

Communications Management Association
(a company limited by guarantee)

Trustees' Report and Financial Statements

Year ended 31 August 2016

Registered number 2238045

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Report of the Board of Trustees *for the year ended 31 August 2016*

The Board of Trustees presents its report and audited financial statements for the year ended 31 August 2016.

Reference and administrative information

Charity name Communications Management Association

Charity registration number 800354

Company registration number 2238045

Registered office address First Floor, Block D
North Star House
North Star Avenue
Swindon
SN2 1FA

Operational address First Floor, Block D
North Star House
North Star Avenue
Swindon
SN2 1FA

Board of Trustees Mr P L Jones (resigned 6 January 2016)
Mr R Deri (appointed 6 January 2016)
Mr D Evans
Mr P Fletcher

Secretary Mr P L Jones (resigned 6 January 2016)
Mr R Deri (appointed 6 January 2016)

Auditors KPMG LLP
100 Temple Street
Bristol
BS1 6AG

Bankers Lloyds Bank Plc
Barnwood 1
Barnett Way
Gloucester
GL4 3RL

Solicitors Charles Russell Speechlys
5 Fleet Place
London
EC4M 7RD

Report of the Board of Trustees *(continued)*

Structure, governance and management

The organisation is a charitable company limited by guarantee, incorporated on 31 March 1988 and registered as a charity on 3 November 1988. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, the Institutional Member is required to contribute an amount not exceeding £1.

Objectives and activities

The company's objects and principal activities were:

"for the public benefit to advance and promote the science and use of telecommunications and to encourage the promotion and development of improvements in and improved means of telecommunications and the use thereof both generally and in particular for organisations of all kinds".

The Board recognised the continuing difficulty of funding to undertake its core activities and with effect from 1 May 2009 the activity of CMA has been integrated within BCS, The Chartered Institute for IT (BCS).

Financial review

The current financial year covers the year ended 31 August 2016.

The result for the year ended 31 August 2016 is £Nil (2015: £Nil). This reflects the integration of CMA's activities within BCS.

Plans for future period

As part of BCS, CMA will continue to act independently as a separate brand, however, its results will be included within BCS's accounts. CMA is therefore a dormant company and has ceased all operational activities. CMA retains its own charitable status and will be free to take independent positions and issue independent responses to regulators and government.

Trustee induction and training

New trustees are invited and encouraged to attend a series of short training sessions to familiarise themselves with the charity and the context within which it operates. These are led by the Chair of the Board of the charity and cover:

- The obligations of the Board of Trustees and the fiduciary responsibility of a Company Director.
- The main documents which set out the operational framework for the charity, including the Memorandum and Articles of Association
- Resourcing and the current financial position as set out in the latest published accounts.
- Future plans and objectives.

Risk management

The Board of Trustees has conducted an annual review of the major risks to which the charity is exposed. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors.

Report of the Board of Trustees (continued)

Investment and reserves Policy

The Management Committee has examined the charity's requirements in light of the main risks to and needs of the organisation. It has established a policy whereby the unrestricted funds should be between 3 and 6 months of the expenditure. The reserves are currently above the policy range.

Public benefit

The trustees confirm they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Commission. The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Trust's aims and objectives and in planning future activities.

Disclosure of information to auditor

The Trustees who held office at the date of approval of this Trustees' report confirm that, so far as they are each aware, there is no relevant audit information of which the Company's auditor is unaware; and each Trustee has taken all the steps that they ought to have taken as a Trustee to make themselves aware of any relevant audit information and to establish that the Company's auditor is aware of that information.

Auditors

Pursuant to section 487 of the Companies Act 2006, the auditor will be deemed to be reappointed and KPMG LLP will therefore continue in office.

By order of the Board



R Deri
Secretary

First Floor, Block D
North Star House
North Star Avenue
Swindon
SN2 1FA

2 March 2017

Statement of Trustees' responsibilities in respect of the Trustees' Report and the Financial Statements

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law they are required to prepare the financial statements in accordance with UK Accounting Standards and applicable law (UK Generally Accepted Accounting Practice), including FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland.

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 charitable company and of the result of the company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business. As explained in note 1, the directors do not believe that it is appropriate to prepare these financial statements on a going concern basis.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the charitable company and to prevent and detect fraud and other irregularities.

Independent auditor's report to the members of Communications Management Association (A Company Limited by Guarantee)

We have audited the financial statements of Communications Management Association (a Company Limited by Guarantee) for the year ended 31 August 2016 set out on pages 6 to 9. The financial reporting framework that has been applied in their preparation is applicable law and UK Accounting Standards (UK Generally Accepted Accounting Practice), including FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland.

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Statement of Trustees' Responsibilities set out on page 4, 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.

Our responsibility is to audit, and express an opinion on, the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's website at www.frc.org.uk/auditscopukprivate.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 August 2016 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 UK Generally Accepted Accounting Practice; and
- have been prepared in accordance with the Companies Act 2006.

Emphasis of matter – Going concern

In forming our opinion on the financial statements, which is not modified, we have considered the adequacy of the disclosure made in note 1 to the financial statements which explains that the financial statements are now not prepared on the going concern basis as a result of the transfer of its trade to BCS. As a result of this the Company is no longer a going concern and the financial statements are no longer prepared on a going concern basis.

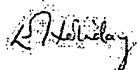
Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information in the Report of the Board of Trustees which constitutes the Directors' Report, for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

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

- the charitable company has not kept adequate accounting records or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a strategic report.



Emma Holiday (Senior Statutory Auditor)
For and on behalf of KPMG LLP, Statutory Auditor
Chartered Accountants, 66 Queen Square, Bristol BS1 4BE

Date: 31 May 2017

Statement of Financial Activities including Income and Expenditure
for the year ended 31 August 2016

	2016 £ Unrestricted reserves	2015 £ Unrestricted reserves
Income and endowments from:		
Investments	-	-
Charitable activities:		
Examination programmes	-	-
Other income:		
Other income	-	-
	<hr/>	<hr/>
Total income and endowments	-	-
	<hr/>	<hr/>
Expenditure on:		
Charitable activities		
Examination programmes	-	-
	<hr/>	<hr/>
Total expenditure	-	-
	<hr/>	<hr/>
Net movement in funds	-	-
Reconciliation of funds		
Total funds brought forward	324	324
	<hr/>	<hr/>
Total funds carried forward	324	324
	<hr/>	<hr/>

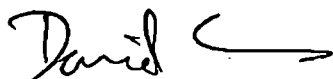
The statement of financial activities includes all gains and losses in the period.

Balance Sheet
at 31 August 2016

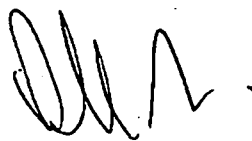
	<i>Note</i>	2016		2015	
		£	£	£	£
Fixed assets					
Investments	2		1		1
			<u>1</u>		<u>1</u>
Current assets					
Cash at bank and in hand		323		323	
		<u>323</u>		<u>323</u>	
Creditors: amounts falling due within one year	3	-		-	
Net current assets			323		323
Net assets			<u>324</u>		<u>324</u>
Unrestricted reserves			<u>324</u>		<u>324</u>

The notes on pages ⁸9 to ~~10~~ form part of the financial statements.

These financial statements were approved by the Board of Trustees on 2 March 2017 and were signed on its behalf by:



D Evans
Trustee



R Deri
Trustee

Notes

(forming part of the financial statements)

1 Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the period and in the preceding year.

Basis of preparation

The financial statements have been prepared in accordance with 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) - (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (August 2014) and the Companies Act 2006.

The Company is exempt by virtue of section 400 and section 401 of the Companies Act 2006 from the requirement to prepare group financial statements. These financial statements present information about the Company as an individual undertaking and not about its group.

As all of the charity's voting rights are controlled within the group headed by BCS, The Chartered Institute for IT (BCS), the charity has taken advantage of the exemption contained in FRS 102 and has therefore not disclosed transactions or balances with entities which form part of the group (or investees of the group qualifying as related parties). The consolidated financial statements of the group, within which this company is included, can be obtained from 1st Floor, Block D, North Star House, North Star Avenue, Swindon, Wiltshire SN2 1FA.

Reconciliation with previously Generally Accepted Accounting Practice (GAAP)

In preparing the accounts, the directors have considered whether in applying the accounting policies required by FRS 102 a restatement of comparative items was required. The transition date was 1 September 2014. No restatements were required.

Going concern

As part of BCS, CMA will continue to act independently as a separate brand, however, following the transfer of its trade to BCS in 2009, its results will be included within BCS's accounts. As a result of this CMA is no longer a going concern and the financial statements are no longer prepared on a going concern basis. The trustees have determined that no amendments are required to the financial statements as a result of this.

Significant estimates and judgements

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date or any judgements made that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

Cash flow statement

Under the FRS 102 reduced disclosure framework the Company is exempt from the requirement to prepare a cash flow statement on the grounds that its parent undertaking includes the Company in its own published consolidated financial statements.

Investments

Investments in subsidiary undertakings are valued at cost.

Taxation

The company is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2011 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 Corporation Tax Act 2011 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.

Fund accounting

The charity has only general funds which are unrestricted funds and are expendable at the discretion of the trustees in furtherance of the objectives of the company.

Notes (continued)

2 Investments

	2016 £	2015 £
Shares in subsidiary companies		
Ordinary share of £1 representing the whole of the issued share capital	1	1
	<u>1</u>	<u>1</u>

The company also has an investment in the Institute for Communications Arbitration and Forensics which was incorporated in England and Wales. The company is limited by guarantee and therefore has no share capital. It is a dormant company and has not traded in either period and has no assets or liabilities.

The company has investments in the ordinary share capital of the following companies.

<i>Name of undertaking</i>	<i>Country of registration and incorporation</i>	<i>Class of share capital held</i>	<i>No. of shares held</i>	<i>Proportion held</i>	<i>Nature of business</i>
Communications Arbitration and Forensics	England and Wales	Limited by guarantee so no share capital	-	100%	Dormant
ICAF Limited	England and Wales	Ordinary shares	1	100%	Dormant

3 Creditors: amounts falling due within one year

	2016 £	2015 £
Amounts owed to parent undertaking	-	-
	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>

4 Ultimate parent undertaking

The company's ultimate parent undertaking and the ultimate controlling party is BCS, The Chartered Institute for IT which is a charity incorporated by Royal Charter and registered in England and Wales. The consolidated financial statements are available from First Floor, Block D, North Star House, North Star Avenue, Swindon, Wiltshire SN2 1FA.