

# CHARITY IT LEADERS

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**Registered Charity No: 1153226**

**Charity IT Leaders  
Trustees' Annual Report  
For the period ended  
31st March 2015**

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# **Charity IT Leaders Legal and Administrative Details**

## **Trustees**

Laura Dawson  
Philip Durbin  
Brychan Watkins  
Nick Napier  
Daniel Hall  
John Hotham  
Adam Lennon  
Tina Parfitt

## **Secretary**

Philip Durbin

## **Registered Address**

68 Chestergate  
Macclesfield  
Cheshire  
SK11 6DY

## **Registered Charity number**

1153226

## **Independent Examiner**

Kingston Smith LLP  
105 St Peter's Street  
St Albans  
Hertfordshire  
AL1 3EJ

# **Charity IT Leaders**

## **Trustees' Report for the period ended 31 March 2015**

### **Charity details**

Charity IT leaders is a CIO, charitable incorporated organisation, charity number 1153226, formed on the 5th August 2013. The governing document of the CIO is its constitution which has not been amended since formation.

The trustees for the 2014-15 financial period were:

• Laura Dawson	Chair
• Philip Durbin	Secretary
• Brychan Watkins	Treasurer
• Nick Napier	Communications
• John Hotham	Meetings Organiser
• Tina Parfitt	Conference Organiser
• Adam Lennon	Strategic Direction Officer
• Ian Williamson	Groups
• Dan Hall	Commercial Relationships/Benchmarking

### **Objectives and functions of the charity**

We provide a sounding board for members on all issues relating to technology in the Charity Sector and provide support to each other in our professional roles.

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. A third of the committee are required to stand down and, if they wish, to be re-elected each year at the Annual General Meeting which is held in October. 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 activities in the period**

Charity IT Leaders built on the links forged in previous years with sister groups with members not only presenting at CFG and Civil Society conferences but chairing them as experts in the industry. This reflects in the increasing awareness of the professionalism and skill of our members and the willingness to share and support others.

This year has seen a refresh and consolidation of our strategy with a focus being made on talented leaders, connected leaders and knowledgeable leaders. This strategy will shape the activities over the coming year and allow a greater degree of measurement to ensure we are delivering the impact we expect.

The charity has also clarified relationships with affiliated organisations and is currently working on building relationships with similar not for profit organisations such as Eduserv. It is hoped that such relationships will allow both organisations to increase their impact and scale in an optimised way. At the same time we have clarified membership eligibility for other 'not for profit' organisations that do not have UK charity status.

## **Charity IT Leaders Trustees' Report for the period ended 31 March 2015**

Over the last year we've refocused our support for Groups. We've integrated discussion and collaboration time into quarterly meetings and the Annual Conference. We have removed the formal requirements to make it easier for members to pursue mutual interests. Successes from this new approach are groups on talent management and benchmarking.

Finally, the threshold for membership based on income has dropped from £25million to £10million or £1m technology spend, allowing greater sharing of knowledge, potentially across more than 1000 charities.

### **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.

### **Change in financial year end**

We have aligned our reporting cycle with the annual conference so the 2014-2015 financial year ended on the 31st March 2015, a seven month year, thus giving sufficient time for a full annual report to be completed before the AGM in October. Going forward the financial year will run from 1st April to 31st March. In recognition of the short year, membership fees were reduced by 50% to £250 for the year. From now on they will be collected at the beginning of the financial year, i.e from April.

### **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 two 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. As our conference income has exceeded the VAT threshold, we have applied for VAT registration, and are seeking an exemption for Members Fees.

### **Major areas of expenditure**

Our main areas of expenditure are:

- The conference
- Benchmarking, working with Z/Yen
- Quarterly meetings, mostly the venue
- Administration, provided by Kingston Smith Association Management
- Website

## Charity IT Leaders Trustees' Report for the period ended 31 March 2015

### 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 28/09/2015.....



**Philip Durbin**  
Trustee



**Brychan Watkins**  
Trustee

## Independent Examiner's Report to the Trustees of Charity IT Leaders for the period ended 31 March 2015

I report on the financial statements of Charity IT Leaders for the period ended 31 March 2015 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

105 St Peter's Street  
St Albans  
AL1 3EJ

Date: 8 October 2015

**Charity IT Leaders**  
**Statement of Financial Activities**  
**For the period ended 31 March 2015**

	Note	Unrestricted Funds £	Restricted Funds £	Total 2015 £	Total 2014 £
<b>Incoming resources</b>					
Incoming resources from charitable activities	2	132,830	-	132,830	151,500
Investment income	3	49	-	49	64
		<u>132,879</u>	<u>-</u>	<u>132,879</u>	<u>151,564</u>
<b>Total incoming resources</b>					
<b>Resources expended</b>					
Charitable activities	4	109,685	-	109,685	127,458
Governance costs	4	2,500	-	2,500	5,020
		<u>112,185</u>	<u>-</u>	<u>112,185</u>	<u>132,478</u>
<b>Total resources expended</b>					
<b>Net movement in funds</b>					
		20,694	-	20,694	19,086
Fund balances brought forward at 1 September 2014		<u>136,806</u>	<u>-</u>	<u>136,806</u>	<u>117,720</u>
Fund balances carried forward at 31 March 2015		<u><u>157,500</u></u>	<u><u>-</u></u>	<u><u>157,500</u></u>	<u><u>136,806</u></u>

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

The notes on pages 8 to 9 form part of these financial statements.



**Charity IT Leaders  
Balance Sheet as at 31 March 2015**

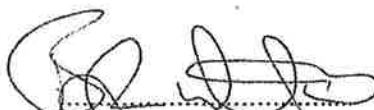
	Note	2015 £	2015 £	2014 £	2014 £
<b>Current assets</b>					
Debtors	5	3,600		32,801	
Cash at bank and in hand		<u>158,200</u>		<u>184,924</u>	
		161,800		217,725	
<b>Creditors: Amounts falling due within one year</b>					
	6	<u>(4,300)</u>		<u>(80,919)</u>	
<b>Net current assets</b>			<u>157,500</u>		<u>136,806</u>
<b>Total assets less current liabilities</b>			<u>157,500</u>		<u>136,806</u>
<b>Funds</b>					
Unrestricted funds:					
General fund	7		<u>157,500</u>		<u>136,806</u>
<b>Total charity funds</b>			<u>157,500</u>		<u>136,806</u>

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

*28/09/2015*



Philip Durbin  
Trustee

  
Brychan Watkins  
Trustee

**Charity IT Leaders**  
**Notes to the financial statements**  
**For the period ended 31 March 2015**

**1 Accounting Policies**

**Accounting Convention**

The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards, the Statement of Recommended Practice - "Accounting and Reporting by Charities 2005" (SORP 2005) and the Charities Act 2011.

**Incoming Resources**

Income from charitable activities is recognised on a receivable basis.

**Resources expended**

Liabilities are recognised as soon as there is an obligation for the charity to pay out resources.

Expenditure is allocated to charitable activities where it has been incurred in pursuance of the charity's objectives. Expenditure on charitable activities are then further split into direct and support costs according to whether they are for in aid of the charity's beneficiaries or for the day to day running of the charity.

Governance costs are those incurred on constitutional compliance and statutory requirements.

**Restricted Funds**

Restricted funds relate to grants and donations received for specific purposes. Restricted funds received during the period were £nil (2014: £nil).

<b>2 Incoming resources from charitable activities</b>		<b>2015</b>	<b>2014</b>	
		<b>£</b>	<b>£</b>	
Conference - Delegate fees		5,100	15,700	
Conference - Sponsorship		94,500	97,250	
Conference - Accommodation		13,730	-	
Membership subscriptions		19,500	38,550	
		<u>132,830</u>	<u>151,500</u>	
<b>3 Investment income</b>		<b>2015</b>	<b>2014</b>	
		<b>£</b>	<b>£</b>	
Bank interest receivable		49	64	
		<u>49</u>	<u>64</u>	
<b>4 Resources expended</b>	<b>2015</b>	<b>2015</b>	<b>2015</b>	<b>2014</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
	<b>Direct costs</b>	<b>Support costs</b>	<b>Total</b>	<b>Total</b>
<b>Charitable Activities</b>				
Conference	53,620	-	53,620	65,534
Benchmarking	18,600	-	18,600	29,520
Meeting costs	5,545	-	5,545	3,739
Membership services	-	29,004	29,004	25,186
Printing, postage and stationary	-	941	941	142
Computer running costs	-	1,649	1,649	3,111
Travelling expenses	-	297	297	-
Sundry expenses	-	29	29	226
	<u>77,765</u>	<u>31,920</u>	<u>109,685</u>	<u>127,458</u>

**Charity IT Leaders**  
**Notes to the financial statements (continued)**  
**For the period ended 31 March 2015**

**4 Resources expended (continued)**

	2015	2014
	£	£
<b>Governance costs</b>		
Administration	-	5,020
Independent examiner's fees	2,500	-
	<u>2,500</u>	<u>5,020</u>

During the period none of the trustees received any remuneration (2014: £nil)

During the period none of the trustees were reimbursed any expenses (2014: £nil)

**5 Debtors**

	2015	2014
	£	£
Trade debtors	3,600	31,135
Prepayments and accrued income	-	1,666
	<u>3,600</u>	<u>32,801</u>

**6 Creditors: Amounts falling due within one year**

	2015	2014
	£	£
Trade creditors	1,800	2,784
Accruals and deferred income	2,500	78,135
	<u>4,300</u>	<u>80,919</u>

**7 Analysis of movement of funds**

	Balance at 1 September 2014	Incoming Resources	Resources Expended	Transfers	Balance at 31 March 2015
	£	£	£	£	£
Unrestricted Funds	<u>136,806</u>	<u>132,879</u>	<u>(112,185)</u>	<u>-</u>	<u>157,500</u>

**8 Analysis of net assets**

	Unrestricted Funds	Restricted Funds	2015 Total	2014 Total
Current assets	161,800	-	161,800	217,725
Creditors due within one year	<u>(4,300)</u>	<u>-</u>	<u>(4,300)</u>	<u>(80,919)</u>
Net Assets	<u>157,500</u>	<u>-</u>	<u>157,500</u>	<u>136,806</u>

**9 Related Parties**

There were no related party transactions during the period.