

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 FINANCIAL
STATEMENTS**

FOR THE YEAR ENDED 31 MARCH 2019

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

Executive Committee's Members	For full details see the Executive Committee Report
Chief Executive & Secretary	J Davies
Charity number	1095118
Company number	4606846
Principal address	Westminster Hall Houses of Parliament London SW1A 0AA
Registered office	Westminster Hall Houses of Parliament London SW1A 0AA
Auditor	H W Fisher & Company Acre House 11-15 William Road London NW1 3ER
Bankers	Royal Bank of Scotland Plc 119-121 Victoria Street London SW1E 6RA

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**COMMONWEALTH PARLIAMENTARY ASSOCIATION (UNITED KINGDOM BRANCH)
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THE REPORT OF THE MEMBERS OF THE EXECUTIVE COMMITTEE
FOR THE YEAR ENDED 31 MARCH 2019

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 year ended 31 March 2019.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Association's Memorandum of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

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 180 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 served during the 12 month period are listed below. Those Members in *italics* served on the Finance, Audit & Remuneration Committee.

Baroness Berridge

Bob Blackman MP

Dr Roberta Blackman-Woods MP (Hon Treasurer)

Rt Hon Baroness Corston

Rt Hon Lord Dholakia OBE DL

James Duddridge MP (Chair)

Rt Hon Baroness D'Souza CMG

Nigel Evans MP (Vice-Chair)

Rt Hon Lord Foulkes of Cumnock (Vice-Chair)

Rt Hon David Hanson MP (Vice-Chair)

Rt Hon Lord Haselhurst [co-opted July 2018]

Chris Law MP

Ian Liddell-Grainger MP

Lord McColl CBE

Rt Hon Maria Miller MP

Madeleine Moon MP [stepped down due to NATO Parliamentary commitments November 2018]

Ian Murray MP

Laurence Robertson MP

Andrew Rosindell MP

Rt Hon Keith Vaz MP

Valerie Vaz MP

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THE REPORT OF THE MEMBERS OF THE EXECUTIVE COMMITTEE
FOR THE YEAR ENDED 31 MARCH 2019

None of the members of the Executive Committee has any beneficial interest in the company. All members of the Executive Committee are directors of the company and guarantee to contribute £10.00 in the event of a winding-up.

Each member of the Executive Committee is elected at the Annual General Meeting. Although there is no formal training for Committee members, on first election to the Committee each 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.

Members of the Executive Committee determine CPA UK’s strategy and overall running arrangements. Management of CPA UK is the responsibility of the Chief Executive & Secretary, currently Jon Davies. CPA UK comprises three teams: International Partnerships (mainly handling bilateral programmes); Multilateral Projects (mainly larger set-piece events); and Strategy and Business Services (mainly providing corporate services eg HR, finance, communications, monitoring and evaluation).

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.

Public Benefit

The Trustees have complied with their duties in section 4 of the Charities Act 2006 to have due regard to guidance published by the Charity Commission.

OBJECTS OF THE CHARITY

The charitable objects of CPA UK: *“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.”*

STRATEGY

The Executive Committee agreed a new Strategy for the period 2018-2022 in June 2018. The full document is accessible via our website www.uk-cpa.org. Key elements are as follows:

Vision: Inclusive, representative and transparent Commonwealth Parliaments; fully effective in enforcing the accountability of the executive and representing the interests and concerns of the electorate

Purpose: To learn from and strengthen Commonwealth parliaments to deliver effective oversight, scrutiny and representation

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THE REPORT OF THE MEMBERS OF THE EXECUTIVE COMMITTEE
FOR THE YEAR ENDED 31 MARCH 2019

Strategic Objectives:

Objective 1: To strengthen parliamentary democracy

Being responsive to the complex challenges of Parliaments and facilitating access to information and skills

We will:

- provide opportunities for UK parliamentarians to learn from Commonwealth peers
- convene Commonwealth parliamentarians to increase their capacity to hold governments to account and to effectively represent their electorates
- build knowledge within the Commonwealth parliamentary community on issues of common interest and concern

Objective 2: To link Westminster with the Commonwealth

Promoting collaboration, understanding and cooperation, emphasising its continuing relevance to future generations

We will:

- play a leading role in CPA
- establish and strengthen networks across parliaments, and beyond
- engage young people in our work and vision

Objective 3: To set and demonstrate high performance standards

Increasing the positive impact of all we do

We will:

- achieve value for money in the organisation and delivery of our activities
- set and uphold high standards of behaviour
- use evidence-based learning to improve what we do and how we do it

Prioritising Partnerships:

In order to have clear outcomes and productive relationships CPA UK will prioritise where and with whom it works. Based on a range of criteria each Commonwealth country is assigned to one of four levels of priority, as a guide to decision making. Categorisation is not fixed and is reviewed annually – or in response to new or additional information.

Prioritising Themes:

Parliamentary practice and procedure, including constituency work, remains central to all CPA UK's work. Beyond that, the shape and focus of CPA UK's work is guided by priority themes. Based on past work, activities within the wider parliamentary strengthening community and current international and domestic affairs, the following five themes will be prioritised for the expected life of the current parliament:

Women in Parliament: gender equality, women's empowerment & ending violence against women

Modern Slavery: human trafficking and forced labour

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FOR THE YEAR ENDED 31 MARCH 2019

Public Accounts Committees: including public financial management

Security: including cyber-security

Trade: parliamentary scrutiny of international trade arrangements

The Executive Committee's Members have paid due regard to guidance issued by the Charity Commission in deciding what activities the Association should undertake.

ACHIEVEMENTS AND PERFORMANCE

A fuller description of the activities and achievements of CPA UK, and their impact, is available in our Annual Review, accessible via our website www.uk-cpa.org. Our principal activity is to bring UK and other Commonwealth parliamentarians together to learn from each other. By "parliamentarians" we mean not just those who serve as elected or appointed representatives but also officials who serve their parliaments. This sometimes involves UK parliamentarians working with colleagues from just one or a small number of parliaments. At the other end of the spectrum we organise and participate in larger-scale activities involving delegates from a wide range of countries and territories. Our major events this year included:

- The 67th Westminster Seminar on Effective Parliaments involved 60 parliamentarians from over 30 legislatures. The programme provided an opportunity for participants to network and engage with their counterparts and develop their parliamentary skills and knowledge to improve their effectiveness.
- A Pacific Islands Parliamentary Workshop, in partnership with the Parliament of New Zealand, reflecting that time and budget constraints often limit these parliaments' involvement in the Westminster Seminar.
- The 8th Westminster Workshop, focusing this year on Parliamentary Oversight of Trade Agreements. It brought together parliamentarians and experts to explore practical oversight mechanisms, in the context of a changing international trade landscape.

In parallel, we organised numerous focused and tailored programmes involving delegations travelling to or from Westminster:

- 21 bilateral delegations visiting Westminster
- 26 delegations from Westminster to Commonwealth partners

We worked as part of the Commonwealth Partnership for Democracy, with funds provided by the UK Government during its period as Chair-in-Office of the Commonwealth from April 2018. As well as programmes with the Parliaments of Sri Lanka and Malawi, this funding helped expand our work with Public Accounts Committees, in particular through a Pacific PACs Workshop held in Fiji in February 2019.

We organised Election Observation Missions, on behalf of the CPA British Islands and Mediterranean Region, to Jersey and to the British Virgin Islands.

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FOR THE YEAR ENDED 31 MARCH 2019

We also ran two Special Projects throughout the period, with funding secured from UK Government Departments. The aims of the projects were wholly in line with the objects and purpose of CPA UK, and they reinforced our core work.

- UK Overseas Territories Project. Funded by the UK Government's Conflict, Stability and Security Fund, the project focuses on three areas: internal audit; external audit; and parliamentary oversight of public finances. We have worked with the UK Government Internal Audit Agency and the UK National Audit Office to organise bespoke activities addressing Territories' respective priorities.
- Modern Slavery Project. Funded by the UK Home Office, the project provides practical advice and support to Commonwealth legislatures with the aim of combatting modern slavery, human trafficking and forced labour. By sharing good practice, the project heightens understanding, and helps develop and strengthen modern slavery-related legislation.

CPA UK also acted as in previous years as the Secretariat for CPA's British Islands and Mediterranean Region. Through that work and more broadly it supported CPA's Commonwealth Women Parliamentarians initiative.

We continued to strengthen our Monitoring and Evaluation throughout the year, including the use of standardised methods to monitor economy, efficiency, value for money and impact. We made increasing use of comparative data to shape how we delivered our activities, and with whom.

FUTURE PLANS

The Executive Committee has set out its longer-term plans and priority themes in the Strategy described above. The annual review of Priority Partnerships will go ahead over summer 2019. The team is engaged in an inclusive process to ensure that business plans for current and future years reflect the Strategy in a coherent, effective and innovative way. Staffing and funding requirements and options are being reviewed in parallel. The two Special Projects and the work under the Commonwealth Partnership for Democracy will meanwhile continue, with funding secured until at least March 2020. Particular priorities for 2019/2020 beyond core parliamentary strengthening work include looking ahead to Rwanda hosting CHOGM in 2020; further Public Accounts Committee regional workshops; a Westminster Workshop on Gender Sensitive Scrutiny and scoping work on cyber security.

FINANCIAL REVIEW

It is the policy of the Association that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six months' expenditure (ie 25-50% of expenditure). The Executive Committee's Members consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Association's current activities while consideration is given to ways in which additional funds might be raised. In parallel, the House of Commons and House of Lords, as principal funders, request us to hold reserves as little above 25% of our projected expenditure as possible. Bearing in mind the balance required, an appropriate level of reserves has been maintained throughout the year. At year-

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FOR THE YEAR ENDED 31 MARCH 2019

end, unrestricted reserves stood at £536,509, which represents 26% of our unrestricted expenditure. Restricted funds stood at £41,373. Total funds therefore stood at £577,882, which represents 29% of our unrestricted expenditure.

DISCLOSURE OF INFORMATION TO AUDITOR

Each of the Executive Committee's Members has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

The Executive Committee's report was approved by the Board of Executive Committee's Members.

Roberta Blackman-Woods MP
Honorary Treasurer

Dated:

COMMONWEALTH PARLIAMENTARY ASSOCIATION (UNITED KINGDOM BRANCH)
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STATEMENT OF THE EXECUTIVE COMMITTEE'S RESPONSIBILITIES
FOR THE YEAR ENDED 31 MARCH 2019

The Executive Committee's 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 financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the Executive Committee's Members to prepare statements for each financial year. Under company law the Executive Committee's Members must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Association and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these statements, the Executive Committee's 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;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the statements; and
- prepare the statements on the going concern basis unless it is inappropriate to presume that the Association will continue in operation.

The Executive Committee's Members are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the Association and enable them to ensure that the statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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STATEMENT ON INTERNAL CONTROL

SCOPE OF RESPONSIBILITY

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

GOVERNANCE ARRANGEMENTS

CPA UK's governance arrangements are set out in three principal documents: the Memorandum and Articles of Association of the Commonwealth Parliamentary Association (United Kingdom Branch); the Financial Memorandum of the Commonwealth Parliamentary Association (United Kingdom Branch); and the Rules of the Commonwealth Parliamentary Association (United Kingdom Branch) (CPA UK). The Annual General Meeting of 16 May 1973 formally adopted CPA UK's present Rules, subject to minor amendments endorsed by subsequent Annual and Special General Meetings.

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

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

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

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

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

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

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STATEMENT ON INTERNAL CONTROL

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

GOVERNANCE ACTIVITIES 1 APRIL 2018–31 MARCH 2019

The Finance, Audit & Remuneration Committee met five times and the Executive Committee met five 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 audited accounts for the financial year ending 31 March 2018, reviewed in-year income and expenditure, considered a draft budget and Business Plan for the following financial year, agreed a restructure of the finance team and considered applications to the Challenge Fund. The Executive Committee agreed the audited accounts, approved the budget and Business Plan, discussed and agreed a new Strategy 2018-2022, kept risk documentation under review, and received updates and gave advice on CPA UK and CPA international activity. The Annual General Meeting was held on Tuesday 19 June 2018

CAPACITY TO HANDLE RISK AND THE RISK AND CONTROL FRAMEWORK

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

EFFECTIVENESS OF INTERNAL CONTROL

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

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

As laid down in the Houses of Parliament's Financial Memorandum, internal audits may take place at the request of the Sponsor. The internal audit conducted in February 2015 by the House of Lords on behalf of both Houses of Parliament 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 on Auditing (UK) and each year report the results of their work to the Finance, Audit & Remuneration Committee and Executive Committee.

James Duddridge MP
Chair

Roberta Blackman-Woods MP
Honorary Treasurer

Dated:

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

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

Opinion

We have audited the financial statements of Commonwealth Parliamentary Association (United Kingdom Branch) (the 'Association') for the year ended 31 March 2019 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2019 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

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

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the The Executive Committee's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Executive Committee's Members have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Association's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The Executive Committee's Members are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

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

We have nothing to report in this regard.

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INDEPENDENT AUDITOR'S REPORT (CONTINUED)

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

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the The Executive Committee's Report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the The Executive Committee's Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the Association and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the The Executive Committee's report.

We have nothing to report in respect of the following matters in relation to which 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 financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Executive Committee's Members were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the The Executive Committee's report and from the requirement to prepare a strategic report.

Responsibilities of Executive Committee's Members

As explained more fully in the statement of The Executive Committee's responsibilities, the Executive Committee's Members, who are also the directors of the Association for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Executive Committee's Members determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

Auditor's responsibilities for the audit of the financial statements

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

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

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INDEPENDENT AUDITOR'S REPORT (CONTINUED)

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

Use of our report

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 the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Sailesh 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

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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 2019

Current financial year

	Notes	Unrestricted funds general 2019 £	Unrestricted funds designated 2019 £	Restricted funds 2019 £	Total 2019 £	Total 2018 £
Income from:						
Charitable activities	3	2,073,888	-	824,166	2,898,054	2,676,060
Investment income	4	1,071	-	-	1,071	361
Total income		2,074,959	-	824,166	2,899,125	2,676,421
Expenditure on:						
Charitable activities	5	2,021,986	-	782,793	2,804,779	2,689,110
Net incoming/(outgoing) resources before transfers		52,973	-	41,373	94,346	(12,689)
Gross transfers between funds		4,719	(4,719)	-	-	-
Net income/(expenditure) for the year/ Net movement in funds		57,692	(4,719)	41,373	94,346	(12,689)
Fund balances at 1 April 2018		478,817	4,719	-	483,536	496,225
Fund balances at 31 March 2019		536,509	-	41,373	577,882	483,536

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

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

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STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED)
INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2019

Prior financial year

	Notes	Unrestricted funds general 2018 £	Unrestricted funds designated 2018 £	Restricted funds 2018 £	Total 2018 £
<u>Income from:</u>					
Charitable activities	3	2,003,190	-	672,870	2,676,060
Investment income	4	361	-	-	361
Total income		2,003,551	-	672,870	2,676,421
<u>Expenditure on:</u>					
Charitable activities	5	1,991,587	24,653	672,870	2,689,110
Net incoming/(outgoing) resources before transfers		11,964	(24,653)	-	(12,689)
Net income/(expenditure) for the year/ Net movement in funds		11,964	(24,653)	-	(12,689)
Fund balances at 1 April 2017		466,853	29,372	-	496,225
Fund balances at 31 March 2018		478,817	4,719	-	483,536

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

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 2019

	Notes	2019 £	£	2018 £	£
Current assets					
Stocks	12	-		1,621	
Debtors	13	275,596		124,793	
Cash at bank and in hand		508,897		589,367	
		<u>784,493</u>		<u>715,781</u>	
Creditors: amounts falling due within one year	14	<u>(206,611)</u>		<u>(232,245)</u>	
Net current assets			<u>577,882</u>		<u>483,536</u>
Income funds					
Restricted funds	16		41,373		-
Designated Funds - Fellowship Scheme	17		-		4,719
Unrestricted funds			<u>536,509</u>		<u>478,817</u>
			<u>577,882</u>		<u>483,536</u>

The accounts were approved by the Executive Committee's Members on

Dr Roberta Blackman-Woods MP
Honorary Treasurer

Company Registration No. 4606846

COMMONWEALTH PARLIAMENTARY ASSOCIATION (UNITED KINGDOM BRANCH)
(A COMPANY LIMITED BY GUARANTEE AND A REGISTERED CHARITY)
STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2019

	2019		2018
	£	£	£
Cash generated from operations			
Surplus/(deficit) for the year		94,346	(12,689)
Adjustments for:			
Investment income recognised in statement of financial activities		1,071	361
Decrease in stocks		1,621	(1,113)
(Increase) in debtors		(150,803)	(14,786)
Increase in creditors		6,950	(67,331)
(Decrease) in deferred income		(32,584)	(9,483)
		<u>81,541</u>	<u>105,763</u>
Cash absorbed by operations			
Investing activities			
Interest received	1,071		361
	<u>1,071</u>		<u>361</u>
Net cash generated from investing activities		1,071	361
Net cash used in financing activities		-	-
		<u>-</u>	<u>-</u>
Net decrease in cash and cash equivalents		(80,470)	(105,402)
Cash and cash equivalents at beginning of year		589,367	694,769
		<u>589,367</u>	<u>694,769</u>
Cash and cash equivalents at end of year		<u>508,897</u>	<u>589,367</u>

COMMONWEALTH PARLIAMENTARY ASSOCIATION (UNITED KINGDOM BRANCH)
(A COMPANY LIMITED BY GUARANTEE AND A REGISTERED CHARITY)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

1 Accounting policies

Charity information

Commonwealth Parliamentary Association (United Kingdom Branch) is a private company limited by guarantee incorporated in England and Wales. In the event of the Association being wound up, the maximum amount which each member is liable to contribute is £10. The registered office is Westminster Hall, Houses of Parliament, London, SW1A 0AA.

1.1 Accounting convention

The accounts have been prepared in accordance with the Association's Memorandum & Articles, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The Association is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the Association. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Executive Committee's Members have a reasonable expectation that the Association has adequate resources to continue in operational existence for the foreseeable future. Thus the Executive Committee's Members continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Executive Committee's Members in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Incoming resources

Income is recognised when the Association is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Association has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

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

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

FOR THE YEAR ENDED 31 MARCH 2019

1 Accounting policies **(Continued)**

1.5 Resources expended

Support costs have been allocated to charitable activities on the basis of staff time (see note 5)

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.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Franking equipment	4 years straight line
Office equipment	4 years straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

All single items of equipment with a value less than £1,000 have not been capitalised.

1.7 Stocks

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.

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand £2,231 (2018 £310) and deposits held at call with banks £506,666 (2018 £589,057)

1.9 Financial instruments

The Association has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Association's balance sheet when the Association becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

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

FOR THE YEAR ENDED 31 MARCH 2019

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Association's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Association is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.12 Leases

Rentals payable under operating leases, including any lease incentives received, are charged to income on a straight line basis over the term of the relevant lease.

2 Critical accounting estimates and judgements

In the application of the Association's accounting policies, the Executive Committee's Members are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

The Trustees do not consider there to be any critical accounting estimates or judgements applied in the preparation of the financial statements.

COMMONWEALTH PARLIAMENTARY ASSOCIATION (UNITED KINGDOM BRANCH)
(A COMPANY LIMITED BY GUARANTEE AND A REGISTERED CHARITY)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

3 Charitable activities

	2019	2018
	£	£
Modern Slavery Project funding	306,560	264,160
U.K. Overseas Territories Project funding	517,606	408,710
House of Commons grant in aid	1,285,936	1,273,205
House of Lords grant in aid	551,116	545,659
Reimbursements for travel and accommodation	-	23,016
Jointly funded events	214,394	148,081
CPA Secretariat contributions	22,442	13,229
	<u>2,898,054</u>	<u>2,676,060</u>
Analysis by fund		
Unrestricted funds - general	2,073,888	2,003,190
Restricted funds	824,166	672,870
	<u>2,898,054</u>	<u>2,676,060</u>

4 Investment income

	Unrestricted funds general 2019	Unrestricted funds general 2018
	£	£
Interest receivable	1,071	361
	<u>1,071</u>	<u>361</u>

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

FOR THE YEAR ENDED 31 MARCH 2019

5 Charitable activities

	Membership Subscriptions	Team Activities	Total 2019	Membership Subscriptions	Challenge Fund	Team Activities	Total 2018
	2019	2019	2019	2018	2018	2018	2018
	£	£	£	£	£	£	£
Staff costs	-	971,129	971,129	-	-	946,099	946,099
Strategy and Business Development Team	-	54,339	54,339	-	-	100,286	100,286
International Partnership Team	-	765,783	765,783	-	-	578,676	578,676
Multilateral Projects Team	-	434,006	434,006	-	-	499,711	499,711
Other costs	82,764	-	82,764	82,764	-	-	82,764
	82,764	2,225,257	2,308,021	82,764	-	2,124,772	2,207,536
Grant funding of activities (see note 6)	-	-	-	-	24,653	-	24,653
Share of support costs (see note 7)	-	480,138	480,138	-	-	446,802	446,802
Share of governance costs (see note 7)	-	16,620	16,620	-	-	10,119	10,119
	82,764	2,722,015	2,804,779	82,764	24,653	2,581,693	2,689,110
Analysis by fund							
Unrestricted funds - general	82,764	1,939,222	2,021,986	82,764	-	1,908,823	1,991,587
Unrestricted funds - designated	-	-	-	-	24,653	-	24,653
Restricted funds	-	782,793	782,793	-	-	672,870	672,870
	82,764	2,722,015	2,804,779	82,764	24,653	2,581,693	2,689,110

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

FOR THE YEAR ENDED 31 MARCH 2019

6 Grants payable

	2019	2018
	£	£
Challenge Fund	-	24,653
	<u> </u>	<u> </u>

7 Support costs

	Support costs	Governance costs	2019	Support costs	Governance costs	2018
	£	£	£	£	£	£
Staff costs	416,198	-	416,198	405,471	-	405,471
Office running costs	63,940	-	63,940	41,331	-	41,331
Audit fees	-	16,620	16,620	-	10,119	10,119
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	480,138	16,620	496,758	446,802	10,119	456,921
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Analysed between						
Charitable activities	480,138	16,620	496,758	446,802	10,119	456,921
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Governance costs includes payments to the auditors of £16,620 (2018- £10,119) for audit fees.

8 Executive Committee's 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 International Outreach programme costs include the cost of outward delegations to attend conferences and meetings in the Commonwealth countries. This year 5 out of 41 parliamentarians visiting other CPA branches were Executive Committee members and the associated costs were £11,279 out of £148,883 expended on outwards delegations.

No members of the Executive Committee received a Challenge Fund grant during the year (see note 17).

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 FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

9 Employees

Number of employees

The average monthly number of employees during the year was:

	2019	2018
	Number	Number
Strategy and Business Development Team	8	8
International Partnership Team	7	7
Multilateral Projects Team	8	7
Special Projects	8	7
Maternity Cover	1	1
	<u>32</u>	<u>30</u>

Employment costs

	2019	2018
	£	£
Wages and salaries	1,062,611	1,017,979
Social security costs	108,761	112,819
Other pension costs	215,955	220,772
	<u>1,387,327</u>	<u>1,351,570</u>

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

	2019	2018
	Number	Number
£120,000 - 129,999	<u>1</u>	<u>-</u>

The key management personnel of the Charity comprise the Chief Executive / Secretary as detailed on page 1 of the trustee's report.

The total amount of employee benefits received by key management was £129,468 (2018: £121,203).

COMMONWEALTH PARLIAMENTARY ASSOCIATION (UNITED KINGDOM BRANCH)
(A COMPANY LIMITED BY GUARANTEE AND A REGISTERED CHARITY)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

10 Tangible fixed assets

	Office equipment
	£
Cost	
At 1 April 2018	64,343
At 31 March 2019	64,343
Depreciation and impairment	
At 1 April 2018	64,343
At 31 March 2019	64,343
Carrying amount	

11 Financial instruments

	2019	2018
	£	£
Carrying amount of financial assets		
Debt instruments measured at amortised cost	8,504	3,695
Carrying amount of financial liabilities		
Measured at amortised cost	175,768	167,594

12 Stocks

	2019	2018
	£	£
Raw materials and consumables	-	1,621

£349 of stock was written off during the year.

13 Debtors

	2019	2018
	£	£
Amounts falling due within one year:		
Other debtors	8,504	3,695
Prepayments and accrued income	267,092	121,098
	275,596	124,793

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

FOR THE YEAR ENDED 31 MARCH 2019

14 Creditors: amounts falling due within one year

	2019	2018
	£	£
Other taxation and social security	29,101	30,325
Payments in advance	1,742	34,326
Other creditors	50,040	84,605
Accruals	125,728	82,989
	<u>206,611</u>	<u>232,245</u>

15 Deferred income

	2019	2018
	£	£
Payments in advance	1,742	34,326
	<u>1,742</u>	<u>34,326</u>

All of the deferred income relates to income received in respect of salary costs that had not yet been incurred at the year end. Of the £34,326 brought forward from 2018, £34,326 was released during the year. An amount of £1,742 is to be carried forward as of 31 March 2019.

16 Restricted funds

The income funds of the charity include the following restricted funds:

	Movement in funds			Movement in funds		
	Incoming resources	Resources expended	Balance at 1 April 2018	Incoming resources	Resources expended	Balance at 31 March 2019
	£	£	£	£	£	£
U.K. Overseas Territories project	408,710	(408,710)	-	517,606	(517,606)	-
Modern Slavery Project	264,160	(264,160)	-	306,560	(265,187)	41,373
	<u>672,870</u>	<u>(672,870)</u>	<u>-</u>	<u>824,166</u>	<u>(782,793)</u>	<u>41,373</u>

COMMONWEALTH PARLIAMENTARY ASSOCIATION (UNITED KINGDOM BRANCH)
(A COMPANY LIMITED BY GUARANTEE AND A REGISTERED CHARITY)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

17 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 2017 £	Resources expended £	Balance at 1 April 2018 £	Transfers £	Balance at 31 March 2019 £
Challenge Fund	29,372	(24,653)	4,719	(4,719)	-
	<u>29,372</u>	<u>(24,653)</u>	<u>4,719</u>	<u>(4,719)</u>	<u>-</u>
	<u>29,372</u>	<u>(24,653)</u>	<u>4,719</u>	<u>(4,719)</u>	<u>-</u>

Formerly The Fellowship Scheme Fund: Financial assistance is available for members undertaking projects or studies in Commonwealth countries on matters of interest to parliamentarians.

This is now called the Challenge Fund. It has been moved to core activities. £4,719 was undesignated during the year.

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

FOR THE YEAR ENDED 31 MARCH 2019

18 Analysis of net assets between funds

	Unrestricted funds 2019	Designated funds 2019	Restricted funds 2019	Total 2019	Unrestricted funds 2018	Designated funds 2018	Restricted funds 2018	Total 2018
	£	£	£	£	£	£	£	£
Fund balances at 31 March 2019 are represented by:								
Current assets/(liabilities)	577,882	-	-	577,882	478,817	4,719	-	483,536
	<u>577,882</u>	<u>-</u>	<u>-</u>	<u>577,882</u>	<u>478,817</u>	<u>4,719</u>	<u>-</u>	<u>483,536</u>

**COMMONWEALTH PARLIAMENTARY ASSOCIATION (UNITED
KINGDOM BRANCH)
(A COMPANY LIMITED BY GUARANTEE AND A REGISTERED
CHARITY)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
*FOR THE YEAR ENDED 31 MARCH 2019***

19 Related party transactions

There were no disclosable related party transactions during the year (2018 - none).