



**Annual report and financial statements  
for the year ended 30 June 2023**

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## **Commonwealth Foundation**

### **Legal and administrative information For the year ended 30 June 2023**

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#### **International Organisation status**

The Commonwealth Foundation (the Foundation) was established by Agreed Memorandum approved by the Commonwealth Heads of Government in London in 1966. It was originally registered as a charity under English law but was reconstituted as an International Organisation on 14 February 1983 under the Headquarters Agreement between the Foundation and the Government of the United Kingdom of Great Britain and Northern Ireland (Cmnd.8675), as ratified by the Commonwealth Foundation Immunities and Privileges Order 1983 (SI 1983 No. 143).

The objective of the Foundation is to strengthen and mobilise civil society in support of Commonwealth principles and priorities.

Within this broad framework, the Foundation:

1. assists civil society organisations, including Commonwealth professional bodies and networks at the national, regional and Commonwealth level
2. supports exchange between civil society organisations, including Commonwealth professional bodies and networks
3. stimulates the flow of information between civil society organisations including Commonwealth professional bodies and networks and governments through Commonwealth processes, and
4. stimulates and supports any other activities which fall within the Foundation's strategic plan as approved by the Board of Governors.

The Foundation is governed in accordance with its Memorandum of Understanding.

#### **Vision and Mission**

The Foundation's vision is of a Commonwealth of equal, just and inclusive societies. Its mission is to contribute to that vision by:

1. supporting the active and constructive participation of Commonwealth citizens in all aspects of their governance
2. nurturing the growth of vibrant and free civil societies in all Commonwealth countries
3. advancing the principles and ideals of the Commonwealth

**Address** Marlborough House  
Pall Mall  
London  
SW1Y 5HY

Tel: +44 (0)20 7930 3783

**Chair** Dato' Sudha Devi K R Vasudevan  
Start of Term in Office: 1 January 2021

**Director-General** Dr Anne T. Gallagher AO (BA, LLB, M.Intl.L, PhD)

**Deputy Director-General** Mr Shem Ochola OGW

## Commonwealth Foundation

### Legal and administrative information (continued) For the year ended 30 June 2023

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#### Membership and governance

All 56 Commonwealth countries are eligible to become Members of the Commonwealth Foundation. Total membership as at June 2023 is 49 countries.

Associated states or overseas territories may apply for associate member status. Gibraltar is currently an Associate Member.

The Commonwealth Foundation is governed by a Chair and a Board of Governors. Each Member State is represented on the Board by a Governor. In addition, five Governors are selected to represent Civil Society. The Associate Member is represented on the Board by an observer.

#### Member States

Antigua & Barbuda	Malta
Australia	Mauritius
Bahamas	Mozambique
Bangladesh	Namibia
Barbados	New Zealand
Belize	Nigeria
Botswana	Pakistan
Brunei Darussalam	Papua New Guinea
Cameroon	Rwanda
Canada	Samoa (rejoined July 2023)
Cyprus	Seychelles
Dominica	Sierra Leone
Gabon (joined March 2023)	Solomon Islands
Ghana	South Africa
Grenada	Sri Lanka
Guyana	St Kitts and Nevis
India	St Lucia
Jamaica	St Vincent & the Grenadines
Kenya	Tonga
Kingdom of eSwatini (formerly Swaziland)	Trinidad & Tobago
Kiribati	Uganda
Lesotho	United Kingdom
Malawi	United Republic of Tanzania
Malaysia	Vanuatu
Maldives	Zambia

#### Associate Member

Gibraltar

#### Commonwealth Member States that are not part of the Commonwealth Foundation

Fiji Islands	The Gambia (withdrew Oct 2013)
Nauru	Togo
Singapore (withdrew Feb 2012)	Tuvalu

**Commonwealth Foundation**

**Legal and administrative information (continued)**  
**For the year ended 30 June 2023**

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**Bankers** Lloyds Bank Plc  
Pall Mall, St James's Branch  
39 Piccadilly  
London  
W1J 0AA

Barclays Bank Plc  
P O Box 9359  
Leicester  
OE87 2BB

**Independent auditors** Saffery LLP  
71 Queen Victoria Street  
London  
EC4V 4BE

## **Commonwealth Foundation**

### **Introduction from the Director-General For the year ended 30 June 2023**

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I am delighted to introduce the 2022-2023 Annual Financial Statements of the Commonwealth Foundation. The Foundation's reputation for careful and transparent use of public funds continues to owe much to the diligent work of the Finance Team, and my thanks to the team for supporting the Foundation through another busy and exciting year. I am also grateful to our auditors for their continued guidance.

While the Foundation's budget is not large, our work is complex and wide-ranging, requiring a full suite of financial services and expertise. Over the past several years we have sought to take advantage of changes in our operating environment to introduce better systems and processes: freeing up our scarce and precious human capacity to enable time and space for the strategic and long-range thinking that is as important in this area of our work as it is across our programmes. There is still some work to be done but over the past year we have made significant inroads into streamlining our management, payment and record systems, as well as developing a strong succession plan for long-term staffing of our Finance Team. Remote working is no longer a constraint for us, but we continue to reap the rewards of being required to think differently about how essential tasks can be done in the most effective way.

The Financial Statements confirm that the Foundation's current position remains strong, with cash and cash equivalents at year-end revealing a healthy balance of £2,737,545.

The past year has been one of substantial learning and growth. We delivered a record number of grants to a record number of civil society organisations across the Commonwealth within our modest budget. We actively sought to strengthen our role as advocate and champion of the Commonwealth values and aspirations. Our commitment to supporting civil society in small and vulnerable Commonwealth countries has been realised across all programmes.

This report finds the Foundation almost at the mid-point in our 2021-2026 Strategic Plan, approved by Governors in June 2021. A 'stop and reflect' exercise held earlier this year confirmed that we are well on track to achieve the objectives of the Plan. We are pleased that at its June 2023 meeting, the Board of Governors approved some refinements to the Plan that will help ensure the Foundation continues to deliver strongly for the people of the Commonwealth.

The Foundation takes seriously its obligation to carefully and responsibly use the funds made available by Member States. We continue to improve our approach to monitoring and evaluation: combining a robust results-based management system with innovations that seek to give us the information needed to show the change that is happening because of our work. We are especially proud to already be able to demonstrate real results under the 2021-2026 Strategic Plan.

As an intergovernmental organisation the Foundation's financial health – and capacity to deliver on its strategic plan – is contingent on members' full and regular payment of their assessed contributions. Over the past several years I have communicated to governors a consistent message of concern around the issue of arrears in assessed contributions.

I am most grateful to the Foundation's Board of Governors for agreeing, in June 2022, to my proposal for a 'recovery and re-set initiative'. Under this initiative, the debts of members in serious arrears will be considered fully discharged upon payment of the past two years' contribution and a commitment to full and timely payment of future contributions. My thanks to governors for their continued

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## **Commonwealth Foundation**

### **Introduction from the Director-General For the year ended 30 June 2023**

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demonstration of solidarity and support, not least through agreeing to an extension of the initiative that will hopefully yield the results that we are all seeking.

The Foundation's member states are ultimately responsible for ensuring the long-term financial stability and sustainability of their organisation. I look forward to continuing my close engagement with governors on this issue – while living out our commitment to Member States that the Foundation will continue its strong and consistent record of prudence, transparency, and delivering exceptional value for money.



Dr Anne T. Gallagher AO  
Director-General

## **Commonwealth Foundation**

### **Financial review**

### **For the year ended 30 June 2023**

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For the year ended 30 June 2023, the Foundation recognised income of £3,473,114 (2022: £3,305,780) and expenditure of £3,554,312 (2022: £3,232,420). Reserves decreased by £81,198 (2022: increased £73,360) resulting in reserves carried forward as at 30 June 2023 of £1,294,674 (2022: £1,375,872).

## **Commonwealth Foundation**

### **Statement of Board of Governors' responsibilities For the year ended 30 June 2023**

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The Board of Governors is entrusted by Member States with responsibility for and oversight of the Foundation's policies, programmes, priorities and approval of the annual budget and for ensuring that these are in accordance with the strategic plan of the Foundation.

The Memorandum of Understanding requires the Board of Governors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Commonwealth Foundation and of its result for that period.

In preparing those financial statements, the Board of Governors is required to:

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Commonwealth Foundation will continue to operate, and
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.

The Board of Governors is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Commonwealth Foundation. The Board of Governors is also responsible for safeguarding the assets of the Commonwealth Foundation and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

To assist the Board in the execution of these duties, the Memorandum of Understanding provides for the appointment of a Director-General. The Foundation is represented by the Director-General and as such the Director-General authorises the financial statements and associated reports on behalf of the Board of Governors and the Commonwealth Foundation.

The Board of Governors is responsible for the maintenance and integrity of the Foundation and financial information included on the Foundation's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved and signed on behalf of the Board of Governors on 9 November 2023 by:



Dr Anne T. Gallagher AO  
Director-General

## **Commonwealth Foundation**

### **Independent auditors' report to the Board of Governors For the year ended 30 June 2023**

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#### **Opinion**

We have audited the financial statements of the Commonwealth Foundation for the year ended 30 June 2023 which comprise the Statement of income and expenditure, the Statement of financial position, Statement of cash flows and notes to the financial statements, including 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 Foundation's affairs as at 30 June 2023 and its result for the year then ended, and
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice.

#### **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 Foundation 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**

In auditing the financial statements, we have concluded that the Board of Governors' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Foundation's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Board of Governors with respect to going concern are described in the relevant sections of this report.

#### **Other information**

The Board of Governors is 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 we do not express any form of assurance conclusion thereon.

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 course of 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 this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have

## **Commonwealth Foundation**

### **Independent auditors' report to the Board of Governors For the year ended 30 June 2023**

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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.

#### **Responsibilities of the Board of Governors**

As explained more fully in the Statement of Board of Governors' Responsibilities set out on page 7, the Board of Governors is 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 Board of Governors determines 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 Board of Governors is responsible for assessing the Foundation'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 Board of Governors either intend to liquidate the Foundation 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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below.

##### **Identifying and assessing risks related to irregularities:**

We assessed the susceptibility of the Foundation's financial statements to material misstatement and how fraud might occur, including through discussions with informed management, discussions within our audit team planning meeting, updating our record of internal controls and ensuring these controls operated as intended. We evaluated possible incentives and opportunities for fraudulent manipulation of the financial statements. We identified laws and regulations that are of significance in the context of the Foundation by discussions with management and updating our understanding of the sector in which the Foundation operates.

Laws and regulations of direct significance in the context of the Foundation include the Commonwealth Foundation Immunities and Privileges Order 1983 (SI 1983 No. 143) under which the Foundation is constituted, and UK Tax legislation.

##### **Audit response to risks identified:**

We considered the extent of compliance with these laws and regulations as part of our audit procedures on the related financial statement items including a review of financial statement

## **Commonwealth Foundation**

### **Independent auditors' report to the Board of Governors For the year ended 30 June 2023**

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disclosures. We reviewed the Foundation's records of breaches of laws and regulations, minutes of meetings and correspondence with relevant authorities to identify potential material misstatements arising. We discussed the Foundation's policies and procedures for compliance with laws and regulations with members of management responsible for compliance.

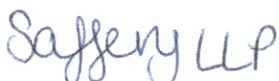
During the planning meeting with the audit team, the engagement partner drew attention to the key areas which might involve non-compliance with laws and regulations or fraud. We enquired of management whether they were aware of any instances of non-compliance with laws and regulations or knowledge of any actual, suspected or alleged fraud. We addressed the risk of fraud through management override of controls by testing the appropriateness of journal entries and identifying any significant transactions that were unusual or outside the normal course of business. We assessed whether judgements made in making accounting estimates gave rise to a possible indication of management bias. At the completion stage of the audit, the engagement partner's review included ensuring that the team had approached their work with appropriate professional scepticism and thus the capacity to identify non-compliance with laws and regulations and fraud.

There are inherent limitations in the audit procedures described above and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we would become aware of it. Also, the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentations, or through collusion.

A further description of our responsibilities is available on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

#### **Use of our report**

This report is made solely to the Board of Governors, as a body, in accordance with the engagement letter dated 23 July 2021. Our audit work has been undertaken so that we might state to the Board of Governors those matters we are required to state to them in an 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 Foundation and Board of Governors as a body, for our audit work, for this report, or for the opinions we have formed.



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Saffery LLP  
71 Queen Victoria Street  
London EC4V 4BE

Date: 10 November 2023

## Commonwealth Foundation

### Statement of income and expenditure For the year ended 30 June 2023

	Notes	2023				2022
		General funds £	Designated funds £	Restricted Funds £	Total £	Total £
<b>Income from</b>						
Assessed contributions	5	3,433,221	-	-	3,433,221	3,294,967
Grants and voluntary donations	5	-	-	8,437	8,437	-
Other income	5	31,456	-	-	31,456	10,813
<b>Total income</b>		<u>3,464,677</u>	-	8,437	<u>3,473,114</u>	<u>3,305,780</u>
<b>Expenditure on</b>						
Programmes						
- Direct programme costs	6	524,852	29,588	16,746	571,186	524,986
- Programme grants payable	7	1,012,871	-	-	1,012,871	1,405,423
- Foundation events	8	-	2,855	8,437	11,292	153,903
- Staff and related costs	9	796,184	-	32,278	828,462	795,662
		2,333,907	32,443	57,461	2,423,811	2,879,974
Directorate						
- Governance	10	62,200	-	-	62,200	23,879
- Organisation core admin and operating costs		277,734	-	-	277,734	259,327
- Staff and related costs	9	328,726	-	-	328,726	338,004
		668,660	-	-	668,660	621,210
Bad debt expense	5	461,841	-	-	461,841	(268,764)
<b>Total expenditure</b>	11	<u>3,464,408</u>	32,443	57,461	<u>3,554,312</u>	<u>3,232,420</u>
<b>Net income/ (expenditure) for the financial year</b>		269	(32,443)	(49,024)	(81,198)	73,360
Transfers between funds	11	(87,324)	87,324	-	-	-
<b>Reserves brought forward</b>		1,206,719	120,129	49,024	1,375,872	1,302,512
<b>Reserves carried forward</b>		<u>1,119,664</u>	175,010	-	<u>1,294,674</u>	<u>1,375,872</u>

# Commonwealth Foundation

## Statement of financial position As at 30 June 2023

		2023	2022
	Notes	£	£
<b>Fixed assets</b>			
Tangible fixed assets	<b>12</b>	14,343	22,931
<b>Current assets</b>			
Debtors	<b>13</b>	301,328	563,331
Cash at bank and in hand		<u>2,737,545</u>	<u>2,902,813</u>
		3,038,873	3,466,144
<b>Current liabilities</b>			
Creditors: Amounts falling due within one year	<b>14</b>	(1,758,542)	(2,113,203)
<b>Net current assets</b>		<u>1,280,331</u>	<u>1,352,941</u>
<b>Net assets</b>		<u>1,294,674</u>	<u>1,375,872</u>
<b>Reserves</b>			
General fund		1,119,664	1,206,719
Designated fund		175,010	120,129
Restricted funds		<u>-</u>	<u>49,024</u>
<b>Total reserves</b>	<b>11</b>	<u>1,294,674</u>	<u>1,375,872</u>

These financial statements have been prepared in accordance with the provisions applicable to entities subject to the small entities' regime.

The accounts were approved on 9 November 2023 and signed on behalf of the Board of Governors by:



Dr Anne T. Gallagher AO  
**Director-General**

# Commonwealth Foundation

## Statement of cash flows For the year ended 30 June 2023

	Notes	2023 £	2022 £
<b>Cash flows from operating activities (see below)</b>		<u>(167,398)</u>	<u>287,556</u>
<b>Cash flows from investing activities</b>			
Purchase of tangible fixed assets		(4,316)	(30,830)
Interest income		<u>6,446</u>	<u>915</u>
<b>Net cash provided by investing activities</b>		<u>2,130</u>	<u>(29,915)</u>
Change in cash and cash equivalents in the year		(165,268)	257,641
Cash and cash equivalents at the beginning of the year		<u>2,902,813</u>	<u>2,645,172</u>
<b>Cash and cash equivalents at the end of the year</b>		<u>2,737,545</u>	<u>2,902,813</u>
<b>Reconciliation of net income to cash flows from operating activities</b>			
Net (expenditure) / income for the year		(81,198)	73,360
Depreciation charges		12,904	12,282
Decrease / (increase) in debtors		262,003	(180,235)
(Decrease) / increase in creditors		(354,661)	383,064
Interest income		<u>(6,446)</u>	<u>(915)</u>
<b>Net cash used in operating activities</b>		<u>(167,398)</u>	<u>287,556</u>

Note: Analysis of changes in net funds:

	At 1 July 2022 £	Cash flows £	At 30
			June 2023 £
<b>Cash</b>	<u>2,902,813</u>	<u>(165,268)</u>	<u>2,737,545</u>

# **Commonwealth Foundation**

## **Notes to the financial statements For the year ended 30 June 2023**

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### **1. Statutory information**

The Commonwealth Foundation is an International Organisation. The registered office is Marlborough House, Pall Mall, London, SW1Y 5HY, United Kingdom.

### **2. Compliance with accounting standards**

The accounts have been prepared in accordance with the provisions of Financial Reporting Standard 102 (FRS 102) for small entities (FRS 102 Section 1A). There were no material departures from that standard.

### **3. Accounting policies**

The financial statements are presented in the currency of the United Kingdom. Monetary amounts in these financial statements have been rounded to the nearest whole £.

The Commonwealth Foundation constitutes a public benefit entity as defined by FRS 102.

The financial statements have been prepared on a going concern basis.

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the organisation's financial statements.

#### **3.1 Income**

All incoming resources are included in the statement of income and expenditure when the Foundation is entitled to the income and the amounts can be quantified with reasonable accuracy. Assessed contributions are recognised in the year to which the contribution relates. Interest is recognised when earned. Grants received by the Foundation are recognised over the periods to which they relate.

#### **3.2 Expenditure**

All expenditure is accounted for on an accruals basis. Expenditure is allocated to the different headings on the statement of income and expenditure on a basis that is consistent with the use of the resources.

#### **3.3 Fixed assets**

Fixed assets greater than £500 are capitalised at cost, which includes the purchase price and directly attributable costs to bring the asset into functional use.

Depreciation is charged so as to write off the cost less the estimated residual value of assets by equal instalments over their estimated useful lives as follows:

Fixtures and fittings	20% per annum
Equipment	33% per annum

#### **3.4 Debtors**

Debtors are stated at net realisable value. At the end of each financial year the Foundation assesses the recoverability of outstanding contributions due from Member States and makes a provision where contributions are not deemed likely to be recovered.

## **Commonwealth Foundation**

### **Notes to the financial statements For the year ended 30 June 2023**

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Provision is normally made against amounts due from Member States that have arrears more than two years overdue, as well as any debts owed by former members of the Foundation.

#### **3.5 Financial instruments**

Financial instruments primarily include financial assets and liabilities such as cash and cash equivalents, receivables and payables. The Commonwealth Foundation has not entered into any derivative financial instrument transactions at the reporting date. Interest relating to financial instruments is reported in the statement of income and expenditure.

Financial assets and liabilities are recorded at fair value as at the reporting date.

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled.

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

#### **3.6 Cash and cash equivalents**

The Commonwealth Foundation considers cash in hand, amounts due from banks and short-term deposits with banks to be cash and cash equivalents.

#### **3.7 Provisions**

Provisions are recognised when the Commonwealth Foundation has a legal or constructive obligation as a result of past transactions, when it is probable that an outflow of resources will be required to settle that obligation, and when an estimate of the amount of the obligation can be made.

#### **3.8 Foreign currency transactions**

All assessed contributions are payable in sterling. Voluntary contributions are accepted in currencies other than sterling. Foreign currency transactions are accounted for at the exchange rates prevailing on the date of the transactions. Both realised and unrealised gains and losses resulting from the settlement of such transactions and from the revaluation at reporting date of monetary assets and liabilities denominated in foreign currencies are recognised in the statement of income and expenditure.

#### **3.9 Reserves**

General funds are spent or applied at the discretion of the Commonwealth Foundation to further any of its purposes. It is one aim of the Commonwealth Foundation to hold the equivalent of six months' operating expenditure in cash in General Fund reserves to provide working capital. This figure is calculated as one half of the previous year's assessed contributions.

Designated funds represent amounts set aside by the Board of Governors to meet specific activities of the organisation. Details of activities funded by designated funds are disclosed in Note 10.

Restricted funds represent amounts received by the Commonwealth Foundation that are earmarked for specific usage by the funder.

## Commonwealth Foundation

### Notes to the financial statements (continued) For the year ended 30 June 2023

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#### **3.10 Taxes**

The Commonwealth Foundation is exempt from direct and indirect tax under its agreement with the UK Government. VAT incurred on the supply of goods and services is recoverable from the UK government.

#### **3.11 Gratuity scheme**

The Foundation contributes fifteen per cent of gross salary on a monthly basis for members of staff in lieu of pension contributions. The funds are invested and administered by the Commonwealth Secretariat Staff Gratuity Fund. The Fund's underlying assets are represented by cash and fixed term deposits. Payments of accumulated gratuity plus interest are made to staff at the end of their contract or on leaving the Foundation. Contributions to the fund are recognised as staff costs in the statement of income and expenditure.

## **4. Critical estimates and judgements**

Judgements and estimations are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

In making these estimates the Foundation makes assumptions concerning the future. The judgements and estimations that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are addressed below.

#### *Provision against contributions receivable*

At the end of each financial year the Foundation assesses the recoverability of outstanding contributions due from Member States. The Foundation has provided against amounts due from Member States that have arrears more than two or more years overdue as well as any debts owed by former members of the Foundation.

#### *Unquantifiable pension commitments*

No provision is made for pension contributions payable by the Commonwealth Foundation to two former employees. An annual charge is made for the amounts payable each year; the pension commitment is not considered to be quantifiable due to the age of the pensioners.

## Commonwealth Foundation

### Notes to the financial statements (continued) For the year ended 30 June 2023

#### 5. Income

##### 5.1 Assessed contributions

	General funds	Restricted funds	2023	2022
	£	£	£	£
Assessed contributions	<u>3,433,221</u>	-	<u>3,433,221</u>	<u>3,294,967</u>

The Foundation is financed by assessed contributions from 49 of the 56 member countries that make up the Commonwealth.

	General funds	Restricted funds	2023	2022
	£	£	£	£
(Increase) / decrease in provision for contributions arrears	(461,841)	-	(461,841)	268,764

A provision has been made against amounts due from Member States where the arrears were two or more years overdue. Member States contributions for the year after provision were £2,971,380 (2022: £3,563,731).

##### 5.2 Project grants and voluntary income

	General funds	Restricted funds	2023	2022
	£	£	£	£
Extra-Budgetary Resources (EBR) UK FCDO	-	8,437	8,437	-

##### 5.3 Other income

	General funds	Restricted funds	2023	2022
	£	£	£	£
Bank interest	31,236	-	31,236	915
Sundry income	220	-	220	9,898
	<u>31,456</u>	-	<u>31,456</u>	<u>10,813</u>

# Commonwealth Foundation

## Notes to the financial statements (continued) For the year ended 30 June 2023

### 6. Direct programme costs – for grants awarded see 7 below

	General funds £	Designated funds £	Restricted funds £	2023 £	2022 £
Commonwealth Writers (CW) & Participatory Governance and Gender (PGG)	-	4,064	-	4,064	36,762
Knowledge Learning and Communications (KLC)	202,110	-	-	202,110	178,206
Commonwealth Civil Society (CCS)	43,613	-	-	43,613	32,071
Creative Commonwealth (CC)	146,929	524	-	147,453	136,555
People of the Commonwealth (POC)	132,200	25,000	-	157,200	141,392
EBR Canada			16,746	16,746	-
	524,852	29,588	16,746	571,186	524,986
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

### 7. Programme grants payable

	General funds £	Designated funds £	Restricted funds £	2023 £	2022 £
Commonwealth Civil Society Programme					
Open Call grants	792,310	-	-	792,310	902,816
Capacity strengthening grants	121,652	-	-	121,652	168,127
Covid-19 Special grants	-	-	-	-	2,157
Creative Commonwealth Programme Grants	98,909	-	-	98,909	91,083
EBR Canada Grants	-	-	-	-	241,240
	1,012,871	-	-	1,012,871	1,405,423
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

## Commonwealth Foundation

### Notes to the financial statements (continued) For the year ended 30 June 2023

#### 8. Foundation events

	General funds	Designated funds	Restricted funds	2023	2022
	£	£	£	£	£
Commonwealth People's Forum	-	2,855	-	2,855	153,903
Commonwealth Charter Event	-	-	8,437	8,437	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	-	2,855	8,437	11,292	153,903
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

#### 9. Staff and related costs

	General funds	Restricted funds	2023	2022
	£	£	£	£
Salaries	830,567	32,278	862,845	838,749
Social security	92,809	-	92,809	89,206
Gratuity scheme	139,421	-	139,421	129,741
Other staff related costs	62,113	-	62,113	75,970
	<hr/>	<hr/>	<hr/>	<hr/>
	<u>1,124,910</u>	<u>32,278</u>	<u>1,157,188</u>	<u>1,133,666</u>
Of which:				
Programmes	796,184	32,278	828,462	795,662
Directorate (incl. other staff related costs)	328,726	-	328,726	338,004
	<hr/>	<hr/>	<hr/>	<hr/>
	<u>1,124,910</u>	<u>32,278</u>	<u>1,157,188</u>	<u>1,133,666</u>
<b>Average staff numbers in the year</b>			<b>2023</b>	<b>2022</b>
Senior management			2	2
Programmes			15	16
Directorate			4	4
	<hr/>	<hr/>	<hr/>	<hr/>
	<u>21</u>	<u>22</u>		

The Foundation considers its key management personnel to be the Director-General and the Deputy Director-General. The total employment benefits including contributions to the gratuity fund of key management personnel in the year ended 30 June 2023 were £279,511 (2022: £272,256).

## Commonwealth Foundation

### Notes to the financial statements (continued) For the year ended 30 June 2023

#### 10. Governance costs

	2023	2022
	£	£
Chair's honorarium	2,000	2,000
Chair's expenses	18,943	5,525
High Commissioners' festive poetry evening	5,506	-
Royal Commonwealth Society subscription	1,500	1,500
Director-General governance-related travel	1,050	155
CSAG induction expenses	14,306	-
Director-General outreach expenses	8,210	6,101
Governance meeting costs	1,744	320
Africa Global Goals meeting costs	1,640	-
Governance papers printing	5,733	4,776
Governance papers distribution	1,568	3,502
	62,200	23,879

During the year ended 30 June 2023, there were increased costs of governance meetings arising from increased in-person meetings. The Chair's engagement in Governance meetings in December and June, as well as attendance for Commonwealth Week events, required three trips to the UK compared against just one UK trip during the previous year. A new cohort of Civil Society Advisory Governors (CSAG) was recruited during the reporting year, with their in-person induction taking place in London in June 2023.

## Commonwealth Foundation

### Notes to the financial statements (continued) For the year ended 30 June 2023

#### 11. Reserves

	Balance 1 July 2022	Incoming Resources	Outgoing resources	Transfers	Balance 30 June 2023
	£	£	£	£	£
<b>General funds</b>					
General Fund	1,206,719	3,464,677	(3,464,408)	(87,324)	1,119,664
<b>Restricted funds</b>					
Extra-Budgetary Resources (EBR) Canada (i)	49,024	-	(49,024)	-	-
Extra-Budgetary Resources (EBR) UK FCDO (ii)	-	8,437	(8,437)	-	-
	<u>49,024</u>	<u>8,437</u>	<u>(57,461)</u>	<u>-</u>	<u>-</u>
<b>Designated funds</b>					
Special Grants Funds (iii)	53,772	-	-	(53,772)	-
Commonwealth People's Forum Fund (iv)	16,903	-	(2,855)	53,772	67,820
Governance activities	(7)	-	-	7	-
Programmes activities (CW) (v)	12,461	-	(4,064)	-	8,397
Creative Commonwealth (vi)	12,000	-	(524)	3,700	15,176
People of the Commonwealth (vii)	25,000	-	(25,000)	-	-
Grants programme reserve (viii)	-	-	-	83,617	83,617
	<u>120,129</u>	<u>-</u>	<u>(32,443)</u>	<u>87,324</u>	<u>175,010</u>
<b>Total funds</b>	<u>1,375,872</u>	<u>3,473,114</u>	<u>(3,554,312)</u>	<u>-</u>	<u>1,294,674</u>

The designated reserves are for the following purposes:

- (i) Extra-Budgetary Resources (EBR) Canada represents remaining funds received from the Government of Canada to enhance the Foundation's Special Grants Call in response to the Covid-19 pandemic
- (ii) Extra-Budgetary Resources (EBR) UK FCDO were funds received from the Foreign & Commonwealth Development Office towards the costs of the Commonwealth Charter event in March 2023
- (iii) The Special Grants Fund was set aside to make one-off grants to Commonwealth countries in exceptional circumstances, such as grants to alleviate difficulties arising from natural disasters. The Board of Governors resolved in June 2023 to transfer the balance remaining to the Commonwealth People's Forum (CPF) Fund to support delivery and planning of 2024 CPF
- (iv) The Commonwealth People's Forum (CPF) Fund represents money set aside to support the Foundation's biennial event
- (v) The Programmes reserve reflects funds set aside to meet the remaining costs of the Caribbean Voices Films activities that were delayed due to the Covid-19 pandemic
- (vi) The Creative Commonwealth reserve reflects funds set aside to meet the costs of specific projects taking place in 2023-24 that had been delayed from the previous year
- (vii) The People of the Commonwealth reserve reflects funds set aside to meet the costs of specific projects taking place in 2022-23 that had been delayed from the previous year.
- (viii) The Grants programme reserve reflects funds from the underspends on previously committed grant expenditure and now set aside to be used for the 2023-24 Open Call grants programme.

## Commonwealth Foundation

### Notes to the financial statements (continued) For the year ended 30 June 2023

#### 12. Fixed assets

	Fixtures and fittings £	Equipment £	Total £
<b>Cost</b>			
Balance at 1 July 2022	17,536	44,941	62,477
Additions in year	-	4,316	4,316
Disposals	(3,197)	(3,885)	(7,082)
Balance at 30 June 2023	14,339	45,372	59,711
<b>Depreciation</b>			
Balance at 1 July 2022	15,157	24,389	39,546
Disposals	(3,197)	(3,885)	(7,082)
Depreciation charge for the year	1,190	11,714	12,904
Balance at 30 June 2023	13,150	32,218	45,368
<b>Net book value</b>			
At 30 June 2023	1,189	13,154	14,343
At 30 June 2022	2,379	20,552	22,931

#### 13. Debtors

	2023 £	2022 £
Assessed contributions	1,528,428	1,346,937
Provision for contribution arrears (see below)	(1,360,108)	(973,985)
VAT and other recoverable taxes	85,548	154,291
Other debtors	714	13,622
Accrued income, prepayments and deposits	46,746	22,466
	301,328	563,331
 <b>Provision for contribution arrears</b>		
Provision for contribution arrears at 1 July	973,985	1,242,749
Provided against in the year	494,170	158,164
Cash received against provision made	(32,329)	(426,928)
Recovery & Reset initiative write off against provision made	(75,718)	-
Provision for contribution arrears at 30 June	1,360,108	973,985

## Commonwealth Foundation

### Notes to the financial statements (continued) For the year ended 30 June 2023

#### 14. Creditors: amounts falling due within one year

	2023	2022
	£	£
Grants payable	1,441,019	1,678,844
Other accounts payable	84,181	191,057
Accrued charges	227,024	213,415
Deferred income	3,994	25,884
Social security costs	2,324	4,003
	<u>1,758,542</u>	<u>2,113,203</u>

Further to the amounts committed and included above, the Commonwealth Foundation has also approved grants subject to the recipient satisfying specified conditions. The total amount approved but not included as grants payable at 30 June 2023 was £404,700 (2022: £524,642).

#### 15. Unquantifiable pension commitments

No provision has been made for the unquantifiable commitment for pension contributions payable by the Commonwealth Foundation to two former employees. These pension contributions are instead accounted for as an annual charge. The amount paid in 2023 was £3,331. (2022: £3,250).

#### 16. Other financial commitments

At 30 June 2023, the Foundation had outstanding commitments for future minimum lease payment under non-cancellable operating leases, which fall due for payment as follows:

##### 2023

	Land and buildings	Equipment	Total	2022
	£	£	£	£
Within one year	-	55,092	55,092	95,530
Between 2 and 5 years	-	192,820	192,820	220,368
In over 5 years	-	-	-	27,546
Total	<u>-</u>	<u>247,912</u>	<u>247,912</u>	<u>343,444</u>

##### 2022

	Land and buildings	Equipment	Total
	£	£	£
Within one year	40,438	55,092	95,530
Between 2 and 5 years	-	220,368	220,368
In over 5 years	-	27,546	27,546
Total	<u>40,438</u>	<u>303,006</u>	<u>343,444</u>

#### 17. Related party transactions

During the year in accordance with her contract an Honorarium of £2,000 was paid to the Chair of the Board of Governors (2022: £2,000) and per diems and expenses amounting to £18,943 were paid relating to travel to the UK for Board meetings and similar commitments (2022: £5,525, plus a flight to Rwanda for Commonwealth People's Forum £6,453). See note 10 for further details of governance costs in the year and note 9 for details regarding the remuneration of key management personnel.

# Commonwealth Foundation

## Notes to the financial statements (continued) For the year ended 30 June 2023

### 18. Prior year comparatives

18.1 Statement of income and expenditure for the year ended 30 June 2022

	2022			
	General funds £	Designated funds £	Restricted Funds £	Total £
<b>Income from</b>				
Assessed contributions	3,294,967	-	-	3,294,967
Grants and voluntary donations	-	-	-	-
Other income	10,813	-	-	10,813
<b>Total income</b>	<b>3,305,780</b>	<b>-</b>	<b>-</b>	<b>3,305,780</b>
<b>Expenditure on</b>				
Programmes				
- Direct programme costs	482,384	42,602	-	524,986
- Grants programme	1,162,026	2,157	241,240	1,405,423
- Foundation events	-	153,903	-	153,903
- Staff and related costs	770,064	-	25,598	795,662
	2,414,474	198,662	266,838	2,879,974
Support services				
- Strategic development	-	-	-	-
- Governance	23,879	-	-	23,879
- Organisation core admin and operating costs	259,327	-	-	259,327
- Staff and related costs	338,004	-	-	338,004
	621,210	-	-	621,210
Bad debt expense	(268,764)	-	-	(268,764)
<b>Total expenditure</b>	<b>2,766,920</b>	<b>198,662</b>	<b>266,838</b>	<b>3,232,420</b>
<b>Net income/ (expenditure) for the financial year</b>	<b>538,860</b>	<b>(198,662)</b>	<b>(266,838)</b>	<b>73,360</b>
Transfers between funds	(25,435)	25,435	-	-
<b>Reserves brought forward</b>	<b>693,294</b>	<b>293,356</b>	<b>315,862</b>	<b>1,302,512</b>
<b>Reserves carried forward</b>	<b>1,206,719</b>	<b>120,129</b>	<b>49,024</b>	<b>1,375,872</b>

## Commonwealth Foundation

### Notes to the financial statements (continued) For the year ended 30 June 2023

#### 18.2 Income for the year ended 30 June 2022

##### 18.2.1 Assessed contributions

	General funds £	Restricted funds £	2022 £
Assessed contributions	3,294,967	-	3,294,967

The Foundation is financed by assessed contributions from 48 of the 54 member countries that make up the Commonwealth.

	General funds £	Restricted funds £	2022 £
Movement in provision for contributions arrears	268,764	-	268,764

A provision has been made against amounts due from Member States over two or more years. Member States contributions for the year after provision were £3,563,731.

##### 18.2.2 Project grants and voluntary income

	General funds £	Restricted funds £	2022 £
Extra-Budgetary Resources (EBR)	-	-	-
Canada			

##### 18.2.3 Other income

	General funds £	Restricted funds £	2022 £
Bank interest	915	-	915
Sundry income	9,898	-	9,898
	10,813	-	10,813

## Commonwealth Foundation

### Notes to the financial statements (continued) For the year ended 30 June 2023

#### 18.3 Direct programme costs for the year ended 30 June 2022

	General funds £	Designated funds £	Restricted funds £	2022 £
Participatory Governance and Gender (PGG)	-	8,070	-	8,070
Commonwealth Writers (CW)	-	28,692	-	28,692
Knowledge Learning and Communications (KLC)	172,366	5,840	-	178,206
Commonwealth Civil Society (CCS) – for grants awarded see 7 below	32,071	-	-	32,071
Creative Commonwealth (CC) – for grants awarded see 7 below	136,555	-	-	136,555
People of the Commonwealth (POC)	141,392	-	-	141,392
	<hr/> 482,384	<hr/> 42,602	<hr/> -	<hr/> 524,986

## Commonwealth Foundation

### Notes to the financial statements (continued) For the year ended 30 June 2023

#### 18.4 Grants programme for the year ended 30 June 2022

	General funds £	Designated funds £	Restricted funds £	2022 £
Commonwealth Civil Society Programme				
Participatory governance grants	902,816	-	-	902,816
Capacity strengthening grants	168,127	-	-	168,127
Covid-19 Special grants	-	2,157	-	2,157
Grants management and database -for 2022 see 6 above		-	-	-
Creative Commonwealth Programme Grants	91,083	-	-	91,083
EBR Canada Grants	-	-	241,240	241,240
	1,162,026	2,157	241,240	1,405,423
	=====	=====	=====	=====

#### 18.5 Foundation events for the year ended 30 June 2022

	General funds £	Designated funds £	2022 £
Commonwealth Peoples' Forum	-	153,903	153,903
	=====	=====	=====
	-	153,903	153,903
	=====	=====	=====

## Commonwealth Foundation

### Notes to the financial statements (continued) For the year ended 30 June 2023

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#### 18.6 Staff and related costs for the year ended 30 June 2022

	General funds £	Restricted funds £	2022 £
<b>The main components of staff</b>			
Salaries	813,151	25,598	838,749
Social security	89,206	-	89,206
Gratuity scheme	129,741	-	129,741
Other staff related costs	75,970	-	75,970
	<hr/>	<hr/>	<hr/>
	<b>1,108,068</b>	<b>25,598</b>	<b>1,133,666</b>
<b>Of which:</b>			
Programmes	770,064	25,598	795,662
Directorate (incl other staff related costs)	338,004	-	338,004
	<hr/>	<hr/>	<hr/>
	<b>1,108,068</b>	<b>25,598</b>	<b>1,133,666</b>

## Commonwealth Foundation

### Notes to the financial statements (continued) For the year ended 30 June 2023

#### 18.7 Reserves for the year ended 30 June 2022

	Balance 1 July 2021 £	Incoming resources £	Outgoing resources £	Transfers £	Balance 30 June 2022 £
<b>General funds</b>					
General Fund	693,294	3,305,780	(2,766,920)	(25,435)	1,206,719
<b>Restricted funds</b>					
Extra-Budgetary Resources (EBR) Canada (vi)	315,862	-	(266,838)	-	49,024
<b>Designated funds</b>					
Special Grants Funds (i)	53,772	-	-	-	53,772
Covid-19 Special Grants Call (ii)	24,612	-	(2,157)	(22,455)	-
Commonwealth People's Forum Fund (iii)	154,806	-	(153,903)	16,000	16,903
Governance activities carried forward	(7)	-	-	-	(7)
Programmes (PGG & CW project activities) carried forward (iv)	49,223	-	(36,762)	-	12,461
Knowledge Learning & Communications (v)	10,950	-	(5,840)	(5,110)	-
Creative Commonwealth (vii)	-	-	-	12,000	12,000
People of the Commonwealth (viii)	-	-	-	25,000	25,000
	293,356	-	(198,662)	25,435	120,129
<b>Total funds</b>	<b>1,302,512</b>	<b>3,305,780</b>	<b>(3,232,420)</b>	<b>-</b>	<b>1,375,872</b>

The designated reserves are for the following purposes:

- (i) The Special Grants Fund was used to make one-off grants to Commonwealth countries in exceptional circumstances, for example, grants to alleviate difficulties arising from natural disasters.
- (ii) The Covid-19 Special Grants Call Fund represents money set aside to support Commonwealth civil society organisations in response to Covid-19 pandemic.
- (iii) The Commonwealth People's Forum (CPF) Fund represents money set aside to support the Foundation's biennial event.
- (iv) This reflects reserves set aside to meet the costs of specific projects taking place in 2021-2022 that were included in the original budget for 2020-2021 for Participatory Governance & Gender and Commonwealth Writers programmes. These projects were delayed due to the Covid-19 pandemic.
- (v) This reflects the unspent balance of the 2020-2021 Knowledge Learning & Communications budget, which had been carried forward to meet costs taking place in 2021-2022 that were included in the original budget.
- (vi) Extra-Budgetary Resources (EBR) Canada represents funds (equivalent CAD\$550,000) received from the Government of Canada to enhance the Foundation's Special Grants Call in response to the Covid-19 pandemic.
- (vii) This reflects the unspent balance of the 2021-2022 Creative Commonwealth budget, which had been carried forward to meet costs taking place in 2022-2023 that were included in the original budget.
- (viii) This reflects the unspent balance of the 2021-2022 People of the Commonwealth budget which had been carried forward to meet costs taking place in 2022-2023 that were included in the original budget.