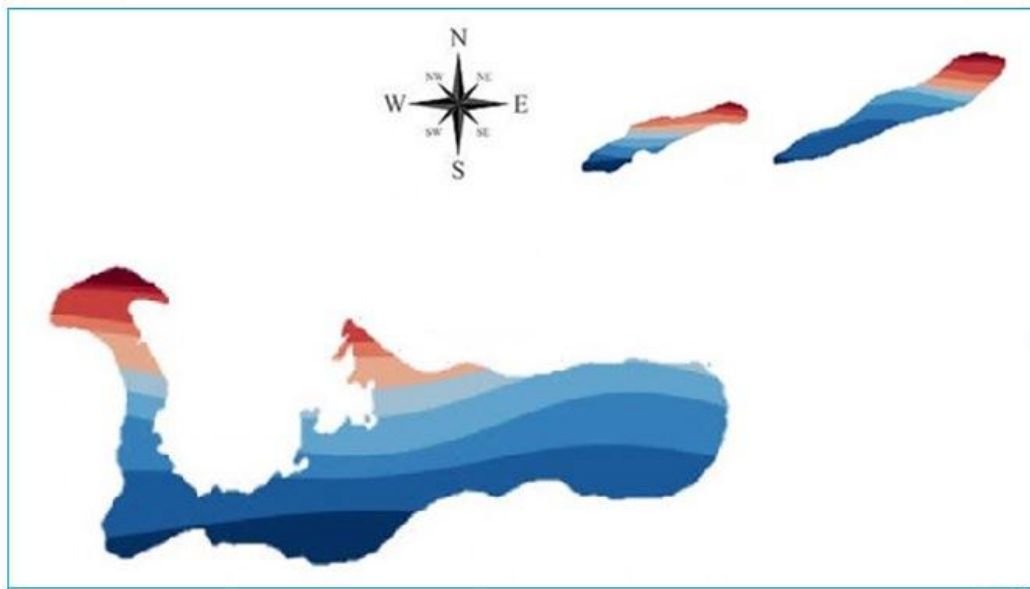


HONORARY TREASURER REPORT OF THE CAYMAN ISLANDS BRANCH OF THE  
COMMONWEALTH PARLIAMENTARY ASSOCIATION



**LEGISLATURE OF THE CAYMAN ISLANDS**





ANNUAL GENERAL MEETING

## HONORARY TREASURER'S REPORT

**(January 2022 - December 2022)**

By: Hon. Kenneth Bryan, Treasurer

15<sup>th</sup> February, 2023



## History and Status

The Commonwealth Parliamentary Association (CPA) was originally established in 1911 as the Empire Parliamentary Association. In 1948, the name was changed to the Commonwealth Parliamentary Association.

The CPA was registered as a charity on 22 October 1971 (registration number 263147) under the laws of the United Kingdom. Its principal office is located at the Commonwealth Parliamentary Association, CPA Headquarters Secretariat, Richmond House, Houses of Parliament, London SW1A 0AA, United Kingdom.

The current membership is made up of over 180 national, state, provincial and territorial Parliaments or Branches in 53 countries of the Commonwealth.

The Cayman Islands Branch of the Commonwealth Parliamentary Association was first opened on 26 August 1994.

Each Branch is autonomous, raises its own finances and pays an annual subscription to the Association's International Secretariat in London. The annual subscription is determined at the Association's annual meeting of the General Assembly.

## Statement of Purpose

The Commonwealth Parliamentary Association (CPA) exists to connect, develop, promote and support Parliamentarians and their staff to identify benchmarks of good governance, and implement the enduring values of the Commonwealth.

It collaborates with Parliaments and other organisations, including the intergovernmental community, to achieve its Purpose. The CPA brings Parliamentarians and parliamentary staff together to exchange ideas among themselves and with experts in various fields, to identify good practices and new policy options which they can adopt or adapt in the governance of their societies.

Commonwealth Heads of Government have recognised the Parliaments and Legislatures of the Commonwealth as essential elements in the exercise of democratic governance, and have endorsed the efforts of the Association as the parliamentary partner of the Commonwealth's governmental and non-governmental sectors.

The CPA's activities focus on the Commonwealth's commitment to its fundamental political values, including: just and honest government, the alleviation of poverty, fundamental human rights, international peace and order, global economic development, the rule of law, equal rights and representation for all citizens of both genders, the separation of powers among the three branches of government and the right to participate in free and democratic political processes.

During the year under review, the Cayman Islands Branch of The Commonwealth Parliamentary Association delivered the following services:

- arranging travel & accommodations for its Members and Officers to attend the 70th Westminster Seminar, the CPA Small Branches/UNDP Multilateral Climate Negotiations Workshop, the 65th Commonwealth Parliamentary Conference, the CPA UK National Security Conference, UKOTP Oversight of Public Finances Forum, and the PAC Clerk's Conference;
- providing assistance with the organization of PAC Committee meetings, parliamentary training events, and study groups to its Members and Officers;
- providing to its Members and Officers material relevant to the aims and activities of the Association & devoted to constitutional and parliamentary affairs.



# TABLE OF CONTENTS

- 1. CPA COMMITTEE OFFICERS’ & MEMBERS INFORMATION .....5-6
- 2. FOREWORD TO THE ACCOUNTS.....7-8
- 3. STATEMENT OF COMPREHENSIVE NET EXPENDITURE.....9
- 4. STATEMENT OF FINANCIAL POSITION.....10
- 5. NOTES TO THE ACCOUNT.....11-12
- 6. DETAILS OF THE CONFERENCES.....13-20
- 7. DETAILS OF CPA YOUTH PARLIAMENT.....21-23
- 8. CASH & CASH EQUIVALENTS / AREAS OF CONCERN.....24
- 9. TRIAL BALANCE, BALANCE SHEET, PROFIT & LOSS, STATEMENT OF  
CASH FLOWS.....25-32

**OFFICERS' & MEMBERS OF THE EXECUTIVE COMMITTEE 2022**

**President of the Branch and Chairperson of the Executive Committee  
*November to December, 2022***

Hon Katherine Wilks, MP  
*Speaker of the House of Parliament - November to December, 2022*  
*Deputy Speaker - January to November, 2022*



**President of the Branch and Chairperson of the Executive Committee  
*January to November, 2022***

Hon W McKeeva Bush, OBE, JP, Hon MSc, MP  
*Speaker of the House of Parliament - January to November, 2022*



**Joint Vice-Presidents**

Hon G. Wayne Panton, MP  
*Premier- Minister of Sustainability and Climate Resiliency*



Hon Roy M. McTaggart, JP, MP  
*Leader of the Opposition*



**Deputy Chairperson - *November to December, 2022***

Hon John Seymour, MP  
*Deputy Speaker - November to December, 2022*



**Honorary Treasurer**

Hon Kenneth Bryan, MP  
*Minister of Tourism and Transport*



## OFFICERS' & MEMBERS OF THE EXECUTIVE COMMITTEE 2022 CONT.

### Members

Hon Julianna Y. O'Connor-Connolly, JP, MP  
*Minister of Education, District Administration, Lands and Survey*



Hon Johany S. Ebanks, MP  
*Minister of Planning, Agriculture, Housing, and Infrastructure*



Mr Joseph Hew, MP  
*Deputy Leader of the Opposition*



**Honorary Secretary**  
Mrs Zena Merren-Chin  
*Clerk of the House of Parliament*





## FINANCIAL STATEMENTS 2022

### Foreword to the Accounts

#### 1. Introduction

---

The Cayman Islands (C.I.) Branch of the Commonwealth Parliamentary Association (CPA) was formed to promote closer relations and understanding between Members and the Commonwealth parliamentary participants.

The Commonwealth Parliamentary Association (CPA) promotes and supports Parliamentarians and parliamentary staff to identify benchmarks of good governance and to implement the enduring values of the Commonwealth. The CPA is an international community of over 180 Commonwealth Parliaments and Legislatures working together to deepen the Commonwealth's commitment to the highest standards of democratic governance. Parliaments, their Members and officials learn from each other through CPA Programmes, events and activities.

#### 2. Principal activities of the Cayman Islands Branch of the Commonwealth Parliamentary Association

---

The format of the 2022 annual programme of activities consisted of **7 conferences**: 70<sup>th</sup> Westminster Seminar, CPA Small Branches / UNDP Multilateral Climate Negotiations Workshop, 65th Commonwealth Parliamentary Conference, CPA UK Trade Workshop for Overseas Territories, CPA UK National Security Conference, UKOTP Oversight of Public Finances Forum, and the PAC Clerk's conference.

#### 3. Results for the year

---

The Statement of Comprehensive Net Expenditure (pg.9) shows that the CPA had a net expenditure of \$151,492.86 as at 31st December, 2022. As at 31st December, 2022 CPA Cayman currently holds in their accounts at the Royal Bank of Canada (Cayman) (pg. 10) the below funds available:

CPA Cayman Branch A/C#101-678-1	(KYD) \$ <b>39,616.79</b>
CPA YP Cayman A/C#113-718-1	(KYD) \$ <b>1,495.37</b>
CPA Cayman Branch RBC Fixed Deposit	(KYD) \$ <b>12,126.12 *</b>
CPA Cayman Branch RBC Credit Card	(KYD) \$ <b>2,161.26</b> (USD) \$ <b>2,572.93 **</b>

\* RBC Fixed deposit increased to cover increased available balance on secured credit card as at May 2022.

\*\* RBC secured credit card balance increased to USD12,000.00 to accommodate increased conference and travel charges.

#### 4. Prompt payment initiative

---

In line with the Public Management and Finance Law (2018 Revision) it is the CPA policy to pay bills in accordance with contractual conditions. Where no such conditions exist, it aims to pay within 30 days of receipt of goods and services or presentation of a valid invoice, whichever is later. There are no figures available to show performance against this target, however the members of the CPA Cayman Branch have endeavoured to ensure this policy is strictly adhered to.

---

Hon. Kenneth Bryan, MP  
**CPA TREASURER 2021-2022**



**STATEMENT OF COMPREHENSIVE NET EXPENDITURE**

For CPA a/c # 101-678-1 for the period ended as at 31 December 2022.

	<u>Note</u>	<b>Dec 31, 2022</b>
		<b>\$</b>
<b>Administration costs:</b>	<b>3</b>	
Staff Costs		1,500.00
Banking Fees		519.90
Other Administration costs		976.05
<b>Programme Costs:</b>	<b>4</b>	
Transfer to CPA YP (Expenses not covered by sponsorship)		1,350.00
Costs for CPA YP UK		5,498.24
<b>Total Costs</b>		<b><u>9,844.19</u></b>
<b>Income:</b>	<b>2</b>	
Grant-In-Aid		128,017.19
Unrestricted Net Assets		75,095.16
Increase in Credit Card balance to USD 12,000.00		4,750.14
Interest – Call Deposit		0.00
Gain/Loss on Exchange		9.73
Finance Charge Income		3.80
<b>Total Income</b>		<b><u>207,876.02</u></b>

**STATEMENT OF FINANCIAL POSITION**

For CPA a/c # 101-678-1 for the period ended as at 31 December 2022.

	<b>Dec 31, 2022</b>
	<b>\$</b>
<b>Current Assets:</b>	
Cash and cash equivalents	192,599.90
Short term Investments	12,126.12
 Total Current Assets	 204,726.02
 <b>Current Liabilities:</b>	
Conferences and other Payables	111,409.71
CPA Credit Card	2,161.26
CPA Branch Membership Fees 2021	17,216.32*
CPA Branch Membership Fees 2022	17,731.69
CPA Branch Regional Fees 2022	424.20
CPA Branch Membership Fees 2023	16,166.05*
 Total Current Liabilities	 <u>165,109.23</u>
 <b>Assets – Liabilities</b>	 <b>39,616.79</b>

For CPA a/c # 113-718-1 for the period ended as at 31 December 2022.

	<b>Dec 31, 2022</b>
	<b>\$</b>
<b>Current Assets:</b>	
Cash and cash equivalents	9,754.76
CPA Grant in Aid (Funds from CPA Cayman)	7,719.30
 Total Current Assets	 17,474.06
 <b>Current Liabilities:</b>	
Conferences and other Payables	15,752.37
Outstanding/Uncleared Cheques	1,608.53
 Total Current Liabilities	 <u>17,360.90</u>
 <b>Assets – Liabilities</b>	 <b>-113.16</b>

**NOTES TO THE ACCOUNTS****\$****1. Statement of Accounting policies**

These financial statements have been prepared in accordance with the Public Management Finance law 2005 and related regulations.

- 1.1 Non- Current Assets
- 1.2 Operating Income
- 1.3 Gains and Losses
- 1.4 Research and Development expenditure
- 1.5 Personal data related incidents.

**2. Income**

Parliamentary Grant-In-Aid	125,000.00
Parliamentary Refund (CPA UK)	3,017.19
<b>Total</b>	<b>128,017.19</b>

**3. Staff Numbers and related costs**

## 3.1 Staff costs comprises:

Honourable Secretary Allowance (\$375/quarter) 2022	1,500.00**
---	------------

## 3.2 Other Administration costs:

CPA Branch Membership Fees 2021	17,216.32
CPA Branch Membership Fees 2022	17,731.69
CPA Branch Regional Fees 2022	424.20
CPA Branch Membership Fees 2023	16,166.05*

<b>Total</b>	<b>51,538.26</b>
--------------	------------------

\* Fees were accrued and paid in 2022.

\*\* Fees were accrued and paid in 2023.

**4. Programme Expenditure : Conferences**

Per Diem	15,600.00
Travel	54,127.45
Hotel	15,919.60
Event fees	4,679.87
Miscellaneous fees	1,872.60
Hotel & Travel refunds due to be repaid in 2023	15,046.04
<b>Total</b>	<b>107,245.56</b>

	<b>COSTS</b>
<b>TRAVEL</b>	<b>\$71,497.73</b>
<b>PER DIEM</b>	<b>\$15,600.00</b>
<b>HOTEL CHARGES</b>	<b>\$15,919.60</b>
<b>EVENT FEES</b>	<b>\$4,679.87</b>
<b>MISCELLANEOUS ITEMS</b>	<b>\$1,872.60</b>
<b>HOTEL &amp; TRAVEL REFUNDS</b>	<b>\$15,046.04</b>
<b>TOTAL COST OF 2022 CPA CONFERENCES</b>	<b>\$ 107,245.56</b>

<b>CONFERENCES</b>	<b>VENUE</b>	<b>DATE</b>
70th Westminster Seminar - P.6.329	London, UK	14 - 18 March, 2022
CPA Small Branches-Multilateral Climate Negotiations - P.6.331	New York	05 - 07 July, 2022
65th CPC - P.6.332	Halifax, Canada	20 - 26 August, 2022
CPA UK Trade Workshop for OT's, etc. - London - P.6.333	London, UK	13 - 15 September, 2022
CPA UK National Security Conference - P.6.334	London, UK	01 - 03 November, 2022
UKOTP Oversight of Public Finances Forum - P.6.335	London, UK	29 November - 01 December, 2022
PAC Clerks' Conference - P.6.337	London, UK	22 December, 2022

**DETAILS OF CONFERENCES:**

**CPA UK 70<sup>th</sup> Westminster Seminar: London**

**14 - 18 March 2022 (P.6.329)**

**Based on the following dates:**

Travel: 12<sup>th</sup> - 19<sup>th</sup> March 2022

**Delegates – 3**

- Mr. Joseph Hew
- Mr. Isaac Rankine
- Mrs. Patricia Priestley

**Travel:**

Flights for travel to London (USD\$16,547) **CI\$ 13,899.48**

**Per Diem**

8 days, 3 Delegates, CI\$150 per day/per delegate **CI\$ 3,600.00**

**Accommodation:**

Blue Orchid Hotels 12<sup>th</sup> – 19<sup>th</sup> March 2022

£150.00 per room/per night, VAT & breakfast included **CI\$ 3,488.38**  
(£3,150.00)

**Airport-Hotel Transportation:**

Estimated cost for transport service (£225) **CI\$ 245.04**

**Delegate Fee:**

3 Delegates £300.00 each (£900.00) **CI\$ 1,075.00**

---

**Total** **CI\$ 22,307.90**

**Small Branches Workshop Empowering Climate Democracy**

**New York 5-7 July 2022 (P.331)**

Delegate:

- Isaac Rankine

Travel: 3 – 8 July 2022

**Per Diem**

6 days (\$150.00 per day) **CI\$900.00**

**Accommodation**

Park Plaza County Hall – 1 night US\$300.70 **CI\$252.60**

Nights of Workshop paid by CPA Secretariat

**Travel**

Airline ticket for travel to New York US\$1,842.35 **CI\$1,547.57**

---

**Total** **CI\$2,700.17**

65<sup>th</sup> CPC Halifax, Nova Scotia, Canada 21-25 August 2022 (P.6.332)

**Based on the following dates:**

Travel: 19-28 August 2022

**Delegates – 5**

- Hon McKeeva Bush - Observer
- Hon Roy McTaggart - Delegate
- Hon Katherine Ebanks-Wilks - Delegate
- Ms Heather Bodden - Observer
- Mrs Zena Merren-Chin - SOCATT

**Travel:**

Flights for travel to Halifax

- **McKeeva Bush - via JAM - \$3,587.00**
- **Roy McTaggart - via MIA - \$2,140.17**
- **Katherine Ebanks-Wilks - via MIA - \$3,798.81 +\$542.27**
- **Heather Bodden - via MIA - \$3,041.77**
- **Zena Merren-Chin – MIA - \$3,041.77**

**Total Travel                      CI\$ 16,151.79**

**Per Diem**

5 Delegates, CI\$150 per day/per delegate

- McKeeva Bush ( 11 days) CI\$1,650.00
- Roy McTaggart (8 days) CI\$1,200.00
- Katherine Ebanks-Wilks, Heather Bodden, Zena Merren-Chin (10 days)  
CI\$1,500 each - \$4,500.00

**Total Per Diem      CI\$ 7,350.00**



**Accommodation:**

Lord Nelson Hotel – Halifax – CAD\$ 259 + tax per night CI\$6,046.36

- McKeeva Bush - \$1,367.00
- Roy McTaggart - \$1,169.84
- Katherine Ebanks-Wilks - \$1,169.84
- Heather Bodden - \$1,169.84
- Zena Merren-Chin - \$1,169.84

Sheraton Hotel – Toronto CI\$3,223.14

- McKeeva Bush – \$906.00
- Katherine Ebanks-Wilks \$772.38
- Heather Bodden - \$772.38
- Zena Merren-Chin - \$772.38

Miami International Hotel – Miami CI\$626.03

- Katherine Ebanks-Wilks - \$221.26
- Heather Bodden - \$221.26
- Zena Merren-Chin - \$183.51

**Conference Fee:**

3 Observers CAD\$1,250 each **1 SOCATT CAD \$1,250** **CI\$ 3,311.90**

- **McKeeva Bush - \$827.98**
- **Heather Bodden - \$827.97**
- **Zena Merren- Chin - \$827.98**
- **Katherine Ebanks-Wilks - \$827.97\***

Esta fees

- **Kerry Bush - CAD\$7.00 X2** **CI \$9.28**

**Total** **CI\$ 36,718.50**

\*Observer’s fee for Mrs. Ebanks-Wilks used for Accompanying person fee of CAD \$750.00 for Mrs Mary Ebanks. Balance to be reimbursed by CPA Secretariat. Mrs. Ebanks-Wilks attended as delegate in the place of Hon. Jay Ebanks. Observers’ fees had been paid prior to notification by Hon. Ebanks that he would not attend.



**CPA UK**  
**National Security Conference Westminster, London**  
**1-3 November, 2022 - P.6.334**

Travel: 29 October – 4<sup>th</sup> November, 2022

Delegates:

- Mr Isaac Rankine

**Per Diem**

6 days (CI\$150.00 per day) **CI\$ 900.00\***

**Accommodation**

Conrad Hotel & Resort – £240 per night **CI \$2,020.43\*\***  
 (£2,160 – 9 nights)

**Travel**

Airline ticket for travel to Gatwick USD \$4,786.53 **CI \$3,968.75\*\*\***  
 Airline ticket for travel to Gatwick USD \$4,786.53 **CI \$3,968.75\*\*\*\***  
 Paid seat selection Kingston to Gatwick London USD \$271.00 **CI \$224.70**

**Fee**

Delegate fee - £150 each **CI \$292.97\*\*\*\*\***

**Airport-Hotel Transportation:**

Maxwell Car service from Cayman Islands Government UK

Gatwick Airport to Conrad St. James for McKeeva Bush MP - £277.00 **CI\$290.85**

**TOTAL AMOUNT:** **CI \$ 11,666.45**

Hon McKeeva Bush and Hon Jay Ebanks were initially scheduled to attend the Conference.

\*per diem paid to Hon Ebanks who transfer funds to Mr Rankine

\*\*Conrad Hotel cost included in the per diem funds

\*\*\*Hon Ebanks' Ministry paid the cost of Mr Rankine's ticket as Hon Ebanks used his ticket to travel to London on Ministry business

\*\*\*\*fees were paid for Hon Bush and Hon Ebanks

## CPA UK Overseas Territories Project (OTP) Forum

Westminster, London, UK 29 November – 1 December, 2022 P.6.335

### Delegates – 2

- Hon. Roy McTaggart, MP, Chair of the Public Accounts Committee
- ~~Mr. Isaac Rankine, MP~~ – *Mr. Rankine cancelled his registration on 18<sup>th</sup> November.*
- Ms. Susan Burke, Parliamentary Procedural Clerk

### Travel:

Flights (BA) Cayman to London (USD \$ 15,326.87 x 0.84) **CI\$ 12,874.57**

- Hon. McTaggart: USD \$6562.85 + \$300 fee\* = \$6862.85
- Mr. Rankine: USD \$6562.85 + \$300 fee – \$5261.68 refund = \$1601.17 †
- Ms. Burke: USD \$6562.85 + \$300 fee = \$6862.85 (*See PAC Clerk's Conference file P/6/337*)

\* \$300 Fee: Departure date was changed on 30<sup>th</sup> September (from the 27<sup>th</sup> November to the 26<sup>th</sup> November) which resulted in a change fee of USD \$300 per person (CI \$756 total), paid by cheque.

† Refund: Mr. Rankine cancelled his registration on 18<sup>th</sup> November due to a schedule conflict. Steve Pillar from Travel Pros confirmed the ticket could not be transferred to another person, and the eligible amount for refund was \$5261.68, which we authorized.

### Per Diem

**CI\$ 1,800.00**

6 days (27<sup>th</sup> Nov – 2<sup>nd</sup> Dec) for 2 Delegates @ CI\$150 per day/per delegate

### Accommodation: Blue Orchid Hotels

27<sup>th</sup> November – 28<sup>th</sup> November, 2022

**CI\$ 151.09**

- Ms. Burke at Rochester Hotel = 150 GBP (151.09 KYD on 27<sup>th</sup> Nov)

28<sup>th</sup> November – 2<sup>nd</sup> December, 2022

**CI\$ 0.00**

- Paid for by CPA UK

### CPA Reimbursement

Reimbursement to CPA for Mr. Rankine's cancellation (£1614.57)

**CI\$ 1,622.16**

The CPA had provided financial support for the three delegates. We were asked to reimburse the CPA for the £1,614.57 that they had provided to us to cover part of Mr. Rankine's flight and accommodations to the Forum as follows:

- Flight expenses claim: £1,144.57
- Hotel room cancellation: £470.00
- Currency rate based on January 3<sup>rd</sup> 2023 per Clerk's authorization

### Airport-Hotel Transportation:

Maxwell Car service from Cayman Islands Government UK

- 27<sup>th</sup> November 2022 from Heathrow to Hotel: (£215.50 @ 1.05) **CI\$226.28**
- 2<sup>nd</sup> December 2022 from Hotel to Heathrow for Hon. McTaggart: (£140.00 @ 1.05) **CI\$147.00**

---

**TOTAL**

**CI\$16,821.10**

**PAC Clerk’s Conference: Westminster, London, UK**

**5th December – 7th December, 2022 P.6.337**

**Delegates – 1**

- Ms. Susan Burke, PAC Clerk

**Travel:**

Return Flight (BA) Cayman to London (USD \$1,176 x 0.84) **CI\$ 987.84**

- Ms. Burke: \$1,176 change fees paid to Travel Pros as the ticket was originally booked to attend the UK OTP Forum but was changed in order to also attend the PAC Clerk’s Workshop (see file P/6/335 for full ticket details).

**Per Diem** **CI\$ 1,185.00**

- Ms. Burke: CI\$150 per day x 7 days (Dec 3-9) = CI\$ 1050.00
- Hotel for 8<sup>th</sup> December (see below) included in per diem CI\$135.00

**Accommodation:**

Rochester Blue Orchid Hotel:

- 2<sup>nd</sup> December – 8<sup>th</sup> December, 2022 **\$0.00**  
*Paid for by CPA*
- 8<sup>th</sup> December – 9<sup>th</sup> December, 2022\* **£132.00 (CI\$ 135.00)**  
*Paid to Ms. Burke via Per Diem*

**Airport-Hotel Transportation:**

Maxwell Car service from Cayman Islands Government UK

9<sup>th</sup> December 2022 from Hotel to Heathrow for S. Burke: (£140.00 @ 1.05) **CI\$147.00**

**TOTAL** **CI\$ 2,319.84**

**\*Note: Hotel accommodation was required for the night of 8th December as the only direct flight option was on the 9th December, otherwise an over-night in Miami, FL would be required.**



## YOUTH PARLIAMENT

<b>COST BREAKDOWN</b>	<b>TOTALS</b>
Travel Expense	\$4,271.28
Meals & Entertainment	\$2,588.86
Hotel Charges	\$1,416.00
Rental Car Expenses	\$239.40
Office Expenses	\$4,098.00
Misc. Fees	\$4,045.75
<b>TOTAL COST OF 2022 CPA YP CONFERENCES</b>	<b>\$ 16,803.49</b>

<b>CONFERENCES</b>	<b>VENUE</b>	<b>DATE</b>	<b>COSTS</b>
15 <sup>th</sup> Cayman Youth Parliament 2022	Grand Cayman	14 March, 2022	\$11,161.05
UK Youth Parliament 2022	London, UK	04 November, 2022	\$5,642.44
<b>TOTAL COST OF 2022 CPA YP CONFERENCES</b>			<b>\$ 16,803.49</b>

**15<sup>th</sup> Youth Parliament of the Cayman Islands**

**Grand Cayman, Cayman Islands 14<sup>th</sup> March, 2022**

**Travel:**

Airline travel for Cayman Brac students	CI\$ 1,947.04
Car Rental for chaperone – Cayman Brac	CI\$ 239.40

**Catering**

Catering for Debate	CI\$ 1,200.00
Rental on china/silverware for Debate	CI\$ 228.00
YP luncheons for Students on Saturdays	CI\$ 1,160.86

**Accommodation:**

Hotel (Cayman Brac student & chaperone)	CI\$ 42.00
---	------------

**Awards & Folios:**

Plaques	CI\$ 2,125.00
Certificates	CI\$ 0.00
Pad Folio Laptop/Briefcase Backpacks for Students	CI\$ 1,763.00
Gift Certificates	CI\$ 1,900.00

**Photos:**

Youth Parliament Group photo	CI\$ 210.00
------------------------------	-------------

**Other:**

Misc. fees & Stamp Tax & Bank Service Charges	CI\$ 345.75
---	-------------

---

**Total** **CI \$11,161.05**

\*



**UK Youth Parliament**  
**London, UK 4<sup>th</sup> November, 2022**

**Based on the following dates:**

Travel: 1-7 November, 2022

**Delegates – 2**

- **Chad Powell, Jr** – Debater/participant
- **Mr. Chad Powell Snr.** – Chaperone

**Travel:**

Flights for travel to Heathrow (1 Nov. -7 Nov. 2022)(USD\$2,766.96)      **CI\$2,324.24**

- |                         |                      |                     |
|-------------------------|----------------------|---------------------|
| • Chad Powell, Jr. -    | <b>USD\$1,318.48</b> | <b>CI\$1,107.52</b> |
| • Chad Powell, Snr. -   | <b>USD\$1,318.48</b> | <b>CI\$1,107.52</b> |
| • Cayman Travel Service | <b>USD\$130.00</b>   | <b>CI\$ 109.20</b>  |

**Per Diem**

CI\$150 per day/per delegate      **CI\$ 1,800.00**

- Chad Powell Jr. ( 6 days) CI\$900
- Chad Powell Snr. ( 6 days) CI\$900

**Accommodation:**

2 – 6 November, 2022 (5 nights)

The Mayfair Townhouse – London      (USD\$1,635.72)      **CI\$1,374.00**

- Chad Powell Jr and Chad Powell Snr.

**Airport-Hotel Transportation:**

Maxwell Car Services via C.I. Gov't UK Office (GBP140.00 + 215.50)      **CI\$366.17**

---

**Total**      **CI\$ 5,642.44**

## CASH AND CASH EQUIVALENTS

The following cash balances held at:

<b>CPA Cayman a/c # 101-678-1</b>	<b>31 Dec 2022</b>
Royal Bank of Canada - Cash in hand	(KYD) \$39,616.79
CPA Cayman Branch RBC Fixed Deposit	(KYD) \$12,126.12
CPA Cayman Branch RBC Credit Card	(KYD) \$ 2,161.26 (USD) \$ 2,572.93

<b>CPA Cayman YP a/c # 113-718-1</b>	<b>31 Dec 2022</b>
--------------------------------------	--------------------

Royal Bank of Canada - Cash in hand	(KYD) \$1,495.37
-------------------------------------	------------------

### Issues/Areas of Concern

In 2018, concerns were raised in the area of costs incurred and loss of funds associated with conferences as it relates to airfare, hotel, and rental car services. This has been diligently worked on and as of 2020/2021 has been greatly reduced. While still reduced in 2022 in comparison to prior years, there may need to be additional review of travel agency policies and instituting CPA internal policies to ensure change fees or reschedule charges are reduced from 2023 onwards.

Rental car fees for Maxwell Car Services still continues to be an issue of receiving invoices late for payment due to a slow turnaround from the Government London Office transferring the 2022 charges to the Cayman Cabinet Office for payment. Not receiving this information in time to accrue charges causes problems and creates additional work as we are unable to ensure the financials present a timely and true picture of expenditure for their respective years. As such we will have to reissue amended financials and an updated Treasurer's Report.

**Four (4) outstanding charges for Maxwell Payments received on 08 Feb 2023, will be accrued and paid via online transfer once the final invoice is received. The accrued amounts are:**

1. 02 Nov. 2022 - LHR to Mayfair Townhouse for Chad Powell Snr & Chad Powell Jr - £215.50
  2. 03 Nov. 2022 - Gatwick Airport to Conrad St. James for McKeeva Bush MP - £277.00
  3. 07 Nov. 2022 - Mayfair Townhouse to LHR for Chad Powell Snr and Chad Powell Jr - £140.00
  4. 27 Nov., 02 & 09 Dec. 2022 – Airport Transfers for Auditor General & delegation - £467.20
- Total £1,099.70 @ 1.05 KYD 1,154.69**

Outstanding checks to be reissued via online payments – some vendors are not cashing our checks in a timely manner so we are transitioning to RBC ROLG online platform to process all payments moving forward once the new CPA signatories list has been updated for 2022/2023.

**We have confirmed the below cheques were not submitted for payment. Once the vendors have been contacted and the info for each check is updated, payments will be reissued via online transfer, once signatories on the RBC ROLG online payment platform are updated later in 2023.**

CPA YP - #265 – 12 February 2020 – Cayman Airways	\$1,108.53
#322 – 11 March 2022 – Starbucks	\$250.00
#324 – 11 March 2022 – Kirk Freeport	\$250.00
CPA - #1089 – 02 August 2018 – C.I. Gov't Maxwell Car Services	\$541.13
#1096 – 24 August 2018 – C.I. Gov't ESPOC 2018 Hon. Speaker Bush	\$129.88

## Commonwealth Parliamentary Association

## Trial Balance

02/15/23

As of December 31, 2022

Accrual Basis

	Dec 31, 22	
	Debit	Credit
CPA RBC KYD Acc# 101 678 1	38,945.78	
RBC Fixed Deposit Account	12,126.12	
Accounts Payable	0.00	
CPA RBC Credit Card	2,161.26	
Payroll Liabilities	0.00	
Opening Balance Equity	0.00	
Unrestricted Net Assets		75,095.16
CPA Grants		124,867.19
Gain/Loss on Exchange		9.73
Advertising and Promotion	371.05	
Annual CPA Fees	34,321.94	
Bank Service Charges	519.90	
CPA Conference Fees	4,679.87	
CreditCard Bank Service Charges		4,750.14
Funeral Arrangements	605.00	
Hotel Accommodation Fees	17,293.60	
Misc. Expenses	9.28	
Per Diem	15,600.00	
Prior Period Entries	3,939.80	
Professional Fees	1,500.00	
Transportation Cost	1,154.69	
Travel Expense	71,497.73	
Finance Charge Income		3.80
<b>TOTAL</b>	<b>204,726.02</b>	<b>204,726.02</b>

## Commonwealth Parliamentary Association

## Balance Sheet

02/15/23

As of December 31, 2022

Accrual Basis

---

	<u>Dec 31, 22</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
CPA RBC KYD Acc# 101 678 1	38,945.78
Total Checking/Savings	<u>38,945.78</u>
Total Current Assets	38,945.78
Other Assets	
RBC Fixed Deposit Account	12,126.12
Total Other Assets	<u>12,126.12</u>
<b>TOTAL ASSETS</b>	<b><u>51,071.90</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	
CPA RBC Credit Card	-2,161.26
Total Credit Cards	<u>-2,161.26</u>
Total Current Liabilities	<u>-2,161.26</u>
Total Liabilities	-2,161.26
Equity	
Unrestricted Net Assets	75,095.16
Net Income	-21,862.00
Total Equity	<u>53,233.16</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>51,071.90</u></b>

## Commonwealth Parliamentary Association

## Profit &amp; Loss

02/15/23

January 31 through December 31, 2022

Accrual Basis

	<u>Jan 31 - Dec 31, 22</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
CPA Grants	124,867.19
Gain/Loss on Exchange	9.73
<b>Total Income</b>	<u>124,876.92</u>
<b>Gross Profit</b>	124,876.92
<b>Expense</b>	
Advertising and Promotion	371.05
Annual CPA Fees	34,321.94
Bank Service Charges	519.90
CPA Conference Fees	4,679.87
CreditCard Bank Service Charges	-4,756.91
Funeral Arrangements	605.00
Hotel Accommodation Fees	17,293.60
Misc. Expenses	9.28
Per Diem	15,600.00
Prior Period Entries	3,939.80
Professional Fees	1,500.00
Transportation Cost	1,154.69
Travel Expense	71,497.73
<b>Total Expense</b>	<u>146,735.95</u>
<b>Net Ordinary Income</b>	-21,859.03
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Finance Charge Income	3.80
<b>Total Other Income</b>	<u>3.80</u>
<b>Net Other Income</b>	3.80
<b>Net Income</b>	<u><u>-21,855.23</u></u>

**Commonwealth Parliamentary Association**  
**Statement of Cash Flows**  
January through December 2022

---

	<u>Jan - Dec 22</u>
<b>OPERATING ACTIVITIES</b>	
Net Income	-21,862.00
Adjustments to reconcile Net Income to net cash provided by operations:	
Accounts Payable	-17,640.52
CPA RBC Credit Card	2,340.94
	<hr/>
Net cash provided by Operating Activities	-37,161.58
<b>INVESTING ACTIVITIES</b>	
RBC Fixed Deposit Account	-7,096.00
	<hr/>
Net cash provided by Investing Activities	-7,096.00
	<hr/>
Net cash increase for period	-44,257.58
	<hr/>
Cash at beginning of period	83,203.36
	<hr/>
Cash at end of period	<b><u><u>38,945.78</u></u></b>

5:31 AM

02/15/23

Accrual Basis

**CPA Youth Parliament**  
**Trial Balance**  
**As of December 31, 2022**

---

	Dec 31, 22	
	<u>Debit</u>	<u>Credit</u>
CPA RBC KYD Acc# 113 718 1		113.16
PrePaid Office Supplies	0.00	
Opening Balance Equity		1,521.60
Unrestricted Net Assets	814.76	
Direct Public Support:Corporate Contributions		8,120.00
Grant In Aid		7,719.30
Bank Service Charges	245.75	
Gift Certificates	1,900.00	
Hotel Accommodation Fees	1,416.00	
Meals and Entertainment	2,588.86	
Medical	100.00	
Office Supplies	1,763.00	
Operations:Printing and Copying	2,335.00	
Per Diem	1,800.00	
Rental Car Expense	239.40	
Travel Expense	4,271.29	
<b>TOTAL</b>	<b><u>17,474.06</u></b>	<b><u>17,474.06</u></b>



**CPA Youth Parliament**  
**Balance Sheet**  
As of December 31, 2022

---

	<u>Dec 31, 22</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
CPA RBC KYD Acc# 113 718 1	-113.16
Total Checking/Savings	-113.16
Total Current Assets	-113.16
<b>TOTAL ASSETS</b>	<b>-113.16</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Balance Equity	1,521.60
Unrestricted Net Assets	-814.76
Net Income	-820.00
Total Equity	-113.16
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>-113.16</b>

**CPA Youth Parliament**  
**Profit & Loss**  
 January through December 2022

---

	Jan - Dec 22
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Direct Public Support	
Corporate Contributions	8,120.00
<b>Total Direct Public Support</b>	8,120.00
Grant In Aid	7,719.30
<b>Total Income</b>	15,839.30
<b>Gross Profit</b>	15,839.30
<b>Expense</b>	
Bank Service Charges	245.75
Gift Certificates	1,900.00
Hotel Accommodation Fees	1,416.00
Meals and Entertainment	2,588.86
Medical	100.00
Office Supplies	1,763.00
Operations	
Printing and Copying	2,335.00
<b>Total Operations</b>	2,335.00
Per Diem	1,800.00
Rental Car Expense	239.40
Travel Expense	4,271.29
<b>Total Expense</b>	16,659.30
<b>Net Ordinary Income</b>	-820.00
<b>Net Income</b>	-820.00

**CPA Youth Parliament**  
**Statement of Cash Flows**  
January through December 2022

---

	<u>Jan - Dec 22</u>
<b>OPERATING ACTIVITIES</b>	
Net Income	-820.00
Adjustments to reconcile Net Income to net cash provided by operations:	
PrePaid Office Supplies	<u>1,020.90</u>
Net cash provided by Operating Activities	<u>200.90</u>
Net cash increase for period	200.90
Cash at beginning of period	<u>-314.06</u>
Cash at end of period	<u><u>-113.16</u></u>