



CHARITY
IT LEADERS

Registered Charity No: 1153226

Trustees Annual Report
For the period ended
31st March 2022

Contents

Legal and Administrative Information	3
Report of the Trustees	4
Charity Details	4
Objective and Activities	4
Chair's Report	5
CEO's Report	7
Public Benefit Statement	8
Reserves policy	8
Sources of income	8
Major areas of expenditure	8
Independent Examiner's Report	9
Statements of Financial Activities	10
Balance Sheet	11
Notes to the Financial Statements	12

Legal and Administrative Information

Trustees

Daniel James Hall (stood down 8 October 2021)
Laura Jane Dawson
Matthew Paul Jago
William Thomas Griggs (stood down 8 October 2021)
Jane Louise Huntington
Elsbeth Joyce Sully (stood down 8 October 2021)
Richard John Bailey
Syed Muhammad Ali Jaffri
Anna Lynne Hoskins
Shaun Garry Le Geyt (appointed 8 October 2021)
Philip Robert Edwards (appointed 8 October 2021)
Philip Loxton Durbin (stood down 8 October 2021)
Dragana Grant (stood down 8 October 2021)
Nicholas Duncan Scott Napier (stood down 8 October 2021, re-appointed 7 January 2022)

Secretary

Laura Dawson

Staff

Tree Hall - CEO

Registered Address

St James House
Vicar Lane
Sheffield
S1 2EX

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 (CITL) 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 CITL 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 and other IT and digital staff.

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 in and presenting at events run by other organisations where there a clear relevance and benefit to doing so.
- Developing and delivering ad hoc initiatives that will enhance skills and knowledge within our membership.
- Working with sponsors and other partners to develop and deliver specialist content on topics of interest and importance to members.

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 has one paid permanent employee – Tree Hall – acting as CEO. The CEO is responsible for the development of the organisation, improving member services and engagement, developing effective relationships with sponsors and other external partners, and for raising the profile and credibility of the organisation. In addition to the CEO, each trustee is responsible for the promotion of CITL, raising awareness of the organisation, and for introducing new members and sponsors. The CEO and trustees are supported by the administrative services provided by MKSAM.

Achievements in the year

Chair's Report

Reflecting on the last financial year brought back some challenging memories. There was still a sense of nervousness and anxiety about further lockdowns and whether we should relax all the lockdown rules we lived by in 2020. There was (and still remains) a big divide in opinion on the need for social distancing and wearing of masks.

There was also hope, compassion, and a determination to carry on, no matter what. At Charity IT Leaders, we knew we were needed more than ever. We knew that support for IT and technology services was more important than ever and we knew that the buy-in we had finally achieved during the pandemic would start to wane unless we capitalised on it.

2021/2022 was, in some ways, more challenging than the previous year. It forced us to ask questions such as "should we go back to physical events", "what more can we do to support our members" and, "how do we protect ourselves and our members in these ongoing uncertain times".

A key priority was to maintain our programme of online quarterly meetings, tackling the subjects that really mattered to our members. June saw us turn our focus towards Microsoft who had been a leader of digital adoption during the pandemic. We heard from Microsoft Gold partners CPS and Phoenix and from Ha Cole, CTO of Non-profits UK & Western Europe, Microsoft Philanthropies. Ha was so impressed with our engagement that she came back to speak at our Annual Conference in October, and has kept in touch with CITL, helping to bridge the gap between the global software giant and the charity tech community.

Summer of 2021 was awash with stories of overseas holidays and cancelled bookings as the British public tried to flood the holiday destinations of the world only to find last minute travel restrictions and rule changes even after they'd boarded their flights. At CITL we were busy organising our September quarterly meeting as well as our Annual Conference. Virtual or physical was the big question.

We remained virtual for the September quarterly, bringing together our Platinum sponsors Databarracks, Scott Dust of Miami University, Jane Beine, HR Director at GDST, and Steve Hayes of Citizen Housing to discuss the complexities of hybrid working.

In October, it happened. With only two weeks to go, we made the scary decision that the annual conference would be a physical event. Although attendance was slightly lower than in previous years, the delegates started to arrive, awkward handshakes, fist / elbow bumps and aborted handshakes followed by an embarrassed wave were everywhere. It was as if we'd never met other human beings before, but it was clear that everyone was excited to be there after 18 months of lockdown.

Feedback from the event was overwhelmingly positive from delegates, speakers and sponsors, and everyone left with spring in their step and revitalised connections with peers and colleagues.

Unfortunately Covid levels began to rise after the conference, and our CEO, Tree Hall, (our only member of staff) was hospitalised as a result of Covid and was unable to work for several weeks even when she was discharged from hospital. Thankfully she recovered and was able to return home to her family in time for Christmas.

Our Secretary, Laura Dawson, stepped in to Chair our final event of the year, our December quarterly meeting, on spheres of Influence and personal profiles. Danny Attias from the London

Business School and Anna Barsby from Tessiant shared their wisdom with us, and we held an interactive session on building networks. This was all followed by a festive quiz designed by Laura which, although challenging, was greatly enjoyed by everyone in attendance.

Our final event of the financial year was our March quarterly. Based on engagement from our members we again held this virtually. Focusing on demand management and strategic planning we heard from Adrian Taylor from Secrutiny, and Nic Denson, Director of Technology Delivery at the British Heart Foundation.

For me, the highlight of the year was not our events, or even our physical conference. It was the success of our request for help emails. What started as a trickle turned in to a steady stream of requests from our members, asking for help and advice on anything from telephony to CRM, HR to Service Desks. Everyone I know that made a request had multiple responses within 24 hours. Something as simple as sending an email to our network of members made such a difference. It takes courage to ask for help, as well as trust that the right help will be given. I hope that the next year of CITL continues to give us all courage and trust that together we can achieve more, much more, than if we act alone.

Matt Jago

Chair of Trustees

A handwritten signature in black ink, appearing to read 'Matt Jago', written in a cursive style.

CEO's report

As you will have seen from the Chair's report, we have achieved a number of significant and important developments for Charity IT Leaders over the last twelve months. While there are undoubtedly challenges ahead, I'm looking forward with a sense of excitement and clarity of purpose as we continue to grow and develop to better support our community.

There are some key priorities that we must address in order to meet our objectives. As you all know, data is at the heart of any organisation's success, and while we have benefited from the use of iMIS as part of the administrative support provided by KSAM, the time has come for us to implement our own CRM system in order to manage our data more effectively and to use the insights from our data to drive our decision-making and delivery. Therefore, this is a priority over the next few months. To ensure that we gain maximum benefit from a new, in-house system, we are reviewing and refining our internal processes and our data strategy and working with trusted partners to achieve the best outcomes from this project.

Reviewing and improving our membership offering is of paramount importance. The new CRM will deliver enhanced membership insights and support us in achieving greater engagement with more of our current membership, as well as enabling us to target new members more effectively.

We will review our membership model and the benefits that we currently offer, using insights from our data, and directly from members to ensure that we deliver membership journeys that best meet the needs of our community.

Alongside this, we will redevelop our events programme and how we share content. The online events we delivered during the pandemic were well received and increased accessibility for members, while face-to-face events remain popular because of the networking. We will develop a programme that combines the best of both types of event and increases the range of content we provide.

Our recent appointment of a second member of staff will enable us to bring more of our administration and operational tasks in-house, creating a more flexible, agile resource. This will support the transition of our Trustee Board from a very hands-on, operational role to a governance function, as well as delivering more consistent, flexible and agile staffing.

Finally, we will continue to build our credibility and authority as a voice for our members, advocating for the sector generally, and engaging with similar organisations to amplify the voice of the not-for-profit sector and ensuring that our stakeholders are represented in the important debates that affect us all.

I recognise that we are entering a period of increasing financial challenge, as well as a time of social and cultural upheaval, and that it will not be easy to achieve our goals. I know that our greatest strength lies in our community, our collaboration and our commitment to our members, and I am absolutely committed to achieving the successes and outcomes that you need from Charity IT Leaders. I look forward to working with all of you over the coming months to face these challenges head-on.

Warmest wishes,

Tree Hall

CEO

Page | 7



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, although these costs were significantly reduced due to hosting meetings virtually
- Other group meetings
- Staffing costs – CEO and on-costs
- Administration, provided by Moore Kingston Smith Association Management
- Website hosting and maintenance.

Charity IT Leaders Independent Examiner's Report For the year ended 31 March 2022

I report on the financial statements of Charity IT Leaders for the year ended 31 March 2022 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: 5. 12. 22

Charity IT Leaders
Statement of Financial Activities
For the year ended 31 March 2022

	Note	Unrestricted Funds 2022 £	Unrestricted Funds 2021 £
Income and endowments from :			
Charitable activities	2	108,949	91,376
Investments	3	4	29
		<u>108,953</u>	<u>91,405</u>
Total incoming resources			
Expenditure on:			
Charitable activities	4	(119,260)	(90,556)
Other	5	(2,990)	(2,760)
		<u>(122,250)</u>	<u>(93,316)</u>
Total resources expended			
Net movement in funds			
		(13,297)	(1,911)
Fund balances brought forward at 1 April 2021		<u>73,262</u>	<u>75,173</u>
Fund balances carried forward at 31 March 2022		<u>59,965</u>	<u>73,262</u>

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

The notes on pages 12 to 14 form part of these financial statements.

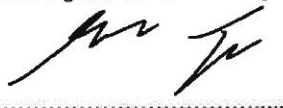
All funds in both 2022 and 2021 are unrestricted.

Charity IT Leaders
 Balance Sheet
 For the year ended 31 March 2022

	Note	2022 £	2022 £	2021 £	2021 £
Current assets					
Debtors	6	20,470		37,710	
Cash at bank and in hand		<u>67,219</u>		<u>71,657</u>	
		87,689		109,367	
Creditors: Amounts falling due within one year					
	7	<u>(27,724)</u>		<u>(36,105)</u>	
Net current assets			<u>59,965</u>		<u>73,262</u>
Total assets less current liabilities			<u>59,965</u>		<u>73,262</u>
Funds					
Unrestricted funds:					
General fund	8		<u>59,965</u>		<u>73,262</u>
Total charity funds			<u>59,965</u>		<u>73,262</u>

The notes on pages 12 to 14 form part of these financial statements.

The accounts were approved and authorised for issue by board on 7th October 2022 and signed on its behalf by:



Trustee



Trustee

Charity IT Leaders
Notes to the financial statements
For the year ended 31 March 2022

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 and have concluded that the use of the going concern basis remains appropriate.

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.

Conference income is recognised in the period in which the event takes places.

Annual sponsorships and subscriptions are recognised evenly over the subscription period.

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

	2022	2021
	£	£
Donations Received	185	-
Annual Sponsorship	51,379	53,084
Conference - Sponsorship	6,500	-
Conference - Accommodation	8,760	167
Membership	42,125	38,125
	<u>108,949</u>	<u>91,376</u>

3. Investment income

	2022	2021
	£	£
Bank interest receivable	<u>4</u>	<u>29</u>

Charity IT Leaders
Notes to the financial statements
For the year ended 31 March 2022

4. Expenditure on charitable activities

	2022 £	2022 £	2022 £	2021 £
	Direct costs	Support Costs	Total	Total
Conference	43,922	-	43,922	-
Meeting costs	1,333	-	1,333	1,287
Salaries and wages	-	41,013	41,013	30,525
Business Manager	-	-	-	1,943
Membership services	-	31,226	31,226	45,086
Benchmarking	-	-	-	-
Computer running costs	-	184	184	9,223
Travelling expenses	-	-	-	-
Sundry expenses	-	1,582	1,582	2,492
	<u>45,255</u>	<u>74,005</u>	<u>119,260</u>	<u>90,556</u>

Expenditure on charitable activities

	2021 £	2021 £	2021 £
	Direct costs	Support Costs	Total
Conference	-	-	-
Meeting costs	1,287	-	1,287
Salaries and wages	-	30,525	30,525
Business manager	-	1,943	1,943
Membership services	-	45,086	45,086
Printing, postage and stationery	-	-	-
Computer running costs	-	9,223	9,223
Travelling expenses	-	-	-
Sundry expenses	-	2,492	2,492
	<u>1,287</u>	<u>89,269</u>	<u>90,556</u>

Staff costs

	2022 £	2021 £
Salaries and wages	40,000	30,000
Employer's pension contributions	1,013	525
	<u>41,013</u>	<u>30,525</u>

Average number of employees was 1 (2021: 1).

No employees received emoluments in excess of £60,000 (2020: none).

5. Other expenditure

	2022 £	2021 £
Governance Cost:		
Independent examiner's fee	2,990	2,760
	<u>2,990</u>	<u>2,760</u>

During the year none of the trustees received any remunerations or benefits (2021: £nil).

During the year the trustees were reimbursed £nil in expenses (2021: £nil).

Charity IT Leaders
Notes to the financial statements
For the year ended 31 March 2022

6. Debtors

	2022	2021
	£	£
Trade debtors	20,094	27,120
Prepayments	273	10,590
Other debtors	103	-
	<u>20,470</u>	<u>37,710</u>

7. Creditors: Amounts falling due within one year

	2022	2021
	£	£
Trade creditors	8,271	2,975
Accruals and Deferred income	17,804	29,312
Other Creditors	-	255
Other Taxation and Social security	1,649	3,563
	<u>27,724</u>	<u>36,105</u>

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

Deferred income b/fwd	25,733
Membership income received in advance	14,954
Amounts released from previous years	(25,733)
Deferred income c/fwd	<u>14,954</u>

8. Analysis of movement of funds

	Balance at 1 Apr 2021	Incoming resources	Outgoing resources	Balance at 31 Mar 2022
Unrestricted Funds	73,262	108,953	(122,250)	59,965
	<u>73,262</u>	<u>108,953</u>	<u>(122,250)</u>	<u>59,965</u>

9. Analysis of net assets

	Unrestricted Funds 2022	Unrestricted Funds 2021
Current assets	87,689	109,367
Creditors due within one year	(27,724)	(36,105)
Net Assets	<u>59,965</u>	<u>73,262</u>

10. Related Parties

There were no related party transactions during the year.