

**ANNUAL REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED**

**31<sup>st</sup> MARCH 2019**

## UKCISA

### Report of the Board of Trustees for the year ended 31 March 2019

#### GENERAL INFORMATION

Registered charity no:	1095294
A company limited by guarantee, registered in England and Wales no:	4507287
Operating address and registered office:	Noble House 3-5 Islington High Street London N1 9LQ
Telephone: Management and administration Advice line	020 7288 4330 020 7107 9922
Fax:	020 7288 4360
Website:	<a href="http://www.ukcisa.org.uk">www.ukcisa.org.uk</a>
Banker:	Bank of Scotland 33 Old Broad Street London BX2 1LB
Auditor:	Moore Kingston Smith LLP Chartered Accountants Devonshire House 60 Goswell Road London EC1M 7AD
Solicitor:	Bircham Dyson Bell 50 Broadway London SW1H 0BL

## UKCISA

### Report of the Board of Trustees for the year ended 31 March 2019

#### OBJECTS, ACTIVITIES, GOVERNANCE AND STRUCTURE

##### Constitution

UKCISA is a company limited by guarantee and is also registered as a charity operating under the working name of the "UK Council for International Student Affairs". The company's former name, until a change in the Articles in 2007, was UKCOSA: The Council for International Education. UKCOSA was first established as an unincorporated body in 1968 and as a company limited by guarantee in 1 April 2003.

##### Objects and activities

Consistent with its constitutional objects of advancing education and learning with particular reference to international students, UKCISA aims to:

- Increase support for international education and raise awareness of its values and benefits
- Encourage best practice, professional development and the highest quality of institutional support for international students throughout the education sector and
- Promote opportunities for – and identify and work to reduce obstacles and barriers to – greater student mobility.

It achieves its aims by:

- Monitoring and influencing government and education sector policy through close contact with senior officials, policy makers, members of national parliaments and assemblies, partner organisations and sector bodies throughout the UK.
- Producing regular electronic and print publications that keep members and students up to date on current legislation, regulations and resources.
- Delivering high quality advice line services (for both members and students/members of the public) and training which both assist with immediate areas of difficulty and contribute to greater professional expertise.
- Supporting, sustaining and expanding a network of members committed to the ideals of international education and the highest standards of international student support.
- Initiating and encouraging research which helps to identify key issues and areas for future investigation and development.
- Working indirectly and in partnership with others to encourage greater mobility from, as well as to, the UK  
and by
- Ensuring, through support from Trustees, its specialist staff and effectively managed resources, that it delivers highly valued services for members and other stakeholders.

##### President

Lord Bilimoria of Chelsea, CBE, DL

##### Board of Trustees

The nine elected and three co-opted members of the Board of Trustees (plus the Chair and Honorary Treasurer) are the charity's Directors and Members of the Company and are responsible for managing UKCISA's affairs. The co-opted members are chosen for their particular skills and experience. All newly appointed trustees receive a

## UKCISA

### Report of the Board of Trustees for the year ended 31 March 2019

comprehensive induction and given access to appropriate training relevant to their Board position. The Board, which also includes a number of 'observer' members from allied bodies, met four times during the year.

During the course of the year, and up to the date of approval of this report, the Trustees were:

#### Chair

Professor Koen Lamberts (Vice Chancellor, University of Sheffield)

#### Members

Mark Allen	(Sussex Downs College)
Tim Benford	(UWE Students' Union) – to June 2018
Sharon Bell	(Warwickshire Colleges Group)
Lynsey Bendon	(London Metropolitan University)
Mark Collier	(University of Sheffield) - to June 2019
Marianne Davies	(University of Warwick)
Nora De Leeuw	(Cardiff University)
Kate Dodd	(University of York) – to June 2019
Elizabeth Huckle	(Imperial College London)
Alan MacKay	(University of Edinburgh) ( <i>Honorary Treasurer</i> )
Sonal Minocha	(Bournemouth University) – to June 2019
Alex Proudfoot	(Independent Higher Education)
Laura Rose-Troup	(Newcastle College) – to March 2019
Daniel Rose-Troup	(Newcastle College) – from March 2019
Paul Rossi	(University of the Arts London) – to June 2018
Ruth Sweeney	(King's College London)
Yinbo Yu	(National Union of Students) – to June 2019
Sara Dyer	(University of Sussex) – from July 2018
Hannah Brian	(Leeds University Union) – from July 2018
Ross Porter	(University of Greenwich) – from July 2019

#### Company Secretary

Bhavesh Kotecha (UKCISA)

#### Key Management Personnel

Anne Marie Graham	Chief Executive – from May 2019
Dominic Scott	Chief Executive – to May 2019
Julie Allen	Director of Policy & Services
Duncan Lane	Director of Advice & Training
Bhavesh Kotecha	Director of Finance & Resources

#### Committees

The Board has two committees:

- **Finance and General Purposes Committee**, which recommends the annual budget and accounts to the Board for approval and has delegated responsibility for remuneration and personnel matters, financial management, membership applications, premises and resources.
- **Services and Representation Committee**, which advises on advice and training issues, good practice relating to international students and internationalisation, and services.

At 31 March 2019, the members of the Committees were:

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#### Finance & General Purposes Committee

Alan Mackay  
(University of Edinburgh) - Chair  
Mark Collier  
(University of Sheffield)  
Jelena Culum  
(City University)  
Paul Fear  
(BAC)  
Lynsey Bendon  
(London Metropolitan University)  
Sharon Bell  
(Warwickshire Colleges Group)  
Sara Dyer  
(University of Sussex)  
Hannah Brian  
(Leeds University Union)  
Ross Porter  
(University of Greenwich)

*Koen Lamberts (Chair of UKCISA – ex officio)*  
*Elizabeth Huckle (Chair of Services and  
Representation Committee – observer)*

#### Services and Representation Committee

Elizabeth Huckle  
(Imperial College London) -Chair  
Mervyn Adams  
(City of Glasgow College)  
Marianne Davis  
(University of Warwick)  
Kate Dodd  
(University of York)  
Alex Proudfoot  
(Independent Higher Education)  
Yinbo Yu  
(NUS)  
Ruth Sweeney  
(King's College London)  
Laura Rose-Troup (Newcastle College)  
Matt Daley (Reading University)  
Cat Turhan (Guild HE)

*Koen Lamberts ( Chair of UKCISA – ex officio)*  
*Alan Mackay (Chair of Finance and General  
Purposes – observer).*

## PRIORITIES AND ACHIEVEMENTS 2018/19

### Introduction from our President - Lord Karan Bilimoria CBE, DL

I'm honoured to be President of UKCISA at such a significant time. I'm inspired by all the work that UKCISA and our members do to ensure the UK is a welcoming destination for international students.

This has been a hugely significant year for UKCISA and for all those with interests in international students and the powerful way in which they bring so many benefits to the UK.

The report by the Migration Advisory Committee in September provided comprehensive, detailed and incontrovertible evidence of this and vindicated our arguments in so many ways.

The subsequent one by the All Party Parliamentary Group for International Students, which I have the pleasure to co-chair with Paul Blomfield MP, provided firm recommendations for the future and many of these were accepted and included in the government's new International Education Strategy and some elements reflected in the Immigration White Paper.

UKCISA's voice and influence in all these forums has, therefore, been hugely influential and whilst, with Brexit still on the horizon, we may continue to face challenging times, it is both encouraging and rewarding to see that steps are now being taken to encourage many more students to come and study in the UK.

I congratulate you all on what you do in an aspect of UK life which is so fundamentally important to our future as we work together to ensure even more positive developments over the coming year.

### Introduction from the Chair of the Board of Trustees - Prof Koen Lambert President and Vice-Chancellor, University of Sheffield

The year was dominated by two distinctive themes. The first, UKCISA's 50th Anniversary, was an opportunity to celebrate, reflect on lessons and achievements from the past and to renew our commitment and plans for the future.

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### Report of the Board of Trustees for the year ended 31 March 2019

The second, the UK's plans to leave the EU, presented huge challenges to ensure that, under different scenarios, all of our colleagues and those students who will be affected were adequately advised and supported at a time of considerable anxiety and change.

The year ended, however, with the publication of the government's new International Education Export strategy which we have welcomed - although we warned that if the complexity of Tier 4 is not radically reviewed (and post-study work rights not further extended), and with a likely downturn in the number of EU students post Brexit (assuming it goes ahead), the ambition to grow international HE numbers to 600,000 by 2030 (itself a relatively modest target) is unlikely to be achieved.

So there have been some positive signs but also many challenges for us all to face over the coming, in many ways, unpredictable year.

We say farewell to Dominic Scott who has been our Chief Executive and led this organisation over a quite remarkable 15 years. We give a very warm welcome to Anne Marie Graham who succeeded him on 1 May – and with such an appropriate background, having previously pioneered work on outward mobility and then managed the FCO's global Chevening Scholarship Scheme.

And, as usual, may I thank:

- The Department for Education and the Scottish Government for the essential support they give us in terms of grant funding, which enables us to provide such an extensive public service;
- The members of our Board and Committees who give so much of their time to advise on and help to direct our activities; and, of course,
- Each and every colleague in all our member institutions throughout the UK who do so much to ensure that every international student's time in the UK is so memorable and rewarding.

#### Celebrating 50 years of supporting international students

**Our anniversary year was the perfect opportunity to celebrate all that the sector does to welcome international students, while working together to find ways to improve the international student experience in the UK.**

Our anniversary year celebrated achievements of the past 50 years while providing an opportunity to focus on the future, exploring ways the sector can work together to improve international student experience and how we can continue to change lives for good.

- Our annual conference was our largest to date with nearly 500 delegates and 65 parallel sessions to develop skills and learn from peers. Prominent speakers included Scotland's Deputy First Minister, the Chief Executives of NAFSA (from the USA) and the British Council. Sponsors included the Scottish Government, INTO Global and Pennington Manches LLP.
- We held a Parliamentary Reception to recognise the commitment and dedication of staff who work to support international students in the UK. 200 international students, members and external stakeholders joined us in the celebrations.
- We held a conference on the International Student Experience in partnership with Universities UK, highlighting the value of international students and the ways that various projects and schemes by UKCISA and NUS support them.

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### Report of the Board of Trustees for the year ended 31 March 2019



#### Brexit and immigration policy

**UKCISA has submitted evidence and worked to challenge policy processes that adversely affect international students.**

One of our key priorities this year has been to ensure students and colleagues are aware of probable changes to rules on immigration, fees status and student support for EU students currently in the UK and for those arriving in 19/20, 20/21 and 21/22.

As well as providing updated guidance on our website and in our Manual, we have created new training courses to equip colleagues with confidence to advise and reassure EU students.

Both colleagues and students can face difficulties keeping pace with the current immigration rules. We carefully interpret and explain any changes while raising areas of concern with the Home Office. This included the new 'Front-End Services' for visa extensions which have caused confusion and alarm at the increased costs.

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We also highlighted aspects of the current immigration rules, policy and processes that adversely affect international students and create a less than welcoming image overseas by:

- Submitting evidence to the Foreign Affairs Committee's Inquiry into 'Global Britain and Links with India', given the concerns about the downturn in Indian students coming to the UK over the last five years.
- Providing oral evidence to the Higher Education Commission's Inquiry into education exports.
- Supporting and helping to formulate conclusions for the All Party Parliamentary Group on International Students' report on 'A Sustainable Future for International Students in the UK'; and
- Commenting extensively on the critical Migration Advisory Committee (MAC) report on international students which has influenced relevant parts of the Immigration White paper and the International Education Export strategy.



#### Members' services

**UKCISA members include every university in the UK, many colleges, schools and students' unions. Together we are a community that shares and learns from each other to improve the international student experience.**

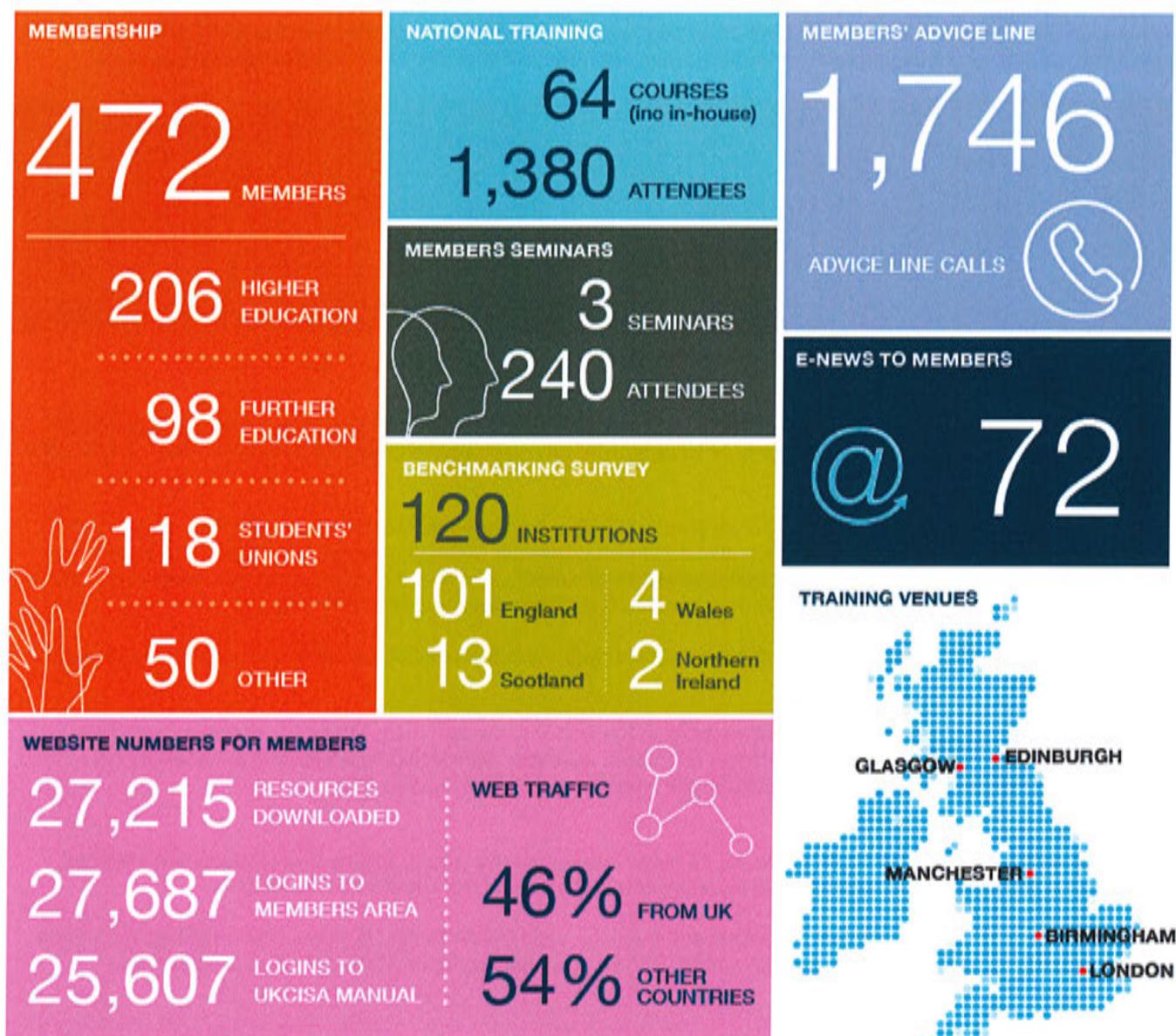
UKCISA's institutional membership continues to include every university in the UK and an increased number of students' unions. The number of FE colleges continues to decline, from 160 in 16/17, to 139 in 17/18 and now 98 in 18/19. This is in part due to mergers in the FE sector, but also reflects the challenging environment for colleges trying to recruit internationally against the obstacles created by Home Office rules.

We continue to work closely with our colleagues and members in the FE sector to ensure that we offer appropriate advice and guidance and include the FE perspective when feeding in on policy areas.

- Our nationwide training programmes increased by nearly 20% in line with demand, delivering 64 courses to 1,380 delegates, giving them the skills they need in their roles. Majority of training focused on Tier 4, fee status and eligibility, but there was demand for preparing for UKVI audits, EU settlement scheme, GDPR and cross-cultural communication. We also provided mental health and orientation courses to help all colleagues within institutions or students' unions.
- Colleagues used the members' area and online manual regularly for specific detailed immigration, fees and student support information, to post on the forum or to access locked resources.
- Our advisers answered 1,746 queries on our members' line.
- We surveyed 120 member institutions to gather insight about the range of provision for international students in the UK and enable colleagues to assess their own services against the national average. Our 'Benchmarking Report' featured support provided to students, case studies of successful approaches and included a focus on the degree of planning within institutions to respond to the likely increase in demand for advice for EU students.

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#### Funding projects and research to improve the student experience

This year we have funded nine larger, strategic projects across 15 institutions, including mental health and academic peer learning.

In 2018-19 our grants scheme funded a number of larger, strategic projects. We had nearly 50 applications, resulting in nine projects covering aspects from teaching and learning to mental health, buddying schemes, group work and support to families. These projects will complete later in 2019.

Our President Lord Bilimoria presented the 2017-18 'Paul Webley Award for Innovation in International Education' to the Open University and University of Dundee for their research about doctoral students and transition. The University of Strathclyde was highly commended for a pilot project about using Lego Serious Play to engage international students with group work.

Reports with practical suggestions for all institutions and students' unions to improve international student experience are available on our website at [ukcisa.org.uk/grants](http://ukcisa.org.uk/grants)

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### Report of the Board of Trustees for the year ended 31 March 2019

We have paused the grants scheme in 2019-20 to enable us to evaluate its outcomes over the last few years, and ensure that we are supporting projects strategically to maximise benefit to members and international students.



#### Our work with international students

**We continue to support international students across the world through our lobbying, advice and guidance. As part of our 50th anniversary we were able to celebrate all international students and their rich contribution to the UK.**

- Throughout 2018-19, our advisers answered 3,166 calls and queries. Most are from international students, their parents/guardians and relatives, but we also dealt with questions from schools, advice agencies and even lawyers. Our advisers supported them to challenge fee assessments, answered queries about fee status (often many years in advance) and helped them answer questions on institutions' fee status questionnaires.
- Our website continues to expand its global profile, with more than half of our visitors accessing the site from outside of the UK.
- We worked in partnership with organisations in the sector to create timely videos for students, providing accurate and reassuring messages about Brexit and visas, ultimately reinforcing how welcome all international students are to the UK. The videos embedded in our website had 64,718 impressions.
- We sent latest news to 2,565 students, 14 times throughout the year to ensure that students are informed about important developments and directed to useful information about the UK during their studies.
- We celebrated all international students and their rich contribution to the UK at our Parliamentary Reception commemorating our 50th anniversary in November, with 65 students joining us from more than 25 countries.

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#### Priorities for 2019/2020

**“UKCISA has a vital role to play in representing international students across UK universities, schools, colleges and students’ unions. We will work with the sector to advise on a clear, efficient visa process, a world-leading student experience and a competitive post-study offer.**

Regardless of the Brexit outcome, UKCISA will play a vital role in providing guidance for international students, and for those who support and advise them. Like the new International Education Strategy, UKCISA works across the education sector and diverse government departments.

It is uniquely placed to represent international students in schools, colleges and universities in the strategy’s implementation. We are working with government to ensure that international students, both prospective and those already studying in the UK, receive ‘welcoming, clear, simple and consistent’ messaging as recommended in 2018 by the APPG for International Students.

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### Report of the Board of Trustees for the year ended 31 March 2019

We also want to improve access to our member services. To support this, UKCISA is exploring additional methods, including new technologies, of training delivery to maximise access for staff at all levels, and continue to provide value for money for our members' budgets. We will also implement a new evaluation framework, providing qualitative and quantitative data to help institutions and organisations better understand the benefits of UKCISA membership and how its services have had a positive impact on institutions and on individuals.

Like UK Government, UKCISA wants the UK to be the first choice destination for global students looking for a high quality international education. We will work with sector organisations across the UK to continue to advise on a clear and efficient visa process, a world-leading student experience and a competitive post study offer, to help ensure continued growth in international students coming to the UK." **Anne Marie Graham – Chief Executive of UKCISA**

#### PUBLIC BENEFIT

The Trustees confirm that they have complied with Charity Commission guidance on public benefit, including "Public Benefit: running a charity (PB2)". In particular:

- The advice and training services have enabled university and college staff to advise international students on which immigration-related rules and procedures are and are not, as yet, changing.
- The advice line for students and the general public has provided a free and impartial service, open to all who need related guidance and especially at a time of considerable concern.
- UKCISA's website, with its comprehensive information items, provides open access advice and guidance on all aspects of living and studying in the UK.
- The work in support of good practice in international student welfare and the new research and pilot projects scheme contribute to an improved quality of experience for international students studying in UK further and higher education.
- UKCISA's practical and specialist knowledge has enabled representations to government which have benefited all international students wishing to study or studying in the UK.

#### FINANCIAL REPORT

##### Trustees' responsibilities in relation to the financial statements

The trustees (who are also directors of UKCISA 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 trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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 in the Charities SORP;
- 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that 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 are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## UKCISA

### Report of the Board of Trustees for the year ended 31 March 2019

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

#### Statement as to disclosure to our auditor

In so far as the trustees are aware at the time of approving our trustees' annual report:

- there is no relevant audit information of which the charitable company's auditor is unaware, and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The financial statements comply with current statutory requirements, the requirements of the Memorandum and Articles of Association and the requirements of the Statement of Recommended Practice "*Accounting and Reporting by Charities*".

#### Financial review

UKCISA's total annual income to March 2019 was £1,592,417 - an increase of £67,612 (4%) on the previous year. The increase is mostly due to additional income achieved from our 50<sup>th</sup> Anniversary conference at the University of Edinburgh and additional demand for our training services. As in previous years, UKCISA maintains a good balance between income streams with four established income streams in place: membership subscriptions, training fees, conference income and government grants.

We received a substantial grant of £343,333 from the Department for Education to provide support and advice to both international students and those who work with them. This is in addition to a £65,000 grant from the Scottish Government to sustain our activities specifically in Scotland. Taken together, these grants represent approximately a quarter of UKCISA's total income and make an important contribution to UKCISA's financial stability.

However, UKCISA's own activities generate the majority of our annual income. Membership subscriptions account for almost half our income at £686,042 and have historically remained at close to this level. Income from our training activities (including our national training programme and specifically tailored in-house courses) has increased this year from £272,000 to £294,000. Our flagship annual conference has been particularly successful this year due to it being our 50<sup>th</sup> Anniversary and contributed income of £200,000.

UKCISA's total annual expenditure was £1,539,407 which represents an increase of £179,021 (13%) on the previous year. Last year we were able to achieve a very favourable position with our landlord with regards to the surrendering of the lease on our office premises. This effectively meant we were able to reverse a provision of £83,000 that we held for backdated rent because the landlord agreed to waive it as part of termination negotiations.

Aside from the increase in rent on our premises, we have had some additional costs this year including moving and relocation, 50<sup>th</sup> Anniversary events and CEO recruitment.

Staff related costs are our most dominant form of expenditure accounting for £934,671 (60%) of the total annual expenditure. Staff are employed to carry out activity that directly contributes to the fulfilment of UKCISA's charitable activities in the form of delivering training, providing advice, organising our conference, maintaining online learning resources, lobbying, influencing policy and communicating with our members.

UKCISA has made an operating surplus of £53,010 and this has increased overall reserves to be £785,098.

#### Pension Liability

The financial reporting standard for charities FRS 102 (Charities) requires that charities have to provide for and disclose their share of the deficit of any pension scheme of which they are a member. UKCISA created a pension provision of £136,862 at 31 March 2014 and released £16,181 of the provision in 2018/19 (2017/18, £15,728).

## UKCISA

### Report of the Board of Trustees for the year ended 31 March 2019

#### Reserves

At 31 March 2019, the surplus for the year was added to reserves to give the position as follows:

	2019		2018	
	£	£	£	£
Unrestricted funds:				
General funds	602,099		474,044	
Designated funds	183,000		258,045	
		785,099		732,089

Designated funds are unrestricted funds that have been set aside from general funds for specific purposes as follows:

- |                          |                                                                                                                                                                  |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (a) Fixed assets fund:   | the net value of fixed assets is committed to assets which allow UKCISA to continue operating; these funds are therefore not available for day to day operations |
| (b) Research fund:       | amounts set aside to fund future research activities                                                                                                             |
| (c) Communications fund: | amounts set aside to disseminate information to UKCISA's members in various forms                                                                                |
| (d) Relocation fund:     | amounts set aside to cover the direct costs of relocation (professional charges, removal costs and temporary accommodation)                                      |
| (e) Infrastructure       | amounts set aside to develop UKCISA's membership infrastructure, including CRM capabilities                                                                      |

We confirm that the value of each fund is sufficient to meet UKCISA's obligations.

General funds are the general reserves not immediately required for any specific purpose. They are used by UKCISA in order to:

- provide working capital
- allow UKCISA to provide continuity of service if income levels were to fluctuate, thereby giving time to seek new sources of revenue or to reduce costs
- allow UKCISA to provide continuity of service if it had to cope with increases in expenditure that could not be accurately forecast
- ensure that in the worst possible circumstances it would be possible to pay all creditors and wind up the organisation.

The Finance and General Purposes Committee reviewed the reserve policy in their meeting on 1<sup>st</sup> May 2019 and recommended that UKCISA should aim to keep general funds at a level between 4 and 6 months of annual expenditure. This would provide a sufficient buffer to fulfil the aims above and give enough time for UKCISA to adapt its business model should unforeseen circumstances impair financial performance.

This was approved by the Trustees and agreed that the reserve policy would be reviewed as necessary and, in any case, no later than 2021/22.

General reserves at the end of the year amounted to £602,099 which at approximately 4.5 months of annual expenditure, is above the minimum but less than the ceiling. Accordingly, the Trustees believe this position to be satisfactory.

#### Association of International Student Advisers (AISA) and Immigration Compliance Network (ICN)

UKCISA receives and pays funds on behalf of both AISA and ICN. All AISA and ICN funds are segregated in UKCISA's accounts and retained in cash. The balances due to AISA and ICN at the end of the year are included in creditors.

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#### RISK MANAGEMENT

The trustees have a risk management strategy which comprises:

- An annual review of the principal risks and uncertainties that the charity faces. In addition, the Finance & General Purposes Committee receives an update on the significant risks at each of its meetings;
- The establishment of policies, systems and procedures to mitigate those risks identified in the annual review; and
- The implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

This work has identified that the ability to maintain core funding streams and cope with foreseeable cost increases are the major financial risks for the charity. Key elements in the management of these financial risks are:

- Regular liaison with both the Department for Education and the Scottish Government to ensure that they are well informed about the use of their funding in achieving UKCISA's objectives;
- Maintenance of UKCISA's membership base to ensure that subscriptions and training and conference income is secure;
- An effective annual budgeting process that takes account of actual and potential fluctuations in both revenue streams and cost elements to ensure that charges are adequate to produce an appropriate annual surplus;
- Carrying out modelling of the charity's future midterm financial position against various scenarios
- Close monitoring of financial performance by the Senior Management Team on a regular basis.

#### STAFF

At the time of signing this report our staff was as follows:

Anne Marie Graham	Chief Executive
Duncan Lane	Director of Advice and Training
Christopher Benjamin	Advice and Training Officer
Deepa Chadha	Advice and Training Officer
Victoria Everett	Advice and Training Officer
Kate Handforth	Advice and Training Officer
Heather Knight	Advice and Training Officer
Sarah Rimmington	Advice and Training Officer
Tema Nwulu	Advice and Training Officer
Julie Allen	Director of Policy and Services
So-Ha Au	Membership and Web Assistant
Will Burton	Training Administrator
Jane McCarthy	Web and Communications Manager
Arne Sjogren	Web and Publications Officer
Bhavesh Kotecha	Director of Finance and Resources
Jody O'Brien	Executive Assistant
Judy Theophanous	Finance Administrator
Ben Miller Williams	Finance and Resources Officer

We are also grateful to Andrew Humphrey, Rosalind Martin and Yasmin Khan for their valuable work on the advice line as freelance advisers during the year.

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for the year ended 31 March 2019**

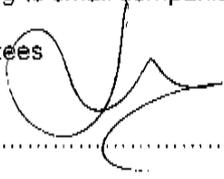
**Pay policy for senior staff**

The directors consider the board of directors, who are the Trust's trustees, and the senior management team comprise the key management personnel of the charity in charge of directing and controlling, running and operating the Trust on a day to day basis. All directors give of their time freely and no director received remuneration in the year. Details of directors' expenses and related party transactions are disclosed in note 9 to the accounts.

The pay of the Chief Executive is set by the Chair and the Honorary Treasurer, who use independent advice to determine the level of his remuneration. The other senior staff have their salaries set by reference to the company's pay structure that is based on the Joint Negotiating Committee for Higher Education Staff (JNCHES) scales used by the UK higher education sector.

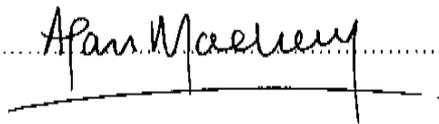
The financial statements that follow have been prepared in accordance with the provisions of part 15 of the Companies Act 20106 relating to small companies.

Signed on behalf of the Trustees



Koen Lamberts..... Chair

Alan Mackay.....Honorary Treasurer



10 October 2019

## UKCISA

### Independent auditor's report for the year ended 31 March 2019

#### INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF UKCISA

##### Opinion

We have audited the financial statements of UKCISA ('the company') for the year ended 31 March 2019 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, 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 FRS 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 March 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 Companies Act 2006.

##### 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 Auditor's 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 UK, including the FRC'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 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.

##### Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, 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.

## UKCISA

### Report of the Board of Trustees for the year ended 31 March 2019

#### Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' annual report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' annual report has been prepared in accordance with applicable legal requirements.

#### Matters on which we are required to report by exception

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' annual report.

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:

- adequate accounting records have not been kept, 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 prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Trustees' Annual Report and from preparing a Strategic Report.

#### Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 7, 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.

#### Auditor's responsibilities for the audit of the financial statements

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 auditor's 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 aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (UK) we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

## UKCISA

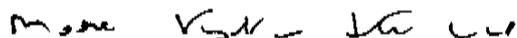
### Report of the Board of Trustees for the year ended 31 March 2019

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the charitable company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charitable company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

#### Use of our report

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 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 any party other than the charitable company and charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Neil Finlayson (Senior Statutory Auditor)  
for and on behalf of Moore Kingston Smith LLP, Statutory  
Auditor

Devonshire House  
60 Goswell Road  
London  
EC1M 7AD

Date: 28/10/2019

UKCISA

Statement of Financial Activities  
for the year ended 31 March 2019

	Note	Unrestricted Funds		Restricted Funds	Total	Total
		General Funds	Designated Funds		2019	2018
		£	£	£	£	£
<b>Income and expenditure account</b>						
<b>Income</b>						
Voluntary income						
Grant-in-Aid						
Department for Education		343,333	-	-	343,333	330,000
Donations		31	-	-	31	131
Charitable activities						
International student services	3	1,176,069	-	68,000	1,244,069	1,190,527
Interest received	4	4,984	-	-	4,984	4,147
<b>Total incoming resources</b>		<b>1,524,417</b>	<b>-</b>	<b>68,000</b>	<b>1,592,417</b>	<b>1,524,805</b>
<b>Expenditure</b>						
Charitable activities						
International student services	5	1,362,596	108,811	68,000	1,539,407	1,360,386
<b>Total outgoing resources</b>		<b>1,362,596</b>	<b>108,811</b>	<b>68,000</b>	<b>1,539,407</b>	<b>1,360,386</b>
<b>Net income/(expenditure) before transfers</b>		<b>161,821</b>	<b>(108,811)</b>	<b>-</b>	<b>53,010</b>	<b>164,419</b>
Transfers between funds	17	(33,766)	33,766	-	-	-
<b>Net movement in funds</b>		<b>128,055</b>	<b>(75,045)</b>	<b>-</b>	<b>53,010</b>	<b>164,419</b>
<b>Funds at 1 April 2018</b>		<b>474,044</b>	<b>258,045</b>	<b>-</b>	<b>732,089</b>	<b>567,670</b>
<b>Funds at 31 March 2019</b>		<b>602,099</b>	<b>183,000</b>	<b>-</b>	<b>785,099</b>	<b>732,089</b>

All gains and losses arising in the year are included in the statement of financial activities and relate to continuing activities.

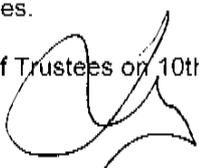
UKCISA

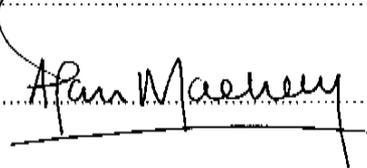
Balance Sheet at 31 March 2019

	Note	2019	2019	2018	2018
		£	£	£	£
<b>Tangible fixed assets</b>	12		13,977		2,983
<b>Current assets</b>					
Debtors and prepayments	13	139,188		172,556	
Cash at bank and in hand	14	1,462,865		1,255,410	
			<u>1,602,053</u>	<u>1,427,966</u>	
<b>Creditors: amounts falling due within one year</b>	15	830,931		698,860	
<b>Net current assets</b>			<u>771,122</u>	<u>729,106</u>	
<b>Total assets less current liabilities</b>			<u><b>785,099</b></u>	<u><b>732,089</b></u>	
<b>Net assets</b>			<u><b>785,099</b></u>	<u><b>732,089</b></u>	
<b>Represented by:</b>					
<b>Unrestricted funds</b>					
General funds			602,099	474,044	
Designated funds	17		183,000	258,045	
<b>Total funds</b>	19		<u><b>785,099</b></u>	<u><b>732,089</b></u>	

These financial statements have been prepared in accordance with the provisions of part 15 of the Companies Act 2006 relating to small companies.

Approved by the Board of Trustees on 10th October 2019 and signed on their behalf by:

Koen Lamberts .....  ..... Chair

Alan Mackay .....  ..... Honorary Treasurer

10th October 2019

Company number: 4507287 Charity number: 1095294

UKCISA

Cash flow statement at 31 March 2019

	2019	2018
	£	£
<b>Cash provided by operating activities</b>	<u>220,773</u>	<u>193,787</u>
<b>Cash flows from investing activities</b>		
Purchase of fixed assets	(18,302)	(3,222)
Interest income	4,984	4,147
<b>Cash provided by investing activities</b>	<u>(13,318)</u>	<u>925</u>
<b>Increase in cash and cash equivalents in the year</b>	207,455	194,712
<b>Cash and cash equivalents at the beginning of the year</b>	<u>1,255,410</u>	<u>1,060,698</u>
<b>Total cash and cash equivalents at the end of the year</b>	<b>1,462,865</b>	<b>1,255,410</b>

Reconciliation of net movement in funds to net cash flow from operating activities

	2019	2018
Net movement in funds	53,010	164,419
Add back depreciation charge	7,308	56,210
Deduct interest income shown in investing activities	(4,984)	(4,147)
Decrease/(Increase) in debtors	33,368	65,692
(Decrease)/Increase in creditors	<u>132,071</u>	<u>(88,387)</u>
<b>Net cash used in operating activities</b>	<u><b>220,773</b></u>	<u><b>193,787</b></u>

## UKCISA

### Notes to the accounts for the year ended 31 March 2019

#### 1 Constitution

UKCISA is incorporated as a company limited by guarantee, registered in England & Wales (no. 4507287), and a charity registered with the Charity Commission for England and Wales (no. 1095294). UKCISA operates under the working name of "UK Council for International Student Affairs". The liability of each member of the company is limited to £1 in the event that the company is wound up.

#### 2 Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

##### 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) and the Companies Act 2006. UKCISA meets the definition of a public benefit entity under FRS 102. These accounts are prepared in Sterling which is the functional currency of the charity and are rounded to the nearest pound.

##### Going concern

The Trustees consider that it is appropriate to draw up UKCISA's accounts on a Going Concern basis because of its substantial cash resources, its confirmed income for the next 12 months, its continued income streams from charitable activities and its control over its costs. Its financial position is subject to regular review by the Finance & General Purposes Committee.

##### Depreciation

Apart from purchases of individual items of furniture and office equipment costing less than £1,000 and computer software, which are written off in full in the year of purchase, all fixed assets are depreciated over their anticipated useful lives on a straight line basis as follows:

computers and other office equipment	3 years
furniture	5 years
leasehold improvements	over the unexpired period of the lease

##### Grants receivable

Grants receivable are accounted for on an accruals basis. Grants received for specific purposes are treated as restricted funds.

##### Membership, affiliation and subscriptions

Fees in respect of membership, affiliation and subscriptions are accounted for on an accruals basis.

##### 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.

##### Financial instruments

The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments. Financial instruments are recognised in the company's balance sheet when the company becomes party to the contractual provisions of the instrument. Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

With the exceptions of prepayments and deferred income all other debtor and creditor balances are considered to be basic financial instruments under FRS 102. See notes 13 and 15 for the debtor and creditor notes.

## UKCISA

### Notes to the accounts for the year ended 31 March 2019 (continued)

#### Judgements and key sources of estimation uncertainty

In the application of the company's accounting policies, the directors are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

The most significant estimates and assumptions which affect the carrying amount of assets and liabilities in the accounts relate to:

**Useful Economic Lives** - The annual depreciation charge for property, plant and equipment is sensitive to change in the estimated useful economic lives and residual value of assets. These are reassessed annually and amended where necessary to reflect current circumstances.

**Treatment of USS as a multi-employer scheme** - FRS 102 makes the distinction between a group plan and a multi-employer scheme. A group plan consists of a collection of entities under common control typically with a sponsoring employer. A multi-employer scheme is a scheme for entities not under common control and represents (typically) an industry-wide scheme such as Universities Superannuation Scheme. The accounting for a multi-employer scheme where the employer has entered into an agreement with the scheme that determines how the employer will fund a deficit results in the recognition of a liability for the contributions payable that arise from the agreement (to the extent that they relate to the deficit) and the resulting expense in profit or loss in accordance with section 28 of FRS 102. The trustees are satisfied that Universities Superannuation Scheme meets the definition of a multi-employer scheme and has therefore recognised the discounted fair value of the contractual contributions under the recovery plan in existence at the date of approving the financial statements.

#### Pension benefits

The institution participates in the Universities Superannuation Scheme. The scheme is a hybrid pension scheme, providing defined benefits (for all members), as well as defined contribution benefits. The assets of the scheme are held in a separate trustee-administered fund. Because of the mutual nature of the scheme, the assets are not attributed to individual institutions and a scheme-wide contribution rate is set. The institution is therefore exposed to actuarial risks associated with other institutions' employees and is unable to identify its share of the underlying assets and liabilities of the scheme on a consistent and reasonable basis. As required by Section 28 of FRS 102 "Employee benefits", the institution therefore accounts for the scheme as if it were a wholly defined contribution scheme. As a result, the amount charged to the profit and loss account represents the contributions payable to the scheme. Since the institution has entered into an agreement (the Recovery Plan) that determines how each employer within the scheme will fund the overall deficit, the institution recognises a liability for the contributions payable that arise from the agreement (to the extent that they relate to the deficit) and therefore an expense is recognised.

#### Leased assets

Rentals payable under operating leases are written off in the year to which they relate.

#### Grants payable

Grants payable are accounted for when there is a commitment to make the payment.

#### Expenditure

Expenditure is allocated directly to the relevant activity wherever possible. Support costs comprise the costs of central management and administration. Costs common to a number of activities are apportioned in relation to the cost of staff time spent on that activity. Governance costs relate to compliance with charity and company regulations and the strategic direction of the organisation.

#### VAT

The proportion of input VAT that is not recoverable is written off in the year in which it is incurred (note 20).

#### Fund accounting

Unrestricted funds are those which are not subject to restrictions and any surpluses arising may be applied in furtherance of any of the organisation's objectives. Designated funds form part of unrestricted funds and represent amounts set aside by the trustees for particular purposes. These funds may be returned to the general unrestricted funds at the trustees' discretion.

UKCISA

Notes to the accounts  
for the year ended 31 March 2019  
(continued)

3 Income from charitable activities

	General Funds £	Designated Funds £	Restricted funds £	Total 2019 £	Total 2018 £
<b>International student services</b>					
Membership subscriptions	686,042	-	-	686,042	700,727
Training and conferences	483,327	-	-	483,327	427,625
Publications sales	-	-	-	-	725
Commission and services	6,700	-	3,000	9,700	6,450
Grants receivable					
Scottish Government	-	-	65,000	65,000	55,000
	<u>1,176,069</u>	<u>-</u>	<u>68,000</u>	<u>1,244,069</u>	<u>1,190,527</u>

4 Investment income

All of the company's investment income of £4,984 (2018: £4,147) arises from money held in interest bearing deposit accounts.

5 Expenditure on charitable activities

	Total 2019 £	Total 2018 £
<b>International student services</b>		
Direct costs	1,214,412	1,072,891
Support costs (note 8)	276,149	243,954
Governance costs (note 7)	48,847	43,541
	<u>1,539,408</u>	<u>1,360,386</u>

6 Grants made during the year

Research grants of £33,212 (2018: £44,602) were awarded to other institutions during the year.

7 Governance costs

	Total 2019 £	Total 2018 £
Direct costs	7,800	7,300
Support costs (note 8)	41,047	36,241
	<u>48,847</u>	<u>43,541</u>

8 Support costs

	Charitable activities £	Governance costs £	Total 2019 £	Total 2018 £
Staff costs	168,521	25,049	193,570	189,516
Office and administration	107,628	23,798	131,426	97,979
	<u>276,149</u>	<u>48,847</u>	<u>324,996</u>	<u>287,495</u>

Governance Costs of £48,847 (2018: £43,541) comprise the audit fee and a proportion of general overheads attributed to governance activities.

UKCISA

Notes to the accounts  
for the year ended 31 March 2019  
(continued)

9 Staff costs

	2019 £	2018 £
Salaries	683,331	683,712
Social Security costs	71,408	73,275
Pensions costs	91,193	97,830
	<b>845,932</b>	<b>854,818</b>
Other staff costs, including temporary staff, consultants, recruitment and training	88,739	60,373
	<b>934,671</b>	<b>915,912</b>

One employee (2018, one) received remuneration totalling between £70,000 and £80,000 during the year. One employee (2018, one) received remuneration totalling between £60,000 and £70,000 during the year. Pension contributions totalling £24,964 (2018: £24,639) were paid in the year in respect of these employees.

The company's Memorandum of Association explicitly authorises payments to Trustees for work carried out for the company other than in fulfilling the functions of a Trustee. Such payments may include, but are not limited to: writing publications and facilitating training courses. This year there were no such payments made to any Trustees (2018, £616). No other remuneration was paid to any Trustee (2018, nil). Out of pocket expenses claimed by and refunded to 9 (2018, 7) trustees totalled £1,677 in the year (2018, £1,483).

The key management personnel of the charity comprise the trustees, the Chief Executive, Director of Advice & Training, Director of Policy & Services and Director of Finance & Resources. The total employee benefits of the key management personnel of the Charity were £319,963 (2018: £274,972). Termination payments of £17,543 were paid during the year (2018: nil).

10 Staff Numbers

The average monthly head count was 16.8 staff (2018: 17.9 staff) and the average monthly number of full-time equivalent employees (including casual and part-time staff) during the year were as follows:

	2019	2018
International student services	14.9	15.9
Governance	0.3	0.3
	<b>15.2</b>	<b>16.2</b>

11 Net income for the year

	2019 £	2018 £
Net income is stated after charging:		
Audit fee - current year	7,800	7,300
Depreciation and impairment	7,308	56,211
Operating lease - property	65,982	43,870
Operating lease - equipment	8,810	9,118

12 Tangible fixed assets

All fixed assets are held for use in connection with charitable activities.

	Furniture and office equipment £	Leasehold improvements £	Total £
Cost			
Total at 1 April 2018	26,294	162,813	189,107
Additions	15,902	2,400	18,302
Disposals	(18,674)	(162,813)	(181,487)
Total at 31 March 2019	<b>23,522</b>	<b>2,400</b>	<b>25,922</b>

UKCISA

Notes to the accounts  
for the year ended 31 March 2019  
(continued)

12 Tangible fixed assets (continued)

<b>Depreciation</b>			
Total at 1 April 2018	23,311	162,813	186,124
Depreciation	7,068	240	7,308
Disposals	(18,674)	(162,813)	(181,487)
Total at 31 March 2019	<u>11,705</u>	<u>240</u>	<u>11,945</u>
<b>Net book value</b>			
at 31 March 2019	<u>11,817</u>	<u>2,160</u>	<u>13,977</u>
at 31 March 2018	<u>2,983</u>	-	<u>2,983</u>

13 Debtors and prepayments

	2019	2018
	£	£
Invoiced amounts outstanding	39,449	136,108
Other debtors	33,463	7,978
Prepayments	66,276	28,470
	<u>139,188</u>	<u>172,556</u>

Included within other debtors is an amount of £25,500 that is due after 1 year (2018, nil).

14 Cash at bank and in hand

	2019	2018
	£	£
Cash at bank	862,509	705,149
Cash on deposit	600,000	550,000
Cash in hand	356	261
	<u>1,462,865</u>	<u>1,255,410</u>

15 Creditors: amounts falling due within one year

	2019	2018
	£	£
Taxation and Social Security	16,872	17,838
VAT	126,842	38,372
Other creditors	33,486	5,829
Deferred income	527,889	512,823
Accruals and provisions	67,985	55,674
Provision for pension deficit reduction	33,285	49,466
Funds held on behalf of others	24,573	18,858
	<u>830,932</u>	<u>698,860</u>

Deferred income relates to amounts received during 2018/19 for services to be carried out in 2019/20. The income deferred in 2018/19 has been fully reversed into 2019/20.

16 Financial commitments

a) At the reporting end date the charity had the following future minimum lease payments under non-cancellable operating leases which fall due as follows:

	2019		2018	
	Land and Buildings	Other	Buildings	Other
	£	£	£	£
Within 1 year	85,000	8,379	21,875	9,118
1 to 5 years	283,133	27,231	-	9,878
	<u>368,133</u>	<u>35,610</u>	<u>21,875</u>	<u>18,996</u>

b) No capital expenditure had been authorised and contracted but not made at 31 March 2019 (2018, nil).

UKCISA

Notes to the accounts  
for the year ended 31 March 2019  
(continued)

17 Designated funds

	Total at 1 April 2018	outgoing resources	transfers from / (to) general funds	transfers between funds	Total at 31 March 2019
	£	£	£	£	£
Fixed assets	22,761		(2,761)	-	20,000
Research	50,000	(33,212)	13,212	-	30,000
Communications	26,204	(13,529)	17,325	-	30,000
Relocation	50,000	(35,990)	5,990	-	20,000
UKCISA 50th Anniversary	26,080	(26,080)	-	-	-
Infrastructure	83,000	-	-	-	83,000
	<u>258,045</u>	<u>(108,811)</u>	<u>33,766</u>	<u>-</u>	<u>183,000</u>

	Total at 1 April 2017	outgoing resources	transfers from / (to) general funds	transfers between funds	Total at 31 March 2018
	£	£	£	£	£
Fixed assets	55,971	-	(33,210)	-	22,761
Research	34,911	(33,200)	48,289	-	50,000
Communications	39,905	(13,701)	-	-	26,204
Relocation	46,000	(1,750)	5,750	-	50,000
UKCISA 50th Anniversary	40,000	(13,920)	-	-	26,080
Infrastructure	-	-	83,000	-	83,000
	<u>216,787</u>	<u>(62,571)</u>	<u>103,829</u>	<u>-</u>	<u>258,045</u>

The fixed asset fund is intended to cover the ongoing depreciation charges on fixed assets. Depreciation of £7,308 was incurred during the year which has been covered from general funds. This has been partially offset by a transfer of £4,547 from general funds to cover planned purchases next year.

The research fund is intended to make funds available to support UKCISA's annual grant funding programme. The transfer of £13,212 is intended to keep the fund at the planned level of research activity next year of £30,000.

The Communications fund is intended to cover the costs of disseminating information to our members at various regional events as well as specific communication projects, such as our benchmarking review. The transfer of £17,325 is intended to keep the fund at a level that can support communication activity for at least the next 2 years.

The Relocation Fund was intended to cover the costs of relocating the head office during 2018/19. The relocation has now been completed but some funds have been retained in this fund to cover subsequent reconfiguration work to the premises.

The 50th Anniversary fund was to provide funds for a number of special events specifically related to UKCISA's 50th Anniversary during 2018/19. This fund has been expended in full.

The Infrastructure fund has been created to provide funds of £83,000 to invest in developing UKCISA's core infrastructure. This predominately includes upgrading the CRM system and work is planned to commence on this during 2019/20.

18 Restricted funds

	Total at 1 April 2018	incoming resources	outgoing resources	transfers from / (to) general funds	Total at 31 March 2019
	£	£	£	£	£
Scottish Government	-	65,000	(65,000)	-	-
Universities UK	-	3,000	(3,000)	-	-
	<u>-</u>	<u>68,000</u>	<u>(68,000)</u>	<u>-</u>	<u>-</u>

Restricted funds represent:

Scottish Government: grant to sustain enhanced level of activity in Scotland.

Universities UK: contribution towards UKCISA's 50th Anniversary celebration at the House of Commons.

UKCISA

Notes to the accounts  
for the year ended 31 March 2019  
(continued)

19 Analysis of net assets between funds

	Unrestricted funds		Total
	Designated funds	General funds	
	£	£	£
Tangible fixed assets	20,000	-	20,000
Net current assets	163,000	602,099	765,099
	<u>183,000</u>	<u>602,099</u>	<u>785,099</u>

20 Irrecoverable VAT

VAT paid during the year which could not be recovered totalled £28,470 (2018, £23,633).

21 Pension costs

The total cost charged to the Statement of Financial Activities relating to pension costs is £91,193 (2018: £97,830) as shown in note 9. This comprises pension contributions made during the year of £107,374 as well as releasing a further £16,181 (2018, £15,728) from the provision for pension deficit reduction. The provision is now stated at £33,285 (2018, £49,466) and can be seen in note 15. There was neither a prepayment nor an accrual at the end of the financial year in respect of the annual contributions.

The latest available complete actuarial valuation of the Retirement Income Builder is at 31 March 2017 (the valuation date), which was carried out using the projected unit method. A valuation as at 31 March 2018 is underway but not yet complete.

Since the institution cannot identify its share of USS Retirement Income Builder assets and liabilities, the following disclosures reflect those relevant for those assets and liabilities as a whole.

The 2017 valuation was the fourth valuation for the scheme under the scheme-specific funding regime introduced by the Pensions Act 2004, which requires schemes to adopt a statutory funding objective, which is to have sufficient and appropriate assets to cover their technical provisions. At the valuation date, the value of the assets of the scheme was £60.0 billion and the value of the scheme's technical provisions was £67.5 billion indicating a shortfall of £7.5 billion and a funding ratio of 89%.

The key financial assumptions used in the 2017 valuation are described below:

Pension increases (CPI)	Term dependent rates in line with the difference between the Fixed Interest and Index Linked yield curves, less 1.3% p.a.
Discount rate (forward rates)	Years 1-10: CPI – 0.53% reducing linearly to CPI – 1.32% Years 11-20: CPI + 2.56% reducing linearly to CPI + 1.7% by year 21 Years 21 +: CPI + 1.7%

**for the year ended 31 March 2018**  
**(continued)**

**22 Pension costs (continued)**

The main demographic assumption used relates to the mortality assumptions. These assumptions are based on analysis of the scheme's experience carried out as part of the 2017 actuarial valuation. The mortality assumptions used in these figures are as follows:

	<b>2017 valuation</b>
Mortality base table	Pre-retirement: 71% of AMC00 (duration 0) for males and 112% of AFC00 (duration 0) for females Post-retirement: 96.5% of SAPS \$1NMA "light" for males and 101.3% of RFV00 for females
Future improvements to mortality	CMI_2016 with a smoothing parameter of 8.5 and a long term improvement rate of 1.8% pa for males and 1.6% pa for females

The current life expectancies on retirement at age 65 are:

	<b>2019</b>	<b>2018</b>
Males currently aged 65 (years)	24.6	24.5
Females currently aged 65 (years)	26.1	26.0
Males currently aged 45 (years)	26.7	26.5
Females currently aged 45 (years)	27.9	27.8

A new deficit recovery plan was put in place as part of the 2017 valuation, which requires payment of 5% of salaries over the period 1 April 2020 to 30 June 2034. The 2019 pension liability provision reflects this plan. The provision figures have been produced using the following assumptions as at 31 March 2018 and 2019.

	<b>2019</b>	<b>2018</b>
Discount rate	2.44%	2.64%
Pensionable salary growth	n/a	n/a
Pension increases (CPI)	2.11%	2.02%