPA Charitable Funds
Notes to the financial statements for the
year ended 31 December 2024

13. Debtors

	2024	2023
	£	£
Branch fees	111,749	1,020,292
Less: Provision for doubtful debts	(111,749)	(874,672)
Net branch fees	-	145,620
Staff advances	-	2,600
Other debtors and prepayments	64,572	213,403
	<u>64,572</u>	<u>361,623</u>

14. Short-term deposit

	2024	2023
	£	£
Close Brothers business notice account and short-term deposit	300,011	2,919,539
	<u>300,011</u>	<u>2,919,539</u>

15. Creditors: Amounts Falling Due Within One Year

	Note	2024	2023
		£	£
Trade creditors		68,786	143,199
General accruals		57,040	86,505
Parliamentary Benchmarking and Development accruals		137,148	78,445
Tax and social security		-	25,679
Deferred income	16	-	469
		<u>262,974</u>	<u>334,297</u>

CPA Charitable Funds
Notes to the financial statements for the
year ended 31 December 2024

16. Deferred income

	At 1 Jan 2024 £	Released to income £	Deferred in the year £	At 31 Dec 2024 £
Branch fees - 2024	469	469	-	-
	469	469	-	-
	At 1 Jan 2023 £	Released to income £	Deferred in the year £	At 31 Dec 2023 £
Branch fees - 2023	581,493	(581,493)	469	469
	581,493	(581,493)	469	469

Deferred income is primarily represented by annual membership fees received in advance for the following year. As 2024 membership fees were invoiced and settled into the separate CPA entity which took on the operational activities of the charity from 8 November 2024, this payment is no longer reflected in the Charity's accounts.

17. Movement in funds

	At 1 Jan 2024 £	Income £	Expenditure £	Gains (Losses)/ Transfers £	At 31 Dec 2024 £
CPA Headquarters Secretariat					
<u>Unrestricted Funds</u>					
General reserve	3,295,327	349,345	(2,771,672)	11,143	884,143
<u>Restricted Funds</u>					
Conference Assistance Fund (CAF)	4,704,377	73,209	(275,556)	272,904	4,774,934
Working Capital Fund (WCF)	2,648,748	46,726	(82,187)	160,789	2,774,076
Total restricted funds	7,353,125	119,935	(357,743)	433,693	7,549,010
Total funds	10,648,452	469,280	(3,129,415)	444,836	8,433,153

CPA Charitable Funds

Notes to the financial statements for the year ended 31 December 2024

	At 1 Jan 2023 £	Income £	Expenditure £	Gains (Losses)/ Transfers £	At 31 Dec 2023 £
CPA Headquarters Secretariat					
<u>Unrestricted Funds</u>					
General reserve	3,196,305	2,952,208	(2,857,652)	4,466	3,295,327
<u>Restricted Funds</u>					
Conference Assistance Fund (CAF)	4,704,709	95,043	(255,990)	160,615	4,704,377
Working Capital Fund (WCF)	2,601,267	59,642	(101,056)	88,895	2,648,748
Total restricted funds	7,305,976	154,685	(357,046)	249,510	7,353,125
Total funds	10,502,281	3,106,893	(3,214,698)	253,976	10,648,452

17. Movement in funds (continued)

Unrestricted funds

- The general reserve represents the accumulated surplus which is available for spending on CPACF's objectives.

In 2018, to better address the likely risks and financial pressures faced by the CPA in the medium to long-term, the Trustees agreed a policy to retain all unrestricted reserves at between 3 to 6 months planned operating expenditure. With the establishment of the non-charitable unincorporated association that began to undertake the operational role of the CPA from 8 November 2024, the general reserves will continue be used to fund existing charitable activities until such time as the strategy is amended.

CPA Charitable Funds

Notes to the financial statements for the year ended 31 December 2024

Restricted funds

Conference Assistance Fund (CAF)

The main aim of the CAF is to provide financial aid and assistance to any of the Branches to assist them in organising, constituting and holding plenary conferences

Working Capital Fund (WCF)

In furtherance of the objects of the Fund but not further or otherwise the Trustees shall have the following powers:

- (a) to defray where necessary reasonable costs of travelling and accommodation and other expenses of Parliamentarians, officials and others visiting countries holding educational seminars in accordance with the objects of the Charity on parliamentary practice and procedure and other related subjects and to provide financial assistance to the host country where needed in the provision of facilities for such seminars;
- (b) to provide travel grants to lecturers on parliamentary matters to visit universities schools and other educational institutions for the purposes of advancing education in parliamentary matters with particular emphasis on young persons;
- (c) to defray reasonable costs of transportation and accommodation and other expenses of Parliamentarians and officials of any Commonwealth country travelling in pursuance of the study of Parliamentary institutions;
- (d) to provide financial support to study groups of Parliamentarians and others for the advancement of education in subjects which further the Charity's objects and for the dissemination of their findings and reports; and
- (e) to discharge the reasonable costs and expenses involved in any other charitable activities proposed by the members of the Charity in furtherance of the objects of the Charity

CPA Charitable Funds
Notes to the financial statements for the
year ended 31 December 2024

18. Analysis of net assets between funds

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £
Tangible fixed assets	-	-	-
Fixed asset investment	189,918	7,338,319	7,528,237
Current assets	907,629	260,261	1,167,890
Current liabilities	(213,404)	(49,570)	(262,974)
	<u>884,143</u>	<u>7,549,010</u>	<u>8,433,153</u>

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £
Tangible fixed assets	19,331	-	19,331
Fixed asset investment	177,342	7,197,633	7,374,975
Current assets	3,409,655	178,788	3,588,443
Current liabilities	(311,001)	(23,296)	(334,297)
	<u>3,295,327</u>	<u>7,353,125</u>	<u>10,648,452</u>

CPA Charitable Funds
Notes to the financial statements for the
year ended 31 December 2024

19. Related parties' transaction

2024 was a year of transition for the CPACF. For the period up until 7 November 2024, CPACF continued to provide the operational activities of the Commonwealth Parliamentary Association (CPA).

On the 7 November 2024, at the General Assembly, the name and operational activities of the CPACF was transferred to a non-charitable unincorporated association.

In 2024 the CPACF paid £112,410 on behalf of 15 Executive Committee members (EXCO) for their travel and accommodation. Total transactions between CPA and CPACF amounts to £237,710. They are for reimbursement of membership fees, management charges, payment for transfer of assets and intellectual property rights, and prepayment & advances for 2025 programme related events. The outstanding balance between CPA and CPACF at the year-end amounts to £20,095.

2023: £265,200 was paid to 35 Parliaments of members of EXCO for their travel and accommodation).

None of the EXCO members received remuneration or benefits from employment with the CPA. EXCO members acted as Trustees for the charity during their term in office up until their resignation on 7 November 2024.

CPA Charitable Funds
Notes to the financial statements for the
year ended 31 December 2024

20. Comparative statement of financial activities 2023

	Note	Unrestricted funds £	Restricted funds £	Total 2023 £
Income from:				
Investments	2	151,410	154,685	306,095
<i>Charitable activities</i>				
Branch membership fees		2,723,735	-	2,723,735
Subscriptions for the Parliamentary Partnership income	3	2,557	-	2,557
Other		68,143	-	68,143
		6,363	-	6,363
Total		<u>2,952,208</u>	<u>154,685</u>	<u>3,106,893</u>
Expenditure on:				
<i>Raising funds</i>				
Investment Management Costs		1,180	47,912	49,092
<i>Charitable activities</i>				
Parliamentary Benchmarking and Development		2,321,749	309,134	2,630,883
Public Outreach		34,179	-	34,179
Communications and Publishing		500,544	-	500,544
Total	6	<u>2,857,652</u>	<u>357,046</u>	<u>3,214,698</u>
Net (expenditure)/income before gains/(losses) on investments		94,556	(202,361)	(107,805)
Net gains/(losses) on investments	12	4,466	249,510	253,976
Net movement in funds		99,022	47,149	146,171
Reconciliation of funds				
Balance brought forward	17	<u>3,196,305</u>	<u>7,305,976</u>	<u>10,502,281</u>
Balance carried forward	17	<u>3,295,327</u>	<u>7,353,125</u>	<u>10,648,452</u>

CPA CHARITABLE FUNDS

England & Wales - Charity number 263147

Accounts



Charity Registration No. 263147

**Commonwealth Parliamentary Association
Annual Report and Financial Statements
31 December 2023**

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Commonwealth Parliamentary Association

Annual report for the year ended 31 December 2023

ADMINISTRATIVE INFORMATION

The Commonwealth Parliamentary Association (CPA) was established in 1911 as the Empire Parliamentary Association. In 1948, the name was changed to the Commonwealth Parliamentary Association.

The CPA is a registered charity (registration number 263147) under the laws of the United Kingdom with its principal office and registered address located at Room103/104, Richmond House, Houses of Parliament, London SW1A 0AA, United Kingdom (since June 2018).

The CPA is run by an Executive Committee which acts as the board of Trustees of the Charity and determines its strategy and overall management. Day-to-day direction of the Charity is vested in the Secretary-General.

PATRON OF THE ASSOCIATION

Awaiting confirmation

VICE-PATRON OF THE ASSOCIATION

Vacant – TBC

OFFICERS OF THE ASSOCIATION

President of the Association

Hon. Ben Franklin, MLC
President of the Legislative Council of NSW
(Oct 2023 – to date)

Vice-President of the Association

Vacant – TBC

Chairperson of the Executive Committee

Hon. Ian Liddell-Grainger, MP
United Kingdom
(Sep 2022 – to date)

Vice-Chairperson of the Executive Committee

Hon. Arthur Holder, MP
Speaker of the House of Assembly
Barbados
(also Regional Representative for CAA Region)

Treasurer of the Association

Hon. Anurag Sharma, MP
Member of Parliament of India
(Sep 2022 – to date)

Chairperson of the Commonwealth Women Parliamentarians (CWP)

Hon. Zainab Gimba, MP
Member of Parliament of Nigeria
(Sep 2022 - to date)

Small Branches Chairperson

Hon. Joy Burch, MLA
Speaker of the Australia Capital Territory Legislative Assembly
(Sep 2022 – to date)

CPwD Chairperson

Hon. Laura Kanushu, MP
Member of Parliament of Uganda
(Sep 2022 – to date)

REGIONAL REPRESENTATIVES**Africa**

Vacant (Awaiting nomination)
Vacant (Awaiting nomination)

Hon. Osei Kyei Mensah Bonsu, MP
Ghana (2019 – to date)

Hon. Solomon Lechesa Tsenoli, MP
Deputy Speaker of the National Assembly
South Africa (2021 – to date)

Hon. Raymond Chatima Nkhata, MP
Malawi (2022 – to date)

Rt. Hon. Dr Abass Bundu, MP
Speaker of the Parliament
Sierra Leone (2019 – to date)

Asia

Vacant

Hon. Mahinda Yapa Abeywardena, MP
Speaker of the Parliament
Sri Lanka (2019 – to date)

Hon. Kazi Nabil Ahmed, MP
Bangladesh (2022 – to date)

Australia

Hon. Curtis Pitt, MLA
Speaker of Legislative Assembly
Queensland (2023 – to date)

Senator the Hon. Sue Lines
President of the Senate
Australia Federal (2022 – to date)

Hon. Mark Shelton, MHA
Speaker of the House of Assembly
Tasmania (2022 – to date)

British Islands and Mediterranean

Hon. Stuart McMillan, MSP
Scotland (2016 – to date)

Hon. Chris Elmore, MP
United Kingdom (2022 – to date)

Deputy Mary Le Hegarat
Jersey (2023 – to date)

Canada

Hon. Terry Duguid, MP
Canada Federal (2022 – to date)

Hon. Rah Chouhan, MLA
British Columbia (2023 – to date)

Hon. Donna Skelly, MPP
Ontario (2023 – to date)

Caribbean, Americas and Atlantic

Hon. Arthur Holder, MP
Speaker of the House of Assembly
Barbados (2021 – to date)

Hon. Gordon J. Burton, MHA
Speaker of the House of Assembly
Turks and Caicos (2021 – to date)

Hon. Dr Dessima Williams
President of the Senate
Grenada (2023 – to date)

India

Hon. Ritu Khanduri Bhushan, MLA
Speaker of the Legislative Assembly
Uttarakhand (2022 – to date)

Shri Biswajit Daimary, MLA
Speaker of the Legislative Assembly
Assam (2021 – to date)

Hon. Uday Pratap Singh, MP
India Union (2023 – to date)

Pacific

Hon. Carmel Sepuloni, MP
New Zealand (2023 – to date)

Hon. Naiqama Lalabalavu
Speaker of Parliament
Fiji (2022 – to date)

Hon. Dulcie Tei, MP
Tonga (2023 – to date)

South-East Asia

Hon. Noraini Ahmad, MP
Malaysia (2023 – to date)

Hon. Law Choo Kiang, MP
Penang (2022 – to date)

Hon. Mohd Fahmi Aliman, MP
Singapore (2023 – to date)

FORMER OFFICERS AND MEMBERS OF THE EXECUTIVE COMMITTEE DURING 2021

Treasurer of the Association

Hon. Datuk Shamsul Iskandar Md Akin, MP
Federal Parliament of Malaysia
(2019 – to Sep 2022)

Chairperson of the Commonwealth Women Parliamentarians (CWP)

Hon. Shandana Gulzar Khan, MNA
National Assembly of Pakistan
(2019 – to Sep 2022)

FORMER REGIONAL REPRESENTATIVES DURING 2023

Africa

Hon. Dr. Benson Makali Mulu, MP
Kenya (2017 – 2023)

Asia

Hon. Dr Lal Chand Ukrani, MPA
Sindh (2017 – 2023)

Australia

N/A

British Islands and Mediterranean

Hon. Leona Roberts, MLA
Falkland Islands (2017 – 2023)

Canada

Hon. Randy Weekes, MLA
Speaker of the Legislative Assembly
Saskatchewan (2021 – 2023)

Hon. Ted Arnott, MLA
Speaker of the Legislative Assembly
Ontario (2022 – 2023)

Caribbean, Americas and Atlantic

Hon. Claudius J. Francis, MHA
Speaker of the House of Assembly
St. Lucia (2021 – 2023)

India

N/A

Pacific

Hon. Gerry Brownlee, MP
New Zealand (2016 – 2023)

Hon. Theresa Kaetavara, MHR
Deputy Speaker of the House of Representative
Bougainville (2021 – 2023)

South-East Asia

Hon. Lim Biow Chuan, MP
Deputy Speaker of the Parliament
Singapore (2020 – 2023)

Trustees of CPA Trust Funds

Secretary-General
Mr Stephen Twigg (Appointed Aug 2020)
Commonwealth Parliamentary Association (CPA)

Treasurer of the Association
Shri Anurag Sharma, MP (Appointed Sep 2022)
Member of Parliament of India

Hon. Lyndon Trott (Appointed Aug 2020)
Guernsey Assembly
Guernsey

Senior Management Team (SMT)

Secretary-General
Mr Stephen Twigg

Deputy Secretary-General
Mr Jarvis Matiya

Finance Director
Mr Paul Townley

Head of Human Resources
Mrs Sharon Moses

Head of IT and Digital Services
Mr Chinonso Orekie

Head of Programmes
Mr Matthew Salik

Head of Strategy and Engagement
Ms Emily Davies

Professional Advisers and Partner Organisations:

External Auditors: Buzzacott LLP
130 Wood Street
London EC2V 6DL

Internal Auditors: Sayer Vincent LLP
Invicta House
108-114 Golden Lane
London EC1Y 0TL

Bank: National Westminster Bank plc
Victoria Branch
169 Victoria Street
London SW1E 5NA

Investment Managers: Close Brothers Asset Management
10 Exchange Square
Primrose Street
London EC2AR 2BY

Legal Advisers: Bates Wells & Braithwaite London LLP
10 Queen Street Place
London EC4R 1BE

Russell Cooke LLP
2 Putney Hill
London SW15 6AB

Commonwealth Secretariat:

Marlborough House
Pall Mall, London SW1Y 5HX

The Commonwealth Secretariat is the governmental wing of the Commonwealth and has 53 countries as its members. The CPA's relationship with the Commonwealth Secretariat is informal. However, it is recognised that the CPA is the parliamentary wing of the Commonwealth and some CPA programmes are implemented jointly with the Commonwealth Secretariat. The Commonwealth Secretary-General or their representative attends the CPA Annual Conference and the CPA Secretary-General and/or the Officers of the Association participate in the Commonwealth Heads of Government Meeting (CHOGM).

Inter-Parliamentary Union:

5 Chemin du Pommier
Case postale 330
CH-1218
Le Grand Saconnex
Geneva, Switzerland

The Inter-Parliamentary Union (IPU) deals with the national parliaments of all countries around the world. The Association's relationship with the IPU is informal. However, national CPA parliamentary members are also members of the IPU.

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STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The CPA has its own constitution '*Constitution of the Commonwealth Parliamentary Association*' as adopted by the General Assembly of the Association at its meeting in Cyprus on 6 September 1993 and amended by the General Assembly of the Association from time-to-time.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Trustees, working through the Executive Committee, are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the Charity and of the income and expenditure of the Charity for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and apply them consistently.
- Observe the methods and principles in Accounting and Reporting by Charities Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable United Kingdom accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable it to ensure that the financial statements comply with the *Charities Act 2011*, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Charity's Constitution and Trust Deeds. They are also responsible for safeguarding the assets of the Charity and, hence, for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Website

The Trustees are responsible for the maintenance and integrity of the charity and financial information included on the Charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Recruitment and Appointment of new Trustees

Members of the Executive Committee act as the Trustees of the Charity. The General Assembly elects new Trustees on the advice of the regions of the CPA. All Trustees are unpaid.

Induction and Training of new Trustees

The CPA Headquarters Secretariat organises induction sessions for new Trustees, with particular emphasis on their legal responsibilities. New Trustees also receive recent data on the operations of the CPA, including financial reports and minutes of immediate past meetings. The CPA Headquarters Secretariat updates Trustees on recent Charity legislation/developments at their bi-annual meetings.

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Organisational Structure

The Secretary-General is responsible for the day-to-day management of the CPA. He is supported by two Directors: Deputy Secretary-General and Finance Director. The Secretary-General makes decisions on operational matters, in consultation with the SMT.

The Secretary-General reports to the Executive Committee, and annually to the General Assembly on the operations of the CPA Headquarters Secretariat. The Executive Committee meets twice a year, and reports to the General Assembly. Certain aspects of the work of the Executive Committee are undertaken between meetings by the Co-ordinating Committee. The Sub-Committees of the Executive Committee meet on the margins during its meetings. These are the Audit Committee, Planning and Review Sub-Committee, and Finance Sub-Committee.

The members of the CPA agreed at the General Assembly to restructure the CPA by establishing a non-charitable unincorporated association, which it is expected will assume the operational role of the CPA in January 2025. It is proposed that the existing CPA charity will remain in existence and its restricted funds will be used to make grants for its charitable purposes.

Branches

The CPA is composed of Branches that have been admitted as Members to the Association. Each Branch is autonomous, raises its own finances and pays an annual subscription to the Association's International Headquarters. The Commonwealth Parliamentary Association Secretariat is the International Headquarters for the Association. It has close links with over 171 members Branches (2021: 171 Branches) on a day-to-day working level. Income raised by the Association's Headquarters Secretariat is used to pay for the CPA's programmes of work and for the meetings and conferences of its members. The annual subscription is determined at meetings of the General Assembly.

Risk Management

The Trustees are responsible for risk management. Risks identified by the SMT are reviewed, assessed and appropriate action incorporated as part of operational delivery. During 2023, the main risks and uncertainties facing the Association were:

- restricted opportunities to grow or diversify income.
- significant reliance on membership fees, and the timely payment of subscriptions.
- the challenge of ensuring that membership remains a worthwhile proposition for the CPA's Branches.
- investment in the infra-structure that helps ensure the CPA Headquarters Secretariat is run efficiently and is pro-active in communications with its membership.
- new or unexpected pressures on HQ Secretariat or Programme costs.
- governance, given the CPA's status as a UK Charity with both UK and international Trustees.
- The aftermath of the Covid-19 pandemic on activities, its staff and its membership.
- The impact on investments of the uncertainty in respect of the macroeconomic and geopolitical climate.

Appropriate systems and /or actions have been and continue to be developed to identify and mitigate risk. These systems or actions include:

- expanding the Association's revenue streams by exploring new funding and partnership opportunities including the option of an additional delegate for certain Branches at our Annual Plenary Conferences.
- further development of both our new CRM System and Website
- maximising the Association's investment returns within an agreed risk appetite framework.
- actively seeking hosts for the Association's events to achieve a reduced cost burden on reserves.

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- financial governance-related policies (e.g. use of credit cards, funding policy to support branch programme delivery, minimisation of cash handling, etc).
- a programme of internal audits to cover areas as agreed by the Audit Subcommittee. In the current year this covered both Travel and also, IT and Data Security.
- Audit subcommittee oversight.
- staff handbook detailing HR policies, practices and procedures.
- continued support for staff during the post Covid-19 pandemic period.
- a wide range of programmes to support members and regular governance meetings carried out physically, virtually and also in a hybrid manner.
- business and financial risk management plan (risk register) which details the nature of risk (i.e. external, fraud, governance, operational, liquidity and security) likelihood of occurrence, controls in place and the risk holder.
- appropriate insurance cover (management liability: Trustees' liability, employment practices liability and legal liability; office cover: employer's liability, public liability, business interruption, and office contents; health and life).
- establishment of an expert group to consider options for longer term organisational status.

Pay-Setting Policy for Key Management Personnel

The Trustees have an established pay-setting policy for the charity's key management personnel and other staff. It is based on an approved pay band. Progression from one spine point to another within a given band is on the basis of satisfactory performance. The Trustees adopted the pay band on the recommendation of independent pay review consultants. In addition, for staff at the top of their pay band, one off payments are awarded dependent on performance.

STATEMENT OF PURPOSE, AIMS, OBJECTIVES AND PUBLIC BENEFIT

Statement of purpose

The CPA connects, develops, promotes and supports Parliamentarians and their staff to identify benchmarks of good governance, and implement the enduring values of the Commonwealth.

Aims

Under section 1(1) of the Constitution of the CPA, the Association's aim is '*to promote knowledge of the constitutional, legislative, economic, social and cultural aspects of parliamentary democracy with particular reference to the countries of the Commonwealth.*'

Main Objectives

In April 2022 the Trustees approved a revised strategy covering the period 2022 – 2025.

The previous plan focused primarily on internal operational matters of the Association so as to ensure we were able to deliver activities efficiently and comprehensively to our members. We are pleased to say that the majority of these objectives have been achieved so it was deemed appropriate and indeed necessary for the future development of the Association for our new plan to be much more outward facing.

The new Strategic Plan 2022-2025 enables the CPA to build upon the organisation's existing strengths and the substantial progress made by the Secretariat and membership in recent years, whilst also addressing the challenges the organisation is likely to face between now and 2025.

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The plan sets out six core objectives, the tools which will be utilised to achieve them and the six cross-cutting themes that will be mainstreamed within all future CPA work.

The Strategic Objectives set out are:

1. Strengthen the capacity and maximise the effectiveness of Parliamentarians and parliamentary staff and enable mutual learning.
2. Protect and uphold the independence of Parliaments, the principle of the separation of powers and broader human rights as set out in the Commonwealth Charter through strong, strategic partnerships.
3. Persuade the UK Government to implement legislation recognising the CPA as an international, interparliamentary organisation.
4. Support Parliaments and Parliamentarians to adapt, innovate and recover from crises such as COVID-19 or natural disasters.
5. Support and enable the Commonwealth Women Parliamentarians (CWP), CPA Small Branches and Commonwealth Parliamentarians with Disabilities (CPwD) networks to fulfil their strategic objectives.
6. Promote the values of the Commonwealth, parliamentary democracy and sustainable development to a wide audience.

The Plan's six cross-cutting themes are:

- Gender
- Small States and Jurisdictions
- Youth
- Disability
- Sustainable Development and Climate Change
- Technology and Innovation

Each year, the Trustees review the objectives and activities to ensure that they continue to be relevant. In carrying out this review, the Trustees have considered the Charity Commission's general guidance on public benefit when reviewing the aims and objectives that have been set, and in planning the Charity's future activities. In particular, the Trustees consider how planned activities contribute to the aims and objectives they have set.

Activities and Public Benefit

The Association carries out a wide range of activities in pursuit of its charitable aims and the Trustees consider that these activities, as summarised below, provide benefit both to the Association's members and (indirectly) to the wider community in Commonwealth countries/dependencies.

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In 2017, the CPA launched a new Policy Framework which is based on the Association's mission statement. This is articulated in its current '*Statement of Purpose*', and identifies its role in connecting and supporting Parliamentarians and their staff across the Commonwealth to identify and implement benchmarks of good governance and implement the enduring values of the Commonwealth to promote parliamentary democracy. The new Policy Framework proposes three Strategic Programme pillars which form the basis for all CPA's work. These include: Parliamentary Benchmarking and Development; Public Outreach Activities; and Communications and Publishing.

In 2023, in conjunction with the new Strategic plan the CPA Headquarters Secretariat commenced to implement a revised programme, with particular focus on parliamentary development and benchmarking, post-election seminars and technical assistance programmes together with an emphasis on youth engagement through, for example, the CPA's Commonwealth Day activities and the Commonwealth Youth Parliament.

Details are set out in full in the **CPA's Annual Report and Performance Review 2023 and the** report outlines CPA activity across all the strategic objectives of the CPA Strategic Plan and includes our work on ***Parliamentary Benchmarking and Development (which includes three CPA networks – Commonwealth Women Parliamentarians, CPA Small Branches and Commonwealth Parliamentarians with Disabilities); Public Outreach; and Communications and Publishing.*** Further CPA activity is covered under the areas of CPA Branch Visits, CPA Regional Conferences and working with partner organisations.

FINANCIAL REVIEW

The total revenue for the financial year under review was £3,106,893 (2022: £2,789,705). Of this, the Association's core funding stream was from Branch Membership fees (88%) and financial investments (10%) with a small amount coming from other sources such as partnership income, subscriptions for the Parliamentarian and advertising income.

With the end of travel restrictions from the Covid-19 pandemic, the Association has resumed delivering a range of programmes and Governance meetings not only physically, but in a hybrid and fully virtual manner. Our Mid-Year Conference was held in Gibraltar in April 2023 and the 66th Annual Plenary Conference in Accra, Ghana in September 2023. As a result of these physical conferences and deployments, the deficit for the year was £107,805 (2022: deficit of £177,719).

The continued war in Ukraine and other macro-economic factors have prolonged the market uncertainty on our investment portfolios, although there were gains for the year of £253,976 (2022: losses of £1,107,303)

Total revenue increased by £317,188 when compared to the previous financial period, an increase of 11%. Membership fee rates increased by £131,635, an increase of 5% from 2022. This was due to 16 subnational branches choosing to increase its delegation by one, as approved at the General Assembly in Halifax. Income from Investments increased by £117,588 to £306,095.

Total operating costs during the reporting period were £3,214,698 (2022: £2,967,424), made up of the costs of *raising funds*, totalling £49,092 (2 %), and *direct charitable activities* totalling £3,165,606 (98%). In 2022, these were £54,513 (2 %) and £2,912,911 (98 %) respectively.

At the end of the financial year the Association's unrestricted reserves amounted to £3,295,327 (2022: £3,196,305) with free reserves, after deducting the value of tangible assets, amounting to £3,275,996 (2022: £3,157,356) which is in excess of the target in the reserves policy.

In addition to the General Reserves, the Working Capital Trust Fund and the Conference Assistance Trust Fund (managed by Trustees under separate Trust Deeds), had total funds of £7,353,125 (2022: £7,305,976). Income from each Trust Fund is used for the benefit of the members in support of the wider objectives of the Association.

Commonwealth Parliamentary Association

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Financial Strategy

The Trustees agreed on the CPA financial strategy in South Africa in August 2013. The issues addressed included reserve levels, income generation, and financial and administrative control policies for the Association. Trustees have kept the strategy under review and in particular to ensure that it meets the wider strategic objectives of the CPA. The Strategic Plan covering the period 2022 – 2025 further reinforced and informed the existing Financial Strategy.

Reserves Policy

In 2018 the Reserves Policy of the Association was reviewed, and the Trustees agreed a change in policy to one that better addresses the likely risks and financial pressures faced by the CPA in the medium to long-term. Trustees have accordingly agreed a policy to retain unrestricted reserves at between 3 to 6 months planned operating expenditure. As at December 2023, the Association held unrestricted reserves of £3,295,327, of which £3,275,996 were free reserves. The Trustees note that this is significantly in excess of the required amount in the reserves policy. This figure will be kept under review and the Trustees will consider the scope for releasing funds from these reserves to meet the strategic priorities of the CPA. As the travel restrictions were lifted in 2022, a full range of physical activities, including Plenary Conferences have taken place, resulting in a significant increase in operating costs. We foresee the level of reserves to reduce gradually in the future.

Investment Policy

The CPA has investments in two trust funds under the guidance and supervision of the funds' Trustees. Under the trust deeds the funds' Trustees are mandated as the Secretary General, the Association's Treasurer and another member of the CPA who is not a member of the Executive Committee. These Trustees are listed on page 6. The purposes of these funds are to promote knowledge and education about the constitutional legislatures within a parliamentary democratic framework, arrange study group meetings, seminars and conferences, and provide facilities for the exchange of visits between members of branches of the CPA.

The Trustees have the power to invest in such stocks, shares and investments as they see fit. The policy is to adopt a cautious-to-moderate risk investment strategy aimed at maximising income and capital growth. Within this strategy, the Trustees have set a target of exceeding the average market performance for a similar fund, based on the market value of the portfolio.

The Trustees have a formal Investment Policy Statement that:

- Defines and assigns the responsibilities of all parties.
- Establishes a clear understanding of the investment goals and objectives of Fund(s) assets.
- Offers guidance and limitations to investment advisors and/or managers regarding the investment of Fund(s) assets.
- Establishes a basis for evaluating investment results.
- Provides guidelines on managing Fund(s) assets in accordance with prudent, ethical and environmental considerations, the Trust Deeds of the Fund(s), and the *Trustee Act 2000*.

Close Brothers Asset Management have been appointed to manage the trust funds. The Trustees met three times in 2023 to review the funds' performance.

Commonwealth Parliamentary Association

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Investment Performance

The value of the Association's listed investments increased by £204,665 (3%) from £7,170,320 at 31 December 2022 to £7,374,975 as at the end of the reporting period. The Charity holds no unlisted funds.

The target total return on the Trustees' portfolio of investments, within an agreed level of risk appetite, is 6% from 1 January 2023. This is apportioned between annual investment income (2.1%) and long-term capital appreciation (3.9%), with a targeted total return of 6%. In 2020 a Socially Responsible Portfolio proposed by Close Brothers was adopted.

With the prolonged war in Ukraine and the Israel-Gaza war in the middle east, the stock markets remained volatile, and more fluctuations remain a distinct possibility. The Trustees will continue to monitor the performance of the investments. It is encouraging to note a degree of recovery of the funds towards the end of 2023.

Fundraising

Following the implementation of the *Charities (Protection and Social Investment) Act 2016*, the Trustees have reviewed its fundraising activities and confirm that it complies with the regulation. There were no fundraising activities and the Association did not make use of any external fundraisers.

PLANS FOR FUTURE PERIODS

A new Strategic Plan covering 2022-2025 has been prepared and approved by the Trustees in April 2022. This plan was produced after wide ranging consultations had taken place, both internally and externally to ensure it meets the needs of the members.

The CPA will continue to pursue its key aims of holding conferences and seminars; disseminating information on Parliamentarians and political issues; organising international exchanges among Members and officials of Parliaments and Legislatures; and assisting newly emerging Commonwealth democracies.

The members of the CPA agreed at the General Assembly to restructure the CPA by establishing a non-charitable unincorporated association, which it is expected will assume the operational role of the CPA in January 2025. It is proposed that the existing CPA charity will remain in existence and its restricted funds will be used to make grants for its charitable purposes.

Operational plans, related budgets and forecasts have all been reviewed and updated for the years 2024 - 2026.

The CPA Headquarters Secretariat continuously strives to ensure that it can serve its membership to the highest possible standards as well as remaining a relevant and valuable service. To that effect, the Secretariat continues to review its programme, communications and outreach activities and delivery methodology to ensure it can continue to provide a full-spectrum service.

Following the Covid-19 Pandemic, the CPA Headquarters Secretariat has continued to review whether it is providing adequate support to its Members and Branches within the conditions and resources of the Association. For example, creating long-term online services, the development of remote resources and platforms as well as harnessing technology for maximum impact.

The CPA will ensure members continue to receive a full range of services and support and where Branches are taking longer to pay outstanding fees than in the past, as a result of the continuing difficult and challenging times, the CPA is committed to provide support.

Commonwealth Parliamentary Association Annual report for the year ended 31 December 2023

Drawing upon this feedback and the vision of the Secretary-General and CPA Officers, the plan sets out the following six core objectives, the tools which will be utilised to achieve them and cross-cutting themes will be mainstreamed within all future CPA work. It will be accompanied each year of its implementation by an Annual Business Plan, which will identify the priority activities and outputs necessary in order to achieve the plan's objectives which have been set out earlier in the Main Objectives section.

It is hoped that this new Strategic Plan will enable the CPA to build upon the organisation's existing strengths and the substantial progress made by the Secretariat and membership in recent years, whilst also addressing the challenges the organisation is likely to face between now and 2025.

Auditors

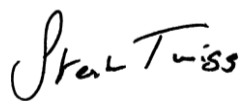
Buzzacott LLP, Registered Auditors, have indicated their willingness to continue in office and it is proposed that they be re-appointed auditors for the ensuing year.

The Executive Committee approved this report on the 8 May 2024.

Signed on behalf of the Executive Committee:



.....
Hon. Ian Liddell-Grainger, MP
Chairperson of the Executive Committee



.....
Mr Stephen Twigg
Secretary-General

Signed on behalf of the Executive Committee:

Independent auditor's report to the trustees of Commonwealth Parliamentary Association

Opinion

We have audited the financial statements of Commonwealth Parliamentary Association (the 'charity') for the year ended 31 December 2023 which comprise the statement of financial activities, the balance sheet, the statement of cash flows, and the related notes to the financial statements, including a summary of accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- ◆ give a true and fair view of the state of the charity's affairs as at 31 December 2023 and of its incoming resources and application of resources for the year then ended;
- ◆ have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- ◆ have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report and performance review 2023, and the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- ◆ the information given in the trustees' report is inconsistent in any material respect with the financial statements; or
- ◆ sufficient accounting records have not been kept; or
- ◆ the financial statements are not in agreement with the accounting records; or
- ◆ we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 9, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken based on these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures can detect irregularities, including fraud is detailed below.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- ◆ the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations; and
- ◆ we obtained an understanding of the legal and regulatory frameworks that are applicable to the charity and determined that the most significant frameworks which are directly relevant to specific assertions in the financial statements are those that relate to the reporting framework (Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011) and those that relate to data protection (General Data Protection Regulation).

We assessed the susceptibility of the charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- ◆ making enquiries of management as to their knowledge of actual, suspected, and alleged fraud; and
- ◆ considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- ◆ performed analytical procedures to identify any unusual or unexpected relationships;
- ◆ tested journal entries to identify unusual transactions; and
- ◆ assessed whether judgements and assumptions made in determining the accounting estimate for the provision for bad debts were indicative of potential bias.

Auditor's responsibilities for the audit of the financial statements (continued)

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- ◆ reading the minutes of meetings of those charged with governance; and
- ◆ enquiring of management as to actual and potential litigation and claims.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the trustees and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



06 June 2024
Buzzacott LLP
Statutory Auditor
130 Wood Street
London
EC2V 6DL

Buzzacott LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

Commonwealth Parliamentary Association
Statement of financial activities
for the year ended 31 December 2023

	Note	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
Income from:					
Investments	2	151,410	154,685	306,095	188,507
<i>Charitable activities</i>					
Branch membership fees		2,723,735	-	2,723,735	2,592,100
Subscriptions for the Parliamentarian		2,557	-	2,557	2,795
Partnership income	3	68,143	-	68,143	-
Other		6,363	-	6,363	6,303
Total		<u>2,952,208</u>	<u>154,685</u>	<u>3,106,893</u>	<u>2,789,705</u>
Expenditure on:					
<i>Raising funds</i>					
Investment Management Costs		1,180	47,912	49,092	54,513
<i>Charitable activities</i>					
Parliamentary Benchmarking and Development		2,321,749	309,134	2,630,883	2,280,522
Public Outreach		34,179	-	34,179	100,144
Communications and Publishing		500,544	-	500,544	532,245
Total	6	<u>2,857,652</u>	<u>357,046</u>	<u>3,214,698</u>	<u>2,967,424</u>
Net (expenditure)/income before gains/(losses) on investments		94,556	(202,361)	(107,805)	(177,719)
Net gains/(losses) on investments	12	<u>4,466</u>	<u>249,510</u>	<u>253,976</u>	<u>(1,107,303)</u>
Net movement in funds		99,022	47,149	146,171	(1,285,022)
Reconciliation of funds					
Balance brought forward	17	<u>3,196,305</u>	<u>7,305,976</u>	<u>10,502,281</u>	<u>11,787,303</u>
Balance carried forward	17	<u><u>3,295,327</u></u>	<u><u>7,353,125</u></u>	<u><u>10,648,452</u></u>	<u><u>10,502,281</u></u>

All recognised gains and losses have been included in the SOFA. All expenditure on raising funds and charitable activities will continue in 2024. From January 2025, it is anticipated that the Charity will use its funds to make grants for its charitable purposes.

Commonwealth Parliamentary Association
Balance sheet as at
31 December 2023

	Note	2023 £	2023 £	2022 £	2022 £
Fixed asset					
Tangible assets	11		19,331		38,949
Investments	12		7,374,975		7,170,320
			<u>7,394,306</u>		<u>7,209,269</u>
Current assets					
Debtors	13	361,623		341,751	
Short term deposit	14	2,919,539		3,628,117	
Cash at bank and in hand		<u>307,281</u>		<u>194,541</u>	
		3,588,443		4,164,409	
Creditors: amounts falling due within one year	15	<u>(334,297)</u>		<u>(871,397)</u>	
Net current assets			3,254,146		3,293,012
Net assets			<u>10,648,452</u>		<u>10,502,281</u>
Funds					
Unrestricted					
General fund	17		3,295,327		3,196,305
Restricted					
Conference assistance fund	17		4,704,377		4,704,709
Working capital fund	17		<u>2,648,748</u>		<u>2,601,267</u>
			<u>10,648,452</u>		<u>10,502,281</u>

The financial statements were approved, and authorised for distribution, by the Executive Committee on

Date 8 May 2024 and signed on its behalf by:

Hon. Ian Liddell-Grainger, MP
Chairperson of the Executive Committee

Mr Stephen Twigg
Secretary-General

Commonwealth Parliamentary Association

Statement of cash flows for the year ended 31 December 2023

	2023	2022
	£	£
Cash flows from operating activities	<u>(932,520)</u>	<u>(195,929)</u>
Cash flows from investing activities		
Interest and dividends	306,095	188,507
Purchase of computer and equipment	(18,734)	(6,487)
Proceeds from sale of computer and equipment	-	2,024
Purchase of investments	(3,346,487)	(3,175,642)
Proceeds from the sale of investments	3,173,296	2,903,982
Movement in investment cash account	222,512	227,039
Movement in short term deposit	708,578	(18,000)
Net cash provided by investing activities	<u>1,045,260</u>	<u>121,423</u>
Change in cash and cash equivalents in the reporting period	112,740	(74,506)
Cash and cash equivalents at the beginning of the reporting period	<u>194,541</u>	<u>269,047</u>
Cash and cash equivalents at the end of the reporting period	<u><u>307,281</u></u>	<u><u>194,541</u></u>

NOTES TO THE CASH FLOW STATEMENT	2023	2022
	£	£
Reconciliation of Net Movement in Funds to Net Cash Flow from Operating Activities		
Net movement in funds	146,171	(1,285,022)
Depreciation charges	38,352	42,511
(Increase)/Decrease in debtors	(19,872)	302,126
(Decrease) in creditors	(537,100)	(174,340)
Interest and dividends	(306,095)	(188,507)
(Gains)/Losses on investments	(253,976)	1,107,303
Net cash (used in) operating activities	<u>(932,520)</u>	<u>(195,929)</u>

Analysis of Cash and Cash Equivalents

	2023	2022
	£	£
Cash at bank and in hand	<u>307,281</u>	<u>194,541</u>
	<u><u>307,281</u></u>	<u><u>194,541</u></u>

No separate reconciliation of net debt has been prepared as there is no difference between the net cash (debt) of the charity and the above cash and cash equivalents.

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2023

1. Summary of Accounting Policies

(a) Basis of accounting

The CPA is a registered charity (registration number 263147) under the laws of the United Kingdom with its principal office and registered address located at Room103/104, Richmond House, Houses of Parliament, London SW1A 0AA, United Kingdom (since June 2018).

Under section 1(1) of the Constitution of the CPA, the Association's aim is *'to promote knowledge of the constitutional, legislative, economic, social and cultural aspects of parliamentary democracy with particular reference to the countries of the Commonwealth.'*

The financial statements have been prepared under the historical cost convention with items recognized at cost or transaction value unless otherwise stated in these notes to the financial statements. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), Charities SORP (FRS102), and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements are presented in sterling and are rounded to the nearest pound. The charity constitutes a public benefit entity as defined by FRS 102.

(b) Income recognition

All membership fee income is recognised once the Charity has entitlement to the income, it is probable that the income will be received, and the amount of income receivable can be measured reliably. In the event of branch suspension, we stop recognising its income.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably when notification is received of the interest paid or payable by the bank. Dividends are recognised when notification is received of the dividend due.

Grants received are accounted for on an accruals basis based on the period to which it relates.

(c) Expenditure recognition

Liabilities are recognised as expenditure when there is a legal or constructive commitment, it is probable that settlement will be required, and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accrual's basis.

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2023

(d) Allocation of support and governance costs

Support costs are allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the Charity and its compliance with regulation and good practice. These costs include costs related to statutory audit and legal fees together with an apportionment of overhead and support costs.

(e) Pension costs

The Secretariat operates a defined contribution pension scheme for the benefit of its employees. The net assets of the fund are held separately from those of the Charity. Contributions payables are charged to the SOFA in the year in which they are incurred.

(f) Employee benefits

- *Short term benefits*
Short term benefits including holiday pay are recognised as an expense in the period in which the service is received.
- *Employee termination benefits*
Termination benefits are accrued in line with FRS 102.

(g) Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity. Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the Charity's funding partners. Note 17 sets out the aim and use of each restricted fund.

(h) Operating leases

Rentals payable under operating leases, where substantially all the risks and rewards of ownership remain with the lessor, are charged to the SOFA in the year in which they fall due.

(i) Subventions to Branches

Branches' outstanding travel claims are accrued at the end of the financial year. If after one year from the date of accrual such claims have not been made, the accrued amounts are written back.

(j) Foreign exchange

Balances denominated in foreign currencies are translated into Pounds Sterling at the rate of exchange prevailing at the balance sheet date. Financial transactions are translated at the rate of exchange prevailing on the date the transaction is processed.

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2023

(k) Fixed asset investments

Investments are a form of basic financial instrument and are recognised initially at their transaction value and measured subsequently at their fair value as at the balance sheet date using the closing quoted market price. The SOFA includes the net gains and losses arising on revaluation and disposals throughout the year.

(l) Tangible fixed assets and depreciation

All assets costing more than £350 are capitalised and valued at historical cost. Depreciation is charged on IT and other equipment on a straight-line basis over their estimated useful life of three years from the year of acquisition.

(m) Realised gains and losses

All gains and losses are taken to the SOFA as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value. Realised and unrealised investment gains and losses are combined in the SOFA.

(n) Stocks

Stocks are not included in the balance sheet and costs are written off as incurred.

(o) Debtors

Branch fees and other debtors are recognised at the settlement amount due, less any provision for bad or doubtful amount. Such provisions are specific and applied in a consistent manner based on debts aging and other factors affecting potential recoverability such as the status of the branch. Prepayments are valued at the amount prepaid net of any trade discounts due.

(p) Creditors and provisions

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that probably will result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are recognised at their settlement amount after allowing for any trade discounts due.

(q) Cash and cash equivalents

Cash and cash equivalents in the cash flow statement comprise cash in hand, balances with banks, investments in money market instruments representing short-term, highly liquid investments that are readily convertible to known amounts of cash.

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2023

(r) Going concern

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern. With respect to the next reporting period, the most significant areas of uncertainty that affect the Charity's assets relate to the ongoing macroeconomic and geopolitical climate, and the impact these will have on the level of investment return and performance of the Charity's investments. (See the investment policy and the risk management sections of the Trustees' annual report for more information).

Operational plans, related budgets and forecasts continue to be reviewed and have been updated for 2024-2025.

In 2024, the Charity will continue to fund activities from existing reserves but membership fees are to be received by the non-charitable unincorporated association that will assume the operational role of the CPA from January 2025.

Following the above review and despite future forecasts being, to a degree, uncertain as a result of the area highlighted earlier, the Trustees consider that the Charity's assets, and in particular, liquid funds are adequate to meet its annual obligations in the next two years taking into account the organisational changes highlighted above affecting the Charity.

As a result of the above review of the Charity's financial position, reserves levels and future plans, the Trustees are of the view that the Charity remains a going concern in respect to a period of one year from the date of approval of these financial statements, notwithstanding the uncertainties outlined above.

(s) Judgements and estimates

Judgements made by the Trustees, in the application of these accounting policies that have significant effect on the financial statements and estimates with a significant risk of material adjustment in the next reporting period is deemed to be in relation to the provision for doubtful debts. The CPA HQ Secretariat is currently hosted by the UK Parliament on the Parliamentary Estate. The Trustees do not believe that the value of this benefit, although a Gift in Kind, can be measured with sufficient accuracy.

2. Investment Income

	Unrestricted funds £	Restricted funds £	Total 2023 £
2023			
Dividends – equities	2,040	83,832	85,872
Interest – fixed interest securities	1,526	62,431	63,957
Interest on cash and money market deposits	147,844	8,422	156,266
	151,410	154,685	306,095

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2023

2. Investment Income (continued)

2022	Unrestricted funds £	Restricted funds £	Total 2022 £
Dividends – equities	2,479	104,259	106,738
Interest – fixed interest securities	680	25,737	26,417
Interest on cash and money market deposits	48,739	6,613	55,352
	<u>51,898</u>	<u>136,609</u>	<u>188,507</u>

Investment income consists of dividend & interest received from investments, bank interest and interest earned on term deposits.

3. Partnership Income

	Total 2023 £	Total 2022 £
FCDO – Commonwealth Parliamentary Good Governance	61,121	-
FCDO – Botswana Parliamentary Good Governance	7,022	-
	<u>68,143</u>	<u>-</u>

4. Staff Costs

	Total 2023 £	Total 2022 £
Salaries and wages	1,140,233	1,024,075
Social security costs	117,558	103,290
Pension costs	69,182	62,138
	<u>1,326,973</u>	<u>1,189,503</u>

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2023

4. Staff Costs (continued)

In addition, benefits-in-kind payments of £13,118 (2022: £18,179) cover health, travel insurance and death-in-service expenses to the Association. These payments are covered by a PAYE Settlement Agreement with HM Customs and Excise.

The average number of employees during the year was:	2023	2022
	No.	No.
Management	3	3
Charitable activities	19	18
	22	21
Key management personnel	2023	2022
	£	£
Secretary General	144,575	132,776
Deputy Secretary General and Director of Operations	106,045	97,920
Finance Director	59,106	55,832
	309,726	286,528

The key management personnel comprised members of the Senior Management Team (SMT). The SMT is made up of the Secretary General, Deputy Secretary General, Finance Director, Head of Human Resources, Head of IT and Digital Services, Head of Programmes and Head of Strategy and Engagement.

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2023

4. Staff Costs (continued)

Staff receiving emoluments in excess of £60,000 are after adding back salary sacrifice element, (exclusive of pension contributions paid by the CPA Secretariat), during the year were as follows:

	Total 2023 No.	Total 2022 No.
£60,000 - £70,000	4	5
£70,001 - £80,000	1	-
£80,001 - £90,000	-	1
£90,001 - £100,000	1	-
£100,001 - £110,000	-	1
£110,001 - £120,000	1	-
	7	7

All of the employees whose emoluments were greater than £60,000 are part of the personal pension scheme and the CPA Secretariat paid £31,133 (2022: £29,235) for these employees.

£268,640 was paid to 35 Parliaments of members of the Executive Committee for their travel and accommodation (2022: £151,344 was paid to 20 Parliaments of members of the Executive Committee and £1,848 for a spouse of one of the Executive Committee for their travel and accommodation). None of the Executive Committee members received remuneration or benefits from employment with the CPA (2022: none).

5. Pension scheme

The CPA Secretariat's Personal Pension Scheme ("Scheme") for employees is with Scottish Widows, which commenced on 1st August 2010. The Scheme is funded by contributions from Scheme members and the CPA Secretariat.

The Scheme is operated on a Personal Pension Scheme basis and is not a defined benefits final salaries arrangement. Contributions are invested with Scottish Widows under the pension rules to produce the maximum fund of monies at retirement for each individual member. Members can contribute towards the cost of their benefits at rates between the range of 2-15% of annual salary. CPA Secretariat pays 16%.

In 2017, in response to the UK Pension Act 2008, CPA Secretariat registered for automatic enrolment. From April 2017 staff members can contribute within this additional scheme, towards the cost of their benefits at rates of 3% of annual salary. CPA Secretariat pays 5%.

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2023

5. Pension scheme (continued)

	Total 2023 £	Total 2022 £
Total Premiums paid	132,914	121,890
Less: Contributions from employees	(63,732)	(59,752)
Employer Contributions	<u>69,182</u>	<u>62,138</u>

6. Total Expenditure

<u>2023</u>	Note	Direct costs £	Support costs £	Total 2023 £
Cost of generating funds				
Investment management costs		49,092	-	49,092
Cost of charitable activities				
Parliamentary Benchmarking and Development	8	1,869,966	760,917	2,630,883
Public Outreach	9	12,169	22,010	34,179
Communications and Publishing	10	266,185	234,359	500,544
		<u>2,197,412</u>	<u>1,017,286</u>	<u>3,214,698</u>

(Note 6a)

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2023

6. Total Expenditure (continued)

<u>2022</u>	Note	Direct costs £	Support costs £	Total 2022 £
Cost of generating funds				
Investment management costs		54,513	-	54,513
Cost of charitable activities				
Parliamentary Benchmarking and Development	8	1,686,455	594,067	2,280,522
Public Outreach	9	74,599	25,545	100,144
Communications and Publishing	10	285,134	247,111	532,245
		<u>2,100,701</u>	<u>866,723</u>	<u>2,967,424</u>

(Note 6a)

6a. Allocation of Support Costs

<u>2023</u>	Staff costs £	HR costs £	IT support costs £	Facilities £	Depreciation £	Governance £	Total 2023 £
Cost of charitable activities							
Parliamentary Benchmarking and Development	401,350	25,265	44,139	190,520	28,687	70,956	760,917
Public Outreach	11,609	731	1,277	5,511	830	2,052	22,010
Communications and Publishing	<u>123,614</u>	<u>7,782</u>	<u>13,595</u>	<u>58,679</u>	<u>8,835</u>	<u>21,854</u>	<u>234,359</u>
	<u>536,573</u>	<u>33,778</u>	<u>59,011</u>	<u>254,710</u>	<u>38,352</u>	<u>94,862</u>	<u>1,017,286</u>

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2023

6a. Allocation of Support Costs (continued)

<u>2022</u>	Staff costs £	HR costs £	IT support costs £	Facilities £	Depreciation £	Governance £	Total 2022 £
Cost of charitable activities							
Parliamentary Benchmarking and Development	341,499	23,421	34,548	103,440	29,138	62,021	594,067
Public Outreach	14,684	1,007	1,486	4,448	1,253	2,667	25,545
Communications and Publishing	142,052	9,742	14,371	43,028	12,120	25,798	247,111
	<u>498,235</u>	<u>34,170</u>	<u>50,405</u>	<u>150,916</u>	<u>42,511</u>	<u>90,486</u>	<u>866,723</u>

Support costs are allocated between activities based on the proportion of direct expenditure attributable to each activity.

7. Governance

Costs classified as governance relate to the general running of the Charity and included operations of the Board of Trustees and those addressing constitutional, audit, and other statutory matters, and are made up of the following:

	2023 £	2022 £
External Auditor's remuneration		
- Statutory audit	20,520	17,160
Internal Auditor's fees	-	23,760
Legal & professional fees	45,278	35,290
Consultants' fees	3,999	2,981
Officers travel	25,065	11,295
	<u>94,862</u>	<u>90,486</u>

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2023

8. Parliamentary Benchmarking and Development

	2023 £	2022 £
Post-Election Seminars	53,758	38,628
Technical Assistance Programmes	9,901	22,672
Commonwealth Women Parliamentarians	97,846	90,615
Small Branches Committees Workshop	71,698	60,027
Parliamentarians Disabilities Network	46,056	14,557
Commonwealth Heads of Governments Meeting	-	2,391
Parliamentary Academy	132,446	151,666
International Humanitarian Law Handbook for Commonwealth	-	1,710
Thematic and Parliamentary Practice & Procedure	17,677	1,038
Commonwealth Partnership for Democracy	22,111	2,509
Commonwealth Regional Conferences	49,088	62,486
Annual Parliamentary and Mid-year Executive Conference	717,100	764,348
Conference on the 4 th Industrial Revolution	26	-
Commonwealth Parliamentary Good Governance	54,028	-
Botswana Parliamentary Good Governance	7,022	-
Direct staff costs	591,209	473,808
	1,869,966	1,686,455

9. Public Outreach

	2023 £	2022 £
Commonwealth Youth Parliament	(4,932)	54,225
Direct staff costs	17,101	20,374
	12,169	74,599

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2023

10. Communications and Publishing

	2023 £	2022 £
The Parliamentary		
Printing	29,484	24,793
Distribution	26,727	28,729
Fees to contributors	1,500	1,950
	57,711	55,472
Annual Report	-	135
CPA Website	25,189	30,365
Books, periodicals and information	1,195	2,075
Direct staff costs	182,090	197,087
	266,185	285,134

11. Tangible assets

Tangible fixed assets comprise of computer and office equipment.

	2023 £	2022 £
Cost		
At 1 January	186,982	193,739
Additions	18,734	6,487
Eliminated on disposal	-	(13,244)
	205,716	186,982
At 31 December	205,716	186,982
Depreciation		
At 1 January	148,033	116,742
Charge for the year	38,352	42,511
Eliminated on disposal	-	(11,220)
	186,385	148,033
At 31 December	186,385	148,033
Net book value at 31 December	19,331	38,949

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2023

	2023 £	2022 £
12. Investments		
Market value at 1 January	7,170,320	8,233,002
Additions	3,346,487	3,175,642
Disposal proceeds	(3,173,296)	(2,903,982)
Investments cash account movement	(222,512)	(227,039)
Realised (losses)	(147,209)	(123,722)
Unrealised gains/(losses)	401,185	(983,581)
Market value at 31 December	7,374,975	7,170,320
Historical cost value at 31 December	6,783,444	6,947,474

The total unrealised gains at 31 December 2023 constitute movements on the revaluation and are as follows:

	2023 £	2022 £
Unrealised gains included above:		
On investments	591,531	222,846
Total unrealised gains at 31 December	591,531	222,846
Reconciliation of movements in unrealised gains:		
Unrealised gains at 1 January	222,846	1,239,968
In respect of disposal in the year	(32,500)	(33,541)
Add: net gains/(losses) arising on revaluation in the year	401,185	(983,581)
Total unrealised gains at 31 December	591,531	222,846

	Fixed interest securities £	Equities £	Cash £	Total £
Analysis of investments assets				
2023	1,636,190	5,659,192	79,593	7,374,975
2022	1,832,931	5,035,283	302,106	7,170,320

The underlying assets contained within the various funds invested in by the Charity are recognised on a listed stock exchange.

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2023

13. Debtors

	2023	2022
	£	£
Branch fees	1,020,292	1,032,163
Less: Provision for doubtful debts	(874,672)	(818,334)
Net branch fees	145,620	213,829
Staff advances	2,600	2,600
Other debtors and prepayments	213,403	125,322
	361,623	341,751

14. Short term deposit investment

	2023	2022
	£	£
Close Brothers business notice account and term deposit	2,919,539	3,628,117
	2,919,359	3,628,117

15. Creditors: Amounts Falling Due Within One Year

	Note	2023 £	2022 £
Trade creditors		143,199	86,635
General accruals		86,505	111,200
Parliamentary Benchmarking and Development accruals		78,445	62,908
Tax and social security		25,679	29,161
Deferred income	16	469	581,493
		334,297	871,397

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2023

16. Deferred income

	At 1 Jan 2023 £	Released to income £	Deferred in the year £	At 31 Dec 2023 £
Branch fees - 2023	581,493	(581,493)	469	469
	<u>581,493</u>	<u>(581,493)</u>	<u>469</u>	<u>469</u>

	At 1 Jan 2022 £	Released to income £	Deferred in the year £	At 31 Dec 2022 £
Branch fees - 2022	852,628	(852,628)	581,493	581,493
	<u>852,628</u>	<u>(852,628)</u>	<u>581,493</u>	<u>581,493</u>

Deferred income is primarily represented by annual membership fees received in advance for the following year. As 2024 membership fees are being paid to the non-charitable unincorporated association that will assume the operational role of the CPA, this payment is no longer reflected in the Charity's accounts.

The deferred income in 2023 is represented by 2024 Parliamentarian Magazine subscriptions received in 2023, released as income in 2024. (2022: represents 2023 memberships received in 2022 which were treated as deferred income and released as income in 2023 in line with the membership period).

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2023

17. Movement in funds

	At 1 Jan 2023 £	Income £	Expenditure £	Gains (Losses)/ Transfers £	At 31 Dec 2023 £
CPA Headquarters Secretariat					
<u>Unrestricted Funds</u>					
General reserve	3,196,305	2,952,208	(2,857,652)	4,466	3,295,327
<u>Restricted Funds</u>					
Conference Assistance Fund (CAF)	4,704,709	95,043	(255,990)	160,615	4,704,377
Working Capital Fund (WCF)	2,601,267	59,642	(101,056)	88,895	2,648,748
Total restricted funds	7,305,976	154,685	(357,046)	249,510	7,353,125
Total funds	10,502,281	3,106,893	(3,214,698)	253,976	10,648,452

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2023

17. Movement in funds (continued)

	At 1 Jan 2022 £	Income £	Expenditure £	Gains (Losses)/ Transfers £	At 31 Dec 2022 £
CPA Headquarters Secretariat					
<u>Unrestricted Funds</u>					
General reserve	3,136,354	2,653,096	(2,565,857)	(27,288)	3,196,305
<u>Restricted Funds</u>					
Conference Assistance Fund (CAF)	5,590,089	87,609	(273,449)	(699,540)	4,704,709
Working Capital Fund (WCF)	3,060,860	49,000	(128,118)	(380,475)	2,601,267
Total restricted funds	8,650,949	136,609	(401,567)	(1,080,015)	7,305,976
Total funds	11,787,303	2,789,705	(2,967,424)	(1,107,303)	10,502,281

Unrestricted funds

- The general reserve represents the accumulated surplus which is available for spending on CPA's objectives.

In 2018, to better address the likely risks and financial pressures faced by the CPA in the medium to long-term, the Trustees have accordingly agreed a policy to retain all unrestricted reserves at between 3 to 6 months planned operating expenditure. With the establishment of the non-charitable unincorporated association that will assume the operational role of the CPA in January 2025, and which is due to receive membership fees from 2024 onwards, general reserves will be utilised during 2024 to continue to fund existing charitable activities.

Restricted funds

Conference Assistance Fund (CAF)

The object of the fund is to advance the charitable purposes of the Commonwealth Parliamentary Association as directed by the Trust Deed by applying the income or such parts of the capital as the Trustees may deem fit which are to provide financial aid and assistance to assist Branches to organise, constitute and hold plenary conferences and to assist Branches to facilitate the attendance of Regional Representative and/or delegates at plenary conferences. Expenditure is restricted to fulfilling these aims.

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2023

17. Movement in funds (continued)

Working Capital Fund (WCF)

The object of the fund is to advance the charitable purposes of the Commonwealth Parliamentary Association as directed by the Trust Deed by applying the income or such parts of the capital as the Trustees may deem fit which are to provide financial aid to host Branches and Parliamentarians officials to organise educational seminars in accordance with the objects of the Association on parliamentary practice and procedure. Expenditure is restricted to fulfilling these aims.

18. Analysis of net assets between funds

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £
Tangible fixed assets	19,331	-	19,331
Fixed asset investment	177,342	7,197,633	7,374,975
Current assets	3,409,655	178,788	3,588,443
Current liabilities	(311,001)	(23,296)	(334,297)
	<u>3,295,327</u>	<u>7,353,125</u>	<u>10,648,452</u>
	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £
Tangible fixed assets	38,949	-	38,949
Fixed asset investment	172,440	6,997,880	7,170,320
Current assets	3,805,260	359,149	4,164,409
Current liabilities	(820,344)	(51,053)	(871,397)
	<u>3,196,305</u>	<u>7,305,976</u>	<u>10,502,281</u>

19. Related parties' transaction

Other than transactions with key management personnel and Executive Committee members as disclosed in note 4, there have been no related party transactions in the reporting period that require disclosure.

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2023

20. Comparative statement of financial activities

	Note	Unrestricted funds £	Restricted funds £	Total 2022 £
Income from:				
Investments	2	51,898	136,609	188,507
<i>Charitable activities</i>				
Branch membership fees		2,592,100	-	2,592,100
Subscriptions for the Parliamentarian		2,795	-	2,795
Other		6,303	-	6,303
Total		<u>2,653,096</u>	<u>136,609</u>	<u>2,789,705</u>
Expenditure on:				
<i>Raising funds</i>				
Investment Management Costs		1,247	53,266	54,513
<i>Charitable activities</i>				
Parliamentary Benchmarking and Development		1,932,221	348,301	2,280,522
Public Outreach		100,144	-	100,144
Communications and Publishing		532,245	-	532,245
Total	6	<u>2,565,857</u>	<u>401,567</u>	<u>2,967,424</u>
Net (expenditure)/income before (losses) on investments		87,239	(264,958)	(177,719)
Net (losses) on investments	12	<u>(27,288)</u>	<u>(1,080,015)</u>	<u>(1,107,303)</u>
Net movement in funds		59,951	(1,344,973)	(1,285,022)
Reconciliation of funds				
Balance brought forward	17	<u>3,136,354</u>	<u>8,650,949</u>	<u>11,787,303</u>
Balance carried forward	17	<u><u>3,196,305</u></u>	<u><u>7,305,976</u></u>	<u><u>10,502,281</u></u>

21. Post balance sheet events

The members of the CPA agreed at the General Assembly to restructure the CPA by establishing a non-charitable unincorporated association, which it is expected will assume the operational role of the CPA in January 2025. It is proposed that the existing CPA charity will remain in existence and its restricted funds will be used to make grants for its charitable purposes.

In 2024, the Charity will continue to fund activities from existing reserves but membership fees are to be received by the non-charitable unincorporated association that will assume the operational role of the CPA from January 2025.

CPA CHARITABLE FUNDS

England & Wales - Charity number 263147

Accounts



Charity Registration No. 263147

**Commonwealth Parliamentary Association
Annual Report and Financial Statements
31 December 2022**

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Commonwealth Parliamentary Association

Annual report for the year ended 31 December 2022

ADMINISTRATIVE INFORMATION

The Commonwealth Parliamentary Association (CPA) was established in 1911 as the Empire Parliamentary Association. In 1948, the name was changed to the Commonwealth Parliamentary Association.

The CPA is a registered charity (registration number 263147) under the laws of the United Kingdom with its principal office and registered address located at Room103/104, Richmond House, Houses of Parliament, London SW1A 0AA, United Kingdom (since June 2018).

The CPA is run by an Executive Committee which acts as the board of Trustees of the Charity and determines its strategy and overall management. Day-to-day direction of the Charity is vested in the Secretary-General.

PATRON OF THE ASSOCIATION

Head of the Commonwealth

VICE-PATRON OF THE ASSOCIATION

Vacant – TBC Ghana

OFFICERS OF THE ASSOCIATION

President of the Association

Rt Hon. Alban Bagbin, MP
Speaker of the Parliament of Ghana
(Sep 2022 – to date)

Vice-President of the Association

Hon. Matthew Mason-Cox, MLC
President of the Legislative Council of New South Wales
(Sep 2022 – to date)

Chairperson of the Executive Committee

Hon. Ian Liddell-Grainger, MP
United Kingdom
(Sep 2022 – to date)

Vice-Chairperson of the Executive Committee

Hon. Osei Kyei Mensah Bonsu, MP
Ghana
(also Regional Representative for Africa Region)
(Aug 2021 – to date)

Treasurer of the Association

Hon. Anurag Sharma, MP
Member of Parliament of India
(Sep 2022 – to date)

Chairperson of the Commonwealth Women Parliamentarians (CWP)

Hon. Zainab Gimba, MP
Member of Parliament of Nigeria
(Sep 2022 - to date)

Small Branches Chairperson

Hon. Joy Burch, MLA
Speaker of the Australia Capital Territory Legislative Assembly
(Sep 2022 – to date)

CPwD Chairperson

Hon. Laura Kanushu, MP
Member of Parliament of Uganda
(Sep 2022 – to date)

REGIONAL REPRESENTATIVES**Africa**

Vacant
Lesotho

Hon. Dr. Benson Makali Mulu, MP
Kenya (2017 – to date)

Hon. Osei Kyei Mensah Bonsu, MP
Ghana (2019 – to date)

Hon. Solomon Lechesa Tsenoli, MP
Deputy Speaker of the National Assembly
South Africa (2021 – to date)

Hon. Raymond Chatima Nkhata, MP
Malawi (2022 – to date)

Rt. Hon. Dr Abass Bundu, MP
Speaker of the Parliament
Sierra Leone (2019 – to date)

Asia

Hon. Dr Lal Chand Ukrani, MPA
Sindh (2017 – to date)

Hon. Mahinda Yapa Abeywardana, MP
Speaker of the Parliament
Sri Lanka (2019 – to date)

Hon. Kazi Nabil Ahmed, MP
Bangladesh (2022 – to date)

Australia

Vacant
Victoria

Senator the Hon. Sue Lines
President of the Senate
Australia Federal (2022 – to date)

Hon. Mark Shelton, MHA
Speaker of the House of Assembly
Tasmania (2022 – to date)

British Islands and Mediterranean

Hon. Leona Roberts, MLA
Falkland Islands (2017 – to date)

Hon. Stuart McMillan, MSP
Scotland (2016 – to date)

Hon. Chris Elmore, MP
United Kingdom (2022 – to date)

Canada

Hon. Randy Weekes, MLA
Speaker of the Legislative Assembly
Saskatchewan (2021 – to date)

Hon. Terry Duguid, MP
Canada Federal (2022 – to date)

Hon. Ted Arnott, MLA
Speaker of the Legislative Assembly
Ontario (2022 – to date)

Caribbean, Americas and Atlantic

Hon. Arthur Holder, MP
Speaker of the House of Assembly
Barbados (2018 – to date)

Hon. Claudius J. Francis, MHA
Speaker of the House of Assembly
St. Lucia (2021 – to date)

Hon. Gordon J. Burton, MHA
Speaker of the House of Assembly
Turks and Caicos (2021 – to date)

India

Hon. Ritu Khanduri Bhushan, MLA
Speaker of the Legislative Assembly
Uttarakhand (2022 – to date)

Shri Biswajit Daimary, MLA
Speaker of the Legislative Assembly
Assam (2021 – to date)

Hon. Uday Pratap Singh, MP
India Union (2023 – to date)

Pacific

Hon. Gerry Brownlee, MP
New Zealand (2016 – to date)

Hon. Theresa Kaetavara, MHR
Deputy Speaker of the House of Representative
Bougainville (2017 – to date)

Hon. Naiqama Lalabalavu
Speaker of Parliament
Fiji (2022 – to date)

South-East Asia

Hon. Lim Biow Chuan, MP
Deputy Speaker of the Parliament
Singapore (2020 – to date)

Hon. Noraini Ahmad, MP
Malaysia (2023 – to date)

Hon. Law Choo Kiang, MP
Penang (2022 – to date)

FORMER OFFICERS AND MEMBERS OF THE EXECUTIVE COMMITTEE DURING 2021

Chairperson of the Executive Committee

Hon. Emilia Monjowa Lifaka, MP
Deputy Speaker of Parliament
Cameroon (2017 – to Apr 2021)

Vice-Chairperson of the Executive Committee

Hon. John Ajaka, MLC
President of the Legislative Council, New South Wales
(*also Regional Representative for Australia Region*)
(2019 – Apr 2021)

Treasurer of the Association

Hon. Datuk Shamsul Iskandar Md Akin, MP
Federal Parliament of Malaysia
(2019 – to Sep 2022)

Chairperson of the Commonwealth Women Parliamentarians (CWP)

Hon. Shandana Gulzar Khan, MNA
National Assembly of Pakistan
(2019 – to Sep 2022)

Small Branches Chairperson

Hon. Niki Rattle,
Speaker of the Parliament of Cook Islands
(2019 – to Feb 2021)

FORMER REGIONAL REPRESENTATIVES DURING 2021

Africa

Rt Hon. Sephiri Enoch Motanyane, MP
Speaker of the National Assembly
Lesotho (2017 – 2022)

Hon. Dr Christopher Kalila, MP
Zambia (2021 – 2022)

Hon. Bernard Songa Sibatani, MP
Vice Chairperson of the National Council
Namibia (2016 – 2021)

Hon. Lazarous Chungu Bwalya, MP
Zambia (2016 – 2021)

Asia

Hon. Dr Fehmida Mirza, MP
Pakistan (2016 - 2022)

Australia

Hon Jonathan O’Dea, MLA
Speaker of the Legislative Assembly
New South Wales (2021 – 2022)

Hon. Bruce Atkinson, MLC
President of the Legislative Council
Victoria (2017 – 2022)

Senator Hon. Slade Brockman
President of the Senate
Australia Federal (2021 - 2022)

Hon. John Ajaka, MLC
President of the Legislative Council
New South Wales (2016 – 2021)

Senator the Hon. Scott Ryan,
President of the Senate of Australia (2019 – 2021)

British Islands and Mediterranean

Hon. Julie Elliott, MP
United Kingdom (Apr 2021 – 2022)

Hon. Ian Liddell-Grainger, MP
United Kingdom (2019 – 2021)

Canada

Hon. Maryse Gaudreault, MNA
Vice President of the National Assembly
Quebec (2021 – 2022)

Hon. Francois Paradis, MNA
Speaker of the National Assembly
Quebec (2016 – 2021)

Hon. Kevin Murphy, MLA
Speaker of the House of Assembly
Nova Scotia (2018 – Aug 2021)

Hon. Yasmin Ratansi, MP
Ontario (2019 – 2021)

Caribbean, Americas and Atlantic

Hon. Andy Glenn Daniel, MP
Speaker of the House of Assembly
St. Lucia (2019 – 2021)

Hon. Dwayne Taylor, MHA
Speaker of the House of Assembly
Turks and Caicos (2019 – 2021)

India

Shri Premchand Aggarwal, MLA
Speaker of the Legislative Assembly
Uttarakhand (Stand-in Branch for Jammu and Kashmir) (2016 – 2022)

Shri Anurag Sharma, MP
Member of Parliament of India (2019 – 2022)

Shri Hitendra Goswami, MLA
Speaker of the Legislative Assembly
Assam (2017 – May 2021)

Pacific

Rt. Hon. Ratu Epeli Nailatikau, MP
Speaker of the Parliament, Fiji (2019 – 2022)

South-East Asia

Hon. Suhaizan Kaiat, MLA
Speaker of the State Legislative Assembly
Johor (Stand-in Branch for Malacca) (2016 - 2022)

Hon. Datuk Wira Dr Mohd Hatta Md Ramli, MP
Perak (2019 – 2022)

Trustees of CPA Trust Funds

Secretary-General

Mr Stephen Twigg (Appointed Aug 2020)

Commonwealth Parliamentary Association (CPA)

Treasurer of the Association

Shri Anurag Sharma, MP (Appointed Sep 2022)

Member of Parliament of India

Hon. Lyndon Trott (Appointed Aug 2020)

Guernsey Assembly

Guernsey

Senior Management Team (SMT)

Secretary-General

Mr Stephen Twigg

Deputy Secretary-General

Mr Jarvis Matiya

Finance Director

Mr Paul Townley

Head of Human Resources

Mrs Sharon Moses

Head of IT and Digital Services

Mr Chinonso Orekie

Head of Programmes

Mr Matthew Salik

Head of Strategy and Engagement

Ms Emily Davies

Professional Advisers and Partner Organisations:

External Auditors:	Buzzacott LLP 130 Wood Street London EC2V 6DL
Internal Auditors:	Sayer Vincent LLP Invicta House 108-114 Golden Lane London EC1Y 0TL
Bank:	National Westminster Bank plc Victoria Branch 169 Victoria Street London SW1E 5NA
Investment Managers:	Close Brothers Asset Management 10 Exchange Square Primrose Street London EC2AR 2BY
Legal Advisers:	Bates Wells & Braithwaite London LLP 10 Queen Street Place London EC4R 1BE Russell Cooke LLP 2 Putney Hill London SW15 6AB
Commonwealth Secretariat:	Marlborough House Pall Mall, London SW1Y 5HX

The Commonwealth Secretariat is the governmental wing of the Commonwealth and has 53 countries as its members. The CPA's relationship with the Commonwealth Secretariat is informal. However, it is recognised that the CPA is the parliamentary wing of the Commonwealth and some CPA programmes are implemented jointly with the Commonwealth Secretariat. The Commonwealth Secretary-General or their representative attends the CPA Annual Conference and the CPA Secretary-General and/or the Officers of the Association participate in the Commonwealth Heads of Government Meeting (CHOGM).

Inter-Parliamentary Union:	5 Chemin du Pommier Case postale 330 CH-1218 Le Grand Saconnex Geneva, Switzerland
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The Inter-Parliamentary Union (IPU) deals with the national parliaments of all countries around the world. The Association's relationship with the IPU is informal. However, national CPA parliamentary members are also members of the IPU.

Commonwealth Parliamentary Association

Annual report for the year ended 31 December 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The CPA has its own constitution '*Constitution of the Commonwealth Parliamentary Association*' as adopted by the General Assembly of the Association at its meeting in Cyprus on 6 September 1993 and amended by the General Assembly of the Association from time-to-time.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Trustees, working through the Executive Committee, are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the Charity and of the income and expenditure of the Charity for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and apply them consistently.
- Observe the methods and principles in Accounting and Reporting by Charities Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable United Kingdom accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable it to ensure that the financial statements comply with the *Charities Act 2011*, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Charity's Constitution and Trust Deeds. They are also responsible for safeguarding the assets of the Charity and, hence, for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Website

The Trustees are responsible for the maintenance and integrity of the charity and financial information included on the Charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Recruitment and Appointment of new Trustees

Members of the Executive Committee act as the Trustees of the Charity. The General Assembly elects new Trustees on the advice of the regions of the CPA. All Trustees are unpaid.

Induction and Training of new Trustees

The CPA Headquarters Secretariat organises induction sessions for new Trustees, with particular emphasis on their legal responsibilities. New Trustees also receive recent data on the operations of the CPA, including financial reports and minutes of immediate past meetings. The CPA Headquarters Secretariat updates Trustees on recent Charity legislation/developments at their bi-annual meetings.

Commonwealth Parliamentary Association

Annual report for the year ended 31 December 2022

Organisational Structure

The Secretary-General is responsible for the day-to-day management of the CPA. He is supported by two Directors: Deputy Secretary-General and Finance Director. The Secretary-General makes decisions on operational matters, in consultation with the SMT.

The Secretary-General reports to the Executive Committee, and annually to the General Assembly on the operations of the CPA Headquarters Secretariat. The Executive Committee meets twice a year, and reports to the General Assembly. Certain aspects of the work of the Executive Committee are undertaken between meetings by the Co-ordinating Committee. The Sub-Committees of the Executive Committee meet on the margins during its meetings. These are the Audit Committee, Planning and Review Sub-Committee, and Finance Sub-Committee.

Branches

The CPA is composed of Branches that have been admitted as Members to the Association. Each Branch is autonomous, raises its own finances and pays an annual subscription to the Association's International Headquarters. The Commonwealth Parliamentary Association Secretariat is the International Headquarters for the Association. It has close links with over 171 members Branches (2021: 171 Branches) on a day-to-day working level. Income raised by the Association's Headquarters Secretariat is used to pay for the CPA's programmes of work and for the meetings and conferences of its members. The annual subscription is determined at meetings of the General Assembly.

Risk Management

The Trustees are responsible for risk management. Risks identified by the SMT are reviewed, assessed and appropriate action incorporated as part of operational delivery. During 2022, the main risks and uncertainties facing the Association were:

- restricted opportunities to grow or diversify income.
- significant reliance on membership fees, and the timely payment of subscriptions.
- the challenge of ensuring that membership remains a worthwhile proposition for the CPA's Branches.
- investment in the infra-structure that helps ensure the CPA Headquarters Secretariat is run efficiently and is pro-active in communications with its membership.
- new or unexpected pressures on HQ Secretariat or Programme costs.
- governance, given the CPA's status as a UK Charity with both UK and international Trustees.
- The aftermath of the Covid-19 pandemic on activities, its staff and its membership.
- The impact on investments of the uncertainty in respect of the macroeconomic and geopolitical climate.

Appropriate systems and /or actions have been and continue to be developed to identify and mitigate risk. These systems or actions include:

- expanding the Association's revenue streams by exploring new funding and partnership opportunities including the option of an additional delegate for certain Branches at our Annual Plenary Conferences.
- further development of both our new CRM System and Website
- maximising the Association's investment returns within an agreed risk appetite framework.
- actively seeking hosts for the Association's events to achieve a reduced cost burden on reserves.
- financial governance-related policies (e.g. use of credit cards, funding policy to support branch programme delivery, minimisation of cash handling, etc).
- a programme of internal audits to cover areas as agreed by the Audit Subcommittee. In the current year this covered both Travel and also, IT and Data Security.
- Audit subcommittee oversight.
- staff handbook detailing HR policies, practices and procedures.

Commonwealth Parliamentary Association

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- continued support for staff during the post Covid-19 pandemic period.
- a wide range of programmes to support members and regular governance meetings carried out physically, virtually and also in a hybrid manner.
- business and financial risk management plan (risk register) which details the nature of risk (i.e. external, fraud, governance, operational, liquidity and security) likelihood of occurrence, controls in place and the risk holder.
- appropriate insurance cover (management liability: Trustees' liability, employment practices liability and legal liability; office cover: employer's liability, public liability, business interruption, and office contents; health and life).
- establishment of an expert group to consider options for longer term organisational status.

Pay-Setting Policy for Key Management Personnel

The Trustees have an established pay-setting policy for the charity's key management personnel and other staff. It is based on an approved pay band. Progression from one spine point to another within a given band is on the basis of satisfactory performance. The Trustees adopted the pay band on the recommendation of independent pay review consultants. In addition, for staff at the top of their pay band, one off payments are awarded dependent on performance.

STATEMENT OF PURPOSE, AIMS, OBJECTIVES AND PUBLIC BENEFIT

Statement of purpose

The CPA connects, develops, promotes and supports Parliamentarians and their staff to identify benchmarks of good governance, and implement the enduring values of the Commonwealth.

Aims

Under section 1(1) of the Constitution of the CPA, the Association's aim is '*to promote knowledge of the constitutional, legislative, economic, social and cultural aspects of parliamentary democracy with particular reference to the countries of the Commonwealth.*'

Main Objectives

In April 2022 the Trustees approved a revised strategy covering the period 2022 – 2025.

The previous plan focused primarily on internal operational matters of the Association so as to ensure we were able to deliver activities efficiently and comprehensively to our members. We are pleased to say that the majority of these objectives have been achieved so it was deemed appropriate and indeed necessary for the future development of the Association for our new plan to be much more outward facing.

The new Strategic Plan 2022-2025 enables the CPA to build upon the organisation's existing strengths and the substantial progress made by the Secretariat and membership in recent years, whilst also addressing the challenges the organisation is likely to face between now and 2025.

The plan sets out six core objectives, the tools which will be utilised to achieve them and the six cross-cutting themes that will be mainstreamed within all future CPA work.

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The Strategic Objectives set out are:

1. Strengthen the capacity and maximise the effectiveness of Parliamentarians and parliamentary staff and enable mutual learning.
2. Protect and uphold the independence of Parliaments, the principle of the separation of powers and broader human rights as set out in the Commonwealth Charter through strong, strategic partnerships.
3. Persuade the UK Government to implement legislation recognising the CPA as an international, interparliamentary organisation.
4. Support Parliaments and Parliamentarians to adapt, innovate and recover from crises such as COVID-19 or natural disasters.
5. Support and enable the Commonwealth Women Parliamentarians (CWP), CPA Small Branches and Commonwealth Parliamentarians with Disabilities (CPwD) networks to fulfil their strategic objectives.
6. Promote the values of the Commonwealth, parliamentary democracy and sustainable development to a wide audience.

The Plan's six cross-cutting themes are:

- Gender
- Small States and Jurisdictions
- Youth
- Disability
- Sustainable Development and Climate Change
- Technology and Innovation

Each year, the Trustees review the objectives and activities to ensure that they continue to be relevant. In carrying out this review, the Trustees have considered the Charity Commission's general guidance on public benefit when reviewing the aims and objectives that have been set, and in planning the Charity's future activities. In particular, the Trustees consider how planned activities contribute to the aims and objectives they have set.

Activities and Public Benefit

The Association carries out a wide range of activities in pursuit of its charitable aims and the Trustees consider that these activities, as summarised below, provide benefit both to the Association's members and (indirectly) to the wider community in Commonwealth countries/dependencies.

In 2017, the CPA launched a new Policy Framework which is based on the Association's mission statement. This is articulated in its current '*Statement of Purpose*', and identifies its role in connecting and supporting Parliamentarians and their staff across the Commonwealth to identify and implement benchmarks of good governance and implement the enduring values of the Commonwealth to promote parliamentary democracy. The new Policy Framework proposes three Strategic Programme pillars which form the basis for all CPA's work. These include: Parliamentary Benchmarking and Development; Public Outreach Activities; and Communications and Publishing.

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In 2022, in conjunction with the new Strategic plan the CPA Headquarters Secretariat commenced to implement a revised programme, with particular focus on parliamentary development and benchmarking, post-election seminars and technical assistance programmes together with an emphasis on youth engagement through, for example, the CPA's Commonwealth Day activities and the Commonwealth Youth Parliament.

Details are set out in full in the **CPA's Annual Report and Performance Review 2022 and the** report outlines CPA activity across all the strategic objectives of the CPA Strategic Plan and includes our work on ***Parliamentary Benchmarking and Development (which includes three CPA networks – Commonwealth Women Parliamentarians, CPA Small Branches and Commonwealth Parliamentarians with Disabilities); Public Outreach; and Communications and Publishing***. Further CPA activity is covered under the areas of CPA Branch Visits, CPA Regional Conferences and working with partner organisations.

FINANCIAL REVIEW

The total revenue for the financial year under review was £2,789,705 (2021: £2,611,730). Of this, the Association's core funding stream was from Branch Membership fees (93%) and financial investments (7%) with a small amount coming from other sources such as subscriptions for the *Parliamentarian* and advertising income.

With the end of most travel restrictions from the Covid-19 pandemic, the Association has resumed delivering a range of programmes and Governance meetings not only physically, but in a hybrid and fully virtual manner. Our Mid-Year Conference was held in Assam, India in April 2022 and the 65th Annual Plenary Conference in Halifax, Canada in August 2022. As a result of these physical conferences and other deployments and travel increasing expenditure, the deficit for the year was £177,719 (2021: surplus of £779,286).

However, the war in Ukraine and other macro economic factors have created significant market uncertainty on our investment portfolios during the year resulting in losses for the year of £1,107,303 (2021: gains of £687,362)

Total revenue increased by £177,975 when compared to the previous financial period. Membership fee rates increased by 3% for 2022 and this increase, together with the reinstatement of suspended branches, has resulted in the total membership fees increasing by £126,070. Income from Investments increased by £47,653.

Total operating costs during the reporting period were £2,967,424 (2021: £1,832,444), made up of the costs of *raising funds*, totalling £54,513 (2 %), and *direct charitable activities* totalling £2,912,911 (98%). In 2021, these were £52,761 (3 %) and £1,779,683 (97 %) respectively. The increase in total operating costs reported was due to the significant easing of restrictions.

At the end of the financial year the Association's unrestricted reserves amounted to £3,196,305 (2021: £3,136,354) with free reserves, after deducting the value of tangible assets, amounting to £3,157,356 (2021: £3,059,357) which is in excess of the target in the reserves policy.

In addition to the General Reserves, the Working Capital Trust Fund and the Conference Assistance Trust Fund (managed by Trustees under separate Trust Deeds), had total funds of £7,305,976 (2021: £8,650,949). Income from each Trust Fund is used for the benefit of the members in support of the wider objectives of the Association.

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Financial Strategy

The Trustees agreed on the CPA financial strategy in South Africa in August 2013. The issues addressed included reserve levels, income generation, and financial and administrative control policies for the Association. Trustees have kept the strategy under review and in particular to ensure that it meets the wider strategic objectives of the CPA. The Strategic Plan covering the period 2022 – 2025 further reinforced and informed the existing Financial Strategy.

Reserves Policy

In 2018 the Reserves Policy of the Association was reviewed, and the Trustees agreed a change in policy to one that better addresses the likely risks and financial pressures faced by the CPA in the medium to long-term. Trustees have accordingly agreed a policy to retain unrestricted reserves at between 3 to 6 months planned operating expenditure. As at December 2022, the Association held unrestricted reserves of £3,196,305, of which £3,157,356 were free reserves. The Trustees note that this is significantly in excess of the required amount in the reserves policy but that it has primarily resulted from the severe restrictions on physical activities due to the Covid-19 pandemic. This figure will be kept under review and the Trustees will consider the scope for releasing funds from these reserves to meet the strategic priorities of the CPA. As the travel restrictions were lifted in 2022, a full range of physical activities, including Plenary Conferences have taken place, resulting in a significant increase in operating costs. We foresee the level of reserves to reduce gradually in the future.

Investment Policy

The CPA has investments in two trust funds under the guidance and supervision of the funds' Trustees. Under the trust deeds the funds' Trustees are mandated as the Secretary General, the Association's Treasurer and another member of the CPA who is not a member of the Executive Committee. These Trustees are listed on page 6. The purposes of these funds are to promote knowledge and education about the constitutional legislatures within a parliamentary democratic framework, arrange study group meetings, seminars and conferences, and provide facilities for the exchange of visits between members of branches of the CPA.

The Trustees have the power to invest in such stocks, shares and investments as they see fit. The policy is to adopt a cautious-to-moderate risk investment strategy aimed at maximising income and capital growth. Within this strategy, the Trustees have set a target of exceeding the average market performance for a similar fund, based on the market value of the portfolio.

The Trustees have a formal Investment Policy Statement that:

- Defines and assigns the responsibilities of all parties.
- Establishes a clear understanding of the investment goals and objectives of Fund(s) assets.
- Offers guidance and limitations to investment advisors and/or managers regarding the investment of Fund(s) assets.
- Establishes a basis for evaluating investment results.
- Provides guidelines on managing Fund(s) assets in accordance with prudent, ethical and environmental considerations, the Trust Deeds of the Fund(s), and the *Trustee Act 2000*.

Close Brothers Asset Management have been appointed to manage the trust funds. The Trustees met three times in 2022 to review the funds' performance.

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Annual report for the year ended 31 December 2022

Investment Performance

The value of the Association's listed investments decreased by £1,062,682 (13%) from £8,233,022 at 31 December 2021 to £7,170,320 as at the end of the reporting period. The Charity holds no unlisted funds.

The target total return on the Trustees' portfolio of investments, within an agreed level of risk appetite, is 6% from 1 January 2022. This is apportioned between annual investment income (2.1%) and long-term capital appreciation (3.9%), with a targeted total return of 6%. In 2020 a Socially Responsible Portfolio proposed by Close Brothers was adopted.

As a result of the Covid-19 pandemic and followed by the war in Ukraine, the stock markets have experienced significant volatility and more fluctuations remain a distinct possibility. The Trustees will continue to monitor the performance of the investments. It is encouraging to note a degree of recovery of the funds towards the end of 2022.

Fundraising

Following the implementation of the *Charities (Protection and Social Investment) Act 2016*, the Trustees have reviewed its fundraising activities and confirm that it complies with the regulation. There were no fundraising activities and the Association did not make use of any external fundraisers.

PLANS FOR FUTURE PERIODS

A new Strategic Plan covering 2022-2025 has been prepared and approved by the Trustees in April 2022. This plan was produced after wide ranging consultations had taken place, both internally and externally to ensure it meets the needs of the members.

The CPA will continue to pursue its key aims of holding conferences and seminars; disseminating information on Parliamentarians and political issues; organising international exchanges among Members and officials of Parliaments and Legislatures; and assisting newly emerging Commonwealth democracies.

Following the outbreak of the Covid-19 pandemic all activities of the CPA were reviewed and activities have continued remotely with staff working from home with the appropriate support and guidance. Operational plans, related budgets and forecasts have all been reviewed and updated for the years 2023 - 2025.

The CPA Headquarters Secretariat continuously strives to ensure that it can serve its membership to the highest possible standards as well as remaining a relevant and valuable service. To that effect, the Secretariat continues to review its programme, communications and outreach activities and delivery methodology to ensure it can continue to provide a full-spectrum service.

Following the Covid-19 Pandemic, the CPA Headquarters Secretariat has continued to review whether it is providing adequate support to its Members and Branches within the conditions and resources of the Association. For example, creating long-term online services, the development of remote resources and platforms as well as harnessing technology for maximum impact.

Although any future impact on revenue is not expected to be significant, as the CPA will ensure members continue to receive a full range of services and support. It is understood that some Branches may take longer to pay their fees than in the past as a result of the continuing difficult and challenging times and the CPA is committed to providing support to these Branches.

Commonwealth Parliamentary Association Annual report for the year ended 31 December 2022

Drawing upon this feedback and the vision of the Secretary-General and CPA Officers, the plan sets out the following six core objectives, the tools which will be utilised to achieve them and cross-cutting themes will be mainstreamed within all future CPA work. It will be accompanied each year of its implementation by an Annual Business Plan, which will identify the priority activities and outputs necessary in order to achieve the plan's objectives which have been set out earlier in the Main Objectives section.

It is hoped that this new Strategic Plan will enable the CPA to build upon the organisation's existing strengths and the substantial progress made by the Secretariat and membership in recent years, whilst also addressing the challenges the organisation is likely to face between now and 2025.

Auditors

Buzzacott LLP, Registered Auditors, have indicated their willingness to continue in office and it is proposed that they be re-appointed auditors for the ensuing year.

The Executive Committee approved this report on the 18 April 2023.

Signed on behalf of the Executive Committee:



.....
Hon. Ian Liddell-Grainger, MP
Chairperson of the Executive Committee



.....
Mr Stephen Twigg
Secretary-General

Independent auditor's report to the trustees of Commonwealth Parliamentary Association

Opinion

We have audited the financial statements of Commonwealth Parliamentary Association (the 'charity') for the year ended 31 December 2022 which comprise the statement of financial activities, the balance sheet, the statement of cash flows, and the related notes to the financial statements, including a summary of accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- ◆ give a true and fair view of the state of the charity's affairs as at 31 December 2022 and of its income and expenditure for the year then ended;
- ◆ have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- ◆ have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report and performance review 2022, and the annual report and financial statements, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion:

- ◆ the information given in the trustees' annual report is inconsistent in any material respect with the financial statements; or
- ◆ sufficient accounting records have not been kept; or
- ◆ the financial statements are not in agreement with the accounting records and returns; or
- ◆ we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and

Auditor's responsibilities for the audit of the financial statements (continued)

are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- ◆ the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations; and
- ◆ we obtained an understanding of the legal and regulatory frameworks that are applicable to the charity and determined that the most significant frameworks which are directly relevant to specific assertions in the financial statements are those that relate to the reporting framework (Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011) and those that relate to data protection (General Data Protection Regulation).

We assessed the susceptibility of the charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- ◆ making enquiries of management as to their knowledge of actual, suspected and alleged fraud; and
- ◆ considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- ◆ performed analytical procedures to identify any unusual or unexpected relationships;
- ◆ tested journal entries to identify unusual transactions; and
- ◆ assessed whether judgements and assumptions made in determining the accounting estimate for the provision for bad debts were indicative of potential bias.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- ◆ reading the minutes of meetings of those charged with governance; and
- ◆ enquiring of management as to actual and potential litigation and claims.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards

Auditor's responsibilities for the audit of the financial statements (continued)

also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the trustees and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and with regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Buzzacott LLP
Statutory Auditor
130 Wood Street
London
EC2V 6DL

Date: 7 July 2023

Buzzacott LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

Commonwealth Parliamentary Association
Statement of financial activities
for the year ended 31 December 2022

	Note	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
Income from:					
Investments	2	51,898	136,609	188,507	140,854
<i>Charitable activities</i>					
Branch membership fees		2,592,100	-	2,592,100	2,466,030
Subscriptions for the Parliamentarian		2,795	-	2,795	3,271
Other		6,303	-	6,303	1,575
Total		<u>2,653,096</u>	<u>136,609</u>	<u>2,789,705</u>	<u>2,611,730</u>
Expenditure on:					
<i>Raising funds</i>					
Investment Management Costs		1,247	53,266	54,513	52,761
<i>Charitable activities</i>					
Parliamentary Benchmarking and Development		1,932,221	348,301	2,280,522	1,209,879
Public Outreach		100,144	-	100,144	26,922
Communications and Publishing		532,245	-	532,245	542,882
Total	5	<u>2,565,857</u>	<u>401,567</u>	<u>2,967,424</u>	<u>1,832,444</u>
Net (expenditure)/income before (losses)/gains on investments		87,239	(264,958)	(177,719)	779,286
Net (losses)/gains on investments	11	<u>(27,288)</u>	<u>(1,080,015)</u>	<u>(1,107,303)</u>	<u>687,362</u>
Net movement in funds		59,951	(1,344,973)	(1,285,022)	1,466,648
Reconciliation of funds					
Balance brought forward	16	<u>3,136,354</u>	<u>8,650,949</u>	<u>11,787,303</u>	<u>10,320,655</u>
Balance carried forward	16	<u><u>3,196,305</u></u>	<u><u>7,305,976</u></u>	<u><u>10,502,281</u></u>	<u><u>11,787,303</u></u>

All recognised gains and losses have been included in the SOFA. All activities are continuing.

Commonwealth Parliamentary Association
Balance sheet as at
31 December 2022

	Note	2022 £	2022 £	2021 £	2021 £
Fixed asset					
Tangible assets	10		38,949		76,997
Investments	11		7,170,320		8,233,002
			<u>7,209,269</u>		<u>8,309,999</u>
Current assets					
Debtors	12	341,751		643,877	
Short term deposit	13	3,628,117		3,610,117	
Cash at bank and in hand		<u>194,541</u>		<u>269,047</u>	
		4,164,409		4,523,041	
Creditors: amounts falling due within one year	14	<u>(871,397)</u>		<u>(1,045,737)</u>	
Net current assets			3,293,012		3,477,304
Net assets			<u>10,502,281</u>		<u>11,787,303</u>
Funds					
Unrestricted					
General fund	16		3,196,305		3,136,354
Restricted					
Conference assistance fund	16		4,704,709		5,590,089
Working capital fund	16		<u>2,601,267</u>		<u>3,060,860</u>
			<u>10,502,281</u>		<u>11,787,303</u>

The financial statements were approved, and authorised for distribution, by the Executive Committee on

Date 18 April 2023 and signed on its behalf by:

.....
Hon. Ian Liddell-Grainger, MP
Chairperson of the Executive Committee

.....
Mr Stephen Twigg
Secretary-General

Commonwealth Parliamentary Association

Statement of cash flows for the year ended 31 December 2022

	2022	2021
	£	£
Cash flows from operating activities	<u>(195,929)</u>	<u>758,641</u>
Cash flows from investing activities		
Interest and dividends	188,507	140,854
Purchase of computer and equipment	(6,487)	(13,815)
Proceeds from sale of computer and equipment	2,024	-
Purchase of investments	(3,175,642)	(4,061,991)
Proceeds from the sale of investments	2,903,982	4,134,099
Movement in investment cash account	<u>227,039</u>	<u>(336,457)</u>
Net cash provided by/(used in) investing activities	<u>139,423</u>	<u>(137,310)</u>
Change in cash and cash equivalents in the reporting period	(56,506)	621,331
Cash and cash equivalents at the beginning of the reporting period	<u>3,879,164</u>	<u>3,257,833</u>
Cash and cash equivalents at the end of the reporting period	<u><u>3,822,658</u></u>	<u><u>3,879,164</u></u>

NOTES TO THE CASH FLOW STATEMENT

	2022	2021
	£	£
Reconciliation of Net Movement in Funds to Net Cash Flow from Operating Activities		
Net movement in funds	(1,285,022)	1,466,648
Depreciation charges	42,511	64,143
Decrease in debtors	302,126	59,234
Decrease in creditors	(174,340)	(3,168)
Interest and dividends	(188,507)	(140,854)
Losses/(Gains) on investments	<u>1,107,303</u>	<u>(687,362)</u>
Net cash (used in)/provided by operating activities	<u><u>(195,929)</u></u>	<u><u>758,641</u></u>

Analysis of Cash and Cash Equivalents

	2022	2021
	£	£
Cash at bank and in hand	194,541	269,047
Short term deposits	<u>3,628,117</u>	<u>3,610,117</u>
	<u><u>3,822,658</u></u>	<u><u>3,879,164</u></u>

No separate reconciliation of net debt has been prepared as there is no difference between the net cash (debt) of the charity and the above cash and cash equivalents.

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2022

1. Summary of Accounting Policies

(a) Basis of accounting

The financial statements have been prepared under the historical cost convention with items recognized at cost or transaction value unless otherwise stated in these notes to the financial statements. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), Charities SORP (FRS102), and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements are presented in sterling and are rounded to the nearest pound. The charity constitutes a public benefit entity as defined by FRS 102.

(b) Income recognition

All membership fee income is recognised once the Charity has entitlement to the income, it is probable that the income will be received, and the amount of income receivable can be measured reliably. In the event of branch suspension, we stop recognising its income.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably when notification is received of the interest paid or payable by the bank. Dividends are recognised when notification is received of the dividend due.

(c) Expenditure recognition

Liabilities are recognised as expenditure when there is a legal or constructive commitment, it is probable that settlement will be required, and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis.

(d) Allocation of support and governance costs

Support costs are allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the Charity and its compliance with regulation and good practice. These costs include costs related to statutory audit and legal fees together with an apportionment of overhead and support costs.

(e) Pension costs

The Secretariat operates a defined contribution pension scheme for the benefit of its employees. The net assets of the fund are held separately from those of the Charity. Contributions payable are charged to the SOFA in the year in which they are incurred.

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2022

(f) Employee benefits

- *Short term benefits*
Short term benefits including holiday pay are recognised as an expense in the period in which the service is received.
- *Employee termination benefits*
Termination benefits are accrued in line with FRS 102.

(g) Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity. Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the Charity's funding partners. Note 16 sets out the aim and use of each restricted fund.

(h) Operating leases

Rentals payable under operating leases, where substantially all the risks and rewards of ownership remain with the lessor, are charged to the SOFA in the year in which they fall due.

(i) Subventions to Branches

Branches' outstanding travel claims are accrued at the end of the financial year. If after one year from the date of accrual such claims have not been made, the accrued amounts are written back.

(j) Foreign exchange

Balances denominated in foreign currencies are translated into Pounds Sterling at the rate of exchange prevailing at the balance sheet date. Financial transactions are translated at the rate of exchange prevailing on the date the transaction is processed.

(k) Fixed asset investments

Investments are a form of basic financial instrument and are recognised initially at their transaction value and measured subsequently at their fair value as at the balance sheet date using the closing quoted market price. The SOFA includes the net gains and losses arising on revaluation and disposals throughout the year.

(l) Tangible fixed assets and depreciation

All assets costing more than £350 are capitalised and valued at historical cost. Depreciation is charged on IT and other equipment on a straight-line basis over their estimated useful life of three years from the year of acquisition.

(m) Realised gains and losses

All gains and losses are taken to the SOFA as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value. Realised and unrealised investment gains and losses are combined in the SOFA.

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2022

(n) Stocks

Stocks are not included in the balance sheet and costs are written off as incurred.

(o) Debtors

Branch fees and other debtors are recognised at the settlement amount due, less any provision for bad or doubtful amount. Such provisions are specific and applied in a consistent manner based on a debts aging and other factors affecting potential recoverability such as the status of the branch. Prepayments are valued at the amount prepaid net of any trade discounts due.

(p) Creditors and provisions

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that probably will result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are recognised at their settlement amount after allowing for any trade discounts due.

(q) Cash and cash equivalents

Cash and cash equivalents in the cash flow statement comprise cash in hand, balances with banks, investments in money market instruments representing short-term, highly liquid investments that are readily convertible to known amounts of cash.

(r) Going concern

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern. With respect to the next reporting period, the most significant areas of uncertainty that affect the Charity's assets relate to any lasting effects of the Covid-19 pandemic and the current macroeconomic and geopolitical climate, and the impact these will have on the level of investment return and performance of the Charity's investments. (See the investment policy and the risk management sections of the Trustees' annual report for more information).

The aftermath of the Covid-19 pandemic has had a lesser impact on the activities of the CPA this year than last but some activities have continued to be carried out remotely or in a hybrid fashion. Staff have also continued to work from home at times, but to a lesser degree than in the previous year.

Operational plans, related budgets and forecasts continue to be reviewed and have been updated for 2023-2025.

Following the above review, and despite future forecasts being, to a degree, uncertain as a result of the areas highlighted earlier, the Trustees consider that the Association's assets, and in particular, liquid funds are adequate to meet its annual obligations in the next two years.

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2022

Whilst changes to, and timing of activities continue to take place, the financial impact on the CPA has been limited. The impact on revenue, which relates predominantly to Membership fees, is not expected to be significant overall as the CPA continues to ensure that members receive the full range of services and support. Where Branches have difficulty in paying their fees appropriate support will be given. Operational costs may still be below historic levels as a result of a change in the level of overseas travel in the short to medium term.

As a result of the above review of the Charity's financial position, reserves levels and future plans, the Trustees are of the view that the Charity remains a going concern in respect to a period of one year from the date of approval of these financial statements, notwithstanding the uncertainties outlined above.

(s) Judgements and estimates

Judgements made by the Trustees, in the application of these accounting policies that have significant effect on the financial statements and estimates with a significant risk of material adjustment in the next reporting period is deemed to be in relation to the provision for doubtful debts. The CPA HQ Secretariat is currently hosted by the UK Parliament on the Parliamentary Estate. The Trustees do not believe that the value of this benefit, although a Gift in Kind, can be measured with sufficient accuracy.

2. Investment Income

	Unrestricted funds £	Restricted funds £	Total 2022 £
2022			
Dividends – equities	2,479	104,259	106,738
Interest – fixed interest securities	680	25,737	26,417
Interest on cash and money market deposits	48,739	6,613	55,352
	<u>51,898</u>	<u>136,609</u>	<u>188,507</u>

	Unrestricted funds £	Restricted funds £	Total 2021 £
2021			
Dividends – equities	196	101,252	101,448
Interest – fixed interest securities	48	16,724	16,772
Interest on cash and money market deposits	18,035	4,599	22,634
	<u>18,279</u>	<u>122,575</u>	<u>140,854</u>

Investment income consists of dividend & interest received from investments, bank interest and interest earned on term deposits.

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2022

3. Staff Costs

	Note	Total 2022 £	Total 2021 £
Salaries and wages		1,024,075	948,184
Social security costs		103,290	84,202
Pension costs	4	62,138	59,644
		<u>1,189,503</u>	<u>1,092,030</u>

In addition, benefits-in-kind payments of £18,179 (2021: £20,477) cover travel insurance and death-in-service expenses to the Association. These payments are covered by a PAYE Settlement Agreement with HM Customs and Excise.

The average number of employees during the year was:

	2022 No.	2021 No.
Management	3	3
Charitable activities	18	18
	<u>21</u>	<u>21</u>

Key management personnel

	2022 £	2021 £
Secretary General	132,776	121,098
Deputy Secretary General and Director of Operations	97,920	89,564
Finance Director	55,832	52,772
	<u>286,528</u>	<u>263,434</u>

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2022

3. Staff Costs (continued)

The key management personnel comprised members of the Senior Management Team (SMT). The SMT is made up of the Secretary General, Deputy Secretary General & Director of Operations and Finance Director.

Staff receiving emoluments in excess of £60,000, (exclusive of pension contributions paid by the CPA Secretariat), during the year were as follows:

	Total 2022 No.	Total 2021 No.
£60,000 - £70,000	5	2
£70,001 - £80,000	-	1
£80,001 - £90,000	1	-
£100,001 - £110,000	-	1
£110,001 - £120,000	1	-
	7	4

All of the employees whose emoluments were greater than £60,000 are part of the personal pension scheme and the CPA Secretariat paid £29,235 (2021: £19,981) for these employees.

£151,344 was paid to 20 Parliaments of members of the Executive Committee and £1,848 for a spouse of one of the Executive Committee for their travel and accommodation (2021: £7,238 to 1 Parliament of members of the Executive Committee). None of the Executive Committee members received remuneration or benefits from employment with the CPA (2021: none).

4. Pension scheme

The CPA Secretariat's Personal Pension Scheme ("Scheme") for employees is with Scottish Widows, which commenced on 1st August 2010. The Scheme is funded by contributions from Scheme members and the CPA Secretariat.

The Scheme is operated on a Personal Pension Scheme basis and is not a defined benefits final salaries arrangement. Contributions are invested with Scottish Widows under the pension rules to produce the maximum fund of monies at retirement for each individual member. Members can contribute towards the cost of their benefits at rates between the range of 2-15% of annual salary. CPA Secretariat pays 16%.

In 2017, in response to the UK Pension Act 2008, CPA Secretariat registered for automatic enrolment. From April 2017 staff members can contribute within this additional scheme, towards the cost of their benefits at rates of 3% of annual salary. CPA Secretariat pays 5%.

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2022

4. Pension scheme (continued)

	Total 2022 £	Total 2021 £
Total Premiums paid	121,890	135,639
Less: Contributions from employees	(59,752)	(75,995)
Employer Contributions	<u>62,138</u>	<u>59,644</u>

5. Total Expenditure

<u>2022</u>	Note	Direct costs £	Support costs £	Total 2022 £
Cost of generating funds				
Investment management costs		54,513	-	54,513
Cost of charitable activities				
Parliamentary Benchmarking and Development	7	1,686,455	594,067	2,280,522
Public Outreach	8	74,599	25,545	100,144
Communications and Publishing	9	285,134	247,111	532,245
		<u>2100,701</u>	<u>866,723</u>	<u>2,967,424</u>

(Note 5a)

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2022

5. Total Expenditure (continued)

<u>2021</u>	Note	Direct costs £	Support costs £	Total 2021 £
Cost of generating funds				
Investment management costs		52,761	-	52,761
Cost of charitable activities				
Parliamentary Benchmarking and Development	7	522,351	687,528	1,209,879
Public Outreach	8	9,056	17,866	26,922
Communications and Publishing	9	244,735	298,147	542,882
		<u>828,903</u>	<u>1,003,541</u>	<u>1,832,444</u>

(Note 5a)

5a. Allocation of Support Costs

<u>2022</u>	Staff costs £	HR costs £	IT support costs £	Facilities £	Depreciation £	Governance £	Total 2022 £
Cost of charitable activities							
Parliamentary Benchmarking and Development	341,499	23,421	34,548	103,440	29,138	62,021	594,067
Public Outreach	14,684	1,007	1,486	4,448	1,253	2,667	25,545
Communications and Publishing	142,052	9,742	14,371	43,028	12,120	25,798	247,111
	<u>498,235</u>	<u>34,170</u>	<u>50,405</u>	<u>150,916</u>	<u>42,511</u>	<u>90,486</u>	<u>866,723</u>

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2022

5a. Allocation of Support Costs (continued)

<u>2021</u>	Staff costs £	HR costs £	IT support costs £	Facilities £	Depreciation £	Governance £	Total 2021 £
Cost of charitable activities							
Parliamentary Benchmarking and Development	399,633	42,407	42,003	133,365	43,945	26,175	687,528
Public Outreach	10,385	1,102	1,091	3,466	1,142	680	17,866
Communications and Publishing	173,301	18,390	18,215	57,833	19,057	11,351	298,147
	<u>583,319</u>	<u>61,899</u>	<u>61,309</u>	<u>194,664</u>	<u>64,144</u>	<u>38,206</u>	<u>1,003,541</u>

Support costs are allocated between activities based on the proportion of direct expenditure attributable to each activity.

6. Governance

Costs classified as governance relate to the general running of the Charity and included operations of the Board of Trustees and those addressing constitutional, audit and other statutory matters, and are made up of the following:

	2022 £	2021 £
External Auditor's remuneration		
- Statutory audit	17,160	16,440
Internal Auditor's fees	23,760	-
Legal & professional fees	35,290	9,106
Consultants' fees	2,981	11,424
Officers travel	11,295	1,236
	<u>90,486</u>	<u>38,206</u>

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2022

7. Parliamentary Benchmarking and Development

	2022 £	2021 £
Post-Election Seminars	38,628	14,951
Technical Assistance Programmes	22,672	17,943
Commonwealth Women Parliamentarians	90,615	48,868
Small Branches Committees Workshop	60,027	20,662
Parliamentarians Disabilities Network	14,557	11,187
Commonwealth Heads of Governments Meeting	2,391	-
Parliamentary Academy	151,666	17,076
International Humanitarian Law Handbook for Commonwealth	1,710	-
Thematic and Parliamentary Practice & Procedure	1,038	15,000
Commonwealth Partnership for Democracy	2,509	4,015
Commonwealth Regional Conferences	62,486	19,206
Annual Parliamentary and Mid-year Executive Conference	764,348	4,924
Direct staff costs	473,808	348,519
	1,686,455	522,351

8. Public Outreach

	2022 £	2021 £
Commonwealth Youth Parliament	54,225	-
Direct staff costs	20,374	9,056
	74,599	9,056

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2022

9. Communications and Publishing

	2022 £	2021 £
The Parliamentarian		
Printing	24,793	27,826
Distribution	28,729	27,254
Fees to contributors	1,950	2,025
	55,472	57,105
Annual Report	135	254
CPA Website	30,365	34,539
Books, periodicals and information	2,075	1,703
Direct staff costs	197,087	151,134
	285,134	244,735

10. Tangible assets

Tangible fixed assets comprise of computer and office equipment.

	2022 £	2021 £
Cost		
At 1 January	193,739	179,924
Additions	6,487	13,815
Eliminated on disposal	(13,244)	-
	186,982	193,739
At 31 December		
Depreciation		
At 1 January	116,742	52,599
Charge for the year	42,511	64,143
Eliminated on disposal	(11,220)	-
	148,033	116,742
At 31 December		
Net book value at 31 December	38,949	76,997

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2022

	2022 £	2021 £
11. Investments		
Market value at 1 January	8,233,002	7,281,291
Additions	3,175,642	4,061,991
Disposal proceeds	(2,903,982)	(4,134,099)
Investments cash account movement	(227,039)	336,457
Realised (losses)/gains	(123,722)	647,431
Unrealised (losses)/gains	(983,581)	39,931
Market value at 31 December	7,170,320	8,233,002
Historical cost value at 31 December	6,947,474	6,993,034

The total unrealised gains at 31 December 2022 constitute movements on the revaluation and are as follows:

	2022 £	2021 £
Unrealised gains included above:		
On investments	222,846	1,239,968
Total unrealised gains at 31 December	222,846	1,239,968
Reconciliation of movements in unrealised gains:		
Unrealised gains at 1 January	1,239,968	1,202,050
In respect of disposal in the year	(33,541)	(2,013)
Add: net (losses)/gains arising on revaluation in the year	(983,581)	39,931
Total unrealised gains at 31 December	222,846	1,239,968

	Fixed interest securities £	Equities £	Cash £	Total £
Analysis of investments assets				
2022	1,832,931	5,035,283	302,106	7,170,320
2021	757,428	6,946,185	529,389	8,233,002

The underlying assets contained within the various funds invested in by the Charity are recognised on a listed stock exchange.

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2022

12. Debtors

	2022	2021
	£	£
Branch fees	1,032,163	1,163,039
Less: Provision for doubtful debts	(818,334)	(826,790)
Net branch fees	213,829	336,249
Staff advances	2,600	3,104
Other debtors and prepayments	125,322	304,524
	<u>341,751</u>	<u>643,877</u>

13. Short term deposit investment

	2022	2021
	£	£
Close Brothers business notice account and term deposit	3,628,117	3,610,117
	<u>3,628,117</u>	<u>3,610,117</u>

14. Creditors: Amounts Falling Due Within One Year

	Note	2022	2021
		£	£
Trade creditors		86,635	44,801
General accruals		111,200	70,355
Parliamentary Benchmarking and Development accruals		62,908	52,719
Tax and social security		29,161	25,234
Deferred income	15	581,493	852,628
		<u>871,397</u>	<u>1,045,737</u>

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2022

15. Deferred income

	At 1 Jan 2022 £	Released to income £	Deferred in the year £	At 31 Dec 2022 £
Branch fees - 2022	852,628	(852,628)	581,493	581,493
	<u>852,628</u>	<u>(852,628)</u>	<u>581,493</u>	<u>581,493</u>
	At 1 Jan 2021 £	Released to income £	Deferred in the year £	At 31 Dec 2021 £
Branch fees - 2021	835,986	(835,986)	852,628	852,628
	<u>835,986</u>	<u>(835,986)</u>	<u>852,628</u>	<u>852,628</u>

This primarily represents 2023 memberships received in 2022. They are treated as deferred income and will be released as income in 2023 in line with the membership period.

16. Movement in funds

	At 1 Jan 2022 £	Income £	Expenditure £	Gains (Losses)/ Transfers £	At 31 Dec 2022 £
CPA Headquarters Secretariat					
<u>Unrestricted Funds</u>					
General reserve	3,136,354	2,653,096	(2,565,857)	(27,288)	3,196,305
<u>Restricted Funds</u>					
Conference Assistance Fund (CAF)	5,590,089	87,609	(273,449)	(699,540)	4,704,709
Working Capital Fund (WCF)	3,060,860	49,000	(128,118)	(380,475)	2,601,267
Total restricted funds	<u>8,650,949</u>	<u>136,609</u>	<u>(401,567)</u>	<u>(1,080,015)</u>	<u>7,305,976</u>
Total funds	<u>11,787,303</u>	<u>2,789,705</u>	<u>(2,967,424)</u>	<u>(1,107,303)</u>	<u>10,502,281</u>

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2022

16. Movement in funds (continued)

	At 1 Jan 2021	Income	Expenditure	Gains (Losses)/ Transfers	At 31 Dec 2021
	£	£	£	£	£
CPA Headquarters Secretariat					
<u>Unrestricted Funds</u>					
General reserve	2,372,927	2,489,155	(1,726,692)	964	3,136,354
<u>Restricted Funds</u>					
Conference Assistance Fund (CAF)	5,109,405	78,182	(41,940)	444,442	5,590,089
Working Capital Fund (WCF)	2,838,323	44,393	(63,812)	241,956	3,060,860
Total restricted funds	7,947,728	122,575	(105,752)	686,398	8,650,949
Total funds	10,320,655	2,611,730	(1,832,444)	687,362	11,787,303

Unrestricted funds

- The general reserve represents the accumulated surplus which is available for spending on CPA's objectives.

In 2018, to better addresses the likely risks and financial pressures faced by the CPA in the medium to long-term, the Trustees have accordingly agreed a policy to retain all unrestricted reserves at between 3 to 6 months planned operating expenditure.

Restricted funds

Conference Assistance Fund (CAF)

The object of the fund is to advance the charitable purposes of the Commonwealth Parliamentary Association as directed by the Trust Deed by applying the income or such parts of the capital as the Trustees may deem fit which are to provide financial aid and assistance to assist Branches to organise, constitute and hold plenary conferences and to assist Branches to facilitate the attendance of Regional Representative and/or delegates at plenary conferences. Expenditure is restricted to fulfilling these aims.

Working Capital Fund (WCF)

The object of the fund is to advance the charitable purposes of the Commonwealth Parliamentary Association as directed by the Trust Deed by applying the income or such parts of the capital as the Trustees may deem fit which are to provide financial aid to host Branches and Parliamentarians officials to organise educational seminars in accordance with the objects of the Association on parliamentary practice and procedure. Expenditure is restricted to fulfilling these aims.

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2022

17. Analysis of net assets between funds

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £
Tangible fixed assets	38,949	-	38,949
Fixed asset investment	172,440	6,997,880	7,170,320
Current assets	3,805,260	359,149	4,164,409
Current liabilities	(820,344)	(51,053)	(871,397)
	<u>3,196,305</u>	<u>7,305,976</u>	<u>10,502,281</u>

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £
Tangible fixed assets	76,997	-	76,997
Fixed asset investment	200,964	8,032,038	8,233,002
Current assets	3,892,084	630,957	4,523,041
Current liabilities	(1,033,691)	(12,046)	(1,045,737)
	<u>3,136,354</u>	<u>8,650,949</u>	<u>11,787,303</u>

18. Related parties' transaction

Other than transactions with key management personnel and Executive Committee members as disclosed in note 3, there have been no related party transactions in the reporting period that require disclosure.

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2022

19. Comparative statement of financial activities

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £
Income from:				
Investments	2	18,279	122,575	140,854
<i>Charitable activities</i>				
Branch membership fees		2,466,030	-	2,466,030
Subscriptions for the Parliamentarian		3,271	-	3,271
Other		1,575	-	1,575
Total		<u>2,489,155</u>	<u>122,575</u>	<u>2,611,730</u>
Expenditure on:				
<i>Raising funds</i>				
Investment Management Costs		301	52,460	52,761
<i>Charitable activities</i>				
Parliamentary Benchmarking and Development		1,156,587	53,292	1,209,879
Public Outreach		26,922	-	26,922
Communications and Publishing		542,882	-	542,882
Total	5	<u>1,726,692</u>	<u>105,752</u>	<u>1,832,444</u>
Net income before gains on investments		<u>762,463</u>	<u>16,823</u>	<u>779,286</u>
Net gains on investments	11	<u>964</u>	<u>686,398</u>	<u>687,362</u>
Net movement in funds		<u>763,427</u>	<u>703,221</u>	<u>1,466,648</u>
Reconciliation of funds				
Balance brought forward	16	<u>2,372,927</u>	<u>7,947,728</u>	<u>10,320,655</u>
Balance carried forward	16	<u><u>3,136,354</u></u>	<u><u>8,650,949</u></u>	<u><u>11,787,303</u></u>

20. Post balance sheet events

There are no post balance sheet events.

CPA CHARITABLE FUNDS

England & Wales - Charity number 263147

Accounts



Charity Registration No. 263147

**Commonwealth Parliamentary Association
Annual Report and Financial Statements
31 December 2021**

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Commonwealth Parliamentary Association

Annual report for the year ended 31 December 2021

ADMINISTRATIVE INFORMATION

The Commonwealth Parliamentary Association (CPA) was established in 1911 as the Empire Parliamentary Association. In 1948, the name was changed to the Commonwealth Parliamentary Association.

The CPA is a registered charity (registration number 263147) under the laws of the United Kingdom with its principal office and registered address located at Room103/104, Richmond House, Houses of Parliament, London SW1A 0AA, United Kingdom (since June 2018).

The CPA is run by an Executive Committee which acts as the board of Trustees of the Charity and determines its strategy and overall management. Day-to-day direction of the Charity is vested in the Secretary-General.

PATRON OF THE ASSOCIATION

H.M. Queen Elizabeth II
Head of the Commonwealth

VICE-PATRON OF THE ASSOCIATION

Vacant – TBC Canada Federal

OFFICERS OF THE ASSOCIATION

President of the Association

Hon. Anthony Rota, MP
Speaker of the House of Commons
Canada Federal (2019 – to date)

Vice-President of the Association

Rt Hon. Alban Bagbin, MP
Speaker of the Parliament
Ghana (2019 – to date)

Acting Chairperson of the Executive Committee

Hon. Ian Liddell-Grainger, MP
United Kingdom
(Apr 2021 – to date)

Acting Vice-Chairperson of the Executive Committee

Hon. Osei Kyei Mensah Bonsu, MP
Ghana
(also Regional Representative for Africa Region)
(Aug 2021 – to date)

Treasurer of the Association

Hon. Datuk Shamsul Iskandar Md Akin, MP
Federal Parliament of Malaysia
(2019 – to date)

Chairperson of the Commonwealth Women Parliamentarians (CWP)

Hon. Shandana Gulzar Khan, MNA
National Assembly of Pakistan
(2019 – to date)

Acting Small Branches Chairperson

Hon. Joy Burch, MLA
Speaker of the Australia Capital Territory Legislative Assembly
(Feb 2021 – to date)

REGIONAL REPRESENTATIVES**Africa**

Rt Hon. Sephiri Enoch Motanyane, MP
Speaker of the National Assembly
Lesotho (2017 – to date)

Hon. Dr. Makali Mulu, MP
Kenya (2017 – to date)

Hon. Osei Kyei Mensah Bonsu, MP
Ghana (2019 – to date)

Hon. Solomon Lechesa Tsenoli, MP
Deputy Speaker of the National Assembly
South Africa (Mar 2021 – to date)

Hon. Dr Christopher Kalila, MP
Zambia (Dec 2021 – to date)

Rt. Hon. Dr Abass Bundu, MP
Speaker of the Parliament
Sierra Leone (2019 – to date)

Asia

Hon. Dr Lal Chand Ukrani, MPA
Sindh (2017 – to date)

Hon. Dr Fehmida Mirza, MP
Pakistan (2016 – to date)

Hon. Mahinda Yapa Abeywardana, MP
Speaker of the Parliament
Sri Lanka (2019 – to date)

Australia

Hon Jonathan O’Dea, MLA
Speaker of the Legislative Assembly
New South Wales (Apr 2021 – to date)

Hon. Bruce Atkinson, MLC
President of the Legislative Council
Victoria (2017 – to date)

Senator Hon. Slade Brockman
President of the Senate
Australia Federal (Oct 2021 to date)

British Islands and Mediterranean

Hon. Leona Roberts, MLA
Falkland Islands (2017 – to date)

Hon. Stuart McMillan, MSP
Scotland (stand-in Branch for Northern Ireland)
(2016 – to date)

Hon. Julie Elliott, MP
United Kingdom
(Apr 2021 – to date)

Canada

Hon. Maryse Gaudreault, MNA
Vice President of the National Assembly
Quebec
(Sep 2021 – to date)

Hon. Randy Weekes, MLA
Speaker of the Legislative Assembly
Saskatchewan (Aug 2021 – to date)

Caribbean, Americas and Atlantic

Hon. Arthur Holder, MP
Speaker of the House of Assembly
Barbados
(Stand-in Branch for Trinidad and Tobago)
(2018 – to date)

Hon. Claudius J. Francis, MP
Speaker of the House of Assembly
St. Lucia (Aug 2021 – to date)

Hon. Gordon J. Burton, MHA
Speaker of the House of Assembly
Turks and Caicos (Mar 2021 – to date)

India

Shri Premchand Aggarwal, MLA
Speaker of the Legislative Assembly
Uttarakhand (Stand-in Branch for Jammu and Kashmir)
(2016 – to date)

Shri Biswajit Daimary, MLA
Speaker of the Legislative Assembly
Assam (May 2021 – to date)

Shri Anurag Sharma, MP
Lok Sabha
Indian Union (2019 – to date)

Pacific

Hon. Gerry Brownlee, MP
New Zealand (2016 – to date)

Hon. Theresa Kaetavara, MHR
Deputy Speaker of the House of Representative
Bougainville (2017 – to date)

Rt. Hon. Ratu Epeli Nailatikau, MP
Speaker of the Parliament, Fiji
(2019 – to date)

South-East Asia

Hon. Suhaizan Kaiat, MLA
Speaker of the State Legislative Assembly
Johor (Stand-in Branch for Malacca) (2016 - to date)

Hon. Lim Biow Chuan, MP
Deputy Speaker of the Parliament
Singapore (Jul 2020 – to date)

Hon. Datuk Wira Dr Mohd Hatta Md Ramli, MP
Perak (2019 – to date)

FORMER OFFICERS AND MEMBERS OF THE EXECUTIVE COMMITTEE DURING 2021 REGIONAL REPRESENTATIVES

Chairperson of the Executive Committee

Hon. Emilia Monjowa Lifaka, MP
Deputy Speaker of Parliament
Cameroon (2017 – to Apr 2021)

Vice-Chairperson of the Executive Committee

Hon. John Ajaka, MLC
President of the Legislative Council, New South Wales
(*also Regional Representative for Australia Region*)
(2019 – Apr 2021)

Small Branches Chairperson

Hon. Niki Rattle,
Speaker of the Parliament of Cook Islands
(2019 – to Feb 2021)

Africa

Hon. Bernard Songa Sibatani, MP
Vice Chairperson of the National Council
Namibia (2016 – Mar 2021 date)

Hon. Lazarous Chungu Bwalya, MP
Zambia (2016 – Dec 2021)

Australia

Hon. John Ajaka, MLC
President of the Legislative Council
New South Wales (2016 – Apr 2021)

Senator the Hon. Scott Ryan,
President of the Senate of Australia
(2019 – Oct 2021)

British Islands and Mediterranean

Hon. Ian Liddell-Grainger, MP
United Kingdom
(2019 – Apr 2021)

Canada

Hon. Francois Paradis, MNA
Speaker of the National Assembly
Quebec
(2016 – Sep 2021)

Hon. Kevin Murphy, MLA
Speaker of the House of Assembly
Nova Scotia (2018 – Aug 2021)

Hon. Yasmin Ratansi, MP
Ontario (2019 – Sep 2021)

Caribbean, Americas and Atlantic

Hon. Andy Glenn Daniel, MP
Speaker of the House of Assembly
St. Lucia (2019 – Aug 2021)

Hon. Dwayne Taylor, MHA
Speaker of the House of Assembly
Turks and Caicos (2019 – Mar 2021)

India

Shri Hitendra Goswami, MLA
Speaker of the Legislative Assembly
Assam (2017 – May 2021)

Trustees of CPA Trust Funds

Secretary-General
Mr Stephen Twigg (Appointed Aug 2020)
Commonwealth Parliamentary Association (CPA)

Treasurer of the Association
Hon. Datuk Shamsul Iskandar Md Akin, MP (Appointed Sep 2019)
Federal Parliament of Malaysia

Hon. Lyndon Trott (Appointed Aug 2020)
Guernsey Assembly
Guernsey

Senior Management Team (SMT)

Secretary-General
Mr Stephen Twigg

Deputy Secretary-General
Mr Jarvis Matiya

Finance Director
Mr Paul Townley

Head of Human Resources
Mrs Sharon Moses

Head of IT and Digital Services
Mr Chinonso Orekie

Head of Programmes
Mr Matthew Salik

Head of Strategy and Engagement
Ms Emily Davies

Professional Advisers and Partner Organisations:

External Auditors:	Buzzacott LLP 130 Wood Street London EC2V 6DL
Internal Auditors:	Sayer Vincent LLP Invicta House 108-114 Golden Lane London EC1Y 0TL
Bank:	National Westminster Bank plc Victoria Branch 169 Victoria Street London SW1E 5NA
Investment Managers:	Close Brothers Asset Management 10 Exchange Square Primrose Street London EC2AR 2BY
Legal Advisers:	Bates Wells & Braithwaite London LLP 10 Queen Street Place London EC4R 1BE
Commonwealth Secretariat:	Marlborough House Pall Mall, London SW1Y 5HX

The Commonwealth Secretariat is the governmental wing of the Commonwealth and has 53 countries as its members. The CPA's relationship with the Commonwealth Secretariat is informal. However, it is recognised that the CPA is the parliamentary wing of the Commonwealth and some CPA programmes are implemented jointly with the Commonwealth Secretariat. The Commonwealth Secretary-General or their representative attends the CPA Annual Conference and the CPA Secretary-General and/or the Officers of the Association participate in the Commonwealth Heads of Government Meeting (CHOGM).

Inter-Parliamentary Union:	5 Chemin du Pommier Case postale 330 CH-1218 Le Grand Saconnex Geneva, Switzerland
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The Inter-Parliamentary Union (IPU) deals with the national parliaments of all countries around the world. The Association's relationship with the IPU is informal. However, national CPA parliamentary members are also members of the IPU.

Commonwealth Parliamentary Association

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STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The CPA has its own constitution '*Constitution of the Commonwealth Parliamentary Association*' as adopted by the General Assembly of the Association at its meeting in Cyprus on 6 September 1993 and amended by the General Assembly of the Association from time-to-time.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Trustees, working through the Executive Committee, are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the Charity and of the income and expenditure of the Charity for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and apply them consistently.
- Observe the methods and principles in Accounting and Reporting by Charities Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable United Kingdom accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable it to ensure that the financial statements comply with the *Charities Act 2011*, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Charity's Constitution and Trust Deeds. They are also responsible for safeguarding the assets of the Charity and, hence, for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Website

The Trustees are responsible for the maintenance and integrity of the charity and financial information included on the Charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Recruitment and Appointment of new Trustees

Members of the Executive Committee act as the Trustees of the Charity. The General Assembly elects new Trustees on the advice of the regions of the CPA. All Trustees are unpaid.

Induction and Training of new Trustees

The CPA Headquarters Secretariat organises induction sessions for new Trustees, with particular emphasis on their legal responsibilities. New Trustees also receive recent data on the operations of the CPA, including financial reports and minutes of immediate past meetings. The CPA Headquarters Secretariat updates Trustees on recent Charity legislation/developments at their bi-annual meetings.

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Organisational Structure

The Secretary-General is responsible for the day-to-day management of the CPA. He is supported by two Directors: Deputy Secretary-General and Finance Director. The Secretary-General makes decisions on operational matters, in consultation with the SMT.

The Secretary-General reports to the Executive Committee, and annually to the General Assembly on the operations of the CPA Headquarters Secretariat. The Executive Committee meets twice a year, and reports to the General Assembly. Certain aspects of the work of the Executive Committee are undertaken between meetings by the Co-ordinating Committee. The Sub-Committees of the Executive Committee meet on the margins during its meetings. These are the Audit Committee, Planning and Review Sub-Committee, and Finance Sub-Committee.

Branches

The CPA is composed of Branches that have been admitted as Members to the Association. Each Branch is autonomous, raises its own finances and pays an annual subscription to the Association's International Headquarters. The Commonwealth Parliamentary Association Secretariat is the International Headquarters for the Association. It has close links with over 171 members Branches (2020: 171 Branches) on a day-to-day working level. Income raised by the Association's Headquarters Secretariat is used to pay for the CPA's programmes of work and for the meetings and conferences of its members. The annual subscription is determined at meetings of the General Assembly.

Risk Management

The Trustees are responsible for risk management. Risks identified by the SMT are reviewed, assessed and appropriate action incorporated as part of operational delivery. During 2021, the main risks and uncertainties facing the Association were:

- restricted opportunities to grow or diversify income.
- significant reliance on membership fees, and the timely payment of subscriptions.
- the challenge of ensuring that membership remains a worthwhile proposition for the CPA's Branches.
- investment in the infra-structure that helps ensure the CPA Headquarters Secretariat is run efficiently and is pro-active in communications with its membership.
- new or unexpected pressures on HQ Secretariat or Programme costs.
- governance, given the CPA's status as a UK Charity with both UK and international Trustees.
- The continuing impact of the Covid-19 pandemic on activities, its staff and its membership.

Appropriate systems and /or actions have been and continue to be developed to identify and mitigate risk. These systems or actions include:

- expanding the Association's revenue streams by exploring new funding and partnership opportunities.
- design and implementation of both a new CRM System and Website
- maximising the Association's investment returns within an agreed risk appetite framework.
- actively seeking hosts for the Association's events to achieve a reduced cost burden on reserves.
- financial governance-related policies (e.g. use of credit cards, funding policy to support branch programme delivery, minimisation of cash handling, etc).
- a proposed programme of internal audits to cover areas as agreed by the Audit Subcommittee.
- Audit subcommittee oversight.
- staff handbook detailing HR policies, practices and procedures.
- extensive support for staff during the Covid-19 pandemic.
- A wide range of programmes to support members carried out virtually as well as regular virtual governance meetings.

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- business and financial risk management plan (risk register) which details the nature of risk (i.e. external, fraud, governance, operational, liquidity and security) likelihood of occurrence, controls in place and the risk holder.
- appropriate insurance cover (management liability: Trustees' liability, employment practices liability and legal liability; office cover: employer's liability, public liability, business interruption, and office contents; health and life).
- establishment of an expert group to consider options for longer term organisational status.

Pay-Setting Policy for Key Management Personnel

The Trustees have an established pay-setting policy for the charity's key management personnel and other staff. It is based on an approved pay band. Progression from one spine point to another within a given band is on the basis of satisfactory performance. The Trustees adopted the pay band on the recommendation of independent pay review consultants. In addition, for staff at the top of their pay band, one off payments are awarded dependent on performance.

STATEMENT OF PURPOSE, AIMS, OBJECTIVES AND PUBLIC BENEFIT

Statement of purpose

The CPA connects, develops, promotes and supports Parliamentarians and their staff to identify benchmarks of good governance, and implement the enduring values of the Commonwealth.

Aims

Under section 1(1) of the Constitution of the CPA, the Association's aim is '*to promote knowledge of the constitutional, legislative, economic, social and cultural aspects of parliamentary democracy with particular reference to the countries of the Commonwealth.*'

Main Objectives

During the 1st quarter of 2018 the Trustees approved a revised strategy covering the period 2018 – 2021.

The overarching objective for CPA in this period is to develop the programmes it delivers to support its members and re-establish its reputation as the leading parliamentary association. In addition to developing its programmes, communication and partnering with other organisations, this will require achievement of a range of operational objectives. The main objectives in the strategic plan and which formed the basis of organizational priorities in 2021 were:

1. continue to design and deliver activities and programmes under the 9 Strands of the CPA Revised Programmes Strategy (introduced in 2016);
2. be recognised as one of the leading Commonwealth parliamentary strengthening organisations to which its Members and other relevant, external stakeholders first turn to for advice, information and support or with which to partner;
3. collaborate with other leading organisations, including Parliamentary bodies in delivering programmes and services;
4. be established as an international organisation established under UK law and located in the UK;

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5. operate from offices appropriate to its needs, owned or rented by CPA or provided gratis by the UK Parliament;
6. be financially sustainable, with diverse income streams and unpaid membership subscriptions reduced;
7. have IT systems fit for purpose to support CPA's efficient operations for the foreseeable future;
8. have established a holistic way of working throughout the Secretariat, that ensures all parts of the organisation work together to achieve its aims;
9. have established management practices that ensure that all staff develop and perform to their full potential.

During the year, the Covid-19 pandemic has resulted in significant changes to the way that many of the activities and programmes of the CPA have been carried out. In particular, programmes, meetings and conferences have all been carried out virtually and very successfully. However, the main objectives of the CPA have remained unchanged.

Each year, the Trustees review the objectives and activities to ensure that they continue to be relevant. In carrying out this review, the Trustees have considered the Charity Commission's general guidance on public benefit when reviewing the aims and objectives that have been set, and in planning the Charity's future activities. In particular, the Trustees consider how planned activities contribute to the aims and objectives they have set.

Activities and Public Benefit

The Association carries out a wide range of activities in pursuit of its charitable aims and the Trustees consider that these activities, as summarised below, provide benefit both to the Association's members and (indirectly) to the wider community in Commonwealth countries/dependencies.

In 2017, the CPA launched a new Policy Framework which is based on the Association's mission statement. This is articulated in its current '*Statement of Purpose*', and identifies its role in connecting and supporting Parliamentarians and their staff across the Commonwealth to identify and implement benchmarks of good governance and implement the enduring values of the Commonwealth to promote parliamentary democracy. The new Policy Framework proposes three Strategic Programme pillars which form the basis for all CPA's work. These include: Parliamentary Benchmarking and Development; Public Outreach Activities; and Communications and Publishing.

In 2021, the CPA Headquarters Secretariat planned to continue to implement a revised programme, with particular focus on parliamentary development and benchmarking, post-election seminars and technical assistance programmes together with an emphasis on youth engagement through the CPA's Commonwealth Day activities, Commonwealth Youth Parliament and CPA Roadshows for young people. However, as in 2020, with the continued Covid-19 Pandemic, physical activities during 2021 have been much less than planned so a wide range of virtual activities have, once again, been organised very successfully.

Details are set out in full in the **CPA's Annual Report and Performance Review 2021 and the** report outlines CPA activity in the three strategic pillars of the CPA Strategic Plan – ***Parliamentary Benchmarking and Development (which includes three CPA networks – Commonwealth Women Parliamentarians, CPA Small Branches and Commonwealth Parliamentarians with Disabilities); Public Outreach; and Communications and Publishing.*** Further CPA activity is covered under the areas of CPA Branch Visits, CPA Regional Conferences and working with partner organisations.

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The CPA's Annual Report and Performance Review 2021 is composed of reports, analysis and monitoring and evaluation data captured for each of the CPA programmes and work strands throughout the year.

Strategic Pillars	<i>Parliamentary Benchmarking and Development</i>	<i>Public Outreach</i>	<i>Communications and Publishing</i>
Strategic Outcome	<i>Strong democratic legislatures that adhere to principles of good governance</i>	<i>CPA recognised as a global resource centre for advice and information on parliamentary practices</i>	<i>Greater awareness of the Commonwealth, its values and parliamentary democracy</i>
Intermediate Outcomes	A strong and effective pool of parliamentarians and parliamentary staff across the Commonwealth who are better equipped on fundamentals of parliamentary practices and procedures	Increased awareness of the role and value of parliamentary democracy and the role of Parliaments in promoting these values	Improved visibility and profile of CPA
	Increased awareness, understanding and ownership of CPA benchmarks	Parliamentarians are informed, included and better equipped to engage in international discussions on trends and issues that have an impact on parliamentary democracy	Increased sharing of knowledge and best practices on good governance and rule of law among CPA membership
	Technical assistance responds flexibly to needs and priorities of member legislatures and 'Special Interest Groups'	Parliaments more responsive to CPA outreach activities	CPA is a partner of choice in parliamentary strengthening

Commonwealth Parliamentary Association

Annual report for the year ended 31 December 2021

FINANCIAL REVIEW

The total revenue for the financial year under review was £2,611,730 (2020: £2,636,145). Of this, the Association's core funding streams was from Branch Membership fees (94%) and financial investments (5%) with the balance coming from other sources such as subscriptions for the Parliamentarian and advertising income.

The ongoing Covid-19 pandemic and travel restrictions has caused the 65th Annual Plenary Conference to be postponed again to August 2022. In addition, a substantial part of CPA programmes was delivered online and Governance meetings were also held virtually. As a result of savings in travel, the surplus for the year was £1,466,648 (2020: 1,221,807).

Total revenue decreased by £24,415 when compared to the previous financial period. There was a 3% increase in Membership fee rates for 2021 and this has contributed to membership income increasing by £84,357. Income from Investments decreased by £55,834. The partnership agreement with Westminster Foundation for Democracy ended in 2020, with an income of £54,606 in 2020.

Total operating costs during the reporting period was £1,832,444 (2020: £1,548,711), made up of the costs of *raising funds*, totalling £52,761 (3%), and *direct charitable activities* totalling £1,779,683 (97%). In 2020, these were £49,726 (3%) and £1,498,985 (97%) respectively. The increase in total operating costs reported was due to a slight easing of travel restriction at the last quarter of 2021.

At the end of the financial year the Association's unrestricted reserves amounted to £3,136,354 (2020: £2,372,927) with free reserves, after deducting the value of tangible assets, amounting to £3,059,357 (2020: £2,245,602) which is in excess of the target in the reserves policy.

In addition to the General Reserves, the Working Capital Trust Fund and the Conference Assistance Trust Fund (managed by Trustees under separate Trust Deeds), had total funds of £8,650,949 (2020: £7,947,728). Income from each Trust Fund is used for the benefit of the members in support of the wider objectives of the Association.

Financial Strategy

The Trustees agreed on the CPA financial strategy in South Africa in August 2013. The issues addressed included reserve levels, income generation, and financial and administrative control policies for the Association. Trustees have kept the strategy under review and in particular to ensure that it meets the wider strategic objectives of the CPA. The Strategic Plan covering the period 2018 – 2021 further reinforced and informed the existing Financial Strategy as will the new plan for 2022-2025.

Commonwealth Parliamentary Association

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Reserves Policy

In 2018 the Reserves Policy of the Association was reviewed and the Trustees agreed a change in policy to one that better addresses the likely risks and financial pressures faced by the CPA in the medium to long-term. Trustees have accordingly agreed a policy to retain unrestricted reserves at between 3 to 6 months planned operating expenditure. As at December 2021, the Association held unrestricted reserves of £3,136,354, of which £3,059,357 were free reserves. The Trustees note that this is significantly in excess of the required amount in the reserves policy but that it has primarily resulted from the severe restrictions on physical activities due to the Covid-19 pandemic. This figure will be kept under review and the Trustees will consider the scope for releasing funds from these reserves to meet the strategic priorities of the CPA. It is also expected that once travel restrictions are lifted, and the full range of physical activities, including Plenary Conferences take place, the level of reserves will reduce significantly in the future.

Investment Policy

The CPA has investments in two trust funds under the guidance and supervision of the funds' Trustees. Under the trust deeds the funds' Trustees are mandated as the Secretary General, the Association's Treasurer and another member of the CPA who is not a member of the Executive Committee. These Trustees are listed on page 6. The purposes of these funds are to promote knowledge and education about the constitutional legislatures within a parliamentary democratic framework, arrange study group meetings, seminars and conferences, and provide facilities for the exchange of visits between members of branches of the CPA.

The Trustees have the power to invest in such stocks, shares and investments as they see fit. The policy is to adopt a cautious-to-moderate risk investment strategy aimed at maximising income and capital growth. Within this strategy, the Trustees have set a target of exceeding the average market performance for a similar fund, based on the market value of the portfolio.

The Trustees have a formal Investment Policy Statement that:

- Defines and assigns the responsibilities of all parties.
- Establishes a clear understanding of the investment goals and objectives of Fund(s) assets.
- Offers guidance and limitations to investment advisors and/or managers regarding the investment of Fund(s) assets.
- Establishes a basis for evaluating investment results.
- Provides guidelines on managing Fund(s) assets in accordance with prudent, ethical and environmental considerations, the Trust Deeds of the Fund(s), and the *Trustee Act 2000*.

Close Brothers Asset Management have been appointed to manage the trust funds. The Trustees met two times in 2021 to review the funds' performance.

Commonwealth Parliamentary Association

Annual report for the year ended 31 December 2021

Investment Performance

The value of the Association's listed investments increased by £951,711 (13%) from £7,281,291 at 31 December 2020 to £8,233,002 as at the end of the reporting period. The Charity holds no unlisted funds.

The target total return on the Trustees' portfolio of investments, within an agreed level of risk appetite, is 6% from 1 January 2021. This is apportioned between annual investment income (2.1%) and long-term capital appreciation (3.9%), with a targeted total return of 6%. In 2020 a Socially Responsible Portfolio proposed by Close Brothers was adopted.

As a result of the Covid-19 pandemic, the stock markets have experienced significant volatility and future major fluctuations remain a distinct possibility. The Trustees will continue to monitor the performance of the investments and it is encouraging to note the recovery of the funds during the year compared to 2020.

Fundraising

Following the implementation of the *Charities (Protection and Social Investment) Act 2016*, the Trustees have reviewed its fundraising activities and confirm that it complies with the regulation. There were no fundraising activities and the Association did not make use of any external fundraisers.

PLANS FOR FUTURE PERIODS

The current Strategic Plan, covering the period from 2018 – 2021, was agreed by Trustees in the first quarter of 2018 and has now ended.

The CPA will continue to pursue its key aims of holding conferences and seminars; disseminating information on Parliamentarians and political issues; organising international exchanges among Members and officials of Parliaments and Legislatures; and assisting newly emerging Commonwealth democracies.

Following the outbreak of the Covid-19 pandemic all activities of the CPA were reviewed and activities have continued remotely with staff working from home with the appropriate support and guidance. Operational plans, related budgets and forecasts have all been reviewed and updated for the years 2021 - 2023.

The CPA Headquarters Secretariat continuously strives to ensure that it can serve its membership to the highest possible standards as well as remaining a relevant and valuable service. To that effect, the Secretariat continues to review its programme, communications and outreach activities and delivery methodology to ensure it can continue to provide a full-spectrum service whilst the Covid-19 global pandemic remains in place.

With the impact of Covid-19 ongoing, the CPA Headquarters Secretariat continues to review if it is doing everything possible within the conditions and resources of the Association to provide support to its Members and Branches. For example, moving to providing long-term online services, the development of remote resources and platforms as well as harnessing technology for maximum impact.

Commonwealth Parliamentary Association

Annual report for the year ended 31 December 2021

Although any future impact on revenue is not expected to be significant, as the CPA will ensure members continue to receive a full range of services and support. It is understood that some Branches may take longer to pay their fees than in the past as a result of the continuing difficult and challenging times and the CPA is committed to providing support to these Branches.

A new Strategic Plan has been prepared and approved by the Trustees to cover 2022 -2025. This plan was produced after wide ranging consultations had taken place, both internally and externally to ensure it meets the needs of the members.

Drawing upon this feedback and the vision of the Secretary-General and CPA Officers, the plan sets out the following six core objectives, the tools which will be utilised to achieve them and cross-cutting themes will be mainstreamed within all future CPA work. It will be accompanied each year of its implementation by an Annual Business Plan, which will identify the priority activities and outputs necessary in order to achieve the plan's objectives which are set out below:

- 1.Strengthen the capacity and maximise the effectiveness of Parliamentarians and parliamentary staff and enable mutual learning
- 2.Protect and uphold the independence of Parliaments, the principle of the separation of powers and broader human rights as set out in the Commonwealth Charter through strong, strategic partnerships.
- 3.Persuade the UK Government to implement legislation recognising the CPA as an international, interparliamentary organisation.
4. Support Parliaments and Parliamentarians to adapt, innovate and recover from crises such as COVID-19 or natural disasters.
5. Support and enable the Commonwealth Women Parliamentarians (CWP), CPA Small Branches and Commonwealth Parliamentarians with Disabilities (CPwD) networks to fulfil their strategic objectives
6. Promote the values of the Commonwealth, parliamentary democracy and sustainable development to a wide audience.

It is hoped that this new Strategic Plan will enable the CPA to build upon the organisation's existing strengths and the substantial progress made by the Secretariat and membership in recent years, whilst also addressing the challenges the organisation is likely to face between now and 2025.

Following the above review, and despite future plans still being, to a degree, uncertain as a result of Covid-19, the Trustees consider that the Association's assets, and in particular, liquid funds are adequate to meet its annual obligations in the next two years.

Auditors

Buzzacott LLP, Registered Auditors, have indicated their willingness to continue in office and it is proposed that they be re-appointed auditors for the ensuing year.

The Executive Committee approved this report on the 10 April 2022.

Signed on behalf of the Executive Committee:



.....
Hon. Ian Liddell-Grainger, MP
Acting Chairperson of the Executive Committee



.....
Mr Stephen Twigg
Secretary-General

Independent auditor's report to the trustees of Commonwealth Parliamentary Association

Opinion

We have audited the financial statements of Commonwealth Parliamentary Association (the 'charity') for the year ended 31 December 2021 which comprise the statement of financial activities, the balance sheet, the statement of cash flows, and the related notes to the financial statements, including a summary of accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- ◆ give a true and fair view of the state of the charity's affairs as at 31 December 2021 and of its income and expenditure for the year then ended;
- ◆ have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- ◆ have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report and performance review 2021, and the annual report and financial statements, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion:

- ◆ the information given in the trustees' annual report is inconsistent in any material respect with the financial statements; or
- ◆ sufficient accounting records have not been kept; or
- ◆ the financial statements are not in agreement with the accounting records and returns; or
- ◆ we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and

Auditor's responsibilities for the audit of the financial statements (continued)

are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- ◆ the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations; and
- ◆ we obtained an understanding of the legal and regulatory frameworks that are applicable to the charity and determined that the most significant frameworks which are directly relevant to specific assertions in the financial statements are those that relate to the reporting framework (Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011) and those that relate to data protection (General Data Protection Regulation).

We assessed the susceptibility of the charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- ◆ making enquiries of management as to their knowledge of actual, suspected and alleged fraud; and
- ◆ considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- ◆ performed analytical procedures to identify any unusual or unexpected relationships;
- ◆ tested journal entries to identify unusual transactions; and
- ◆ assessed whether judgements and assumptions made in determining the accounting estimate for the provision for bad debts were indicative of potential bias.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- ◆ reading the minutes of meetings of those charged with governance; and
- ◆ enquiring of management as to actual and potential litigation and claims.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards

Auditor's responsibilities for the audit of the financial statements (continued)

also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the trustees and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and with regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Buzzacott LLP
Statutory Auditor
130 Wood Street
London
EC2V 6DL

Date: 20 May 2022

Buzzacott LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

Commonwealth Parliamentary Association
Statement of financial activities
for the year ended 31 December 2021

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
Income from:					
Investments	2	18,279	122,575	140,854	196,688
<i>Charitable activities</i>					
Branch membership fees		2,466,030	-	2,466,030	2,381,673
Subscriptions for the Parliamentarian		3,271	-	3,271	2,849
Partnership income	3	-	-	-	54,606
Other		1,575	-	1,575	329
Total		<u>2,489,155</u>	<u>122,575</u>	<u>2,611,730</u>	<u>2,636,145</u>
Expenditure on:					
<i>Raising funds</i>					
Investment Management Costs		301	52,460	52,761	49,726
<i>Charitable activities</i>					
Parliamentary Benchmarking and Development		1,156,587	53,292	1,209,879	1,146,312
Public Outreach		26,922	-	26,922	65,589
Communications and Publishing		542,882	-	542,882	287,084
Total	6	<u>1,726,692</u>	<u>105,752</u>	<u>1,832,444</u>	<u>1,548,711</u>
Net income before gains on investments		<u>762,463</u>	<u>16,823</u>	<u>779,286</u>	<u>1,087,434</u>
Net gains on investments	12	<u>964</u>	<u>686,398</u>	<u>687,362</u>	<u>134,373</u>
Net movement in funds		<u>763,427</u>	<u>703,221</u>	<u>1,466,648</u>	<u>1,221,807</u>
Reconciliation of funds					
Balance brought forward	17	<u>2,372,927</u>	<u>7,947,728</u>	<u>10,320,655</u>	<u>9,098,848</u>
Balance carried forward	17	<u><u>3,136,354</u></u>	<u><u>8,650,949</u></u>	<u><u>11,787,303</u></u>	<u><u>10,320,655</u></u>

All recognised gains and losses have been included in the SOFA. All activities are continuing.

Commonwealth Parliamentary Association
Balance sheet as at
31 December 2021

	Note	2021 £	2021 £	2020 £	2020 £
Fixed asset					
Tangible assets	11		76,997		127,325
Investments	12		8,233,002		7,281,291
			<u>8,309,999</u>		<u>7,408,616</u>
Current assets					
Debtors	13	643,877		703,111	
Short term deposit	14	3,610,117		2,973,681	
Cash at bank and in hand		<u>269,047</u>		<u>284,152</u>	
		4,523,041		3,960,944	
Creditors: amounts falling due within one year	15	<u>(1,045,737)</u>		<u>(1,048,905)</u>	
Net current assets			<u>3,477,304</u>		<u>2,912,039</u>
Net assets			<u><u>11,787,303</u></u>		<u><u>10,320,655</u></u>
Funds					
Unrestricted					
General fund	17		3,136,354		2,372,927
Restricted					
Conference assistance fund	17		5,590,089		5,109,405
Working capital fund	17		<u>3,060,860</u>		<u>2,838,323</u>
			<u><u>11,787,303</u></u>		<u><u>10,320,655</u></u>

The financial statements were approved, and authorised for distribution, by the Executive Committee on

Date 10 April 2022 and signed on its behalf by:



.....
Hon. Ian Liddell-Grainger, MP
Acting Chairperson of the Executive Committee



.....
Mr Stephen Twigg
Secretary-General

Commonwealth Parliamentary Association

Statement of cash flows for the year ended 31 December 2021

	2021	2020
	£	£
Cash flows from operating activities	<u>758,641</u>	<u>36,219</u>
Cash flows from investing activities		
Interest and dividends	140,854	196,688
Purchase of property, plant and equipment	(13,815)	(95,785)
Purchase of investments	(4,061,991)	(1,809,746)
Proceeds from the sale of investments	4,134,099	2,046,922
Movement in investment cash account	<u>(336,457)</u>	<u>(16,158)</u>
Net cash (used in)/provided by investing activities	<u>(137,310)</u>	<u>321,921</u>
Change in cash and cash equivalents in the reporting period	621,331	358,140
Cash and cash equivalents at the beginning of the reporting period	<u>3,257,833</u>	<u>2,899,693</u>
Cash and cash equivalents at the end of the reporting period	<u><u>3,879,164</u></u>	<u><u>3,257,833</u></u>

NOTES TO THE CASH FLOW STATEMENT

	2021	2020
	£	£
Reconciliation of Net Movement in Funds to Net Cash Flow from Operating Activities		
Net movement in funds	1,466,648	1,221,807
Depreciation charges	64,143	30,499
Decrease/(Increase) in debtors	59,234	(587,734)
Decrease in creditors	(3,168)	(297,292)
Interest and dividends	(140,854)	(196,688)
Gains on investments	<u>(687,362)</u>	<u>(134,373)</u>
Net cash provided by operating activities	<u><u>758,641</u></u>	<u><u>36,219</u></u>

Analysis of Cash and Cash Equivalents

	2021	2020
	£	£
Cash at bank and in hand	269,047	284,152
Short term deposits	<u>3,610,117</u>	<u>2,973,681</u>
	<u><u>3,879,164</u></u>	<u><u>3,257,833</u></u>

No separate reconciliation of net debt has been prepared as there is no difference between the net cash (debt) of the charity and the above cash and cash equivalents.

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2021

1. Summary of Accounting Policies

(a) Basis of accounting

The financial statements have been prepared under the historical cost convention with items recognized at cost or transaction value unless otherwise stated in these notes to the financial statements. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), Charities SORP (FRS102), and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn

The financial statements are presented in sterling and are rounded to the nearest pound. The charity constitutes a public benefit entity as defined by FRS 102.

(b) Income recognition

All membership fee income is recognised once the Charity has entitlement to the income, it is probable that the income will be received, and the amount of income receivable can be measured reliably. In the event of branch suspension, we stop recognising its income.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably when notification is received of the interest paid or payable by the bank. Dividends are recognised when notification is received of the dividend due.

(c) Expenditure recognition

Liabilities are recognised as expenditure when there is a legal or constructive commitment, it is probable that settlement will be required, and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis.

(d) Allocation of support and governance costs

Support costs are allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the Charity and its compliance with regulation and good practice. These costs include costs related to statutory audit and legal fees together with an apportionment of overhead and support costs.

(e) Pension costs

The Secretariat operates a defined contribution pension scheme for the benefit of its employees. The net assets of the fund are held separately from those of the Charity. Contributions payable are charged to the SOFA in the year in which they are incurred.

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2021

(f) Employee benefits

- *Short term benefits*
Short term benefits including holiday pay are recognised as an expense in the period in which the service is received.
- *Employee termination benefits*
Termination benefits are accrued in line with FRS 102.

(g) Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity. Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the Charity's funding partners. Note 17 sets out the aim and use of each restricted fund.

(h) Operating leases

Rentals payable under operating leases, where substantially all the risks and rewards of ownership remain with the lessor, are charged to the SOFA in the year in which they fall due.

(i) Subventions to Branches

Branches' outstanding travel claims are accrued at the end of the financial year. If after one year from the date of accrual such claims have not been made, the accrued amounts are written back.

(j) Foreign exchange

Balances denominated in foreign currencies are translated into Pounds Sterling at the rate of exchange prevailing at the balance sheet date. Financial transactions are translated at the rate of exchange prevailing on the date the transaction is processed.

(k) Fixed asset investments

Investments are a form of basic financial instrument and are recognised initially at their transaction value and measured subsequently at their fair value as at the balance sheet date using the closing quoted market price. The SOFA includes the net gains and losses arising on revaluation and disposals throughout the year.

(l) Tangible fixed assets and depreciation

All assets costing more than £350 are capitalised and valued at historical cost. Depreciation is charged on IT and other equipment on a straight-line basis over their estimated useful life of three years from the year of acquisition.

(m) Realised gains and losses

All gains and losses are taken to the SOFA as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value. Realised and unrealised investment gains and losses are combined in the SOFA.

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2021

(n) Stocks

Stocks are not included in the balance sheet and costs are written off as incurred.

(o) Debtors

Branch fees and other debtors are recognised at the settlement amount due, less any provision for bad or doubtful amount. Such provisions are specific and applied in a consistent manner based on a debts aging and other factors affecting potential recoverability such as the status of the branch. Prepayments are valued at the amount prepaid net of any trade discounts due.

(p) Creditors and provisions

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that probably will result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are recognised at their settlement amount after allowing for any trade discounts due.

(q) Cash and cash equivalents

Cash and cash equivalents in the cash flow statement comprise cash in hand, balances with banks, investments in money market instruments representing short-term, highly liquid investments that are readily convertible to known amounts of cash.

(r) Going concern and Covid-19 Pandemic

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern. With respect to the next reporting period, the most significant areas of uncertainty that affect the Charity's assets relates to the Covid-19 pandemic and the level of investment return and the performance of the investment markets (see the investment policy and the risk management sections of the Trustees' annual report for more information).

Following the outbreak of the Covid-19 pandemic all activities of the CPA have been examined and activities have continued remotely with staff working from home with the appropriate support and guidance. Operational plans, related budgets and forecasts have all been reviewed and updated for the years 2020- 2022.

Following the above review, and despite future plans still being, to a degree, uncertain as a result of Covid-19, the Trustees consider that the Association's assets, and in particular, liquid funds are adequate to meet its annual obligations in the next two years.

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2021

Whilst changes to, and timing of, activities have had to take place, the financial impact on the CPA has been limited. The impact on revenue, which relates predominantly to Membership fees, is not expected to be significant overall as the CPA will ensure members continue to receive a full range of services and support, which, in the current climate may well be even more valuable than in the past. However, it is likely some Branches may take longer to pay their fees than in the past as a result of restricted working arrangements currently in place as a result of Covid-19 and therefore, where necessary, appropriate support will be given to those Branches concerned. Operational costs may well reduce compared to historic figures as a result of a reduction in overseas travel in the short to medium term.

As a result of the above review of the Charity's financial position, reserves levels and future plans, the Trustees are of the view that the Charity remains a going concern in respect to a period of one year from the date of approval of these financial statements, notwithstanding the uncertainties outlined above.

(s) Judgements and estimates

Judgements made by the Trustees, in the application of these accounting policies that have significant effect on the financial statements and estimates with a significant risk of material adjustment in the next reporting period is deemed to be in relation to the provision for doubtful debts. The CPA HQ Secretariat is currently hosted by the UK Parliament on the Parliamentary Estate. The Trustees do not believe that the value of this benefit, although a Gift in Kind, can be measured with sufficient accuracy.

In addition to the above, the full impact following the emergence of the global coronavirus pandemic is still unknown. It is therefore not currently possible to evaluate all the potential implications for the CPA's activities, members, suppliers and the wider economy. Estimates used in the financial statements, are subject to a greater degree of uncertainty and volatility.

As set out in these accounting policies under "going concern and Covid-19 pandemic", the trustees have considered the impact of the pandemic on the charity and have concluded that it is appropriate for the CPA to continue to prepare its financial statements on the going concern basis.

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2021

2. Investment Income

	Unrestricted funds £	Restricted funds £	Total 2021 £
2021			
Dividends – equities	196	101,252	101,448
Interest – fixed interest securities	48	16,724	16,772
Interest on cash and money market deposits	18,035	4,599	22,634
	18,279	122,575	140,854
	Unrestricted funds £	Restricted funds £	Total 2020 £
2020			
Dividends – equities	-	143,396	143,396
Interest – fixed interest securities	-	20,469	20,469
Interest on cash and money market deposits	29,063	3,760	32,823
	29,063	167,625	196,688

Investment income consists of dividend & interest received from investments, bank interest and interest earned on term deposits.

3. Partnership Income

	2021 £	2020 £
Westminster Foundation for Democracy – CP4D	-	54,606
	-	54,606

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2021

4. Staff Costs

	Note	Total 2021 £	Total 2020 £
Salaries and wages		948,184	747,439
Social security costs		84,202	68,973
Pension costs	5	59,644	44,080
		<u>1,092,030</u>	<u>860,492</u>

The Benefits-in-kind payments of £20,477 (2020: £19,221) cover qualifying employees' relocation, home leave, health & travel insurance and death-in-service expenses to the Association. These payments are covered by a PAYE Settlement Agreement with HM Customs and Excise.

The average number of employees during the year was:

	2021 No.	2020 No.
Management	3	3
Charitable activities	18	15
	<u>21</u>	<u>18</u>

Key management personnel

	2021 £	2020 £
Secretary General	121,098	49,127
Acting Secretary General	-	70,303
Deputy Secretary General and Director of Operations	89,564	35,692
Finance Director	52,772	52,216
	<u>263,434</u>	<u>207,338</u>

The key management personnel comprised members of the Senior Management Team (SMT). The SMT is made up of the Secretary General, Deputy Secretary General & Director of Operations and Finance Director.

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2021

4. Staff Costs (continued)

Staff receiving emoluments in excess of £60,000, (exclusive of pension contributions paid by the CPA Secretariat), during the year were as follows:

	Total 2021 No.	Total 2020 No.
£60,000 - £70,000	2	2
£70,000 - £80,000	1	-
£90,000 - £100,000	-	1
£100,000 - £110,000	1	-
	4	3

All of the employees whose emoluments were greater than £60,000 are part of the personal pension scheme and the CPA Secretariat paid £19,981 (2020: £9,691) for these employees.

A total of £7,238 was paid for one Parliaments of members of the Executive Committee for their travel and accommodation (2020: £42,250 for 8 Parliaments of members of the Executive Committee). None of the Executive Committee members received remuneration or benefits from employment with the CPA (2020: none).

5. Pension scheme

The CPA Secretariat's Personal Pension Scheme ("Scheme") for employees is with Scottish Widows, which commenced on 1st August 2010. The Scheme is funded by contributions from Scheme members and the CPA Secretariat.

The Scheme is operated on a Personal Pension Scheme basis and is not a defined benefits final salaries arrangement. Contributions are invested with Scottish Widows under the pension rules to produce the maximum fund of monies at retirement for each individual member. Members can contribute towards the cost of their benefits at rates between the range of 2-15% of annual salary. CPA Secretariat pays 16%.

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2021

5. Pension scheme (continued)

In 2017, in response to the UK Pension Act 2008, CPA Secretariat registered for automatic enrolment. From April 2017 staff members can contribute within this additional scheme, towards the cost of their benefits at rates of 3% of annual salary. CPA Secretariat pays 5%.

	Total 2021 £	Total 2020 £
Total Premiums paid	135,639	71,872
Less: Contributions from employees	(75,995)	(27,792)
Employer Contributions	<u>59,644</u>	<u>44,080</u>

6. Total Expenditure

<u>2021</u>	Note	Direct costs £	Support costs £	Total 2021 £
Cost of generating funds				
Investment management costs		52,761	-	52,761
Cost of charitable activities				
Parliamentary Benchmarking and Development	8	522,351	687,528	1,209,879
Public Outreach	9	9,056	17,866	26,922
Communications and Publishing	10	244,735	298,147	542,882
		<u>828,903</u>	<u>1,003,541</u>	<u>1,832,444</u>

(Note 6a)

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2021

6.	Total Expenditure (continued)		Direct costs £	Support costs £	Total 2020 £
	<u>2020</u>	Note			
	Cost of generating funds				
	Investment management costs		49,726	-	49,726
	Cost of charitable activities				
	Parliamentary Benchmarking and Development	8	563,296	583,016	1,146,312
	Public Outreach	9	23,127	42,462	65,589
	Communications and Publishing	10	120,822	166,262	287,084
			756,971	791,740	1,548,711

(Note 6a)

6a. Allocation of Support Costs

<u>2021</u>	Staff costs £	HR costs £	IT support costs £	Facilities £	Depreciation £	Governance £	Total 2021 £
Cost of charitable activities							
Parliamentary Benchmarking and Development	399,633	42,407	42,003	133,365	43,945	26,175	687,528
Public Outreach	10,385	1,102	1,091	3,466	1,142	680	17,866
Communications and Publishing	173,301	18,390	18,215	57,833	19,057	11,351	298,147
	583,319	61,899	61,309	194,664	64,144	38,206	1,003,541

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2021

6a. Allocation of Support Costs (continued)

<u>2020</u>	Staff costs £	HR costs £	IT support costs £	Facilities £	Depreciation £	Governance £	Total 2020 £
Cost of charitable activities							
Parliamentary Benchmarking and Development	345,807	43,377	38,875	38,160	22,459	94,338	583,016
Public Outreach	25,186	3,159	2,831	2,779	1,636	6,871	42,462
Communications and Publishing	98,616	12,370	11,086	10,882	6,405	26,903	166,262
	<u>469,609</u>	<u>58,906</u>	<u>52,792</u>	<u>51,821</u>	<u>30,500</u>	<u>128,112</u>	<u>791,740</u>

Support costs are allocated between activities based on the proportion of direct expenditure attributable to each activity.

7. Governance

Costs classified as governance relate to the general running of the Charity and included operations of the Board of Trustees and those addressing constitutional, audit and other statutory matters, and are made up of the following:

	2021 £	2020 £
External Auditor's remuneration		
- Statutory audit	16,440	17,640
Coordinating Committee meetings	-	40,316
Legal & professional fees	9,106	17,753
Consultants' fees	11,424	48,934
Officers travel	1,236	2,521
Overseas travel	-	948
	<u>38,206</u>	<u>128,112</u>

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2021

8. Parliamentary Benchmarking and Development

	2021 £	2020 £
Post-Election Seminars	14,951	4,513
Technical Assistance Programmes	17,943	-
Commonwealth Women Parliamentarians	48,868	16,551
Small Branches Committees Workshop	20,662	131
Parliamentarians Disabilities Network	11,187	(4,332)
Commonwealth Heads of Governments Meeting	-	21
Commonwealth Fundamentals Course	17,076	177,354
CPA Masterclass	-	7,380
Thematic and Parliamentary Practice & Procedure	15,000	-
Commonwealth Partnership for Democracy	4,015	65,544
Commonwealth Regional Conferences	19,206	(9,461)
Annual Parliamentary and Mid-year Executive Conference	4,924	16,489
Direct staff costs	348,519	289,106
	<u>522,351</u>	<u>563,296</u>

9. Public Outreach

	2021 £	2020 £
Commonwealth Youth Parliament	-	1,943
CPA Roadshows for Schools and Universities	-	128
Direct staff costs	9,056	21,056
	<u>9,056</u>	<u>23,127</u>

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2021

10. Communications and Publishing

	2021 £	2020 £
The Parliamentary		
Printing	27,826	15,678
Distribution	27,254	14,498
Fees to contributors	2,025	2,325
	57,105	32,501
Annual Report	254	-
CPA Website	34,539	5,484
Books, periodicals and information	1,703	391
Direct staff costs	151,134	82,446
	244,735	120,822

11. Tangible assets

Tangible fixed assets comprise of computer and office equipment.

	2021 £	2020 £
Cost		
At 1 January	179,924	85,137
Additions	13,815	95,785
Eliminated on disposal	-	(998)
	193,739	179,924
At 31 December		
Depreciation		
At 1 January	52,599	23,098
Charge for the year	64,143	30,499
Eliminated on disposal	-	(998)
	116,742	52,599
At 31 December		
Net book value at 31 December	76,997	127,325

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2021

	2021 £	2020 £
12. Investments		
Market value at 1 January	7,281,292	7,367,936
Additions	4,061,991	1,809,746
Disposal proceeds	(4,134,099)	(2,046,922)
Investments cash account movement	336,457	16,158
Realised gains/(losses)	647,430	(175,717)
Unrealised gains	39,931	310,090
Market value at 31 December	8,233,002	7,281,291
Historical cost value at 31 December	6,993,034	6,079,241

The total unrealised gains at 31 December 2021 constitute movements on the revaluation and are as follows:

	2021 £	2020 £
Unrealised gains included above:		
On investments	1,239,968	1,202,050
Total unrealised gains at 31 December	1,239,968	1,202,050
Reconciliation of movements in unrealised gains:		
Unrealised gains at 1 January	1,202,050	892,807
In respect to disposal in the year	(2,013)	(847)
Add: net gains arising on revaluation in the year	39,931	310,090
Total unrealised gains at 31 December	1,239,968	1,202,050

	Fixed interest securities £	Equities £	Cash £	Total £
Analysis of investments assets				
2021	757,428	6,946,185	529,389	8,233,002
2020	1,112,082	5,976,522	192,687	7,281,291

The underlying assets contained within the various funds invested in by the Charity are recognised on a listed stock exchange.

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2021

13. Debtors

	2021	2020
	£	£
Branch fees	1,163,039	1,172,279
Less: Provision for doubtful debts	(826,790)	(740,515)
Net branch fees	<u>336,249</u>	<u>431,764</u>
Staff advances	3,104	2,300
Other debtors and prepayments	<u>304,524</u>	<u>269,047</u>
	<u>643,877</u>	<u>703,111</u>

14. Short term deposit investment

	2021	2020
	£	£
Close Brothers business notice account and term deposit	<u>3,610,117</u>	<u>2,973,681</u>
	<u>3,610,117</u>	<u>2,973,681</u>

15. Creditors: Amounts Falling Due Within One Year

	Note	2021 £	2020 £
Trade creditors		44,801	26,531
General accruals		70,355	101,984
Parliamentary Benchmarking and Development accruals		52,719	43,000
Tax and social security		25,234	41,404
Deferred income	16	<u>852,628</u>	<u>835,986</u>
		<u>1,045,737</u>	<u>1,048,905</u>

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2021

16. Deferred income

	At 1 Jan 2021 £	Released to income £	Deferred in the year £	At 31 Dec 2021 £
Branch fees - 2021	835,986	(835,986)	852,628	852,628
	<u>835,986</u>	<u>(835,986)</u>	<u>852,628</u>	<u>852,628</u>
	At 1 Jan 2020 £	Released to income £	Deferred in the year £	At 31 Dec 2020 £
Branch fees - 2020	571,742	(571,742)	835,986	835,986
	<u>571,742</u>	<u>(571,742)</u>	<u>835,986</u>	<u>835,986</u>

This primarily represents 2022 memberships received in 2021. They are treated as deferred income and will be released as income in 2022 in line with the membership period.

17. Movement in funds

	At 1 Jan 2021 £	Income £	Expenditure £	Gains (Losses)/ Transfers £	At 31 Dec 2021 £
CPA Headquarters Secretariat					
<u>Unrestricted Funds</u>					
General reserve	2,372,927	2,489,155	(1,726,692)	964	3,136,354
<u>Restricted Funds</u>					
Westminster Foundation for Democracy	-	-	-	-	-
Conference Assistance Fund (CAF)	5,109,405	78,182	(41,941)	444,442	5,590,088
Working Capital Fund (WCF)	2,838,323	44,393	(63,811)	241,956	3,060,861
Total restricted funds	<u>7,947,728</u>	<u>122,575</u>	<u>(105,752)</u>	<u>686,398</u>	<u>8,650,949</u>
Total funds	<u>10,320,655</u>	<u>2,611,730</u>	<u>(1,832,444)</u>	<u>687,362</u>	<u>11,787,303</u>

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2021

17. Movement in funds (continued)

	At 1 Jan 2020	Income	Expenditure	Gains (Losses)/ Transfers	At 31 Dec 2020
	£	£	£	£	£
CPA Headquarters Secretariat					
<u>Unrestricted Funds</u>					
General reserve	1,398,851	2,413,914	(1,439,838)	-	2,372,927
<u>Restricted Funds</u>					
Westminster Foundation for Democracy	-	54,606	(54,606)	-	-
Conference Assistance Fund (CAF)	4,961,528	107,478	(39,285)	79,684	5,109,405
Working Capital Fund (WCF)	2,738,469	60,147	(14,982)	54,689	2,838,323
Total restricted funds	7,699,997	222,231	(108,873)	134,373	7,947,728
Total funds	9,098,848	2,636,145	(1,548,711)	134,373	10,320,655

Unrestricted funds

- The general reserve represents the accumulated surplus which is available for spending on CPA's objectives.

In 2018, to better addresses the likely risks and financial pressures faced by the CPA in the medium to long-term, the Trustees have accordingly agreed a policy to retain all unrestricted reserves at between 3 to 6 months planned operating expenditure.

Restricted funds

Westminster Foundation for Democracy (WFD)

The object of the fund is to work with parliaments in Commonwealth Member States across Sub-Saharan Africa and Asia to improve representation of women, young people with disabilities and the LGBT+ community in the democratic process.

Conference Assistance Fund (CAF)

The object of the fund is to advance the charitable purposes of the Commonwealth Parliamentary Association as directed by the Trust Deed by applying the income or such parts of the capital as the Trustees may deem fit which are to provide financial aid and assistance to assist Branches to organise, constitute and hold plenary conferences and to assist Branches to facilitate the attendance of Regional Representative and/or delegates at plenary conferences. Expenditure is restricted to fulfilling these aims.

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2021

17. Movement in funds (continued)

Working Capital Fund (WCF)

The object of the fund is to advance the charitable purposes of the Commonwealth Parliamentary Association as directed by the Trust Deed by applying the income or such parts of the capital as the Trustees may deem fit which are to provide financial aid to host Branches and Parliamentarians officials to organise educational seminars in accordance with the objects of the Association on parliamentary practice and procedure. Expenditure is restricted to fulfilling these aims.

18. Analysis of net assets between funds

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £
Tangible fixed assets	76,997	-	76,997
Fixed asset investment	200,964	8,032,038	8,233,002
Current assets	3,892,084	630,957	4,523,041
Current liabilities	(1,033,691)	(12,046)	(1,045,737)
	<u>3,136,354</u>	<u>8,650,949</u>	<u>11,787,303</u>

	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £
Tangible fixed assets	127,325	-	127,325
Fixed asset investment	-	7,281,291	7,281,291
Current assets	3,281,293	679,651	3,960,944
Current liabilities	(1,035,691)	(13,214)	(1,048,905)
	<u>2,372,927</u>	<u>7,947,728</u>	<u>10,320,655</u>

19. Related parties' transaction

Other than transactions with key management personnel as disclosed in note 4, there have been no related party transactions in the reporting period that require disclosure.

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2021

20. Comparative statement of financial activities

	Note	Unrestricted funds £	Restricted funds £	Total 2020 £
Income from:				
Investments	2	29,063	167,625	196,688
<i>Charitable activities</i>				
Branch membership fees		2,381,673	-	2,381,673
Subscriptions for the Parliamentarian		2,849	-	2,849
Partnership income	3	-	54,606	54,606
Other		329	-	329
Total		<u>2,413,914</u>	<u>222,231</u>	<u>2,636,145</u>
Expenditure on:				
<i>Raising funds</i>				
Investment Management Costs		-	49,726	49,726
<i>Charitable activities</i>				
Parliamentary Benchmarking and Development		1,087,165	59,147	1,146,312
Public Outreach		65,589	-	65,589
Communications and Publishing		287,084	-	287,084
Total	6	<u>1,439,838</u>	<u>108,873</u>	<u>1,548,711</u>
Net income before gains on investments		974,076	113,358	1,087,434
Net gains on investments	12	-	134,373	134,373
Net movement in funds		974,076	247,731	1,221,807
Reconciliation of funds				
Balance brought forward	17	<u>1,398,851</u>	<u>7,699,997</u>	<u>9,098,848</u>
Balance carried forward	17	<u><u>2,372,927</u></u>	<u><u>7,947,728</u></u>	<u><u>10,320,655</u></u>

21. Post balance sheet events

There are no post balance sheet events.

CPA CHARITABLE FUNDS

England & Wales - Charity number 263147

Accounts



Charity Registration No. 263147

**Commonwealth Parliamentary Association
Annual Report and Financial Statements
31 December 2020**

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Commonwealth Parliamentary Association

Annual report for the year ended 31 December 2020

ADMINISTRATIVE INFORMATION

The Commonwealth Parliamentary Association (CPA) was established in 1911 as the Empire Parliamentary Association. In 1948, the name was changed to the Commonwealth Parliamentary Association.

The CPA is a registered charity (registration number 263147) under the laws of the United Kingdom with its principal office and registered address located at Room 103/104, Richmond House, Houses of Parliament, London SW1A 0AA, United Kingdom (since June 2018).

The CPA is run by an Executive Committee which acts as the board of Trustees of the Charity and determines its strategy and overall management. Day-to-day direction of the Charity is vested in the Secretary-General.

PATRON OF THE ASSOCIATION

H.M. Queen Elizabeth II
Head of the Commonwealth

VICE-PATRON OF THE ASSOCIATION

Vacant – TBC Canada Federal

OFFICERS OF THE ASSOCIATION

President of the Association

Hon. Anthony Rota, MP
Speaker of the House of Commons
Canada Federal (2019 – to date)

Vice-President of the Association

TBC
Ghana (2019 – to date)

Chairperson of the Executive Committee

Hon. Emilia Monjowa Lifaka, MP
Deputy Speaker of Parliament
Cameroon (2017 – to date)

Vice-Chairperson of the Executive Committee

Hon. John Ajaka, MLC
President of the Legislative Council, New South Wales
(*also Regional Representative for Australia Region*)
(2019 – to date)

Treasurer of the Association

Hon. Datuk Shamsul Iskandar Md Akin, MP
Federal Parliament of Malaysia
(2019 – to date)

Chairperson of the Commonwealth Women Parliamentarians (CWP)

Hon. Shandana Gulzar Khan, MNA
National Assembly of Pakistan
(2019 – to date)

Acting Small Branches Chairperson

Hon. Joy Burch, MLA
Speaker of the Australia Capital Territory Legislative Assembly
(Feb 2021 – to date)

REGIONAL REPRESENTATIVES**Africa**

Rt Hon. Sephiri Enoch Motanyane, MP
Speaker of the National Assembly
Lesotho (2017 – to date)

Hon. Dr. Makali Mulu, MP
Kenya (2017 – to date)

Hon. Osei Kyei Mensah Bonsu, MP
Ghana (2019 – to date)

Hon. Bernard Songa Sibatani, MP
Vice Chairperson of the National Council
Namibia (2016 – to date)

Hon. Lazarous Chungu Bwalya, MP
Zambia (2016 – to date)

Rt. Hon. Dr Abass Bundu, MP
Speaker of the Parliament
Sierra Leone (2019 – to date)

Asia

Hon. Dr Lal Chand Ukrani, MPA
Sindh (2017 – to date)

Hon. Dr Fehmida Mirza, MP
Pakistan (2016 – to date)

Hon. Mahinda Yapa Abeywardana, MP
Speaker of the Parliament
Sri Lanka (2019 – to date)

Australia

Hon. John Ajaka, MLC
President of the Legislative Council
New South Wales (2016 – to date)

Hon. Bruce Atkinson, MLC
President of the Legislative Council
Victoria (2017 – to date)

Senator the Hon. Scott Ryan,
President of the Senate of Australia
(2019 – to date)

British Islands and Mediterranean

Hon. Leona Roberts, MLA
Falkland Islands (2017 – to date)

Hon. Stuart McMillan, MSP
Scotland (stand-in Branch for Northern Ireland)
(2016 – to date)

Hon. Ian Liddell-Grainger, MP
United Kingdom
(2019 – to date)

Canada

Hon. Francois Paradis, MNA
Speaker of the National Assembly
Quebec (stand-in Branch for Northwest Territories)
(2016 – to date)

Hon. Kevin Murphy, MLA
Speaker of the House of Assembly
Nova Scotia (2018 – to date)

Hon. Yasmin Ratansi, MP
Ontario (2019 – to date)

Caribbean, Americas and Atlantic

Hon. Arthur Holder, MP
Speaker of the House of Assembly
Barbados
(Stand-in Branch for Trinidad and Tobago)
(2018 – to date)

Hon. Andy Glenn Daniel, MP
Speaker of the House of Assembly
St. Lucia (2019 – to date)

Hon. Dwayne Taylor, MHA
Speaker of the House of Assembly
Turks and Caicos (2019 – to date)

India

Shri Premchand Aggarwal, MLA
Speaker of the Legislative Assembly
Uttarakhand (Stand-in Branch for Jammu and Kashmir)
(2016 – to date)

Shri Hitendra Goswami, MLA
Speaker of the Legislative Assembly
Assam (2017 – to date)

Shri Anurag Sharma, MP
Lok Sabha
Indian Union (2019 – to date)

Pacific

Hon. Gerry Brownlee, MP
New Zealand (2016 – to date)

Hon. Theresa Kaetavara, MHR
Deputy Speaker of the House of Representative
Bougainville (2017 – to date)

Rt. Hon. Ratu Epeli Nailatikau, MP
Speaker of the Parliament, Fiji
(2019 – to date)

South-East Asia

Hon. Suhaizan Kaiat, MLA
Speaker of the State Legislative Assembly
Johor (Stand-in Branch for Malacca) (2016 - to date)

Hon. Lim Biow Chuan, MP
Deputy Speaker of the Parliament
Singapore (July 2020 – to date)

Hon. Datuk Wira Dr Mohd Hatta Md Ramli, MP
Malaysia (2019 – to date)

FORMER OFFICERS AND MEMBERS OF THE EXECUTIVE COMMITTEE DURING 2020 REGIONAL REPRESENTATIVES

Small Branches Chairperson

Hon. Niki Rattle,
Speaker of the Parliament of Cook Islands
(2019 – to Feb 2021)

Pacific

Hon. Clayton Mitchell, MP
New Zealand (2016 – 2020)

Hon. Francesca Semoso, MHR
Deputy Speaker of the House of Representative
Bougainville (2019 – 2020)

South-East Asia

Mr Zainal Sapari, MP
Singapore (2017 – July 2020)

Trustees of CPA Trust Funds

Secretary-General
Mr Stephen Twigg (Appointed August 2020)
Commonwealth Parliamentary Association (CPA)

Acting Secretary-General
Mr Jarvis Matiya (September 2019 – August 2020)
Commonwealth Parliamentary Association (CPA)

Treasurer of the Association
Hon. Datuk Shamsul Iskandar Md Akin, MP (Appointed September 2019)
Federal Parliament of Malaysia

Hon. Lyndon Trott (Appointed Aug 2020)
Guernsey Assembly
Guernsey

Senior Management Team (SMT)

The Senior Management Team (SMT) comprised:

Secretary-General
Mr Stephen Twigg (Appointed August 2020 – to date)

Acting Secretary-General (September 2019 – July 2020)
Mr Jarvis Matiya

Finance Director
Mr Paul Townley (April 2019 - to date)

Deputy Secretary-General
Mr Jarvis Matiya (August 2020 - to date)

Professional Advisers and Partner Organisations:

External Auditors:	Buzzacott LLP 130 Wood Street London EC2V 6DL
Internal Auditors:	Crowe Clark Whitehill LLP St. Bride's House 10 Salisbury Square London EC4Y 8EH
Bank:	National Westminster Bank plc Westminster Branch 57 Victoria Street London SW1H 0HN
Investment Managers:	Close Brothers Asset Management 10 Exchange Square Primrose Street London EC2AR 2BY
Legal Advisers:	Bates Wells & Braithwaite London LLP 10 Queen Street Place London EC4R 1BE
Commonwealth Secretariat:	Marlborough House Pall Mall, London SW1Y 5HX

The Commonwealth Secretariat is the governmental wing of the Commonwealth and has 53 countries as its members. The CPA's relationship with the Commonwealth Secretariat is informal. However, it is recognised that the CPA is the parliamentary wing of the Commonwealth and some CPA programmes are implemented jointly with the Commonwealth Secretariat. The Commonwealth Secretary-General or their representative attends the CPA Annual Conference and the CPA Secretary-General and/or the Officers of the Association participate in the Commonwealth Heads of Government Meeting (CHOGM).

Inter-Parliamentary Union:	5 Chemin du Pommier Case postale 330 CH-1218 Le Grand Saconnex Geneva, Switzerland
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The Inter-Parliamentary Union (IPU) deals with the national parliaments of all countries around the world. The Association's relationship with the IPU is informal. However, national CPA parliamentary members are also members of the IPU.

Commonwealth Parliamentary Association

Annual report for the year ended 31 December 2020

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The CPA has its own constitution '*Constitution of the Commonwealth Parliamentary Association*' as adopted by the General Assembly of the Association at its meeting in Cyprus on 6 September 1993 and amended by the General Assembly of the Association from time-to-time.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Trustees, working through the Executive Committee, are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the Charity and of the income and expenditure of the Charity for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and apply them consistently.
- Observe the methods and principles in Accounting and Reporting by Charities Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable United Kingdom accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable it to ensure that the financial statements comply with the *Charities Act 2011*, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Charity's Constitution and Trust Deeds. They are also responsible for safeguarding the assets of the Charity and, hence, for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Website

The Trustees are responsible for the maintenance and integrity of the charity and financial information included on the Charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Recruitment and Appointment of new Trustees

Members of the Executive Committee act as the Trustees of the Charity. The General Assembly elects new Trustees on the advice of the regions of the CPA. All Trustees are unpaid.

Induction and Training of new Trustees

The CPA Headquarters Secretariat organises induction sessions for new Trustees, with particular emphasis on their legal responsibilities. New Trustees also receive recent data on the operations of the CPA, including financial reports and minutes of immediate past meetings. The CPA Headquarters Secretariat updates Trustees on recent Charity legislation/developments at their bi-annual meetings.

Commonwealth Parliamentary Association

Annual report for the year ended 31 December 2020

Organisational Structure

The Secretary-General is responsible for the day-to-day management of the CPA. During 2019, he and latterly the Acting Secretary-General were supported by two Directors: Finance Director and Director of Operations. The Secretary-General makes decisions on operational matters, in consultation with the SMT.

The Secretary-General reports to the Executive Committee, and annually to the General Assembly on the operations of the CPA Headquarters Secretariat. The Executive Committee meets twice a year, and reports to the General Assembly. Certain aspects of the work of the Executive Committee are undertaken between meetings by the Co-ordinating Committee. The Sub-Committees of the Executive Committee meet on the margins during its meetings. These are the Audit Committee, Planning and Review Sub-Committee, and Finance Sub-Committee.

Branches

The CPA is composed of Branches that have been admitted as Members to the Association. Each Branch is autonomous, raises its own finances and pays an annual subscription to the Association's International Headquarters. The Commonwealth Parliamentary Association Secretariat is the International Headquarters for the Association. It has close links with over 171 members Branches (2019: 171 Branches) on a day-to-day working level. Income raised by the Association's Headquarters Secretariat is used to pay for the CPA's programmes of work and for the meetings and conferences of its members. The annual subscription is determined at meetings of the General Assembly.

Risk Management

The Trustees are responsible for risk management. Risks identified by the SMT are reviewed, assessed and appropriate action incorporated as part of operational delivery. During 2020, the main risks and uncertainties facing the Association were:

- restricted opportunities to grow or diversify income.
- significant reliance on membership fees, and the timely payment of subscriptions.
- the challenge of ensuring that membership remains a worthwhile proposition for the CPA's Branches.
- investment in the infra-structure that helps ensure the CPA Headquarters Secretariat is run efficiently and is pro-active in communications with its membership.
- new or unexpected pressures on HQ Secretariat or Programme costs.
- governance, given the CPA's status as a UK Charity with both UK and international Trustees.
- the impact of the Covid-19 pandemic on activities, its staff and its membership.

Appropriate systems and /or actions have been and continue to be developed to identify and mitigate risk. These systems or actions include:

- expanding the Association's revenue streams by reviewing its membership categories.
- maximising the Association's investment returns within an agreed risk appetite framework.
- actively seeking hosts for the Association's events to achieve a reduced cost burden on reserves.
- financial governance-related policies (i.e. use of credit cards, funding policy to support branch programme delivery, cash handling, etc).
- a proposed programme of internal audits to cover areas as agreed by the Audit Subcommittee the Association.
- Audit subcommittee oversight.
- staff handbook detailing HR policies, practices and procedures.
- extensive support for staff during the Covid-19 pandemic.
- A wide range of programmes to support members carried out virtually as well as regular virtual governance meetings.

Commonwealth Parliamentary Association

Annual report for the year ended 31 December 2020

- business and financial risk management plan (risk register) which details the nature of risk (i.e. external, fraud, governance, operational, liquidity and security) likelihood of occurrence, controls in place and the risk holder.
- appropriate insurance cover (management liability: Trustees' liability, employment practices liability and legal liability; office cover: employer's liability, public liability, business interruption, and office contents; health and life).
- establishment of an expert group to consider options for longer term organisational status.

Pay-Setting Policy for Key Management Personnel

The Trustees have an established pay-setting policy for the charity's key management personnel and other staff. It is based on an approved pay band. Progression from one spine point to another within a given band is on the basis of satisfactory performance. The Trustees adopted the pay band on the recommendation of independent pay review consultants. In addition, for staff at the top of their pay band, one off payments are awarded dependent on performance.

STATEMENT OF PURPOSE, AIMS, OBJECTIVES AND PUBLIC BENEFIT

Statement of purpose

The CPA connects, develops, promotes and supports Parliamentarians and their staff to identify benchmarks of good governance, and implement the enduring values of the Commonwealth.

Aims

Under section 1(1) of the Constitution of the CPA, the Association's aim is '*to promote knowledge of the constitutional, legislative, economic, social and cultural aspects of parliamentary democracy with particular reference to the countries of the Commonwealth.*'

Main Objectives

During the 1st quarter of 2018 the Trustees approved a revised strategy covering the period 2018 – 2021.

The overarching objective for CPA in this period is to develop the programmes it delivers to support its members and re-establish its reputation as the leading parliamentary association. In addition to developing its programmes, communication and partnering with other organisations, this will require achievement of a range of operational objectives. The main objectives in the strategic plan and which formed the basis of organizational priorities in 2020 were:

1. continue to design and deliver activities and programmes under the 9 Strands of the CPA Revised Programmes Strategy (introduced in 2016);
2. be recognised as one of the leading Commonwealth parliamentary strengthening organisations to which its Members and other relevant, external stakeholders first turn to for advice, information and support or with which to partner;
3. collaborate with other leading organisations, including Parliamentary bodies in delivering programmes and services;
4. be established as an international organisation established under UK law and located in the UK;

Commonwealth Parliamentary Association

Annual report for the year ended 31 December 2020

5. operate from offices appropriate to its needs, owned or rented by CPA or provided gratis by the UK Parliament;
6. be financially sustainable, with diverse income streams and unpaid membership subscriptions reduced;
7. have IT systems fit for purpose to support CPA's efficient operations for the foreseeable future;
8. have established a holistic way of working throughout the Secretariat, that ensures all parts of the organisation work together to achieve its aims;
9. have established management practices that ensure that all staff develop and perform to their full potential.

During the year, the Covid-19 pandemic has resulted in significant changes to the way that many of the activities and programmes of the CPA have been carried out. In particular, programmes, meetings and conferences have all been carried out virtually and very successfully. However, the main objectives of the CPA have remained unchanged.

Each year, the Trustees review the objectives and activities to ensure that they continue to be relevant. In carrying out this review, the Trustees have considered the Charity Commission's general guidance on public benefit when reviewing the aims and objectives that have been set, and in planning the Charity's future activities. In particular, the Trustees consider how planned activities contribute to the aims and objectives they have set.

Activities and Public Benefit

The Association carries out a wide range of activities in pursuit of its charitable aims and the Trustees consider that these activities, as summarised below, provide benefit both to the Association's members and (indirectly) to the wider community in Commonwealth countries/dependencies.

In 2017, the CPA launched a new Policy Framework which is based on the Association's mission statement. This is articulated in its current '*Statement of Purpose*', and identifies its role in connecting and supporting Parliamentarians and their staff across the Commonwealth to identify and implement benchmarks of good governance and implement the enduring values of the Commonwealth to promote parliamentary democracy. The new Policy Framework proposes three Strategic Programme pillars which form the basis for all CPA's work. These include: Parliamentary Benchmarking and Development; Public Outreach Activities; and Communications and Publishing.

In 2020, the CPA Headquarters Secretariat planned to continue to implement a revised programme, with particular focus on parliamentary development and benchmarking, post-election seminars and technical assistance programmes together with an emphasis on youth engagement through the CPA's Commonwealth Day activities, Commonwealth Youth Parliament and CPA Roadshows for young people. However, as a result of the Covid-19 Pandemic, physical activities during 2020 have been severely restricted so a wide range of virtual activities have been organised very successfully.

Details are set out in full in the **CPA's Annual Report and Performance Review 2020** and the report outlines CPA activity in the three strategic pillars of the CPA Strategic Plan – ***Parliamentary Benchmarking and Development (which includes three CPA networks – Commonwealth Women Parliamentarians, CPA Small Branches and Commonwealth Parliamentarians with Disabilities); Public Outreach; and Communications and Publishing.*** Further CPA activity is covered under the areas of CPA Branch Visits, CPA Regional Conferences and working with partner organisations.

Commonwealth Parliamentary Association

Annual report for the year ended 31 December 2020

The CPA's Annual Report and Performance Review 2020 is composed of reports, analysis and monitoring and evaluation data captured for each of the CPA programmes and work strands throughout the year.

Strategic Pillars	<i>Parliamentary Benchmarking and Development</i>	<i>Public Outreach</i>	<i>Communications and Publishing</i>
Strategic Outcome	<i>Strong democratic legislatures that adhere to principles of good governance</i>	<i>CPA recognised as a global resource centre for advice and information on parliamentary practices</i>	<i>Greater awareness of the Commonwealth, its values and parliamentary democracy</i>
Intermediate Outcomes	A strong and effective pool of parliamentarians and parliamentary staff across the Commonwealth who are better equipped on fundamentals of parliamentary practices and procedures	Increased awareness of the role and value of parliamentary democracy and the role of Parliaments in promoting these values	Improved visibility and profile of CPA
	Increased awareness, understanding and ownership of CPA benchmarks	Parliamentarians are informed, included and better equipped to engage in international discussions on trends and issues that have an impact on parliamentary democracy	Increased sharing of knowledge and best practices on good governance and rule of law among CPA membership
	Technical assistance responds flexibly to needs and priorities of member legislatures and 'Special Interest Groups'	Parliaments more responsive to CPA outreach activities	CPA is a partner of choice in parliamentary strengthening

Commonwealth Parliamentary Association

Annual report for the year ended 31 December 2020

FINANCIAL REVIEW

The total revenue for the financial year under review was £2,636,145 (2019: £2,835,653). Of this, the Association's core funding streams were from Branch Membership fees (90%) and financial investments (7%) with the balance coming from other sources such as subscriptions for the Parliamentarian and Partnership income.

There was no Plenary Conference in 2020. The Covid-19 pandemic and resulting travel restrictions caused significant disruption in the deployment of CPA programmes, leading to a shift to online delivery. Hence, this has resulted in a surplus of £1,221,807. In 2019, the Plenary Conference was held in Kampala, Uganda and this together with additional costs incurred in human resource planning resulted in a deficit of £746,818.

Total revenue decreased by £199,508 when compared to the year ended 31 December 2019. Membership income decreased by £67,548, and income from Investments decreased by £47,640. CPA also received £54,606 in income from the Westminster Foundation for Democracy to fund Commonwealth Partnership for Democracy programmes compared to £137,196 the previous year.

Total operating costs during the reporting period were £1,548,711 (2019: £3,582,471), made up of the costs of *raising funds*, totalling £49,726 (3%), and *direct charitable activities* totalling £1,498,985 (97%). In 2019, these were £51,670 (1%) and £3,530,801 (99%) respectively. The decrease in total operating costs reported was due to no CPA Plenary Conference occurring in 2020, reduced legal and governance costs and a significant reduction in travel costs as a result of the Covid-19 pandemic restrictions.

At the end of the financial year the Association's unrestricted reserves amounted to £2,372,927 (2019: £1,398,851) with free reserves, after deducting the value of tangible assets, amounting to £2,245,602 (2019: £1,336,812) which is in excess of the target in the reserves policy.

In addition to the General Reserves, both the Working Capital Trust Fund and the Conference Assistance Trust Fund (managed by Trustees under separate Trust Deeds), had total funds of £7,947,728 (2019: £7,699,997). Income from each Trust Fund is used for the benefit of the members in support of the wider objectives of the Association.

Financial Strategy

The Trustees agreed on the CPA financial strategy in South Africa in August 2013. The issues addressed included reserve levels, income generation, and financial and administrative control policies for the Association. Trustees have kept the strategy under review and in particular to ensure that it meets the wider strategic objectives of the CPA. The revised Strategic Plan covering the period 2018 – 2021 has further reinforced and informed the existing Financial Strategy.

Commonwealth Parliamentary Association

Annual report for the year ended 31 December 2020

Reserves Policy

In 2018 the Reserves Policy of the Association was reviewed and the Trustees agreed a change in policy to one that better addresses the likely risks and financial pressures faced by the CPA in the medium to long-term. Trustees have accordingly agreed a policy to retain unrestricted reserves at between 3 to 6 months planned operating expenditure.

As at December 2020, the Association held unrestricted reserves of £2,372,927. The Trustees note that this is significantly in excess of the required amount in the reserves policy. This figure will be kept under review and the Trustees will consider the scope for releasing funds from these reserves to meet the strategic priorities of the CPA. As a result of CPA's plans agreed by the Trustees for 2020 it was anticipated that unrestricted reserves would have begun to move to within the range implied by the Reserves policy but as a consequence of the Covid -19 pandemic this has not occurred. However, it is expected that once travel restrictions are weakened, that the full range of physical activities including Plenary Conferences which will take place, will reduce the level of reserves in future.

Investment Policy

The CPA has investments in two trust funds under the guidance and supervision of the funds' Trustees. Under the trust deeds the funds' Trustees are mandated as the Secretary General, the Association's Treasurer and another member of the CPA who is not a member of the Executive Committee. These Trustees are listed on page 7. The purposes of these funds are to promote knowledge and education about the constitutional legislatures within a parliamentary democratic framework, arrange study group meetings, seminars and conferences, and provide facilities for the exchange of visits between members of branches of the CPA.

The Trustees have the power to invest in such stocks, shares and investments as they see fit. The policy is to adopt a cautious-to-moderate risk investment strategy aimed at maximising income and capital growth. Within this strategy, the Trustees have set a target of exceeding the average market performance for a similar fund, based on the market value of the portfolio.

The Trustees have a formal Investment Policy Statement that:

- Defines and assigns the responsibilities of all parties.
- Establishes a clear understanding of the investment goals and objectives of Fund(s) assets.
- Offers guidance and limitations to investment advisors and/or managers regarding the investment of Fund(s) assets.
- Establishes a basis for evaluating investment results.
- Provides guidelines on managing Fund(s) assets in accordance with prudent, ethical and environmental considerations, the Trust Deeds of the Fund(s), and the *Trustee Act 2000*.

Close Brothers Asset Management have been appointed to manage the trust funds. The Trustees met four times in 2020 to review the funds' performance.

Commonwealth Parliamentary Association

Annual report for the year ended 31 December 2020

Investment Performance

The value of the Association's listed investments decreased by £86,645 (1%) from £7,367,936 at 31 December 2019 to £7,281,291 as at the end of the reporting period. The Charity holds no unlisted funds.

The target total return on the Trustees' portfolio of investments, within an agreed level of risk appetite, is 6% from 1 January 2020. This is equally apportioned between annual investment income (3%) and long-term capital appreciation (3%). At the Trustees' meeting in November 2020, the Trustees have approved the Socially Responsible Portfolio proposed by Close Brothers with an annual forecasted yield of 2.1%. The targeted total return of the Trustees' portfolio remained at 6%.

As a result of the Covid-19 pandemic, the stock markets have experienced significant volatility and future major fluctuations remain a distinct possibility. The Trustees will continue to monitor the performance of the investments and it is encouraging to note that the portfolio recovered very well in latter months of the year from the significant market falls experienced in the earlier part.

Fundraising

Following the implementation of the *Charities (Protection and Social Investment) Act 2016*, the Trustees have reviewed its fundraising activities and confirms that it complies with the regulation. There were no fundraising activities and the Association did not make use of any external fundraisers.

PLANS FOR FUTURE PERIODS

The current Strategic Plan, covering the period from 2018 – 2021, was agreed by Trustees in the first quarter of 2018.

The CPA will continue to pursue its key aims of holding conferences and seminars; disseminating information on Parliamentarians and political issues; organising international exchanges among Members and officials of Parliaments and Legislatures; and assisting newly emerging Commonwealth democracies.

Following the outbreak of the Covid-19 pandemic all activities of the CPA were reviewed and activities have continued remotely with staff working from home with the appropriate support and guidance. Operational plans, related budgets and forecasts have all been reviewed and updated for the years 2020 - 2022.

The CPA Headquarters Secretariat continuously strives to ensure that it can serve its membership to the highest possible standards as well as remaining a relevant and valuable service. To that effect, the Secretariat continues to review its programme, communications and outreach activities and delivery methodology to ensure it can continue to provide a full-spectrum service whilst the Covid-19 global pandemic remains in place.

With the likelihood that Covid-19 will continue to impact on countries for a number of years the CPA Headquarters Secretariat will be considering in-depth its future performance and outputs. As part of that process, the CPA will be reviewing if it is doing everything possible within the conditions and resources of the Association to provide support to its Members and Branches. For example, moving to providing long-term online services, the development of remote resources and platforms as well as harnessing technology for maximum impact.

Commonwealth Parliamentary Association Annual report for the year ended 31 December 2020

The impact on revenue, which relates predominantly to Membership fees, is not expected to be significant overall as the CPA will ensure members continue to receive a full range of services and support, which, in the current climate may well be even more valuable than in the past. However, it is likely some Branches may take longer to pay their fees than in the past as a result of restricted working arrangements currently in place as a result of Covid-19.

A new Strategic Plan is being prepared to cover 2022 -2025. This plan is being produced after wide ranging consultations have taken place, both internally and externally to ensure it meets the needs of the members.

Operational costs may well reduce compared to historic figures as a result of a reduction in overseas travel in the short to medium term.

Following the above review, and despite future plans still being, to a degree, uncertain as a result of Covid-19, the Trustees consider that the Association's assets, and in particular, liquid funds are adequate to meet its annual obligations in the next two years.

Auditors

Buzzacott LLP, Registered Auditors, have indicated their willingness to continue in office and it is proposed that they be re-appointed auditors for the ensuing year.

The Executive Committee approved this report on the 26 March 2021.

Signed on behalf of the Executive Committee:



.....
Hon. Emilia Monjowa Lifaka, MP
Chairperson of the Executive Committee



.....
Mr Stephen Twigg
Secretary-General

Independent auditor's report to the trustees of Commonwealth Parliamentary Association

Opinion

We have audited the financial statements of Commonwealth Parliamentary Association (the 'charity') for the year ended 31 December 2020 which comprise the statement of financial activities, the balance sheet, the statement of cash flows, and the related notes to the financial statements, including a summary of accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- ◆ give a true and fair view of the state of the charity's affairs as at 31 December 2020 and of its income and expenditure for the year then ended;
- ◆ have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- ◆ have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report and performance review 2020, and the annual report and financial statements, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion:

- ◆ the information given in the trustees' annual report is inconsistent in any material respect with the financial statements; or
- ◆ sufficient accounting records have not been kept; or
- ◆ the financial statements are not in agreement with the accounting records and returns; or
- ◆ we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and

Auditor's responsibilities for the audit of the financial statements (continued)

are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- ◆ the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations; and
- ◆ we obtained an understanding of the legal and regulatory frameworks that are applicable to the charity and determined that the most significant frameworks which are directly relevant to specific assertions in the financial statements are those that relate to the reporting framework (Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011) and those that relate to data protection (General Data Protection Regulation).

We assessed the susceptibility of the charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- ◆ making enquiries of management as to their knowledge of actual, suspected and alleged fraud; and
- ◆ considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- ◆ performed analytical procedures to identify any unusual or unexpected relationships;
- ◆ tested journal entries to identify unusual transactions; and
- ◆ assessed whether judgements and assumptions made in determining the accounting estimate for the provision for bad debts were indicative of potential bias.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- ◆ reading the minutes of meetings of those charged with governance; and
- ◆ enquiring of management as to actual and potential litigation and claims.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards

Auditor's responsibilities for the audit of the financial statements (continued)

also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the trustees and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and with regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Buzzacott LLP
Statutory Auditor
130 Wood Street
London
EC2V 6DL

16 April 2021

Buzzacott LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

Commonwealth Parliamentary Association
Statement of financial activities
for the year ended 31 December 2020

	Note	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
Income from:					
Investments	2	29,063	167,625	196,688	244,328
<i>Charitable activities</i>					
Branch membership fees		2,381,673	-	2,381,673	2,449,221
Subscriptions for the Parliamentarian		2,849	-	2,849	4,665
Partnership income	3	-	54,606	54,606	137,196
Other		329	-	329	243
Total		<u>2,413,914</u>	<u>222,231</u>	<u>2,636,145</u>	<u>2,835,653</u>
Expenditure on:					
<i>Raising funds</i>					
Investment Management Costs		-	49,726	49,726	51,670
<i>Charitable activities</i>					
Parliamentary Benchmarking and Development		1,087,165	59,147	1,146,312	2,844,367
Public Outreach		65,589	-	65,589	342,463
Communications and Publishing		287,084	-	287,084	343,971
Total	6	<u>1,439,838</u>	<u>108,873</u>	<u>1,548,711</u>	<u>3,582,471</u>
Net income/(expenditure) before gains on investments		974,076	113,358	1,087,434	(746,818)
Net gains on investments	12	<u>-</u>	<u>134,373</u>	<u>134,373</u>	<u>843,035</u>
Net movement in funds		974,076	247,731	1,221,807	96,217
Reconciliation of funds					
Balance brought forward	17	<u>1,398,851</u>	<u>7,699,997</u>	<u>9,098,848</u>	<u>9,002,631</u>
Balance carried forward	17	<u><u>2,372,927</u></u>	<u><u>7,947,728</u></u>	<u><u>10,320,655</u></u>	<u><u>9,098,848</u></u>

All recognised gains and losses have been included in the SOFA. All activities are continuing.

Commonwealth Parliamentary Association
Balance sheet as at
31 December 2020

	Note	2020 £	2020 £	2019 £	2019 £
Fixed asset					
Tangible assets	11		127,325		62,039
Investments	12		7,281,291		7,367,936
			<u>7,408,616</u>		<u>7,429,975</u>
Current assets					
Debtors	13	703,111		115,377	
Short term deposit	14	2,973,681		2,262,623	
Cash at bank and in hand		284,152		637,070	
		<u>3,960,944</u>		<u>3,015,070</u>	
Creditors: amounts falling due within one year	15	<u>(1,048,905)</u>		<u>(1,346,197)</u>	
Net current assets			<u>2,912,039</u>		<u>1,668,873</u>
Net assets			<u><u>10,320,655</u></u>		<u><u>9,098,848</u></u>
Funds					
Unrestricted					
General fund	17		2,372,927		1,398,851
Restricted					
Conference assistance fund	17		5,109,405		4,961,528
Working capital fund	17		2,838,323		2,738,469
			<u><u>10,320,655</u></u>		<u><u>9,098,848</u></u>

The financial statements were approved, and authorised for distribution, by the Executive Committee on the 26 March 2021 and signed on its behalf by:



.....
Hon. Emilia Monjowa Lifaka, MP
Chairperson of the Executive Committee



.....
Mr Stephen Twigg
Secretary-General

Commonwealth Parliamentary Association

Statement of cash flows for the year ended 31 December 2020

	2020 £	2019 £
Cash flows from operating activities	<u>36,219</u>	<u>212,249</u>
Cash flows from investing activities		
Interest and dividends	196,688	244,328
Purchase of property, plant and equipment	(95,785)	(84,139)
Purchase of investments	(1,809,746)	(2,163,556)
Proceeds from the sale of investments	2,046,922	2,028,190
Movement in investment cash account	<u>(16,158)</u>	<u>151,650</u>
Net cash provided by investing activities	<u>321,921</u>	<u>176,473</u>
Change in cash and cash equivalents in the reporting period	358,140	388,722
Cash and cash equivalents at the beginning of the reporting period	<u>2,899,693</u>	<u>2,510,971</u>
Cash and cash equivalents at the end of the reporting period	<u><u>3,257,833</u></u>	<u><u>2,899,693</u></u>

NOTES TO THE CASH FLOW STATEMENT

	2020 £	2019 £
Reconciliation of Net Movement in Funds to Net Cash Flow from Operating Activities		
Net movement in funds	1,221,807	96,217
Depreciation charges	30,499	22,497
(Increase)/Decrease in debtors	(587,734)	458,802
(Decrease)/Increase in creditors	(297,292)	722,096
Interest and dividends	(196,688)	(244,328)
(Gains) on investments	<u>(134,373)</u>	<u>(843,035)</u>
Net cash provided by operating activities	<u><u>36,219</u></u>	<u><u>212,249</u></u>
Analysis of Cash and Cash Equivalents		
	2020 £	2019 £
Cash at bank and in hand	284,152	637,070
Short term deposits	<u>2,973,681</u>	<u>2,262,623</u>
	<u><u>3,257,833</u></u>	<u><u>2,899,693</u></u>

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2020

1. Summary of Accounting Policies

(a) Basis of accounting

The financial statements have been prepared under the historical cost convention with items recognized at cost or transaction value unless otherwise stated in these notes to the financial statements. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), Charities SORP (FRS102), and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn

The financial statements are presented in sterling and are rounded to the nearest pound. The charity constitutes a public benefit entity as defined by FRS 102.

(b) Income recognition

All membership fee income is recognised once the Charity has entitlement to the income, it is probable that the income will be received, and the amount of income receivable can be measured reliably. In the event of branch suspension, we stop recognising its income.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably when notification is received of the interest paid or payable by the bank. Dividends are recognised when notification is received of the dividend due.

(c) Expenditure recognition

Liabilities are recognised as expenditure when there is a legal or constructive commitment, it is probable that settlement will be required, and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis.

(d) Allocation of support and governance costs

Support costs are allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the Charity and its compliance with regulation and good practice. These costs include costs related to statutory audit and legal fees together with an apportionment of overhead and support costs.

(e) Pension costs

The Secretariat operates a defined contribution pension scheme for the benefit of its employees. The net assets of the fund are held separately from those of the Charity. Contributions payable are charged to the SOFA in the year in which they are incurred.

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2020

(f) Employee benefits

- *Short term benefits*
Short term benefits including holiday pay are recognised as an expense in the period in which the service is received.
- *Employee termination benefits*
Termination benefits are accrued in line with FRS 102.

(g) Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity. Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the Charity's funding partners. Note 17 sets out the aim and use of each restricted fund.

(h) Operating leases

Rentals payable under operating leases, where substantially all the risks and rewards of ownership remain with the lessor, are charged to the SOFA in the year in which they fall due.

(i) Subventions to Branches

Branches' outstanding travel claims are accrued at the end of the financial year. If after one year from the date of accrual such claims have not been made, the accrued amounts are written back.

(j) Foreign exchange

Balances denominated in foreign currencies are translated into Pounds Sterling at the rate of exchange prevailing at the balance sheet date. Financial transactions are translated at the rate of exchange prevailing on the date the transaction is processed.

(k) Fixed asset investments

Investments are a form of basic financial instrument and are recognised initially at their transaction value and measured subsequently at their fair value as at the balance sheet date using the closing quoted market price. The SOFA includes the net gains and losses arising on revaluation and disposals throughout the year.

(l) Tangible fixed assets and depreciation

All assets costing more than £350 are capitalised and valued at historical cost. Depreciation is charged on IT and other equipment on a straight-line basis over their estimated useful life of three years from the year of acquisition.

(m) Realised gains and losses

All gains and losses are taken to the SOFA as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value. Realised and unrealised investment gains and losses are combined in the SOFA.

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2020

(n) Stocks

Stocks are not included in the balance sheet and costs are written off as incurred.

(o) Debtors

Branch fees and other debtors are recognised at the settlement amount due, less any provision for bad or doubtful amount. Such provisions are specific and applied in a consistent manner based on a debts aging and other factors affecting potential recoverability such as the status of the branch. Prepayments are valued at the amount prepaid net of any trade discounts due.

(p) Creditors and provisions

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that probably will result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are recognised at their settlement amount after allowing for any trade discounts due.

(q) Cash and cash equivalents

Cash and cash equivalents in the cash flow statement comprise cash in hand, balances with banks, investments in money market instruments representing short-term, highly liquid investments that are readily convertible to known amounts of cash.

(r) Going concern and Covid-19 Pandemic

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern. With respect to the next reporting period, the most significant areas of uncertainty that affect the Charity's assets relates to the Covid-19 pandemic and the level of investment return and the performance of the investment markets (see the investment policy and the risk management sections of the Trustees' annual report for more information).

Following the outbreak of the Covid-19 pandemic all activities of the CPA have been examined and activities have continued remotely with staff working from home with the appropriate support and guidance. Operational plans, related budgets and forecasts have all been reviewed and updated for the years 2020- 2022.

Following the above review, and despite future plans still being, to a degree, uncertain as a result of Covid-19, the Trustees consider that the Association's assets, and in particular, liquid funds are adequate to meet its annual obligations in the next two years.

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2020

Whilst changes to, and timing of, activities have had to take place, the financial impact on the CPA has been limited. The impact on revenue, which relates predominantly to Membership fees, is not expected to be significant overall as the CPA will ensure members continue to receive a full range of services and support, which, in the current climate may well be even more valuable than in the past. However, it is likely some Branches may take longer to pay their fees than in the past as a result of restricted working arrangements currently in place as a result of Covid-19 and therefore, where necessary, appropriate support will be given to those Branches concerned. Operational costs may well reduce compared to historic figures as a result of a reduction in overseas travel in the short to medium term.

As a result of the above review of the Charity's financial position, reserves levels and future plans, the Trustees are of the view that the Charity remains a going concern in respect to a period of one year from the date of approval of these financial statements, notwithstanding the uncertainties outlined above.

(s) Judgements and estimates

Judgements made by the Trustees, in the application of these accounting policies that have significant effect on the financial statements and estimates with a significant risk of material adjustment in the next reporting period are deemed to be in relation to the valuation of investments and the provision for doubtful debts. The CPA HQ Secretariat is currently hosted by the UK Parliament on the Parliamentary Estate. The Trustees do not believe that the value of this benefit, although a Gift in Kind, can be measured with sufficient accuracy.

In addition to the above, the full impact following the emergence of the global coronavirus pandemic is still unknown. It is therefore not currently possible to evaluate all the potential implications for the CPA's activities, members, suppliers and the wider economy. Estimates used in the financial statements, are subject to a greater degree of uncertainty and volatility.

As set out in these accounting policies under "going concern and Covid-19 pandemic", the trustees have considered the impact of the pandemic on the charity and have concluded that it is appropriate for the CPA to continue to prepare its financial statements on the going concern basis.

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2020

2. Investment Income

	Unrestricted funds £	Restricted funds £	Total 2020 £
2020			
Dividends – equities	-	143,396	143,396
Interest – fixed interest securities	-	20,469	20,469
Interest on cash and money market deposits	29,063	3,760	32,823
	<u>29,063</u>	<u>167,625</u>	<u>196,688</u>
	Unrestricted funds £	Restricted funds £	Total 2019 £
2019			
Dividends – equities	-	176,659	176,659
Interest – fixed interest securities	-	37,130	37,130
Interest on cash and money market deposits	26,854	3,685	30,539
	<u>26,854</u>	<u>217,474</u>	<u>244,328</u>

Investment income consists of dividend & interest received from investments, bank interest and interest earned on term deposits.

3. Partnership Income

	2020 £	2019 £
Westminster Foundation for Democracy – CP4D	54,606	137,196
	<u>54,606</u>	<u>137,196</u>

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2020

4. Staff Costs

	Note	Total 2020 £	Total 2019 £
Salaries and wages		747,439	734,678
Redundancy costs		-	115,751
Social security costs		68,973	77,590
Pension costs	5	44,080	57,821
		<u>860,492</u>	<u>985,840</u>

The Benefits-in-kind payments of £19,221 (2019: £15,502) cover qualifying employees' relocation, home leave, health & travel insurance and death-in-service expenses to the Association. These payments are covered by a PAYE Settlement Agreement with HM Customs and Excise.

The average number of employees during the year was:

	2020 No.	2019 No.
Management	3	3
Charitable activities	15	14
	<u>18</u>	<u>17</u>

Key management personnel

	2020 £	2019 £
Secretary General	49,127	168,927
Acting Secretary General	70,303	33,201
Deputy Secretary General and Director of Operations	35,692	58,183
Finance Director	52,216	51,461
	<u>207,338</u>	<u>311,772</u>

The key management personnel comprised members of the Senior Management Team (SMT). The SMT is made up of the Secretary General, Acting Secretary General, Deputy Secretary General & Director of Operations and Finance Director.

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2020

4. Staff Costs (continued)

Staff receiving emoluments in excess of £60,000, (exclusive of pension contributions paid by the CPA Secretariat), during the year were as follows:

	Total 2020 No.	Total 2019 No.
£60,000 - £70,000	2	1
£70,000 - £80,000	-	1
£90,000 - £100,000	1	-
£130,000 - £140,000	-	1
	3	3

All of the employees whose emoluments were greater than £60,000 are part of the personal pension scheme and the CPA Secretariat paid £9,691 (2019: £26,702) for these employees.

A total of £42,250 was paid for 8 Parliaments of members of the Executive Committee for their travel and accommodation to Coordinating Committee meetings (2019: £308,048 for 38 Parliaments of members of the Executive Committee). None of the Executive Committee members received remuneration or benefits from employment with the CPA (2019: none).

5. Pension scheme

The CPA Secretariat's Personal Pension Scheme ("Scheme") for employees is with Scottish Widows, which commenced on 1st August 2010. The Scheme is funded by contributions from Scheme members and the CPA Secretariat.

The Scheme is operated on a Personal Pension Scheme basis and is not a defined benefits final salaries arrangement. Contributions are invested with Scottish Widows under the pension rules to produce the maximum fund of monies at retirement for each individual member. Members can contribute towards the cost of their benefits at rates between the range of 2-15% of annual salary. CPA Secretariat pays 16%.

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2020

5. Pension scheme (continued)

In 2017, in response to the UK Pension Act 2008, CPA Secretariat registered for automatic enrolment. From April 2017 staff members can contribute within this additional scheme, towards the cost of their benefits at rates of 3% of annual salary. CPA Secretariat pays 5%.

	Total 2020 £	Total 2019 £
Total Premiums paid	71,872	71,496
Less: Contributions from employees	(27,792)	(13,675)
Employer Contributions	<u>44,080</u>	<u>57,821</u>

6. Total Expenditure

<u>2020</u>	Note	Direct costs £	Support costs £	Total 2020 £
Cost of generating funds				
Investment management costs		49,726	-	49,726
Cost of charitable activities				
Parliamentary Benchmarking and Development	8	563,296	583,016	1,146,312
Public Outreach	9	23,127	42,462	65,589
Communications and Publishing	10	120,822	166,262	287,084
		<u>756,971</u>	<u>791,740</u>	<u>1,548,711</u>

(Note 6a)

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2020

6.	Total Expenditure (continued)		Direct costs £	Support costs £	Total 2019 £
	<u>2019</u>	Note			
	Cost of generating funds				
	Investment management costs		51,670	-	51,670
	Cost of charitable activities				
	Parliamentary Benchmarking and Development	8	1,629,352	1,215,015	2,844,367
	Public Outreach	9	120,730	221,733	342,463
	Communications and Publishing	10	167,764	176,207	343,971
			<u>1,969,516</u>	<u>1,612,955</u>	<u>3,582,471</u>

(Note 6a)

6a. Allocation of Support Costs

<u>2020</u>	Staff costs £	HR costs £	IT support costs £	Facilities £	Depreciation £	Governance £	Total 2020 £
Cost of charitable activities							
Parliamentary Benchmarking and Development	345,807	43,377	38,875	38,160	22,459	94,338	583,016
Public Outreach	25,186	3,159	2,831	2,779	1,636	6,871	42,462
Communications and Publishing	98,616	12,370	11,086	10,882	6,405	26,903	166,262
	<u>469,609</u>	<u>58,906</u>	<u>52,792</u>	<u>51,821</u>	<u>30,500</u>	<u>128,112</u>	<u>791,740</u>

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2020

6a. Allocation of Support Costs (continued)

<u>2019</u>	Staff costs £	HR costs £	IT support costs £	Facilities £	Depreciation £	Governance £	Total 2019 £
Cost of charitable activities							
Parliamentary Benchmarking and Development	362,801	116,804	40,252	204,376	16,947	473,835	1,215,015
Public Outreach	66,209	21,316	7,346	37,297	3,093	86,472	221,733
Communications and Publishing	52,616	16,939	5,838	29,640	2,457	68,717	176,207
	<u>481,626</u>	<u>155,059</u>	<u>53,436</u>	<u>271,313</u>	<u>22,497</u>	<u>629,024</u>	<u>1,612,955</u>

Support costs are allocated between activities based on the proportion of direct expenditure attributable to each activity.

7. Governance

Costs classified as governance relate to the general running of the Charity and included operations of the Board of Trustees and those addressing constitutional, audit and other statutory matters, and are made up of the following:

	2020 £	2019 £
External Auditor's remuneration		
- Statutory audit	17,640	15,600
- Other services	-	2,520
Working group for programmes review	-	36,952
Coordinating Committee meetings	40,316	39,272
Legal & professional fees	17,753	394,588
Consultants' fees	48,934	89,750
Officers travel	2,521	17,598
Overseas travel	948	32,744
	<u>128,112</u>	<u>629,024</u>

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2020

8. Parliamentary Benchmarking and Development

	2020 £	2019 £
Post-Election Seminars	4,513	(1,283)
Technical Assistance Programmes	-	(50,839)
Commonwealth Women Parliamentarians	16,551	52,387
Small Branches Committees Workshop	131	33,957
Parliamentarians Disabilities Network	(4,332)	13,696
Commonwealth Heads of Governments Meeting	21	-
Commonwealth Fundamentals Course	177,354	230,838
CPA Masterclass	7,380	(950)
Commonwealth Partnership for Democracy	65,544	137,196
Commonwealth Regional Conferences	(9,461)	48,015
Annual Parliamentary and Mid-year Executive Conference	16,489	786,518
Direct staff costs	289,106	379,817
	<u>563,296</u>	<u>1,629,352</u>

9. Public Outreach

	2020 £	2019 £
Commonwealth Day	-	14,653
Commonwealth Youth Parliament	1,943	36,531
CPA Roadshows for Schools and Universities	128	232
Direct staff costs	21,056	69,314
	<u>23,127</u>	<u>120,730</u>

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2020

10. Communications and Publishing

	2020 £	2019 £
The Parliamentarian		
Printing	15,678	46,169
Distribution	14,498	53,245
Fees to contributors	2,325	2,400
	32,501	101,814
Annual Report	-	3,000
CPA Website	5,484	7,867
Books, periodicals and information	391	-
Direct staff costs	82,446	55,083
	120,822	167,764

11. Tangible assets

Tangible fixed assets comprise of computer and office equipment.

	2020 £	2019 £
Cost		
At 1 January	85,137	14,323
Additions	95,785	84,139
Eliminated on disposal	(998)	(13,325)
At 31 December	179,924	85,137
Depreciation		
At 1 January	23,098	13,926
Charge for the year	30,499	22,497
Eliminated on disposal	(998)	(13,325)
At 31 December	52,599	23,098
Net book value at 31 December	127,325	62,039

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2020

	2020 £	2019 £
12. Investments		
Market value at 1 January	7,367,936	6,541,185
Additions	1,809,746	2,163,556
Disposal proceeds	(2,046,922)	(2,028,190)
Investments cash account movement	16,158	(151,650)
Realised (losses)	(175,717)	(91,217)
Unrealised gains	310,090	934,252
Market value at 31 December	7,281,291	7,367,936
Historical cost value at 31 December	6,079,241	6,475,129

The total unrealised gains at 31 December 2020 constitute movements on the revaluation and are as follows:

	2020 £	2019 £
Unrealised gains included above:		
On investments	1,202,050	892,807
Total unrealised gains at 31 December	1,202,050	892,807
Reconciliation of movements in unrealised gains/(losses):		
Unrealised gains/(losses) at 1 January	892,807	(41,249)
(Less): in respect to disposal in the year	(847)	(196)
Add: net gains arising on revaluation in the year	310,090	934,252
Total unrealised gains at 31 December	1,202,050	892,807

	Fixed interest securities £	Equities £	Cash £	Total £
Analysis of investments assets				
2020	1,112,082	5,976,522	192,687	7,281,291
2019	1,382,781	5,808,625	176,530	7,367,936

The underlying assets contained within the various funds invested in by the Charity are recognised on a listed stock exchange.

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2020

13. Debtors

	2020	2019
	£	£
Branch fees	1,172,279	804,015
Less: Provision for doubtful debts	(740,515)	(768,554)
Net branch fees	<u>431,764</u>	<u>35,461</u>
Staff advances	2,300	4,320
Other debtors and prepayments	<u>269,047</u>	<u>75,596</u>
	<u>703,111</u>	<u>115,377</u>

14. Short term deposit investment

	2020	2019
	£	£
Close Brothers business notice account and term deposit	<u>2,973,681</u>	<u>2,262,623</u>
	<u>2,973,681</u>	<u>2,262,623</u>

15. Creditors: Amounts Falling Due Within One Year

	Note	2020 £	2019 £
Trade creditors		26,531	142,791
General accruals		101,984	381,664
Parliamentary Benchmarking and Development accruals		43,000	159,712
Tax and social security		41,404	90,288
Deferred income	16	<u>835,986</u>	<u>571,742</u>
		<u>1,048,905</u>	<u>1,346,197</u>

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2020

16. Deferred income

	At 1 Jan 2020 £	Released to income £	Deferred in the year £	At 31 Dec 2020 £
Branch fees - 2020	571,742	(571,742)	835,986	835,986
	<u>571,742</u>	<u>(571,742)</u>	<u>835,986</u>	<u>835,986</u>
	At 1 Jan 2019 £	Released to income £	Deferred in the year £	At 31 Dec 2019 £
Branch fees - 2019	62,965	(62,965)	571,742	571,742
	<u>62,965</u>	<u>(62,965)</u>	<u>571,742</u>	<u>571,742</u>

This primarily represents 2021 memberships received in 2020. They are treated as deferred income and will be released as income in 2021 in line with the membership period.

17. Movement in funds

	At 1 Jan 2020 £	Income £	Expenditure £	Gains (Losses)/ Transfers £	At 31 Dec 2020 £
CPA Headquarters Secretariat					
<u>Unrestricted Funds</u>					
General reserve	1,398,851	2,413,914	(1,439,838)	-	2,372,927
<u>Restricted Funds</u>					
Westminster Foundation for Democracy	-	54,606	(54,606)	-	-
Conference Assistance Fund (CAF)	4,961,528	107,478	(39,285)	79,684	5,109,405
Working Capital Fund (WCF)	2,738,469	60,147	(14,982)	54,689	2,838,323
Total CAF & WCF restricted funds	<u>7,699,997</u>	<u>222,231</u>	<u>(108,873)</u>	<u>134,373</u>	<u>7,947,728</u>
Total funds	<u>9,098,848</u>	<u>2,636,145</u>	<u>(1,548,711)</u>	<u>134,373</u>	<u>10,320,655</u>

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2020

17. Movement in funds (continued)

	At 1 Jan 2019	Income	Expenditure	Gains (Losses)/ Transfers	At 31 Dec 2019
	£	£	£	£	£
CPA Headquarters Secretariat					
<u>Unrestricted Funds</u>					
General reserve	2,003,078	2,480,983	(3,085,210)	-	1,398,851
<u>Restricted Funds</u>					
Westminster Foundation for Democracy	-	137,196	(137,196)	-	-
Conference Assistance Fund (CAF)	4,548,272	141,149	(272,124)	544,231	4,961,528
Working Capital Fund (WCF)	2,451,281	76,325	(87,941)	298,804	2,738,469
Total CAF & WCF restricted funds	6,999,553	354,670	(497,261)	843,035	7,699,997
Total funds	9,002,631	2,835,653	(3,582,471)	843,035	9,098,848

Unrestricted funds

- The general reserve represents the accumulated surplus which is available for spending on CPA's objectives.

In 2018, to better addresses the likely risks and financial pressures faced by the CPA in the medium to long-term, the Trustees have accordingly agreed a policy to retain all unrestricted reserves at between 3 to 6 months planned operating expenditure.

Restricted funds

Westminster Foundation for Democracy (WFD)

The object of the fund is to work with parliaments in Commonwealth Member States across Sub-Saharan Africa and Asia to improve representation of women, young people with disabilities and the LGBT+ community in the democratic process.

Conference Assistance Fund (CAF)

The object of the fund is to advance the charitable purposes of the Commonwealth Parliamentary Association as directed by the Trust Deed by applying the income or such parts of the capital as the Trustees may deem fit which are to provide financial aid and assistance to assist Branches to organise, constitute and hold plenary conferences and to assist Branches to facilitate the attendance of Regional Representative and/or delegates at plenary conferences. Expenditure is restricted to fulfilling these aims.

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2020

17. Movement in funds (continued)

Working Capital Fund (WCF)

The object of the fund is to advance the charitable purposes of the Commonwealth Parliamentary Association as directed by the Trust Deed by applying the income or such parts of the capital as the Trustees may deem fit which are to provide financial aid to host Branches and Parliamentarians officials to organise educational seminars in accordance with the objects of the Association on parliamentary practice and procedure. Expenditure is restricted to fulfilling these aims.

18. Analysis of net assets between funds

	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £
Tangible fixed assets	127,325	-	127,325
Fixed asset investment	-	7,281,291	7,281,291
Current assets	3,281,293	679,651	3,960,944
Current liabilities	(1,035,691)	(13,214)	(1,048,905)
	<u>2,372,927</u>	<u>7,947,728</u>	<u>10,320,655</u>

	Unrestricted Funds 2019 £	Restricted Funds 2019 £	Total Funds 2019 £
Tangible fixed assets	62,039	-	62,039
Fixed asset investment	-	7,367,936	7,367,936
Current assets	2,617,302	397,768	3,015,070
Current liabilities	(1,280,490)	(65,707)	(1,346,197)
	<u>1,398,851</u>	<u>7,699,997</u>	<u>9,098,848</u>

19. Related parties' transaction

Other than transactions with key management personnel as disclosed in note 4, there have been no related party transactions in the reporting period that require disclosure.

Commonwealth Parliamentary Association

Notes to the financial statements for the year ended 31 December 2020

20. Comparative statement of financial activities

	Note	Unrestricted funds £	Restricted funds £	Total 2019 £
Income from:				
Investments	2	26,854	217,474	244,328
<i>Charitable activities</i>				
Branch membership fees		2,449,221	-	2,449,221
Subscriptions for the Parliamentarian		4,665	-	4,665
Partnership income	3	-	137,196	137,196
Other		243	-	243
Total		<u>2,480,983</u>	<u>354,670</u>	<u>2,835,653</u>
Expenditure on:				
<i>Raising funds</i>				
Investment Management Costs		-	51,670	51,670
<i>Charitable activities</i>				
Parliamentary Benchmarking and Development		2,398,776	445,591	2,844,367
Public Outreach		342,463	-	342,463
Communications and Publishing		343,971	-	343,971
Total	6	<u>3,085,210</u>	<u>497,261</u>	<u>3,582,471</u>
Net (expenditure)/income before gains/(losses) on investments		(604,227)	(142,591)	(746,818)
Net gains/(losses) on investments	12	-	843,035	843,035
Net movement in funds		(604,227)	700,444	96,217
Reconciliation of funds				
Balance brought forward	17	<u>2,003,078</u>	<u>6,999,553</u>	<u>9,002,631</u>
Balance carried forward	17	<u><u>1,398,851</u></u>	<u><u>7,699,997</u></u>	<u><u>9,098,848</u></u>

21. Post balance sheet events

As a result of the Covid-19 pandemic, the stock markets have experienced significant volatility and future major fluctuations remain a distinct possibility. The Trustees will continue to monitor the performance of the investments.