

THE INSTITUTE OF CHARTERED SECRETARIES AND ADMINISTRATORS

BENEVOLENT FUND

REGISTERED CHARITY NO. 213345

**ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2009**

**INSTITUTE OF CHARTERED SECRETARIES AND ADMINISTRATORS
BENEVOLENT FUND**

TRUSTEES' REPORT FOR THE YEAR ENDED 31 JULY 2009

Reference and Administrative Details of the Charity, its Trustees, and Advisers

Charity Name: The Institute of Chartered Secretaries and Administrators Benevolent Fund, is also known as the ICSA Benevolent Fund.

Charity Registration: No 213345

Registered address: 16 Park Crescent, London W1B 1AH
Telephone 020 7580 4741

Treasurer (ex-officio) Mr M P Jacob FCIS

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

Chairman, Charitable Funds Management Committee Mr J B Woodhead FCIS

Deputy Chairman, Charitable Funds Management Committee; Chairman Benevolence Sub-Committee Mr R J C Grigg FCIS

Mr I J Burger ACIS

Mr F Curtiss FCIS

Mr J P Kinch FCIS

Mr D J Prescott MBE FCIS

Treasurer of the Institute (ex-officio) Mr M P Jacob FCIS

UK President (ex-officio) Mr R A Cowe FCIS

UK Immediate Past President (ex-officio) Mrs C S Allcock MBA FCIS

Benevolence Sub-Committee

Chairman, Benevolence Sub Committee
Chairman, Charitable Funds Management Committee
Deputy Chairman, Benevolence Sub-Committee

Those serving during the financial year were:-

Mr R J C Grigg FCIS
Mr J B Woodhead FCIS
Mr D J Prescott MBE FCIS

Miss E M Beedie ACIS
Mrs V A Blackwell FCIS
Mr D J Brooks BSc (Econ) FCIS (to October 2008)
Mr D E Czarnetzki ACIS
Mr M C Garratt FCIS
Mrs N N Langford FCIS
Mrs S D Moys FCIS
Mr A P Theakston FCIS
Mrs M E Thorpe ACIS (From April 2009)
Mr B Welch FCIS

Administration:

The day-to-day administration of the Fund and the servicing of the Committees were in the hands of Ms Elizabeth Howarth, Charities Officer.

Any further information and inquiries should be addressed to Ms Elizabeth Howarth at 16 Park Crescent London W1B 1AH.

Professional Advisors: -

Solicitors

Linklaters LLP
One Silk Street, London EC2Y 8HQ
Lee Bolton Monier-Williams
1 The Sanctuary, Westminster, London SW1P 3JT

Auditors

Chantrey Vellacott DFK LLP
Russell Square House, 10-12 Russell Square, London WC1B 5LF

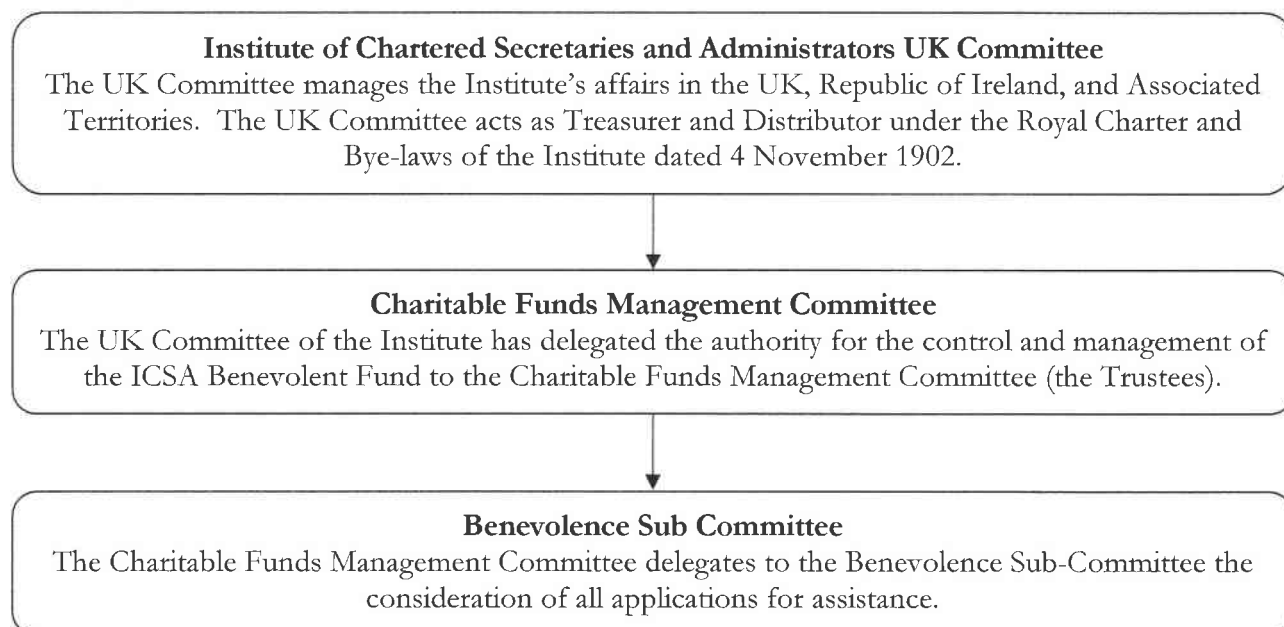
Bankers

Lloyds TSB Bank plc
39 Threadneedle Street, London EC2R 8AU

Investment Managers

Legal and General Investment Management
One Coleman Street, London EC2R 5AA

Structure, Governance and Management



Legal Status

The UK Committee of the Institute of Chartered Secretaries and Administrators (The Institute) governs the Fund, initiated in 1897, under the powers contained in the Articles of Association. The UK Committee acts as Treasurer and Distributor under the Royal Charter and Bye-laws of the Institute dated 4 November 1902.

Constitution

The UK Committee of the Institute has delegated the authority for the control and management of the ICSA Benevolent Fund to the Charitable Funds Management Committee (the Trustees). The Chairman of the Charitable Funds Management Committee is also the Chairman of the Trustees. This has up to six appointed Members plus the UK President, the UK Immediate Past President and the UK Treasurer who serve in an ex officio capacity. Not more than one third of the members shall be non-members of the UK Institute. There is a quorum when four Trustees are present at a meeting, one of whom should be the Chairman or Deputy Chairman of the Charitable Funds Management Committee. The Charitable Funds Management Committee met on four occasions during the year, which included an extraordinary meeting, and comprises:

- Chairman (Member of UK Committee)
- Deputy Chairman (Chairman of Benevolence Sub-Committee and a Fellow of the Institute but need not necessarily be a Member of UK Committee)
- Up to four other Members (of which a maximum of two could be non-members of the UK Institute and one of whom must be from the Benevolence Sub-Committee)
- The UK President (ex officio)
- The UK Immediate Past President (ex officio)
- Treasurer (Treasurer of the UK Committee ex officio)

The Charitable Funds Management Committee delegates to the Benevolence Sub-Committee the consideration of all applications for assistance. This is under the Chairmanship of one Member of the

Management Committee and up to twelve members appointed by the Charitable Funds Management Committee. Not more than one third of the members shall be non-members of the UK Institute. There is a quorum when five members are present at a meeting, one of whom should be the Chairman or Deputy Chairman of the Benevolence Sub Committee. The Benevolence Sub-Committee met on three occasions during the year and comprises:

- Chairman (who will be a Fellow of the Institute but need not necessarily be a member of the UK Committee; Deputy Chairman, Charitable Funds Management Committee)
- Deputy Chairman (who will be a Member of the UK Institute)
- Chairman of the Charitable Funds Management Committee
- At least one other Member (who must be a member of the Charitable Funds Management Committee)
- Up to nine other members (of whom up to four members need not necessarily be members of the UK Institute).

Policy on the Recruitment, Appointment, Induction, and Training of Trustees

(Reviewed April 2009)

When a vacancy occurs on the Charitable Funds Management Committee, Trustees respond with due compliance to the Charitable Fund's governing documents and the Charitable Funds Constitution. The Fund seeks to identify individuals who have an existing interest in the Charitable Funds and would bring with them experience and skills that would add value to its management and operation.

The Fund adheres to recruitment procedures as laid down in ICSA's best practice guide and the prospective Trustee is forwarded copies of the Fund's Constitution, governing documents and the most recent audited Annual Report and Financial Statements. Best practice notes, produced by the Charity Commission and the ICSA, are also forwarded. On appointment, copies of Charitable Funds Management Committee 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. The Charitable Funds Management Committee also host a biennial networking and training event for the Benevolent Fund's volunteers, which includes visitors and Benevolence Sub Committee members.

Risk Management Policy

(Reviewed April 2009 and September 2009)

The management of risk has been a key area of discussion during the year, and in particular with regard to the investments, volunteers and insurance. The risk management register is monitored, with any unanticipated or potential high risk issues brought immediately to the attention of Trustees. Trustees have revisited the format and detail of its register, along with an in-depth analysis at a meeting held in September 2009. Trustees are satisfied that adequate control systems and policies are in place in order to mitigate risk and will continue to review annually, and undertake an in-depth review every three years.

Objectives and Activities

The Object of the Fund

To use the income from the assets for the relief of necessitous persons, who are, or have been, Members of the Institute or any other body which has merged or amalgamated or integrated with the Institute, or who are the widows, widowers, issue or other dependants of such Members, who:

- (i) Are or were at any time on the register of the Institute in the United Kingdom, Republic of Ireland and Associated Territories (the latter defined in the Bye-laws of the Institute), or
- (ii) Were on the register of a Territorial Company or Registered Body (as defined in the Bye-laws of the Institute) for at least ten years prior to 17 December 1992, or
- (iii) Are or have been in receipt of assistance from the Fund at 17 December 1992.

Policy on Grant Aid

(Revised April 2009)

The ICSA Benevolent Fund uses the income from its assets for the relief of necessitous persons who are Members or former Members of the Institute, as defined by the objects of the Fund, and those who in the opinion of the Trustees show a clear and direct relationship with the Member. During the year, Trustees determined to widen its potential pool of beneficiaries, thereby increasing its public benefit, by offering to receive applications from Graduates of the Institute. Grants to individuals are issued at the discretion of the Trustees and with due accord to the constitution and to the Charities Act 2006. Grants are reviewed when circumstances determine and at least annually.

Trustees delegate the consideration of all applications for assistance to the Benevolence Sub Committee, which holds a minimum of three meetings a year. Between meetings, the Chairman of the Benevolence Sub-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 Chairman of the Trustees, the Deputy Chairman of the Benevolence Sub Committee and the ICSA Chief Executive have like power to make a determination. In respect of the total level of grant aid, grants and loans will continue to be made up to the Sum Available as defined by the Fund's Financial Policy and Control.

Policy on Visits to Beneficiaries

(Reviewed October 2008)

In addition to the ongoing communication to beneficiaries made by the Charities Officer during the year, volunteers visit existing and potential beneficiaries on behalf of the Fund. This invaluable service is greatly appreciated by the beneficiaries, Trustees and the Benevolence Sub Committee.

To further its policy that that every UK beneficiary should have the opportunity to receive 2 contacts a year from a visitor, where appropriate, Trustees determined that by 31 July 2009, 90% of beneficiaries in receipt of ongoing support in the UK should have a visitor assigned. Trustees further determined that all of these should have received at least 1 contact during the year, and that at least 50% of the UK beneficiaries in receipt of ongoing support should have received at least 2 contacts. To facilitate this target, Trustees aim to have recruited a minimum of 4 further volunteer visitors by the end of the year.

Achievements and Performance

Beneficiaries of the Fund

At the 1 August 2008, the Fund supported 97 beneficiaries. During the year, 8 new applications and 1 re-application from a former beneficiary were received. Trustees noted with regret the deaths of 2 beneficiaries, and files were closed on an additional 7 cases where support was no longer required or needed. Consequently, the Fund continued to manage a caseload of 97 beneficiaries at the year-end. The total number of beneficiaries supported during the year was 106, which was 1 less than the previous year. Trustees also take note of the number of beneficiaries' dependants, who also indirectly benefit through ongoing financial support from the Fund. This was an increase of 4 over the previous year.

Number of Beneficiaries	2008/2009	2007/2008	2006/2007	2005/2006	2004/2005	2003/2004
Beneficiaries at 1 August	97	89	91	93	99	99
New applications during the year	9	18	10	6	8	9
Total beneficiaries supported	106	107	101	99	107	108
Deaths	2	4	6	4	7	4
Additional files closed	7	6	6	4	7	5
Beneficiaries at 31 July	97	97	89	91	93	99
Beneficiaries dependants at 31 July	36	32				
Total supported at 31 July	133	129				

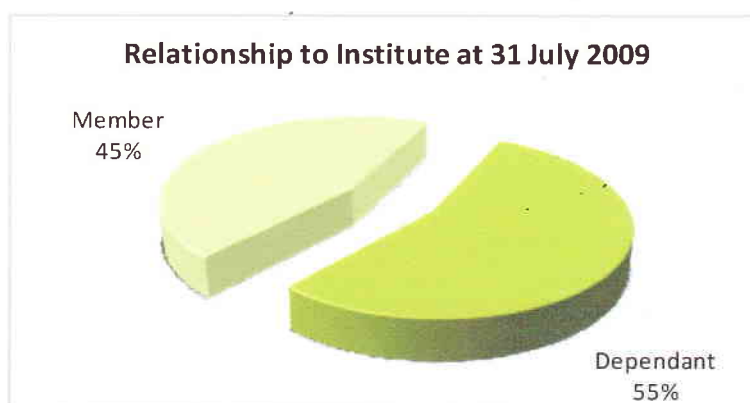
While the number of calls over the six year period has not been too demanding, Trustees are alert to potential increased demand as a result of social and economic impacts; in particular an ageing population increases in redundancies and weakened pension provision. Trustees are also conscious that as at the 31 July 2009, the average relationship with a beneficiary was over 13 years, with the most significant being over 50 years. Mindful of the potential demand and longevity of the relationship, Trustees monitor membership figures, which are the potential pool of future beneficiaries. The Institute has advised that in the United Kingdom, Republic of Ireland, and Associated Territories Division membership figures were as follows: -

	31 July 2009	31 July 2008	31 July 2007	31 July 2006	31 July 2005
Total Membership	13,772	14,404	15,010	15,631	16,041

During the year, Trustees noted that Graduates in particular had experienced difficulty in paying their Institute subscriptions. Considering that this might indicate a greater financial need, Trustees resolved to broaden its grant aid policy to accept applications from Graduates, thereby increasing the potential public benefit the Fund provides. Trustees do not however, restrict support to members of the Institute. Trustees also consider requests from former members and from the dependants of members or former members. The following chart shows a breakdown as at the 31 July 2009 of the 97 beneficiaries and their relationship to the Institute. Of the 97 beneficiaries, 53 or 55% were dependants and 44 or 45% were Institute members.

Membership	Dependants	Members
June 2006	60 %	40 %
31 July 2007	57 %	43 %
31 July 2008	56 %	44 %
31 July 2009	55 %	45 %

However, over recent years, there has been a gradual increase in the ratio of members to dependants.



Trustees continue to monitor to whom it provides support in order to gain a greater understanding of existing and potential calls on the Fund. The following charts provide a breakdown of the 97 beneficiaries by Gender, Marital Status and Age.

Gender

Of the 97 beneficiaries, 66 or 68% were female and 31 or 32% male.

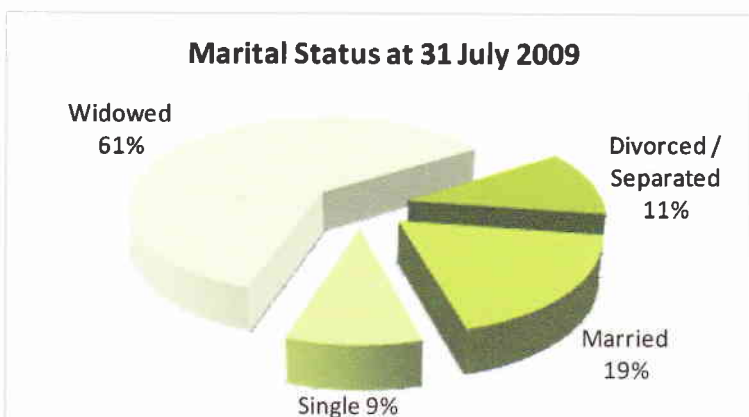
Gender	Female	Male
June 2006	67 %	33 %
31 July 2007	65 %	35 %
31 July 2008	67 %	33 %
31 July 2009	68 %	32 %



Marital Status

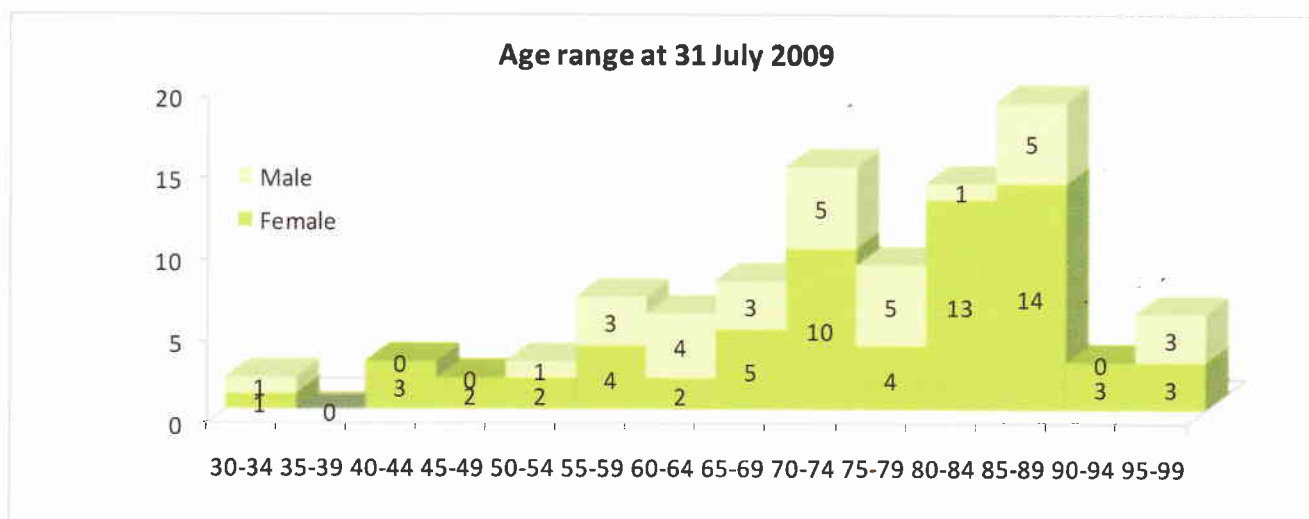
Of the 97 beneficiaries, 59 or 61% are widowed, 11 or 11% are divorced or separated, 9 or 9% are single, and 18 or 19% are married.

Marital Status	Live alone	Couple
June 2006	82 %	18 %
31 July 2007	82 %	18 %
31 July 2008	80 %	20 %
31 July 2009	81 %	19 %



Age

Of the 97 beneficiaries, the youngest beneficiary was aged 33 and the eldest was aged 98. The average age was 74 with 19 beneficiaries aged between 85 and 89 and 6 aged between 95 and 98. The information is displayed in the following histogram.



Financial Support provided

As at the 31 July 2009, the Benevolent Fund managed a caseload of 97 beneficiaries. Of these 97, 82 resided in the United Kingdom and Republic of Ireland and 15 resided overseas.

	UK and Eire residents	Overseas residents	Total
Kept under annual review	67	13	80
Kept on record	15	2	17
Total	82	15	97

Of these 97, 80 received regular disbursements and were kept under annual review. In addition, 17 beneficiaries were kept on record. While these beneficiaries no longer received ongoing support, the Benevolence Sub Committee keep these files on record should they require further assistance from the Fund. Communication is maintained annually by forwarding in December a Christmas card, as a reminder that the Benevolent Fund would consider a request. Contact is also maintained through the visitor scheme. It should be noted that 2 of these beneficiaries kept on record were in receipt of interest free loans.

During the year, the Benevolence Sub Committee received 161 case papers and considered the provision of assistance specific to the needs of the beneficiaries. Regular disbursements were provided in the form of benevolence allowance and specifically towards the costs of an emergency alarm, telephone line rental, television licence fee, television rental and ICSA membership subscription. Irregular assistance was also provided as a grant or interest free loan. For example, during the year assistance was provided towards a mobility scooter and a replacement hearing aid, along with help for essential decoration, roof repairs and replacement boilers.

"The new boiler is being fitted today - what bliss it will be to be warm again!"

Christmas Gifts were given in the form of cheques or gift vouchers and during the exceedingly cold winter weather, Winter grants totalling £7,000 were distributed.

"Thank you so much for the cheque ... I think we 'oldies' spend most of our cash on keeping warm this very cold weather ... so it's lovely to be nice and warm".

In the year to 31 July 2009, expenditure on charitable activities increased 0.4% to £153,738 from £153,164 in the previous year. The total charitable payment to beneficiaries during the year was £78,253 (2008: £71,567).

Visits to Beneficiaries

Trustees greatly value the independent view of our visitors on the circumstances of our beneficiaries and their need for support. Particularly so when the Fund receives a request from a new applicant, or the beneficiary is requesting a significant grant or loan. Face to face contact with the beneficiary, can also result in a specific need being identified, for example decorating or help with clothing, which might not be articulated by the beneficiary in an application form or letter.

Mindful that the average age of our beneficiaries at the 31 July 2009 was 74 and that 81% live alone, visitors also provide an invaluable act of friendship and a listening ear.

"Please convey my thanks to Mr H... I found him attentive and sympathetic".

The Benevolent Fund aims, that every UK beneficiary should have the opportunity to receive 2 contacts a year from a visitor, where appropriate. To further this policy, Trustees determined that by 31 July 2009, 90% of beneficiaries in receipt of ongoing support in the UK should have a visitor assigned, and that all of these should have received at least 1 contact during the year. Trustees further determined that at least 50% of the UK beneficiaries in receipt of ongoing support should have received at least 2 contacts. To facilitate this target, Trustees aimed to recruit a minimum of 4 further volunteer visitors by the 31 July 2009.

	As at 31 July 2008	Target for 31 July 2009	Achieved	Comment
Assigned visitors	85%	90%	98%	Achieved
At least 1 contact	75%	100%	82%	Below target but improvement
At least 2 contacts	31%	50%	56%	Achieved
Recruit 4 volunteers	34	38	36	Below target but improvement

At the 31 July 2009, 66 of the 67 beneficiaries in the UK and Republic of Ireland had been assigned a visitor, with an achievement of 98%. As at the time of preparing the report, a visitor has advised that he would call on the remaining 67th beneficiary. During the year, 103 visits and calls were recorded to beneficiaries in the UK in receipt of ongoing support, compared to 74 during 2008. 56 beneficiaries received at least one contact, (52 during 2008) and of these 56 beneficiaries, 38 received 2 or more contacts (22 during 2008).

As at 31 July 2008 the Benevolent Fund was assisted by 34 volunteer visitors in the UK. During the year, 1 volunteer withdrew and 3 new volunteers stepped forward, bringing the total number of visitors at the 31 July 2009 to 36. Prior to the close of the year, the Benevolent Fund was in the process of obtaining enhanced Criminal Records Bureau checks on 3 further potential volunteers. As at 13 August 2009, a further two enhanced disclosures were obtained bringing the total number of visitors to 38.

In March 2009, Jayne Knights an independent trainer led a Welfare Benefits training workshop for visitors at the Institute headquarters. This was well received by the 18 participants, which included 2 Trustees, Benevolence Sub Committee members and the Charities Officer. Trustees further agreed to the arrangement of a training event for the spring of 2010.

Links with Other Organisations

The ICSA Benevolent Fund is pleased to continue as one of 170 members of the Association of Charity Officers (ACO), which provides guidance and raises the profile of the work of benevolent charities. This includes their initiative Benevolence Today that aims to increase awareness of benevolent institutions and to promote accessibility. Further information on the ACO can be found at www.aco.uk.net and www.benevolencetoday.org.

The Fund is also one of around 26 benevolent funds participating in Careways Trust Ltd. (formerly known as the Crossways Trust Ltd.). The Fund paid for nomination rights some years ago and has the right to appoint a Member to serve on the Council of Careways Trust. The rights also entitle the Fund to recommend an Institute Member or a dependant of a Member, for admission to one of the Careways Trust's homes without the need for that person having to find a deposit. During the year, Trustees were pleased to provide a grant of £500 to assist Careways with their development of their projects. Further information on Careways can be found on www.carewaystrust.org.uk. The Fund is also represented on the Professional Classes Aid Council.

During the year, the Fund joined the Charity Finance Directors' Group (CFDG) and the Institute of Fundraising, with the Charities Officer attending a CFDG training course on charitable accounting and an Institute of Fundraising conference on gift aid. Further information can be found on www.cfdg.org.uk and www.institute-of-fundraising.org.uk.

Promotion

The ICSA Benevolent Fund is promoted to members through the Institute's Website and occasional articles in Institute publications, including the Institute's Annual Report. The assistance provided by the Institute publications has particularly been helpful in attracting new visitors. The opportunity of benevolence is also promoted more broadly through the activities of the Association of Charity Officers and Benevolence Today. In addition, during the year, the Fund increased its profile in grant aid directories and websites with the aim to encourage applications. The Institute's Member and Student Services Department, also discreetly forward information on the Fund to members, where a potential hardship has been identified, and also to the dependants of deceased members. This important liaison from Membership Services continues to be the key source of promoting applications.

Contributions

While the Fund does not actively fundraise, the Trustees are most appreciative of the ongoing support given to the Fund by Institute Members. Contributions from Members (including tax reclaimed on covenants and gift aid donations) totalled £10,144 (2008: £10,854). The Fund was fortunate to receive legacies totalling £6,000 (2008: £4,200). In addition, beneficiaries repaid interest free loans totalling £7,500 (2008: £14,000).

Investments

While a thorough review of its investment objectives and strategy had been undertaken during the previous year, Trustees continued to obtain professional independent advice. Trustees noted with satisfaction, that the move towards a cautious investment strategy remained appropriate, and determined to move £2m of the assets from index linked gilts to a cash trust. It was considered, that if Trustees had not in the previous year transferred its assets from bonds and equities to index linked gilts, the value of the total holdings would have significantly reduced, impacting on its ability to provide support in the longer term. The Trustees recognised that the transfer in April 2008 of the investments to index linked gilt accumulation units, whilst protecting the capital value of the investments, would result in a significant reduction in investment income.

Financial Review

The Management Committee received quarterly management accounts and reports and was involved in setting and agreeing the financial forecasts.

Reserves Policy

(Revised April 2009)

The Trustees have assessed its income and expenditure requirements and income needed from its reserves to:

- (i) Relieve necessitous persons who are eligible under the Fund's constitution, by way of grants, regular allowances and loans,
- (ii) Cover the cost of managing and administering the charity.

The Fund requires a level of reserves that can provide for the costs of meeting its responsibilities to beneficiaries, both current and future, and to meet any contingency that may arise. Trustees consider it prudent to maintain reserves of £4 million to support existing beneficiaries, and beneficiaries that will emerge in the future, as a result of changes in policy already implemented and those currently under review.

As at the 31 July 2009, the Fund held reserves of £4,595,699 (2008: £4,827,388). Mindful of the economic climate, and the needs of existing and potential beneficiaries, it is considered that the Fund might well need to draw further on its reserves during 2010. The Trustees monitor and review this policy on a regular basis, not less than annually.

Investment and Financial Policy and Control

(Reviewed April 2009)

The ICSA Benevolent Fund assets are the key source of funding the charitable activities and governance costs. The policy of the Trustees is to seek to ensure that the value of the assets over time, should match the increase in inflation and that the real value should be protected. Trustees have considered whether to include social, environmental, or ethical requirements and resolved that in the best interests of the Fund, to not include considerations at this time.

The provision of benevolence to individuals is guided by our grant aid policy, and these discrete amounts are ascertained on consideration of the beneficiary's circumstances. In order to inform the budgetary process for the overall distribution of benevolence and long term planning, Trustees determine the sum available for distribution, currently linked to an average figure of benevolence per beneficiary. For 2010, this average amount for budgetary purposes is £1,000 per beneficiary. This point of reference is continually monitored, reviewed annually and takes account of inflation. Any excess cash held, would be passed to the Investment Managers for reinvestment to support future calls upon the Fund.

Investment Powers

The assets are invested in accordance with the requirements of the Trustee Act 2000. Legal and General Investment Management manage the assets in an Index Linked Gilt Index Trust and a Cash Trust and Trustees noted their satisfaction with the performance, given that it had been achieved without taking any undue risks.

Plans for Future Periods

Public Benefit

In April 2008, the Trustees received the Charity Commission guidance document on 'Charities and Public Benefit' and the consultation document 'Public Benefit and the Prevention or Relief of Poverty'. The Charities Officer and a Trustee also contributed to the ICSA response to the consultation. During 2009, the Charities Officer and a Trustee were also pleased to participate in a consultation arranged by the Association of Charity Officers in collaboration with the Charity Commission, on Public Benefit and Benevolence. The Trustees and the Benevolence Sub Committee have continued to receive information on Charity Commission guidance and look forward to the guidance specific to Benevolent Funds once published. Trustees, while satisfied that the Fund's activities meet the Public Benefit requirement, will continue to consider the forms of support that it provides, and explore options to increase its profile to potential beneficiaries in order to increase its public benefit.

Beneficiaries

Noting that the Fund had not attracted a significant increase in applications, Trustees were satisfied that the number of beneficiaries supported had been maintained. Trustees are ever mindful that the average age of the beneficiaries continues to be 74, and that a significant portion was over the age of 80. However, in view of the economic climate, the increased profile of the Fund and the broadening of the grant aid policy to accept applications from Graduates, Trustees consider that the total number of beneficiaries supported will increase during 2010, and that the average age might reduce.

Financial Support

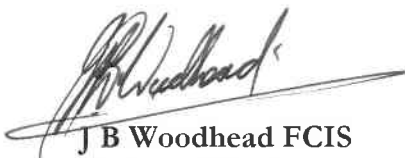
The total benevolence provided during 2009 was £78,253 (2008: £71,567). This figure, divided by the 97 beneficiaries at the year end, provided an average amount of £806 per beneficiary, (£738: 2008). While actual provision is provided upon individual circumstances, Trustees have estimated the budget for 2010 at an average amount of £1,000.

Visits to Beneficiaries

The Benevolent Fund aims, that every UK beneficiary should have the opportunity to receive 2 contacts a year from a visitor, where appropriate. Trustees have resolved to maintain existing targets. At 31 July 2010, 90% of beneficiaries in receipt of ongoing support in the UK should continue to have a visitor assigned. All of these should have received at least 1 contact during the year, and at least 50% should have received at least 2 contacts. To facilitate this, Trustees aim to have a minimum of 40 visitors by 31 July 2010.

Training

The Benevolent Fund will host its biennial training and networking event for volunteers, including Trustees, Benevolence Sub Committee and visitors in the spring of 2010.



J B Woodhead FCIS
Chairman/Trustee
15 December 2009

INSTITUTE OF CHARTERED SECRETARIES AND ADMINISTRATORS

BENEVOLENT FUND

**STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31 July 2009**

	Note	2009 £	2008 £
Incoming resources:			
Incoming resources from generated funds:			
Voluntary income:			
Donations		8,809	9,520
Legacies		6,000	4,200
Income tax recoverable		1,335	1,334
Investment income	2	17,250	238,546
Other incoming resources:			
Loans repaid		7,500	14,000
Total incoming resources		<u>40,894</u>	<u>267,600</u>
Resources expended:			
Cost of generating funds:			
Investment management costs		-	(27,690)
Charitable activities	3	(153,738)	(153,164)
Governance costs	4	(22,818)	(23,023)
Total resources expended	5	<u>(176,556)</u>	<u>(203,877)</u>
Net (outgoing)/incoming resources before other recognised gains and losses		(135,662)	63,723
Other recognised (losses)/gains:			
Losses on investment assets:			
Net losses on investments	7	<u>(96,027)</u>	<u>(236,498)</u>
Net movement in funds		(231,689)	(172,775)
Reconciliation of funds:			
Total funds brought forward at 1 August		<u>4,827,388</u>	<u>5,000,163</u>
Total funds carried forward at 31 July		<u>4,595,699</u>	<u>4,827,388</u>

All funds of the charity are unrestricted in both years.

All recognised gains and losses are included in the Statement of Financial Activities. All amounts relate to continuing activities.

Pages 15 to 23 form an integral part of these financial statements.

INSTITUTE OF CHARTERED SECRETARIES AND ADMINISTRATORS

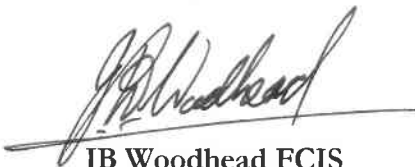
BENEVOLENT FUND

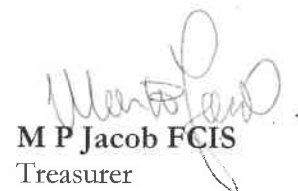
**BALANCE SHEET
as at 31 July 2009**

	Note	2009 £	2008 £
Fixed assets			
Tangible assets	6	505	717
Investments	7	4,472,559	4,806,729
		<u>4,473,064</u>	<u>4,807,446</u>
Current assets			
Debtors	8	8,432	10,459
Short term deposits at COIF		10,000	10,000
Cash at bank		111,227	22,659
		<u>129,659</u>	<u>43,118</u>
Liabilities: amounts falling due within one year	9	<u>(7,024)</u>	<u>(23,176)</u>
Net current assets		<u>122,635</u>	<u>19,942</u>
Net assets		<u>4,595,699</u>	<u>4,827,388</u>
The funds of the Charity			
Unrestricted accumulated fund		<u>4,595,699</u>	<u>4,827,388</u>
		<u>4,595,699</u>	<u>4,827,388</u>

Pages 15 to 23 form an integral part of these financial statements.

Approved and authorised for issue by the Trustees on 15 December 2009 and signed on their behalf by:


JB Woodhead FCIS
Chairman/Trustee


M P Jacob FCIS
Treasurer

INSTITUTE OF CHARTERED SECRETARIES AND ADMINISTRATORS

BENEVOLENT FUND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2009

1 Accounting Policies

a) Basis of accounting

The financial statements have been prepared under the historical cost convention as modified by the revaluation of fixed asset investments to market value and in accordance with applicable accounting standards. They are prepared in accordance with the requirements of the Statement of Recommended Practice, 'Accounting and Reporting by Charities' (SORP Revised 2005).

b) Incoming resources

Donations and legacies are credited to incoming resources when the Fund becomes entitled to the income and there is certainty of receipt and the amount is quantifiable.

c) Resources expended

Expenditure is attributable directly to the activities for which the cost is incurred. Costs of generating funds comprise those costs directly attributable to managing the investment portfolio and raising investment income.

Governance costs are comprised of those costs attributable to constitutional and statutory requirements and to the strategic management of the Fund.

Grants are accounted for in full in the year they are awarded.

d) Loans to beneficiaries

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.

e) Fixed assets

Fixed assets are depreciated over their estimated useful lives on a straight line method to give a nil residual value. Computer PC's has an estimated useful life of 3 years and hardware has an estimated useful life of 5 years.

INSTITUTE OF CHARTERED SECRETARIES AND ADMINISTRATORS

BENEVOLENT FUND

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2009

1 Accounting Policies (cont..)

f) Investments

Investments are stated at market value at the balance sheet date in accordance with the Statement of Recommended Practice.

The net gains and losses on investments combine the unrealised losses and gains on investments arising as a result of revaluing the investments to market value at the balance sheet date and the realised gains and losses on the sale of investments during the year.

Investment income represents the refund of taxation deducted from gross investment income receivable into the L&G All Stocks Index Linked Gilt Trust and Cash Trusts. The Benevolent Fund is not liable to taxation on its investment income owing to its charitable status. The refund of taxation is credited to the Fund by the addition of units in the L&G All Stocks Index Linked Gilt Trust and Cash Trusts.

The investment management costs and income associated with the holdings in L&G All Stocks Index Linked Gilt Trust and Cash Trusts are accounted for within the market value of the units held and are therefore not shown within the expenditure or income of the charity but are part of the unrealised gain or loss on investments.

Investment income also includes bank interest which is accounted for on a receivable basis.

g) Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the Fund.

INSTITUTE OF CHARTERED SECRETARIES AND ADMINISTRATORS

BENEVOLENT FUND

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2009

2 Investment income

Investment income receivable of £17,250 (2008: £238,546) includes bank interest receivable of £896 (2008: £2,489).

The Trustees recognised that the transfer of the investments from bonds and equities in April 2008 to index linked gilt accumulation units, whilst protecting the capital value of the investments, would result in reduced income.

3 Charitable activities

	2009	2008
	<u>£</u>	<u>£</u>
Emergency alarms	3,277	3,558
Welfare grants & allowances to beneficiaries	69,476	68,009
Irregular loans for beneficiaries specific needs	5,500	-
Recharge of salary costs from ICOSA	45,474	44,699
Volunteer expenses	3,603	6,784
Committee expenses	1,716	2,082
Office costs	3,875	5,638
Bank charges	265	362
CAPS fee (2009 - refunded)	(998)	1,330
Management charge from ICOSA	21,550	20,702
	<u>153,738</u>	<u>153,164</u>

The fund administered support to 106 beneficiaries in the year (2008: 107).

4 Governance costs

	2009	2008
	<u>£</u>	<u>£</u>
Recharge of salary costs from ICOSA	11,369	11,175
Committee expenses (re. travel & subsistence)	1,716	2,082
Committee Training	180	2,381
Annual report	243	660
Audit fee	2,197	1,550
Investment Advice	1,725	-
Management charge from ICOSA	5,388	5,175
	<u>22,818</u>	<u>23,023</u>

INSTITUTE OF CHARTERED SECRETARIES AND ADMINISTRATORS

BENEVOLENT FUND

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2009

5 Total resources expended

	Recharge of Salary Costs £	Grant & Allowances £	Loans £	Other Costs £	Total 2009 £	Total 2008 £
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Investment management costs	-	-	-	-	-	27,690
Charitable activities	45,474	78,253	-	30,011	153,738	153,164
Governance costs	<u>11,369</u>	-	-	<u>11,449</u>	<u>22,818</u>	<u>23,023</u>
	<u>56,843</u>	<u>78,253</u>	-	<u>41,460</u>	<u>176,556</u>	<u>203,877</u>

Staff salaries are borne by the Institute of Chartered Secretaries and Administrators and are recharged to the charity through management fees.

6 Tangible Fixed Assets

Computer Equipment	<u>£</u>
Cost:-	
At 1 August 2008 and 31 July 2009	<u>1,797</u>
Depreciation:-	
At 1 August 2008 and 31 July 2009	1,080
Charge for the year	<u>212</u>
At 31 July 2009	<u>1,292</u>
Net Book Value:-	
At 31 July 2009	<u>505</u>
At 31 July 2008	<u>717</u>

INSTITUTE OF CHARTERED SECRETARIES AND ADMINISTRATORS

BENEVOLENT FUND

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2009

7 Fixed Asset Investments

	L&G Cash Trust I Account <u>£</u>	L&G Index Linked Gilt Index Trust <u>£</u>	Total <u>£</u>
Market value at 1 August 2008	-	4,806,729	4,806,729
Additions at cost	2,001,004	16,089	2,017,093
Disposal proceeds	-	(2,255,236)	(2,255,236)
Net gain/(loss) on investments	4,854	(100,881)	(96,027)
Market value at 31 Jul 2009	<u>2,005,858</u>	<u>2,466,701</u>	<u>4,472,559</u>

The net gains and losses on investments combine the unrealised losses and gains on investments arising as a result of revaluing the investments to market value at the balance sheet date and the realised gains and losses on the sale of investments during the year.

The market value of investments at 31 July 2009 comprises of 3,688,800.755 units at 66.87p of the L&G All Stocks Index Linked Gilt Index Trust and 2,110,985.029 units at 95.02p of the L&G Cash Trust.

INSTITUTE OF CHARTERED SECRETARIES AND ADMINISTRATORS

BENEVOLENT FUND

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2009

8 Debtors

	2009	2008
	<u>£</u>	<u>£</u>
Income Tax Recoverable	7,432	6,096
Accrued Legacies	1,000	600
Prize Fund & Education Research Foundation	-	3,763
	<u>8,432</u>	<u>10,459</u>

9 Liabilities: amounts falling due within one year

	2009	2008
	<u>£</u>	<u>£</u>
Due to ICOSA	4,358	17,937
Other	2,666	5,239
	<u>7,024</u>	<u>23,176</u>

10 Trustees' expenses

The Trustees received no remuneration during the year (2008: Nil). Four Trustees received a total of £1,929 in respect of travel and subsistence expenses in the year (2008: five received £1,017). In addition, six members of the Benevolence Sub Committee received a total of £1,504 in respect of travel and subsistence expenses in the year (2008: eight received £3,147).

11 Related party transactions

The controlling party of the Fund is the Institute of Chartered Secretaries and Administrators (ICSA). During the year the Fund received management charges of £750 (2008: £750) from ICOSA Education and Research Foundation and £250 (2008: £250) from ICOSA Prize Fund. During the year the ICOSA charged the Fund a management charge of £26,938 (2008: £25,877) for its share of administration costs and £56,843 (2008: £55,874) in respect of recharged staff salaries. All balances outstanding at 31 July are fully disclosed in these accounts.

INSTITUTE OF CHARTERED SECRETARIES AND ADMINISTRATORS

BENEVOLENT FUND

STATEMENT OF THE TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for preparing the Trustees' Report and Accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which gives a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently
- observe the method and principles in the Charities SORP
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting have been followed, subject to any material departures disclosed and explained in the financial statements
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its operations.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 1993 and the Charity's constitution. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

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



JB Woodhead FCIS
Chairman/Trustee



M P Jacob FCIS
Treasurer

INSTITUTE OF CHARTERED SECRETARIES AND ADMINISTRATORS

BENEVOLENT FUND

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF THE INSTITUTE OF CHARTERED SECRETARIES AND ADMINISTRATORS BENEVOLENT FUND

We have audited the financial statements of the Institute of Chartered Secretaries and Administrators Benevolent Fund for the year ended 31 July 2009 which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes. The financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the charity's trustees, as a body, in accordance with section 44 of the Charities Act 1993. Our audit work has been undertaken so that we might state to the trustees 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 charity and the trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

The trustees' responsibilities for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' Responsibilities.

We have been appointed as auditors under section 43 of the Charities Act 1993 and report in accordance with regulations made under that Act. Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are prepared in accordance with the Charities Act 1993. We also report to you if, in our opinion, the information given in the Trustees' Annual Report is not consistent with those financial statements, if the charity has not kept sufficient accounting records, if the charity's financial statements are not in agreement with these accounting records or if we have not received all the information and explanations we require for our audit.

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

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

INSTITUTE OF CHARTERED SECRETARIES AND ADMINISTRATORS

BENEVOLENT FUND

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF THE
INSTITUTE OF CHARTERED SECRETARIES AND ADMINISTRATORS
BENEVOLENT FUND (Continued)**

Opinion

In our opinion

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of affairs of the charity as at 31 July 2009, and of its incoming resources and application of resources, for the year then ended; and
- the financial statements have been prepared in accordance with the Charities Act 1993.

Chantrey Vellacott DFK LLP

Chantrey Vellacott DFK LLP
Chartered Accountants and Statutory Auditor
London, UK
15 December 2009