

CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE

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

REPORT AND FINANCIAL STATEMENTS

**FOR THE YEAR ENDED
31 MARCH 2010**

Company Number 3407765
Charity Number 1063645

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CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE
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YEAR ENDED 31 MARCH 2010

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

REFERENCE AND ADMINISTRATIVE INFORMATION

YEAR ENDED 31 MARCH 2010

CHARITY NUMBER	1063645
COMPANY NUMBER	3407765
REGISTERED OFFICE	Catholic Independent Schools Conference Keepers Barn, Lenborough, Buckingham, MK18 4BS
BOARD OF MANAGEMENT	Joseph Peake (Chairman) Adrian Aylward(term ended 28 February 2010) Bridgeen Banks Christopher Cleugh Rev Gabriel Everitt Charles Foulds(term ended 28 February 2010) Gerard Hobern (appointed 1 March 2010) Katherine Jeffery (appointed 1 March 2010) Christopher Lumb Laurence McKell Lynne Renwick (appointed 1 March 2010) John Shinkwin(resigned 31 August 2010) Jayne Triffitt Bridget Williams(term ended 28 February 2010)
GENERAL SECRETARY	Philip Sweeney(resigned 31 August 2010) John Shinkwin(appointed 1 September 2010)
AUDITORS	Kingston Smith LLP Devonshire House 60 Goswell Road London EC1M 7AD
SOLICITORS	Stone King 13 Queen Street Bath BA1 2HJ
BANKERS:	Allied Irish Bank Mayfair Branch 10 Berkeley Square Mayfair London W1J 6AA

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

BOARD OF MANAGEMENT REPORT

YEAR ENDED 31 MARCH 2010

The Board of Management, who are also directors, present their annual report together with the financial statements for the year ended 31 March 2010

STRUCTURE, GOVERNANCE AND MANAGEMENT

Catholic Independent Schools Conference (CISC) was incorporated in 1997 as a company limited by guarantee (company number 3407765) and is also a registered charity (charity number 1063645). The governing document of the charity is the Memorandum and articles of Association.

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

The Board of Management is elected by the membership. Candidates must be full members. Board members serve for a period of six years. The Board of Management elects the chairman of the board for a period of four years. Joseph Peake was elected Chairman on 1 March 2009.

When new trustees are appointed, they are given copies of the Memorandum and Articles of Association and the latest accounts, together with details of the operation of the charity. Trustees are all serving Heads and are responsible to their school governing bodies. As such they keep themselves informed of current issues relevant to charities as well as through discussion at Board meetings.

Day to day operations are managed by the General Secretary.

Risk assessment

The trustees continue to monitor the risks faced by the charity and take any appropriate actions to mitigate those risks.

OBJECTIVES AND ACTIVITIES

The objects of CISC are to promote education in Catholic independent schools – this is done by organising conferences, study days for the heads, governors and staff of these schools and regular meetings of groups of members, creating the opportunity to meet to discuss, analyse and consider common concerns and to disseminate the outcome of such meetings. Support is also given by phone, email and visits to schools by the General Secretary and by a newly set up mentoring scheme for new heads.

ACHIEVEMENTS AND PERFORMANCE

This has been a successful year for CISC with a significant increase in the number of events being organised. There was a very successful annual conference in Harrogate in January 2010 and an increased number of Study Days are being organised. Governance is a key area and bringing together and supporting Governors as well as giving them practical help for appointing a new Head is a key function of CISC – an inspiring study day for Heads and Governors at St Mary's Ascot was organised. There is a need to nurture the next cohort of CISC Heads and a very successful day for Aspiring Heads was held at St Benedict's, Ealing. We are organising study days for colleagues in our schools who have a particular responsibility for the Catholic ethos – Chaplains, Directors of Music, Heads of Religious Studies/RS Co-ordinators. All teachers in our schools have a responsibility for Catholic ethos.

and Form Teachers have a very key role – a day is being organised to support all staff, whether or not they are Catholic – the success of our schools in fulfilling their aims depends on a shared understanding of Catholic ethos, it is important for CISC to facilitate this

There has been effective collaboration between the General Secretary of CISC and the Catholic Education Service especially when interfacing with the Department for Children Schools and Families with which there was an on-going series of meetings regarding Spiritual Moral Social and Cultural Education

The General Secretary has forged links with similar Christian educational organisations and those of other faiths. The vast majority of CISC schools are members of one of the five professional associations affiliated to ISC, CISC benefits greatly from having within its membership an increasing number of non-maintained Catholic Special Schools

CISC supports the recruitment of young teachers into our schools and is represented at the Graduate Recruitment Fairs held at St Mary's College Twickenham and Liverpool Hope University

Katherine Jeffery (New Hall School), Gerard Hobern (Prior Park Preparatory School) and Lynne Renwick (Our Lady's Abingdon) joined the Committee on 1 March 2010 taking over from Adrian Aylward (Leweston School), Charles Foulds (Grace Dieu Manor Preparatory School) and Bridget Williams (Notre Dame Cobham Senior School) who have given much service to CISC

Four editions of CISC News were produced for all Members and Associates and sent to individuals and associations connected to CISC - the aim is to give a mixture of professionally useful content and news of members and schools

THE FUTURE

As well as expanding the provision of study days, a new website is being created which will both promote CISC schools to the general public and provide a means of communication and sharing between members increasing collaboration. CISC is also building resources to support Governors in our schools in the process of appointing a new head

FINANCIAL REVIEW

Conscious of financial pressures on schools, subscriptions and conference fees have been held fixed for four years. This has put pressure on CISC finances especially in a year when computer equipment needed replacing and there were the costs associated with a change of General Secretary. There was an operating deficit of £3,193 compared with a surplus of £21,199 in 2009, details of which are shown in the accounts. The main contributor to this change was a loss made on the conference owing to lower delegate numbers compared to a surplus in excess of £15k in 2009 owing to a high number of delegates. Given the healthy reserves, this is not an immediate concern but there is a need to bring income and expenditure into balance for on-going financial health

Reserves policy

The trustees continually monitor the free reserves of the charity. At 31 March 2010 free reserves totalled £134,205, which are defined as unrestricted funds less fixed assets (2009 £138,331). The trustees consider that reserves of between six and twelve months expenditure are required to ensure that the charity is able to meet its long term charitable objectives. As the total expenditure for the year under review was £133,910 the trustees are therefore satisfied that the level of free reserves at 31 March 2010 is sufficient

CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE
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BOARD OF MANAGEMENT REPORT

YEAR ENDED 31 MARCH 2010

Public Benefit

We have referred to the Charity Commission's guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the Board of Management have considered how planned activities will contribute to the aims and objectives they have set.

STATEMENT OF BOARD OF MANAGEMENT RESPONSIBILITIES

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

Company law required the Board of Management to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing these financial statements, the Board of Management are required to

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charities SORP,
- make judgements and estimates that are reasonable and prudent,
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Board of Management are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

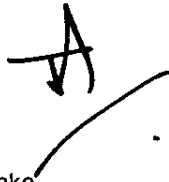
In so far as the Board of Management are aware

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

AUDITORS

Kingston Smith LLP have been appointed as auditors to the company and a resolution to re-appoint them will be proposed at the AGM

On behalf of the Board

A handwritten signature in black ink, appearing to be 'J. Peake', with a long, sweeping horizontal stroke extending to the right.

Joseph Peake
Chairman

Catholic Independent Schools' Conference

Independent Auditor's Report

To the members of Catholic Independent Schools' Conference

We have audited the financial statements of Catholic Independent Schools' Conference for the year ended 31 March 2010 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared in accordance with the accounting policies set out

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken for no purpose other than to draw to the attention of the charitable company's members those matters which we are required to include in an auditor's report addressed to them. To the fullest extent permitted by law, we do not accept or assume responsibility to any party other than the charitable company and charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective Responsibilities of Trustees and Auditors

The trustees' (who are also the directors of the company for the purpose of company law) responsibilities for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that the financial statements give a true and fair view are set out in the Statement of Trustees' Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view, have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and have been prepared in accordance with the Companies Act 2006. We also report to you whether in our opinion the information given in the Trustees' Annual Report is consistent with those financial statements.

In addition we report to you if, in our opinion, the charity has not kept adequate accounting records, if the charity's financial statements are not in agreement with the accounting records and returns, if we have not received all the information and explanations we require for our audit, or if certain disclosures of trustees' remuneration specified by law are not made.

We read the Trustees' Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of Audit Opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, 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 financial statements 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 financial statements.

Catholic Independent Schools' Conference
Independent Auditor's Report
To the members of Catholic Independent Schools' Conference

Opinion

In our opinion

- the financial statements give a true and fair view of the state of the charity's affairs as at 31 March 2010, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice,
- the financial statements have been properly prepared in accordance with the Companies Act 2006, and
- the information given in the Trustees' Annual Report is consistent with the financial statements

Devonshire House
60 Goswell Road
London EC1M 7AD
Date

Kingston Smith LLP
Chartered Accountants
and Registered Auditors

Catholic Independent Schools' Conference
Statement of Financial Activities
For the year ended 31st March 2010

Income and Expenditure	Note	2010 £	2009 £
INCOMING RESOURCES			
Subscriptions		72,197	75,564
Sponsorship		12,900	11,600
Conference Income		44,950	48,135
Bank Interest		200	6,544
Other Income		470	3,744
		<u>130,717</u>	<u>145,587</u>
Total Incoming Resources			
RESOURCES EXPENDED			
Costs of activities in furtherance of the charity's objects,			
Charitable Activities		119,127	108,190
Governance costs	2	<u>14,783</u>	<u>16,198</u>
		<u>133,910</u>	<u>124,388</u>
Total Resources Expended			
Net movement on funds		(3,193)	21,199
Total Funds Brought Forward		<u>138,331</u>	<u>117,132</u>
Total Funds Carried Forward		<u><u>135,138</u></u>	<u><u>138,331</u></u>

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

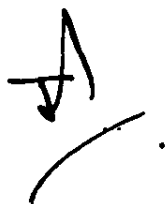
All incoming resources and resources expended derive from continuing activities

The notes on pages 10 to 12 form an integral part of these accounts

Catholic Independent Schools' Conference
Balance Sheet as at 31st March 2010

	Note	2010 £	2010 £	2009 £	2009 £
Fixed Assets					
Tangible fixed assets	5		933		-
Current Assets					
Debtors	6	6,123		5,831	
Short Term deposits		87,705		87,501	
Cash at bank and in hand		<u>89,598</u>		<u>88,170</u>	
		183,426		181,502	
Creditors. Amounts falling due within one year	7	<u>(49,221)</u>		<u>(43,171)</u>	
Net Current Assets			<u>134,205</u>		<u>138,331</u>
Total Net Assets			<u><u>135,138</u></u>		<u><u>138,331</u></u>
Funds					
Unrestricted funds			<u><u>135,138</u></u>		<u><u>138,331</u></u>

Approved by the Board of Trustees on
and signed on their behalf by



The notes on pages 10 to 12 form an integral part of these accounts

Catholic Independent Schools' Conference
Notes to the Accounts
For the year ended 31st March 2010 (Continued)

3 Staff Costs	2010	2009
	£	£
a Wages and Salaries	52,045	44,550
Pension cost	4,378	-
Social Security Costs	5,111	6,450
	<u>61,534</u>	<u>51,000</u>

The average number of employees for 2010 is 1 (2009 1)

No employee received remuneration exceeding £60,000 in 2010 or 2009

b Trustees' remuneration and reimbursed expenses

The trustees' received no remuneration but seven trustees were reimbursed expenses totalling £1,439 during the year (2009 £4,497)

4 Net Incoming Resources for the year	2010	2009
	£	£
This is stated after charging		
Auditors' remuneration	2,453	2,300
Depreciation	466	-
	<u>2,919</u>	<u>2,300</u>

5 Fixed Assets

Cost

Brought forward at 1st April 2009

Additions

Carried forward at 31st March 2010

**Office
Equipment**

6,566

1,399

7,965

Depreciation

Brought forward at 1st April 2009

Charge for the year

Carried forward at 31st March 2010

6,566

466

7,032

Net Book Value

At 31st March 2010

933

At 31st March 2009

-

Catholic Independent Schools' Conference
Notes to the Accounts
For the year ended 31st March 2010 (Continued)

6 Debtors	2010	2009
	£	£
Other debtors	4,000	4,000
Prepayments	2,123	1,831
	<u>6,123</u>	<u>5,831</u>
7 Creditors	2010	2009
	£	£
Subscriptions in advance	-	39,019
Accruals and other creditors	47,481	2,554
Taxation and Social Security	1,740	1,598
	<u>49,221</u>	<u>43,171</u>
8 Net Assets	2010	
	£	
Reserves brought forward	138,331	
Deficit for the year	(3,193)	
Reserves carried forward	<u>135,138</u>	

The net current assets are entirely attributable to unrestricted funds

9 Taxation

As a registered charity, the activities are exempt from tax

10 Company Status

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