

CHARITY  
IT LEADERS

Registered Charity No: 1153226

Trustees Annual Report  
For the period ended  
31st March 2018

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## Legal and Administrative Information

### **Trustees**

Daniel Hall  
Laura Dawson  
Philip Durbin  
Bill Griggs (appointed 13/10/17)  
Matthew Jago  
Adam Lennon  
Graeme Little (resigned 20/03/18)  
Gerard McGovern (Co-opted 10/11/17)  
Nick Napier (resigned 23/08/18)  
Jason Oliver (Co-opted 10/11/17 and resigned 13/07/18)  
David Southern (Co-opted 10/11/17)  
Brychan Watkins (resigned 13/10/17)  
Ian Williamson (resigned 13/10/17)

### **Secretary**

Phil Durbin

### **Registered Address**

68 Chestergate  
Macclesfield  
Cheshire  
SK11 6DY

**Registered Charity No: 1153226**

### **Independent Examiner**

Silvia Vitiello  
Kingston Smith LLP  
Ground Floor,  
4 Victoria Square,  
St Albans,  
AL1 3TF

## Report of the Trustees

### Charity Details

Charity IT Leaders is a CIO, a charitable incorporated organisation, formed on the 5<sup>th</sup> August 2013. The governing document of the CIO is its constitution which has not been materially changed 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.
- Our Annual Conference.
- Benchmarking between member charities, assisted by Z/Yen.
- Our website.
- Participation and presenting in events run by other organisations where there a clear relevance and benefit to doing so.

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. 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, with the topic of 'Diverse IT – Integrated thinking in an ever changing world'. The conference took place over 3 days and included a Masterclass, Hackathon, Unconference session, Gala Dinner, plus a number of key technology talks and sessions.

The quarterly meetings were also well attended with a good range of charities represented. We have switched the venue to the Law Society, and have also planned to hold meetings at specific charity sites such as the World Wildlife Fund HQ and one off events outside of London. During the year we have covered a number of topics including Digital Leadership, Artificial Intelligence and Machine Learning, GDPR and Cyber Security.

Continued to have unconferences at meetings, with a wide range of topics including how we lead the Digital revolution.

We held one Topical dinner this year with the subject "Waterfall V Agile, do we need both?" One of the spin offs of these dinners has been the establishment of a GDPR group, after a dinner on the subject, see below.

The GDPR Group was established in March 2017, and met every two months through the year. It is likely to continue until the GDPR comes into effect on 25<sup>th</sup> May 2018, and beyond if the topic remains sufficiently relevant. The meetings have been well attended and brought in a wide range of roles, such as data governance staff, from member charities.

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.

The trustees have continued to focus on developing the strategy for the future of the charity, to ensure it remains relevant and beneficial to members. During the year we have elected Dan Hall as our new Chair of Trustees, Laura Dawson has taken on the role of External Liaison, and we have welcomed David Southern, Jason Oliver, Bill Griggs and Gerard McGovern as new trustees.

One strategic objective has been to increase membership numbers via more effective marketing, new membership promotions, etc. This has delivered some success with numbers up from 81 on March 31<sup>st</sup> 2017, to 98 on March 31<sup>st</sup> 2018.

On the Administrative side, the contract with Kingston Smith Association Management continues and they continue to provide an effective administration service to the group.

## 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. All members receive one free conference place but are charged for additional attendees. We do not charge for attendance at any other events.

The charity is VAT registered and does not claim any exemptions from 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 hosting and maintenance.

# Charity IT Leaders Independent Examiner's Report For the year ended 31 March 2018

I report on the financial statements of Charity IT Leaders for the period ended 31 March 2018 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 Act have 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

4 Victoria Square  
St Albans  
AL1 3TF

Date: 19/09/18

Charity IT Leaders  
Statement of Financial Activities  
For the year ended 31 March 2018

	Note	Unrestricted Funds 2018 £	Unrestricted Funds 2017 £
<b>Income and endowments from :</b>			
Charitable activities	2	110,910	113,882
Investments	3	63	49
		<hr/>	<hr/>
<b>Total incoming resources</b>		<b>110,973</b>	<b>113,931</b>
<b>Expenditure on:</b>			
Charitable activities	4	(140,524)	(155,388)
Other	5	(2,600)	(2,600)
		<hr/>	<hr/>
<b>Total resources expended</b>		<b>(143,124)</b>	<b>(157,988)</b>
<b>Net movement in funds</b>		<b>(32,151)</b>	<b>(44,057)</b>
Fund balances brought forward at 1 April 2017		<hr/> 130,005	<hr/> 174,062
Fund balances carried forward at 31 March 2018		<hr/> <hr/> 97,854	<hr/> <hr/> 130,005

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

The notes on pages 10 to 12 form part of these financial statements.

All funds in both 2017 and 2018 are unrestricted.




Charity IT Leaders  
 Balance Sheet  
 For the year ended 31 March 2018

	Note	2018 £	2018 £	2017 £	2017 £
<b>Current assets</b>					
Debtors	6	10,782		10,246	
Cash at bank and in hand		<u>114,703</u>		<u>144,595</u>	
		125,485		154,841	
<b>Creditors: Amounts falling due within one year</b>					
	7	<u>(27,631)</u>		<u>(24,836)</u>	
<b>Net current assets</b>			<u>97,854</u>		<u>130,005</u>
<b>Total assets less current liabilities</b>			<u>97,854</u>		<u>130,005</u>
<b>Funds</b>					
Unrestricted funds:					
General fund	8		<u>97,854</u>		<u>130,005</u>
<b>Total charity funds</b>			<u>97,854</u>		<u>130,005</u>

The accounts were approved and authorised for issue by board on 14th Sept 2018  
 and signed on its behalf by:

  
 DAN HALL  
 Trustee

  
 BILL ARIAGS  
 Trustee

Charity IT Leaders  
Notes to the financial statements  
For the year ended 31 March 2018

**4. Expenditure on charitable activities**

	2018 £	2018 £	2018 £	2017 £
	Direct costs	Support Costs	Total	Total
Conference	49,940	-	49,940	52,399
Benchmarking	13,500	-	13,500	16,625
Meeting costs	11,160	-	11,160	13,115
Consultancy	-	5,340	5,340	-
Membership services	-	49,943	49,943	33,179
Printing, postage and stationery	-	1,511	1,511	15
Computer running costs	-	7,418	7,418	39,652
Travelling expenses	-	611	611	-
Sundry expenses	-	1,101	1,101	403
	<u>74,600</u>	<u>65,924</u>	<u>140,524</u>	<u>155,388</u>

**Expenditure on charitable activities**

	2017 £	2017 £	2017 £
	Direct costs	Support Costs	Total
Conference	52,399	-	52,399
Benchmarking	16,625	-	16,625
Meeting costs	13,115	-	13,115
Consultancy	-	-	0
Membership services	-	33,179	33,179
Printing, postage and stationery	-	15	15
Computer running costs	-	39,652	39,652
Travelling expenses	-	-	-
Sundry expenses	-	403	403
	<u>82,139</u>	<u>73,249</u>	<u>155,388</u>

**5. Other expenditure**

	2018 £	2017 £
Governance Cost:		
Independent examiner's fee	2,600	2,600
	<u>2,600</u>	<u>2,600</u>

During the year none of the trustees received any remunerations or benefits (2017: £nil)

During the year the trustees were reimbursed £nil in expenses (2017: £nil)

Charity IT Leaders  
Notes to the financial statements  
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**6. Debtors**

	2018 £	2017 £
Trade debtors	299	320
Prepayments	7,200	7,320
Other debtors	3,283	2,606
	<u>10,782</u>	<u>10,246</u>

**7. Creditors: Amounts falling due within one year**

	2018 £	2017 £
Trade creditors	21,662	19,527
Accruals and Deferred income	5,969	5,309
	<u>27,631</u>	<u>24,836</u>

Deferred income relates to amounts received in advance for membership income.

Deferred income b/fwd	2,646
Membership income received in advance	3,222
Amounts released from previous years	(2,646)
Deferred income c/fwd	<u>3,222</u>

**8. Analysis of movement of funds**

	Balance at 1 Apr 2017	Incoming resources	Outgoing resources	Balance at 31 Mar 2018
Unrestricted Funds	130,005	110,973	(143,124)	97,854
	<u>130,005</u>	<u>110,973</u>	<u>(143,124)</u>	<u>97,854</u>

**9. Analysis of net assets**

	Unrestricted Funds 2018	Unrestricted Funds 2017
Current assets	125,485	154,841
Creditors due within one year	(27,631)	(24,836)
Net Assets	<u>97,854</u>	<u>130,005</u>

**10. Related Parties**

There were no related party transactions during the year.