

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 2005**

Company Number: 3407765
Charity Number: 1063645



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

YEAR ENDED 31 MARCH 2005

CONTENTS	Page
Legal and administration details	1
Board of Management report	2 – 3
Independent Auditors' report	4
Statement of financial activities	5
Balance sheet	6
Notes to the financial statements	7 - 9

CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE
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LEGAL AND ADMINISTRATION DETAILS

YEAR ENDED 31 MARCH 2005

CHARITY NUMBER: 1063645

COMPANY NUMBER: 3407765

REGISTERED OFFICE: Wrigglebank
Mill Lane
Chetnole
Sherborne
Dorset, DT9 6PB

BOARD OF MANAGEMENT: Adrian Aylward (Chairman)
Mrs Linda Hayes (Vice Chairman) (retired February 2005)
Peter Armstrong
Bridgeen Banks
Mary Breen
Charles Foulds
John Shinkwin
Nicholas O'Sullivan
Joe Peake
Bridget Williams

COMPANY SECRETARY: Mrs Mary Head

AUDITORS: haysmacintyre
Chartered Accountants
Fairfax House
15 Fulwood Place
London
WC1V 6AY

SOLICITORS Stone King
13 Queen Street
Bath
BA1 2HJ

BANKERS: HSBC
69 Pall Mall
London
SW1Y 5EY

GOVERNING DOCUMENT: The governing document of the charity is the Memorandum and Articles of Association.

CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE
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BOARD OF MANAGEMENT REPORT

YEAR ENDED 31 MARCH 2005

The Board of Management, who are also directors, present their annual report together with the financial statements for the year ended 31 March 2005.

PRINCIPAL ACTIVITIES AND REVIEW OF THE YEAR

Membership of the Catholic Independent Schools' Conference (CISC) increased by 4 during this period. A small increase in the number of Associate Members also occurred.

The General Secretary has continued to work closely with other educational associations to promote Catholic schools and to support education in general. CISC has continued its function of providing guidance and assistance to Members and others on matters relating to education and to the continuing handing over of Catholic schools to lay management. The General Secretary has continued to encourage all member schools to also become members of one of the five professional associations affiliated to ISC.

All the 23 Catholic dioceses of England and Wales now receive all CISC mailings. An increased level of contact was maintained between the General Secretary of CISC and the Chief Executive and Director of the Catholic Education Service.

185 members and guests attended the annual CISC Conference near Chester in January 2005. A Study Day on "The Application of Spiritual Leadership" was held at Southwell House, London in September 2004.

A twice-termly edition of CISC News is produced in-house for all Members and Associates. These publications are also sent to the education officers of all the Catholic Dioceses in England and Wales and to the general secretaries of associations affiliated to ISC.

Mary Head became General Secretary on a temporary basis in November 2002 and agreed in August 2003 to continue in this position with a short-term contract until January 2006. The office was relocated to "Wrigglebank", Mill Lane, Chetnole, Sherborne, Dorset in July 2003. The web-site continued to be up-dated. A new office computer was purchased in July 2004.

At a Committee Meeting in February 2005, it was decided to employ a full-time General Secretary with effect from February 2006. In order to aggregate funds to pay the increased salary, it was decided that annual subscriptions for Members would, with effect from 1 April, 2005, be increased by 50 percent.

RISK ASSESSMENT

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

FINANCIAL RESULTS FOR THE YEAR

The surplus for the year was £11,893 (2004: £8,726) details, of which are shown in the accounts. The accounts reflect the change in accounting policy to include subscription income only in respect of the current year so as to minimise distortions due to the timing of receipts. The financial position of the Conference at 31 March 2005 was satisfactory.

RESERVES POLICY

The trustees continually monitor the free reserves of the charity. At 31 March 2005 free reserves, which are defined as unrestricted funds less fixed assets, were £71,384 (2004: £60,307), and the trustees consider that reserves of between six and twelve months expenditure is required to ensure it is able to meet its long term charitable objectives.

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BOARD OF MANAGEMENT REPORT (continued)

YEAR ENDED 31 MARCH 2005

BOARD OF MANAGEMENT

The Board of Management is elected by the membership. Candidates must be full members. Board members serve for a period of six years. During the year, Mrs Linda Hayes retired as Vice Chairman.

The Board of Management elects the chairman of the board for a period of four years. Adrian Aylward was elected chairman on 16 January 2004.

STATEMENT OF BOARD OF MANAGEMENT RESPONSIBILITIES

The Board of Management are required to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity at the end of the financial year and of its surplus or deficit of income over expenditure for that period.

In preparing these accounts, we are required to:

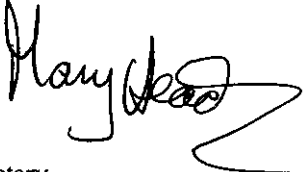
- select suitable accounting policies and then apply them consistently;
- make reasonable and prudent judgements and estimates;
- state whether accounting standards have been followed, and give details of any departures;
- prepare the accounts on a going concern basis unless in our view the charity will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

The Board of Management are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity. 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.

AUDITORS

A resolution re-appointing haysmacintyre will be presented at the annual general meeting.

By order of the Board



Mary Head
General Secretary

28 September 2005

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF

CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE

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

We have audited the financial statements of Catholic Independent Schools' Conference for the year ended 31 March 2005 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. 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 anyone other than the company and the 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

As described in the Statement of Trustees' Responsibilities the charity's trustees are responsible for preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards. The Trustees are also Directors of Catholic Independent Schools' Conference for the purposes of Company Law.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Trustees' Report is not consistent with the financial statements, if the charitable company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the charitable company is not disclosed.

We read the other information contained in the Trustees' Report and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or apparent material inconsistencies with the financial statements.

Basis of audit opinion

We conducted our audit in accordance with United Kingdom 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 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 charitable company'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.

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 2005 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

haysmacintyre
Chartered Accountants
Registered Auditors

haysmacintyre

Fairfax House
15 Fulwood Place
London
WC1V 6AY

Date: 28 September 2005

CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE
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STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2005

	Note	Total Funds 2005 £	Total Funds (restated) 2004 £
Incoming Resources			
Subscriptions		50,285	47,115
Sponsorship		16,000	16,000
Conference income		40,246	30,725
Bank interest		1,446	480
Other income		1,259	2,286
Total incoming resources		<u>109,236</u>	<u>96,606</u>
Resources Expended			
<i>Costs of activities in furtherance of the charity's objects:</i>			
Charitable expenditure		77,180	70,528
Management and administration		20,163	17,352
Total resources expended	2	<u>97,343</u>	<u>87,880</u>
Net incoming resources for the year	4	<u>11,893</u>	<u>8,726</u>
Funds brought forward at 1 April as previously disclosed		60,764	71,038
Prior year adjustment		-	(19,000)
		<u>60,764</u>	<u>52,038</u>
Funds carried forward at 31 March		<u><u>£72,657</u></u>	<u><u>£60,764</u></u>

- All recognised gains and losses are included in the Statement of Financial Activities.
- All income is derived from continuing activities.

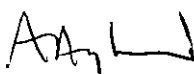
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BALANCE SHEET

AT 31 MARCH 2005

	Note	2005 £	2004 (restated) £
FIXED ASSETS	5	1,273	457
CURRENT ASSETS			
Debtors	6	6,148	10,132
Short term deposits		65,000	-
Cash at bank and in hand		44,479	72,530
		<u>115,627</u>	<u>82,662</u>
CREDITORS: amounts falling due within one year	7	<u>(44,243)</u>	<u>(22,355)</u>
NET CURRENT ASSETS		71,384	60,307
		<u>£72,657</u>	<u>£60,764</u>
FUNDS			
Unrestricted funds		<u>£72,657</u>	<u>£60,764</u>

Approved by the board on 28 September 2005 and signed on their behalf by:


 Adrian Aylward


 Mary Head

CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE**(A company limited by guarantee and not having a share capital)****NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 31 MARCH 2005****1. ACCOUNTING POLICIES****(a) Basis of Accounting**

The financial statements are prepared under the historical cost basis and in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities, (SORP 2000) issued October 2000 and with applicable accounting standards, and the Companies Act 1985.

(b) Fund Accounting

Unrestricted funds comprise accumulated surpluses and deficits on general funds. They are available for use at the discretion of the Board of Management in furtherance of the general charitable objectives.

(c) Incoming Resources

Incoming resources represent the total income receivable during the year comprising subscriptions, sponsorship and conference income. Subscriptions are accounted for in the year to which they relate. This represents a change in accounting policy which has been introduced to minimise distortions in income due to timing of receipts. The net effect is to reduce brought forward reserves at 1 April 2004 by £19,000, representing the deferred element of income in the year ending 31 March 2004.

(d) Resources Expended

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 requirement.

(e) Depreciation

Depreciation is provided using the following rates and basis to reduce by annual instalments the cost of tangible assets over their estimated lives:

Office Equipment - 33% straight line

2. ANALYSIS OF TOTAL RESOURCES EXPENDED

	Staff costs £	Other costs £	2005 Total £	2004 Total £
Charitable expenditure	19,749	57,431	77,180	70,528
Management & administration	7,235	12,928	20,163	17,352
	<u>£26,984</u>	<u>£70,359</u>	<u>£97,343</u>	<u>£87,880</u>

Other costs are split as follows:

	2005 £	2004 £
Conference accommodation & catering	44,127	39,208
Audit & accountancy	3,947	3,780
Printing, postage, stationery and advertising	6,658	9,974
Travelling and subsistence	5,465	1,142
Rent & Rates	-	1,288
Computer and office equipment	1,448	2,802
Telephone	585	583
Depreciation	576	228
Insurance	2,332	544
Other	5,222	2,405
	<u>£70,359</u>	<u>£61,954</u>

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NOTES TO THE FINANCIAL STATEMENTS (continued)

YEAR ENDED 31 MARCH 2005

3. STAFF COSTS	2005	2004
	£	£
a) All employees		
Wages and salaries	24,999	24,046
Social security costs	1,985	1,880
	<u>£26,984</u>	<u>£25,926</u>

The average number of employees is as follows:

Charitable activities and management
and administration

2	2
<u>2</u>	<u>2</u>

No employee received remuneration exceeding £50,000 in 2005 or 2004.

b) Trustees' remuneration and reimbursed expenses

The trustees received reimbursed expenses totalling £1,349 during the year (2004: £1,310).

4. NET INCOMING RESOURCES FOR THE YEAR	2005	2004
	£	£
This is stated after charging:		
Auditors' remuneration	2,825	2,703
Depreciation	576	228
	<u></u>	<u></u>

5. FIXED ASSETS

Cost

As at 1 April 2004

Additions

**Office
Equipment**

4,848

1,392

Cost as at 31 March 2005

6,240

Depreciation

As at 1 April 2004

Charge for year

4,391

576

As at 31 March 2005

4,967

NET BOOK VALUE

As at 31 March 2005

£1,273

As at 31 March 2004

£457

All assets are used for charitable purposes.

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NOTES TO THE FINANCIAL STATEMENTS (continued)

YEAR ENDED 31 MARCH 2005

6.	DEBTORS	2005	2004
		£	£
	Other debtors	4,000	8,500
	Prepayments	2,148	1,632
		<u>£6,148</u>	<u>£10,132</u>
7.	CREDITORS: Amounts falling due due within one year	2005	2004 (restated)
		£	£
	Subscriptions in advance	38,910	19,000
	Accruals and other creditors	5,333	3,355
		<u>£44,243</u>	<u>£22,355</u>
8.	NET ASSETS BETWEEN FUNDS	Unrestricted	
		2005	2004
		£	£
	Fixed assets	1,273	457
	Net current assets	71,384	60,307
	<i>Total Funds</i>	<u>£72,657</u>	<u>£60,764</u>
9.	TAXATION		
	As a registered charity, the activities are exempt from tax.		

To: Companies House, 21 Bloomsbury Street, London, WC1B 3XD or Companies House, DX 33050, Cardiff.

Date: 14 / 10 / 2005

Would you please acknowledge safe receipt by stamping and returning this notice in due course in the self addressed envelope provided.

RECEIPT NOTICE

Joy Jones
Company Secretarial Department
haysmacintyre
DX 1005, Chancery Lane, London.

COMPANY NO _____

COMPANY NAME _____ **LTD/PLC/LLP**

Document	Dated	No.	Amount
Accounts			
Annual Return			
Cheque			£
Ordinary Resolution			
Special Resolution			
Written Resolution			
Elective Resolution Dispense			
Memorandum and Articles of Association			
Form 43(3)			
Form 43(3)(e)			
Form 88(2)			
Form 88(3)			
Form 122			
Form 123			
Form 225			
Form 287			
Form 652(a)			
Form 288a: Appointment of Director			
Form 288a: Appointment of Secretary			
Form 288b: Resignation of Director			
Form 288b: Resignation of Secretary			
Form 288c: Change of Details			