



UKCOSA

The Council  
for International  
Education



# Annual report and summarised accounts

for the year ended 31 March 2007

## 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
Web site:	<a href="http://www.ukcosa.org.uk">www.ukcosa.org.uk</a>
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 2007

## Constitution

UKCOSA: The Council for International Education (UKCOSA) is a company limited by guarantee and is also registered as a charity. UKCOSA was first established as an unincorporated body in 1968.

The Board of Trustees manages the affairs of UKCOSA. It consists of nine trustees elected by the members of the company, a Chair elected by the Board, a Treasurer elected by the members of the company and up to six co-opted trustees elected by the Board.

## President

Baroness Usha Prashar, CBE (from 11 July 2006)

Sir John Hanson, KCMG, CBE, MA, Warden, Green College, Oxford (until 11 July 2006)

## 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) (from 11 July 2006)

Dame Alexandra Burslem (Vice-Chancellor, Manchester Metropolitan University) (until 11 July 2006)

## Members

Suzanne Alexander (University of Leicester)

Gerry Bell (University of Manchester)

Kevin Coyne (International Students House)

Wyn Davies (formerly University of Surrey) (until 11 July 2006)

Rachael Elliott (Brunel University) (from 11 July 2006)

Neil Gaskin (University of Wales Swansea)

Debra Green (University of Sheffield)

Caro Hart (HOST)

Jo Holliday (University of Sheffield Students' Union)

John Kirkland (Association of Commonwealth Universities) (until 11 July 2006)

David Law (University of Warwick) (from 23 August 2006)

Richard Lewis (formerly Open University)

David Lowe (Cambridge Tutors' College)

Benson Osawe (University of Manchester Union)

Nigel Paterson (University of Winchester) (until 11 July 2006)

Geoffrey Pine (Greenwich Community College) (from 30 November 2006)

Ashley Rowlands (formerly Engineering and Technology Board) (until 11 July 2006)

Timothy Seller (formerly Imperial College) (from 21 August 2006)

Chris Weekes (Castle College Nottingham)

Jim Wilson (University of Strathclyde)

## 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 UKCOSA. 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 UKCOSA's code of conduct for trustees and complete a register of interests. They are provided with a pack of information concerning not only UKCOSA but also the responsibilities of Charity Trustees. They are invited to a half day briefing at UKCOSA's offices with UKCOSA'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, day to day financial management, premises, equipment and furniture
- **Policy Committee**, which advises on the formulation of UKCOSA'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 2007, the members of the Committees were:

**Finance & General Purposes Committee**

*Richard Lewis (formerly Open University) (Chair/  
Honorary Treasurer of UKCOSA)*

*Gerry Bell (University of Manchester)*

*Kevin Coyne (International Students House)*

*Rachael Elliott (Brunel University)*

*Neil Gaskin (Swansea University)*

*Debora Green (University of Sheffield)*

*Christine Hallett (University of Stirling/Chair of  
UKCOSA)*

*Caro Hart (HOST)*

*Geoff Pine (Greenwich Community College)*

*Tim Seller (formerly Imperial College)*

**Policy Committee**

*Suzanne Alexander (University of Leicester )  
(Chair)*

*Susan Abdalla (Kingston College)*

*Helen Clews (British Council)*

*Jo Holliday (University of Sheffield Students'  
Union)*

*Mike Humphries (Bournemouth & Poole College)*

*Tia Khan (University of Newcastle)*

*David Law (University of Warwick)*

*David Lowe (Cambridge Tutors College)*

*Claire O'Leary (University of Birmingham)*

*Nikki Padget (University of Exeter)*

*Paul Rossi (University of the Arts London)*

*Jim Wilson (University of Strathclyde)*

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 some 17 staff.

## Objects and activities

The unincorporated charity UKCOSA was established in 1968 to look after the needs and provide for the interests of international students studying in the UK and UK students studying in other countries. The company limited by guarantee has taken over that role. Consistently with its constitutional object of advancing education and learning with particular reference to the education of international students, UKCOSA 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 UKCOSA does is to support these aims. UKCOSA's single activity of ensuring the highest quality of support for international students is described in the accounts as "International Student Services".

# REVIEW OF PRIORITIES AND ACHIEVEMENTS FOR THE YEAR

## Introduction by the Chair of Trustees

I am pleased to introduce this Annual Report for UKCOSA, having taken over as Chair of the Board from Dame Sandra Burslem in July 2006.

Can I first say therefore how delighted I am to be so closely associated with international student issues; how grateful I am to Dame Sandra for the work she has done over the previous four years; and how much I appreciate the support UKCOSA receives from its members, sector bodies and government and, in particular, from those who serve on our Board and our Advisory Committees.

This last year has, I believe, been particularly significant - and indeed particularly successful - in three ways.

First, we have welcomed and responded swiftly to the Prime Minister's Initiative for International Education and, although structures and funding were not confirmed until well into the financial year, built a very firm foundation of projects to develop in the future.

Secondly, as also highlighted in the detailed report, careers and employment legislation and support structures have become increasingly important to international students and we have played a very significant part in influencing changes in government policy and legislation.

Thirdly, whether it is a matter of costs or perceptions, there is general agreement that visa charges have a major impact on the UK's reputation. And here again, following both formal and informal UKCOSA representations to government, we have now had the encouraging news of an only marginal increase in visa charges - with the important principle established, that for wider policy reasons, costs should remain lower for this group than for many other categories of applicant.

These are all important developments that would not, I believe, have been achieved without our leadership and active involvement.

Elsewhere, however, you will also see news of an increase in membership, enhanced activity in Scotland, the very extensive training programme, a successful annual conference in Wales, the critical advice line service and many other features of our work.

I would like to end by thanking all those who deliver so effectively these various services and those who support our work in so many ways, across the country and throughout the sector.

Professor Christine Hallett

*Principal and Vice-Chancellor, University of Stirling and  
Chair, UKCOSA Board of Trustees*

## Commentary on priorities and achievements

At the start of the year the Board agreed ten operational priorities as the key objectives for 2006/07. This report lists each and gives an account of the ways and degree in which each has been met.

### Government and sector policy

1. *Take an active and influential role in the Joint Education Taskforce to ensure the design of the new Points Based System meets the needs of international students and those who work with them; monitor in particular the development of the new 'Register' and proposed new reporting requirements; continue to monitor and advise on SEGS, Fresh Talent and other employment related schemes.*

Given the announcement that Tier 4 of the Points Base System (PBS) would not now be introduced until 2009, there have been fewer developments on this front than originally expected. We have, however, continued to attend the main Joint Education Taskforce (JET) meetings and those of its workgroups for Visas, Policy and Customer Service and influenced the detailed design of the new system.

Of particular importance during the year was the major consultation on a 'New Charging Regime' for immigration related fees where we - and many others - argued that charges for international students should be set at reasonably modest levels recognising their importance to the sector and the UK economy. The government's acceptance of this argument and announcement in March 2007 of a visa fee of £99 (including facilitation charge), was therefore a major success.

Employment has continued to be a key area of interest (both in the JET and the Prime Minister's Initiative (PMI)). We were instrumental in ensuring the expanded Science and Engineering Graduates Scheme (SEGS) was introduced in May 2006, lobbied for further improvements and were delighted to see the government's announcement, in March 2007, of the new International Graduates Scheme. We were also able, in February 2007, to secure full vacation employment rights for Bulgarian and Romanian students, post Accession.

2. *Work closely with the DfES on their revision of the fees regulations for England and to continue to seek improvements in banking (following the comprehensive survey in 2005 and the revised guidance from the Joint Money Laundering Steering Group).*

The DfES did not choose to work closely with UKCOSA, and in March 2007 published their consolidated version of the fees regulations including some amendments. The consolidated version was however welcome and much more workable than having the 1997 regulations along with many amending Statutory Instruments.

We undertook a third annual survey on international students' and banking issues, providing detailed information on aspects which had or had not improved and where banks or branches were providing the level of service expected. The results were distributed to members, government and sector bodies, senior contacts at the main high street banks and their professional associations.

3. *Ensure that the quality of the international student experience becomes a key feature in phase 2 of the PMI; work with members and sector bodies to ensure additional investment in this area is used to maximum impact; and continue to monitor related international developments in aspects of quality and mobility.*

As a direct result of UKCOSA's earlier research and lobbying, the Prime Minister's Initiative for International Education was launched in April 2006 with this element as one of four key strands. We were then invited to convene and chair the Student Experience and Employment advisory group, ran three major consultation events for over 200 participants (covering higher education, further education and students unions) and proposed and subsequently managed a portfolio of initial projects to a value of some £160,000. We also helped to secure, for other bodies, an additional £100,000 for projects to expand and strengthen careers and employment advice.

This initial activity, and the structures which have now been put in place, will enable UKCOSA to continue to influence the direction and scope of what we expect to be even more substantial activity next year, providing additional services and benefits to the international student community.

On the international front, Beatrice Merrick (Director of Services and Research) has continued to serve on one of the professional section boards of the European Association for International Education (EAIE). Dominic Scott (Chief Executive) visited Malaysia and Singapore and presented a paper on comparative UK developments at a conference of the Asia Pacific Association for International Education (APAIE).

*4. Provide specific training, advice and services to members and stakeholders in Scotland (and other parts of the UK) given their particular systems, regulations and requirements.*

We have maintained the closest of co-operative links with the Scottish Executive (who have, for the first time, contributed £20,000 to UKCOSA this year), Universities Scotland, the Association of Scotland's Colleges - and, through the PMI and JET, the devolved administrations in Wales and Northern Ireland. We arranged four of our training courses in Glasgow to enable more Scottish participants (77 delegates) to attend more easily and have also delivered two 'in-house' courses for individual Scottish institutions.

We participated in Education UK Scotland, Scottish Executive and Fresh Talent events and working groups; included Scottish and Welsh institutions in our surveys of 'International Students in Further Education' and 'PMI Benchmarking Study'; and produced Special Briefings on New Fee Regulations for England, Scotland and Northern Ireland.

We also participated in an event organised by the British Council in Belfast, in conjunction with the Association of Northern Ireland Colleges, to provide NI's FE colleges with an introduction to international work, and an inaugural meeting of the Scottish Further Education Unit's Community of Practice for international work in colleges.

## **Membership services**

*5. Training: Provide at least 44 days of training courses and attract at least 300 participants to annual conference; maintain current strategy of courses delivered in 4 locations; establish new annual briefing programme for student union international officers to ensure appropriately trained and as a means of collating issues of concern.*

We exceeded our target by delivering 51 days of training over the year - 41 courses (42 days) in the National Programme (held in London, Birmingham, Manchester and Glasgow) and an additional 9 days of institution specific 'in-house' training. We successfully introduced, with support from the PMI, a new one day workshop for students' unions attracting over 60 participants, bringing the total trained over the year to 1,134 sabbatical officers, advisors and other professionals within the sector plus 330 attendees at our annual conference in Swansea.

In addition, five participants completed the UKCOSA/University of Nottingham Certificate for International Education Professionals (CIEP), 17 new recruits joined the programme which had, in total, 65 participants registered at the end of the year.

6. *Advice Line: Continue to provide 12 sessions per week to members and five to non-members to provide for in excess of 10,000 calls over the year.*

It has not been possible to provide 12 sessions per week to members for every week of the year as one freelance adviser resigned to take up a full-time job and another had only limited availability on certain days of the week. The team however still managed to take 10,900 calls over the year i.e. well in excess of what was planned and a new freelance advisor was recruited and joined the team in February 2007. (As in previous years, the vast majority of queries were related to immigration - including employment - tuition fees and finances. Immigration queries accounted for over 50% of the queries, while tuition fees accounted for over 30%).

7. *Communications: Produce a cross-cultural training DVD to replace Partners in Discovery. Launch and develop the re-designed website. Conduct a membership satisfaction survey, the first for four years, to obtain feedback on this and other resources, services and publications.*

Our first attempts to develop a new DVD proved that the original budget was inadequate to produce a product of sufficient quality but with an additional £20,000 allocated by the PMI, work is now in hand. Improvements have continued to be made to the content of the website although, given pressure of other work (and in particular PMI events) progress on the re-design has been very much restricted. Expert opinion has been obtained on a new Content Management System, although the bulk of the work is yet to be done on whether any of the options identified or none is preferable. A membership survey was designed during the year, but to avoid survey fatigue from clashes with PMI surveys to a similar audience, it was not conducted until April 2007.

8. *Research: Work with UNITE on the new international component of their Student Experience Report (to be launched at the UKCOSA Conference). Complete and publish a major survey of international students in further education to complement the findings of 'Broadening our Horizons' (launch date November 06). Agree with partner organisations how the remaining funds from the Broadening our Horizons research budget should be allocated, linking if appropriate with PMI2 activities.*

The UNITE international student survey was launched as planned at the UKCOSA conference. "New Horizons: The experiences of international students in UK further education colleges" was published and launched on 15 November, with a highly successful "Open Space" event for 70 delegates. Presentations on the findings were also made at the Education UK Marketing Partnership Development Conference in December, an event for Northern Ireland colleges and a Scottish Further Education Unit event, both in March. The project partners have agreed that the remaining funds will be used to explore international students' financial decisions and budgeting behaviour, following up the findings of the first two surveys.

9. *Membership: Consider the recommendations from the membership review and implement those aspects agreed by the Board.*

The findings of the review suggested only a small additional market for UKCOSA membership, suggesting change should be incremental. Membership fees have now been set for English language colleges and independent schools, and new membership publicity material has been produced to enable membership to be more easily promoted to a wider audience. The total number of members has, however, already increased from 518 at 31 March 2006 to 523 at 31 March 2007.

## **Governance**

10. *Governance: Ensure a smooth hand-over from one Chair of Trustees to another (and from one President to another); well-supported and effective elections to the Board and Committees in spring/summer 2006; and agree plans to identify a new Hon Treasurer for summer 2007.*

Both the new Chair (Professor Hallett) and the new President (Baroness Prashar) had detailed briefing and induction meetings with the senior management and staff of the Secretariat. They, together with the Chief Executive, also met separately to review current interests and strategic priorities.

Five members stood for the three vacancies on the Board of Trustees in the summer of 2006 and the subsequent ballot was extremely well-supported with over 70 institutional members voting.

Legal advice was taken on the position of the Hon Treasurer clarifying that a small change in the Articles of Association could amend the anomaly that the Hon Treasurer must include service with the unincorporated UKCOSA as service with the incorporated UKCOSA and therefore need to stand down in 2007. The proposal, together with a number of other minor amendments, will be formally tabled for agreement at the AGM in July 2007 enabling the current post holder to continue for a further term.

## PRIORITIES FOR 2007/08

In February 2007 the Board agreed that that the following should form the basis of UKCOSA's operational priorities for 2007/08 subject to review at its meeting in June 2007.

1. Carefully monitor and influence the critically important final plans for the design of Tier 4 of the new Points Based System (PBS) so that international students benefit from greater clarity, objectivity and certainty.
2. Work with institutions to ensure appropriate systems are in place to meet the new legal (and ethical) requirements of the Register and 'Reporting'; and adapt training and publications accordingly should any of the elements be introduced earlier than expected.
3. Increase collaboration with all those who provide careers and employment advice for international students; and ensure production of a new explanatory leaflet on the various schemes and entitlements available for the widest possible distribution to UK employers.
4. Disseminate the results of the first wave of the Prime Minister's Initiative (PMI) pilot projects, publish the new booklet on 'Working with under 18s', launch the new cross-cultural training DVD and develop a second phase of PMI projects (including a major review of Continuing Professional Development). Undertake research into international students and funding issues in collaboration with Universities UK, Association of Colleges and British Council.
5. Deliver at least 45 days of training, at four regional locations, attract at least 300 delegates to annual conference and collaborate with the Higher Education Academy, Leadership Foundation for Higher Education, Centre for Excellence in Leadership and others to encourage and enhance training for a wider range of staff working with international students.
6. Continue to make improvements to the advice service by piloting and launching a new self-access 'Fees Interactive' for English and Scottish HE and FE as the first in a possible series of new web-based tools to help advisers self-assess fees status (and other information) online.
7. Ensure that UKCOSA's identity, mission, purpose and views are more effectively recognised and communicated through a refreshed corporate identity and the introduction of a new design style for all its print and online materials.
8. Continue the redesign of the UKCOSA website, establishing an editorial strategy, implementing a house style, and revising content, design and navigation, and exploring the benefits of introducing a Content Management System.
9. Preserve and ideally enhance current levels of management information, co-ordination and support to members (and the general public) through the specification and procurement of a major new database.
10. Agree an outline plan to celebrate UKCOSA's 40th anniversary in ways which highlight the importance of international students and the essential role of a committed cadre of professionals across the sector and across the country who work to support them.

## MEMBERSHIP

UKCOSA's membership increased during the year from 518 to 523 (see below) including every university in the UK, 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.

	2006/2007	2005/2006
Further education	222	217
Higher education	180	175
Students' unions	64	65
Other (e.g. voluntary and corporate organisations)	57	61
<b>Total</b>	<b>523</b>	<b>(518)</b>

Additionally UKCOSA had 34 courtesy associates and 'subscribers'.

## FINANCIAL REPORT

### Responsibilities of the Trustees

Company law requires the trustees, who are directors under company law, to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources including income and expenditure for the year then ended.

In preparing those financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently.
- make judgements and estimates that are reasonable and prudent.
- state whether applicable accounting standards have been followed, subject to any departures disclosed and explained in the financial statements.
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue on that basis.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. 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 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 £1,004,464, to £1,230,213, an increase of 22.5%. The main reason for this was the receipt of a grant of £165,500 (restricted funds) paid by the British Council in respect of PMI projects carried out by UKCOSA (referred to elsewhere in this report). If this is left out of account the increase is 6%. Membership income increased by 5% and income from training and conferences increased by 17.5% due to the additional activity referred to elsewhere in this report. For the first time, we were given a grant of £20,000 by the Scottish Executive; however, grant-in-aid from the Department for Education and Skills remained the same in cash terms as it was for the previous year. Income from publications fell by 33%; sales of the manual were lower because larger institutions were, for the first time, given additional copies as part of their subscription package.

Expenditure increased overall from £977,262 to £1,203,864, an increase of 23%. Again, the main reason for this is PMI activity (expenditure from the grant referred to above) and if this is left out of account the increase is 6%, the same as the income increase. Within this, our largest category of expenditure, staff costs, increased by about 5% reflecting cost of living increases and increments. Expenditure in other areas was in line with activity, with, for example, expenditure on training and conferences showing an increase of 11% due to the increased activity. Governance costs showed an increase of 65%, increasing from £32,949 to £54,426, but this was largely due to a corporate branding review.

## Reserves

The surplus for the year on general funds amounted to £6,079. This was added to reserves.

At 31 March 2007, our total reserves were as follows:

	2007	2006
	£	£
Restricted funds	17,742	28,525
Unrestricted funds:		
Designated funds	73,122	42,069
General funds	<u>228,646</u>	<u>222,567</u>
	<u>301,768</u>	<u>264,636</u>
	<u>319,510</u>	<u>293,161</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 UKCOSA to continue operating; these funds are therefore not available for day to day operations.
- (b) Dilapidations fund: amounts set aside against the cost of repair works on termination of the lease of property.
- (c) Building maintenance fund: amounts set aside for routine but irregular maintenance of property.
- (d) Training resources fund: amount set aside for the production of a cross-cultural training DVD.
- (e) Database replacement fund: amount set aside for the replacement of the membership database.

General funds are the general reserves not immediately required for any specific purpose. In November 2006, the Trustees reviewed UKCOSA's reserves policy. They concluded that UKCOSA needed to hold general reserves in order:

- to provide working capital
- to allow UKCOSA to provide continuity of service if income levels were to fluctuate, thereby giving time to seek new sources of revenue
- to allow UKCOSA 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 £225,000 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 2009.

General reserves at the end of the year amounted to £228,646, 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 UKCOSA's obligations.

### **Association of International Student Advisers (AISA)**

UKCOSA receives and pays funds on behalf of AISA. All AISA funds are segregated in UKCOSA'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 UKCOSA is exposed, as identified by the Trustees, have been reviewed and systems have been established to mitigate those risks.

## AUDIT INFORMATION

So far as each of the directors at the time the trustees' report is approved is aware:

- (a) there is no relevant information of which the auditors are unaware; and
- (b) they have taken all relevant steps they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of this information.

## 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
Jo Aldhouse	Advice and Training Officer
Kim Burns	Advice and Training Officer
Alan Gelfer	Advice and Training Officer
Kate Handforth	Advice and Training Officer
Sarah Rimmington	Advice and Training Officer
Beatrice Merrick	Director of Services and Research
Arne Sjögren	Publications and Press Officer
Jennie Twydell	Membership Officer
Samantha Yeo	Training Administrator
Xiaoqing Zhang	Administrative Assistant
Keith Wheeler	Director of Finance
Judy Theophanous	Finance Administrator
Edna Soomre	Administrative Assistant
Mareta Anderson	Receptionist and Secretarial Assistant
Florence Lubega	Publications and Clerical Assistant

We are also grateful to Ros Harrison, Yasmin Khan, Andrew Humphrey and Olivia Goulden for their valuable work on the advice line as freelance advisers and also to Kyla Steenhardt for her valuable support on PMI projects.

Signed on behalf of the Board

Christine Hallett (Chair)

Gerry Bell (Trustee)

1 June 2007

# 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 1 June 2007 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 UKCOSA's Director of Finance.

Signed on behalf of the Board

Christine Hallett (Chair)

Gerry Bell (Trustee)

1 June 2007

## Independent Auditors' Statement to the Trustees

We have examined the summarised financial statements of UKCOSA.

### *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 UKCOSA for the year ended 31 March 2007.

Devonshire House  
60 Goswell Road  
London EC1M 7AD  
4 June 2007

KINGSTON SMITH LLP  
Chartered Accountants  
and Registered Auditors

# Statement of Financial Activities for the year ended 31 March 2007

	Unrestricted Funds		Restricted	Total	Total
	General	Designated	Funds		
	Funds	Funds		2007	2006
	£	£	£	£	£
<b>Incoming resources</b>					
Voluntary income					
Grant-in-Aid					
Department for Education and Skills	270,000	-	-	<b>270,000</b>	270,000
Donations	718	-	-	<b>718</b>	695
Charitable activities					
International student services					
Membership subscriptions	438,506	-	-	<b>438,506</b>	417,377
Training and conferences	283,385	-	-	<b>283,385</b>	240,824
Publications sales	14,650	-	-	<b>14,650</b>	21,951
Commission and services	14,590	-	-	<b>14,590</b>	18,595
Grants receivable					
British Council - Prime Minister's initiative for international education	-	-	165,500	<b>165,500</b>	-
British Council - other	-	-	3,000	<b>3,000</b>	13,240
Scottish Executive	-	-	20,000	<b>20,000</b>	-
Other grants	-	-	-	-	4,500
Total	-	-	188,500	<b>188,500</b>	17,740
Interest received	19,864	-	-	<b>19,864</b>	17,282
<b>Total incoming resources</b>	<u>1,041,713</u>	<u>-</u>	<u>188,500</u>	<u><b>1,230,213</b></u>	<u>1,004,464</u>
<b>Outgoing resources</b>					
Charitable activities					
International student services	944,501	8,654	196,283	<b>1,149,438</b>	944,313
Governance costs	54,426	-	-	<b>54,426</b>	32,949
<b>Total outgoing resources</b>	<u>998,927</u>	<u>8,654</u>	<u>196,283</u>	<u><b>1,203,864</b></u>	<u>977,262</u>
<b>Net income / (expenditure)</b>					
<b>before transfers</b>	42,786	(8,654)	(7,783)	<b>26,349</b>	27,202
Transfers between funds	<u>(36,707)</u>	<u>39,707</u>	<u>(3,000)</u>	-	-
<b>Net movement in funds</b>	6,079	31,053	(10,783)	<b>26,349</b>	27,202
<b>Funds at 1 April 2006</b>	<u>222,567</u>	<u>42,069</u>	<u>28,525</u>	<u><b>293,161</b></u>	<u>265,959</u>
<b>Funds at 31 March 2007</b>	<u><u>228,646</u></u>	<u><u>73,122</u></u>	<u><u>17,742</u></u>	<u><u><b>319,510</b></u></u>	<u><u>293,161</u></u>

## Balance Sheet at 31 March 2007

	2007	2007	2006	2006
	£	£	£	£
<b>Tangible fixed assets</b>		1,776		3,069
<b>Current assets</b>				
Debtors and prepayments	141,654		113,533	
Cash at bank and in hand	644,679		564,640	
	<u>786,333</u>		<u>678,173</u>	
<b>Creditors: amounts falling due</b>				
within one year	468,599		388,081	
	<u>468,599</u>		<u>388,081</u>	
<b>Net current assets</b>		<u>317,734</u>		<u>290,092</u>
<b>Total assets less current liabilities</b>		<u><u>319,510</u></u>		<u><u>293,161</u></u>
<b>Represented by:</b>				
<b>Unrestricted funds</b>				
General funds	228,646		222,567	
Designated funds	73,122		42,069	
	<u>73,122</u>		<u>42,069</u>	
		301,768		264,636
<b>Restricted funds</b>		<u>17,742</u>		<u>28,525</u>
<b>Total funds</b>		<u><u>319,510</u></u>		<u><u>£293,161</u></u>

**UKCOSA: The Council for International Education**

**9-17 St Albans Place**

**London N1 0NX**

**Tel 020 7288 4330**

**Fax 020 7288 4360**

**Web [www.ukcosa.org.uk](http://www.ukcosa.org.uk)**

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