



**Commonwealth  
Foundation**

**Commonwealth Foundation**

**Annual report and financial statements  
for the year ended 30 June 2019**

	Page
Legal and administrative information	
Status, objectives and mission	1
Membership and governance	2
Bankers and auditors	3
Financial review	4
Statement of Board of Governors' responsibilities	5
Independent auditors' report	6-8
Statement of income and expenditure	9
Statement of financial position	10
Notes to the financial statements	11 - 20

---

## **Commonwealth Foundation**

### **Legal and administrative information For the year ended 30 June 2019**

---

#### **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 four year strategic plan as approved by the Board of Governors.

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

#### **Mission**

To develop the capacity of Civil Society to act together and learn from each other to engage with the institutions that shape people's lives.

#### **Address**

Marlborough House  
Pall Mall  
London  
SW1Y 5HY

Tel: +44 (0)20 7930 3783

#### **Chair**

Ambassador Shree Baboo Chekitan Servansing

#### **Director-General**

Mr Vijay Krishnarayan BA (Hons) MSc  
End of Term in Office: 30 June 2019

Dr Anne Gallagher  
Start of Term in Office: 17 June 2019

#### **Deputy Director-General**

Ms Maria Garcia BA (Hons) MA

**Legal and administrative information (continued)**  
**For the year ended 30 June 2019**

---

**Membership and governance**

All 53 Commonwealth governments are eligible to become Members of the Commonwealth Foundation. Total membership stands today at 46 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 Government 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 Governments**

Antigua & Barbuda	Malta
Australia	Mauritius
Bahamas	Mozambique
Bangladesh	Namibia
Barbados	New Zealand
Belize	Nigeria
Botswana	Pakistan
Brunei Darussalam	Papua New Guinea
Cameroon	Rwanda
Canada	Seychelles
Cyprus	Sierra Leone
Dominica	Solomon Islands
Ghana	South Africa
Grenada	Sri Lanka
Guyana	St Lucia
India	St Vincent & the Grenadines
Jamaica	Tonga
Kenya	Trinidad & Tobago
Kingdom of eSwatini (formerly Swaziland)	Uganda
Kiribati	United Kingdom
Lesotho	United Republic of Tanzania
Malawi	Vanuatu (joined January 2018)
Malaysia	Zambia

**Associate Member**

Gibraltar

**Non-member Governments**

Fiji Islands	The Gambia (withdrew Oct 2013)
Maldives (withdrew Commonwealth Oct 2016)	St Kitts & Nevis
Nauru	Tuvalu
Samoa (withdrew May 2011)	

**Legal and administrative information (continued)**  
**For the year ended 30 June 2019**

---

**Bankers**

Lloyds Bank Plc  
Pall Mall, St James's Branch  
39 Piccadilly  
London  
W1V 0AA

Barclays Bank Plc  
P O Box 9359  
Leicester  
OE87 2BB

Pubali Bank  
Motijheel Branch  
195 Motijheel Commercial Area  
Dhaka  
Bangladesh

**Auditors**

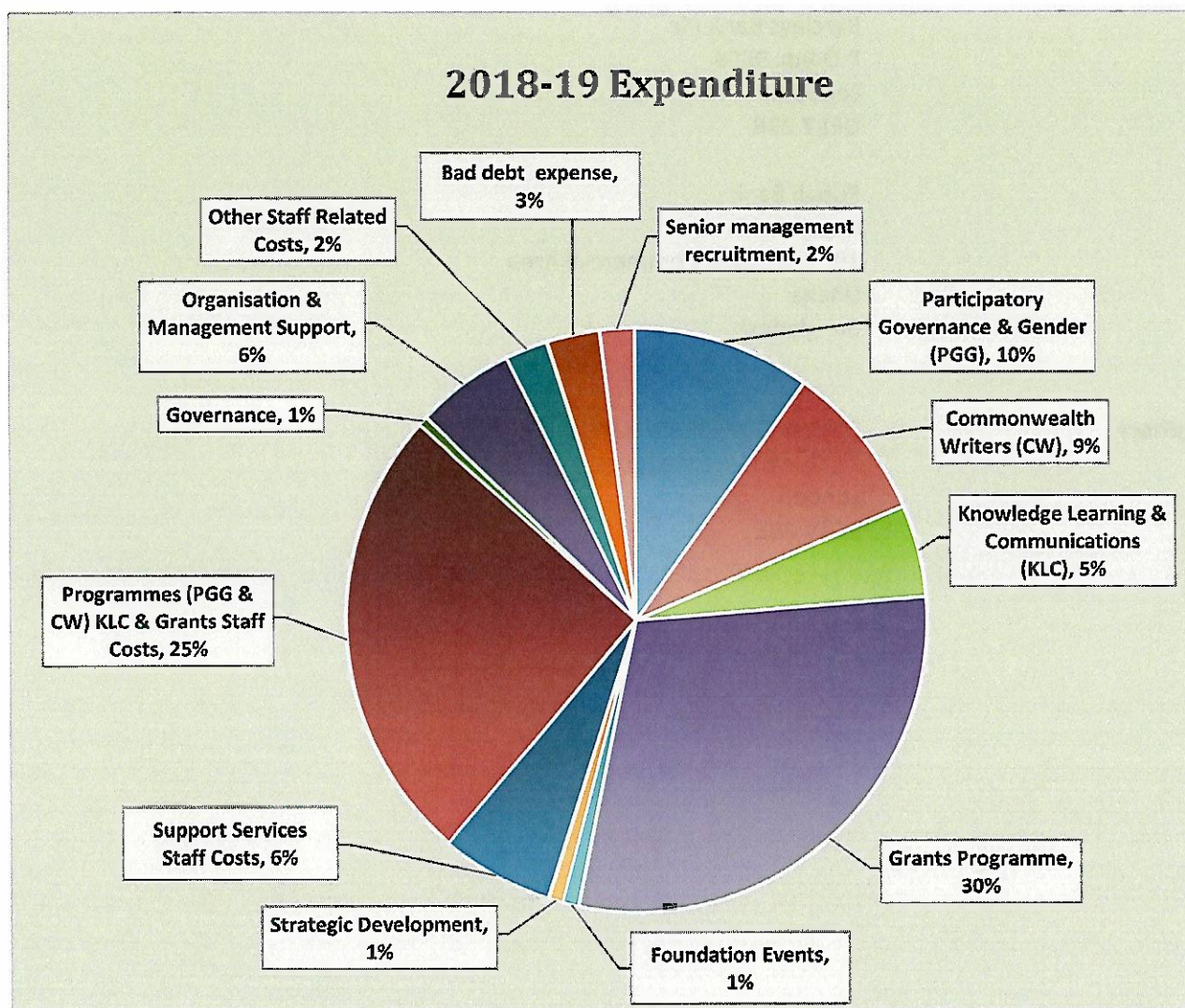
Saffery Champness LLP  
71 Queen Victoria Street  
London  
EC4V 4BE

Financial review

For the year ended 30 June 2019

For the year ended 30 June 2019, the Foundation recognised income of £3,216,722 (2018: £3,119,183) and expenditure of £3,220,222 (2018: £3,445,955). Reserves decreased by £3,500 (2018: decrease of £326,772) resulting in reserves carried forward at 30 June 2019 of £1,601,978 (2018: £1,605,478).

A summary of the Foundation's expenditure for the year is provided below:



**Statement of Board of Governors' responsibilities  
For the year ended 30 June 2019**

---

The Board of Governors is entrusted by Member Governments 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 judgement 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 will be represented by the Director-General and as such the Director-General will authorise the financial statements and associated reports on behalf of the Board of Governors and the Commonwealth Foundation.

The Board of Governors are 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 .....11/11..... 2019 by:

Anne Therese Gallagher  
Director-General

**Independent auditors' report to the Board of Governors  
For the year ended 30 June 2019**

---

**Opinion**

We have audited the financial statements of the Commonwealth Foundation for the year ended 30 June 2019 which comprise the Statement of Income and Expenditure, the Statement of Financial Position and 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 affairs of the Commonwealth Foundation as at 30 June 2019 and its result for the year then ended;
- 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**

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

- the Board of Governors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Board of Governors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Foundation'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 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, 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

---



**Independent auditors' report to the Board of Governors  
For the year ended 30 June 2019**

---

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.

**Responsibilities of the Board of Governors**

As explained more fully in the Statement of Board of Governors' Responsibilities set out on page 5, 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.

A further description of our responsibilities for the audit of the financial statements is located 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.

**Independent auditors' report to the Board of Governors  
For the year ended 30 June 2019**

---

**Use of our report**

This report is made solely to the Board of Governors, as a body, in accordance with the Memorandum of Understanding adopted by Commonwealth Governments. Our audit work has been undertaken so that we might state to the Foundation's members 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 the Foundation's members as a body, for our audit work, for this report, or for the opinions we have formed.

*Saffery Champness LLP.*

.....  
Saffery Champness LLP  
Chartered Accountants

71 Queen Victoria Street  
London  
EC4V 4BE

Date: *12 November 2019*

# Commonwealth Foundation

## Statement of income and expenditure For the year ended 30 June 2019

		2019				2018
	Notes	General funds £	Designated funds £	Restricted Funds £	Total £	Total £
<b>Income from</b>						
Assessed contributions	5	3,183,000	-	-	3,183,000	3,105,352
Grants and voluntary donations	5	-	-	16,000	16,000	-
Other income	5	17,722	-	-	17,722	13,831
<b>Total income</b>		<b>3,200,722</b>	<b>-</b>	<b>16,000</b>	<b>3,216,722</b>	<b>3,119,183</b>
<b>Expenditure on</b>						
Programmes						
- Direct programme costs	6	697,783	50,028	16,000	763,811	668,289
- Grants programme	7	943,802	6,675	-	950,477	1,069,764
- Foundation events	8	9,104	19,972	-	29,076	328,165
- Staff and related costs	9	820,713	-	-	820,713	772,757
		2,471,402	76,675	16,000	2,564,077	2,838,975
Support services						
- Strategic development		21,338	4,950	-	26,288	43,762
- Governance		-	17,908	-	17,908	19,540
- Organisation and management support costs		174,960	2,500	-	177,460	168,671
- Senior management recruitment		62,174	-	-	62,174	-
- Staff and related costs	9	276,804	-	-	276,804	288,135
		535,276	25,358	-	560,634	520,108
Bad debt expense	5	95,511	-	-	95,511	86,872
<b>Total expenditure</b>	<b>10</b>	<b>3,102,189</b>	<b>102,033</b>	<b>16,000</b>	<b>3,220,222</b>	<b>3,445,955</b>
<b>Net income/ (expenditure) for the financial year</b>		<b>98,533</b>	<b>(102,033)</b>	<b>-</b>	<b>(3,500)</b>	<b>(326,772)</b>
Transfers between funds	10	(406,183)	406,183	-	-	-
<b>Reserves brought forward</b>		<b>1,203,813</b>	<b>401,665</b>	<b>-</b>	<b>1,605,478</b>	<b>1,932,250</b>
<b>Reserves carried forward</b>		<b>896,163</b>	<b>705,815</b>	<b>-</b>	<b>1,601,978</b>	<b>1,605,478</b>

**Commonwealth Foundation**

**Statement of financial position  
For the year ended 30 June 2019**

		<b>2019</b>		<b>2018</b>	
	<b>Notes</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Fixed assets</b>					
Tangible fixed assets	<b>11</b>		3,955		6,872
<b>Current assets</b>					
Debtors	<b>12</b>	926,742		941,901	
Cash at bank and in hand		2,234,093		2,162,421	
		<u>3,160,835</u>		<u>3,104,322</u>	
<b>Current liabilities</b>					
Créditors: Amounts falling due within one year	<b>13</b>	(1,562,812)		(1,505,716)	
<b>Net current assets</b>			1,598,023		1,598,606
<b>Net assets</b>			<u>1,601,978</u>		<u>1,605,478</u>
<b>Reserves</b>					
General fund			896,163		1,203,813
Designated fund			705,815		401,665
Restricted funds			-		-
<b>Total reserves</b>	<b>10</b>		<u>1,601,978</u>		<u>1,605,478</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 .....11/11..... 2019 and signed on behalf of the Board of Governors by:

Anne Therese Gallagher  
Director-General

**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. 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. A provision for loss is established based on a review of outstanding amounts at the reporting date.

Provision is only made in relation to assessed contributions from Member Governments where there are exceptional circumstances, as contributions are expected to be recoverable.

**Notes to the financial statements (continued)**  
**For the year ended 30 June 2019**

---

**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.

**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.

**Notes to the financial statements (continued)**  
**For the year ended 30 June 2019**

---

**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 Governments and makes a provision against certain outstanding contributions. The Foundation provides against amounts due from Member Governments that are five 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 three 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.

**Notes to the financial statements (continued)**  
**For the year ended 30 June 2019**

**5. Income****5.1 Assessed contributions**

	General funds £	Restricted funds £	2019 £	2018 £
Assessed contributions	3,183,000	-	3,183,000	3,105,352

The Foundation is financed by assessed contributions from 46 of the 53 member countries that make up the Commonwealth.

	General funds £	Restricted funds £	2019 £	2018 £
Movement in provision for contributions arrears	95,511	-	95,511	86,872

A provision is made in recognition of amounts due from member governments, over five or more years. Member government contributions for the year after provision were £3,087,489 (2018: £3,012,416).

**5.2 Project grants and voluntary income**

	General funds £	Restricted funds £	2019 £	2018 £
KFW Stiftung	-	16,000	16,000	-
	-	16,000	16,000	-

**5.3 Other income**

	General funds £	Restricted funds £	2019 £	2018 £
Bank interest	11,213	-	11,213	10,301
Foundation events	5,500	-	5,500	3,530
Sundry	1,009	-	1,009	-
	17,722	-	17,722	13,831



**Notes to the financial statements (continued)**  
**For the year ended 30 June 2019**

**6. Direct programme costs**

	<b>General funds £</b>	<b>Designated funds £</b>	<b>Restricted funds £</b>	<b>2019 £</b>	<b>2018 £</b>
Participatory Governance and Gender (PGG)	316,531	3,483	-	320,014	320,587
Commonwealth Writers (CW)	225,734	38,951	16,000	280,685	184,720
Knowledge Learning and Communications (KLC)	155,518	7,594	-	163,112	108,215
<b>Short-term Outcome Area 1</b>					
Strengthened ability of CSOs to use creative expression for participatory Governance	-	-	-	-	16,407
<b>Short-term Outcome Area 3</b>					
Enhanced interaction between regional CSOs and Networks/alliances and institutions in governance	-	-	-	-	38,360
	<u>697,783</u>	<u>50,028</u>	<u>16,000</u>	<u>763,811</u>	<u>668,289</u>

**Notes to the financial statements (continued)**  
**For the year ended 30 June 2019**

**7. Grants programme**

	<b>General funds £</b>	<b>Designated funds £</b>	<b>2019 £</b>	<b>2018 £</b>
<b>Grants payable and awards</b>				
Grants programme	-	-	-	18,073
Participatory governance grants	898,039	-	898,039	950,000
Deliver Grants Outreach Programme and Monitoring & Evaluation	45,763	6,675	52,438	43,616
Special Grants	-	-	-	58,075
	<u>943,802</u>	<u>6,675</u>	<u>950,477</u>	<u>1,069,764</u>

**8. Foundation events**

	<b>General funds £</b>	<b>Designated funds £</b>	<b>2019 £</b>	<b>2018 £</b>
Commonwealth Forum	-	19,972	19,972	321,525
Diplomats Induction Programme	9,104	-	9,104	6,640
	<u>9,104</u>	<u>19,972</u>	<u>29,076</u>	<u>328,165</u>

**Notes to the financial statements (continued)**  
**For the year ended 30 June 2019**

**9. Staff and related costs**

	General funds £	Designated funds £	2019 £	2018 £
The main components of staff costs are:				
Salaries	794,715	-	794,715	777,545
Social security	97,187	-	97,187	95,373
Gratuity scheme costs	129,783	-	129,783	116,872
Other staff related costs	75,832	-	75,832	71,102
	<u>1,097,517</u>	<u>-</u>	<u>1,097,517</u>	<u>1,060,892</u>
Of which:				
Programmes	820,713	-	820,713	772,757
Support services	276,804	-	276,804	288,135
	<u>1,097,517</u>	<u>-</u>	<u>1,097,517</u>	<u>1,060,892</u>
<b>Average staff numbers in the year</b>			<b>2019</b>	<b>2018</b>
Senior management			2	2
Programmes and grants			14	15
Support services			4	4
			<u>20</u>	<u>21</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 2019 were £267,831 (2018: £256,888).

**Notes to the financial statements (continued)**  
**For the year ended 30 June 2019**

**10. Reserves**

	Balance 1 July 2018 £	Incoming resources £	Outgoing resources £	Transfers £	Balance 30 June 2019 £
<b>General funds</b>					
General Fund	1,203,813	3,200,722	(3,102,189)	(406,183)	896,163
<b>Restricted funds</b>					
KFW Stiftung	-	16,000	(16,000)	-	-
<b>Designated funds</b>					
Special Grants Funds (i)	41,925	-	-	58,075	100,000
Grants Programme (ii)	7,294	-	(6,675)	64,237	64,856
Commonwealth People's Forum Fund (iii)	261,328	-	(19,972)	238,644	480,000
Strategic Development activities carried forward (iv)	5,000	-	(4,950)	3,162	3,212
Governance activities carried forward (v)	19,277	-	(17,908)	-	1,369
Programmes (OA1-OA4, PGG & CW project activities carried forward (vi)	55,841	-	(42,434)	29,837	43,244
Knowledge Learning & Communications (vii)	8,000	-	(7,594)	12,228	12,634
Support Services (viii)	3,000	-	(2,500)	-	500
	401,665	-	(102,033)	406,183	705,815
<b>Total funds</b>	1,605,478	3,216,722	(3,220,222)	-	1,601,978

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 Grants Programme fund reflects the unspent balance of the previous budget for grants carried forward to fund expenditure on grant making and the validation visits.
- (iii) The Commonwealth People's Forum (CPF) Fund represents money set aside to support the Foundation's biennial event. A further sum of £238,644 has been transferred to the fund from the General Fund to meet associated costs for the preparation and delivery of CPF in Rwanda in June 2020.
- (iv) This reflects the unspent balance of the 2018/19 Partnerships & Strategic Development budget, which had been carried forward to meet costs taking place in 2019/20 that were included in the original budget for 2018/19.
- (v) This reflects the unspent balance of the 2018/19 Governance budget funds carried forward for expenditure in financial year 2019/20.
- (vi) This reflects reserves set aside to meet the costs of specific projects taking place in 2019/20 that were included in the original budget for 2018/19 for Participatory Governance & Gender and Commonwealth Writers programmes.
- (vii) This reflects the unspent balance of the 2018/19 Knowledge Learning & Communications budget, which has been carried forward for expenditure taking place in 2019/20 that was included in the original budget.
- (viii) This reflects the unspent balance of the 2018/19 Support Services budget, which has been carried forward to meet expenditure in financial year 2019/20 that was originally included in the 2018/19 budget.

Notes to the financial statements (continued)  
For the year ended 30 June 2019

11. Fixed assets

	Fixtures and fittings £	Equipment £	Total £
<b>Cost</b>			
Balance at 1 July 2018	11,586	11,409	22,995
Additions in year	-	703	703
Balance at 30 June 2019	11,586	12,112	23,698
<b>Depreciation</b>			
Balance at 1 July 2018	10,809	5,314	16,123
Depreciation charge for the year	338	3,282	3,620
Balance at 30 June 2019	11,147	8,596	19,743
<b>Net book value</b>			
At 30 June 2019	439	3,516	3,955
At 30 June 2018	777	6,095	6,872

12. Debtors

	2019 £	2018 £
Assessed contributions	1,349,378	1,332,748
Provision for contribution arrears (see below)	(540,090)	(444,579)
VAT and other recoverable taxes	49,657	49,729
Other debtors	2,577	1,358
Accrued income, prepayments and deposits	65,220	2,645
	926,742	941,901
<b>Provision for contribution arrears</b>	<b>2019 £</b>	
Provision for contribution arrears at 1 July 2018	444,579	
Provided against in the year	95,511	
	540,090	

**Notes to the financial statements (continued)**  
**For the year ended 30 June 2019**

**13. Creditors: amounts falling due within one year**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Grants payable	1,117,760	1,124,359
Other accounts payable	224,657	146,695
Accrued charges	189,122	172,637
Deferred income	31,273	62,025
	<u>1,562,812</u>	<u>1,505,716</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 2019 was £1,035,276 (2018: 1,051,275).

**14. Unquantifiable pension commitments**

No provision has been made for the unquantifiable commitment for pension contributions payable by the Commonwealth Foundation to three former employees. These pension contributions are instead accounted for as an annual charge. The amount paid in 2019 was £7,030 (2018 £6,859).