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THE CILEX FOUNDATION

(Registered No. 11995446)

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31 DECEMBER 2024**

*Registered Office:*  
2nd Floor, The Pinnacle  
Midsummer Boulevard  
Milton Keynes  
MK9 1BP



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**The CILEX Foundation**

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**Company Information**

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**Reference and Administrative Information**

**Trustees:**

The following Trustees held office during the year to 31 December 2024 and up to the date of this report:-

His Hon Judge Marc David Dight	
Angus Duncan MacIver	Resigned on 17 July 2024
Ian David Hunt	
Thomas John Edward Morgan	
Emma Davies	
Abbey Webb	Appointed on 05 March 2024
Christine Baer	Appointed on 05 March 2024

**Registered Office and operational address:**

2<sup>nd</sup> Floor, The Pinnacle, Midsummer Boulevard, Milton Keynes. MK9 1BP

**Charity Number:** 1185862

**Independent Examiners:**

Mercer & Hole LLP



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## The CILEX Foundation

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### Trustee and Directors' Report For the Year Ended 31 December 2024

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#### Report of the Trustees

For the year ended 31 December 2024

#### Objectives and Activities

The CILEX Foundation is a registered charity (charity no.1185862) offering charitable grants and support to members of the Chartered Institute of Legal Executives (CILEX). The Charity operates within England and Wales and supports CILEX Lawyers, current and former members of the profession and their dependents.

The CILEX Foundation administers an academic support fund by way of scholarships, bursaries and grants. The CILEX Foundation may support any other charitable cause which it feels furthers these charitable aims. These charitable activities are funded by donations, both from CILEX directly, and from other fundraising streams.

#### Achievements and Performance

During the year, the Foundation awarded the following scholarships, bursaries and grants:

- 10 Scholarships, covering the costs of training to become CILEX lawyers to candidates from underrepresented backgrounds.
- 13 CILEX Foundation Bursaries, providing funding to CILEX members to access training and continue their studies.
- Over £124k in scholarships and bursaries were awarded, supporting students progress their legal careers.

In 2024, the CILEX Foundation also piloted a new programme, the Millicent Grant Career Enhancing programme, offering mentoring, networking and career support.

#### Financial Review

As at 31<sup>st</sup> December 2024, the Foundation is holding reserves of £165,078, comprising unrestricted reserves of £40,404 and restricted reserves of £124,674. These funds are held to be utilised in support of the Foundations activities through 2025.

#### Structure, governance and management

The CILEX Foundation is a company limited by Guarantee registered with the Charity Commission. The Foundation operates [as a limited company] under its Memorandum and Articles of association.

The Trustee Board comprises at least 3 Trustees who are appointed by the Charity's Member (CILEX). This will include at least one Independent Trustee and at least two Trustees who are office holders of CILEX.

Trustees, upon induction, are provided with guidance from the Charity Commission on public benefit and their responsibilities. Further, Trustees receive an update/refresher training from the Charity Lead each year on their key responsibilities.



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## **The CILEX Foundation**

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### **Trustee and Directors' Report For the Year Ended 31 December 2024**

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During the reporting period, Trustees committed to a fundraising and income generation strategic plan and enlisted the support of a specialist fundraising strategist to further this area of work. This aligns with the longer term strategy to provide a sustainable and reliable source of support to members, satisfying our charitable aims.

Day to day management is delegated to CILEX, as the Member. A Charity Lead is employed to oversee the activity of the CILEX Foundation, and there is a Service Level Agreement in place which sets out the day to day operational/management support for charitable activities and delegated authority forms exist setting out limits for both spending and approving incoming donations.

The CILEX Foundation has established policies which set out our grant making activities and associated procedures. The Assessment and Award – Scholarship and Assessment and Award – Bursary and Welfare Grants policies defines the aims and objectives of our Scholarship Programme, how this activity aligns with our strategic charitable aim of furthering education opportunities to underrepresented groups and sets out the nature of award to be made.

#### **Directors' report**

The directors present their report and the financial statements for the year ended 31 December 2024.

#### **Directors' responsibilities statement**

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 101 'Reduced Disclosure Framework'. Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Company and of the profit or loss of the Company for that period.

In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the Company's transactions and disclose with reasonable accuracy at any time the financial position of the Company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



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**The CILEX Foundation**

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**Trustee and Directors' Report**  
**For the Year Ended 31 December 2024**

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**Principal activity**

The CILEX Foundation is a registered charity (charity no.1185862) offering charitable grants and support to members of the Chartered Institute of Legal Executives.

**Business review**

The CILEX Foundation administers an academic support fund by way of scholarships, bursaries and grants. The CILEX Foundation also provides hardship grants to qualifying members of the chartered institute of legal executives. The CILEX Foundation will also engage in the promotion of Pro Bono (voluntary) work amongst its members. The CILEX Foundation may support any other charitable cause which it feels furthers these charitable aims. These charitable activities will be funded by donations, both from The Chartered Institute of Legal Executives directly, and from other fundraising streams.

This report was approved by the board on 6.1.25 and signed on its behalf.



His Hon Judge Marc David Dight



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**The CILEX Foundation**

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**Independent Examiner's Report  
For the Year Ended 31 December 2024**

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**Independent examiner's report to the trustees of The CILEX Foundation**

We report on the accounts of the Trust for the year period 31 December 2024, which are set out on pages 5 to 9 of the Trustees Annual Report and Accounts and signed by the Trustees.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to our attention.

**Basis of independent examiner's report**

Our examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.



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**The CILEX Foundation**

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**Independent Examiner's Report  
For the Year Ended 31 December 2024**

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*Independent examiner's statement*

In connection with our examination, no matter has come to our attention:

(1) which gives us reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act, and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

(2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



The CILEX Foundation

Statement of Financial Activities  
For the Year Ended 31 December 2024

Statement of Financial Activities

		Unrestricted £	Restricted £	Year ended 31.12.2024 TOTAL £	Year ended 31.12.2023 TOTAL £
<b>INCOMING RESOURCES</b>					
Income from Donations	Note 3	38,247	82,400	120,647	5,372
Investment Income		4,207	-	4,207	-
<b>TOTAL INCOMING RESOURCES</b>		<b>42,454</b>	<b>82,400</b>	<b>124,854</b>	<b>5,372</b>
<b>RESOURCES EXPENDED</b>					
Salary Costs	Note 4	23,153	11,577	34,730	29,263
Grants Made	Note 4/5	-	80,933	80,933	44,631
Other Admin Costs	Note 4	8,257	1690	9,947	11,190
<b>TOTAL RESOURCES EXPENDED</b>		<b>31,410</b>	<b>94,200</b>	<b>125,610</b>	<b>85,083</b>
<b>NET INCOMING RESOURCES</b>		<b>11,044</b>	<b>(11,800)</b>	<b>(756)</b>	<b>(79,712)</b>
<b>TRANSFER BETWEEN FUNDS</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>11,044</b>	<b>(11,800)</b>	<b>(756)</b>	<b>(79,712)</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>TOTAL FUNDS, Brought forward</b>		<b>29,360</b>	<b>136,474</b>	<b>165,834</b>	<b>245,545</b>
<b>TOTAL FUNDS, Carried forward</b>		<b>40,404</b>	<b>124,674</b>	<b>165,078</b>	<b>165,834</b>



**Balance Sheet**  
**As at 31 December 2024**

**BALANCE SHEET**

		Year ended 31.12.2024	Year ended 31.12.2023
		£	£
<b>CURRENT ASSETS</b>			
Debtors	Note 9	-	1,358
Cash at Bank and in Hand		<u>173,480</u>	<u>170,361</u>
		173,480	171,719
<b>CREDITORS</b>			
Amounts falling due within 1 year	Note 10	(8,402)	(5,885)
<b>NET CURRENT ASSETS</b>		165,078	165,834
<b>NET ASSETS</b>		<u>165,078</u>	<u>165,834</u>
<b>FUNDS OF THE CHARITY</b>			
Restricted Funds		124,674	136,474
General Reserve Fund		40,404	29,360
<b>TOTAL FUNDS</b>		<u>165,078</u>	<u>165,834</u>

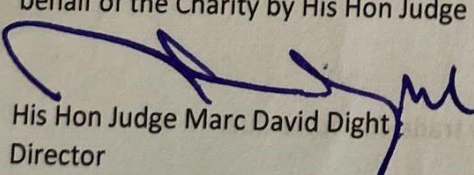
For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

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

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

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

The financial statements were approved and authorised for issue by the Directors and were signed on behalf of the Charity by His Hon Judge Marc David Dight on 6.12.21

  
His Hon Judge Marc David Dight  
Director



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## The CILEX Foundation

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### Notes to the financial statements

As at 31 December 2024

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#### Notes to the financial statements:

##### 1 Basis of preparation

###### 1.1 Basis of accounting

The financial statements have been prepared in accordance with the Charities SORP 2nd edition (FRS 102) (effective 1 January 2019) - 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), Section 1A the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102), the Charities Act 2011 and the Companies Act 2006.

The CILEX Foundation meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

The preparation of financial statements in compliance with FRS 102 requires the use of certain critical accounting estimates. It also requires management to exercise judgement in applying the company's accounting policies.

The accounts are prepared in sterling, which is the functional currency of The CILEX Foundation. Monetary amounts in these financial statements are rounded to the nearest £'0.

##### 2 Accounting policies

###### 2.1 Incoming resources

Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the resources and the resources have been received.

Grants and donations are included in the SoFA when received.

Volunteer help: The value of any voluntary help received is not included in the accounts but is described

###### 2.2 Expenditure and liabilities

Expenditures are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

###### 2.3 Measurement basis for debtors

Prepayments are valued at the amount prepaid net of any trade discounts due.



The CILEX Foundation

Notes to the financial statements  
As at 31 December 2024

3 Analysis of incoming resources

	Unrestricted £	Restricted £	2024 Total £	2023 Total £
Donations	38,247	82,400	120,647	5,372
	<u>38,247</u>	<u>82,400</u>	<u>120,647</u>	<u>5,372</u>

4 Analysis of resources expended

Direct Costs	Unrestricted £	Restricted £	2024 Total £	2023 Total £
Salary costs	23,153	11,577	34,730	29,263
Grants and student fees	-	80,933	80,933	44,631
	<u>23,153</u>	<u>92,510</u>	<u>115,663</u>	<u>73,894</u>

Support Costs	Unrestricted £	Restricted £	2024 Total £	2023 Total £
Administration costs	8,257	1,690	9,947	11,190
	<u>8,257</u>	<u>1,690</u>	<u>9,947</u>	<u>11,190</u>



The CILEX Foundation

Notes to the financial statements

As at 31 December 2024

	2024	2023
<b>5 Grant making activities</b>	<b>£</b>	<b>£</b>
Bursary grants	36,165	22,164
Scholarship grants	43,998	11,100
Welfare grants	770	11,367
Total grants	<u>80,933</u>	<u>44,631</u>

All grants are awarded to individuals (albeit Bursary and Scholarship grants paid direct to the institution upon invoice).

**6 Details of certain items of expenditure**

**6.1 Trustee expenses**

2024	2023
£	£
Nil	Nil

**6.2 Trustee remuneration**

During the year ended 31 December 2024, no trustee received any remuneration or other benefits from the charity (2023: £nil).

	2024	2023
<b>7.1 Staff costs</b>	<b>£</b>	<b>£</b>
Gross salaries	28,756	24,392
Employer's National Insurance costs	2,713	2,111
Pension costs	3,261	2,760
Total staff costs	<u>34,730</u>	<u>29,263</u>

**7.2 Average number of employees**

Average number of staff employed	1	1
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There are no employees who received total employee benefits (excluding employer pension costs) of more than £60,000.



Notes to the financial statements

As at 31 December 2024

**8 Independent Examiners fees**

	2024	2023
	£	£
Independent examiners fees	3,420	3,420
Total	3,420	3,420

**9 Debtors and prepayments**

	2024	2023
	£	£
<i>Amounts falling due within one year</i>		
Prepayments and accrued income	-	1,358
Total	-	1,358

**10 Creditors and accruals**

	2024	2023
	£	£
<i>Amounts falling due within one year</i>		
Trade creditors	3,879	-
Other creditors	-	706
Accruals and Deferred Income	4,523	5,179
Total	8,402	5,885



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The CILEX Foundation

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Income and Expenditure Accounts  
For the Year Ended 31 December 2024

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Income

	£	£
Donations	120,647	
Bank interest received	4,207	
Total income		124,854

Expenditure

Wages and Salaries	34,730	
Grants payable	80,933	
Consultancy fees	4,877	
Insurance	1,035	
Bank charges	257	
Subscriptions	322	
Accountancy fees	3,420	
Sundry costs	35	
Total Expenditure		(125,610)
Loss for the year		(756)