



CHARITY
IT LEADERS

Registered Charity No: 1153226

Trustees Annual Report
For the period ended
31st March 2021

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Legal and Administrative Information

Trustees

Daniel James Hall
Laura Jane Dawson
Philip Loxton Durbin – stood down 15/10/20, co-opted 13/11/20
Dragana Grant – stood down 15/10/20, co-opted 13/11/20
Matthew Paul Jago
William Thomas Griggs
Adam Lennon – stood down 31/12/20
Jane Elizabeth Deal – stood down 15/10/20
Jane Louise Huntington
Elspeth Joyce Sully
Jill Long – stood down 9/6/20
Richard John Bailey
Nicholas Duncan Scott Napier - stood down 15/10/20, co-opted 13/11/20
Syed Muhammad Ali Jaffri – elected 15/10/20
Anna Lynne Hoskins – elected 15/10/20
Daniel David Attias – stood down 15/10/20
Christopher Callaghan – stood down 15/10/20

Secretary

Matthew Jago (to October 2020)
Laura Dawson (from October 2020)

Staff

Tree Hall - CEO

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 (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 – appointed as CEO in May 2020 following her fulfilment of a fixed-term contract as Business Manager. 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.

Report on the activities in the period

The impact of the global pandemic, including a sustained period of lockdown and significant changes to working practices, had a substantive effect on CITL's delivery of activities. Our key priority throughout the year was to provide as much support to our members and the wider NFP sector as possible, and we achieved this in a variety of ways. We maintained our membership levels by offering bursaries and extended memberships to assist members who were experiencing financial

difficulties because of the pandemic. We quickly set up a Covid Response page on our website which collated offers of free products and services from sponsors and other suppliers, resources and content, and we held regular virtual coffee breaks, lunch and learns and online socials to ensure colleagues were connected and supported.

Our last physical event was the Quarterly Meeting held in March 2020, on the topic of disaster recovery and business continuity. Following the announcement of lockdown, all further Quarterly Meetings were delivered online using Zoom. Meetings were very well attended, and the use of VC enabled members who would not normally participate in meetings to engage and attend.

Because of lockdown we were unable to deliver our Annual Conference in October, but given the need for engagement, networking, and connections, we provided a fully online Virtual Festival instead. This two-week event showcased our sponsors, case studies from members and high-profile external speakers including Ade McCormack and Baroness Minouche Shafik. Utilising Zoom we were able to engage with a number of our members and maximise opportunities for people to connect, network and learn.

We hoped to hold our Conference in March 2021, but the continuation of lockdown meant that we had to cancel the event and plan for October 2021.

Lockdown and remote working provided an opportunity to expand our programme of online content. Working with our sponsors and external contacts we offered members a variety of online workshops, seminars, presentations, round tables and informal networking events covering a range of topics. IT and digital remained at the forefront of our subject matter, complimented by pieces around mental health and wellbeing, remote working, leadership in a pandemic, project management and working practices.

We were able to utilise the pro bono services of a highly experienced coach to deliver a four-month AGILE Leadership training programme. This was delivered online and enabled 8 members to participate free of charge. The course covered an AGILE leadership methodology and how to implement this in the workplace. Members had to apply for places, and demand was very high, with three applicants for each place. Feedback was excellent, and this may be something we develop for members as a future offer.

2020 was the 20th anniversary of the organisation and we celebrated this with a 20in20 Campaign. This comprised a number of initiatives to celebrate CITL's 20th year, raise profile and awareness, attract new members and sponsors and engage with existing members.

We continued to work with Delta to deliver their subscription offering and provided a number of engagement opportunities including monthly Town Hall meetings, presentations about new Deltas and product innovations and thought leadership pieces from sector specialists.

Building on our presence within the sector, we worked with media partners including Incisive Media, Tech Monitor and CIO UK, as well as maintaining our relationships with Charity Digital, CFG, LUPC and Tech Talent Charter. We also supported the work of Freddie Quek in challenging digital poverty in young people as highlighted by the change to online education throughout the pandemic.

As a result of contract negotiations with our website providers in November, we moved to a new provider in December. Thanks to the excellent services offered by Cygnet Digital, we were able to launch a newly designed and significantly improved website within three weeks of retaining their

services. They have continued to provide invaluable support for the website as well as advice and practical support in the development of our wider digital services.

The trustees and CEO continued to focus on developing the strategy for the future of the charity, with an emphasis on mitigating the impact of the pandemic in the short-term, and planning for growth and expansion in the longer-term.

The AGM in October saw Daniel Hall step down as Chair after three very successful years, and Matthew Jago taking on the Chair's role. This left a vacancy in the Secretary role which was filled by Laura Dawson.

Jane Deal, Danny Attias, Adam Lennon, Jill Long and Chris Callaghan stood down as trustees and we thank them for their significant contributions. We were delighted to welcome Ali Jaffri and Anna Hoskins as new trustees.

In order to mitigate the financial impact of the pandemic we offered a number of bursaries and other financial support for members which minimised loss of membership, resulting in 95 member charities for the year.

Sponsorship engagement remained high, and many organisations maintained their sponsorship of CITL despite not being able to attend a physical conference. This was mitigated by the Virtual Festival and significantly increased online content delivery throughout the year.

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, 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 2021

I report on the financial statements of Charity IT Leaders for the year ended 31 March 2021 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: 23.12.21

Charity IT Leaders
Statement of Financial Activities
For the year ended 31 March 2021

| | Note | Unrestricted Funds 2021 £ | Unrestricted Funds 2020 £ |
|---|------|------------------------------------|------------------------------------|
| Income and endowments from : | | | |
| Charitable activities | 2 | 91,376 | 127,390 |
| Investments | 3 | 29 | 115 |
| | | <u>91,405</u> | <u>127,505</u> |
| Total incoming resources | | | |
| Expenditure on: | | | |
| Charitable activities | 4 | (90,556) | (144,775) |
| Other | 5 | (2,760) | (2,675) |
| | | <u>(93,316)</u> | <u>(147,450)</u> |
| Total resources expended | | | |
| Net movement in funds | | | |
| | | (1,911) | (19,945) |
| Fund balances brought forward at 1 April 2020 | | <u>75,173</u> | <u>95,118</u> |
| Fund balances carried forward at 31 March 2021 | | <u>73,262</u> | <u>75,173</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 2021 and 2020 are unrestricted.

Charity IT Leaders
 Balance Sheet
 For the year ended 31 March 2021

| | Note | 2021 £ | 2021 £ | 2020 £ | 2020 £ |
|---|------|-----------------|---------------|-----------------|---------------|
| Current assets | | | | | |
| Debtors | 6 | 37,710 | | 16,603 | |
| Cash at bank and in hand | | <u>71,657</u> | | <u>113,174</u> | |
| | | 109,367 | | 129,777 | |
| Creditors: Amounts falling due within one year | | | | | |
| | 7 | <u>(36,105)</u> | | <u>(54,604)</u> | |
| Net current assets | | | <u>73,262</u> | | <u>75,173</u> |
| Total assets less current liabilities | | | <u>73,262</u> | | <u>75,173</u> |
| Funds | | | | | |
| Unrestricted funds: | | | | | |
| General fund | 8 | | <u>73,262</u> | | <u>75,173</u> |
| Total charity funds | | | <u>73,262</u> | | <u>75,173</u> |

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

The accounts were approved and authorised for issue by board on 15/09/2021
 and signed on its behalf by:

Laura J Dawson
Laura J Dawson (Sep 25, 2021 20:37 GMT+1)

Trustee
 Laura Dawson

Matthew Jago
Matthew Jago (Nov 17, 2021 09:44 GMT)

Trustee
 Matthew Jago

Charity IT Leaders
Notes to the financial statements
For the year ended 31 March 2021

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.

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

| | 2021 | 2020 |
|----------------------------|---------------|----------------|
| | £ | £ |
| Annual Sponsorship | 53,084 | 55,083 |
| Conference - Sponsorship | - | 12,370 |
| Conference - Accommodation | 167 | 10,187 |
| Membership | 38,125 | 49,750 |
| | <u>91,376</u> | <u>127,390</u> |

3. Investment income

| | 2021 | 2020 |
|--------------------------|-------------|-------------|
| | £ | £ |
| Bank interest receivable | <u>29</u> | <u>115</u> |

Charity IT Leaders
Notes to the financial statements
For the year ended 31 March 2021

4. Expenditure on charitable activities

| | 2021 £ | 2021 £ | 2021 £ | 2020 £ |
|----------------------------------|--------------|------------------|---------------|----------------|
| | Direct costs | Support Costs | Total | Total |
| Conference | - | - | - | 65,793 |
| Meeting costs | 1,287 | - | 1,287 | 7,197 |
| Salaries and wages | - | 30,525 | 30,525 | - |
| Business Manager | - | 1,943 | 1,943 | 22,478 |
| Membership services | - | 45,086 | 45,086 | 40,221 |
| Printing, postage and stationery | - | - | - | 256 |
| Computer running costs | - | 9,223 | 9,223 | 7,601 |
| Travelling expenses | - | - | - | 168 |
| Sundry expenses | - | 2,492 | 2,492 | 1,061 |
| | <u>1,287</u> | <u>89,269</u> | <u>90,556</u> | <u>144,775</u> |

Expenditure on charitable activities

| | 2020 £ | 2020 £ | 2020 £ |
|----------------------------------|---------------|------------------|----------------|
| | Direct costs | Support Costs | Total |
| Conference | 65,793 | - | 65,793 |
| Benchmarking | - | - | - |
| Meeting costs | 7,197 | - | 7,197 |
| Business Manager | - | 22,478 | 22,478 |
| Membership services | - | 40,221 | 40,221 |
| Printing, postage and stationery | - | 256 | 256 |
| Computer running costs | - | 7,601 | 7,601 |
| Travelling expenses | - | 168 | 168 |
| Sundry expenses | - | 1,061 | 1,061 |
| | <u>72,990</u> | <u>71,785</u> | <u>144,775</u> |

Staff costs

| | 2021 £ | 2020 £ |
|----------------------------------|------------|-----------|
| Salaries and wages | 30,000 | - |
| Employer's pension contributions | 525 | - |
| | <u>525</u> | <u>-</u> |

Average number of employees was 1 (2020: 0).

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

5. Other expenditure

| | 2021 £ | 2020 £ |
|----------------------------|--------------|--------------|
| Governance Cost: | | |
| Independent examiner's fee | 2,760 | 2,675 |
| | <u>2,760</u> | <u>2,675</u> |

During the year none of the trustees received any remunerations or benefits (2020: £nil)

During the year the trustees were reimbursed £nil in expenses (2020: £nil)

Charity IT Leaders
Notes to the financial statements
For the year ended 31 March 2021

6. Debtors

| | 2021 | 2020 |
|---------------|---------------|---------------|
| | £ | £ |
| Trade debtors | 27,120 | 3,300 |
| Prepayments | 10,590 | 12,355 |
| Other debtors | - | 948 |
| | <u>37,710</u> | <u>16,603</u> |

7. Creditors: Amounts falling due within one year

| | 2021 | 2020 |
|------------------------------------|---------------|---------------|
| | £ | £ |
| Trade creditors | 2,975 | 12,883 |
| Accruals and Deferred income | 29,312 | 41,721 |
| Other Creditors | 255 | - |
| Other Taxation and Social security | 3,563 | - |
| | <u>36,105</u> | <u>54,604</u> |

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

| | |
|---------------------------------------|-----------------|
| Deferred income b/fwd | 38,917 |
| Membership income received in advance | 25,733 |
| Amounts released from previous years | <u>(38,917)</u> |
| Deferred income c/fwd | 25,733 |

8. Analysis of movement of funds

| | Balance at | Incoming | Outgoing | Balance at |
|--------------------|-------------------|------------------|------------------|----------------------|
| | 1 Apr 2020 | resources | resources | 31 Mar 2020 |
| Unrestricted Funds | 75,173 | 91,405 | (93,316) | 73,262 |
| | <u>75,173</u> | <u>91,405</u> | <u>(93,316)</u> | <u>73,262</u> |

9. Analysis of net assets

| | Unrestricted | Unrestricted |
|-------------------------------|---------------------|---------------------|
| | Funds | Funds |
| | 2021 | 2020 |
| Current assets | 109,367 | 129,777 |
| Creditors due within one year | (36,105) | (54,604) |
| Net Assets | <u>73,262</u> | <u>75,173</u> |

10. Related Parties

There were no related party transactions during the year.