

Financial Statements

The Association of Graduate Careers Advisory Services

Annual Report and Financial Statements for the year ended 31 July 2021

Charity numbers: 1078508 and SC038805
Registered number: 3884685

The Association of Graduate Careers Advisory Services
(A company limited by guarantee)

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The Association of Graduate Careers Advisory Services
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Trustees, Officers and Advisers
For the year ended 31 July 2021

Board of Trustees/Directors

Dr Fiona Christie, Manchester Metropolitan University
Benedict Cooper, Manchester Metropolitan University (appointed 1 August 2021)
Dr Lorna Dargan, St. Andrews University (Vice-President) (appointed 1 August 2021)
Debra Easter, Nottingham Trent University (appointed 8 March 2021)
Katherine Gordon, Goldsmiths, University of London (appointed 1 August 2021)
Paul Grattrick, University of Liverpool
Dr Jonathan Howden-Evans, Royal Holloway, University of London (Vice President) (resigned 31 July 2021)
Marc Lintern, Newcastle University (President)
Naomi Oosman-Watts, Newcastle University (resigned 19 February 2021)
Helen Smith, University of Sheffield
Mark Stow, Leeds Beckett University (resigned 16 March 2021)
Dr Nalayini Thambar, University of Nottingham
Simon Thompson, Sheffield Hallam University
Elizabeth Wilkinson, The Careers Group, University of London (Treasurer and Company Secretary)
David Winter, The Careers Group, University of London
Terry Dray, Keele University (resigned 24 August 2020)

Company registered number 3884685

Charity registered numbers 1078508 and SC038805

Registered office

AGCAS, Pegasus House, 463a Glossop Road, Sheffield S10 2QD

Independent auditor

Hawsons Chartered Accountants, Pegasus House, 463a Glossop Road, Sheffield S10 2QD

Bankers

Barclays Bank plc, Portsdown Group, PO Box 6, Portsmouth, PO6 3DH

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Trustees' Report **For the year ended 31 July 2021**

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the audited financial statements of The Association of Graduate Careers Advisory Services (the company) for the year ended 31 July 2021. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" in preparing the annual report and financial statements of the charity. Since the charity qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

A) Objects, mission, and vision

Objects

The company is established to advance careers education, information, advice and guidance, for the public benefit, which supports students and graduates of higher education (HE) to make well-informed transitions and fulfil their professional and career potential.

Mission

AGCAS is the UK and Ireland expert membership organisation for higher education student career development and graduate employment professionals. Through our members, we support the best possible career outcomes from HE for individuals, institutions, society, and the economy.

Vision

Through the reach and expertise of our members, AGCAS is to be recognised as the UK and Ireland expert organisation for policy consultations and opinion on higher education student career development and graduate employment.

B) President's review of the year

As for most organisations, the most significant AGCAS activities in 2020-21 related to the changes we have made to our business model due to the COVID-19 pandemic, notably:

- The staff team was restructured to reflect the changes in our business model including making three redundancies
- We became an entirely home working organisation
- All events, training courses and meetings were carried out online.

Despite COVID19, we delivered the AGCAS Professional Pathways to support individuals, managers, and leaders to guide, direct and maintain high levels of professional practice.

We developed the AGCAS Supporter Programme to increase engagement with commercial organisations who have traditionally sponsored our conferences. The programme supported member webinars, sector roundtables and research projects throughout the year.

We delivered our first-ever online conferences, with both Heads of Service conference in January 2021 and our first Annual Conference in June 2021 attracting more delegates than ever before.

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Trustees' Report (continued)
For the year ended 31 July 2021

AGCAS responded to eight separate consultations from 1 August 2020 including:

- House of Lords Youth Unemployment
- Skills Commission Workforce of the Future
- Office for Students digital learning and teaching during COVID-19
- ESRC future of the social sciences and
- UPP Student Futures.

We developed two position statements:

- Geography of employment and earnings
- Levelling-up.

The position statements were shared with members and used to support our external activities.

These activities were only possible due to:

- AGCAS enjoying a good reputation as a highly professional, committed and strongly collaborative organisation. This can be seen in the regular requests to contribute views and opinions to consultations and media approaches for input to events, collaboration on projects and endorsement by other organisations
- The enthusiastic support of members who contribute to the Association's development
- AGCAS staff's efforts, both individually and collectively, to ensure AGCAS's reputation and impact continues to grow while providing an impressive range of member benefits.

C) AGCAS objectives: 2020-21

The updated strategic plan 2020-22 was approved by the Board in September 2020 and is enabled by five core strategic pillars:

Advocacy – to be regarded as thought leaders and influence policy

- Ensure communication of strategic themes, policies, and best practice within the sector and to external stakeholders
- Represent AGCAS member expertise in wider HE policy debates and with external stakeholders
- Provide members with intelligence on wider HE policy discussions.

Community – create a sense of common purpose so all AGCAS members feel that their profession/mission group/region is represented

- Review member benefits and ensure that all members continue to get value from involvement with AGCAS
- Increase the number of individual members, full and partner, from existing institutional members
- Increase institutional members through providing relevant support for Further Education (FE) institutions who offer HE qualifications.

Learning – all members are able to rely on AGCAS for their professional development

- Review our Learning offering to ensure we provide relevant continuous professional development for all members
- Align our Learning programme to our Professional Pathways.

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Trustees' Report (continued)
For the year ended 31 July 2021

Quality – to be recognised as a professional body

- Embed the AGCAS Membership Quality Standard into normal practice (all member services go through the process once every three years)
- Develop Professional Pathways (competency-based framework for all HE careers professions).

Research and Knowledge – to be UK and Ireland experts in HE student career development and graduate employment

- Develop an enhanced profile for AGCAS research and knowledge activity
- Strengthen emerging areas of research in student career development and graduate employment. Priority will be given to support for research which addresses strategic themes
- Establish a cohesive approach to the integration of 'Research and Knowledge' and 'Advocacy' activity.

These core strategy pillars are underpinned by AGCAS' financial sustainability; robust financial stewardship; the Board, which represents the membership and provides strategic direction; and well-motivated and competent staff.

Each strategic pillar and their related strategic actions are the responsibility of a Board Director supported by a member of the AGCAS staff team.

AGCAS will focus on a maximum of four key strategic themes within the lifetime of the strategy. These themes may change over time. In 2020-21 the themes were:

- Academic Alignment
- Data Insights
- Regionalisation
- Social Mobility.

AGCAS's plan for achieving our objectives for 2020-21 were to:

- Develop our representation with key stakeholder organisations and contribute to public discussion and policy consultations on graduate employability and graduate outcomes
- Complete development of professional pathways for individual members and review the professional development programme in line with this
- Implement a new relationship with commercial organisations to sponsor AGCAS activities.

D) Review of performance against objectives for 2020-21

AGCAS began implementation of the current strategic plan in September 2020. The board has six committees and five working parties to deliver these activities.

Committees

1) Research and Knowledge

- As part of Service Level Agreements (SLAs) with our two commercial publishing partners, GTI Media and JISC Student Services - Prospects, we updated our portfolio of careers information content, offering expert advice to students, graduates, careers professionals, and the broader HE community
- Two issues of *Phoenix*, the AGCAS journal, were produced: Responding to COVID-19 (October 2020) and Race Equality (February 2021)

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Trustees' Report (continued)

For the year ended 31 July 2021

- We also published several research projects in collaboration with external stakeholders, including phase one of a UKRI/ESRC-funded project exploring the impact of COVID-19 on recent graduates' career decisions and outcomes (July 2021) and *What Do Graduates Do?* (December 2020) in partnership with JISC Student Services - Prospects
- AGCAS task groups supported the delivery of several member-led research projects, including our annual report on the outcomes of disabled graduates: *What Happens Next?* (Disability Task Group, February 2021), an evaluation of the effectiveness of/trends in employer engagement pre- and post-pandemic (Employer Engagement Task Group, September 2020 – July 2021), and *Measuring the Impact of Skills Awards* (Skills Awards Task Group, June 2021)
- A series of internal surveys shared with AGCAS Heads of Service throughout 2020 led to the creation of a snapshot series to better understand the resourcing of university careers services during (and beyond) the pandemic, with the final report published in January 2021
- We were commissioned by NAGCAS (the Australian equivalent of AGCAS) to deliver a benchmarking survey of Australian university careers services
- In the second half of the financial year, we scoped two new research projects with AGCAS Platinum Supporters: *The changing landscape of academic alignment* (Shortlist.Me) and *The appeal of SMEs in graduate recruitment* (GTI Media)
- We also collaborated with the Career Development Institute (CDI) and International Centre for Guidance Studies (iCeGS) to deliver the second National Practitioner Research Conference in February 2021.

2) Learning

- In a collaborative effort with our skilled and dedicated trainers, all AGCAS training has now successfully been converted from in-person courses to remote delivery via Zoom Meetings and virtual learning environment, Moodle
- In 2020-21 we saw a 35% increase in the number of training participants compared to last year. Attendees are from diverse institutions from across the UK and further afield, with international members and non-members able to tap into and enrich our professional network of learning
- We also delivered our first-ever fully online conferences including Heads of Service Conference in January 2020 with 17 workshops, 6 keynote speakers for 159 delegates and our Annual Conference with 23 workshops, 13 keynote speakers across 6 keynote sessions for 1177 delegates.

3) Community

- This year, a further three new Service Members joined AGCAS along with three re-joining following lapsing of their subscription in previous years, making a total of 164 Service Members
- As of 31 July 2021, we have 4,257 individual members and affiliates. Our total individual subscriptions have increased by 300 during 2020-21 from 3,957
- This year also saw us focus on Equality, Diversity, and Inclusion by creating a position statement, establishing an advisory group, and introducing inclusivity monitoring for volunteer recruitment
- We continued our focus on online meetings and event delivery to share good practice, delivering 12 events and producing 20 new resources accessible to all members.

4) Governance and Risk

- The committee has reviewed the AGCAS Risk Register, provided advice on the AGCAS strategic plan, the business planning process, and reviewed key areas of AGCAS business activities.

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Trustees' Report (continued)

For the year ended 31 July 2021

5) Nominations

- The nominations working party became a full committee in September 2020
- In 2020-21 they oversaw the application, shortlisting, election, and appointment for the roles of Community Director, Data Insights Director, Vice-President, and Treasurer and Company Secretary
- They also updated the Board recruitment processes to increase member engagement with elections.

6) Remuneration

- The Remuneration Committee oversees implementation of the remuneration policy. In 2020-21 they approved staff pay increase and bonus payments.

Working Parties

1) Academic Alignment

- The Academic Alignment Working Party (AAWP) shaped the development of a new research project, in partnership with AGCAS Platinum Supporter Shortlist.Me, to explore the changing landscape of academic alignment, approaches to embedding employability in the curriculum, and the role of technology in extending the reach and scale of in-curriculum careers delivery
- The Curriculum Design Task Group became a sub-group of the AAWP and was tasked with leading on the production of supporting resources for AGCAS members, including the further development and enhancement of the Curriculum Design Toolkit.

2) Data Insights

- A significant proportion of activity centred on Graduate Outcomes, now into its third year of operation, primarily lobbying the Higher Education Statistics Agency (HESA) and Office for Students (OfS) on behalf of AGCAS members (via the Graduate Outcomes Steering Group and the Graduate Outcomes Survey Review Group) and through regular engagement with key sector bodies, e.g. Higher Education Strategic Planners Association (HESPA), Universities UK (UUK), UK Council for International Student Affairs (UKCISA), and other critical friends/ stakeholders, including league table compilers
- In the latter half of the year, we convened and contributed to a series of internal and external roundtables relating to metrics and performance indicators
- In June 2021, we delivered the first AGCAS Data Day supported by members of the Graduate Data Group, the foundations of which are being used to develop further data training
- We used our expertise in data insights to respond to several sector consultations, including the OfS consultation on regulating quality and standards in higher education.

3) Professionalism

- This is the third year of the roll out of the AGCAS Membership Quality Standard. By 31 July 2021, a further 22 service members had started the review process. Since its launch in 2019, 69 institutions have started the process with 52 having successfully completed by end of July 2021
- We appointed 27 volunteer Peer Reviewers, of which 22 had been trained in the previous 2 years and five more were recruited and trained in 2021 to support the delivery of the AGCAS Membership Quality Standard completion process through 2021
- The working party also completed the design of the Professional Pathways, including conducting two feedback consultations, and successfully launched the Pathways in June 2021 to all members. The Professional Pathways will support individuals, managers, and leaders to guide, direct and maintain high levels of professional practice.

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Trustees' Report (continued)
For the year ended 31 July 2021

4) Regionalisation

- The Regionalisation Working Party was formed on 1 January 2020 to develop an AGCAS position on key issues around regional labour markets and skills gaps
- Since April 2020, the working party has developed regional information to help members support their students and graduates with labour market information and other guidance.

5) Social Mobility and Widening Participation

- The Social Mobility and Widening Participation Working Party led on the development of a cross sector group focused on unpaid internships. This group convened representatives from employers, other sector bodies and the AGCAS membership to collaborate on the development of an internship charter due to be published in late 2021.

E) Activities in Scotland (registered charity number: SC038805)

AGCAS has 15 member Universities in Scotland, and a very active Scottish network. AGCAS also organises a major graduate fair in Scotland in conjunction with the University of Strathclyde.

- We contributed to the Scottish Government/Skills Development Scotland Career Review, with AGCAS Scotland Convenor, Tracey Innes, sitting on the Career Review Programme Board and AGCAS Scotland Heads of Service providing feedback on the development of the HE strand of the review
- We played a key role in lobbying for and subsequently developing a Scottish Government/Scottish Funding Council (SFC)-funded graduate support programme, which will be rolled out by partner universities in regional hubs across Scotland in 2021-22.

F) AGCAS objectives: 2021/22

The objectives for 2021-22 are a continuation of the objectives for 2020-21, as set out in section C above.

Operational focus in 2021-22 will be to:

- Review the feasibility of AGCAS becoming an end-point assessor for the higher apprenticeship for career development professionals
- Deliver an online platform to enhance member-to-member communication and collaboration
- Develop our research base in support of our strategic themes
- Increasing the external profile of AGCAS and our activities through increased media and social media engagement.

G) Review of financial position

This year has seen a net increase in funds of £155,559 (2020: net increase of £109,896). The association achieved a surplus in operations of £140,245 for the year which is in excess of budget.

Total income for the year decreased by £252,847. This was due to moving to online delivery for training and conferences.

Expenditure in the year decreased by £373,829. This is due to reductions in training activity and conference costs and general running costs due to COVID-19 and staff redundancies.

Total net assets at 31 July 2021 were £523,692 (2020: £368,133) after inclusion of the defined pension liability of £161,951.

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**Trustees' Report (continued)
For the year ended 31 July 2021**

H) Investment performance

The size of the reserves limits the opportunities for longer-term investment activity. The policy is therefore to retain funds as cash and place them on bank deposit. This will be reviewed in 2021/22 as the size of the reserves has increased.

I) Going concern

The Trustees have reviewed and approved a surplus operational budget for the year to 31 July 2022. Together with current unrestricted funds of £523,692, the Trustees are confident in adopting the going concern basis in preparing the financial statements.

J) Reserves policy

The policy on the financial reserves of AGCAS is set by its Trustees following an annual review. The Reserves Policy was updated in May 2021.

The majority of AGCAS's assets are held as unrestricted funds and form part of the reserves. AGCAS aims to hold between £500,000 and £600,000 in reserves, before consideration of the Universities Superannuation Scheme (USS) pension provision. This equates to six months of budgeted income in 2021-22.

This level of reserves is necessary to protect AGCAS in the event that:

- An amount is needed to meet any USS pension liabilities which may occur
- An unforeseen emergency or other unexpected need (*estimated £75,000 to cover long term staff absence*)
- Unbudgeted expenditure – a small contingency fund to meet unforeseen operational costs
- There is uncertainty over future income or individual project failure or no occurrence (*estimated £100,000 to cover budget shortfall for non-delivery of annual conference*)
- AGCAS needs to cover running costs for three months without income or member activities (*£200,000*).

We added more to the reserves in 2021 than in previous years, however it is likely that this was an anomaly due to the unique circumstances and not something we can be confident in achieving in future years. This year brings us to the level of reserve identified as necessary in the Reserves Policy.

K) Insurance effected for trustees and officers

Professional indemnity insurance has been taken out by AGCAS on behalf of its Trustees and officers.

L) Structure, governance, and management

Structure

AGCAS is constituted as a company limited by guarantee and as such does not have share capital. Its governing document is its Articles of Association, incorporated 23 November 1999, as amended by written special resolutions dated 14 September 2006, 5 January 2012, 12 September 2017 and 10 January 2020.

The Association of Graduate Careers Advisory Services (A company limited by guarantee)

Trustees' Report (continued) **For the year ended 31 July 2021**

Board

The Trustees of the charity are AGCAS members who are nominated by the Full Members of AGCAS. Trustees also serve on the Board of Directors of the company.

In 2018, the Board formed a Nominations Working Party to oversee election of Board Directors. In 2020, this working party became a committee of the Board. All Board roles are supported by a role description, which identifies the skills required to undertake the Board remit. The Nominations Working Party shortlists nominated AGCAS members with the required skills to put forward for election to the Board by the AGCAS membership.

The normal period of office is three years and Trustees are eligible for re-appointment for one further term of three years.

Organisational structure

AGCAS is organised in line with the AGCAS strategic pillars. There are three teams:

- Member Services supporting Community, Learning and Quality
- External Relations supporting Advocacy, Research and Knowledge
- Finance and Operations

Given the limited number of staff and the size and scale of many of the organisation's undertakings, a large degree of collaborative cross-team working is required to successfully achieve desired outcomes.

Management

Trustees play a key role in establishing AGCAS strategy, priorities, and policies as well as making key decisions which affect the organisation, including approving the annual budget. Day-to-day operational management is delegated to the Executive Director.

Volunteers

AGCAS is only able to operate and have the level of impact it does due to a very high level of active participation by its members whose voluntary activities cover:

1) AGCAS Board, Task Groups, and other committees

AGCAS Trustees contribute a significant amount of their services' time and their own to AGCAS matters relating to their particular roles, over and above attending four Board meetings a year. An estimate of the collective contribution of the Board Directors is between 100 – 120 days per year.

AGCAS members contribute a huge amount of time and effort through their involvement in six committees, five working parties, 14 task groups, four strategic theme sub-groups and seven regional training groups. The benefit of this work is felt by individuals in the form of professional development, by member services through the materials, networking and training delivered, and by their institutions, employers, and the sector through the quality of HE careers services.

2) Training and development

AGCAS provides training and development opportunities for all its members through a network of volunteer trainers from member careers services, who are recruited and trained specifically for that task. Working closely with AGCAS staff, they deliver national, regional, and bespoke courses. Without their input AGCAS could not offer such a diverse range of quality courses.

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Trustees' Report (continued)
For the year ended 31 July 2021

3) Writers of information materials

A number of AGCAS members research and write careers information content for AGCAS, on a voluntary and paid basis, published by our commercial partners JISC Student Services – Prospects and GTI Media.

M) Relationships with other organisations

AGCAS has working relationships with a wide range of organisations in the HE sector and in the fields of careers guidance and development and graduate recruitment across the UK, Ireland and overseas.

In 2020-21, we have worked with UUK, OfS, HESA, Institute of Student Employers (ISE), CDI, the National Careers Service, Department for Education, Higher Education Policy Institute (HEPI), and Wonkhe. We have taken part in cross sector collaborative groups including the Career Development Policy Group (CDPG) and the International Network of Employers and University Careers Services.

AGCAS has commercial relationships with JISC Student Services – Prospects and GTI Media through Service Level Agreements (SLAs) for the provision of careers information content.

N) Review of risks

The Trustees recognise and accept their responsibility for ensuring that the risks the organisation is exposed to are reviewed, and steps taken to mitigate the impact of adverse factors through the application of appropriate preventative controls and corrective actions.

Improvements made in 2017/18 to policies and procedures alongside of the redevelopment of our website and membership database have mitigated governance operational risks. The Board is now focused on managing commercial risks.

As part of the annual business planning process, the Board identifies risks associated with each operational area. These risks will be reviewed and mitigating actions put in place by the committees responsible for each area. As part of our improved governance structure, the Board has created a Governance and Risk Committee which reviews operational activities and risk on behalf of the Board.

O) Statement of Trustees' responsibilities

The Trustees (who are also directors of The Association of Graduate Careers Advisory Services for the purposes of company law) are responsible for preparing the Trustees' report (including the strategic report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of 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 2019 (FRS 102)
- Make judgments and accounting estimates that are reasonable and prudent
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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Trustees' Report (continued)

For the year ended 31 July 2021

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and 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, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 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.

P) Disclosure of information to auditor

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- So far as the Trustee is aware, there is no relevant audit information which the charitable company's auditor is unaware
- That the Trustee has taken all the steps that ought to have been taken in order to be aware of any relevant audit information and to establish that the charitable company's auditor is aware of that information.

The Trustees confirm that they have complied with the duty section 4(1) of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.

Q) Auditor

Hawsons Chartered Accountants, having expressed willingness to continue in office, will be deemed reappointed for the next year financial year in accordance with section 487(1) of the Companies Act 2006.

This report was approved by the Trustees, in their capacity as company directors, on 8/12/2021 and signed on their behalf by:



Elizabeth Wilkinson
Trustee

The Association of Graduate Careers Advisory Services (A company limited by guarantee)

Independent Auditors' Report to the Trustees of The Association of Graduate Careers Advisory Services

Opinion

We have audited the financial statements of The Association of Graduate Careers Advisory Services (the 'charitable company') for the year ended 31 July 2021 which comprise the Statement of Financial Activities (incorporating the income and expenditure account), the Balance Sheet, the Statement of Cash Flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 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 July 2021 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, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006.

Basis for opinion

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

Conclusions relating to going concern

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

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

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

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Independent Auditors' Report to the Trustees of The Association of Graduate Careers Advisory Services

Other information

The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

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

- the information given in the Trustees' Report (incorporating the director's report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Directors' 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 charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 require us to report to you if, in our opinion:

- the information given in the trustees' report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement (set out on pages 10-11), the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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Independent Auditors' Report to the Trustees of The Association of Graduate Careers Advisory Services

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

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulations made under those Acts.

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 the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

The charitable company is subject to laws and regulations that directly and indirectly affect the financial statements. Based on our understanding of the charitable company and the environment it operates within, we determined that the laws and regulations which were most significant included FRS 102, Companies Act 2006, Health and Safety regulations and the Charities Act 2011. We considered the extent to which non-compliance with these laws and regulations might have a material effect on the financial statements, including how fraud might occur.

Audit procedures performed by the engagement team included:

- Discussions with management and those responsible for legal compliance procedures within the charitable company to obtain an understanding of the legal and regulatory framework applicable to the charitable company and how the charitable company complies with that framework, including consideration of known or suspected instances of non-compliance with laws and regulations and fraud;
- Reviewing minutes of Trustee meetings;
- Identifying and assessing the design effectiveness of controls that management has in place to prevent and detect fraud and non-compliance with laws and regulations;
- Challenging assumptions and judgements made by management in their significant accounting estimates.
- Identifying and testing journal entries, in particular any journal entries posted with unusual account combinations or posted by senior management.

The Association of Graduate Careers Advisory Services
(A company limited by guarantee)

Independent Auditors' Report to the Trustees of The Association of Graduate Careers Advisory Services

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

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/Our-Work/Audit/Audit-and-assurance/Standards-and-guidance/Standards-and-guidance-for-auditors/Auditors-responsibilities-for-audit/Description-of-auditors-responsibilities-for-audit.aspx>. This description forms part of our auditor's report.

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 and to the charitable company's trustees, as a body, in accordance with regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the charitable 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 anyone other than the charitable company, the charitable company's members as a body and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.


.....

Simon Bladen, Senior Statutory Auditor
for and on behalf of Hawsons Chartered Accountants, Statutory Auditors

Pegasus House
463a Glossop Road
Sheffield
S10 2QD

Date 17 December 2021

The Association of Graduate Careers Advisory Services
(A company limited by guarantee)

Statement of Financial Activities
(Including the Income and Expenditure Account)
Year ended 31 July 2021

		Unrestricted funds 2021	Restricted funds 2021	Total funds 2021	Total funds 2020 (note 18)
	Note	£	£	£	£
Income					
Charitable activities	2	852,910	-	852,910	1,108,110
Investments		50	-	50	1,697
Total income		852,960	-	852,960	1,109,807
Expenditure					
Charitable activities	3	712,715	-	712,715	1,090,544
Total expenditure		712,715	-	712,715	1,090,544
Net income		140,245	-	140,245	19,263
Transfer between funds		-	-	-	-
Other recognised gains					
Actuarial gain on defined benefit scheme		15,314	-	15,314	90,633
Net movement in funds		155,559	-	155,559	109,896
Total funds brought forward		368,133	-	368,133	258,237
Total funds carried forward		523,692	-	523,692	368,133

All income and expenditure relate to continuing activities.

The statement of financial activities includes all gains and losses recognised during the year.

The Association of Graduate Careers Advisory Services
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Balance Sheet
As at 31 July 2021

	Note	2021 £	2020 £
Fixed assets			
Intangible assets	6	-	8,937
Tangible assets	7	<u>3,967</u>	<u>4,662</u>
		3,967	13,599
Current assets			
Debtors	8	145,222	144,004
Cash at bank and in hand		<u>873,833</u>	<u>663,476</u>
		1,019,055	807,480
Creditors: amounts falling due within one year	9	<u>(337,379)</u>	<u>(275,681)</u>
Net current assets		681,676	531,799
Total assets less current liabilities		<u>685,643</u>	<u>545,398</u>
Defined benefit pension liability	11	(161,951)	(177,265)
Net assets		<u>523,692</u>	<u>368,133</u>
Charity funds			
Unrestricted funds		523,692	368,133
Total funds	12	<u>523,692</u>	<u>368,133</u>

The financial statements were approved and authorised for issue by the Trustees on 8/12/2021.

Signed on behalf of the board of trustees

Elizabeth Wilkinson



Trustee

The notes on pages 19 to 31 form part of these financial statements.

Company registration number 3884685

**The Association of Graduate Careers Advisory Services
(A company limited by guarantee)**

**Statement of Cash Flows
Year ended 31 July 2021**

	Note	2021 £	2020 £
Cash flow from operating activities	14	<u>212,242</u>	<u>110,743</u>
Cash flow from investing activities:			
Interest receivable		50	1,697
Payments to acquire tangible fixed assets		(1,935)	(1,870)
Net cash flow from investing activities		<u>(1,885)</u>	<u>(173)</u>
Net increase in cash and cash equivalents		210,357	110,570
Cash and cash equivalents brought forward		<u>663,476</u>	<u>552,906</u>
Cash and cash equivalents carried forward	15	<u><u>873,833</u></u>	<u><u>663,476</u></u>

**The Association of Graduate Careers Advisory Services
(A company limited by guarantee)**

**Notes to the Financial Statements
Year ended 31 July 2021**

1. Accounting Policies

1.1 General information and basis of preparation

The Association of Graduate Careers Advisory Services is a registered charity and a company limited by guarantee, incorporated in England and Wales. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The registered office is Pegasus House, 463a Glossop Road, Sheffield, S10 2QD.

The charity constitutes a public benefit entity as defined by FRS 102. 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 United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

1.2 Going concern

After making appropriate enquiries and due consideration of all the relevant factors including the current Covid-19 pandemic, the Trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Trustees' Report.

1.3 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

The Association of Graduate Careers Advisory Services
(A company limited by guarantee)

Notes to the Financial Statements
Year ended 31 July 2021

1.4 Income

Income from charitable activities are recognised on a receivable basis. As a result, income for training courses, graduate fairs, conferences and membership subscriptions which relates to future accounting years, is deferred and held on the balance sheet.

The recognition of grants in these financial statements includes judgments as to whether performance or other relevant entitlement conditions have been met.

Income is deferred on when it is invoiced or received in advanced of delivery of the associated service.

Investment income is recognised in the financial statements on a receivable basis.

1.5 Expenditure

Expenditure is recognised in the financial statements on an accruals basis, and is allocated between:

- expenditure incurred directly in the fulfilment of the charity's objectives (charitable activities)
- expenditure associated with meeting the constitutional and statutory requirements of the charity (governance)

Items of expenditure involving more than one cost category are apportioned on a time spent basis.

1.6 Intangible fixed assets and amortisation

Intangible assets are initially recognised at cost. After recognition, under the cost model, intangible assets are measured at cost less any accumulated amortisation and any accumulated impairment losses.

All intangible assets are considered to have a finite useful life. If a reliable estimate of the useful life cannot be made, the useful life shall not exceed ten years.

The estimated useful life is as follows:

Website	- 3 years straight line
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The Association of Graduate Careers Advisory Services
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Notes to the Financial Statements
Year ended 31 July 2021

1.7 Tangible fixed assets and depreciation

All assets costing more than £500 are capitalised or those deemed to be capital by management.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives as follows:

Fixtures and fittings	-	10 years straight line
Office equipment	-	10 years straight line
Computer equipment	-	3 years straight line

1.8 Pension schemes

The Association participates in the Universities Superannuation Scheme.

The assets of the scheme are held in a separate trustee-administered fund. Because of the mutual nature of the scheme, the scheme's assets are not hypothecated 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. Therefore, as required by Section 28 of FRS 102 "Employee benefits", the Charity accounts for the scheme as if it were a defined contribution scheme. As a result, the amount charged to the income and expenditure account represents the contributions payable to the scheme in respect of the accounting period. 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 Charity also now recognises a liability for the contributions payable that arise from the agreement to the extent that they relate to the deficit and the resulting expense in the income and expenditure account.

1.9 Operating leases

Rentals under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

1.10 Financial instruments

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the entity after deducting all of its financial liabilities.

Where the contractual obligations of financial instruments (including share capital) are equivalent to a similar debt instrument, those financial statements are classed as financial liabilities. Financial liabilities are presented as such in the balance sheet. Finance costs and gains or losses relating to financial liabilities are included in the Statement of Financial Activities. Finance costs are calculated so as to produce a constant rate of return on the outstanding liability.

Where the contractual terms of share capital do not have any terms meeting the definition of a financial liability then this is classed as an equity instrument. Dividends and distributions relating to equity instruments are debited direct to equity.

The Association of Graduate Careers Advisory Services
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Notes to the Financial Statements
Year ended 31 July 2021

2. Income from charitable activities

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Grants—Graduate Placement Programme	-	-	-	18,168
Coronavirus job retention scheme grants	16,109	-	16,109	23,773
Conferences and training	246,774	-	246,774	372,993
Graduate fairs	37,050	-	37,050	204,005
Service Level Agreement income	100,034	-	100,034	106,830
Subscriptions	381,674	-	381,674	346,035
Sponsorship & Advertising Income	65,225	-	65,225	11,400
Research	6,044	-	6,044	8,333
Other income	-	-	-	16,573
	852,910	-	852,910	1,108,110

Net expenditure for the year and deficit of income over expenditure is stated after charging:

	2021 £	2020 £
Depreciation	2,630	5,038
Amortisation	8,937	15,319
Auditor's remuneration	8,100	8,750
Operating lease rentals	7,529	8,873
Irrecoverable VAT	2,833	8,464

The Association of Graduate Careers Advisory Services
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Notes to the Financial Statements
Year ended 31 July 2021

3. Analysis of expenditure

	Direct Costs 2021 £	Direct Staff Costs and Dep'n 2021 £	Support costs 2021 £	Total 2021 £	Total 2020 £
Graduate Placement Programme	-	-	-	-	18,168
Conferences and training	66,355	91,144	127,934	285,433	402,456
Governance	11,100	11,984	5,331	28,415	36,916
Graduate fairs	31,403	3,792	-	35,195	198,011
Service Level Agreements	1,300	80,011	34,649	115,960	134,232
Subscriptions	-	89,668	50,640	140,308	152,966
Publications	-	14,487	10,661	25,148	40,476
Research	-	47,773	10,661	58,434	76,932
Other	-	1,157	22,665	23,822	30,387
Total	110,158	340,016	262,541	712,715	1,090,544

Support Costs	Staff Costs £	Other Costs £	Total £
Charitable activities	200,682	61,859	262,541

Support Costs are attributed proportionally based on cost centre activity.

4. Staff costs

The average monthly number of employees during the year was as follows:

2021 No.	2020 No.
13	15

The number of employees who received total employee benefits (excluding employer pension costs) of more than £60,000 is as follows:

	2021 No.	2020 No.
£60,000 - £70,000	-	-
£70,001 - £80,000	1	1

The Association of Graduate Careers Advisory Services
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Notes to the Financial Statements
Year ended 31 July 2021

4. Staff costs (continued)

The total cost of employment in relation to senior management (Executive Director, Head of Member Services and the Head of External Relations) was £201,785 (2020: £198,874). The total cost of employment includes, basic salary, employer's national insurance contributions and employer's pension contributions.

Staff costs during the year were as follows:

	2021 £	2020 £
Wages and salaries	392,672	456,038
Social security costs	35,636	40,409
Pension costs	84,161	87,808
Movement on USS provision	(15,314)	(90,633)
Redundancy	12,065	-
Total	<u>509,220</u>	<u>493,622</u>

The pension contributions are in respect of employer's contributions to the USS pension scheme. During the year 15 employees (2020: 15) participated in this scheme.

The Trustees did not have any expenses reimbursed during the year. During the previous year aggregate expenses of £1,187 were reimbursed to 6 Trustees in respect of the Trustees' travel and subsistence costs.

The Trustees neither received nor waived any remuneration during the year (2020: £Nil).

Indemnity insurance has been taken out by AGCAS on behalf of its Trustees and officers and represents one element in the all-encompassing insurance policy which in total amounts to £3,188 (2020: £2,599).

5. Taxation

There is no charge to taxation as the charity qualified for exemption from corporation tax under section 478 CTA 2010 during the year.

The Association of Graduate Careers Advisory Services
(A company limited by guarantee)

Notes to the Financial Statements
Year ended 31 July 2021

6. Intangible fixed assets

	Website £
Cost	
At 1 August 2020 and 31 July 2021	<u>45,960</u>
Amortisation	
At 1 August 2020	37,023
Charge for the year	8,937
At 31 July 2021	<u>45,960</u>
Net book value	
At 31 July 2021	<u>-</u>
At 31 July 2020	<u>8,937</u>

7. Tangible fixed assets

	Fixtures and fittings £	Office and computer equipment £	Total £
Cost			
At 1 August 2020	790	16,279	17,069
Additions	-	1,935	1,935
At 31 July 2021	<u>790</u>	<u>18,214</u>	<u>19,004</u>
Depreciation			
At 1 August 2020	209	12,198	12,407
Charge for the year	79	2,551	2,630
At 31 July 2021	<u>288</u>	<u>14,749</u>	<u>15,037</u>
Net book value			
At 31 July 2021	<u>502</u>	<u>3,465</u>	<u>3,967</u>
At 31 July 2020	<u>581</u>	<u>4,081</u>	<u>4,662</u>

The Association of Graduate Careers Advisory Services
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Notes to the Financial Statements
Year ended 31 July 2021

8. Debtors

	2021 £	2020 £
Trade debtors	127,697	107,402
Prepayments and accrued income	16,182	34,461
Other debtors	1,343	2,141
	<u>145,222</u>	<u>144,004</u>

9. Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	2,265	13,412
Other taxation and social security	31,001	7,358
Accruals and other creditors	57,869	125,148
Deferred income	246,244	129,763
	<u>337,379</u>	<u>275,681</u>

10. Deferred income

	2021 £	2020 £
At 1 August	129,763	138,484
Released in year	(129,763)	(138,484)
Deferred in year	246,244	129,763
Balance at 31 July	<u>246,244</u>	<u>129,763</u>

Income is deferred when it is invoiced or received in advance of delivery of the associated service.

11. Defined benefit pension liability

	2021 £	2020 £
USS Pension deficit	<u>161,951</u>	<u>177,265</u>

The Association of Graduate Careers Advisory Services
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Notes to the Financial Statements
Year ended 31 July 2021

12. Funds

	Balance at 1 August 2020 £	Income £	Expenditure including gain/(loss) £	Transfer £	Balance at 31 July 2021 £
Unrestricted					
Designated - Graduate fairs	36,159	-	-	-	36,159
General	331,974	856,960	(701,401)	-	487,533
Total unrestricted funds	368,133	856,960	(701,401)	-	523,692
Total funds	368,133	856,960	(701,401)	-	523,692

	Balance at 1 August 2019 £	Income £	Expenditure including gain/(loss) £	Transfer £	Balance at 31 July 2020 £
Restricted					
ScotGrad Project	-	18,168	(18,168)	-	-
Unrestricted					
Designated - Graduate fairs	36,159	-	-	-	36,159
General	222,078	1,091,639	(981,743)	-	331,974
Total unrestricted funds	258,237	1,091,639	(981,743)	-	368,133
Total funds	258,237	1,109,807	(999,911)	-	368,133

Scottish Enterprise and Skills Development Scotland provide grant funding for AGCAS to run ScotGrad – Graduate Placement Programme.

The designated fund of £36,159 represents a contingency reserve in the event of a shortfall of funds resulting from the graduate fairs. The funds are represented by short-term deposits.

The Association of Graduate Careers Advisory Services
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Notes to the Financial Statements
Year ended 31 July 2021

13. Analysis of net assets between funds

	Unrestricted funds	Restricted funds	2021 Total
	£	£	£
Intangible fixed assets	-	-	-
Tangible fixed assets	3,967	-	3,967
Current assets	1,019,055	-	1,019,055
Creditors due within one year	(337,379)	-	(337,379)
Defined benefit pension liability	(161,951)	-	(161,951)
	<u>523,692</u>	<u>-</u>	<u>523,692</u>
	Unrestricted funds	Restricted funds	2020 Total
	£	£	£
Intangible fixed assets	8,937	-	8,937
Tangible fixed assets	4,662	-	4,662
Current assets	807,480	-	807,480
Creditors due within one year	(275,681)	-	(275,681)
Defined benefit pension liability	(177,265)	-	(177,265)
	<u>368,133</u>	<u>-</u>	<u>368,133</u>

14. Reconciliation of net income/(expenditure) to net cash flow from operating activities

	2021 £	2020 £
Net income for the year	140,245	19,263
Adjustment for:		
Amortisation of intangible fixed assets	8,937	15,319
Depreciation of tangible fixed assets	2,630	5,038
Interest receivable	(50)	(1,697)
(Increase)/decrease in debtors	(1,218)	96,789
Increase/(decrease) in creditors	61,698	(23,969)
Net cash flow from operating activities	<u>212,242</u>	<u>110,743</u>

15. Analysis of cash and cash equivalents

	2021 £	2020 £
Cash at bank and in hand	<u>873,833</u>	<u>663,476</u>

The Association of Graduate Careers Advisory Services
(A company limited by guarantee)

Notes to the Financial Statements
Year ended 31 July 2021

16. Operating lease commitments

At 31 July 2021 the company had total commitments under non-cancellable operating leases as follows:

	2021 £	2020 £
Future minimum lease payments due:		
Not later than one year	-	1,000

17. Pensions and similar obligations

The institution participates in Universities Superannuation Scheme (USS) which is the main scheme covering most academic and academic-related staff. 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 Fund 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.

The total cost charged to the Fund Account is £79,383 (2020: £87,808) as shown in note 4.

The latest available complete actuarial valuation of the Retirement Income Builder is at 31 March 2018 (the valuation date), which was carried out using the projected unit method. A valuation as at 31 March 2020 is underway but not yet complete.

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

The 2018 valuation was the fifth valuation for the scheme under the scheme-specific funding regime introduced by the Pensions Act 2004, which requires schemes to adopt a statutory funding objective, which is to have sufficient and appropriate assets to cover their technical provisions. At the valuation date, the value of the assets of the scheme was £63.7 billion and the value of the scheme's technical provisions was £67.3 billion indicating a shortfall of £3.6 billion and a funding ratio of 95%.

The Association of Graduate Careers Advisory Services
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Notes to the Financial Statements
Year ended 31 July 2021

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

Pension increase (CPI)	Term dependent rates in line with the difference between the Fixed Interest and Index Linked yield curves, less 1.3% p.a.
Discount rate (forward rates)	Years 1-10: CPI + 0.14% reducing linearly to CPI - 0.73% Years 11-20: CPI + 2.52% reducing linearly to CPI + 1.55% by year 21 Years 21 +: CPI + 1.55%

The main demographic assumption used relates to the mortality assumptions. These assumptions are based on analysis of the scheme's experience carried out as part of the 2018 actuarial valuation. The mortality assumptions used in these figures are as follows:

	2018 valuation
Mortality base table	Pre-retirement: 71% of AMC00 (duration 0) for males and 112% of AFC00 (duration 0) for females. Post-retirement: 97.6% of SAPS S1NMA "light" for males and 102.7% of RFV00 for females.
Future improvements to mortality	CMI_2017 with a smoothing parameter of 8.5 and a long term improvement rate of 1.8% pa. for males and 1.6% pa. for females.

The current life expectancies on retirement at age 65 are:

	2021	2020
Males currently aged 65 (years)	24.6	24.4
Females currently aged 65 (years)	26.1	25.9
Males currently aged 45 (years)	26.6	26.3
Females currently aged 45 (years)	27.9	27.7

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

	2021	2020
Discount rate	1.05%	2.59%
Pensionable salary growth	4.20%	4.20%

The Association of Graduate Careers Advisory Services
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Notes to the Financial Statements
Year ended 31 July 2021

18 Statement of financial activities – comparative note

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Income				
Charitable activities	1,089,942	18,168	1,108,110	1,302,283
Investments	1,697	-	1,697	2,065
Total income	1,091,639	18,168	1,109,807	1,304,348
Expenditure				
Charitable activities	1,072,376	18,168	1,090,544	1,263,089
Total expenditure	1,072,376	18,168	1,090,544	1,263,089
Net Income	19,263	-	19,263	41,259
Transfer between funds				-
Other recognised gains / (losses)				
Actuarial gain / (loss) on defined benefit scheme	90,633	-	90,633	(178,232)
Net movement in funds	109,896	-	109,896	(136,973)
Total funds brought forward	258,237	-	258,237	395,210
Total funds carried forward	368,133	-	368,133	258,237