

UK Council
for International
Student Affairs

UKCISA



**Annual report
and accounts**
2022–23

Contents

General information	3
Objects, activities, governance, and structure	4
Annual review 2022–23: Introduction	12
Influencing policy	14
Delivering world-leading advice and training	18
Empowering our membership	20
Disseminating our knowledge	23
Developing excellence	27
Public benefit	29
Independent auditor report	30
Financial report	34
Statement of financial activities	40
Balance sheet	41
Cash flow statement	42
Notes to the accounts	43

General information

Registered charity number:	1095294
A company limited by guarantee, registered in England and Wales number:	4507287
Operating address and registered office:	Woburn House 20-24 Tavistock Square London WC1H 9HQ
Telephone:	020 7288 4330
Advice line:	020 7107 9922
Website:	www.ukcisa.org.uk

Management and administration

Banker:	Bank of Scotland 33 Old Broad Street London BX2 1LB
Auditor:	Moore Kingston Smith LLP Chartered Accountants 6th Floor 9 Appold Street EC2A 2AP
Solicitors:	Bircham Dyson Bell 50 Broadway London SW1H 0BL Bates Wells 10 Queen Street Place London EC4R 1BE

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 on 1 April 2003.

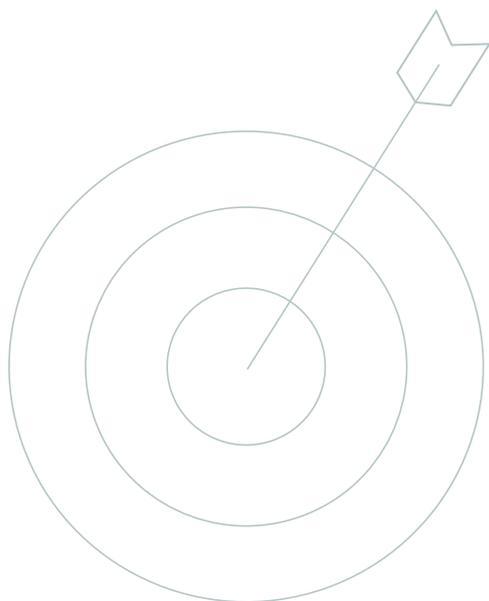
Objects and activities

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.
- 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 publications that keep members and students up to date on current legislation, regulations and resources.
- Delivering high quality advice for both UKCISA members and students/ members of the public.
- Delivering training to UKCISA members and others working with international students to assist with immediate areas of difficulty and to enhance professional expertise for new and experienced practitioners.
- 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.
- Ensuring, through support from trustees, its specialist staff and effectively managed resources, that it delivers highly valued services for UKCISA members and other stakeholders.



President

Lord Billimoria of Chelsea, CBE, DL

Board of Trustees

The ten 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 comprehensive induction and are given access to appropriate training relevant to their Board position. The Board 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 University of Sheffield (Vice Chancellor)

Members

Mervyn Adams	City of Glasgow College (appointed May 2023)
Lynsey Bendon	University of Sunderland in London
Hannah Brian	Independent Consultant
Emma Gwynnett-Davies	Swansea University
Nora De Leeuw	Leeds University (resigned May 2023)
Elizabeth Huckle	Imperial College London
Maria Loray	Manchester Metropolitan University (appointed May 2023)
Alan MacKay	University of Edinburgh (Honorary Treasurer)
Ross Porter	London Business School
Alex Proudfoot	Independent Higher Education
Sally Saca	Oxford Brookes University
Laura Rose-Troup	Newcastle College
Cat Turhan	Imperial College London
Hamish Walker	Robert Gordon University

Student Ambassador trustees

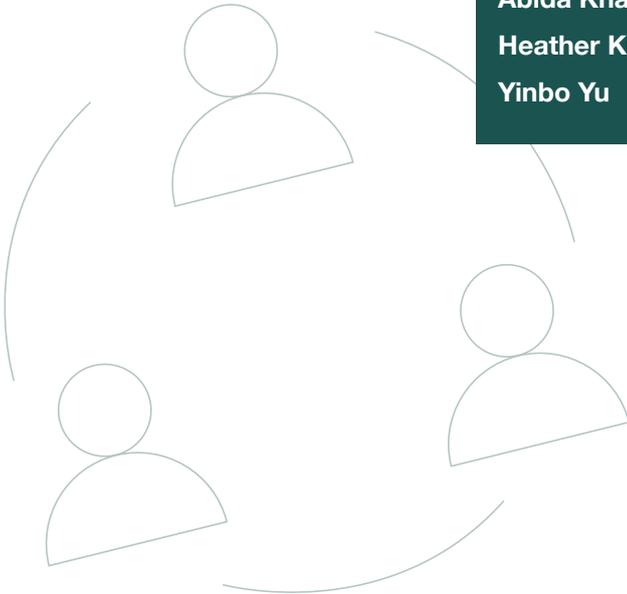
Sára Kozáková	Student Ambassador (appointed January 2023)
Simran Mahajan	Student Ambassador (resigned December 2022)

Company Secretary

Abida Khan	Head of Finance and Resources
-------------------	-------------------------------

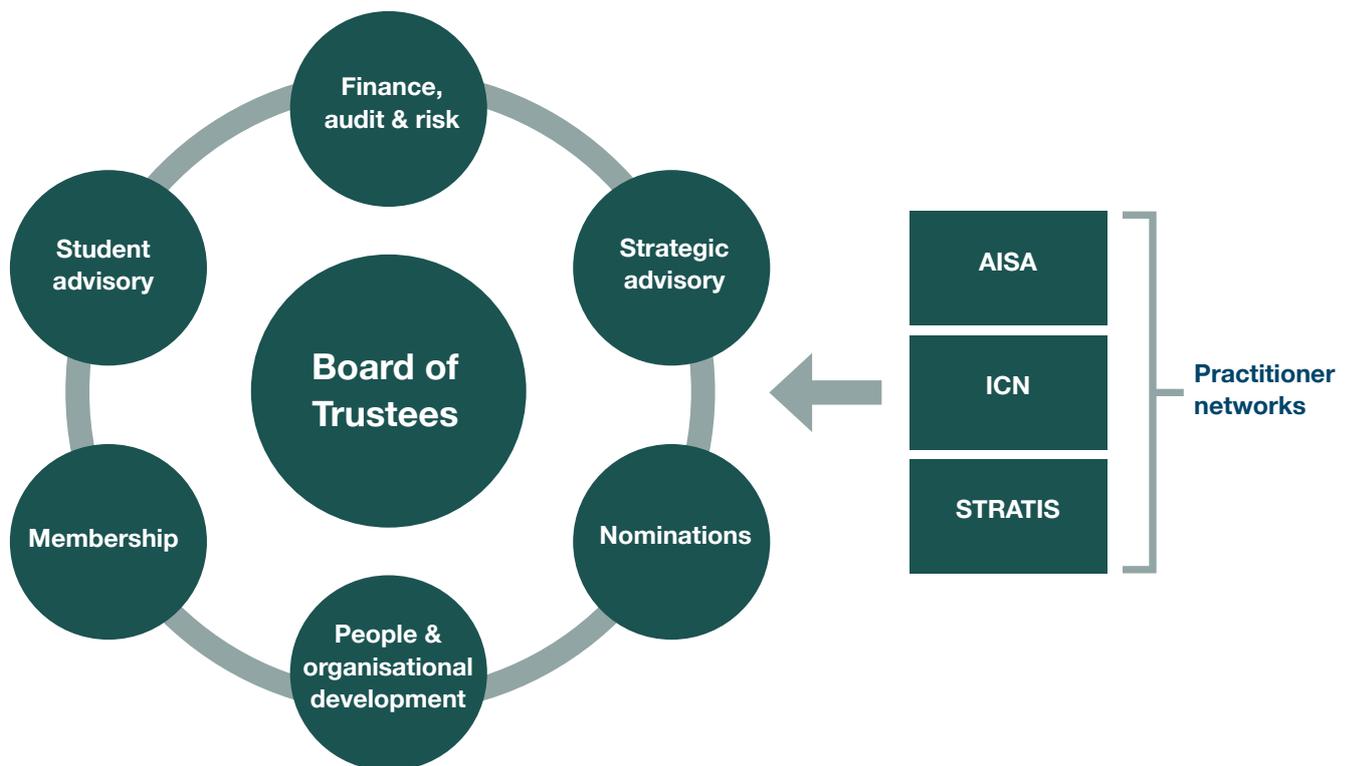
Key management personnel

Anne Marie Graham	Chief Executive
Julie Allen	Director of Member Services & Policy
Abida Khan	Head of Finance and Resources
Heather Knight	Head of Advice and Training
Yinbo Yu	Head of Engagement and Partnerships



Committees

The reporting year 2022-23 was a transition year for UKCISA as we moved to a new committee structure. Following a comprehensive governance review, our committee structure was revised and the UKCISA Board is now supported by six committees.



Finance, audit and risk

This committee meets three times a year. The purpose of the committee is to support the trustees to efficiently discharge their responsibilities in exercising financial control and managing the charity's finances. The remit of the committee includes oversight of financial strategy, accounting matters, budgetary control, risk management and external financial reporting. The committee recommend the annual budget, report, and accounts to the Board for approval.

Membership

This committee meets 1–2 times a year. The purpose of the committee is to oversee UKCISA's membership structure and advise the Board on matters related to its membership categories.

Nominations

This committee meets 1–2 times a year. The purpose of the committee is to assist the Board in fulfilling its obligations in respect of succession planning and selecting candidates for the Board, honorary officers and senior executive positions.

People and organisational development

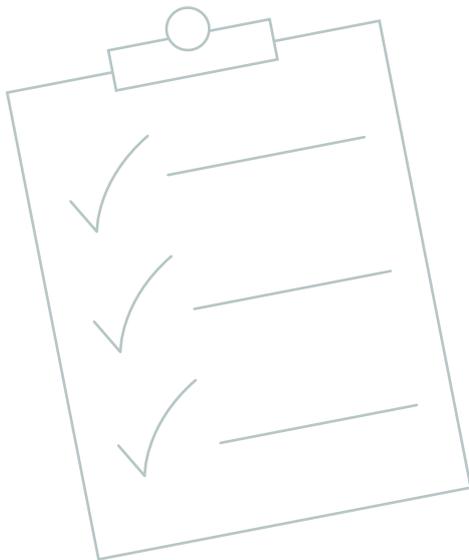
This committee meets 1–2 times a year. The purpose of the committee is to advise the Board on organisational people-related matters and to support UKCISA's senior management team to implement appropriate policies as part of a wider HR strategy.

Strategic advisory (including UKCISA's practitioner networks)

This committee meets three times a year. The purpose of the committee is to support trustees by informing UKCISA's strategic priorities, providing a forum for cross-sector engagement, and overseeing key aspects of the international student experience. This includes guiding the #WeAreInternational brand and **#WeAreInternational Student Charter** and advising UKCISA's work in advocacy and influencing policy.

Student advisory

This committee meets four times per year. The purpose of the committee is to provide UKCISA with the student voice and advise the Board on major strategic decisions, projects and policies.



Committee members

As of 31 March 2023, the members of the committees were:

Finance, audit and risk

Alan Mackay	University of Edinburgh (Chair)
Hannah Brian	
James Norman	Manchester Metropolitan University
Ross Porter	London Business School
Paul Rossi	University of Arts London
Susan Smith	University College London
Liz Warren	Manchester Metropolitan University

Membership

Alex Proudfoot	Independent Higher Education (Chair)
Mervyn Adams	City of Glasgow College
Julie Campbell	Ulster University
Lucy Chapman	University of Exeter
Tim Goss	University of South Wales
Amanpreet Sidhu	Aston University
Hamish Walker	Robert Gordon University

Nominations

Ross Porter	London Business School (Chair)
Clara Badu-Amoah	London School of Theology
Rachel Humphreys	
Sally Saca	Oxford Brookes University
Hamish Walker	Robert Gordon University

People and organisational development

Lynsey Bendon	University of Sunderland (Chair)
Lia Blaj-Ward	Nottingham Trent University
Simon Brown	Warwick University
Sarah Rimmington	UK Council for International Student Affairs (staff representative)
Laura Rose-Troup	NCG

Strategic advisory

Lizzie Huckle	Imperial College London (Chair)
Harry Anderson	Universities UK
Alex Bols	Guild HE
Joy Elliot-Bowman	Independent HE
Emma Gwynnett-Davies	Swansea University
Alana Holland	University of Portsmouth
Huan Japes	English UK
Naheeda Kauser	University of Bradford
Amelia Mansfield	University of Exeter
Catriona McCarthy	University of Ulster
Emma Meredith	Association of Colleges
Lindsay Nygren	University of Glasgow
Jane O'Loughlin	University of Edinburgh
Sara Smith	University of Portsmouth

Student advisory

Sára Kozáková	Newcastle University (Chair)
Lindsay Nygren	University of Glasgow (Chair)
Jayden Bookout	Royal Holloway (University of London)
Diana Catana	King's College London (University of London)
Annie Chan	University of Edinburgh
Jie Fei Lau	University of Aberdeen
Miranda Hersco	University of Glasgow
Xiaoxiao Hou	University of Liverpool
Vartika Khandelwal	University of Liverpool
Aditya Mehta	University of Leeds
Gino Obaseki	Glasgow Caledonian University
Pannya Rajput	Staffordshire University
Sharif Safi	London Metropolitan University
Loan Thu Nguyen	University of Hull
Ilo Unuigbe	University of Huddersfield

Board meetings attendance

Contact	Organisation	12 May 2022	12 Jul 2022	2 Nov 2022	8 Feb 2023
Koen Lamberts	University of Sheffield	✓	✓	✓	✓
Alan Mackay	University of Edinburgh	✓	✗	✓	✓
Alex Proudfoot	Independent Higher Education	✓	✓	✓	✓
Emma Gwynnett-Davies	Swansea University	✓	✓	✓	✓
Hamish Walker	Robert Gordon University	✗	✗	✓	✓
Hannah Brian	Independent Consultant	✗	✗	✗	✓
Laura Rose-Troup	NCG	✓	✓	✓	✓
Lizzie Huckle	Imperial College London	✓	✓	✓	✓
Lynsey Bendon	University of Sunderland	✓	✓	✓	✓
Nora De Leeuw	University of Leeds	✗	n/a	✓	n/a
Ross Porter	London Business School	✓	✗	✓	✓
Sally Saca	Oxford Brookes University	✓	✓	✓	✓
Sára Kozáková	Student Ambassador	n/a	n/a	n/a	✓
Cat Turhan	Imperial College Union	n/a	n/a	n/a	n/a
Maria Loray	Manchester Metropolitan University	n/a	n/a	n/a	n/a
Mervyn Adams	City of Glasgow College	n/a	n/a	n/a	n/a
Simran Mahajan	Student Ambassador	✓	✓	✗	n/a

Annual review 2022–23: Introduction

Dear colleagues,

Over the past year, we've seen the world open up fully since the global pandemic, and so has the international education sector. The UK's offer becomes increasingly under pressure from competition from not only other English-speaking education systems, but also globally. As quality rises around the globe, and other countries implement policies to attract international students, it's important to seek other ways to distinguish ourselves.

At UKCISA, we want the UK to distinguish itself on its commitment to a world-class student experience, and we're confident that our innovative **#WeAreInternational Student Charter** sends a compelling message to prospective students around the world. This unique project, embedding the student voice in shaping policy, while working collaboratively with members to ensure institutional buy-in, is a step-change for how we as a UK education sector consider the international student experience.

This year was full of important collaborations with key sector organisations. We were proud to work with the British Council and BUILA on the launch of a new agent quality assurance framework, to help ensure a positive student experience of working with agents to come to study in the UK. We were also proud to partner with UCAS to ensure that the international student voice informed the development of new products and services for the admissions process. Additionally, we welcomed the development of an **International Higher Education Commission** in the UK, and we are proud to be part of it, putting international student experience at its heart.

The UK saw significant growth in its international student numbers, reflecting the hard work and dedication to supporting international students in the UK. With great growth comes great responsibility, and we are aware that this year saw our members working in international student advice under unprecedented pressure. We strive to support them in every possible way, through the services we provide and the policies we advocate for. We hope that the Charter can help our members to make the case for more internal resource to help them support their international students and ensure that they have the best possible experience.

Our team has worked tirelessly to advocate for change in policy to benefit international students in several ways. From working with the Department for Education to ensure clarity for students from Afghanistan and Ukraine in



Lord Karan
Bilimoria



Professor
Koen Lamberts



Anne Marie
Graham

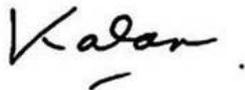
terms of fees, to our continued work on the Home Office's Simplification of the Rules committee, we are continuously monitoring and analysing the impact of existing and potential changes to the immigration system.

We have focused on five areas in this report, **outlined in our 2020–23 strategy**, to achieve our vision:

- Influencing policy
- Delivering world-leading advice and training
- Empowering our membership
- Disseminating our knowledge
- Developing excellence

Thank you to our members for their contribution to our successes, our team of trustees and staff for their dedication and hard work, and our #WeAreInternational Student Ambassadors for sharing their experiences to improve the international student experience. We would also like to thank our funders for their generous support.

Signed by,



Lord Karan Bilimoria, **President**

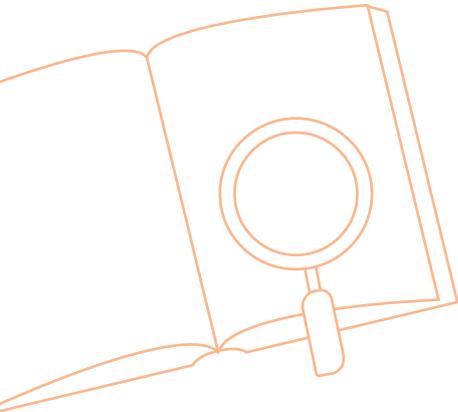


Professor Koen Lamberts, **Chair of the Board of Trustees**



Anne Marie Graham, **Chief Executive**

Influencing policy



UKCISA works with UK government departments, agencies, devolved administrations, and sector organisations to ensure that the UK remains attractive and welcoming to prospective and current international students. We monitor policy related to international education and immigration and advise on implementation of policy and related guidance.

Abolition of police registration

In August 2022, the Home Office announced that it was abolishing its police registration scheme with immediate effect. UKCISA, and its members, had spent many years advocating for its abolition and the announcement was welcomed by many in the sector.

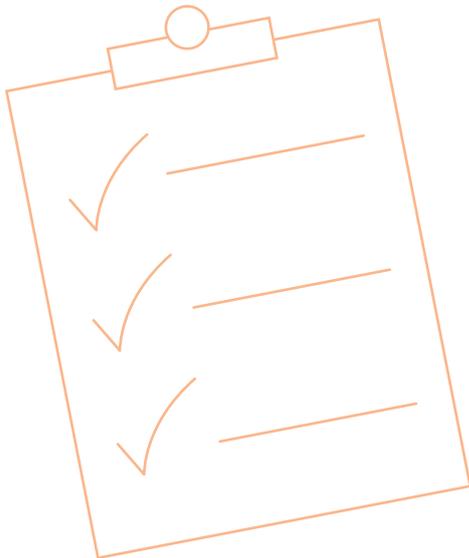
Under the scheme, certain ‘relevant foreign nationals’ were required to register with the police upon arrival in the UK. This included those coming to the UK under the Student route and Child Student route. Failure by a person to register with the police, if required, was a breach of that person’s immigration conditions, as was failure to notify the police of certain changes in personal circumstances.

After the initial announcement, we continued to press the Home Office for clarity about the abolition and its impact, including on specific technical details relating to how and when the requirements of the scheme would cease to have effect for students in varying circumstances.

From 9 November 2022, all references to police registration were removed from the immigration rules. This meant that international students were no longer legally required to register with the police and any police registration condition imposed before that date ceased to have effect.

Annual policy review

In September 2022, we launched our first ever **annual policy review**, providing an overview of key updates, statistics and reports relating to international students from January 2021 to March 2022. The aim of this report was to support our members to keep up with the changing landscape of higher education in the UK and serve as a testament to their hard work, reflected in the data within.



'Home' fees

We provided information and tailored advice for students and members on new government provisions extending 'home' fee status to some people from Ukraine and Afghanistan in all four UK nations.

This enabled students to present the right information to fee assessors and helped our members confidently assess and advise international students in their fee assessment work. We liaised closely with government departments about essential changes to provide for the intended beneficiaries of home fees, some of whom would otherwise have been excluded.

When the Scottish Government revoked the regulations on 'home' fees in Scotland and issued new regulations, we sought clarity on important points for students and members. We then engaged in a Scottish Government consultation about further changes to the residency criteria for access to 'home' fees in Scotland.

International crises

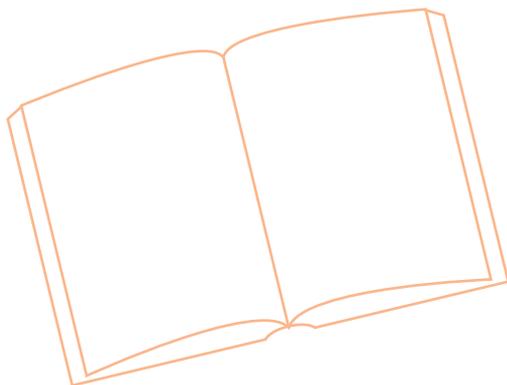
Following the invasion of Ukraine in February 2022, UKCISA supported international students affected by providing relevant and up to date guidance including government advice, mental health support, and information on fees and funding. We were involved in sector-wide discussions to provide humanitarian support and hosted a joint session with AMOSSHE on supporting students impacted by the war in Ukraine. Additionally, we provided feedback to the Simplification of the Rules Taskforce (SORT), concerning the provisions set out in a draft Statement of Changes which extended the concessions to the Ukraine Extension scheme.

International Student Employability Group

UKCISA continues to chair the International Student Employability Group (ISEG) which brings together sector bodies working to support international student employability.

ISEG has become further established this year and has worked on a number of projects:

- We were proud to support the work of ISEG member, AGCAS, to conduct and disseminate **research into the student experience of the Graduate route**.
- We continued to advocate for improvements in the way that data is collected on international graduate outcomes, including extensive discussions with Jisc on collecting graduate outcomes data.
- We created a toolkit for employers to better understand the rules and benefits of employing international students and graduates.
- Members of ISEG spoke at two All Party Parliamentary Group meetings focused on international student employability in May and November 2022.



Remote delivery

Following the end of blended learning concessions in immigration compliance policy, brought in due to the Covid-19 pandemic, the sector asked the Home Office to make provision for a form of 'remote delivery' to enable elements of online learning to continue.

An initial proposal suggested by the Home Office was rejected by the sector in late summer 2022, with UKCISA communicating to the Home Office why the policy would not work. UKCISA has since advocated for a revised policy on behalf of the sector and has been consulting members at every opportunity to ensure that their views are fully represented and considered in any new policy. We have asked for clarity, robust definitions and that proposals be as generous as possible regarding teaching practices. We continue to ask that there is sufficient time to implement policies before the start of the academic year.

Simplification of the Rules Review Committee

UKCISA continues to play an active role in the Simplification of the Rules Review Committee. For example, we provided detailed feedback on the draft immigration rules implementing the introduction of Electronic Travel Authorisations at the beginning of 2023.

UKVI's Premium Customer Services Team

UK Visas and Immigration (UKVI) began a consultation with the sector in 2022 about proposed changes to the UKVI's Premium Customer Services Team (PCST). The PCST is a paid-for service offering enhanced support to those with sponsor licenses, which are licenses required to enable educational institutions to support students coming to the UK on Student immigration permission.

UKCISA has facilitated dialogue with UKVI, sharing insight from members on service standards, technical issues, and the resolution of errors. We have advocated for clear communications with all sponsors on the process, for a high-quality service that is available to all student sponsors, not just those who pay an additional fee.

#WeAreInternational Grants scheme

Launched in autumn 2022, the #WeAreInternational Grants scheme focuses on integrating the principles of the #WeAreInternational Student Charter in higher and further education institutions in the UK.

With support from the Department for Education, Scottish Government and British Council Wales, UKCISA has granted over £28,000 in eight innovative projects and research initiatives led by member institutions and involving international students. These were selected by a panel made up of UKCISA staff, #WeAreInternational Student Ambassadors and members of UKCISA's Board of Trustees.

Topics include developing a toolkit for dependants, enhancing career prospects of international students, and supporting students fleeing humanitarian crises. Outcomes will be shared with the sector in summer 2024.

An infographic on an orange background. It features the text 'Over £28,000 supporting 8 innovative projects and research initiatives'. To the right is a simple line-art illustration of a piggy bank.

Over
£28,000
supporting
8 innovative projects and
research initiatives

#WeAreInternational Student Charter



At our annual conference, we launched the #WeAreInternational Student Charter – a student-led document, written by UKCISA's #WeAreInternational Student Ambassadors, and developed with the input of students and staff from across the international education sector in the UK.

The charter provides guidance on the fundamental principles for delivering a world-class international student experience, from pre-arrival to post-graduation. We shared the charter at events and conferences across the international education sector and had positive discussions with members and sector partners.

Delivering world-leading advice and training

Our members said:

“Sometimes it feels like UKCISA’s member advice line is the fifth member of our team! We really appreciate the team and being able to talk through cases with them.”

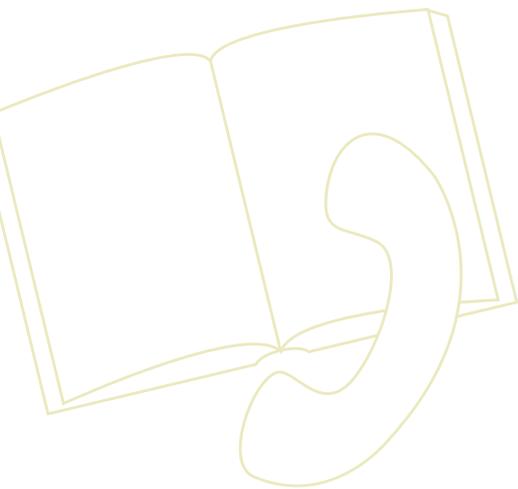
Our team of experts provide high quality advice and guidance and deliver a national training programme that is relevant and responsive to the external policy context. We support our members through changes to the immigration system and fees regulations, and encourage career progression in international support.

Advice lines

Our advice lines are open to UKCISA members and to the public, offering unique access to OISC-registered advisers who are experts in advising on international student affairs.

This year, we have responded to over

4,800
enquiries



Over **3,100** enquiries on our student advice line



Over **1,600** enquiries on our member advice line



Our members said:

“Absolutely excellent – friendly, knowledgeable trainers who covered everything at a suitable pace. The case studies were really carefully and helpfully constructed as well.”

“Lots of information shared with us at a good pace with lots of useful resources available after the session.”

“A great format. I hope you continue to offer this online training.”

“Excellent sessions presented in a clear and concise manner. A lot of information to take on board, but good points of reference to retain from the presentation and useful advice on where to go for extra support if required.”

“Everything we covered was useful. It was a good format with knowledgeable trainers.”

Online training programme

UKCISA has delivered an extensive and impactful training programme online to ensure flexibility for our members to attend from across the UK. Our competitive pricing structure has provided the opportunity for multiple team members to attend sessions together, enabling knowledge sharing.

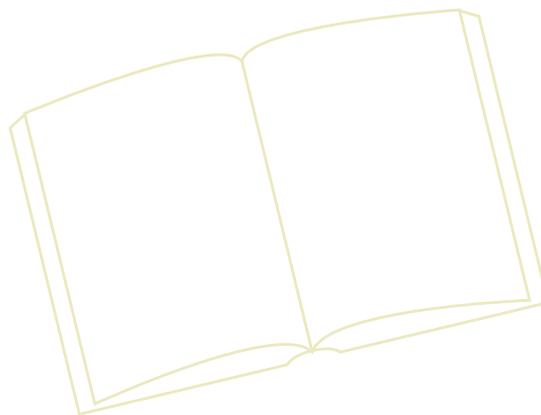
We respond to the needs of members, operating waiting lists and running repeated sessions to meet demand as well as offering bespoke in-house training.



UKCISA Manual

The UKCISA online manual is an essential and in-depth guide detailing the rules and regulations affecting international students. It focuses on immigration and fee assessments, and includes analysis, commentary and context of the rules and guidance that apply to international students and educational institutions.

The manual is a completely unique resource that is written specifically for UKCISA members. Our expert Advice and Training team continue to analyse changes to rules and guidance and notify members of these changes in a timely manner via the Manual.



Empowering our membership

Our members said:

“What I like most about being a UKCISA member is the friendly and approachable staff at UKCISA and the opportunities it gives us to meet and network with others working in the international education sector.”

“The sense of community and having access to expert opinions from people who are ahead of the curve.”

“My favourite thing about being a UKCISA member is the opportunities they give us to meet and network with others working in the international education sector.”

“The staff at UKCISA are very friendly and approachable.”

“Being a member of UKCISA reminds me that there is a wider picture – it’s not all about following rules and guidelines, but about finding the best solutions for a whole community of students and playing a big part in that community.”

UKCISA’s members are from across the education sector, all committed to the highest standards of international student support. We aim to reflect the diversity of our membership in our advocacy work and in the services we provide.



Our members said:

“It was impeccably organised and focused on us coming together after such a turbulent two to three years.”

“This is my first conference and not my last. I truly enjoyed my time here and met some amazing people. I have lots to take away. I hope that the knowledge I have gained will help me to make meaningful change for international students.”

“The sessions I chose were so helpful, thought provoking and have definitely given me food for thought and a wealth of ideas to take back to my team.”

Annual conference

UKCISA Annual conference 2022, held at the University of Newcastle, was our first in-person member event since the Covid-19 pandemic. Experienced members and sector experts delivered a host of presentations and shared examples of good practice. Plenary sessions covered topical issues from refugee education to student experience and employability as well as a panel discussion and Q&A with members of the UK Home Office policy and operations teams. For the first time, 17 #WeAreInternational Student Ambassadors joined the conference and delivered sessions sharing their experience of studying and working in the UK.

A highlight of the conference was the launch of the **#WeAreInternational Student Charter** at a drinks reception in the stunning Great Hall in Newcastle Discovery Museum. Members heard inspiring speeches by our Chief Executive, President, Chair and #WeAreInternational Student Ambassadors.

Our annual conference dinner was held at the Biscuit Factory, a unique gallery, for a drinks reception, post-dinner karaoke and a photobooth experience.

The conference gained unprecedented sponsorship support, more than doubling previous sponsorship income, which enabled us to deliver a high-quality professional development and networking experience for all delegates.



Annual conference (continued)

96% ✓
of attendees rated the conference good or excellent

86% ✓
of attendees rated the conference good or excellent value for money



Our members said:

“In the peer support scheme sessions, I felt that I was being listened to and that this was one of the things I hadn’t felt in work for quite a while. Not just listened to – but that the group understood the issues we were all bringing with us.”

“The peer support scheme has made me feel more confident to reach out to senior colleagues in my institution. From listening to staff at UKCISA and peers, I also have a greater understanding of how to think strategically.”

Membership changes

From January 2023, membership of the Association for International Student Advisers (AISA) and the Immigration Compliance Network (ICN) is now included in the UKCISA membership fee. These practitioner networks provide invaluable insight and expertise for members and feed directly into our work to influence change for international students and those who work with them.

Peer support scheme

In April 2022, we launched a peer support scheme to bring UKCISA members together to develop their confidence and advocacy skills. The pilot scheme aimed to create a network, equipping those involved to help and support each other.

We facilitated targeted discussions over a six-month period (two and a half hours per month in a Microsoft Teams call) so that delegates could share best practice and ideas for how to alleviate stress in their roles. During these discussions, we considered how the working environment in international student advice is constantly changing, which presents many challenges. The delegates provided extensive feedback both during and after the scheme ended, which is currently under review to inform future iterations of the scheme.

Disseminating our knowledge

“Thank you to UKCISA for giving me a platform and the training opportunities to hone my public speaking and outreach skills. I have always been an outspoken and passionate individual, but it was through my journey with UKCISA that I could refine the necessary skills to articulate myself in a structured and engaging manner.”

Jie Fei Lau,

#WeAreInternational
Student Ambassador

“It has been an honour and privilege to be associated with UKCISA, an organisation that is truly a game-changer for international students. Being a student ambassador has broadened my horizons, helped me empower students and raise my voice for issues that matter. I have also been fortunate enough to meet fellow student ambassadors who amaze me with their wealth of experience and passion to make a difference in their communities.”

Vartika Khandelwal,

#WeAreInternational
Student Ambassador

International students are at the heart of everything we do at UKCISA – from ensuring that their voices are heard to providing them with trusted advice and guidance. This year, we highlighted the experience of international students and our members across a range of platforms and forums.

#WeAreInternational Student Ambassador programme

The #WeAreInternational Student Ambassador programme is UKCISA's network of global future leaders. We empower international students to shape a quality student experience, using their knowledge and first-hand experience of studying in the UK to influence policy and develop an inclusive global community.

In 2022–23, we appointed two cohorts of **#WeAreInternational Student Ambassadors**. Our student ambassadors developed their policy knowledge and leadership skills to lead change by:

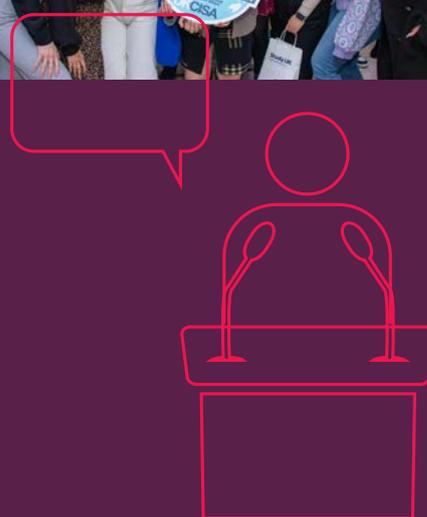
- Sharing their international student experience at annual sector conferences such as UK ENIC, BUILA, Universities UK International, Independent HE, and AMOSSHE
- Taking part in roundtable meetings and focus groups with the International Higher Education Commission, Delegation of the European Union to the United Kingdom, All Party-Parliamentary Group on International Students, Jisc and QAA.

In 2022–23, #WeAreInternational Student Ambassadors spoke at over

50
events at nearly

60
sessions and
engaged with

24
government and sector
agencies in the UK and
from around the world.



“UKCISA Fest was a great opportunity to meet my fellow student ambassadors, UKCISA staff and other stakeholders. We had an amazing day full of workshops and panel sessions through which I learned a lot. The absolute highlight was my first ever in-person session that I got to chair, which was a good challenge and a step out of my comfort zone, but I enjoyed it to the fullest! I will definitely utilise what I learned during that day in my future.”

Sára Kozáková,
#WeAreInternational
Student Ambassador



Bringing international students together at UKCISA Fest

On 16 November 2022, we hosted UKCISA Fest, our annual free one-day event for international students in the UK to celebrate International Students’ Day and inform policy and practice through lived experience. 60 international students participated in 12 plenary and interactive sessions, where they explored and discussed diverse aspects of their student experience including:

- employability
- mental health and wellbeing
- academic experience
- engaging with students’ unions
- international student voice and representation in policymaking

The students came from 36 countries and regions around the world, and represented 39 institutions across the UK.

In the evening, 40 UKCISA members and sector partners were invited to attend the UKCISA Annual reception to celebrate International Students’ Day with the international student attendees.

60 international students participated in

12 plenary and interactive sessions

students came from

36 countries and regions around the world

students represented

39 institutions across the UK

Providing trusted guidance

Our website is a trusted source of information and guidance for our members and international students and their families. This year, we saw an increase in visits from the UK to our website and a slight decrease in web traffic from overseas.

Top five web pages

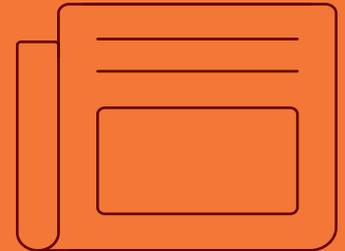
- Higher education fee status for England
- Home or overseas fees: the basics
- Student work
- Government student support
- Student route eligibility and requirements



Top news story

Student update: immigration rules change
(9 November)

(9,568 views)



Web traffic



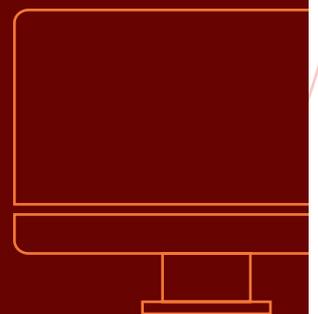
Over 3.4 million visits to our website

UK – **43%**

Rest of the world – **57%**

Top 10 website users across the world

1. United Kingdom
2. India
3. Nigeria
4. United States
5. Pakistan
6. China
7. Germany
8. Ghana
9. United Arab Emirates
10. Hong Kong



Ghana and United Arab Emirates are new additions to the top 10 website users, with France and the Netherlands dropping to 11 and 21 on the list.

Promoting UKCISA

Our social media channels bring together a community of UKCISA members and international students. In 2022–23, we saw a significant increase in followers on LinkedIn, and a rise in engagement across all channels.

We used social media to communicate important information to members and international students, including updates about the abolition of police registration and support for students from Afghanistan and Ukraine.

Followers



8,111

Annual increase
+8.7%



5,735

Annual increase
+65%



5,807

Annual increase
+6.6%



3,707

Developing excellence

The commitment and expertise of UKCISA staff is highly valued by international students, members, and partner organisations. We have strived to maintain this excellence by promoting a culture of continuous improvement to ensure that staff remain engaged and motivated.

Governance review

In 2022-23, UKCISA completed an important phase of its governance review, confirming **a new committee structure** for its Board of Trustees, and welcoming new members to support the direction of the organisation. The new committees have all met and established themselves, and it's clear to see the benefits of the new structure – with the Board able to respond to clear and focused recommendations in shaping UKCISA's strategic direction.

To support this new committee structure, and a more diverse recruitment process for trustees in future, we conducted a full review of our Articles of Association, clarifying the terms of office for Trustees and updating our documents to enhance our protections against conflicts of interest.

While UKCISA has always been a well-run, compliant organisation, we strive to ensure that this remains the case for decades to come and are confident our new structures will maintain our position.

Supporting staff

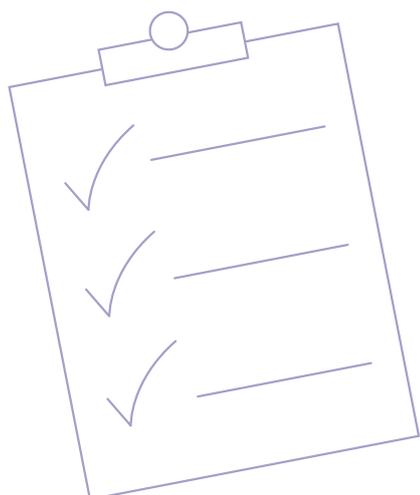
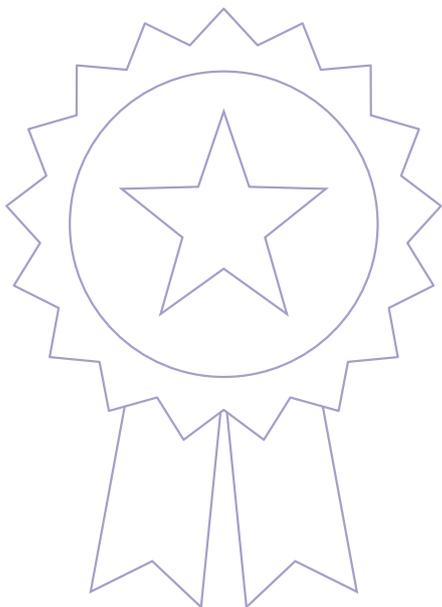
What's it like working at UKCISA?



"I have always been passionate about the education sector and, having worked directly with international students in several roles at my university, I was thrilled to join an organisation that puts these students at the heart of what they do.

My favourite aspect of the job is working with our #WeAreInternational Student Ambassadors. From reviewing their applications and hosting their online interviews, to attending Student Advisory Group meetings and liaising with sector partners to organise ambassadors to speak at key events across the country, I find it extremely rewarding to see our student ambassadors thrive and grow.

My journey at UKCISA has been alongside my full-time undergraduate studies, which has given me my fair share



of challenges. The patience and support from my team, however, has made this experience a lot easier to handle. Even though I mostly work remotely from York, compared to many of my London-based colleagues, I have still felt like a valued member of the organisation.

My experience working here has been nothing short of fulfilling and inspiring, and I'm so thankful for the professional and personal development opportunities I've had in such a short space of time."

Tom Davison, Interim Administrative Assistant



"Having worked with UKCISA for many years as a member, I was thrilled to join as an Advice & Training Officer in late 2021. UKCISA had always been a superb resource and support to me, so I was really excited to start working here.

Being able to positively contribute to national and international issues directly is such an exciting part of working for UKCISA, and it certainly ensures no day is the same. It's a strange experience being on the other side of the fence, but I really enjoy helping to support our members and their students through what is an ever-changing landscape.

I have managed to fit a lot in my first year and a half at UKCISA: the peer support scheme, delivering training, building more and more experience on our advice lines, becoming OISC registered, and analysing multiple changes to the immigration rules – to name a few! I have always felt supported from my first day, that my thoughts and opinions mattered, and that I was a valued member of the organisation.

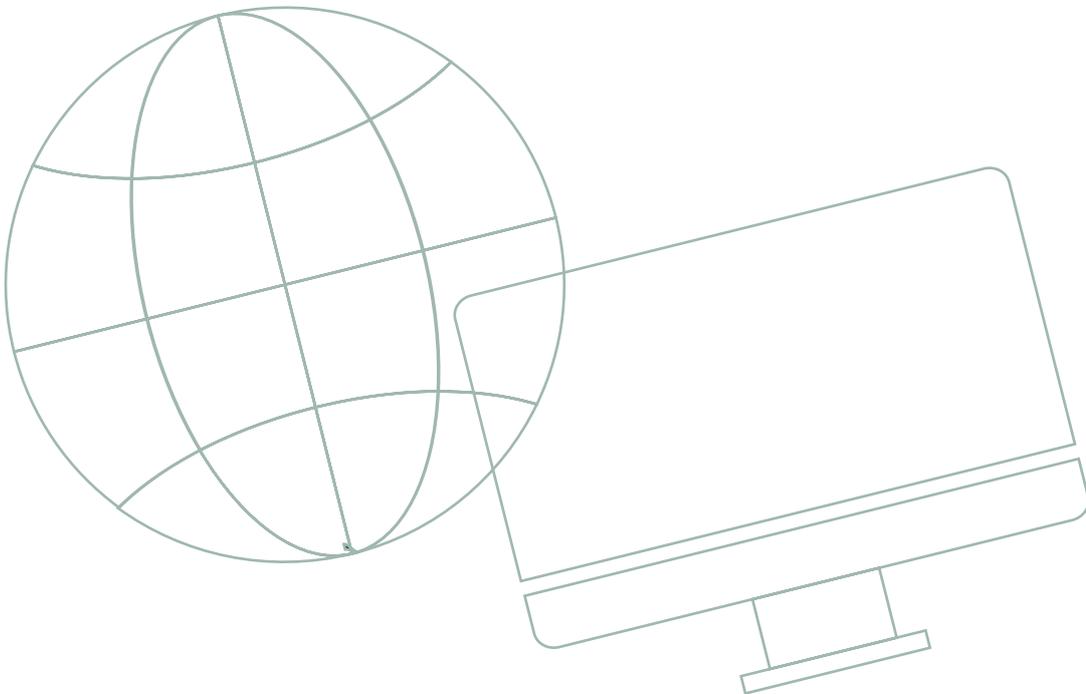
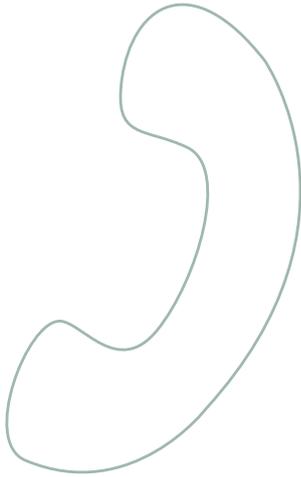
I am extremely proud to be part of UKCISA and its unerring drive to better the lives of international students across the UK, and the education sector at large."

Robert Young, Advice & Training Officer

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 immigration-related rules and procedures, including those which 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 relevant guidance – especially at a time of considerable concern about UK immigration policy.
- 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 is informed by its international student ambassador programme and contributes 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.



Independent auditor's report to the members of UKCISA

Opinion

We have audited the financial statements of UKCISA for the year ended 31 March 2023 which comprise the Statement of Financial Activities, the Summary Income and Expenditure Account, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including 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 2023 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

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

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 contained within the annual report. 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.

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 course of 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 themselves. 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
- 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;
- we have not received all the information and explanations we require for our audit.
- 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 12, 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.
- 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.

Explanation as to what extent the audit was considered capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below.

The objectives of our audit in respect of fraud, are; to identify and assess the risks of material misstatement of the financial statements due to fraud; to obtain sufficient appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses to those assessed risks; and to respond appropriately to instances of fraud or suspected fraud identified during the audit. However, the primary responsibility for the prevention and detection of fraud rests with both management and those charged with governance of the charitable company.

Our approach was as follows:

- We obtained an understanding of the legal and regulatory requirements applicable to the charitable company and considered that the most significant are the Companies Act 2006, the Charities Act 2011, the Charity SORP, and UK financial reporting standards as issued by the Financial Reporting Council.
- We obtained an understanding of how the charitable company complies with these requirements by discussions with management.
- We assessed the risk of material misstatement of the financial statements, including the risk of material misstatement due to fraud and how it might occur, by holding discussions with management.
- We inquired of management and those charged with governance as to any known instances of non-compliance or suspected non-compliance with laws and regulations.
- Based on this understanding, we designed specific appropriate audit procedures to identify instances of non-compliance with laws and regulations. This included making enquiries of management and those charged with governance and obtaining additional corroborative evidence as required.

There are inherent limitations in the audit procedures described above. We are less likely to become aware of instances of non-compliance with laws and regulations that are not closely related to events and transactions reflected in the financial statements. Also, the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentations, or through collusion.

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
6th Floor, 9 Appold Street, EC2A 2AP

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' annual 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 Statement of Recommended Practice.
- 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.
- 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 2023 was £1,581,713. This is an 8.7% increase on the previous financial year. UKCISA maintains a balance across four established income streams: membership subscriptions, training fees, conference income and government grants.

Our funding from the Department for Education continued in 2022-23, when we received a grant of £338,700. This grant continues to support our work in four key areas: student advice relating to higher education in England, the #WeAreInternational Student Ambassador programme, UKCISA Grants scheme and our role in convening the sector on international student issues.

We received a £40,000 grant from the Scottish Government to sustain our activities specifically in Scotland.

Membership subscriptions accounted for more than half our income at £793,557 and have historically remained at close to this level. Income from our training activities amounts to £193,630 during 2022-23 amounting to approximately 80% of pre-pandemic levels. Our annual conference for June 2022 returned to being held face-to-face with income of £173,199, of which, £51,000 was in respect of conference sponsorship. Additionally, we were able to raise £14,000 of sponsorship for UKCISA Fest and UKCISA Annual reception, to celebrate International Students Day in November.

UKCISA's total annual expenditure this year was £1,527,554. During the financial year, UKCISA utilised its full staff budget and UKCISA staff costs including employers' national insurance and pensions stood at £1,130,083. Staff are employed to carry out activities that directly contribute 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, communicating with our members, and engaging with international students.

During 2022-23, UKCISA revitalised its grants scheme, funded by the Department for Education, the Scottish Government, British Council Wales and UKCISA. Following a detailed application and selection process, research grants were awarded to eight higher education institutions and a total of £24,288 was awarded by the UKCISA Grants scheme.

Reserves

At 31 March 2023, the surplus for the year is as follows:

	2023*		2022	
	£	£	£	£
Unrestricted funds				
General funds	285,688		240,064	
Designated funds	108,516		109,250	
Total unrestricted funds		394,204		349,314
Restricted funds		32,926		23,657
Total funds		427,130		372,971

*In order of when these funds were designated.

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

- 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.
- Relocation fund: amounts set aside to cover the direct costs of relocation (professional charges, removal costs and temporary accommodation).
- Website development fund: to develop the UKCISA website, these funds have been designated for two years, the project is expected to be completed in 2023-24.
- AISA & ICN fund: to support the specialised practitioner groups AISA & ICN to develop self-sustaining business models, funds have been designated for three years.
- UKCISA research fund: to support research in areas of the international student experience – this will be in partnership or for commissioning its own research.
- Governance implementation fund: to support the implementation of the UKCISA Governance review. This fund has now been fully utilised.
- IT enhancements fund: to support UKCISA with future IT enhancements and infrastructure requirements.

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 any shortfalls in the share of the USS pension scheme.
- Ensure that in the worst possible circumstances, it would be possible to pay all creditors and wind up the organisation.

Restricted funds are funds that can only be used for purposes specified by the fund donor. In this case, the funds relate to the Association of International Student Advisers (AISA) and the Immigration Compliance Network (ICN). Both of these groups are special interest groups and are legally part of UKCISA.

The Finance, risk, and audit committee review the reserves policy regularly with the aim to keep general funds between a lower level of four months planned annual expenditure and an upper level of four and a half months of annual expenditure. This model of reviewing reserves provides clarity for the purposes of organisational investment if reserves are above the ceiling level and corrective action if reserves are below the minimum level. 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.

At the end of the financial year, UKCISA does not meet its reserves policy, with total unrestricted reserves standing at £285,688. The UKCISA Finance, audit, and risk committee has reviewed the reserves policy in detail and is assured that UKCISA has sufficient funds to meet its obligations. They have considered UKCISA's business model of invoicing in advance of the membership year and the likely outcome from the latest valuation of the USS pension fund now in surplus. Given these variables, UKCISA's cash position remains robust at the yearend standing at £1,243,408. Additionally, given the probable unwinding of the technical pension provision at the end of the financial year 2023-24, any current shortfall in meeting the reserves policy remains short-term.

Pension liability

UKCISA staff, unless they have chosen to opt-out of the scheme, are members of the USS Pension Fund Scheme. The financial reporting standard for charities FRS 102 (Charities) requires that charities 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 as at 31 March 2014 to account for their estimated share of the USS pension scheme deficit at the time of valuation. This provision was to be gradually released.

The pension scheme fund has had an additional two formal valuations in 2018 and 2020. Following the 2018 valuation, an increase in UKCISA's share of the deficit to the pension fund was estimated and the total pension provision was increased in the balance sheet to £344,703 over the course of two financial years – 2019-20 and 2020-21. The 2020 valuation confirmed a further increase in the pension fund deficit and therefore a further provision of £284,349 has been recognised in the financial statements in the prior financial year, bringing the total provision in the balance sheet as at 31 March 2022 to £629,052. This provision is to be offset against future pension deficit payments over the next 17 years, starting in the current financial year 2022-23.

After a write-back of the pension provision of £22,155, the future pension liability provision now stands at £606,897.

The USS trustee has confirmed via a formal valuation of the fund in March 2023 that the pension fund is now in surplus and more recent movements in interest rates have been favourable to the fund valuation. It is expected that the technical provision will no longer be required once agreement has been reached regarding the future funding and benefits of the scheme have been agreed.

Risk management

The trustees have a risk management strategy which comprises:

- Regular review of the key risks and uncertainties that the charity faces.
- The establishment of policies, systems, and procedures to mitigate those risks identified in the review.
- 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 mid-term 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 Officer
Heather Knight	Head of Advice and Training
Christopher Benjamin	Advice and Training Officer
Deepa Chadha	Advice and Training Officer
Kate Handforth	Advice and Training Officer
Robert Young	Advice and Training Officer
Sarah Rimmington	Advice and Training Officer
Tema Nwulu	Advice and Training Officer
Daniel Hooper	Membership Manager
So-Ha Au	Membership and Web Assistant
Oscar Triggs	Website Project Officer
Iona Murdoch	Policy Officer
William Burton	Events and Training Manager
Abida Khan	Head of Finance and Resources
Anushka Gunawardena	Senior Finance and Resources Officer (Interim)
Jody O'Brien	Office Administrator
Yinbo Yu	Head of Engagement and Partnerships
Jessica Benham	Communications Manager
Carolyn Sowa	Programme Officer (Student Engagement)
David Mitchell Baker	Communications 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 and to Ben Miller-Williams for his continued freelance support of the Finance and Resources team.

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 charity 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 according to a framework approved by the People and organisational development committee. Additionally, affordability of the UKCISA Pay Award is approved by the Finance, audit and risk committee. All senior staff have their salaries set by reference to the UKCISA's pay structure. This revised pay structure has been in place since 1 July 2021 after a detailed salary benchmarking exercise. The new independent pay structure was approved by the Board of Trustees at the board meeting on 24 May 2021. The pay structure is reviewed annually at the May Finance, audit and risk committee meeting to ensure affordability of pay awards.

The financial statements that follow have been prepared in accordance with the provisions of part 15 of the Companies Act 2016 relating to small companies.

Signed on behalf of the Board of Trustees:



Professor Koen Lamberts
Chair



Alan Mackay
Honorary Treasurer

8 November 2023

Statement of financial activities

for the year ended 31 March 2023

		Unrestricted Funds				
		General funds	Designated funds	Restricted funds	Total 2023	Total 2022
	Note	£	£	£	£	£
Income and expenditure account						
Income						
Voluntary income						
Grant-in-aid						
Department for Education		-	-	338,700	338,700	350,000
Donations		-	-	-	-	-
Charitable activities						
International student services	3	1,187,093	-	52,420	1,239,513	1,102,678
Interest received	4	3,500	-	-	3,500	2,096
Total incoming resources		1,190,593	-	391,120	1,581,713	1,454,774
Expenditure						
Charitable activities						
International student services	5	1,167,858	-	381,851	1,549,709	1,238,677
Total outgoing resource		1,167,858	-	381,851	1,549,709	1,238,677
Net income before transfers and pension provision		22,735	-	9,269	32,004	216,096
Actuarial losses on defined benefit pension scheme		22,155	-	-	22,155	(284,349)
Transfers between funds	17	734	(734)	-	-	-
Net movement in funds		45,624	(734)	9,269	54,159	(68,253)
Funds at 1 April 2022		240,064	109,250	23,657	372,971	441,224
Funds at 31 March 2023		285,688	108,516	32,926	427,130	372,971

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

Balance sheet

for the year ended 31 March 2023

		2023	2023	2022	2022
	Note	£	£	£	£
Tangible fixed assets	12		2,138		4,512
Current assets					
Debtors and prepayments	13	560,065		211,330	
Cash at bank and in hand	14	1,243,408		1,480,586	
		1,803,473		1,631,916	
Creditors: amounts falling due within one year	15	771,584		694,405	
Net current assets			1,031,889		997,511
Creditors: amounts falling due after more than one year	15				
Provision of pension liability			(606,897)		(629,052)
Total assets less			427,130		372,971
Represented by:					
Unrestricted funds					
General funds			285,688		240,064
Designated funds	17		108,516		109,250
Restricted funds	18		32,926		23,657
Total funds			427,130		372,971

These financial statements were approved by the Board of Trustees on 8 November 2023 and signed on their behalf by:



Koen Lamberts
Chair



Alan Mackay
Honorary Treasurer

8 November 2023

Company number: 4507287
Charity number: 1095294

Cash flow statement

for the year ended 31 March 2023

	2023	2022
	£	£
Cash provided by operating activities	(239,333)	278,800
Cash flows from investing activities		
Purchase of fixed assets	(1,345)	(3,726)
Interest income	3,500	2,096
Cash provided by investing activities	(2,155)	(1,630)
Increase / (Decrease) in cash and cash equivalents in the year	(237,178)	277,171
Cash and cash equivalents at the beginning of the year	1,480,586	1,203,415
Total cash and cash equivalents at the end of the year	1,243,408	1,480,586
Reconciliation of net movement in funds to net cash flow from operating activities		
Net movement in funds	54,159	(68,253)
Add back depreciation charge	3,719	3,455
Deduct interest income shown in investing activities	(3,500)	(2,096)
Decrease/(Increase) in debtors	(348,735)	87,237
(Decrease)/Increase in creditors	77,179	(25,891)
(Decrease)/Increase in pension provision	(22,155)	284,248
Net cash used in operating activities	(239,333)	278,800

Notes to the accounts

for the year ended 31 March 2023

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) (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, the Trustees have reviewed the diversity of UKCISA's income streams and the financial viability of UKCISA using detailed scenario planning for the next three financial years.

Our flagship annual conference is continuously successful in contributing both delegate fees and sponsorship income. The online training programme remains robust for 2022-23. Our income streams continue to remain well diversified. Our membership subscriptions remain steady with annual price increases being easily absorbed by our membership and minimal membership cancellations. Our government grant income from the Department for Education has largely held with no inflationary increases, we have seen a fall in our grant income from the Scottish government. UKCISA moved office premises in February 2023 from Noble House to Woburn House, giving rise to annual savings in establishment costs of £75,000. The 2023-24 budget is set to deliver a financial surplus. Additionally, we have prepared three-year financial forecasts to assess continued financial viability. Further, UKCISA maintains a strong reserve position, and receives membership subscriptions in advance of the subscription period. This has corresponded to the £1.2m cash balance at 31 March 2023. 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 costing less than £1000 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.

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.

3 Income from charitable activities

	General funds	Designated funds	Restricted funds	Total 2023	Total 2022
	£	£	£	£	£
International student services					
Membership subscriptions	793,287	-	270	793,557	755,015
Training and conferences	393,806	-	-	393,806	279,537
Commission and services	-	-	2,150	2,150	8,125
Grants receivable					
Scottish government	-	-	40,000	40,000	60,000
British Council Wales	-	-	4,000	4,000	-
AISA/ICN block grant	-	-	6,000	6,000	-
	1,187,093	-	52,420	1,239,513	1,102,678

4 Investment income

All of the company's investment income of £3,500 (2022: £2,096) arises from money held in interest bearing deposit accounts.

5 Expenditure on charitable activities

	Total 2023	Total 2022
	£	£
International student services		
Direct costs	1,284,753	1,011,295
Support costs (note 8)	206,148	182,044
Governance costs (note 7)	58,808	45,338
	1,549,709	1,238,677

6 Grants made during the year

Research grants of £24,288 were made to other institutions during the year (2022: £6,500).

7 Governance costs

	Total 2023	Total 2022
	£	£
Direct costs	23,924	9,370
Support costs (note 8)	34,884	35,968
	58,808	45,338

8 Support costs

	Charitable activities	Governance costs	Total 2023	Total 2022
	£	£	£	£
Staff costs	139,414	23,592	163,005	151,821
Office and administration	66,734	35,216	101,950	75,561
	206,148	58,808	264,956	227,382

Governance costs of £58,808 (2022: £45,338) comprise the audit fee £11,085, implementation of the NCVO governance review £11,447 and a proportion of general overheads attributed to governance activities.

9 Staff costs

	Total 2023	Total 2022
	£	£
Salaries	786,773	688,257
Social security costs	79,222	65,699
Pensions costs	150,881	131,815
	1,016,876	885,771
Other staff costs, including temporary staff, consultants, recruitment and training	113,207	90,076
	1,130,083	975,847

One employee (2022, nil) received remuneration totalling between £80,000 and £90,000 during the year. Pension contributions totalling £17,318 were paid in the year in respect of this employee. One employee (2022, nil) received remuneration totalling between £60,000 and £70,000 during the year. Pension contributions totalling £13,098 were paid in the year in respect of this employee. Nil employees (2022: one) received remuneration between £70,000 and £80,000 with pension contributions of £nil (2022: £15,937).

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 (2022, none). No other remuneration was paid to any trustee (2022, none). Out of pocket expenses claimed by and refunded to two trustees amounting to £267 (2022, £212).

There were no related party transactions (2022: nil).

The key management personnel of the charity comprise the trustees, the Chief Executive, Head of Advice & Training, Director of Policy & Services, Head of Finance & Resources and Head of Engagement and Partnerships. The total employee benefits of the key management personnel of the charity were £343,350 (2022: £306,119).

10 Staff numbers

The average monthly head count was 21.8 staff (2022: 19.5 staff) and the average monthly number of full-time equivalent employees (including casual and part-time staff) during the year were as follows:

	2023	2022
International student services	15.6	13.4
Support	1.6	2.1
Governance	1.2	0.3
	18.4	15.8

11 Net income for the year

	2023	2022
	£	£
Net income is stated after charging:		
Audit fee – current year	10,250	8,715
Grant audit fee – current year	1,250	1,155
Depreciation and impairment	3,719	3,455
Operating lease – property	78,722	78,722
Operating lease – equipment	8,379	8,379

12 Tangible fixed assets

	Furniture and office equipment	Leasehold improvements	Total
	£	£	£
Cost			
Total at 1 April 2022	32,531	2,400	34,931
Additions	1,345	-	1,345
Total at 31 March 2023	33,876	2,400	36,276

12 Tangible fixed assets (continued)

	Furniture and office equipment	Leasehold improvements	Total
	£	£	£
Depreciation			
Total at 1 April 2022	29,459	960	30,419
Depreciation	2,279	1,440	3,719
Total at 31 March 2023	31,738	2,400	34,138
Net book value			
At 31 March 2023	2,139	-	2,139
At 31 March 2022	3,072	1,440	4,512

13 Debtors and prepayments

	2023	2022
	£	£
Invoiced amounts outstanding	73,083	28,266
Other debtors	419,196	132,620
Prepayments	67,786	50,444
	560,065	211,330

Included within other debtors is an amount of £nil that is due after one year (2022, £25,500).

14 Cash at bank and in hand

	2023	2022
	£	£
Cash at bank	1,142,908	1,380,086
Cash on deposit	100,000	100,000
Cash in hand	500	500
	1,243,408	1,480,586

15 Creditors: amounts falling due within one year

	2023	2022
	£	£
Taxation and social security	18,271	19,107
Other creditors	5,663	16,696
Deferred income	647,897	601,194
Accruals and provisions	74,538	51,572
Trade creditors	25,215	5,836
	771,584	694,405

Deferred income relates to amounts received during 2022–23 for services to be carried out in 2023–24. The income deferred in 2021–22 has been fully reversed into 2022–23.

Creditors: amounts falling due after more than one year

	2023	2022
	£	£
Brought forward pension provision	629,052	344,703
Movement	(22,155)	284,349
Carried forward pension provision		
	606,897	629,052

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:

	2023		2022	
	Land and buildings	Other	Land and buildings	Other
	£	£	£	£
Within 1 year	45,681	2,094	85,000	8,379
1 to 5 years	45,152	-	28,133	2,094
	90,833	2,094	113,133	10,473

b) No capital expenditure had been authorised and contracted but not made at 31 March 2023 (2022, nil).

17 Designated funds

	Total at 1 April 2022	Outgoing resources	Transfers from/(to) general funds	Transfers between funds	Total at 31 March 2023
	£	£	£	£	£
Fixed assets	5,250	-	(3,719)	-	1,531
Relocation	10,000	-	(8,890)	-	1,110
Webite development	40,000	-	40,000	-	80,000
AISA/ICN funding	14,000	-	(6,000)	-	8,000
UKCISA research	20,000	-	(4,288)	-	15,712
Governance implementation	8,000	-	(8,000)	-	-
IT enhancements	12,000	-	(9,837)	-	2,163
	109,250	-	(734)	-	108,516

	Total at 1 April 2021	Outgoing resources	Transfers from/(to) general funds	Transfers between funds	Total at 31 March 2022
	£	£	£	£	£
Fixed assets	4,981	-	269	-	5,250
Relocation	10,000	-	-	-	10,000
Infrastructure (CRM)	6,600	(6,600)	-	-	-
Webite development	-	-	40,000	-	40,000
AISA/ICN funding	-	-	14,000	-	14,000
UKCISA research	-	-	20,000	-	20,000
Governance implementation	-	-	8,000	-	8,000
IT enhancements	-	-	12,000	-	12,000
	21,581	(6,600)	94,269	-	109,250

The Fixed Asset Fund is intended to cover the ongoing depreciation charges on fixed assets. Depreciation of £3,719 was incurred during the year which has been covered from general funds.

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 remainder of the fund has been used to cover the costs of relocation from Noble House to Woburn House.

The website development fund has been designated, £40,000 (2021–22) and an additional £40,000 (2022–23), to develop the UKCISA website, these funds have been designated for two years, the project is expected to be completed in 2023–24.

The AISA/ICN funding has been designated to support both of the practitioner groups to develop self-sustaining business models, funds have been designated for three years.

The UKCISA research fund has been designated to support research in areas of the international student experience, which will be in partnership or for commissioning its own research. Funds have been designated for two years.

The governance implementation fund designated in 2021–22 to cover consultancy costs to complete the governance review implementation phase has been fully utilised in 2022–23.

The IT enhancements fund has been designated to support UKCISA with future IT enhancements and infrastructure requirements. Funds have been utilised in 2022-23 to replace laptop stock across the staff team.

18 Restricted funds

	Total at 1 April 2022	Incoming resources	Outgoing resources	Transfers from/(to) general funds	Total at 31 March 2023
	£	£	£	£	£
Department for Education	-	338,700	(338,700)	-	-
Scottish government	-	40,000	(40,000)	-	-
British Council Wales	-	4,000	-	-	4,000
AISA restricted balances	8,889	3,090	(210)	-	11,769
ICN restricted balances	14,768	5,330	(2,941)	-	17,157
	23,657	391,120	(381,851)	-	32,926

Restricted funds represent:

- Department for Education: grant to support our higher education student support activities and sector convening work.
- Scottish Government: grant to sustain enhanced level of activity in Scotland.
- British Council Wales: grant to support UKCISA's grants programme in Wales.
- AISA: Association of Student Advisors is a specialised practitioner group managed as a restricted fund.
- ICN: Immigration Compliance Network is a specialised practitioner group managed as a restricted fund.

19 Analysis of net assets between funds

	Unrestricted funds		Restricted funds	Total
	Designated funds	General funds		
	£	£		
Tangible fixed assets	2,138	-	-	2,138
Net current assets	106,378	892,585	32,926	1,031,889
Pension provision	-	(606,897)	-	(606,897)
	108,516	285,688	32,926	427,130

20 Irrecoverable VAT

VAT paid during the year which could not be recovered totalled £13,789 (2022, £15,689).

21 Pension costs

The total cost charged to the Statement of Financial Activities relating to pension costs is £150,881 (2022: £131,815).

The latest available complete actuarial valuation of the Retirement Income Builder is at 31 March 2020 (the valuation date), which was carried out using the projected unit method. A valuation as at 31 March 2022 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 2020 valuation was the sixth 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 £66.5 billion and the value of the scheme's technical provisions was £80.6 billion indicating a shortfall of £14.1 billion and a funding ratio of 83%.

The key financial assumptions used in the 2020 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: 1.1% p.a. to 2030, reducing linearly by 0.1% p.a. to a long-term difference of 0.1% p.a. from 2040.
Pension increases (subject to a floor of 0%)	CPI assumption plus 0.05%
Discount rate (forward rates)	Fixed interest gilt yield curve plus: Pre-retirement : 2.75% p.a. Post retirement : 1.00% p.a.

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 2020 actuarial valuation. The mortality assumptions used in these figures are as follows:

	2020 valuation
Mortality base table	101% of S2PMA 'light' for males and 95% of S3PFA for females
Future improvements to mortality	CMI 2019 with a smoothing parameter of 7.5, an addition of 0.5% p.a. and a long-term improvement rate of 1.8% for males and 1.6% for females

The current life expectancies on retirement at age 65 are:

	2023 valuation	2020 valuation
Males currently aged 65 (years)	24	23.9
Females currently aged 65 (years)	25.6	25.5
Males currently aged 45 (years)	26	25.9
Females currently aged 45 (years)	27.4	27.3

A new deficit recovery plan was put in place as part of the 2020 valuation, which requires payment of 6.2% of salaries over the period 1 April 2022 to 30 March 2024 at which point the rate will increase to 6.3%. The 2022 deficit recovery liability reflects this plan. The liability figures have been produced using the following assumptions:

	2023	2022
Discount rate	4.80%	3.61%
Pension increases (CPI)	2.80%	2.50%

UKCISA

Woburn House
20–24 Tavistock Square
London WC1H 9HQ
ukcisa.org.uk
@ukcisa

UKCISA is a company limited by guarantee registered in England and Wales (Company Number: 4507287) and a charity registered with the Charity Commission for England and Wales (Charity Number: 1095294). Its registered office is at Woburn House, 20-24 Tavistock Square, London, WC1H 9HQ.

UKCISA gratefully acknowledges the financial support it receives from the Department for Education, and from the Scottish Government.

**UK Council
for International
Student Affairs**

UKCISA