



CHARITY
IT LEADERS

Registered Charity No: 1153226

Trustees Annual Report
For the period ended
31st March 2023

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Legal and Administrative Information

Trustees

Laura Jane Dawson
Neil Simon Edmonds (appointed 6th December 2022)
Laura Kay Moore (appointed 6th December 2022)
Jane Louise Huntington (stood down 5th December 2022)
Richard John Bailey
Syed Muhammad Ali Jaffri
Anna Lynne Hoskins
Nicholas Duncan Scott Napier (stood down 8 October 2021, re-appointed 7 January 2022)
Jonathan Andrew Curry (appointed 6th December 2022)
Matthew Paul Jago
Phillip Robert Edwards

Chair

Matthew Paul Jago

Treasurer

Jonathan Andrew Curry (appointed 6th December 2022)

Secretary

Laura Dawson

Chief Executive

Tree Hall

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:

- Member 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 media tools.
- 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 finance 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 two paid permanent employees. The staff team is responsible for the sustainable 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 the charity, including raising awareness of the organisation, ensuring our content and events are relevant and support continued improvement in the use of Technology, Data and Digital across the not-for-profit sector and for introducing new members and sponsors.

Report on Activities in the Period Chair's Report

To write the Chairs address, I always make a point to look back on previous years reports. 2021/22 was still heavily impacted by the uncertainty and anxiety of the Covid pandemic. I wrote about how hope was starting to return, and the challenges of what a post-pandemic world would mean for all of our futures.

Looking back therefore on 2022/23, it was refreshing that Covid did not even make the list of highlights (or lowlights in that case). There was however one key factor which both tarnished, but also showed us what CITL was made of.

Our annual conference which has run for so long in the same way and often in the same venue was put in jeopardy in a way no one had conceived. We have discussed on many occasions the risks around our core activities and even enacted some of the mitigation strategies during the pandemic.

But having to cancel our main event on the day it was due to start was never planned for. A major water leak in the area, two days before the event had finally impacted the hotel where our conference was being held. We clung on to the hope that the problem might be fixed in time and even as the water board gave the all-clear the night before, the hotel still had no water. It was with a heavy heart that we had to make the decision to cancel.

What happened in the those few hours showed me what CITL is all about. We all came together, staff, trustees, members, sponsors and speakers. Everyone was drawing on their combined crisis management experience. Calls were made to delegates already en route. Coffee urns were filled with bottled water. Pastries, snacks and sandwiches were bought at nearby shops as we all tried to get the message out.

Less than two hours later and it was over. The last people started their long journeys home. Reality was still sinking in that all of the preparation and hard work that had gone into the organisation of the event was wasted.

Or was it!

The hotel had offered to move our booking. Communication had already gone out to our members of the new conference dates to be held in February 2023. Speakers were confirming their re-attendance and so to were the delegates.

But what did this mean for CITL. Coming out of the back of a global pandemic with finances already being stretched. Could we really run two conferences in the same year. Some hard decisions had to be made. One of which was to not use our external events team to run the February event. By carrying forward bookings and utilising our new internal resource and second member of staff, we managed to reduce costs enough to not only run the event but to make our best yet.

But what else happened?

Looking back over 2022/23, its hard not to focus on the calamity of the annual conference in October '22. But it was also a time of big changes in CITL. As mentioned earlier, we hired our second employee. A change which has had profound impact on the organisation. More resources mean we can communicate more, plan more, achieve more, and most importantly provide more.

Our membership numbers have started to go back up, our membership engagement has gone up and our heads continue to be held up with pride and respect.

Together we can achieve anything. In 2022/23 we showed that.

I can't wait to see what the next few years will bring.

A handwritten signature in black ink, appearing to be 'M. JACO'.

M. JACO

25/01/2024

CEO's Report

The Chair's report highlights the many successes achieved by Charity IT Leaders and our community in 2022-23, putting us in a strong position to continue our growth and development in 2023-24 and beyond.

Our digital partners and Gold Sponsors, Cygnet Digital, have been working closely with us to deliver a new CRM system. Having undergone a thorough review and selection process, we felt that Beacon Charity CRM would give us both the functionality that we need for now, and the flexibility to scale with us as we grow. We are in the latter stages of configuration, and will shortly be undergoing UTA, with a view to going live with the membership module before Christmas 2023.

Additional functionality will be launched in the coming months, providing an intuitive member experience via the member portal, and further administrative efficiencies that will enable us to deliver more and expand the scope of our activities.

We are hugely grateful to Peter, Nick and the team at Cygnet for their support at every stage of the CRM process, and also to Laura Moore and Jane Huntington for giving their time, expertise and BA skills to bear in reviewing and refining our processes and structures, and optimising the benefit we will realise from Beacon.

The CRM will support us in delivering a number of membership marketing campaigns to increase the number of member organisations. We will also be working with sponsors to increase our reach and engage with their charity and non-profit customers. This is important not only to support our financial stability and increase the breadth and depth of knowledge within the community, but also to strengthen our ability to advocate for our sector with authority and credibility.

In addition to delivering two conferences in one financial year, we have also presented a number of other events including the quarterly meetings, webinars and roundtables, LinkedIn Live events and socials. We have delivered some of these in partnership with our sponsors, enabling us to provide wide-ranging content to support and inform our members across the breadth of their technology and leadership requirements.

Other events have been made possible by the commitment of our members and have demonstrated just what can be achieved when individuals feel strongly about particular topics and challenges. We must thank Matt Secker for all his work organising and chairing a number of meetings to explore the complexities of BYOD and help members identify the right approach for their organisations.

The October conference was our most successful to date, bringing together top-notch speakers, more member case studies and highly engaging and thought-provoking unconference sessions. More members attended than ever before, and the feedback from everyone who participated has been overwhelmingly positive. The bar is set very high for the conference in 2024, but we are confident we can rise to the challenge.

We are in the process of reviewing our current events programme and planning the events for 2024. We aim to deliver at least three events each month over the next year, including small briefing meetings, regular check-ins, webinars, more LinkedIn Lives, podcasts, roundtables and Q&A sessions. We will also develop guidance to support members in hosting meetings through the CITL Teams channel, enabling them to follow-up on the many and varied topics and discussions springing up in

Teams and the WhatsApp Group. We recognise that members engage differently with events as hybrid working becomes even more common and will adapt the way we deliver events to ensure that they are accessible and relevant and answer the challenges that people face.


It has been fantastic to follow the wide-ranging topics discussed in the WhatsApp group and see members coming together to support and help each other. The sense of community is growing, which will only increase the benefits for members. Over the next twelve months we want to build on this collaboration and participation and enable members to host events, access content and work together more effectively in our Teams channel, benefiting from the shared experience and skills of our entire membership.

We have made significant progress in the transition of our Trustee Board from a very hands-on, operational role to a governance function. We will complete this evolution in 2023-24. We have strengthened the Board through the appointment of an independent Trustee, who brings commercial and data expertise. Our current Chair will complete his term at the end of 2024, so we will be undertaking a robust and inclusive recruitment process to identify the next Chair. Applications for this role will, of course, be welcomed from existing trustees and members.

We are thrilled that our Thrive Leadership Development Programme, aimed at women leaders in tech in the non-profit sector has launched. The programme is in its early stages, but initial feedback has been very positive. As one of the participants I have already benefited hugely from the programme, and I look forward to sharing some of the insights and highlights with members as the programme progresses.

I am so proud of all that we have achieved over the last twelve months, and excited for the opportunities ahead. It is a privilege and a pleasure to lead CITL and to be part of a community that is supportive and collaborative. As a collective, we enable positive change in society, and provide support across so many vital causes. I would like to thank all our members for their commitment and engagement and the trustees for their dedication and support. In particular, I must thank our Chair, Matt Jago and our Secretary, Laura Dawson for their professional and personal support.

Best wishes,

 T. Hall
25/01/2024.

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 the planning of 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 member, 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 two main sources of income:

- Membership fees and
- Sponsorship income.

The charity is VAT registered and does not claim any exemptions from VAT.

Major areas of expenditure

Our main areas of expenditure are:

- The annual conference
- Member and Special Interest Group meetings, although a significant number of these are now virtual
- Staff costs including on costs
- Administration and financial management costs
- Website hosting and other software licences e.g. CRM

Charity IT Leaders Independent Examiner's Report For the year ended 31 March 2023

I report to the trustees on my examination of the accounts of Charity IT Leaders ("the Charity") for the year ended 31 March 2023.

Responsibilities and basis of report

As the Charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of

I have no concern and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Roger Ogden FCCA
For and on behalf of
Moore Kingston Smith LLP
Chartered Accountants

4 Victoria Square
St Albans
AL1 3TF

Date:

Charity IT Leaders
Statement of Financial Activities
For the year ended 31 March 2023

	Note	Unrestricted Funds 2023 £	Unrestricted Funds 2022 £
Income and endowments from :			
Charitable activities	2	138,960	108,949
Investments	3	86	4
		<hr/>	<hr/>
Total incoming resources		139,046	108,953
Expenditure on:			
Charitable activities	4	(148,783)	(119,260)
Other	5	(2,900)	(2,990)
		<hr/>	<hr/>
Total resources expended		(151,683)	(122,250)
Net movement in funds		(12,637)	(13,297)
Fund balances brought forward at 1 April 2022		<hr/> 59,965	<hr/> 73,262
Fund balances carried forward at 31 March 2023		<hr/> <hr/> 47,328	<hr/> <hr/> 59,965

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 2023 and 2022 are unrestricted.

Charity IT Leaders
 Balance Sheet
 For the year ended 31 March 2023

	Note	2023 £	2023 £	2022 £	2022 £
Current assets					
Debtors	6	41,986		20,470	
Cash at bank and in hand		<u>50,428</u>		<u>67,219</u>	
		92,414		87,689	
Creditors: Amounts falling due within one year					
	7	<u>(45,086)</u>		<u>(27,724)</u>	
Net current assets			<u>47,328</u>		<u>59,965</u>
Total assets less current liabilities			<u>47,328</u>		<u>59,965</u>
Funds					
Unrestricted funds:					
General fund	8		<u>47,328</u>		<u>59,965</u>
Total charity funds			<u>47,328</u>		<u>59,965</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 25/1/2024 and signed on its behalf by:


 Trustee
 J CURRY
 25-1-23


 Trustee
 S McSkimming
 25/1/23

Charity IT Leaders

Notes to the financial statements

For the year ended 31 March 2023

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. 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

	2023	2022
	£	£
Donations Received	1,619	185
Annual Sponsorship	70,196	51,379
Conference - Sponsorship	5,900	6,500
Conference - Accommodation	13,800	8,760
Membership	47,445	42,125
	<u>138,960</u>	<u>108,949</u>

3. Investment income

	2023	2022
	£	£
Bank interest receivable	<u>86</u>	<u>4</u>

Charity IT Leaders
Notes to the financial statements
For the year ended 31 March 2023

4. Expenditure on charitable activities

	2023 £	2023 £	2023 £	2022 £
	Direct costs	Support Costs	Total	Total
Conference	59,799	-	59,799	43,922
Meeting costs	5,262	-	5,262	1,333
Salaries and wages	-	52,380	52,380	41,013
Membership services	-	28,549	28,549	31,226
Computer running costs	-	155	155	184
Sundry expenses	-	2,638	2,638	1,582
	<u>65,061</u>	<u>83,722</u>	<u>148,783</u>	<u>119,260</u>

Expenditure on charitable activities

	2022 £	2022 £	2022 £
	Direct costs	Support Costs	Total
Conference	43,922	-	43,922
Salaries and wages	1,333	-	1,333
Business manager	-	41,013	41,013
Printing, postage and stationery	-	31,226	31,226
Travelling expenses	-	184	184
Sundry expenses	-	1,582	1,582
	<u>45,255</u>	<u>74,005</u>	<u>119,260</u>

Staff costs

	2023 £	2022 £
Salaries and wages	51,020	40,000
Employer's pension contributions	1,160	1,013
	<u>52,180</u>	<u>41,013</u>

Average number of employees was 1 (2022: 1).

No employees received emoluments in excess of £60,000 (2022: none).

Other expenditure

	2023 £	2022 £
Governance Cost:		
Independent examiner's fee	2,900	2,990
	<u>2,900</u>	<u>2,990</u>

5. During the year none of the trustees received any remunerations or benefits (2022: £nil).

During the year the trustees were reimbursed £nil in expenses (2022: £nil).

Charity IT Leaders
Notes to the financial statements
For the year ended 31 March 2023

6. Debtors

	2023 £	2022 £
Trade debtors	39,145	20,094
Prepayments	322	273
VAT Receivable	2,511	-
Other debtors	8	103
	<u>41,986</u>	<u>20,470</u>

7. Creditors: Amounts falling due within one year

	2023 £	2022 £
Trade creditors	8	8,271
Accruals and Deferred income	44,106	17,804
Other Creditors	254	-
Other Taxation and Social security	718	1,649
	<u>45,086</u>	<u>27,724</u>

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

Deferred income b/fwd	14,954
Membership income received in advance	40,508
Amounts released from previous years	<u>(14,954)</u>
Deferred income c/fwd	40,508

8. Analysis of movement of funds

	Balance at 1 Apr 2022	Incoming resources	Outgoing resources	Balance at 31 Mar 2023
Unrestricted Funds	59,965	139,046	(151,683)	47,328
	<u>59,965</u>	<u>139,046</u>	<u>(151,683)</u>	<u>47,328</u>

9. Analysis of net assets

	Unrestricted Funds 2023	Unrestricted Funds 2022
Current assets	92,414	87,689
Creditors due within one year	(45,086)	(27,724)
Net Assets	<u>47,328</u>	<u>59,965</u>

10. Related Parties

There were no related party transactions during the year.