

## **ANNUAL REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED**

**31<sup>st</sup> MARCH 2018**

# **UKCISA**

## **Report of the Board of Trustees for the year ended 31 March 2018**

### **GENERAL INFORMATION**

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

# **UKCISA**

## **Report of the Board of Trustees for the year ended 31 March 2018**

### **OBJECTS, ACTIVITIES, GOVERNANCE AND STRUCTURE**

#### **Constitution**

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

#### **Objects and activities**

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

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

It achieves its aims by:

- Supporting, sustaining and expanding a network of those committed to the ideals of international education and the highest standards of international student support.
- 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.
- Delivering high quality advice line services (for both members and students/members of the public) and training which both assist with immediate areas of difficulty and contribute to greater professional expertise.
- Providing comprehensive website information, online resources and e-news updates on all aspects of coming to the UK to study.
- Funding, encouraging, enabling and publicising research and new initiatives which enhance the international student experience.

and by

- Ensuring, through support from Trustees, its specialist staff and effectively managed resources, that it delivers highly valued services for members and other stakeholders.

#### **President**

Lord Bilimoria of Chelsea, CBE, DL

#### **Board of Trustees**

The nine elected and six 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 six co-opted members are chosen for their particular skills and experience. All newly appointed trustees receive a comprehensive induction. The Board - which also includes a number of 'observer' members from allied bodies - met four times during the year.

## UKCISA

### Report of the Board of Trustees for the year ended 31 March 2018

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

#### Chair

Professor Koen Lamberts (Vice Chancellor, University of York)

#### Members

Mark Allen	(Sussex Downs College)
Tim Benford	(UWE Students' Union) – to June 2018
Sharon Bell	(Warwickshire Colleges Group) - from July 2017
Lynsey Bendon	(London Metropolitan University) - from July 2017
Sharon Bolton	(International Student House) – to June 2017
Hannah Brian	(Leeds University Union) – from July 2018
Mark Collier	(University of Sheffield)
Marianne Davies	(University of Warwick)
Nora De Leeuw	(Cardiff University) - from July 2017
Mario Di Clemente	(CATS College) – to June 2017
Kate Dodd	(University of York)
Sara Dyer	(University of Sussex) – from July 2018
Elizabeth Huckle	(Imperial College London)
James Kennedy	(University of Warwick) ( <i>Honorary Treasurer - to June 2017</i> )
Alan MacKay	(University of Edinburgh) ( <i>Honorary Treasurer - from July 2017</i> )
Helen McClure	(Bell Educational Services Ltd) – to June 2017
Sonal Minocha	(Bournemouth University)
Alex Proudfoot	(Independent Higher Education)
Sayed Mostafa Rajaai	(National Union of Students) – to June 2017
Laura Rose-Troup	(Newcastle College) - from July 2017
Paul Rossi	(University of the Arts London) – to June 2018
Ruth Sweeney	(King's College London) - from July 2017
Niru Williams	(University of East London) – to June 2017
Yinbo Yu	(National Union of Students) – from July 2017

#### Company Secretary

Bhavesh Kotecha (UKCISA)

#### Key Management Personnel

Dominic Scott	Chief Executive
Julie Allen	Director of Policy & Services
Duncan Lane	Director of Advice & Training
John Tuck	Director of Finance & Resources – to October 2017
Bhavesh Kotecha	Director of Finance & Resources – from October 2017

#### Committees

The Board has two committees:

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

## UKCISA

### Report of the Board of Trustees for the year ended 31 March 2018

At 31 March 2018, the members of the Committees were:

#### Finance & General Purposes Committee

Alan Mackay  
(University of Edinburgh) - Chair  
Tim Benford  
(UWE Students' Union)  
Mark Collier  
(University of Sheffield)  
Jelena Culum  
(City University)  
Paul Fear  
(BAC)  
Paul Rossi  
(University of the Arts London)  
Lynsey Bendon  
(London Metropolitan University)  
Sharon Bell  
(Warwickshire Colleges Group)

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

#### Services and Representation Committee

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

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

### PRIORITIES AND ACHIEVEMENTS 2017/18

At a policy level clearly the most important exercise, was to submit detailed evidence to the Migration Advisory Committee's review of International Students. We also gave evidence to the Higher Education Commission's inquiry into Education Exports – which was clearly very concerned to hear of the ways in which the current immigration rules and procedures limited the attraction of the UK and was, most probably, limiting the UK's potential for growth.

Whilst there were only limited changes to the immigration (or fee status) rules and guidance over the year, their complexity – and the need for compliance – has meant that even larger numbers of colleagues than usual have chosen to attend UKCISA training courses and the number of specially commissioned 'in house' courses has been the highest for many years.

In addition to those however, well over 200 colleagues have attended 'members meetings', in Glasgow, Manchester and London, the advice lines have taken nearly 6000 calls, the fourth year of our grants programme has produced an excellent range of new project proposals and we made major plans to celebrate our 50<sup>th</sup> anniversary in 2018.

#### Immigration and fee status issues

Given the apparent concerns from at least some politicians that possibly very large numbers of international students might be overstaying their visas and not returning home when they should do, UKCISA and many others in the sector, felt vindicated when the Office for National Statistics (ONS) announced in June 2017 that from their data 'At least 97% of international students left the UK when their visas expired'.

The government appeared to accept therefore that there was, in contrast to policies suggested in the Conservative Manifesto, no longer any case to 'toughen the visa requirements for students still further' but the Home Office instead undertook a review of the Short-Term Student (STS) visa route. UKCISA gathered comments and suggestions from over 50 member institutions to help to inform its detailed response. The resulting changes to the rules and guidance saw some of our recommendations accepted and improvements introduced - but sadly in other areas unnecessary restrictions, ambiguity and confusion which many of us are still working to resolve.

We have continued to monitor visa processing times – which are generally good as compared with our competitors – but we did have to alert UK Visas and Immigration on an increasingly urgent basis in September and October 2017 when very significant delays occurred resulting in substantial numbers of students not being able to arrive in time for course start dates.

**Report of the Board of Trustees  
for the year ended 31 March 2018**

We, like others, have encouraged government (and in this context, governments) to clarify fee status and loan issues for EU students in the future. We were pleased to hear in 2017 an early re-assurance for all those arriving in 2018/19 but as the financial year closed we were still awaiting news for those wishing to come and study (in England, N Ireland or Wales) in 2019/20.

**Member services**

The 2017 Annual Conference at the University of Exeter had, as usual, nearly 400 delegates and over 50 parallel sessions but will be remembered, in particular, for inspiring words from our President, Lord Karan Bilimoria and by Prof Sir Steve Smith, Exeter's Vice-Chancellor and a former President of Universities UK who said in his remarks that:

*I'd also like to say how much I admire UKCISA as an organisation and what it has achieved. It has worked tirelessly to lobby government on all the key issues, representing the sector in the widest sense. And in particular it has consistently lobbied the Home Office and UKVI on the potential impact of proposed policy changes on visas, and has of course worked closely with member organisations to raise awareness of all the key debates.*

The series of (free of charge) members meetings, established in the previous year and focussed on good practice lessons from UKCISA research and projects scheme, featured some excellent presentations from members and were extremely well supported.

The advice lines continued to answer many of the more complex queries taking just over 2000 calls from members during the year; 52 editions of our members e-news were sent to over 2000 contacts on a virtually weekly basis; and our universally welcomed 'online manual', launched at the start of the year, had over 14,000 log-ins from over 1,500 individual members across the UK..

Perhaps the most significant feature of the year however has been the huge demand for training with 997 delegates attending 42 courses in our National Programme plus an additional 228 at 12 of our in-house courses arranged for individual institutions.

**Work with students**

Our website (which we combined during the year into one central resource for students or advisors) is now probably the most comprehensive source of information anywhere for international students coming to the UK. It had nearly 1.4 million visits over the year and a survey following the launch of the new website found that 79% of students said they found what they were looking for easily, 89% said it was easy to understand and 97% of those who responded said they would recommend the website to a friend or colleague.

3,095 students or their parents phoned our advice line during the year with a range of queries from visa issues, to fee status, work rights either during or after studies or for general advice on technical rules or where to go for additional advice and support.

We continued to work very closely with the National Union of Students (NUS), helped to judge and in fact presented their International Student Awards and liaised very closely with them over evidence to the Migration Advisory Committee. We were also delighted to be able offer free membership for students unions this year with numbers of them receiving UKCISA grants for pilot projects or research.

**The UKCISA grants scheme for research or pilot projects**

Once again we supported a wide range of research and pilot projects in HE and FE institutions throughout the UK, with additional support from the Scottish Government to enable a wider range of Scottish institutions to be supported.

**Pilot Projects:**

- Mindfulness for International Students (Bangor University)
- Culturally Informed Assessments Toolkit (CIAT) (University of Bedfordshire)
- This Is Me (Bridgend College)
- Career Start Canterbury: preparing international students for the global workplace (Canterbury Christ Church University)
- Enriching international students understanding of critical thinking and problem solving (Greenwich University)
- Generating international student internship opportunities with local SMEs. (University of Portsmouth)
- The International Student Food Project (University of Reading)
- Preparing for Placement: (The University of Sheffield)

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### Report of the Board of Trustees for the year ended 31 March 2018

- Lego Serious Play: Supporting the engagement and experience of international students in group-work activities. (University of Strathclyde)
- Supporting International Doctoral Student Writing. (University of Sussex)
- Healthy body, Healthy mind. Hands on nutrition for International Students. (Trinity Laban Conservatoire of Music and Dance)

#### Research Projects:

- Mental Health & Wellbeing of Global Access Students. (The University of Edinburgh)
- Pathways to success - critical resources and approaches for academic success, as identified by international pathways students, their educators and counsellors. (University of Kent)
- Social support through Transitions: International Postgraduate Student Experiences. (The Open University and Dundee University)
- International students' perceptions of personal tutoring – are we hitting the mark? (University of Plymouth)
- The Impact of Brexit on the International Student Experience at Stirling. (University of Stirling Students' Union)
- An ethnographic examination of the experience of international students living in the private rented sector (University of Sussex)

1,000 copies of comprehensive reports on those projects accomplished in 2017 were also distributed to all member institutions and are also now featured on UKCISA's website. A total of 50 projects have now been completed in, fittingly, our 50<sup>th</sup> anniversary year representing an extraordinarily rich bank of resources for staff throughout the UK.

#### Membership

UKCISA continued to have over 500 institutional members including an increased number of students unions but sadly continued to lose significant numbers of further education colleges during the year (who decided that it was now too difficult or too expensive to meet all the Tier 4 requirements).

	31 March 2018	31 March 2017
Further education	139	160
Higher education	211	218
Students' unions	113	93
Other (eg voluntary and corporate organisations)	52	39
<b>Total</b>	<b>515</b>	<b>510</b>

Additionally, UKCISA had 17 courtesy associates, 10 subscribers and 7 honorary life members.

## **UKCISA**

### **Report of the Board of Trustees for the year ended 31 March 2018**

#### **Priorities for 2018/2019**

The negotiations around 'Brexit' will continue to cause considerable anxiety both to EU/EEA residents in the UK and to EU students who might wish to study in the UK in the future and we must continue to ensure that as much advice and guidance as possible is available to them.

UKCISA will need to maximise its efforts to encourage government to agree a position which continues to enable as much mobility as possible; maintain its extensive national training programme and advice lines services at a time of possibly considerable change; help, through its grants programme, to drive forward further improvements to the international student experience; continue to innovate in all areas of communications; and ensure that its 50th anniversary celebrations throughout 2018 (and especially the 50<sup>th</sup> Anniversary Conference in June 2018) can act as a symbol and catalyst for greater consensus, support and impact over the coming year.

Our final major challenge will be to undertake a relocation of our current office premises which are due to be re-developed and to do so with as little disruption to operations as possible. Alternative premises have now been identified and a move is likely in the late summer or early autumn.

#### **PUBLIC BENEFIT**

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

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

#### **FINANCIAL REPORT**

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

The trustees (who are also directors of UKCISA for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice.)

Company law requires trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply



## UKCISA

### Report of the Board of Trustees for the year ended 31 March 2018

with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

#### Statement as to disclosure to our auditor

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

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

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

#### Financial review

UKCISA's total income in 2017/18 was £1,524,805, an increase of £78,573 (5%) on the previous year. The increase has been due to additional demand for our training courses during the year as well as increased membership fees. As in previous years, UKCISA has maintained a good balance between its different income streams and is expecting to maintain this balance in subsequent years.

The Grant-in-Aid from the Department for Education was maintained at £330,000 and, similarly, the grant from the Scottish Government has remained consistent at £55,000. Taken together, they represent approximately 25% of UKCISA's total income and make an important contribution to UKCISA's financial stability.

UKCISA's own activities generate the remainder of the total income. Membership subscriptions have increased from £664,368 in 2016/17 to £700,727 in 2017/18, an increase of 5% on the previous year. The number of membership subscribers have remained fairly stable year on year. Income from the training programme and annual conference has increased from £376,529 in 2016/17 to £427,625 in 2017/18, an increase of 14% on the previous year.

UKCISA have incurred expenditure of £1,360,386 during 2017/18 which is a £69,442 decrease from the previous year. This is mostly due to the reversal of the provision we held for backdated rent which our landlord has agreed to waive.

Staff costs are the most dominant form of expenditure accounting for £915,190 (67%) of the total annual expenditure. The majority of UKCISA's staff are employed to carry out activity that directly contributes to the fulfilment of UKCISA's charitable activities in the form of delivering training, providing advice, organising our conference, maintaining online learning resources, lobbying and communicating with our members. The other costs of delivering training, as well as the annual conference amount, to a total of £187,399.

The remainder of the annual expenditure is incurred on operating the premises, IT infrastructure, website development, administration and legal/professional fees.

The increase in annual income and decrease in expenditure has resulted in UKCISA making an operating surplus of £164,419 during 2017/18 - an increase of £148,015 from the previous year. This is higher than anticipated at the outset of the year due to the reversal of the provision we held for backdated rent. This surplus has been used to supplement our designated funds (see below) as well strengthen our overall reserve position.

#### Reserves

The surplus for the year was added to reserves. At 31 March 2018, our total reserves were as follows:

## UKCISA

### Report of the Board of Trustees for the year ended 31 March 2018

	2018		2017	
	£	£	£	£
Unrestricted funds:				
Designated funds	258,045		216,787	
General funds	474,044		350,883	
		<b>732,089</b>		<b>567,670</b>

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

- |                                       |  |
|---------------------------------------|--|
| (a) Fixed assets fund:                | the net value of fixed assets is committed to assets which allow UKCISA to continue operating; these funds are therefore not available for day to day operations |
| (b) Research fund:                    | amounts set aside to fund future research activities   |
| (c) Communications fund:              | amounts set aside to fund further enhancements to UKCISA's communications' capacity  |
| (d) Relocation fund:                  | amounts set aside to cover the direct costs of relocation (professional charges, removal costs and temporary accommodation)                                      |
| (e) 50 <sup>th</sup> Anniversary Fund | amounts set aside to fund special activities to take place in 2018, UKCISA's 50 <sup>th</sup> anniversary year   |
| (f) Infrastructure                    | amounts set aside to develop UKCISA's membership infrastructure, including CRM capabilities  |

General funds are the unrestricted reserves not immediately required for any specific purpose. The Trustees annually review UKCISA's reserves policy and have maintained that UKCISA need to hold general reserves in order:

- to provide working capital
- to 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
- to allow UKCISA to provide continuity of service if it had to cope with increases in expenditure that could not be accurately forecast
- to ensure that in the worst possible circumstances it would be possible to pay all creditors and wind up the organisation.

UKCISA's reserve policy is to maintain minimum reserves of £324,500 and to set a ceiling on reserves of approximately four months' expenditure. This policy was reviewed by the Finance and General Purposes Committee in February 2018 and deemed to still be applicable.

General reserves at the end of 2017/18, at £474,044, are slightly in excess of the upper ceiling this year. As this is due to annual expenditure being lower than in previous years (in order to account for the reversal of the backdated rent provision) the Trustees are comfortable with the position. It is expected that the expenditure will return to historic levels in subsequent years.

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

### Pension Liability

The financial reporting standard for charities FRS 102 (Charities) requires that charities have to provide for and disclose their share of the deficit of any pension scheme of which they are a member. UKCISA created a pension provision of £136,862 at 31 March 2014 and have released appropriate amounts of this provision annually. £15,728 of the provision was released in 2017/18 (2016/17, £18,965). The provision now stands at £49,466 (2016/17, £65,194).

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

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

## UKCISA

### Report of the Board of Trustees for the year ended 31 March 2018

#### RISK MANAGEMENT

The trustees have a risk management strategy which comprises:

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

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

- Regular liaison with both the Department for Education and the Scottish Government to ensure that they are well informed about the use of their funding in achieving UKCISA's objectives;
- Maintenance of UKCISA's membership base to ensure that subscriptions and training and conference income is secure;
- An effective annual budgeting and periodic forecasting 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;
- Close monitoring of financial performance by the Senior Management Team on a regular basis;
- Prompt escalation of issues that may impact UKCISA's risk profile to the Finance and General Purposes Committee

#### STAFF

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

Dominic Scott OBE	Chief Executive
Duncan Lane	Director of Advice and Training
Christopher Benjamin	Advice and Training Officer
Deepa Chadha	Advice and Training Officer
Kate Handforth	Advice and Training Officer
Heather Knight	Advice and Training Officer
Sarah Rimmington	Advice and Training Officer
Julie Allen	Director of Policy and Services
So-Ha Au	Membership and Web Assistant
Will Burton	Training Administrator
Arne Sjogren	Web and Publications Officer
Jane Woodley	Web and Communications Manager
Bhavesh Kotecha FCA	Director of Finance and Resources
Florence Lubega	Receptionist and Publications Assistant
Judy Theophanous	Finance Administrator
Ben Miller Williams	Finance and Resources Officer

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

## UKCISA

### Report of the Board of Trustees for the year ended 31 March 2018

#### Pay policy for senior staff

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

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

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

Signed on behalf of the Trustees

Koen Lamberts..... Chair

Alan Mackay..... Honorary Treasurer

24 October 2018

# UKCISA

## Report of the Board of Trustees for the year ended 31 March 2018

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

#### Opinion

We have audited the financial statements of UKCISA ('the company') for the year ended 31 March 2018 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 'The Financial Reporting Standard Applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2018 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs(UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

#### Other information

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

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

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

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

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### Report of the Board of Trustees for the year ended 31 March 2018

- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charitable company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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

#### Use of our report

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



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

Devonshire House  
60 Goswell Road  
London  
EC1M 7AD

Date: 14/12/2018

**Report of the Board of Trustees  
for the year ended 31 March 2018**

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

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

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

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

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Trustees' Annual Report and from preparing a Strategic Report.

**Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement set out on page 7, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

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

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the charitable company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.

**UKCISA**

**Statement of Financial Activities  
for the year ended 31 March 2018**

	Note	Unrestricted Funds General Funds £	Designated Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
<b>Income and expenditure account</b>						
<b>Income</b>						
Voluntary income						
Grant-in-Aid						
Department for Business, Innovation and Skills		330,000	-	-	330,000	330,000
Donations		131	-	-	131	166
Charitable activities						
International student services	3	1,135,527	-	55,000	1,190,527	1,110,987
Interest received	4	4,147	-	-	4,147	5,079
<b>Total incoming resources</b>		<u>1,469,805</u>	<u>-</u>	<u>55,000</u>	<u>1,524,805</u>	<u>1,446,232</u>
<b>Expenditure</b>						
Charitable activities						
International student services	5	1,242,815	62,571	55,000	1,360,386	1,429,828
<b>Total outgoing resources</b>		<u>1,242,815</u>	<u>62,571</u>	<u>55,000</u>	<u>1,360,386</u>	<u>1,429,828</u>
<b>Net income/(expenditure) before transfers</b>		226,990	(62,571)	-	164,419	16,404
Transfers between funds	17	(103,829)	103,829	-	-	-
<b>Net movement in funds</b>		123,161	41,258	-	164,419	16,404
<b>Funds at 1 April 2017</b>		<u>350,883</u>	<u>216,787</u>	<u>-</u>	<u>567,670</u>	<u>551,266</u>
<b>Funds at 31 March 2018</b>		<u>474,044</u>	<u>258,045</u>	<u>-</u>	<u>732,089</u>	<u>567,670</u>

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



UKCISA

Balance Sheet at 31 March 2018

	Note	2018	2018	2017	2017
		£	£	£	£
<b>Tangible fixed assets</b>	12		2,983		55,971
<b>Current assets</b>					
Debtors and prepayments	13	172,556		238,249	
Cash at bank and in hand	14	1,255,410		1,060,697	
		<u>1,427,966</u>		<u>1,298,946</u>	
<b>Creditors: amounts falling due within one year</b>	15	698,860		787,247	
<b>Net current assets</b>			<u>729,106</u>		<u>511,699</u>
<b>Total assets less current liabilities</b>			<u><u>732,089</u></u>		<u><u>567,670</u></u>
<b>Represented by:</b>					
<b>Unrestricted funds</b>					
General funds			474,044		350,883
Designated funds	17		<u>258,045</u>		<u>216,787</u>
<b>Total funds</b>	19		<u><u>732,089</u></u>		<u><u>567,670</u></u>

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

Approved by the Board of Trustees on 24th October 2018 and signed on their behalf by:

Koen Lamberts ..... Chair

Alan Mackay ..... Honorary Treasurer

24th October 2018

Company number: 4507287 Charity number: 1095294

# UKCISA

## Cash flow statement at 31 March 2018

	2018	2017
	£	£
<b>Cash provided by operating activities</b>	<u>193,787</u>	<u>23,313</u>
<b>Cash flows from investing activities</b>		
Purchase of fixed assets	(3,222)	(2,502)
Interest income	4,147	5,079
<b>Cash provided by investing activities</b>	<u>925</u>	<u>2,577</u>
<b>Increase in cash and cash equivalents in the year</b>	194,712	25,890
<b>Cash and cash equivalents at the beginning of the year</b>	<u>1,060,698</u>	<u>1,034,808</u>
<b>Total cash and cash equivalents at the end of the year</b>	<b>1,255,410</b>	<b>1,060,698</b>

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

	2018	2017
Net movement in funds	164,419	16,404
Add back depreciation charge	56,210	18,934
Deduct interest income shown in investing activities	(4,147)	(5,079)
Decrease/(Increase) in debtors	65,692	(9,128)
(Decrease)/Increase in creditors	<u>(88,387)</u>	<u>2,182</u>
<b>Net cash used in operating activities</b>	<b><u>193,787</u></b>	<b><u>23,313</u></b>

# UKCISA

## Notes to the accounts for the year ended 31 March 2018

### 1 Constitution

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

### 2 Accounting policies

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

#### Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. UKCISA meets the definition of a public benefit entity under FRS 102. These accounts are prepared in Sterling which is the functional currency of the charity and are rounded to the nearest pound.

#### Going concern

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

#### Depreciation

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

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

#### Grants receivable

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

#### Membership, affiliation and subscriptions

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

#### Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

#### Financial instruments

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

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

## UKCISA

### Notes to the accounts for the year ended 31 March 2018 (continued)

#### Judgements and key sources of estimation uncertainty

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

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

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

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

Treatment of USS as a multi-employer scheme - FRS 102 makes the distinction between a Group Plan and a multi-employer scheme. A Group Plan consists of a collection of entities under common control typically with a sponsoring employer. A multi-employer scheme is a scheme for entities not under common control and represents (typically) an industry-wide scheme such as that provided by USS. 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 is recognised in profit or loss. The trustees are satisfied that the scheme provided by USS meets the definition of a multi-employer scheme and has therefore recognised the discounted fair value of the contractual contributions under the funding plan in existence at the date of approving the financial statements.

#### Pension benefits

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

#### Leased assets

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

#### Grants payable

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

#### Expenditure

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

#### VAT

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

#### Fund accounting

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

UKCISA

Notes to the accounts  
for the year ended 31 March 2018  
(continued)

3 Income from charitable activities

	General Funds £	Designated Funds £	Restricted funds £	Total 2018 £	Total 2017 £
<b>International student services</b>					
Membership subscriptions	700,727	-	-	700,727	664,368
Training and conferences	427,625	-	-	427,625	376,529
Publications sales	725	-	-	725	3,375
Commission and services	6,450	-	-	6,450	11,715
Grants receivable					
Scottish Government	-	-	55,000	55,000	55,000
	<u>1,135,527</u>	<u>-</u>	<u>55,000</u>	<u>1,190,527</u>	<u>1,110,987</u>

All restricted income in 2017/18 was received from the Scottish Government.

4 Investment income

All of the company's investment income of £4,147 (2017: £5,079) arises from money held in interest bearing deposit accounts.

5 Expenditure on charitable activities

	Total 2018 £	Total 2017 £
<b>International student services</b>		
Direct costs	1,072,891	1,116,074
Support costs (note 8)	243,954	218,418
	<u>1,316,845</u>	<u>1,334,492</u>

6 Grants made during the year

Research grants of £44,602 (2017: £49,547) were awarded to other institutions during the year.

7 Outgoing resources - governance costs

	Total 2018 £	Total 2017 £
Direct costs	7,300	8,800
Support costs (note 8)	36,241	31,536
	<u>43,541</u>	<u>40,336</u>

8 Support costs

	Charitable activities £	Governance costs £	Total 2018 £	Total 2017 £
Staff costs	165,004	24,512	189,516	184,546
Office and administration	78,950	19,029	97,979	74,208
	<u>243,954</u>	<u>43,541</u>	<u>287,495</u>	<u>258,754</u>

Governance Costs of £43,541 (2017: £40,336) comprise the audit fee and a proportion of general overheads attributed to governance activities.

# UKCISA

## Notes to the accounts for the year ended 31 March 2018 (continued)

### 9 Staff costs

	2018 £	2017 £
Salaries	683,712	649,906
Social Security costs	73,275	71,363
Pensions costs	97,830	88,147
	<b>854,818</b>	<b>809,416</b>
Other staff costs, including temporary staff, consultants, recruitment and training	60,373	52,951
	<b>915,191</b>	<b>862,366</b>

One employee (2017, 1) received remuneration totalling between £70,000 and £80,000 during the year. One employee (2017, 1) received remuneration totalling between £60,000 and £70,000 during the year. Pension contributions totalling £24,639 (2017: £24,298) were paid in the year in respect of these employees.

The company's Memorandum of Association explicitly authorises payments to Trustees for work carried out for the company other than in fulfilling the functions of a Trustee. Such payments may include, but are not limited to: writing publications, taking part in a training course run by the company or marking examination scripts. £616 (2017, nil) was paid to one trustee as fees in the year. No other remuneration was paid to any trustee. Out of pocket expenses claimed by and refunded to 7 (2017, 9) trustees totalled £1,483 in the year (2017, £1,913).

The key management personnel of the charity comprise the trustees, the Chief Executive, Director of Advice & Training, Director of Policy & Services and Director of Finance & Resources. The total employee benefits of the key management personnel of the Charity were £274,972 (2017: £278,784).

### 10 Staff Numbers

The average monthly head count was 17.9 staff (2017: 18.8 staff) and the average monthly number of full-time equivalent employees (including casual and part-time staff) during the year were as follows:

	2018	2017
International student services	15.9	16.5
Governance	0.3	0.3
	<b>16.2</b>	<b>16.8</b>

### 11 Net income for the year

	2018 £	2017 £
Net income is stated after charging:		
Audit fee - current year	7,300	7,400
Audit fee - underprovision in previous year	-	1,400
Depreciation and impairment	56,211	18,934
Operating lease - property	43,870	43,750
Operating lease - equipment	9,118	8,895

### 12 Tangible fixed assets

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

	Furniture and office equipment £	Leasehold improvements £	Total £
Cost			
Total at 1 April 2017	48,537	162,813	211,350
Additions	3,222	-	3,222
Disposals	(25,465)	-	(25,465)
Total at 31 March 2018	<b>26,294</b>	<b>162,813</b>	<b>189,107</b>

UKCISA

Notes to the accounts  
for the year ended 31 March 2018  
(continued)

12 Tangible fixed assets (continued)

Depreciation

Total at 1 April 2017	46,869	108,510	155,379
Depreciation	1,907	18,101	20,008
Impairment (see note 21)	-	36,202	36,202
Disposals	(25,465)	-	(25,465)
Total at 31 March 2018	<u>23,311</u>	<u>162,813</u>	<u>186,124</u>

Net book value

at 31 March 2018	<u>2,983</u>	-	<u>2,983</u>
at 31 March 2017	<u>1,668</u>	54,303	55,971

13 Debtors and prepayments

	2018 £	2017 £
Invoiced amounts outstanding	136,108	200,502
Other debtors	7,978	5,555
Prepayments	28,470	32,192
	<u>172,556</u>	<u>238,249</u>

14 Cash at bank and in hand

	2018 £	2017 £
Cash at bank	705,149	410,403
Cash on deposit	550,000	650,000
Cash in hand	261	294
	<u>1,255,410</u>	<u>1,060,697</u>

15 Creditors: amounts falling due within one year

	2018 £	2017 £
Taxation and Social Security	17,838	15,438
VAT	38,372	38,690
Other creditors	5,829	837
Deferred income	512,823	527,259
Accruals and provisions	55,674	121,189
Provision for pension deficit reduction	49,466	65,194
Funds held on behalf of others	18,858	18,640
	<u>698,860</u>	<u>787,247</u>

All the deferred income at 31 March 2018 relates to income receivable during 2018/19; all the deferred income at 31 March 2017 was released during 2017/18.

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:

	2018		2017	
	Buildings £	Other £	Buildings £	Other £
Within 1 year	21,875	9,118	43,750	9,118
1 to 5 years	-	9,878	87,500	17,476
	<u>21,875</u>	<u>18,996</u>	<u>131,250</u>	<u>26,594</u>

- b) No capital expenditure had been authorised and contracted but not made at 31 March 2018 (2017, nil).

# UKCISA

## Notes to the accounts for the year ended 31 March 2018 (continued)

### 17 Designated funds

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

  

	Total at 1 April 2016	outgoing resources	transfers from / (to) general funds	transfers between funds	Total at 31 March 2017
	£	£	£	£	£
Fixed assets	72,403	-	(16,432)	-	55,971
Research	34,882	(33,971)	34,000	-	34,911
Communications	32,481	(5,576)	13,000	-	39,905
Relocation	46,000	-	-	-	46,000
UKCISA 50th Anniversary	25,000	-	15,000	-	40,000
	<u>210,766</u>	<u>(39,547)</u>	<u>45,568</u>	<u>-</u>	<u>216,787</u>

The transfer of £33,210 to the Fixed Assets fund reflects the depreciation and impairment charges for the year which have been offset by a transfer from general funds to cover necessary IT equipment to be purchased next year.

The transfer of £48,289 to the research fund is to make funds available for the annual research grant's programme which has a budgeted spend of £50,000 in 2018/19.

The Communications fund is intended to cover the costs of disseminating information to our members at various events as well as specific communication projects that appeal to a wider audience - such as our special 50th Anniversary Annual Review.

The Relocation Fund is intended to cover the expected costs of relocating the head office during the last quarter of 2018. The transfer of £5,750 during the year tops up the fund to the £50,000 we are expecting to incur on legal, professional, minor refurbishment and removal costs.

The 50th Anniversary fund is to provide funds for a number of special events specifically related to UKCISA's 50th Anniversary during 2018/19.

The Infrastructure fund has been newly created to provide funds of £83,000 to invest in developing UKCISA's core infrastructure. This predominately includes upgrading the CRM system.

### 18 Restricted funds

	Total at 1 April 2017	incoming resources	outgoing resources	transfers from / (to) general funds	Total at 31 March 2018
	£	£	£	£	£
<b>Income</b>					
Scottish Government	-	55,000	(55,000)	-	-
	<u>-</u>	<u>55,000</u>	<u>(55,000)</u>	<u>-</u>	<u>-</u>

Restricted funds represent:

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



# UKCISA

## Notes to the accounts for the year ended 31 March 2018 (continued)

### 19 Analysis of net assets between funds

	Unrestricted funds		Total
	Designated funds	General funds	
	£	£	£
Tangible fixed assets	22,761	-	22,761
Net current assets	235,284	474,043	709,327
	<u>258,045</u>	<u>474,043</u>	<u>732,088</u>

### 20 Irrecoverable VAT

VAT paid during the year which could not be recovered totalled £23,633 (2017, £25,611).

### 21 Post balance sheet event

On 2nd August 2018, UKCISA took occupation of new office premises at Noble House, 3-5 Islington High Street, London N1 9LQ on a 10 year lease at £85,000 per annum. The current lease at St Albans Place, London N1 0NX has been surrendered after obtaining professional advice that the terms of surrender negotiated with the landlord were favourable to us. Leasehold improvements carried out at this premises have been written down to nil.

### 22 Pension costs

The total cost charged to the Statement of Financial Activities relating to pension costs is £97,830 (2017: £88,147) as shown in note 9. This comprises pension contributions made during the year of £113,558, as well as releasing a further £15,728 (2017, £18,965) from the provision for pension deficit reduction. The provision is now stated at £49,466 (2017, £65,194) and can be seen in note 15. There was neither a prepayment nor an accrual at the end of the financial year in respect of the annual contributions.

The disclosures below represent the position from the scheme's financial statements. The latest available complete actuarial valuation of the scheme is at 31 March 2014 (the valuation date), which was carried out using the projected unit method. The valuation as at 31 March 2017 is underway but not yet completed.

Since the institution cannot identify its share of the scheme assets and liabilities, the following disclosures reflect those relevant for the section as a whole.

The 2014 valuation was the third valuation for USS 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 £41.6 billion and the value of the Scheme's technical provisions was £46.9 billion indicating a shortfall of £5.3 billion. These figures will be revised once the 2017 Scheme Valuation is complete.

Defined benefit liability numbers have been produced using the following assumptions as at 31 March 2017 and 2018:

	2018	2017
Discount rate	2.64%	2.57%
Pensionable salary growth	Not applicable	Not applicable
Pension increases (CPI)	2.02%	2.41%

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

**22 Pension costs (continued)**

The main demographic assumption used relates to the mortality assumptions. These assumptions have been updated for the 31 March 2018 accounting position, based on updated analysis of the Scheme's experience carried out as part of the 2017 actuarial valuation. The mortality assumptions used in these figures are as follows:

	<b>2018</b>	<b>2017</b>
<b>Mortality base table</b>	71% of AMC00 (duration 0) for males and 112% of	98% of SAPS S1NA "light" YOB unadjusted for
<b>Future improvements for mortality</b>	CMI_2016 with a smoothing parameter of 8.5 and a long term improvement rate of 1.8% pa for males and	CMI_2014 with a long term rate of 1.5% p.a.

The current life expectancies on retirement at age 65 are:

	<b>2018</b>	<b>2017</b>
Males currently aged 65 (years)	24.5	24.4
Females currently aged 65 (years)	26.0	26.6
Males currently aged 45 (years)	26.5	26.5
Females currently aged 45 (years)	27.8	29.0
	<b>2018</b>	<b>2017</b>
Scheme assets	£63.6bn	£60.0bn
Total scheme liabilities	£72.0bn	£77.5bn
FRS 102 deficit	£8.4bn	£17.5bn
FRS 102 funding level	88%	77%