



**ANNUAL ACCOUNTS  
FOR THE YEAR ENDED  
31 MARCH 2020**

## **Patrons**

Lord Boswell of Aynho  
Lord Judd of Portsea  
The Rt Hon Lord Luce KG GCVO DL  
The Rt Hon Lord McNally  
The Rt Hon Baroness Prashar CBE

## **Parliamentary Chair**

Tulip Siddiq MP

## **Board of Trustees**

Chris Chang  
Dr Alba De Souza  
Richard Evans  
Helen Jones MBEDr Neil Kemp OBE  
Sonny Leong CBE (Chair)  
Dr Joanna Newman MBE (Appointed 12 August 2019)  
Anja Nielsen  
Dr Alastair Niven LVO OBE  
Rita Odumosu  
Nayan Patel (Resigned 19 June 2019)  
Mark Robinson  
Alex Wright (Resigned 19 June 2019)

## **Official address**

Association of Commonwealth Universities  
Woburn House, 20-24 Tavistock Square  
London WC1H 9HF

## **Telephone**

020 8 069 9000

**Website:** [www.cecomm.org.uk](http://www.cecomm.org.uk)

**Email:** [secretariat@cecomm.org.uk](mailto:secretariat@cecomm.org.uk)

**Charity Registration Number** 1091704

**Registered in England & Wales Number** 4391999



## TRUSTEES' REPORT

### 1. Introduction

The trustees present their annual report and financial statements of the charity for the year ended 31 March 2020. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Ireland.

### 2. Governance, structure and responsibilities

#### 2.1 Governing instrument

Council for Education in the Commonwealth (the charity) is a company limited by guarantee (1091704) and a registered charity (4391999). It was incorporated on 15 October 2008, with the governing instrument amended by special resolution on 28 June 2012. The organisation's Articles of Association (governing instrument) set out its objects which are summarised as:

To promote education and training in the Commonwealth and in particular the developing countries of the Commonwealth

- a) promoting educational development;
- b) contributing to educational co-operation and the sharing of experience among the governments and peoples of the Commonwealth and to the formulation, adoption and review of appropriate measures to that end; and
- c) providing for these purposes a forum where members of the United Kingdom Parliament and other interested persons may exchange information and views, and to offer to knowledgeable and experienced persons from the United Kingdom and overseas Commonwealth countries a platform for making known recent developments, for airing issues of concern and for advocacy of appropriate action.

#### 2.2 Governance structure

The Board of trustees (the Board) is responsible for governance. A list of trustees is on p2. Each member of the Board is a trustee of the charity and a director of the company.

The Chair chairs the Board (and any other sub-committee of the Board as required), and provides the Board with information, advice and support on strategic issues.

## 2.3 The Board's responsibilities

In directing the organisation, ensuring it is effectively managed and delivering the outcomes for which it was founded, the trustees' responsibilities are to:

- comply with the objects and purposes as set out in the governing instrument
- approve policies, plans and budgets in support of its aims and objectives
- ensure the organisation is solvent and well run with appropriate controls and delegated powers
- scrutinise all activities of the charity
- comply with all charity and company laws and regulations
- approve financial statements, ensuring these give a true and fair picture of the charity's position.

## 2.4 Board members and their statutory responsibilities

The trustees (who are also directors of the Council for Education in the Commonwealth (CEC) for the purposes of company law) are responsible for preparing the trustees' report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Statement of Recommended Practice (Accounting and Reporting by Charities) (the Charities' SORP);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Each of the trustees confirms that:

- so far as the trustee is aware, there is no relevant information of which the charitable company's independent examiner is unaware; and
- the trustee has taken all the steps that he/she ought to have taken as a trustee in order to make himself/herself aware of any relevant information and to establish that the charitable company's independent examiner is aware of that information.

## 2.5 Board members and their statutory responsibilities

This confirmation is given and should be interpreted in accordance with the provisions of s418 of the Companies Act 2006.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

## 2.6 Appointments to the Board

All appointments are subject to approval by the Board. Names are put forward to fill a vacancy which arises from resignation or retirement (under the provisions of the governing instrument). The Board considers individuals whose skills, knowledge and experience meet the needs of the organisation.

All Appointments are from members of the charity who are familiar with the charity's aims and ways of working. Therefore, a formal induction programme is not required.

## 2.7 Sub-committees of the Board

The charity's sub-committees operate within terms of reference, approved by the Board during the year. These sub-committees review progress with activities and make recommendations to the Board, on policies, practices and procedures.

## 3. Related Party Transactions

The reimbursements of expenses to Board members are approved by the Board and made according to agreed policies. The charity is an independent body in the sense of being self-standing and administering, although it aims to foster collaborative arrangements with other organisations with similar or overlapping interests and aims.

## 4. Public Benefit

The Board keeps under consideration the Charity Commission's guidance on public benefit as part of its on-going review of the charity's aims, objectives, values and future plans to ensure the organisation does contribute to improvement in education in the Commonwealth from which the lives of many citizens and societies are enriched.

## 5. Risk assessment and management

We have considered the principal risks are:

- damage to its reputation;
- receiving less subscription revenue and surplus from organised events; and
- losing money through inappropriate investments

The Trustees regularly monitor and assess ongoing risks through the appropriate sub-committees responsible for areas in which risks, in whatever form, might arise. Wherever considered necessary, those risks are managed or mitigated through a combination of changed or updated procedures and with the purchase of insurance products, where appropriate.

All signatories to the Society's financial accounts are obliged to have completed an HMRC 'Fit and Proper Persons' declaration.

During the year the trustees considered the major risks to which the charity is exposed and they have satisfied themselves that systems and procedures are in place to manage and mitigate those risks. In carrying out this review, the trustees:

- looked at existing and potential risks in detail
- considered Charity Commission guidance
- had regard to risk practices and procedures of other related organisations
- asked to receive reports and updates throughout the year, as required.

The impact of Covid-19 has been considered on the charity's future plans and budgeting processes and the effect of the outbreak will be a significant risk throughout the coming financial year. The charity has postponed most of its activities in the coming months. The charity will manage its costs with increased care. The Trustees consider the Society's free reserve can cover the impact throughout 2020 and 2021.

## **6. Reserves Policy**

The trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately twenty four months of unrestricted charitable expenditure. The trustees consider that this level will provide sufficient funds to ensure that support and governance costs are covered.

The actual level of reserves exceeds the target level and the Trustees are considering how best to apply the excess to the charity's aims.

## **7. External Examiner**

The Accounts have been inspected as required and this was duly carried out by the Revd Keith Stephenson on 1<sup>st</sup> May 2020.

The Accounts are formally approved by the Directors (the Governing Board of the Council for Education in the Commonwealth) and signed on their behalf by the Chair of the Board and the Honorary Treasurer, who are also Directors of the company, for submission to Companies House and the Charity Commission in an accepted SORP 2005 format.

Reserves policy

## **8. Future Plans**

The Board plans continuing its activities in the forthcoming years subject to satisfactory funding arrangements. Plans are also being developed to work on a number of projects and events with several organisations to increase CEC's profile and engagement in member states throughout the Commonwealth.

**Sonny Leong CBE**

Chair

1<sup>st</sup> May 2020

**Dr Alba De Souza**

Secretary

**COUNCIL FOR EDUCATION IN THE COMMONWEALTH**  
Accounts for the period from 1 Apr 2019 to 31 March 2020

2018-19			2019-20	
Unrestricted			Unrestricted	
Funds			Funds	
£	£		£	£
Income	Expenses		Income	Expenses
		Membership		
2,899		<i>Individual &amp; Corporate plus Gift Aid</i>	2,564	
326		Bank Interest	329	
0	0	Annual Conference		709
0	45	Gladwyn Lecture		45
0	0	60th Anniversary Conference	2,193	4,476
0	40	Commonwealth Day Lecture		99
	30	Westminster Briefing & Events		-
0		Hurricane Appeal (£953 restricted fund)	-	1,000
3,225	115		5,086	6,329
3,110		Surplus/(Deficit)	-1,243	
	0	CSFP Support Group Expenses		124
	1,000	CEC Board Expenses		-
	60	CEC Management Committee Expenses		-
	500	20CCEM 2018		-
	17	AGM Expenses		-
	176	Insurance		176
	145	Campaign & Newsletters		-
	75	Subscriptions		75
	459	Website Hosting & Maintenance		755
	86	Sundry Items & Bank Charges		151
	2,518			1,281
	592	Surplus/(deficit) for the year		-2,524

COUNCIL FOR EDUCATION IN THE COMMONWEALTH			
BALANCE SHEET			
Statement of Assets & Liabilities as @ 31 March 2020			
2018-19		Note	2019-20
£			£
	<b>Current Assets</b>		
0	Debtor		117
	Cash at bank		
11,082	<i>CEC current account</i>		8,178
32,301	<i>12 Month Bond with Principality Building Society &amp; Shawbrook Bank</i>	1	32,564
43,383			40,859
	Less:		
	<b>Current Liabilities</b>		
953	Restricted Fund - Hurricane Appeal		0
42,430	General Reserves		40,859
43,383			40,859
	<b>Note 1</b>		
	£26,564 with Principality Building Society, expiring 18 December 2020 @ 1.00% Gross per AER		
	£6,000 with Shawbrook bank in a 100 day Notice Charity @ 1.10% Gross AER		

## Notes to the financial statements

### 1. Accounting convention

The financial statements are prepared under the historical cost convention and in accordance with the Companies Act 2006, the Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP 2005) published in March 2005, and applicable UK Accounting Standards.

### 2. Incoming resources

All incoming resources are included in the statement of financial activities when the charitable company is legally entitled to the income and the amount can be quantified with reasonable certainty.

The following specific policies apply to categories of income:

- Any income from fundraising is shown gross, and
- Any income and expenses from fund raising events are accrued in the reporting period.

### 3. Deposit Accounts

£26,564.28 with Principality Building Society in a CAF 12 Month Bond, expiring 18 December 2020 at 1.00% Gross per AER

£6,000 with Shawbrook Bank in a 100 day Notice Charity & Trust Account at 1.10% Gross AER