

Registered Charity Number: 1161218
Company Number: 09349804

Universities and Colleges Information Systems Association

Consolidated Accounts
for the year ended
31 December 2022



Wenn Townsend
Chartered Accountants
Oxford

Universities and Colleges Information Systems Association

Association information

Chair: Adrian Ellison

Treasurer: Sarah Cockrill

Vice Chair: Emma Woodcock

Secretary: Matthew Flower

CEO: Deborah Green

Registered Charity Number: 1161218

Registered Office: 30 St Giles
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Auditor: Wenn Townsend
Chartered Accountants
Oxford

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Universities and Colleges Information Systems Association

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Universities and Colleges Information Systems Association

Trustees' Annual Report for the financial year ended on 31 December 2022

Introduction

This document is the annual report of the trustees of the Universities and Colleges Information Systems Association, otherwise known as UCISA. Trustees were elected at the Annual General Meeting according to the procedures laid out in the Articles of Association. The 2022 Annual General Meeting took place virtually on Thursday 16th June via Microsoft Teams.

Trustees

The following trustees were elected at the 2022 Annual General Meeting:

Mr. Adrian Ellison, Chair*
Ms. Emma Woodcock, Deputy Chair*
Ms. Sarah Cockrill, Treasurer*
Mr. Matthew Flower, Secretary**
Mr. Vipin Ahlawat, Elected Trustee**
Ms. Nathalie Czechowski, Elected Trustee

* Denotes that the office holder was already a trustee having been elected at a previous AGM

** Denotes that the person elected was already a co-opted trustee

The following remained as trustees, their term of office not having expired:

Mr. James Smith, Elected Trustee

The following were co-opted as trustees on 16 June 2022:

Ms. Karen Bates
Mr. James Crooks
Mr. Nicholas Gilbert
Mr. Mark Johnston

During the financial year, Dr. Paul Harness resigned as a trustee, having retired from employment with a member institution. Mr. Darren Tysoe and Mr. Gareth McAleese also stepped down as trustees at the 2022 AGM. The Trustees would like to record their thanks to all three for their contribution to UCISA.

Mr. Dean Phillips stepped down as Treasurer and trustee and Mr. Paul Butler stepped down as Secretary and trustee at the 2022 AGM, their respective terms of office having expired. The Trustees would like to record their thanks to both of them, noting in particular their dedication and skill in steering UCISA through a challenging period of sustained and substantial change.

Structure, governance and management

UCISA is a membership organisation which exists to promote and advance education for the public benefit in information systems and digital technologies and their use in education and research, primarily in UK universities and colleges. UCISA is a Registered Charity (Charity number 1161218) and a company limited by guarantee (Company number 09349804) having previously operated as a Charitable Trust (Charity number 277747). The Charitable Trust became dormant in December 2015 having transferred its assets and liabilities to the new Charity and Company, i.e. the current UCISA also referred to as CCLG (Charitable Company Limited by Guarantee). Finally, the Charitable Trust was dissolved in July 2017. UCISA operates under the terms laid out in the Articles of Association which are available from the Companies House website (<https://beta.companieshouse.gov.uk/company/09349804/filing-history>).

UCISA has four categories of membership:

- Full members – universities, colleges and other educational institutions;
- Affiliate members – any organisation that is a separate legal entity (or part of one) to its host institution, other educational, not for profit organisations;
- Corporate members – commercial organisations;
- Individual members – available to those who have worked in the sector and who wish to retain a connection with UCISA and its membership and is at the sole discretion of the Board of Trustees. Individual membership is not available to employees of organisations that might otherwise be UCISA Corporate members.

Universities and Colleges Information Systems Association

Trustees' Annual Report (continued) for the financial year ended on 31 December 2022

Structure, governance and management (continued)

Under the terms of the Articles of Association of the CCLG, each Full member institution is entitled to a single vote at General Meetings. Affiliate, Corporate and Individual members may attend and speak at General Meetings but shall not have the right to vote. Trustees are elected at the Annual General Meeting of the Association; under the terms of the Articles of Association.

UCISA is comprised of two entities, a Charitable Company Limited by Guarantee, UCISA, and its wholly owned trading subsidiary, UCISA Services Limited. UCISA was granted charitable status on 9 April 2016. Since 2018 governance is carried out by the UCISA Board of Trustees, which has responsibility for strategic development, and corporate and financial compliance, and the Leadership Council which is the focal point for membership engagement and management of the delivery of resources and publications.

The Articles state (section 5.6) that no person shall be a trustee for more than eight consecutive years, except in exceptional circumstances where such extension is authorised by a majority of 75% of Members attending and entitled to vote at an AGM. This allows the Association to plan succession for the officer positions, although the Articles allow for any representative of a full member institution to stand for a position of office at an Annual General Meeting.

The Association is committed to offering training to its trustees. All Trustees receive a copy of *The Essential Trustee* and commit to reading it. All trustees have undertaken Health and Safety Training as part a review of all Health and Safety Policies conducted this financial year. Further training for all trustees will take place after the 2022 AGM.

UCISA's work is largely carried out by volunteers from the universities and colleges sector. This work is supported by the UCISA Office team.

Objectives and activities for the public benefit

The objective of UCISA is to promote and advance education for the public benefit in information systems and digital technologies and their use in education and research, primarily in United Kingdom universities and colleges.

UCISA was proud to launch **Building on Success - Strategic Plan 2022 to 2027** in January 2022 setting out our clear ambition for the next five years, building on the solid foundations laid through delivery of the previous strategy.

UCISA's mission, to **Connect, Share and Transform** remains unchanged. We have however set three new goals for the next five years:

- To **represent** the digital community in the Education Sector with authenticity and authority.
- To **harness** the power of our collective voice by expanding the breadth and depth of engagement with UCISA.
- To **enable** the professional development of individuals and enhance the collective expertise of our community.

Each of our special interest groups have forward plans to support delivery against these goals.

These aims have been fulfilled in the accounting period as follows:

- Delivery of a comprehensive programme of 68 on-line conferences, webinars, peer-to peer continuing professional development sessions, and round table events covering a broad range of topics to address strategic challenges facing the education sector. All events reflect our Mission to **Connect** our members, **Share** best practice and **Transform** our communities of practice, enabling efficiencies and effectiveness for the greater good of the sector.
- Delivery of six face-to-face conferences across the year.
- Creation of a bank of webinar recordings to allow members to access development training at a time and pace to suit their individual circumstances.
- Representation work with suppliers to the sector, including the formation of working parties and representative groups to facilitate and further this work.

Universities and Colleges Information Systems Association

Trustees' Annual Report (continued) for the financial year ended on 31 December 2022

Objectives and activities for the public benefit (continued)

- Supporting Special Interest Groups (SIGs) and Communities of Practice to reflect the breadth of activity and specialisms within IT in HE and FE. During the financial year a new Sustainability Special Interest Group was formed to promote and facilitate best practice for member institutions looking to reduce the carbon footprint of their IT function. In addition, our Immigration Administration Working Party became a full Community of Practice during the year, to act as a forum for institutions, the UK Government, and systems vendors to agree solutions to automate and streamline the administration of immigration in universities and colleges.
- Providing thought leadership activity through Directors' Cut briefings, Study Tours, CIO panels and open members' meetings to discuss key current issues arising.
- Horizon scanning by identifying and stimulating debate on emerging UK and Global trends.
- The provision of Toolkits, Guides, Templates and Resources for members to build understanding and drive efficiencies.
- Conducting a regular programme of surveys, allowing our members to benchmark themselves against their peers and against national trends and facilitating ad hoc survey activity to meet membership needs identified in year.
- Facilitating peer to peer and institution to institution collaboration for our members.
- Maintaining strong relationships and collaborations with equivalent overseas organisations.
- Maintaining strong relationships and collaborations with equivalent UK organisations representing Libraries, Estates, Finance, HR, Learning and Teaching, functions in HE and FE.
- Collaborating with and supporting the work of sector bodies and agencies such as Jisc, HESA, UUK, UCAS, Advance HE, contributing to Programme Boards, Advisory Boards, working parties, responses to government and consultations.
- Providing survey data and sector information to inform and support policy making.
- Drafting responses to government papers and consultations on behalf of the IT community in our sector.
- Commenting on legislative change (both contemplated and implemented) and educating members to ensure understanding and promote & support compliance.

The trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties.

Achievements and performance

UCISA continues to be a thriving organisation. Having delivered the changes and ambitions set out in its Strategic plan 2018-2022, we were pleased to build on that success with the launch of our new five-year strategy in January 2022.

The status of a Charitable Company Limited by Guarantee has given UCISA the ability to identify and purchase resources on behalf of its membership. As outlined above, the trustees have sought to invest in projects to deliver quality collateral to its membership and activities that meet members needs in a challenging and ever-changing sector environment.

The Trustees continue to invest in projects and resources to ensure that the organisation is fit for purpose, is able to continue to achieve its charitable objectives and to provide value to members.

2022 heralded the introduction of our new hybrid events model, delivering the full programme of face-to face conferences and events that our members value, alongside a vibrant monthly online programme of virtual events.

We delivered our first face-to-face Leadership Conference in three years in March 2022, with many remarking on how wonderful it was to be back meeting colleagues and suppliers face-to-face again. Feedback from the conference was very positive, as UCISA members addressed some of the key issues facing the sector: recruiting and retaining talent, cyber security, sustainability, and digital leadership in a post-pandemic world.

A record number of Institutional and Corporate members attended Leadership Conference, with the UCISA team still taking bookings on the opening day from suppliers realising that they had to be part of the conversation.

Universities and Colleges Information Systems Association

Trustees' Annual Report (continued) for the financial year ended on 31 December 2022

Achievements and performance (continued)

2022 also saw us returning to delivery of our full regular series of conferences whilst continuing to deliver 68 virtual events during the year reaching over 7,500 registered delegates, showcasing inspirational thinking, best practice and championing new ways to deliver in an everchanging landscape.

Our representation work did not diminish during the year with UCISA supporting institutional members in facing the many and varied challenges that emerged. This work with suppliers, focused on ensuring service levels remained fit for purpose and delivered value for money, challenged practices that adversely impacted our sector at a time of continued financial pressure and ensured that appropriate standards of security were being met and maintained.

Our Special Interest Groups, working parties and collaborations with sector partners ensured we continued to achieve our mission to **connect** digital professionals, enable them to **share** best practice and so **transform**.

The Trustees would like to record their thanks to all of our Special Interest Groups, their Chairs and committees and to the chairs and members of our various Communities of Practice, working parties and representation groups for their dedication and commitment throughout 2022, supporting and facilitating the huge increase in outputs that our new hybrid events programme brought with creativity, agility and dedication.

The Trustees are pleased to report that UCISA maintained full business and service continuity during yet another period of significant change and would like to record their thanks to the UCISA staff team for their hard work and dedication in bringing this about.

Financial performance

The free reserves available to UCISA are £2,396,718 as at 31 December 2022.

The Reserves Policy is stated at the Annual General Meeting (AGM) as part of the discussion of the annual accounts and we continue to maintain sufficient reserves to meet UCISA's strategic ambitions and liabilities.

The Trustees have assessed the risks and current liabilities and regard it as prudent to have held a sum in reserves against the cost of operating the association for a period of approximately 12 months without income to be able to withstand uninsured or uninsurable financial losses associated with the failure of a major conference event. The Trustees regularly review the level of reserves during the period of trading to ensure it is proportionate to the risks and to fund any strategic investments required.

This year has seen further implementation of our strategic plan for 2022 to 2027 building on the transformation activity already achieved. The Board is committed to underpinning the strategic plan by investing significant reserves over the next 4 years. A full business review was conducted in 2022/23 to assess if the tools in place were suitable to support delivery of the current UCISA strategy. As a result of this review commitment was made to invest in new systems and procurement of solutions will begin in Q2 2023, with implementation into early 2024. Other investments include personnel and services that ensure we can maximise membership value and continue to deliver a rich portfolio of high-quality events and services.

The membership renewal process for 2023 included a banding review for all members. Annual planned reviews will be based on current HESA information and adjusted, if necessary, ahead of the renewals for the future year. 86% of members had instructed UCISA to invoice 2023 subscriptions at December 2022, well ahead of the January 14th deadline.

The investment policy was reviewed in 2022 and a thorough consultation process was undertaken. Brewin Dolphin were appointed to manage the portfolio in late 2022, with funds being invested in early 2023.

A review of banking facilities will be undertaken in Q2 2023 to ensure that the levels of service on offer are competitive, efficient and to further streamline the payment process ahead of the business system implementation.

We continued to be agile in our delivery of both virtual and face-to-face events. Balanced budgets proposed for 2023 and 2024 continue to ensure that the core operating costs are covered by membership and event income, whilst maintaining sufficient reserves to invest in our strategic ambitions and mitigate known risks.

Universities and Colleges Information Systems Association

Trustees' Annual Report (continued) for the financial year ended on 31 December 2022

Fundraising

UCISA's funds are generated from membership income and surpluses from charitable activities. The Charity does not raise funds from the public.

Future plans

The objective of UCISA remains: to promote and advance education for public benefit in information systems and digital technologies and their use in education and research and no other purposes.

The increased level of member services that our hybrid events programme and strong representation ethos has delivered in 2022 has highlighted the fact that our business systems are no longer fit for purpose. UCISA now seeks to move into the next phase of our development and 2023 will see an ambitious investment programme begin, updating our technology environment and maturing our digital capability. This step change in maturity of the organisation will support the delivery of UCISA's ambitious five-year strategic plan by investing in a technology environment that delivers an engaging member experience, with rich data to drive further development of UCISA member services. The proposed solution will comprise of a broad range of functionality and encompass all functions from a single membership solution, that will really place members at the heart of the organisation.

With the appointment of Dr. Elaine Swift as our Continuing Development Manager in December 2022, UCISA has also embarked on a five-year delivery plan that will see the ambition of our strategic goal; to enable the professional development of individuals and enhance the collective expertise of our community, become a reality. We plan to deliver a pilot Mentoring Scheme during the year with a view to wider rollout throughout our community. A survey seeking members views on training needs was issued in early February 2023 to inform the allocation of resources to best meet the member needs identified.

In addition, mindful of the considerable financial pressures the education sector is under, Trustees have agreed to significantly extend the UCISA Bursary scheme for 2023 offering a plus one scheme allowing every delegate booking a full package at any of our conferences to nominate a colleague who has not previously attended the event, would benefit from it but who might not otherwise be able to attend, to receive a bursary funded place. In addition we will be providing a bursary funded place at Leadership Conference for all the shortlisted candidates for the UCISA Rising Star award. Finally we will be funding a number of colleagues to speak at relevant (non UCISA) conferences and events such as the EUNIS conference in June.

Our Representation work on behalf of the sector has grown exponentially over the past twelve months and this trend is likely to continue. This work is particularly valued by our membership and makes a significant contribution to the sector. We therefore envisage that investing in resource to support and enable more of this work to be undertaken on behalf of the sector may be necessary in the near future.

We will host a Strategic Planning Day in July bringing Trustees and members of Leadership Council together to assess the progress made towards achieving the goals of the strategic plan in the first eighteen months and to ensure we have set the right priorities for the year and to set the priorities for 2024. This annual event will ensure that we monitor progress effectively throughout the lifespan of the strategy, can review and evaluate priorities to adapt to any changing needs that emerge, ensure strong alignment of activities and drive strong and effective governance.

Harnessing the collective strength of our membership voice, we will provide the IT and digital practitioners in the UK Education sector with the tools to be leaders in digital transformation and IT developments.

In this way we believe that UCISA will continue to meet its charitable object to promote and advance education for the public benefit in information systems and digital technologies and their use in education and research.

Universities and Colleges Information Systems Association

Trustees' Annual Report (continued) for the financial year ended on 31 December 2022

Trustees' responsibilities statement

The trustees (who are also directors of the Universities and Colleges Information Systems Association 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 the trustees to prepare financial statements for each financial year, which 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 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 operation.

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

In so far as the trustees are aware:

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

The 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.

This report has been prepared having taken advantage of the small companies' exemption in the Companies Act 2006.

Signature and declaration

I declare, in my capacity of charity trustee, that:

- the trustees have approved the above report; and
- have authorised me to sign it on their behalf.



..... Sarah Cockrill – Treasurer

Signed on behalf of the trustees on4th May..... 2023

Universities and Colleges Information Systems Association

Independent Auditor's Report to the Members of Universities and Colleges Information Systems Association

Opinion

We have audited the financial statements of Universities and Colleges Information Systems Association (the 'parent charitable company') and its subsidiaries (the 'group') for the year ended 31 December 2022 which comprise the group statement of financial activities, the group and parent charity balance sheets, the group cash flow statement and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including 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 group's and parent charitable company's affairs as at 31 December 2022, and of the group's 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 and the Charities Act 2011.

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 group and parent 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 group and parent 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 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 directors' 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 our knowledge and understanding of the group and parent charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 and the Charities Act 2011 requires us to report to you if, in our opinion:

- adequate and sufficient accounting records have not been kept by the parent charitable company, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company's financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or

Universities and Colleges Information Systems Association

Independent Auditor's Report to the Members of Universities and Colleges Information Systems Association (continued)

- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

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

In preparing the financial statements, the trustees are responsible for assessing the group's and parent 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 group or the parent 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 auditor under the Companies Act 2006 and section 151 of the Charities Act 2011 and report in accordance with 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 specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

- Enquiry of management and those charged with governance around actual and potential litigation and claims;
- Reviewing minutes of meetings of those charged with governance;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for bias.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

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 Part 4 of the Charities (Accounts and Reports) regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's members and its trustees 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 and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Anthony Haines BSc FCA (Senior Statutory Auditor)
For and on behalf of Wenn Townsend, Chartered Accountants, Statutory Auditor
Oxford

4th May 2023

Universities and Colleges Information Systems Association

**Consolidated Statement of Financial Activities (including income and expenditure account)
for the year ended 31 December 2022**

	Notes	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £
Income:							
Other trading activities							
Membership subscriptions		765,862	-	765,862	717,162	-	717,162
Charitable activities							
Events exhibitions and sponsorship	2	1,013,876	-	1,013,876	219,830	-	219,830
Charitable fundraising		-	-	-	-	-	-
Investments		21,351	-	21,351	349	-	349
Other		-	-	-	712	-	712
Total income		<u>1,801,089</u>	<u>-</u>	<u>1,801,089</u>	<u>938,053</u>	<u>-</u>	<u>938,053</u>
Expenditure:							
Raising funds							
Cost of raising income	3	596,851	18,919	615,770	564,845	-	564,845
Charitable activities							
Events, exhibition and sponsorship	2	731,889	-	731,889	154,084	-	154,084
Projects and surveys	4	9,920	-	9,920	21,871	-	21,871
Publicity and awards	5	(3,069)	13,680	10,611	-	13,680	13,680
Charitable donations		-	-	-	-	-	-
		<u>1,335,591</u>	<u>32,599</u>	<u>1,368,190</u>	<u>740,800</u>	<u>13,680</u>	<u>754,480</u>
Corporation Tax (due on subsidiary company)		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditure		<u>1,335,591</u>	<u>32,599</u>	<u>1,368,190</u>	<u>740,800</u>	<u>13,680</u>	<u>754,480</u>
Net movement in funds	15	465,498	(32,599)	432,899	197,253	(13,680)	183,573
Reconciliation of funds:							
Total funds brought forward		1,963,610	652,631	2,616,241	1,766,357	666,311	2,432,668
Total funds carried forward		<u>2,429,108</u>	<u>620,032</u>	<u>3,049,140</u>	<u>1,963,610</u>	<u>652,631</u>	<u>2,616,241</u>

All income and expenditure derive from continuing activities.

The consolidated Statement of Financial Activities includes all gains and losses recognised during the year.

The charity's own results are summarised in Note 19.

The notes on pages 12 to 22 form an integral part of these financial statements

Universities and Colleges Information Systems Association

Consolidated Balance Sheet as at 31 December 2022

	Notes	Group 2022 £	Charity 2022 £	Group 2021 £	Charity 2021 £
Fixed Assets					
Tangible Fixed Assets	9	14,390	14,390	3,254	3,254
Intangible Fixed Assets	10	18,000	18,000	36,000	36,000
		<u>32,390</u>	<u>32,390</u>	<u>39,254</u>	<u>39,254</u>
Current Assets					
Investments	11	2,082,209	2,082,309	2,062,090	2,062,190
Debtors	12	336,387	587,748	289,261	636,057
Cash at bank and in hand		1,640,140	972,103	1,481,093	641,419
		<u>4,058,736</u>	<u>3,642,160</u>	<u>3,832,444</u>	<u>3,339,666</u>
Total Current Assets					
Creditors: amounts falling due within one year	13	(1,041,986)	(900,249)	(1,255,457)	(825,665)
		<u>3,016,750</u>	<u>2,741,911</u>	<u>2,576,987</u>	<u>2,514,001</u>
Net Current Assets					
Net Assets		<u>3,049,140</u>	<u>2,774,301</u>	<u>2,616,241</u>	<u>2,553,255</u>
Funds:					
Unrestricted funds		2,154,269	2,154,269	1,900,624	1,900,624
Restricted funds		620,032	620,032	652,631	652,631
Non-charitable trading funds		274,839	-	62,986	-
		<u>3,049,140</u>	<u>2,774,301</u>	<u>2,616,241</u>	<u>2,553,255</u>
Total Funds	15				

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These accounts were approved and authorised by the Board on 4th May 2023.



Sarah Cockrill
Treasurer

The notes on pages 12 to 22 form an integral part of these financial statements

Universities and Colleges Information Systems Association

**Consolidated Statement of Cash Flows
for the year ended 31st December 2022**

	Note	2022 £	2021 £
Net cash flow from operating activities	17	<u>172,402</u>	<u>587,694</u>
Cash flow from investing activities			
Purchase of tangible fixed assets		(14,587)	(2,167)
Interest received		<u>21,351</u>	<u>349</u>
Net cash flow from investing activities		<u>6,764</u>	<u>(1,818)</u>
Net increase in cash and cash equivalents		179,166	585,876
Cash and cash equivalents at 1st January		<u>3,543,183</u>	<u>2,957,307</u>
Cash and cash equivalents at 31st December		<u><u>3,722,349</u></u>	<u><u>3,543,183</u></u>
Cash and cash equivalents consist of:			
Cash at bank and in hand		1,640,140	1,481,093
Short term deposits		<u>2,082,209</u>	<u>2,062,090</u>
Cash and cash equivalents at 31st December		<u><u>3,722,349</u></u>	<u><u>3,543,183</u></u>

The notes on pages 12 to 22 form an integral part of these financial statements.

Universities and Colleges Information Systems Association

Notes to the Financial Statements for the year ended 31 December 2022

1. Accounting policies

1.1 Basis of preparation

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 UK and Republic of Ireland issued in October 2019;
- 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, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity. The figures in these financial statements have been rounded to the nearest pound sterling.

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 Income

All income is included in the SOFA when the charity is legally entitled to the income and the amount can be measured reliably and it is probable that the income will be received.

Membership subscriptions, excluding VAT, are included in the SOFA in the year to which they relate.

Income from charges made for organising conferences, seminars and workshops represents the value of services provided during the year, excluding VAT.

Interest on funds held on deposit is included when receivable.

1.3 Expenditure

All expenditure is accounted for on an accruals basis, and is allocated to charitable expenditure, publicity expenses, awards, support costs and governance costs as follows:

- a Costs wholly incurred on activities falling within each category are charged directly to the category.
- b Costs involving more than one category are apportioned in accordance with reasonable estimates.

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the Charity to the expenditure, and which is quantifiable.

1.4 Tangible assets

Tangible assets are stated at cost (or deemed cost) less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided on all tangible assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

Computer Equipment	33.33% straight line
Office Equipment	33.33% straight line

Universities and Colleges Information Systems Association

Notes to the Financial Statements for the year ended 31 December 2022

.....continued

1. Accounting policies (continued)

1.5 Intangible assets

Intangible assets are amortised on a straight line basis over their useful lives. The useful lives of intangible assets are as follows:

Intangible type	Useful life	Reason
Computer software	8 years	Assessment of period of use concluded asset is usable through to the end of 2023.

1.6 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered.

1.7 Creditors

Creditors 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 are normally recognised at their settlement amount.

1.8 Investments

Investments are stated in the balance sheet at fair value at the balance sheet date. The SOFA includes the net gains and losses on revaluations and disposals throughout the year.

1.9 Cash at bank and in hand

Cash at bank and in hand includes cash and deposits.

1.10 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 charity and which have not been designated for other purposes.

1.11 Going concern

The financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements.

Universities and Colleges Information Systems Association

Notes to the Financial Statements for the year ended 31 December 2022

.....continued

2. Income and expenditure resources from charitable activities:

Events, exhibition and sponsorship

	Income	Expenditure	Surplus/ (Deficit) 2022	2021
	£	£	£	£
UCISA Annual Conference	597,957	310,227	287,730	-
UCISA Annual Conference repurposed	5,000	-	5,000	-
Leadership Programmes	41,250	-	41,250	125,830
Publications	-	-	-	-
Sponsorship – Face to Face Supper	6,000	-	6,000	-
Supplier Showcases	-	-	-	18,750
Corporate Information Systems Group	163,167	113,075	50,092	25,250
Digital Capabilities Group	(700)	-	(700)	1,750
Support Services Group	64,467	48,071	16,396	4,000
Managers' Forum	-	-	-	-
Digital Infrastructure Group	111,165	41,118	70,047	30,500
Security Group	-	-	-	3,000
London Group/LMN	6,500	225	6,275	1,000
Women in Technology	19,070	9,505	9,565	-
HiJack Event Platform	-	4,625	(4,625)	(10,799)
Events general expenditure	-	4,240	(4,240)	-
Management Charge from UCISA	-	200,803	(200,803)	(133,535)
Net movement in funds	1,013,876	731,889	281,987	65,746

Total restricted income and expenditure included in the above is £nil (2021: £nil).

Universities and Colleges Information Systems Association

Notes to the Financial Statements for the year ended 31 December 2022

.....continued

3. Costs of raising voluntary income

	2022 £	2021 £
Administration	61,617	42,441
Bank charges	7,646	3,315
IT costs	125,483	107,067
Meeting expenses	11,481	17,563
Public liability insurance	4,182	3,936
Amortisation and depreciation	21,451	19,496
Mentoring	31	50
Governance costs (see note 6)	54,222	39,296
Salaries	495,722	440,366
Recruitment fees	1,545	540
Infrastructure	33,193	24,310
Less recharged to event costs (USL)	(200,803)	(133,535)
	<u>615,770</u>	<u>564,845</u>

Total restricted expenditure included in the above is £18,919 (2021: £nil).

4. Projects and surveys

	2022 £	2021 £
LEO info security training	-	210
Digital skills survey	-	2,000
TEL survey	3,250	8,799
CISG Annual Survey	1,500	4,900
Survey Software	5,170	5,962
	<u>9,920</u>	<u>21,871</u>

Total restricted expenditure included in the above is £nil (2021: £nil).

5. Publicity and awards

	2022 £	2021 £
UCISA bursaries	(3,069)	-
LMN grants	13,680	13,680
	<u>10,611</u>	<u>13,680</u>

Total restricted expenditure included in the above is £13,680 (2021: £13,680).

Universities and Colleges Information Systems Association

Notes to the Financial Statements for the year ended 31 December 2022

.....continued

6. Governance costs

	2022 £	2021 £
Salary costs	15,454	15,575
Administration	2,445	2,129
Auditor fees: Audit	10,265	11,470
Other work	11,245	6,505
Meeting expenses	604	925
Legal and professional fees	14,209	2,692
	<u>54,222</u>	<u>39,296</u>

7. Staff costs

	2022 £	2021 £
Wages and salaries	437,570	385,568
Social security costs	46,724	39,540
Pensions	25,600	19,929
Redundancy	-	-
Temporary staff	1,282	10,904
	<u>511,176</u>	<u>455,941</u>

During the year, there was an average of nine (2021: eight) persons employed by UCISA.

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

2022	2021
£ 60,001 - £ 70,000	1
£120,001 - £130,000	-
£130,001 - £140,000	1
	<u>1</u>

The total amount of employee benefits received by key management personnel is £160,950 (2021: £152,084).

8. Trustees' remuneration and reimbursed expenses

No remuneration was paid to the Trustees during the period (2021: £nil). Travelling expenses in connection with conferences, workshops and administration amounting to £54 (2021: £107) were reimbursed to certain committee members during the year.

Universities and Colleges Information Systems Association

**Notes to the Financial Statements
for the year ended 31 December 2022**

.....continued

9. Tangible fixed assets

	Office equipment £	Computer equipment £	Total £
Cost as at 1 January 2022	1,119	4,274	5,393
Additions	-	14,587	14,587
Cost at 31 December 2022	<u>1,119</u>	<u>18,861</u>	<u>19,980</u>
Depreciation as at 1 January 2022	337	1,802	2,139
Charge for the year	373	3,078	3,451
Accumulated depreciation at 31 December 2022	<u>710</u>	<u>4,880</u>	<u>5,590</u>
Net book value at 31 December 2022	<u>409</u>	<u>13,981</u>	<u>14,390</u>
Net book value at 31 December 2021	<u>782</u>	<u>2,472</u>	<u>3,254</u>

10. Intangible fixed assets

	Computer software £
Cost as at 1 January 2022	360,000
Cost at 31 December 2022	<u>360,000</u>
Amortisation as at 1 January 2022	324,000
Charge for the year	18,000
Accumulated amortisation at 31 December 2022	<u>342,000</u>
Net book value at 31 December 2022	<u>18,000</u>
Net book value at 31 December 2021	<u>36,000</u>

11. Investments

	COIF Deposit Fund £
Valuation	
Market value at 1 January 2022	2,062,090
Interest credited during period	20,119
Transfers out	-
Transfers in	-
Market value at 31 December 2022	<u>2,082,209</u>
Total - Group	<u>2,082,209</u>
Investment in subsidiary company: UCISA Services Limited	<u>100</u>
Total - Charity	<u>2,082,309</u>

Universities and Colleges Information Systems Association

**Notes to the Financial Statements
for the year ended 31 December 2022**

.....continued

12. Debtors

	Group 2022 £	Charity 2022 £	Group 2021 £	Charity 2021 £
Due within one year:				
Trade debtors	227,949	192,488	162,925	136,206
Prepayments	108,438	17,993	126,336	18,804
VAT	-	-	-	-
Inter-company balance	-	377,267	-	481,047
	<u>336,387</u>	<u>587,748</u>	<u>289,261</u>	<u>636,057</u>

13. Creditors: amounts falling due within one year

	Group 2022 £	Charity 2022 £	Group 2021 £	Charity 2021 £
Trade creditors	45,004	11,128	40,469	40,469
Accruals	60,107	55,607	51,346	47,321
Deferred income	810,091	703,488	1,032,802	619,990
Other creditors	247	226	907	907
Social security and other taxes	19,667	19,667	15,605	15,605
VAT	106,870	110,133	114,328	101,373
	<u>1,041,986</u>	<u>900,249</u>	<u>1,255,457</u>	<u>825,665</u>

14. Deferred income

Deferred income comprises membership subscriptions and event income relating to the following financial year and onwards.

Movements on deferred income during the year were:

	Group £	Charity £
Brought forward as at 1 January 2022	1,032,802	619,990
Amount released to incoming resources	(1,026,552)	(619,990)
Amount deferred in year	<u>803,841</u>	<u>703,488</u>
Balance carried forward as at 31 December 2022	<u>810,091</u>	<u>703,488</u>

Universities and Colleges Information Systems Association

Notes to the Financial Statements for the year ended 31 December 2022

.....continued

15. Analysis of funds

	As at 1 January 2022 £	Movements in year £	As at 31 December 2022 £
Unrestricted funds	1,900,624	253,645	2,154,269
Restricted funds	652,631	(32,599)	620,032
Non-charitable trading funds	62,986	211,853	274,839
	<u>2,616,241</u>	<u>432,899</u>	<u>3,049,140</u>
	As at 1 January 2021 £	Movements in year £	As at 31 December 2021 £
Unrestricted funds	1,750,552	150,072	1,900,624
Restricted funds	666,311	(13,680)	652,631
Non-charitable trading funds	15,805	47,181	62,986
	<u>2,432,668</u>	<u>183,573</u>	<u>2,616,241</u>

The non-charitable trading funds represent the results of the trading subsidiary company. See note 18 for details.

Restricted funds represent funds received under a grant agreement with London Metropolitan Network Limited less expenditure applied under the terms of the agreement.

Universities and Colleges Information Systems Association

Notes to the Financial Statements for the year ended 31 December 2022

.....continued

16. Analysis of net assets between funds

	Restricted funds £	Unrestricted funds £	Total 2022 £
Tangible fixed assets	-	14,390	14,390
Intangible fixed assets	-	18,000	18,000
Current assets	620,032	3,438,704	4,058,736
Current liabilities	-	(1,041,986)	(1,041,986)
	<u>620,032</u>	<u>2,429,108</u>	<u>3,049,140</u>
	Restricted funds £	Unrestricted funds £	Total 2021 £
Tangible fixed assets	-	3,254	3,254
Intangible fixed assets	-	36,000	36,000
Current assets	652,631	3,179,813	3,832,444
Current liabilities	-	(1,255,457)	(1,255,457)
	<u>652,631</u>	<u>1,963,610</u>	<u>2,616,241</u>

17. Reconciliation of net income to net cash flow from operating activities

	2022 £	2021 £
Net income/(expenditure) for year	432,899	183,573
Interest receivable	(21,351)	(349)
Amortisation and depreciation	21,451	19,497
Decrease/(increase) in debtors	(47,126)	91,140
Decrease in creditors	(213,471)	293,833
Net cash flow from operating activities	<u>172,402</u>	<u>587,694</u>

18. Related parties

During the year the Charity undertook the following transactions:

- Prior to his resignation as a director of UCISA Services Limited in April 2022, £4,438 (2021: £4,400) was spent on consulting from Roecliffe Marketing Ltd, a company of which Simon Bracewell is a director. Creditors include an amount of £nil (2021: £4,400) payable to Roecliffe Marketing Ltd at the end of the period.
- The Charity entered into a collaboration agreement for the free exchange of services with HEFESTIS Ltd in August 2021. Subsequently the CEO of UCISA, Deborah Green, was appointed to the board of HEFESTIS Ltd. This agreement was still in place throughout 2022.

The wholly owned trading subsidiary UCISA Services Limited is incorporated in the United Kingdom and pays all of its profits to the charity by Gift Aid. The charity owns the entire share capital of 100 shares of £1 each.

Universities and Colleges Information Systems Association

Notes to the Financial Statements for the year ended 31 December 2022

.....continued

18. Related parties (continued)

For the period ended 31 December 2022 the subsidiary company showed the following results:

	2022 £	2021 £
Turnover	1,013,876	219,830
Cost of sales	(731,887)	(154,083)
Gross profit	281,989	65,747
Administrative and overhead costs	(10,554)	(5,646)
Interest receivable	583	64
Profit for the financial year	272,018	60,165
Distribution to the charity	(60,165)	(12,985)
Profit retained	211,853	47,180

The balance sheet of the subsidiary as at 31 December 2022 was:

	2022 £	2021 £
Current assets:		
Debtors	35,461	26,719
Prepayments	90,445	107,531
Cash at bank	668,037	839,674
Other debtors	3,263	-
Current liabilities:		
Creditors	(33,875)	-
Accruals and deferred income	(111,103)	(416,836)
Other creditors	(21)	(12,955)
Owed to UCISA	(377,267)	(481,047)
Net current assets	274,940	63,086
Non-current liabilities		
Accruals and deferred income	-	-
Total net assets	274,940	63,086
Aggregate share capital and reserves:		
Share capital	100	100
Reserves	274,840	62,986
	274,940	63,086

Universities and Colleges Information Systems Association

Notes to the Financial Statements for the year ended 31 December 2022

.....continued

19. Charity statement of financial activities

The charity's own results are summarised below:

	2022 £	2021 £
Income and endowments from:		
Other trading activities		
Membership subscriptions	765,862	717,162
Charitable activities		
Events, exhibitions and sponsorship	60,165	13,697
Investments	20,768	286
Total income and endowments	846,795	731,145
Total expenditure	(625,749)	(594,753)
Net movement in funds	221,046	136,392