



CHARITY  
IT LEADERS

Registered Charity No: 1153226

Trustees Annual Report  
For the period ended  
31<sup>st</sup> March 2024

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## Legal and Administrative Information

### Chair

Matthew Paul Jago (stood down 24<sup>th</sup> January 2024)

### Chair (Interim)

Laura Jane Dawson (appointed 25<sup>th</sup> January 2024)

### Deputy Chair

Stuart McSkimming (appointed 7<sup>th</sup> December 2023)

### Treasurer

Jonathan Andrew Curry (stood down 24<sup>th</sup> January 2024)

Matthew Paul Jago (appointed 25<sup>th</sup> January 2024)

### Trustees

Richard John Bailey

Caroline Carruthers

Jonathan Andrew Curry

Laura Jane Dawson

Jane Elizabeth Deal

Neil Simon Edmonds

Phillip Robert Edwards

Seth Abraham Harman

Anna Lynne Hoskins

Jane Louise Huntington

Matthew Paul Jago

Stuart McSkimming

Laura Kay Moore

### Chief Executive

Tree Hall

### Registered Address

C/O Rodliffe Accounting Ltd

1 Canada Sq.

37th Floor, Canary Wharf,

London, England, E14 5AA

**Registered Charity No: 1153226**

### Independent Examiner

Audit & Accounts Pro Limited

Disley

The Hill Side

BR6 7SD

## Report of the Trustees

### Charity Details

Charity IT Leaders (CITL) is a CIO, a charitable incorporated organisation, formed on the 5th August 2013. The governing document of the CIO is its constitution which has not been materially changed since foundation.

### Objectives and Activities

The objectives of CITL are the promotion for the public benefit of the efficiency and effectiveness of charities and not-for-profit organisations through the promotion of study, sharing of knowledge and advancement of the use of information technology.

We are a membership organisation where the member is the charity and are represented by their senior technology managers and other technology, data and digital specialist staff.

We achieve our objectives by:

- Member Meetings, where we invite speakers of interest and encourage debate and networking.
- Groups, formed to cover areas of interest to members, on any subject relevant to Information Technology.
- Our Annual Conference.
- Our website and social media tools.
- Participation in and presenting at events run by other organisations where there is a clear relevance and benefit to doing so.
- Developing and delivering ad hoc initiatives that will enhance skills and knowledge within our membership.
- Working with sponsors and other partners to develop and deliver specialist content on topics of interest and importance to members.

The charity uses finance administrative services from Rodliffe Accounting. All Trustees are volunteers and receive no remuneration for their activities on behalf of the charity. They are elected at the Annual General Meeting which is held in December each year. Where a post is not filled the Trustees may co-opt an individual to fulfil the role until the next AGM. In January 2024, the Chair of Trustees stood down from chairing duties and an Interim Chair was appointed with the specific responsibility for recruiting a new chair through open competition.

The charity has two paid permanent employees. The staff team is responsible for the sustainable development of the organisation, improving member services and engagement, developing effective relationships with sponsors and other external partners, and for raising the profile and credibility of the organisation. In addition to the CEO, each trustee is responsible for the promotion of the charity, including raising awareness of the organisation, ensuring our content and events are relevant and support continued improvement in the use of Technology, Data and Digital across the not-for-profit sector and for introducing new members and sponsors.



## Report on Activities in the Period

### Chair's Report

I write this address in my last year as Chair and Trustee of Charity IT Leaders. I took over as Interim Chair in January 2024 from the very able and inspiring Matt Jago. My primary objective was to recruit a new Chair of Trustees from December 2024 onwards and work commenced on this in the period of the report. In 2023/24 we also took the opportunity to appoint a new 'named officer' role of Deputy Chair to act as a support and cover for the Chair and also provide continuity for the charity during Chair handovers. The first appointee to this role is Stuart McSkimming who has already proved himself more than capable.

I have been involved in the organisation since 2007, when it was a group of likeminded individuals who knew that collaboration and engagement were key to supporting our charities make the best use out of technology. In my time, I have seen it grow, develop and professionalise.

2023/24 was a year of stability and growth for our charity. Charity IT Leaders implemented its own new technology. For the first time we had, and had needed, a customer relationship management tool. With this new tool, we were able to improve our administration processes which in turn allowed our team to organise more events to the benefits of our members. A process that continues into future years.

As a result of these initiatives, we were able to bring our finances to strong position, allowing us to secure sufficient funding for future investment. We reviewed our reserves policy in 23/24, setting a cap on the level of the reserves that felt more appropriate for delivering public good.

The year has also seen us build on our events including introducing Tea and Tech conversations building ever stronger networks between our members as well as running our first interactive business simulation workshop (Apollo 13 simulation) which was a valuable and safe space exercise helping charities to improve their communication skills as well as understanding organisational flow.

*Post report note: I am delighted that in 2024/25 I am handing over the chair role to the exceptional Su Crighton.*

Best wishes

## CEO's Report

Writing the CEO's report for the annual review is always a slightly tricky task because of the need to look back to the previous financial year while being entirely focused on delivering activities in the current financial year and planning for the next financial year. Completing the mental gymnastics required has been a very positive experience, as it has given me another opportunity to celebrate the important successes we achieved during the period of this report.

Probably our most transformational achievement was the implementation of our new (first ever) CRM, Beacon. Having started the planning and procurement of the system in 2022-23, we continued to work with our incredible digital partners, Cygnet Digital, who implemented and configured Beacon, carried out the data migration for us and set up integration with other systems that we already had in place. We now have an excellent CRM which has already enabled us to increase efficiency, streamline processes, improve service delivery to members and sponsors and has opened up a whole new way of working for us. But this is just the start, and we are committed to ongoing investment in Beacon and the integrations to enable us to continue to improve the way in which we deliver services and support our community.

We concluded our relationship with MKSAM, who had provided all our administrative and financial support for a number of years. Bringing all of our admin functions in-house has enabled us to get closer to our members and to make significant improvements to our operating processes. We are grateful to MKSAM for their support over the last few years, which assisted our growth and development.

The Annual Conference in October 2023 was another huge success, bringing together more speakers, delegates and sponsors than ever before, and providing even more opportunities for networking, collaborating and, building professional connections.

Members are the reason we exist, and we launched two new online events to facilitate more networking and discussion and sharing of ideas, challenges and opportunities. Our Tea & Tech Talk Social and Deep Dives brought members together on a monthly basis for relaxed and informal brainstorming and problem-solving. The meetings generated a lot of ideas and identified a lot of member needs, which will be built into our strategy as we move forward.

We also planned a new Members' Resource Hub, managed in the Teams members' area, to make it easier for members to share, collaborate and access documents, templates, case studies and guidance. These are just some of the highlights of what was another excellent year for CITL and our community. We are in a very strong position to continue to grow and deliver even more benefit for our members and the wider sector.

Best wishes,

### Public Benefit Statement

The Trustees confirm that they have complied with the duty in section 17 of the charities act 2011 to have due regard to the Charity Commission's general guidance on public benefit.

The Board of Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the aims and objectives and the planning of the charity's future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives set.

### Reserves Policy

Our overall financial aim is to spend our income on charitable activities for our members, while retaining sufficient funds to enable us to recover from a poor conference, i.e. sufficient reserves to run the charity for a year, excluding conference costs.

### Sources of income

We have two main sources of income:

- Membership fees and
- Sponsorship income.

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

### Major areas of expenditure

Our main areas of expenditure are:

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



# Charity IT Leaders Independent Examiner's Report For the year ended 31 March 2024

I report to the trustees on my examination of the accounts of Charity IT Leaders ("the Charity") for the year ended 31 March 2024.

## Responsibilities and basis of report

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

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

## Independent examiner's statement

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

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

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

**Fatima Siddiqui ACA FCCA**  
**For and on behalf of**  
**Audit & Accounts Pro Limited**  
**Chartered Accountants**



Disley  
The Hill Side  
BR6 7SD

Date: 30/01/2025

Charity IT Leaders  
Statement of Financial Activities  
For the year ended 31 March 2024

	Note	Unrestricted Funds 2024 £	Unrestricted Funds 2023 £
<b>Income and endowments from :</b>			
Charitable activities	2	169,580	138,960
Investments	3	165	86
		<hr/>	<hr/>
<b>Total incoming resources</b>		<b>169,745</b>	<b>139,046</b>
<b>Expenditure on:</b>			
Charitable activities	4	(123,874)	(148,783)
Other	5	(9,448)	(2,900)
		<hr/>	<hr/>
<b>Total resources expended</b>		<b>(133,322)</b>	<b>(151,683)</b>
<b>Net movement in funds</b>		<b>36,423</b>	<b>(12,637)</b>
Fund balances brought forward at 1 April 2023		<hr/> 47,328	<hr/> 59,965
Fund balances carried forward at 31 March 2024		<hr/> <hr/> 83,751	<hr/> <hr/> 47,328

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

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

All funds in both 2024 and 2023 are unrestricted.

Charity IT Leaders  
Balance Sheet  
For the year ended 31 March 2024

	Note	2024 £	2024 £	2023 £	2023 £
<b>Current assets</b>					
Debtors	6	126,761		41,986	
Cash at bank and in hand		<u>88,173</u>		<u>50,428</u>	
		214,935		92,414	
<b>Creditors: Amounts falling due within one year</b>	7	<u>(131,183)</u>		<u>(45,086)</u>	
<b>Net current assets</b>			<u>83,751</u>		<u>47,328</u>
<b>Total assets less current liabilities</b>			<u>83,751</u>		<u>47,328</u>
<b>Funds</b>					
Unrestricted funds:					
General fund	8		<u>83,751</u>		<u>47,328</u>
<b>Total charity funds</b>			<u>83,751</u>		<u>47,328</u>

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

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

.....

Trustee

.....

Trustee



# Charity IT Leaders

## Notes to the financial statements

### For the year ended 31 March 2024

#### 1 Accounting policies

##### 1.1 Basis of preparation of the Financial Statements

The financial statements have been prepared in accordance with the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (The FRS 102 Charities SORP, second edition October 2019) and the Charities Act 2011.

##### *Going concern*

The Board have assessed whether the use of the going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the charity to continue as a going concern. The Board have made this assessment for a period of at least one year from the date of approval of the financial statements. In particular the Board have considered the charity's forecasts and impact on income sources and have concluded that the use of the going concern basis remains appropriate.

##### 1.2 Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

##### 1.3 Incoming resources

All income is recognised in the Statement of Financial Activities when the conditions for the receipt have been met and there is reasonable assurance of receipt.

Conference income is recognised in the period in which the event takes places.

Annual sponsorships and subscriptions are recognised evenly over the subscription period.

##### 1.4 Resources expended

Expenditure is recognised on an accrual basis as a liability when incurred. Expenditure is net of any VAT and is reported as part of the expenditure to which it related:

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes all costs excluding governance costs.

- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examiners fees and costs linked to the strategic management of the charity.

#### 2. Income from charitable activities

	2024	2023
	£	£
Donations Received	1,261	1,619
Annual Sponsorship	90,663	70,196
Conference - Sponsorship	5,636	5,900
Conference - Accommodation	16,040	13,800
Membership	55,980	47,445
	<u>169,580</u>	<u>138,960</u>

#### 3. Investment income

	2024	2023
	£	£
Bank interest receivable	<u>165</u>	<u>86</u>

Charity IT Leaders  
Notes to the financial statements  
For the year ended 31 March 2024

**4. Expenditure on charitable activities**

	2024 £	2024 £	2024 £	2023 £
	Direct costs	Support Costs	Total	Total
Conference	50,752	-	50,752	59,799
Meeting Cost	-	-	-	5,262
Salaries and wages	-	59,626	59,626	52,380
Membership services	-	7,445	7,445	28,549
Accountancy fee	-	9,448	9,448	
Computer running costs	-	2,040	2,040	155
Sundry expenses	-	4,012	4,012	2,638
	<u>50,752</u>	<u>82,571</u>	<u>133,323</u>	<u>148,783</u>

**Expenditure on charitable activities**

	2023 £	2023 £	2023 £
	Direct costs	Support Costs	Total
Conference	59,799	-	59,799
Meeting costs	5,262	-	5,262
Salaries and wages	-	52,380	52,380
Membership services	-	28,549	28,549
Computer running costs	-	155	155
Sundry expenses	-	2,638	2,638
	<u>65,061</u>	<u>83,722</u>	<u>148,783</u>

**Staff costs**

	2024 £	2023 £
Salaries and wages	58,266	51,020
Employer's pension contributions	1,360	1,160
	<u>59,626</u>	<u>52,180</u>

Average number of employees was 1 (2023: 1).

No employees received emoluments more than £60,000 (2024: none).

**Other expenditure**

	2024 £	2023 £
Governance Cost:		
Independent examiner's fee	2,000	2,900
	<u>2,000</u>	<u>2,900</u>

**5. During the year none of the trustees received any remunerations or benefits (2024: £nil).**

During the year the trustees were reimbursed £nil in expenses (2024: £nil).

Charity IT Leaders  
Notes to the financial statements  
For the year ended 31 March 2024

**6. Debtors**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Trade debtors	124,200	39,145
Prepayments	2,541	322
VAT Receivable	-	2,511
Other debtors	20	8
	<u>126,761</u>	<u>41,986</u>

**7. Creditors: Amounts falling due within one year**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Trade creditors	6,850	8
VAT Payable	3,529.10	
Accruals and Deferred income	119,545	44,106
Other Creditors	239	254
Other Taxation and Social security	1,020	718
	<u>131,183</u>	<u>45,086</u>

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

Deferred income b/fwd	40,508
Membership income received in advance	173,300
Amounts released from previous years	<u>(100,663)</u>
Deferred income c/fwd	113,145

**8. Analysis of movement of funds**

	<b>Balance at 1 Apr 2023</b>	<b>Incoming resources</b>	<b>Outgoing resources</b>	<b>Balance at 31 Mar 2024</b>
Unrestricted Funds	47,328	169,745	(133,322)	83,751
	<u>47,328</u>	<u>169,745</u>	<u>(133,322)</u>	<u>83,751</u>

**9. Analysis of net assets**

	<b>Unrestricted Funds 2024</b>	<b>Unrestricted Funds 2023</b>
Current assets	214,935	92,414
Creditors due within one year	(131,183)	(45,086)
Net Assets	<u>83,751</u>	<u>47,328</u>

**10. Related Parties**

There were no related party transactions during the year.