THE CILEX FOUNDATION

(Registered No. 11995446)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 DECEMBER 2025

Registered Office:
Landmark Victoria
3 Orchard Place
London
SW1H 0BF

Company Information

Reference and Administrative Information

Trustees:

The following Trustees held office during the year to 31 December 2025 and up to the date of this report:-

His Hon Judge Marc David Dight	Resigned on 16 June 2025
Ian David Hunt	
Thomas John Edward Morgan	
Emma Davies	
Abbey Webb	
Christine Baer	

Registered Office and operational address:

Landmark Victoria, 3 Orchard Place, London, SW1H 0BF

Charity Number: 1185862

Independent Examiners:

Mercer & Hole LLP
Landmark Victoria, 3 Orchard Place, London, SW1H 0BF

Trustee and Directors' Report

For the Year Ended 31 December 2025

Report of the Trustees

For the year ended 31 December 2025

Objectives and Activities

The CILEX Foundation is a registered charity (charity no.1185862) offering charitable grants and support to members of the Chartered Institute of Legal Executives (CILEX).

The Charity operates within England and Wales and supports CILEX Lawyers, current and former members of the profession and their dependents.

The CILEX Foundation administers an academic support fund by way of scholarships, bursaries and grants. The CILEX Foundation may support any other charitable cause which it feels furthers these charitable aims. These charitable activities are funded by donations, both from CILEX directly, and from other fundraising streams.

Achievements and Performance

In 2025, the CILEX Foundation delivered three funding cycles, awarding over £123,000 in scholarships and bursaries.

Bursary funding was awarded to 30 students throughout 2025. Demand remained high across both bursary rounds, particularly for CPQ Advanced and Legacy courses, reflecting the financial pressures faced by learners progressing through their CILEX qualifications.

The Foundation continued its commitment to widening access to the legal profession through two Scholarship programmes. Six full scholarships – worth over £13,000 each - were awarded, alongside three partial Launchpad to Law awards for individuals beginning their legal journey.

Students who wished to join CILEX as Law Graduates were able to apply for scholarships for the first time, with two students joining the CILEX Graduate Qualification programme.

Volunteer support was central to the Foundation's work, with more than 20 senior legal professionals contributing over 125 hours to shortlisting, interviews, webinars and career development activities.

Financial Review

As at 31st December 2025, the Foundation is holding reserves of £143,627, comprising unrestricted reserves of £49,932 and restricted reserves of £93,695. These funds are held to be utilised in support of the Foundations activities through 2026.

Structure, governance and management

The CILEX Foundation is a company limited by Guarantee registered with the Charity Commission. The Foundation operates [as a limited company] under its Memorandum and Articles of association.

The Trustee Board comprises at least 3 Trustees who are appointed by the Charity's Member (CILEX). This will include at least one Independent Trustee and at least two Trustees who are office holders of CILEX.

Trustees, upon induction, are provided with guidance from the Charity Commission on public benefit and their responsibilities. Further, Trustees receive an update/refresher training from the Charity Lead each year on their key responsibilities.

During the reporting period, Trustees committed to a fundraising and income generation strategic plan and enlisted the support of a specialist fundraising strategist to further this area of work. This aligns with the longer-term strategy to provide a sustainable and reliable source of support to members, satisfying our charitable aims.

Day to day management is delegated to CILEX, as the Member. A Charity Lead is employed to oversee the activity of the CILEX Foundation, and there is a Service Level Agreement in place which sets out the day to day operational/management support for charitable activities and delegated authority forms exist setting out limits for both spending and approving incoming donations.

The CILEX Foundation has established policies which set out our grant making activities and associated procedures. The *Assessment and Award – Scholarship and Assessment*, and *Award – Bursary and Welfare Grants* policies defines the aims and objectives of our grant making activity, how this activity aligns with our strategic charitable aim of furthering education opportunities to underrepresented groups and sets out the nature of award to be made.

Directors' report

The directors present their report and the financial statements for the year ended 31 December 2025.

Directors' responsibilities statement

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

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 101 'Reduced Disclosure Framework'. Under company law the directors 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 Company and of the profit or loss of the Company for that period.

In preparing these financial statements, the directors are required to:

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

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the Company's transactions and disclose with reasonable accuracy at any time the financial position of the Company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Principal activity

The CILEX Foundation is a registered charity (charity no.1185862) offering charitable grants and support to members of the Chartered Institute of Legal Executives.

Business review

The CILEX Foundation administers an academic support fund by way of scholarships, bursaries and grants. The CILEX Foundation also provides hardship grants to qualifying members of the chartered institute of legal executives. The CILEX Foundation will also engage in the promotion of Pro Bono (voluntary) work amongst its members. The CILEX Foundation may support any other charitable cause which it feels furthers these charitable aims. These charitable activities will be funded by donations, both from The Chartered Institute of Legal Executives directly, and from other fundraising streams.

This report was approved by the board on 30/04/2026 and signed on its behalf.



Ian David Hunt
Director

Independent Examiner's Report

For the Year Ended 31 December 2025

Independent examiner's report to the trustees of The CILEX Foundation

We report on the accounts of the Trust for the year period 31 December 2025, which are set out on pages 5 to 9 of the Trustees Annual Report and Accounts and signed by the Trustees.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to our attention.

Basis of independent examiner's report

Our examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's Report

For the Year Ended 31 December 2025

Independent examiner's statement

In connection with our examination, no matter has come to our attention:

(1) which gives us reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act, and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

(2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Steve Robinson FCA
On behalf of
Mercer & Hole LLP

3 June 2026

Statement of Financial Activities

For the Year Ended 31 December 2025

Statement of Financial Activities

		Unrestricted £	Restricted £	Year ended 31.12.2025 TOTAL £	Year ended 31.12.2024 TOTAL £
INCOMING RESOURSES					
Income from Donations	*Note 3*	**38,811**	**69,291**	**108,102**	120,647
Investment Income		**-**	**-**	**-**	4,207
TOTAL INCOMING RESOURSES		**38,811**	**69,291**	**108,102**	124,854
RESOURCES EXPENDED					
Salary Costs	*Note 4*	**26,008**	**13,004**	**39,012**	34,730
Grants Made	*Note 4/5*	**-**	**85,713**	**85,713**	80,933
Other Admin Costs	*Note 4*	**3,275**	**1,553**	**4,828**	9,947
TOTAL RESOURCES EXPENDED		**29,283**	**100,270**	**129,553**	125,610
NET INCOMING/(OUTGOING) RESOURCES		**9,528**	**(30,979)**	**(21,451)**	(756)
TRANSFER BETWEEN FUNDS		**-**	**-**	**-**	-
NET MOVEMENT IN FUNDS		**9,528**	**(30,979)**	**(21,451)**	(756)
RECONCILIATION OF FUNDS					
TOTAL FUNDS, Brought forward		**40,404**	**124,674**	**165,078**	165,834
TOTAL FUNDS, Carried forward		**49,932**	**93,695**	**143,627**	165,078

Balance Sheet

As at 31 December 2025

BALANCE SHEET

		Year ended 31.12.2025 £	Year ended 31.12.2024 £
CURRENT ASSETS			
Cash at Bank and in Hand		**156,153**	**173,480**
		156,153	**173,480**
CREDITORS			
Amounts falling due within 1 year	*Note 9*	**(12,526)**	**(8,402)**
NET CURRENT ASSETS		**143,627**	**165,078**
NET ASSETS		**143,627**	**165,078**
FUNDS OF THE CHARITY			
Restricted Funds		**93,695**	**124,674**
General Reserve Fund		**49,932**	**40,404**
TOTAL FUNDS		**143,627**	**165,078**

For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved and authorised for issue by the Directors and were signed on behalf of the Charity by Ian David Hunt on 02/06/2026



Ian David Hunt
Director

Notes to the financial statements:

1 Basis of preparation

1.1 Basis of accounting

The financial statements have been prepared in accordance with the Charities SORP 2nd edition (FRS 102) (effective 1 January 2019) - 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), Section 1A the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102), the Charities Act 2011 and the Companies Act 2006.

The CILEX Foundation meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

The preparation of financial statements in compliance with FRS 102 requires the use of certain critical accounting estimates. It also requires management to exercise judgement in applying the company's accounting policies.

The accounts are prepared in Sterling, which is the functional currency of The CILEX Foundation. Monetary amounts in these financial statements are rounded to the nearest £1.

2 Accounting policies

2.1 Incoming resources

Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the resources and the resources have been received.

Grants and donations are included in the SoFA when received.
Volunteer help: The value of any voluntary help received is not included in the accounts but is described

2.2 Expenditure and liabilities

Expenditures are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

2.3 Measurement basis for debtors

Prepayments are valued at the amount prepaid net of any trade discounts due.

3 Analysis of incoming resources

	Unrestricted £	Restricted £	2025 Total £	2024 Total £
Donations	38,811	69,291	**108,102**	120,647
	38,811	**69,291**	**108,102**	**120,647**

4 Analysis of resources expended

Direct Costs	Unrestricted £	Restricted £	2025 Total £	2024 Total £
Salary costs	26,008	13,004	**39,012**	34,730
Grants and student fees	-	85,713	**85,713**	80,933
	26,008	**98,717**	**124,725**	**115,663**

Support Costs	Unrestricted £	Restricted £	2025 Total £	2024 Total £
Administration costs	3,275	1,553	**4,828**	9,947
	3,275	**1,553**	**4,828**	**9,947**

5 Grant making activities

	2025	2024
	£	£
Bursary grants	**51,512**	36,165
Scholarship grants	**34,201**	43,998
Welfare grants	**-**	770
Total grants	**85,713**	80,933

All grants are awarded to individuals (albeit Bursary and Scholarship grants paid direct to the institution upon invoice).

6 Details of certain items of expenditure

6.1 Trustee expenses

2025	2024
£	£
Nil	Nil

6.2 Trustee remuneration

During the year ended 31 December 2025, no trustee received any remuneration or other benefits from the charity (2024: £nil).

7.1 Staff costs

	2025	2024
	£	£
Gross salaries	**31,646**	28,756
Employer's National Insurance costs	**3,777**	2,713
Pension costs	**3,589**	3,261
Total staff costs	**39,012**	34,730

7.2 Average number of employees

Average number of staff employed	**1**	1

There are no employees who received total employee benefits (excluding employer pension costs) of more than £60,000.

8 Independent Examiners fees

	2025	2024
	£	£
Independent examiners fees	**3,588**	3,420
Total	**3,588**	3,420

9 Creditors and accruals

	2025	2024
	£	£
Amounts falling due within one year		
Trade creditors	**-**	3,879
Accruals and Deferred Income	**12,525**	4,523
Total	**12,525**	8,402

The CILEX Foundation

Income and Expenditure Accounts
For the Year Ended 31 December 2025

	£	£
Income		
Donations	108,102	
Bank interest received	-	
Total income		**108,102**
Expenditure		
Wages and Salaries	39,012	
Grants payable	85,713	
Insurance	706	
Bank charges	230	
Accountancy fees	3,588	
Sundry costs	304	
Total Expenditure		**(129,553)**
Loss for the year		**(21,451)**