



# Trustees Annual Report

For the year ending 31<sup>st</sup> August 2014

## Contents

Legal and Administrative Information .....	2
Report of the Trustees .....	3
Objectives and Activities.....	3
Achievements in the year .....	3
Statement of Financial Activities .....	4
Reserves policy .....	4
Sources of Income .....	4
Major areas of expenditure .....	4
Accounts .....	5
Independent Examiner’s report.....	7
Notes.....	6

---

### The Premier membership and networking organisation for IT Directors

Postal address: Charity IT Leaders Admin Team, Chester House, 68 Chestergate, Macclesfield, Cheshire, SK11 6DY.

Registered Charity No. 1153226, [www.charityitleaders.org.uk](http://www.charityitleaders.org.uk)

Administration: [admin@charityitleaders.org.uk](mailto:admin@charityitleaders.org.uk), Chair - Laura Dawson: [chair@charityitleaders.org.uk](mailto:chair@charityitleaders.org.uk)

Secretary – Phil Durbin: [secretary@charityitleaders.org.uk](mailto:secretary@charityitleaders.org.uk), Treasurer – Brychan Watkins: [finance@charityitleaders.org.uk](mailto:finance@charityitleaders.org.uk)

## Legal and Administrative Information

Charity IT leaders is a CIO, charitable incorporated organisation, charity number 1153226, formed on the 5<sup>th</sup> August 2013.

Our Registered Address is:

68 Chestergate  
Macclesfield  
Cheshire  
SK11 6DY

The trustees for the 2013-14 financial year were:

- Laura Dawson, Chair
- Philip Durbin, Secretary,
- Brychan Watkins, Treasurer,
- Nick Napier, Communications,
- Daniel Hall, Meetings Organiser
- John Hotham Conference Organiser
- Andrew Fenton Strategic Direction Officer
- Richard Ella Special Interest Groups

The charity uses administrative services from Kingston Smith Association Management (KSAM), and has a long standing arrangement with Z/Yen for benchmarking between member charities.

All Trustees are volunteers and receive no remuneration for their activities on behalf of the charity. They are elected each year at the Annual General Meeting which is held in October each year. Where a post is not filled the Trustees may co-opt an individual to fulfil the role until the next AGM.

The charity has no paid employees, with each trustee responsible for their area of activity, supported by the administrative services provided by KSAM.

## Report of the Trustees

### Objectives and Activities

The objectives of Charity IT Leaders is the promotion for the public benefit of the efficiency and effectiveness of charities and not-for-profit organisations through the promotion of study, sharing of knowledge and advancement of the use of information technology.

We are a membership organisation where the member is the charity, and are represented by their senior IT managers.

We achieve our objectives by:

- Quarterly meetings, where we invite speakers of interest and encourage debate and networking.
- Groups, formed to cover areas of interest to members, on any subject relevant to Information Technology.
- Our Annual Conference.
- Benchmarking between member charities, assisted by Z/Yen.
- Our website
- Participation and presenting in events run by sister organisations such as the Charity Finance Group.

### Achievements in the year

The Annual conference was well attended and thought provoking on the subject of "The Evolving CIO". This was our first conference at this venue, and the extra space was welcomed both by delegates and exhibitors. Feedback from both was positive.

The quarterly meetings were also well attended with a good range of charities represented, and a range of topics including writing IS Strategy, what a 'good' business analyst is, Software defined networks, SFIA, 'good' project management, Information Security, and Bring Your Own Device.

Several topic based special meetings were held, including one on CRM and another on using the Microsoft Office 365 donation to charities.

CITL also facilitated the launch of the Charity Project Management Charter, and forged closer links with other organisations that operate in a similar space, such as the Charity Finance Group and Civil Society Magazine.

On the Administrative side, we successfully completed the transition to our new administrators, Kingston Smith Association Management, and ended our relationship with the BCS, who were providing our financial management.

## Statement of Financial Activities

This is the first full year of the CIO, and our first annual report.

To align our reporting cycle with the annual conference the Trustees have decided to shorten the 2014-2015 financial year to end on the 31<sup>st</sup> March 2015, thus giving sufficient time for a full annual report to be completed before the AGM in October. Going forward the financial year will run from 1<sup>st</sup> April to 31<sup>st</sup> March.

### Reserves policy

Our overall financial aim is to spend our income on charitable activities for our members, while retaining sufficient funds to enable us to recover from a poor conference, i.e. sufficient reserves to run the charity for a year, excluding conference costs.

### Sources of Income


We have 2 main sources of income, membership fees, and conference sponsorship income. Depending on the venue we may also take delegate room booking costs for the conference through our accounts. We do not charge for attendance at any events.

### Major areas of expenditure

Our main areas of expenditure are:

- The conference
- Benchmarking, working with Z/Yen
- Quarterly meetings, mostly the venue
- Administration, provided by Kingston Smith Association Management
- Website

## Annual Accounts

	Charity IT Leaders Ltd		Charity No (if any)	1153226	<b>CC17a</b>
	Annual accounts for the period				
	Period start date	01/09/2013	To	Period end date	

### Section A Statement of financial activities

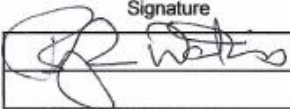
Recommended categories by activity	Note	Unrestricted funds	Restricted income funds	Endowment funds	Total this year
		£	£	£	£
		F01	F02	F03	F04
<b>Incoming resources (Note 3)</b>					
Incoming resources from charitable activities	S04	151,500	-	-	151,500
Other incoming resources	S05	64	-	-	64
<b>Total incoming resources</b>	S06	151,564	-	-	151,564
<b>Resources expended (Notes 4-8)</b>					
Charitable activities	S10	101,904	-	-	101,904
Governance costs	S11	30,206	-	-	30,206
Other resources expended	S12	368	-	-	368
<b>Total resources expended</b>	S13	132,478	-	-	132,478
<b>Net incoming/(outgoing) resources before transfers</b>	S14	19,086	-	-	19,086
<b>Gross transfers between funds</b>	S15	-	-	-	-
<b>Net incoming/(outgoing) resources before other recognised gains/(losses)</b>	S16	19,086	-	-	19,086
<b>Net movement in funds</b>	S19	19,086	-	-	19,086
<b>Total funds transferred from previous unincorporated organisation</b>	S20	117,720	-	-	117,720
<b>Total funds carried forward</b>	S21	136,806	-	-	136,806

# Balance Sheet

## Section B Balance sheet

	Note	Restricted			Total this year £
		Unrestricted funds £	income funds £	Endowment funds £	
<b>Current assets</b>					
Stock and work in progress	B05	-	-	-	-
Debtors (Note 11)	B06	32,801	-	-	32,801
(Short term) investments	B07	131,932	-	-	131,932
Cash at bank and in hand	B08	52,992	-	-	52,992
<b>Total current assets</b>	B09	217,725	-	-	217,725
<b>Creditors: amounts falling due within one year (Note 12)</b>					
	B10	80,919	-	-	80,919
<b>Net current assets/(liabilities)</b>	B11	136,806	-	-	136,806
<b>Total assets less current liabilities</b>	B12	136,806	-	-	136,806
<b>Funds of the Charity</b>					
Unrestricted funds	B16	136,806			136,806
<b>Total funds</b>	B20	136,806	-	-	136,806

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	BRYNCHAN WATKINS	9/6/15

Note 1 **Basis of preparation****1.1 Basis of accounting**

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);
- and with\*  Accounting Standards;
- or  Financial Reporting Standards for Smaller Enterprises (FRSSE);
- and with the Charities Act.

**1.2 Change in basis of accounting**

This is the first year since the charity was incorporated.

**1.3 Changes to previous accounts**

Not applicable

Note 2 **Accounting policies**

*This standard list of accounting policies has been applied by the charity except for those deleted. Where a different or additional policy has been adopted then this is detailed in the box below.*

**INCOMING RESOURCES****Recognition of incoming resources**

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

**Incoming resources with related expenditure**

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.

**Grants and donations**

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

**Contractual income and performance related grants**

This is only included in the SoFA once the related goods or services have been delivered.

**Donated services and facilities**

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

**Volunteer help**

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

<b>Investment income</b>	This is included in the accounts when receivable.
<b>Investment gains and losses</b>	This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

## **EXPENDITURE AND LIABILITIES**

<b>Liability recognition</b>	Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.
<b>Governance costs</b>	Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.
<b>Grants with performance conditions</b>	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.
<b>Grants payable without performance conditions</b>	These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.
<b>Support Costs</b>	Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

## **ASSETS**

<b>Tangible fixed assets for use by charity</b>	These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or a reasonable value on receipt.
<b>Stocks and work in progress</b>	These are valued at the lower of cost or market value.



**Note 3****Analysis of incoming resources**

	<b>Analysis</b>	<b>This year £</b>
<b>Incoming resources from charitable activities</b>	2014 Conference - delegate fees	15,700
	2014 Conference - sponsorship	97,250
	Membership subscriptions	38,550
		-
		-
	<b>Total</b>	<b>151,500</b>

**Note 4**

	<b>Analysis</b>	<b>This year £</b>
<b>Charitable activities</b>		-
	2014 Conference	65,534
	Benchmarking	29,520
	Networking events and discussion forum	6,850
	<b>Total</b>	<b>101,904</b>
<b>Governance costs</b>	Accounting services	25,186
	Administration	5,020
		-
	<b>Total</b>	<b>30,206</b>

**Note 5****Support Costs**

<b>Support cost type</b>	<b>Fundraising activity £</b>	<b>Governance Activity £</b>	<b>Total Cost £</b>
2014 Conference		19,425	19,425
Benchmarking		8,750	8,750
Networking events and discussion forum		2,030	2,030
<b>Total</b>	-	30,206	30,206

**Note 6 Details of certain items of expenditure**

**6.1 Trustee expenses**

*No trustees were paid expenses during the year.*

	This year
Number of trustees who were paid expenses	Nil
Nature of the expenses	N/A
Total amount paid	Nil

**6.2 Fees for examination or audit of the accounts**

	This year
	£
Independent examiner's or auditors' fees for reporting on the accounts	Nil
Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor	Nil

**Note 7 Paid employees**

*The charity does not employ any staff and did not do so during 2013/14.*

**Note 11 Debtors and prepayments**

Analysis of debtors	Amounts falling due within one year	Amounts falling due after more than one year
	This year £	This year £
Trade debtors	31,135	-
Other debtors	-	-
Prepayments and accrued income	1,666	-
<b>Total</b>	<b>32,801</b>	<b>-</b>

## Note 12 Creditors and accruals

### 12.1 Analysis of creditors

	Amounts falling due within one year	Amounts falling due after more than one year
	This year £	This year £
Loans and overdrafts	-	-
Trade creditors	2,784	-
Other creditors	-	-
Accruals and deferred income	78,135	-
<b>Total</b>	<b>80,919</b>	<b>-</b>

### 12.2 Security over assets

*No loans have been taken out and as a consequence no security has been charged over the assets of the charity.*

## Note 14 Transactions with related parties

### 14.1 Remuneration and benefits

Name of trustee or connected party		Legal authority (eg order, governing document)	Amounts paid or benefit value	
			This year £	Last year £
Laura Dawson	British Council		None	None
Brychan Watkins	British Legion		None	None
Phil Durbin	Salvation Army		None	None
Nick Napier	Zoological Society of London		None	None
Adam Lennon	Plan UK		None	None
John Hotham	Demelza		None	None
Dan Hall	British Council		None	None
Ian Williamson	Unicef		None	None

---

## 14.2 Loans


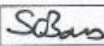
	Name of trustee or connected party	Legal authority	Amount owing
			This year £
<b>Due to trustees and related parties</b>			None
<b>Due from trustees and related parties</b>			None

The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.

### 14.3 Other transaction(s) with trustees or related parties

There were no transactions undertaken (or on behalf of) the charity in which a trustee or related party had a material interest during the year.

## Independent Examiner's report

		<h3>Independent examiner's report on the accounts</h3>	
<b>Section A Independent Examiner's Report</b>			
<b>Report to the trustees/ members of</b>	Charity IT Leaders CIO		
<b>On accounts for the year ended</b>	31st August 2014	<b>Charity no (if any)</b>	1153226
	<b>Set out on pages</b> 5 - 12		
<b>Respective responsibilities of trustees and examiner</b>	The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to: <ul style="list-style-type: none"> <li>• examine the accounts under section 145 of the Charities Act,</li> <li>• to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and</li> <li>• to state whether particular matters have come to my attention.</li> </ul>		
<b>Basis of independent examiner's statement</b>	My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.		
<b>Independent examiner's statement</b>	In connection with my examination, no matter has come to my attention <ol style="list-style-type: none"> <li>1. which gives me reasonable cause to believe that in, any material respect, the requirements:                         <ul style="list-style-type: none"> <li>• to keep accounting records in accordance with section 130 of the Charities Act; and</li> <li>• to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or</li> </ul> </li> <li>2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</li> </ol>		
<b>Signed:</b>		<b>Date:</b>	14 June 2015
<b>Name:</b>	Simon Bass		
<b>Relevant professional qualification(s) or body:</b>	Chartered Accountant		
<b>Address:</b>	Yew Tree Farm House, The Street, Wormshill, Kent, ME9 0TU		