

REGISTERED COMPANY NUMBER: SC511955 (Scotland)
REGISTERED CHARITY NUMBER: SC046142

**Report of the Trustees and
Financial Statements for the Year Ended 31 July 2020
for
Highlands And Islands Students'
Association**



Reid & Fraser Ltd
Statutory Auditors
Chartered Accountants
15 Princes Street
Thurso
Caithness
KW14 7BQ

**Highlands And Islands Students'
Association**

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for the Year Ended 31 July 2020**

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**Highlands And Islands Students'
Association**

**Reference and Administrative Details
for the Year Ended 31 July 2020**

TRUSTEES

J Attenborough Student (resigned 20.7.20)
Ms H Begent Student
A J Bowie Student (resigned 30.6.20)
Ms A Macdonald Student (resigned 20.7.20)
Ms A C McKay Retired
Ms N S Morgan Student
A Simpson President of HISA (resigned 30.6.20)
Ms S Stewart Student
Ms F Jansen (appointed 1.7.20)
J A Shehata (appointed 1.7.20)
N J Stewart (appointed 1.8.20)
A Wrappler (appointed 5.1.21)
E Whiteford (appointed 5.1.21)

KEY MANAGEMENT PERSONNEL

HISA Chief Executive	Graeme Kirkpatrick	(resigned 17.11.20)
HISA Chief Executive	James Lindsay	(appointed 15.03.21)
HISA Interim Chief Executive	Pamela Urquhart	(resigned 18.03.21)
Activities Manager	Emma Robson	
Student Voice Manager	Anna Templeton	
Infrastructure Manager	Nesaraj Jeyraraj	
President/Chair of Trustees	Alan Simpson	(resigned 30.06.20)
President/Chair of Trustees	Florence Jansen	(appointed 01.07.20)
Vice Preside FE	Natasha Morgan	
Vice President HE	Andrew Bowie	

COMPANY SECRETARIES

J R Lindsay

REGISTERED OFFICE

3rd Floor, 1-3 Church Street
Inverness
IV1 1DY

**REGISTERED COMPANY
NUMBER**

SC511955 (Scotland)

**REGISTERED CHARITY
NUMBER**

SC046142

AUDITORS

Reid & Fraser Ltd
Statutory Auditors
Chartered Accountants
15 Princes Street
Thurso
Caithness
KW14 7BQ

BANKERS

Bank of Scotland
PO Box 17525
Edinburgh
EH11 1YH

Highlands And Islands Students' Association

Chair's Report for the Year Ended 31 July 2020

I am incredibly proud to introduce the 19/20 HISA report to you.

The Highlands and Islands Students' Association is a diverse, student-led charity that strives to be at the heart of the experience of all students at the University of the Highlands and Islands (UHI). Recognised by the National Union of Students (NUS), it is our role as a Students' Association to ensure all our students get the most of their time at UHI, and our team has been working hard over the past year to achieve just that.

The University of the Highlands and Islands is a very different type of institution, that delivers education across Scotland through 13 colleges and research institutions. Due to this unique structure, HISA too is a very different Students' Association compared to its counterparts in other universities and colleges. We are the only Students' Association in Scotland to provide our members with both local and regional representation, and our team of Student Officers are elected by our students, to represent their views from the classroom right up to the University Court.

2019/20 saw some impressive highlights, including securing the student support fund to support students through COVID, recruiting the most class representatives our institution has ever seen and affiliating our largest number of clubs and societies yet. This year has not been without its challenges, but together HISA and the university have continued to grow and, moving forward, we pledge to ensure that all the activities and services we offer reflect our values and create an environment where together, we improve students' lives.

The past year has pushed us more than ever as an organisation, with the COVID pandemic forcing us to grow and rethink our approaches on student support, activities and democracy. From hosting our most successful student conference to almost doubling the number of HISA Awards nominations - we truly are looking back on one of our most proactive years yet. HISA has not only engaged with local issues, but we have acted on national and global concerns, and have become a vital contributor to educational issues around Scotland. I would like to take the time to thank all officers and staff for their amazing work over the last year which has made all of this positive change possible.

There is still work to be done to achieve our new strategic aims, but I am so pleased with the start we have already made. I am in my first year as HISA President and my third year with Team HISA, and I see this as an opportunity to not only look back but to look forward to the future. We have a fantastic, elected officer team ready to implement the changes that our students want to see and to ensure the student voice is at the heart of all we do.

**Florence Jansen
President**

**Operating and Financial Review
for the Year Ended 31 July 2020**

Our purposes and activities

The purpose of the Association is to represent the interests of all students (FE, HE and PG) at the University of the Highlands and Islands and its thirteen academic partners at a regional level. The Association will also represent the local interests of all students at those academic partners whose representative structures are part of the Association. The objects of the Association are the advancement of education of students at the University of the Highlands and Islands and its academic partners for the public benefit by:

- Working to enhance the teaching and learning experience of students at the University of the Highlands and Islands and its academic partners by organising, supporting and promoting the role of students, and working in partnership with relevant institutions and their staff.
- Promoting the interests and welfare of students during their course of study and representing, supporting and advising students;
- Being the recognised representative channel between students and the University of the Highlands and Islands and its academic partners and any other external bodies;
- Providing social, cultural, sporting and recreational activities, and forums for discussions and debate for the personal development of its students; and
- Being the recognised representative body that represents students to the University of the Highlands and Islands as the regional strategic body for further education in the Highlands and Islands.

The Association will seek at all times to:

- Ensure that the diversity of its student membership is recognised, and that equal access is available to all student members of whatever origin or orientation;
- Pursue its aims and objectives independent of any political party or religious group; and
- Pursue equal opportunities by taking positive action within the law to facilitate participation of groups discriminated against by society.

Summary of activities during the year

Regional Officers

The HISA regional team is made up of a President, a Vice President Further Education (VPFE) and a Vice President Higher Education (VPHE), who all work full-time in partnership with the Local Officers from each academic partner, to ensure the student voice can help to shape our students' courses, facilities and overall student experience.

The three HISA Regional Officers, Alan, Andrew and Ash had a very busy year - each Officer was responsible for a Student Partnership Agreement (SPA) work stream, sat on various committees and working groups, and represented HISA at a number of events, from local graduations, all the way to campaigning for students at a national level. They also had the unenviable task of leading HISA during a global pandemic which raised numerous challenges.

However, as HISA is used to conducting some of its business online, adapting to the new virtual world was easier for HISA than many other student associations.

Alan Simpson, HISA President

This was Alan's second year of being President. Alan worked with HISA staff and officers to develop a new organisational structure resulting in increased staff numbers to support HISA's three core work areas of advocacy, activities and infrastructure. Alan was also involved in developing HISA's strategic plan for 2020 - 2023. Some of Alan's other main achievements are below:

Main Achievements:

- Secured the Student Support Fund to help students struggling financially through COVID.
- Worked with HISA staff and officers to develop the organisation's Democracy Review, to help develop internal structures and represent the student voice most effectively.
- Contributed to the university's carbon management and sustainability plan, which works to reduce the institution's carbon footprint and promote behaviours which benefit our planet and make a significant contribution to environmental sustainability.

Most Successful Event

- Passionate about increasing student engagement with HISA, Alan was instrumental in the curation of the new Students' Association Conference, HISA Con, a three-day event which saw student representatives from across the university partnership interact with local politicians, vote on relevant policies and learn more about sustainability in Scotland.

Highlands And Islands Students' Association

Operating and Financial Review for the Year Ended 31 July 2020

HISA Vice President Higher Education - Andrew Bowie

This was Andrew's first year as Vice President for Higher Education. However, Andrew was a local officer at Inverness College UHI previously so was not new to HISA. Andrew worked alongside the university to ensure the needs and concerns of all Higher Education students were addressed. Andrew's main achievements can be seen below.

Main Achievements:

- Coordinated representation for the Centre for Health Science, to reflect the unique way in which those students undertake their studies.
- Worked with senior staff on the institutions' response to the COVID pandemic, representing students on topics such as mitigating circumstances, no detriment policy, degree outcomes and graduations.
- Passed significant policies at the annual Students' Association Conference, HISA Con, including budget proposals and integration.

Most Successful Event

- Having always made every effort to champion the rights of our International students at the university, particularly in the face of Brexit, Andrew led a group of students to the third People's March event in London. Ensuring their voice was heard regardless of the final decision.

HISA Vice President Further Education - Ash Morgan

This was Ash's first year as HISA's Vice President for Further Education. However, despite being a new officer Ash managed to accomplish a lot in her first year. Passionate about mental health, welcoming, liberation and diversity, Ash made sure these matters were high on HISA's campaigning agenda for 19/20.

Main Achievements:

- Facilitated a HISA wide mental health campaign, 'Hear My Story', which tells the stories of people who have lesser-known mental health issues and seeks to boost awareness and empathy for all mentally ill individuals.
- Maintained regional mental health awareness through regular blog posts and social media content surrounding well-being, diversity and liberation.
- Represented the student voice in high level discussions surrounding the distribution of university funds to online counsellors, so as to provide a more accessible and equitable service across the university.

Most Successful Event

- Through consistent campaigning for a more inclusive institution, Ash curated a digital campaign in support of Black History Month. Mini biographies of inspirational figures within the black community were posted daily on the HISA Twitter feed to encourage the student body to educate themselves in the fight against racism.

Class Representatives

Run by students, for students - HISA want to ensure all students have a strong and valued voice at their college and across the university partnership. At each of the University of the Highlands and Islands 13 academic partners there is a Class Representative system. This is where students share their views and feedback on any aspect of the student experience - whether it be about learning, teaching, facilities or accommodation. Class Representatives escalate student feedback to HISA and our officers who work in partnership with local staff and officers to implement positive change.

Over the past year, HISA has continued to work towards the implementation of the Class Rep Vision, ensuring that the Class Representative system works effectively across the university partnership. HISA staff and officers have been working in partnership with university staff more than ever, to pilot online meeting tools and virtual classrooms to create systems to better support our representatives through distance learning and remote working.

Class Representatives in post across the university: 833

HISA Awards

HISA Awards enable students to celebrate the work of staff and students across the University of the Highlands and Islands who have had a positive impact on their academic experience. Entirely student-led, the awards recognize the staff and students who are making an outstanding contribution to student's lives, supporting and inspiring those around them.

**Operating and Financial Review
for the Year Ended 31 July 2020**

Due to the campaign coinciding with the COVID crisis and subsequent campus closures, the awards were hosted fully online this year with digital communications as opposed to class visits. Despite these factors, in yet another record-breaking year, we received an incredible 916 nominations from across the institution - that's almost double last year!

Student Association Conference

For this year's conference, the HISA team went in a new direction. Taking on feedback from students, we rebranded the event from Regional Council, to the new and improved 'HISA Con' - a three-day event which saw our student representatives engage with interactive workshops, keynote speakers, and a panel of local MSPs - all surrounding the theme of sustainability.

Starting the event on a high, PhD Researcher at Perth College UHI, Rod Lovie, delivered a keynote speech on 'Climate change, Community Change, and Individual Change' and subsequent days saw stalls from HITRANS, HiMRA, UHI Graduate Attributes, Highland Council, Paths for All, Greenpeace and Extinction Rebellion. As well as workshops hosted by Police Scotland on the issues of Hate Crimes, Soul Seeker Yoga on Meditation for Well-being, and Sports Scotland and NHS on sports within the Highlands and Islands.

All in all, the conference encouraged our students to engage with HISA like never before, actively voting on policies that could directly affect their studies and taking a stand on the issues they care about the most.

Student Partnership Agreement

HISA is immensely proud of the contribution we make to the Highlands and Islands regional community and beyond. Together with the university, our vision is that we will be nationally and internationally recognised as a distinctive and innovative partnership that embraces both further and higher education.

The Student Partnership Agreement outlines how our staff and students can work together to improve the student experience at the university. Each year our HISA Regional Officers and members of the university's Student Engagement team work together on three focused themes that are voted on by students across the institution.

This year's SPA themes were:

- Student Finance

This workstream came into the spotlight throughout COVID when many students experienced financial difficulties due to loss of employment, health concerns and the challenges of remote working. HISA President, Alan Simpson, worked in partnership with the university to secure emergency funding to support these students and enable them to continue their studies. Moving forward, HISA will continue to lobby for student funding to counteract the ongoing effects of the national lockdown.

- Student Community

This workstream looked at the provision of a digital space to allow students to socialise across the university regardless of their academic partner. Through the COVID crisis, this specific chain of work was re-focussed and opened up many new ideas to develop the student community in an online capacity.

- Student Transport

This workstream was put on hold as travel was limited due to COVID. Resources were redistributed depending on student needs throughout the pandemic.

Elections

At HISA, we feel strongly about our students' right to vote - whether that is nationally, locally, or within their Students' Association. Our officers are elected by our students, to ensure a strong student voice can help to shape their course, facilities and overall student experience.

HISA's 2020 elections had 8.59% voter turnout, that's 2522 students casting 10653 votes for 19 elected roles across the university partnership.

Gaelic Representation Project

This year, HISA launched the Gaelic Representation Project to enhance the voice of Gaelic-speaking and Gaelic-learning students across the University of the Highlands and Islands.

Highlands And Islands Students' Association

Operating and Financial Review for the Year Ended 31 July 2020

With funding of £20,000 awarded by Bòrd na Gàidhlig, the Gaelic Representation Project has helped us develop structures for Gaelic representation to support HISA's ambition to become a truly bilingual organisation.

The project will ensure a strong voice and widened opportunities for all Gaelic-speakers and learners no matter where or what they study in the Highlands and Islands, allowing them to fully engage with their Students' Association in Gaelic should they wish to.

Key project outcomes:

- HISA Gaelic language policy
- Gaelic Language Plan
- Gaelic Language Procedures

Green Impact

This year, we achieved an Excellent Green Impact Students' Union award for demonstrating leadership on embedding sustainability and social justice in partnership with the university. The Excellent rating was awarded as a result of our ongoing sustainable approach to our work, including HISA Con, our climate and sustainability themed conference, the establishment of an environment and sustainability group and the development of cycling initiatives to encourage our students to rethink their use of transport across the university.

The Green Impact Students' Unions awards are an opportunity to recognise the commitment Students' Associations and Unions have made to build impactful sustainability projects and campaigns, and how the student movement is leading work towards a more just and sustainable future.

Our 19/20 score was increased by 2 levels compared to the previous year, where we received a 'Good' rating - that's an additional 116 points! Moving into the next academic year, we pledge to work even harder this year to create environmentally friendly campuses in conjunction with the university.

Activities and Opportunities

Clubs and Societies

University or college isn't just about a qualification and getting involved in activities outside of studying is a major component of the student experience. This year, our team of staff and officers worked collaboratively to ensure that regardless of their personal situations, all students would have access to the same societies and opportunities with the help of our funding schemes, transport grants and competition grants. These options don't just enable our students to participate in activities they are passionate about, they also support our sports clubs who wish to compete nationally or internationally while representing the university.

At HISA, our clubs and societies empower our students to find likeminded groups, discover new skills and feel included. We now have 89 diverse student groups affiliated across the university and continue to encourage the student body to establish new groups that best represent them.

This year, additional support was provided to clubs and societies to help navigate the challenges of COVID. Activities Councils were established across the partnership, as well as frequent workshops and drop-in sessions to discuss sustainability and development throughout the pandemic.

Online Activities

Through COVID, our staff and officers dedicated significant time and resources to the facilitation of online activities and digital spaces to allow us to support, inform and entertain our students despite physical distancing restrictions. During this uncertain time, we hosted successful campaigns such as the HISA-lympics, where weekly challenges were presented to our audiences to keep them active throughout lockdown, and established new and exciting clubs accessible to all students across the university partnership:

- Online Art Club
- Online Gaming Club
- Online Running Club

Employability

**Operating and Financial Review
for the Year Ended 31 July 2020**

Careers and employability are a crucial factor of HISA's work with the university and strives to enable our students to develop their skill set, gain relevant experience and network with key contacts through a range of courses and workshops.

This year, a series of digital workshops were provided to our students, to help evolve their abilities:

- What's in Your Rucksack?
- How to be Future Fit
- Lessons in Lockdown
- Time Management
- Interview Skills
- CV Writing

Opportunities

At HISA, we are constantly developing the opportunities available to our students and are always looking for new ways to involve them in our work. Over the past year, we have successfully offered placements for:

- Two Sports Ambassadors to work in line with the university's Sports Strategy.
- A regional Communications Intern to develop our online presence.
- A local Communications Intern.
- A Gaelic Representation Project Intern
- One local work experience placement at Perth College UHI
- Two local work experience placements at West Highland College UHI

Well-being

While university is a great experience for many, for others it isn't always smooth sailing, and the mental health of our students has and always will be a priority for HISA. This year, we have maintained our involvement in the Scottish Student Sport's Healthy Body Healthy Mind initiative (HBHM) and NUS Think Positive's Student Mental Health Agreement (SMHA) and continue to work closely with the university to facilitate local mental health support and counselling programmes such as the Big White Wall all year round, including through the summer months.

For the first time ever, three campuses across the university partnership received Scottish Mental Health First Aid training provided by our Activities team, ensuring our staff and officers are best equipped to support their local students.

Alongside annual awareness campaigns, HISA has worked collaboratively with the university to further develop the provision of digital drop-in sessions, including twice weekly lunchtime sessions, as well as an out of hours version for those that may be working alongside their studies. Whether our students need additional support or just someone to talk to, our staff and officers are always on hand to provide independent and confidential guidance on academic, pastoral and welfare issues.

Hear My Story

This year, in conjunction with our extensive work on mental health awareness, HISA launched the 'Hear My Story' campaign to raise awareness of lesser-known mental health issues. The campaign saw a series of videos shared online, empowering students to share their experiences of facing challenges to their mental health, as read by HISA staff.

Looking Ahead

The last year has seen HISA and our students overcome one of the most challenging times in memory. Despite the crises, our team of dedicated staff and officers are confident that we are coming out of the COVID pandemic stronger than we went in. With the turbulent lockdown months, pushing us more than ever as an organisation, and encouraging us to rethink our approaches on all aspects of student representation and support. But, the challenges are just beginning. The financial state of the university was precarious even before COVID hit, and now the future is even more uncertain for the education sector.

In order to maintain the student experience across the university, we must deliver a clear vision for the future - and our new Strategic Plan is now firmly in place, ensuring we can be at the forefront of the changes so desperately needed.

**Operating and Financial Review
for the Year Ended 31 July 2020**

The 2020/21 Strategic Plan sets out our direction over the next three years and comes at a crucial time in HISA's development. While we try to achieve all our goals and fulfil our purpose of representing the student voice, there is always going to be room for improvement and we recognise the work that needs to be done in achieving our organisational objectives.

This, only our second strategic plan, aims to inspire our students, officers and staff. It showcases our ambitions to our members, highlights our charitable purposes and represents a new planning cycle and dynamic approach where the plan is reviewed and updated every year. Moving forward, our team is ready to focus on supporting our students through the ongoing effects of COVID, working more collaboratively with the institution than ever to address its vast financial concerns and most importantly, ensuring that the student experience is the best it can be.

Financial review

The Partnership Council of the University of the Highlands and Islands (UHI) agreed to fund the Association with a block grant of £806,136 for 2019/20, funded £553,043 from the University and £253,093 from its academic partners. This was a significant increase from 18/19 when HISA was awarded a block grant of £599,263. HISA also received grants totalling £3,445 from Cycling Scotland.

In addition, UHI provides in-kind accounting services and provides office space for the Association. These costs are accounted for as income and expenditure in the financial statements.

In line with Scottish Government COVID guidelines, HISA cancelled all face-to-face events and activities and all HISA staff and officers have been home working. The impact of COVID has reduced expenditure and resulted in a larger surplus not anticipated.

The Association generated some additional income from the sale of NUS Extra cards to students during the year and plans to investigate other ways to generate funding in the coming years.

Reserves policy and going concern

The trustees have considered that reserves were needed to ensure it can meet its obligations in the event of any reduction or withdrawal of funding and considers three months operating costs the minimum reserves required. Trustees anticipated building up reserve levels over 5-10 years from modest annual surpluses. However, this year's surplus, due to COVID, has enabled trustees to build up reserve levels much quicker than anticipated, providing HISA with some financial security.

Plans for future periods.

On 17 June 2020 UHI Court approved a block grant of £806,000 for 2020/21. The Association plan to build on its last four years to provide a valuable and accessible service to its members.

**Report of the Trustees
for the Year Ended 31 July 2020**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 July 2020. The trustees have adopted the provisions of 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) (effective 1 January 2019).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Highlands and Islands Students' Association is a company limited by guarantee governed by its Memorandum and Articles of Association dated 1 July 2015. It is registered as a charity with the Scottish Charity Regulator. Any student registered with the academic partners of the University of the Highlands and Islands (except students of academic partners which maintain an independent students' association), who has not opted out of being a member, and the Principal Officers of the Association, are members of the Association.

Students registered with an academic partner which maintains an independent students' association have a category of membership which enables them to be represented by the Association at regional level.

Recruitment and appointment of new trustees

Prior to recruitment the existing Board members complete a skills matrix identifying where their strengths and weaknesses lie. This helps HISA create a profile of the type of Trustee required before HISA goes to advertise. Edits are then made to existing advertising materials, the Job Description is reviewed on a bi annual basis. Shortlisting is undertaken by the President, one external Trustee and the Chief Executive. The interview panel consists of one Student Trustee, one external Trustee and the President/Chair.

Trustees and key management remuneration

Trustees receive no remuneration but are reimbursed for any expenses incurred in their role as a trustee. The Trustee board set the remuneration of the Chief Executive. Responsibility is delegated to the Chief executive to set other key management personal remuneration.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Highlands And Islands Students' Association for the purposes of company law) are responsible for preparing the 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 those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 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 auditors are 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 auditors are aware of that information.

**Highlands And Islands Students'
Association**

**Report of the Trustees
for the Year Ended 31 July 2020**

AUDITORS

The auditors, Reid & Fraser Ltd, will be proposed for re-appointment at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 26/07/2021 and signed on its behalf by:

F. Jansen
Ms F Jansen - Trustee

**Report of the Independent Auditors to the Trustees and Members of
Highlands And Islands Students'
Association**

Opinion

We have audited the financial statements of Highlands And Islands Students' Association (the 'charitable company') for the year ended 31 July 2020 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, 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 (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 July 2020 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 8 of the Charities Accounts (Scotland) Regulations 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' 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

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

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.

In connection with our audit of the financial statements, 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 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 or a material misstatement of the other information. 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 Report of the Trustees, which includes the Directors' Report prepared for the purpose of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Directors' Report included within the Report of the Trustees has been prepared in accordance with applicable legal requirements

**Report of the Independent Auditors to the Trustees and Members of
Highlands And Islands Students'
Association**

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

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

- adequate and proper 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; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities, the trustees 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.

Our 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 a Report of the Independent Auditors 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.

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 Report of the Independent Auditors.

**Report of the Independent Auditors to the Trustees and Members of
Highlands And Islands Students'
Association**

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006, and to the charitable company's trustees, as a body, in accordance with Regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the charitable company's members and the trustees those matters we are required to state to them in an auditors' 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 members as a body, for our audit work, for this report, or for the opinions we have formed.

Linda Cameron

Linda Cameron (Senior Statutory Auditor)

for and on behalf of Reid & Fraser Ltd

Statutory Auditors

Chartered Accountants

Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006

15 Princes Street

Thurso

Caithness

KW14 7BQ

Date: 27.7.21

**Highlands And Islands Students'
Association**

**Statement of Financial Activities
for the Year Ended 31 July 2020**

	Notes	Unrestricted fund £	Restricted funds £	2020 Total funds £	2019 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	8,906	-	8,906	8,479
Charitable activities	4				
Charitable activities		806,030	3,445	809,475	619,263
Other trading activities	3	7,528	-	7,528	-
Other income		2,003	-	2,003	5,852
Total		824,467	3,445	827,912	633,594
EXPENDITURE ON					
Raising funds	5	4,091	-	4,091	-
Charitable activities	6				
Charitable activities		647,178	25,772	672,950	617,093
Other		5,201	-	5,201	-
Total		656,470	25,772	682,242	617,093
NET INCOME/(EXPENDITURE)		167,997	(22,327)	145,670	16,501
Transfers between funds	15	(3,494)	3,494	-	-
Net movement in funds		164,503	(18,833)	145,670	16,501
RECONCILIATION OF FUNDS					
Total funds brought forward		55,428	20,000	75,428	58,927
TOTAL FUNDS CARRIED FORWARD		219,931	1,167	221,098	75,428

The notes form part of these financial statements

**Highlands And Islands Students'
Association**

**Balance Sheet
31 July 2020**

	Notes	Unrestricted fund £	Restricted funds £	2020 Total funds £	2019 Total funds £
FIXED ASSETS					
Tangible assets	12	29,473	-	29,473	-
CURRENT ASSETS					
Debtors	13	117,308	-	117,308	82,586
Cash at bank		165,799	1,167	166,966	65,019
		<u>283,107</u>	<u>1,167</u>	<u>284,274</u>	<u>147,605</u>
CREDITORS					
Amounts falling due within one year	14	(92,649)	-	(92,649)	(72,177)
NET CURRENT ASSETS		<u>190,458</u>	<u>1,167</u>	<u>191,625</u>	<u>75,428</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>219,931</u>	<u>1,167</u>	<u>221,098</u>	<u>75,428</u>
NET ASSETS/(LIABILITIES)		<u>219,931</u>	<u>1,167</u>	<u>221,098</u>	<u>75,428</u>
FUNDS	15				
Unrestricted funds				219,931	55,428
Restricted funds				1,167	20,000
TOTAL FUNDS				<u>221,098</u>	<u>75,428</u>

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

The financial statements were approved by the Board of Trustees and authorised for issue on 26.10.2021 and were signed on its behalf by:

F. Jansen
F Jansen - Trustee

**Highlands And Islands Students'
Association**

**Cash Flow Statement
for the Year Ended 31 July 2020**

	Notes	2020 £	2019 £
Cash flows from operating activities			
Cash generated from operations	1	<u>136,621</u>	<u>8,454</u>
Net cash provided by operating activities		<u>136,621</u>	<u>8,454</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		<u>(34,674)</u>	<u>-</u>
Net cash (used in)/provided by investing activities		<u>(34,674)</u>	<u>-</u>
Change in cash and cash equivalents in the reporting period		<u>101,947</u>	<u>8,454</u>
Cash and cash equivalents at the beginning of the reporting period		<u>65,019</u>	<u>56,565</u>
Cash and cash equivalents at the end of the reporting period		<u><u>166,966</u></u>	<u><u>65,019</u></u>

The notes form part of these financial statements

Notes to the Cash Flow Statement
for the Year Ended 31 July 2020

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2020 £	2019 £
Net income for the reporting period (as per the Statement of Financial Activities)	145,670	16,501
Adjustments for:		
Depreciation charges	5,201	-
Increase in debtors	(34,722)	(36,220)
Increase in creditors	20,472	28,173
Net cash provided by operations	<u>136,621</u>	<u>8,454</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.8.19 £	Cash flow £	At 31.7.20 £
Net cash			
Cash at bank	65,019	101,947	166,966
	<u>65,019</u>	<u>101,947</u>	<u>166,966</u>
Total	<u>65,019</u>	<u>101,947</u>	<u>166,966</u>

**Notes to the Financial Statements
for the Year Ended 31 July 2020**

1. ACCOUNTING POLICIES

BASIS OF PREPARING THE FINANCIAL STATEMENTS

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The Association is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £1.

The presentation currency in the accounts is £ (sterling).

The monetary amounts included in the accounts are rounded to the nearest £(sterling).

PREPARATION OF THE FINANCIAL STATEMENTS ON A GOING CONCERN BASIS

The Association has carried forward funds of £221,098 (2019 £75,428), and as the University of the Highlands and Islands has committed to future funding of the Association, the trustees consider that the charity is a going concern.

INCOME AND DEBTORS

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

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.

EXPENDITURE AND CREDITORS

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

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.

TANGIBLE FIXED ASSETS

Tangible fixed assets are originally recorded at cost.

Depreciation is provided at the following annual rates in order to write off the cost less the estimated residual value over its estimated useful life.

Office equipment - 15% reducing balance

TAXATION

The charity is exempt from corporation tax on its charitable activities.

FUND ACCOUNTING

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Notes to the Financial Statements - continued
for the Year Ended 31 July 2020

1. ACCOUNTING POLICIES - continued

FUND ACCOUNTING

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

PENSION COSTS AND OTHER POST-RETIREMENT BENEFITS

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

DONATED SERVICES AND FACILITIES

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

2. DONATIONS AND LEGACIES

	2020	2019
	£	£
Donated services and facilities	<u>8,906</u>	<u>8,479</u>

3. OTHER TRADING ACTIVITIES

	2020	2019
	£	£
Shop income	<u>7,528</u>	<u>-</u>

4. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2020	2019
		£	£
UHI Block Grant	Charitable activities	806,030	599,263
Bord Na Gaidhlig	Charitable activities	-	20,000
Cycling Scotland	Charitable activities	<u>3,445</u>	<u>-</u>
		<u>809,475</u>	<u>619,263</u>

**Notes to the Financial Statements - continued
for the Year Ended 31 July 2020**

5. RAISING FUNDS

OTHER TRADING ACTIVITIES

	2020	2019
	£	£
Purchases	4,091	-

6. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 7) £	Totals £
Charitable activities	660,890	12,060	672,950

7. SUPPORT COSTS

	Governance costs £
Charitable activities	12,060

8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2020	2019
	£	£
Auditors' remuneration	5,700	5,100
Depreciation - owned assets	5,201	-

9. TRUSTEES' REMUNERATION AND BENEFITS

Three charity trustees were also employees of the Association during the year and received combined total salary and benefits of £62,836 (2019 - £54,864) in the furtherance of their duties.

Key management personnel comprises the Trustees, the Associate Chief Executive, The Activities Manager and the Student Voice Manager. Key management personnel, excluding the Trustees noted above, received combined total salary and benefits of £115,195 (2019 - £78,885).

TRUSTEES' EXPENSES

Charity trustees received a combined total of £4,133 (2019 - £7,960) in respect of reimbursed expenses incurred in the furtherance of their duties.

**Notes to the Financial Statements - continued
for the Year Ended 31 July 2020**

10. STAFF COSTS

	2020	2019
	£	£
Wages and salaries	451,067	357,130
Social security costs	27,250	20,942
Other pension costs	13,905	10,017
	<u>492,222</u>	<u>388,089</u>

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

	2020	2019
Core team staff	13	7
Sabbatical officers	3	3
Depute presidents	6	7
	<u>22</u>	<u>17</u>

No employees received emoluments in excess of £60,000.

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	8,479	-	8,479
Charitable activities			
Charitable activities	599,263	20,000	619,263
Other income	5,852	-	5,852
Total	<u>613,594</u>	<u>20,000</u>	<u>633,594</u>
EXPENDITURE ON			
Charitable activities			
Charitable activities	617,093	-	617,093
NET INCOME/(EXPENDITURE)	<u>(3,499)</u>	<u>20,000</u>	<u>16,501</u>
RECONCILIATION OF FUNDS			
Total funds brought forward	58,927	-	58,927
TOTAL FUNDS CARRIED FORWARD	<u>55,428</u>	<u>20,000</u>	<u>75,428</u>

Notes to the Financial Statements - continued
for the Year Ended 31 July 2020

12. TANGIBLE FIXED ASSETS

	Office equipment £
COST	
Additions	34,674
DEPRECIATION	
Charge for year	5,201
NET BOOK VALUE	
At 31 July 2020	29,473
At 31 July 2019	-

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Other debtors	40,202	647
Prepayments and accrued income	77,106	81,939
	<u>117,308</u>	<u>82,586</u>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Other creditors	84,554	40,729
Accruals and deferred income	8,095	31,448
	<u>92,649</u>	<u>72,177</u>

15. MOVEMENT IN FUNDS

	At 1.8.19 £	Net movement in funds £	Transfers between funds £	At 31.7.20 £
Unrestricted funds				
General fund	55,428	167,997	(3,494)	219,931
Restricted funds				
Bord Na Gaidhlig	20,000	(23,494)	3,494	-
Cycling Intern	-	1,167	-	1,167
	<u>20,000</u>	<u>(22,327)</u>	<u>3,494</u>	<u>1,167</u>
TOTAL FUNDS	<u>75,428</u>	<u>145,670</u>	<u>-</u>	<u>221,098</u>

Notes to the Financial Statements - continued
for the Year Ended 31 July 2020

15. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	824,467	(656,470)	167,997
Restricted funds			
Bord Na Gaidhlig	-	(23,494)	(23,494)
Cycling Intern	3,445	(2,278)	1,167
	<u>3,445</u>	<u>(25,772)</u>	<u>(22,327)</u>
TOTAL FUNDS	<u><u>827,912</u></u>	<u><u>(682,242)</u></u>	<u><u>145,670</u></u>

Comparatives for movement in funds

	At 1.8.18 £	Net movement in funds £	At 31.7.19 £
Unrestricted funds			
General fund	58,927	(3,499)	55,428
Restricted funds			
Bord Na Gaidhlig	-	20,000	20,000
	<u>58,927</u>	<u>16,501</u>	<u>75,428</u>
TOTAL FUNDS	<u><u>58,927</u></u>	<u><u>16,501</u></u>	<u><u>75,428</u></u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	613,594	(617,093)	(3,499)
Restricted funds			
Bord Na Gaidhlig	20,000	-	20,000
	<u>633,594</u>	<u>(617,093)</u>	<u>16,501</u>
TOTAL FUNDS	<u><u>633,594</u></u>	<u><u>(617,093)</u></u>	<u><u>16,501</u></u>

Notes to the Financial Statements - continued
for the Year Ended 31 July 2020

15. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.8.18 £	Net movement in funds £	Transfers between funds £	At 31.7.20 £
Unrestricted funds				
General fund	58,927	164,498	(3,494)	219,931
Restricted funds				
Bord Na Gaidhlig	-	(3,494)	3,494	-
Cycling Intern	-	1,167	-	1,167
	-	(2,327)	3,494	1,167
TOTAL FUNDS	<u>58,927</u>	<u>162,171</u>	<u>-</u>	<u>221,098</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	1,438,061	(1,273,563)	164,498
Restricted funds			
Bord Na Gaidhlig	20,000	(23,494)	(3,494)
Cycling Intern	3,445	(2,278)	1,167
	23,445	(25,772)	(2,327)
TOTAL FUNDS	<u>1,461,506</u>	<u>(1,299,335)</u>	<u>162,171</u>

The Bord Na Gaidhlig fund is to pay for a project officer to devise a "Gaelic Plan" for HISA. At December 2019 a project officer was appointed together with a part-time student representative, who is fluent in Gaelic.

The Cycling Intern fund is to promote and enable cycling and to pay for student courses (Dr Bike and Cycle Ride Leader Course) as well as cycling safety accessories.

**Notes to the Financial Statements - continued
for the Year Ended 31 July 2020**

16. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 July 2020.

**Highlands And Islands Students'
Association**

**Detailed Statement of Financial Activities
for the Year Ended 31 July 2020**

	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
INCOME AND ENDOWMENTS				
Donations and legacies				
Donated services and facilities	8,906	-	8,906	8,479
Other trading activities				
Shop income	7,528	-	7,528	-
Charitable activities				
UHI Block Grant	806,030	-	806,030	599,263
Bord Na Gaidhlig	-	-	-	20,000
Cycling Scotland	-	3,445	3,445	-
	<u>806,030</u>	<u>3,445</u>	<u>809,475</u>	<u>619,263</u>
Other income				
Discounts cards & Freshers' Week	1,054	-	1,054	5,852
Other income	596	-	596	-
CJRS funding	353	-	353	-
	<u>2,003</u>	<u>-</u>	<u>2,003</u>	<u>5,852</u>
Total incoming resources	824,467	3,445	827,912	633,594
EXPENDITURE				
Other trading activities				
Purchases	4,091	-	4,091	-
Charitable activities				
Wages	428,630	22,437	451,067	357,130
Social security	27,250	-	27,250	20,942
Pensions	13,905	-	13,905	10,017
Agency costs	26,411	-	26,411	14,846
Donated services	8,906	-	8,906	8,479
Travel & subsistence	29,776	-	29,776	64,067
Training	10,827	-	10,827	9,957
Recruitment advertising	3,492	-	3,492	3,715
Clubs & societies	25,602	-	25,602	38,136
Meetings & conferences	16,837	-	16,837	23,814
Administration	25,962	3,335	29,297	28,789
Web development	755	-	755	14,950
Membership fees	16,765	-	16,765	14,524
	<u>635,118</u>	<u>25,772</u>	<u>660,890</u>	<u>609,366</u>

This page does not form part of the statutory financial statements

**Highlands And Islands Students'
Association**

**Detailed Statement of Financial Activities
for the Year Ended 31 July 2020**

	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
Charitable activities				
Other				
Depreciation of office equipment	5,201	-	5,201	-
Support costs				
Governance costs				
Auditors' remuneration	5,700	-	5,700	5,100
Other professional fees	6,360	-	6,360	2,627
	<u>12,060</u>	<u>-</u>	<u>12,060</u>	<u>7,727</u>
Total resources expended	<u>656,470</u>	<u>25,772</u>	<u>682,242</u>	<u>617,093</u>
Net income	<u>167,997</u>	<u>(22,327)</u>	<u>145,670</u>	<u>16,501</u>

This page does not form part of the statutory financial statements