

REGISTERED COMPANY NUMBER: 03672838 (England and Wales)  
REGISTERED CHARITY NUMBER: 1073308

REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2020  
FOR  
CISV INTERNATIONAL LIMITED

Robson Laidler Accountants Limited  
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FOR THE YEAR ENDED 31 DECEMBER 2020**

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**CISV INTERNATIONAL LIMITED**

**REFERENCE AND ADMINISTRATIVE DETAILS  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**Charity number**

1073308

**Company number**

03672838

**Trustees**

Daniel Edelshaim (resigned 23.01.2020)

Arthur Carvalho Filho

Maarin Cabato (resigned 31.08.2020)

Tommaso Nodari

Einav Dinur

Emmanuel Keates (resigned 30.04.2020)

Karolina Serafin

Candelaria Lucero Dente

Frank Steffen (resigned 09.04.2021)

Francisco Pavao Martins (appointed 01.09.2020)

Marlien McKay (appointed 01.09.2020)

Martina Dharmesti Sindhunatha (appointed 01.09.2020)

Leah Donelan McDermott (appointed 16.05.2020 & resigned 31.08.2020)

**Secretary**

Gabrielle S Mandell (resigned 22.03.2021)

Tanya Isabel Perez Echeverria (appointed 08.03.2021)

**Fiscal officer**

David Scholfield

**Principle address**

MEA House

Ellison Place

Newcastle upon Tyne

NE1 8XS

**Independent examiner**

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Newcastle upon Tyne

**Solicitors**

Ward Hadaway

Sandgate House

102 Quayside

Newcastle upon Tyne

NE1 3DX

## **CISV INTERNATIONAL LIMITED**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2020. The trustees have adopted the provisions of Accounting and Reporting by Charities: 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 (FRS 102) (effective 1 January 2019).

The term of office for Trustees begins on 1 September. The Trustees who served during the year and were in office until 31 August 2020 were as follows:

Einav Dinur, Chair	Term ends 31 August 2021
Maarin Cabato	Term ends 31 August 2020
Daniel Edelshaim	Term ends 31 August 2020
Arthur Carvalho Filho	Term ends 31 August 2021
Emmanuel Keates	Term ends 31 August 2020
Candelaria Lucero	Term ends 31 August 2022
Tommaso Nodari	Term ends 31 August 2022
Leah Donelan McDermott	Term ends 31 August 2020
Karo Serafin	Term ends 31 August 2022
Frank Steffen	Term ends 31 August 2021

Daniel Edelshaim resigned effective 23 January 2020.

Emmanuel Keates resigned effective 30 April 2020.

Leah Donelan McDermott was appointed by the Board to fill a vacancy as of 16 May 2020.

The terms of Maarin Cabato and Leah Donelan McDermott ended on 31 August 2020.

Three new trustees were elected.

From 1 September through the end of 2020, the Trustees have been as follows:

Einav Dinur, Chair	Term ends 31 August 2021
Tommaso Nodari, Governance (Vice) Chair	Term ends 31 August 2021
Candelaria Lucero	Term ends 31 August 2022
Arthur Carvalho Filho	Term ends 31 August 2021
Francisco Pavao Martins	Term ends 31 August 2023
Marlien McKay	Term ends 31 August 2023
Tommaso Nodari	Term ends 31 August 2022
Karolina Serafin	Term ends 31 August 2022
Martina Sindhunatha	Term ends 31 August 2023
Frank Steffen	Term ends 31 August 2021

The Trustees were not members of the Limited Company during the year ended 31 December 2020.

## **CISV INTERNATIONAL LIMITED**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020**

#### **1. Structure, Governance and Management**

##### **Governing document**

CISV International Limited ("CISV International") is a company limited by guarantee governed by its Memorandum and Articles of Association originally dated 17 December 1998. Amendments were decided by the Members at the 2001 and then the 2007 Annual General Meetings. In 2013, reflecting a governance restructure, the Memorandum and Articles of Association were fully reviewed and significant amendments were approved. Changes to the section relating to the election of Trustees were also approved by the Members at the General Meeting in 2015.

CISV International is also registered as a charity with the Charity Commission.

##### **Appointment of Trustees**

There are nine Trustees of the Governing Board and they appoint from among them, a Chair, Vice-Chair or other positions. The Secretary General of CISV International is entitled to attend and participate in meetings of Trustees but shall not be entitled to vote.

The Trustees are elected by the Members for a term of three years. One Trustee shall be elected solely by the Junior Branch, but does not represent the Junior Branch. The process leading up to the election each year is managed by an Election Committee established annually for that specific purpose.

Any Trustee who has held office for a complete period of three years since his or her appointment shall retire from office, but maybe re-elected for only one further term. Terms are staggered so that three Trustees retire and three are elected each year.

##### **Trustee Induction and Training**

When new Trustees are appointed, a meeting takes place to familiarise new Trustees with some of the main responsibilities, particularly regarding charity and company law and governance. Internal orientation and briefing notes have been prepared for new Trustees on the corporate structure of CISV International and related organizations. In addition, they receive trustee information from Companies House and governance guidance from the Charity Commission. Every trustee is now required to complete relevant safeguarding training.

The Governance Team advises the Chair regarding Trustee training needs and organizes and delivers a new Trustee Orientation process annually. The Chair may elect to bring in an external facilitator to assist with Trustee training and Board dynamics.

The Trustees will determine the specific areas of responsibility for each Trustee and will inform the Members of such.

##### **Organization Structure**

CISV provides a range of unique, educational group activities, which develop cross-cultural understanding in children and youth from around the world. These activities are hosted by a grass-roots volunteer federation of full member National Associations (of which there are currently 51) and developing Promotional Associations (of which 15 are currently active). Generally, one CISV Association (either National or Promotional) exists in each country affiliated with CISV and is comprised of local CISV Chapters and youth-run Junior Branches. CISV has approximately 58,000 members world-wide, among whom are the volunteer leaders running CISV International programmes.

CISV National/Promotional Associations cooperate internationally through their membership in the umbrella organization of CISV International.

CISV International assists and guides its member Associations by coordinating the international aspects of the programmes, providing policy direction, expertise and infrastructure support.

## **CISV INTERNATIONAL LIMITED**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020**

#### **a) Members of CISV International**

The voting members of the Company are the CISV National Associations (NA) and the Junior Branch. Each National Association selects a representative to participate in Member meetings and discussions and cast votes on its behalf. The two International Junior Representatives (IJR) are elected in alternate years for a two-year term by the National Junior Representatives appointed by each National Association's Junior Branch.

The Members retain the authority to appoint (or remove) Trustees and to bring matters to the Trustees. There are several areas, set out in the Articles of Association, where Member approval is required for any Board action.

Most annual business (such as appointing Trustees) is done electronically. An in-person general meeting takes place at each CISV Global Conference (starting in 2015 and then to be held every three years). The last in-person General Meeting was held on 18 August 2018, during the Global Conference. A Virtual General Meeting was held on 22 August 2020 to facilitate Member decision making following CISV International's Articles of Association. In addition, general meetings can be called by the Trustees or the Members and can be conducted virtually or in person.

#### **b) CISV International's Committee and Team structure**

There are four standing Committees of the Board:

- Chapter Development Committee
- Educational Programmes Committee
- Training and Quality Assurance Committee (which includes Safeguarding and Risk Management)
- Resources and Infrastructure Committee

Each of the Committees is chaired by a Trustee and includes volunteers and, in most cases, senior staff. Every Committee also includes a member of the International Junior Branch Team. The Committees' focus is on the policy and strategic development of their areas. They report directly to the Governing Board.

Most Committees are supported by a Senior Manager who is a member of the Committee. Once the recommendations of the Committee are accepted by the Board, the work of implementing those recommendations is delegated to the Senior Manager, who is responsible for managing and supporting the Regional Coordinators and International Office staff assigned to achieve the work to be done.

CISV International has three administrative Regions – Americas, Asia-Pacific and Europe, Middle East and Africa (EMEA). These Regions are served by Regional Delivery Teams, led by specialist Regional Coordinators. The Regional Delivery Teams are for Chapter Development, Educational Programmes, Training (methodology and logistics) and Risk Management.

There is also an International Junior Branch Team, which has a direct relationship with the Governing Board.

#### **c) CISV International Junior Branch**

Junior Branch is an integral, but self-governing part of the structure of CISV. Its goals include developing community among its members (typically aged 11–25), motivating and developing the skills necessary to take an active role in CISV activities and administration, and developing skills in areas such as leadership and intercultural cooperation.

As noted above, there is an International Junior Branch Team. Although the Team ultimately reports to the Governing Board, they are not a Committee of the Board as the Junior Branch is self-governing. A Trustee and, where possible, a senior staff member has an advisory or mentoring relationship with the Team, but the Team manages itself. The International Junior Branch organizes activities including an annual conference, fosters active participation in its democratic procedures and oversees and encourages the advancement of the Junior Branch goals at all levels of the organization.

## **CISV INTERNATIONAL LIMITED**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020**

#### **d) CISV's International Office**

Located in Newcastle upon Tyne, England, the International Office contributes to CISV's purpose of educating and inspiring action for a more just and peaceful world by providing high-level input, management, administration and support to all aspects of CISV International operations and strategic development.

A Senior Management Team oversees the day-to-day work of the organization. The management roles generally correspond to the Committee areas and for 2020 were:

- Chapter Development Manager
- Educational Programmes and Administration Manager
- International Risk Manager
- Training and Quality Assurance Manager
- International Safeguarding Lead
- International Communications Lead (no affiliated committee)

The office staff also includes the Fiscal Officer, the Operations Officer and Administrators.

#### **2. Governance and Internal Control**

The Board has a Governance Team, which includes Trustees and the Secretary General. This Team supports the Board's governance mandate and operations, particularly concerning:

- Implementing and monitoring the governance framework
- Board performance evaluation
- Trustee development and training.

The International Office and the Resources and Infrastructure Committee work closely together. The Secretary General is the senior staff person on the Committee and both the Fiscal and Operations Officers attend all meetings and work with Committee members. They communicate regularly regarding debtors and budget. A plan, annual budget and quarterly management accounts are prepared and discussed on a timely basis.

The systems of internal control are designed to provide reasonable, but not absolute, assurance against material misstatement or loss. They include:

- Workplans and an annual budget approved by the Trustees;
- Regular consideration by the Resources and Infrastructure Committee and Trustees of financial results, variances from budgets, non-financial performance indicators and benchmarking reviews.

The Training and Quality Assurance Committee (including the International Risk Manager and now the International Safeguarding Lead) has responsibility for oversight of safeguarding and risk management, primarily as it relates to our programmes.

#### **3. Objectives and Activities**

Our main activities are described below and are undertaken to further our charitable purposes for the public benefit. They have a positive public impact in the United Kingdom and countries around the world. All our charitable activities focus on educating people and inspiring them to become active citizens contributing to a more just and peaceful world.

##### **Objects of the charity**

- To further education in international understanding of children throughout the world, without the distinction of race, religion or politics, so that they may grow to maturity conscious of their responsibilities as human beings.
- To develop the individual child's potential for co-operation with others.
- To carry out further research, contributing to this work.

## CISV INTERNATIONAL LIMITED

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

#### Activities

CISV offers seven different educational programmes.

**CISV's educational philosophy:** CISV educates through action, stressing cooperation rather than competition in its activities. Its programmes are interactive, sensitive to cultural variation, multi-lingual and fun. By letting participants learn from direct experience rather than from books and teachers, CISV provides unrivalled opportunities for experiential education. Examples of experiential activities include role-play exercises, games, simulations, and music and drama. These are then followed up by discussions based on the learning experience, and formative evaluation.

**The CISV Village** is a four-week international camp for 11 year olds that brings together delegations of five people (two boys, two girls and one volunteer leader) from 12 countries to participate in a multi-language camp featuring a mix of educational, cultural and sporting activities that emphasize cooperative and intercultural living.

**Interchange** is a bilateral group exchange programme for 12 to 15 year olds between two international chapters. Each chapter sends delegations (usually five girls and five boys plus a volunteer leader) to spend two to four weeks with carefully selected host families. The Interchange programme enables participants to develop a deeper understanding and appreciation of another culture by giving young people an opportunity to live as family members.

**Step Up** is a three-week camp for teens aged 14 and 15 that builds self-confidence and leadership skills by encouraging participants to take responsibility for programme planning and activities. The camp brings together delegations of four young people and an adult leader from nine countries. Camp activities and discussions focus upon a specific educational theme to help participants confront and overcome prejudices and stereotypes, develop critical thinking and explore new avenues of communication.

**Youth Meeting** is an eight or fifteen-day camp, often with a regional theme, for 20 – 35 participants and staff from different countries. It provides an opportunity for young people to explore important intercultural issues and develop leadership and organizational skills. Youth Meetings build on the foundations created by participation in the Village programme and promote continued CISV participation.

**Seminar Camp** is an intensive three-week camp for approximately 28 young adults aged 17 to 18 and five volunteer staff. Participants actively conduct all camp activities and are encouraged to discover and form opinions about individual, international and intercultural matters and gain experience in positive conflict resolution. Seminar camp fosters interest in global issues and increases participants' self-awareness.

**International People's Projects** provide young adults, aged 19 and over, with a means of acquiring first-hand knowledge about important national and global issues while actively contributing to the community. In partnership with local institutions, delegates participate in about three weeks of hands-on work involving a specific theme or project, such as nature conservation or immigration. Before the work period, delegates carry out extensive research and prepare educational activities related to their chosen theme. 25 local and international young people participate in each Project.

**Mosaic** is a programme that consists of local projects – each with educational content, developed by local chapters worldwide – that empowers individuals to be agents of change, reaches out, and involves as many people as possible. It encourages participants to take initiatives in their community and cooperate with other local organizations.

**Junior Branch Activities:** A Junior Branch is a group of local CISVers (typically aged 11–25) who organize their own educational and social activities consistent with CISV goals, allowing them to exercise their leadership skills in their home communities.



**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**4. Annual Objectives**

Each Committee, Team and the staff of the International Office have Terms of Reference or role profiles, which set out their main purpose, responsibilities and structure. The plans and budget for 2020 were approved by the Trustees. The Trustees also reviewed progress and gave direction and feedback as needed throughout the year.

The Trustees met virtually throughout the year and also held one in-person meeting in England, where they were able to meet with staff. Trustees and Managers attended three virtual Regional Meetings of our Member Associations.

**Strategic Objectives**

An ambitious and engaging 15-year vision was approved by our Members in 2015. It will set the direction of our strategic thinking and action as we work to increase our impact:

**By 2030 we will be well-known for creating educational experiences that reach at least twice as many people as we do today (2015). We will stand together to lead, act and inspire change in our communities to help build a more just and peaceful world.**

To guide us toward realizing our vision over 15 years, there will be a series of Strategic Plans; the first in this series covered the three-year period from January 2016 through December 2018.

Building on the work of the previous three years, we finalized our new Strategic Plan to run from early 2019 through 2021. This new Plan also took into account a shift in priorities. This shift is reflected in our Programme Review (a core of the last Plan) and in the views of the Board and Membership -- to focus more expressly on the sustainability of growth and elevate the development of quality and safety over growth in quantity. Approved formally by the Board in March 2019, this Strategic Plan "hit the ground running".

With the broad priority of creating "a roadmap for growth to take us toward our 2030 vision and how we all get there together", this Plan has three inter-related strands. Each strand has an overarching theme, three-year objectives and specific projects. The three strands are as follows:

Priority Action Area and long-term Goal	CLARITY  Our programmes and their development are clearly aligned to a focussed mission and vision	
3-year Objectives (outcomes at the end of 2021)	We have clarity on who we are for and what we do.	We have a clear plan for how we will uphold quality and grow in line with our mission and vision.
Strategies to achieve those outcomes	<ul style="list-style-type: none"> <li>➤ Use relevant and current tools to help us to clearly articulate who we are and what we seek to achieve.</li> <li>➤ Formulate a clear rationale for an effective suite of programmes and how we will grow them, including the supports necessary for that growth.</li> <li>➤ Develop and implement extensive communication and engagement plans to build shared understanding and direction among our Members.</li> </ul>	

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2020**
**Strategic objectives (continued)**

Priority Action Area and long-term Goal	<b>SAFETY &amp; QUALITY</b> Our programmes are safe and high quality		
<b>3-year Objectives (outcomes at the end of 2021)</b>	Programme staff and leaders are trained and certified in basic risk management and child protection.	We have clear and consistent content and quality standards for Village.	We have begun to implement a plan for the development and professionalization of our people to meet expectations for quality standards
<b>Strategies to achieve those outcomes</b>	<ul style="list-style-type: none"> <li>➤ Create and enforce minimum standards for training key programme personnel</li> <li>➤ We will establish consistent content and a certification and verification process</li> <li>➤ In these three years, we will prioritise risk management and child protection training for programme staff and leaders.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Create and enforce more consistency across the quality and content of programmes by developing curricula for our programmes.</li> <li>➤ In these three years, we will prioritise the curriculum and content of Village, which is the programme that reaches the largest audience.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Develop a “people strategy” to build our levels of professional resources, up to 2030, considering organizational structure, roles required, potential locations and likely costs</li> <li>➤ Encourage a change of organizational culture without changing our essential volunteer nature.</li> </ul>

Priority Action Area and long-term Goal	<b>FUNDING &amp; CAPACITY</b> We are able to host more quality programmes thanks to increased organizational and financial capacity		
<b>3-year Objectives (outcomes at the end of 2021)</b>	We have a funding structure that serves our current needs and growth ambitions.	Our Chapters have increased capacity, engagement, and commitment to host.	We have invested in starting an intentional, result-oriented approach to developing new chapters in strategic markets.
<b>Strategies to achieve those outcomes</b>	<ul style="list-style-type: none"> <li>➤ Review our funding and fee structure with a view to enable pricing to cover the costs (locally and internationally) of delivering high quality programmes.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Increase the impact of Chapter Development and encourage more hosting, by changing our focus and approach.</li> <li>➤ In particular, target and support opening new Chapters.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Build on the change in approach to Chapter Development</li> <li>➤ Pilot a concerted effort to develop new Chapters in specific NA(s), in locations identified by PwC to be a growth market for us.</li> <li>➤ This targeted approach includes dedicated staff and resources and clear expectations to ensure return on investment.</li> </ul> <p><i>It is anticipated that this project will begin toward the end of the three years.</i></p>

## **CISV INTERNATIONAL LIMITED**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020**

#### **Key Achievements, Performance and Areas of Development**

2020 proved to be a challenging year due to the global COVID-19 pandemic. Operational work continued, where possible, as a solid foundation to underpin quality and future growth. The sections below are organized in line with our three strategic areas and will outline some 2020 strategic and operational achievements in each area.

#### **A. CLARITY**

This section relates to work that delivers directly on our mission, in line with our Objects.

##### **Strategic Development**

The Governing Board presented several motions to our Members relating to recommendations of the review of our educational programmes; our number one priority in the last Strategic Plan.

The motions were presented at the Virtual General Meeting and voted on by Members. All five motions passed.

The Programme Review was begun as a project within the last Strategic Plan and its essence has now been fully incorporated within the 2019-21 Strategic Plan. These efforts are being organized by the Clarity Group -- a joint team of the Board and management. They have been appointed to oversee the work on the Clarity strand. During 2020, the Group continued to work on an overarching Theory of Change as a way to refine and clarify our mission and align our programme strategy.

Related to the Programme Review were two other initiatives, designed to ensure that our programme content reflects developments in the field and to increase our reach and impact:

- Our Educational Programmes Committee considered the educational aspects, goals and evaluation of our programmes, along with definitions of 'peace education' and 'active global citizenship'.
- Continuing the work from the last Strategic Plan we began trialling a range of models for local/national programmes in 2020.

##### **Our Educational Programmes in 2020**

CISV was founded in the USA in 1950. Our first programme – a Village – took place the following year. Today, we offer six different international programmes now involving over 11,000 participants per year. In addition, our Mosaic projects offer local educational opportunities for many more.

The impact of the global COVID-19 pandemic on international travel and gatherings meant that we hosted 0 international in-person programmes. Our Associations focused their efforts on virtual opportunities to motivate and engage their volunteers or on small local/national programmes following their country's COVID-19 regulations and guidance.

The peace education content area for 2020 was Sustainable Development. It was promoted widely across CISV along with a range of materials. In addition, our broader working group on climate and environment continue their efforts to consider questions around reducing CISV's carbon footprint.

##### **Research**

Our former Training and Quality Assurance Manager published an article on the role of research in/for CISV in the peer-reviewed academic Journal of Non-profit Education and Leadership available at <https://doi.org/10.18666/JNEL-2020-10789>.

Our volunteer research specialist concluded work with three researchers on their undergraduate dissertation research; the results are being used by CISV and a summary of outcomes is available [here](#).

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**B. SAFETY & QUALITY**

**Strategic Development**

There are three key strategic projects within this strand.

**Educational Curricula**

Gathering together the experience of decades and developments in the field, a group of CISVers who are also professional educators, is creating a new curriculum for our Village programme. In parallel, we are collecting high-quality educational activities developed over time in our programmes. These will complement the core curriculum. Additionally, we are reaching out to other organizations to partner on this work, some of this continued through 2020. Ultimately, we see this as a pilot that will enable us to move toward curricula for all of our programmes.

**Online Certification of Staff and Leaders in Child Protection**

This elearning project will ensure quality and consistency in this vital part of training for volunteers with direct responsibility for running our programmes. Wherever they are and wherever the programmes take place, all programme leaders and staff will receive the same training in child protection, safeguarding and related areas. The NSPCC has been an invaluable partner in the development of relevant content. This was a high priority project which we piloted in 2020.

**People Strategy**

A working group was created to look at how we, as an umbrella organization, with a blended workforce of volunteers and staff, provide the level of professional, positive and effective service that our Members need to fulfil their role in delivering our mission. Originally, the strategy was for the entire International organization. However, due to the COVID-19 crisis, it was agreed that the focus needed to shift based on our new realities. It was decided to focus on one part or aspect of the organization – the key part that delivers direct support to our Member NAs and Chapters in the regions. We believe that supporting our Members is even more crucial at a time of such uncertainty.

The working group looked at and discussed feedback we have heard from both volunteers and Members over the years which has shown some challenges. How we organize and structure ourselves could help us all in making the crucial link between CISV International and our Members, enabling us to provide the best support possible during these challenging times. Input was also provided by the Regional Coordinators and an initial proposal was approved by the Governing Board.

**Other Developments**

**C. FUNDING & CAPACITY**

This strand of our Strategic Plan relates to how CISV International can support and strengthen our Chapter infrastructure and the financial resources that the umbrella organization needs to fulfill its role.

**Review of Fee Structure**

The Resources & Infrastructure Committee has taken the lead on the review of our fee and funding structure.

The Committee recruited and formed a working group with specific competencies. The purpose of this review is to enable pricing to cover the international costs of delivering high-quality programmes. This working group has assessed all international fees taking into account:

- The priorities set out in the current CISV International Strategic Plan
- The potential outcomes of the Programme Review
- The real cost of providing CISV International Programmes
- The relevance of Host Fees provided to Members as part of the current fee structure
- Information available relating to competitive alternatives to CISV Programmes and Activities
- The costs of running and developing an Association and Chapters
- Affordability of programmes for participants.

We anticipate having a proposal to consider in 2021. That way, we can align with any decisions on our programme portfolio and take into consideration the recovery needed and ensuring our long-term health post-pandemic.

## **CISV INTERNATIONAL LIMITED**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020**

#### **Chapter Development**

In 2019, Chapter Development began implementing a new approach or framework for Chapter Development, which will support CISV towards achieving sustainable growth. This included new membership criteria which we planned to take to the Members in 2020. However, the pandemic put many of the plans in this area on hold and instead Chapter Development shifted their focus to support our Membership through the crisis. This involved one-to-one calls with each Member Association to understand the individual realities and provide support where we can. This work is ongoing and will continue as we come out of the COVID-19 crisis.

#### **Member Association Status**

Membership status of National and Promotional Associations is reviewed annually. We were delighted with the progress of CISV El Salvador and pleased to see them become a full category A Member.

CISV Russia, which had been struggling and was effectively closed, has moved forward and is now again a participating Promotional Association.

Unfortunately, once again we have had to make some difficult decisions. Without enough people willing to take on Chapter leadership roles, CISV Belarus, CISV Macedonia FYR and CISV Panama have been closed.

Excitingly, however, we agreed to move forward with establishing a new Promotional Association in Uruguay.

#### **Fundraising**

We were pleased to be successful in our application for a one-year funding grant through Erasmus+ (a strand of European funding). As a UK based not-for-profit, we are still able to apply and receive funding up until the point that the UK leaves the European Union.

We ran a targeted fundraising campaign with our Members, volunteers and alumni to supplement our income for 2020.

#### **IT**

We seek to continuously improve the IT infrastructure that underpins so much of our work. In 2020 however, we finalised a major overhaul of our website, online resource library, online membership database/directory, and related administrative functions. With immense volunteer support and partnering with Austrian developer Cool IT (following a complex tender process) we moved ahead with this significant project. We launched the new 'myCISV' in the spring of 2020.

#### **Junior Branch (JB)**

There was excellent JB participation at regional and international levels. JB members have been actively involved in several strategic working groups, including work on developing new national and local programme models.

The International and three Regional Junior Branch Meetings took place online – ensuring continued engagement and connection despite the inability to meet in-person due to COVID-19 restrictions.

#### **Communications and Outreach**

Within the last Strategic Plan, we sought to ready ourselves for a marketing campaign. Particularly in light of the findings from the Programme Review, we refined the focus of that campaign to make it manageable, effective and target key organizational needs. It became clear that the area where our Chapters could use communications assistance was in attracting volunteers, especially programme leaders. A large scale digital campaign for the recruitment of leaders began in October 2019 and finished in February 2020. The timing was aligned to our programme and operational calendar. The campaign focused on the benefits a volunteer could expect from becoming a leader. A suite of materials was developed and provided to NAs and Chapters, who were encouraged to run their own leaders campaign to 'piggy-back' on international efforts.

## CISV INTERNATIONAL LIMITED

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

#### Global Conference

Preparations were underway for our next Global Conference to be held in August 2021, in the Netherlands. After careful consideration, the Governing Board decided to postpone the conference to August 2022\*.

\*Note: In early 2021, the Governing Board agreed to further postpone until 2024.

#### Partnerships and Organizational Relations

- We are an official UNESCO partner Non-Governmental Organization.
- We hold participatory status with the Council of Europe.
- We are a candidate member of the European Youth Forum.

CISV International representatives attend meetings and exchange information and opportunities to increase our impact.

We are delighted to continue working in partnership with AFS Intercultural Programs (AFS) because of the complementary nature of our respective missions and programme strategies. We took part in trialling their Virtual Programme, Global Adventurer You, with a view to either potential further roll-out within CISV or the development of an in-house virtual offering to diversify our programme suite.

#### 5. Safeguarding, Risk Management and Insurance

The safety of each child in our care is paramount. CISV has been organizing camp-based programmes and family-hosted exchanges for decades and child safety and protection remain our highest priorities. Many of our volunteers are parents themselves who are sending their children to CISV programmes in other countries or may have done so in the past.

The main risk to the organization is the health and safety of children. In addition, political and economic circumstances in the countries in which local affiliates are based and world-wide disaster events can affect our work. The nature of CISV International's work (involving so much international travel) is particularly at risk in the current global situation.

The organization seeks to continually review its internal policies to promote safety. The official manuals used for planning and hosting CISV programmes contain extensive guidance on risk management issues.

The Training and Quality Assurance Committee, including the International Risk Manager and International Safeguarding Lead, has responsibility for oversight of risk management, consulting with and advising the Board and Secretary General as needed. Regional Risk Managers advise our Member Associations.

Managing risks is the responsibility of everyone in CISV but some roles bear specific responsibility for Risk Management at all levels of the organization. Building and supporting a skilled network of Risk Managers in our NAs and Chapters is essential.

Part of Risk Management generally and safeguarding specifically is responding appropriately and learning when an incident occurs. We have a system for logging and managing incident reports, and are currently redeveloping it to increase our oversight and our ability to learn from problems and follow up as needed. We also conduct an annual, multi-disciplinary analysis of our reports on other issues from across the organization. This process enables us to identify trends, needs for targeted support as well as areas for improvement and additional training.

Ultimately, every aspect of our Strategic Plan and most of our operational strategies aim to enable us to deliver safe and high-quality programmes. Like so many organizations, over the last year, we have made concerted and important efforts to look specifically at our safeguarding policies and practices, identify areas for improvement and develop clear action plans to increase safety and quality. We have also worked with the Charity Commission and have appreciated their guidance in this process.

We believe that safeguarding is not an area on its own, it must be cross-cutting and ever more embedded in our organizational culture and strategies. To lead this process going forward and direct continuous learning and development, Wade Tidbury, a highly qualified International Safeguarding Lead, joined us in 2020.

We continued our internal communications and engagement approach on the importance of safeguarding, recent and upcoming developments and resources available to Chapters and NAs to improve safeguarding activities throughout the organization.

## **CISV INTERNATIONAL LIMITED**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020**

#### **Insurance**

Another integral part of Risk Management is putting in place effective insurance. Please see below regarding public liability insurance. We continue to provide universal travel insurance for all participants, leaders and staff in international programmes. Everyone has the same high quality travel-medical coverage no matter where they are from or where they are going. This insurance also provides crisis management support, should it be required.

Recognizing the need for access to liability insurance to be stable and cost-effective, CISV set up the CISV International Insurance Company ("Insurance Company"), in the US state of Kentucky in late 2009. CISV International is the sole shareholder.

The Insurance Company issues the global master public liability insurance policy for CISV International annually to run from 1 Feb through 31 Jan. It provides coverage up to a maximum of £1 million. CISV International also purchases excess public liability insurance to sit on top of the global policy issued by CISV International Insurance Company and provide additional cover.

The 2020 Annual Meeting was held 29 April 2020. During the General Assembly, the new Board of Directors was elected. The current Board of the Insurance Company is made up of:

- Elizabeth Black (President, elected April 2020)
- Roman Parzei (treasurer)
- Brett Vottero (Term expired April 2020)
- Frank Steffen (CISV International Governing Board, term start April 2020)
- Anders Wulff Kristiansen (ex-officio, from April 2020)
- Arne-Christian Haukeland (until April 2020)
- Tom Anthony (elected April 2020)
- Gabrielle Mandell / Tanya Pérez Echeverría (Secretary General, ex officio until April 2020)

The Governing Board, on behalf of CISV International, appoints a person to occupy one of the positions. For 2020, that was Frank Steffen, who sat on both the CISV International and the Insurance Company Boards. The CISV International Risk Manager also took the place of the Secretary General in the ex officio seat.

#### **6. Volunteers**

The charity is grateful for the unstinting efforts of its volunteers who are involved in and responsible for many areas, except the work of small International Office. The organization is directed by its volunteers in conjunction with the Secretary General and the Senior Management team and could not operate without its volunteers.

#### **7. Financial Review**

During the year under review and despite the impact of covid on our international programmes, the charity has carried out its objects throughout the world and there were 4508 participants in local, national or other alternative programmes.

During the year we have developed proposals and projects, which will support our ideals and objects. International committees oversee international operations, programmes and internal, as well as external development while regional teams provide direct advice and training to Members.

The Governing Board is responsible for approving the annual budget which is developed by the Resources and Infrastructure Committee. Budget allocations are specifically linked to the achievement of organizational objectives. Throughout the year, budget use is controlled and monitored, primarily by the Fiscal Officer and the Resources and Infrastructure Committee. Any material changes to the budget must be approved by the Resources and Infrastructure Committee, with new items also requiring Trustee approval. The Board has agreed that on an annual basis, we will budget for a £30,000 surplus so that we put aside money over three years to support Global Conference costs.

The 2020 accounts were circulated to Members after having been approved by the Board.



## **CISV INTERNATIONAL LIMITED**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020**

#### **Results**

The financial statements for the year to 31 December 2020 show a deficit of £531,460 (2019: surplus £51,655).

The Trustees recommend that, being a charity, no dividend be paid for the year ended 31 December 2020. 2020 was an extremely challenging year financially for the Company. Due to the COVID 19 pandemic almost all programmes were cancelled reducing our normal income to almost zero. Cash flow was severely impacted and the following actions were taken to ensure survival:

- Staffing numbers were reduced by not replacing staff that left; remaining staff were furloughed where possible; advantage was taken of the Government's Job Retention Scheme Grant.
- Other costs were reduced wherever possible notably cancellation of all travel and non-critical expenses.
- Other grants were claimed from Local Government.
- Loans were raised from our bank and from our subsidiary insurance company.
- A dividend was received from our subsidiary insurance company.
- Charitable donations were appealed for.

CISV's conservative reserves policy, together with its expense control has helped pull the organization through during this difficult time. The Resources and Infrastructure Committee continue to follow closely the financial evolution of the organization into 2021 while the pandemic is still negatively affecting our income. It also continues to provide financial forecasts for expenditures and recommendations to the Board for possible areas to cut and areas for changing the funding models in the next year.

#### **Financial Risk Management Policy**

The charity's principal financial instruments comprise cash and cash equivalents. Other financial assets and liabilities, such as trade creditors and trade debtors, arise directly from the charity's operating activities.

The main risks associated with the charity's financial assets and liabilities are set out below. The charity does not undertake any hedging activity.

#### ***Interest rate risk***

The charity invests surplus cash in short term fixed and variable rate interest yielding deposit accounts. Therefore financial assets, liabilities, interest income and cash flows can be affected by movements in interest rates. However, the trustees do not consider there to be any significant exposure.

#### ***Price risk***

There is no significant exposure to changes in the carrying value of financial liabilities.

#### ***Credit risk***

The charity's policy is aimed at minimising such losses. Individual exposures and overdue debts are monitored with each national association to ensure that the charity's exposure to bad debts is managed accordingly.

#### ***Liquidity risk***

The charity aims to mitigate liquidity risk by managing cash generated by its operations. Capital expenditure is minimal but is approved by the trustees and flexibility is maintained by retaining sufficient surplus cash in readily accessible bank accounts.

#### ***Foreign currency risk***

The charity's principal transactions are in pounds sterling, with a relatively limited number of transactions in foreign currency. The charity does not consider the risk to be of such significance to warrant any hedging activity.



## **CISV INTERNATIONAL LIMITED**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020**

#### **Investment policy**

Surplus funds were placed on deposit with an investment manager (Brewin Dolphin). This contributes to diversifying our income streams and the long-term sustainability of the organization. The global market performance meant that we had an unrealized surplus on investments in 2020 of £17,088.

#### **Reserves**

The Operating Reserve Fund Policy developed by the Resources and Infrastructure Committee is in place. This policy recognizes the nature of the income and expenditure streams and the need to match the income from participants in the charity's activities with the costs of the central overheads and the international infrastructure. At the same time the charity recognises that participation fees should be kept as low as possible in order to make the programmes as accessible as possible to as wide a range of participants as possible. Delays can arise in the transmission of funds due to political and economic circumstances in the countries in which local affiliates are based and worldwide disaster events can affect programmes. Therefore, the policy requires that the level of general reserves required should enable the continued operation of the International Office, Committees and Teams for a minimum of six months and, in the absence of a specific project, a maximum of 12 months. The goal of six months to one year is desirable in all situations as the nature of CISV's international work (involving so much international travel) is particularly at risk in the current global situation especially as most international programmes take place within a short three-month period.

In addition, under section 11.1.4 of the Articles of Association, Member approval is required if the Trustees approve an annual budget that would envisage depleting the charity's reserves to an amount that would equate to less than six months of annual operating costs. During 2020 and considering the impact of the pandemic on the revenue generation for CISV, Members approved during the General Meeting in August 2020 (28th) that the 2021 Budget would indeed fall below the reserves policy.

In addition, CISV International Insurance Company is currently seeking to increase its reserve level with professional investment advice. To function, the Insurance Company must have \$250,000 in assets. The insurance policy it issues covers up to £1 million. The Insurance Company directors, therefore, seek to increase the assets of the insurance company to the point where it has the full amount of the coverage plus the \$250,000 required by law for operation. In line with the charitable purpose of the parent company and protection of assets, the directors do not intend to amass reserves or assets greater than this amount. Once that amount has been reached, or as it is nearing, the directors anticipate gradually reducing the premium charged so that it can be applied to other relevant areas.

#### **8. Plans for future periods - 2021**

As trustees' reports are generally written in the "future period", it should be stated up front that, like people and organizations around the world, we found our plans for 2020 and ahead in to 2021 entirely disrupted by the COVID-19 pandemic.

We had hoped that 2021 would allow for some level of slow recovery of our in-person programme seasons. We put the health and welfare of our participants and volunteers first and recognized that the high degree of uncertainty would make planning and logistics impossible. The impact on CISV will be enormous. For CISV International, an immediate clear impact is that with the cancellation of programmes, most of our annual operating income disappeared. Immediate steps were taken to reduce costs and increase income sources. Our previous work on reserves and to develop our own insurance Company and continuous collaboration with CISV National Associations will be of great assistance in seeing us through these difficult times.

## CISV INTERNATIONAL LIMITED

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

#### CLARITY

At the time of writing, the vast majority of our programmes have been cancelled due to Covid-19. We remain hopeful that a small number of programmes will take place in our December/January season.

- Implementation planning of decisions taken by our Members in 2021 relating to the review of our programmes will be a focus for 2021
- Continue the trial of three new models for local programme models based on the work in the previous and Strategic Plans
- In line with our core values, we have formed an implementation team to oversee and co-ordinate our efforts in diversity, equity and inclusion.

#### SAFETY AND QUALITY

We will launch our elearning modules on Child Protection, Safeguarding and other key areas. These will form the core of a consistent set of training for our programme volunteers around the world.

The Board and Management Team will continue to build CISV's work on Enterprise Risk Management.

#### FUNDING AND CAPACITY

We will provide a first set of insights and recommendations on the review of our fee and funding structure.

Approved by order of the board of trustees on ..... 20/09/2021 ..... and signed on its behalf by:

*Francisco Pavão Martins*

Francisco Pavao Martins - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
CISV INTERNATIONAL LIMITED**

**Independent examiner's report to the trustees of CISV International Limited ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2020.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 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**

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of Association of Chartered Certified Accountants which is one of the listed bodies.

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.



Nicholas Cunningham FCCA  
Association of Chartered Certified Accountants  
Robson Laidler Accountants Limited  
Fernwood House  
Fernwood Road  
Jesmond  
Newcastle upon Tyne  
NE2 1TJ

Date: 20.09.2021.....

**CISV INTERNATIONAL LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 DECEMBER 2020**

		<b>2020 Unrestricted funds £</b>	<b>2019 Total funds £</b>
<b>INCOME AND ENDOWMENTS FROM</b>	Notes		
Donations and legacies	2	<b>150,581</b>	117,807
<b>Charitable activities</b>	4		
Fees from National Associations		<b>436,326</b>	2,563,088
Investment income	3	<b>85,048</b>	17,271
Other income		<b>4,200</b>	<b>3,793</b>
<b>Total</b>		<b>676,155</b>	2,701,959
 <b>EXPENDITURE ON</b>			
Raising funds	5	<b>4,873</b>	3,124
<b>Charitable activities</b>	6		
Educational Group activities		<b>1,219,830</b>	2,706,961
<b>Total</b>		<b>1,224,703</b>	2,710,085
Net gains on investments		<b>17,088</b>	<b>59,781</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>(531,460)</b>	51,655
 <b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward		<b>1,204,057</b>	1,152,402
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>672,597</b>	<b>1,204,057</b>

The notes form part of these financial statements

**CISV INTERNATIONAL LIMITED (REGISTERED NUMBER: 03672838)**

**BALANCE SHEET  
31 DECEMBER 2020**

	Notes	2020 Total funds £	2019 Total funds £
<b>FIXED ASSETS</b>			
Tangible assets	13	3,980	6,051
Investments	14	<u>318,850</u>	<u>318,850</u>
		<b>322,830</b>	<b>324,901</b>
<b>CURRENT ASSETS</b>			
Debtors	15	112,854	153,315
Investments	16	498,807	499,296
Cash at bank and in hand		<u>103,045</u>	<u>611,306</u>
		<b>714,706</b>	<b>1,263,917</b>
<b>CREDITORS</b>			
Amounts falling due within one year	17	<u>(364,939)</u>	<u>(384,761)</u>
<b>NET CURRENT ASSETS</b>		<u><b>349,767</b></u>	<u><b>879,156</b></u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u><b>672,597</b></u>	<u><b>1,204,057</b></u>
<b>NET ASSETS</b>		<u><u><b>672,597</b></u></u>	<u><u><b>1,204,057</b></u></u>
<b>FUNDS</b>	19		
Unrestricted funds:			
General fund		630,452	1,182,319
Global conference fund		<u>42,145</u>	<u>21,738</u>
		<u><b>672,597</b></u>	<u><b>1,204,057</b></u>
<b>TOTAL FUNDS</b>		<u><u><b>672,597</b></u></u>	<u><u><b>1,204,057</b></u></u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements were approved by the Board of Trustees and authorised for issue on 20/09/2021 and were signed on its behalf by:

*Francisco Pavão Martins*

Francisco Pavao Martins - Trustee

The notes form part of these financial statements

**CISV INTERNATIONAL LIMITED**

**CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31 DECEMBER 2020**

	Notes	2020 £	2019 £
<b>Cash flows from operating activities</b>			
Cash generated from operations	1	<u>(608,834)</u>	<u>15,830</u>
Net cash (used in)/provided by operating activities		<u>(608,834)</u>	<u>15,830</u>
<b>Cash flows from investing activities</b>			
Purchase of tangible fixed assets		(1,474)	(5,912)
Purchase of fixed asset investments		(136,694)	(120,944)
Sale of fixed asset investments		154,272	150,214
Dividends received		<u>84,469</u>	<u>13,749</u>
Net cash provided by investing activities		<u>100,573</u>	<u>37,107</u>
<b>Change in cash and cash equivalents in the reporting period</b>		<u>(508,261)</u>	<u>52,937</u>
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<u>611,306</u>	<u>558,369</u>
<b>Cash and cash equivalents at the end of the reporting period</b>		<u>103,045</u>	<u>611,306</u>

The notes form part of these financial statements

CISV INTERNATIONAL LIMITED

NOTES TO THE CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31 DECEMBER 2020

1. RECONCILIATION OF NET (EXPENDITURE)/INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2020 £	2019 £
Net (expenditure)/income for the reporting period (as per the Statement of Financial Activities)	(531,460)	51,655
Adjustments for:		
Depreciation charges	3,545	4,888
Gain on investments	(17,088)	(59,865)
Dividends received	(84,469)	(13,749)
Decrease/(increase) in debtors	40,460	(8,651)
(Decrease)/increase in creditors	(19,822)	41,552
Net cash (used in)/provided by operations	<u>(608,834)</u>	<u>15,830</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.1.20 £	Cash flow £	At 31.12.20 £
<b>Net cash</b>			
Cash at bank and in hand	<u>611,306</u>	<u>(508,261)</u>	<u>103,045</u>
	<u>611,306</u>	<u>(508,261)</u>	<u>103,045</u>
<b>Liquid resources</b>			
Deposits included in cash	-	-	-
Current asset investments	<u>499,296</u>	<u>(489)</u>	<u>498,807</u>
	<u>499,296</u>	<u>(489)</u>	<u>498,807</u>
<b>Total</b>	<u>1,110,602</u>	<u>(508,750)</u>	<u>601,852</u>

The notes form part of these financial statements

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: 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 (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value.

**Statement of compliance**

CISV International Limited is an incorporated charity (charity number: 1073308) registered in England & Wales. The registered office and other statutory information is shown on the contents page.

The financial statements have been prepared on a going concern basis. The Trustees have considered a period of 12 months from the balance sheet date and consider no further disclosures relating to the charity's ability to continue as a going concern need to be made.

CISV International Limited meets the definition of a public benefit entity entry under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The financial accounts are prepared in Sterling (£).

The company has applied the following accounting policies:

**Income**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income received by way of grants, donations and gifts is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

**Expenditure**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with attracting voluntary income.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

- |                       |                               |
|-----------------------|-------------------------------|
| Fixtures and fittings | - Straight line over 10 years |
| Office equipment      | - Straight line over 3 years  |



**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**1. ACCOUNTING POLICIES - continued**

**Related party exemption**

The charitable company has taken advantage of exemption, under the terms of Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', not to disclose related party transactions with wholly owned subsidiaries within the group.

**Taxation**

As a charity, the company is exempt from tax on income and gains to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Impairment of assets**

Fixed assets are reviewed for impairment if events or changes in circumstances indicate that the carrying amount of such assets may not be recoverable. If there is an indication of possible impairment, the recoverable amount of any affected asset is estimated and compared against its carrying amount. Where the estimated recoverable amount is lower, an impairment loss is recognised immediately in profit and loss.

**Leasing commitments**

Rentals paid under operating leases are charged to the profit and loss on a straight line basis over the period of the lease.

**Irrecoverable VAT**

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

**Pensions**

The charity contributes to personal pension plans of its employees based on a percentage of salary. The personal plans are defined contribution schemes and the funds are independently administered.

**Debtors and creditors**

Trade debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due. Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**Cash at bank**

Cash at bank includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**Fixed asset investments**

Investments in subsidiary companies are stated at costs less any amounts written off for permanent diminution in value.

**CISV INTERNATIONAL LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**2. DONATIONS AND LEGACIES**

	2020 £	2019 £
Donations	12,523	-
Legacies	-	74,459
Grants	<u>138,058</u>	<u>43,348</u>
	<u>150,581</u>	<u>117,807</u>

Grants received, included in the above, are as follows:

	2020 £	2019 £
Erasmus+	43,679	43,348
Newcastle City Council	5,000	-
Covid-19 Job Retention Scheme	<u>89,379</u>	<u>-</u>
	<u>138,058</u>	<u>43,348</u>

**3. INVESTMENT INCOME**

	2020 £	2019 £
Interest received	579	3,522
Dividends received	<u>84,469</u>	<u>13,749</u>
	<u>85,048</u>	<u>17,271</u>

**4. INCOME FROM CHARITABLE ACTIVITIES**

	2020 Fees from National Associations £	2019 Total activities £
Memberships	2,705	18,685
Chapter fees	21,536	20,909
Host fees	216,524	1,169,000
Village participation	-	514,363
Interchange participation	-	148,951
Seminar camp participation	-	73,887
Step up participation	-	250,333
Youth meeting participation	-	98,651
IPP participation	-	4,928
Penalty payments	8,183	30,746
Travel insurance collected	-	232,635
Cancellation contributions	<u>187,378</u>	<u>-</u>
	<u>436,326</u>	<u>2,563,088</u>

**CISV INTERNATIONAL LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**5. RAISING FUNDS**

**Raising donations and legacies**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Investment management costs	<b><u>4,873</u></b>	<b><u>3,124</u></b>

**6. CHARITABLE ACTIVITIES COSTS**

	<b>Direct Costs (see note 7) £</b>	<b>Support costs (see note 8) £</b>	<b>Totals £</b>
Educational Group activities	<b><u>1,045,250</u></b>	<b><u>174,580</u></b>	<b><u>1,219,830</u></b>

**7. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Hosting fees	<b>219,808</b>	1,175,021
Wages and salaries	<b>547,923</b>	508,488
Staff training and other costs	<b>14,888</b>	22,161
Premises expenses	<b>31,341</b>	41,065
Computer and IT support	<b>45,613</b>	80,837
Telephone, internet and fax	<b>2,420</b>	(1,043)
Printing and stationery	<b>1,616</b>	2,908
Professional fees	<b>55,543</b>	186,820
Insurances	<b>118,896</b>	297,173
Audit and accountancy fees	<b>2,800</b>	4,850
Depreciation	<b>3,545</b>	4,887
Irrecoverable VAT	<b>-</b>	43,483
Other expenses	<b>74</b>	13,580
Bad debts	<b>783</b>	(9,392)
	<b><u>1,045,250</u></b>	<b><u>2,370,838</u></b>

**8. SUPPORT COSTS**

	<b>Manageme £</b>
Educational Group activities	<b><u>174,580</u></b>

**CISV INTERNATIONAL LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**8. SUPPORT COSTS - continued**

Support costs, included in the above, are as follows:

	2020 Educational Group activities £	2019 Total activities £
Governing board costs	10,318	46,720
Conferences and meetings	<u>164,262</u>	<u>289,403</u>
	<u>174,580</u>	<u>336,123</u>

**9. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	2020 £	2019 £
Audit fee	-	4,850
Independent examination fee	2,800	-
Depreciation	<u>3,545</u>	<u>4,887</u>

**10. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees remuneration or other benefits for the year ended 31 December 2020 nor for the year 31 December 2019 in relation to their role as trustee.

**Trustees' expenses**

During the year, reimbursed expenses of £9,557 (2019: £42,482) were reimbursed to a total of 6 trustees (2019: 6 trustees).

**11. STAFF COSTS**

Staff costs were as follows:

	2020 £	2019 £
Salaries and wages	459,486	423,013
Social security costs	42,979	40,231
Pension costs	<u>45,458</u>	<u>45,244</u>
	<u>547,923</u>	<u>508,488</u>

The average monthly number of employees during the year was as follows:

	2020	2019
Secretary	1	1
Fiscal officer	1	1
Administration	<u>12</u>	<u>12</u>
	<u>14</u>	<u>14</u>

**CISV INTERNATIONAL LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**11. STAFF COSTS - continued**

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	<b>2020</b>	2019
£60,001 - £70,000	<u><b>1</b></u>	<u><b>1</b></u>

Amounts paid to key management personnel in the year totalled £214,383 (2019: £326,226).

**12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

All income and expenditure was unrestricted in the previous year and is therefore as shown in the comparative figures on the Statement of Financial Activities.

**13. TANGIBLE FIXED ASSETS**

	Fixtures and fittings £	Office equipment £	Totals £
<b>COST</b>			
At 1 January 2020	23,473	43,913	67,386
Additions	<u>829</u>	<u>645</u>	<u>1,474</u>
At 31 December 2020	<u>24,302</u>	<u>44,558</u>	<u>68,860</u>
<b>DEPRECIATION</b>			
At 1 January 2020	22,073	39,262	61,335
Charge for year	<u>332</u>	<u>3,213</u>	<u>3,545</u>
At 31 December 2020	<u>22,405</u>	<u>42,475</u>	<u>64,880</u>
<b>NET BOOK VALUE</b>			
At 31 December 2020	<u>1,897</u>	<u>2,083</u>	<u>3,980</u>
At 31 December 2019	<u>1,400</u>	<u>4,651</u>	<u>6,051</u>

**14. FIXED ASSET INVESTMENTS**

	Shares in group undertaking £
<b>MARKET VALUE</b>	
At 1 January 2020 and 31 December 2020	<u><b>318,850</b></u>
<b>NET BOOK VALUE</b>	
At 31 December 2020	<u><b>318,850</b></u>
At 31 December 2019	<u>318,850</u>

Fixed asset investments relates to the shares owned in CISV International Insurance Company, which is a subsidiary based in USA.

CISV INTERNATIONAL LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2020

15. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Trade debtors	62,061	100,914
Other debtors	43,382	10,007
Prepayments and accrued income	7,411	42,394
	<u>112,854</u>	<u>153,315</u>

An impairment loss of £783 (2019: £9,392 gain) was recognised against trade debtors.

16. CURRENT ASSET INVESTMENTS

	2020	2019
	£	£
Listed investments	<u>498,807</u>	<u>499,296</u>

17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Trade creditors	187,249	112,403
Social security and other taxes	10,725	10,416
Other creditors	129,269	85,418
Accruals and deferred income	37,696	176,524
	<u>364,939</u>	<u>384,761</u>

18. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2020	2019
	£	£
Within one year	<u>26,356</u>	<u>26,356</u>

19. MOVEMENT IN FUNDS

	At 1.1.20	Net movement in funds	Transfers between funds	At 31.12.20
	£	£	£	£
<b>Unrestricted funds</b>				
General fund	1,182,319	(529,662)	(22,205)	630,452
Global conference fund	21,738	(1,798)	22,205	42,145
	<u>1,204,057</u>	<u>(531,460)</u>	<u>-</u>	<u>672,597</u>
<b>TOTAL FUNDS</b>	<u>1,204,057</u>	<u>(531,460)</u>	<u>-</u>	<u>672,597</u>

**CISV INTERNATIONAL LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**20. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 December 2020 other than the trustees expenses disclosed above.

**21. ULTIMATE CONTROLLING PARTY**

The charity is under the control of the board of trustees.

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

**19. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
General fund	676,155	(1,222,905)	17,088	(529,662)
Global conference fund	-	(1,798)	-	(1,798)
	<u>676,155</u>	<u>(1,224,703)</u>	<u>17,088</u>	<u>(531,460)</u>
<b>TOTAL FUNDS</b>	<u>676,155</u>	<u>(1,224,703)</u>	<u>17,088</u>	<u>(531,460)</u>

**Comparatives for movement in funds**

	At 1.1.19 £	Net movement in funds £	Transfers between funds £	At 31.12.19 £
<b>Unrestricted funds</b>				
General fund	1,062,139	51,655	68,525	1,182,319
Global conference fund	-	-	21,738	21,738
Programme fund	90,263	-	(90,263)	-
	<u>1,152,402</u>	<u>51,655</u>	<u>-</u>	<u>1,204,057</u>
<b>TOTAL FUNDS</b>	<u>1,152,402</u>	<u>51,655</u>	<u>-</u>	<u>1,204,057</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
General fund	2,701,959	(2,710,085)	59,781	51,655
	<u>2,701,959</u>	<u>(2,710,085)</u>	<u>59,781</u>	<u>51,655</u>
<b>TOTAL FUNDS</b>	<u>2,701,959</u>	<u>(2,710,085)</u>	<u>59,781</u>	<u>51,655</u>

The general fund represents the accumulated surpluses and deficits and is required to provide working capital to enable the Charity to continue as a going concern should economic or political conditions prove unfavourable.

The programme hosting fund has been separately designated by the Trustees and can be allocated to Hosting chapters where the barrier to hosting is financial. The fund comprises the lower of penalties collected or the result for the year and after 2 years any unused reserve is transferred back to the general fund.

The global conference fund has been separately designated by the Trustees in order that the surplus from the global conference can be identified and that the Charity is aware of its continuing commitment to invest this money in the Global Conference.