

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 2013

**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
Accountants	H W Fisher & Company Acre House 11-15 William Road London NW1 3FR 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 - 6
Statement of the Executive Committee's responsibilities	7
Statement on internal control	8 - 9
Independent auditors' report	10 - 11
Statement of financial activities	12
Balance sheet	13
Notes to the accounts	14 - 21

**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 2013**

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 2012 to 31 March 2013.

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 were:

Rt Hon. Lord Anderson of Swansea DL	(Resigned 27 June 2012)
Rt Hon. Kevin Barron MP (Honorary Treasurer)	
Mr Hugh Bayley MP	
Dr Roberta Blackman-Woods MP (Vice Chair)	
Rt Hon. Baroness Boothroyd OM	
Rt Hon. Sir Malcolm Bruce MP	
Mr Alun Cairns MP	
Rt Hon. Baroness Corston	(Appointed 10 July 2012)
Rt Hon. Lord Dholakia OBE DL	
Mr Thomas Docherty MP	(Appointed 27 June 2012)
Rt Hon. Jeffrey Donaldson MP	(Appointed 10 July 2012)
Rt Hon. Lord Foulkes of Cumnock	
Rt Hon. David Hanson MP	
Rt Hon. Sir Alan Haselhurst MP (Chair)	
Rt Hon. Baroness Hughes of Stretford	(Appointed 27 June 2012)
Rt Hon. Baroness Hooper CMG	
Mrs Pauline Latham OBE MP (Vice Chair)	
Mr Ian Liddell-Grainger MP	
Rt Hon. Professor Lord McColl of Dulwich CBE (Vice Chair)	
Miss Anne McIntosh MP	
Rt Hon. Alun Michael MP	(Resigned 27 June 2012)
Mr Mark Pritchard MP	
Mr John Robertson MP	
Mr Andrew Rosindell MP	
Mr Adrian Sanders MP (Vice Chair)	(Resigned 27 June 2012)
Mr Craig Whittaker MP	(Appointed 27 June 2012)
Mr Gavin Williamson MP	(Resigned 27 June 2012)

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.

Rt Hon. Sir Alan Haselhurst MP, Rt Hon. Kevin Barron MP, Dr Roberta Blackman-Woods MP, Rt Hon. Lord Foulkes, Rt Hon. David Hanson MP, Mr Alun Cairns MP, Mr Craig Whittaker MP, and Professor Lord McColl are members of the Finance, Audit & Remuneration Committee.

**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 2013**

Management of CPA UK is vested in the members of the Executive Committee who are trustees of the charity and directors of the company and who determine the strategy and overall running arrangements. The day to day activities are the responsibility of the Secretary.

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 HQ Secretariat is the international secretariat. CPA UK has close links with the CPA HQ Secretariat and pays an annual subscription (£181,323 for the 12 month period) 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, and Westminster Foundation for Democracy and the Industry & Parliament Trust. The Inter-Parliamentary Union (IPU) is a sister organisation of the CPA. The relationship at Westminster between the British Group of the IPU (BG IPU) and CPA UK is informal, friendly and fruitful.

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.

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, set out in detail below under 'activities of the charity,' enable UK parliamentarians and those parliamentarians in other Commonwealth and Commonwealth-associated countries to gain greater knowledge and understanding of one another's countries and of how their parliamentary democracies can be strengthened, and to focus on specific issues of major international concern within the Commonwealth and more widely.

The main activities of the charity during the report and accounts period are outlined and give an indication of the 30% increase in output over the previous financial year. Over the period through CPA UK's programmes, Westminster parliamentarians and officials have engaged and worked with nearly 1500 Commonwealth and other international parliamentary colleagues. In addition to the parliamentary strengthening elements of CPA UK's work, such engagement highlights the importance of parliamentary diplomacy and the soft power of Westminster to the UK.

April 2012 – engaged with c. 60 Commonwealth parliamentarians and officials

- Meeting of the Policy, Plans & Programme Committee (P3)
- Meeting of the Executive Committee (ExCo)
- CPA UK lunchtime lecture series: the Monarchy and the Commonwealth
- Inward delegation from the Rwandan Parliament on a capacity-building programme for staff and researchers

May 2012 – engaged with c. 70 Commonwealth parliamentarians and officials

- ExCo meeting
- Meeting of the Finance, Administration & Remuneration (FAR) Committee
- Two MPs and a Clerk attended a post-election seminar in Guyana for 50 new Guyanese MPs
- CPA UK lunchtime lecture series: Connecting Cultures
- Inward delegation of women parliamentarians from Pakistan and Afghanistan on a parliamentary partnership programme

**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 2013

June 2012 – engaged with c. 55 Commonwealth parliamentarians and officials

- P3 meeting
- ExCo meeting
- FAR meeting
- CPA UK Annual General Meeting
- Four MPs and two staff members attended the CPA British Isles & Mediterranean Region (BIMR) Annual Conference in Scotland for some 40 parliamentarians
- CPA UK lunchtime lecture series: Early and Forced Marriage

July 2012 – engaged with c. 15 Commonwealth parliamentarians and officials

- ExCo meeting
- Two MPs represented UK Parliament at the 9th session of the Canadian parliamentary seminar in Ottawa
- CPA UK lunchtime lecture series: Sport, Peace & Development
- Week-long delegation from Pakistan parliament and the Pakistan institute for legislative development & transparency (PILDAI) on parliamentary partnership programme
- Inward visit from the House of Chiefs of the Botswana Parliament on a capacity-building programme

August 2012 – engaged with c. 75 Commonwealth parliamentarians and officials

- Outward delegation of five MPs and one Peer to the Australian Commonwealth and State Parliaments on a parliamentary diplomacy programme
- An outward delegation of six MPs and three Peers to the Indian Union and State Parliaments on a parliamentary outreach programme

September 2012 – engaged with c. 40 Commonwealth parliamentarians and officials

- Two MPs, one Peer, a Clerk and one member of staff represented Westminster at the Uganda Women's Parliamentary Association (UWOPA) seminar
- CPA UK lunchtime lecture series: Human Rights and Aid
- The 58th Commonwealth Parliamentary Conference hosted by the Sri Lanka Parliament was attended by nine MPs, three Peers and three Clerks, together with some 600 other Commonwealth parliamentarians and officials

October 2012 – engaged with c. 50 Commonwealth parliamentarians and officials

- P3 meeting
- CPA UK lunchtime lecture series: Perceptions of women in the media
- Week-long visit by delegation from the Bangladesh Parliament on a Public Accounts Committee (PAC) programme
- Inward visit from Kenya parliamentary officials on a parliamentary partnership programme run jointly with the Overseas Office for the Clerk of House Representatives and members of the Senate
- Inward visit from a Ugandan MP on a constituency development programme
- Inward visit of new Members from Guernsey

November 2012 – engaged with c. 250 Commonwealth and other international parliamentarians and officials

- CPA BIMR sent two Westminster MPs and one member from Gibraltar on an election observation mission to the Turks & Caicos Islands' elections
- Two MPs attended the South East, East & North East Asia and Pacific parliamentary forum on the MDGs and post-2015 development agenda in the Philippines for c. 160 Commonwealth & non-Commonwealth parliamentarians
- Week-long delegation from the President of the Senate and members of the Parliament of Australia on a programme of parliamentary diplomacy
- Inward delegation from Uganda Parliament by the Human Rights Committee on a programme undertaken in partnership with Westminster Foundation for Democracy and The Westminster Consortium
- CPA UK & BGIPU hosted a week-long International Parliamentary Conference on Gender & Politics attended by 50 delegates
- CPA UK lunchtime lecture series: Voting Age and Youth Participation
- P3 meeting
- ExCo meeting

**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 2013**

December 2012 – engaged with c. 175 Commonwealth and other international parliamentarians and officials

- CPA UK hosted a multilateral parliamentary partnership PAC programme at Westminster for delegates from the Trinidad & Tobago and Ugandan Parliaments
- One MP and a Peer attended the South, South-West and Central Asia parliamentary forum on the MDGs and the post 2015 Development agenda held in Bangladesh for 160 parliamentarians
- CPA UK and the CPA HQ Secretariat jointly hosted the 5th Commonwealth Youth Parliament at Westminster attended by 62 Commonwealth Youth Parliamentarians

January 2013 – engaged with c. 50 Commonwealth parliamentarians and officials

- Inward visit of two Committees from the Parliament of Botswana for a programme on financial oversight
- Inward delegation of Members from the Canadian Parliament with a focus on the Edinburgh Agreement
- FAR meeting
- New Year event in the CPA Room

February 2013 – engaged with c. 390 Commonwealth parliamentarians and officials

- CPA UK lunchtime lecture series: Rwanda: 'The Fall of an Aid Darling?'
- Two MPs and a Clerk contributed at a post-election induction seminar for 160 new Ghanaian MPs
- Two MPs and two Peers undertook post election seminar and diplomacy programme in the Parliaments of Papua New Guinea, the Autonomous Region of Bougainville and the Solomon Islands
- Four MPs attended the CPA BIMR annual conference in the Falkland Islands for c. 40 parliamentarians
- A CPA UK delegation of women parliamentarians, three MPs and four Peers, participated in a week-long parliamentary partnership programme in Islamabad on empowering women parliamentarians
- Two MPs and a Clerk conducted a post-election seminar in the Parliament of Sierra Leone for 70 new MPs
- One Member of the PAC and the Clerk contributed to the UNDP programme for parliamentary financial oversight committees in Dhaka, Bangladesh
- P3 meeting
- ExCo meeting

March 2013 – engaged with c. 240 Commonwealth and other international parliamentarians and officials

- CPA UK coordinated the visit to Parliament of HE Dr Joyce Banda, President of Malawi, during her official visit to the UK comprising an address and a Q&A session, plus attendance at PMQs
- CPA UK lunchtime lecture series: Papua New Guinea and the Millennium Development Goals
- Two MPs attended the CPA Mid-Year ExCo meeting in the Cayman Islands with 33 other Commonwealth parliamentarians
- One MP and one Peer represented Westminster at the Asian Forum of parliamentarians for population and development and UN Millennium Campaign Forum on accelerated achievements of MDGs and Post-2015 development agenda in Bali, with c. 160 Commonwealth & non-Commonwealth parliamentarians
- Five MPs and three Peers participated in the CPA UK outwards delegation to the Indian Union and State Parliaments on a parliamentary outreach programme
- Inward visit from the Namibian Parliament; the Committee on Security, Constitutional & Legal matters on a parliamentary partnership programme
- Inward visit from the Tanzania Parliament by nine Members of the Parliamentary Services Commission on a parliamentary partnership programme
- FAR meeting

**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 2013**

FINANCIAL REVIEW

CPA UK expects an annual grant-in-aid payment of £1,948,000 from the Houses of Parliament (70% Commons / 30 % Lords). Since April 2011, the Executive Committee has supported the government's savings agenda in the country by opting for a 10% reduction in the annual grant. Furthermore, twenty-five percent of the annual grant-in-aid payment for the year ending 2013 was sacrificed to allow for drawdown from the reserves. The impact has been a year-end overspend (deficit) of £169,318.

Reserves Policy. CPA UK's reserves policy is that no more than one quarter of the annual funding will be retained as reserves at any one time. As at 31 March 2013 CPA UK's reserves stood at £687,501, down by £169,318 from 31 March 2012. CPA UK continues to work in year to reduce reserves to the correct level.

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. As at 31 March 2013 the designated Fellowship Scheme funds have been reduced to £113,981 by in-year grants of £1,920 awarded to one MP to participate in a PAC Workshop in Sierra Leone.

Cash at Bank. Cash at bank at 31 March 2013 includes the £113,981 of non-public money / designated 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 has been 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

CPA UK continues to look to the future and is organised to deliver its mission, undertaking international parliamentary outreach on behalf of Parliament and the wider CPA in an effective and efficient manner. CPA UK has five internal teams; an operational & communications team which also is responsible for all CPA international and regional work, three global regional teams and a finance, HR and administration team. It is a flexible organisational structure designed to enable CPA UK to deliver parliamentary strengthening work within its 2-3 year parliamentary partnership programmes (PPP) with other parliaments and organisations; more formal bilateral exchange programmes; and our trademark international parliamentary conferences, seminars and workshops. All programmes and events are underpinned by an effective communications strategy and have a continuing focus on the important continuum of parliament diplomacy.

As is clear from the outline output figures for the reporting period, Parliaments throughout the Commonwealth and around the world look to Westminster for help, advice and guidance in increasing numbers. CPA UK will continue to focus on the extremely important and ever-growing demand-driven work of parliamentary strengthening with more PPP. To achieve the successful delivery of parliamentary strengthening, CPA UK recognises the imperative for Parliament's international outreach work to be coordinated. CPA UK will continue to work with others to ensure intra-Parliament coordination and communication. CPA UK has Memoranda of Understanding defining partnerships with UNDP regional offices, VSO and IIED and seeks further collaboration with government departments and NGOs in UK and abroad. In the last financial year CPA UK leveraged some £143,675 from government departments, parliamentary partners and other international organisations in its quest to deliver more in addition to its budget.

In June 2013 CPA UK will deliver the 62nd benchmark Westminster Seminar on Parliamentary Practice & Procedure followed directly by the 3rd of the Westminster Workshop Series and in November 2013 we shall deliver the annual International Parliamentary Conference which this year will focus on the role and importance of parliamentarians in the post-MDG development framework. The CPA UK will also attend the annual Commonwealth Parliamentary Conference in Johannesburg in August / September 2013.

**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 2013**

The CPA UK Fellowship fund adds value to CPA UK's work by providing financial assistance for Members to undertake study projects abroad. Up to £40,000 per annum is available, but the take-up has been disappointing. Happily there is more movement for FY 2013/2014 and further details about the scheme are at <http://www.parliament.uk/mps-lords-and-offices/offices/bicameral/cpa-home/about-us/what-we-do/fellowship-scheme/>.

CPA UK's work is extremely important. It contributes to building strong parliamentary democracy, which underpins peace, stability and prosperity. It is work which is of great relevance to Members and officials of both Houses and which contributes to the soft power of the UK. By continuing to build on the success of its programmes and by enhancing its communications in Parliament and beyond, CPA UK plans to increase further the quality and number of its programmes and broaden its human resource base by involving a greater number of Westminster MPs, Peers and officials.

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 26 June 2013.

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



Rt Hon. Kevin Barron MP
Honorary Treasurer

Dated: 11 June 2013

**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 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 2013

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 funds received from the grant-in-aid are consistent with the purpose for which the grant-in-aid was given and comply with any conditions attaching to them, including 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 and 2010.

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, of whom two job-share, headed by the Secretary (CEO and Director of Commonwealth & International Relations), 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 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 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 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 shall 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

**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 2013**

regular 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 2012 – 31 MARCH 2013

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 2012, and the forecast budgets for 2013/14 up to 2013/16. 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 27 June 2012.

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 those 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 December 2010 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: 11 June 2013



Rt Hon. 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 2013 set out on pages 12 to 21. These accounts have been prepared in accordance with the accounting policies set out on pages 14 to 15.

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 7, 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 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 2013, 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 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.

H W Fisher & Co

Sailesh Mchta (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:

13 June 2013

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 2013

	Notes	Unrestricted funds £	Designated funds £	Total 2013 £	Total 2012 £
<u>Incoming resources from generated funds</u>					
Investment income	2	891	-	891	1,575
Incoming resources from charitable activities	3	1,495,576	-	1,495,576	2,101,803
Total incoming resources		1,496,467	-	1,496,467	2,103,378
<u>Resources expended</u>					
Charitable activities					
Membership subscriptions		181,323	-	181,323	178,135
Fellowship Scheme - 1 (2012: 3) grants awarded		-	1,920	1,920	20,972
Mainstream Programme Activities		761,714	-	761,714	884,869
Parliamentary Partnership Programmes		712,248	-	712,248	329,523
Commonwealth Parliamentary Conference		-	-	-	752,151
Total charitable expenditure		1,655,285	1,920	1,657,205	2,165,650
Governance costs		10,500	-	10,500	13,320
Total resources expended		1,665,785	1,920	1,667,705	2,178,970
Net expenditure for the year/ Net movement in funds		(169,318)	(1,920)	(171,238)	(75,592)
Fund balances at 1 April 2012		856,819	115,901	972,720	1,048,312
Fund balances at 31 March 2013		687,501	113,981	801,482	972,720

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 2013

	Notes	2013 £	£	2012 £	£
Fixed assets					
Tangible assets	11		7,669		9,427
Current assets					
Stocks		4,500		3,732	
Debtors	12	174,568		184,698	
Cash at bank and in hand		701,405		1,010,825	
		880,473		1,199,255	
Creditors: amounts falling due within one year	13	(86,660)		(235,962)	
Net current assets			793,813		963,293
Total assets less current liabilities			801,482		972,720
Income funds					
Designated funds - Fellowship Fund	15		113,981		115,901
Unrestricted funds			687,501		856,819
			801,482		972,720

The accounts were approved by the Executive Committee on 11 June 2013

K J Barron

Rt Hon. 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 2013

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	8 years straight line
Other office equipment	2 years straight line

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 2012/13 the employee's contributions to pension ranged between 3.5% and 5.9% 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 2012/13 (amount dependent on salary bandings).

There are no service costs.

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 2013

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

	2013	2012
	£	£
Interest receivable	891	1,575

3 Incoming resources from charitable activities

	2013	2012
	£	£
Commonwealth Parliamentary Conference 2011	-	692,241
House of Commons Grant in Aid	921,326	776,699
House of Lords Grant in Aid	394,950	499,000
Other direct income	179,300	133,863
	<u>1,495,576</u>	<u>2,101,803</u>

Other direct income comprises the following:

	2013	2012
	£	£
Reimbursements for travel and accommodation *	7,895	39,448
Observers' fees	-	674
Jointly funded events	143,675	-
CPA Secretariat contributions	27,632	51,842
Travel refunds reclaimed (CPA UK reclaim from CPA Headquarters) **	-	40,926
UK Branch subscriptions from members	98	350
	<u>179,300</u>	<u>166,769</u>

* Accommodation payments are now paid directly by some delegates.

** See note 5

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 2013

4 Total resources expended	Staff costs £	Depreciation £	Other costs £	Grant funding £	Total 2013 £	Total 2012 £
Charitable activities						
<u>Membership Subscriptions</u>						
Subscription to CPA International Secretariat		-	181,323		181,323	178,135
<u>Fellowship Scheme - 1 (2012: 3) grants awarded</u>						
Grant funding of activities	-	-	-	1,920	1,920	20,972
<u>Mainstream Programme Activities</u>						
Activities undertaken directly	356,567	3,037	206,246	-	565,850	712,119
Support costs	153,742	-	42,122	-	195,864	172,750
Total	510,309	3,037	248,368	-	761,714	884,869
<u>Parliamentary Partnership Programmes</u>						
Activities undertaken directly	153,742	1,302	473,264	-	628,308	255,487
Support costs	65,889	-	18,051	-	83,940	74,036
Total	219,631	1,302	491,315	-	712,248	329,523
<u>Commonwealth Parliamentary Conference</u>						
Activities undertaken directly	-	-	-	-	-	752,151
	729,940	4,339	921,006	1,920	1,657,205	2,165,650
Governance costs	-	-	10,500	-	10,500	13,320
	729,940	4,339	931,506	1,920	1,667,705	2,178,970

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

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 2013

5 Activities undertaken directly

	2013	2012
	£	£
Other costs relating to mainstream programme activities comprise:		
Conferences and seminars	82,375	213,389
Inward Delegations (6 inward delegations (2012: 11))	96,174	79,819
CPA Chairperson Support Costs*	27,697	58,327
	<u>206,246</u>	<u>351,535</u>

* See note 3

Other costs relating to parliamentary partnership programmes comprise:

Outward & Strengthening Parliamentary Delegations	-	112,076
Parliamentary Partnership Programme	473,264	-
	<u>473,264</u>	<u>112,076</u>

Included within Parliamentary Partnership Programme costs:

Asia-Pacific & MENA	281,459	-
America, Caribbean, ECOWAS	147,221	-
SADC-EAD	44,584	-
	<u>473,264</u>	<u>-</u>

During the year there were 8 outward delegations. (2012: 11 outward delegations).

6 Fellowship scheme

	2013	2012
	£	£
Fellowship Scheme - 1 (2012: 3) grants awarded	<u>1,920</u>	<u>20,972</u>

In the year ended 31 March 2013 1 Member of Parliament was awarded a grant to attend and participate in a Workshop in Sierra Leone Parliament for members of the Public Accounts Committee. The fund was made available to Richard Bacon MP in June 2012.

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 2013

7 Support costs

	Mainstream Programme Activities	Parliamentary Partnership Programmes	Total 2013	Total 2012
	£	£	£	£
Office running costs	42,122	18,051	60,173	44,414
Staff costs	153,742	65,889	219,631	202,372
	195,864	83,940	279,804	246,786

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

The staff costs of £219,631 form part of the total Employment costs at note 10.

8 Governance costs

	2013	2012
	£	£
Other governance costs comprise:		
Auditor's other services	3,300	6,120
Auditor's remuneration	7,200	7,200
	10,500	13,320

Governance costs include fees of £7,200 (2012: £7,200) payable to the auditor for the audit of the charity's annual accounts.

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 Parliamentary Partnership Programme costs include the cost of outwards delegation to attend Conferences and meetings in Commonwealth Countries. In the year, 11 out of 54 parliamentarians visiting other CPA branches were Executive Committee Members and the associated costs were £27,536 out of £210,164 expended on outward 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.

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 2013

10 Employees

Number of employees

The average monthly number of employees during the year was:

	2013	2012
	Number	Number
Operations	12	10
Administration and support - permanent staff	2	2
	14	12

Employment costs

	2013	2012
	£	£
Wages and salaries	562,821	567,232
Social security costs	51,505	47,224
Other pension costs	115,614	117,708
	729,940	732,164

There are 14 permanent staff positions, one of which is a job share, therefore there are 15 permanent employees.

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

	2013	2012
	Number	Number
£90,000 - £99,999	1	1

The staff member whose annual emoluments were £90,000 or more received £21,972 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 2013

11	Tangible fixed assets	Franking equipment	Other office equipment	Total
		£	£	£
	Cost			
	At 1 April 2012	5,521	39,124	44,645
	Additions	-	2,581	2,581
	At 31 March 2013	5,521	41,705	47,226
	Depreciation			
	At 1 April 2012	5,521	29,697	35,218
	Charge for the year	-	4,339	4,339
	At 31 March 2013	5,521	34,036	39,557
	Net book value			
	At 31 March 2013	-	7,669	7,669
	At 31 March 2012	-	9,427	9,427

12	Debtors	2013	2012
		£	£
	Other debtors	1,515	2,488
	Prepayments and accrued income	173,053	182,210
		174,568	184,698

13	Creditors: amounts falling due within one year	2013	2012
		£	£
	Taxes and social security costs	17,070	17,566
	Other creditors	22,867	178,580
	Accruals	46,723	39,816
		86,660	235,962

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 2013

14 Pension and other post-retirement benefit commitments

Defined contribution

	2013	2012
	£	£
Contributions payable by the Association for the year	115,614	117,708

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 2012	Movement in funds		Balance at 31 March 2013
	£	Incoming resources	Resources expended	£
Fellowship Scheme Fund	115,901	-	(1,920)	113,981
	115,901	-	(1,920)	113,981

Fellowship Scheme Fund: This fund is to help members carry out projects or make studies in Commonwealth countries. During the year one member from the branch received a grant from the fund. See note 6 for details.

16 Analysis of net assets between funds

	Unrestricted funds	Designated funds	Total
	£	£	£
Fund balances at 31 March 2013 are represented by:			
Tangible fixed assets	7,669	-	7,669
Current assets	766,492	113,981	880,473
Creditors: amounts falling due within one year	(86,660)	-	(86,660)
	687,501	113,981	801,482

Total current assets comprise stocks, debtors and cash at bank and in hand, of which £113,981 of cash at bank relates to the Fellowship Scheme.