

**CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE**

**(Limited by Guarantee)**

**REPORT OF THE BOARD OF MANAGEMENT**

**AND ACCOUNTS**

**Year Ended 31 March 2001**

**Company No : 3407765**

**Registered Charity No 1063645**

**HLB KIDSONS**

**CHARTERED ACCOUNTANTS**

**Manchester**



# **CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE**

**(Limited by Guarantee)**

## **ACCOUNTS**

**for the year ended 31 March 2001**

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# **CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE**

**(Limited by Guarantee)**

## **COMPANY INFORMATION**

**31 March 2001**

**Board of Management**

Dr Giles Mercer (Chairman)  
Mrs Wanda Nash (Vice Chairman)  
Phil Sweeney  
Mrs Linda Hayes  
Rev. Antony Sutch  
Sr Frances Orchard IBVM (General Secretary)  
Mrs Mary Breen

**Registered Office**

St Mary's College  
Waldegrave Road  
Twickenham  
TW1 4SX

**Bankers**

HSBC Bank  
69 Pall Mall  
London  
SW1Y 5EY

**Auditors**

Booth Ainsworth  
Chartered Accountants  
Ashfield House  
Ashfield Road  
Cheadle  
Cheshire  
SK8 1BE

# CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE

(Limited by Guarantee)

## REPORT OF THE BOARD OF MANAGEMENT

Year Ended 31 March 2001

### Principal Activities and Review of the Year

Membership of the CISC has dropped slightly throughout this period due to the amalgamation or closure of member schools.

CISC has continued to service enquiries from members of the general public, from the press, as well as from members. A particular area of enquiries has been from schools and/or religious congregations wishing to change the structure of the management/ownership of their schools in preparation for greater lay involvement. The General Secretary has also worked closely with other Catholic and educational bodies to promote Catholic education including a short trip to Australia to present a paper at a Catholic educational conference.

200 members and guests attended the annual CISC Conference in Stratford-upon-Avon in January 2001, and for the first time a training day for members was held at Church House, Westminster in June 2000.

A twice-termly edition of CISC News is produced in house for all members, who also receive two copies of Networking – Catholic Education Today as part of their membership subscription.

The increased activities of CISC over this period have been financed by an increase in members' subscription.

### Risk Assessment

The trustees of CISC carried out a Risk Assessment exercise taking the form of a SWOT analysis in March 2001. Two areas of risk were identified.

- 1 Since CISC exists to support the needs of its 140 members, the majority of whom are heads of independent Catholic schools, any reduction in membership directly affects the financial base of CISC which is dependent on membership subscriptions for two-thirds of its income.

Reduction of membership can occur because:

- i Catholic independent schools opt out of membership (one only in 2000/1 and expected to be temporary)
- ii Member schools amalgamate with other schools or close (two in 2000/1)
- iii Member schools are no longer recognised as Catholic by the local bishop and are therefore ineligible for continued membership of CISC (none in 2000/1)

The reduction in the number of Catholic independent schools in the period 2000/1 has been lower than in previous years.

- 2 there is increasing difficulty in recruiting and retaining Catholics of the calibre required for the leadership of our schools. As the future of our member schools depends on increasing the supply of suitable candidates steps are being taken to address this issue through appropriate training programmes.

**CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE****(Limited by Guarantee)****REPORT OF THE BOARD OF MANAGEMENT****Year Ended 31 March 2001****Financial Results for the Year**

The surplus for the year was £5,120 (2000 : £14,398) details of which are shown in the accounts. The financial position of the Conference at 31 March 2001 was satisfactory.

**Board of Management**

The members of the current Board are detailed on page 1.

**Statement of Board's Responsibilities**

We are required under company law to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Charity and of the surplus or deficit of the Charity for that period.

In preparing these accounts we are required to :

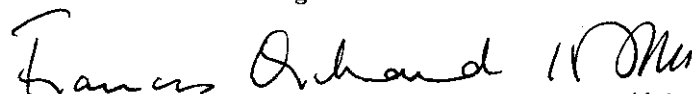
- select suitable accounting policies and apply them consistently
- make reasonable and prudent judgements and estimates
- state whether accounting standards have been followed, and give details of any departures
- prepare the accounts on a going concern basis unless in our view the charity will be unable to continue in business.

We are also responsible for:

- keeping proper accounting records
- safeguarding the charity's assets
- taking reasonable steps for the prevention and detection of fraud.

**Auditors**

Booth Ainsworth offer themselves for reappointment as auditors of the company.

**By order of the Board of Management**

Sr Frances Orchard IBVM  
General Secretary

3<sup>rd</sup> September 2001

**CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE****(Limited by Guarantee)****AUDITORS' REPORT****to the members of Catholic Independent Schools' Conference (Limited by Guarantee)**

We have audited the accounts on pages 5 to 9, which have been prepared under the accounting policies, set out on page 7.

**Respective responsibilities of the board and auditors**

As described on pages 2 and 3, the charity's board of management are responsible for the preparation of accounts. It is our responsibility to form an independent opinion, based on our audit, on those accounts and to report our opinion to you.

**Basis of opinion**

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made by the board in the preparation of the accounts, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the accounts.

**Opinion**

In our opinion the accounts give a true and fair view of the state of the charitable company's affairs as at 31 March 2001 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance with the Companies Act 1985.



Booth Ainsworth  
Registered Auditors  
Chartered Accountants

Ashfield House  
Ashfield Road  
Cheadle  
Cheshire  
SK8 1BE

9 September 2001

# CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE

(Limited by Guarantee)

## STATEMENT OF FINANCIAL ACTIVITIES

for the year ended 31 March 2001

			2001		2000
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
<b>Incoming resources</b>					
Subscriptions		38,925	-	38,925	35,068
Sponsorship		22,849	-	22,849	20,928
Conference Income		26,612	-	26,612	23,119
Other income	3	4,942	-	4,942	1,045
Grants and donations		-	-	-	-
<b>Total incoming resources</b>		<b>93,328</b>	<b>-</b>	<b>93,328</b>	<b>80,160</b>
<b>Resources expended</b>					
Direct charitable expenditure	2	87,208	-	87,208	64,762
Management and administration of the charity		1,000	-	1,000	1,000
Interest payable and similar charges		-	-	-	-
<b>Total resources expended</b>		<b>88,208</b>	<b>-</b>	<b>88,208</b>	<b>65,762</b>
<b>Net income/(expenditure)</b>		<b>5,120</b>	<b>-</b>	<b>5,120</b>	<b>14,398</b>
<b>Balances brought forward at 1 April 2000</b>		<b>37,822</b>	<b>-</b>	<b>37,822</b>	<b>23,424</b>
<b>Balances carried forward at 31 March 2001</b>		<b>42,942</b>	<b>-</b>	<b>42,942</b>	<b>37,882</b>

The notes on pages 7 to 9 form part of these accounts

## CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE

(Limited by Guarantee)

## BALANCE SHEET

at 31 March 2001

	Note	£	2001	£	£	2000	£
<b>Fixed assets</b>	5			1,717			2,177
<b>Current assets</b>							
Debtors – Prepayments			328				
Cash at bank and in hand			42,131			36,145	
<b>Creditors : Amounts falling due within one year</b>	6		(1,234)			(500)	
<b>Net current assets</b>				41,225			35,645
<b>Total assets less current liabilities</b>				42,942			37,822
<b>Funds</b>							
Unrestricted	7			42,942			37,822

The financial statements were approved by the Board of Management on the 2001.

The members have taken advantage of the exemptions conferred by Section A of Part III of Schedule 8 to the Companies Act on the basis that the company qualifies as a small company.

Giles Mercer

Sr. Frances Orchard

*Giles Mercer*  
*Frances Orchard*

The notes on pages 7 to 9 form part of these accounts



# CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE

(Limited by Guarantee)

## NOTES ON ACCOUNTS

at 31 March 2001

### 1 Principal Accounting Policies

#### Basis of accounting

The accounts have been prepared under the historical cost accounting rules and in accordance with applicable accounting standards.

#### Cash flow statement

The charity has taken advantage of the exemption from preparing a cash flow statement conferred by Financial Reporting Standard No 1 on the grounds that it is entitled to the exemptions available in sections 246 to 247 of the Companies Act 1985 for small companies.

#### Expenditure

Expenditure is charged to the income and expenditure account on the accruals basis.

### 2 Direct charitable expenditure

	2001	2000
	£	£
General Secretary's remuneration	17,139	16,725
Secretarial salaries	4,050	3,092
Travelling and subsistence	6,527	5,640
Conference accommodation and catering	39,278	30,167
Audit and Accountancy	2,643	1,460
Stationery and postage	2,958	2,613
Printing and advertising	5,713	1,447
Telephone	693	824
Bank charges	132	60
Sundries	15	190
Repairs and servicing	137	-
Computer support	465	1,063
Training Courses	405	423
Literature and Gifts	946	-
Hospitality	500	-
Insurance – Professional	788	-
Rent and Rates	4,431	-
Depreciation	1,388	1,058
	<hr/>	<hr/>
Total	88,208	64,762
	<hr/>	<hr/>

### 3 Other income

	2001	2000
	£	£
Bank interest receivable	1,572	961
Sundries	3,370	84
	<hr/>	<hr/>
	4,942	1,045
	<hr/>	<hr/>

### 4 Taxation

As the company is a registered charity (No 1063645) there is no liability for UK Corporation Tax.

# CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE

(Limited by Guarantee)

## NOTES ON ACCOUNTS

at 31 March 2001

### 5 Fixed assets

#### Cost

Cost brought forward 1.4.00	3,235
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Additions	928
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4,163

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#### Depreciation

Depreciation brought forward	1,058
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Charge for year	1,388
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2,446

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#### Net book value

31/3/01	1,717
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31/3/00	2,177
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### 6 Creditors : Amounts falling due within one year

2001

£

2000

£

Accruals	1,234	500
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### 7 Reconciliation of funds

2001

£

2000

£

Surplus for the financial year	5,120	14,398
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Net addition to funds	5,120	14,398
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Opening funds	37,822	23,424
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Closing funds	42,942	37,822
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# CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE

(Limited by Guarantee)

## NOTES ON ACCOUNTS

at 31 March 2001

### 8 Capital commitments

	2001 £	2000 £
Contracted at 31 March 2001	Nil	Nil
	<u>          </u>	<u>          </u>
Authorised by the members of the Board but not contracted for at 31 March 2001	Nil	Nil
	<u>          </u>	<u>          </u>