



ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED

31st MARCH 2020

UKCISA

Report of the Board of Trustees for the year ended 31 March 2020

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:	www.ukcisa.org.uk
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

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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 one co-opted member 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 comprehensive

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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)
Sharon Bell	(Warwickshire Colleges Group) – to July 2019
Lynsey Bendon	(University of Sunderland in London)
Mark Collier	(University of Sheffield) - to June 2019
Marianne Davies	(University of Warwick) – to July 2020
Nora De Leeuw	(University of Leeds)
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)
David Rose-Troup	(Newcastle College) – to May 2020
Laura Rose-Troup	(Newcastle College) – from May 2020
Ruth Sweeney	(King's College London) – to July 2020
Yinbo Yu	(National Union of Students) – to June 2019
Sara Dyer	(University of Sussex) – to July 2020
Hannah Brian	(Leeds University Union)
Eva Crossan-Jory	(National Union of Students) – from October 2019 to July 2020
Ross Porter	(University of Greenwich) – from July 2019
Sally Saca	(Oxford Brookes University) – from July 2020
Emma Gwynett Davies	(Swansea University) – from July 2020
Hamish Walker	(Robert Gordon University) – from July 2020

Company Secretary

Bhavesh Kotecha (UKCISA)

Key Management Personnel

Anne Marie Graham	Chief Executive
Julie Allen	Director of Policy & Services
Duncan Lane	Director of Advice & Training (to September 2020)
Bhavesh Kotecha	Director of Finance & Resources (to November 2020)

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.

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At 31 March 2020, the members of the Committees were:

Finance & General Purposes Committee

Alan Mackay - Chair
(University of Edinburgh)
Lynsey Bendon
(University of Sunderland in London)
Sara Dyer
(University of Sussex)
Hannah Brian
(Leeds University Union)
Ross Porter
(University of Greenwich)
Paul Rossi
(University of the Arts London)
Keith Stephenson (Imperial Society of Teachers
of Dancing)

Koen Lamberts (Chair of UKCISA – ex officio)

*Elizabeth Huckle (Chair of Services and
Representation Committee – observer)*

Services and Representation Committee

Elizabeth Huckle - Chair
(Imperial College London)
Mervyn Adams
(City of Glasgow College)
Kate Dodd
(University of London)
Alex Proudfoot
(Independent Higher Education)
Ruth Sweeney
(King's College London)
Laura Rose-Troup (Newcastle College)
Sarah Cooper (University of Bristol)

Koen Lamberts (Chair of UKCISA – ex officio)

*Alan Mackay (Chair of Finance and General
Purposes – observer).*

PRIORITIES AND ACHIEVEMENTS 2019/20

Introduction from our President - Lord Karan Bilimoria CBE, DL

It is a great honour to be President of UKCISA – and I continue to be inspired by UKCISA's enduring commitment to ensuring international students are welcome in the UK.

The value of education to society has never been more apparent or more important. With much of the world continuing to turn inwards, education is a way to maintain global connections and friendships.

Our universities and colleges do so much more than teach students and turn them into graduates. They are driving forces for innovation, research and collaboration – developing solutions to a whole host of global challenges – which in turn creates jobs, generates investment and boosts our economy.

As a former international student myself who has forged a lifelong connection to the UK, I can attest to the myriad benefits of studying in another country. The student experience does not simply end upon graduation. I have long been a champion of the employability agenda and it was therefore a real moment of celebration to see the reintroduction of post-study work rights via the Graduate Route. The value of this will be immeasurable and I would like to thank everyone at UKCISA for effectively making the case to government about this.

The full impact of Brexit remains to be seen, yet the announcement of a new points-based immigration system signifies a clear change in direction. UKCISA's voice and dedication to ensuring the best possible outcomes for students in its lobbying efforts is making a difference.

I look forward to seeing how we can continue to shape this dialogue and advocate for international students in the UK over the coming year.

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

A lot has happened over the course of the last year, with the International Education Strategy and Brexit continuing to shape policy dialogue. For UKCISA, there has been cause for celebration with our collective lobbying efforts directly influencing the development of this strategy – most importantly with the introduction of the Graduate Route, which will

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be crucial to ensuring many more international students can continue to live, study, and work in the UK. This is a fantastic achievement and testament to UKCISA's growing influence within the sector.

The ongoing impact of Brexit cannot be diminished. However, I am proud of how the team at UKCISA is responding to this shifting narrative and working hard to support EU, EEA and Swiss students and our members with the most accurate and up-to-date information, advice and training.

I do not think any of us expected a global pandemic to be added to our list of concerns – and for a sector that thrives on connection the impact has been far-reaching. However, it's been incredible to see how quickly our members have responded to these challenges by moving teaching online and working to ensure international students continue to have the best possible experience. It will be interesting to see how much of this becomes embedded in our everyday practice over the next few years.

The sector as a whole remains united in our conviction that international education plays a critical role in our communities and beyond – and I look forward to continuing to work closely with colleagues across the UKCISA network to support international students over the coming year.

I would like to offer my thanks to all those who make the critical work UKCISA does possible:

- Firstly, our funders at the Department for Education and the Scottish Government for enabling us to support our members and international students
- Our Board and Committees – including the newly formed Student Advisory Group – whose expert input helps shape our activities
- To all our colleagues in our member institutions who consistently innovate and adapt to ensure international students have the best possible time in the UK
- Of course, none of this would be possible without UKCISA's dedicated staff

We are committed to our vision to ensure international students who choose to study in the UK have the best possible experience.

Welcome from UKCISA's Chief Executive – Anne Marie Graham

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.

This is my second annual review, but my first after a full 12 months as CEO. And what a year it has been. It began with us reflecting on a new International Education Strategy, which set out its ambitions to welcome international students to the UK, and ended with us wondering whether the world would ever be the same again, as the Coronavirus outbreak approached its global peak and the UK began its period of lockdown.

In the months in between, we celebrated the news of a competitive graduate route for international students who are completing their course from summer 2021 onwards, marking a significant commitment to the international student experience. Recent changes in government have led to a general shift in the rhetoric around international students, and a positive shift in policy beyond post-study work. On the other hand, we said farewell to EU membership and started to prepare for the end of free movement for EU, EEA and Swiss nationals and all the challenges that this entails for our members and prospective students from the region.

At the start of 2020, UKCISA launched its strategic plan for the next three years, which outlines our vision for a world class international student experience in the UK, and sets out our priorities to ensure that we continue to adapt and

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develop our services in response to the rapidly changing external environment, while maintaining our reputation for highly trusted advice, guidance and specialist training.

We were also grateful to the University of Sheffield for allowing us to take over the leadership of the #WeAreInternational campaign. As part of our work to expand this campaign, we announced the inspirational first cohort for #WeAreInternational Student Ambassador programme, representing member institutions across the UK.

It's a testament to the commitment, talent and adaptability of our team across the organisation that UKCISA has responded to the fast pace of change in the policy environment, while proactively identifying areas where we can further improve the international student experience.

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.

Strategic plan 2020-23

UKCISA's vision is that every international student who comes to the UK has a positive experience and is able to tell friends and families that the UK is a welcoming place to study and live. In February 2020 we published our new three-year strategic plan.

This strategic plan outlines our vision for 2020-2023, and reiterates our mission and our values for international students, members and other stakeholders. In the midst of a rapidly changing external policy context, we hope that our strategic plan will be a useful guide to our commitment to service delivery, to member engagement, to advocating for international students and, of course, to developing our own staff.

We look forward to working in collaboration with our members, partner organisations and UK governments to provide a world class international student experience in the UK.



#WeAreInternational

Our student ambassadors will be equipped with policy knowledge and leadership skills to lead change, and forge an exciting network of emerging global talents and future leaders.

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“The #WeAreInternational students are important because it’s necessary to have international students represent international students. We know our struggles; we have gone through them, so we better know how to deal with them. Being in spaces where we can influence policy, discussing and representing international students who otherwise wouldnot be able to have their say is critical.”

- Michelle Jideofor, UKCISA Student Ambassador

Student Forum

We hosted our first #WeAreInternational student forum on 18th November 2019 during International Education Week, bringing together international students from across the UK, to inform policy and practice.

We invited 48 international students from higher education and further education institutions, studying foundation programmes to PhDs, to Woburn House in London to discuss diverse aspects of the student experience. Topics included student representation, community engagement, and graduate employability.

The engagement between participants was exceptional, with many conversations about shared and individual experiences. The buzz started over coffee in the registration period, and continued through group work in breakout sessions to sharing personal stories and experiences in the panel sessions – the students were so involved and determined to make the most of their day, it was a privilege to be part of it.

Following the daytime event, we hosted an evening reception at the British Library, with many of UKCISA’s friends and colleagues from key sector organisations, which provided a great opportunity to start some conversations about future collaborations as well.

At this event we announced that we were taking over the reins of the #WeAreInternational campaign from the University of Sheffield, and kicking off a new #WeAreInternational Student Ambassador Programme, to provide UKCISA with an international student network to feed into our planning, our Board and our committees, and to represent UKCISA across the sector as student champions.

“It was a useful and interactive event, I learned much information I wasn’t aware of prior to this conference. It allowed us to express our opinions on improving the quality of education and additional services for international students. ”

- Participant at Student Forum

Student Ambassador Programme

The #WeAreInternational Student Ambassador Programme is an education policy and leadership development scheme for exceptional individuals from around the world currently studying and living in the UK. We launched the programme in November 2019 and invited applications from all international students in the UK. Our members are fantastically supportive in helping us to spread the word about the programme and in encouraging students to apply.

After a very competitive process, we selected 10 extraordinary international students out of 112 applications who demonstrated great knowledge and genuine passion to drive positive change for international students studying in the UK.

The first cohort of ambassadors was announced in March 2020 and we were fortunate to be able to hold a very positive residential training and orientation session just before lockdown began, where we got to know the students better and were impressed by their passion and energy for the ambassador role. Each of the ambassadors has their own areas of interest and expertise, ranging from mental health and academic support, to employability and cross-cultural integration.

The pandemic meant that many of our early plans had to be put on hold or restructured, but the student ambassadors remain committed to working with the sector to help shape the international student experience. In our review of 2020-2021, we will look back over the many ways they are engaging with the sector and bringing the benefits of their experiences to help shape policy.

With many uncertainties ahead, we are keen to work with members and partners across the sector to understand their concerns on areas that affect international student experience and student mobility. We are also enabling our student

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ambassadors to share their insights, and contribute to the possible new landscape of international education post-Covid.

We continue to invite members, friends and partners of UKCISA and the #WeAreInternational campaign, to work with our student ambassadors to help shape policy making and represent the international student experience in any context where their insight would be useful.

“International student ambassadors are necessary because as various policies are drawn up for international students, there is a need for feedback from us students in terms of potential effects and benefits.”

- Nebu George, Student Ambassador

Student Ambassadors March 2020 to August 2021

Michelle Jideofor, Botswana, University of Bristol (UG)
Daniel Haid, Germany, Sheffield Hallam University (PhD)
Khoa Nguyen, Vietnam, University of Leeds (PGT)
Nebu George, India, Bangor University (PhD)
Adetoun Adebayo, Nigeria, University of Nottingham (UG)
Parvathy Ramesh, India, University of Glasgow (PGT)
Katie Crabtree, USA, Leeds Trinity University (PhD)
Abdullah Umar Zulaidi, Brunei Darussalam, Newcastle University (UG)
Anant Rangan, USA, University of Birmingham (UG)
Yunyan Li, China, University of Bristol (PhD)

Member 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, many FE colleges and an increased number of students' unions. Members regularly use the members' area of our website for specific detailed immigration, fees and student support information, to post on the forum or to access locked resources. This year our advisers answered over 1,500 queries on our members' line.

In February 2020 we appointed a new Membership Manager at UKCISA. Daniel Hooper joined us after nearly a decade of experience at organisations like JUSTICE, the British Institute of Radiology and ACEVO. The role had been vacant for a number of years and Daniel was brought in to help deliver our new strategy and to help UKCISA engage with the membership. Daniel is drawn to the collaborative nature of membership organisations and inspired by the amount you can learn from members. He aims to ensure we understand the challenges members might be facing, learn how we can continue to support their work and ensure they are kept informed about all of the great resources we have available.

If you have any questions about your membership or any suggestions about how we can continue to support you, please feel free to get in touch with us at members@ukcisa.org.uk

A list of current members can be found at <https://www.ukcisa.org.uk/Membership/List-of-current-members>.

“Just to thank the team at UKCISA for their ongoing support. The website is excellent, the weekly bulletins are extremely helpful and the current online training opportunities are excellent, particularly the mental health and “communities” training. Thanks guys.”

– UKCISA member

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Events: bringing the sector together to drive the international education agenda forward

In May 2019, Scottish members explored 'The Big Picture' at a seminar in Glasgow for international education with UKCISA Board member Alan Mackay, Deputy Vice-Principal International and Director of Edinburgh Global. Members also heard from UKVI followed by a panel discussion on the future borders and immigration system, as well as a presentation on UKCISA-funded research into the social experience of international PhD students.

More than 340 UKCISA members met in the beautiful green campus of Keele University from 3-5 July 2019 for our annual conference. Members networked, learned and shared ideas at 55 parallel sessions, and attended plenary sessions with the Department for Education, the Higher Education Policy Institute, UKVI – and met our new Chief Executive Anne Marie Graham.

September 2019 took us to the European Association of International Educators (EAIE) Conference in Helsinki, where UKCISA presented on Brexit and preparing students to leave and return from study. November 2019 saw the final cohort of 12 students join the Postgraduate Certificate in International Student Advice and Support, run in partnership with the University of Nottingham.

To round off the year, we headed back to Glasgow in March 2020 for another members' seminar, which was to be the last face-to-face event prior to lockdown. Members from a range of institutional roles and representatives from the Scottish Government joined to explore international student health and wellbeing, including presentations on the student Minds Mental Health Charter, Glasgow Caledonian University's work on mental health in the curriculum, the experience of international PhD students and tutors, and FE students' mental health.

"It was easy to see everyone's genuine concern about international students' wellbeing and their passion to support and facilitate their success. As a former international doctoral student in the UK – this is tremendously heartening!"
– Dr Dely Lazarte Elliot, University of Glasgow

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2020 and beyond – our ambitions for the future

Our vision will continue to guide our activities and will see us looking to build and develop relationships within the sector and beyond to advocate for the international student experience at all levels.

The year ahead promises to bring unprecedented challenges for international students. However, the pandemic – alongside the UK's departure from the Union – represent both an opportunity and an imperative to scale up our ambition to deliver a world-class student experience.

UKCISA's work in engaging with government on behalf of international students has never been more important. We are uniquely positioned to act as a bridge between government, education providers and international students. By mobilising our networks, UKCISA will play a vital role in building a richer evidence base for policy development, ensuring a stronger student voice in key international education initiatives and bringing a cross-sectoral perspective to influencing key policy issues.

We will continue to work to support our members to ensure international students who choose the UK feel safe, part of a community and empowered to make the most of their experience. We will build on past success of the We Are International campaign, launching a new campaign website later in 2020 with resources open to all to use. We will also build on our student ambassador programme, recruiting a new cohort of ambassadors to serve from 2020-2022, and will continue to find opportunities for them to engage with the sector and get involved in shaping policy. We will continue to work on delivering our three year strategic plan and our equality and diversity agenda.

Our priority for the year ahead will be to support our members and international students through all the changes that the new immigration system will bring.

“By putting the international student experience at the heart of policymaking, we can ensure international students feel welcomed, enjoy an excellent academic experience, and create a lifelong connection with the UK.”

– Anne Marie Graham, UKCISA Chief Executive

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.

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- 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.

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 31 March 2020 was £1,537,315. 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 £350,000 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 £70,000 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.

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However, UKCISA's own activities generate the majority of our annual income. Membership subscriptions account for almost half our income at £698,221 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) amounts to £208,140 during 2019/20. Our flagship annual conference, held this year at Keele University, raised income of £153,508.

UKCISA's total annual expenditure this year was £1,766,809. However, this includes an amount of £296,681 to account for UKCISA's share of the pension deficit within the USS pension scheme (see Pension Liability below). The remainder of expenditure, amounting to £1,470,128, is mainly spent on the staffing and operational costs of providing membership and training services.

Staff related costs are our most dominant form of expenditure accounting for £987,109. 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.

As a consequence of the pension deficit, UKCISA has made an operating deficit of £229,494 this year. As the USS pension deficit was undergoing valuation, and indications were to plan for such a deficit, UKCISA had built up sufficient reserves to cover the deficit without severely impacting the reserve position. This can be seen in the Reserves section below.

Reserves

At 31 March 2020, the deficit for the year was subtracted from reserves to give the position as follows:

	2020		2019	
	£	£	£	£
Unrestricted funds:				
General funds	399,486		602,099	
Designated funds	156,119		183,000	
		555,605		785,099

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
- provide funds to cover and shortfalls in the share of the USS pension scheme

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- 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 meetings on 5th February 2020 and 18th May 2020. It was recommended by them that UKCISA should aim to keep general funds at a level between 4 and 6 months of planned 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.

Based on the budget for 2020/21, the desired general reserve balance amounts to a level of between £569,528 and £854,293. As a result of the pension deficit accounted for in this year, the general reserves at 31st March 2020, fall below this reserve policy. The Trustees feel that the desired level of 4 to 6 month of planned annual expenditure represents a viable target to aim for in subsequent years – especially in the light of future uncertainties and the risk that the pension deficit may increase further.

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 initially created a pension provision of £136,862 at 31 March 2014 to account for their share of the USS pension scheme at that time. This provision was to be gradually released. The pension scheme deficit has subsequently been revalued in 2018 and this has indicated that UKCISA's share of the deficit is now £329,966. A provision equivalent to this value has been put in place at 31st March 2020. Further information about the pension deficit is given in note 21.

Covid-19 Pandemic

In line with government guidelines, from 18th March 2020 onwards, the main office was temporarily closed and staff have been working remotely. The services provided by UKCISA have remained largely unaffected with staff able to effectively work remotely and this has meant that many of our key activities, such as the advice line, have been maintained. However, face to face events, such as our programme training, have had to be suspended and replaced by virtual training. This change in our training model will result in a drop in this income stream in the next financial year but, as our income is well diversified with membership subscriptions being received in advance and grant income confirmed for 2020/21, our financial position remains stable. This is explained further in note 22.

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.

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 and 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.

The financial risks to UKCISA as a result of the pandemic were reviewed as part of the Finance and General Purposes Committee in May 2020.

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:

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- 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
Christopher Benjamin	Advice and Training Officer
Deepa Chadha	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
Daniel Hooper	Membership Manager
So-Ha Au	Membership and Web Assistant
Will Burton	Training and Events Co-ordinator
Sarah Jones	Communications Manager (job share)
Sian Julian	Communications Manager (job share)
Arne Sjogren	Web and Publications Officer
Bhavesh Kotecha FCA	Director of Finance and Resources
Jody O'Brien	Office Administrator
Judy Theophanous	Finance Administrator
Yinbo Yu	Strategic Partnerships Lead

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.

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.

UKCISA

**Report of the Board of Trustees
for the year ended 31 March 2020**

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.....
DocuSigned by:
Koen Lamberts
BE6910DB9FAD423........ Chair

Alan Mackay.....
DocuSigned by:
Alan Mackay
97F505E56ECC47A........Honorary Treasurer

11 November 2020

UKCISA

Independent Auditor's Report to the Members of UKCISA for the year ended 31 March 2020

Opinion

We have audited the financial statements of UKCISA ('the company') for the year ended 31 March 2020 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 2020 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.

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

UKCISA

Independent Auditor's Report to the Members of UKCISA for the year ended 31 March 2020

- 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 11, 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.
- 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.

UKCISA

Independent Auditor's Report to the Members of UKCISA for the year ended 31 March 2020

- 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.

Moore Kingston Smith LLP

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: 11 November 2020

UKCISA

Statement of Financial Activities
for the year ended 31 March 2020

	Note	Unrestricted Funds General Funds £	Designated Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Income and expenditure account						
Income						
Voluntary income						
Grant-in-Aid						
Department for Education		350,000	-	-	350,000	343,333
Donations		-	-	-	-	31
Charitable activities						
International student services	3	1,111,490	-	70,000	1,181,490	1,244,069
Interest received	4	5,825	-	-	5,825	4,984
Total incoming resources		1,467,315	-	70,000	1,537,315	1,592,417
Expenditure						
Charitable activities						
International student services	5	1,681,288	15,521	70,000	1,766,809	1,539,407
Total outgoing resources		1,681,288	15,521	70,000	1,766,809	1,539,407
Net (expenditure)/income before transfers		(213,973)	(15,521)	-	(229,494)	53,010
Transfers between funds	17	11,360	(11,360)	-	-	-
Net movement in funds		(202,613)	(26,881)	-	(229,494)	53,010
Funds at 1 April 2019		602,099	183,000	-	785,099	732,089
Funds at 31 March 2020		399,486	156,119	-	555,605	785,099

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 2020

	Note	2020	2020	2019	2019
		£	£	£	£
Tangible fixed assets	12		10,272		13,977
Current assets					
Debtors and prepayments	13	79,322		139,188	
Cash at bank and in hand	14	1,498,765		1,462,865	
		<u>1,578,087</u>		<u>1,602,053</u>	
Creditors: amounts falling due within one year	15	<u>1,032,754</u>		<u>830,931</u>	
Net current assets			<u>545,333</u>		<u>771,122</u>
Total assets less current liabilities			<u>555,605</u>		<u>785,099</u>
Net assets			<u>555,605</u>		<u>785,099</u>
Represented by:					
Unrestricted funds					
General funds			399,486		602,099
Designated funds	17		156,119		183,000
Total funds	19		<u>555,605</u>		<u>785,099</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 11th November 2020 and signed on their behalf by:

Koen Lamberts	<div style="border: 1px solid black; padding: 2px; display: inline-block;">DocuSigned by: <i>Koen Lamberts</i></div>	Chair
Alan Mackay	<div style="border: 1px solid black; padding: 2px; display: inline-block;">DocuSigned by: <i>Alan Mackay</i></div>	Honorary Treasurer

Company number: 4507287 Charity number: 1095294

UKCISA

Cash flow statement at 31 March 2020

	2020	2019
	£	£
Cash provided by operating activities	<u>34,228</u>	<u>220,773</u>
Cash flows from investing activities		
Purchase of fixed assets	(4,153)	(18,302)
Interest income	5,825	4,984
Cash provided by investing activities	<u>1,672</u>	<u>(13,318)</u>
Increase in cash and cash equivalents in the year	35,900	207,455
Cash and cash equivalents at the beginning of the year	<u>1,462,865</u>	<u>1,255,410</u>
Total cash and cash equivalents at the end of the year	1,498,765	1,462,865

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

	2020	2019
Net movement in funds	(229,494)	53,010
Add back depreciation charge	7,858	7,308
Deduct interest income shown in investing activities	(5,825)	(4,984)
Decrease/(Increase) in debtors	59,866	33,368
(Decrease)/Increase in creditors	<u>201,823</u>	<u>132,071</u>
Net cash used in operating activities	<u>34,228</u>	<u>220,773</u>

UKCISA

Notes to the accounts for the year ended 31 March 2020

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 have assessed whether the use of going concern is appropriate and have considered possible events or conditions that may impair UKCISA's ability to continue to operate as a going concern. The Trustees have made this assessment for a period of one year from the date of approval in the financial statements. In making this assessment, as set out in note 22, the Trustees have reviewed the impact of the Covid-19 pandemic on the financial viability of UKCISA.

The pandemic has primarily impacted UKCISA's 2020/21 face to face training programme and annual conference. Although the training programme has moved to online delivery, this income stream is expected to fall in the next financial year. However, our income streams remain well diversified and our other major income streams (membership subscriptions and government grant income) remain unaffected. The 2020/21 budget has been revised accordingly and we have prepared five year financial forecasts to assess the long-term impact of the pandemic. In addition, UKCISA maintains a reasonable reserve position, despite the inclusion of the significant pension deficit this year, and receives membership subscriptions in advance of the subscription period. This has corresponded to the £1.5m cash balance at 31st March 2020. It is for these reasons that the Trustees continue to adopt the going concern principle when preparing the financial statements.

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 2020 (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 directors 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 these financial statements.

Pension benefits

The institution participates in Universities Superannuation Scheme. 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 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) with related expenses being recognised through the profit and loss account.

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 2020
(continued)**

3 Income from charitable activities

	General Funds £	Designated Funds £	Restricted funds £	Total 2020 £	Total 2019 £
International student services					
Membership subscriptions	698,221	-	-	698,221	686,042
Training and conferences	403,018	-	-	403,018	483,327
Commission and services	10,251	-	-	10,251	9,700
Grants receivable					
Scottish Government	-	-	70,000	70,000	65,000
	<u>1,111,490</u>	<u>-</u>	<u>70,000</u>	<u>1,181,490</u>	<u>1,244,069</u>

4 Investment income

All of the company's investment income of £5,825 (2019: £4,984) arises from money held in interest bearing deposit accounts.

5 Expenditure on charitable activities

	Total 2020 £	Total 2019 £
International student services		
Direct costs	1,374,426	1,214,411
Support costs (note 8)	336,364	276,149
Governance costs (note 7)	56,019	48,847
	<u>1,766,809</u>	<u>1,539,407</u>

6 Grants made during the year

Research grants of £3,000 (2019: £33,212) were awarded to other institutions during the year.

7 Governance costs

	Total 2020 £	Total 2019 £
Direct costs	8,200	7,800
Support costs (note 8)	47,819	41,047
	<u>56,019</u>	<u>48,847</u>

8 Support costs

	Charitable activities £	Governance costs £	Total 2020 £	Total 2019 £
Staff costs	245,547	34,908	280,455	193,570
Office and administration	90,817	21,111	111,928	131,426
	<u>336,364</u>	<u>56,019</u>	<u>392,383</u>	<u>324,996</u>

Governance Costs of £56,019 (2019: £48,847) 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 2020
(continued)**

9 Staff costs

	2020	2019
	£	£
Salaries	690,777	683,331
Social Security costs	72,490	71,408
Pensions costs	131,082	91,193
	894,349	845,932
Other staff costs, including temporary staff, consultants, recruitment and training	92,760	88,739
	987,109	934,671

No employee (2019, one) received remuneration totalling between £70,000 and £80,000 during the year. One employee (2019, one) received remuneration totalling between £60,000 and £70,000 during the year. Pension contributions totalling £14,119 (2019: £24,964) were also paid in the year in respect of this employee.

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 (2019, none)). No other remuneration was paid to any Trustee (2019, nil). Out of pocket expenses claimed by and refunded to 7 (2019, 9) Trustees totalled £1,606 in the year (2019, £1,677).

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 £304,174 (2019: £319,963). No termination payments were made during the year (2019: £17,543).

10 Staff Numbers

The average monthly head count was 17.4 staff (2019: 16.8 staff) and the average monthly number of full-time equivalent employees (including casual and part-time staff) during the year were as follows:

	2020	2019
International student services	14.6	14.9
Governance	0.3	0.3
	14.9	15.2

11 Net income for the year

	2020	2019
	£	£
Net income is stated after charging:		
Audit fee - current year	8,050	7,800
Grant Audit fee - current year	1,050	1,000
Depreciation and impairment	7,858	7,308
Operating lease - property	78,684	65,982
Operating lease - equipment	8,379	8,810

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 2019	23,522	2,400	25,922
Additions	4,153	-	4,153
Total at 31 March 2020	27,675	2,400	30,075

UKCISA

**Notes to the accounts
for the year ended 31 March 2020
(continued)**

12 Tangible fixed assets (continued)**Depreciation**

Total at 1 April 2019	11,705	240	11,945
Depreciation	7,618	240	7,858
Total at 31 March 2020	<u>19,323</u>	<u>480</u>	<u>19,803</u>

Net book value

at 31 March 2020	<u>8,352</u>	<u>1,920</u>	<u>10,272</u>
at 31 March 2019	<u>11,817</u>	<u>2,160</u>	<u>13,977</u>

13 Debtors and prepayments

	2020	2019
	£	£
Invoiced amounts outstanding	17,702	39,449
Other debtors	31,076	33,463
Prepayments	30,544	66,276
	<u>79,321</u>	<u>139,188</u>

Included within other debtors is an amount of £25,500 that is due after 1 year (2019, £25,500).

14 Cash at bank and in hand

	2020	2019
	£	£
Cash at bank	898,265	862,509
Cash on deposit	600,000	600,000
Cash in hand	500	356
	<u>1,498,265</u>	<u>1,462,509</u>

15 Creditors: amounts falling due within one year

	2020	2019
	£	£
Taxation and Social Security	20,428	16,872
VAT	-	126,842
Other creditors	34,552	33,486
Deferred income	550,067	527,888
Accruals and provisions	78,132	67,985
Provision for pension deficit reduction	329,966	33,285
Funds held on behalf of others	19,609	24,573
	<u>1,032,754</u>	<u>830,931</u>

Deferred income relates to amounts received during 2019/20 for services to be carried out in 2020/21. The income deferred in 2019/20 has been fully reversed into 2020/21.

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:

	2020		2019	
	Land and Buildings £	Other £	Buildings £	Other £
Within 1 year	85,000	8,379	85,000	8,379
1 to 5 years	198,133	18,852	283,133	27,231
	<u>283,133</u>	<u>27,231</u>	<u>368,133</u>	<u>35,610</u>

- b) No capital expenditure had been authorised and contracted but not made at 31 March 2020 (2019, nil).

UKCISA

**Notes to the accounts
for the year ended 31 March 2020
(continued)**

17 Designated funds

	Total at 1 April 2019	outgoing resources	transfers from / (to) general funds	transfers between funds	Total at 31 March 2020
	£	£	£	£	£
Fixed assets	20,000	-	(7,859)	-	12,141
Research	30,000	-	4,725	(34,725)	-
Communications	30,000	(5,647)	-	(24,353)	-
Relocation	20,000	(1,774)	(8,226)	-	10,000
Infrastructure (CRM)	83,000	(8,100)	-	59,078	133,978
	<u>183,000</u>	<u>(15,521)</u>	<u>(11,360)</u>	<u>-</u>	<u>156,119</u>

	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
50th Anniversary	26,080	(26,080)	-	-	-
Relocation	50,000	(35,990)	5,990	-	20,000
Infrastructure (CRM)	83,000	-	-	-	83,000
	<u>258,045</u>	<u>(108,811)</u>	<u>33,766</u>	<u>-</u>	<u>183,000</u>

The Fixed Asset Fund is intended to cover the ongoing depreciation charges on fixed assets. Depreciation of £7,859 was incurred during the year which has been covered from general funds.

The Research Fund is intended to make funds available to support UKCISA's annual grant funding programme. During the year research grants of £3,000 were awarded but previous unspent funds amounting to £7,726 were recovered. As the research programme for 2020/21 is paused, the total amount remaining on this fund of £34,726 has been transferred out to support the Infrastructure (CRM) fund.

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. During the year £5,647 was charged to this fund. The entire balance on this fund, amounting to £24,353, has been transferred to the Infrastructure (CRM) fund to support this key project.

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

The Infrastructure (CRM) fund had been created to provide adequate funds for the overhaul of the charity's CRM system. The amount of £133,979 reflects the budget required to complete this project during 2020/21 (note, £8,100 was spent in 2019/20 on this project).

18 Restricted funds

	Total at 1 April 2019	incoming resources	outgoing resources	transfers from / (to) general funds	Total at 31 March 2020
	£	£	£	£	£
Scottish Government	-	70,000	(70,000)	-	-
	<u>-</u>	<u>70,000</u>	<u>(70,000)</u>	<u>-</u>	<u>-</u>

Restricted funds represent:

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

UKCISA

**Notes to the accounts
for the year ended 31 March 2020
(continued)**

19 Analysis of net assets between funds

	Unrestricted funds		Total £
	Designated funds £	General funds £	
	Tangible fixed assets	10,272	
Net current assets	145,847	399,486	545,333
	<u>156,119</u>	<u>399,486</u>	<u>555,605</u>

20 Irrecoverable VAT

VAT paid during the year which could not be recovered totalled £27,463 (2019, £28,470).

21 Pension costs

The total cost charged to the Statement of Financial Activities relating to pension costs is £404,055 (2019: £91,193). This total comprises pension contributions made during the year of £107,374 as well as a further £296,861 relating to the revalued share of the pension deficit at the latest valuation. The provision is now stated at £329,966 (2019, £33,285) 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 2018 (the valuation date), which was carried out using the projected unit method. A valuation as at 31 March 2020 is underway but not yet complete.

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

The 2018 valuation was the fifth 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 £63.7 billion and the value of the scheme's technical provisions was £67.3 billion indicating a shortfall of £3.6 billion and a funding ratio of 95%.

The key financial assumptions used in the 2018 valuation are described below. More detail is set out in the Statement of Funding Principles.

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 + 0.14% reducing linearly to CPI – 0.73% Years 11-20: CPI + 2.52% reducing linearly to CPI + 1.55% by year 21 Years 21 +: CPI + 1.55%

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 2018 actuarial valuation. The mortality assumptions used in these figures are as follows:

Mortality base table	2018 valuation Pre-retirement: 71% of AMC00 (duration 0) for males and 112% of AFC00 (duration 0) for females Post-retirement: 97.6% of SAPS S1NMA "light" for males and 102.7% 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

**for the year ended 31 March 2020
(continued)**

21 Pension costs (continued)

The current life expectancies on retirement at age 65 are:

	2020 valuation	2019 valuation
Males currently aged 65 (years)	24.4	24.6
Females currently aged 65 (years)	25.9	26.1
Males currently aged 45 (years)	26.3	26.6
Females currently aged 45 (years)	27.7	27.9

A new deficit recovery plan was put in place as part of the 2018 valuation, which requires payment of 2% of salaries over the period 1 October 2019 to 30 September 2021 at which point the rate will increase to 6%. The 2020 deficit recovery liability reflects this plan. The liability figures have been produced using the following assumptions:

	2020	2019
Discount rate	2.29%	2.44%
Pension increases (CPI)	4.20%	2.11%

22 Coronavirus pandemic

As a consequence of the COVID-19 outbreak and the necessary government guidelines, the UKCISA office was closed to all staff and contractors from 18th March 2020 onwards. The 2019/20 face to face-to-face training programme was suspended from 18th March onwards and the 2020 annual conference (schedule for July 2020) was cancelled. Our Finance and General Purposes Committee reviewed in detail the financial impact of the pandemic on UKCISA in their meeting on 14th May 2020 and agreed actions to alleviate the impact it would have on our financial profile. A revised budget has been prepared to incorporate expected changes in our financial profile and we have reconfigured our long term financial forecasts.

The main financial impact of the pandemic on UKCISA has been the cancellation of the training programme. There were five training courses cancelled in March 2020 leading to £6,000 of training fees being refunded. With the training programme being largely suspended until September 2020, and the delivery and pricing of training courses being amended to reflect online delivery, this income stream is expected to fall from a budgeted £156,000 of income to £100,000 in 2020/21. Although some savings will be experienced in the expenditure to run these events, we have revised our budgets and five year financial model to account for this fall. In addition, we have reviewed the training programme and are rolling out a revised programme based on online delivery.

Although we had had to cancel our annual conference planned for July 2020, the financial impact of this is minimal. The conference, that was planned to be at Swansea University, was configured to generate a small surplus of between £20,000 and £25,000. The absence of this surplus has also been reflected in our revised budget.

Membership subscriptions (accounting for approximately 40% of our income), were reviewed by the Committee during their meeting. As we invoice in advance for the annual subscriptions, we have already received £550,000 for subscriptions in 2020/21. Furthermore, we commenced our 2021/22 membership renewal earlier than in previous years and have received firm indications from nearly all our members that they will be renewing again in 2021/22. As we have also agreed to freeze membership prices the Committee has concluded that there will be minimal impact on membership income in the forthcoming year.

Our final income stream is government grant income and we have received confirmation from our two funders, Department for Education and the Scottish Government, of our grant funding for 2020/21.

With some cost savings achieved by suspending our research grant programme and freezing recruitment, the Trustees feel justified in adopting the going concern basis for the financial statements.