

Registered Charity No. 1110979  
Registered Company No. 5499220

# **Charity Trustee Networks**

(A COMPANY LIMITED BY GUARANTEE)

**ANNUAL REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2009**

# CHARITY TRUSTEE NETWORKS

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For the year ended 31 March 2009

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# CHARITY TRUSTEE NETWORKS

## LEGAL AND ADMINISTRATIVE INFORMATION For the year ended 31 March 2009

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**Company Number** 5499220

**Charity Number** 1110979

### **Directors/Trustees**

Rodney Buse (Chair of Trustees)

Michael Carpenter (Deputy Chair)

Richard Corden

Simon Hebditch

Appointed 3 February 2009

Harinder Mann

Michael Nussbaum

Appointed 7 April 2009

Amit Popat

End of term 9 September 2008

Uday Thakkar (Honorary Treasurer)

Tim Toghil

Zoe Willems

### **Chief Executive and Company Secretary**

Karen Heenan

Further information about our trustees and members of staff can be found at:

[www.trusteenet.org.uk](http://www.trusteenet.org.uk).

### **Registered Office**

2<sup>nd</sup> Floor

The Guildford Institute

Ward Street

Guildford GU1 4LH

Tel: 01483 230 280

[www.trusteenet.org.uk](http://www.trusteenet.org.uk)

### **Bankers**

Unity Trust Bank

Nine Brindleyplace, Birmingham, B1 2HB

### **Solicitors**

Russell Cooke

2 Putney Hill, London, SW15 6AB

### **Accountants**

Alliotts, Friary Court, 13-21 High Street, Guildford, GU1 3DL

# CHARITY TRUSTEE NETWORKS

## REPORT OF THE TRUSTEES

**For the year ended 31 March 2009**

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The Trustees are pleased to present their annual report and unaudited financial statements for the period from 1 April 2008 to 31 March 2009.

### **Structure, governance and management**

Charity Trustee Networks is a company limited by guarantee (company registration number 5499220) and has no share capital. It is also a registered charity (number 1110979).

Charity Trustee Networks is governed by its Memorandum and Articles of Association dated 5 April 2005, which outline the objects and powers of the charity. The Trustees, who are also Directors of the Company, are responsible for overall governance. The minimum number of Trustees is three and there is no maximum specified in the Articles.

Trustees are recruited by open application process, with the vacancies being advertised as widely as possible, including to CTN's database of trustees and on its website, as well as through its new national *trusteefinder* service. New trustees are inducted into the role through meetings with other trustees, the Chief Executive and the staff team and they receive an induction pack, which contains CTN's Memorandum and Articles of Association, business plan, minutes of recent meetings and other key information. The board undertakes regular skills audits to ensure that the trustees have the necessary skills and experience in order to govern the organisation.

The board convenes six times a year, including an annual 'awayday'.

The organisational structure is laid down in our Roles and Responsibilities of Trustees and Delegation of Authority to the Chief Executive documents. There are also role descriptions for the Chair, Deputy Chair and Honorary Treasurer. Its work is delivered by paid staff and a team of volunteers.

#### *Related Parties*

The charity is a member of the National Council for Voluntary Organisations and is represented on the England Volunteering Development Council.

### **Risk Management**

The Trustees have developed a register of significant risks and have action plans in place for the mitigation of these risks. The risk register is regularly reviewed and we are prepared should any of the significant risks identified below arise:

- Focus on objectives, vision, mission and values
- Loss of trustees or key staff
- Challenges in income generation arising from the recession
- Information technology
- External influences

*"It has been really important to me to 'put something back' and, after a lifetime's work and recent ill health, it has given me a new focus and feeling of being valued."*

*- CTN member*

# CHARITY TRUSTEE NETWORKS

## REPORT OF THE TRUSTEES For the year ended 31 March 2009

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### Objectives and Activities

At Charity Trustee Networks (CTN)...

Our **charitable objects** are:

To promote the efficiency and effectiveness of charities by improving their governance, through:

- promoting trustee networks
- promoting the education of trustees in the principles and practice of trusteeship; and

### Our strategic priorities

CTN pursues our aims through five strategic priorities:

1. To develop networks and strengthen our relationship with and support to them
2. To identify and understand trustee needs and build capacity to meet these needs, either directly or indirectly
3. To build our online community and grow our membership schemes **trusteenet** and **trusteenetplus**, enhancing their benefits
4. To voice a trustee perspective and promote trustee-friendly policies
5. To be a healthy, effective, sustainable organisation

Our **vision** is of confident, effective trustees governing voluntary and community sector organisations.

Our **values** are:

- to work, wherever possible, in partnership and not to duplicate the work of other voluntary and community sector organisations
- a commitment to diversity, thereby serving all trustees across the sector and promoting the benefits of diversity on boards
- to encourage networks that are trustee-led and therefore focused on meeting the needs of the trustees they serve

# CHARITY TRUSTEE NETWORKS

## REPORT OF THE TRUSTEES

**For the year ended 31 March 2009**

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For the year 2008 to 2009, we approached an ambitious and enthusiastic programme of work to support trustees and voice their perspective. There have been many changes across the charity landscape during this period and a great deal for trustees to take on board. Many are feeling overwhelmed – and we are responding to their request for briefings giving them the information that they need to know.

This report looks at our achievements and plans in each of our strategic priorities. We have been mindful of the guidance contained in the Charity Commission's general guidance on public benefit in our planning and we welcome comments on our work plans and on ways we can further help strengthen trusteeship and governance. As we approach the new financial year, there has been a great upsurge of interest in the trustee role and we see, more than ever before, the need for CTN to grow as the national organisation of and for trustees, in order to be able to deliver the services that trustees value and that enable them to fulfill their governance role effectively.

*"Now I know that I am not alone with my worries about governance, and that there are resources and support to help me resolve them."*

*"I particularly enjoyed interacting with other trustees - sharing problems and discussing ways to solve them."*

# CHARITY TRUSTEE NETWORKS

## REPORT OF THE TRUSTEES

**For the year ended 31 March 2009**

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### **STRATEGIC PRIORITY 1:**

**To develop networks and strengthen our relationship with and support to them**

We aimed to:

- Continue to support networks, establishing at least six new ones
- Hold an event to support network organisers
- Produce four issues of Network Focus
- Work with national federated organisations to support networks among their members
- Seek funding to employ a dedicated Trustee Networks Coordinator.

What we did:

Eight trustee networks were added to CTN's website during the course of the year. This brings the number of active trustee networks to nearly 30, with many more local infrastructure organisations running a Voluntary Sector Forum that involves trustees.

By the end of the year Network Focus was being sent out to 44 individuals, either involved in or interested in running a network. This has enabled us to keep in much closer contact with network organisers and to share ideas and experience among network organisers.

CTN encourages networking at all events at which it is represented, and in addition to this has been involved with 13 meetings explicitly for the purpose of trustee networking. CTN helps with planning and facilitation and often provides a speaker.

We have worked with a number of federated and umbrella organisations during the year to support trustees of their members. This includes Citizens Advice, National Association for Voluntary and Community Action (NAVCA), Children's Heart Federation and the Charity Finance Directors Group. We ran a session for network organisers at NAVCA's annual conference.

CTN has also established a network which we run in Central London. This is not our usual approach, which is to work with others, often local or national infrastructure organisations to support them in developing a network, but it was established to meet a particular identified need in London and is kindly sponsored by Kingston Smith LLP. This also gives CTN an additional opportunity to be face-to-face with trustees and to learn about their issues.

In challenging economic times, we are continuing to search for funding to employ a dedicated Trustee Network Coordinator, but are boosting our development capacity through volunteers.

### **Plans for 2009-10**

- To have 40 active networks listed on CTN's website by the end of the year, with at least 2 in each government region. Each active network to be receiving Network Focus
- To have 20 networks in planning
- To approach 10 sub-sectoral or umbrella bodies to discuss establishing networks for trustees of their members

*Pam Mitchell, Manager of South Downs CVS Developing Communities Project and Organiser of Lewes District Charity Trustee Network, says "The Network has been invaluable in enabling trustees to share experience and ideas. We also offer an element of training at every meeting to increase skills. Meetings are hugely productive and very enjoyable."*

# CHARITY TRUSTEE NETWORKS

## REPORT OF THE TRUSTEES

For the year ended 31 March 2009

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### STRATEGIC PRIORITY 2:

**To identify and understand trustee needs and build capacity to meet these needs, either directly or indirectly**

We aimed to:

- Develop a guide to using Codes of Conduct for trustees
- Develop a trustee recruitment portal
- Disseminate information via e-newsletters
- Signpost new resources via the website
- Run a number of trustee profile-raising events
- Support trustee and governance events through contribution of speakers, workshops, etc

What we did:

In the past year, we have developed our work in co-ordinating the support that is available for trustees. There are many services and resources available to trustees and we look at these from a trustee perspective and encourage them to be developed in a way that is relevant for and best meets the needs of trustees. We have developed links into the community sector and have worked closely with the Institute for Voluntary Action Research and the Institute for Volunteering Research at Volunteering England, to highlight priority research areas for better understanding the trustee role and to identify funding to support that research.

We researched, developed and published a booklet, Codes of Conduct for Trustees. This was launched at a Parliamentary reception in November, hosted and attended by Kevin Brennan MP, the then Minister for the Third Sector. The booklet has been very well received and we were fortunate to get the funding to be able to send it free to over 1,200 of our members. In addition, 12 events and workshops were held about the Code of Conduct booklet, which were attended by over 275 trustees.

*"Thank you for your support and advice this afternoon. It was so good to talk with someone about this current situation. Thank you also for sending the draft code of conduct booklet. I am sure it will be extremely helpful."*

*trusteenet member*

Trustee Focus and Chair Focus, our e-newsletters continue to be sent out regularly to our members. By the end of March 2009 Trustee Focus was being sent to nearly 2,000 trustees and Chair Focus to 400 chairs and vice-chairs.

New resources are constantly being added to our website, with an average of 20 events for trustees publicised per month and regular news items being added. We have also added details of eight new trustee networks and a range of new resources.

Our Annual Lecture to over 200 trustees was delivered by Andrew Phillips, who was founder of the Citizenship Foundation and is now its President. The event, at which the attendees had the opportunity to attend a choice of topical seminars and enjoyed a three-course lunch, was kindly sponsored for a second year by CCLA Investment Management Limited.

# CHARITY TRUSTEE NETWORKS

We delivered a range of work for specific groups of trustees, networks and organisations, which reached over 1,600 individuals, including:

- Speaking at ICAEW events for ICAEW members who work with charities
- Running a Trustee Lounge at Charityfair, which provided a space for trustees to get free resources, ask questions and get free refreshments (attended by 100 trustees)
- Facilitating a networking event for Citizens Advice trustees at the NACAB conference
- Chairing consultation events for the Charity Commission and OTS
- Launching CTN's presence in Guildford, with an event in partnership with local organisations
- Running a training session for Charity Commission staff
- Speaking at a range of network and forum events
- A series of events, workshops and consultation sessions related to the Codes of Conduct project.
- Exhibiting and speaking at relevant conferences and exhibitions

In December we launched **trusteefinder**, a section of trustee.net where charities can advertise trustee vacancies free and individuals can search for trustee vacancies. This is done in partnership with YouthNet and syndicates trustee and management committee vacancies from the national volunteering database at [www.do-it.org.uk](http://www.do-it.org.uk). Vacancies are added to do-it.org by individuals and Volunteer Centres, and CTN's own members can add their own vacancies. There are thousands of trustee vacancies advertised and over 1,000 searches are undertaken each month.

## Plans for 2009-10

- Continue to build **trusteefinder**, our online trustee recruitment resource in partnership with do-it.org.uk, and to co-ordinate activity to encourage people to become trustees
- Work with partners to promote the benefits of trusteeship through a campaign and employer-supported trusteeship
- Hold trustee networking events around the country, including a fifth annual lecture
- Undertake further research among trustees on issues of interest, such as changes in accounting requirements, trustee board codes of conduct

*I picked up the information on trustee.net and **trusteefinder** when it was first launched. As Chair, I encouraged all of my trustees to join the former, and two or three of us joined the latter. I have found the networking lunch to be of great benefit as the forum was provided to allow us to discuss matters of mutual interest and benefit from each other's experiences. I have certainly used some of the information I have gathered in trying to run my organisation in a better way. There are other mediums available to me, but I like the style of this and would recommend that others take advantage of its existence.*

*Eric Smart, Chair of Hackney Voluntary Action  
and of the National Operatic & Dramatic Association.*

# CHARITY TRUSTEE NETWORKS

## REPORT OF THE TRUSTEES

For the year ended 31 March 2009

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### STRATEGIC PRIORITY 3:

**To build trusteeenet membership and services (to provide trustees with an online resource base and community)**

CTN's membership schemes **trusteenet** and the enhanced package **trusteenetplus** were developed to support trustees' needs and launched in early 2007. **trusteenet** members have access to all the resources on the [www.trusteenet.org.uk](http://www.trusteenet.org.uk) website, as well as to the discussion forums and to our free bimonthly e-newsletters *Trustee Focus* and *Chair Focus*.

*"...this site could become a goldmine for trustees and chairs" – Third Sector magazine*

Those who upgrade to **trusteenetplus** membership, at £40 per year, receive the following additional benefits:

- Free annual subscription to *governance* magazine
- Free individual Trustee Indemnity Insurance, provided by Zurich Insurance, which covers the insured for any number of trusteeships they hold
- Discounts to CTN events and publications, including free entry to our annual lecture
- Free initial legal advice provided through LawWorks

Trustees of organisations with an annual income of under £50,000 qualify for a reduced subscription of £20.00, which excludes *governance* magazine.

In 2008-09 we aimed to:

- Increase membership to 5,000
- Add new benefits to the membership package
- Reach more trustees with information on the free scheme
- Enhance the content of **trusteenet** as a web-based resource

What we did:

**trusteenet** was promoted at over 36 events (to over 1600 individuals) through several third sector publications and newsletters, and membership grew to just under 2000 by the end of March 2009. **trusteenetplus** membership was nearly 200 by the end of March 2009.

An additional benefit was secured for **trusteenetplus** members through LawWorks. This offers trustees the opportunity to email legal questions which LawWorks forwards on to appropriate legal advisors. This service is free to **trusteenetplus** members.

6 issues of our e-newsletters *Trustee Focus* went to trusteeenet members, and 6 issues of *Chair Focus* went to all chairs and vice-chairs. These were packed with information, ideas and resources for trustees, and often included thoughts and views from members and others with experience of trusteeship.

*"Another excellent newsletter with lots of relevant goodies, some of which will encourage trustees to think 'outside the box'."*

*"I can only say that Trustee Focus gets better every time. Such useful tips and links – in a friendly tone."*

# CHARITY TRUSTEE NETWORKS

*"This newsletter continues to be easy to read, the right length and focused on key issues."*

*trusteenet members*

**trusteefinder** was added to **trusteenet** in December and has proved a popular resource – with over 1000 searches undertaken each month.

## **Plans for 2009-10**

- Increase membership of trusteenet to 3,000, with aims for membership to double annually
- Increase membership of trusteenetplus to 400
- Promote trusteenet and CTN
- Review and enhance membership
- Develop trusteenet content

*"...Again, many thanks and as a new member, I am very impressed with the prompt and helpful response."*

*"I became a member of trusteenet because I wanted to know more about the role I had taken on and I also found it really useful to know that there are a lot of people out there who share the same ethos. I have found the resources available to members invaluable the documents and information is of the highest quality and accuracy. The icing on the cake is the real feeling of being a member and knowing that if I don't have an answer there is someone at trusteenet who does!"*

*Margaret Simpson, trustee*

# CHARITY TRUSTEE NETWORKS

## REPORT OF THE TRUSTEES

**For the year ended 31 March 2009**

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### **STRATEGIC PRIORITY 4:**

**To voice the trustee perspective and promote trustee-friendly policy**

We aimed to:

- Continue to consult and relay the trustee perspective on topical issues
- Work with the OTS, CC and other organisations on consultations and briefings to do with new developments such as the launch of Charitable Incorporated Organisations.
- Develop policy papers on key issues
- Enhance relationships with experts in governance and trusteeship

What we did:

Funded by the Office of the Third Sector to deliver the voice of trustees on national and sector policy, CTN has undertaken a range of activities aiming to build our mandate to speak on behalf of trustees, canvassing their views and conveying that trustee perspective to influence others. During this year, the Board have confirmed that the priority group for CTN should be the majority of trustees who govern small organisations, who we have identified experience the most difficulty in accessing support.

CTN seeks to highlight to trustees opportunities for them to engage in wider policy, discussion and research about issues of relevance to them. This year we made trustees aware of ten key consultations, two significant pieces of research and a campaign to value the BME Third Sector. We kept trustees up to date with the progress of Charitable Incorporated Organisations, highlighted the work of the Better Regulation Executive and enabled trustees to take part in four surveys.

Three of those surveys were run by CTN and looked at –

- The issues trustees face on boards – which fed into our Codes of Conduct publication
- The impact of the recession on trustees
- The value of being a trustee, to which over 200 trustees responded.

CTN also continued to support the work of other organisations and experts by regularly feeding in our expertise to projects and research. We have strong relationships with many of the organisations and experts who work in the area of governance and trusteeship, a number of which kindly volunteered their help with the Codes of Conduct project – for which we are very grateful.

CTN chaired two consultation events for the Office of the Third Sector on the new legal form of charity – the Charitable Incorporated Organisation. We also contributed to debate from the platform at the Charity Commission's events on Public Trust and Confidence in charities and were pleased to be able to run a training session about trusteeship for Charity Commission staff. In addition, staff and trustees spoke at 36 events for trustees and individuals who work closely with trustees.

We continue to play a strong role in the development of the Code of Good Governance, of which we were a founding partner and which aims to help enhance the effectiveness of third sector organisations by describing effective governance and enhancing stakeholder and public confidence in those organisations and the sector more widely.

# CHARITY TRUSTEE NETWORKS

## REPORT OF THE TRUSTEES

For the year ended 31 March 2009

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### Plans for 2009-10

- Initiate or lead debate on 4 key themes for trustees
- Continue to build and strengthen relationships with key organisations and individuals
- Influence policy and regulation as it affects trustees
- Continue to make trustees aware of the wider policy environment and how they can participate.

*"I have found that being a trustee has stretched me both mentally and physically but has also allowed me to pick up new skills and develop existing ones. This has all aided my work life and job in general. Life experiences are now different and I have learnt about people and activities I probably wouldn't have come across before."*

*"I was worried that I didn't have enough experience or expertise to be a worthwhile trustee but I was wrong - everyone has something different to bring and it is the board together that is important."*

*- Respondents to CTN survey on trusteeship*

# CHARITY TRUSTEE NETWORKS

## REPORT OF THE TRUSTEES

For the year ended 31 March 2009

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### STRATEGIC PRIORITY 5:

**To be a healthy, effective, sustainable organisation**

We aimed to:

- Create and implement an income generation strategy for both core and project funding
- Establish internal organisational policies
- Develop CTN's Board of trustees
- Develop a staff development plan
- Create a coherent external communications plan
- Update our three year rolling strategic plan

What we did:

CTN has invested significant capacity during the year in our income generation activity to work towards future sustainability. We have begun to build relationships with potential funders from across all three sectors and are confident of moving towards our income generation ambitions of achieving a position of sustainability from diverse sources.

We continued to build our core internal activities, including developing our internal organisational policies. A great success this year has been CTN's development of its volunteer management function and we now work with a small and committed team of volunteers who support our work and increase our capacity.

We have developed and implemented our organisational Environmental Policy and have contributed to the Every Action Counts initiative to encourage boards to consider their own sustainable development.

We are delighted to have welcomed Sara McIlroy, who has joined our staff team as our new Membership and Events Coordinator. Sara brings significant skills that will help us to develop and promote our membership offerings for trustees - **trusteenet** and **trusteenetplus** – as well as running events for trustees and management committee members.

### Plans for 2009-10

- Generate sustainable income for CTN
- Implement communications plans to raise awareness of CTN's activities and services for trustees
- Create new database of contacts and members
- Continue to update and enhance our website and resources
- Improve our financial monitoring processes
- Develop a monitoring and evaluation framework to measure CTN's impact

*I have been a trustee in several organisations and have always found the experience rewarding. Yes, sometimes there have been struggles but learning to overcome difficulties has been a good learning experience and there have been far more good times than bad.*

# CHARITY TRUSTEE NETWORKS

## REPORT OF THE TRUSTEES

For the year ended 31 March 2009

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### Financial Review

CTN benefited from receiving a strategic grant from the Office of the Third Sector of £94,556, the third of five years of funding. It has been an extremely challenging climate in which to find other sources of unrestricted income, but we are confident that these will be established. Membership subscriptions to **trusteenetplus** are showing a steady increase, with limited marketing, and we are aiming to develop our marketing programme to build this stream, which provides a package which is excellent value for trustees.

In pursuance of CTN's strategy of expanding and supporting member networks and services to trustees generally we increased our staffing complement. This strategic investment was undertaken with the knowledge that it would result in a significant deficit for the year. The Trustees agreed that the investment would be supported through the application of CTN's unrestricted reserves. The investment is to continue into the following year in order to continue supporting the organisation's much-needed services. Sensitive to the difficult economic environment the increase in capacity will also allow CTN to widen its sources of future incoming resources.

CTN also benefited from funding from the Joseph Rowntree Foundation for work supporting trustees in developing codes of conduct for their boards; Unity Trust Bank, who paid for the dissemination of the Codes of Conduct publication and supported CTN's Trustee Lounge at Charityfair in June 2008; and Kingston Smith, who supported the development of an extremely successful trustee network in Central London.

CTN also benefited from gifts in kind from CCLA Investments, who generously sponsored our Annual Lecture in June, delivered by Andrew Phillips; from Plaza Publishing and Zurich Insurance, who have provided subsidised benefits for **trusteenetplus** members; and from Red Ochre who shared with us their facilities and have looked after us so well at our Board Meetings.

CTN is extremely grateful to all its supporters for their financial support of CTN's aim to raise the standards of governance across the sector.

The application of funds in support of CTN's activities are shown in note 6 to the accounts.

### Reserves policy

The Trustees have reviewed the Charity's needs for reserves in line with the guidance issued by the Charity Commission. The Board has resolved to seek to maintain the level of its financial reserves at around three months of budgeted expenditure.

### Code of Governance

CTN chaired the working group that originally developed the Code of Governance for the voluntary and community sector. CTN has audited its own governance practices against the Code and, through that process, has identified areas for continual improvement. These areas have been incorporated into the business plan.

# CHARITY TRUSTEE NETWORKS

## REPORT OF THE TRUSTEES

**For the year ended 31 March 2009**

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### **Audit exemption**

The company is entitled to exemption from audit for the period ended 31 March 2009 both under Company and Charity law; but, as a charity, it is required to have independent scrutiny of its accounts. The trustees have therefore taken advantage of audit exemption.

### **Equal Opportunities Policy**

Charity Trustee Networks respects and values diversity, and is committed to applying equality of opportunity in all its activities and its recruitment and employment practices.

### **Objectives and activities for the public benefit**

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing CTN's aims and objectives and in planning future activities.

### **Trustees' responsibilities**

The Trustees, as directors, are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the Trustees to prepare financial statements which give a true and fair view of the charity's financial activities and of its financial position at the end of the period. In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and apply them consistently
- Make judgments and estimates that are reasonable and prudent
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume the charity will continue

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy the financial position of the company to enable them to ensure that the financial statements comply with the Companies' Act 1985. 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.

# CHARITY TRUSTEE NETWORKS

## REPORT OF THE TRUSTEES

**For the year ended 31 March 2009**

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### **Our supporters**

We would not have been able to provide the support we do to trustees without the generous help from these organisations. We would like to thank them for their support.

ACEVO (the Association of Chief Executives of Voluntary Organisations)

Action Planning

Black Training and Enterprise Group (BTEG)

CCLA

The Charity Commission

Charity SRI

Citizens Advice

Local Councils for Voluntary Services around the country

The Directory of Social Change

Get2thepoint

Getting on Board

The Guildford Institute

The Institute of Chartered Secretaries and Administrators (ICSA)

Institute for Voluntary Action Research

Institute for Volunteering

Joseph Rowntree Foundation

Kingston Smith

LawWorks

Linda Laurance and Associates

National Association for Voluntary and Community Action (NAVCA)

NCVO

New Philanthropy Capital

The Office of the Third Sector

OnBoard

Plaza Publishing

Reach

Red Ochre

Russell Cooke

Tennyson Insurance

Third Sector

Unity Trust Bank

Volunteer Centres across the country

Volunteering England

Zurich

We are also deeply grateful for the support and advice we have received from our volunteers, friends and the many organisations with whom we work.

### **By order of the Trustees**

**Rodney Buse**

**Chair of Trustees**

**Date**

# CHARITY TRUSTEE NETWORKS

## **ACCOUNTANT'S REPORT TO THE MEMBERS ON THE UNAUDITED ACCOUNTS OF CHARITY TRUSTEE NETWORKS For the year ended 31 March 2009**

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We report on the financial statements for the year ended 31 March 2009 which comprise the Statement of Financial Activities, Balance Sheet and supporting Notes to the Financial Statements.

### **RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND REPORTING ACCOUNTANTS**

As described on page 16 in the Report of the Trustees, the trustees, who are also directors of the charity for the purposes of the Companies Act, are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

### **BASIS OF OPINION**

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurances expressed in our opinion.

### **OPINION**

In our opinion:

- a) the accounts are in agreement with the accounting records kept by the company under section 221 of the Companies Act 1985, as amended;
- b) having regard only to, and on the basis of, the information contained in those accounting records:
  - i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in the Statement of Recommended Practice, "Accounting and Reporting by Charities", and in section 249C(6) of the Act; and
  - ii) the company satisfied the conditions for exemption from an audit of the accounts for the year specified in section 249A(4) of the Act and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1).

Alliotts  
Chartered Accountants  
Friary Court  
13-21 High Street  
Guildford, Surrey, GU1 3DL  
Dated:

# CHARITY TRUSTEE NETWORKS

## STATEMENT OF FINANCIAL ACTIVITIES For the year ended 31 March 2009

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### INCOME AND EXPENDITURE ACCOUNT

	Notes	Unrestricted Funds	Restricted Funds	Total Funds	2008 Total Funds
		£	£	£	£
<b>Incoming Resources</b>					
Incoming resources from generated funds					
Bank interest		2,500	-	2,500	1,639
Incoming resources from charitable activities	4, 5	119,736	11,500	131,236	183,802
Profit on disposal of tangible assets		157	-	157	-
Total incoming resources		<u>122,393</u>	<u>11,500</u>	<u>133,893</u>	<u>185,441</u>
<b>Resources expended</b>					
Charitable activities	6	171,134	18,500	189,634	167,565
Governance costs	7	1,478	-	1,478	3,023
Total resources expended		<u>172,612</u>	<u>18,500</u>	<u>191,112</u>	<u>170,588</u>
<b>Net movement in funds</b>					
Total funds brought forward	8	(50,219) 89,187	(7,000) 7,000	(57,219) 96,187	14,853 81,334
Total funds carried forward		<u>38,968</u>	<u>-</u>	<u>38,968</u>	<u>96,187</u>

The SOFA includes all gains and losses recognised in the year and the previous period.

All incoming resources and resources expended derive from continuing activities for this year and the previous period.

# CHARITY TRUSTEE NETWORKS

## BALANCE SHEET AS AT 31 MARCH 2009

	Notes	2009		2008	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible assets	10		2,348		4,459
<b>Current Assets</b>					
Debtors	11	6,443		21,298	
Cash at bank and in hand		<u>35,481</u>		<u>78,877</u>	
Total current assets		41,924		100,175	
<b>Creditors</b>					
Amounts falling due within one year	12	5,304		8,447	
<b>Net current assets</b>					
			36,620		91,728
<b>Net Assets</b>					
			<u>38,968</u>		<u>96,187</u>
<b>FUNDS</b>					
Unrestricted income funds	13		38,968		89,187
Restricted income funds			-		7,000
<b>Total funds</b>					
			<u>38,968</u>		<u>96,187</u>

In preparing these annual financial statements:

- The trustees (directors) are of the opinion that the company is entitled to the exemption under Section 249A(1) of the Companies Act 1985;
- Members have not required the company to obtain an audit in accordance with Section 249B(2) of the Companies Act 1985;
- The trustees (directors) acknowledge their responsibility for ensuring the company keeps accounting records which comply with section 221 and preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year, and of its profit or loss for the financial year, in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Companies Act relating to the accounts, so far as applicable to the company;
- The accounts have been prepared in accordance with the special provisions in Part VII of the Companies Act 1985 relating to small companies and the Financial Reporting Standard of Smaller Entities (effective January 2007).

Signed on behalf of the Board on

by:

)  
) Trustee

# CHARITY TRUSTEE NETWORKS

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2009

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### 1. COMPANY STATUS AND MEMBERS' LIABILITY

The Company is a private company limited by guarantee and not having any share capital. The extent of the liability of the members of the company on a winding up is limited to a maximum of one pound each. The Company is also a registered charity and accordingly no liability to corporation tax arises on the financial statements.

### 2. TITLE

The Company has an exemption under section 30(5) of the Companies Act 1985 from using "Limited" in the title.

### 3. ACCOUNTING POLICIES

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the charity's financial statements.

#### **Basis of Preparation**

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (revised 2005) (SORP), applicable accounting standards and the Companies Act 1985. The company has followed the Financial Reporting Standard for Smaller Entities (effective January 2007). The company has taken advantage of the exemptions in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement on the grounds that it is a small company.

#### **Incoming Resources**

The Charity's policy is to recognise all incoming resources on a receivable basis.

#### **Grants Receivable**

Grants receivable are credited to the Statement of Financial Activities (SOFA) in the year for the year for which they are received. Deferred income represents amounts received for future periods and is released to incoming resources in the period for which it has been received.

#### **Resources Expended**

Resources expended are included in the Statement of Financial Activities on an accruals basis inclusive of VAT.

#### **Unrestricted Funds**

Unrestricted funds are donations and other incoming resources received or generated for the general charitable purposes of the charity.

#### **Restricted Funds**

Restricted funds are funds received which can only be used for the specific purpose as laid out by the donor. Expenditure which meets this criterion is identified to the fund, together with a fair allocation of overhead costs. The aim and use of each designated fund is set out in the note to the financial statements.

# CHARITY TRUSTEE NETWORKS

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2009 (cont)

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### 3. ACCOUNTING POLICIES (cont)

#### Depreciation Policy

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost, less estimated residual value of each asset over its expected useful life, as follows:

Computer equipment -33.33% on cost  
Office equipment -25% on cost

#### Taxation

The activities of Charity Trustee Networks are exempt from Corporation Tax under Section 505 of the Income and Corporation Taxes Act 1988 to the extent that they are applied to the organisation's charitable objects.

### 4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted £	Restricted £	2009 £	2008 £
<b>Incoming Resources</b>				
Grants (see note 5)	94,556	11,500	106,056	118,250
Service/Supplies	25,180	-	25,180	65,552
	<u>119,736</u>	<u>11,500</u>	<u>131,236</u>	<u>183,802</u>

### 5. GRANTS

	Unrestricted £	Restricted £	2009 £	2008 £
Office of the Third Sector	94,556		94,556	92,250
Unity Trust Bank	-	10,000	10,000	-
Kingston Smith	-	1,500	1,500	-
Grants - other	-	-	-	26,000
	<u>94,556</u>	<u>11,500</u>	<u>106,056</u>	<u>118,250</u>

# CHARITY TRUSTEE NETWORKS

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2009 (cont)

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<b>6. CHARITABLE ACTIVITIES</b>	<b>2009</b>	<b>2008</b>
Undertaking work to meet our charitable objectives:	<b>£</b>	<b>£</b>
Network development	20,062	15,204
Understanding trustee needs and meeting needs		
- General	41,406	38,010
- Code of Conduct work	15,000	-
- Direct costs of development projects	-	3,991
- Work with Mentoring and Befriending Foundation	-	4,000
Development of trusteeenet membership and services		
- support	33,125	22,806
- direct costs	3,843	2,040
Delivery of the trustee perspective and promotion of trustee-friendly policy	53,350	50,106
Organisational development work, including website development	<u>22,848</u>	<u>31,408</u>
<b>TOTAL</b>	<b><u>189,634</u></b>	<b><u>167,565</u></b>

### 7. GOVERNANCE COSTS

The cost of trustee and staff travel and subsistence for attendance of 5 trustees at Board Meetings was £478. (2008 - £2,142)

Governance costs also include payments to the reporting accountants of £1,000. (2008 – £881)

### 8. TRUSTEE REMUNERATION

No remuneration was paid to the Board of Trustees during the period.

<b>9. STAFF COSTS AND NUMBERS</b>	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
Salaries	106,645	89,736
Social security costs	10,590	8,790
Pension costs	<u>5,853</u>	<u>4,281</u>
	<b><u>123,088</u></b>	<b><u>102,807</u></b>

The average monthly numbers of person (including the Chief Executive) employed by Charity Trustee Networks during the period was 3.5.

No employee received more than £60,000 of remuneration during the year. (2008 - None).

# CHARITY TRUSTEE NETWORKS

## NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 2009 (cont)

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### 10. TANGIBLE FIXED ASSETS

	Computer Equipment £	Office Equipment £	TOTAL £
<b>COST:</b>			
Brought Forward	3,210	5,376	8,586
Additions	-	-	-
Disposals	-	400	400
	<hr/>		
At 31 March 2009	3,210	4,976	8,186
 <b>DEPRECIATION:</b>			
Brought Forward	1,323	2,804	4,127
Charge for the year	623	1,244	1,867
Disposals	-	157	157
	<hr/>		
At 31 March 2009	1,946	3,891	5,837
 <b>NET BOOK VALUE:</b>			
At 31 March 2009	1,264	1,085	2,349

Following a review of the policy for fixed assets a prior year reclassification has capitalised items which had previously been written off in earlier periods.

### 11. DEBTORS

There were other debtors owing £6,443 at 31 March 2009. (2008 – £21,298)

### 12. CREDITORS - Amounts falling due within one year

There were accruals of £5,304 at 31 March 2009. (2008 - £8,447)

# CHARITY TRUSTEE NETWORKS

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2009 (cont)

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### 13. SUMMARY OF NET ASSETS BY FUND

	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£
Fixed assets	2,348	-	2,348
Net current assets	<u>36,620</u>	<u>-</u>	<u>36,620</u>
	<u>38,968</u>	<u>-</u>	<u>38,968</u>

Unrestricted net current assets represent the general 'free reserves' of the charity, which are available for the general activities of the charity.