

Registered number: 06414570

Charity number: 1121671



Charity Fund

Helping Public Service Communities

CSIS Charity Fund

(A company limited by guarantee)

Trustees' report and financial statements

For the year ended 31 December 2019

CSIS Charity Fund
(A company limited by guarantee)

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CSIS Charity Fund
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**Reference and administrative details of the charity, its Trustees and advisers
for the year ended 31 December 2019**

Trustees

Gill Noble (resigned 31 May 2019)
Ian Albert
Sally Bundock
Charles Cochrane, Chairman
Ray Flanigan, Grants Trustee
Chris Furlong (resigned 31 May 2019)
Gaby Glasener-Cipollone, Treasurer
Rebecca Gooch, Deputy Chairman
Kevin Holliday (resigned 20 February 2020)
Arthur Ngoka (resigned 21 February 2020)
Tunde Ojetola
Angelos Pampos
Sun-Hee Park
Deborah Jane Terry (appointed 31 May 2019)

Company registered number

06414570

Charity registered number

1121671

Registered office

7 Colman House
King Street
Maidstone
Kent
ME14 1DD

Website

www.csischarityfund.org

Company secretary

Kevin Holliday

Independent auditors

Kreston Reeves LLP
Statutory Auditor
37 St Margaret's Street
Canterbury
Kent
CT1 2TU

CSIS Charity Fund
(A company limited by guarantee)

Reference and administrative details of the charity, its Trustees and advisers (continued)
for the year ended 31 December 2019

Bankers

Handelsbanken
9th Floor
Colman House
King Street
Maidstone
Kent
ME14 1DN

Solicitors

Gill, Turner, & Tucker
Colman House
Maidstone
Kent
ME14 1JE

Investment Managers

BlackRock Investment Management (UK) Limited
12 Throgmorton Avenue
London
EC2N 2DL

Savills Investment Management (UK) Limited
33 Margaret Street
London
W1G 0JD



CHAIRMAN'S REPORT

I was elected to chair the charity in May 2019 and am therefore presenting my first annual statement. In doing so I have sought the advice of both my fellow trustees and our external auditors, Kreston Reeves. My intention is not to present a commentary on the accounts nor our 2019 grants totalling more than £800K, which I believe speak for themselves, but rather to highlight some significant organisational and administrative events which have taken place during the course of the year.

Perhaps the most noteworthy event of the year was the retirement of the two trustees who have been stalwarts of the charity for many years. Gill Noble had chaired the charity since its inception, whilst Chris Furlong had acted as grants chair for a similar period. That the charity is in as good a state of health as it is, is due in no small part to their hard work and wise counsel, which will be greatly missed. I have taken over the role of chairing the charity, for the current year at least, and Ray Flanigan has taken over as grants chair, for which I am grateful. The Board has deferred taking action to fill the consequential trustee vacancies, but intends to do so during 2020.

During the year the Board has also been preparing for the retirement in early 2020 of our longstanding Secretary, Helen Harris. I am pleased to be able to report that agreement has been secured from the Board, the Civil Service Insurance Society (CSIS) and Kevin Holliday for him to take on this vital role, in a part time paid capacity, from February 2020, when he was due to retire from CSIS. Another further significant retirement is that of our internal auditor and the Board has put in place, as a consequence, new internal audit requirements and means of delivery. The Board has prepared its business plan for 2020, and this is based upon our strategic plan, which itself is now seen as a permanent policy framework for the charity, based upon a process of continuous review. This concept of continuous review will also be applied to the charity's reserves and investment policies.

During 2018, the charity had, for the first time, established a Finance, Audit and Risk Committee and reviewed this decision during the past year. It was agreed that the Committee had been a great success and had increased the level of board scrutiny of these important matters. As a consequence the Committee is now seen as a permanent feature of our way of dealing with business and has met, by telephone conference, on several occasions. Following the success of the Finance, Audit and Risk Committee, the Board have also created a Grants Committee to assist the grants chair with the onerous task of preparing for the annual grants meeting, the highlight of the charity's annual cycle. Indeed, it is the reason for our existence! I should emphasise that neither committee has an executive function and that all significant decisions are taken by the full Board.

For obvious reasons, the Board values its relationship with CSIS, and the Peer Group established with representatives of our Board and CSIS directors has proved to be particularly beneficial in building a better mutual understanding of both organisations.

In conclusion, I would like to thank my fellow trustees, and other charity officers, for their support during the year. More importantly, I know that we would all wish to thank the Civil Service Insurance Society - its staff and customers - for providing the funds during 2019 to enable us to continue our support for charities and benevolent funds across the civil and public sector-support I believe will be even more needed in 2020.

A handwritten signature in black ink, appearing to read 'Charlie Cochrane', is written over a light blue horizontal line.

Charlie Cochrane

CSIS Charity Fund
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Trustees' report (continued)
for the year ended 31 December 2019

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the audited financial statements of CSIS Charity Fund (the charity) for the year ended 31 December 2019. The Trustees confirm that the Annual Report and Financial Statements of the charity comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP), 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).

OBJECTIVES AND ACTIVITIES

What the Charity Does, its Purpose and its Aims

CSIS Charity Fund is an independent charity linked to the Civil Service Insurance Society (CSIS), a "not for profit" insurance intermediary which markets good quality, competitively priced insurance products exclusively to civil and public servants. The charity's income comes almost entirely from the annual trading surplus of the CSIS, plus the investment of its reserves. Virtually all of CSIS's annual trading surplus is paid into the charity under a Deed of Covenant. The money is then distributed by the charity's Trustees to a wide range of organisations, mainly, but not exclusively, civil and public service charities, putting the money back into the community from which it originated.

The charity achieves its purpose of relieving need, hardship and distress amongst serving, former and retired civil and public servants and their families by giving grants. Some of these are made directly to individuals. In particular, the charity supports directly a small number of widows and other dependants of deceased policy holders of CSIS with annual grants and help with specific costs such as phone bills and replacing cookers and in some cases one off grants to clear debts.

In addition we make grants to a wide range of other charities and not for profit organisations who can help us achieve our aims, either by giving individual welfare support to needy serving, former and retired civil and public servants and their families, or by funding projects which will be of more general benefit to our target client group.

Our grant giving in 2019

In 2019, we made grants totalling £821,065 of which £22,565 was paid to the widows of CSIS policyholders and £798,500 to thirty different charities around the UK.

The largest grant went to support the work of the Charity for Civil Servants to fund their welfare grants and initiatives such as their "carers passports" which helps civil servants with caring responsibilities secure the support they need in their workplaces.

What we Know About the Impact of our Grants

As a matter of principle and procedure, we ask the organisations to whom we give grants to tell us how they intend to use the money, who will benefit and what they expect the impact to be, so we can satisfy ourselves that the project or activity is consistent with our aims. We ask organisations when they bid for funds how or what would be their own measures of success for the grant and how will the impact on the ultimate beneficiaries be monitored and assessed, and we ask the organisations to report back to us after they have spent the money. Copies of the annual report and accounts are received from all recipient charities.

CSIS Charity Fund
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Trustees' report (continued)
for the year ended 31 December 2019

Our Grant Giving Policies and Priorities

To prepare our new Medium Term Strategic Plan in 2016 we reviewed our grant giving policies and priorities in some depth. We established a number of guiding principles to provide a framework for our grant giving through to 2020.

The Grant Giving Policy Statement includes information about the Trustees' priorities, funds available, type of projects sought, type of grants we will pay, conditions we generally set on grants, and our procedures and timetable for considering and authorising grants. It reaffirms that, in addition to providing support for the widows and widowers of deceased CSIS policyholders, our primary focus will be on supporting charities and not-for-profit organisations which have a clear and direct link with the public services. However, we will also continue to provide grants to other organisations where Trustees can be satisfied that the beneficiaries will include former, serving and retired civil and public servants and their dependants and which are very clearly and directly relieving need, hardship and distress amongst those they support.

FINANCIAL REVIEW

Overview

Most of the charity's annual income comes from the trading activities of CSIS, which, is a small, but highly successful not for profit insurance intermediary, authorised and regulated by the Financial Conduct Authority, which markets good quality, competitively priced insurance products to a wide range of civil and public servants. The two companies are legally and constitutionally separate, but they are linked by a Deed of Covenant put in place under the Gift Aid provisions introduced into the UK tax regime in April 2000 and confirmed when the charity was reconstituted in 2007, under which all but a small amount of the annual trading surplus of CSIS is covenanted irrevocably to the charity.

The donation from CSIS in respect of their 2019 trading was £520,000. The charity also received income from investing its cash, bringing in a further £55,455 in 2019. The charity liquidated £160,000 of the investments to fund its grant giving in 2019 and also saw an increase in value of £165,740.

Unrestricted funds at the end of the year were £2,105,086.

Reserves Policy

As explained above, most of the charity's income comes from the trading activities of CSIS. With the exception of the abnormally high donation in 2018 which resulted from a one-off profit share from past trading, this has averaged around £0.5 to £0.7 million a year for the past 10 years. However, due to the impact of Coronavirus on travel insurance, it would not be prudent for the charity to depend on that level of income continuing in 2020. Nor is it prudent to depend on investment income, as events in the financial markets during recent years have demonstrated all too vividly.

In setting a reserves policy, we need to allow for the fact that almost all of our income comes from CSIS just before the end of the year and most of our grant payments are made in March. The reserves figure shown in the annual accounts is therefore inflated by a large, temporary injection of cash, which can give a misleading impression of the underlying position.

We conduct regular reviews of our reserves policy, including carrying out some financial modelling to explore the risks presented by a number of alternative scenarios. In light of this, we judged that we only need to hold reserves of around one year's expenditure. Our reserves at the end of 2019 were £1.5 million, excluding the average donation from CSIS.

The Trustees are working towards reducing the reserves held in the long term to £1.0 million and due to, the sale of £200,000 stocks in Charishare and the reduction in investment values due to the current pandemic our reserves now stand at £1.1 million.

CSIS Charity Fund
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Trustees' report (continued)
for the year ended 31 December 2019

COVID-19

At the time of signing the accounts the Trustees are aware of the potential economic and social effects of the Covid-19 virus outbreak. The full impact of the pandemic on the UK economy is yet to be seen, but it has already had a significant and detrimental impact on our reserves and hence our ability, during 2020, to make additional grants beyond those agreed at the annual grants meeting in February. This strategy will enable the charity to continue with its operations for at least the next 12 months.

Investment Policy

The Trustees' investment policy, which is kept under regular review with another scheduled for late 2020, potentially with professional support, is to invest long term money in Charishare (equities), Charinco (fixed interest) and The Charities Property Fund. The investments are held for the charity by BlackRock Investment Managers and Savills Investment Managers. Sufficient cash for short term needs is held on deposit at our bank, Handelsbanken.

MEETING THE PUBLIC BENEFIT TEST

As noted above, the formal Objects of the charity are the relief of need, hardship and distress, including (but not exclusively) by the provision of financial and other assistance to serving, former and retired civil and public servants and their dependants either directly or by making grants to other organisations which can provide financial or other support to them. Our Memorandum and Articles of Association enable us to interpret the term "civil and public servants" quite widely to include, for example, the civil service, the NHS, teachers and other local authority employees, government agencies and privatised bodies which were formerly part of the civil service, such as BT and the Post Office.

As will be seen from our grant giving policy above, the Trustees are prepared to consider supporting any appropriate organisation which approaches the charity for help, providing the proposal falls within the charity's Objects. Furthermore, we have been taking active steps to expand the range of projects and activities we support and to improve the geographical spread of our direct grant giving, for example, by ensuring that the hospice projects we support are spread around the country, as well as being in places where we know large numbers of civil and public servants live and work. The major civil and public sector charities we support already have national coverage and so our grant giving helps to support individuals throughout the UK.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

CSIS Charity Fund is a company limited by guarantee. Its governing document is the Memorandum and Articles of Association agreed by special resolution of the Members on 19 May 2009, and amended by the Members in a General Meeting held on 14 May 2015. This incorporates a number of provisions of the Companies Act 2006 which had not been included in the original constitution, agreed by the Charity Commission on the 23rd November 2007 when the charity was first incorporated. Using the provisions of the new constitution, the name of the charity was changed from the Civil Service Windows and Orphans Fund to CSIS Charity Fund by resolution of the Trustees on the 15th of June 2009.

The Trustees and Management of the Charity

The charity currently has ten Trustees who meet regularly.

The Trustees have put in place a basic set of policies and procedures which an up to date charity is now expected to have, including a grant giving policy, a reserves policy, investment policy, conflicts of interest policy, procedure for handling complaints, a risk management strategy and risk register, a data protection policy and job descriptions for the Trustees and all office holders. These are kept under regular on-going review and updated as necessary. The conflicts of interest policy includes guidance on the acceptance of gifts and hospitality.

CSIS Charity Fund
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Trustees' report (continued)
for the year ended 31 December 2019

The Trustees and Management of the Charity (continued)

The Trustees have formally adopted the principles of the new Charity Governance Code for Small Charities, published in July 2017, on the basis that it allows charities to depart from the recommended practice on any particular item providing the reasons for doing so are explained. The charity does not undertake any direct fundraising and is therefore not a member of the Fundraising Standards Board.

The Finance, Audit and Risk Committee is a formally constituted committee of the Trustee Board, accountable to the Board, to work with and support the Treasurer in the exercise of his or her role and to provide a forum where matters relating to finance can be discussed in detail with a small group of Trustees. A Grants Committee was established in late 2019 to assist the work of the new Grants Chair. The full Trustee Board remains responsible for all decisions relating to finance and grants, but they can delegate authority to the Committees to take decisions on their behalf on matters where they judge that to be useful and appropriate. The Charity has no other formal committees, although ad hoc sub-groups of Trustees are used regularly to carry out specific pieces of work. However, all substantial matters are considered by all of the Trustees.

The main decisions on grants are taken at an annual Grants Meeting which all Trustees attend. However, procedures are in place to allow grant decisions to be taken at other times and these include delegated authority for a Trustee nominated as the Grants Trustee to approve emergency grants for widows and other dependents of former CSIS policy holders and small additions to grants already awarded. The Grants Trustee chairs the annual Grants Meeting.

The Trustees keep under regular review the diversity, skills and experience needed on the board. Our aim is to recruit new Trustees, either by open competition or directly, as and when the opportunity arises to maintain a board with an appropriate balance of the desired skills and experience, with staggered terms of appointment which will provide for continuity and stability while allowing for some potential turnover of Trustees over the medium term. Given the size and nature of the charity, our aim is to recruit Trustees, if possible, without the expense of advertising in national newspapers.

We have an induction procedure for new Trustees which includes a list of documents to be provided, people to meet, and training to be offered. This is kept under regular review and updated as necessary. It is used flexibly. New Trustees come from different backgrounds with differing levels of experience and degrees of knowledge about the duties of a charity Trustee, and some Trustees will have more time than others to devote to optional training. Trustees are encouraged to attend training events and financial briefings from our Investment Managers.

Risk Management

The Trustees have a risk management strategy in place which details how we assess, analyse, classify and manage our risks. Where appropriate, systems or procedures have been established to manage the risks to which the charity is exposed or to mitigate the possible consequences, and we keep our risk register under regular review and update it as necessary. We have a rolling programme of reviews in which we aim to discuss one of our key risks in depth at successive Trustee meetings.

The Trustees judge that the most important risks to the charity are: overdependence on key individuals; failure to have the impact we intend with our grant giving; reputational risk from the actions of others outside our control; poor investment performance given the current volatility in the financial markets; and the charity's dependence on CSIS for its annual income, given that CSIS operates in a very highly competitive market. Our reserves policy (see above) is therefore designed, in particular, to protect the work of the charity against the possibility that CSIS may not be able to maintain its present level of profitability indefinitely. Internal systems of control and contingency plans are in place to protect the charity against other risks such as fraud, fire or disruption to the IT systems. These include arrangements for an independent internal auditor to carry out a programme of regular checks, in particular of payments made, and to report twice a year to the Trustees.

CSIS Charity Fund
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Trustees' report (continued)
for the year ended 31 December 2019

OUR PLANS FOR THE FUTURE

Our ambitions, are:

- To be seen by both the organisations we work with, and by existing and potential CSIS policyholders, as caring, supportive, flexible, and responsive to new ideas.
- Through close working with and monitoring of our partner organisations, to know that our grant giving is making a genuine difference to the lives of individuals in need, hardship and distress, in particular for the client groups we see as our priority.
- To ensure that the impact of our grant giving is spread throughout the UK and its diverse communities by working with as wide a range of civil and public service charities and other not-for-profit organisations as we can.
- To have a good story to tell in our publicity material about the sort of impact our grant giving is having on individuals in hardship and distress, which will support CSIS's marketing efforts.

Statement of Trustees' responsibilities

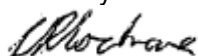
The Trustees (who are also the directors of the charity for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) 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 in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and 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 Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees on 05 October 2020 and signed on its behalf by:



Charlie Cochrane, Chairman

CSIS Charity Fund
(A company limited by guarantee)

Independent auditors' report to the Members of CSIS Charity Fund

Opinion

We have audited the financial statements of CSIS Charity Fund (the 'charitable company') for the year ended 31 December 2019 which comprise the Statement of financial activities, the Balance sheet, the Statement of cash flows and the related notes, 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 December 2019 and of its incoming resources and application of resources, including its 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 Charities Act 2011.

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 Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council'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.

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:

- 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.

CSIS Charity Fund
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Independent auditors' report to the Members of CSIS Charity Fund (continued)

Other information

The Trustees are responsible for the other information. The other information comprises the information included in the Annual report, other than the financial statements and our Auditors' report thereon. Our opinion on the financial statements does not cover the other information and 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.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Trustees' report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Trustees' responsibilities statement, 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.

CSIS Charity Fund
(A company limited by guarantee)

Independent auditors' report to the Members of CSIS Charity Fund (continued)

Auditors' responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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 Auditors' 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. This description forms part of our Auditors' report.

Use of our report

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an Auditors' 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 its members, as a body, for our audit work, for this report, or for the opinions we have formed.



Kreston Reeves LLP

Statutory Auditor
Chartered Accountants
Canterbury

6 October 2020

Kreston Reeves LLP are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

CSIS Charity Fund
(A company limited by guarantee)

Statement of financial activities (incorporating income and expenditure account)
for the year ended 31 December 2019

	Note	Unrestricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Income from:				
Donations and legacies		520,000	520,000	637,779
Investments	4	55,455	55,455	56,557
		<u>575,455</u>	<u>575,455</u>	<u>694,336</u>
Total income				
Expenditure on:				
Charitable activities	7	847,333	847,333	1,240,667
		<u>847,333</u>	<u>847,333</u>	<u>1,240,667</u>
Total expenditure				
Net gains on investments		165,740	165,740	(134,307)
		<u>(106,138)</u>	<u>(106,138)</u>	<u>(680,638)</u>
Net movement in funds				
Reconciliation of funds:				
Total funds brought forward		2,211,224	2,211,224	2,891,862
Net movement in funds		(106,138)	(106,138)	(680,638)
		<u>2,105,086</u>	<u>2,105,086</u>	<u>2,211,224</u>
Total funds carried forward				

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 15 to 27 form part of these financial statements.

CSIS Charity Fund
(A company limited by guarantee)
Registered number: 06414570

Balance sheet
as at 31 December 2019

	Note	2019 £	2018 £
Fixed assets			
Investments	12	1,527,970	1,522,230
		<u>1,527,970</u>	<u>1,522,230</u>
Current assets			
Debtors	13	273,034	297,980
Cash at bank and in hand		313,715	401,021
		<u>586,749</u>	<u>699,001</u>
Creditors: amounts falling due within one year	14	(9,633)	(10,007)
		<u>2,105,086</u>	<u>2,211,224</u>
Net current assets		2,105,086	2,211,224
Total net assets		2,105,086	2,211,224
Charity funds			
Restricted funds	15	-	-
Unrestricted funds	15	2,105,086	2,211,224
		<u>2,105,086</u>	<u>2,211,224</u>
Total funds		2,105,086	2,211,224

The entity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the entity to obtain an audit for the year in question in accordance with section 476 of the Companies Act 2006.

However, an audit is required in accordance with section 144 of the Charities Act 2011.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees on 05 October 2020 and signed on their behalf by:



Charles Cochrane, Chairman



Gaby Glasener-Cipollone, Treasurer

The notes on pages 15 to 27 form part of these financial statements.

CSIS Charity Fund
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Statement of cash flows
for the year ended 31 December 2019

	2019	2018
	£	£
Cash flows from operating activities		
Net cash used in operating activities	(302,762)	(230,374)
	<hr/>	<hr/>
Cash flows from investing activities		
Dividends, interests and rents from investments	55,455	56,557
Proceeds from sale of investments	160,000	-
	<hr/>	<hr/>
Net cash provided by investing activities	215,455	56,557
	<hr/>	<hr/>
Change in cash and cash equivalents in the year	(87,307)	(173,817)
Cash and cash equivalents at the beginning of the year	401,021	574,838
	<hr/>	<hr/>
Cash and cash equivalents at the end of the year	313,714	401,021
	<hr/> <hr/>	<hr/> <hr/>

The notes on pages 15 to 27 form part of these financial statements

CSIS Charity Fund
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 December 2019

1. General information

CSIS Charity Fund is a charity, limited by guarantee, domiciled in England and Wales, with the registration number 06414570. The registered office is 7 Colman House, King Street, Maidstone, Kent, ME14 1DD.

2. Accounting policies

2.1 Basis of preparation of financial statements

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

The charity has elected to apply all amendments to FRS 102, as set out in the Financial Reporting Council's triennial review published in December 2017, and included in Update Bulletin 2 to the Charities SORP (FRS 102), prior to mandatory adoption for accounting periods beginning on or after 1 January 2019.

CSIS Charity Fund meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The charity's functional currency is Pounds Sterling.

The charity's financial statements are presented to the nearest Pound.

2.2 Company status

The charity is a company limited by guarantee. The members of the company are the Trustees named on page 1, together with seven members comprising six former Trustees and The Civil Service Insurance Society. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

2.3 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Investment income, gains and losses are allocated to the appropriate fund.

2.4 Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donated services or facilities are recognised when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the charity of the item is probable and that economic benefit can be measured reliably.

On receipt, donated professional services and facilities are recognised on the basis of the value of the gift to the charity which is the amount it would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Notes to the financial statements
for the year ended 31 December 2019

2. Accounting policies (continued)

2.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to the applicable expenditure headings.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity.

Charitable activities costs are costs incurred on the charity's educational operations, including support costs of the charity apportioned to charitable activities.

Grants payable are charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as a commitment but not accrued as expenditure.

2.6 Going concern

The charity's main source of income is the receipt of a donation from The Civil Service Insurance Society.

In order to meet its day to day working capital requirements the charity is dependent upon this donation, the nature of which are primarily awarded on an annual basis and the significant reserves the charity has accumulated.

While the impact of the COVID-19 pandemic has been assessed by the trustees so far as reasonably possible, due to its unprecedented impact on the wider economy, it is difficult to evaluate with any certainty the potential outcomes on the charities activities, its members and suppliers. However, taking into consideration the UK Government's response, its range of measures to support businesses and the charity's own reserves and planning, the trustees have reasonable expectation that the charity will continue its activities for the foreseeable future. Accordingly, they continue to adopt a going concern basis in preparing the financial statements.

2.7 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the Statement of financial activities incorporating income and expenditure account.

2.8 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

2.9 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

CSIS Charity Fund
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 December 2019

2. Accounting policies (continued)

2.10 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.11 Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2.12 Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.13 Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

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Notes to the financial statements
for the year ended 31 December 2019

3. Income from donations and legacies

	Unrestricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Donations from The Civil Service Insurance Society	520,000	520,000	597,100
Donated services	-	-	40,679
Total donations and legacies	<u>520,000</u>	<u>520,000</u>	<u>637,779</u>
Total 2018	<u>637,779</u>	<u>637,779</u>	

4. Investment income

	Unrestricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Investment income	<u>55,455</u>	<u>55,455</u>	<u>56,557</u>

CSIS Charity Fund
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Notes to the financial statements
for the year ended 31 December 2019

5. Grants paid to other charities in 2019 and approved for payment in 2020

	Paid out in 2019 £	Approved In February 2020 £
The Charity for Civil Servants		
Contribution to welfare grants to serving and retired civil servants in need	250,000	200,000
Civil Service Retirement Fellowship (CSRF)		
Support for the development of befriending services to combat loneliness	35,000	16,000
BT Benevolent Fund		
Support for welfare payments to BT pensioners and current and ex-employees	60,000	60,000
Post office Orphans Benevolent Institution		
Support for University Bursaries and the "Rising Stars" scheme	25,000	25,000
Rowland Hill Fund		
For welfare grants for Royal mail and Post Office employees and pensioners	50,000	50,000
MOD Family Activity Breaks (FAB) Project		
Scheme to provide activity holidays for bereaved service families	30,000	30,000
Civil Service Sports Council		
Grants to help disabled and disadvantaged sportsmen and women	5,000	3,000
HASSRA		
Grants to help disabled and disadvantaged sportsmen and women	2,000	2,000
NI Prison Service Central Benevolent Fund		
Support for social events for widows and a wet room in their holiday bungalow	21,000	10,000
Railway Benefit Fund		
Support for welfare grants for serving and retired railway workers in need.	40,000	30,000
NHS Retirement Fellowship		
Support for welfare grants and the development of a range of future services	20,000	15,000
Education Support Partnership		
Support for welfare grants for lectures, teachers and teaching assistants	50,000	25,000
Cavell Nurses' Trust		
Support for nurses, midwives and healthcare assistants in hardship and need	40,000	30,000
The Ambulance Services Charity		
Welfare support for members of the ambulance services and their families	-	20,000
Social Workers Benevolent Fund		
Welfare support for social workers and their families	20,000	20,000
The Care Workers Charity		
Welfare support for care workers and their families	30,000	25,000

CSIS Charity Fund
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Notes to the financial statements
for the year ended 31 December 2019

	Paid out in 2019 £	Approved In February 2020 £
Fire Fighters Charity		
Support for the charity's "Living Well" groups for retired fire and rescue workers	10,000	10,000
Police Treatment Centres		
To help expand the Psychological Wellbeing programme for emergency workers	10,000	10,000
National Association of Probation Officers (The Edridge Fund)		
Contribution to welfare grants	10,000	10,000
National Federation of Occupational Pensioner NFOP		
Contribution to welfare fund	8,000	5,000
Public and Commercial Services Union (PCS)		
Contribution to the union's Benevolent fund	10,000	10,000
Prison Officers Association Welfare Fund		
Support for stress helpline, welfare grants and rehabilitation of injured officers	20,000	20,000
UNISON		
Contribution to the union's Benevolent fund	-	10,000
Canterbury Oast Trust		
Support for a new Skills Academy for adults with learning difficulties	15,000	15,000
Relatives and Residents Association		
Support for a guidance for care workers on the importance of diagnosing and treating hearing problems in care settings and on handling medication.	-	15,000
Tax Volunteers		
Support for volunteer tax help and advice for elderly people on low incomes, including joint project with Tax Aid	10,000	-
Tax Aid		
Support for a phone helpline for working age people on low incomes who have tax problems they cannot sort out with HMRC.	10,000	-
Chilterns MS Centre		
Support for people in the Chilterns area suffering from MS	5,000	-
Music in Hospitals		
Sponsorship of several live concerts in hospitals and ex-service care homes	2,500	-
Association of Air Ambulance Trusts		
Establish and update the patient information and enquiry line	-	10,000
Lucy Air Ambulance for Children		
Fixed Wing Ambulance Service for Children	-	10,000
Carers UK		
Support for provision of advice to carers	-	10,000
Prison Service Trust Belfast		
Support for ex Prison Officers in NI	-	10,000

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	Paid out in 2019 £	Approved In February 2020 £
Carers Network		
Support for Volunteer Development	-	5,000
Hospice UK		
Funding to help develop "Compassionate Neighbour" schemes in more hospices	-	25,000
The Lee Rigby Foundation		
To provide a bereaved family with a week's respite break in Lee Rigby House	500	-
The Sick Children's Trust		
To help the refurbishment of GOSH's 'Home from Home' Rainbow	5,000	-
Saunders		
Support for a staff family member in hardship and distress	4,000	-
Elly's Ward		
Contribution to fundraising for a hospital cancer ward	500	-
Total Grants to other charities	798,500	736,000
Provision for additional grants during 2020		25,000
Total budget for grants to other charities	798,500	761,000

6. Analysis of grants

	Grants to Institutions 2019 £	Grants to Individuals 2019 £	Total funds 2019 £	Total funds 2018 £
Grants to individuals	-	22,565	22,565	23,233
Grants to other charities	798,500	-	798,500	1,156,000
	<u>798,500</u>	<u>22,565</u>	<u>821,065</u>	<u>1,179,233</u>
Total 2018	<u>1,156,000</u>	<u>23,233</u>	<u>1,179,233</u>	

CSIS Charity Fund
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Notes to the financial statements
for the year ended 31 December 2019

7. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Grants to individuals	23,879	23,879	26,305
Grants to other charities	823,454	823,454	1,214,362
	<u>847,333</u>	<u>847,333</u>	<u>1,240,667</u>

8. Support costs

	Grants to individuals 2019 £	Grants to other charities 2019 £	Total funds 2019 £	Total funds 2018 £
Auditors' remuneration	185	3,506	3,691	3,690
Accountancy	30	570	600	850
Rent & rates	-	-	-	10,679
Insurance	110	2,083	2,193	2,006
Office expenses	989	18,797	19,786	14,209
Recharged staff costs	-	-	-	30,000
	<u>1,314</u>	<u>24,956</u>	<u>26,270</u>	<u>61,434</u>
Total 2018	<u>2,844</u>	<u>54,050</u>	<u>56,894</u>	

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Notes to the financial statements
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9. Analysis of expenditure by activities

	Grant funding of activities 2019 £	Support costs 2019 £	Total funds 2019 £	Total funds 2018 £
Grants to individuals	22,565	1,314	23,879	26,305
Grants to other charities	798,500	24,954	823,454	1,214,362
	<u>821,065</u>	<u>26,268</u>	<u>847,333</u>	<u>1,240,667</u>
Total 2018	<u>1,179,233</u>	<u>61,434</u>	<u>1,240,667</u>	

10. Auditors' remuneration

	2019 £	2018 £
Fees payable to the charity's auditor for the audit of the charity's annual accounts	3,690	3,690

11. Trustees' remuneration and expenses

During the year, no Trustees (who are also defined as the Key Management Personnel of the charity) received any remuneration or other benefits (2018 - £NIL).

During the year ended 31 December 2019, expenses totaling £6,119 were reimbursed or paid directly to 8 Trustees (2018 - £5,512 to 13 Trustees).

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Notes to the financial statements
for the year ended 31 December 2019

12. Fixed asset investments

	Listed investments £
Cost or valuation	
At 1 January 2019	1,522,230
Disposals	(160,000)
Revaluations	165,740
At 31 December 2019	1,527,970
Net book value	
At 31 December 2019	1,527,970
<i>At 31 December 2018</i>	<u>1,522,230</u>

Investments at market value comprise:

Fixed asset investments	1,527,970	1,522,230
	<u>1,527,970</u>	<u>1,522,230</u>

All fixed asset investments are held in the UK.

13. Debtors

	2019 £	2018 £
Due within one year		
Prepayments and accrued income	273,034	297,980
	<u>273,034</u>	<u>297,980</u>

CSIS Charity Fund
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Notes to the financial statements
for the year ended 31 December 2019

14. Creditors: Amounts falling due within one year

	2019	2018
	£	£
Accruals and deferred income	4,500	4,545
Grants accrued - individual	5,133	5,462
	<u>9,633</u>	<u>10,007</u>

15. Statement of funds

Statement of funds - current year

	Balance at 1 January 2019	Income	Expenditure	Gains/ (Losses)	Balance at 31 December 2019
	£	£	£	£	£
Unrestricted funds					
General funds	<u>2,211,224</u>	<u>575,455</u>	<u>(847,333)</u>	<u>165,740</u>	<u>2,105,086</u>

Statement of funds - prior year

	Balance at 1 January 2018	Income	Expenditure	Gains/ (Losses)	Balance at 31 December 2018
	£	£	£	£	£
Unrestricted funds					
General funds	<u>2,891,862</u>	<u>694,336</u>	<u>(1,240,667)</u>	<u>(134,307)</u>	<u>2,211,224</u>

CSIS Charity Fund
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Notes to the financial statements
for the year ended 31 December 2019

16. Summary of funds

Summary of funds - current year

	Balance at 1 January 2019 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 December 2019 £
General funds	2,211,224	575,455	(847,333)	165,740	2,105,086

Summary of funds - prior year

	Balance at 1 January 2018 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 December 2018 £
General funds	2,891,862	694,336	(1,240,667)	(134,307)	2,211,224

17. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2019 £	Total funds 2019 £
Fixed asset investments	1,527,970	1,527,970
Current assets	586,749	586,749
Creditors due within one year	(9,633)	(9,633)
Total	2,105,086	2,105,086

Analysis of net assets between funds - prior year

	Unrestricted funds 2018 £	Total funds 2018 £
Fixed asset investments	1,522,230	1,522,230
Current assets	699,001	699,001
Creditors due within one year	(10,007)	(10,007)
Total	2,211,224	2,211,224

CSIS Charity Fund
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Notes to the financial statements
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18. Related party transactions

During the year, the charity received donations of £520,000 (2018: £597,100) from The Civil Service Insurance Society. K M Holliday, who was a trustee of the charity during the year, is a director of The Civil Service Insurance Society.

During the year ended 31 December 2019, the Civil Service Insurance Society did not incur any costs that were not recharged on behalf of the charity (2018: £40,679). In the prior year, the costs and the associated donation have been included within the financial statements as a donated service.

At 31 December 2019, the charity was owed £270,000 by The Civil Service Insurance Society (2018: £297,100).

19. Post balance sheet events

Substantive information about the COVID-19 disease only came to light in early 2020, with the World Health Organisation declaring a pandemic on 11 March 2020.

The Trustees have carefully considered the impact of the pandemic and its effect on the economic climate and have concluded that as a result of this outbreak the value of the investments held have significantly fallen since the year end by an estimated £65,919.

The Trustees have concluded that as at the approval date of these financial statements, there has been no other material impact on the charity.

The charity continues to maintain a strong net asset position and the Trustees will continue to closely monitor the charity's operational activity.

20. Controlling party

The charity is controlled by its Board of Trustees.