

Charity Registration No. 1095118

Company Registration No. 4606846 (England and Wales)

**COMMONWEALTH PARLIAMENTARY ASSOCIATION (UNITED
KINGDOM BRANCH)**

**(A COMPANY LIMITED BY GUARANTEE AND A REGISTERED
CHARITY)**

THE EXECUTIVE COMMITTEE'S REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2015

**COMMONWEALTH PARLIAMENTARY ASSOCIATION (UNITED KINGDOM
BRANCH)
(A COMPANY LIMITED BY GUARANTEE AND A REGISTERED CHARITY)
LEGAL AND ADMINISTRATIVE INFORMATION**

Executive Committee Members	For full details see the Executive Committee Report
Secretary	Mr Andrew Tuggey DL
Charity number	1095118
Company number	4606846
Principal address & registered office	Westminster Hall Houses of Parliament London SW1A 0AA
Auditors	H W Fisher & Company Acre House 11-15 William Road London NW1 3ER United Kingdom
Bankers	Royal Bank of Scotland plc 119-121 Victoria Street London SW1E 6RA

**COMMONWEALTH PARLIAMENTARY ASSOCIATION (UNITED
KINGDOM BRANCH)
(A COMPANY LIMITED BY GUARANTEE AND A REGISTERED CHARITY)
CONTENTS**

	Page
The Executive Committee's report	1 - 5
Statement of the Executive Committee's responsibilities	6
Statement on internal control	7 - 8
Independent auditors' report	9 - 10
Statement of financial activities	11
Balance sheet	12
Notes to the accounts	13 - 19

**COMMONWEALTH PARLIAMENTARY ASSOCIATION (UNITED KINGDOM
BRANCH)
(A COMPANY LIMITED BY GUARANTEE AND A REGISTERED CHARITY)**

**THE REPORT OF THE MEMBERS OF THE EXECUTIVE COMMITTEE
FOR THE YEAR ENDED 31 MARCH 2015**

INTRODUCTION

The members of the Executive Committee, who are trustees of the charity for the purposes of charity law and directors for the purposes of company law, present their report and accounts for the 12 month financial period 1 April 2014 to 31 March 2015. The accounts have been prepared in accordance with the accounting policies set out in Note 1 to the accounts and comply with the company's Memorandum and Articles of Association, the Companies Act 2006 and the Charities Act 2011.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Commonwealth Parliamentary Association (UK Branch) (CPA UK) was established at the Houses of Parliament at Westminster in 1911 as the Empire Parliamentary Association. In 1948 the name was changed to the Commonwealth Parliamentary Association (CPA). CPA UK became a registered charity under the laws of the United Kingdom in 1973 and was incorporated on 3 December 2002 as a company limited by guarantee. With effect from 10 January 2003 the assets, liabilities and functions of the unincorporated charity were transferred to the company.

CPA UK is one of over 175 branches of the CPA. Each branch is autonomous, raises its own finance and pays a subscription to the CPA Secretariat, the subscription being determined at the annual meeting of the General Assembly of the CPA.

The members of the Executive Committee of CPA UK, who are trustees for the purposes of charity law and directors for the purposes of company law and who served during the 12 month period are listed below. Those Members in *italics* serve on the Finance, Audit & Remuneration Committee.

Rt Hon. Sir Kevin Barron MP (Honorary Treasurer)

Sir Hugh Bayley MP

Dr Roberta Blackman-Woods MP (Vice-Chair)

Rt Hon. Sir Malcolm Bruce MP

Mr Alan Cairns MP

Rt Hon. Baroness Corston (Co-opted July 2014)

Rt Hon. Lord Dholakia OBE DL

Mr Thomas Docherty MP

Rt Hon. Lord Foulkes of Cumnock

Rt Hon. David Hanson MP

Rt Hon. Sir Alan Haselhurst MP (Chair)

Rt Hon. Baroness Hayman GBE

Rt Hon. Baroness Hughes of Stretford

Rt Hon. Baroness Hooper CMG

Mrs Pauline Latham OBE MP (**Vice-Chair**)

Mr Ian Liddell-Grainger MP

Professor Lord McColl of Dulwich CBE (Vice-Chair)

Miss Anne McIntosh MP

Mr John Robertson MP

Mr Andrew Rosindell MP

Mr Craig Whittaker MP

Mr Pete Wishart MP (Co-opted July 2014)

None of the members of the Executive Committee has any beneficial interest in the company. All members of the Executive Committee are members of the company and guarantee to contribute £1.00 in the event of a winding-up.

Management of CPA UK is vested in the members of the Executive Committee, who determine the strategy and overall running arrangements. The day-to-day activities are the responsibility of the Chief Executive / Secretary. The members of the Executive Committee have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to manage those risks.

Each member of the Executive Committee is a trustee and director and is elected in both capacities at the Annual General Meeting. Although there is no formal training for the trustees and directors, on election to the Committee each trustee and director receives a copy of the Charity Commission booklet, "*The Essential Trustee: what you need to know*", together with the accounts and copies of the charity's and company's governing documents. Each member of the Executive Committee receives the minutes of meetings of the Executive Committee and the Finance, Audit and Remuneration Committee, copies of the accounts and statements of income and expenditure during each financial year.

The CPA Headquarters Secretariat is the CPA's international secretariat. CPA UK has close links with the CPA HQ Secretariat and pays an annual subscription (£181,323 for the 12 month period paid in January 2015) whilst the CPA HQ Secretariat pays a contribution towards the return airfares of CPA UK delegates attending the annual Commonwealth Parliamentary Conference (CPC). CPA UK works closely with the CPA HQ Secretariat, Commonwealth Secretariat, FCO, DfID, British Council, UNDP, OECD, VSO UK, the Westminster Foundation for Democracy (WfD), and the British Group Inter-Parliamentary Union (BGIPU).

**COMMONWEALTH PARLIAMENTARY ASSOCIATION (UNITED KINGDOM
BRANCH)
(A COMPANY LIMITED BY GUARANTEE AND A REGISTERED CHARITY)**

**THE REPORT OF THE MEMBERS OF THE EXECUTIVE COMMITTEE
FOR THE YEAR ENDED 31 MARCH 2015**

OBJECTS OF THE CHARITY

The objects of the charity as registered with the Charity Commission are: *“The advancement and promotion of 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.”*

WORK OF THE CHARITY

As derived from the objects of the charity, the mission of the charity is to strengthen parliamentary democracy. The annual programme is designed to achieve the mission by conducting international parliamentary outreach activities both in the UK and overseas. These activities enable UK parliamentarians and those parliamentarians in other Commonwealth and Commonwealth-associated countries to gain greater understanding of one another’s countries and parliamentary systems, of how their democratic institutions can be strengthened, and to engage on specific issues of major international concern within the Commonwealth and more widely.

The activities of the charity during the report and accounts period are summarised below and appear in greater detail in the annual review. As has been reported in 2014, the previous period saw an unprecedented increase in output of some 15%. It now is pleasing to report that CPA UK’s output has been maintained at that same level despite CPA UK managing a major organisational structural change throughout the period. Such an achievement reflects hugely on the dedication, drive and hard work of the CPA UK team. Over the period, through CPA UK’s programmes, Westminster parliamentarians and officials have engaged and worked with a large number of Commonwealth and other international parliamentary colleagues. In addition to the impact of the parliamentary strengthening elements of CPA UK’s work, such engagements highlight the importance of parliamentary diplomacy and the soft power of Westminster.

Members of UK and other Parliaments and other stakeholders are kept abreast of the work of CPA UK by means of its website (www.uk-cpa.org), a monthly on line newsletter and, during major events, social media feed.

CPA UK STUDY

In the six month period January – June 2014 the CPA UK Secretariat undertook a study to determine how the Executive Committee’s mandate to grow CPA UK’s international outreach work might be delivered more effectively and efficiently. Following the Executive Committee’s endorsement of the recommendations of the study, CPA UK implemented a challenging organisational restructure. Two operational delivery teams were formed – International Outreach and Conferences & Projects, supported by a central Management & Communications team responsible for strategy, business development, communications, monitoring and evaluation (M&E), plus finance and corporate services. All three teams have a responsibility to leverage funding to enhance CPA UK’s ability to deliver more. The new and streamlined structure is ensuring a better, more efficient and flexible delivery of CPA UK’s work. It also is giving CPA UK a greater capability to leverage resources to increase its work and enhance its reputation as a trusted partner by collaborating with other actors in the delivery of parliamentary strengthening programmes in international development forums.

BUSINESS MANAGEMENT & COMMUNICATIONS TEAM

CPA UK’s central BM & Comms team, headed by the Deputy Chief Executive has been successful in creating new, and enhancing existing, business links. CPA UK is recognised as a parliamentary partner of choice by UNDP, the World Bank, Action Aid, VSO, the Natural Resource Governance Institute (NRGI) and others, and in the pipeline are Transparency International, OECD, and the Global Forum on Transparency and Exchange of Information for Tax Purposes.

The team has run successful lunchtime lectures throughout the period which have provided a platform for sometimes controversial issues to be aired and debated by attendees including Members, staff and academia. The team also partners with the two operational teams throughout the planning and delivery process of programmes and projects to provide the communications and social media support required.

HR support has been crucial in the successful management of change and the team has been extremely busy, along with the financial and administrative support for the CPA UK team as a whole. The team worked with the Internal Auditor from the House of Lords who gave CPA UK a moderate assurance – the highest assurance she has given.

The team is responsible for the wider relations with the CPA both at international and regional level, providing the

**COMMONWEALTH PARLIAMENTARY ASSOCIATION (UNITED KINGDOM
BRANCH)
(A COMPANY LIMITED BY GUARANTEE AND A REGISTERED CHARITY)**

**THE REPORT OF THE MEMBERS OF THE EXECUTIVE COMMITTEE
FOR THE YEAR ENDED 31 MARCH 2015**

secretariat for the British Islands & Mediterranean Region which now encompasses a large and additional workload supporting the programmes for BIMR Commonwealth Women Parliamentarians. Although the Chair of CPA UK, Rt Hon. Sir Alan Haselhurst MP relinquished the Chair of the International CPA at the annual Commonwealth Parliamentary Conference in Yaoundé in October 2014, CPA UK, through its Regional Representative and others, remains heavily committed in CPA international matters.

INTERNATIONAL OUTREACH TEAM

In FY 2014/2015 year CPA UK continued its expansive programme of international parliamentary outreach through parliamentary strengthening and diplomacy programmes. Emphasis continued to be placed on long-term parliamentary partnership programmes, prioritising these over ad hoc projects for better continuity, value for money and measurement of outcomes.

CPA UK's new organisational structure took effect in July 2014 which enabled the International Outreach team to concentrate its work in three geographic regions: Africa; the Americas, Caribbean & Europe; and Asia- Pacific. Details of the wide-ranging international outreach programmes are given in the Annual Review. Of special note are the:

- Expanding number of programmes focussing on the empowerment of women and girls and connecting issues
- Growing expertise and reputation CPA UK continues to gain through its delivery of extremely successful election observer missions to elections in UK Overseas Territories using observers from CPA BIMR legislatures supported by CPA UK staff

CONFERENCES & PROJECTS TEAM

CPA UK now runs three flagship events, an increase of one third from three years ago:

- **The 63rd Westminster Seminar on Parliamentary Practice & Procedure 16-20 June 2014:** with a record 80 delegates participating, the programme was keenly focused and interactive
- **4th Westminster Workshop on Financial Scrutiny & Oversight 23-26 June 2014:** focussed on parliamentary financial scrutiny and oversight, the programme was designed to enhance the capacity and effectiveness of the 90 Members and Clerks of Commonwealth PACs and other parliamentary committees attending. Of particular note was the decision by delegates to agree milestones for the establishment of a Commonwealth Association of Public Accounts Committees (CAPAC) which had been proposed at the 3rd Westminster Workshop in 2013. A Steering Committee was formed and a CAPAC constitution drafted for adoption at the 5th Westminster Workshop in 2015
- **International Parliamentary Conference (IPC) on Growth for Development 18-20 November 2014:** working with UNDP and the World Bank, CPA UK delivered the IPC on Growth for Development. A robust set of recommendations was agreed in a communiqué calling on governments, the private sector and civil society to cooperate in pursuit of the eradication of global poverty through equitable and sustainable growth. The IPC was followed by a one day workshop run with NREGI on parliamentary engagement with the extractive industries

Human Rights in the Modern Day Commonwealth: Magna Carta to Commonwealth Charter. In addition, a fourth major project was delivered during the period. From 4-6 February 2015, CPA UK hosted a conference for 50 Commonwealth MPs exploring the development of human rights recognition, from the Magna Carta sealed 800 years ago to the Commonwealth Charter of 2013. The conference formed part of Parliament's commemorations of the 800th anniversary and included an opportunity to view the four original copies of the Magna Carta brought together for the first time since 1215. On the final day, 30 Commonwealth Scholars joined delegates to debate the relationship between morality and the law.

FINANCIAL REVIEW

CPA UK received an annual grant-in-aid payment of £1,703,200 from the Houses of Parliament (70% Commons / 30% Lords). In addition, CPA UK leveraged some £171,059 from government departments and parliamentary partners with the aim of delivering more on its budget. The Houses of Parliament funds the annual grant-in-aid of £1,753,200. CPA UK continues to draw down from its reserves to ensure that the correct level is maintained, the impact of this was a year-end overspend of £175,766 being the figure for unrestricted funds.

Reserves Policy. CPA UK's reserves policy is that no more than one quarter of the annual funding (25% of £1,753,200:

**COMMONWEALTH PARLIAMENTARY ASSOCIATION (UNITED KINGDOM
BRANCH)
(A COMPANY LIMITED BY GUARANTEE AND A REGISTERED CHARITY)**

**THE REPORT OF THE MEMBERS OF THE EXECUTIVE COMMITTEE
FOR THE YEAR ENDED 31 MARCH 2015**

£438,300) will be retained as reserves at any one time. As at 31 March 2015 CPA UK's reserves stood at £414,829 down by £175,766 from 31 March 2014.

CPA UK Fellowship Scheme. On 19 April 2000 the Executive Committee designated a stand-alone fund of non-public money, originally raised by sponsorship for the 1986 CPC in London, as the CPA UK Fellowship Scheme. The purpose of the Fellowship Scheme is to assist CPA UK Members to visit Commonwealth countries to study specific topics as approved by the Executive Committee. The Scheme is well known within the Country and the Development All Party Parliamentary Group (APPG) community; however in the year preceding the General Election fewer overseas study visits were planned and undertaken than in the previous year. Moreover the scheme is not eligible within one year of the General Election for Members not standing for re-election. In the year to 31 March 2015 two APPGs used the Fellowship Scheme for visits to Commonwealth countries. Therefore as at 31 March 2015 the designated Fellowship Scheme funds have been reduced to £63,339 by the grants of £6,305 awarded to the:

- APPG on Genocide Prevention for one MP to visit Rwanda to attend events marking the twentieth anniversary of the Genocide
- APPG on HIV and AIDS for two MPs and one Peer to visit India on fact findings into barriers to the access of HIV treatment in low and middle income countries

Cash at Bank. Cash at bank at 31 March 2015 includes the £63,339 of non-public money / designated CPA UK Fellowship Scheme funds.

Cash Balances. Cash balances not required for short-term expenditure and for the CPA UK Fellowship Scheme are held in a Business High Interest Account and the Commonwealth Parliamentary Fellowship Fund account respectively with the Royal Bank of Scotland. To spread the risk, £50,000 of the cash balances of CPA UK remains transferred to an account with the Hong Kong & Shanghai Bank.

ASSET COVER FOR FUNDS

Note 16 to the accounts sets out an analysis of the assets attributable to the unrestricted and designated funds. These assets are sufficient to meet with the charity's obligations on a fund-by-fund basis.

PLANS FOR THE FUTURE

The UK General Election on Thursday 7 May 2015 will enable CPA UK to run its second election assessment mission to a UK general election using Commonwealth MPs and election officials. Six constituencies – Birmingham Ladywood, Brighton Pavilion, Exeter, Glasgow East, Watford and Wirral West will be visited. The expected high turnover of new MPs will make CPA UK bring an even greater focus to its engagement with the new intake, especially as the AGM will take place on Tuesday 14 July when a new Executive Committee will be elected. Amongst the first tasks of the new Committee will be a review of CPA UK's risk documents and its banking arrangements.

Not yet a year old, CPA UK's new organisational structure will continue to bed in and deliver enhanced outputs. Just as internal communications support is inter-twined with the planning processes of the two operational teams from the outset of all programmes, so too will be the involvement of the financial staff in the form of a finance business partnership model with each operational team. M&E work will focus on the output of CPA UK's work as a whole and will be carried forward alongside M&E development in WfD. CPA UK will adopt the new Individual Performance Review being introduced in the House of Commons which will place greater responsibility on line managers and on the individual to ensure that he / she is being managed properly.

A greater emphasis will be placed on new partnerships and the leveraging of funding. A new work pipeline will be opened with the Home Office and the Independent Anti-trafficking Commissioner to introduce UK's Modern Slavery legislation to Commonwealth Parliaments. In the same vein, and following the International Development Select Committee's report on Parliamentary Strengthening, CPA UK and WfD will be core partners in a new partnership arrangement, including both Overseas Offices, to take forward identified long-term parliamentary strengthening projects.

CPA UK will expand its successful set of programmes for women parliamentarians across all three regions and will work with others to deliver the first Women's Forum at the Commonwealth Heads of Government Meeting in Malta in November. In the wake of the PAC-focussed 5th Westminster Workshop, to be held in partnership with the Parliament of

**COMMONWEALTH PARLIAMENTARY ASSOCIATION (UNITED KINGDOM
BRANCH)
(A COMPANY LIMITED BY GUARANTEE AND A REGISTERED CHARITY)**

**THE REPORT OF THE MEMBERS OF THE EXECUTIVE COMMITTEE
FOR THE YEAR ENDED 31 MARCH 2015**

Malta and the National Audit Office in June 2015, and the first Tax Transparency Workshop with OECD and the Global Forum later in June, CPA UK and its partners plan to take forward PAC and Tax Transparency workshops for the Overseas Territories and across the regions. It is anticipated that the official launch of CAPAC during the 5th Westminster Workshop will result in CAPAC being endorsed at CHOGM in November.

PUBLIC BENEFIT STATEMENT

The trustees have complied with their duties as set in the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission.

DISCLOSURE OF INFORMATION TO AUDITORS

The members of the Executive Committee have confirmed in their letter of representation that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. The members have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditors are aware of such information.

AUDITORS

HW Fisher & Company remain the appointed auditors to the company and in accordance with Section 485 of the Companies Act 2006 a resolution proposing that they be re-appointed will be put to the members at the next Annual General Meeting of CPA UK on 14 July 2015.

On behalf of the members of Executive Committee of CPA UK:



Rt Hon. Sir Kevin Barron MP
Honorary Treasurer

Dated: 23rd June 2015

**COMMONWEALTH PARLIAMENTARY ASSOCIATION (UNITED KINGDOM BRANCH)
(A COMPANY LIMITED BY GUARANTEE AND A REGISTERED CHARITY)
STATEMENT OF THE EXECUTIVE COMMITTEE'S RESPONSIBILITIES**

The Executive Committee Members, who are also the directors of Commonwealth Parliamentary Association (United Kingdom Branch) for the purpose of company law, are responsible for preparing the Executive Committee's Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Executive Committee Members to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the Executive Committee Members are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Executive Committee Members are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Companies Act 2006. 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.

**COMMONWEALTH PARLIAMENTARY ASSOCIATION (UNITED KINGDOM
BRANCH)
(A COMPANY LIMITED BY GUARANTEE AND A REGISTERED CHARITY)**

**STATEMENT ON INTERNAL CONTROL
FOR THE YEAR ENDED 31 MARCH 2015**

SCOPE OF RESPONSIBILITY

As members of the Executive Committee, trustees of the charity and directors of the company we have responsibility for ensuring that the uses to which CPA UK puts its grant-in-aid funding is consistent with the purpose for which the grant-in-aid was given and that CPA UK complies with the provisions of the Financial Memorandum. In addition, we are responsible for signing the accounts and ensuring that the relevant records are adequately maintained.

GOVERNANCE ARRANGEMENTS

CPA UK's governance arrangements are set out in three principal documents: the Memorandum and Articles of Association of the Commonwealth Parliamentary Association (United Kingdom Branch); the Financial Memorandum of the Commonwealth Parliamentary Association (United Kingdom Branch); and the Rules of the Commonwealth Parliamentary Association (United Kingdom Branch) (CPA UK). The Annual General Meeting of 16 May 1973 formally adopted CPA UK's present Rules, subject to minor amendments endorsed by the Annual General Meetings held in 1974, 1976, 1978, 1979, 1981, 1982, 1987, 1989, 1990, 1991, 2005, 2006, 2008, 2009, 2010 and 2014, and at a Special General Meeting in 2015.

The Rules of CPA UK provide for its management to be vested in an Executive Committee. The powers of the Committee include:

- The determination of CPA UK's strategy, business plan and annual programme of activity
- The election of a Finance, Audit & Remuneration Committee
- Employing a Secretariat comprising permanent, fixed term contract and seconded members of staff, headed by the Chief Executive (Secretary), who is answerable to the Executive Committee for the running of the day-to-day affairs of CPA UK
- Appointing a Chair and Honorary Treasurer from amongst its members
- The nomination of delegates to participate in delegations
- The promotion of membership of CPA UK
- Signing the accounts

The Chief Executive / Secretary who is appointed by the Executive Committee advises the Executive Committee on all aspects of the operation of the affairs of CPA UK. In particular the Chief Executive / Secretary is to:

- Ensure that all resources are used economically, efficiently and effectively
- Ensure that appropriate personnel management policies are observed
- Ensure that adequate internal expenditure controls are maintained
- Seek to ensure that financial considerations are taken into account at all stages by the Executive Committee in framing and reaching decisions
- Make appropriate written representation to the Chair if instructions are received which might be regarded as conflicting with these duties
- Maintain accurate records relating to the accounts
- Satisfy her/himself that the audited accounts may be laid before the Finance, Audit & Remuneration Committee for its subsequent recommendation for approval by the Executive Committee

The Rules of CPA UK provide for an Annual General Meeting to be held in each year on such a date as the Executive Committee may direct. The Rules also allow for the Executive Committee to call a Special General Meeting to consider and determine any matter of interest or importance that may arise.

The relationship of CPA UK with its funding sponsor (the House of Commons Commission (70%) and the House of Lords House Committee (30%)) is embodied in a Financial Memorandum. The Memorandum, which is updated on a regular

**COMMONWEALTH PARLIAMENTARY ASSOCIATION (UNITED KINGDOM
BRANCH)
(A COMPANY LIMITED BY GUARANTEE AND A REGISTERED CHARITY)**

**STATEMENT ON INTERNAL CONTROL
FOR THE YEAR ENDED 31 MARCH 2015**

basis, sets out the respective responsibilities of the sponsor and CPA UK with regard to propriety, financial management and the safeguarding of public funds.

Copies of the accounts are submitted to the sponsor, the Charity Commission and Companies House.

GOVERNANCE ACTIVITIES 1 APRIL 2014 – 31 MARCH 2015

As required by the business plan, the Finance, Audit & Remuneration Committee met four times and the Executive Committee met six times to consider and discuss matters arising from the day-to-day running of CPA UK, especially the programme of activities, personnel matters and financial issues. Amongst other things, the Finance, Audit & Remuneration Committee examined the Financial Memorandum, applications for the CPA UK Fellowship Scheme, the audited accounts for the financial year ending 31 March 2014, and the forecast budgets for 2015/16 up to 2017/18. The Executive Committee examined CPA UK's strategy and business plan, risk documentation, the internal financial control document, the forecast programme of activities, including parliamentary partnership programmes and parliamentary democracy. The Annual General Meeting was held on Wednesday 25 June 2014 and a Special General Meeting on Wednesday 25 February 2015.

CAPACITY TO HANDLE RISK AND THE RISK AND CONTROL FRAMEWORK

Risk documents have been created to identify the risks relevant to CPA UK, assess the likelihood of these risks occurring and state the action taken to minimise them. The documents have been approved by the Executive Committee.

EFFECTIVENESS OF INTERNAL CONTROL

Internal financial control procedures are laid down in an Annex to the Houses of Parliament's Financial Memorandum with CPA UK. The system is designed to manage risk to a reasonable level rather than eliminate all risk of failure to achieve the policies, aims and objectives of CPA UK. In doing this, it can only provide reasonable and not absolute assurance of effectiveness.

The system of internal control is based on an ongoing process designed to identify and prioritise the risks for the achievement of the agreed objectives and activities of CPA UK, to consider the likelihood of those risks being realised and the impact should they be realised, and to manage them effectively, efficiently and economically.

As laid down in the Houses of Parliament's Financial Memorandum, internal audits may take place at the request of the Sponsor. The internal audit work conducted in February 2015 was satisfactory and certified with substantial assurance.

CPA UK reviews its compliance with the Charity Commission's 'Internal Financial Controls Self-Help Check-list for Charities' each year.

EXTERNAL AUDIT

CPA UK is subject to audit by independent external auditors. During 2007 the external audit of CPA UK was put out to competitive tender, following which CPA UK's previous independent external auditors, H W Fisher & Company, were appointed on the basis of a new Letter of Engagement, subject to annual review. The external auditors carry out the audit in accordance with International Standards of Auditing and each year report the results of their work to the Finance, Audit & Remuneration Committee and Executive Committee.

Rt Hon. Sir Alan Haselhurst MP

Chair

Dated: 23-6-15

Rt Hon. Sir Kevin Barron MP

Honorary Treasurer

**COMMONWEALTH PARLIAMENTARY ASSOCIATION (UNITED KINGDOM BRANCH)
(A COMPANY LIMITED BY GUARANTEE AND A REGISTERED CHARITY)
INDEPENDENT AUDITORS' REPORT**

**TO THE MEMBERS OF COMMONWEALTH PARLIAMENTARY ASSOCIATION
(UNITED KINGDOM BRANCH)**

We have audited the accounts of Commonwealth Parliamentary Association (United Kingdom Branch) for the year ended 31 March 2015 set out on pages 11 to 19. These accounts have been prepared in accordance with the accounting policies set out on pages 13 to 14.

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' 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 charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Executive Committee Members and auditors

As described on page 6, the Executive Committee Members, who are also the directors of Commonwealth Parliamentary Association (United Kingdom Branch) for the purposes of company law, are responsible for preparing the Executive Committee's Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that the accounts give a true and fair view.

Our responsibility is to audit the accounts in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the accounts give a true and fair view, have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and have been prepared in accordance with the Companies Act 2006. We also report to you whether, in our opinion, the information given in the The Executive Committee's Report is consistent with those accounts.

In addition we report to you if, in our opinion, the charity has not kept adequate accounting records, if the charity's accounts are not in agreement with the accounting records and returns, if we have not received all the information and explanations we require for our audit, or if certain disclosures of trustees' remuneration specified by law are not made.

We read the Executive Committee's Report and consider the implications for our report if we become aware of any apparent misstatements within it.

Scope of the audit of the accounts

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made by the Executive Committee Members in the preparation of the accounts, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

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

COMMONWEALTH PARLIAMENTARY ASSOCIATION (UNITED KINGDOM BRANCH)
(A COMPANY LIMITED BY GUARANTEE AND A REGISTERED CHARITY)
INDEPENDENT AUDITORS' REPORT (CONTINUED)

TO THE MEMBERS OF COMMONWEALTH PARLIAMENTARY ASSOCIATION (UNITED KINGDOM BRANCH)

Opinion on accounts

In our opinion:

- the accounts give a true and fair view of the state of the charity's affairs as at 31 March 2015, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- the accounts have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- the accounts have been prepared in accordance with the Companies Act 2006; and

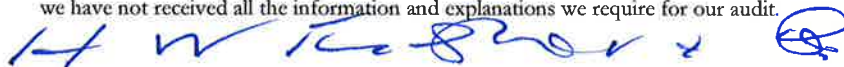
Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Executive Committee's Report for the financial year for which the accounts are prepared is consistent with the accounts.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the accounts are not in agreement with the accounting records and returns; or
- certain disclosures of the Executive Committee's remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.



Suresh Mehta (Senior Statutory Auditor)
for and on behalf of H W Fisher & Company

Chartered Accountants

Statutory Auditor

Acre House
11-15 William Road
London
NW1 3ER
United Kingdom

Dated:

26 June 2015

**COMMONWEALTH PARLIAMENTARY ASSOCIATION (UNITED KINGDOM
BRANCH)**

(A COMPANY LIMITED BY GUARANTEE AND A REGISTERED CHARITY)

STATEMENT OF FINANCIAL ACTIVITIES

INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2015

	Notes	Unrestricted funds £	Designated funds £	Total 2015 £	Total 2014 £
<u>Incoming resources from generated funds</u>					
Investment income	2	1,161	-	1,161	956
Incoming resources from charitable activities	3	1,874,259	-	1,874,259	1,831,159
Total incoming resources		1,875,420	-	1,875,420	1,832,115
<u>Resources expended</u>					
Charitable activities					
Membership subscription to CPA Headquarters Secretariat	4	182,094	-	182,094	181,323
Fellowship Scheme - 2 (2014-6) grants awarded		-	6,305	6,305	44,337
Business Management and Communications, International Outreach, Conferences and Projects		1,858,772	-	1,858,772	1,737,078
Total charitable expenditure		2,040,866	6,305	2,047,171	1,962,738
Governance costs		10,320	-	10,320	10,620
Total resources expended		2,051,186	6,305	2,057,491	1,973,358
Net expenditure for the year/ Net movement in funds		(175,766)	(6,305)	(182,071)	(141,243)
Fund balances at 1 April 2014		590,595	69,644	660,239	801,482
Fund balances at 31 March 2015		414,829	63,339	478,168	660,239

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

**COMMONWEALTH PARLIAMENTARY ASSOCIATION (UNITED
KINGDOM BRANCH)
(A COMPANY LIMITED BY GUARANTEE AND A REGISTERED CHARITY)
BALANCE SHEET**

AS AT 31 MARCH 2015

	Notes	2015 £	£	2014 £	£
Fixed assets					
Tangible assets	11		11,523		22,795
Current assets					
Stocks		4,739		3,089	
Debtors	12	192,578		13,706	
Cash at bank and in hand		405,706		798,988	
		<u>603,023</u>		<u>815,783</u>	
Creditors: amounts falling due within one year	13	<u>(136,378)</u>		<u>(178,339)</u>	
Net current assets			<u>466,645</u>		<u>637,444</u>
Total assets less current liabilities			<u><u>478,168</u></u>		<u><u>660,239</u></u>
Income funds					
Designated funds - Fellowship Fund	15		63,339		69,644
Unrestricted funds			414,829		590,595
			<u>478,168</u>		<u>660,239</u>

The accounts were approved by the Executive Committee on 23rd June 2015

K J Barron

Rt Hon. Sir Kevin Barron MP
Honorary Treasurer

COMMONWEALTH PARLIAMENTARY ASSOCIATION (UNITED KINGDOM BRANCH)
(A COMPANY LIMITED BY GUARANTEE AND A REGISTERED CHARITY)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2015

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006.

Grant-in-aid of a revenue nature is credited as income in the year to which it relates. Where the grant received relates to a specific project, this is shown as restricted income.

Membership fees were abolished at a previous AGM of the charity. Membership is now granted by completion of an application form and therefore no fees are chargeable.

1.2 Resources expended

Support costs have been allocated to charitable activities on the basis of staff time (see note 7).

Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.

Resources expended are accounted for on an accruals basis.

All resources expended are classified under activity headings that aggregate all costs related to the category. Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

1.3 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Franking equipment	4 years straight line
Other office equipment	Fully expensed during year of acquisition

1.4 Stock

A stock of professional items is held on a non-profit making basis. These items are stated at the lower of cost and net realisable value.

1.5 Pensions

In 2014/15 the employee's contributions to pension ranged between 3.5% and 8.85% of their pensionable salary dependent on the pay grade. The CPA UK Branch contributed between 16.8% and 24.3% of employees salaries to the Principal Civil Service Pension Scheme in 2014/15 (amount dependent on salary bandings).

The Cabinet Office manages the Principal Civil Service Pension Scheme with no service charge to CPA UK.

COMMONWEALTH PARLIAMENTARY ASSOCIATION (UNITED KINGDOM BRANCH)
(A COMPANY LIMITED BY GUARANTEE AND A REGISTERED CHARITY)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2015

1.6 Designated funds

Designated funds comprise funds which have been set aside at the discretion of the Executive Committee members for a specific purpose. The purpose and use of the designated funds is set out in note 15 to the accounts.

2 Investment income

	2015 £	2014 £
Interest receivable	1,161	956

3 Incoming resources from charitable activities

	2015 £	2014 £
House of Commons grant in aid	1,192,240	1,178,940
House of Lords grant in aid	510,960	505,260
Other direct income	171,059	146,959
	<u>1,874,259</u>	<u>1,831,159</u>

Other direct income comprises the following:

	2015 £	2014 £
Reimbursements for travel and accommodation	92,344	16,704
Jointly funded events	50,488	98,533
CPA Headquarters Secretariat contributions	28,227	31,422
UK Branch subscriptions from members	-	300
	<u>171,059</u>	<u>146,959</u>

COMMONWEALTH PARLIAMENTARY ASSOCIATION (UNITED KINGDOM BRANCH)

(A COMPANY LIMITED BY GUARANTEE AND A REGISTERED CHARITY)

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2015

4 Total resources expended

	Staff costs	Depreciation	Other costs	Grant funding	Total 2015	Total 2014
	£	£	£	£	£	£
Charitable activities						
<u>Membership Subscriptions</u>						
Subscription to CPA Headquarters Secretariat		-	182,094		182,094	181,323
<u>Fellowship Scheme - 2 (2014-6) grants awarded</u>						
Grant funding of activities	-	-	-	6,305	6,305	44,337
<u>Business Management and Communications, International Outreach, Conferences and Projects</u>						
Activities undertaken directly	632,550	11,272	780,415	-	1,424,237	1,418,108
Support costs	271,092	-	163,443	-	434,535	318,970
Total	903,642	11,272	943,858	-	1,858,772	1,737,078
	903,642	11,272	1,125,952	6,305	2,047,171	1,962,738
Governance costs	-	-	10,320	-	10,320	10,620
	903,642	11,272	1,136,272	6,305	2,057,491	1,973,358

The CPA UK Branch does not pay rent for its accommodation.

5 Activities undertaken directly

Other costs relating to central ops, int'l outreach, c'ferences and project comprise:

Business Management and Communications	80,397	120,702
International Outreach	319,404	400,765
Conferences and Projects	352,824	270,793
CPA Chairperson Support Costs	27,790	26,950
	780,415	819,210

Commonwealth Parliamentary Conference 2011

COMMONWEALTH PARLIAMENTARY ASSOCIATION (UNITED KINGDOM BRANCH)
(A COMPANY LIMITED BY GUARANTEE AND A REGISTERED CHARITY)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2015

6 Fellowship Scheme

	2015	2014
	£	£
Fellowship Scheme - 2 (2014-6) grants awarded	6,305	44,337

In the year ended 31 March 2015 three Members of the House of Commons and one Member of the House of Lords received grants in accordance with the terms of the Fellowship Scheme. On behalf of the Genocide Prevention APPG Stephen Twigg MP attended events in Rwanda to mark the 20th Anniversary of the Genocide. Funding was also provided for HIV & AIDS APPG members Pamela Nash MP, Graham Jones MP and Baroness Barker for a study visit to India as part of an inquiry into Barriers of Access to HIV Treatment in Low and Middle Income Countries.

7 Support costs

	2015	2014
	£	£
Office running costs	163,443	63,815
Staff costs	271,092	255,155
	434,535	318,970

For an explanation of the basis of allocating support costs please refer to note 1.2.

The staff costs of £271,092 form part of the total Employment costs at note 10.

Included in office running costs is £76,379 relating to employment issues in connection with a member of staff.

8 Governance costs

	2015	2014
	£	£
Other governance costs comprise:		
Auditor's other services	3,096	3,190
Auditor's remuneration	7,224	7,430
	10,320	10,620

Governance costs include fees of £7,224 (2014: £7,430) payable to the auditor for the audit of the charity's annual accounts.

COMMONWEALTH PARLIAMENTARY ASSOCIATION (UNITED KINGDOM BRANCH)
(A COMPANY LIMITED BY GUARANTEE AND A REGISTERED CHARITY)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2015

9 Executive Committee Members

The members of the Executive Committee are the trustees of the charity. None of the Executive Committee members (or any persons connected with them) received any remuneration during the year.

In the furtherance of the Association's charitable objectives, the Association sends Executive Committee members, in their capacity as members of the Association, to parliamentary conferences and meetings in Commonwealth countries. There is an obligation under charity law to declare trustees' expenditure. The travel and subsistence costs of these members are included within direct charitable expenditure. The International Outreach programme costs include the cost of outward delegations to attend Conferences and meetings in Commonwealth Countries. This year 8 out of 36 parliamentarians visiting other CPA branches were Executive Committee members and the associated costs were £30,245 out of £332,696 expended on outwards delegations.

No member of the Executive Committee received a Fellowship Scheme grant during the year.

The costs of the trustees' attendance at trustees' meetings are not reimbursed.

10 Employees

Number of employees

The average monthly number of employees during the year was:

	2015	2014
	Number	Number
Business Management and Communications	7	6
International Outreach	6	6
Conferences and Projects	5	5
	<u>18</u>	<u>17</u>

Employment costs

	2015	2014
	£	£
Wages and salaries	714,580	665,821
Social security costs	69,437	62,355
Other pension costs	119,625	122,342
	<u>903,642</u>	<u>850,518</u>

The number of employees whose annual emoluments were £60,000 or more were:

	2015	2014
	Number	Number
£90,000 - £99,999	1	1

The staff member whose annual emoluments were £90,000 or more received £22,618 in contributions to their Principal Civil Service Pension Scheme.

COMMONWEALTH PARLIAMENTARY ASSOCIATION (UNITED KINGDOM BRANCH)
(A COMPANY LIMITED BY GUARANTEE AND A REGISTERED CHARITY)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2015

11 Tangible fixed assets

	Franking equipment	Other office equipment	Total
	£	£	£
Cost			
At 1 April 2014	5,521	59,194	64,715
Disposals	-	(804)	(804)
At 31 March 2015	5,521	58,390	63,911
Depreciation			
At 1 April 2014	5,521	36,399	41,920
On disposals	-	(804)	(804)
Charge for the year	-	11,272	11,272
At 31 March 2015	5,521	46,867	52,388
Net book value			
At 31 March 2015	-	11,523	11,523
At 31 March 2014	-	22,795	22,795

12 Debtors

	2015	2014
	£	£
Other debtors	3,392	2,168
Prepayments and accrued income	189,186	11,538
	192,578	13,706

In prepayments and accrued income is £138,304 relating to the subscription to CPA HQ Secretariat, for nine months to 31 December 2015.

13 Creditors: amounts falling due within one year

	2015	2014
	£	£
Taxes and social security costs	17,354	21,878
Other creditors	17,237	28,251
Accruals	101,787	128,210
	136,378	178,339

COMMONWEALTH PARLIAMENTARY ASSOCIATION (UNITED KINGDOM BRANCH)
(A COMPANY LIMITED BY GUARANTEE AND A REGISTERED CHARITY)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2015

14 Pension and other post-retirement benefit commitments

Defined contribution

	2015	2014
	£	£
Contributions payable by the Branch for the year	119,625	122,342

15 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2014	Movement in funds		Balance at 31 March 2015
	£	Incoming resources	Resources expended	£
Fellowship Scheme Fund	69,644	-	(6,305)	63,339
	69,644	-	(6,305)	63,339

Fellowship Scheme Fund: Financial assistance is available for members undertaking projects or studies in Commonwealth countries on matters of interest to parliamentarians. During the year four members of the Branch received grants from the fund. See note 6 for details. The CPA UK Fellowship Scheme is a finite fund.

16 Analysis of net assets between funds

	Unrestricted funds	Designated funds	Total
	£	£	£
Fund balances at 31 March 2015 are represented by:			
Tangible fixed assets	11,523	-	11,523
Current assets	539,684	63,339	603,023
Creditors: amounts falling due within one year	(136,378)	-	(136,378)
	414,829	63,339	478,168

Total current assets comprise stocks, debtors and cash at bank and in hand, of which £63,339 of cash at bank relates to the Fellowship Scheme.

17 Contingent liabilities

Included within Accruals is an amount of £60,000, set aside for costs in dealing with an employment tribunal claim in relation to a former employee. The final costs of the claim are unknown.