

**CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE**

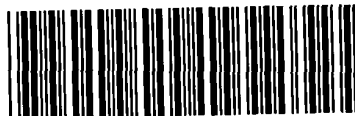
**(A company limited by guarantee and  
not having a share capital)**

**REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED  
31 MARCH 2017**

Company Number: 3407765  
Charity Number: 1063645

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30/11/2017

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**CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE**  
**(A company limited by guarantee and not having a share capital)**  
**YEAR ENDED 31 MARCH 2017**

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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 2017**

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**CHARITY NUMBER:** 1063645

**COMPANY NUMBER:** 3407765

**REGISTERED OFFICE:** 17 Rossiters Hill  
Frome  
Somerset  
BA11 4AL

**BOARD OF TRUSTEES:** Antonia Beary (Chair)  
Michael Connolly (Vice-Chair)  
Antony Hudson (Treasurer)  
Michael Kennedy  
Stephen Oliver  
Sarah Conrad  
James Murphy O'Connor  
Richard Robson (appointed 16 March 2017)  
John Patterson (appointed 16 March 2017)  
Sarah Gallagher (resigned 1 May 2016)  
Paolo Duran (resigned 30 Sept 2016)  
Gareth Lloyd (resigned 31 Jan 2017)

**GENERAL SECRETARY:** Raymond Friel (appointed 1 September 2016)  
John Shinkwin (resigned 31 August 2016)

**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  
  
HSBC  
55 Corporation St  
Coventry  
West Midlands  
CV1 1GX

**CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE  
BOARD OF MANAGEMENT REPORT  
YEAR ENDED 31 MARCH 2017**

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The Board of Management, who are also directors, present their annual report together with the financial statements for the year ended 31 March 2017.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Catholic Independent Schools' Conference (CISC) was incorporated in 1997 as a company limited by guarantee (no. 3407765) and is also a registered charity (No. 1063645). The governing document of the charity is the Memorandum and Articles of Association, which can be found on the website at [www.catholicindependentschools.com](http://www.catholicindependentschools.com) > About > Key Documents and Policies.

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

The Board of Management is elected by the membership. Candidates must be full members (see: definition of full member on the website at [www.catholicindependentschools.com](http://www.catholicindependentschools.com) > Membership > Membership Types. Board members serve for a period of six years. The Board of Management elects the Chair of the Board for a period of four years. Antonia Beary was elected Chair in January 2016.

Before new directors/trustees are confirmed, they are asked to sign the *Declaration of Eligibility for Newly Appointed Trustees*. They are asked to read the Charity Commission's publication *The Essential Trustee*. They are each given a copy of the CISC governing document (Memorandum and Articles of Association), the most recent report and accounts and the Strategic Plan 2017-2020, also available on the website at [www.catholicindependentschools.com](http://www.catholicindependentschools.com) > About > Key Documents and Policies.

In their committed work for CISC in the last twelve months, the trustees have had regard to the guidance issued by the Charity Commission on public benefit, in particular with reference to the documents above.

2016/17 has been a year of transition for CISC, with the retirement of John and Maggie Shinkwin from the Secretariat in August 2016 after seven years of outstanding service which saw the range of CISC activities and influence grow considerably. In September 2016, Raymond Friel became the new General Secretary. Raymond has many years of experience in Catholic education, which includes 14 years in headship.

**RISK ASSESSMENT**

The most recent Risk Statement and Risk Register was approved by the committee (board of management) at a full meeting on 16 March 2017.

**OBJECTIVES AND ACTIVITIES**

The Company's (CISC's) Objects, as described in the Memorandum and Articles of Association (1997) are:

"To promote education in schools which teach the Catholic faith principally by providing the head teachers or principals of those schools with the opportunity to meet, discuss, analyse and consider common concerns and to disseminate the outcome of such meetings."

**CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE  
BOARD OF MANAGEMENT REPORT  
YEAR ENDED 31 MARCH 2017**

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This year has seen significant development of the charity's suite of policies to ensure that the trustees develop an even deeper understanding of their responsibilities. At the March 2017 committee meeting, as well as approving the Risk Statement and Risk Register, the trustees also approved a new Safeguarding policy and Conflicts of Interest policy. These can be found on the website at [www.catholicindependentschools.com](http://www.catholicindependentschools.com) > About > Key Documents and Policies.

The range of activities to meet the charity's objectives have remained broadly similar to previous years, namely the organisation of an annual conference for members, pastoral support for the members through school visits and 1:1 conversations, the organisation of study days for members and their senior colleagues, the promotion of Catholic education more widely through publications, keynote addresses working closely with other Catholic agencies.

**ACHIEVEMENTS AND PERFORMANCE**

In January 2016, the committee approved a Strategic Plan for 2017-2020, which outlined five strategic aims. The plan has only been operational for three months of this reporting period, but achievement and performance will be evaluated in these five areas:

**1. To support our members and promote the leadership of our schools, by –**

- Providing resources and pastoral and spiritual support for current heads, including opportunities to meet.  
*Comment: the annual conference attracted 160 delegates, including sponsors, and was hailed by delegates as a great success, with quality keynote addresses from Fr. Adrian Porter SJ and Fr. Richard Ounsworth OP, a choice of four workshops and opportunities for spiritual renewal in Adoration of the Blessed Sacrament and Confession. Since taking up his post, the General Secretary has visited almost 70 members in their schools, offering individual support and guidance.*
- Developing a CISC Leadership Programme, to include *Introduction to Catholic Leadership* for those with potential to lead a Catholic school and the *Development of Catholic Leadership* for those serving heads who wish to deepen their understanding of the Catholic mission and for governors to develop their understanding of the Catholic mission of their schools.  
*Comment: significant progress has been made on the leadership programmes. The General Secretary, working with a voluntary steering group, completed the design of the new programme and applications for 2017/18 opened on 2 May 2017.*
- Supporting special school heads by providing an effective network for them and to allow their best practice and insights into Catholic mission to be more widely disseminated.  
*Comment: the special schools head have met twice this year for information updates and sharing of best practice. The General Secretary and some of the heads have been attending a special schools' working party convened by the CES.*

**CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE  
BOARD OF MANAGEMENT REPORT  
YEAR ENDED 31 MARCH 2017**

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**2. To develop communication and resources to support Catholic education, by –**

- Upgrading the website and digital strategy with resources and best practice showcases for schools.  
*Comment: a new website was launched in May 2017 with a wide range of resources to support CISC members and their colleagues.*
- Increasing frequency of newsletters and developing content  
*Comment: To date in 2016/17, four newsletters have been published, as opposed to three in the 2015/16 academic year. There has been very positive feedback from many members about the stimulating and helpful content of the new newsletters.*
- Leading and co-ordinating campaigns and strategic positions relevant to CISC and Catholic education (e.g. response to Green paper):  
*Comment: CISC produced a considered response to the government's consultation, Schools That Work for Everyone, working closely with colleagues in the CESEW. Meetings have been arranged with several diocesan directors of education in order to make them aware of the strategic aims of CISC and the good work of our schools.*

**3. To develop training and development opportunities for CISC members' schools and the wider Catholic community, by –**

- Reviewing structure and content of study days to ensure challenging issues are addressed e.g. equalities, transgender, what is excellence?  
*Comment: five successful study days were organised in 2017/18 for CISC members' schools: for Directors of Music (Oct 2016), Pastoral Leaders (Nov 2016), Heads of RS (March 2017) Librarians (March 2017), and Chaplains (May 2017). The content of the days was challenging and helpful, as shown by the feedback. The strategy moving forward is to develop annual day conferences for those colleagues in our members' schools who are central to the Catholic mission, i.e. heads, aspiring heads, heads of RS and chaplains.*
- Developing a training offer for CISC schools on Catholic mission (e.g. INSET days, twilight sessions).  
*Comment: The new website sets out the free INSET offer to CISC schools from May 2017 as a new benefit for members' schools. There are already several events in the diary for 2017/18 and feedback on this new initiative will be provided in next year's report.*
- Focusing on development of training of RE teachers in CISC schools.  
*Comment: see above for Heads of RS study day. This will now become an annual event to improve the quality of support for our Heads of RS.*

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**4. To co-ordinate opportunities for students in CISC schools and the wider Catholic community, by –**

- Extending the scope and challenge of annual competitions (e.g. by introducing a poetry competition).  
*Comment: a new poetry competition was launched in March 2017 and the feedback from the teachers was that the pupils has responded with great enthusiasm to this initiative.*
- Providing a platform for leadership among the students (e.g. students as guest bloggers) and leadership development.  
*Comment: the new website has a blogspot called Leadership Reflections and in the course of 2017/18 pupils will be invited along with CISC members to contribute reflections.*
- Developing opportunities for spiritual growth for students (e.g. prayer resources, CISC pilgrimage to Taizé?)  
*Comment: the theme of the inaugural poetry competition was "Resurrection" which provided opportunities for imaginative spiritual engagement from the pupils. As one teacher said, "Our pupils have loved this challenge and have displayed a pleasingly Christian and informed world view. We look forward to doing this again."*

**5. To develop and extend the partnerships which promote Catholic education, by -**

- Promoting and developing partnerships with the Catholic maintained sector with a view to contributing to the common good and public benefit.  
*Comment: A number of exemplary partnership projects between Catholic independent schools and the maintained sector were highlighted in the CISC response to the government green paper in December 2016. These projects can be viewed in the Public Benefit section of the new website.*
- Developing constructive partnerships and links with Catholic ecclesial bodies, especially the Bishops' Conference, CES, Diocesan Directors of Education, religious orders, local deaneries and parishes.  
*Comment: CISC has worked closely this year with the CES in relation to a co-ordinated response to the government's consultation paper and in the setting up of a working party for special schools. The Chair and General Secretary have also made a determined effort to meet with the diocesan directors of education in order to improve the dialogue and understanding between the dioceses and Catholic independent schools.*
- To develop partnerships with other Catholic agencies, especially CATSC, Networking, EducareM, Ten Ten Theatre Company, Redemptorist Publications, and CAFOD.  
*Comment: A range of partnerships with Catholic groups and agencies continues to develop, with funding provided for Networking magazine, and Ten Ten theatre project on the Prevent agenda. CISC promotes and supports the work of EducareM, especially the national retreat, as a benefit to its members.*

**CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE  
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- To develop as appropriate constructive partnerships with the ISC associations and encourage CISC members to play an active role in their associations  
*Comment: Contact has been made with several ISC associations, with a meeting arranged between the General Secretary and the Chair of the ISA. The current President of the national Girls' School Association is a CISC member.*

### **THE FUTURE**

The programme of study days will be re-named Day Conferences and will concentrate on the needs of members and their colleagues who are key to the Catholic identity of their schools i.e. senior leaders, Heads of RS, Chaplains. The leadership programme for aspiring or potential heads is a major initiative of the Charity and will help members' schools with the priority of succession planning. The new website has been well received by members as an excellent resource to help them in their role and to promote their schools. The other priorities for the future have been outlined in the strategic plan, detailed above.

### **FINANCIAL REVIEW**

The end of year balance for March 2017 was a surplus of £4,899, compared to £10,276 in 2016. One-off expenditure in 2016/17 on the set-up costs for the new General Secretary and on a commission for Ten Ten theatre company, as well as an increase in conference admin, explains much of the decrease.

On 16 March 2017, the Vice-Chair, Treasurer and General Secretary conducted a review of financial controls using the checklist provided by the Charity Commission, *internal financial controls for charities*. They reported to the committee meeting on the same day that the financial controls and systems of CISC were fundamentally sound, with good checks and accountability. They made recommendations to further improve the systems.

Overall, CISC finances are secure, with growth in membership subscription (the main source of income) and an increase in the value of headline sponsorship, supporting sponsorship and exhibitors at the annual conference.

### **REMUNERATION POLICY**

The Charity has one paid employee, the General Secretary. When this post was advertised in November 2015, the salary was described as 'competitive'. In discussion with the successful candidate the Trustees agreed a salary which was competitive but was not a significant increase in the overall salary commitment of the Charity. The General Secretary has an annual appraisal and salary review, with the possibility of a salary increase subject to a successful completion of annual objectives.



**CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE  
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YEAR ENDED 31 MARCH 2017**

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**RISK**

Each year the risks to the Charity are kept under review. These include drop in membership (and therefore income), financial procedures, deviation from core activity, reputational damage to the organisation, ineffective governance, data loss, health and safety and safeguarding. These have been carefully considered and the likelihood and impact scored. The systems of the organisation for minimising risk are considered robust and the risk to the organisation is low. The risk register is reviewed annually and trustees are constantly mindful of the risks faced by the charity. The register can be viewed by members only in the Members' Area of the website.

**RESERVES POLICY**

The trustees continually monitor the free reserves of the charity. At March 2017 free reserves, which are defined as unrestricted funds less fixed assets, totalled £193,950 (2016: £194,216; 2015: £183,940). 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 was £187,867, the trustees consider that there is scope to invest some funds to support the key objectives of the charity, in particular by launching a new website to improve the resources and support available to the members. At the committee meeting on 18 January 2017, the trustees agreed that £100k is the minimum amount which should be kept in the savings accounts.

**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.

**CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE  
BOARD OF MANAGEMENT REPORT  
YEAR ENDED 31 MARCH 2017**

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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**

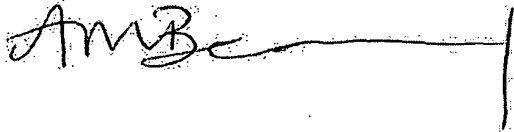
Kingston Smith LLP have been appointed as auditors to the company and a resolution to re-appoint them will be proposed at the AGM.

**SMALL COMPANY PROVISIONS**

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

On behalf of the Board

Antonia Beary  
Chairman



13/9/17

**CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE  
INDEPENDENT AUDITOR'S REPORT  
YEAR ENDED 31 MARCH 2017**

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**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE**

We have audited the financial statements of the Catholic Independent Schools' Conference for the year ended 31 March 2017 which the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including FRS 102 'The Financial Reporting Standard Applicable in the UK and Ireland'.

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 so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. 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 auditor**

As explained more fully in the Trustees' Responsibilities Statement set out on page 7 the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

**Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors; and the overall presentation of the financial statements. In addition we read all the financial and non-financial information in the Board of Management Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2017 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE  
INDEPENDENT AUDITOR'S REPORT  
YEAR ENDED 31 MARCH 2017**

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**Opinion on other matter prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' annual report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' annual report have been prepared in accordance with applicable legal requirements.

**Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' annual report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Trustees' Annual Report and from preparing a Strategic Report.

*N. Finlayson*     *ISA*     *LLP*

Neil Finlayson (Senior Statutory Auditor)  
for and on behalf of Kingston Smith LLP, Statutory Auditor

Devonshire House  
60 Goswell Road  
London  
EC1M 7AD

Date: 17/11/2017

# CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE

## Statement of Financial Activities (incorporating income and expenditure account)

For the Year ended 31 March 2017

Income and Expenditure	Note	2017 £	2016 £
<b>INCOME</b>			
<i>Income from charitable activities</i>			
Subscriptions		84,229	81,663
Sponsorship		18,600	17,345
Conference Income		70,215	70,470
Programme for Potential Heads		10,587	-
Bank Interest		2,718	1,920
Study Days		6,491	2,510
Other Income		(74)	(81)
<b>Total Income</b>		<u>192,766</u>	<u>173,827</u>
<b>EXPENDITURE</b>			
<i>Expenditure on charitable activities</i>			
Charitable Activities	3	187,867	163,551
<b>Total Expenditure</b>		<u>187,867</u>	<u>163,551</u>
<b>Net movement on funds</b>	12	4,899	10,276
Total Funds Brought Forward	12	194,216	183,940
<b>Total Funds Carried Forward</b>		<u>199,115</u>	<u>194,216</u>

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

All income and expenditure in the Statement of Financial Activities is unrestricted.

All incoming resources and resources expended derive from continuing activities.

The notes on pages 13 to 18 form an integral part of these accounts.

# CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE

## Balance Sheet

For the Year ended 31 March 2017

	Note	2017 £	2017 £	2016 £	2016 £
<b>Fixed Assets</b>					
Intangible Assets	6	3,289			
Tangible Assets	7	<u>1,876</u>	5,165		
<b>Current Assets</b>					
Debtors	9	15,153		4,468	
Short Term Deposits		202,942		200,224	
Cash and Cash Equivalents		<u>67,339</u>		<u>44,086</u>	
			285,434		248,778
<b>Creditors: Amounts falling due within one year</b>	10	<u>(91,484)</u>	(91,484)	<u>(54,562)</u>	(54,562)
<b>Net Current Assets</b>			<u>193,950</u>		<u>194,216</u>
<b>Total Net Assets</b>			<u><u>199,115</u></u>		<u><u>194,216</u></u>
<b>Funds</b>					
Unrestricted funds	12	199,115	<u><u>199,115</u></u>	194,216	<u><u>194,216</u></u>

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



Company number: 3407765

13/9/2017.

The notes on pages 13 to 18 form an integral part of these accounts.

# CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE

## Notes to the Accounts

### For the Year ended 31 March 2017

#### 1 Accounting Policies

##### Company information

Catholic Independent Schools' Conference is a charity limited by guarantee and incorporated in England and Wales. The registered office is 17 Rossiters Hill, Frome, BA11 4AL.

The following policies have been used consistently in the preparation of the charity's financial statements.

##### Basis of Preparation of the Financial Statements

These financial statements have been prepared under the historical cost convention and on the going concern basis which assumes the company will continue in operational existence for the foreseeable future.

The financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), including Update Bulletin 1. The charity is a public benefit entity for the purposes of FRS 102 and therefore the charity also prepared its financial statements 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) and the Charities Act 2011.

These financial statements for the year ended 31 March 2017 are prepared in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland.

The Charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest pound.

##### Going concern

The trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

##### Revenue recognition

Income represents the total income receivable during the year comprising subscriptions, sponsorship and conference income. Subscriptions are accounted for in the year to which they relate.

##### Expenditure

Expenditure is charged to the income and expenditure account on the accruals basis. Management and administration consist of direct costs together with an allocation of indirect costs incurred in the management of the charity's assets, organisational administration and compliance with constitutional and statutory requirements.

##### Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently at cost less depreciation and any impairment losses.

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Office equipment and furniture	33.3% straight line
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# CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE

## Notes to the Accounts

For the Year ended 31 March 2017

### 1 Accounting Policies (continued)

#### **Tangible fixed assets (continued)**

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the SOFA.

#### **Intangible fixed assets**

Intangible fixed assets are initially measured at cost and subsequently at cost less amortisation and any impairment losses.

Amortisation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Website development costs	20% straight line
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#### **Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments.

#### **Basic financial instruments**

Basic financial instruments are measured at amortised cost. The charity has no other financial instruments or basic financial instruments measured at fair value.

#### **Debtors and creditors**

Debtors and creditors receivable or payable within one year of the reporting date are carried at their transaction price and subsequently measured at amortised cost less any impairment.

#### **Taxation**

The organisation is a registered charity and therefore is not liable for income tax or corporation tax on income derived from its charitable activities as it falls within various exemptions available.

#### **Fund Accounting**

Funds held by the charity are:

Unrestricted funds - These are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

#### **Employee benefits**

The costs of short-term employee benefits are recognised as a liability and an expense.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.



# CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE

## Notes to the Accounts

For the Year ended 31 March 2017

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the board is required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised, if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

There are no estimates and assumptions which have a significant risk.

### 3 Analysis of Expenditure

	2017 Total £	2016 Total £
Staff Costs	86,468	84,303
Other Costs	101,399	79,248
	<u>187,867</u>	<u>163,551</u>
Other costs are split as follows:		
	2017 £	2016 £
Conference accommodation & catering	61,948	46,973
Use of premises	554	649
Professional fees	11,053	10,240
Printing, postage, stationery and advertising	1,163	423
Travelling and subsistence	13,849	5,303
Computer and office equipment	2,554	2,100
Telephone	626	1,148
Insurance	2,806	3,604
Networking	1,943	2,525
Other	4,903	6,283
	<u>101,399</u>	<u>79,248</u>

# CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE

## Notes to the Accounts

For the Year ended 31 March 2017

<b>4</b>	<b>Staff Costs</b>	<b>2017</b>	<b>2016</b>
		<b>£</b>	<b>£</b>
a.	Wages and Salaries	79,808	77,626
	Social Security Costs	6,660	6,677
		<u>86,468</u>	<u>84,303</u>

The average number of employees for 2017 is 1 (2016:2).

No employees received remuneration exceeding £60,000 in 2017 (2016: 1).

The Trustees consider that the employee, whose costs are detailed above, represents key management of the charitable company.

**b. Trustees' remuneration and reimbursed expenses**

The trustees received no remuneration but 6 (2015: 6) trustees were reimbursed travel expenses totalling £6,002 during the year (2016: £3,281)

<b>5</b>	<b>Net Incoming Resources for the year</b>	<b>2017</b>	<b>2016</b>
		<b>£</b>	<b>£</b>
	This is stated after charging:		
	Auditors' remuneration (net of VAT)	4,450	4,350

**6 Intangible Fixed Assets**

**Cost**

**Website**

Balance at 1st April 2016

Additions

Balance at 31st March 2017

3,402

3,402

**Amortisation**

Balance at 1st April 2016

Charge for the year

Balance at 31st March 2017

113

113

**Net Book Value**

At 31st March 2017

3,289

At 31st March 2016

# CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE

## Notes to the Accounts

For the Year ended 31 March 2017

<b>7</b>	<b>Tangible Fixed Assets</b>		
	<b>Cost</b>		<b>Office Equipment</b>
	Balance at 1st April 2016		
	Additions		2,412
	Balance at 31st March 2017		2,412
	<b>Depreciation</b>		
	Balance at 1st April 2016		
	Charge for the year		536
	Balance at 31st March 2017		536
	<b>Net Book Value</b>		
	At 31st March 2017		1,876
	At 31st March 2016		
<b>8</b>	<b>Financial instruments</b>	<b>2017 £</b>	<b>2016 £</b>
	<b>Carrying amount of financial assets</b>		
	Debt instruments measured at amortised cost:	13,390	2,170
	<b>Carrying amount of financial liabilities</b>		
	Measured at amortised cost:	35,923	18,188
<b>9</b>	<b>Debtors</b>	<b>2017 £</b>	<b>2016 £</b>
	Other debtors	13,390	1,065
	Prepayments & accrued income	1,763	3,403
		15,153	4,468
<b>10</b>	<b>Creditors</b>	<b>2017 £</b>	<b>2016 £</b>
	Subscriptions in advance	55,561	36,374
	Accruals and other creditors	32,919	15,686
	Taxation and Social Security	3,004	2,502
		91,484	54,562
<b>11</b>	<b>Subscriptions in advance</b>	<b>2017 £</b>	<b>2016 £</b>
	At beginning of the year	36,374	16,086
	Released during the year	(78,756)	(68,906)
	Additions in the year	97,943	89,194
	At end of the year	55,561	36,374

# CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE

## Notes to the Accounts

For the Year ended 31 March 2017

12	Reserves	2017 £	2016 £
	Reserves brought forward	194,216	183,940
	Surplus for the year	4,899	10,276
		<u>199,115</u>	<u>194,216</u>

The net current assets are entirely attributable to unrestricted funds.

### 13 Taxation

As a registered charity, the activities are exempt from tax.

### 14 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.

### 15 Capital Commitments

At the year end, the company had committed to capital expenditure on website development totalling £13,608 (2016: £nil).

### 16 Related Party Transactions

There have not been any related party transactions during the year.