

**Company Registration No. 3067909**

**COMMONWEALTH PARTNERSHIP FOR  
TECHNOLOGY MANAGEMENT LIMITED**

**(A company limited by guarantee)**

**Report and Financial Statements**

**31 March 2003**



**CPTM**

**Commonwealth Partnership for Technology Management Ltd.**

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**COMMONWEALTH PARTNERSHIP FOR  
TECHNOLOGY MANAGEMENT LIMITED**  
(A company limited by guarantee)

**REPORT AND FINANCIAL STATEMENTS 2003**

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**COMMONWEALTH PARTNERSHIP FOR  
TECHNOLOGY MANAGEMENT LIMITED**  
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**DIRECTORS**

Tan Sri Datuk Dr Omar bin Abdul Rahman (Malaysia)	Chairman
Dr Moses Nee Buernor Ayiku (Ghana)	
Mr Ian Christopher Downing	
Amb. Jasmi Md. Yusoff (Malaysia)	
Mr Dixies Shadrack Msautsa Kambauwa (Malawi)	
Mr Allan George Mayo	
Tan Sri Dato' Francis Yeoh Sock Ping (Malaysia)	
Prof Noel Zarb-Adami (Malta)	
Datuk Dr Mihaela Y Smith, PJN	Chief Executive
Dr John Vincent Cable (MP)	
Mr Modise Davies Modise	
Mr Ramanan Rickie Sankar (Guyana) (alternate to Dr Moses Nee Buernor Ayiku)	
Mr Lim Man Onn (Malaysia) (alternate to Tan Sri Dato' Francis Yeoh Sock Ping)	
Mr Mohamad Muda (Malaysia) (alternate to Amb. Jasmi Md. Yusoff)	
Mr Rundheersing Bheenick (alternate to Tan Sri Datuk Dr Omar bin Abdul Rahman)	
Dr George Christodoulides (alternate to Prof Noel Zarb-Adami)	
Mr Ralph Murphy (alternate to Mr Dixies Shadrack Msautsa Kambauwa)	
Lt General Ihsan Shurdom (alternate to Mr Ian Christopher Downing)	

**CHIEF EXECUTIVE**

Datuk Dr Mihaela Yvonne Smith PJN

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**MANAGEMENT COMMITTEE**

Tan Sri Datuk Dr Omar bin Abdul Rahman (Malaysia)	Chairman, <i>ex officio</i>
Ms Lisa Agard (Cayman Islands)	
Dr George Christodoulides (Cyprus)	
Mrs Catherine M Cunningham	
Mr Ian Christopher Downing	
Mr John Percival W Jeffers (Barbados)	
Mr Dixies Kambauwa (Malawi)	
Datuk Dr Mihaela Yvonne Smith PJN	Chief Executive, <i>ex officio</i>
Mr John Watkinson	

**PARTNERSHIP STEERING GROUP**

Tan Sri Datuk Dr Omar bin Abdul Rahman (Malaysia)	Chairman, <i>ex officio</i>
Mr Gordon Adgey	
Ms Lisa Agard (Cayman Islands)	
Mrs Anna Ahmed	
Mr Adrian Augier (St. Lucia)	
Mr Rundheersing Bheenick (Mauritius)	
Mr John Carter (South Africa)	
Mr V M Chandran (Malaysia)	
Mr Hollis Charles (Trinidad & Tobago)	
Prof. Chris Chetsanga (Zimbabwe)	
Mrs Catherine M Cunningham	
Mrs Eunice Kazembe (Malawi)	
Mr Keith Jordan	
Prof. E E Okon (Nigeria)	
Mr Christopher Pastakia	
Datuk Shahril Shamsuddin (Malaysia)	
Datuk Dr Mihaela Yvonne Smith PJN	Chief Executive, <i>ex officio</i>

**COMMONWEALTH PARTNERSHIP FOR  
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**SECRETARY**

Comat Registrars Limited  
9 Gray's Inn Square  
Gray's Inn  
London WC1R 5JQ

**REGISTERED OFFICE**

14 Queen Anne's Gate  
London SW1H 9AA

**BANKERS**

HSBC Bank plc  
69 Pall Mall  
London SW1Y 5EY

**SOLICITORS**

Roiter Zucker  
Regent House  
5 Broadhurst Gardens  
Swiss Cottage  
London NW3 3QX

Speechly Bircham  
6 St Andrew Street  
London EC4A 3LX

**ACCOUNTANTS**

Deloitte & Touche  
Chartered Accountants  
Leda House  
Station Road  
Cambridge  
CB1 2RN

**COMMONWEALTH PARTNERSHIP FOR  
TECHNOLOGY MANAGEMENT LIMITED**  
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**DIRECTORS' REPORT**

The directors present their annual report and the audited financial statements for the year ended 31 March 2003.

**ACTIVITIES**

The Commonwealth Partnership for Technology Management Limited is set up to provide advisory services to Commonwealth countries, institutions and organisations, with particular reference to technology and environmental assessment and management, and the inter-relationship between these issues and economic policy; to promote a global approach to the harnessing of technology for development through public and private sector partnerships; to foster the creation of other international partnerships between the public and private sectors for the benefit of Commonwealth countries; to use co-operative networking and resourcing to enhance national capacities of Commonwealth countries to manage technology for growth and sustainable development. The company does not trade and any surplus at the year end is transferred to reserves to meet future running costs.

**REVIEW OF ACTIVITIES**

The company was incorporated on 13 June 1995 and commenced its activities on 1 July 1995. The company made a deficit after taxation for the year ended 31 March 2003 of £38,489 (2002 - deficit of £59,876).

**FUTURE DEVELOPMENTS**

The company will continue to provide advisory services as stated in the company's objects and to develop further the concept and practice of public/private sector partnership through co-operative networking.

**DIRECTORS AND THEIR INTERESTS**

The membership of the Board is set out on page 1. All directors are also members of the company.

**STATEMENT OF DIRECTORS' RESPONSIBILITIES**

United Kingdom company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company as at the end of the financial year and of the profit or loss of the company for that period. In preparing those financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

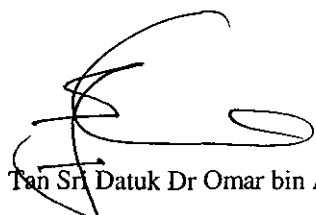
The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**COMMONWEALTH PARTNERSHIP FOR  
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**AUDITORS**

On 1 August 2003, Deloitte & Touche, the Company's auditors transferred their business to Deloitte & Touche LLP, a limited liability partnership incorporated under the Limited Liability Partnerships Act 2000. The Company's consent has been given to treating the appointment of Deloitte & Touche as extending to Deloitte & Touche LLP with effect from 1 August 2003 under the provisions of Section 26(5) of the Companies Act 1989. A resolution to re-appoint Deloitte & Touche LLP as the Company's auditor may be proposed at the forthcoming Annual General Meeting.

Approved by the Board of Directors  
and signed on behalf of the Board



Tan Sri Datuk Dr Omar bin Abdul Rahman  
Chairman

26/9 /2003

**COMMONWEALTH PARTNERSHIP FOR  
TECHNOLOGY MANAGEMENT LIMITED**  
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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF  
COMMONWEALTH PARTNERSHIP FOR  
TECHNOLOGY MANAGEMENT LIMITED  
(A company limited by guarantee)**

We have audited the financial statements of Commonwealth Partnership for Technology Management Limited for the year ended 31 March 2003 which comprise the income and expenditure account, the balance sheet and the related notes 1 to 12. These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors' 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of directors and auditors**

As described in the statement of directors' responsibilities, the company's directors are responsible for the preparation of the financial statements in accordance with applicable United Kingdom law and accounting standards. Our responsibility is to audit the financial statements in accordance with relevant United Kingdom legal and regulatory requirements and auditing standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report if, in our opinion, the directors' report is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the company is not disclosed.

We read the directors' report for the above year and consider the implications for our report if we become aware of any apparent misstatements.

**Basis of audit opinion**

We conducted our audit in accordance with United Kingdom auditing standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion, we also evaluated the overall adequacy of the presentation of information in the financial statements.

**Opinion**

In our opinion, the financial statements give a true and fair view of the state of the company's affairs as at 31 March 2003 and of its deficit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

*Deloitte & Touche LLP*

Deloitte & Touche LLP  
Chartered Accountants and  
Registered Auditors  
Cambridge

2 October 2003

**COMMONWEALTH PARTNERSHIP FOR  
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**INCOME AND EXPENDITURE ACCOUNT**

Year ended 31 March 2003.

	Note	Year ended 31 March 2003 £	Period from 1 July 2001 to 31 March 2002 £
<b>INCOME:</b>			
Contributions		338,809	339,726
Interest received		2,968	3,426
Other income		<u>462</u>	<u>662</u>
		342,239	343,814
<b>EXPENDITURE</b>		<u>(380,728)</u>	<u>(403,347)</u>
<b>OPERATING DEFICIT BEFORE TAXATION</b>	2	(38,489)	(59,533)
<b>TAXATION</b>	4	<u>-</u>	<u>343</u>
<b>DEFICIT FOR THE YEAR TRANSFERRED TO RESERVES</b>	9	<u><u>(38,489)</u></u>	<u><u>(59,876)</u></u>

All activities derive from continuing operations.

There are no recognised gains or losses other than as stated in the income and expenditure account.

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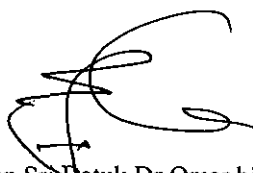
**BALANCE SHEET**

31 March 2003

	Note	2003 £	2002 £
<b>FIXED ASSETS</b>			
Tangible Assets	5	14,468	24,022
<b>CURRENT ASSETS</b>			
Debtors	6	103,740	128,872
Investments	7	4,506,652	85,000
Cash at bank and in hand		36,302	44,883
		<u>4,646,694</u>	<u>258,755</u>
<b>CREDITORS: amounts falling due within one year</b>	8	<u>(4,556,943)</u>	<u>(140,069)</u>
<b>NET CURRENT ASSETS</b>		<u>89,751</u>	<u>116,686</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>104,219</u>	<u>142,708</u>
<b>RESERVES</b>	9	<u>104,219</u>	<u>142,708</u>

These financial statements were approved by the Board of Directors on 26/9/ 2003.

Signed on behalf of the Board of Directors



Tan Sri Datuk Dr Omar bin Abdul Rahman  
Chairman

**COMMONWEALTH PARTNERSHIP FOR  
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**NOTES TO THE ACCOUNTS**  
Year ended 31 March 2003

**1. ACCOUNTING POLICIES**

The financial statements are prepared in accordance with applicable accounting standards. The particular accounting policies adopted are described below.

**Accounting Convention**

The financial statements are prepared under the historical cost convention.

**Income**

Contributions and fee-based income are taken to the income and expenditure account when received unless designated for a specific period when they are spread over the period to which they relate.

**Tangible Fixed Assets**

Depreciation of fixed assets is calculated to write off their cost over their estimated useful lives which are considered to be:

Furniture and office equipment	5 years.
Leasehold Improvements	3 years.

**Deferred Taxation**

Deferred tax is provided in full on timing differences, which result in an obligation at the balance sheet date to pay more tax, or a right to pay less tax, at a future date, at rates expected to apply when they crystallise based on current tax rates and law. Timing differences arise from the inclusion of items of income and expenditure in taxation computations in periods different from those in which they are included in financial statements. Deferred tax assets are recognised to the extent that it is regarded as more likely than not that they will be recovered. Deferred tax assets and liabilities are not discounted.

**Foreign Exchange**

Transactions denominated in foreign currencies are translated into sterling at the rates ruling at the dates of the transactions. Monetary assets and liabilities denominated in foreign currencies at the balance sheet date are translated at the rates ruling at that date. Translation differences arising are dealt with in the profit and loss account.

**Operating leases**

Rentals on operating leases are charged to the income and expenditure account in equal annual amounts over the lease term.

**2. OPERATING DEFICIT BEFORE TAXATION**

	Year ended 31 March 2003 £	Period from 1 July 2001 to 31 March 2002 £
<b>The operating deficit before taxation is stated after charging:</b>		
Depreciation	9,554	6,288
Profit on sale of fixed assets	(150)	-
Rentals under operating leases		
Land and buildings	39,707	39,635
Other operating leases	3,736	2,560
Auditors' remuneration	6,169	5,875

**COMMONWEALTH PARTNERSHIP FOR  
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**NOTES TO THE ACCOUNTS**  
Year ended 31 March 2003

**3. INFORMATION REGARDING DIRECTORS AND EMPLOYEES**

	Year ended 31 March 2003 £	Period from 1 July 2001 to 31 March 2002 £
Directors' remuneration		
Emoluments	52,570	52,036
The emoluments are all in respect of the chief executive	<u>7</u>	<u>5</u>
	£	£
The costs incurred in respect of these employees was:		
Wages and salaries	164,000	110,270
Social security costs	15,458	10,908
	<u>179,458</u>	<u>121,178</u>

**4. TAX ON LOSS ON ORDINARY ACTIVITIES**

	Year ended 31 March 2003 £	Period from 1 July 2001 to 31 March 2002 £
Corporation tax at 10% (2002 - 10%)	-	343

The company is chargeable to corporation tax only on its investment income.

**COMMONWEALTH PARTNERSHIP FOR  
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**NOTES TO THE ACCOUNTS**

Year ended 31 March 2003

**4. TAX ON LOSS ON ORDINARY ACTIVITIES (continued)**

The tax assessed for the year is lower than the standard rate of corporation tax in the UK (2003 - 30%; 2002 - 30%). The differences are explained below

	Year ended 31 March 2003 £	Period from 1 July 2001 to 31 March 2002 £
Operating deficit before taxation	(38,489)	(59,533)
Tax on operating deficit at standard rate	(11,547)	(17,860)
Factors affecting charge:	12,437	18,888
Deficit not assessable to tax due to non-profit making status of company	(890)	(685)
Small companies rate (2003 - nil, 2002 - 10%)		
Current tax charge for the period	-	343

**5. TANGIBLE FIXED ASSETS**

	Leasehold improve- ments £	Furniture and office equipment £	Total £
<b>Cost</b>			
At 1 April 2002	1,575	70,426	72,001
Disposals	-	(2,135)	(2,135)
At 31 March 2003	1,575	68,291	69,866
<b>Accumulated depreciation</b>			
At 1 April 2002	-	47,979	47,979
Charge in year	1,050	8,504	9,554
Disposals	-	(2,135)	(2,135)
At 31 March 2003	1,050	54,348	55,398
<b>Net book value</b>			
At 31 March 2003	525	13,943	14,468
At 31 March 2002	1,575	22,447	24,022

**COMMONWEALTH PARTNERSHIP FOR  
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**NOTES TO THE ACCOUNTS**  
Year ended 31 March 2003

**6. DEBTORS**

	2003	2002
	£	£
Other debtors	83,789	113,051
Prepayments and accrued income	19,951	15,821
	<u>103,740</u>	<u>128,872</u>

**7. INVESTMENTS HELD AS CURRENT ASSETS**

	2003	2002
	£	£
Cash deposits	4,506,652	85,000
	<u>4,506,652</u>	<u>85,000</u>

**8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2003	2002
	£	£
Other creditors	8,526	27,344
Corporation tax	-	344
Other taxation and social security	-	4,414
Accruals	14,464	21,694
Deferred income	130,000	86,273
Endowment fund creditor (note 11)	4,403,953	-
	<u>4,556,943</u>	<u>140,069</u>

**COMMONWEALTH PARTNERSHIP FOR  
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**NOTES TO THE ACCOUNTS**  
Year ended 31 March 2003

**9. RESERVES**

	General reserve £
At 1 April 2002	142,708
Transfer from income and expenditure account	(38,489)
	<hr/>
At 31 March 2003	104,219
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**10. OPERATING LEASE COMMITMENTS**

At 31 March 2003 the company was committed to making the following payments during the next period in respect of operating leases.

	2003		2002	
	Land and buildings £	Other £	Land and Buildings £	Other £
<b>Leases which expire:</b>				
Within one year	51,250	-	-	-
Within two to five years	-	3,737	51,250	3,737
	<hr/>	<hr/>	<hr/>	<hr/>

**11. CHANGE OF FUNDING ARRANGEMENTS**

The company has proposed to its financially contributing members that annual contributions be replaced by a one-off contribution, the income from which would be used to meet its funding requirements. It has proposed that the fund created by such contributions would be held separately from the company. During the year the company received £4,566,275 from governments and private sector companies. No formal funding agreement has been drawn up, and a separate legal entity to hold the fund had not been created by the year end. The directors regard the company as holding these contributions on trust for the entity that will be created and accordingly they have not been shown as income of the company for the year, and they have been included within creditors, except as explained below.

The Government of Malaysia agreed that £280,000 of its contribution could be used by the company. £130,000 could be used to top up the reduced annual contributions receivable from members, and the directors have therefore shown this sum as income. £150,000 could be used to pay professional charges and implementation costs arising from the creation of the fund, and by the year end £50,446 had been used to meet such costs; neither income nor expenditure is shown in these accounts. A further £25,446 implementation costs have been carried forward to be recovered in future periods.

By the year end the company had received interest of £18,124 on the sums held in trust for its future funding entity. The directors regard the company as holding the interest on trust and accordingly it has been included within creditors.

As a result of the above, at the year end the company held cash and creditors of £4,403,953 in respect of the new fund.

**12. LIABILITY**

The liability of the members on winding up is limited to such amounts as may be required, not exceeding £1 per member.

There were 334 members at 31 March 2003 (2002 - 383).