

# The Chartered Secretaries' Charitable Trust

Annual Report and Financial Statements  
for the year ended 31 July 2018



The Chartered Secretaries'  
Charitable Trust

Registered charity no. 1152784  
Company registration no. 8602517

# Contents

	Page(s)
Report of the Trustees (incorporating the Directors' report)	1 - 23
• Reference and administrative details	1
• Structure, governance and management	3
• Objects and activities	6
• Achievements and performance	9
• Financial review	17
• Plans for future periods	21
Statement of Trustees'/ Directors' responsibilities	22
Independent Auditor's report	23-25
Statement of financial activities	26
Balance sheet	27
Statement of cash flows	28
Notes to the financial statements	29-38

# Report of the Trustees (incorporating the Directors' report)

## Reference and administrative details

**Charity name:** The Chartered Secretaries' Charitable Trust

**Charity registration:** No 1152784

**Company registration:** No 8602517

**Registered address:** Saffron House  
6-10 Kirby Street  
London EC1N 8TS

**Telephone:** 020 7580 4741

**Trustees and Directors** **Those serving during the financial year were:-**

Chairman	Mr F E Curtiss FCIS FCMA
Deputy Chairman	Mr R J C Grigg FCIS
Company Secretary	Mr P J Sylva FCIS FCA
	Mr I J Burger FCIS
	Mrs A R Herron FCIS (ICSA appointment)
	Mr J P Kinch FCIS (To 31 July 2018)
	Mr A P Theakston FCIS (ICSA appointment)

**Support and Grants Committee** **Those serving during the financial year were:-**

Chairman	Mr R J C Grigg FCIS (Chairman to 31 December 2018)
Chairman of the Trustees	Mr F E Curtiss FCIS FCMA (Ex-officio)
Deputy Chairman	Mr A P Theakston FCIS (Chairman from 1 January 2019)
	Mrs S Bah Grad ICSA (From 24 October 2017)
	Mrs V A Blackwell FCIS (Deputy Chairman from 1 January 2019)
	Mrs A Blundell FCIS
	Mr D E Czarnetzki ACIS (To 31 December 2018)
	Mr M C Garratt FCIS
	Mr L H Graves ACIS
	Mrs N N Langford FCIS
	Mrs S D Moys FCIS MBE
	Mr B Welch FCIS

Trustees express their gratitude to:

- Mr Grigg FCIS who retired as Chairman of the Support and Grants Committee, having served as its Chairman from May 2003. Mr Grigg will continue to serve as trustee and member of the Support and Grants Committee.
- Mr Kinch FCIS who retired as a trustee, having served as a trustee from January 1995.

# Report of the Trustees (incorporating the Directors' report)

**Administration:** The day-to-day administration of the Trust and the servicing of the Committees were in the hands of Ms Elizabeth Howarth, Charities Officer and additionally from March 2018 Mrs Clair Easter, Charities Assistant.

## Professional advisors:-

**Auditor** haysmacintyre  
10 Queen Street Place  
London  
EC4R 1AG

**Bankers** Lloyds Bank plc  
39 Threadneedle Street  
London EC2R 8AU

**Investment advisors** Jagger & Associates  
Ground Floor  
14 Exchange Quay  
Salford Quays  
Manchester M5 3EQ

**Investment managers** CCLA Investment Management Limited  
85 Queen Victoria Street  
London EC4V 4ET

Legal & General Investment Management Limited  
One Coleman Street  
London EC2R 5AA

**Solicitors** Coole Bevis LLP  
Lanes End House  
15 Albert Street  
Brighton BN1 1HY

Wrigleys Solicitors LLP  
19 Cookridge Street  
Leeds LS2 3AG

# Report of the Trustees (incorporating the Directors' report)

## Structure, governance and management

### Legal status

The Chartered Secretaries' Charitable Trust ('the Trust') was incorporated on 9 July 2013. Registered charity no. 1152784. Company registration no. 8602517.

On the 19 July 2013, the Charity Commission issued a scheme to make The Chartered Secretaries' Charitable Trust sole corporate Trustee of the following three unincorporated charities from the 1 August 2013:-

- The ICSA Benevolent Fund: Charity registration number 213345
- The ICSA Education and Research Foundation: Charity registration number 1027579
- The ICSA Prize Fund: Charity registration number 1048726

### Constitution

There shall be between three and nine Trustees. Two of these appointments may be made by the Institute of Chartered Secretaries and Administrators ('ICSA') Divisional Committee for the United Kingdom, Republic of Ireland and Associated Territories, the Channel Islands and the Isle of Man ('UKRIAT Committee'). A quorum at a meeting of the Trustees is three. During the year to 31 July 2018, the Board of Trustees met on four occasions. A separate meeting was also held regarding the appointment of the auditors.

Trustees have the power to delegate any of their functions to committees consisting of two or more individuals appointed by them. At least one member of every committee must be a trustee and all proceedings of committees must be reported regularly to the trustees. The trustees of the Chartered Secretaries' Charitable Trust delegate to the Support and Grants Committee the consideration of all applications for benevolence. This is under the Chairmanship of one trustee and up to twelve members appointed by the trustees. Not more than one third of the members shall be non-members of the Institute in the UK. There is a quorum when five members are present at a meeting, one of whom should be the Chairman or Deputy Chairman of the Support and Grants Committee. The Support and Grants Committee comprises:

- Chairman (Trustee)
- Deputy Chairman (Trustee)
- Chairman of the Trustees
- Up to ten other members (of whom up to four members need not necessarily be members of the UKRIAT).

### Policy on the recruitment, appointment, induction and training of Trustees

When a vacancy occurs on the Board, Trustees respond with due compliance to the Articles of Association of the Trust. Trustees seek to identify individuals who have an existing interest in the work of the Trust and would bring with them experience and skills that would add value to its management and operation.

The Trust adheres to recruitment procedures as laid down in ICSA's best practice guide with the prospective Trustee being forwarded copies of the Trust's Articles of Association and the most recent audited Annual Report and Financial Statements. Best practice notes, produced by the Charity Commission and ICSA are also forwarded. On appointment, copies of Board papers are issued and the Trustee is invited to meet with the Chairman and/or Deputy Chairman, Charities Officer and ICSA staff. Training requirements for the new Trustee are identified at induction and by the annual Trustees' skills audit and recognition of emerging issues.

# Report of the Trustees (incorporating the Directors' report)

## Conflicts of interest policy

The Trust has procedures in place to ensure that all trustees and committee members comply with their legal duty to act only in the best interests of the Trust and to avoid conflicts of interest.

Trustees consider that a conflict would occur, where a trustee's or committee members' loyalties could be seen to prevent them from making a decision in the best interests of the Trust or when a payment would benefit a trustee or a connected person.

Every trustee and committee member is individually responsible to declare conflicts of interest and registers are maintained to record declarations and conflicts. Trustees and committee members are also collectively responsible to inform the Chairman of the Trustees or the Company Secretary should they become aware of an undeclared conflict of interest affecting another trustee or committee member. In line with the Articles of Association, trustees must:

- declare an interest before the meeting or at the meeting before discussion begins on the matter;
- be absent from the meeting for that item unless expressly invited to remain in order to provide information;
- not be counted in the quorum for that part of the meeting; and
- have no vote on the matter and be absent during the vote if so requested by the other trustees/committee members.

## Risk management statement

The management of risk received continued consideration and discussion. During the year, trustees undertook a review of the risk management register, along with consideration of specific risks at meetings of the Board.

In respect of FRS 102 and with reference to the Charity Commission Guidance Charities and risk management (CC26), trustees recognise that an essential question when considering risk is whether or not the Trust can continue to meet the needs of beneficiaries now and in the future. In addition, to be alert that on rare occasions improbable events do occur with devastating effect and at other times, probable events do not happen.

Trustees acknowledge and are alert to the significant risks of a loss to the Trust's money and assets and harm to the Trust's work, beneficiaries or reputation. Trustees confirm, that monitoring controls are in place and are reviewed to ensure that procedures adequately address the risks arising from the Trust's activities and/or where it operates.

The Trust has categorised the principal risks and reviews strategies and procedures to manage the risks as follows:

### Governance and compliance:

Compliance with legislation and adherence to the objects of the Trust.

A potential loss of charitable status would cease the continuation of support to those beneficiaries that currently depend on the assistance provided by the Trust. Trustees are all currently past or present Fellows of ICOSA. A failure would impact on the reputation of ICOSA while the association presents potential conflict of interests when providing grants to a defined group of beneficiaries or organisation. Policies held are regularly reviewed to manage these risks and include:

- Recruitment, appointment, induction and training of trustees.
- Conflict of interest.
- Grant aid.
- Data protection.

# Report of the Trustees (incorporating the Directors' report)

## External factors:

Changing nature of benevolent funds and the welfare landscape.  
Dynamics of worldwide demand on the services of the Trust.

The Trust needs to increase awareness to those in need of the support available from the Trust and be able to respond to the changing needs of existing and potential beneficiaries, for example as an outcome of changes to the welfare landscape. A failure is a risk to charitable status and reputation. Reputational risk extends to providing an equality of offering of services, for example to overseas territories, balanced with the verification of financial need and the potential risk of fraud. Policies and controls are regularly reviewed to manage these risks and include for example the grant aid policy and internal financial controls.

To increase awareness to those in need, the Trust has undertaken a significant mailing initiative to all Associates and Fellows in the UK and Republic of Ireland. Trustees also advertised the trustee vacancy and sought a candidate to increase the Board's overall knowledge and experience in the provision of benevolence.

## Operations:

Over reliance on key individuals, accommodation and support services.

While independent advice is sought as appropriate, the Trust relies on the experience, knowledge and skills of trustees, Support and Grants Committee members and its volunteer visitors and also depends on the support services and facilities provided by ICSA. Trustees have also seen and envisage an increasing complexity in its operations. To manage these risks, training is provided for trustees, Support and Grants Committee members and volunteers at a minimum frequency of every two years and trustees have also strengthened the administration with the creation and appointment of a new part time role of Charities Assistant. The Trust also benefits from the disaster recovery plan and services of ICSA.

## Finances:

Resources available to continue to meet the needs of beneficiaries now and in the future. (All objects).

The Trust relies on the performance of the investments to provide resources to fund the charitable activities and support costs. Appropriate objectives are required in respect of the required level of risk and return. While the stewardship of the investments has been successful, trustees are aware that this success can also attract criticism on the level of reserves. Trustees seek independent advice as appropriate and investment performance and policies are regularly reviewed. To ensure that resources are available for the long-term to support the aims and objectives of the Trust, trustees will be reviewing the investment strategy. Financial policies include:

- Financial policy and control.
- Responsible investment.
- Reserves.

In summary, trustees consider the key risk is the performance of the investments, as these are relied upon to provide for beneficiaries both now and in the future. Trustees currently consider a low risk investment strategy to be appropriate. As an outcome of this strength of stewardship, the Trust is able to support more beneficiaries, yet calls for assistance remain low. Trustees consider the numbers of beneficiaries, balanced with the resources available, as an opportunity to explore more ways of attracting and assisting individuals in need.

Trustees are satisfied that appropriate control systems and policies are in place in order to manage identified risks and have procedures in place to consider and respond to significant risks should they materialise.

# Report of the Trustees (incorporating the Directors' report)

## Objects and activities

### Mission statement

The Chartered Secretaries' Charitable Trust is by the side of chartered secretaries and their families through life's challenges, by supporting them when in need and by promoting excellence in governance. The Trust:-

- serves ICSA members, graduates, students, employees and their families to relieve and help prevent financial difficulties,
- facilitates research to increase good governance for the benefit of the public and
- encourages the expertise of those in the field of governance with bursaries and prizes.

### The Chartered Secretaries' Charitable Trust objects

The objects are specifically restricted to the following, for the public benefit:

The relief of necessitous persons who:

- are or have been members of the Institute within UKRIAT;
- are graduates, students, employees or former employees of the Institute;
- are widows, widowers, surviving civil partners, issue or other dependants of such members, graduates, students, employees or former employees of the Institute; or
- are, or have been, in receipt of assistance from the ICSA Benevolent Fund at 17 December 1992.

To promote the education of the public in the law and practice of secretaryship, business administration of commerce, industry and public affairs and subjects related thereto, and in particular but without prejudice to the generality of the foregoing by providing prizes and awards to such persons who attain the required excellence of performance at public examinations in approved subjects within the curriculum of the Institute as agreed from time to time.

To advance the education of the public in the law and practice of secretaryship and business administration by undertaking or assisting in the undertaking of research and the publication of the useful results of such research for the public benefit and by such other means as the Trustees think fit.

### Grant aid policy for assistance

The Chartered Secretaries' Charitable Trust will consider requests for financial support from individuals who find themselves in need who:

- are or have been members on the register or registers of the Institute within UKRIAT.
- or current or former affiliate members, graduates, professional subscribers, students or employees of the Institute within UKRIAT, who have maintained a minimum continued relationship with the Institute as described above, of a period as defined by current guidelines. Trustees are only empowered to utilise income and capital appreciation from 1 August 2013 to support these new classes. Priority will therefore be given to:
  - Graduates who have graduated within the last four years.

## Report of the Trustees (incorporating the Directors' report)

- Affiliate members who have been affiliates for at least two years.
- Professional subscribers who have been professional subscribers for at least four years.
- Students who have been students for a minimum of two years and a maximum of ten years, and who are or had been actively pursuing the ICSA qualification scheme.
- Employees and former employees of ICSA in the UK, or their subsequent employer being a successor to ICSA in the UK arising as a result of any constitutional change, who were or had been continuously employed for at least four years. Preference will be given to those who have reached retirement age and
- those who are the widows, widowers, surviving civil partners, issue or other dependants of such individuals as described and defined as above.

Grants to individuals are issued at the discretion of the trustees and with due accordance to the constitution and to the Charities Act 2011. Grants are reviewed when circumstances determine and at least annually.

Trustees delegate the consideration of all applications for assistance to the Support and Grants Committee, which holds a minimum of three meetings a year. Between meetings, the Chairman of the Support and Grants Committee has the power in urgent cases to make grants to a maximum amount of £1,000 and interest free loans to a maximum amount of £5,000 in any one case, which are later noted by the committee. Where there is an emergency and the Chairman is unavailable, the Charities Officer seeks a decision from either of the Chairman of Trustees, the Deputy Chairman of the Support and Grants Committee and the Company Secretary, who have like power to make a decision.

In respect of the total level of grant aid, grants and loans will continue to be made up to the annual sums available as defined by the trustees.

The Grant aid policy is reviewed every three years, or earlier at the discretion of the Chairman of Trustees and the Chairman of the Support and Grants Committee.

### **Grant aid policy for education and research**

The Chartered Secretaries' Charitable Trust aims to advance the education of the public in the law and practice of secretaryship and business administration. To further its public benefit requirement, trustees will consider requests to support research and the publication of the useful results of such research, in the field of secretaryship and business administration. Requests will also be considered to support other activity, which in the opinion of the trustees, will engage the public, and significantly progress the practice of secretaryship and business administration and promote good governance.

In order for a request to be considered, trustees expect the provision of detailed qualitative and quantitative information in proportion to the amount of grant that is requested, that will explain how their proposal meets with the grant aid policy and provides a benefit to the public.

Grants allocated are evaluated and monitored to ensure accordance with the objects of the Trust. Recipients of awards are required to acknowledge the financial support provided by The Chartered Secretaries' Charitable Trust in appropriate publicity. Where support may be requested for activity that extends beyond the end of the financial year, subsequent payments are conditional upon the grantee providing the trustees with a satisfactory report including information on how the award had been spent, and the trustees being satisfied that further funding would be made in accordance with the objects of the charity. The Grant aid policy is reviewed every three years, or earlier at the discretion of the Chairman of the Trustees.

# Report of the Trustees (incorporating the Directors' report)

## Grant aid policy for prizes

The Chartered Secretaries' Charitable Trust provides prizes to students obtaining the highest achievements in the Institute's examinations for the Chartered Secretaries Qualifying Scheme. Named prizes are awarded at each of the two examination sessions. Trustees have delegated authority to the ICSA to agree and endorse these students following the final examination results, and to recommend these prizes to the ICSA Qualifications Committee.

Prizes are awarded on the basis of best performance and an achievement criterion of 75% or more. If candidates do not achieve 75% then the prize is not awarded. Prizes allocated are monitored to ensure accordance with the objects of the charity and the benefactor's wishes.

At each examination session there are eight prizes of £250 and one prize of £300 available to award to the nine modules, to a total annual amount of £4,600.

The Manchester and District prize of £100 is awarded once a year to the best pass finalist from either the June or November examination session. They must obtain at least 75% in one paper. Prize winners must reside in Manchester and be registered with an address in the Manchester area.

The Queen Elizabeth II Commonwealth Prize of £250 is awarded annually to a student from an ICSA Associated Territory outside of the UK, Crown Dependencies and Republic of Ireland, who obtained the highest mark in the ICSA Chartered Secretaries qualifying scheme.

The student with the best performance at each examination session is also recognised by the awarding of the Ralph Bell Prize of £300 which is awarded from the Education and Research Fund.

## Policy on visits and visitors

Trustees greatly value the independent view of our volunteer visitors on the circumstances of our beneficiaries and their need for support, particularly when the request is from a new applicant, or it is for a significant amount. Face to face contact can also result in a specific need being identified, which the beneficiary is too modest to request. The Trust therefore aims that every UK beneficiary should have the opportunity to receive two contacts a year from a visitor where appropriate and that one of these should be a visit.

The Trust does not wish to make unnecessary demands on its visitors and will do everything reasonably practical to make volunteering available to any past or present ICSA member, graduate, student or ICSA employee. We will not discriminate against any volunteer on grounds of their gender, race or skin colour, disability, sexual orientation, religion or age. The Trust aims to ensure that visitors feel part of a team, have the time commitment of their choice, are safe and have access to training.

Trustees and beneficiaries require that they can rely on our visitors to uphold confidentiality and undertake visits when they are necessary. The Trust therefore expects that visitors advise the Trust should they find that the demands of visiting and participating in training are becoming too difficult to manage.

To facilitate the target that every beneficiary in the UK should have the opportunity of two contacts per year and to mitigate any undue demands on visitors, trustees aim for an approximate ratio of one visitor for every three beneficiaries.

# Report of the Trustees (incorporating the Director's report)

## Achievements and performance

### Governance

Governance and Financial policies continued to be reviewed and improved upon and in particular with regard to the EU General Data and Protection Regulation. This included obtaining expert guidance from the data protection consultants ClearComm, who also provided training for trustees and members of the Support and Grants Committee. An in-depth review of data processes was undertaken along with a review of related policies and the application for assistance form. The Trust's Data Protection policy, Privacy notice and Safeguarding policies are available on the website, along with Appeals, Complaints and comments policies.

Trustees and members of the Support and Grants Committee were also grateful to receive training from ICSA Policy on the Charity Governance Code, which had followed a governance desktop review. This review and training helped to inform policy and practices. An outcome for example, was the advertising in November 2018 of the trustee vacancy. This advised that trustees particularly sought candidates who had hands on operational experience of working or volunteering in a benevolence charity and an understanding of the responsibilities of trusteeship. While ICSA membership was desirable, it was not an essential precondition to serve as a trustee.

In respect of good governance, the board also undertook a review of its audit arrangements and as an outcome appointed haysmacintyre.

### Strategy

During the year, the administration was strengthened with the creation and appointment of a new part time role of Charities Assistant.

As an outcome of increased and continued publicity to reach out to ICSA members who experienced financial difficulty in paying their ICSA membership subscriptions, the Trust received four times as many applications than the previous year. However, as the majority of these only required one off payments to meet short-term need, the number of beneficiaries at the year-end continued to fall from the previous year.

### Individual beneficiaries of the Trust

At 1 August 2017, there were 66 beneficiaries. From 1 August 2017 to 31 July 2018, 17 new applications and two re-applications were considered.

Number of beneficiaries	2017/2018	2016/2017	2015/2016	2014/2015	2013/2014
Beneficiaries at 1 August	66	72	83	86	94
New applications/re-applications	19	5	6	7	14
Beneficiaries supported during year	85	77	89	93	108
Deaths during year	4	4	6	3	5
Additional files closed during year	18	7	11	7	17
Beneficiaries at 31 July	63	66	72	83	86
Beneficiaries' dependants at 31 July	42	41	39	46	45
Total supported at 31 July	105	107	111	129	131

# Report of the Trustees (incorporating the Director's report)

Of the 19 new applications received during the year, 18 had a direct relationship to ICOSA and one was the wife of a former member. The total number of beneficiaries supported over the year was 85, an increase of eight from the previous year. During the year four beneficiaries passed away, and files were closed or destroyed on an additional 18 cases where support was no longer requested or appropriate. Consequently, the Trust managed a caseload of 63 beneficiaries at the year-end.

The Trust also counts the beneficiaries' dependants, who indirectly benefit. Grants, for example have previously been provided for school uniforms and ongoing financial assistance, which assists the whole family unit. As at 31 July 2018 the total number of beneficiaries' dependants was 42.

As part of the governance review in 2013, trustees took steps to increase the benefit to the public that it provided and obtained agreement from the Charity Commission to widen the benevolence charitable objects to include graduates, students, past and present ICOSA employees and/or their dependants from 1 August 2013. During the year, five new applications were received from the new beneficial classes. (Two 2016/2017, one 2015/2016, Nil: 2014/2015).

## Relationship to the Trust

Trustees are mindful of the potential longevity of the relationship with a beneficiary. As the majority of new applications received one-off support, over the year the average length of claim of the 85 beneficiaries was 9.76 years. As at 31 July 2018, of the 63 beneficiaries, the average relationship was 11.52 years with two beneficiaries being supported for 35 years.

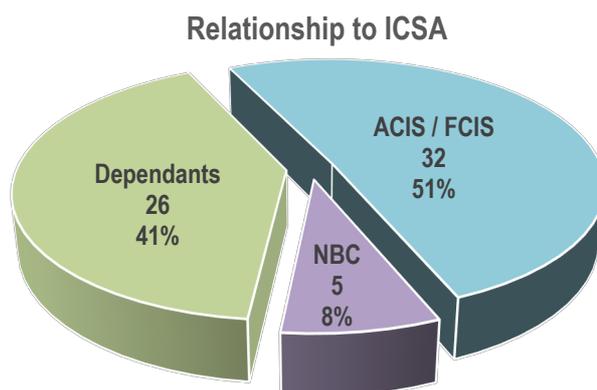
## Relationship to ICOSA

ICOSA membership figures, which are both the primary pool for future beneficiaries and contributors to the Trust are noted by trustees. ICOSA has advised that in the United Kingdom, Republic of Ireland, and Associated Territories, the Channel Islands and the Isle of Man (UKRIAT), there were 10,126 members, 2,914 students and 792 graduates as at 30 June 2018.

While the Trust also reaches out to support ICOSA graduates and students, former members and dependants of former members along with current and former ICOSA employees, a comparative performance benchmark might be as follows.

	30 June 2018	30 June 2017	30 June 2016	31 July 2015	31 July 2014
ICOSA UKRIAT Membership	10,126	10,417	10,648	10,989	11,653
Beneficiaries supported during the year	85	77	89	93	108
Comparison to ICOSA UKRIAT membership	0.84%	0.74%	0.84%	0.85%	0.93%

Of the 63 beneficiaries at 31 July 2018, 37 or 59%, had a direct relationship to ICOSA, while 26 or 41% were dependants. Of those that had a direct relationship, details were held of 5 beneficiaries or 8%, within the new beneficial class (NBC) who could not have been considered prior to the widening of the charitable objects in 2013.



# Report of the Trustees (incorporating the Director's report)

Trustees monitor requests for assistance and to whom it provides support in order to gain a greater understanding of existing and potential calls on the Trust and as to whether the policies would require amendment. The following table provides a breakdown of the 63 beneficiaries as at 31 July 2018 by their relationship to ICOSA, gender, whether they live alone or as a couple and their average age.

	31 July 2018	31 July 2017	31 July 2016	31 July 2015	31 July 2014
<b>Relationship to ICOSA:</b>					
Dependants	41%	42%	46%	47%	47%
Direct relationship	59%	58%	54%	53%	53%
<b>Gender:</b>					
Female	62%	59%	62%	63%	60%
Male	38%	41%	38%	37%	40%
<b>Household:</b>					
Live alone	70%	75%	74%	71%	71%
Couple	30%	25%	26%	29%	29%
<b>Average age of:</b>					
Beneficiaries at 31 July	72	71	74	73	73
New applicants during year	54	48	65	69	59

## Gender

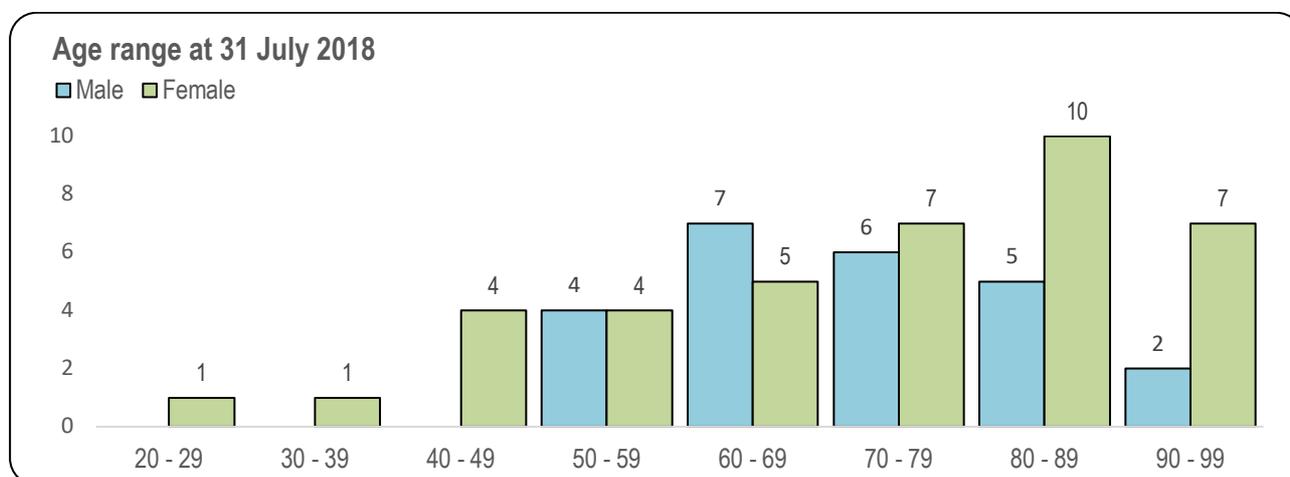
Of the 63 beneficiaries, 39 or 62% were female and 24 or 38% male. Of the females, 25 were dependants and 14 had a direct relationship to ICOSA. Of the 24 males, only 1 was a dependant.

## Household

At 31 July 2018, 26 or 41% of the beneficiaries were widowed, 9 or 14.5% were single, 9 or 14.5% were divorced/separated and 19 or 30% were couples. Of the 19 couples, 10 of the beneficiaries were male and 9 were female.

## Age

Of the 19 new applications received during the year, the average age at 31 July 2018 was 54. Of the 63 beneficiaries at the 31 July 2018, the average age was 72. Of these 63 beneficiaries, ages ranged from 29 to 98, with 9 beneficiaries aged 90 or over.



# Report of the Trustees (incorporating the Director's report)

## Location

Of the 63 beneficiaries at 31 July 2018, 51 resided in the United Kingdom and Republic of Ireland and 12 overseas.

The dependant beneficiaries who were resident in the ICSA divisions of Malaysia and New Zealand, had been in receipt of assistance at 17 December 1992 and both were female dependants of former ICSA members.

The beneficiary in Australia is a former member of the Kenya branch and was on the register for UKRIAT.

	2018	2017	2016	2015	2014
UK & RI	51	54	60	72	74
Channel Islands	2	1	1	1	1
Australia	1	1	1	1	1
Cameroon	0	1	1	1	1
India	2	1	1	1	1
Kenya	1	1	1	1	1
Malawi	1	1	1	1	1
Malaysia	1	1	1	1	1
Monaco	0	1	0	0	0
New Zealand	1	1	1	1	2
Sri Lanka	3	3	4	3	3
<b>Total(s)</b>	<b>63</b>	<b>66</b>	<b>72</b>	<b>83</b>	<b>86</b>

## Financial support provided to beneficiaries

During the year, the Trust considered 102 case papers (2017: 60) and considered the provision of assistance specific to the distinct needs and requests of the beneficiaries. Regular payments were provided to assist with every day needs, emergency alarms, television licence fees and to assist with telephone line, mobile rental and broadband subscription. Christmas gifts to a total of £4,328 and winter grants to a total of £3,600 were made. Examples of irregular grants included payment of ICSA membership subscriptions, the cost of essential car maintenance and payment of a stair lift warranty.

**'It is a great help as I am not able to get out very much now (being 96) so I appreciate being able to have a warm house'.**

Widow aged 96

Total benevolence from 1 August 2017 to 31 July 2018 was £53,925 (2017: £49,483). This figure, divided by the 63 beneficiaries at the year end, provided an average amount of £855.95 per beneficiary (2017: £750 in respect of 66 beneficiaries).

**'If I ever have a change in my fortunes, I would gladly repay the support being offered a hundredfold... Thanks so much to you and the Support and Grants Committee for your assistance'.**

ACIS married male aged 64

Noting the average relationship with a beneficiary of 11.52 years, an estimated long term benevolence commitment per beneficiary might be in the region of £9,860.57 (£855.95 x 11.52 years).

**'Please express my sincere thanks to the ... Committee for their generous decision to continue to offer me the financial support for a further year'.**

Widow aged 81 who has been a beneficiary for over 30 years

## Training event for volunteers

In April 2018, the Trust held its biennial training and networking event for trustees, Support and Grants Committee members and volunteer visitors in Cardiff. Mindful that as at 31 July 2018, 41% of beneficiaries were widowed, a half-day session was devoted to training with Cruse Bereavement Care. Presentations were also received from Chimento who provide career guidance support and Independent Age who provide telephone and face to face friendship services.

# Report of the Trustees (incorporating the Director's report)

## Visits to beneficiaries

Mindful that the average age of beneficiaries is 72 and that 70% of beneficiaries live alone, visitors provide an invaluable act of friendship and a listening ear. This befriending service can sometimes continue after the cessation of financial support. As at 31 July 2017 the Trust was assisted by 31 volunteer visitors in the UK, which include a number of trustees and Support and Grants Committee members. During the financial year, three visitors retired from visiting bringing the total number of visitors to 28 as at the 31 July 2018. Trustees applaud the efforts and commitment of the visitors who generously give up their time to assist the Trust and its beneficiaries. Visitors also signpost beneficiaries to other agencies and assist where appropriate with the completion of applications for other benefits, such as Attendance Allowance or to other charities. Trustees aim that every UK beneficiary should have the opportunity to receive two contacts a year from a visitor. The number of visits in a year varies for each visitor. While it is possible that a visitor might not be called upon until a beneficiary came forward in their area, there are also areas where the Trust has no or few visitors.

At 31 July 2018, of the 34 beneficiaries in the UK and Republic of Ireland who were either new applicants or kept under review, 28 had been assigned a visitor, with an achievement of 82%. Of these 28, over 28 visits or calls were made. 19 beneficiaries received at least one contact, and of these 19, 6 received two or more contacts.

	31 July 2018	31 July 2017
Beneficiaries in UK & RI	34	38
Number of visitors	28	31
% of visitors to beneficiaries	82%	82%
Assigned visitors	82%	71%
At least one contact	56%	63%
At least two contacts	18%	26%

## Bursaries and prizes

### ICSA Level 4 Certificate in Charity Law and Governance

The Trust offers two bursaries a year to small charities to meet 50% of the course fees. Trustees were pleased to be able to award a bursary to Jill Francis Davies, the CEO and Company Secretary of South Ham CVS. The charity operates in Devon to promote any charitable purposes for the benefit of the Community in the local government district of South Ham and to bring together in council representatives of the voluntary organisations and statutory authorities within the area of benefit. Jill Francis Davies advised that:

'Studying for the Charity Law & Governance Certificate has enhanced my knowledge in areas of charity law which I had not previously looked at in detail. It has helped me develop skills in arranging meetings and increased my awareness of what governance is and needs to focus on. I have been able to share my learning with trustees and in the workshops and advice which we deliver to not for profit groups in Devon.'

### Tom Morrison Essay Prize

Trustees are delighted to continue to assist the ICSA competition in partnership with ShareGift. This was the third year of the competition in memory of Tom Morrison FCIS, who was an active ICSA member and a highly regarded and influential member of the share registration industry. Submissions were sought to discuss:

'It has been said that governance failures usually happen within the subsidiary structure of a large business, but all governance focus tends to be at the main board level. Is the focus on the right area and, if not, what improvements could be made?'

The prize of £1,000 was awarded to Elizabeth Colvin who was based in the UK. The runner up prize of £500 was awarded to Indira Ramkissoon-Rambharose of Trinidad.

# Report of the Trustees (incorporating the Director's report)

## Prizes awarded for ICSA Chartered Secretaries Qualifying Scheme

The ICSA Chartered Secretaries Qualifying Scheme (CSQS) comprises 2 levels, each with 4 modules. The Health Service Governance module is an alternative option to the module on Corporate Governance. The Trust awards prizes to the top placed candidates' in line with the grant aid policy for prizes. The total cost of prizes awarded from the discrete resources managed for prizes was £3,500 (14 prizes at £250) and from the education and research resources £950 (2 prizes of £300, 1 prize of £250 and 1 prize of £100). Trustees applaud the achievements of the successful candidates as follows:

Named Prizes	Level one modules	November 2017 examinations	June 2018 examinations
C R Heathcock Prize & Award	Financial Reporting and Analysis	Ian Burrige, Nottingham	Ross Murray, Edinburgh
C R Heathcock Prize & Award (ICSA funded)	Financial Reporting and Analysis	Ruth Glover, Guernsey	N/A
C R Heathcock Prize & Award (ICSA funded)	Financial Reporting and Analysis	Fezah Yashoda, Mauritius	N/A
Sir Ernest Clarke Prize	Applied Business Law	Ross Murray, Edinburgh	Sally Caswell, Manchester
J F Clark Prize	Corporate Law	Krystyna Stec, Bristol	Connie, MacCurrach, London
J C Mitchell Prize	Corporate Governance	Alice Bussell, Bristol	Sarah Morgan, Cardiff
Roy Wilson Memorial Prize	Health Service Governance	No candidate met criteria	No candidate met criteria

Named Prizes	Level two modules	November 2017 examinations	June 2018 examinations
A W Goodbody Prize	Financial Decision Making	David Swinn, Yorkshire	John Grocott, London
Beatrice Reid Prize	Strategy in Practice	Alistair Barry, Cambridge	Theo Clarke, London
T P Rogers Prize	Corporate Secretarial Practice	Marie Cheekoussen, Mauritius	Mark Dunlop, Jersey
T P Rogers Prize (ICSA funded)	Corporate Secretarial Practice	Rebecca Clarke, Southampton	N/A
H W Waller Butter Prize	Chartered Secretaries Case Study	No candidate met criteria	No candidate met criteria

### Ralph Bell Prize

The pass finalist with the best performance at each examination session is awarded the Ralph Bell Prize to the value of £300. This award is managed within the education and research resources. Following the November 2017 examinations, the prize was awarded to Louise Silk of London. Following the June 2018 examinations, the prize was awarded Stephen Robinson of London

### Manchester and District Centenary Prize

The award was made possible, following a proposal for a regional prize from the former Manchester and District Branch to mark it's Centenary, and has been funded by generous donations specifically for this prize. The prize of £100 was awarded for the 2017 calendar year to David Travis of Manchester.

# Report of the Trustees (incorporating the Director's report)

## **The Queen Elizabeth II Commonwealth Prize**

During 2016 to 2017, trustees were proud to be awarded a charitable gift of £2,500 from The Patron's Fund to enable the provision of a new prize named 'The Queen Elizabeth II Commonwealth Prize'. The Patron's Fund was established to acknowledge and celebrate the work of the charitable organisations for which Her Majesty The Queen acts as a Patron, on the occasion of Her Majesty's 90th birthday. The invitation to apply was extended to Patron's Organisations that had an associated charity that primarily supported the work of the Patron's Organisation.

The funding of the prize is matched by the Trust. An annual prize of £250 is awarded to a student from an ICSA Associated Territory outside of the UK, Crown Dependencies and Republic of Ireland, who obtained the highest mark in the ICSA Chartered Secretaries Qualifying Scheme. The second recipient of The Queen Elizabeth II Commonwealth Prize was Venoukha Radhakisson of Mauritius, who obtained a distinction in Corporate Law. Venoukha Radhakisson advised that this award:

"is indeed a great initiative and this is somewhat a validation that my hard work is being recognised and appreciated. The award in itself is truly amazing and I couldn't think of any better way to congratulate the people who have gone the extra mile to be privileged with this award."

## **Education and research grants to external organisations**

### **Association of Chairs – 'Chairs Challenge Series'**

Trustees were pleased to award during 2016 to 2017, a grant of £4,000 to the Association of Chairs, to support the development of a briefing in the 'Chair's Challenge Series' entitled 'Managing difficult board dynamics'. The briefing was launched in December 2017 at the headquarters of ICSA and was attended by the Chairman of Trustees.

The Association exists to raise the performance of voluntary sector chairs, maximising the effectiveness of charities for the communities they serve. Founded in 2013, it aims to serve Chairs by providing information, commissioning research, enabling peer support, networking and developing the standard of governance.

## **Links with external organisations**

The Trust continued its membership of the Association of Charitable Organisations, Charity Finance Group and the Institute of Fundraising. The Chairman of Trustees was also a member of the Association of Chairs. Further information on these organisations can be found on [www.aco.uk.net](http://www.aco.uk.net), [www.cfg.org.uk](http://www.cfg.org.uk), [www.institute-of-fundraising.org.uk](http://www.institute-of-fundraising.org.uk) and [www.associationofchairs.org.uk](http://www.associationofchairs.org.uk)

## **Promotion**

The Chartered Secretaries' Charitable Trust is promoted through the ICSA website and the ICSA Governance and Compliance magazine. Awareness is also raised by the mention of the Trust on the ICSA's membership subscription reminder. Where a potential hardship has been identified, the ICSA's Members and Students team, discreetly forward information to graduates, members and students and where appropriate their dependants. This important liaison continues to be the key source of applications. The opportunity of benevolence is promoted more broadly through the activities of the ACO and in grant aid directories. Enquiries are also received via other agencies and benevolent funds.

# Report of the Trustees (incorporating the Director's report)

## Statement of fundraising regulation disclosures

Trustees have not employed any third party to fundraise on their behalf, nor has the Trust conducted any fundraising activity in the year. The Trust will not accept a donation given by someone who knowingly lacked capacity at the time of donating and if this information later materialised, would promptly return the donation. During the year, no complaints have been received about our fundraising.

The Trust is pleased to accept donations, which can be made by cheque payable to The Chartered Secretaries' Charitable Trust, online when paying ICSA membership subscriptions or by direct debit. The Trust is also pleased to accept donations through the Charities Aid Foundation (CAF). For more information visit: [www.cafonline.org/my-personal-giving](http://www.cafonline.org/my-personal-giving)

## Charitable contributions received

While the Trust does not actively fundraise, trustees are most appreciative of the generous donations of ICSA members. Where these are to be applied at the discretion of trustees, all individual donations up to £5,000 will be applied to support the Education and Research objects. For the year, donations totalled £10,613 (2017: £5,974).

During the year, interest free loans that had been made to beneficiaries were repaid to a total of £2,250 (2017: £2,750) and the Trust was advised of legacies to a total of £159 (2017: £6,032).

## Investments

Trustees continue to receive regular valuations of the investments and monitor performance closely, seeking independent professional opinion where and when appropriate. Trustees determine that a low risk investment strategy to preserve the capital remains appropriate. As at 31 July 2018, taking into account the unrealised gains and losses arising as a result of revaluation and/or the sale of investments, the market value of the investments in respect of benevolence was £5,709,702, education and research £276,047 (unrestricted funds of £203,701 and restricted funds of £72,346) and prizes £88,634. (2017: £5,858,777, £248,980 (unrestricted funds of £183,727 and restricted funds of £65,253) and £88,273).

# Report of the Trustees (incorporating the Director's report)

## Financial review

### Investment powers

The assets are invested in accordance with the requirements of the Trustee Act 2000.

### Financial policy and control

The assets held by The Chartered Secretaries' Charitable Trust are the key source of funding the charitable expenditure and support costs. The assets that were transferred to the Trust from the ICSA Benevolent Fund, ICSA Education and Research Foundation and ICSA Prize Fund, along with any bequests or donations received in the name of the original charities, will continue to be applied for their distinctive purposes and will be held separately from each other. Where the use of a gift had not been specified, receipts up to an amount of £5,000 would be used to support the Education and Research objects. All receipts of £5,000 or more would be considered separately and due diligence would be undertaken to ensure that trustees have a reasonable degree of confidence about the provenance of the donation and that there is no reason to believe it is suspicious.

In addition to new donations and other income, only capital appreciation of the benevolence assets from 1 August 2013 can be used to provide support to the beneficial classes of affiliate members, graduates, students, professional subscribers and past and present employees of the Institute in UKRIAT and/or their dependants.

The provision of financial support to individuals is guided by our grant aid policy and these discrete amounts are decided on consideration of the beneficiary's circumstances. In order to inform the budgetary process for the overall distribution of support and long term planning, trustees determine the sum available for distribution, currently linked to an average figure of benevolence per beneficiary. For 2017 to 2018, this average amount for budgetary purposes was £1,000 per beneficiary. This point of reference is reviewed annually and takes account of inflation if applicable.

In furtherance of the Benevolence objects, the assets are held as accumulation units in a Cash Trust with Legal and General Investment Management Limited. In furtherance of the Education and Research objects and the Prize objects, the assets are held in separate Charities Official Investment Fund (COIF) accumulation unit accounts with CCLA Investment Management Limited. Cash is held in the COIF Charities Official Investment Deposit Fund and a Lloyds Bank plc current account. Any excess cash held is reinvested to support future calls upon the Trust.

The Trust does not participate in social impact investment. Trustees have prepared a separate responsible investment policy.

Regular management accounts and investment reports were received by the Trustees, who were also involved in the setting and agreement of the financial forecasts. Trustees noted their satisfaction with the performance, given that it had been achieved without taking any undue risks.

The Trustees and the Support and Grants Committee do not receive any payment, other than reimbursement of appropriate expenses that have necessarily occurred in the undertaking of their charitable duties.

# Report of the Trustees (incorporating the Director's report)

## Responsible investment policy

### Responsible investment objectives:

In line with the Charities SORP (FRS 102), the trustees have considered the extent to which social, environmental or ethical factors should be taken into account in the selection, retention and realisation of investments. They believe their duty is to act in the best financial interests of the Trust and are required to balance returns against risk. This is not a question of maximising returns; risks matter just as much as returns and the trustees should take account of financially material risks.

### Responsible investment tools and approaches:

Investment based on ethical considerations is a well established approach adopted by many charities. A negative screen, such as the exclusion of investments based on criteria such as 'no tobacco', is often adopted owing to an alignment with charitable objectives. Positive screening or best in class aims to invest only in securities that possess positive ethical attributes, such as low environmental emissions. The trustees have chosen not to adopt an explicit ethical investment policy given the charity's belief that the appointed Investment Managers are best placed to assess the balance of risk versus reward. Nonetheless, the trustees acknowledge the pertinence of the Charity Commission guidance CC14 'Charities and investment matters: a guide for trustees', which recommends that trustees should "have regard to other factors that will influence the level of return, such as the environmental and social impact of the companies invested in and the quality of their governance."

Responsible investment encompasses corporate governance, shareholder engagement and social and environmental considerations, now more generically described as environmental, social and governance ('ESG') issues.

The trustees attach particular importance to the maintenance of good standards of ESG by companies in which the charity invests. The trustees believe that institutional investors have a general fiduciary responsibility to ensure that investments are managed in the long-term interest of their beneficiaries and asserts that shareholder value can be improved through constructive consultation and engagement with companies and wider ESG initiatives. The trustees strongly support the UK Stewardship Code published by the Financial Reporting Council and encourage their fund managers to adopt it. The CC14 guidance provides trustees with permission to consider non-financial factors relating to their mission objectives in investment decision-making.

### Working with asset managers

The trustees have delegated to the investment managers the responsibility for assessing the impact of ESG factors, in conjunction with all others that may affect a company's financial or share price performance, when making investment decisions. They expect the investment managers to take into account ESG considerations when selecting, retaining, monitoring and realising investments, where these factors are likely, in the Investment Manager's view, to have a material impact on the performance of the portfolio.

The trustees will continually monitor the activities and engagements of the investment manager's in respect of ESG factors. The trustees also look very favourably upon the United Nations-supported Principles for Responsible Investment (PRI) and encourage investment managers to adopt the principles and be active participants in the responsible investment arena. Furthermore, the trustees look favourably upon investment managers who:

- have their own responsible investment policy;
- can demonstrate how they integrate ESG issues into their investment decisions;
- are transparent about voting and engagement practices and explain their rationale;
- seek the views of their clients in relation to ESG issues and engagement activities;
- conduct research on ESG issues;
- make regular and comprehensive reports to clients on responsible investment activities.

# Report of the Trustees (incorporating the Director's report)

The trustees have examined the issues in relation to corporate governance and on the exercise of voting rights. The trustees recognise that good corporate governance creates the framework within which a company can be managed in the long-term interests of shareholders.

In particular, voting at Annual and Extraordinary General Meetings, as well as Bondholder meetings, on all matters raised, which may include the election of directors, the issuance of equity and the appointment of auditors and on executive remuneration are fundamental in protecting shareholder interests. However, good stewardship extends beyond voting and the trustees expect their Investment Managers to engage with investee companies in parallel with the application of the UK Stewardship Code (and their global equivalents) as appropriate.

For pooled assets, the trustees recognise that the investment manager on behalf of all participants in the pooled fund sets the policy on ESG considerations and expects periodic reporting on this. The trustees will take this policy into account when selecting and reassessing the existing contracts and the underlying pooled vehicles in which the assets are invested.

Having considered these issues, the trustees are satisfied that its investment managers' policies on ESG, the exercise of voting rights and stewardship generally, reflect the key principles. The trustees have thus delegated their responsibility in relation to corporate governance (including voting rights) to the investment managers, and will monitor the investment managers' exercise of such powers.

The trustees take the investment managers' policies into account in relation to responsible investment and stewardship in reviewing the appropriateness of the current investment managers and will do the same in appointing any additional investment managers.

## Reserves policy

The reserves policy is reviewed on a regular basis, not less than annually. Trustees receive monthly investment reports, obtain advice from an independent investment advisor and regularly assess income, expenditure and reserve requirements over the immediate and longer term to further the charitable objectives and to cover the cost of managing and administering the charity. As at 31 July 2018, net assets to a total of £6,075,256 were held (2017: £6,224,355). Trustees are required to hold separately the assets that support the three distinctive charitable objects of benevolence, prizes, and education and research. The breakdown of the assets, along with the incoming and outgoing resources for the year was as follows:

<b>Fund</b>	<b>Classification</b>	<b>Net assets 2018 £</b>	<b>Net assets 2017 £</b>
<b>Benevolence:</b>	Unrestricted funds	5,706,134	5,886,433
<b>Education and Research:</b>	Unrestricted funds	205,982	186,939
<b>Total unrestricted</b>		<hr/> 5,912,116	<hr/> 6,073,372
<b>Education and Research:</b>	Restricted funds	76,256	69,513
<b>Prizes:</b>	Expendable endowment funds	86,884	81,470
<b>Total funds</b>		<hr/> <hr/> 6,075,256	<hr/> <hr/> 6,224,355

## **Report of the Trustees (incorporating the Director's report)**

As at 31 July 2018, the total value of the investments held in furtherance of all the charitable objectives was £6,074,383 (2017: £6,196,030). As the Trust invests in accumulation units, trustees sell units to provide resources to pay for expenditure.

Trustees consider it prudent to maintain Benevolent fund reserves of at least £5 million. The Trust requires a level of reserves that can provide capital appreciation and/or income to meet the costs of its responsibilities to beneficiaries both current and future, to provide for support costs and to meet any contingency that may arise. Trustees draw down on the original capital to provide support to members of ICSA and/or their dependants, and to provide for volunteer expenditure and support costs. Trustees draw down on the capital appreciation and on income receipts to provide support to employees, graduates and students.

To ensure the longer-term viability for the Trust to pursue the prize and the education and research objects, prior to the agreement of grants and prizes, trustees carefully consider the impact that the level of provision would have on the reserves. In respect of the Prize Fund, when the expendable endowment held within a 'Named Prize' is exhausted, the awarding of the prize is discontinued. Trustees have also taken steps within the financial policy, to use unspecified receipts up to a value of £5,000 to assist with the delivery of the Education and Research objects.

### **Going Concern**

The trustees have made their assessment of their charity's ability to continue as a going concern to assure themselves of the validity of these assumptions when preparing their accounts. In making this assessment, the charity's trustees have taken into account all available information about the future for at least, but not limited to, 12 months from the date the accounts are approved.

# Report of the Trustees (incorporating the Director's report)

## Plans for future periods

### Governance

Trustees will be welcoming a new member to the Board of Trustees and may be recruiting for a new member to the Support and Grants Committee.

Policies will continue to be reviewed whilst observing good practice guidance such as the Charity Governance Code and trustees are for example, implementing formal appeals and complaints policies and procedures. With due regard to compliance and the EU General Data and Protection Regulation, trustees will be requesting that all visitors participate in Data protection training organised by the Trust.

### Strategy

Trustees aim to significantly increase the numbers of beneficiaries that the Trust assists over the next five years. To increase the benefit to the public the Trust serves, trustees will continue to seek cost effective means to communicate the potential of assistance from the Trust and explore the development of new appropriate services to help address the causes of poverty, rather than just the symptoms, whilst ensuring compliance with all legal requirements. With an increased number of beneficiaries in mind, trustees aim to increase the number of volunteer visitors, particularly in locations where there were few or no visitors, to ensure that face to face assistance can be given to beneficiaries applying to the Trust.

While the Trust does not actively fundraise, trustees aim to replenish the resources available to support its education and research objects and seek to fund innovative research into good governance and charities for the public benefit.

### Public benefit

The trustees confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the Trust's aims and objectives and plan to build on its offering. In respect of benevolence, measures were put in place in 2013 to increase the public benefit provided by broadening the charitable objects to include the consideration of support to graduates, students and past and present employees and former employees of the ICSEA, along with their dependants. Trustees strive to increase the benefit it provides to more individuals who are in need. Public benefit is also embedded in its grant aid policy for Education and research and Trustees offer bursaries to charities to undertake the ICSEA Level 4 Certificate in Charity Law and Governance.

### Investments

While trustees noted satisfaction with the performance of the investments in the current climate, and the Trust's ability to respond to the current pattern of requests for support, trustees will continue to monitor regularly performance and calls on the Trust, and invite the Investment Advisor to provide guidance as appropriate. Trustees will however be reviewing the investment strategy in the current year.

### 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.

# Statement of Trustees'/Directors' responsibilities

Company law requires Trustees, who are also the Directors of the charitable company, to prepare financial statements for each financial period. Under that law the Directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Charity and company law requires trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company 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 company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislations in other jurisdictions.

**By order of the Board**



**F Curtiss FCIS FCMA**  
Chairman  
30 January 2019

# Independent Auditor's report

## Opinion

We have audited the financial statements of The Chartered Secretaries Charitable Trust for the year ended 31 July 2018 which comprise the Statement of Financial Activities, the Balance sheet, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 July 2018 and of the charitable company's net movement in funds, including the 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.

## Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## Responsibilities of trustees for the financial statements

As explained more fully in the trustees' responsibilities statement set out on page 24, 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, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

## Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

## Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

# Independent Auditor's report

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

## Other information

The trustees are responsible for the other information. The other information comprises the information included in the Trustees' Annual Report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

## Opinions on other matters 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 (which includes the strategic report and the directors' report prepared for the purposes of company law) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the strategic report and the directors' report included within 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 charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Annual Report (which incorporates the strategic report and the directors' report).

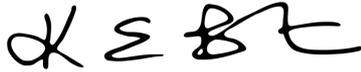
We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept by the charitable company; or
- the charitable company 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

# Independent Auditor's report

## Use of our report

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 charitable 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Kathryn Burton (Senior Statutory Auditor)  
For and on behalf of haysmacintyre, Statutory Auditors  
Date: 31 January 2019

10 Queen Street Place  
London  
EC4R 1AG

# Statement of financial activities

(Incorporating an Income and Expenditure account)

For the year ended 31 July 2018

	Notes	Unrestricted funds £	Expendable Endowment funds £	Restricted funds £	Total funds £	2017 Total funds £
<b>Income from:</b>						
Donations and legacies	2	10,772	-	-	10,772	12,006
Investment Income	3	1,104	-	-	1,104	6,289
Other income	4	2,250	-	-	2,250	2,750
<b>Total</b>		<b>14,126</b>	<b>-</b>	<b>-</b>	<b>14,126</b>	<b>21,045</b>
<b>Expenditure on:</b>						
Charitable activities	5	(168,989)	-	(350)	(169,339)	(154,691)
Raising funds	6	(7,612)	-	-	(7,612)	(9,488)
Support costs	7	(48,824)	-	-	(48,824)	(30,728)
<b>Total</b>		<b>(225,425)</b>	<b>-</b>	<b>(350)</b>	<b>(225,775)</b>	<b>(194,907)</b>
Net gains on investments	10	46,543	8,914	7,093	62,550	93,246
<b>Net income</b>		<b>(164,756)</b>	<b>8,914</b>	<b>6,743</b>	<b>(149,099)</b>	<b>(80,616)</b>
Transfer between funds		3,500	(3,500)	-	-	-
<b>Net movement in funds</b>		<b>(161,256)</b>	<b>5,414</b>	<b>6,743</b>	<b>(149,099)</b>	<b>(80,616)</b>
<b>Reconciliation of funds</b>						
Total funds brought forward		6,073,372	81,470	69,513	6,224,355	6,304,971
Total funds carried forward		5,912,116	86,884	76,256	6,075,256	6,224,355

All amounts in the SOFA relate to continuing operations. The charitable company has no recognised gains and losses other than those shown above and therefore no separate statement of total recognised gains and losses has been presented.

Notes on pages 29 to 38 form an integral part of these financial statements.

# Balance sheet

At 31 July 2018

	Notes	2018 £	2017 £
<b>Fixed assets</b>			
Tangible fixed assets	9	1,234	94
Investments	10	6,074,383	6,196,030
<b>Total fixed assets</b>		<u>6,075,617</u>	<u>6,196,124</u>
<b>Current assets</b>			
Debtors falling due within one year	11	9,673	6,166
Cash and cash equivalents	12	32,000	37,655
		<u>41,673</u>	<u>43,821</u>
<b>Less - Creditors falling due within one year</b>	13	<u>(42,034)</u>	<u>(15,590)</u>
<b>Net current assets</b>		(361)	28,231
<b>Net assets</b>		<u>6,075,256</u>	<u>6,224,355</u>
<b>The funds of the charity:</b>			
Unrestricted funds	14	5,912,116	6,073,372
Restricted funds	14	76,256	69,513
Expendable endowments	14	86,884	81,470
<b>Total charity funds</b>		<u>6,075,256</u>	<u>6,224,355</u>

Notes on pages 29 to 38 form an integral part of these financial statements.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

These financial statements were approved by the Board and authorised for issue on 30 January 2019.

Signed on behalf of the Board



F Curtiss FCIS FCMA  
**Chairman**  
Company no. 8602517

# Statement of cash flows

	2018 £	2017 £
<b>Cash flows from operating activities</b>		
Net (expenditure)/income for the reporting period	(149,099)	(80,616)
Adjustments for:		
Depreciation charge	248	280
Gains on investments	(62,550)	(93,246)
Investment income	(1,104)	(6,289)
(Increase)/decrease in debtors	(3,507)	112,339
Increase/(decrease) in creditors	26,444	(41,141)
<b>Net cash (used in) /from operating activities</b>	<u>(189,568)</u>	<u>(108,673)</u>
<b>Cash flows from investing activities</b>		
Investment income	1,104	6,289
Purchase of fixed assets	(1,388)	-
Purchase of investments	(1,068)	(3,121,464)
Proceeds from sale of investments	185,265	3,133,738
<b>Net cash provided by investing activities</b>	<u>183,913</u>	<u>18,563</u>
Change in cash and cash equivalents in the reporting period	<u>(5,655)</u>	<u>(90,110)</u>
Cash and cash equivalents at the beginning of the reporting period	37,655	127,765
Cash and cash equivalents at the end of the reporting period	<u><u>32,000</u></u>	<u><u>37,655</u></u>

## Analysis of changes in net debt

	At 01 August 2017 £	Cash flows £	Other Changes £	At 31 July 2018 £
Cash in hand and at bank	37,655	(5,655)	-	32,000
Debt due within one year	6,166	3,507	-	9,673
	<u>43,821</u>	<u>(2,148)</u>	<u>-</u>	<u>41,673</u>

# Notes to the financial statements

For the year ended 31 July 2018

## Statement of compliance

These financial statements have been prepared for the year ended 31 July 2018 and present information about the charity.

The financial statements have been prepared in accordance with the Accounting and Reporting by Charities 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 (FRS 102) (effective 1 January 2015) – (Charities SORP 2015 (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

### 1. Accounting policies

The principle accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

#### a) Basis of preparation

The financial statements have been prepared on a going concern basis under the historical cost convention, as modified by the recognition of certain financial assets and liabilities measured at fair value.

#### b) Critical estimates and judgements

The most significant areas of judgement and key assumptions that affect items in the financial statements are to do with investment valuation.

With respect to the current year and future reporting periods the most significant areas of uncertainty that affect the carrying value of assets held by the charity are the level of investment return and the performance of the investment markets.

#### c) Going concern

The trustees have a reasonable expectation that they have adequate resources to continue activities for the foreseeable future as stated within the Report of Trustees. Accordingly they continue to adopt the going concern basis of preparing the financial statements.

#### d) Revenue recognition

Income is recognised when the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

1. Legacies – a receipt of a legacy is recognized when it is probable that it will be received. Receipt is normally probable when there has been a grant of probate, the executors have established that there are sufficient assets in the estate after settling any liabilities, to pay the legacy; and that any conditions attached to the legacy are either within the control of the Charity or have been met.

2. Interest on funds held on deposit is included when receivable, this is normally upon notification of the interest paid or payable by the Bank

3. Dividend income is recognised upon receipt.

4. Donations are accounted for when received.

5. Donated services are recognised on the economic value of the services provided as if the charity had incurred the expenditure originally, Diligent Boardbooks has given the charity 3 years free access to its online portal and if the charity was to bear the cost it would be

# Notes to the financial statements

For the year ended 31 July 2018

equivalent to £4,500 per year. This contract started on the 1 August 2017 and will run for 3 years until 31 July 2020. This expenditure has been shown in support costs of the charity.

## e) Expenditure

### 1. Charitable activities

Expenditure is accounted for on an accruals basis and has been classified under the principal category of 'charitable activities'. This classification comprises expenditure directly attributable to charitable activities.

Where no conditions are attached to the awarding of a grant, it is accounted for in full in the year in which it has been awarded. Prizes are recognised immediately upon the necessary awarding conditions being met.

Loans to beneficiaries are expensed in the year in which the loan is awarded. Repayments of beneficiary loans are taken to incoming resources when recovered.

### 2. Raising funds - are investment management costs.

3. Support costs – are those costs which enable fund generating and charitable activities to be undertaken. Where costs relate to more than one expenditure category, costs are apportioned on an appropriate and consistent basis, other support costs, include the costs of compliance with constitutional and statutory requirements and include auditor's remuneration.

## f) Fund structure

Income and expenditure are allocated to particular funds according to their purpose.

### 1. Unrestricted funds

The unrestricted funds comprises income received without restrictions, and which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charitable company.

### 2. Restricted funds

Restricted funds are subject to specific restrictions imposed by donors.

### 3. Expendable endowment funds

Expendable funds held to generate income for charitable purposes.

## g) Tangible fixed assets

Fixed assets are depreciated over their estimated useful lives on a straight line basis to give a nil residual value as follows;

Computers -	3 years
-------------	---------

## h) Investments

Pooled investment vehicles are stated at bid price for funds with bid/offer spreads, or single price where there are no bid/offer spreads as provided by the investment manager. These investments are stated at market value at the balance sheet date.

All gains and losses are taken to the Statement of Financial Activities as they arise.

## i) Taxation

The Chartered Secretaries' Charitable Trust as a registered charity is exempt from income tax under part 10 of the Income Tax Act 2007 or section 256 of the Taxation of the Chargeable Gains Act 1992, to the extent that losses and surpluses are applied to its charitable objects.

# Notes to the financial statements

For the year ended 31 July 2018

## 2. Income from Donations and Legacies

	<b>Total 2018 £</b>	<b>Total 2017 £</b>
<b>Donations</b>		
Donations - benevolence	2,555	1,371
Donations - in kind	4,500	-
Donations - trustee discretion	1,342	2,103
Donations - education	50	2,500
Gift aid donations - benevolence	1,646	-
Gift aid donations - trustees discretion	520	-
	<u>10,613</u>	<u>5,974</u>
<b>Legacies</b>		
Legacies - benevolence	159	5,532
Legacies - trustee discretion	-	500
	<u>159</u>	<u>6,032</u>
Total	<u><u>10,772</u></u>	<u><u>12,006</u></u>

## 3. Income from Investments

	<b>Total 2018 £</b>	<b>Total 2017 £</b>
Dividends	1,068	6,236
Interest - education	7	53
Interest - benevolence	29	-
	<u>1,104</u>	<u>6,289</u>

## 4. Other Income

	<b>Total 2018 £</b>	<b>Total 2017 £</b>
Interest free loans repaid	2,250	2,750
	<u>2,250</u>	<u>2,750</u>

# Notes to the financial statements

For the year ended 31 July 2018

## 5. Charitable activities

	Direct costs 2018 £	Support costs 2018 £	Total 2018 £	Total 2017 £
<b>Benevolence</b>				
Alarms	638	-	638	991
Benevolence Allowances	31,147	-	31,147	27,169
Irregular grants	1,369	-	1,369	4,516
Winter grants	3,600	-	3,600	3,300
Christmas grants	4,328	-	4,328	4,813
Rentals & Licences	6,806	-	6,806	6,927
ICSA membership subscriptions	3,097	-	3,097	1,767
Interest free loans	2,940	-	2,940	-
<b>Total benevolence</b>	<b>53,925</b>	<b>-</b>	<b>53,925</b>	<b>49,483</b>
Benevolence volunteer costs	-	12,623	12,623	742
Recharge of salary costs	-	60,582	60,582	59,989
Committee expenses	-	2,337	2,337	2,163
ICSA Management charge	-	27,825	27,825	27,014
Bank charges	-	411	411	300
Office costs	-	4,936	4,936	4,600
<b>Education &amp; Research</b>				
Prizes awarded(Ralph Bell)	600	-	600	600
Prizes awarded(Manchester & District)	100	-	100	-
Prizes awarded (Patrons fund)	250	-	250	250
Prizes awarded (Tom Morrison Essay Prize)	1,500	-	1,500	1,500
Bursary	750	-	750	750
Grants	-	-	-	4,000
<b>Prizes</b>				
Prizes awarded	3,500	-	3,500	3,300
<b>Total Expenditure on Charitable activities</b>	<b>60,625</b>	<b>108,714</b>	<b>169,339</b>	<b>154,691</b>
	Direct costs 2017 £	Support costs 2017 £	Total 2017 £	Total 2016 £
<b>Benevolence</b>				
Alarms	991	-	991	983
Benevolence Allowances	27,169	-	27,169	23,680
Irregular grants	4,516	-	4,516	4,318
Winter grants	3,300	-	3,300	3,500
Christmas grants	4,813	-	4,813	4,626
Rentals & Licences	6,927	-	6,927	4,382
ICSA membership subscriptions	1,767	-	1,767	2,123
Interest free loans	-	-	-	1,930
<b>Total benevolence</b>	<b>49,483</b>	<b>-</b>	<b>49,483</b>	<b>45,542</b>
Benevolence volunteer costs	-	742	742	10,880
Recharge of salary costs	-	59,989	59,989	60,393
Committee expenses	-	2,163	2,163	1,516
ICSA Management charge	-	27,014	27,014	26,227
Bank charges	-	300	300	243
Office costs	-	4,600	4,600	3,807
<b>Education &amp; Research</b>				
Prizes awarded(Ralph Bell)	600	-	600	600
Prizes awarded (Patrons fund)	250	-	250	-
Prizes awarded (Tom Morrison Essay Prize)	1,500	-	1,500	1,500
Bursary	750	-	750	-
Grants	4,000	-	4,000	30,000
<b>Prizes</b>				
Prizes awarded	3,300	-	3,300	2,750
<b>Total Expenditure on Charitable activities</b>	<b>59,883</b>	<b>94,808</b>	<b>154,691</b>	<b>183,458</b>

# Notes to the financial statements

For the year ended 31 July 2018

## 6. Raising funds

	<b>Total 2018 £</b>	<b>Total 2017 £</b>
Investment advisor	-	1,728
Investment fees	7,612	7,760
	<u>7,612</u>	<u>9,488</u>

## 7. Other support costs

	<b>2018 £</b>	<b>2017 £</b>
<b>Benevolence</b>		
Recharge of salary costs	15,145	14,997
Recruitment fee	100	-
Committee expenses	2,337	2,162
Trustee insurance	5,398	-
Boardbook licence	4,500	-
Audit fee	8,460	4,180
Data protection register	35	35
Companies house fee	13	-
Financial advice	-	(400)
Consultancy	5,880	3,000
ICSA Management charge	6,956	6,754
	<u>48,824</u>	<u>30,728</u>

## 8. Net Income

Net income is stated after charging/(crediting):

	<b>2018 £</b>	<b>2017 £</b>
Depreciation	248	280
Auditors remuneration - audit services	8,460	4,180
Professional fees	-	(400)
	<u>          </u>	<u>          </u>

Staff salaries are borne by ICSA and are recharged to the charitable company through a management charge.

# Notes to the financial statements

For the year ended 31 July 2018

## 9. Tangible fixed assets

	Computer Equipment £	Total £
Cost:		
At 1 August 2017:	5,047	5,047
Additions	1,388	1,388
	<u>6,435</u>	<u>6,435</u>
Depreciation:		
At 1 August 2017	4,953	4,953
Charge for the year	248	248
At 31 July 2018	<u>5,201</u>	<u>5,201</u>
Net Book Value :		
At 31 July 2018	<u>1,234</u>	<u>1,234</u>
At 31 July 2017	<u>94</u>	<u>94</u>

## 10. Investments

	Unrestricted Benevolence £	Unrestricted Education £	Restricted Education £	Expendable Endowment Prizes £	Total £
<b>Market Value at 1 August 2017</b>	5,858,777	183,727	65,253	88,273	6,196,030
Additions to revenue	1,068	-	-	-	1,068
Disposals for operational needs	(176,712)			(8,553)	(185,265)
Gain on investments	26,569	19,974	7,093	8,914	62,550
<b>Market Value at 31 July 2018</b>	<u>5,709,702</u>	<u>203,701</u>	<u>72,346</u>	<u>88,634</u>	<u>6,074,383</u>
	Unrestricted Benevolence £	Unrestricted Education £	Restricted Education £	Expendable Endowment Prizes £	Total £
<b>Historical cost as at 31 July 2018</b>	<u>5,651,152</u>	<u>85,961</u>	<u>27,923</u>	<u>37,460</u>	<u>5,802,496</u>
	Unrestricted Benevolence £	Unrestricted Education £	Restricted Education £	Expendable Endowment Prizes £	Total £
<b>Historical cost as at 31 July 2017 (restated)</b>	<u>5,650,085</u>	<u>85,961</u>	<u>27,923</u>	<u>41,363</u>	<u>5,805,332</u>

# Notes to the financial statements

For the year ended 31 July 2018

## 11. Debtors

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Prepayments	6,961	6,000
Other debtors	2,712	166
	<u>9,673</u>	<u>6,166</u>

## 12. Cash and cash equivalents

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Cash at bank	29,676	35,337
Short term deposits	2,324	2,318
	<u>32,000</u>	<u>37,655</u>

## 13. Creditors

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Trade creditors	14,814	35
Other creditors	-	6,323
Accruals	27,220	9,232
	<u>42,034</u>	<u>15,590</u>

# Notes to the financial statements

For the year ended 31 July 2018

## 14. Analysis of net assets between funds

Analysis of net assets between funds	General Funds £	Restricted Funds £	Endowed Funds £	Total Funds £
Tangible fixed assets	1,234	-	-	1,234
Investments	5,913,403	72,346	88,634	6,074,383
Current assets	37,413	4,260	-	41,673
Current liabilities	(39,934)	(350)	(1,750)	(42,034)
<b>Net assets at 31 July 2018</b>	<b><u>5,912,116</u></b>	<b><u>76,256</u></b>	<b><u>86,884</u></b>	<b><u>6,075,256</u></b>

Analysis of net assets between funds	General Funds £	Restricted Funds £	Endowed Funds £	Total Fund £
Tangible fixed assets	94	-	-	94
Investments	6,042,504	65,253	88,273	6,196,030
Current assets	41,164	4,910	(2,253)	43,821
Current liabilities	(10,390)	(650)	(4,550)	(15,590)
<b>Net assets at 31 July 2017</b>	<b><u>6,073,372</u></b>	<b><u>69,513</u></b>	<b><u>81,470</u></b>	<b><u>6,224,355</u></b>

## 15. The funds of the charitable company

	At 1 August 2017 £	Income £	Expenditure £	Gains and losses £	Balance at 31 July 2018 £
<b>Unrestricted</b>					
Benevolence	5,886,433	12,207	(219,075)	26,569	5,706,134
Education	186,939	1,919	(2,850)	19,974	205,982
<b>Total unrestricted funds</b>	<b><u>6,073,372</u></b>	<b><u>14,126</u></b>	<b><u>(221,925)</u></b>	<b><u>46,543</u></b>	<b><u>5,912,116</u></b>
<b>Restricted</b>					
Ralph Bell Legacy	65,253	-	-	7,093	72,346
Jenkins Gibson Fund	1,115	-	-	-	1,115
Patrons Fund	2,250	-	(250)	-	2,000
Manchester & District Centenary Prize Fund	895	-	(100)	-	795
<b>Total restricted Education funds</b>	<b><u>69,513</u></b>	<b><u>-</u></b>	<b><u>(350)</u></b>	<b><u>7,093</u></b>	<b><u>76,256</u></b>
<b>Expendable endowments</b>					
Prize funds	81,470	-	(3,500)	8,914	86,884
<b>Total Funds (net assets)</b>	<b><u>6,224,355</u></b>	<b><u>14,126</u></b>	<b><u>(225,775)</u></b>	<b><u>62,550</u></b>	<b><u>6,075,256</u></b>

# Notes to the financial statements

For the year ended 31 July 2018

## The Funds of the charitable company (2017)

	At 1 August 2016 £	Income £	Expenditure £	Gains and losses £	Balance at 31 July 2017 £
<b>Unrestricted</b>					
Benevolence	5,999,434	15,889	(184,507)	55,617	5,886,433
Education	170,446	2,656	(6,850)	20,687	186,939
<b>Total unrestricted funds</b>	<u>6,169,880</u>	<u>18,545</u>	<u>(191,357)</u>	<u>76,304</u>	<u>6,073,372</u>
<b>Restricted</b>					
Ralph Bell Legacy	58,052	-	-	7,201	65,253
Jenkins Gibson Fund	1,115	-	-	-	1,115
Patrons Fund	-	2,500	(250)	-	2,250
Manchester & District Centenary Prize Fund	895	-	-	-	895
<b>Total restricted</b>					
<b>Education funds</b>	<u>60,062</u>	<u>2,500</u>	<u>(250)</u>	<u>7,201</u>	<u>69,513</u>
<b>Expendable endowments</b>					
Prize funds	75,029	-	(3,300)	9,741	81,470
<b>Total Funds (net assets)</b>	<u>6,304,971</u>	<u>21,045</u>	<u>(194,907)</u>	<u>93,246</u>	<u>6,224,355</u>

## 16. Trustees' expenses

The trustees received no remuneration during the year. Trustees received a total of £1,033 (2017 £1,309) in respect of travel and subsistence expenses in the year.

## 17. Related Party transactions

During the year ICOSA charged the Trust a management charge of £34,781 (2017: £33,768) for its share of administration costs and £75,727 (2017: £74,986) in respect of staff salaries. All balances outstanding at 31 July 2018 are fully disclosed in these accounts. At 31 July 2018 an amount of £23,003 is outstanding (2017: £Nil). One trustee made a donation of £10 during the financial year (£10 2017).

# Notes to the financial statements

For the year ended 31 July 2018

## 18. 2017 statement of financial activities for comparison

					2016	
	Notes	Unrestricted funds £	Expendable Endowment funds £	Restricted funds £	Total funds £	Total funds £
<b>Income from:</b>						
Donations and legacies	2	9,506	-	2,500	12,006	339,881
Investment Income	3	6,289	-	-	6,289	14,646
Other income	4	2,750	-	-	2,750	5,545
<b>Total</b>		<b>18,545</b>	<b>-</b>	<b>2,500</b>	<b>21,045</b>	<b>360,072</b>
<b>Expenditure on:</b>						
Charitable activities	5	(154,441)	-	(250)	(154,691)	(183,458)
Raising funds	6	(9,488)	-	-	(9,488)	(10,268)
Support costs	7	(30,728)	-	-	(30,728)	(32,874)
<b>Total</b>		<b>(194,657)</b>	<b>-</b>	<b>(250)</b>	<b>(194,907)</b>	<b>(226,600)</b>
Net gains on investments	10	76,304	9,741	7,201	93,246	324,925
<b>Net income</b>		<b>(99,808)</b>	<b>9,741</b>	<b>9,451</b>	<b>(80,616)</b>	<b>458,397</b>
Transfer between funds		3,300	(3,300)	-	-	-
<b>Net movement in funds</b>		<b>(96,508)</b>	<b>6,441</b>	<b>9,451</b>	<b>(80,616)</b>	<b>458,397</b>
<b>Reconciliation of funds</b>						
<b>Total funds brought forward</b>		<b>6,169,880</b>	<b>75,029</b>	<b>60,062</b>	<b>6,304,971</b>	<b>5,846,574</b>
<b>Total funds carried forward</b>		<b>6,073,372</b>	<b>81,470</b>	<b>69,513</b>	<b>6,224,355</b>	<b>6,304,971</b>