

UK Council
for International
Student Affairs

UKCISA



**Annual report
and accounts**
2023–24

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General information

Registered charity number: 1095294

A company limited by guarantee,
registered in England and Wales number: 4507287

Operating address and registered office: Woburn House
20–24 Tavistock Square
London WC1H 9HQ

Telephone: +44 20 7288 4330
Advice line: +44 20 7107 9922
Website: www.ukcisa.org.uk

Management and administration

Banker: Bank of Scotland
33 Old Broad Street
London BX2 1LB

Auditor: Moore Kingston Smith LLP
Chartered Accountants
6th Floor
9 Appold Street
EC2A 2AP

Solicitors: BDP Pitmans
1 Bartholomew Close
London EC1A 7BL

Bates Wells
10 Queen Street Place
London EC4R 1BE

Objects, activities, governance, and structure

Constitution

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

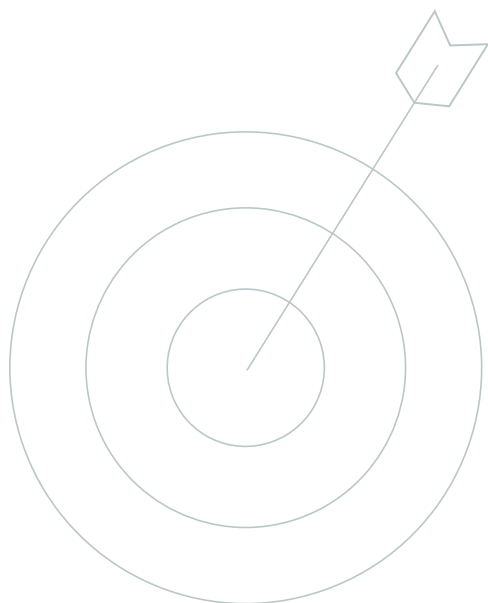
Objects and activities

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

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

It achieves its aims by:

- Monitoring and influencing government and education sector policy through close contact with senior officials, policy makers, members of national parliaments and assemblies, partner organisations and sector bodies throughout the UK.
- Producing regular publications that keep members and students up to date on current legislation, regulations and resources.
- Delivering high quality advice for both UKCISA members and students/ members of the public.
- Delivering training to UKCISA members and others working with international students to assist with immediate areas of difficulty and to enhance professional expertise for new and experienced practitioners.
- Supporting, sustaining and expanding a network of members committed to the ideals of international education and the highest standards of international student support.
- Initiating and encouraging research which helps to identify key issues and areas for future investigation and development.
- Working indirectly and in partnership with others to encourage greater mobility from, as well as to, the UK.
- Ensuring, through support from trustees, its specialist staff and effectively managed resources, that it delivers highly valued services for UKCISA members and other stakeholders.



President

Lord Billimoria of Chelsea, CBE, DL

Board of Trustees

The ten elected and three co-opted members of the Board of Trustees (plus the Chair and Honorary Treasurer) are the charity's directors and members of the Company and are responsible for managing UKCISA's affairs. The co-opted members are chosen for their particular skills and experience. All newly appointed trustees receive a comprehensive induction and are given access to appropriate training relevant to their Board position. The Board met four times during the year.

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

Chair

Professor Koen Lamberts University of Sheffield (Vice Chancellor)

Members

Mervyn Adams	City of Glasgow College (appointed May 2023)
Lynsey Bendon	University of Sunderland in London
Hannah Brian	Independent Consultant
Emma Gwynnett-Davies	Swansea University
Nora De Leeuw	Leeds University (resigned June 2023)
Elizabeth Huckle	Imperial College London
Maria Loray	Manchester Metropolitan University (appointed May 2023)
Alan MacKay	University of Edinburgh (Honorary Treasurer, resigned Nov 2023)
Ross Porter	London Business School
Alex Proudfoot	Independent Higher Education (resigned July 2024)
Sally Saca	Oxford Brookes University
Laura Rose-Troup	Newcastle College
Cathryn Turhan	Imperial College London (appointed May 2023)
Hamish Walker	Robert Gordon University
Peter Barnes	Studyportals (Honorary Treasurer, appointed January 2024)

Student Ambassador trustees

Sára Kozáková	Student Ambassador (appointed January 2023)
Adityavarman Mehta	Student Ambassador (appointed January 2024)

Company Secretary

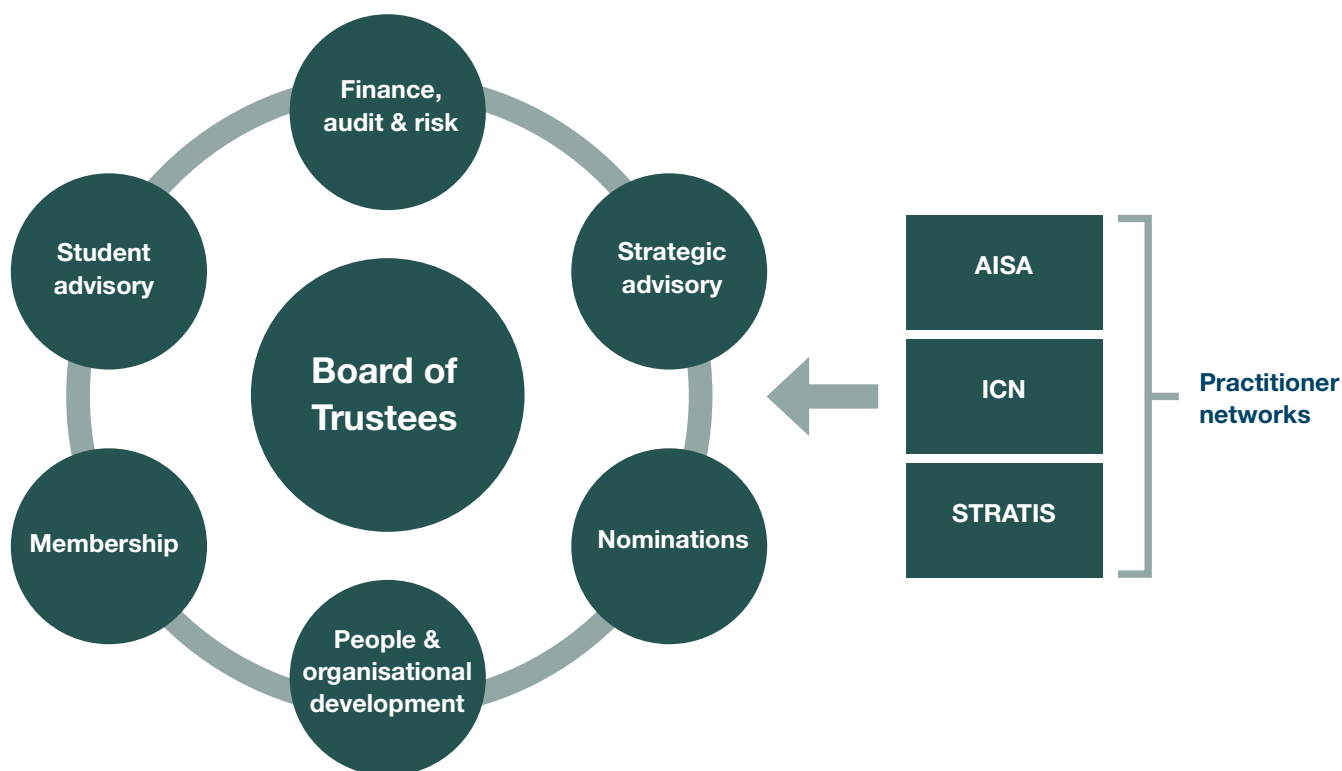
Abida Khan	Head of Finance and Resources (resigned June 2024)
Shreena Dholakia	Interim Head of Finance and Resources (appointed June 2024)

Key management personnel

Anne Marie Graham	Chief Executive
Julie Allen	Director of Member Services & Policy (resigned October 2023)
Abida Khan	Head of Finance and Resources (resigned June 2024)
Shreena Dholakia	Interim Head of Finance and Resources (appointed June 2024)
Heather Knight	Head of Advice and Training
Yinbo Yu	Head of Engagement and Partnerships

Committees

Following a comprehensive governance review, our committee structure was revised and the UKCISA Board is now supported by six committees.



Finance, audit and risk

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

Membership

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

Nominations

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

People and organisational development

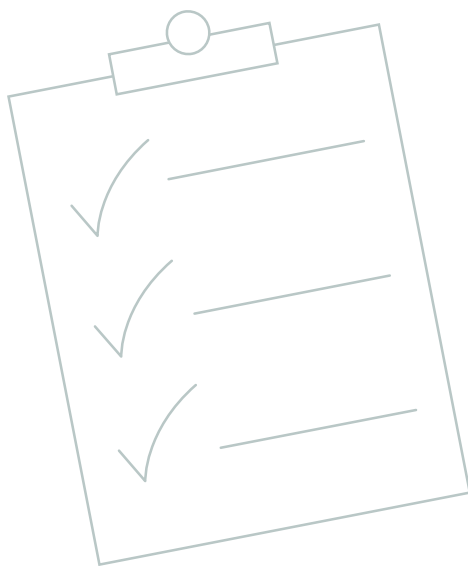
This committee meets 1–2 times a year. The purpose of the committee is to advise the Board on organisational people-related matters and to support UKCISA's senior management team to implement appropriate policies as part of a wider HR strategy.

Strategic advisory (including UKCISA's practitioner networks)

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

Student advisory

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



Introduction

Dear colleagues,

This year brought significant shifts in the student immigration system, with rule changes and fee increases affecting the experience of international students in the UK, as well as the workloads of UKCISA members in student sponsors across the UK.

We saw the introduction of restrictions on dependants of postgraduate taught students and a rapid review of the Graduate route, as well as noteworthy increases to the visa application fees, the immigration health surcharge (IHS) and the salary threshold for the Skilled Worker route.

Change on this scale always impacts on advisers, not least those working at UKCISA. Our Advice and Training team analysed an unprecedented number of statements of changes to the immigration rules in 2023-24 and updates to fee guidance from the four UK governments, to ensure that we provided our members and their international students with timely advice and guidance. As well as updating our core training to reflect these policy changes, we expanded our training offer to include innovative content – including a new strand on influencing policy and developing their coaching skills. Our flagship member event, the UKCISA Annual conference, took place in Wales for the first time in over a decade and provided the opportunity for our member communities to come together to celebrate the 10th anniversary of the #WeAreInternational campaign that speaks so authentically to our vision and mission.

Our #WeAreInternational campaign continues to deliver for our members and students. Our #WeAreInternational grants programme concluded in March 2024, funding small but impactful projects across our membership to benefit the international student population. Our **#WeAreInternational Student Charter** is being used in a range of ways across our membership, and we look forward to disseminating case studies in the months ahead to highlight how different member institutions are using it to enhance the international student experience.

Our events for members and students facilitated opportunities for our members and stakeholders to engage directly with UKCISA's inspirational #WeAreInternational Student Ambassadors. We recruited our fifth cohort of ambassadors in late 2023, bringing new voices into the programme, and we graduated our third cohort into our ambassador alumni community. Our ambassadors continue to connect us to the authentic international student voice to help shape the experience for current and future students, and our UKCISA Fest enabled us to engage with and celebrate a wider range of international student voices.



Lord Karan
Bilimoria



Professor
Koen Lamberts



Anne Marie
Graham

Internally, our new governance structure is being established, providing new mechanisms to inform our Board of Trustees and support our expert practitioner networks in student advice and immigration compliance. We continue to build a sustainable organisation for the future, collaborating with our members and sector partners to advocate for positive policy change.

We continue to strengthen meaningful relations with key government departments. Our regular engagement with colleagues from the Home Office in policy and operations provides an invaluable channel through which to share insights and intelligence from our members. As we come to the end of a Department for Education in England grant for international student support, we have an opportunity to reflect on how UKCISA has played a key role in delivering on the government's International Education Strategy and disseminating positive messages, including under the #WeAreInternational banner. We look forward to continuing to work with UK governments to deliver a world-class international student experience and attract the next generation of global talent.

This work would not be possible without the hard work of the UKCISA team, our members, and our student ambassadors, as well as the support of our trustees and committee members. We are extremely grateful for their continued commitment to UKCISA's vision for the international student experience.

Signed by,



Lord Karan Bilimoria, **President**

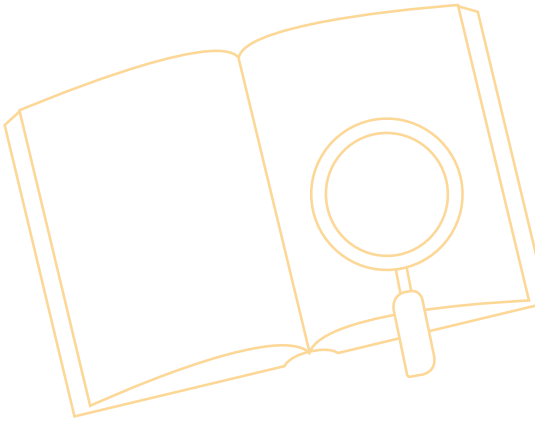


Professor Koen Lamberts, **Chair of the Board of Trustees**



Anne Marie Graham, **Chief Executive**

Influencing policy



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

Marking boycott

Due to the ongoing University and College Union dispute, a marking boycott took place at many member institutions between April and September 2023. Following requests from UKCISA, the Home Office agreed to have special arrangements for educational institutions with students whose applications under the Graduate route might have been affected by the marking boycott.

Application and IHS increases

In October 2023, the government increased the fee for a student immigration application and announced the increase of the IHS for January 2024. In response, UKCISA ran a member consultation to gather views to feed back the impact on current students and potential decline in recruitment. We also ran multiple pulse surveys for students on the impact of the Graduate route review and included questions on the impact of increasing visa and IHS fees, to gain an understanding of student sentiment.

Digital status

As the process to convert physical biometric immigration documents into digital status begins, UKCISA continues to remind the Home Office and UK Visas and Immigration (UKVI) about the need for safeguarding and protecting migrants. We have emphasised our concerns about managing data and the need for easy-to-navigate systems to rectify errors and have also reminded the UKVI of the need to retain decision letters for migrants that explain their immigration status (the length and conditions of their immigration permission). We have also raised points about the roll-out of the digital status – asking that the process and requirements for migrants are made clear and are available early, and that the Home Office ensures protection for those who do not register for an online account by any given deadline.



Premium customer support team (PCST)

We have worked with the UKVI to help them ensure that there is continued and sufficient support for educational institutions following the termination of the PCST in October 2023. Thanks to our members, we have gathered information and presented emerging issues to the UKVI, explaining the impact of these issues on our members and students and suggesting ways of resolving these, while continuing to highlight problems in the various channels of communications that have been in place post-PCST.

Other immigration work

Following reports from UKCISA members, we highlighted to the UKVI that there were a growing number of errors in cancellations of student immigration permission. We explained the impact of these errors after collecting anonymous data from our members and explained the need for an urgent way to resolve these. As a result, errors were reduced.

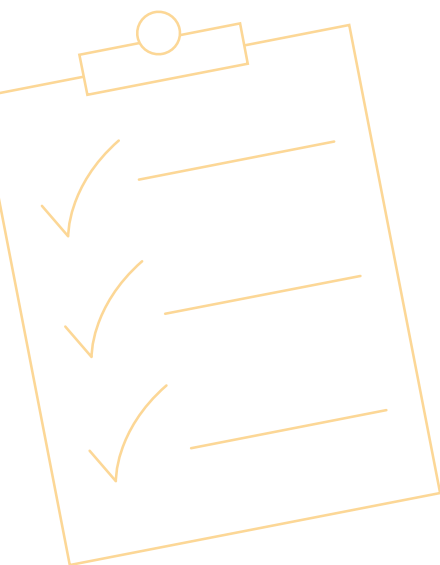
Following the changes to the student dependant policy announced by the Home Office in May 2023 (concerning students on postgraduate courses), we made representations to the Home Office that there should be no further restrictions on any other group of students eligible to bring dependants.

We regularly asked that any proposed changes to policy be made through consultation with the sector and given a long lead time. When the Statements of Changes to the Immigration Rules were published, we ensured that our members were supported in understanding such changes, through our website, news items and a weekly member newsletter.

Moving forward, we continue to attend meetings, and actively contribute to the work of the Simplification of the Rules Committee, the Home Office's Education Advisory Group, and the UKVI sector meetings.

Pulse surveys and consultations

In order to gather student perspectives on changes to policy (immigration or otherwise), UKCISA established regular pulse surveys that ran throughout the year. The results gathered from these have so far been used to demonstrate the students' views to our members at UKCISA Connect events and sector events we attended. We have submitted findings from consultations that we have responded to since September 2023 when the first pulse survey was conducted.



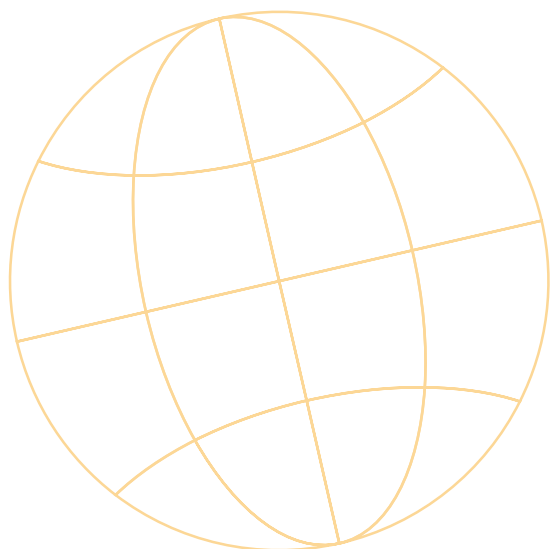
We have also had regular discussions with our members, sector organisations, and student ambassadors on sector-wide consultations and pieces of work. Examples of these were when writing the UKCISA position paper, **'Equity, inclusion and innovation: a sustainable international student policy'**, published April 2024, for the Home Office consultation on maintenance requirements and for our response to the Office for Students Harassment and Sexual Misconduct.

International Student Employability Group (ISEG)

UKCISA continues to chair the ISEG, which brings together sector bodies working to support international student employability.

This year, ISEG introduced guest speakers to their quarterly meetings to update on initiatives and gather insight from the group. Guests have included Higher Education Student Support Champion (HESSC) colleagues to discuss their work on employability, the Universities and Colleges Admissions Service (UCAS) to talk about apprenticeships, and Jisc to discuss graduate outcome data.

The group has also published resources and toolkits in collaboration with ISEG members to share the benefits of the Graduate route to employers, institutions and students, which can be found on the **ISEG page of the UKCISA website**. Additionally, there has been continued work with Jisc to explore how data on international graduate outcomes can be enhanced, the gathering of evidence for the All-party Parliamentary Group **(APPG) Report: Graduate Visa Inquiry 2023**, and discussions to inform the Migration Advisory Committee (MAC) rapid review on the Graduate route.



Delivering world-leading advice and training

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

Advice lines

Our advice lines for UKCISA members and the public offer access to a specialist team of Office of the Immigration Services (OISC)-registered advisers, who hold a wealth of experience in advising on international student affairs.

This year, we
have responded
to over

4,700
enquiries

Over
3,000
enquiries on
our student
advice line



Over
1,600
enquiries to
our member
advice line



Our members said:

“Excellent training. It has provided me with the knowledge I needed, and I feel much more confident.”

“The delivery was good, and the information provided was broken down well making it easy to digest.”

“The training was well-planned and delivered in a very professional manner.”

“It was great to have my questions answered, and any uncertainty I had was cleared up.”

“It was useful, informative and I would definitely recommend it.”

Online training programme

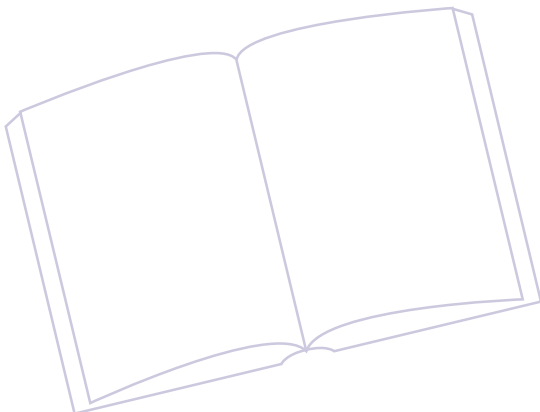
UKCISA has expanded its comprehensive and effective training programme online, making it easier for our members from all over the UK to participate. Our affordable prices allow multiple team members to join sessions together, promoting knowledge exchange and peer support.

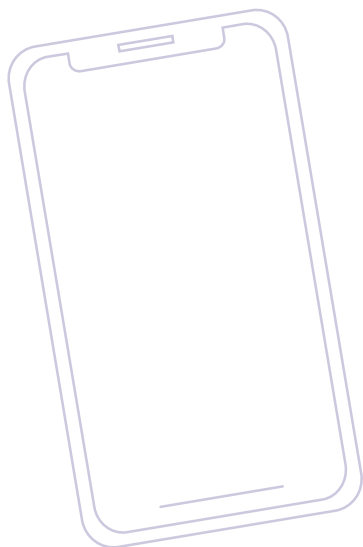
We address members’ needs by managing waiting lists, scheduling repeated sessions, and providing customised training for specific groups. After each session, we actively seek feedback to maintain quality standards. Annually, we conduct a thorough survey to assess members’ preferences regarding content, delivery methods and format. This approach enables us to refine our training programmes effectively, ensuring they remain aligned with the evolving needs of our members and upholding our commitment to excellence.



Immigration manual

Between April 2023 and March 2024, the Home Office published six Statements of Changes to the Immigration Rules. During this period, there were also changes to guidance, policy and practice, including the end of the PCST, the phasing out of biometric residence permits, and the introduction of electronic travel authorisations. In response, members of the Advice and Training Team updated over 50 pages of our online immigration manual, several of them more than once, and usually in less than two weeks after the changes came into effect. Our focus for the next year is the transfer of the manual to the new website and how best to use this opportunity for further improvement in functionality and usability.





‘Home’ fees

This year, we provided information and tailored advice for students and members on wide-ranging changes to eligibility for ‘home’ fee status in all four UK nations. We published fresh versions of our separate ‘Who pays ‘home’ fees for higher education?’ guides for England, Wales and Northern Ireland, and updated our website information for Scotland.

We sought clarity from the Scottish government on important points for students and members, when it extended ‘home’ fee eligibility to certain people with time-limited immigration permission. Additionally, we liaised closely with the Department for Education about changes needed to make ‘home’ fee status more secure for people from Ukraine, and then explained these changes to students and members.

This work enabled students to present the right information to fee assessors and helped our members to more confidently assess and advise international students in their fee assessment work.

Lobbying work with the Academic Technology Approval Scheme (ATAS) team

UKCISA is a member of a working group led by the Russell Group that meets with ATAS team members monthly. Since the first meeting in December 2021, we have been engaging with the ATAS team and representing members’ views and experiences on the ATAS system. We are currently engaged in collaborative work with the ATAS team on new guidance that is due to be published in 2024.

Empowering our membership

Our members said:

“I’d like to say a sincere thank you to UKCISA for all the support and guidance that I have received over the past decade of membership.”

“I called the UKCISA advice line to seek some guidance on an issue, and my query was dealt with in exemplary fashion. I am always impressed by the expertise offered, and the willingness to help. UKCISA offers excellent service!”

“I have been to many UKCISA training events and annual conferences and have made frequent use of the member advice line. The work UKCISA does is hugely appreciated and immensely valuable. It has certainly made my job a lot easier!”

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

426
members



68



further education
institutions

190

higher education
institutions

124
students’
unions

44
corporate and
education sector
organisations

Our members said:

“We really enjoyed UKCISA Annual conference, and I have to say it proved to be our number one conference of the year!”

“There was a huge selection of content and high energy throughout, including ample time to engage with exhibitors.”

“I really enjoyed conference! It was an opportunity for me to get to speak to people at institutions all over the UK, but also for me to step out of my comfort zone. The sessions were informative and fun, and the gala dinner was a particular highlight!”

Annual conference

UKCISA Annual conference 2023, held in Cardiff, offered a comprehensive exploration of key themes within the international education landscape. Representatives from Universities Wales, Global Wales, Taith, and British Council Wales led an engaging plenary session looking at the international education agenda in Wales. Additionally, the event featured contributions from UKCISA's #WeAreInternational Student Ambassadors, showcasing the diverse perspectives and experiences of international students studying in the UK. Notably, a high-profile update panel discussion and Q&A session involving members of the UK Home Office policy and operations teams provided valuable insights into current regulatory and operational considerations. Experienced members and sector experts delivered presentations and shared examples of good practice throughout the three-day event.

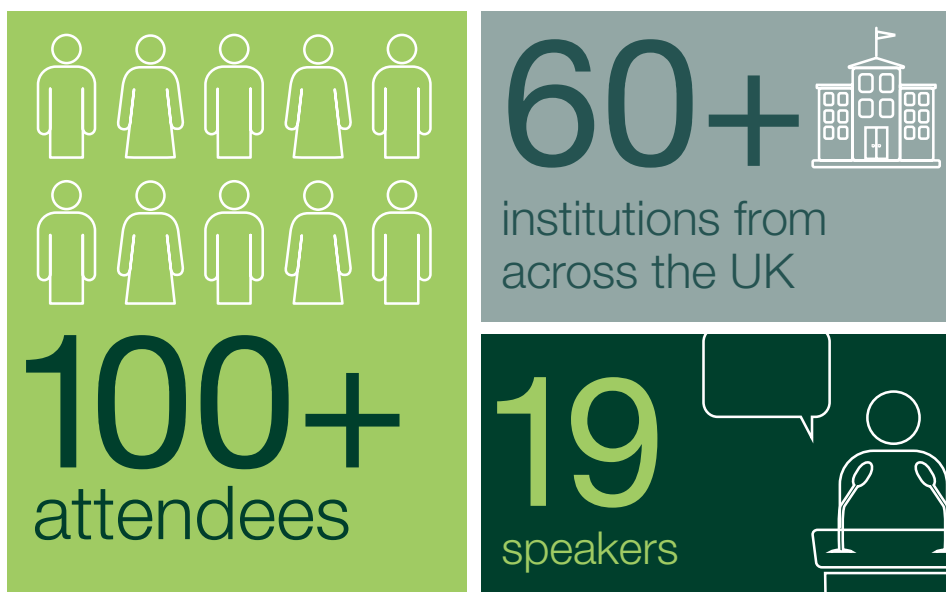


UKCISA Connect

In January 2024, we launched our UKCISA Connect events, which built upon the success of last year's relaunched member events. We restructured these events to focus on pertinent issues such as the potential influence of the forthcoming general election on the future of international education, the impact of the current policy climate, and sustainability within the sector.

Delegates not only heard about the work UKCISA is doing but also from leading voices within the sector. The new format facilitated in-depth exploration of the subjects, providing participants with crucial insights and allowing attendees to contemplate broader trends and decisions across the sector that impact on their work and students' experiences.

The lively discussions generated among delegates were fantastic to hear, and it was heartening to see that our attendees, representing our entire membership and all the nations of the UK, shared a common objective – to enhance the experiences of international students in the UK.



Disseminating our knowledge

“My time with UKCISA has been transformative, both personally and professionally. The skills and insights I’ve gained through my interactions within and outside the organisation have been invaluable. My journey has been enriched by the dedication of the UKCISA team and the enthusiasm of fellow ambassadors and mentors. I am immensely grateful for this experience and am excited about the continuing impact we can make together.”

Xiaoxiao Hou,
#WeAreInternational
Student Ambassador

“I have so much gratitude for the role that UKCISA has played in shaping my experience in the UK. I’ve found significant purpose in representing the student voice as an international student ambassador for UKCISA. I’m thankful for the mentorship I’ve received at UKCISA and will always strive to contribute to the organisation and the international student experience in the UK to the absolute best of my capabilities.”

Aditya Mehta,
#WeAreInternational
Student Ambassador

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

#WeAreInternational Student Ambassador Programme

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

In 2023–24, we appointed a new cohort of #WeAreInternational Student Ambassadors alongside our existing cohort. Our student ambassadors developed their policy knowledge and leadership skills to lead change by:

- sharing their international student experience at annual sector conferences such as UK ENIC (the UK national agency for international qualifications and skills), the British Universities’ International Liaison Association (BUILA), Universities UK International, Independent HE, the Higher Education Policy Institute (HEPI), and UCAS
- engaging with UKCISA members by sharing their experiences at UKCISA Annual conference and UKCISA Connect events through panels, round tables, and focus groups
- taking part in round-table meetings and panels with the International Higher Education Commission, the APPG on International Students, Jisc, the PIE, and London Higher.

In 2023–24, #WeAreInternational Student Ambassadors spoke at over

30

events at nearly

34

sessions and engaged with

15

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



“UKCISA Fest truly made the UK feel like a melting pot of cultures and introduced me to the next generation of leaders. The delegates brought exhilarating passion and enthusiasm to improve things for international students. I was fortunate to be given a platform to speak on employability and heard some important feedback from the audience. It truly seemed like a celebration of the international student population in the UK.”

Vartika Khandelwal,
#WeAreInternational
Student Ambassador



Bringing international students together at UKCISA Fest

On 15 November 2023, we hosted UKCISA Fest, our annual free one-day event for international students in the UK to celebrate International Students' Day and inform policy and practice through lived experience. 61 international students participated in six plenary and interactive sessions, in which they explored and discussed diverse aspects of their student experience including:

- the policy process and environment in the UK
- international student voice and representation in policymaking
- stakeholder management
- employability
- academic experience

The students came from 25 countries and regions around the world and represented 51 institutions across the UK.

In the evening, 30 UKCISA members, sector partners and policy makers were invited to attend the UKCISA Annual reception to celebrate International Students' Day with the international student attendees.

61 international students participated in
6 plenary and interactive sessions

students came from
25 
countries and regions around the world

students represented
51 
institutions across the UK

Providing trusted information and guidance

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

Top five web pages

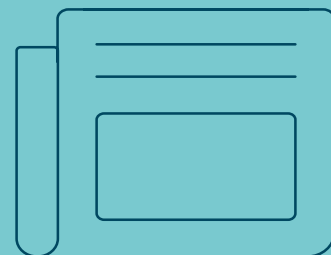
- England: HE fee status
- Home or overseas fees: the basics
- Student work
- Student route eligibility and requirements
- Graduate route



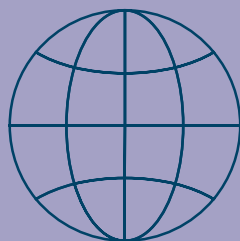
Top news story

Student update: changes to the Immigration Rules (21 July 2023)

16,572 views



Web traffic



Over 3 million visits to our website

UK – **59%**

Rest of the world – **41%**

Top 10 website users across the world

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



France returned to the top 10 this year, taking the place of Hong Kong, which dropped to 12 on the list.

Promoting UKCISA

Our social media channels bring together a community of UKCISA members and international students. In 2023–24, our followers increased across all platforms. LinkedIn and Instagram both saw significant increases, while engagement more than doubled on both Facebook and Instagram. We used social media to communicate important information to members and international students, including updates about changes to the Graduate route, and the relaunch of the #WeAreInternational campaign.

Followers

	8,547	Annual increase +5.4%
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	8,560	Annual increase +49.3%
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	6,097	Annual increase +5%
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	5,065	Annual increase +36.6%
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Developing excellence

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

Supporting staff

What is it like working at UKCISA?



“My time at UKCISA so far has been eventful. From the get-go, I was both supported in my growth and given opportunities to learn about the sector and its challenges. Having a small team means that you are naturally connected to your colleagues, and the nature of my role allows me to work across teams, giving me the opportunity to forge strong bonds with people.

I have been able to lead initiatives like the student pulse surveys to gain semi-regular insights directly from international students and graduates. I have written regular publications like the Annual policy review, which helps ensure I am keeping on top of sector data analysis and reading up on reports. And I have engaged in work that involves direct contact with members, whether it is running consultations or supporting #WeAreInternational grant projects. I look forward to seeing where UKCISA takes me next on my journey in international student policy!”

Iona Murdoch, Policy Officer



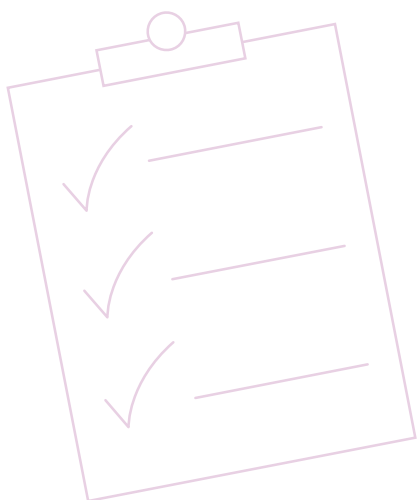


“What truly distinguishes UKCISA is its commitment to making a real difference in the lives of international students in the UK. Knowing that our work directly impacts their experiences and fosters a promising future for prospective international students makes me proud to work here. Time after time, I have been impressed by the dedication, passion, and empathy of my

colleagues at UKCISA, who advocate every day for the thousands of international students here in the UK.

As a former international student myself, I am also particularly appreciative of UKCISA's commitment to amplifying the international student voice through the work of the #WeAreInternational student ambassadors. I know first hand that it can be difficult to feel at home and supported while pursuing your studies abroad, but being part of UKCISA and its work gives me hope for future generations of international students who will come to the UK with just their suitcases and dreams of a brighter future.”

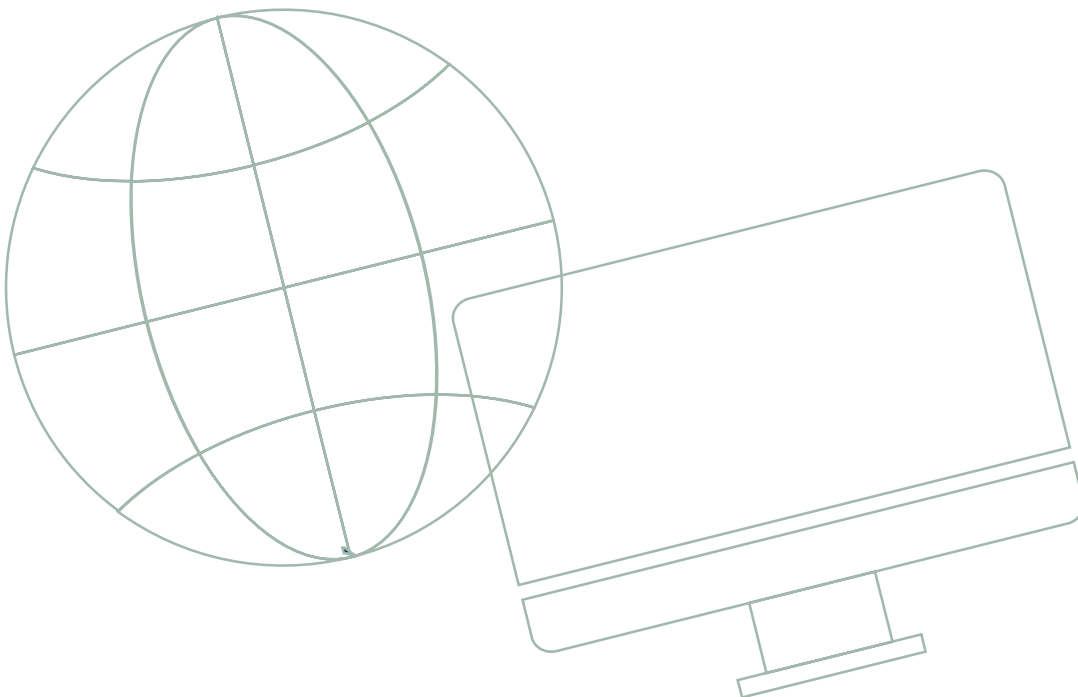
**Carolyn Sowa, Programme Officer
(Student Ambassadors)**



Public benefit

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

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



Independent auditor's report to the members of UKCISA

Opinion

We have audited the financial statements of UKCISA for the year ended 31 March 2024 which comprise the Statement of Financial Activities, the Summary Income and Expenditure Account, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 'The Financial Reporting Standard Applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2024 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

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

Conclusions relating to going concern

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

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

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

Other information

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

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

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

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

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

Matters on which we are required to report by exception

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

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

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

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 12, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

Auditor's Responsibilities for the audit of the financial statements

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

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

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the charitable company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charitable company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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

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

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

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

Our approach was as follows:

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

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

Use of our report

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

A handwritten signature in dark ink, reading "Moore Kingston Smith LLP".

Jonathan Aikens (Senior Statutory Auditor)
for and on behalf of Moore Kingston Smith LLP, Statutory Auditor
6th Floor, 9 Appold Street, EC2A 2AP

5 December 2024

Financial report

Trustees' responsibilities in relation to the financial statements

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

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

- Select suitable accounting policies and then apply them consistently.
- Observe the methods and principles in the Charities Statement of Recommended Practice.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the charitable company will continue in business.

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

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

Statement as to disclosure to our auditor

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

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

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

Financial review

UKCISA's total annual income to 31 March 2024 was £1,617k. This is an 4.3% increase on the previous financial year. Membership income represents 52% of total income, government grants represents 22% of total income with the remaining and income from training and conference contributing to 26% of total income.

Our funding from the Department for Education continued in 2023-24, to the value of £340k. This grant supported our work in four key areas: student advice relating to higher education in England, the #WeAreInternational Student Ambassador programme, UKCISA Grants scheme and our role in convening the sector on international student issues. This grant has not been renewed for 2024-25. We received a £20,000 grant from the Scottish Government to sustain our activities specifically in Scotland.

Membership subscriptions accounted for more than half our income at £863k and have historically remained at close to this level. Income from our annual conference and training activities amounted to £409k during 2023-24.

UKCISA's total annual expenditure this year was £1,617k. During the financial year, UKCISA utilised its full staff budget and UKCISA staff costs including employers' national insurance and pensions stood at £1,208k. Staff are employed to carry out activities that directly contribute to the fulfilment of UKCISA's charitable activities in the form of delivering training, providing advice, organising our conference, maintaining online learning resources, lobbying, influencing policy, communicating with our members, and engaging with international students.

Looking ahead, we are launching a new website to better serve our membership. We will continue to support our members and international students via our advice line and our comprehensive online guidance, and look to strengthen our training programme even further. We are keen to develop a membership strategy to enable us to retain, reengage and recruit members across the education sector. We are also refreshing our income generation strategy to reflect the loss of our DfE funding and the likely pressure on government contracts in the coming years. We continue to engage regularly across government departments to advocate for the international student experience in policy development and high-level strategic planning, including with the Home Office and the devolved administrations of the UK. We are working closely with our expert practitioner networks Association of International Student Advisers (AISA), STRATIS and Immigration Compliance Network (ICN), and with our influential student ambassadors, to ensure that we capture timely insight to inform our conversations with government.

Reserves

At 31 March 2024, the reserves held were as follows:

	2024	2023
	£	£
General funds	1,015,743	285,688
Designated funds	15,712	108,516
Restricted funds	29,352	32,926

General funds are the general reserves not immediately required for any specific purpose. They are used by UKCISA in order to:

- Provide working capital.
- Allow UKCISA to provide continuity of service if income levels were to fluctuate, thereby giving time to seek new sources of revenue or to reduce costs.

- Allow UKCISA to provide continuity of service if it had to cope with increases in expenditure that could not be accurately forecast.
- Provide funds to cover any shortfalls in the share of the USS pension scheme liability.
- Ensure that in the worst possible circumstances, it would be possible to pay all creditors and wind up the organisation.

Designated funds are unrestricted funds that have been set aside from general funds for specific purposes. Designated funds set aside in 2023 have been utilised with remaining balances for funds no longer required transferred back to general funds. The current designated fund consists of £15,712 for the UKCISA research fund, to support research in areas of the international student experience.

Restricted funds are funds that can only be used for purposes specified by the fund donor. In this case, the funds relate to the AISA and the ICN. Both of these groups are special interest groups and are legally part of UKCISA.

The Finance, risk, and audit committee review the reserves policy regularly with the aim to keep general funds between a lower level of four months planned annual expenditure and an upper level of four and a half months of annual expenditure. This model of reviewing reserves provides clarity for the purposes of organisational investment if reserves are above the ceiling level and corrective action if reserves are below the minimum level. This would provide a sufficient buffer to fulfil the aims above and give enough time for UKCISA to adapt its business model should unforeseen circumstances impair financial performance.

As at March 2024, general funds stood at just over £1m and free reserves at £926k, meeting our reserves policy of maintaining between 4–4.5 months annual expenditure. However, this is in view of the release of the USS pension scheme liability. Looking ahead with the knowledge of the loss of the DfE grant income, the Finance, Audit & Risk Committee are reviewing the reserves policy to ensure sufficient funds are set aside and allocated to best serve the needs of the organisation.

Pension liability

The USS trustee has confirmed via a formal valuation of the fund in March 2023 that the pension fund is now in surplus and there is no deficit recovery plan contributions required from 1 January 2024. The pension liability provision of £606,897 has therefore been released. Please see note 21 for further information.

Risk management

The trustees have a risk management strategy which comprises:

- Regular review of the key risks and uncertainties that the charity faces.
- The establishment of policies, systems, and procedures to mitigate those risks identified in the review.
- The implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

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

- Regular liaison with both the Department for Education to ensure they remain informed of the value of UKCISA's work in supporting international students.
- Regular liaison with the Scottish Government to ensure they are well informed of the use of their funding in achieving UKCISA's objectives.
- Maintenance of UKCISA's membership base to ensure that subscriptions and training and conference income is secure.
- An effective annual budgeting process that takes account of actual and potential fluctuations in both revenue streams and cost elements to ensure that charges are adequate and in line with longer term strategy.
- Carrying out modelling of the charity's future mid-term financial position against various scenarios.
- Close monitoring of financial performance by the Senior Management Team on a regular basis.

Pay policy for senior staff

The directors consider the Board of Directors, who are the Trust's trustees, and the Senior Management team comprise the key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day-to-day basis. All directors give of their time freely and no director received remuneration in the year. Details of directors' expenses and related party transactions are disclosed in note 8 to the accounts.

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

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

Signed on behalf of the Board of Trustees:


Koen Lamberts (Nov 20, 2024 21:04 GMT)

Professor Koen Lamberts
Chair


Peter Barnes (Nov 13, 2024 14:39 GMT)

Peter Barnes
Honorary Treasurer

Statement of financial activities

for the year ended 31 March 2024

		Unrestricted Funds				
		General funds	Designated funds	Restricted funds	Total 2024	Total 2023
	Note	£	£	£	£	£
Income and expenditure account						
Income						
Donations & legacies						
Grant-in-aid						
Department for Education		-	-	340,000	340,000	338,700
Charitable activities						
International student services	3	1,272,165	-	31,400	1,303,565	1,239,513
Interest received	4	162	-	-	162	3,500
Total incoming resources		1,272,327	-	371,400	1,643,727	1,581,713
Expenditure						
Charitable activities						
International student services	5	1,241,973	-	374,974	1,616,947	1,549,709
Total outgoing resource		1,241,973	-	374,974	1,616,947	1,549,709
Net income before transfers and pension provision		30,354	-	(3,574)	26,780	32,004
Actuarial gains on defined benefit pension scheme	21	606,897	-	-	606,897	22,155
Transfers between funds	17	92,804	(92,804)	-	-	-
Net movement in funds		730,055	(92,804)	(3,574)	633,677	54,159
Funds at 1 April 2023		285,688	108,516	32,926	427,130	372,971
Funds at 31 March 2024		1,015,743	15,712	29,352	1,060,807	427,130

All gains and losses arising in the year are included in the Statement of Financial Activities and relate to continuing activities.

Balance sheet

for the year ended 31 March 2024

		2024	2024	2023	2023
	Note	£	£	£	£
Fixed assets					
Intangible fixed assets	11		88,043		-
Tangible fixed assets	12		1,308		2,138
			89,351		2,138
Current assets					
Debtors and prepayments	13	330,161		560,065	
Cash at bank and in hand	14	1,481,212		1,243,408	
		1,811,373		1,803,473	
Creditors: amounts falling due within one year	15	(839,917)		(771,584)	
Net current assets			971,456		1,031,889
Creditors: amounts falling due after more than one year	15				
Provision of pension liability			-		(606,897)
Total assets			1,060,807		427,130
Represented by:					
Unrestricted funds					
General funds			1,015,743		285,688
Designated funds	17		15,712		108,516
Restricted funds	18		29,352		32,926
Total funds			1,060,807		427,130

These financial statements were approved by the Board of Trustees on 6th November 2024 and signed on their behalf by:

Koen Lamberts
Koen Lamberts (Nov 20, 2024 21:04 GMT)

Koen Lamberts
Chair

6 November 2024

Company number: 4507287

Peter Barnes
Peter Barnes (Nov 13, 2024 14:39 GMT)

Peter Barnes
Honorary Treasurer

Charity number: 1095294

Cash flow statement

for the year ended 31 March 2024

	2024	2023
	£	£
Cash provided by operating activities	326,975	(239,333)
Cash flows from investing activities		
Purchase of fixed assets	(1,290)	(1,345)
Interest income	162	3,500
Intangible asset additions	(88,043)	-
Cash provided by investing activities	(89,171)	2,155
(Decrease) / Increase in cash and cash equivalents in the year	237,804	(237,178)
Cash and cash equivalents at the beginning of the year	1,243,408	1,480,586
Total cash and cash equivalents at the end of the year	1,481,212	1,243,408
Reconciliation of net movement in funds to net cash flow from operating activities		
Net movement in funds	633,676	54,159
Add back depreciation charge	2,120	3,719
Deduct interest income shown in investing activities	(162)	(3,500)
Decrease/(Increase) in debtors	229,904	(348,735)
(Decrease)/Increase in creditors	68,333	77,179
(Decrease)/Increase in pension provision	(606,897)	(22,155)
Net cash provided by / (used in) operating activities	326,975	(239,333)

Notes to the accounts

for the year ended 31 March 2024

1 Constitution

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

2 Accounting policies

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

Basis of preparation

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

Going concern

The Trustees have assessed whether the use of going concern is appropriate and have considered possible events or conditions that may impair UKCISA's ability to continue to operate as a going concern. The Trustees have made this assessment for a period of one year from the date of approval in the financial statements. In making this assessment, the Trustees have reviewed the diversity of UKCISA's income streams and the financial viability of UKCISA. Whilst our membership income remains steady as well as income from our training, our government grant from the DfE has been withdrawn for 2024–25. The Trustees believe this loss of income can be recovered through growth and alternative income streams, putting in place an income generation group specifically tasked to return the organisation to a more stable footing. UKCISA maintains a healthy reserves balance and receives membership subscriptions in advance of the subscription period. It is for these reasons that the Trustees continue to adopt the going concern principle when preparing these financial statements.

Fixed Assets

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

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

Grants receivable

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

Membership, affiliation and subscriptions

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

Interest receivable

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

Financial instruments

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

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

Judgements and key sources of estimation uncertainty

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

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

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

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

Treatment of USS as a multi-employer scheme – FRS 102 makes the distinction between a group plan and a multi-employer scheme. A group plan consists of a collection of entities under common control typically with a sponsoring employer. A multi-employer scheme is a scheme for entities not under common control and represents (typically) an industry-wide scheme such as Universities Superannuation Scheme. The accounting for a multi-employer scheme where the employer has entered into an agreement with the scheme that determines how the employer will fund a deficit results in the

recognition of a liability for the contributions payable that arise from the agreement (to the extent that they relate to the deficit) and the resulting expense in the SOFA in accordance with section 28 of FRS 102. The directors are satisfied that Universities Superannuation Scheme meets the definition of a multi-employer scheme and has therefore recognised the discounted fair value of the contractual contributions under the recovery plan in existence at the date of approving these financial statements.

Pension benefits

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

At 30 March 2023, the institution's balance sheet included a liability of £606,897 for future contributions payable under the deficit recovery agreement which was concluded on 30 September 2021, following the 2020 valuation when the scheme was in deficit. No deficit recovery plan was required from the 2023 valuation, because the scheme was in surplus. Changes to contribution rates were implemented from 1 January 2024 and from that date the institution was no longer required to make deficit recovery contributions. The remaining liability of £606,897 was released to the profit and loss account. Further disclosures relating to the deficit recovery can be found in Note 21.

Leased assets

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

Grants payable

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

Expenditure

Expenditure is allocated directly to the relevant activity wherever possible. Support costs comprise the costs of central management and administration. Costs common to a number of activities are apportioned in relation to the cost of staff time spent on that activity.

Governance costs relate to compliance with charity and company regulations and the strategic direction of the organisation.

VAT

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

Fund accounting

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

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

Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments, accessible within less than 3 months.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

3 Income from charitable activities

	General funds	Designated funds	Restricted funds	Total 2024	Total 2023
	£	£	£	£	£
International student services					
Membership subscriptions	862,700	-	-	862,700	793,557
Training and conferences	409,465	-	-	409,465	393,806
AISA / ICN income	-	-	11,400	11,400	2,150
Grants receivable					
Scottish Government	-	-	20,000	20,000	40,000
British Council Wales	-	-	-	-	4,000
AISA/ICN Block Grant	-	-	-	-	6,000
	1,272,165	-	31,400	1,303,565	1,239,513

4 Investment income

All of the company's investment income of £162 (2023: £3,500) arises from money held in interest bearing deposit accounts.

5 Expenditure on charitable activities

	Total 2024	Total 2023
	£	£
International student services		
Direct charitable costs	1,345,116	1,284,753
Support costs (note 7)	219,620	206,148
Governance costs (note 7)	52,211	58,808
	1,616,947	1,549,709

6 Grants made during the year

Research grants of £4,000 were made to other institutions during the year (2023: £24,288).

7 Analysis of Support & Governance costs

	Support costs	Governance costs	Total 2024	Total 2023
	£	£	£	£
Staff costs	149,658	25,325	174,983	163,006
Office and administration	69,962	26,886	96,848	101,950
	219,620	52,211	271,831	264,956

Governance Costs of £52,211 (2023: £58,808) comprise the audit fee £12,750 (2023: £11,085), implementation of the NCVO governance review £900 (2023: £4,647) and a proportion of general overheads attributed to governance activities.

8 Staff costs

	2024	2023
	£	£
Salaries	839,710	786,773
Social security costs	91,755	79,222
Pensions costs	160,134	150,881
	1,091,599	1,016,876
Other staff costs, including temporary staff, consultants, recruitment and training	116,720	113,207
	1,208,318	1,130,083
Number of employees who received remuneration between:		
£60,000 – £69,999	1	1
£80,000 – £89,999	-	1
£90,000 – £99,999	1	-

Pension contributions for the above employees amounted to £29,408 (2023: £30,416).

The company's Memorandum of Association explicitly authorises payments to Trustees for work carried out for the company other than in fulfilling the functions of a Trustee. Such payments may include, but are not limited to: writing publications and facilitating training courses. This year there were no such payments made to any Trustees (2023, none). No other remuneration was paid to any Trustee (2023, none). Out of pocket expenses claimed by and refunded to 5 trustees amounting to £1,397 (2023, £267).

There were no other related party transactions (2023: Nil).

The key management personnel of the charity comprise the trustees, the Chief Executive, Head of Advice & Training, Director of Policy & Services, Head of Finance & Resources and Head of Engagement and Partnerships. The total employee benefits of the key management personnel of the Charity were £380,261 (2023: £343,350).

9 Staff numbers

The average monthly head count was 22.6 staff (2023 : 22 staff). This equated to an average monthly number of full-time equivalent employees (including casual and part-time staff) during the year as follows:

	2024	2023
International student services	16.3	15.6
Support	2.7	1.6
Governance	0.5	1.2
	19.5	18.4

10 Net income for the year

	2024	2023
	£	£
Net income is stated after charging:		
Audit fee – current year	11,500	10,250
Grant Audit fee – current year	1,400	1,250
Depreciation and impairment	2,120	3,719
Operating lease – property	18,226	78,722
Operating lease – equipment	4,489	8,379

11 Intangible fixed assets

	Website development	Total
	£	£
All fixed assets are held for use in connection with charitable activities		
Cost		
Total at 1 April 2023	-	-
Additions	88,043	88,043
Total at 31 March 2024	88,043	88,043
Operating lease – equipment		
Amortisation		
Total at 1 April 2023 and 31 March 2024	88,043	88,043
Net Book Value		
at 31 March 2024	88,043	88,043

12 Tangible fixed assets

	Furniture and office equipment	Leasehold improvements	Total
	£	£	£
All fixed assets are held for use in connection with charitable activities			
Cost			
Total at 1 April 2023	33,876	2,400	36,276
Additions	1,290	-	1,290
Total at 31 March 2024	35,166	2,400	37,566
Depreciation			
Total at 1 April 2023	31,738	2,400	34,138
Depreciation	2,120	-	2,120
Total at 31 March 2024	33,858	2,400	36,258
Net book value			
at 31 March 2024	1,308	-	1,308
at 31 March 2023	2,138	1,440	2,138

13 Debtors and prepayments

	2024	2023
	£	£
Trade debtors	65,197	73,083
Other debtors	1,683	30,649
Accrued income	97,361	346,365
VAT debtor	54,082	42,182
Prepayments	111,838	67,786
	330,161	560,065

Included within other debtors is an amount of £nil that is due after 1 year (2023: £nil) and a bad debt provision for an unreturned rental deposit.

14 Cash at bank and in hand

	2024	2023
	£	£
Cash at bank	1,380,712	1,142,908
Cash on deposit < 3 months	100,000	100,000
Cash in hand	500	500
	1,481,212	1,243,408

15 Creditors: amounts falling due within one year

	2024	2023
	£	£
Taxation and Social Security	27,027	18,271
Other creditors	2,341	5,663
Deferred income	709,691	647,897
Accruals and provisions	55,644	74,538
Trade Creditors	45,214	25,215
	839,917	771,584

Deferred income relates to amounts received during 2023/24 for services to be carried out in 2024/25. The income deferred in 2022/23 has been fully reversed into 2023/24.

Creditors: amounts falling due after more than one year

	2024	2023
	£	£
Brought forward pension provision	606,897	629,052
Movement	(606,897)	(22,155)
Carried forward pension provision		
	-	606,897

16 Financial commitments

a) At the reporting end date the charity had the following future minimum lease payments under non-cancellable operating leases which fall due as follows:

	2024		2023	
	Land and buildings	Other	Land and buildings	Other
	£	£	£	£
Within 1 year	15,399	-	45,681	2,094
2 to 5 years	24,382	-	45,152	-
	39,781	-	90,833	2,094

b) No capital expenditure had been authorised and contracted but not made at 31 March 2024 (2023, nil).

17 Designated funds

	Total at 1 April 2023	Expenditure	Transfers from/(to) general funds	Transfers between funds	Total at 31 March 2024
	£	£	£	£	£
Fixed assets	1,531	-	(1,531)	-	-
Relocation	1,110	-	(1,110)	-	-
Website Development	80,000	-	(80,000)	-	-
AISA/ICN Funding	8,000	-	(8,000)	-	-
UKCISA Research	15,712	-	-	-	15,712
IT Enhancements	2,163	-	(2,163)	-	-
	108,516	-	(92,804)	-	15,712

	Total at 1 April 2022	Expenditure	Transfers from/(to) general funds	Transfers between funds	Total at 31 March 2022
	£	£	£	£	£
Fixed assets	5,250	-	(3,719)	-	1,531
Relocation	10,000	-	(8,890)	-	1,110
Website Development	40,000	-	40,000	-	80,000
AISA/ICN Funding	14,000	-	(6,000)	-	8,000
UKCISA Research	20,000	-	(4,288)	-	15,712
Governance Implementation	8,000	-	(8,000)	-	-
IT Enhancements	12,000	-	(9,837)	-	2,163
	109,250	(6,600)	(734)	-	108,516

The Fixed Asset Fund is intended to cover the ongoing depreciation charges on fixed assets. Depreciation of £2,120 was incurred during the year which has been covered from general funds. It has been agreed for the remaining balance of £1,531 to be released to general funds.

The Relocation Fund was intended to cover the costs of relocating the head office during 2018/19. The relocation was completed but some funds had been retained in this fund to cover any dilapidations to the premises. The remainder of the fund has been used to cover the costs of relocation from Noble House to Woburn House. It has been agreed to release the remaining balance of £1,110 to general funds.

The Website Development fund had been designated, £40,000 2021/22 and an additional £40,000 2022/23, to develop the UKCISA website, these funds have been designated for 2 years, the

project is expected to be completed in 2024/25. This fund has been fully utilised with £88,043 of the website developments costs being capitalised during the year.

The AISA/ICN funding has been designated to support both of the specialised practitioner groups AISA/ICN to develop self sustaining business models, funds have been designated for 3 years. With no specific grant being issued to AISA/ICN these funds have been released to general funds,

UKCISA research fund has been designated to support research in areas of the international student experience, this will be in partnership or for commissioning its own research, funds have been designated for 2 years.

Governance Implementation fund designated in 2021/22 to cover consultancy costs to complete the governance review implementation phase. This fund was fully utilised in 2022/23.

IT Enhancements fund had been designated to support UKCISA with future IT enhancements and infrastructure requirements, funds have been utilised in 2022/23 to replace lap-top stock across the staff team. It has been agreed to release the remaining balance of £2,163 to general funds with on-going IT costs to be drawn from general funds, in line with approved budgets.

18 Restricted funds

	Total at 1 April 2023	Income	Expenditure	Transfers from/(to) general funds	Total at 31 March 2024
	£	£	£	£	£
Department for Education	-	340,000	(340,000)	-	-
Scottish Government	-	20,000	(20,000)	-	-
British Council Wales	4,000	-	(4,000)	-	-
AISA Restricted Balances	11,769	3,150	(6,831)	-	8,088
ICN Restricted Balances	17,157	8,250	(4,143)	-	21,264
	32,926	371,400	(374,974)	-	29,352

Restricted funds represent:

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

19 Analysis of net assets between funds

	Unrestricted funds			
	Designated funds	General funds	Restricted funds	Total
	£	£	£	£
Tangible fixed assets	1,308	-	-	1,308
Net current assets	14,404	1,015,743	29,352	1,059,499
	15,712	1,015,743	29,352	1,060,807

20 Irrecoverable VAT

VAT paid during the year which could not be recovered totalled £28,619 (2023, £13,789).

21 Pension costs

The total cost released to the profit and loss account is £607k (prior year: £22k).

A deficit recovery plan was put in place as part of the 2020 valuation, which required payment of 6.2% of salaries over the period 1 April 2022 until 31 March 2024, at which point the rate would increase to 6.3%. As set out above, no deficit recover plan was required under the 2023 valuation because the scheme was in surplus on a technical provisions basis. The institution was no longer required to make deficit recovery contributions from 1 January 2024 and accordingly released the outstanding provision to the profit and loss account.

The latest available complete actuarial valuation of the Retirement Income Builder is as at 31 March 2023 (the valuation date), which was carried out using the projected unit method.

Since the institution cannot identify its share of USS Retirement Income Builder (defined benefit) assets and liabilities, the following disclosures reflect those relevant for those assets and liabilities as a whole.

The 2023 valuation was the seventh valuation for the scheme under the scheme-specific funding regime introduced by the Pensions Act 2004, which requires schemes to have sufficient and appropriate assets to cover their technical provisions (the statutory funding objective). At the valuation date, the value of the assets of the scheme was £73.1 billion and the value of the scheme's technical provisions was £65.7 billion indicating a surplus of £7.4 billion and a funding ratio of 111%.

The key financial assumptions used in the 2023 valuation are described below.

CPI Assumption	Term dependent rates in line with the difference between the Fixed Interest and Index Linked yield curves less: 1.0% p.a. to 2030, reducing linearly by 0.1% p.a. from 2030
Pension increases (subject to a floor of 0%)	Benefits with no cap: CPI assumption plus 3bps Benefits subject to a “soft cap” of 5% (providing inflationary increases up to 5%, and half of any excess inflation over 5% up to a maximum of 10%): CPI assumption minus 3bps
Discount rate (forward rates)	Fixed interest gilt yield curve plus: Pre-retirement: 2.5% p.a. Post retirement: 0.9% p.a.
The main demographic assumptions used relate to the mortality assumptions. These assumptions are based on analysis of the scheme’s experience carried out as part of the 2023 actuarial valuation. The mortality assumptions used in these figures are as follows:	
	2023 valuation
Mortality base table	101% of S2PMA “light” for males and 95% of S3PFA for females
Future improvements	CMI 2021 with a smoothing parameter of 7.5, an initial addition of 0.4% p.a., 10% w2020 and w2021 parameters, 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:

	2024	2023
Males currently aged 65 (years)	23.7	24.0
Females currently aged 65 (years)	25.6	25.6
Males currently aged 45 (years)	25.4	26.0
Females currently aged 45 (years)	27.2	27.4

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

**UK Council
for International
Student Affairs**

UKCISA










UKCISA Annual Report & Accounts 2024

Final Audit Report

2024-11-20

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