



Registered Charity No: 1153226

**Trustees Annual Report
For the period ended
31st March 2016**

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

Administration: admin@charityitleaders.org.uk, Chair - Laura Dawson: chair@charityitleaders.org.uk

Secretary – Phil Durbin: secretary@charityitleaders.org.uk, Treasurer – Brychan Watkins: finance@charityitleaders.org.uk

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Legal and Administrative Information

Trustees

Laura Dawson
Philip Durbin
Brychan Watkins
Nick Napier
Daniel Hall
Ian Williamson
John Hotham (Resigned 1 April 2016)
Adam Lennon
Graeme Little (Appointed 1 August 2015)
Matthew Jago (Appointed 1 July 2016)
Tina Parfitt (Resigned 1 December 2015)

Secretary

Phil Durbin

Registered Address

68 Chestergate
Macclesfield
Cheshire
SK11 6DY

Registered Charity No: 1153226

Independent Examiner

Kingston Smith LLP
4 Victoria Square
St Albans
Hertfordshire
AL1 3TF

Report of the Trustees

Charity Details

Charity IT Leaders is a CIO, a charitable incorporated organisation, formed on the 5th August 2013. The governing document of the CIO is its constitution which has not been amended since foundation.

Objectives and Activities

The objectives of Charity IT Leaders are 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.
- Member dinners, where the host sets the topic for discussion to encourage debate and networking in a more exclusive setting.
- 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.

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 at the Annual General Meeting which is held in October each year, with a third elected 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 on the activities in the period

The Annual conference was well attended and thought provoking on the subject of "This time IT's personal: Shaping our Future". This was the first time that we had included a Hackathon as part of the conference. Feedback on this, as well as all other aspects of the conference was positive.

The quarterly meetings were also well attended with a good range of charities represented, and a range of topics including recruiting the right people, the changing role of the CIO, security / governance and compliance, the digital CIO and the threats of shadow IT, the possibilities of hybrid cloud and the evolution of IT.

A new concept introduced at the annual conference this year (and because of its success) into quarterly meetings as well is the “unconference”. This gives members the chance to have roundtable discussions on pre-selected topics of their choice and have proved particularly helpful with many examples of conversations continuing beyond the meeting.

Member dinners have been piloted this year, with discussions on a topic of interest, and a report for all members produced on the basis of the debate. These will become a regular feature.

CITL has also continued to forge closer links with other organisations that operate in a similar space, such as the Charity Finance Group and the Civil Society Magazine.

On the Administrative side, the contract with Kingston Smith Association Management was renewed after it was felt their proactiveness, attention to detail, quality and timelessness of their activities would be difficult to surpass.

Public Benefit Statement

The Trustees confirm that they have complied with the duty in section 17 of the charities act 2011 to have due regard to the charity commission’s general guidance on public benefit.

The Board of Trustees have referred to the guidance contained in the Charity Commission’s general guidance on public benefit when reviewing the aims and objectives and in planning the charity’s future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives set.

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.

As our income has exceeded the VAT threshold are now registered for VAT. After discussion with HMRC it was felt that there was no benefit in seeking any exemptions, and membership fees have been adjusted to ensure that the gross amount is similar to last year, recognising that most of our members cannot reclaim VAT.

Major areas of expenditure

Our main areas of expenditure are:

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

Independent Examiner's Report to the Trustees of Charity IT Leaders for the year ended 31 March 2016

I report on the financial statements of Charity IT Leaders for the period ended 31 March 2016 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. The charity's trustees consider that an audit is not required for this period under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the financial statements under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as 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.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

- 1) Which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirement of the 2011 Acthave not been met; or
- 2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



Silvia Vitiello
For and on behalf of
Kingston Smith LLP
Chartered Accountants

105 St Peter's Street
St Albans
AL1 3EJ

Date: 18/10/16

**Charity IT Leaders
Statement of Financial Activities
For the year ended 31 March 2016**

	Note	Unrestricted Funds 2016 £	Unrestricted Funds 2015 £
Income and endowments from :			
Charitable activities	2	129,699	132,830
Investments	3	68	49
		<hr/>	<hr/>
Total incoming resources		129,767	132,879
Expenditure on:			
Charitable activities	4	(110,605)	(109,685)
Other	5	(2,600)	(2,500)
		<hr/>	<hr/>
Total resources expended		(113,205)	(112,185)
Net movement in funds		16,562	20,694
Fund balances brought forward at 1 April 2015		<hr/> 157,500	<hr/> 136,806
Fund balances carried forward at 31 March 2016		<hr/> 174,062	<hr/> 157,500

All gains and losses arising in the period have been included in the Statement of Financial Activities.

The notes on pages 9 to 11 form part of these financial statements.

All funds in both 2016 and 2015 are unrestricted.

Charity IT Leaders Balance Sheet as at 31 March 2016

	Note	2016 £	2016 £	2015 £	2015 £
Current assets					
Debtors	6	8,025		3,600	
Cash at bank and in hand		<u>175,523</u>		<u>158,200</u>	
		183,548		161,800	
Creditors: Amounts falling due within one year					
	7	<u>(9,486)</u>		<u>(4,300)</u>	
Net current assets			<u>174,062</u>		<u>157,500</u>
Total assets less current liabilities			<u><u>174,062</u></u>		<u><u>157,500</u></u>
Funds					
Unrestricted funds:					
General fund	8		<u>174,062</u>		<u>157,500</u>
Total charity funds			<u><u>174,062</u></u>		<u><u>157,500</u></u>

The accounts were approved and authorised for issue by board on 15th Sept 2016
and signed on its behalf by:



Philip Durbin
Trustee



Brychan Watkins
Trustee

Charity IT Leaders
Notes to the financial statements
For the year ended 31 March 2016

1 Accounting policies

1.1 Basis of accounting

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16/07/14, the Financial Reporting Standard for Smaller Entities (FRSSE), and the Charities Act 2011 and applicable regulations.

1.2 Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

1.3 Incoming resources

Charitable activity income is included when receivable.

Investment income is included when receivable.

1.4 Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure is net of any VAT and is reported as part of the expenditure to which it related:

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes all costs excluding governance costs.

- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examiners fees and costs linked to the strategic management of the charity.

2. Income from charitable activities

	2016	2015
	£	£
Conference - Delegate fees	2,745	5,100
Conference - Sponsorship	77,667	94,500
Conference - Accommodation	12,766	13,730
Membership	36,521	19,500
	<u>129,699</u>	<u>132,830</u>

3. Investment income

	2016	2015
	£	£
Bank interest receivable	<u>68</u>	<u>49</u>

Charity IT Leaders
Notes to the financial statements
For the year ended 31 March 2016

4. Expenditure on charitable activities

	2016 £	2016 £	2016 £	2015 £
	Direct costs	Support Costs	Total	Total
Conference	53,787	-	53,787	53,620
Benchmarking	9,000	-	9,000	18,600
Meeting costs	4,096	-	4,096	5,545
Grants payable	1,800	-	1,800	-
Membership services	-	38,166	38,166	29,004
Printing, postage and stationary	-	357	357	941
Computer running costs	-	3,000	3,000	1,649
Travelling expenses	-	229	229	297
Sundry expenses	-	170	170	29
	<u>68,683</u>	<u>41,922</u>	<u>110,605</u>	<u>109,685</u>

Expenditure on charitable activities

	2015 £	2015 £	2015 £
	Direct costs	Support Costs	Total
Conference	53,620	-	53,620
Benchmarking	18,600	-	18,600
Meeting Costs	5,545	-	5,545
Membership services	-	29,004	29,004
Printing, postage and stationary	-	941	941
Computer running costs	-	1,649	1,649
Travelling expenses	-	297	297
Sundry expenses	-	29	29
	<u>77,765</u>	<u>31,920</u>	<u>109,685</u>

5. Other expenditure

	2016 £	2015 £
Governance Cost:		
Independent examiners fee	2,600	2,500
	<u>2,600</u>	<u>2,500</u>

During the year none of the trustees received any remunerations (2015: £nil)

Being the year the trustees were reimbursed £669 in expenses (2015: £nil)

Charity IT Leaders
Notes to the financial statements
For the year ended 31 March 2016

6. Debtors

	2016 £	2015 £
Trade debtors	4,220	3,600
Prepayments	2,500	-
Other debtors	1,305	-
	<u>8,025</u>	<u>3,600</u>

7. Creditors: Amounts falling due within one year

	2016 £	2015 £
Trade creditors	1,653	1,800
Accruals and Deferred income	7,833	2,500
	<u>9,486</u>	<u>4,300</u>

8. Analysis of movement of funds

	Balance at 1 Apr 2015	Incoming resources	Outgoing resources	Balance at 31 Mar 2016
Unrestricted Funds	157,500	129,767	(113,205)	174,062
	<u>157,500</u>	<u>129,767</u>	<u>(113,205)</u>	<u>174,062</u>

9. Analysis of net assets

	Unrestricted Funds 2016	Unrestricted Funds 2015
Current assets	183,548	161,800
Creditors due within one year	(9,486)	(4,300)
Net Assets	<u>174,062</u>	<u>157,500</u>

10. Related Parties

There were no related party transactions during the year.

