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Company Number: 02732244  
Registered Charity Number: 1042175

# Southern Universities Management Services

DIRECTORS REPORT AND FINANCIAL STATEMENTS

for the year ended

31 July 2021

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# Southern Universities Management Services

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# Southern Universities Management Services

REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 JULY 2021

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Company Name: Southern Universities Management Services  
Registered Company Number: 02732244 (Registered in England and Wales)  
Registered Charity Number: 1042175  
Registered Office and Operational Address: University of Reading  
Reading Enterprise Centre  
Earley Gate  
Whiteknights Road  
Reading  
RG6 6BU

## Directors of the Charitable Company:

C Campbell	Newcastle University
S Harrison-Barker	University of Hertfordshire
L Jeffries	University of Reading
K O'Connell (resigned 1/9/2020)	University of Hull
Z Radnor (resigned 1/7/2021)	City, University of London
H Wain	University of Cambridge
M Williams	University of Bath

These directors of the charitable company are also trustees of the charity for the purpose of charity law and are referred to as Members of the Management Committee in the Articles of Association.

## Senior Management Team:

M-B Hyde	Group Chief Executive
J Arber	Group Managing Director
R Johnson	Head of Procurement Services
C Tudor-Morgan	Head of Finance and Operations

## Company Secretary:

C Tudor-Morgan	Head of Finance and Operations
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## Auditors:

James Cowper Kreston  
Reading Bridge House  
George Street  
Reading  
RG1 8LS

## Legal Advisors:

Field Seymour Parkes LLP  
1 London Street  
Reading  
RG1 4PN

# Southern Universities Management Services

## REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 JULY 2021

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The Directors present their annual report together with the audited financial statements of the charitable company for the year ended 31 July 2021. The Report of the Directors is the Directors' Report as required by S.417 of the Companies Act 2006 and the Directors' Report as required by the Charities Act 2011. The financial statements comply with the requirements of the Companies Act 2006, the Charities Act 2011, the charitable company's Memorandum and Articles of Association and 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).

### **Structure, Governance and Management**

#### Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 17 July 1992 and registered as a charity on 18 November 1994. The charitable company was established under a Memorandum of Association, which established the objects and powers of the charitable company and is governed under its Articles of Association. The current Memorandum and Articles of Association were adopted on 16 November 2021. Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding up. As at 31 July 2021 there were 28 Members and the total number of such guarantees was 28 (2020: 27).

#### Appointment of Directors

Under the provisions of the Articles of Association the directors are appointed for an initial term not exceeding four years by the Members of the charitable company by ordinary resolution. Directors may be elected for a second term not exceeding four years, but may not serve more than two terms of office unless they are appointed as Chair of the Management Committee during their second term of office. Directors retire in rotation.

#### Director Induction and Training

SUMS directors include member representatives both from the institutions that comprise the charitable company's membership and those that represent the institutions that subscribe to SUPC. As such they have a good understanding of how the charitable company is structured and operates and will have already worked with the various business units of SUMS in their capacity as member representative. As part of the induction process new directors participate in discussions with the CEO. The Charity Commission publication 'The Essential Trustee' along with the Memorandum and Articles of Association and a role profile are distributed to new directors.

#### Management

The charitable company is organised into three divisions: SUMS Consulting, Southern Universities Purchasing Consortium (SUPC) and Procurement Shared Service (PSS). In 2019 the company underwent changes to its Articles of Association to create an equal balance of representation from the different business units of SUMS within its Management Committee. The Management Committee now comprises a minimum of six directors; three representatives appointed from the Members of the charitable company and three appointed to represent Southern Universities Purchasing Consortium (SUPC). The Group Chief Executive carries out day-to-day management of the charitable company under the direction of the members of the Management Committee.

The company has 17 full-time employees, 5 part-time employees and a pool of associate consultants.

SUMS Consulting provides management consultancy services. Its principal activity is to promote the efficiency of the administration of educational charities in direct pursuit of their objects through the conduct of management consultancy assignments at the request of beneficiaries.

# Southern Universities Management Services

## REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 JULY 2021 (continued)

SUPC provides services to higher education institutions and further education colleges that are its subscribers. Its principal activity is the co-ordination of purchasing activity between its beneficiaries in order to share expertise and to achieve efficiency in purchasing.

PSS provides specialist procurement support to higher education institutions and further education colleges to help them secure value for money from their procurement activities. This includes the delivery of the Procurement Maturity Assessment Programme to English HEI's.

### Remuneration Policy for Key Management Personnel

The salary policy, which includes the framework for setting pay for all staff including key management personnel is reviewed by the Management Committee every two years. The basis of the annual salary review is to give an annual cost of living increase, and consider any further increases related to performance and changes to each role across the year. The cost of living increase is set having regard to the award applied to the HE sector, whilst the review of performance and roles are undertaken against both the banding structure in place, with benchmarking against similar roles both within and outside the sector considered every two to three years.

### Related Parties

The University of Reading is a member of the charitable company for which it pays the annual subscription fee. The University of Reading also provides payroll, supplier payments, banking services, pensions facilities, IT infrastructure and IT support to the charitable company. The charitable company makes payment to the University of Reading for the services provided and for rentals for the premises occupied under lease by the charitable company.

### Risk Management

Major risks to which the charitable company is exposed are reviewed regularly, documented in a Risk Register and categorised according to their severity based on their likelihood and impact. Actions and procedures have been established to identify and mitigate these risks. The Risk Register is reviewed by the Management Committee annually, with dynamic risks being reviewed at each meeting of the Management Committee and the Executive Group.

The current key risks are:

<b>Risk</b>	<b>Mitigation</b>
Universities ceasing membership due to financial pressures from Covid-19	<ul style="list-style-type: none"><li>• Focus on efficiencies and target operating model services to generate savings for members</li><li>• Member relationship management with increased remote engagement</li></ul>
The potential failure to meet planned financial targets	<ul style="list-style-type: none"><li>• Investing in service development including the launch of new products</li><li>• Strengthening of core staff capabilities, supplemented by a pool of associate consultants</li><li>• Close monitoring of financial performance and cashflow against budgets and forecasts</li></ul>
The potential impact of final salary pension scheme deficits	<ul style="list-style-type: none"><li>• Deficit recovery plans in place at scheme level</li><li>• Ensuring pension scheme provisions remain appropriate</li><li>• Targeting a 5% annual surplus to maintain appropriate level of reserves</li></ul>

# Southern Universities Management Services

REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 JULY 2021 (continued)

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## Objectives and Activities, Achievements and Performance

In setting the objectives and planning the activities of the charitable company the Management Committee has given consideration to the Charity Commission's general guidance on public benefit, and in particular to its supplementary public benefit guidance on the advancement of education. The objects for which the charitable company is established are to promote the efficiency of the administration of educational charities in direct pursuit of their objects by:

- (a) advice, training and information about financial planning, effective management procedures, and the best use of available resources, and
- (b) any other assistance appropriate to the provision of financial planning, procedural advice and resource management.

The services provided promote the efficiency and effectiveness of educational charities. The directors have access to the Charity Commission's website which they review regularly, to help ensure that the aims of the charitable company meet the public benefit requirement. The directors confirm that they have complied with the duty in section 17(5) of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit.

SUMS Consulting this year has continued to focus on delivering consulting assignments, seminars and workshop events to help Members ensure their organisations are efficient and effective given the challenges faced by the Higher Education sector, and particularly in light of the Covid-19 pandemic.

SUPC continues to focus on providing collaborative procurement solutions to its members.

The Procurement Shared Service (PSS) division has focused on the delivery of a procurement maturity assessment programme and procurement consultancy support to English Higher Education institutions with the aim of supporting institutions to improve procurement, their efficiency and effectiveness, and the value for money they deliver.

The objectives, activities, output and achievements of SUMS Consulting and SUPC are set out in detail in their separate annual reviews that focus on their operating activities. These reports are available either from their respective websites ([www.sums.org.uk](http://www.sums.org.uk) and [www.supc.ac.uk](http://www.supc.ac.uk)), or upon request to the charitable company at its registered office. Copies of the annual reviews are distributed widely within the HE sector and beyond.

# Southern Universities Management Services

## REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 JULY 2021 (continued)

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### STRATEGIC REPORT

#### Financial Review

The financial year to 31 July 2021 saw an overall surplus for the charitable company of £260k (2020: £233k surplus). Significant growth in fee-paid consultancy, from £261k in 2019/20 to £551k in 2020/21, plus savings in travel and accommodation costs versus pre-Covid levels, accounted for the majority of the surplus.

#### Incoming Resources

Overall income for the year is £2,459k, an increase of 15% on prior year (2020: £2,145k), with the majority (61%) obtained from SUMS and SUPC subscription income.

#### Resources Expended

Overall expenditure for the year is £2,199k, an increase of £287k (15%) versus prior year (2020: £1,912k) and in line with the increased overall income.

As with prior years, the largest proportion of expenditure (67%) relates to professional staff and consultants' costs in place to deliver consultancy and support activities to our Members.

#### Reserves Policy

The directors review and consider the charitable company's reserves in the context of risks and funding. In setting a reserves policy the directors aim to establish reasonable, but not absolute protection against risks and to balance this with the need to deploy resources in pursuit of the company's charitable objectives. SUMS maintains financial reserves to provide flexibility to meet:

- Future investments for new and/or growing areas of activity
- Annual fluctuations in operating income and/or expenditure
- The liability that is to arise from SUMS defined benefit pension schemes, for which reserves are to be held within a designated fund
- An element of financial risk, to which the company is exposed
- Most potential unexpected costs.

The Management Committee set a target for the 2020/21 financial year for free reserves – working capital – to be maintained in a range of 6 and 9 months of operating costs. Free reserves held at 31 July 2021 were within this target range.

#### Reserves Held

The University of Reading Employees' Pension Fund (UREPF) was closed to new entrants on 31 August 2011 and since then the number of active members of the scheme has been in decline. At the point the charitable company ceases to have any active members of the scheme a cessation event will be triggered. The potential liability arising from this was estimated by the scheme's actuaries as at 31 July 2020 to be £184k. This amount is being held in a designated fund in accordance with the reserves policy.

Reserves at the end of the financial year were £1,538k (2020: £1,278k), a 20% increase on prior year. These reserves include designated reserves of £184k (2020: £182k), held in relation to UREPF pension scheme liability detailed in note 18. The pension scheme designated reserve will stay in place until a s75 secession event is triggered.

# Southern Universities Management Services

REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 JULY 2021 (continued)

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## Principal Funding Sources

The majority of the charitable company's funding is from its membership subscriptions and subscribers. As at 31 July 2021 there were 28 Members of the charitable company (2020: 27) and 61 subscribers to SUPC: 46 full subscribers and 15 associates (2020: 61 subscribers; 47 full and 14 associates). Additional funding comes from consulting work over and above core membership work, retention of some marketing rebates for contract support activities, and fees for events.

## Investment Policy

SUMS key investment objective is to preserve the capital value of its investments with a low level of risk, whilst ensuring that an adequate level of assets are readily available to meet all expected cash flow requirements. In this regard, all investments are held within cash or near cash investments and are spread across a number of institutions who fulfil the criteria set out within the SUMS investment policy.

## Going Concern

Having reviewed the strategic risks, the current financial position of SUMS and the financial projections which sit alongside the overarching strategy, the directors consider that adequate resources continue to be available to fund future plans for the foreseeable future. Accordingly, the directors are of the view that the Charity is a going concern.



# Southern Universities Management Services

REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 JULY 2021 (continued)

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## Future Plans

The charitable company plans to continue similar activities into future periods, tailoring the content of these activities to meet specific member needs alongside focusing on the issues, challenges and opportunities emerging for the Higher Education sector.

SUMS Consulting will continue to offer Members access to specialist HE expertise through the provision of consulting services and access to its knowledge hub, along with a range of member events and publications. SUMS Consulting will ensure its capabilities continue to meet the evolving requirements of Members in areas such as digital transformation, efficiency and effectiveness, and student wellbeing. SUMS Consulting has developed a modular efficiencies and Target Operating Model offering that will help universities realise efficiencies. This includes a procurement module that leverages the expertise within SUPC and PSS. SUMS will also support the wider HE sector through the provision of fee paid consulting services to non-Members, as required.

SUPC will continue to deliver value for money to members through the provision of compliant frameworks and value adding services. Value adding services enhance the core offering and allow members to tailor their membership package to meet their specific requirements. In addition, SUPC is to continue its successful strategic partnership with sister consortium, LUPC and membership of UK Universities Purchasing Consortia (UKUPC), with the aim of offering greater value to members through aligned activity and driving up collaborative procurement across the HE sector.

The Procurement Shared Service division (PSS) is offering an improved Procurement Maturity Assessment product (PMA+) that is delivered virtually and meets the needs of universities seeking to benchmark their procurement, as recommended by government in the recent Procurement Green Paper. PSS will continue to provide specialist procurement consulting and other resources to the sector with the aim of improving sector procurement.

# Southern Universities Management Services

REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 JULY 2021 (continued)

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## Directors' Responsibilities Statement

The directors are responsible for preparing the Strategic Report, the Directors' 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 directors 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 directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The directors are responsible for keeping proper and 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 directors are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the directors 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 directors 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 the financial statements may differ from legislation in other jurisdictions.

## Auditors

The auditors, James Cowper Kreston, have indicated their willingness to stay in office.

The financial statements were approved by the directors on 25 November 2021 and signed on their behalf by:



M. Williams  
Director

Date: 25/11/21

# Southern Universities Management Services

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 JULY 2021

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### OPINION

We have audited the financial statements of Southern Universities Management Services (the 'charitable company') for the year ended 31 July 2021 set out on pages 12 to 30. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 July 2021 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### BASIS FOR OPINION

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council'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 directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors' 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 directors are responsible for the other information. The other information comprises the information included in the Annual report, other than the financial statements and our Auditor's report 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.

# Southern Universities Management Services

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 JULY 2021

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We have nothing to report in this regard.

### **OPINION 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 Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- 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 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 requires us to report to you if, in our opinion:

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

As explained more fully in the Directors' responsibilities statement, the Directors (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 Directors 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 Directors 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 Directors either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

### **AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS**

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

# Southern Universities Management Services

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 JULY 2021

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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.

The specific procedures for this engagement that we designed and performed to detect material misstatements in respect of irregularities, including fraud, were as follows:

- Enquiry of management and those charged with governance around actual and potential litigation and claims;
- Enquiry of management and those charged with governance to identify any material instances of non-compliance with laws and regulations;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing audit work to address the risk of irregularities due to 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 evidence of bias.

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](http://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. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.



Alexander Peal BSc (Hons) DCA DChA (Senior Statutory Auditor)

for and on behalf of

**James Cowper Kreston**  
Chartered Accountants and Statutory Auditor  
Reading Bridge House  
George Street  
Reading  
Berkshire  
RG1 8LS

1 March 2022

# Southern Universities Management Services

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 JULY 2021

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
<b>Income:</b>					
<i>Income from Charitable activities</i>					
Subscription income		1,497,676	-	1,497,676	1,492,438
Consulting income		550,788	-	550,788	260,652
Event income		24,449	-	24,449	31,142
Grant income		-	2,520	2,520	4,322
Other income		6,875	-	6,875	3,595
Marketing premium retained		373,256	-	373,256	340,000
Investment income		3,533	-	3,533	12,486
<b>Total income</b>	3	<b>2,456,577</b>	<b>2,520</b>	<b>2,459,097</b>	<b>2,144,635</b>
<b>Expenditure on:</b>					
<i>Expenditure on charitable activities:</i>					
Travel and meeting costs		1,308	-	1,308	74,515
Professional staff and consultants		1,336,103	-	1,336,103	1,187,362
Pension provision		(10,231)	-	(10,231)	(115,698)
Administration costs		675,376	2,520	677,896	584,402
Premises		69,287	-	69,287	79,319
Governance		124,695	-	124,695	101,683
<b>Total expenditure</b>	4	<b>2,196,538</b>	<b>2,520</b>	<b>2,199,058</b>	<b>1,911,583</b>
<b>Net (expenditure)/income and net movement in funds for the year</b>		<b>260,038</b>	<b>-</b>	<b>260,038</b>	<b>233,052</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		1,278,342	-	1,278,342	1,045,290
<b>Total funds carried forward</b>	15	<b>1,538,380</b>	<b>-</b>	<b>1,538,380</b>	<b>1,278,342</b>

The Statement of Financial Activities includes all gains and losses recognised in the year. All incoming resources and resources expended derive from continuing activities.

The notes on pages 15 to 30 form part of these financial statements.

# Southern Universities Management Services

BALANCE SHEET AS AT 31 JULY 2021

	Note	2021		2020	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	7		-		-
<b>Current assets</b>					
Debtors	8	1,519,610		868,957	
Investments: short-term investments	9	793,563		957,425	
Cash at bank and in hand		<u>735,605</u>		<u>374,214</u>	
		3,048,778		2,200,596	
<b>Creditors</b>					
Amounts falling due within one year	10	<u>(1,233,870)</u>		<u>(635,495)</u>	
<b>Net current assets</b>			1,814,908		1,565,101
<b>Creditors</b>					
Amounts falling due after one year	11		(276,528)		(286,759)
<b>Total net assets</b>	16		<u>1,538,380</u>		<u>1,278,342</u>
<b>The funds of the charity:</b>					
<i>Unrestricted funds</i>					
General funds			1,354,380		1,096,342
Designated funds			184,000		182,000
<i>Restricted funds</i>					
			-		-
<b>Total charity funds</b>	16		<u>1,538,380</u>		<u>1,278,342</u>

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts. The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime. The directors have elected for the financial statements to be audited in accordance with the Companies Act 2006.

These financial statements were approved by the directors and authorised for issue on ~~15 November 2021~~, and are signed on their behalf by:

  
 M. Williams  
 Director

# Southern Universities Management Services

## CASH FLOW STATEMENT FOR THE YEAR ENDED 31 JULY 2021

	Note	2021 £	2020 £
<b>Operating Activities</b>			
Cash used in operations	19	176,322	22,446
<b>Investing Activities</b>			
Interest received		<u>3,533</u>	<u>12,486</u>
<b>Net cash used in Investing Activities</b>		<u>3,533</u>	<u>12,486</u>
<b>Financing Activities</b>			
Movements in investments		163,862	(4,425)
Movements in monies held by University of Reading		<u>17,674</u>	<u>13,376</u>
<b>Net cash used in Financing Activities</b>		<u>181,536</u>	<u>8,951</u>
Change in cash and cash equivalents in the year		<u>361,391</u>	<u>43,882</u>
Cash and cash equivalents at beginning of the year		<u>374,214</u>	<u>330,332</u>
Cash and cash equivalents at end of the year		<u><u>735,605</u></u>	<u><u>374,214</u></u>

The notes on pages 15 to 30 form part of these financial statements



# Southern Universities Management Services

## NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 JULY 2021

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### 1. General information & Principal Accounting Policies

Southern Universities Management Services ("the charitable company") is a public benefit entity limited by guarantee domiciled and incorporated in England and Wales (registered company number 02732244). The address of the charitable company's registered office and principal place of business is University of Reading, Reading Enterprise Centre, Earley Gate, Whiteknights Road, Reading, RG6 6BU.

A summary of the more important accounting policies, including those affecting the most significant items in these financial statements, is set out below:

#### a) Basis of accounting

The accounts have been prepared under the Companies Act 2006 and in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with FRS 102 (effective 1 January 2015) – (Charities SORP (FRS 102)). The accounts are drawn up on the historical cost basis of accounting.

Monetary amounts in these accounts are rounded to the nearest £ except where otherwise indicated.

#### b) Going concern

After making enquiries, the directors have a reasonable expectation that the charitable company has adequate resources to continue its activities for the foreseeable future. Accordingly, they continue to adopt the going concern basis in preparing the financial statements as outlined in the statement of directors' responsibilities. The directors have considered the effect of the Covid pandemic on the operations of the entity and based on their analysis and the performance since March 2020 they have concluded that the entity has not been significantly affected and remains a going concern.

#### c) Funds

If there is a restriction on the purpose to which a fund may be put, the fund is classified as a restricted income fund. In instances where restrictions on the use of grants are set, the grant is spent according to these requirements. Designated funds compromise unrestricted funds, where are earmarked for particular purposes by the directors.

#### d) Income

Income attributable to the financial year is recognised as follows:

- subscription fees are accounted for in the year in which the membership benefit is provided
- consultancy income is accounted for on an accruals basis, in the period in which the work is undertaken
- event income is accounted for as at the date the event occurred
- grant income is accounted at the point the charity is entitled to the income and performance related conditions are met
- marketing premium income is accounted for in the period it is earned
- investment income is accounted for in the period it is earned.

Income is allocated to the appropriate activity within SUMS, SUPC, PSS, Marketing and Communications (M&C) and Central by way of individual cost centres.

# Southern Universities Management Services

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 JULY 2021 (*continued*)

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## 1. General information & Principal Accounting Policies (*continued*)

### e) Funds received as agent

The charitable company receives rebate income from the suppliers of the SUPC member universities under the purchasing consortium agreements. The income recognised in the accounts is the amount retained by SUMS to further their charitable objectives. All other funds received and dispersed to the member universities are not recognised as income and expenditure in accordance with the Charities SORP 'Accounting for Funds received as Agent'.

### f) Expenditure

Expenditure is recognised on an accruals basis in the period in which the liability is incurred. All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs are allocated to the appropriate activity within SUMS, SUPC, PSS, M&C or Central by way of individual cost centres. Costs relating to a particular activity are allocated directly; others are apportioned on an appropriate basis.

### g) Governance costs

Governance costs include costs associated with providing the governance infrastructure and generating required statutory information. The costs include audit, legal and accounting fees and an apportionment of salary costs to approximate time spent on strategic management and governance of the charitable company.

### h) Tangible fixed assets

Capital items with a cost exceeding £1,000 are capitalised and depreciated. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, which in all cases is estimated at 4 years.

### i) VAT

Irrecoverable VAT is charged against administration costs.

### j) Investments

The charitable company has elected to hold funds in deposit accounts with banking institutions. The funds are on deposit and interest has been recognised on an accruals basis.

# Southern Universities Management Services

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 JULY 2021 *(continued)*

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## 1. General information & Principal Accounting Policies *(continued)*

### k) Retirement benefits

The charitable company participates in both the Universities Superannuation Scheme (USS) and the University of Reading Employees' Pension Fund (UREPF). The USS scheme is a hybrid pension scheme providing defined benefits (for all members), as well as defined contribution benefits. The UREPF scheme is a defined benefit scheme. The assets of the schemes are held in separate trustee-administered funds.

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

Because of the nature of the UREPF scheme, the charitable company is unable to identify its share of the underlying assets and liabilities of the schemes on a consistent and reasonable basis and therefore, as required by FRS 102 Section 28, accounts for the scheme as if it were a defined contribution scheme. As a result, the amount charged to the income and expenditure account represents the contributions payable to the scheme in respect of the accounting period.

The charitable company also participated in the University of Reading Pension Scheme (URPS) until 31 March 2019, and from 1 April 2019 a new scheme: the SUMS Pension Scheme (SUMSPP), both defined contribution schemes. For defined contribution schemes the amount charged to expenditure is the contributions payable in the year. Differences between contributions payable in the year and contributions actually paid are shown as either accruals or prepayments.

### l) Operating leases

Rentals paid under operating leases are charged to the SoFA on a straight-line basis over the lease term.

### m) Financial Instruments

The charitable company has applied the provisions of Section 11 'Basic Financial Instruments' of FRS 102, in full, to all of its financial instruments.

Financial assets and financial liabilities are recognised when the charitable company becomes a party to the contractual provisions of the instrument, and are offset only when the group has a legal enforceable right to set off the recognised amounts and intends either to settle on a net basis, or to realise and settle the liability simultaneously.

#### *Financial assets*

Trade and other debtors (including accrued income) which are receivable within one year and which do not constitute a financing transaction are initially measured at the transaction price and subsequently measured at amortised cost, being the transaction price less any amounts settled and any impairment losses.

# Southern Universities Management Services

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 JULY 2021 (*continued*)

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## 1. General information & Principal Accounting Policies (*continued*)

### m) Financial Instruments (*continued*)

Where the arrangements with a debtor constitutes a financing transaction, the debtor is initially measured at the present value of future payments discounted at a market rate of interest for a similar debt instrument and subsequently measured at amortised cost.

A provision for impairment of trade debtors is established when there is objective evidence that the amounts due will not be collected according to the original terms of the contract. Impairment losses are recognised according to the original terms of the contract. Impairment losses are recognised in the SoFA for the excess of the carrying value of the trade debtor over the present value of the future cash flows discounted using the original effective interest rate. Subsequent reversals of an impairment loss that objectively relate to an event occurring after the impairment loss was recognised, and are recognised immediately in the SoFA.

#### *Financial liabilities*

Financial instruments are classified as liabilities according to the substance of the contractual agreements entered into. Trade and other creditors (including accruals) payable within one year that do not constitute a financing transaction are initially measured at the transaction price and subsequently measured at amortised cost, being transaction price less any amounts settled.

Where the arrangements with a creditor constitutes a financing transaction, the creditor is initially measured at the present value of future payments discounted at a market rate of interest for a similar instruments and subsequently measured at amortised cost.

#### *Derecognising financial assets and liabilities*

A financial asset is derecognised only when the contractual rights to cash flows expire or are settled, or subsequently all the risks and rewards of ownership are transferred to another party, or is some significant risks or rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party. A financial liability (or part thereof) is derecognised when the obligation specified in the contract is discharged, cancelled or expires.

### n) Critical accounting estimates and areas of judgement

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

The charitable company makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

The only accounting estimates which the directors believe that the charitable company has is the reliance on the underlying assumptions which have been used by the actuary in the valuation of the pension scheme deficit.

### o) Taxation

The charitable company is a registered charity, and as such is entitled to tax exemptions on income and gains, properly applied for its charitable purposes.

# Southern Universities Management Services

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 JULY 2021 (continued)

## 2. Net income/(expenditure) for the year is stated after charging:

	2021 £	2020 £
Depreciation of tangible assets	-	-
Operating lease costs	64,399	75,457
Trustee liability insurance*	500	500
Auditor's remuneration for:		
- External audit	7,500	7,500
- Taxation - compliance services to the charitable company	-	-

\* The cost of liability cover is not separately identified but has a declared value of £500 following advice from the insurers.

## 3. Income by activity

2021	SUMS £	SUPC £	PSS £	M&C £	Total 2021 £
<i>Incoming resources from charitable activities</i>					
Subscription income	875,909	621,767	-	-	1,497,676
Consulting income	447,913	-	102,875	-	550,788
Event income	-	-	-	24,449	24,449
Grant income	-	-	-	2,520	2,520
Other income	-	800	-	6,075	6,875
Marketing premium retained	-	373,256	-	-	373,256
<i>Investment income</i>	-	-	-	-	3,533
<b>TOTAL INCOME</b>	<b>1,323,822</b>	<b>995,823</b>	<b>102,875</b>	<b>33,044</b>	<b>2,459,097</b>

2020	SUMS £	SUPC £	PSS £	M&C £	Total 2020 £
<i>Incoming resources from charitable activities</i>					
Subscription income	879,138	613,300	-	-	1,492,438
Consulting income	209,657	-	50,994	-	260,651
Event income	-	-	-	31,142	31,142
Grant income	-	-	-	4,322	4,322
Other income	-	1,400	130	2,065	3,595
Marketing premium retained	-	340,000	-	-	340,000
<i>Investment income</i>	-	-	-	-	12,486
<b>TOTAL INCOME</b>	<b>1,088,795</b>	<b>954,700</b>	<b>51,124</b>	<b>37,529</b>	<b>2,144,634</b>

# Southern Universities Management Services

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 JULY 2021 (continued)

## 4. Expenditure

### Analysis of unrestricted expenditure

	Staff costs £	Other £	Depreciation £	Total 2021 £	Total 2020 £
<i>Expenditure on charitable activities</i>					
Travel and meeting costs	-	1,308	-	1,308	74,515
Professional staff & consultants	944,572	391,531	-	1,336,103	1,187,362
Pension provision	-	(10,231)	-	(10,231)	(115,698)
Administration costs	451,371	224,005	-	675,376	580,080
Premises	-	69,287	-	69,287	79,319
Governance	109,104	15,591	-	124,695	101,683
	1,505,047	691,491	-	2,196,538	1,907,261

### Analysis of total expenditure by activity

Activity based 2021	SUMS £	SUPC £	PSS £	M&C £	Central £	Total 2021 £
<i>Expenditure on charitable activities</i>						
Travel & meeting costs	101	(172)	(270)	1,649	-	1,308
Professional staff & consultants	844,939	405,046	72,795	13,323	-	1,336,103
Pension provision	-	-	-	-	(10,231)	(10,231)
Administration costs	15,207	195,679	833	122,786	343,392	677,896
Premises	-	-	-	-	69,287	69,287
Governance	35,403	24,889	-	-	64,404	124,695
TOTAL EXPENDITURE	895,650	625,442	73,358	137,758	466,851	2,199,058

Activity based 2020	SUMS £	SUPC £	PSS £	M&C £	Central £	Total 2020 £
<i>Expenditure on charitable activities</i>						
Travel & meeting costs	31,754	11,863	1,277	27,839	1,782	74,515
Professional staff & consultants	782,966	359,086	41,996	3,314	-	1,187,362
Pension provision	-	-	-	-	(115,698)	(115,698)
Administration costs	11,614	145,517	18,194	142,845	266,233	584,402
Premises	-	-	-	-	79,319	79,319
Governance	35,572	22,920	-	-	43,190	101,683
TOTAL EXPENDITURE	861,906	539,386	61,647	173,998	274,826	1,911,583

# Southern Universities Management Services

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 JULY 2021 (continued)

## 5. Analysis of restricted fund income and expenditure

Two grants were received from The University of Reading to cover the salary costs of internship placements for University of Reading students at SUMS.

	2021 £	2020 £
<b>Incoming resources</b>		
Grant income	2,520	4,322
<b>Total incoming resources</b>	<u>2,520</u>	<u>4,322</u>
<b>Outgoing resources</b>		
Administration costs	2,520	4,322
<b>Total outgoing resources</b>	<u>2,520</u>	<u>4,322</u>
<b>Net movement in funds in the year</b>	<u>-</u>	<u>-</u>

## 6. Staff costs and numbers

	2021 £	2020 £
Staff costs were as follows:		
Salaries and wages	1,210,463	1,115,419
Employer's national insurance costs	124,903	116,729
Employer's pension costs	172,201	174,049
	<u>1,507,567</u>	<u>1,406,197</u>

The average number of staff employed during the year was 22 (2020: 21); various associates were engaged to provide services. The average number of full-time equivalents of persons employed during the year was 21 (2020: 20).

The total of employee benefits (including salary, employers pension contribution and employers national insurance contributions) paid to the senior management team, as disclosed on page 1, in the year totalled £419,413 (2020: £461,348).

The number of staff who received emoluments (excluding employers pension contribution and employers national insurance contributions) in the following ranges was:

	2021	2020
£60,001 to £70,000	3	0
£70,001 to £80,000	2	3
£80,001 to £90,000	1	1
£90,001 to £100,000	0	1
£100,001 to £110,000	2	1
£110,001 to £120,000	0	1
£120,001 to £130,000	0	0
£130,001 to £140,000	0	0

# Southern Universities Management Services

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 JULY 2021 (continued)

## 7. Fixed assets

	IT Equipment	Fixtures & Fittings	Total
	£	£	£
Cost:			
At 1 August 2020	800	4,833	5,633
Disposals	-	-	-
At 31 July 2021	<u>800</u>	<u>4,833</u>	<u>5,633</u>
Accumulated Depreciation:			
At 1 August 2020	800	4,833	5,633
Charge for the year	-	-	-
Disposals	-	-	-
At 31 July 2021	<u>800</u>	<u>4,833</u>	<u>5,633</u>
Net book value at 31 July 2021	<u>-</u>	<u>-</u>	<u>-</u>
Net book value at 31 July 2020	<u>-</u>	<u>-</u>	<u>-</u>

## 8. Debtors

	2021	2020
	£	£
Trade debtors	721,414	220,963
Other debtors	240,481	72,605
Money held on trust by the University of Reading	<u>557,715</u>	<u>575,389</u>
	<u>1,519,610</u>	<u>868,957</u>

## 9. Short term investment

Investment funds were held with Lloyds Bank, Nationwide Building Society and Charity Bank totalling £793,563. Interest generated was recorded against income and expenditure.

	2021	2020
	£	£
Cash deposits	<u>793,536</u>	<u>957,425</u>



# Southern Universities Management Services

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 JULY 2021 (continued)

## 10. Creditors: amounts falling due within one year

	2021	2020
	£	£
Trade creditors	137,744	33,719
Accruals	103,689	83,529
Deferred income	372,887	41,964
Other creditors (VAT due to HMRC)	205,246	41,749
Funds received as agent	414,304	434,534
	<u>1,233,870</u>	<u>635,495</u>

## 11. Creditors: amounts falling due after one year

	2021		2020	
	£	£	£	£
Provision b/fwd		286,759		402,457
Employer contributions relating to the recovery plan	(13,312)		(11,420)	
Unwinding of the discount rate	2,093		13,281	
Impact of the change in assumptions	<u>988</u>		<u>(117,559)</u>	
Net movement		(10,231)		(115,698)
Provision c/fwd		<u>276,528</u>		<u>286,759</u>

The above provision relates to the requirement under charity SORP that charities must recognise as a liability the present value of future contributions relating to the funding of a pension deficit.

## 12. Deferred income

Deferred income comprises advance membership, consultancy, PMA and grant income.

	£
Balance as at 1 August 2020	41,964
Amount released to income earned from charitable activities	(41,964)
Amount deferred in year	<u>372,887</u>
Balance as at 31 July 2021	<u>372,887</u>

# Southern Universities Management Services

## NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 JULY 2021 (continued)

### 13. Funds received as agent

The charitable company acts as an intermediary agent for volume rebates payable under contract by suppliers to subscribers to SUPC. SUPC collects the rebates, retains an agreed proportion and then distributes the balance to subscribers. The charitable company has no legal ownership of the distributable resources and no responsibility for their ultimate application. The amounts collected and due to be collected are therefore not recognised in the Statement of Financial Activities.

	2021	2020
	£	£
Opening balance 1 August	434,534	455,069
Received during the year	1,123,337	1,093,500
Rebate income retained	(373,256)	(340,000)
Paid out during the year	(770,311)	(774,035)
Total fund held as agent at 31 July	<u>414,304</u>	<u>434,534</u>

### 14. Operating leases

The total of future minimum lease payments under non-cancellable operating leases for the following periods are:

	2021	2020
	£	£
Under 1 year	31,580	31,827
Later than 1 year and not later than 5 years	-	-
Later than 5 years	-	-

Lease payments of £64,399 (2020: £75,457) were recognised as an expense in the accounts.

### 15. Movement in funds

Unrestricted funds	2021	2021	2021
	General	Designated	Total
	£	£	£
Balance at 1 August 2020	1,096,342	182,000	1,278,342
Incoming resources	2,456,576	-	2,456,576
Outgoing resources	(2,198,538)	2,000	(2,196,538)
Balance 31 July 2021	<u>1,354,380</u>	<u>184,000</u>	<u>1,538,380</u>

The designated funds held as at 31 July 2021 include pension provisions for the UREPF of £184,000 (2020: £182,000).

# Southern Universities Management Services

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 JULY 2021 (continued)

## 15. Movement in funds (continued)

Unrestricted funds	2020		2020
	General	Designated	Total
	£	£	£
Balance at 1 August 2019	863,290	182,000	1,045,290
Incoming resources	2,140,313	-	2,140,313
Outgoing resources	(1,907,261)	-	(1,907,261)
Balance 31 July 2020	1,096,342	182,000	1,278,342

Restricted funds	2021	2020
	£	£
Balance at 1 August	-	-
Incoming resources	2,520	4,322
Outgoing resources	(2,520)	(4,322)
Balance 31 July	-	-

## 16. Analysis of net assets between funds

### 2021

	Fixed assets	Net current assets	Creditors: Amounts due after one year	Total
	£	£	£	£
Unrestricted	-	1,814,908	(276,528)	1,538,380
Restricted	-	-	-	-
Total net assets	-	1,814,908	(276,528)	1,538,380

### 2020

	Fixed assets	Net current assets	Creditors: Amounts due after one year	Total
	£	£	£	£
Unrestricted	-	1,565,101	(286,759)	1,278,342
Restricted	-	-	-	-
Total net assets	-	1,565,101	(286,759)	1,278,342

# Southern Universities Management Services

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 JULY 2021 (continued)

## 17. Related party transactions

No director of the charitable company or any persons connected with them have received any remuneration during the year. No (2020: two) directors received reimbursement of travel expenses during the year (2020: £267).

Southern Universities Management Services has a service agreement with The University of Reading. During the year the charitable company received the following value of goods and services from The University of Reading:

	2021	2020
	£	£
Room hire and catering	-	3,274
IT and telecommunications	3,650	3,412
Printing and postage services	5	1,181
Rent and maintenance	66,624	76,961
Professional fees	36,420	32,232
	<u>106,700</u>	<u>117,060</u>

The University of Reading is also a member of the charitable company and a subscriber to SUPC. Subscriptions and fees are paid by them which are consistent with all other Members. The subscription fees and other income received from the University of Reading are set out below:

	2021	2020
	£	£
SUMS membership fee	35,400	34,700
SUPC membership fee	11,750	11,500
Consulting income	25,870	10,560
Grant income	2,520	4,322
	<u>75,540</u>	<u>61,082</u>

The grants received from the University related to salary costs for two short-term internship placements of University of Reading students at SUMS.

At 31 July 2021, The University of Reading held investment funds of £557,715 (2020: £575,389) on trust for the charitable company.

# Southern Universities Management Services

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 JULY 2021 *(continued)*

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## 18. Pensions

### Universities Superannuation Scheme

The institution participates in the Universities Superannuation Scheme (USS), a defined benefit scheme. At 31 March 2021, USS had 203,995 active members and the institution had 9 active members participating in the scheme.

The assets of the scheme are held in a separate fund administered by the Trustee, Universities Superannuation Scheme Limited. Appointments to the board of the Trustee are determined by the Trustee Company's Articles of Association. There are currently twelve members of the Trustee board, of which three are appointed by Universities UK, four are appointed by the University and College Union (of whom at least one must be a USS pensioner member) and the remaining are independent directors appointed by the board.

Part of the Trustees' role is to set risk and return parameters which reflect the strength of the sponsoring employers and the nature of the scheme's liabilities. These parameters, taken together with the anticipated returns form the basis of the trustee's funding strategy. These parameters are informed by advice from its internal investment team, its investment consultant and the scheme actuary, as well as an independent assessment of the support available from the sponsoring employers.

The fund is invested in a wide range of assets classes, both publicly traded (including equities and fixed income) and private (including private equity, infrastructure, property and timberland). A diversified portfolio helps to spread investment risk across different asset classes and to boost the level of confidence in maintaining sufficient investment returns from the fund as a whole. This investment approach is innovative and responsible, and is targeted at achieving returns required to meet the scheme's liabilities.

USS is in the process of finalising the last valuation date, which is calculated as at 31 March 2020. This is the eighth valuation for USS under the scheme-specific funding regime introduced by the Pensions Act 2004, which requires schemes to adopt a statutory funding objective to ensure sufficient and appropriate assets to cover their technical provisions. The actuary also carries out regular reviews of the funding levels, including interim valuations in years where there is not a full valuation.

Under the Scheme's Trust Deed and Rules, the employer contribution rate is determined by the Trustee, acting on actuarial advice.

USS is a "last man standing" scheme, so that in the event of the insolvency of any of the participating employers in USS, the amount of any pension funding shortfall (which cannot otherwise be recovered) in respect of that employer will be spread across the remaining participant employers and reflected in the next actuarial valuation of the scheme.

According to the latest Report and Accounts, the asset value of the DB section at 31 March 2021 was £80.6 billion and is the market value of the Scheme's DB assets based on the audited asset value in the Scheme's accounts. This was an increase of £14.6 billion from 31 March 2020. The estimated Technical Provisions deficit is £15.2 billion, meaning that the scheme is 84% funded on this basis.

As part of the 2020 valuation, some changes to the Scheme will take effect from 1 April 2022, subject to a statutory employer-led consultation with affected employees and their representatives. These changes as follows:

# Southern Universities Management Services

## NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 JULY 2021 *(continued)*

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### 18. *Pensions (continued)*

#### *Salary Cap (inflationary increases)*

The Retirement Income Builder (CRB Section) accrual only occurs for salaries up to a cap. This cap was £59,585.72 for 2020/2021 and will be reduced to £40,000. Accrual over the salary cap will contribute to the Investment Builder (DC section).

#### *Accrual rate*

The annual rate at which defined benefits will be built up will be reduced from 1/75 of salary (up to the salary cap) to 1/85.

#### *Benefit increases*

The extent to which members' benefits are protected from inflation, based on CPI, will be limited by capping the annual uplift applied to future benefits at 2.5%. Any defined benefits members have already earned will still increase every year in line with previous increases. For benefits earned before October 2011, this is inflation in full. For benefits earned since then it is inflation in full up to 5%, and then by half if inflation is between 5% and 15%.

#### **University of Reading Employees' Pension Fund (UREPF)**

SUMS participates in the University of Reading Employees' Pension Fund (UREPF), a defined benefit scheme governed by a board of Trustees. The University of Reading has the power to appoint and remove trustees. There are currently six members of the Trustee board, of which three are nominated by the University of Reading and three are member-nominated Trustees. There is currently a vacancy for a further employer-nominated Trustee.

As at 31 July 2021, UREPF had 190 active members and SUMS had 1 active member participating in the scheme. This member will reach Normal Retirement Age in 2022.

This scheme was closed to new entrants on 31 July 2011. Accrual of final salary benefits ceased on 31 July 2011 and from 1 August 2011 benefit accrual has been on a Career Average basis. However, the closure of the scheme means that a Section 75 debt will arise once the remaining active member leaves the scheme. The actuary's estimate of this debt as at 31 July 2020 was £184,000.

The assets of the scheme are held in a separate fund administered by the Trustees and are managed by Blackrock Investment Management (UK) Limited, L&G Investment Managers, Invesco, Schroders and Insight.

The Fund continues to broadly follow the investment strategy adopted in 2017/2018, ensuring that sufficient income is provided to address the cashflow negative position of the Fund. Quarterly income of approximately £750,000 is currently provided by a buy-and-maintain corporate bond holding, an index-linked gilts holding and a High Lease to Value (HLV) property fund. This quarterly income is sufficient to cover the regular outgoings of the Fund with further funds drawn down on an ad hoc basis to cover irregular expenses. A recent investment in Secured Finance assets is expected to reduce the need for these ad hoc withdrawals.

# Southern Universities Management Services

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 JULY 2021 (continued)

## 18. Pensions (continued)

The agreed funding objective is to maintain assets equal to the technical provisions, assessed on an ongoing basis allowing for future salary increases for active members.

The latest full actuarial valuation, dated 31 July 2020, confirmed that Fund showed a technical provisions surplus of £6 million. This is equivalent to a fund level of 103%. The latest actuarial update (as at January 2021) showed that this had increased to 104%, largely due to increases in fixed interest gilt yields placing a lower value on liabilities. In contrast, the Fund's assets decreased slightly although this is expected to be a short term trend.

The contribution rate (ignoring Salary Sacrifice) currently payable by SUMS was 23.80% of pensionable salaries for UREPF. Pension contributions are usually deducted via salary sacrifice. Members contribute 6.25%. Additional monthly employer contributions of one twelfth of £500,000 are also paid into the Fund, a portion of which is charged to SUMS.

### Southern Universities Management Services Group Personal Pension Plan (the Plan)

A trust-based defined contribution scheme (University of Reading Pension Scheme - URPS) was set up to replace UREPF for new entrants from 1 August 2011. SUMS participated in URPS, which is administered by Aviva, until 31 March 2019. From 1 April 2019, the SUMS Group Personal Pension Plan was set up. The Scheme was set up due to the Master Trust Regulation introduced in the Pension Schemes Act 2017. Members of URPS employed by SUMS were transferred to the new arrangement but retain their accrued benefits in URPS.

The Plan is a contract based Group Personal Pension arrangement with members holding an individual contract with the Plan Provider, Aviva, directly. The Scheme is a Qualifying Scheme for auto-enrolment purposes. The latest Re-enrolment date was 1 January 2020.

As at 31 July 2021, the Plan has 11 active members.

The contribution rate (ignoring Salary Sacrifice) payable by SUMS is 5% of pensionable salaries for members who have been employed less than 5 years and 7% for members who have been employed 5 years and over. Members must contribute a minimum 4% of their pensionable salaries to the Scheme. Pension Contributions are usually deducted via salary sacrifice.

The pension costs incurred in relation to the respective schemes are set out below:

Pension costs	2021		2020	
	Employer contribution	Active members	Employer contribution	Active members
USS	140,442	9	147,067	9
UREPF	7,699	1	7,699	1
URPS	0	0	0	0
SUMSPP	21,618	11	19,282	11
	<u>169,759</u>	<u>21</u>	<u>174,048</u>	<u>21</u>

# Southern Universities Management Services

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 JULY 2021 (continued)

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

	2021 £	2020 £
<b>Net (expenditure)/income</b>	260,038	233,052
<b>Adjustments for:</b>		
Depreciation of tangible fixed assets	-	-
Investment Income	(3,533)	(12,486)
Movement on debtors	(668,327)	35,096
Movement on creditors	588,144	(233,216)
Cash used in operations	<u>176,322</u>	<u>22,446</u>

## 20. Post Balance Sheet Event

The Universities Superannuation Scheme (USS) 2020 valuation has now been signed and filed with The Pensions Regulator with an effective date of 1 October 2021. The future service cost of funding the current benefits has changed and constitutes a non-adjusting balance sheet event. The additional cost to SUMS is currently estimated at up to £468k.