

**UK Council
for International
Student Affairs**

Annual report and
summarised accounts

for the year ended 31 March 2010

UKCISA

General information

Registered charity no:	1095294
A company limited by guarantee, registered in England and Wales no:	4507287
Operating address and registered office:	9-17 St Albans Place London N1 0NX
Telephone:	
Management and administration	020 7288 4330
Advice line	020 7107 9922
Fax:	020 7288 4360
Website:	www.ukcisa.org.uk
Bankers:	Bank of Scotland 14/16 Cockspur Street London SW1Y 5BL
Auditors:	Kingston Smith LLP Chartered Accountants Devonshire House 60 Goswell Road London EC1M 7AD
Solicitors:	Bircham Dyson Bell 50 Broadway London SW1H 0BL

Report of the Board of Trustees for the year ended 31 March 2010

Constitution

UKCISA is a company limited by guarantee and is also registered as a charity. UKCISA operates under the working name of "UK Council for International Student Affairs". The company's former name was UKCOSA: The Council for International Education (UKCOSA). On 4 July 2007, the members of the company by special resolution in Annual General Meeting changed the name of the company to UKCISA with effect from 15 August 2007. UKCOSA was first established as an unincorporated body in 1968 and has operated as a company limited by guarantee since 1 April 2003.

The Board of Trustees manages the affairs of UKCISA.

President

Baroness Usha Prashar, CBE

Trustees

The members of the Board of Trustees are the charity's Trustees and the Directors of the Company. 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 Christine Hallett (Principal and Vice-Chancellor, University of Stirling)

Members

Geoffrey Pine (Principal, Greenwich Community College) (Vice-Chair)
 Suzanne Alexander (University of Leicester)
 Gerry Bell (University of Manchester) (until 2 July 2009)
 Kevin Coyne (International Students House)
 Robert Cranston (Annie'sland College)
 Mary Denyer (Marshall Aid Commemoration Commission) (from 2 July 2009)
 Meena Devlukia (University of Warwick Students' Union) (from 2 July 2009)
 Rachael Elliott (Brunel University, then University of East Anglia)
 Euan Fergusson (University of Edinburgh) (from 2 July 2009)
 Neil Gaskin (Swansea University)
 Sue Hindley (EThames Graduate School)

Jo Holliday (University of Sheffield Union of Students) (until 2 July 2009)
 Wendy Houldsworth (University of St Andrews)
 David Law (Edge Hill University)
 Richard Lewis (formerly Open University) (Honorary Treasurer)
 Claire O'Leary (University of Birmingham)
 Timothy Seller (formerly Imperial College)
 Stephen Vickers (British Accreditation Council) (until 2 July 2009)
 Jim Wilson (University of Strathclyde)

Company Secretary

Keith Wheeler (UKCISA)

Recruitment and induction of trustees

Nine trustees are elected by the members of the company in accordance with the Articles of Association. These trustees come from the membership of UKCISA. They are nominated from the membership following a mailing inviting nominations and will have indicated their willingness to stand prior to election.

The Chair and Treasurer are in addition to the nine elected trustees. The Chair is elected by the Board following the identification of a suitable institution head with a particular interest in international education and the Treasurer is elected by the members of the Council following the identification of a suitable senior person with the appropriate financial background and expertise and who has indicated their willingness to take on the role.

Further, up to six co-opted trustees may be appointed by the Board and these are usually appointed from senior figures within the education sector who can fill gaps in expertise or add particular knowledge or experience which will be useful to the Board.

New trustees sign a declaration in accordance with UKCISA's code of conduct for trustees and complete a register of interests. They are provided with a pack of information concerning not only UKCISA but also the responsibilities of Charity Trustees. They are also invited to a briefing with UKCISA's senior management team.

Organisation

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 pay and personnel matters, financial management, premises, equipment and furniture
- **Policy Committee**, which advises on the formulation of UKCISA's positions on matters of policy in relation to the work of Government departments and other agencies, and on the promotion of good practice relating to international students and internationalisation. The Committee also reviews applications for membership and advises on opportunities for membership growth and the development of membership services.

At 31 March 2010, the members of the Committees were:

Finance & General Purposes Committee

Richard Lewis (*formerly Open University*) (Chair)
 (Honorary Treasurer of UKCISA - ex officio member)
 Kevin Coyne (*International Students House*)
 Rachael Elliott (*Brunel University, then University of East Anglia*)
 Neil Gaskin (*Swansea University*)
 Gina Hobson (*British Accreditation Council*)
 James Kennedy (*University of Warwick*)
 Geoffrey Pine (*Greenwich Community College*)
 Timothy Seller (*formerly Imperial College*)
 Christine Hallett (*University of Stirling*) (Chair of UKCISA)

Policy Committee

Suzanne Alexander (*University of Leicester*) (Chair)
 Susan Abdalla (*Kingston College*)
 Helen Clews (*British Council*)
 Helen Eastham (*Queen's University Belfast*)
 Jo Holliday (*University of Sheffield Union of Students*)
 Tia Khan (*University of Newcastle*)
 David Law (*Edge Hill University*)
 Claire O'Leary (*University of Birmingham*)
 Paul Rossi (*University of the Arts London*)
 Jim Wilson (*University of Strathclyde*)
 Christine Hallett (*University of Stirling*) (Chair of UKCISA)

The Chair of UKCISA is an ex officio member of both Committees. The Chair of each Committee also has observer status on the other Committee.

Secretariat

The Chief Executive, reporting to the Board, is responsible for the day-to-day operations, implementation of the agreed strategy and management of resources including 17 members of staff.

Objects, activities and public benefit

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

- to promote understanding of the importance of the international dimension in post-secondary education,
- to encourage the highest quality in institutional provision for international students, and
- to provide support to international students and the professionals who work with them.

Everything UKCISA does is to support these aims and is described in the accounts as "International Student Services".

The Trustees confirm that they have complied with the duty in Section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit. In particular:

- The advice and training services have enabled university and college staff to advise international students on the substantial changes to immigration related rules and procedures, ensuring they can comply and that appropriate individuals can benefit from UK education.
- The advice line for students and the general public has provided a free and impartial service, open to all who need related guidance.
- UKCISA's website and Information Sheets provide open access advice and guidance on all aspects of living and studying in the UK.
- The work in support of the Prime Minister's Initiative for International Education has improved the quality of the experience for all international students studying in UK further and higher education.
- UKCISA's practical and specialist knowledge has enabled representations to government and the sector which have benefited all students wishing to study in the UK.

Review of priorities and achievements for the year (2009-10)

At the start of the year, UKCISA's Board of Trustees agreed the following objectives and a brief account of the degree to which they have been achieved is given against each item.

- 1. Immigration policy:** To monitor the implementation of Tier 4 of the Points Based System – and related elements such as biometrics, ID cards and Post Study Work applications – and to arrange, by the end of the year, an independent survey of the impact on international students.

The introduction of Tier 4 on 31 March 2009 caused, as many had predicted, very considerable confusion, much controversy and, in its initial months, a substantial increase in rejection rates throughout the world. By November, however, application numbers had increased so significantly that the Prime Minister announced an urgent review.

UKCISA, with many others, presented evidence which helped to limit most of the changes to those on lower level courses but there has been continuing concern at the impact on colleges and the overall effects of all changes since March 2009.

UKCISA's two surveys of over 5,000 international students who had applied for or extended their immigration permission under the new system represented the only independent analysis of the impact on applicants. The second in particular, of those extending, prompted an extensive written response from the UK Border Agency leading, we hope, to significant improvements over the coming year.

- 2. Advice and Training:** Deliver at least 50 days of training (both 'national' and 'in-house'); attract 350 delegates to the 2009 annual conference and ensure that we are able to respond effectively to at least 10,000 advice line calls.

Although only 48 days of training were delivered during the year (41 days on the 'national' programme plus seven specially commissioned courses), the number of delegates attending, given all the rule changes, was nearly 20% larger than in the previous year (1,439 compared with 1,217). 47 university and college staff were also enrolled on the UKCISA/University of Nottingham Certificate programme.

400 delegates attended the annual conference, well in excess of target. The Advice Line was affected by a reduction in the number of staff over the summer period but still managed to answer some 9,700 queries from members, students and the public.

- 3. Tier 4 – special focus:** Provide training on Tier 4 to some 400 advisors between April and June 2009 through six special events in five regional locations; ensure comprehensive advice is available to all through regular updates to the website; and produce, by July 2009, a concise 'UKCISA Guide to Tier 4'.

A series of well-attended and very successful special Tier 4 training events was held as planned attracting over 400 participants. This required the UKCISA team to translate the new rules and procedures into appropriate and authoritative training materials at extraordinary speed – a fact which appears to have been widely recognised and much appreciated by the membership.

Detailed and regular Tier 4 updates were also posted on UKCISA's website, an online guide to all the changes up to and including 5 October produced within two weeks of final changes being announced and a Special Briefing published following the results of the Tier 4 Review.

- 4. Prime Minister's Initiative (PMI) - policy:** Ensure that the PMI retains a strategic focus on the international student experience: that a review is undertaken of the degree to which those projects supported have delivered additional resources and value to both students and advisors; and that the results are considered at a national 'policy forum' in November 2009.

The PMI retained and, in fact, strengthened its strategic focus on the international student experience with substantially increased budgets agreed for both 2009-10 and 2010-11. Initial evidence supplied to BIS-contracted evaluation consultants DTZ suggested that international student satisfaction ratings had improved against the majority of indices and a detailed review of the 'pilot projects' scheme again demonstrated widespread value and impact.

The Cumberland Lodge Policy Forum held in February and a second event held in Scotland in March were therefore able to consider these results but also future challenges in terms of sustainability and the negative impact of Tier 4.

- 5. Prime Minister's Initiative (PMI) – projects:** Launch phase 2 of the International Student Calculator and Prepare for Success websites, continue to support the NUS International Students Strategy, publicise the results of recent institutional pilot projects and overseas research

visits and ensure the establishment of 'TALIS' - a new national advice centre on teaching and learning for international students.

All the key sub-projects successfully moved into further phases over the year. The two websites attracted substantially more visitors than in the previous year, from a total of over 150 countries. The Calculator added new features, including some translation, a student 'wiki' and more advisor materials, and Prepare for Success improved navigation and added more content. The NUS project, though initially delayed, enlisted 40 university and college unions as key project partners and 70 delegates attended a UKCISA / NUS training day in October.

The renamed Teaching International Students project – which was rebranded from TALIS to avoid confusion with another body - developed as an important stream of activity within the Higher Education Academy and the education sector. World class consultants were identified and contracted, a national team created, a resource bank developed and a series of staff development events held throughout the UK.

6. Professional development: Ensure the review of Continuous Professional Development and the UKCISA/University of Nottingham Certificate for International Education Professionals results in additional and more formally recognised training for those working with international students.

Two new related CPD courses were developed (at Edge Hill and Northampton) at least one of which was, at least in part, the result of the review of CPD opportunities under the PMI. A UKCISA co-ordinated group including BUILA, BUTEX, British Council and others agreed on the scope for a new (mainly on-line) course for those 'new to international work' with two pilot modules largely drafted by the end of the year.

Expressions of interest were also invited to design and develop with UKCISA a successor programme to the current Certificate to meet the specific needs of international student advisers.

7. On-line materials: Expand UKCISA's web pages for institution staff to provide more focus on policy and professional development issues, for example, interactive elements, access to summaries of policy debates and information on new materials, training, events and good practice; and investigate the feasibility and benefits of developing a web version of some or all parts of the UKCISA Manual.

A section of the website was launched with professional development information, news and events which will be further developed over the coming year.

An in-house feasibility team concluded that there were currently technical difficulties in producing both a print and on-line version of the UKCISA Manual without duplicating editorial processes – which would clearly not be cost-effective. The pdf version of Tier 4 related aspects was an interesting experiment and appears to have been well received but members will be consulted prior to any consideration of replacing the print version entirely.

8. Membership: Ensure all educational institutions registered as Tier 4 Sponsors are made aware of the work of UKCISA and the benefits of membership - either directly or via the relevant accrediting body.

There has been far too much flux and controversy over changes to criteria and rules to have considered approaching all UKBA registered institutions about possible membership in the past year. UKCISA did however produce – and distribute to all the main accrediting bodies – some of the earliest and most comprehensive guidance for students affected by colleges being suspended or removed from the Register, helping to publicise UKCISA's expertise and services to all.

All members of a new coalition of leading private colleges, under the banner of 'Study UK', were also offered an incentive to join UKCISA for a first year which, it was hoped, might lead to increased membership in the longer term.

9. Contact management: Establish the new contacts database as the primary record of external contacts for all UKCISA staff. Develop the reporting capabilities and move towards increasing online member access, eg for booking courses, purchasing publications and updating contact details.

The new CARE database was firmly established and used for all membership and other external contacts. The process of developing and switching to the new system – and in particular financial and reporting functions – took longer and was more complex than had been expected and work on using other features will not now be undertaken until the autumn of 2010.

10. Premises: Improve the organisation's efficiency and effectiveness through relocation to improved and more centrally located premises with facilities for on-site meetings, training and other events; and

to manage the move with minimal impact on day to day operations.

This objective had to be entirely revisited once it became clear in the early summer that the only alternative premises identified as suitable and affordable had inadequate space.

Following the Board's agreement in June, therefore, a new ten year lease on UKCISA's current premises was negotiated, with some cost savings, and a substantial budget agreed for essential refurbishment work to be carried out over the summer of 2010.

Priorities for 2010-11

The following priorities have been agreed by UKCISA's Board of Trustees for the period April 2010 to March 2011.

1. Immigration Policy:

- Ensure that the Tier 4 rule changes announced in February 2010 are widely publicised and explained to students and institutions, monitor their impact, and seek changes or improvements where necessary
- Continue to press for improvements in processing of immigration applications and a resolution to the concerns over reporting and switching sponsors

2. Employment:

- Campaign for the preservation of the Tier 1 Post Study Work scheme and for greater recognition of the benefits of enabling international students to gain appropriate work experience

3. Training and Professional Development:

- Provide 50 days of training to 1200 university and college staff, introduce a new course on 'Managing Tier 4 Rejections and Refusals' and attract over 400 participants to Annual Conference
- Launch a new on-line 'New to International Work' self study programme and establish a successor programme to the UKCISA/Nottingham Certificate for International Education Professionals.

4. Advice and Guidance:

- Ensure that the Advice Lines are available for over 800 sessions (ie in excess of 2,000 hours) during the year
- Produce occasional Special Briefings on Tier 4 (and other) current issues and a regularly updated web version of the immigration section of the UKCISA Manual
- Re-structure all student pages on the website and explore greater use of inter-active tools providing swift answers to regular topics.

5. Prime Minister's Initiative:

- Ensure that all projects are, as far as possible, completed before the scheme ends in April 2011 and that plans are developed to embed and sustain those with most long term potential.
- Work with others on a 'legacy' and/or successor strategy.

6. Research:

- Undertake a benchmarking survey of international student services with responses from at least 75 higher education and 50 further education institutions to assess progress since the PMI funded surveys in 2007.

7. Communications:

- Analyse and further develop our communication strategy to ensure that the move to electronic communications meets members' needs and reaches a wider audience.
- Seek increased positive media coverage on international student issues.

8. Governance:

- Clarify and improve communications with, and accountability to, members through a programme of constitutional reform creating a clearer division of roles and responsibilities between members and Trustees, simplification of election procedures, and a much improved and more effective annual members' meeting.

9. Funding:

- Seek agreement, by December 2010, to an extension in grant-in-aid funding for the period 2011-14 from both the Department for Business, Innovation and Skills (BIS) and the Scottish Government which, in addition to membership income, will enable a full portfolio of information and advice services to continue to be provided to both members and the wider public.

10. Premises

- Modernise and refurbish UKCISA's current premises to create a more appropriate working environment for visitors and staff.

Membership

UKCISA membership was virtually constant in 2009-10 (523 compared to 525 members) but with a small number of the less internationally-active organisations moving in or out of membership over the period. Our members now include all UK universities, the majority of further and higher education colleges which are active internationally, a substantial number of students' unions and a range of representative, specialist and sector bodies.

UKCISA membership as at 31 March 2010

	31 March 2010	31 March 2009
Further education	218	222
Higher education	191	190
Students' unions	57	60
Other (eg voluntary and corporate organisations)	57	53
Total	523	525

Additionally UKCISA had 13 courtesy associates and 18 subscribers.

Financial report

Responsibilities of the Trustees

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

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

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

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- 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".

Income and expenditure

Incoming resources increased overall from £1,557,482 to £1,678,223, an increase of 8%. The largest increase was in respect of the grant from BIS for PMI activity which increased by 24% from £372,850 to £460,750. Grant-in-aid from BIS increased from £280,000 to £290,000; this was the second year of the three year commitment by BIS to increase our grant-in-aid by more than 3% in each of the years from 2008-09 to 2010-11. This was also the second year of the grant from the Scottish Government of £30,000 per year for each of the years from 2008-09 to 2010-11. Membership income increased by 5%; this reflected the increase in subscriptions for the 2009 year, most of which related to the 2009-10 financial year; for the 2010 subscription year we were able to keep subscriptions at the same level as for 2009. Income from training and conferences increased by 8%; this was a result of the additional training courses relating to Tier 4 mentioned elsewhere in this report. Publications income reduced considerably as sales of our cross-cultural DVD tailed off and no new publications were produced for sale during the year.

Expenditure increased overall from £1,536,205 to £1,617,444 an increase of 5%. Again, the main reason for the increase is PMI activity (referred to above). Our largest category of expenditure is staff costs; by not filling an administrative post that became vacant, we achieved a reduction in support costs and kept the overall increase in staff costs to 2% in spite of a considerably higher universities' pay settlement (to which UKCISA salaries are linked). Expenditure in other areas was in line with activity. However, governance costs showed a reduction of 5%.

We were able, during the year to transfer £55,000 to the designated fund for the much-needed office refurbishment (planned for the summer of 2010) making a total fund of £80,000 at 31 March 2010.

The surplus for the year on general funds amounted to £4,781.

Reserves

The surplus for the year was added to reserves. At 31 March 2010, our total reserves were as follows:

	2010	2009
	£	£
Restricted funds	14,246	12,606
Unrestricted funds:		
Designated funds	101,632	47,264
General funds	<u>264,908</u>	<u>260,127</u>
	<u>366,540</u>	<u>307,391</u>
	<u>380,786</u>	<u>319,997</u>

Restricted funds represent the balance of grants etc received for specific purposes and which cannot be spent on any other purpose. The balance that has not yet been applied for the specified purposes is carried forward at the end of the year.

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) Refurbishment fund: amount set aside towards the cost of office refurbishment
- (c) Building maintenance fund: amounts set aside for routine but irregular maintenance of property
- (d) Dilapidations fund: amounts set aside against the cost of repair works on termination of the lease of property

General funds are the general reserves not immediately required for any specific purpose. In November 2009, the Trustees reviewed UKCISA's reserves policy. They concluded that UKCISA needed 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
- 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.

The Trustees agreed that the aim should be to achieve and maintain minimum reserves of £240,000 and to set a ceiling on reserves of about three months' expenditure, this latter figure being in line with advice received from the Department for Education and Employment (as it then was) in 1998. The reserves policy would be reviewed again as necessary and in any case no later than 2012.

General reserves at the end of the year amounted to £264,908, which is above the minimum but less than the ceiling. Accordingly, the Trustees believe this position to be satisfactory.

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

Association of International Student Advisers (AISA)

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

Risk review

We confirm that the major risks to which UKCISA is exposed, as identified by the Trustees, have been reviewed and systems have been established to mitigate those risks.

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
Kim Burns	Advice and Training Officer
Deepa Chadha	Advice and Training Officer
Kate Handforth (on maternity leave)	Advice and Training Officer
Rosalind Martin	Advice and Training Officer
Sarah Rimmington	Advice and Training Officer
Beatrice Merrick	Director of Services and Research
Will Burton	Training Administrator
So-Ha Au	Membership and Web Assistant
Celia Partridge	PMI Projects Development Manager
Arne Sjögren	Web and Publications Officer
Jennie Twydell	Membership Officer
Keith Wheeler FCA	Director of Finance and Resources
Judy Theophanous	Finance Administrator
Ben Miller Williams	Finance and Resources Officer
Florence Lubega	Receptionist and Publications Assistant

We are also grateful to Ros Harrison, Yasmin Khan and Andrew Humphrey for their valuable work on the advice line as freelance advisers.

Signed on behalf of the Trustees

Christine Hallett (Chair)

Geoffrey Pine (Vice-Chair)

9 June 2010

Summary financial statement

Statement of the Members of the Board

The Statement of Financial Activities and Balance Sheet are a summary of the information that appears in the full accounts which have been audited and given an unqualified opinion. The full accounts were approved by the Board on 9 June 2010 and copies have been submitted to the Charity Commission and Companies House.

This summarised financial statement may not contain sufficient information to allow for a full understanding of the financial affairs of the charity. For further information, consult the full annual accounts including the auditors' report, which can be obtained from UKCISA's Director of Finance and Resources.

Signed on behalf of the Board

Christine Hallett (Chair)

Richard Lewis (Honorary Treasurer)

9 June 2010

Independent Auditors' Statement to the Trustees

We have examined the summarised financial statements of UKCISA.

Respective responsibilities of trustees and auditors

The trustees are responsible for preparing the summarised financial statements in accordance with the recommendations of the charities SORP.

Our responsibility is to report to you our opinion on the consistency of the summarised financial statements with the full financial statements and Trustees' Annual Report. We also read the other information contained in the Annual Report and consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the summarised financial statements.

Basis of opinion

We conducted our work in accordance with Bulletin 1999/6 "The auditors' statement on the summary financial statement" issued by the Auditing Practices Board for use in the United Kingdom.

Opinion

In our opinion, the summarised financial statements are consistent with the full financial statements and the Trustees' Annual Report of UKCISA for the year ended 31 March 2010.

KINGSTON SMITH
Chartered Accountants
and Registered Auditors

Devonshire House
60 Goswell Road
London EC1M 7AD

10 June 2010

Statement of financial activities for the year ended 31 March 2010

	Unrestricted Funds		Restricted Funds	Total	Total
	General Funds	Designated Funds		2010	2009
	£	£	£	£	£
Incoming resources					
Voluntary income					
Grant-in-Aid					
Department for Business, Innovation and Skills	290,000	-	-	290,000	280,000
Donations	616	-	-	616	652
Charitable activities					
International student services					
Membership subscriptions	523,811	-	-	523,811	498,175
Training and conferences	342,390	-	5,500	347,890	322,778
Publications sales	9,450	-	-	9,450	24,903
Commission and services	10,755	-	-	10,755	8,823
Grants receivable					
Department for Business, Innovation and Skills - Prime Minister's Initiative for International Education	-	-	460,750	460,750	372,850
Scottish Government	-	-	30,000	30,000	30,000
British Council	-	-	3,000	3,000	3,000
Total	-	-	493,750	493,750	405,850
Interest received	1,961	-	-	1,961	16,301
Total incoming resources	1,178,983	-	499,250	1,678,233	1,557,482
Outgoing resources					
Charitable activities					
International student services	1,065,026	-	497,610	1,562,636	1,478,594
Governance costs	54,808	-	-	54,808	57,611
Total outgoing resources	1,119,834	-	497,610	1,617,444	1,536,205
Net income / (expenditure) before transfers	59,149		1,640	60,789	21,277
Transfers between funds	(54,368)	54,368	-	-	-
Net movement in funds	4,781	54,368	1,640	60,789	21,277
Funds at 1 April 2009	260,127	47,264	12,606	319,997	298,720
Funds at 31 March 2010	264,908	101,632	14,246	380,786	319,997

Balance sheet at 31 March 2010

	2010	2010	2009	2009
	£	£	£	£
Tangible fixed assets		632		1,264
Current assets				
Debtors and prepayments	288,370		264,749	
Cash at bank and in hand	<u>650,402</u>		<u>568,687</u>	
	938,772		833,436	
Creditors: amounts falling due within one year	<u>558,618</u>		<u>514,703</u>	
Net current assets		<u>380,154</u>		<u>318,733</u>
Total assets less current liabilities		<u><u>380,786</u></u>		<u><u>319,997</u></u>
Represented by:				
Unrestricted funds				
General funds	264,908		260,127	
Designated funds	<u>101,632</u>		<u>47,264</u>	
		366,540		307,391
Restricted funds		<u>14,246</u>		<u>12,606</u>
Total funds		<u><u>380,786</u></u>		<u><u>319,997</u></u>

Company number: 4507287
Charity number: 1095294

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9-17 St Albans Place
London N1 0NX
T +44 (0)20 7288 4330
F +44 (0)20 7288 4360
www.ukcisa.org.uk

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 9-17 St Albans Place London N1 0NX.
