

LEGISLATURE OF THE CAYMAN ISLANDS

HONORARY TREASURER REPORT OF THE CAYMAN ISLANDS BRANCH OF THE COMMONWEALTH PARLIAMENTARY ASSOCIATION FOR 2020



SUPPORTING COMMONWEALTH PARLIAMENTS
DURING UNPRECEDENTED TIMES IN 2020



ANNUAL GENERAL MEETING

HONORARY TREASURER'S REPORT

(January 2020 - December 2020)

By: Mr Austin Harris, Treasurer

31st March, 2021

TABLE OF CONTENTS

1.	CPA COMMITTEE OFFICERS' & MEMBERS INFORMATION4-5
2.	FOREWORD TO THE ACCOUNTS6-7
3.	STATEMENT OF COMPREHENSIVE NET EXPENDITURE 8
4.	STATEMENT OF FINANCIAL POSITION9
5.	NOTES TO THE ACCOUNTS10-11
6.	DETAILS OF THE CONFERENCES
7.	DETAILS OF CPA YOUTH PARLIAMENT18-19
8.	CASH & CASH EQUIVALENTS20
9.	TRIAL BAL., BAL. SHEET, P & L, STMT OF CASH FLOWS21-28

OFFICERS' & MEMBERS OF THE EXECUTIVE COMMITTEE 2020

President of the Branch and Chairperson of the Executive Committee Hon W McKeeva Bush, OBE, JP, Hon MSc, MLA Speaker of the Legislative Assembly



Joint Vice-Presidents

Hon Alden McLaughlin, MBE, JP, MLA Premier- Minister of Human Resources, Immigration and Community Affairs



Hon Vincent Arden McLean, JP, MLA Leader of the Opposition



Deputy Chairperson – March to December, 2020 Hon. Barbara Elizabeth Conolly, JP, MLA Deputy Speaker – March to December, 2020



Deputy Chairperson – January to February, 2020 Hon Bernie A Bush, MLA Deputy Speaker – January to February, 2020



OFFICERS' & MEMBERS OF THE EXECUTIVE COMMITTEE 2020 cont.

Honorary TreasurerMr Austin Harris, MLA
Councilor to the Ministry of Human Resources, Immigration and Community Affairs



Members

Hon Julianna O'Connor-Connolly, JP, MLA Minister of Education, Youth, Sports, Agriculture and Lands



Mr Kenneth Bryan, MLA Opposition Member for George Town 'Central'



Mr Alva Suckoo Jr, MLA Deputy Leader of the Opposition





Honorary Secretary Mrs Zena Merren-Chin Clerk of the Legislative Assembly

FINANCIAL STATEMENTS 2020

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 promotes democracy, good governance and human rights throughout the commonwealth.

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

The format of the 2020 annual programme of activities consisted of **5 Conferences**: 25th Conference of Speakers and Presiding Officers, CAPAC Regional Workshop Series: Caribbean, CPA Small Branches Sustainable Economic Development Workshop, CPA UK Cybersecurity Workshop, CPA Small Branches Committee Meeting, & CAPAC Pan-Commonwealth Workshop.

3. Results for the year

The Statement of Comprehensive Net Expenditure (pg.8) shows that the CPA had a net expenditure of \$45,787.81 as at December 2020.

As at 31 December 2020 CPA Cayman currently holds in their accounts at the Royal Bank of Canada (Cayman) the below funds available:

CPA Cayman Branch A/C#101-678-1	(KYD) \$80,730.8 7
CPA YP Cayman A/C#113-718-1	(KYD) \$2,419.50
CPA Cayman Branch RBC Fixed Deposit	(KYD) \$5,022.59
CPA Cayman Branch RBC Credit Card	(KYD) \$4,877.88 (USD) \$5,807.00

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.

Austin Harris, MLA CPA TREASURER 2020

STATEMENT OF COMPREHENSIVE NET EXPENDITURE

For CPA a/c # 101-678-1 for the period ended as at 31 December 2020.

	Note	<u>2020</u>
Administration costs:	3	\$
Staff Costs Banking Fees		375.00 199.36
Other Administration costs		16,502.21
Programme Costs:	4	
Conferences		28,711.24
Total Costs		<u>45,787.81</u>
Income:	2	
Grant-In-Aid		125,000.00
Unrestricted Net Assets Finance Charge Income		10,774.77 7.58
Total Income		135,782.35

STATEMENT OF FINANCIAL POSITION

For the period ended at 31 December 2020.

CPA a/c # 101-678-1	CPA	a/c #	£ 101	-678-1
---------------------	-----	-------	-------	--------

		<u>2020</u> \$
Current Assets: Cash and cash equivalents Short term Investments		130,759.76 5,022.59
Total Current Assets		135,782.35
Current Liabilities: Conferences and other Payables CPA Credit Card	45,787.81 4,912.09	
Total Current Liabilities		50,699.90
Assets – Liabilities		85,082.45
	CPA a/c # 113-718-1	<u>2020</u> \$
Current Assets: Cash and cash equivalents		9,661.61
Total Current Assets		9,661.61
Current Liabilities: Conferences and other Payables	8,906.90	0.007.00
Total Current Liabilities		<u>8,906.90</u>
Assets – Liabilities		754.71

NOTES TO THE ACCOUNTS FOR CPA A/C # 101-678-1

1. Statement of Accounting policies

These financial statements have been prepared in accordance with the Public Management & Finance Law, 2018 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

Total	125,000.00
Parliamentary Grant-In-Aid	125,000.00

3. Staff Numbers and related costs

3.1 Staff costs comprises:

Honourable Secretary Allowance (\$375/quarter) 2020	375.00
3.2 Other Administration costs:	
CPA Branch Membership Fees 2020	15,483.19
CPA Branch Regional Fees 2020	424.20
RBC Annual Bank Service Charges	199.36
RBC Credit Card Bank Charges	238.90
Floral Arrangements	230.00
Misc. Subscriptions (Zoom)	125.92

Total 17,076.57

^{*} Honourable Secretary Allowance is 1,500/year. Due to Covid Pandemic, restricted workload/no conferences attended after March 2020 no further CPA work was completed for 2020 so no further secretary fees were paid.

4. Programme Expenditure : Conferences

Per Diem	4,650.00
Air Travel	21,861.58
Hotel	1,235.95
Event fees	444.50
Miscellaneous fees	9.09
Refunds & Credits rec'd for 2020 events	(4,189.00)

Total 24,012.12

	COSTS
TRAVEL	\$21,861.58
PER DIEM	\$4,650.00
HOTEL CHARGES	\$1,235.95
EVENT FEES	\$444.50
MISCELLANEIOUS ITEMS	\$9.09
TOTAL COST OF 2019 CPA CONFERENCES	\$ 28,201.12

CONFERENCES	VENUE	DATE
25th CSPOC	Ottawa, Ontario	6 - 10 January 2020
	Trinidad &	
CAPAC Regional Workshop Series: Caribbean	Tobago	21 - 23 January 2020
CPA Small Branches Sustainable Economic Development Workshop	Malta, Europe	28 January - 1 February 2020
CPA UK Cybersecurity Workshop	London, UK	24 - 27 February 2020
CPA Small Branches Committee Meeting	London, UK	27 February 2020
CAPAC Pan-Commonwealth Workshop	London, UK	17 - 19 March 2020

DETAILS OF CONFERENCES:

25th Conference of Speakers and Presiding Officers Ottawa, Canada 6-10 Jan 2020

COST ANALYSIS

Based on the following dates:

Travel: 5st -11th January 2020

Delegates – 2

- Hon McKeeva Bush
- Ms. Manessa Webb

Travel:

Airline ticket for travel to London (USD \$5,031.48)	CI\$	4,034.28
Hon McKeeva Bush (change in ticket)	CI\$	733.32
Esta for Hon. Mckeeva Bush	CI\$	4.55
Esta for Manessa Webb	CI\$	4.54

Per Diem

7 days, 2 Delegates, CI\$150 per day/per delegate	CI\$ 2,100.00
---	---------------

Accommodation:

Fairmont Chateau CAD \$219.00 & \$179.00 per n	night 6 nights CI\$	1,778.11
--	---------------------	----------

Total <u>CI\$ 8,656.53</u>

CAPAC Regional Workshop Series: Caribbean Trinidad & Tobago 21-23 January 2020

FINAL COSTS

Based on the following dates:

Travel: 20th -24th January 2020

Delegates - 2

• Hon McKeeva Bush

• Manesa Webb

Travel:

Business Class 1 person (McKeeva Bush -\$1,246.21)	CI\$ 1,772.54
Economy class 1 person (Manesa Webb - \$526.33)	

Per Diem

5 days, 2 Delegates, CI\$150 per day/per delegate CI\$ 1,500.00

Accommodation: Hyatt Regency Trinidad (paid by CPA Secretariat)

McKeeva Bush – extra cost for double occupancy (£76.43) CI\$ 710.00 Manesa Webb – 3 nights (£607.60)

Total <u>CI\$3,982.54</u>

Reimbursement by CPA Secretariat CI\$ 620.00

Actual cost CI\$3,362.54

CPA Secretariat reimbursed the cost of Hon Bush travel in the amount of £1,282.82. the cost of Ms Webb's accommodations and Hon Bush extra cost was deducted. Reimbursement of £598.79 (CI\$620.00) was deposited on 22 July 2020.

CPA UK

<u>Cybersecurity Workshop:</u> <u>London</u> <u>24-27 February 2020</u>

FINAL COSTS

Based on the following dates:

Travel: 21st -28th February 2020

Delegates – 2

- Barbara Connolly
- Kenneth Bryan

Travel:	
Airline ticket for travel to London (USD \$5,031.48)	CI\$ 8,452.88
D D'	
Per Diem	CIA 2 400 00
8 days, 2 Delegates, CI\$150 per day/per delegate	CI\$ 2,400.00
Accommodation:	
Park Plaza County Hall – extra nights 22-24 February	CI\$ 910.16
Nights of Workshop paid by CPA UK (24-28 February)	
Transportation:	
Car Services	CI\$ 318.46
Delegate Fee:	
1 Delegates £200.00 each (£450.50)	CI\$ 444.50
Total	CI\$12,526.00
1000	CIVIL, 520.00

CPA Small Branches

Sustainable Economic Development Workshop Malta, Europe 28 January- 1 February 2020

FINAL COSTS

Based on the following dates:

Travel: 25th -29th February 2020

Delegates - 2

- Hon Speaker Mckeeva Bush
- Arden McLean

Travel:

Airline ticket for travel to London for Mr. Bush (USD\$7,277.76)	CI\$	6,145.38
Airline ticket for travel to London for Mr. Mclean	CI\$	6,838.60
	CI\$	12,984.18

Members did not attend:

Hon McKeeva Bush	(ticket cancelled)		CI	(\$6,145.38)
*Mr Arden McLean	refunded minus p	enalty of CI\$546.00) CI	(\$6,292.60)

Total cost <u>CI\$ 6,838.40</u>

*the sum of CI\$6,838.60 was paid to Cayman Travel and the credit of US\$6,665,93 (CI\$5,599.38) is being held to be used.

CPA Small Branches Committee Meeting

London, UK 27 February 2020

FINAL COSTS

Based on the following dates:

Travel: 25th -29th February 2020

Delegates – 1

• Hon Speaker Mckeeva Bush

Travel:	
Airline ticket for travel to London (USD\$7,277.76)	CI\$ 6,113.32
Per Diem	
5 days, 1 Delegates, CI\$150 per day	CI\$ 750.00
Accommodation:	
St James Court -1 night (£228.40)	CI\$ 287.99
Nights of Meeting paid by CPA Secretariat	
Transportation:	
Car Services in London £320.00	CI\$ 338.47
<u>Hotel</u>	
Hotel in Miami (1 night)	CI\$ 134.50
Total	<u>CI\$ 7,624.28</u>
Reimbursement by Secretariat for travel cost	<u>CI\$ 3,642.30</u>
Actual cost	<u>CI\$ 3,981.98</u>

<u>CAPAC Pan-Commonwealth Workshop:</u> <u>London 17-19 March 2020</u>

FINAL COSTS

Based on the following dates:

Travel: 21st - 28th February 2020

Delegates – 2

- Barbara Connolly
- Christopher Saunders

Travel:

Airline ticket for travel to London (CI \$3,521.18 *2)

CI\$ 7,042.36

*Airport-hotel transfers

Per Diem

8 days, 2 Delegates, CI\$150 per day/per delegate

Accommodation:

Double Tree by Hilton – 2 nights (£896.00*2)

Night of Workshop paid by CPA UK

Total <u>CI\$</u> 0.00

Members did not attend workshop due to COVID 19

Cost of tickets were refunded minus penalty fees of \$430.00 each No cost to CPA as tickets were paid for by LA.

YOUTH PARLIAMENT

COST BREAKDOWN	TOTALS
Travel Expense	\$2,302.74
Meals & Entertainment	\$3,198.25
Hotel Charges	\$624.36
Rental Car Expenses	\$178.50
Office Expenses	\$2,216.05
Misc. Fees	\$387.00
TOTAL COST OF 2019 CPA CONFERENCES	\$ 8,906.90

CONFERENCES	VENUE	DATE	COSTS		
13 th Cayman Youth Parliament 2020	Grand Cayman	13 March, 2020	\$8,906.90		
TOTAL COST OF 2020 CPA YP CONFERENCES \$ 8,906					



13th Youth Parliament of the Cayman Islands

Grand Cayman, Cayman Islands 13th March, 2020

FINAL COSTS

Travel:

Airline travel for Cayman Brac students	CI\$	2,302.74
---	------	----------

Car Rental for chaperone – Cayman Brac CI\$ 178.50

•	•
Cate	rino
Jaco	11112
	_

Catering for Debate	CI\$	1,079.89
Rental on china/silverware for Debate	CI\$	210.00
YP luncheons for Students on Saturdays	CI\$	1,908.36

Accommodation:

Hotel	(Cayman	Brac	student &	cha	perone	CI\$	624.36
-------	---------	------	-----------	-----	--------	------	--------

Awards & Folios:

Plaques	CI\$	1,540.00
Certificates	CI\$	231.30
Pad Folio Laptop/Briefcase Backpacks for Students	CI\$	1,201.68
Gift Certificates	CI\$	250.00

Photos:

Youth Parliament Group photo	CI\$	135.00
------------------------------	------	--------

Other:

Misc. fees & Stamp Tax & Bank Service Charges CI\$ 137.00

Total <u>CI \$8,906.90</u>

CASH AND CASH EQUIVALENTS

The following cash balances held at:

CPA Cavman a/c # 101-678-1	31 Dec 2020
CPA Cavillali a/c # 101-0/0-1	ST Dec 2020

Royal Bank of Canada and Cash in hand	(KYD) \$80,730.87
CPA Cayman Branch RBC Fixed Deposit	(KYD) \$5,022.59
Royal Bank of Canada Credit Card	(KYD) \$4,877.88
	(USD) \$5,807.00

CPA Cayman YP a/c # 113-718-1 31 Dec 2020

Royal Bank of Canada and Cash in hand (KYD) \$2,419.50

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 and rental car services. This has been diligently worked on and as of 2020 has been greatly reduced, however due to COVID-19 where conferences are being cancelled last minute some charges are still being incurred and credits having to be issued.

Rental car fees for Maxwell Car Services continues to be an issue of receiving late invoices for payment; they are outstanding and unpaid for extended periods due to a slow turnaround from the Government London Office transferring the charges to the Cayman Cabinet Office for payment. We have reached out to the offices to try and curtail this issue and but are still not receiving information in time to accrue charges so they can be recognized in the year and period they are received in order to ensure the financials present a true picture of expenditure for the respective years.

Hon. W. McKeeva Bush spouse ticket purchased on account with Cayman Travel Services. Repayment outstanding (\$4,189.00) – reimbursed by Hon. Speaker to CPA in 2020.

Maxwell Car Services Charges - \$565.50 were incurred in November 2019, but the invoice was not rec'd & paid until 22 Jan., 2020.

6:16 PM 11/04/21 Accrual Basis

Commonwealth Parliamentary Association Trial Balance

As of December 31, 2020

	Dec 31, 20	
	Debit	Credit
CPA RBC KYD Acc# 101 678 1	80,059.86	
RBC Fixed Deposit Account	5,022.59	
CPA RBC Credit Card	4,912.09	
Payroll Liabilities	0.00	
Opening Balance Equity	0.00	
Unrestricted Net Assets		10,774.77
CPA Grants		125,000.00
Annual CPA Fees	15,907.39	
Bank Service Charges	199.36	
CreditCard Bank Service Charges	238.90	
Funeral Arrangements	230.00	
Hotel Accommodation Fees	1,235.95	
Misc. Subscriptions	125.92	
Per Diem	4,650.00	
Professional Fees	375.00	
Rental Car Expense	963.71	
Travel Expense	21,861.58	
Finance Charge Income	<u> </u>	7.58
TOTAL	135,782.35	135,782.35

6:17 PM 11/04/21 Accrual Basis

Commonwealth Parliamentary Association Balance Sheet

As of December 31, 2020

	Dec 31, 20
ASSETS Current Assets Checking/Savings	
CPA RBC KYD Acc# 101 678 1	80,059.86
Total Checking/Savings	80,059.86
Total Current Assets	80,059.86
Other Assets RBC Fixed Deposit Account	5,022.59
Total Other Assets	5,022.59
TOTAL ASSETS	85,082.45
LIABILITIES & EQUITY Liabilities Current Liabilities Credit Cards	
CPA RBC Credit Card	-4,912.09
Total Credit Cards	-4,912.09
Total Current Liabilities	-4,912.09
Total Liabilities	-4,912.09
Equity Unrestricted Net Assets Net Income	10,774.77 79,219.77
Total Equity	89,994.54
TOTAL LIABILITIES & EQUITY	85,082.45

6:17 PM 11/04/21 Accrual Basis

Commonwealth Parliamentary Association Profit & Loss

January through December 2020

	Jan - Dec 20
Ordinary Income/Expense	
Income	
CPA Grants	125,000.00
Total Income	125,000.00
Gross Profit	125,000.00
Expense	
Annual CPA Fees	15,907.39
Bank Service Charges	199.36
CreditCard Bank Service Charges	238.90
Funeral Arrangements	230.00
Hotel Accommodation Fees	1,235.95
Misc. Subscriptions	125.92
Per Diem	4,650.00
Professional Fees	375.00
Rental Car Expense	963.71
Travel Expense	21,861.58
Total Expense	45,787.81
Net Ordinary Income	79,212.19
Other Income/Expense	
Other Income	
Finance Charge Income	7.58
Total Other Income	7.58
Net Other Income	7.58
Net Income	79,219.77

6:18 PM 11/04/21

Commonwealth Parliamentary Association Statement of Cash Flows January through December 2020

	Jan - Dec 20
OPERATING ACTIVITIES	
Net Income	79,219.77
Adjustments to reconcile Net Income	
to net cash provided by operations:	
CPA RBC Credit Card	365.77
Payroll Liabilities	-875.00
Net cash provided by Operating Activities	78,710.54
INVESTING ACTIVITIES	
RBC Fixed Deposit Account	7.58
Net cash provided by Investing Activities	-7.58
Net cash increase for period	78,702.96
Cash at beginning of period	1,356.90
Cash at end of period	80,059.86

CPA Youth Parliament Trial Balance

As of December 31, 2020

	Dec 31, 20	
	Debit	Credit
CPA RBC KYD Acc# 113 718 1	1,297.22	
PrePaid Office Supplies	402.40	
Opening Balance Equity		1,521.60
Unrestricted Net Assets		869.87
Direct Public Support:Corporate Contributions		8,120.00
Bank Service Charges	179.00	
Hotel Accommodation Fees	624.36	
Meals and Entertainment	2,613.74	
Misc. Expenses	250.00	
Office Supplies	2,528.51	
Operations:Printing and Copying	135.00	
Rental Car Expense	178.50	
Travel Expense	2,302.74	
TOTAL	10,511.47	10,511.47

CPA Youth Parliament Balance Sheet

As of December 31, 2020

	Dec 31, 20
ASSETS Current Assets Checking/Savings CPA RBC KYD Acc# 113 718 1	1,297.22
Total Checking/Savings	1,297.22
Total Current Assets	1,297.22
TOTAL ASSETS	1,297.22
LIABILITIES & EQUITY Liabilities Current Liabilities Accounts Payable PrePaid Office Supplies	-402.40
Total Accounts Payable	-402.40
Total Current Liabilities	-402.40
Total Liabilities	-402.40
Equity Opening Balance Equity Unrestricted Net Assets Net Income	1,521.60 869.87 -691.85
Total Equity	1,699.62
TOTAL LIABILITIES & EQUITY	1,297.22

CPA Youth Parliament Profit & Loss

January through December 2020

	Jan - Dec 20
Ordinary Income/Expense Income Direct Public Support Corporate Contributions	8,120.00
Total Direct Public Support	8,120.00
Total Income	8,120.00
Gross Profit	8,120.00
Expense Bank Service Charges Hotel Accommodation Fees Meals and Entertainment	179.00 624.36 2,613.74
Misc. Expenses Office Supplies Operations Printing and Copying	250.00 2,528.51 135.00
Total Operations	135.00
Rental Car Expense Travel Expense	178.50 2,302.74
Total Expense	8,811.85
Net Ordinary Income	-691.85
Net Income	-691.85

CPA Youth Parliament Statement of Cash Flows

January through December 2020

	Jan - Dec 20
OPERATING ACTIVITIES	604.05
Net Income Adjustments to reconcile Net Income to net cash provided by operations:	-691.85
PrePaid Office Supplies	447.46
Net cash provided by Operating Activities	-244.39
Net cash increase for period	-244.39
Cash at beginning of period	1,541.61
Cash at end of period	1,297.22