



CHARITY
IT LEADERS

Registered Charity No: 1153226

Trustees Annual Report
For the period ended
31st March 2019

Contents

Legal and Administrative Information	3
Report of the Trustees	4
Charity details	4
Objectives and Activities	4
Report on the activities in the period	5
Public benefit statement	6
Reserves policy	6
Sources of income	6
Major areas of expenditure	6
Statement of Trustees' Responsibilities.....	7
Independent Examiner's report	8
Statement of Financial Activities.....	9
Balance Sheet.....	10
Notes to the financial statements.....	11

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 – Dan Hall: chair@charityitleaders.org.uk Secretary – Phil Durbin: secretary@charityitleaders.org.uk, Treasurer – Bill Griggs: finance@charityitleaders.org.uk

Legal and Administrative Information

Trustees

Daniel Hall
Laura Dawson
Philip Durbin (stood down 12/10/18, Co-opted 11/01/19)
Nick Napier (Co-opted 12/05/19)
Bill Griggs
Matthew Jago
Adam Lennon
Gerard McGovern
David Southern (stood down 12/10/18)
Jason Oliver (resigned 13/07/18)
Rahul Chauhan (appointed 12/10/18)
Elspeth Sully (appointed 12/10/18)
Jane Deal (appointed 12/10/18)
Danny Attias (appointed 12/10/18)
Chris Callaghan (appointed 12/10/18)

Secretary

Gerard McGovern

Registered Address

68 Chestergate
Macclesfield
Cheshire
SK11 6DY

Registered Charity No: 1153226

Independent Examiner

Moore 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 5th 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.
- Our website and social medial feeds.
- 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).

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 had no paid employees for the reporting period, with each trustee responsible for their area of activity, supported by the administrative services provided by KSAM.

For 2019/20, the charity has agreed to engage a Business Manager to focus on generating engagement with our members and improving our partnership with key industry suppliers.

Report on the activities in the period

The Annual conference was very well attended and took place over 3 days with a focus on Leadership. It included a Masterclass, separate Leadership and GDPR streams, Gala Dinner, a keynote speech on the Charity Digital Code of Practice, 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 also held one quarterly meeting at the World Wildlife Fund HQ, and a one off event at the Museum of Science and Industry in Manchester. During the year we have covered a number of topics including Digital Leadership, Tech for Good, IT Outsourcing, Data and Integration and Cyber Security.

The GDPR Group was established in March 2017, and continued to meet regularly in the first half of the year. GDPR came into effect on 25th May 2018, and the group has gradually wound down following this. The meetings were well attended and brought in a wide range of roles, such as data governance staff, from member charities.

A Business Analysis group has recently been established and meets on a bi-monthly basis.

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. It has also agreed to become a supporting partner of the Charity Digital Code for the 2019/20 financial year.

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 Gerard McGovern has taken on the role of secretary and we have welcomed a number of new trustees. We would like to thank Phil Durbin our outgoing secretary for his huge contribution to CITL.

Membership of the organisation has held steady over the course of the year with round 100 member charities.

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 sponsorship income. Depending on the venue we may also take delegate room booking costs for the conference through our accounts. All members receive free conference places. 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
- Quarterly meetings, mostly the venue
- Other group meetings
- Administration, provided by Kingston Smith Association Management
- Website hosting and maintenance.

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice.)

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the Board of Trustees on 5th Sept 2019

 DAN HALL

Trustee

Charity IT Leaders

Independent Examiner's Report

For the year ended 31 March 2019

I report on the financial statements of Charity IT Leaders for the period ended 31 March 2019 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
Moore Kingston Smith LLP
Chartered Accountants

4 Victoria Square
St Albans
AL1 3TF

Date: 20/09/19

Charity IT Leaders
Statement of Financial Activities
For the year ended 31 March 2019

	Note	Unrestricted Funds 2019 £	Unrestricted Funds 2018 £
Income and endowments from :			
Charitable activities	2	114,632	110,910
Investments	3	159	63
		<hr/>	<hr/>
Total incoming resources		114,791	110,973
Expenditure on:			
Charitable activities	4	(114,827)	(140,524)
Other	5	(2,700)	(2,600)
		<hr/>	<hr/>
Total resources expended		(117,527)	(143,124)
Net movement in funds		(2,736)	(32,151)
Fund balances brought forward at 1 April 2018		<hr/> 97,854	<hr/> 130,005
Fund balances carried forward at 31 March 2019		<hr/> <hr/> 95,118	<hr/> <hr/> 97,854

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

The notes on pages 11 to 13 form part of these financial statements.

All funds in both 2018 and 2019 are unrestricted.

Charity IT Leaders
 Balance Sheet
 For the year ended 31 March 2019

	Note	2019 £	2019 £	2018 £	2018 £
Current assets					
Debtors	6	9,531		10,782	
Cash at bank and in hand		<u>106,505</u>		<u>114,703</u>	
		116,036		125,485	
Creditors: Amounts falling due within one year					
	7	<u>(20,918)</u>		<u>(27,631)</u>	
Net current assets			<u>95,118</u>		<u>97,854</u>
Total assets less current liabilities			<u>95,118</u>		<u>97,854</u>
Funds					
Unrestricted funds:					
General fund	8		<u>95,118</u>		<u>97,854</u>
Total charity funds			<u>95,118</u>		<u>97,854</u>

The accounts were approved and authorised for issue by board on 5/09/19
 and signed on its behalf by:



Trustee



Trustee

BILL GRIGGS

Charity IT Leaders

Notes to the financial statements

For the year ended 31 March 2019

1 Accounting policies

1.1 Basis of preparation of the Financial Statements

The financial statements have been prepared in accordance with the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (The FRS 102 Charities SORP) and the Charities Act 2011.

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

All income is recognised in the Statement of Financial Activities when the conditions for the receipt have been met and there is reasonable assurance of receipt.

1.4 Resources expended

Expenditure is recognised on an accrual basis as a liability when 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

	2019 £	2018 £
Conference - Delegate fees	300	2,900
Conference - Sponsorship	60,450	62,500
Conference - Accommodation	8,465	7,500
Membership	45,417	38,010
	<u>114,632</u>	<u>110,910</u>

3. Investment income

	2019 £	2018 £
Bank interest receivable	<u>159</u>	<u>63</u>

Charity IT Leaders
Notes to the financial statements
For the year ended 31 March 2019

4. Expenditure on charitable activities

	2019 £	2019 £	2019 £	2018 £
	Direct costs	Support Costs	Total	Total
Conference	47,882	-	47,882	49,940
Benchmarking	12,375	-	12,375	13,500
Meeting costs	7,104	-	7,104	11,160
Consultancy	-	-	-	5,340
Membership services	-	38,933	38,933	49,943
Printing, postage and stationery	-	45	45	1,511
Computer running costs	-	7,487	7,487	7,418
Travelling expenses	-	-	-	611
Sundry expenses	-	1,001	1,001	1,101
	<u>67,361</u>	<u>47,466</u>	<u>114,827</u>	<u>140,524</u>

Expenditure on charitable activities

	2018 £	2018 £	2018 £
	Direct costs	Support Costs	Total
Conference	49,940	-	49,940
Benchmarking	13,500	-	13,500
Meeting costs	11,160	-	11,160
Consultancy	-	5,340	5,340
Membership services	-	49,943	49,943
Printing, postage and stationery	-	1,511	1,511
Computer running costs	-	7,418	7,418
Travelling expenses	-	611	611
Sundry expenses	-	1,101	1,101
	<u>74,600</u>	<u>65,924</u>	<u>140,524</u>

5. Other expenditure

	2019 £	2018 £
Governance Cost:		
Independent examiner's fee	2,700	2,600
	<u>2,700</u>	<u>2,600</u>

During the year none of the trustees received any remunerations or benefits (2018: £nil)

During the year the trustees were reimbursed £nil in expenses (2018: £nil)

Charity IT Leaders
Notes to the financial statements
For the year ended 31 March 2019

6. Debtors

	2019 £	2018 £
Trade debtors	5,980	299
Prepayments	3,216	7,200
Other debtors	335	3,283
	<u>9,531</u>	<u>10,782</u>

7. Creditors: Amounts falling due within one year

	2019 £	2018 £
Trade creditors	13,066	21,662
Accruals and Deferred income	7,852	5,969
	<u>20,918</u>	<u>27,631</u>

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

Deferred income b/fwd	3,222
Membership income received in advance	5,000
Amounts released from previous years	(3,222)
Deferred income c/fwd	<u>5,000</u>

8. Analysis of movement of funds

	Balance at 1 Apr 2018	Incoming resources	Outgoing resources	Balance at 31 Mar 2019
Unrestricted Funds	97,854	114,791	(117,527)	95,118
	<u>97,854</u>	<u>114,791</u>	<u>(117,527)</u>	<u>95,118</u>

9. Analysis of net assets

	Unrestricted Funds 2019	Unrestricted Funds 2018
Current assets	116,036	125,485
Creditors due within one year	(20,918)	(27,631)
Net Assets	<u>95,118</u>	<u>97,854</u>

10. Related Parties

There were no related party transactions during the year.