

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 2011

**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 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)
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**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 2011**

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 2010 to 31 March 2011.

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 Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP) issued in March 2005.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Commonwealth Parliamentary Association (UK Branch) was established at the Houses of Parliament at Westminster in 1911 as the Empire Parliamentary Association. In 1948 the title was changed to the Commonwealth Parliamentary Association (CPA). The CPA UK Branch 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.

The CPA UK Branch is one of over 175 branches of the international 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 the CPA UK Branch, 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 (Vice- Chair)	
Mr John Austin MP (Chair)	(Resigned 7 July 2010)
Rt Hon. Kevin Barron MP (Honorary Treasurer)	
Mr Hugh Bayley MP	
Dr Roberta Blackman-Woods MP (Vice-Chair)	
Sir Peter Bottomley MP	
Rt Hon. Baroness Boothroyd OM	(Appointed 7 July 2010)
Rt Hon. Malcolm Bruce MP	(Resigned 7 July 2010)
Rt Hon. Baroness Corston	(Appointed 7 July 2010)
Sir John Butterfill FRICS MP	(Resigned 7 July 2010)
Mr Jeff Ennis MP	(Resigned 7 July 2010)
Mr Nigel Evans MP (Honorary Treasurer)	(Resigned 7 July 2010)
Lord Dholakia OBE DL	(Appointed 7 July 2010)
Baroness Flather JP DL FRSA	(Resigned 7 July 2010)
Lord Harrison of Chester	(Resigned 7 July 2010)
Rt Hon. David Hanson MP	(Appointed 7 July 2010)
Rt Hon. Sir Alan Haselhurst MP (Chair)	(Appointed 7 July 2010)
Miss Kate Hoey MP	(Resigned 7 July 2010)
Baroness Hooper CMG	
Hon. Lindsay Hoyle MP	(Resigned 7 July 2010)
Mr Eric Illsley MP	(Resigned 7 July 2010)
Mr Ian Liddell-Grainger MP	(Appointed 7 July 2010)
Professor Lord McColl of Dulwich CBE	
Rt Hon. John McFall MP (Vice-Chair)	(Resigned 7 July 2010)
Miss Anne McIntosh MP	
Rt Hon. Alun Michael MP	(Appointed 7 July 2010)
Baroness Northover (Vice-Chair)	(Resigned 7 July 2010)
Lord Ouseley	(Resigned 7 July 2010)
Mr Mark Pritchard MP	
Mr John Robertson MP	(Appointed 7 July 2010)
Mr Andrew Rosindell MP	(Appointed 7 July 2010)
Mr Bob Russell MP	(Resigned 7 July 2010)

**COMMONWEALTH PARLIAMENTARY ASSOCIATION (UNITED KINGDOM
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FOR THE YEAR ENDED 31 MARCH 2011**

Ms Christine Russell MP	(Resigned 7 July 2010)
Mr Adrian Sanders MP (Vice- Chair)	(Appointed 7 July 2010)
Mr Virendra Sharma MP	(Resigned 7 July 2010)
Rt Hon. Sir John Stanley MP	(Resigned 7 July 2010)
Mr Gavin Williamson MP	(Appointed 7 July 2010)
Sir Nicholas Winterton DL MP	(Resigned 7 July 2010)
Professor Baroness Young of Hornsey OBE	(Resigned 7 July 2010)

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. Baroness Corston, Rt Hon. David Hanson MP, Mr. Ian Liddell-Grainger MP, Mr. Gavin Williamson MP, and Mr. Mark Pritchard MP are members of the Finance, Audit & Remuneration Committee.

Management of the CPA UK Branch 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 Branch Executive Committee is a trustee and director and is elected in both capacities at the Annual General Meeting of the CPA UK Branch. 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. Every member of the Executive Committee is circulated the minutes of meetings of the Executive Committee and the Finance, Audit and Remuneration Committee, copies of the accounts, statements of income and expenditure during each financial year.

The CPA Secretariat is the international secretariat for the Commonwealth Parliamentary Association. The CPA UK Branch has close links with the CPA Secretariat and pays an annual subscription (£175,760 for the 12 month period) whilst the CPA Secretariat pays a contribution towards the return airfares of the CPA UK Branch delegates attending the annual Commonwealth Parliamentary Conference. The UK Branch works closely with the CPA Secretariat; Commonwealth Secretariat, FCO, DfID, British Council, Westminster Foundation for Democracy and the Industry and 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 and the CPA UK Branch 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 each others' 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 were:

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**THE REPORT OF THE MEMBERS OF THE EXECUTIVE COMMITTEE
FOR THE YEAR ENDED 31 MARCH 2011**

April 2010.

- Auditors' meeting

May 2010.

- 41st British Islands and Mediterranean Region Conference, Douglas, Isle of Man
- 5 May – general election. CPA UK in partnership with Royal Commonwealth Society hosted a delegation of eight Commonwealth MPs, election officials and civil society representatives to observe the general election in four constituencies
- The Executive Committee held a reception for Commonwealth High Commissioners and other Non-Commonwealth guests attending the State Opening of Parliament

June 2010.

- Meeting of the Executive Committee
- Meeting of the Finance, Administration & Remuneration (FAR) Committee

July 2010.

- One week CPA UK Branch 3rd International Parliamentary Conference on Climate Change: attended by 88 delegates from the Commonwealth and beyond
- CPA UK and Westminster represented by two MPs at the first CPA Whips' Network meeting in New South Wales, Australia
- One MP represented the UK Parliament at the 35th Conference of Caribbean, America, & Atlantic Region
- Meeting of the Executive Committee
- Annual General Meeting of the Branch

August 2010.

- Week-long outward delegation of a Clerk, two MPs and a Peer to the Parliament of Botswana on parliamentary strengthening programme
- Internal audit from the Houses of Parliament

September 2010.

- Eleven Members attended the 56th Commonwealth Parliamentary Conference in Nairobi, Kenya
- Clerk training visit to Westminster of Six Clerks of National Assembly of Parliament of Guyana
- House of Commons Internal Audit work on CPA UK's compliance with the requirements of the Financial Memorandum
- Meeting of the FAR Committee

October 2010.

- The delegation of two Peers and eight MPs visited Sri Lanka Parliament and the Parliament of Maldives on an international parliamentary outreach programme.
- Inward visit of eight Parliamentarians from Québec National Assembly
- Inward visit of two representatives of Federation of Indian Chamber of Commerce & Industry and five Parliamentarians
- Inward visit of seven members of Rwanda Parliament for work on Parliamentary democracy, which included a visit to the Northern Ireland Assembly
- Meeting of the Policy, Plans & Programmes Committee (P3)
- Meeting of the Executive Committee

November 2010.

- Two week-long CPA UK seminar on International Parliamentary Governance attended by 60 delegates from the Commonwealth and beyond
- Inward delegation of nine members of South African Whips and a Clerk on parliamentary strengthening programme
- Meeting of the FAR Committee
- Meeting of the P3 Committee

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FOR THE YEAR ENDED 31 MARCH 2011**

- Meeting of the Executive Committee

December 2010.

- Meeting of the FAR Committee

January 2011:

- Inward visit of the Speaker of the Lok Sabha, with five parliamentarians from the Indian Parliament
- Inward delegation of six MPs from the Sierra Leone Parliament on Parliamentary Strengthening programme
- Week long Inward delegation of five Women MPs from the Parliament of Kenya for a capacity-building programme
- Week long delegation of two Peers and six MPs on international parliamentary outreach to Pakistan Parliament and four Provincial Assemblies
- Meeting of the CPA British Islands & Mediterranean Region in London
- Meeting of the P3 Committee
- Meeting of the FAR Committee
- Meeting of the Executive Committee
- New Year Event in CPA Room

February 2011.

- Week-long outward delegation of five MPs and two Peers to New Zealand Parliament
- Two Members attended the mid-year meeting of the CPA International Executive Committee in the Yukon
- Meeting of the P3 Committee
- Meeting of the Executive Committee

March 2011.

- Week long 60th Westminster Seminar on Parliamentary Practice & Procedures for 67 Commonwealth and non-Commonwealth Parliamentarians, 16 Clerks
- 2.5 day seminar in the first of the Westminster Series: The Committee System for 32 MPs and Clerks attending the 60th Westminster Seminar on Parliamentary Practice & Procedures
- Meeting of the P3 Committee
- Meeting of the FAR Committee
- 15 March, meeting of the Executive Committee
- 23 March, Special General Meeting of CPA UK Members to consider the invitation from the Speaker and the Lord Speaker to join an International Relations Directorate (IRD)

CPA UK BRANCH FELLOWSHIP SCHEME

Using a fund of non-public money originally raised by sponsorship for the 1986 annual conference the Branch continues to run a fellowship scheme to assist CPA UK Branch members to visit Commonwealth countries to study specific topics as approved by the Executive Committee. In the year the fund financed individuals and all party parliamentary groups to carry out six studies involving 15 MPs and Peers in 6 different countries.

FINANCIAL REVIEW

Although the CPA UK Branch expected the annual grant-in-aid payment of £1,948,000 to the Branch from the Houses of Parliament (70% Commons / 30 % Lords), the Executive Committee offered a 5% reduction of £97,400 in-year funding in support of Parliament's savings programme in the wake of the global economic down-turn.

Cash at bank at 31 March 2011 includes £133,285 of non-public money (raised as sponsorship money for the 1986 CPA Annual Conference held in London) which was designated as the CPA Fellowship Scheme fund at the Executive Committee Meeting of 19 April 2000.

From 1 April 2008 the CPA UK Branch has been funded by a Grant-in-Aid from the Houses of Parliament (70%

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**THE REPORT OF THE MEMBERS OF THE EXECUTIVE COMMITTEE
FOR THE YEAR ENDED 31 MARCH 2011**

Commons / 30 % Lords) and the Financial Memorandum between the Houses of Parliament and the CPA UK Branch signed on 23 September 2009 allows that up to six months of annual funding may be retained as reserves. Reserves of £915,027 were held principally to protect the solvency of CPA UK. The sum represents approximately 49% of the annual grant in aid.

All permanent members of staff and pensioners are members of the Principal Civil Service Pension Scheme.

Cash balances not required for short term expenditure and for the CPA UK Branch Fellowship Scheme Fund currently 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 the Branch 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

The CPA UK Branch intends to increase its membership within the Houses of Parliament, enhance the marketing of its activities nationally, regionally and internationally and conduct more international parliamentary outreach and activities to strengthen parliamentary democracy in 2011/2012.

The Branch will continue with three core events; an annual one-week international parliamentary conference, one two-week seminar on governance, one week-long seminar on parliamentary practice and procedures followed by a 2.5 day series of workshops on specialist procedural matters. Inward and outward visits have become more focused in their aims and objectives and the growth area in Branch activities has been parliamentary strengthening activities with partner parliaments in developing democracies, working bilaterally, in partnership with others and as part of The Westminster Consortium.

The CPA UK Branch will seek to enhance its work of international parliamentary outreach by working in closer partnership with the FCO, DFID, Commonwealth and other international organisations, and with partner parliaments. It anticipates that additional activities will be funded jointly with partners in order to leverage funding to deliver more and achieve best value for money. The Branch will also seek to introduce measurement and evaluation systems.

The CPA UK Branch will continue to publicise its Fellowship Scheme and raise awareness of the CPA UK Branch and its activities throughout Parliament.

More Cohesive International Relations Work in Parliament. With the purpose of bringing more direction and coherence to the international work of the Houses of Parliament – international outreach, parliamentary diplomacy and parliamentary strengthening, in January 2010 the House of Commons Commission and the House of Lords House Committee determined together to establish a joint International Relations Directorate (IRD) for both Houses which would have included the CPA UK Branch (and the other three parliamentary groups funded by Grants-in-Aid – the British Group of the Inter-Parliamentary Union, the British American Parliamentary Group and the British Irish Inter-Parliamentary Assembly). An IRD Working Group comprised of officials of both Houses and the four parliamentary groups was established and made recommendations to Mr Speaker, the Lord Speaker and the Executive Committees of each of the four parliamentary groups. Had an IRD been established there was an anticipation that the financial arrangements for an IRD would be in place by 1 April 2011. However, Members of the British-American Parliamentary Group, the British Group of the IPU and CPA UK Branch decided against joining an IRD. The project was stopped on 23 March. All involved in international relations in Parliament now will seek other ways of working closely together to deliver effective and efficient value for money international programmes.

PUBLIC BENEFIT STATEMENT

The trustees have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charity Commission.

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**THE REPORT OF THE MEMBERS OF THE EXECUTIVE COMMITTEE
FOR THE YEAR ENDED 31 MARCH 2011**

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 were reappointed 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 the branch.

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

K J Barron

Rt Hon. Kevin Barron MP
Honorary Treasurer

Dated:

30th

June 2011

**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
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**STATEMENT ON INTERNAL CONTROL
FOR THE YEAR ENDED 31 MARCH 2011**

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 the Branch 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

The Branch'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 Commonwealth Parliamentary Association Rules of the United Kingdom Branch. The Branch's Annual General Meeting of 16 May 1973 formally adopted the Branch'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 the Branch provide for its management to be vested in an Executive Committee. The powers of the Committee include:

- The determination of the Branch's programme of activity
- The election of a Finance, Audit and Remuneration Committee
- Employing a permanent staff currently numbering ten, of whom two job-share, headed by the Secretary, who is answerable to the Executive Committee, to run the day to day affairs of the Branch
- Appointing a Chairman and Honorary Treasurer from amongst itself
- The nomination of delegates to participate in delegations
- The promotion of membership of the Branch
- Sign 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 the Branch. 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 Chairman if instructions are received which might be regarded as conflicting with these duties
- Maintain accurate records relating to the accounts
- Satisfy himself that the audited accounts may be approved by the Executive Committee

The Rules of the Branch 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 the Branch 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 sets out the respective responsibilities of the Sponsor and the Branch 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.

**COMMONWEALTH PARLIAMENTARY ASSOCIATION (UNITED KINGDOM
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**STATEMENT ON INTERNAL CONTROL
FOR THE YEAR ENDED 31 MARCH 2011**

GOVERNANCE ACTIVITIES 1 APRIL 2010 – 31 MARCH 2011

The Finance, Audit and Remuneration Committee and the Executive Committee each met six times to consider and discuss matters arising from the day-to-day running of the Branch, especially the programme of activities, personnel matters and financial issues. Amongst other things, the Finance, Audit and Remuneration Committee examined; the Financial Memorandum, applications for the CPA UK Branch Fellowship Scheme, the audited Accounts for the financial year ending 31 March 2010, the forecast budgets for 2010/11 up to 2012/15 and the separate budget for the Commonwealth Parliamentary Conference in July 2011 to be facilitated on behalf of Parliament by the Branch. The Executive Committee examined the Strategy and Policy of the Branch; risk documentation; the forecast programme of activities, including activities to strengthen parliamentary democracy, and funding for the Commonwealth Parliamentary Conference, July 2011. The Annual General Meeting was held on Wednesday 7 July 2010.

CAPACITY TO HANDLE RISK AND THE RISK AND CONTROL FRAMEWORK

Risk documents have been created to identify the risks relevant to the Branch, 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 Annex B to the Houses of Parliament's Financial Memorandum with the Branch. 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 the Branch. In doing this, it can only provide reasonable and not absolute assurance of effectiveness.

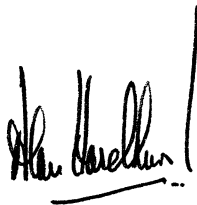
The system of internal control is based on an ongoing process designed to identify and prioritise the risks for the achievement of the agreed objectives and activities of the Branch, to consider the likelihood of those risks being realised and the impact should they be realised, and to manage them effectively, 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 the year was satisfactory and certified with substantial assurance.

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

EXTERNAL AUDIT

The Branch is subject to audit by independent external auditors. During 2007 the external audit of the Branch was put out to competitive tender, following which the Branch's previous independent external auditors, H W Fisher & Company, were appointed on the basis of a new Letter of Engagement, which will be 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 and Remuneration Committee and Executive Committee.



Rt Hon. Sir Alan Haselhurst MP
Chairman



Rt Hon. Kevin Barron MP
Honorary Treasurer

Dated: 30 June 2011

**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 2011 set out on pages 12 to 22. 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.

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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 2011, 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

S P 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:

11 July 2011

**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 2011**

	Notes	Unrestricted funds £	Designated funds £	Total 2011 £	Total 2010 £
<u>Incoming resources from generated funds</u>					
Investment income	2	3,059	-	3,059	1,346
Incoming resources from charitable activities	3	1,988,304	-	1,988,304	2,068,295
Total incoming resources		1,991,363	-	1,991,363	2,069,641
<u>Resources expended</u>					
Charitable activities					
Fellowship Scheme - fifteen grants awarded	4	-	40,902	40,902	2,970
Mainstream programme activities		1,522,283	-	1,522,283	1,484,313
Governance & strengthening parliamentary democracy		441,980	-	441,980	562,494
Total charitable expenditure		1,964,263	40,902	2,005,165	2,049,777
Governance costs		11,220	-	11,220	15,513
Total resources expended		1,975,483	40,902	2,016,385	2,065,290
Net income/(expenditure) for the year/ Net movement in funds		15,880	(40,902)	(25,022)	4,351
Fund balances at 1 April 2010		899,147	174,187	1,073,334	1,068,983
Fund balances at 31 March 2011		915,027	133,285	1,048,312	1,073,334

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 2011

	Notes	2011 £	£	2010 £	£
Fixed assets					
Tangible assets	11		15,268		17,602
Current assets					
Stocks		4,365		4,625	
Debtors	12	528,990		155,647	
Cash at bank and in hand		740,524		1,287,005	
		<u>1,273,879</u>		<u>1,447,277</u>	
Creditors: amounts falling due within one year	13	<u>(240,835)</u>		<u>(391,545)</u>	
Net current assets			<u>1,033,044</u>		<u>1,055,732</u>
Total assets less current liabilities			<u><u>1,048,312</u></u>		<u><u>1,073,334</u></u>
Income funds					
Designated funds - Fellowship Fund	15		133,285		174,187
Unrestricted funds			<u>915,027</u>		<u>899,147</u>
			<u><u>1,048,312</u></u>		<u><u>1,073,334</u></u>

The accounts were approved by the Executive Committee on 30th June 2011

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 2011

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 the latest 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	4 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 2010/11 all permanent employees (including the three previously serving members of the Defined Benefit scheme) contributed to the Principal Civil Service Pension Scheme at a rate of 3.5% of pensionable salary. The CPA UK Branch contributed between 16.8% and 24.3% of employees salaries to the Principal Civil Service Pension Scheme in 2009/10 (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 2011

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

	2011	2010
	£	£
Interest receivable	3,059	1,346
	<u>3,059</u>	<u>1,346</u>

3 Incoming resources from charitable activities

	2011	2010
	£	£
House of Commons Grant in Aid	1,295,420	1,363,600
House of Lords Grant in Aid	555,180	584,400
Other direct income	137,704	120,295
	<u>1,988,304</u>	<u>2,068,295</u>

Other direct income comprises the following:

	2011	2010
	£	£
Accommodation payments (Charges for fee paying delegates) *	175	13,278
Expenses payments (reimbursement from delegates)	5,134	23,583
Hospitality payments (reimbursement from delegates)	2,106	5,676
Observers' fees	18,998	22,615
Payments for outward delegation presentations	-	110
Travel refunds reclaimed (CPA UK reclaim from CPA Headquarters)	1,373	47,175
UK Branch subscriptions from members	-	735
Reimbursement of staff seconded to the House of Commons	109,918	-
Reimbursement of remuneration paid to BMIR conference assistant from CPA Guernsey	-	7,123
	<u>137,704</u>	<u>120,295</u>

* Accommodation payments are now paid directly by the delegates.

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 2011

4 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Grant funding £	Total 2011 £	Total 2010 £
Charitable activities						
<u>Fellowship Scheme - fifteen grants awarded</u>						
Grant funding of activities	-	-	-	40,902	40,902	2,970
<u>Mainstream programme activities</u>						
Activities undertaken directly	435,812	3,755	866,221	-	1,305,788	1,318,704
Support costs	186,777	-	29,718	-	216,495	165,609
Total	622,589	3,755	895,939	-	1,522,283	1,484,313
<u>Governance & strengthening parliamentary democracy</u>						
Activities undertaken directly	186,779	1,609	160,811	-	349,199	483,941
Support costs	80,045	-	12,736	-	92,781	78,553
Total	266,824	1,609	173,547	-	441,980	562,494
	889,413	5,364	1,069,486	40,902	2,005,165	2,049,777
Governance costs	-	-	11,220	-	11,220	15,513
	889,413	5,364	1,080,706	40,902	2,016,385	2,065,290

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

5 Activities undertaken directly

	2011 £	2010 £
Other costs relating to mainstream programme activities comprise:		
Subscription to CPA International Secretariat	175,760	169,514
Conferences and seminars	609,731	741,971
Inward Delegations (9 inward delegations (2010: 8))	80,730	59,667
	866,221	971,152

Other costs relating to governance & strengthening parliamentary democracy comprise:

Outward & Strengthening Parliamentary Delegations	160,811	331,582
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During the year there were 9 outward delegations. (2010: 19 outward delegations)

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 2011

6 Fellowship scheme

	2011	2010
	£	£
Fellowship Scheme - fifteen grants awarded	<u>40,902</u>	<u>2,970</u>

In the year ended 31 March 2011 fifteen members received Fellowship Scheme Grant from the Fellowship Scheme Fund for six projects, which is held within designated funds. These grants were awarded to Mr Tim Yeo MP [India - a project on Climate Change (April 2010)], Mr Martin Horrwood MP [Cancun, Mexico (COP 16) - under the auspices of the Climate Change APPG (December 2010)], Mr John Mann MP and Mr Andrew Rosindell MP [Sri Lanka - under the auspices of the RCS/International Alert Project (January 2011)] Baroness Berridge, Dr Eilidh Whiteford MP, Mr Graham Jones MP, Lord Cameron of Dillington and Lord Inglewood [Ghana - under the auspices of the Agriculture and Food for Development APPG (February 2011)] Lord Sandwich, Mr John Mann MP and Baroness Kinnock of Holyhead [Sudan - under the auspices of the Sudan APPG (February 2011)] Kate Hoey MP, Lord Joffe and Mr Oliver Colville MP [Zimbabwe - under the auspices of the Zimbabwe APPG (March 2011)].

7 Support costs

	Mainstream programme activities	Governance & strengthening parliamentary democracy	Total 2011	Total 2010
	£	£	£	£
Office running costs	29,718	12,736	42,454	49,238
Staff costs	186,777	80,045	266,822	194,924
	<u>216,495</u>	<u>92,781</u>	<u>309,276</u>	<u>244,162</u>

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

The staff costs of £266,824 form part of the total Employment costs at note 10.

8 Governance costs

	2011	2010
	£	£
Other governance costs comprise:		
Auditor's other services	4,170	528
Auditor's remuneration	7,050	7,050
Legal and professional	-	7,935
	<u>11,220</u>	<u>15,513</u>

Governance costs include fees of £7,050 (2010: £7,050) payable to the auditor for the audit of the charity's annual-accounts.

**COMMONWEALTH PARLIAMENTARY ASSOCIATION (UNITED
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NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2011**

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. Within this amount 7 out of the 64 members visiting other CPA branches were Executive Committee Members and the associated cost was £18,769 out of £160,811 expended on outward delegations.

Andrew Rosindell MP a 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 2011

10 Employees

Number of employees

The average monthly number of employees during the year was:

	2011 Number	2010 Number
Operations	10	10
Administration and support - permanent staff (2)	2	2
	12	12
	12	12

Employment costs

	2011 £	2010 £
Wages and salaries	701,132	538,483
Social security costs	63,164	42,226
Other pension costs	125,117	109,257
	889,413	689,966
	889,413	689,966

As in the previous period, temporary members of staff were recruited to the project team for each one of the conferences and seminars during the year. The costs for each member of temporary staff fell within the costs of the specific project. There are nine permanent staff positions, one of which is a job share, therefore there are ten permanent employees.

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

	2011 Number	2010 Number
£60,000 - £69,999	1	1
£80,000 - £89,999	-	1
£90,000 - £99,999	1	-
	2	2
	2	2

The two staff members whose annual emoluments were £60,000 or more received one-off pay-related compensation payments amounting to £35,168 in total, on the transfer of the CPA Pension scheme to the Principal Civil Service Pension Scheme.

The year on year increase in employment costs is due to the one-off Voluntary Exist Scheme, being undertaken during the year.

COMMONWEALTH PARLIAMENTARY ASSOCIATION (UNITED KINGDOM BRANCH)
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NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2011

11 Tangible fixed assets

	Franking equipment	Other office equipment	Total
	£	£	£
Cost			
At 1 April 2010	5,521	36,329	41,850
Additions	-	3,030	3,030
At 31 March 2011	5,521	39,359	44,880
Depreciation			
At 1 April 2010	5,521	18,727	24,248
Charge for the year	-	5,364	5,364
At 31 March 2011	5,521	24,091	29,612
Net book value			
At 31 March 2011	-	15,268	15,268
At 31 March 2010	-	17,602	17,602

Expenditure on fixed assets during the year of £3,030 relates to the purchase of computer equipment.

12 Debtors	2011	2010
	£	£
Other debtors	2,948	23,268
Prepayments and accrued income	526,042	132,379
	528,990	155,647

The increase in prepayments and accrued income is due to expenses incurred in respect to Commonwealth Parliamentary Conference June 2011, a large proportion of the costs incurred are in relation to wages and salaries. £389,601 is receivable from House of Commons to cover these costs and if the event does not take place as income, therefore this sum is included as accrued income as at 31 March 2011.

COMMONWEALTH PARLIAMENTARY ASSOCIATION (UNITED KINGDOM BRANCH)
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NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2011

13	Creditors: amounts falling due within one year	2011	2010
		£	£
	Taxes and social security costs	41,830	14,518
	Other creditors	111,712	58,307
	Accruals	87,293	318,720
		240,835	391,545
		240,835	391,545

The decrease in accruals is due to costs for a Westminster seminar of £107,526 which took place in 2011 being accrued before the previous year end and no deferred income being accounted in the current year (2010: £146,100).

14 Pension and other post-retirement benefit commitments
Defined contribution

		2011	2010
		£	£
	Contributions payable by the company for the year	125,117	109,257
		125,117	109,257
		125,117	109,257

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 2010	Movement in funds		Balance at 31 March 2011
	£	Incoming resources	Resources expended	£
Fellowship Scheme Fund	174,187	-	(40,902)	133,285
	174,187	-	(40,902)	133,285
	174,187	-	(40,902)	133,285

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.

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 2011

16 Analysis of net assets between funds

	Unrestricted funds	Designated funds	Total
	£	£	£
Fund balances at 31 March 2011 are represented by:			
Tangible fixed assets	15,268	-	15,268
Current assets	1,140,594	133,285	1,273,879
Creditors: amounts falling due within one year	(240,835)	-	(240,835)
	915,027	133,285	1,048,312
	915,027	133,285	1,048,312

Fixed Assets comprise audio-visual equipment purchased in the year.

Total current assets comprise stocks, debtors and cash at bank and in hand, of which £133,285 of cash at bank relates to the Fellowship Scheme.