

CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE
(A company limited by guarantee and not having a share capital)

YEAR ENDED 31 MARCH 2023

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(A company limited by guarantee and not having a share capital)

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| SOLICITORS: | Stonewall 17 Queen Street Bath BA1 2HU | |
| BANKERS: | Aldermore Bank Mayfair branch 10 Berkeley Square Mayfair, London W1J 6AA HSBC 26 Corporation Street Gower Street Westminster CV1 1GB Hodge Bank One Central Square Garden CF10 1PS Santander Business Banking Bala Road Rushy Merseyside L30 4GB | |

CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE
(A company limited by guarantee and not having a share capital)

REFERENCE AND ADMINISTRATIVE INFORMATION

YEAR ENDED 31 MARCH 2023

CHARITY NUMBER: 1063645

COMPANY NUMBER: 3407765

REGISTERED OFFICE: 40 Bramwell Close
Sunbury-on-Thames
England
TW16 5PU

BOARD OF TRUSTEES:

Antony Hudson (Chair)
Sarah Conrad
John Patterson
David Buxton (resigned 20 September 2022)
Matthew Burke
Christopher Cann
Margaret Giblin (appointed 20 September 2022)
Jon Reddin (appointed 20 September 2022)

GENERAL SECRETARY: Maureen Glackin

INDEPENDENT EXAMINERS: Moore Kingston Smith LLP
6th Floor
9 Appold Street
London
EC2A 2AP

SOLICITORS: Stone King
13 Queen Street
Bath BA1 2HJ

BANKERS: Allied Irish Bank
Mayfair Branch
10 Berkeley Square
Mayfair, London W1J 6AA

HSBC
55 Corporation St
Coventry
West Midlands CV1 1GX

Hodge Bank
One Central Square
Cardiff CF10 1FS

Santander Business Banking
Bridle Road
Bootle
Merseyside L30 4GB

**CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE
BOARD OF MANAGEMENT REPORT
YEAR ENDED 31 MARCH 2023**

The Board of Management, who are also directors, present their annual report together with the financial statements for the year ended 31 March 2023.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Catholic Independent Schools' Conference (CISC) was incorporated in 1997 as a company limited by guarantee (no. 3407765) and is also a registered charity (No. 1063645). The governing document of the charity is the Memorandum and Articles of Association, which can be found on the website at www.catholicindependentschools.com.

CISC is administered by a Board of Management, whose members are its directors and trustees for the purposes of Company and Charity law respectively. The names of the directors/trustees are shown on page 1.

The Board of Management is elected by the membership. Candidates must be full members (see: definition of full member on the website at www.catholicindependentschools.com). Board members serve for a period of six years. The Board of Management elects the Chair of the Board for a period of four years. Antony Hudson was elected Chair in January 2020.

In their committed work for CISC, the trustees have regard to the guidance issued by the Charity Commission on public benefit, in particular with reference to the documents above.

Dr Maureen Glackin was appointed to the post of General Secretary in October 2018.

RISK ASSESSMENT

The Risk Statement and Risk Register was presented to the committee (board of management) at a full meeting on 14 September, 2022. After a full discussion it was reviewed and approved.

OBJECTIVES AND ACTIVITIES

The Company's (CISC's) Objects, as described in the Memorandum and Articles of Association (1997) are:

"To promote education in schools which teach the Catholic faith principally by providing the head teachers or principals of those schools with the opportunity to meet, discuss, analyse and consider common concerns and to disseminate the outcome of such meetings."

In the year in question, CISC has focused on:

- Ensuring the success of our Conference in February 2023, *'Where are we now? Where are we going? Pausing with the woman at the well'* working with our host school, Ampleforth.
- Review and revision of the charity's suite of policies (September 2022), to ensure they are reflective of updates in policy and practice with reference to the sector. All policies are accessible at: www.catholicindependentschools.com > About > Key Documents and Policies.

**CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE
BOARD OF MANAGEMENT REPORT
YEAR ENDED 31 MARCH 2023**

- Having a range of activities to meet the charity's objectives: this has included the development and embedding of a suite of on-line 'Reach Outs!' aimed at Chaplains, Deputy Heads and Music leads. After the pilot of the Barnabas Magdalen Aspiring Leaders Formation Programme, in 2021-22, the first year of The Tabor Aspiring Leaders Programme in collaboration with EducareM.
- Understanding the terrain through informed responses to members' pastoral concerns offering support and 1:1 conversations for members requiring theologically informed responses to contemporary concerns and issues. The promotion of Catholic independent schools and Catholic education has continued more widely through publications, Conference presentations and collaborations with other Catholic agencies.
- Maintaining strategic conversations with dioceses and the Catholic Education Service (CES) on issues of importance to the sector: leadership formation, canonical inspection, policy and document development, and particularly the publication of the *Religious Education Directory* (RED) and the consultation on the *Draft Prayer and Liturgy Directory*.

ACHIEVEMENTS AND PERFORMANCE

CISC's Strategic Plan for 2021-2025 outlines the following strategic aims.

- Support communion and collaboration amongst heads, schools, dioceses and Catholic partners
- Christ-centred education and formation for ourselves and the community we serve
- Sharing faith, sharing in faith through prayer, words and actions and a commitment to social justice
- Challenging misconceptions and being an authentic voice for Catholic independent schools nationally and internationally
- Nurturing all in our school communities to their full potential academically, physically and spiritually
- Articulating and celebrating our mission and vocation in Catholic education

In line with previous reports, achievement and performance will be evaluated with reference to these strategic commitments with reference to key elements of the year in question.

Supporting communion and collaborations amongst Heads and key stakeholders and providing opportunities for sharing faith and prayer are integral aspects of CISC life, fostered through a range of events and activities.

CISC's Conference 2023, *'Where are we now? Where are we going? Pausing with the woman at the well'* was the first to take place in person, in our usual February slot since our pre-pandemic Glasgow Conference in 2020. Despite a rail strike taking place during the Conference, attendance was marginally up on last year – 91 as compared with 90 – and there was a very positive reception in terms of the keynote, workshops and the Hosted Conversation on School Chaplaincy on the Friday morning.

**CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE
BOARD OF MANAGEMENT REPORT
YEAR ENDED 31 MARCH 2023**

'Reach Outs!' - informal on-line meetings for colleagues who share key roles across CISC schools - continued with some success throughout the year. 'Deputy Heads Reach Outs!', 'Chaplains Reach outs!' and CISC Music Hub meetings were scheduled.

There was also an 'in person' 'Reach Out!' for Deputy Heads in September 2022, which New Hall School very kindly agreed to host. The day was very worthwhile for those in attendance, although numbers were small.

Whole School support events continue to take place online with the Heads' and Bursars' Leadership Briefing by headline sponsors Moore Kingston Smith (MKS) and Stone King (SK) in September 2022, attended by 30 delegates. This remains a popular and informative event for members, and CISC is grateful to colleagues at MKS and SK for giving their time and expertise in this way.

Individual support to Heads continues, through e-mail, phone calls or Zoom and through school visits. The General Secretary offers INSET on Catholic mission and identity to all schools, free of charge, along with supporting retreat work with pupils. This year, 2 schools have availed themselves of this.

Of critical importance to CISC, is the formation of leaders and future leaders and this year has seen the establishment of the *Tabor Programme* for aspiring leaders in collaboration with EducareM and the National School of Formation (NSF). 2 CISC Deputy Heads were due to start but one had to withdraw before the start of the programme. Therefore 1 CISC deputy successfully completed the programme and went on to secure a headship in a Catholic junior school. The CISC deputy who completed the pilot *Barnabas Magdalen* programme in 2021-2022 has also secured a headship in a Catholic senior school this year. Evaluations for the course were extremely positive. Succession planning is a key concern for CISC Heads and it is hoped that more will encourage their deputies and middle leaders to embark on the *Tabor Programme* in AY 2022-23. To this end, CISC offers a subsidy to schools to support this. One CISC head also participated on the *Christ the Teacher* Programme for heads and long-serving governors. An online governance formation programme, in collaboration with EducareM, was also made available to CISC member schools this year.

All of these initiatives contribute to our aim to support colleagues in their desire to **nurture all in our school communities to their full potential academically, physically and spiritually, enabling them to provide Christ-centred formation and education for their communities.**

Challenging misconceptions and being an authentic voice for Catholic independent schools nationally and internationally is of key importance to all members.

CISC members and Committee Members remain active within associated professional bodies and sit on their committees, for example the GSA, SoH, HMC, ISC, ISI and Diocesan Inspectorates.

The General Secretary's close collaboration with the Catholic Education Service on day-to-day operational school concerns and strategic policy development continues to ensure that the distinct nature of CISC schools is recognised and considered in informing thinking. The collaboration on the development of the new national framework for canonical inspection and the *Religious Education Directory* is evidence of this. In addition, Dr Nancy Walbank (RSE Advisor at the CES) led a workshop at our Conference, Paul Barber, Director of the CES was also a guest speaker at Conference and Catherine Bryan, Deputy Director at the CES, led a session for our deputy heads at the Reach Out! at New Hall School. This close relationship with the CES is of critical importance to CISC and I am grateful for the support it offers me, as General Secretary, and our schools.

The first phase of the 'Spiritual Capital' Research Project, examining the contemporary impact of the charism of a range of Religious Order Trusteeship CISC Schools, has been completed and findings continue to be disseminated through *Networking magazine*, conference presentations such as at the

CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE BOARD OF MANAGEMENT REPORT YEAR ENDED 31 MARCH 2023

Network for Researchers into Catholic Education Conference, Female Voices in Catholic Education conference and the CISC Conference, as well as a forthcoming book chapter and article in the academic journal, *International Studies in Catholic Education*. Phase 2 of the Project, interviews with pupils, will be linked to Conference 2024.

These initiatives articulate how faith in CISC schools is realised and **shared through prayer, words and actions and a commitment to social justice whilst articulating and celebrating our mission and vocation in Catholic education.**

THE FUTURE

The coming year will see a focus on:

- The completion of phase 2 of the Spiritual Capital research project
- Further development of the 'Reach Out!' programmes
- Recruitment to Tabor, Christ the Teacher and online Governance programmes
- Supporting schools with Canonical Inspection and training as Inspectors
- Supporting schools with work on mission and identity
- Facilitating and contributing to conversations with regards to succession planning and future-proofing
- Review and revision of the Charity's objectives

FINANCIAL REVIEW

The end of year balance for March 2023 saw a surplus of £13,661 compared to a deficit of £43,807 in 2022. This is the first surplus for CISC since the General Secretary took post in 2018. This move into surplus is welcome and is partly due to it being the first complete 12 month cycle of the General Secretary's reduction in salary due to moving to .8FTE. An additional factor is that it also contains income from two CISC Conferences – 2022 and 2023 – due to the 2022 Conference being postponed and moved to April 2022, and falling within the current financial year, because of COVID. Therefore whilst this surplus is welcome, there is no room for complacency. It is estimated that without the double Conference income there would still have been a smaller loss in year but it is hoped that with a continued focus on expenditure, this more positive financial balance will continue moving forwards.

Membership fees and monies generated by Conference remain the two main sources of income which means CISC's continuance is inextricably linked to the strength and viability of its member schools. Strategic relationships with business providers and other organisations provide essential income and CISC is grateful for their support throughout the year and, particularly, at Conference.

The remainder of the grant funding from Porticus and the Jesuit Institute is shown as Restricted Funds and is not set against income and expenditure, with the total carried forward as Restricted Funds of £12,323 at 31 March 2023. The grant funding was awarded for the development of CISC's Leadership Programme and collaborations with maintained schools. Committee has approved an annual allocation of up to £4,000 to support participants in engaging with the CISC/EducareM formation for Leadership Programmes, the design of which includes and affords engagement and collaborations with maintained sector schools. This will continue to satisfy the criteria for which the funding was received. No school sought grant funding this year, although 2 CISC colleagues attended leadership formation courses in year. Increased online engagement with members, whilst having limits, does allow member schools to engage with ease across a wide geographic range and at no additional cost to them, or CISC, in terms of resource and time.

CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE BOARD OF MANAGEMENT REPORT YEAR ENDED 31 MARCH 2023

The significance of Conference, therefore, as a pastoral, community and relationship-building event becomes ever more important. The focus for CISC is to ensure it continues to deliver a quality service to members in support of their mission and identity as Catholic Schools with all activities and developments being evaluated in terms of their effectiveness against three criteria - mission, market and morality.

The General Secretary expresses thanks and gratitude for the support and professional wisdom of Liz Brown and Katie Smith at Princethorpe, Paula Hawkins at Serendipity Ink, Sam Hudson, Anjali Kothari and Neil Finlayson at Moore Kingston Smith, Antony Hudson CISC Chair and the CISC Committee.

REMUNERATION POLICY

The Charity has one paid employee, the General Secretary. Administrative support is provided by a freelance colleague for which the budget is agreed by the Trustees. The General Secretary's salary is competitive and there is an annual appraisal and salary review, with the possibility of a salary increase subject to a successful completion of annual objectives. This incremental increase has been set aside since 2019 with the agreement of the General Secretary and the Chair in order to mitigate the financial risk to CISC. Its implementation was reviewed by Committee in September 2022 as part of the review of the pilot of the General Secretary's reduction in hours and after the General Secretary's appraisal in August 2022. At this meeting the Committee agreed to award the General Secretary an incremental salary increase of 5%. The General Secretary thanks the Committee for their affirmation and support.

RISK

Each year the risks to the Charity are kept under review. These include drop in membership (and, therefore, income), financial procedures, deviation from core activity, reputational damage to the organisation, ineffective governance, data loss, health and safety and safeguarding. These have been carefully considered and the likelihood and impact scored. The key risks to CISC centre upon its financial viability occasioned by a downturn in membership, the underlying causes of which could be an economic downturn, leading to falling roles in schools and potential closures; a change in government policy and a lack of relevance for members. The systems of the organisation for minimising risk are considered robust and the risk to the organisation, overall, is low. The Risk Register is reviewed annually and trustees are constantly mindful of the risks faced by the charity. The register can be viewed by members only in the Members' Area of the website.

RESERVES POLICY

The trustees continually monitor the free reserves of the charity, which are defined as unrestricted funds less fixed assets and at March 2023 these totaled **£22,613**. The trustees consider that reserves of between six- and twelve-months' expenditure are required to ensure that the charity is able to meet its long-term charitable objectives. This falls a little short of that requirement, but it is hoped that these reserves will be sustained and incrementally built upon over the next two years.

**CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE
BOARD OF MANAGEMENT REPORT
YEAR ENDED 31 MARCH 2023**

STATEMENT OF BOARD OF MANAGEMENT RESPONSIBILITIES

The Board of Management (who are also directors of Catholic Independent Schools' Conference for the purposes of Company Law) are responsible for preparing the Board of Management's Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice.)

Company Law requires the Board of Management 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, including the income and expenditure, of the charity for that period. In preparing these financial statements, the Board of Management 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 UK 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 charitable company will continue in business.

The Board of Management 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 Companies Act 2006. 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.

In so far as the Board of Management are aware:

- there is no relevant audit information of which the Charity's auditor is unaware and
- the Board of Management have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

INDEPENDENT EXAMINERS

Moore Kingston Smith LLP have been appointed as independent examiners to the charity and a resolution to re-appoint them will be proposed at the AGM.

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

On behalf of the Board



Anthony J W Hudson
Chair of CISC

Date 22/12/2023

**CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE
INDEPENDENT AUDITORS REPORT
YEAR ENDED 31 MARCH 2023**

I report to the trustees on my examination of the accounts of The Headley Court Charity (the Charity) for the year ended 31 March 2023.

RESPONSIBILITIES AND BASIS OF REPORT

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

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

INDEPENDENT EXAMINER'S STATEMENT

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns 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.

Moore Kingston Smith LLP

Date: 22/12/2023
6th Floor
9 Appold Street
LLP
London
EC2A 2AP

Shivani Kothari
Independent Examiner
For and on behalf of Moore Kingston Smith

CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE
Statement of Financial Activities (incorporating income and expenditure account)
For the year ended 31 March 2023

| | Note | Unrestricted Funds £ | Restricted Funds £ | Total 2023 £ | Total 2022 £ |
|---|-------------|-------------------------------------|-----------------------------------|-----------------------------|-----------------------------|
| Income | | | | | |
| <i>Income from charitable activities</i> | | | | | |
| Subscriptions | | 71,198 | - | 71,198 | 72,092 |
| Sponsorship | | 31,805 | - | 31,805 | - |
| Conference income | | 92,348 | - | 92,348 | - |
| Bank interest | | - | - | - | 3 |
| Other income | | 762 | - | 762 | 1,010 |
| Total Income | | <u>196,113</u> | <u>-</u> | <u>196,113</u> | <u>73,105</u> |
| Expenditure | | | | | |
| Charitable Activities | 3 | 182,452 | - | 182,452 | 116,912 |
| Total Expenditure | | <u>182,452</u> | <u>-</u> | <u>182,452</u> | <u>116,912</u> |
| Other losses | | | | | |
| Losses on disposal of tangible fixed assets | | - | - | - | - |
| Net movement on funds | 12 | 13,661 | - | 13,661 | (43,807) |
| Total Funds Brought Forward | 12 | 8,952 | 12,323 | 21,275 | 65,082 |
| Total Funds Carried Forward | | <u>22,613</u> | <u>12,323</u> | <u>34,936</u> | <u>21,275</u> |

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 11 to 16 form an integral part of these accounts.

CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE
Balance Sheet
For the year ended 31 March 2023

| | Note | 2023 £ | 2023 £ | 2022 £ | 2022 £ |
|---|------|-----------|-----------|-----------|-----------|
| Fixed Assets | | | | | |
| Intangible assets | 6 | 2,975 | | 3,995 | |
| Tangible assets | 7 | - | | - | |
| | | | 2,975 | | 3,995 |
| Current Assets | | | | | |
| Debtors | 9 | 0 | | 4,000 | |
| Short term deposits | | 36,496 | | 63,167 | |
| Cash and cash equivalents | | 64,153 | | 58,960 | |
| | | | 100,649 | | 126,127 |
| Creditors: Amounts falling due within one year | 10 | (68,689) | (68,689) | (108,847) | (108,847) |
| Net Current Assets | | | 31,960 | | 17,280 |
| Total Net Assets | | | 34,936 | | 21,275 |
| Funds | | | | | |
| Unrestricted funds | 12 | 22,613 | | 8,952 | |
| Restricted funds | | 12,323 | | 12,323 | |
| | | | 34,936 | | 21,275 |

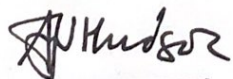
For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to small companies' regime.

Approved by the Board of Trustees on 22/12/23
and signed on their behalf by:



Antony J W Hudson
Chair of CISC
Company number: 3407765

The notes on pages 11 to 16 form an integral part of these accounts.

CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE
Notes to the Accounts
For the year ended 31 March 2023

1 Accounting Policies

Company information

Catholic Independent Schools' Conference is a charity limited by guarantee and incorporated in England and Wales. The registered office is 40 Bramwell Close, Sunbury-On-Thames, England, TW16 5PU.

The following policies have been used consistently in the preparation of the charity's financial statements.

Basis of Preparation of the Financial Statements

These financial statements have been prepared under the historical cost convention and on the going concern basis which assumes the company will continue in operational existence for the foreseeable future.

The financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). The charity is a public benefit entity for the purposes of FRS 102 and therefore the charity also prepared its financial statements 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) and the Charities Act 2011.

These financial statements for the year ended 31 March 2023 are prepared in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland.

The Charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest pound.

Going concern

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern and that the charity can meet their obligations for the 12 months from the date these accounts are approved.

Revenue recognition

All income is recognised when there is entitlement to the funds, the receipt is probable and the amount can be measured reliably. Subscriptions are accounted for in the period which the membership relates to and is included in deferred income when the membership relates to the next period.

Expenditure

Expenditure is included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered. Expenditure is recognised once there is legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently at cost less depreciation and any impairment losses. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

| | |
|--------------------------------|---------------------|
| Office equipment and furniture | 33.3% straight line |
|--------------------------------|---------------------|

CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE
Notes to the Accounts
For the year ended 31 March 2023

1 Accounting Policies (continued)

Tangible fixed assets (continued)

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the SOFA.

Intangible fixed assets

Intangible fixed assets are initially measured at cost and subsequently at cost less amortisation and any impairment losses. Amortisation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

| | |
|---------------------------|-------------------|
| Website development costs | 20% straight line |
|---------------------------|-------------------|

Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks and other short-term liquid investments with original maturities of three months or less.

Basic financial instruments

Basic financial instruments are measured at amortised cost. The charity has no other financial instruments or basic financial instruments measured at fair value.

Debtors and creditors

Debtors and creditors receivable or payable within one year of the reporting date are carried at their transaction price and subsequently measured at amortised cost less any impairment.

Taxation

The organisation is a registered charity and therefore is not liable for income tax or corporation tax on income derived from its charitable activities as it falls within various exemptions available.

Fund Accounting

Funds held by the charity are:

Unrestricted funds - These are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Restricted funds - These are funds held where the donor has provided for the donation to be spent in furtherance of a specific charitable purpose.

Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense. The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the board is required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE
Notes to the Accounts
For the year ended 31 March 2023

2 Critical accounting estimates and judgements (continued)

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised, if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

There are no estimates and assumptions which have a significant risk.

| 3 Analysis of Expenditure | 2023 | 2022 |
|-------------------------------------|----------------|----------------|
| | Total | Total |
| | £ | £ |
| Staff Costs (see note 4) | 72,804 | 80,224 |
| Other Costs (see below) | 109,648 | 36,688 |
| | <u>182,452</u> | <u>116,912</u> |
| Other costs are split as follows: | 2023 | 2022 |
| | £ | £ |
| Conference accommodation & catering | 71,834 | 26 |
| Professional fees | 8,473 | 12,217 |
| Travelling and subsistence | 4,241 | 1,474 |
| Computer and office equipment | 16,052 | 14,690 |
| Depreciation | - | 181 |
| Amortisation | 1,020 | 1,020 |
| Telephone | 123 | 123 |
| Insurance | 827 | 789 |
| Networking | 1,668 | 3,288 |
| Other costs | 5,410 | 2,880 |
| | <u>109,648</u> | <u>36,688</u> |

| 4 Staff Costs | 2023 | 2022 |
|------------------------------|---------------|---------------|
| | £ | £ |
| a. Wages and Salaries | 69,091 | 75,083 |
| Social Security Costs | 3,713 | 5,141 |
| | <u>72,804</u> | <u>80,224</u> |

The average number of employees for 2023 is 1 (2022: 1).

Those higher earning employees are:

| | 2023 | 2022 |
|-------------------------------|-------------|-------------|
| In the band £60,000 - £69,999 | 1 | - |
| In the band £70,000 - £79,999 | - | 1 |

The Trustees consider that the Company Secretary whose costs are detailed above, represents the key management of the charitable company.

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4 Staff Costs (continued)

b. Trustees' remuneration and reimbursed expenses

The trustees did not receive any remuneration as statutory directors of the company.

During the year no trustees were reimbursed expenses for travel and subsistence.

The following expenses were incurred during the year: £1,196 (2022: £189) on trustee/staff entertaining, and £281 (2022: £204) on leaving and 'get well soon' gifts.

5 Net movement in funds is stated after charging

| | 2023 £ | 2022 £ |
|--|-----------|-----------|
| This is stated after charging: | | |
| Independent Examiner's remuneration (net of VAT) | 5,200 | 4,820 |
| Amortisation charge | 1,020 | 1,020 |
| Depreciation charge | - | 181 |

6 Intangible Fixed Assets

| Cost | Website |
|----------------------------|---------|
| Balance at 1st April 2022 | 5,100 |
| Additions | - |
| Disposals | - |
| Balance at 31st March 2023 | 5,100 |
| Amortisation | |
| Balance at 1st April 2022 | 1,105 |
| Charge for the year | 1,020 |
| Disposals | - |
| Balance at 31st March 2023 | 2,125 |
| Net Book Value | |
| At 31st March 2023 | 2,975 |
| At 31st March 2022 | 3,995 |

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7 Tangible Fixed Assets

| Cost | Office Equipment |
|----------------------------|-----------------------------|
| Balance at 1st April 2022 | 1,088 |
| Additions | - |
| Disposals | (1,088) |
| Balance at 31st March 2023 | - |
| Depreciation | |
| Balance at 1st April 2022 | 1,088 |
| Charge for the year | - |
| Disposals | (1,088) |
| Balance at 31st March 2023 | - |
| Net Book Value | |
| At 31st March 2023 | - |
| At 31st March 2022 | - |

8 Financial instruments

| | 2023 £ | 2022 £ |
|---|-------------------|-------------------|
| Carrying amount of financial liabilities | | |
| Measured at amortised cost: | 9,257 | 8,166 |

9 Debtors

| | 2023 £ | 2022 £ |
|------------------------------|-------------------|-------------------|
| Prepayments & accrued income | - | 4,000 |
| | - | 4,000 |

10 Creditors

| | 2023 £ | 2022 £ |
|--|-------------------|-------------------|
| Subscriptions in advance (see note 11) | 56,833 | 58,802 |
| Conference income in advance (see note 11) | - | 39,545 |
| Accruals and other creditors | 9,257 | 8,166 |
| Taxation and Social Security | 2,599 | 2,334 |
| | 68,689 | 108,847 |

11 Income in advance

| | 2023 £ | 2022 £ |
|--------------------------|-------------------|-------------------|
| At beginning of the year | 98,347 | - |
| Released during the year | (98,347) | - |
| Additions in the year | 56,833 | 98,347 |
| At end of the year | 56,833 | 98,347 |

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| 12 Reserves | Balance at 1 April 2022 | Income | Expenditure | Other losses | Balance at 31 March 2023 |
|-----------------------|------------------------------------|----------------|--------------------|-------------------------|-------------------------------------|
| | £ | £ | £ | £ | |
| Unrestricted funds | 8,952 | 196,113 | (182,452) | - | 22,613 |
| Porticus | 7,660 | - | - | - | 7,660 |
| Jesuits in Britain | 4,663 | - | - | - | 4,663 |
| Restricted reserves | 12,323 | - | - | - | 12,323 |
| Total reserves | 21,275 | 196,113 | (182,452) | - | 34,936 |
| Reserves | Balance at 1 April 2021 | Income | Expenditure | Other losses | Balance at 31 March 2022 |
| | £ | £ | £ | £ | |
| Unrestricted funds | 50,759 | 73,105 | (114,912) | - | 8,952 |
| Porticus | 9,660 | - | (2,000) | - | 7,660 |
| Jesuits in Britain | 4,663 | - | - | - | 4,663 |
| Restricted reserves | 14,323 | - | (2,000) | - | 12,323 |
| Total reserves | 65,082 | 73,105 | (116,912) | - | 21,275 |

Restricted funds

The Porticus funding is towards the CISC special schools projects and the CISC school partnership projects with the community.

Jesuits in Britain funding is towards the CISC leadership programme.

13 Company Status

The charity is a registered company limited by guarantee. The members liability is limited in the event of the company being wound up to a contribution of £1 towards the assets of the company. Members comprise the Board of Management.

14 Related Party Transactions

With the exception of trustees reimbursements disclosed in note 4b there were no other related party transactions during the current and preceding year.