

# Financial Statements of the Commonwealth Youth Programme

Year Ended 30 June 2013



The Commonwealth

**Kamallesh Sharma**  
*Secretary-General*

24 November 2014

**Paula Harris**  
*Director Corporate Services*

24 November 2014

## **COMMONWEALTH YOUTH PROGRAMME FUND**

### **PRINCIPAL ACTIVITIES AND OPERATING STRUCTURE**

#### **Principal Activities of the Commonwealth Secretariat**

The Commonwealth is a voluntary association of 53 independent countries.

The Commonwealth Secretariat implements the decisions and plans of Commonwealth leaders.

It also organises meetings for members to discuss global and Commonwealth issues; promotes members' interests at international forums; offers advice; and provides experts who share their skills and experience with governments and institutions.

The Commonwealth Secretariat partners with other international and Commonwealth organisations to deliver its work.

Commonwealth organisations are involved in diverse activities, from helping countries with trade negotiations to encouraging women's leadership, building the small business sector, supporting youth participation at all levels of society and providing experts to write laws.

The Commonwealth Secretariat continues to be a pioneer in many areas of development. Our work on maritime boundaries is leading strategic thinking on ocean governance internationally. The Commonwealth Youth Programme Fund has championed rights of young people for more than 40 years.

Further information regarding The Commonwealth Secretariat's current four year Strategic Plan from 2013-14 to 2016-17, which was approved in May 2013, can be found on the website [www.thecommonwealth.org](http://www.thecommonwealth.org)

#### **Commonwealth Secretariat Fund**

The activities of The Commonwealth are funded by Member Governments via three separate multilateral funds:

- Commonwealth Secretariat Fund (ComSec)
- Commonwealth Fund for Technical Co-operation (CFTC)
- Commonwealth Youth Programme Fund (CYP)

The Memoranda of Understanding of the three funds require The Commonwealth to operate and prepare separate audited accounts for each of the funds.

Accordingly, these are the financial statements of the **Commonwealth Youth Programme Fund** for the year ended 30 June 2013.

The financial statements for CYP also include the financial performance and position of the CYP London HQ (Pancom) and the Regional Centres based in Chandigarh, India; Lusaka, Zambia; Honiara, Solomon Islands; and Georgetown, Guyana. These centres operate as regional bases for all Commonwealth countries to deliver the CYP programmes.

On 31 October 2013, the Board of Governors of The Commonwealth approved a proposal for the restructuring of the Commonwealth Youth Programme Fund which will result in the cessation of operations at all four CYP regional centres by March 2014, and the consolidation of most of the CYP team into London.

#### **Governance and Structure**

The Commonwealth is headed by a Secretary-General, Mr Kamallesh Sharma, who is appointed by the Heads of Government of the Commonwealth Member Countries and is responsible to them and the Board of Governors for the management of The Commonwealth.

The Secretary-General reports to the Heads of Government through individual meetings and also collectively at the biennial Commonwealth Heads of Government Meeting (CHOGM). The Secretary-General is also held accountable through the Commonwealth's Board of Governors which meets regularly in London on behalf of member governments at senior diplomatic level.

## **INDEPENDENT AUDITOR'S REPORT TO THE BOARD OF GOVERNORS**

We have audited the financial statements of the Commonwealth Youth Programme Fund for the year ended 30 June 2013, which comprise the Statement of Financial Position, the Statement of Financial Performance, the Statement of Changes in Net Assets, the Cash Flow Statement and the related notes 1 to 21.

Our report is made solely to the Board of Governors in accordance with the engagement letter dated 22 August 2012 and the Financial Regulations of the funds. Our work will be undertaken so that we might state to the Board of Governors those matters we are required to state to them in an independent auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Board of Governors as a body, for our audit work, for our reports, or for the opinions we have formed.

### **Secretary-General's responsibilities for the Financial Statements**

The Secretary-General of the Commonwealth Secretariat is responsible for the preparation and fair presentation of these financial statements in accordance with International Public Sector Accounting Standards and the Financial Regulations as authorised by the Commonwealth Heads of Government, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

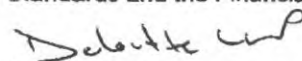
Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with International Standards on Auditing. Those standards require that we comply with the Auditing Practices Board's Ethical Standards for Auditors and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Opinion**

In our opinion, the financial statements give a true and fair view of the financial position of the Commonwealth Youth Programme Fund as at 30 June 2013, and of its financial performance and its cash flows for the year then ended in accordance with International Public Sector Accounting Standards and the Financial Regulations as authorised by the Commonwealth Heads of Government.

  
Deloitte LLP  
Chartered Accountants and Statutory Auditor  
St Albans, UK

26 November 2014

**COMMONWEALTH YOUTH PROGRAMME FUND**

**STATEMENT OF FINANCIAL PERFORMANCE AS AT 30 JUNE 2013**

		<b>2012-13</b>	<b>2011-12</b>
	<b>Notes</b>	<b>£</b>	<b>£</b>
<b>REVENUE</b>			
Contributions to the Youth Programme	8	3,043,102	2,988,873
Special Projects		129,345	273,200
Conference & Hostel Income		400,529	324,996
Interest Revenues	11	18,501	14,695
Other Income		30,074	(85,325)
Currency Gain		3,174	14,044
<b>TOTAL REVENUE</b>		<b>3,624,725</b>	<b>3,530,483</b>
<b>EXPENSES</b>			
Staff Costs	12	1,452,864	1,501,801
General Administration	14	898,224	1,349,130
Common Service Charge		647,086	241,321
Training & Workshops		998,053	1,034,609
Impairment of Fixed Assets	5	75,261	-
Conference & Hostel Expenses		370,946	338,979
<b>TOTAL EXPENSES</b>		<b>4,442,434</b>	<b>4,465,840</b>
<b>DEFICIT FOR THE YEAR</b>		<b>(817,709)</b>	<b>(935,357)</b>



**COMMONWEALTH YOUTH PROGRAMME FUND**

**CASH FLOW STATEMENT FOR THE YEAR ENDED 30 JUNE 2013**

		2012-13	2011-12
	Notes	£	£
<b>Cash flow from Operating Activities</b>			
Deficit		<b>(817,709)</b>	<b>(935,357)</b>
<b>Adjustments for:</b>			
Depreciation	5	44,990	39,612
Impairment Loss on Fixed Assets	5	75,261	-
(Increase)/Decrease in Contributions Receivable		(321,674)	1,097,238
Increase/(Decrease) in Contributions Received In Advance		51,472	(96,231)
(Increase)/Decrease in Receivables and Prepayments		(175,540)	13,486
Increase in Inventories		(841)	(1,265)
Increase/(Decrease) in Deferred Income		25,336	(69,551)
Increase in Payables and Accrued Charges		72,931	421,944
(Decrease)/Increase in Provisions	7	248,438	89,267
Interest Revenues	11	(18,501)	(14,695)
<b>Net Cash Flow from Operating Activities</b>		<b>(815,838)</b>	<b>544,448</b>
<b>Cash Flow from Investing Activities</b>			
Purchase of Property, Plant and Equipment	5	(1,766)	(115,534)
Proceeds from sale of Fixed Assets	5	959	4,893
Interest Received and Receivable	11	18,501	14,695
<b>Net Cash Flow from Investing Activities</b>		<b>17,693</b>	<b>(95,946)</b>
<b>Currency (Loss) arising from Foreign Operations</b>		<b>(8,456)</b>	<b>(29,548)</b>
<b>Net (Decrease)/Increase in Cash and Cash Equivalents</b>		<b>(806,600)</b>	<b>418,954</b>
 Cash and Cash Equivalents at the Beginning of Period	2	2,392,625	1,973,671
Cash and Cash Equivalents at End of Period	2	1,586,025	2,392,625
<b>Movement in Cash and Cash Equivalents</b>		<b>(806,600)</b>	<b>418,954</b>

## **COMMONWEALTH YOUTH PROGRAMME FUND**

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2013**

Governors have approved the 2013-14 budget on behalf of the member states; the most significant liabilities are in respect of pensions which fall due in future periods in excess of one year.

The Board of Governors also approved the new four year Strategic Plan from 2013-14 to 2016-17. There is a commitment from the Board of Governors to fund this Strategic Plan effective July 2013.

On 31 October 2013, the Board of Governors of The Commonwealth approved a proposal for the restructuring of the Commonwealth Youth Programme Fund which will result in the closure of the operations of all four CYP regional centres by March 2014, and the streamlining and consolidating of most of the CYP team into London.

The proposed new CYP model will allow for more cohesive and strategic programming. It will also reduce the number of administrative and conference centre roles and thus result in the maximum redeployment of resources towards programmes.

#### **1.7 Functional and Presentational Currency**

The financial statements have been presented in GB Pounds Sterling which is The Commonwealth's functional currency. All financial information presented in GB Pounds Sterling has been rounded to the nearest £1.

#### **1.8 Financial Instruments**

Financial instruments are initially measured at fair value plus transaction costs unless they are carried at fair value through profit and loss in which case transaction costs are charged to operating costs.

The categorisation of financial assets and liabilities depends on the purpose for which the asset or liability is held or acquired. Management determines the categorisation of assets and liabilities at initial recognition and re-evaluates this designation at each reporting date.

Current financial assets held by CYP comprise cash and cash equivalents, investments, inventories, receivables and prepayments. These are non-derivative financial assets with fixed or determinable payments that are not traded in an active market. It is considered that there is no material difference between fair value, amortised cost and historical cost.

Current financial liabilities held by CYP comprise payables, accruals and deferred income. For liabilities expected to be settled within twelve months of the reporting date, there is no material difference between fair value, amortised cost and historical cost.

Non-current liabilities are carried at their principal amounts, which represent the present value of future cash flows associated with servicing the debt. Interest and charges are accrued over the period they become due and are recorded as part of other creditors.

#### **1.9 Cash and Cash Equivalents**

Cash and cash equivalents consist of cash in hand and bank balances that can easily be converted into cash without loss of value. Cash deposits are held in instant access interest-bearing bank accounts. Cash deposits denominated in foreign currencies have been translated to GB Pound Sterling at exchange rates prevailing at the reporting date. Realised gains and losses are recognised in the Statement of Financial Performance for the year.

Managed investments are held in interest bearing accounts on the money market or as fixed short term deposits. All investments are due to mature within three months and, as such, are all classified as cash and cash equivalents under current assets. The fixed term deposits relate to restricted balances held for the Staff Gratuity Fund and are not available for general use by CYP.

#### **1.10 Inventories**

Regional CYP Centres in Chandigarh, India and Lusaka, Zambia also operate as Conference Centres. Stocks of goods held for resale are valued at the lower of cost and net realisable value. Stocks not held for resale are valued at the lower of cost and current replacement cost.

## COMMONWEALTH YOUTH PROGRAMME FUND

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2013

Investments are held separately to represent the Working Capital Fund. In accordance with Section V of the revised Financial Regulations, the reserve will be subject to a maximum of 25% of approved planned expenditure for that year;

- CYMM/RAB Reserve is the fund set aside to finance the governance meetings. Commonwealth Youth Ministers Meeting (CYMM) is held every four years, while Regional Advisory Board (RAB) is held biennially;
- Designated Fund Reserve is set aside for specific purposes within the overall reserves as agreed with the Board of Governors as part of the budget paper; and
- Revaluation Reserve, relates to the revaluation of two vehicles at the Commonwealth Youth Programme Caribbean Centre.

#### 1.16 Revenue

##### (a) Contributions

CYP is financed by contributions from the 53 Member Governments that make up the Commonwealth. Revenue is recognised in the period to which the contribution relates following agreement of contributions at the meeting of the Board of Governors held annually in May. Where contributions are received in advance of the year to which it relates, the amount is recognised as a liability in the Statement of Financial Position.

Members' contributions receivable in the Statement of Financial Position are stated at the agreed amount and reduced by a provision for anticipated delay in settlement of arrears from members.

##### (b) Special Projects

CYP receives additional contributions and grants from member governments, non-Commonwealth countries and other organisations for special projects (see note 16(b) for details of individual special projects). These monies are awarded subject to specific performance conditions.

The revenue for these projects is recognised when expenditure has been incurred, which is when specific performance conditions are met. When revenue has been received but the expenditure has not been incurred, it is reported as deferred income in the Statement of Financial Position (see note 9 for details of deferred income). Excess funds are returned to the provider.

##### (c) Conference and Hostel Income

This income relates to monies generated from operating Conference and Hostel facilities at the Regional Centres, and is recognised when the service/conference/hostel is provided.

##### (d) Other Income

Other income consists of interest received from interest-bearing accounts. Such income is recognised in the period in which the transaction occurred, not when the income is received.

#### 1.16 Expenses

##### (a) Staff costs

###### i) Unused annual leave

Staff are permitted to accumulate unused annual leave for use in future periods. The value of unused annual leave at the year-end has been estimated using salary pay points and number of leave days outstanding and is included in staff costs in the Statement of Financial Performance. The obligation is recognised as an accrual in the Statement of Financial Position.

###### ii) Tax

PanCom operates an Internal Tax System under an agreement with the UK Government. Tax deducted from emoluments of staff is retained by the organisation.

Locally recruited staff at the CYP Africa and Caribbean Regional Centre are exempt from paying income tax. Staff at the Asia and Pacific Regional Centres pay tax on their income to the Host Government. Internationally recruited Regional Directors and Programme Managers are exempt from paying income tax except where they are nationals of the Host Government in which case, income tax paid is reimbursed by CYP.

## COMMONWEALTH YOUTH PROGRAMME FUND

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2013

The Scheme which was accessible to staff of COMSEC, CFTC, CYP and Commonwealth Science Council Funds was closed to new members with effect from 1 January 2002. It is not possible to separate the scheme liabilities relating to staff under the different funds. The entire liability is therefore recognised in the Statement of Financial Position in COMSEC. The liability or asset recognised in respect of the scheme is the fair value of the plan assets less the present value of the defined obligation at the reporting date.

The current service cost, interest on scheme liabilities and expected return on the scheme assets are recognised in the Statement of Financial Performance of COMSEC.

Actuarial gains and losses are recognised in full in the period in which they occur in the Statement of Changes in Net Assets of COMSEC.

#### **Supplementary Pension**

To supplement The Commonwealth Secretariat Pension & Life Assurance Scheme (1979), The Commonwealth may also award an additional increase on a discretionary basis. A review is carried out annually to compare the pension benefits to UK Public Sector pension increases, and consider whether to award an additional increase on a discretionary basis to bring them into line. This arrangement is paid as supplementary to the pension payment.

An actuarial valuation of The Commonwealth's obligation as at the year-end is obtained with the entire liability recognised in the Statement of Financial Position of COMSEC as it is not possible to separate the scheme liabilities under the different funds. The present value of the supplementary pension obligations is determined by discounting the estimated future cash outflows using agreed assumptions. There are no directly attributable investments or assets to support the obligations of this scheme. Unrealised gains and losses are recognised in the Statement of Changes in Net Assets.

#### **Group Stakeholder Defined Contribution Pension Scheme**

The Commonwealth also operates a defined contribution pension scheme for staff. All contributions are recognised in the Statement of Financial Performance in the period in which the obligations arise.

#### **(b) Office rental and costs**

The headquarters of The Commonwealth is located in London and its operations are sited in two separate office buildings: Marlborough House and Quadrant House. Marlborough House is provided free of rent by the UK Government. Under IPSAS 23 Revenue from Non-Exchange Transactions, the value of this service in-kind is recognised as both income and expense in the Statement of Financial Performance of ComSec.

Office rental costs are an apportionment of costs incurred by ComSec in respect of the rental of Quadrant House, maintenance and utility bills relating to the two official buildings.

Regional Centres are also provided rent-free accommodation by the host governments; African Centre – Zambian Government, Asia Centre – Government of India, Caribbean Centre – Guyana Government and South Pacific Centre – The Solomon Islands Government. No value for this is recognised in relation to a non-exchange transaction as this is not material to these financial statements.

#### **(c) Direct Projects**

Direct Project Costs are expenses related to programmatic activities. Where these expenses occur against a contract issued to a service provider, the related cost is recognised in the Statement of Financial Performance when specific conditions in the individual contracts are fulfilled.

#### **(d) Foreign currency transactions**

PanCom transactions in foreign currencies are translated to GB Pounds Sterling at the rate of exchange on the date of the transactions. Realised gains and losses resulting from the settlement of foreign currency transactions are recognised in the Statement of Financial Performance.

Assets and liabilities of the CYP Regional Centres are translated at the exchange rates existing at reporting date. Revenues and expenses are translated at the average rate of exchange over the financial year. Unrealised gains and losses from the revaluation of foreign operations are recognised in the Statement of Changes in Net Assets as currency translations.



**COMMONWEALTH YOUTH PROGRAMME FUND**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2013**

**5(a) Non-Current Assets**

**Property, Plant & Equipment 2013**

	<b>Building Improvement</b>	<b>Furniture &amp; Fixtures</b>	<b>Hardware &amp; Software</b>	<b>Equipment</b>	<b>Vehicles</b>	<b>Total</b>
	£	£	£	£	£	£
<b>Cost</b>						
<b>Opening Balance at 1 July 2012</b>	<b>11,986</b>	<b>57,629</b>	<b>243,347</b>	<b>24,494</b>	<b>97,997</b>	<b>435,433</b>
Additions	-	-	1,766	-	-	1,766
Revaluations	-	-	-	-	58,400	58,400
Disposals	-	-	(264)	-	(695)	(959)
<b>Asset Impairment</b>	<b>(1,851)</b>	<b>(6,983)</b>	<b>(59,954)</b>	<b>(4,485)</b>	<b>(1,988)</b>	<b>(75,281)</b>
Currency Translation	(536)	(1,615)	(7,606)	(239)	(1,737)	(11,733)
<b>Closing Balance as at 30 June 2013</b>	<b>9,579</b>	<b>49,031</b>	<b>177,289</b>	<b>19,770</b>	<b>151,977</b>	<b>407,646</b>
<b>Depreciation</b>						
<b>Opening Balance at 1 July 2012</b>	<b>(9,471)</b>	<b>(36,709)</b>	<b>(143,178)</b>	<b>(13,894)</b>	<b>(47,321)</b>	<b>(250,573)</b>
Depreciation	(580)	(3,126)	(26,161)	(1,245)	(13,878)	(44,990)
Disposals	-	-	-	-	6	6
Currency Translation	472	5,810	-	3,388	-	9,670
<b>Closing Balance as at 30 June 2013</b>	<b>(9,579)</b>	<b>(34,026)</b>	<b>(169,339)</b>	<b>(11,751)</b>	<b>(61,193)</b>	<b>(285,887)</b>
<b>Net Book Value 30 June 2013</b>	<b>-</b>	<b>15,012</b>	<b>7,950</b>	<b>8,019</b>	<b>90,778</b>	<b>121,759</b>
<b>Net Book Value 1 July 2012</b>	<b>2,495</b>	<b>20,920</b>	<b>100,169</b>	<b>10,600</b>	<b>50,676</b>	<b>184,860</b>

# COMMONWEALTH YOUTH PROGRAMME FUND

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2013

### 6. Payables and Other Liabilities

Amounts falling due within one year

	Notes	2013	2012
		£	£
Staff Balances		307	385
Trade Payables & Accruals		416,654	185,310
Commonwealth Secretariat		-	121,764
Commonwealth Fund for Technical Co-operation		11,119	1,412
Employee Benefits	(a)	326,127	345,026
Other Creditors		22,657	50,036
<b>Total Payables and Current Liabilities</b>		<b>776,864</b>	<b>703,933</b>

#### (a) Employee Benefits

Employee Benefits represent salary arrears, accrued gratuity for staff based at the Regional Centres and provision for accrued leave as at 30 June 2013. The gratuity for locally recruited support staff at the Regional Centres is paid annually while that for internationally-recruited staff is payable at the earlier of end of an employee's contract and termination of employment. The gratuity scheme for PanCom employees is managed under the Commonwealth Secretariat Fund.

### 7. Provisions

The provisions classified as such in the Statement of Financial Position are as follows:

	At 30 June 2013		At 30 June 2012	
	Due within one year	Due after one year	Due within one year	Due after one year
	£	£	£	£
Arbitral Tribunal Claims	-	-	16,110	-
Relocation Expenses	139,042	17,863	74,476	128,021
Home Leave Expenses	11,385	-	8,387	1,480
TACOS Backdated Pay Award	308,621	-	-	-
<b>Total Provisions</b>	<b>459,048</b>	<b>17,863</b>	<b>98,973</b>	<b>129,501</b>

Movements in provisions during the year are as follows:

Provisions for Liabilities	Notes	At 1 July 2012	(Decrease)/ Increase in provision	Amount used in year	As at 30 June 2013
		£	£	£	£
Arbitral Tribunal Claims	(a)	16,110	-	(16,110)	-
Relocation Expenses	(b)	202,497	(41,781)	(3,811)	156,905
Home Leave Expenses	(c)	9,867	1,518	-	11,385
TACOS Backdated Pay Award	(d)	-	308,621	-	308,621
<b>Total Provisions for Liabilities</b>		<b>228,474</b>	<b>268,358</b>	<b>(19,921)</b>	<b>476,911</b>

# COMMONWEALTH YOUTH PROGRAMME FUND

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2013

### 8(a) Commonwealth Youth Programme Fund Members' Contributions 2012-13

Country	Balance at 30 June 2012		Assessment 2012-13		Receipts in year	Balance at 30 June 2013	
	Receivable	Prepaid				Receivable	Prepaid
	£	£	%	£	£	£	£
Antigua & Barbuda	4,023	-	0.27	8,192	(12,215)	-	-
Australia	-	-	10.38	315,530	(315,530)	-	-
Bahamas	-	-	0.62	18,810	(18,810)	-	-
Bangladesh	5,211	-	0.62	15,778	(20,989)	-	-
Barbados	10,007	-	0.62	15,778	(25,000)	786	-
Belize	-	-	0.27	8,192	(8,192)	-	-
Botswana	55,426	-	0.55	16,838	(72,264)	-	-
Brunei Darussalam	-	-	0.79	24,121	(24,121)	-	-
Cameroon	-	-	0.62	15,778	(26,036)	-	(10,258)
Canada	-	-	23.97	729,510	(729,510)	-	-
Cyprus	36,803	-	0.79	24,121	-	60,924	-
Dominica	61,611	-	0.27	8,192	(8,046)	61,757	-
Fiji	17,570	-	0.00	-	-	17,570	-
The Gambia	145,363	-	0.27	8,192	-	153,555	-
Ghana	20,938	-	0.69	21,087	(20,938)	21,087	-
Grenada	21,349	-	0.27	8,192	(2,873)	26,668	-
Guyana	3,070	-	0.27	8,192	(8,010)	3,252	-
India	17,534	-	3.87	117,717	(128,922)	6,329	-
Jamaica	97,141	-	0.69	21,087	-	118,228	-
Kenya	27,604	-	0.72	21,986	-	49,600	-
Kiribati	12,890	-	0.14	4,248	(17,138)	-	-
Lesotho	8,074	-	0.27	8,192	(14,266)	-	-
Malawi	15,805	-	0.27	8,192	-	23,997	-
Malaysia	-	-	1.32	40,200	(40,200)	-	-
Maldives	5,512	-	0.18	5,612	(11,124)	-	-
Malta	-	-	0.52	15,778	(15,778)	-	-
Mauritius	20,617	-	0.52	15,778	(20,617)	15,778	-
Mozambique	-	(13,388)	0.27	8,192	(17,923)	-	(23,119)
Namibia	18,921	-	0.63	19,265	(38,186)	-	-
Nauru	-	-	0.12	3,641	(3,641)	-	-
New Zealand	-	-	2.08	63,258	(63,258)	-	-
Nigeria	-	-	1.10	33,374	(68,748)	-	(35,374)
Pakistan	-	-	1.02	30,946	(30,946)	-	-
Papua New Guinea	6,304	-	0.44	13,501	(17,948)	1,857	-
Rwanda	10,189	-	0.34	10,315	-	20,484	-
St Kitts & Nevis	15,805	-	0.27	8,192	(23,997)	-	-
St Lucia	-	(3,567)	0.27	8,192	(4,625)	-	-
St Vincent & the Grenadines	34,899	-	0.27	8,192	(5,933)	37,158	-
Samoa	-	-	0.27	8,192	(8,192)	-	-
Seychelles	6,074	-	0.27	8,192	(14,266)	-	-
Sierra Leone	154,946	-	0.44	13,501	(103,955)	64,492	-
Singapore	-	-	1.69	51,425	(51,425)	-	-
Solomon Islands	5,854	-	0.27	8,192	(8,192)	5,854	-
South Africa	-	(15,181)	3.24	98,451	(98,451)	-	(15,181)
Sri Lanka	228	-	0.69	21,087	(21,087)	228	-
Swaziland	39,434	-	0.27	8,192	(27,564)	20,062	-
Tanzania	-	(324)	0.69	21,087	-	20,763	-
Tonga	-	-	0.27	8,192	-	8,192	-
Trinidad & Tobago	26,580	-	0.92	28,064	(26,580)	28,064	-
Tuvalu	-	-	0.12	3,641	(3,641)	-	-
Uganda	-	-	0.69	21,087	-	21,087	-
United Kingdom	7,530	-	32.66	993,581	(496,790)	504,321	-
Vanuatu	44,024	-	0.27	8,192	(44,024)	8,192	-
Zambia	60,179	-	0.68	20,782	(80,961)	-	-
Zimbabwe	76,339	-	-	-	-	76,339	-
Cook Islands	35,580	-	0.29	8,873	(8,873)	35,580	-
<b>Total</b>	<b>1,127,414</b>	<b>(32,460)</b>	<b>100.00</b>	<b>3,043,102</b>	<b>(2,809,785)</b>	<b>1,412,203</b>	<b>(63,932)</b>

The net balance of members' contributions in the Statement of Financial Position of £1,002,157 is made up of the balance receivable at 30 June 2013 of £1,412,203 less a provision of £410,046 (2012: £446,931) made against outstanding contributions for delays in settlement of arrears.

# COMMONWEALTH YOUTH PROGRAMME FUND

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2013

### 8(b) Commonwealth Youth Programme Fund Members' Contributions 2011-12

Country	Balance at 30 June 2011		Assessment 2011-12		Receipts in year	Balance at 30 June 2012	
	Receivable	Prepaid				Receivable	Prepaid
	£	£	%	£	£	£	£
Antigua & Barbuda	2,894	-	0.27	8,046	(6,917)	4,023	-
Australia	49,390	-	10.37	309,890	(359,280)	-	-
Bahamas	2,364	-	0.62	18,474	(20,838)	-	-
Bangladesh	14,942	-	0.62	15,498	(25,227)	5,211	-
Barbados	5,211	-	0.52	15,498	(10,700)	10,007	-
Belize	-	(1,972)	0.27	8,046	(6,074)	-	-
Botswana	38,889	-	0.55	16,537	-	55,426	-
Brunei Darussalam	5,961	-	0.79	23,690	(29,651)	-	-
Cameroon	4,309	-	0.52	15,498	(19,805)	-	-
Canada	-	(109,190)	23.97	716,470	(607,280)	-	-
Cyprus	13,113	-	0.79	23,690	-	36,803	-
Dominica	61,324	-	0.27	8,046	(7,759)	61,611	-
Fiji	17,570	-	0.00	-	-	17,570	-
The Gambia	140,533	-	0.27	8,046	(3,216)	145,363	-
Ghana	22,864	-	0.69	20,710	(22,636)	20,938	-
Grenada	13,303	-	0.27	8,046	-	21,349	-
Guyana	3,082	-	0.27	8,046	(8,058)	3,070	-
India	3,925	-	3.87	115,812	(102,003)	17,534	-
Jamaica	76,431	-	0.69	20,710	-	97,141	-
Kenya	108,949	-	0.72	21,603	(100,948)	27,604	-
Kiribati	12,890	-	0.14	4,172	(4,172)	12,890	-
Lesotho	-	(1,972)	0.27	8,046	-	6,074	-
Malawi	7,759	-	0.27	8,046	-	15,805	-
Malaysia	37,587	-	1.32	39,481	(77,068)	-	-
Maldives	447	-	0.18	5,512	(447)	5,512	-
Malta	5,211	-	0.52	15,498	(20,707)	-	-
Mauritius	14,852	-	0.52	15,498	(9,731)	20,617	-
Mozambique	7,759	-	0.27	8,046	(29,193)	-	(13,388)
Namibia	18,247	-	0.63	18,921	(18,247)	18,921	-
Nauru	-	-	0.12	3,576	(3,576)	-	-
New Zealand	17,854	-	2.08	62,127	(79,981)	-	-
Nigeria	7,286	-	1.10	32,777	(40,063)	-	-
Pakistan	9,567	-	1.02	30,393	(39,960)	-	-
Papua New Guinea	50,992	-	0.44	13,260	(57,948)	6,304	-
Rwanda	38	-	0.34	10,131	-	10,169	-
St Kitts & Nevis	35,978	-	0.27	8,046	(28,219)	15,805	-
St Lucia	-	(11,613)	0.27	8,046	-	-	(3,567)
St Vincent & the Grenadines	26,853	-	0.27	8,046	-	34,899	-
Samoa	-	(1,972)	0.27	8,046	(6,074)	-	-
Seychelles	-	(1,972)	0.27	8,046	-	6,074	-
Sierra Leone	141,686	-	0.44	13,260	-	154,946	-
Singapore	28,963	-	1.69	50,506	(79,469)	-	-
Solomon Islands	7,759	-	0.27	8,046	(9,951)	5,854	-
South Africa	93,245	-	3.24	96,691	(205,117)	-	(15,181)
Sri Lanka	19,971	-	0.69	20,710	(40,453)	228	-
Swaziland	39,434	-	0.27	8,046	(8,046)	39,434	-
Tanzania	19,971	-	0.69	20,710	(41,005)	-	(324)
Tonga	44,863	-	0.27	8,046	(52,909)	-	-
Trinidad & Tobago	26,580	-	0.92	27,582	(27,582)	26,580	-
Tuvalu	1,306	-	0.12	3,576	(4,882)	-	-
Uganda	22,608	-	0.69	20,710	(43,318)	-	-
United Kingdom	401,207	-	32.66	975,820	(1,369,497)	7,530	-
Vanuatu	35,978	-	0.27	8,046	-	44,024	-
Zambia	39,768	-	0.68	20,411	-	60,179	-
Zimbabwe	76,339	-	-	-	-	76,339	-
Cook Islands	35,580	-	0.30	8,873	(8,873)	35,580	-
<b>Total</b>	<b>1,871,632</b>	<b>(128,691)</b>	<b>100.00</b>	<b>2,988,873</b>	<b>(3,636,860)</b>	<b>1,127,414</b>	<b>(32,460)</b>

The net balance of members' contributions in the Statement of Financial Position of £680,483 is made up of the balance receivable at 30 June 2012 of £1,127,414 less a provision of £446,931 (2011: £93,911) made against outstanding contributions for delays in settlement of arrears.



# COMMONWEALTH YOUTH PROGRAMME FUND

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2013

### 10. (c) (i) CYMM/RAB Reserve 2012-13

CYMM/RAB	Notes	Balance 1 July 2012 £	Transfer from General Reserve £	Expenses £	Balance 30 June 2013 £
CYMM/RAB Reserve	(a)	528,824	-	312,411	216,413
<b>Total</b>		<b>528,824</b>	<b>-</b>	<b>312,411</b>	<b>216,413</b>

### 10. (c) (ii) CYMM/RAB Reserve 2011-12

CYMM/RAB	Notes	Balance 1 July 2011 £	Transfer from General Reserve £	Expenses £	Balance 30 June 2012 £
CYMM/RAB Reserve	(a)	94,407	434,417	-	528,824
<b>Total</b>		<b>94,407</b>	<b>434,417</b>	<b>-</b>	<b>528,824</b>

(a) CYMM/RAB Reserve is fund set aside to finance CYP governance meetings. Commonwealth Youth Ministers Meeting (CYMM) is held every four years, while Regional Advisory Board (RAB) is held biennially. A total of £312,411 was spent in 2013 in respect of the Commonwealth Youth Ministers Meeting which took place in Papua New Guinea in April 2013.

### 11. Interest Revenues

Interest bearing accounts and investments yielded an average rate of 0.27% (2011-12: 0.33%) during the reporting period. Total interest revenues in 2012-13 was £18,501 (2011-12 £14,695).

### 12. Staff Costs

	2012-13	2011-12
	£	£
Salaries & Allowances	991,029	1,162,699
Employers National Insurance Contributions	34,615	21,068
Contributions to Staff Gratuity Fund	122,891	128,429
Provision for backdated pay, home & relocation expenses – see note 7	268,358	94,760
Other Staff and Short Term Consultants Costs – see note 16(a)	29,723	94,845
Other	6,248	-
<b>Total Staff Costs</b>	<b>1,452,864</b>	<b>1,501,801</b>

### 13. Remuneration of Key Management Personnel

The members of the Board of Governors do not receive any remuneration from the organisation for their roles.

The aggregate remuneration paid or payable to key management personnel for all three funds during the year is disclosed in the COMSEC's financial statements. A share of the remuneration of key management personnel is recharged to the CYP through the Common Service Charge.

# COMMONWEALTH YOUTH PROGRAMME FUND

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2013

### 16. (a) Special Projects by cost type

For additional information, a breakdown of Special projects expenses are provided below. These are analysed below according to cost type:

	2012-13	2011-12
	£	£
Staff & Short Term Consultants Costs	29,723	94,845
Communications, Publicity & Information	4,983	581
Training & Workshops	-	49,700
Other Miscellaneous Expenses	94,639	113,103
<b>Total</b>	<b>129,345</b>	<b>258,229</b>

### 16. (b) Special Projects 2012-13

Special Projects	Balance 1 July 2012 £	Receipts £	Expenses £	Adjustments £	Balance 30 June 2013 £
Absolute Return for Kids (ARK) projects	117,033	5,687	-	(19,291)	103,429
Youth Gold Awards	3,000	-	-	-	3,000
External Regional Moderators & Regional Quality Assurance (ERM & RQA)	6,452	-	-	123	6,575
Youth Outreach Programme	455	-	(453)	(2)	-
Sport for Development	5,718	-	-	(341)	5,377
Creating Alliance on Youth Entrepreneurship	7,902	-	-	(7,902)	-
EAD – Printing & Distribution of Manuals	-	5,316	(4,983)	(17)	316
OAS – Research Project	6,340	-	-	170	6,510
Solomon Islands Government (Accommodation Funds)	11,871	82,913	(94,186)	44,872	45,470
Australian Youth Funds	1,064	-	-	(1,064)	-
Youth Financial Inclusion Project	39	9,394	-	(177)	9,256
Centres of Excellence, Development, Sports Activities & Capacity Building	101,110	34,988	(29,723)	-	106,375
PCO – Conference on Gender	453	-	-	12	465
<b>TOTAL</b>	<b>261,437</b>	<b>138,298</b>	<b>(129,345)</b>	<b>16,383</b>	<b>286,773</b>

Adjustments represent funds that have been written off, paid back to donors or transferred to debtors for recovery in the subsequent financial period.

## **COMMONWEALTH YOUTH PROGRAMME FUND**

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2013**

#### **18. Related Party Disclosures**

##### **(a) Controlled Entities**

The Commonwealth as an organisation operates and separately prepares audited financial statements for the following three funds:

- Commonwealth Secretariat Fund (ComSec)
- Commonwealth Fund for Technical Co-operation (CFTC)
- Commonwealth Youth Programme Fund (CYP)

As described in note 1.16(e), costs of common service divisions are incurred by ComSec. These charges are then recovered from CFTC and CYP.

##### **(b) Key Management Personnel**

The Secretary-General of The Commonwealth is a member of the Board of Governors of two organisations which are associated with The Commonwealth. They are the Commonwealth of Learning and Commonwealth Foundation. These organisations although associated with The Commonwealth have separate Memorandum of Understanding, Board of Governors and Executive Management independent of The Commonwealth.

In the financial year to 30 June 2013, there were no transactions outside the normal operations between The Commonwealth Youth Programme Fund and the two Commonwealth organisations mentioned above (2012: £nil).

There were no transactions outside the normal operations between The Commonwealth and organisations controlled by key management personnel or their close family members.

#### **19. Obligations under Operating Leases**

All lease agreements are registered in COMSEC and the costs are shared among the three Funds. The total amount of operating leases recognised in CYP Statement of Financial Performance for the period is £33,990 (2011-12: £29,831).

#### **20. Financial Instruments**

The Commonwealth's financial risk management policies are framed within the context of its investment policy and financial regulations. The Commonwealth continues to operate a framework of internal controls designed to safeguard its assets.

The risks associated with the use of its financial instruments are currency, interest rate, credit and liquidity risks.

**Currency Risk** – The functional currencies of the regional centres are denominated as follows; Africa (Zambia Kwacha); Asia (Indian Rupee); Caribbean (Guyanese Dollars) and Pacific (Solomon Island Dollars). To manage the currency risk, host governments pay their contribution invoices directly to the regional centre in local currency, instead of paying it to London. The overall currency gain for the year to 30 June 2013 was £3k (as per segmental information note 17).

