

**CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE**

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

**REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED  
31ST MARCH 2002**

Company Number: 3407765  
Charity Number: 1063645



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

**YEAR ENDED 31ST MARCH 2002**

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**CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE**  
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**LEGAL AND ADMINISTRATION DETAILS**

**YEAR ENDED 31ST MARCH 2002**

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**CHARITY NUMBER:** 1063645

**COMPANY NUMBER:** 3407765

**REGISTERED OFFICE:** St Mary's College,  
Waldegrave Road  
Twickenham, TW1 4SX

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

**COMPANY SECRETARY:** Sr Frances Orchard IBVM

**AUDITORS:** haysmacintyre  
Chartered Accountants  
Southampton House  
317 High Holborn  
London  
WC1V 7NL

**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.

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**BOARD OF MANAGEMENT REPORT**

**YEAR ENDED 31ST MARCH 2002**

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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 2002.

**PRINCIPAL ACTIVITIES AND REVIEW OF THE YEAR**

Membership of the Catholic Independent Schools' Conference (CISC) has remained steady throughout this period. There has been a slight increase in the number of Associate Members.

CISC has continued to service enquiries from members of the general public, from the press, as well as from members. Particular areas of enquiries have been from schools and/or religious congregations wishing to change the structure of the management/ownership of their schools in preparation of greater lay involvement; on appraisal procedures and services; on key school appointments; and on governor training. The General Secretary has also worked closely with other Catholic and educational bodies to promote and support Catholic education.

200 members and guests attended the annual CISC Conference in Manchester in January 2002. A training day on Catholic School leadership was held at St Mary's Ascot in June 2001.

A twice-termly edition of CISC News is produced in house for all members, who also received 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.

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 £11,773 (2001: £5,120) details of which are shown in the accounts. The financial position of the Conference at 31 March 2002 was satisfactory.

**RESERVES POLICY**

The trustees continually monitor the free reserves of the charity. At the 31 March 2002 free reserves were £54,372 (2001: £41,225), 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.

**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.

The Board of Management elects the chairman of the board for a period of four years.

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**BOARD OF MANAGEMENT REPORT (continued)**

**YEAR ENDED 31ST MARCH 2002**

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**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**

haysmacintyre were appointed as auditors during the year.

A resolution reappointing haysmacintyre will be presented at the annual general meeting.

**BY ORDER OF THE BOARD**

**SR FRANCES ORCHARD IBVM**  
(General Secretary)



Date: 25 September 2002

## **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF**

### **CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE**

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

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We have audited the financial statements of Catholic Independent Schools' Conference for the year ended 31 March 2002 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.

#### **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 are not required to consider whether the statement in the Trustees' Report concerning the major risks to which the charity is exposed covers all existing risks and controls, or to form an opinion on the effectiveness of the charity's risk management and control procedures.

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

#### **Basis of audit opinion**

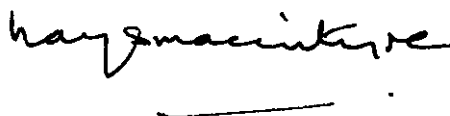
We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates 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 2002 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



**Southampton House**  
317 High Holborn  
London  
WC1V 7NL

Date: 25th September 2002

**CATHOLIC INDEPENDENT SCHOOLS' CONFERENCE**  
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**STATEMENT OF FINANCIAL ACTIVITIES**

**FOR THE YEAR ENDED 31ST MARCH 2002**

	Note	Total Funds 2002 £	Total Funds 2001 £
<b>Incoming Resources</b>			
Subscriptions		40,528	38,925
Sponsorship		23,500	22,849
Conference income		29,787	26,612
Bank interest		1,103	1,572
Other income		2,306	3,370
<b>Total incoming resources</b>		<u>97,224</u>	<u>93,328</u>
<b>Resources Expended</b>			
<i>Costs of activities in furtherance of the charities objects:</i>			
Charitable expenditure		75,147	78,413
Management and administration		10,304	9,795
<b>Total resources expended</b>	2	<u>85,451</u>	<u>88,208</u>
<b>Net incoming resources for the year</b>	4	<u>11,773</u>	<u>5,120</u>
Funds brought forward at 1 <sup>st</sup> April 2001		42,942	37,822
<b>Funds carried forward at 31st March 2002</b>		<u><u>54,715</u></u>	<u><u>42,942</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 31ST MARCH 2002**

	Note	2002 £	2001 £
<b>FIXED ASSETS</b>	5	343	1,717
<b>CURRENT ASSETS</b>			
Debtors – prepayments		-	328
Cash at bank and in hand		57,207	42,131
		<u>57,207</u>	<u>42,459</u>
<b>CREDITORS: amounts falling due within one year</b>	6	<u>(2,835)</u>	<u>(1,234)</u>
<b>NET CURRENT ASSETS</b>		54,372	41,225
		<u>£54,715</u>	<u>£42,942</u>
<b>FUNDS</b>			
Unrestricted funds		54,715	42,942
	7	<u>£54,715</u>	<u>£42,942</u>

Approved by the board on 25 September 2002 and signed on their behalf by:

Giles Mercer

*Giles Mercer*

Sr Frances Orchard

*Frances Orchard*



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**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31ST MARCH 2002**

**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 by Charities), SORP 2000 issued October 2000 and with applicable accounting standards.

**(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.

**(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**

	<b>Staff costs</b>	<b>Other costs</b>	<b>2002</b>	<b>2001</b>
	<b>£</b>	<b>£</b>	<b>Total</b>	<b>Total</b>
			<b>£</b>	<b>£</b>
Charitable expenditure	16,925	58,222	75,147	78,413
Management & administration	5,675	4,629	10,304	9,795
	<u>£22,600</u>	<u>£62,851</u>	<u>£85,451</u>	<u>£88,208</u>
Other costs are split as follows:			<b>£</b>	<b>£</b>
			<u>2002</u>	<u>2001</u>
Conference accommodation & catering			39,977	39,683
Audit & accountancy			2,108	2,643
Printing, postage, stationery and advertising			8,414	8,671
Travelling and subsistence			2,601	6,527
Rent & Rates			2,575	4,431
Computer and office equipment			1,372	602
Telephone			683	693
Depreciation			1,374	1,388
Insurance			1,626	-
Other			2,121	2,381
			<u>£62,851</u>	<u>£67,019</u>

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**NOTES TO THE FINANCIAL STATEMENTS (continued)**

**YEAR ENDED 31ST MARCH 2002**

3.	<b>STAFF COSTS</b>	<b>2002 £</b>	<b>2001 £</b>
a)	<b>All employees</b>		
	Wages and salaries	21,065	19,750
	Social security costs	1,535	1,439
		<u>£22,600</u>	<u>£21,189</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 the year (2001: Nil).		
b)	<b>Trustees' remuneration and reimbursed expenses</b>		
	None of the trustees received any remuneration or reimbursed expenses during the year (2001: Nil).		
4.	<b>NET INCOMING RESOURCES FOR THE YEAR</b>		
	This is stated after charging:		
	Auditors' remuneration	2,350	2,643
	Depreciation	<u>1,374</u>	<u>1,388</u>
5.	<b>FIXED ASSETS</b>		<b>Office Equipment</b>
	<b>Cost</b>		
	As at 1 April 2001		4,163
	Additions		<u>-</u>
	Cost as at 31 March 2002		<u>4,163</u>
	<b>Depreciation</b>		
	As at 1 April 2001		2,446
	Charge for year		<u>1,374</u>
	As at 31 March 2002		<u>3,820</u>
	<b>NET BOOK VALUE</b>		
	As at 31 March 2002		<u>343</u>
	As at 31 March 2001		<u>£1,717</u>
	All assets are used for charitable purposes.		

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**NOTES TO THE FINANCIAL STATEMENTS (continued)**

**YEAR ENDED 31ST MARCH 2002**

6.	CREDITORS: Amounts falling due due within one year	Charity	
		2002 £	2001 £
	Accruals and deferred income	£2,835	£1,234
		<u>£2,835</u>	<u>£1,234</u>
7.	NET ASSETS BETWEEN FUNDS	Unrestricted	
		2002 £	2001 £
	Fixed assets	343	1,717
	Net current assets	54,372	41,225
		<u>54,372</u>	<u>41,225</u>
	Total Funds	£54,715	£42,942
		<u>£54,715</u>	<u>£42,942</u>

**8 TAXATION**

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