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CHARITY  
IT LEADERS

**Registered Charity No: 1153226**

Trustees Annual Report  
For the year ended  
31<sup>st</sup> March 2020

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## Legal and Administrative Information

### Trustees

Laura Jane Dawson  
Adam Lennon – stood down 11/10/19, re-elected 11/10/19  
Daniel James Hall – stood down 11/10/19, re-elected 11/10/19  
Matthew Paul Jago  
William Thomas Griggs  
Jane Elizabeth Deal  
Christopher Callaghan  
Elspeth Joyce Sully  
Daniel David Attias  
Dragana Grant – elected 11/10/20  
Jill Long – elected 11/10/20, stood down 9/6/20  
Richard John Bailey – elected 11/10/20  
Jane Louise Huntington – elected 11/10/20  
Philip Loxton Durbin – stood down 11/10/20, co-opted Nov 2019  
Nicholas Duncan Scott Napier – stood down 11/10/20, co-opted Nov 2019  
Rahul Chauhan – stood down 11/10/19  
Gerard McGovern – stood down 11/10/19

### Secretary

Matthew Jago

### 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 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.
- 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 Moore Kingston Smith Association Management (MKSAM).

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 permanent employees for the reporting period, but has employed a Business Manager, Tree Hall, on a contract basis to focus on generating engagement with our members and improving our partnership with key industry suppliers. In addition to the business manager, each trustee is responsible for their area of activity, supported by the administrative services provided by MKSAM.

Due to the success of the Business Manager in 2019/20, the charity has agreed to employ a CEO as a permanent member of staff for 2020/21.

## Report on the activities in the period

The Annual conference was very well attended and took place over 3 days in October 2019. It continued to expand its coverage and content with separate Leadership, Service Management and Business Analysis tracks, a Gala Dinner, plus a number of key technology talks and sessions, including one from Avril Chester, the Founder and CEO of Cancer Central.

The quarterly meetings were also well attended with a good range of charities represented. We have continued to use our primary venue as the Law Society, and have used other locations when there has been an opportunity to do so. 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 Business Analysis group continues to meet on a bi-monthly basis, and there was a Business Analysis stream at the annual conference.

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. In 2019/20, it became a supporting partner of the Charity Digital Code.

The trustees and Business Manager 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 Matthew Jago has taken on the role of secretary and we have welcomed a number of new trustees. We would like to thank Gerard McGovern our outgoing secretary for his contribution to CITL.

Membership of the organisation has increased slightly the course of the year with over 100 member charities.

Lead by the Business Manager, CITL has revamped its sponsorship model from a conference based approach to an annual one. This has improved the offer to and engagement of sponsors, increased and spread the flow of sponsorship income over the full year (rather than being conference based), and supported the organisation in its provision of services to members.

On the Administrative side, the contract with Moore 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 Moore Kingston Smith Association Management
- Website hosting and maintenance.

### Covid-19 Impact Assessment

The CITL 2020/21 budget was agreed in mid-March at a time when the Covid 19 pandemic was becoming ever more significant. The budget paper included a Covid 19 scenario plan, where income from both sponsors and membership fees was significantly reduced as a result of the pandemic, offset partly by a reduction in expenditure on physical items and events such as room hire for meetings. This scenario still enabled CITL to achieve end of year reserves of £69,000, which is within minimum reserves policy.

Since March, CITL has taken the following actions and decisions to cope with the pandemic:

- The CEO and Treasurer are meeting monthly to track income and expenditure, and reporting the financial position monthly to the trustees. Based on Q1 accounts, membership was below target but increasing steadily, while sponsorship targets were also seen as viable but dependent on the ability to deliver continued value to sponsors. This will continue to be closely monitored, and appropriate action taken if the financial position deteriorates.
- Quarterly meetings and other networking events are being held online, and have benefited from a high level of attendance.
- The annual conference has been moved from October 2020 to March 2021, although this remains under review. A one day virtual conference is planned for October 2020.
- The AGM will take place online in October 2020.

## 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 

26.10.20

Trustee

# Charity IT Leaders Independent Examiner's Report For the year ended 31 March 2020

I report on the financial statements of Charity IT Leaders for the period ended 31 March 2020 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: 19 . 11. 20



Charity IT Leaders  
Statement of Financial Activities  
For the year ended 31 March 2020

	Note	Unrestricted Funds 2020 £	Unrestricted Funds 2019 £
<b>Income and endowments from :</b>			
Charitable activities	2	127,390	114,632
Investments	3	115	159
		<u>127,505</u>	<u>114,791</u>
<b>Total incoming resources</b>			
<b>Expenditure on:</b>			
Charitable activities	4	(144,775)	(114,827)
Other	5	(2,675)	(2,700)
		<u>(147,450)</u>	<u>(117,527)</u>
<b>Total resources expended</b>			
<b>Net movement in funds</b>			
		(19,945)	(2,736)
Fund balances brought forward at 1 April 2019		<u>95,118</u>	<u>97,854</u>
Fund balances carried forward at 31 March 2020		<u><u>75,173</u></u>	<u><u>95,118</u></u>

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 2020 and 2019 are unrestricted.

Charity IT Leaders  
 Balance Sheet  
 For the year ended 31 March 2020

	Note	2020 £	2020 £	2019 £	2019 £
<b>Current assets</b>					
Debtors	6	16,603		9,531	
Cash at bank and in hand		<u>113,174</u>		<u>106,505</u>	
		129,777		116,036	
<b>Creditors: Amounts falling due within one year</b>					
	7	<u>(54,604)</u>		<u>(20,918)</u>	
<b>Net current assets</b>			<u>75,173</u>		<u>95,118</u>
<b>Total assets less current liabilities</b>			<u>75,173</u>		<u>95,118</u>
<b>Funds</b>					
Unrestricted funds:					
General fund	8		<u>75,173</u>		<u>95,118</u>
<b>Total charity funds</b>			<u>75,173</u>		<u>95,118</u>

The accounts were approved and authorised for issue by board on ... 26.10.2020  
 and signed on its behalf by:

 ..... DAN HALL  
 Trustee CHAIR

# Charity IT Leaders

## Notes to the financial statements

### For the year ended 31 March 2020

#### 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, second edition October 2019) and the Charities Act 2011.

##### *Going concern*

The Board have assessed whether the use of the going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the charity to continue as a going concern including the impact of Covid-19 pandemic. The Board have made this assessment for a period of at least one year from the date of approval of the financial statements. In particular the Board have considered the charity's forecasts and impact on income sources.

##### 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

	2020	2019
	£	£
Annual Sponsorship	55,083	-
Conference - Delegate fees	-	300
Conference - Sponsorship	12,370	60,450
Conference - Accommodation	10,187	8,465
Membership	49,750	45,417
	<u>127,390</u>	<u>114,632</u>

#### 3. Investment income

	2020	2019
	£	£
Bank interest receivable	<u>115</u>	<u>159</u>

Charity IT Leaders  
Notes to the financial statements  
For the year ended 31 March 2020

4. Expenditure on charitable activities

	2020 £	2020 £	2020 £	2019 £
	Direct costs	Support Costs	Total	Total
Conference	65,793	-	65,793	47,882
Benchmarking	-	-	-	12,375
Meeting costs	7,197	-	7,197	7,104
Business Manager	-	22,478	22,478	-
Membership services	-	40,221	40,221	38,933
Printing, postage and stationery	-	256	256	45
Computer running costs	-	7,601	7,601	7,487
Travelling expenses	-	168	168	-
Sundry expenses	-	-1,061	1,061	1,001
	<u>72,990</u>	<u>71,785</u>	<u>144,775</u>	<u>114,827</u>

Expenditure on charitable activities

	2019 £	2019 £	2019 £
	Direct costs	Support Costs	Total
Conference	47,882	-	47,882
Benchmarking	12,375	-	12,375
Meeting costs	7,104	-	7,104
Consultancy	-	38,933	38,933
Membership services	-	45	45
Printing, postage and stationery	-	7,487	7,487
Computer running costs	-	-	-
Travelling expenses	-	-	-
Sundry expenses	-	1,001	1,001
	<u>67,361</u>	<u>47,465</u>	<u>114,827</u>

5. Other expenditure

	2020 £	2019 £
Governance Cost:		
Independent examiner's fee	2,675	2,700
	<u>2,675</u>	<u>2,700</u>

During the year none of the trustees received any remunerations or benefits (2019: £nil)

During the year the trustees were reimbursed £nil in expenses (2019: £nil)

Charity IT Leaders  
Notes to the financial statements  
For the year ended 31 March 2020

**6. Debtors**

	2020 £	2019 £
Trade debtors	3,300	5,980
Prepayments	12,355	3,216
Other debtors	948	335
	<u>16,603</u>	<u>9,531</u>

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

	2020 £	2019 £
Trade creditors	12,883	13,066
Accruals and Deferred income	41,721	7,852
	<u>54,604</u>	<u>20,918</u>

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

Deferred income b/fwd	5,000
Membership income received in advance	38,917
Amounts released from previous years	(5,000)
Deferred income c/fwd	<u>38,917</u>

**8. Analysis of movement of funds**

	Balance at 1 Apr 2019	Incoming resources	Outgoing resources	Balance at 31 Mar 2020
Unrestricted Funds	95,118	127,505	(147,450)	75,173
	<u>95,118</u>	<u>127,505</u>	<u>(147,450)</u>	<u>75,173</u>

**9. Analysis of net assets**

	Unrestricted Funds 2020	Unrestricted Funds 2019
Current assets	129,777	125,485
Creditors due within one year	(54,604)	(27,631)
Net Assets	<u>75,173</u>	<u>97,854</u>

**10. Related Parties**

There were no related party transactions during the year.