



Registered Charity No: 1153226

Trustees Annual Report
For the period ended
31st March 2017

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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secretary@charityitleaders.org.uk . Treasurer — Brychan Watkins: finance@charityitleaders.org.uk

Legal and Administrative Information

Trustees

Laura Dawson
Philip Durbin
Brychan Watkins
Nick Napier
Daniel Hall
Ian Williamson
Matthew Jago
Adam Lennon
Graeme Little

Secretary

Phil Durbin

Registered Address

68 Chestergate
Macclesfield
Cheshire
SK11 6DY

Registered Charity No: 1153226

Independent Examiner

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.
- 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, with the topic of 'Future Leaders, preparing for the future' and talks on Talent in the 21st century, growing your own talent, developing digital savvy business leaders and enterprise savvy technology specialists, as well as case studies from member charities, and discussion of GDPR, and finishing with Dr Sue Black's inspirational talk on how she overcame her challenging upbringing to succeed in IT and academia.

The quarterly meetings were also well attended with a good range of charities represented. We have switched the venue to the EEF, which is more central as well as cost effective. During the year we have had topics such as 'managing your inner chimp', professional development, Factor Analysis of Information Risk (FAIR) methodology, Managing your and your department's brand, Benchmarking, and many other topics.

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

Member dinners have continued this year, with good attendance and relevant discussions. One of the spin offs 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 will continue to meet every two months, at least until GDPR comes into effect. The first meeting was well attended and has 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 introduced a new brand, and redeveloped the website, to make it more accessible, putting the event booking and payment online, and improving information and information sharing for members. This has been a major investment for us, funded from reserves.

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. We do not charge for attendance at any 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 , where we have made a significant investment this year.

 18/9/2017
 , Treasurer

Charity IT Leaders Statement of Financial Activities For the year ended 31 March 2017

I report on the financial statements of Charity IT Leaders for the period ended 31 March 2017 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

4 Victoria Square
St Albans
AL1 3TF

Date: 20/09/17

Charity IT Leaders
Statement of Financial Activities
For the year ended 31 March 2017

	Note	Unrestricted Funds 2017 £	Unrestricted Funds 2016 £
Income and endowments from :			
Charitable activities	2	113,882	129,699
Investments	3	49	68
		<hr/>	<hr/>
Total incoming resources		113,931	129,767
Expenditure on:			
Charitable activities	4	(155,388)	(110,605)
Other	5	(2,600)	(2,600)
		<hr/>	<hr/>
Total resources expended		(157,988)	(113,205)
Net movement in funds		(44,057)	16,562
Fund balances brought forward at 1 April 2016		<hr/> 174,062 <hr/>	<hr/> 157,500 <hr/>
Fund balances carried forward at 31 March 2017		<hr/> 130,005 <hr/>	<hr/> 174,062 <hr/>

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 2016 and 2017 are unrestricted.

**Charity IT Leaders
Statement of Financial Activities
For the year ended 31 March 2017**

	Note	2017 £	2017 £	2016 £	2016 £
Current assets					
Debtors	6	10,246		8,025	
Cash at bank and in hand		<u>144,595</u>		<u>175,523</u>	
		154,841		183,548	
Creditors: Amounts falling due within one year					
	7	<u>(24,836)</u>		<u>(9,486)</u>	
Net current assets			<u>130,005</u>		<u>174,062</u>
Total assets less current liabilities			<u><u>130,005</u></u>		<u><u>174,062</u></u>
Funds					
Unrestricted funds:					
General fund	8		<u>130,005</u>		<u>174,062</u>
Total charity funds			<u><u>130,005</u></u>		<u><u>174,062</u></u>

The accounts were approved and authorised for issue by board on 18/9/17.....
and signed on its behalf by:


.....
Laura Dawson
Chair


.....
Brychan Watkins
Trustee

Charity IT Leaders

Statement of Financial Activities

For the year ended 31 March 2017

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

	2017 £	2016 £
Conference - Delegate fees	2,680	2,745
Conference - Sponsorship	71,230	77,667
Conference - Accommodation	7,833	12,766
Membership	32,139	36,521
	113,882	129,699

3. Investment income

	2017 £	2016 £
Bank interest receivable	49	68

Charity IT Leaders
Statement of Financial Activities
For the year ended 31 March 2017

4. Expenditure on charitable activities

	2017 £	2017 £	2017 £	2016 £
	Direct costs	Support Costs	Total	Total
Conference	52,399	-	52,399	53,787
Benchmarking	16,625	-	16,625	9,000
Meeting costs	13,115	-	13,115	4,096
Grants payable	-	-	-	1,800
Membership services	-	33,179	33,179	38,166
Printing, postage and stationery	-	15	15	357
Computer running costs	-	39,652	39,652	3,000
Travelling expenses	-	-	-	229
Sundry expenses	-	403	403	170
	<u>82,139</u>	<u>73,249</u>	<u>155,388</u>	<u>110,605</u>

Expenditure on charitable activities

	2016 £	2016 £	2016 £
	Direct costs	Support Costs	Total
Conference	53,787	-	53,787
Benchmarking	9,000	-	9,000
Meeting Costs	4,096	-	4,096
Grants payable	1,800	-	1,800
Membership services	-	38,166	38,166
Printing, postage and stationery	-	357	357
Computer running costs	-	3,000	3,000
Travelling expenses	-	229	229
Sundry expenses	-	170	170
	<u>68,683</u>	<u>41,922</u>	<u>110,605</u>

5. Other expenditure

	2017 £	2016 £
Governance Cost:		
Independent examiner's fee	<u>2,600</u>	<u>2,600</u>
	<u>2,600</u>	<u>2,600</u>

During the year none of the trustees received any remunerations or benefits (2016: £nil)

During the year the trustees were reimbursed £nil in expenses (2016: £669)

Charity IT Leaders
Statement of Financial Activities
For the year ended 31 March 2017

6. Debtors

	2017	2016
	£	£
Trade debtors	320	4,220
Prepayments	7,320	2,500
Other debtors	2,606	1,305
	<u>10,246</u>	<u>8,025</u>

7. Creditors: Amounts falling due within one year

	2017	2016
	£	£
Trade creditors	19,527	1,653
Accruals and Deferred income	5,309	7,833
	<u>24,836</u>	<u>9,486</u>

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

8. Analysis of movement of funds

	Balance at 1 Apr 2016	Incoming resources	Outgoing resources	Balance at 31 Mar 2017
Unrestricted Funds	174,062	113,931	(157,988)	130,005
	<u>174,062</u>	<u>113,931</u>	<u>(157,988)</u>	<u>130,005</u>

9. Analysis of net assets

	Unrestricted Funds 2017	Unrestricted Funds 2016
Current assets	154,841	183,548
Creditors due within one year	(24,836)	(9,486)
Net Assets	<u>130,005</u>	<u>174,062</u>

10. Related Parties

There were no related party transactions during the year.