

THE ENVIRONMENTAL ASSOCIATION FOR
UNIVERSITIES AND COLLEGES
(A COMPANY LIMITED BY GUARANTEE)

REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2008

REGISTERED COMPANY NUMBER : 5183502

REGISTERED CHARITY NUMBER : 1106172

THE ENVIRONMENTAL ASSOCIATION FOR
UNIVERSITIES AND COLLEGES
(A COMPANY LIMITED BY GUARANTEE)

Contents of the Financial Statements
For the year ended 31st December 2008

	Page
Charity Information	1
Trustees' Report	2 – 11
Auditors' Report	12 - 13
Statement of Financial Activities	14
Balance Sheet	15
Notes to the Financial Statements	16 - 24

**THE ENVIRONMENTAL ASSOCIATION FOR
UNIVERSITIES AND COLLEGES
(A COMPANY LIMITED BY GUARANTEE)**

CHARITY INFORMATION

FOR THE YEAR ENDED 31ST DECEMBER 2008

Registered Company Number :	5183502
Charity Number :	1106172
Registered Office :	EAUC National Office University of Gloucestershire The Park Cheltenham Gloucestershire GL50 2RH
Banker :	The Co-operative Bank PO Box 250 Delf House Southway Skelmersdale WN8 6WT
Solicitor :	Osborne Clarke 2 Temple Back East Temple Quay Bristol BS1 6EG
Auditor :	Davies Mayers Barnett LLP Chartered Accountants & Registered Auditors Pillar House 113/115 Bath Road Cheltenham Gloucestershire GL53 7LS

**THE ENVIRONMENTAL ASSOCIATION FOR
UNIVERSITIES AND COLLEGES
(A COMPANY LIMITED BY GUARANTEE)**

TRUSTEES' REPORT

FOR THE YEAR ENDED 31ST DECEMBER 2008

The trustees present their report and the audited financial statements for the year ended 31st December 2008.

Directors and Trustees

The directors of the charitable company (the charity) are its trustees for the purposes of charity law and throughout this report are collectively referred to as the trustees.

The trustees who served during the year were as follows:-

	<u>Appointed</u>	<u>Resigned</u>
A Van Winsum, Staffordshire University	19th July 2004	
S-L Miles, University of Bradford, UK Convenor	19th July 2004	
M Wiles, University of Bristol	19th July 2004	
E May, Swansea Metropolitan University, Welsh Convenor	16th February 2005	
K Pitcher, University of Leeds	5th April 2005	
J G Snook, City College Plymouth, Company Secretary	5th April 2005	
A Moss, University of Westminster	26th May 2005	5th December 2008
M C Morrison, Napier University, Scottish Convenor	20th January 2006	14th March 2008
N Corrigan, Kingston University	18th April 2007	31st March 2008
N Smith, University of Southampton	18th April 2007	
R Yarr, University of St Andrews	31st March 2008	
G Weatherill, Park Lane College	16th April 2008	
A Allen, New College Stamford	16th April 2008	13th August 2008

Structure, Governance and Management

Governing Instrument

The Environmental Association for Universities and Colleges (EAUC) is a company limited by guarantee, governed by its Memorandum and Articles of Association dated 14th July 2004. The company was incorporated on 19th July 2004 and was registered as a charity on 4th October 2004 with the Charity Commission. On 6th April 2005 all assets and charitable activities of the unincorporated EAUC Association were transferred to the charity.

The members of the company are those Universities and Colleges, referred to as Full Members, subscribing to the EAUC and totalled 266 at 31st December 2008. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per full member of the charity.

**THE ENVIRONMENTAL ASSOCIATION FOR
UNIVERSITIES AND COLLEGES
(A COMPANY LIMITED BY GUARANTEE)**

TRUSTEES' REPORT

FOR THE YEAR ENDED 31ST DECEMBER 2008

(continued)

Structure, Governance and Management (continued)

Appointment of Trustees

The full members will at each AGM appoint up to nine individuals to act as trustees providing that those persons work for a university or college. The Executive Committee must ensure that at all times at least two trustees are designated as representatives of higher education institutions and at least two trustees are designated as representatives of further education institutions. Each trustee can hold office until the expiry of the fifth AGM after the AGM at which they were appointed.

The Executive Committee has the power at any time to appoint any person to become a trustee to fill a casual vacancy. The number of persons so appointed must not exceed five and these trustees only hold office until the next AGM following appointment and then shall be considered for re-election.

Individuals are appointed as Branch Convenors, as required, with the consent of the Executive Committee and are branch trustees of the Company while he or she continues to hold office as Branch Convenor. Branch trustees are members of the Executive Committee.

All trustees give their time voluntarily and received no benefits from the charity. Any expenses reclaimed from the charity are set out in note 9 in the accounts.

Trustees Training and Induction

Trustees for this period have been informally inducted. A formal induction and training pack has been developed and all Trustees have received this.

Organisation

The board of trustees, which can have up to nine members and such number of branch trustees as required, administers the charity. The board meets quarterly. The day to day organisation and running of the charity is undertaken by the Executive Director, Iain Patton, who was appointed by the trustees. Clear action planning, reporting and authorisation channels have been set.

Related Parties

From September 2005 a partnership with the University of Gloucestershire was formed which runs until 2011. The partnership involves the University undertaking administration of payroll and providing office accommodation.

From November 2005 a partnership with the Higher Education Environmental Performance Improvement (HEEPI) Project was formed to fund 50% of the post, including costs of the Events and Communications Officer. This agreement ran until 13 April 2007. A new agreement from the 14 April 2007 until 13 April 2008 was formed to fund 33.3% of the post. HEEPI is a project funded under the Leadership, Governance and Management initiative of the Higher Education Funding Council for England. The project is based at, and led by, the University of Bradford.

**THE ENVIRONMENTAL ASSOCIATION FOR
UNIVERSITIES AND COLLEGES
(A COMPANY LIMITED BY GUARANTEE)**

TRUSTEES' REPORT

FOR THE YEAR ENDED 31ST DECEMBER 2008

(continued)

Risk Management

Further to the Business Plan Risk Assessment, the trustees have developed a risk management strategy which comprises:-

- a review of the risks the charity may face;
- the establishment of systems and procedures to mitigate those risks identified in the plan, including a project approval system; and
- the implementation of procedures designed to mitigate any potential impact on the charity should those risks materialise.

Regular trustees meetings consider the charity's activities and risks faced. A key element in the management of financial risk is the setting of a reserves policy and its regular review by trustees which has taken place in this accounting period.

Objectives and Activities

The objectives of the charity are as follows:-

- to promote sustainable development for the benefit of the public by the preservation, conservation and protection of the environment and the prudent use of natural resources, particularly by and in relation to Universities and Colleges;
- to advance the education of the public and in particular those attending or working in Universities and Colleges, in all aspects of sustainable development, and the preservation, conservation and protection of the environment;
- to promote research into all aspects of sustainable development, and the preservation, conservation and protection of the environment particularly in relation to Universities and Colleges, provided that the useful results of such research are disseminated to the public.

The strategies employed to achieve the charity's objectives are to:-

- provide training events and conferences;
- provide advice and support in integrating environmental and sustainability good practice through discussion networks, monthly and quarterly newsletters and guidance materials;
- promote strategic partnerships within the sector;
- provide bursaries to full members;
- promote research and dissemination of good practice through projects.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit on our aims and objectives and in planning for our future activities.

**THE ENVIRONMENTAL ASSOCIATION FOR
UNIVERSITIES AND COLLEGES
(A COMPANY LIMITED BY GUARANTEE)**

TRUSTEES' REPORT

FOR THE YEAR ENDED 31ST DECEMBER 2008
(continued)

Achievements and Performance

2008 has been a year of growth for the EAUC as we expanded our staff base and established a Scotland office. We are proud that our projects are much more than short-term activities and consider these developments to be evidence of our continued ability to build upon our successes. Our commitment to being a lasting force in a changeable and challenging sector is one that requires flexibility of approach and adaptability. Our membership continues to change in profile and therefore need, and we are striving to ensure we can continue to rise to the challenge of being 'the sustainability one stop shop' for the further and higher education sector. With our raising profile we have been invited to speak at many conferences and ensure our Members voice is heard through key sector consultations. Our core activities are available to our Members as well as to the wider public. Due to funding requirements our projects are limited to a more restricted audience, such as projects funded by the Scottish Funding Council, but all resources developed from the projects are available to all via our website. We believe that the implementation of the strategic framework for the period 2008-2013 has made a good start and will allow us to achieve these ambitions.

Over the last year the following services/activities have been started or delivered:

- **Annual Conference** – the 12th Annual Conference held for 2008 at the University of Exeter continued the tradition of growth in delegate numbers with over 300 taking advantage of the sustainability conference for the sector. The mix of information, networking and inspiration continues to be attractions in a now increasingly crowded conference marketplace. The conference benefits a wide mix of Members, Non-Members, students and representatives from a variety of organisations attend the Conference. The Conference is open to all.
- **New Staff Resource and Scotland Office** – This year we have employed a Professional Development Officer and a Business Development Officer in the UK office in order to achieve the strategic plan. With the new Scotland office, which is based in Queen Margaret University from January 2009, we have employed a Scotland Manager (with a Scotland Project Officer starting in 2009). The Scotland office and staff are being funded through the CaSPr project in the first instance with the aim of financial sustainability within 3 years. We have also employed temporary staff to assist in busy periods such as the Conference. Unfortunately the Operations Manager is on reduced hours due to illness and a temporary member of staff has been employed to assist with the workload.
- **Website** – This continues to be our main portal for information, support and resources to our Members as well as the wider public, with many resources being accessible to all. The increasing information and case studies forming part of the Resource Bank section. There are selected sections on the website which are Member Only but the majority of resources are available to benefit the wider public.
- **Professional Development Programme** – We have successfully run 7 training events as part of our PDP and attempting to address the needs identified in the Sector Training Needs Survey which we completed in 2007. These events included: Dealing with Biological Waste, IEMA Foundation Course in Environmental Auditing, IEMA Advanced Course in Environmental Auditing, Capital Development & Travel Planning, Site Waste Management Plans, Waste Essential and Soundings in Sustainable Literacy (in partnership with HEA) from which a book will be published. Our events are open to all to increase skills and knowledge in sustainability.

**THE ENVIRONMENTAL ASSOCIATION FOR
UNIVERSITIES AND COLLEGES
(A COMPANY LIMITED BY GUARANTEE)**

TRUSTEES' REPORT

FOR THE YEAR ENDED 31ST DECEMBER 2008

(continued)

Achievements and Performance (continued)

- **Insight Guides** – We have continued publishing EAUC Insight Guides, with our latest being on Display Energy Certificates. These publications continue to arise as new legislation demands and are a benefit to all via our website.
- **Green Gown Awards** – From 2008 the Green Gown Awards are administered by the EAUC and are governed by a cross agency steering group made up of Association of Colleges (AoC), Association of University Directors of Estates (AUDE), British Universities Finance Directors Group (BUFDG), Guild HE, HEEPI, Higher Education Funding Council for England (HEFCE), National Union of Students Services Ltd (NUSSL) and Universities UK (UUK). The Awards continue to go from strength to strength with new categories and good practice seminars planned around the winners for 2009 as well as a high profile Award Gala Banquet. The Awards administration is funded by sponsorship with DIUS, LSC, Salix Finance, Carbon Trust, JISC, HEFCE and CUBO sponsoring the 2009 Awards.

The Awards also have sector support from HEA and NUS. Full details are available at http://www.eauc.org.uk/green_gown_awards. The Green Gown Awards are open to universities and colleges across the UK who benefit in being recognised as leaders in their field.

- **Sustainability Online Resource and Toolkit for Education (SORTED)** – this new resource (of benefit to all but aimed at those in the Further Education Sector primarily) was launched early in 2008 and has proved an especially useful resource for those institutions taking their first steps. The LSC has confirmed a continuing contract until March 2009 for further development of the resource. Full details can be seen at <http://www.eauc.org.uk/sorted/home>.

Projects

- **Sustainable Procurement Project** – This DEFRA-funded project was completed in March of 2008 and much of the learning and case studies are now available to all on the Resource Bank of the website. A full report on the project is available on the website – http://www.eauc.org.uk/sustainable_procurement1.
- **Campus Sustainability Programme (CaSpr)** – The continued success of this project has enabled us to enter a second phase with this work – thanks to Scottish Funding Council (SFC) support. The first phase ended in March 2008 and a report is available on our website. The second phase is for 3 years from April 2008. This funding has enabled us to set up the Scotland office with 2 members of staff. Further details on this project are available at http://www.eauc.org.uk/campus_sustainability_programme.
- **Universities that Count** - This is a Corporate Responsibility benchmarking and reporting programme specifically for the HE Sector which builds upon the successful pilot from 2007, which EAUC were a partner in. The project is funded by HEFCE, HEFCW, SFC and DELNI as well as participating institutions. The project is managed by EAUC with project partners Business in the Community, CSR Consultancy and the University of Gloucestershire. Funding is on a sliding basis for 3 years with the view of being financially sustainable by Year 4. It is establishing itself as the standard for benchmarking Corporate Responsibility in HE Institutions. Sharing the best practice and celebrating the performance improvements of institutions throughout the sector. Further details are available on our website at <http://www.eauc.org.uk/utc>.

**THE ENVIRONMENTAL ASSOCIATION FOR
UNIVERSITIES AND COLLEGES
(A COMPANY LIMITED BY GUARANTEE)**

TRUSTEES' REPORT

FOR THE YEAR ENDED 31ST DECEMBER 2008

(continued)

Achievements and Performance (continued)

- **Sustainable ICT in Scottish Further and Higher Education** – This project started in October 2008 and is funded by the Scottish Funding Council. This two year project picks up on the experience, tools and data of the UK wide HEEPI SustIT project which was funded by JISC. The project aims to develop tools and share learning to deal with emerging issues for institutions around ICT, from growing consumption of electricity in data centres, computers and peripherals to legislative and other pressures. Further details are available at http://www.eauc.org.uk/sustainable_ict_in_scottish_further_and_higher_edu.
- **Promoting Poverty Aware Procurement on Campus** – This is another example of our being able to build upon successes as we make use of the learning from the Sustainable Procurement Project and introduce a new element – in this case that of development and procurement. This project is a 2 year project starting in April 2008 and is funded by the Department for International Development (DFID). The project is working with 16 universities and colleges in the north of England, Scotland and Northern Ireland. Working with key sector procurement agencies and consortia, the project aims to raise sector awareness of the link between procurement of goods from developing countries, and poverty. The project benefits from a wide ranging steering group including Oxfam, People & Planet, NUS and APUC. Further details available at http://www.eauc.org.uk/promoting_poverty_aware_procurement_on_campus.
- **Universities and Colleges Climate Commitment for Scotland (UCCCfS)** - Scotland's universities and colleges have publicly declared their intention to address the challenges of climate change and reduce their carbon footprints by signing the Universities and Colleges Climate Commitment for Scotland (UCCCfS). To date, 38 institutions have agreed to sign the Commitment, constituting over 60% of universities and colleges in Scotland. Signatories are committed to producing and publishing a 5-year Climate Change Action Plan by January 2010. Plans will include measurable targets and timescales to achieve a significant reduction in emissions from all business operations and activities. The UCCCfS was developed with financial support from the Scottish Funding Council and through collaboration between the following organisations NUS-Scotland; Scottish Association of University Directors of Estates; Scottish Climate Change Impacts Partnership; Scottish Colleges; Scottish Environment Protection Agency; Scottish Funding Council; Scottish Further Education Unit; Scottish Government (Climate Change Policy); Scottish Government (Higher Education & Learner Support); Scottish Trades Union Congress and Universities Scotland. Full details at http://www.eauc.org.uk/scotlands_principals_climate_commitment.

We have also been key partners in the following projects:

- **Zero-Waste in Student Halls**
Funded by HEFCE and managed by the London School of Economics, this innovative project aims to benefit students and the local community by diverting reusable items left in halls at the end of the academic year. The EAUC is a key partner in this project. This project ends in March 2009 and a full report will be available to all through our website - http://www.eauc.org.uk/zero-waste_in_student_halls

**THE ENVIRONMENTAL ASSOCIATION FOR
UNIVERSITIES AND COLLEGES
(A COMPANY LIMITED BY GUARANTEE)**

TRUSTEES' REPORT

FOR THE YEAR ENDED 31ST DECEMBER 2008

(continued)

Achievements and Performance (continued)

- **EcoCampus**

EcoCampus is a national Environmental Management System (EMS) and award scheme for the higher education sector. The scheme allows universities to be recognised for addressing key issues of environmental sustainability. The EcoCampus project is funded by the Higher Education Funding Council for England (HEFCE) and is a collaborative project between Nottingham Trent University (NTU), Loreus Ltd (EMS, software development & training consultancy) and key partners, the Environmental Association for Universities and Colleges (EAUC) and Environmental Campaigns (ENCAMS).

The scheme involved further developing EcoCampus as a sector specific tool for rewarding EMS implementation and will link with Universities to pilot the schemes development. The scheme ran from December 2005 to December 2008 and is now managed by Nottingham Trent University. Full details can be found at <http://www.eauc.org.uk/ecocampus>.

- **Sound Impact Awards**

The EAUC is proud to join the Ecologist magazine, People and Planet student campaign organisation and HEEPI as a partner to the second year of Sound Impact Awards. Managed and run by the National Union of Students trading arm, NUS Services, the awards are "Designed to encourage, reward and celebrate best environmental practice, the Sound Impact Awards are a unique accreditation scheme bespoke designed for Students' Unions. Full details at http://www.eauc.org.uk/sound_impact_awards.

- **Carbon Academy**

The EAUC is a partner to this climate change project funded by the Carbon Trust and managed by NUS Services. The Carbon Academy seeks to reduce the carbon footprint of NUS Services' 233 member unions by 4% or 5,800 tonnes of carbon dioxide per year through training and best practice in energy management. The project ran between 1st April 2007 and 31st March 2008 and comprises an investigative pilot at six students' unions, the development of a toolkit to share best practice, and a training and facilitation programme to cascade the toolkit through our membership. Full details at http://www.eauc.org.uk/carbon_academy.

**THE ENVIRONMENTAL ASSOCIATION FOR
UNIVERSITIES AND COLLEGES
(A COMPANY LIMITED BY GUARANTEE)**

TRUSTEES' REPORT

FOR THE YEAR ENDED 31ST DECEMBER 2008
(continued)

Financial Review

These are our 4th full year accounts as a company and a charity. During this period we have again made good progress carrying forward a healthy surplus. The association is well managed and financially sustainable.

Please note the following points of clarification:

1. The balance shown under Grants for Projects is due to those being funded on a different financial year to our own (April – March).
2. Two projects completed in March 2008 – the EAF Sustainable Procurement Project (funded by DEFRA) and Phase 1 of CaSPr (funded by the Scottish Executive and the Scottish Funding Council). These projects have already been separately audited as required by the funders.
3. Five new projects started in 2008 – the Scottish Climate Change Commitment (funded by the Scottish Funding Council); Promoting Poverty Aware Procurement on Campus (funded by DFID); Phase 2 of CaSPr (funded by the Scottish Funding Council); Universities that Count (funded by HEFCE, HEFCW, Scottish Funding Council and DELNI) and Sustainable ICT (funded by the Scottish Funding Council).
4. The newly established Scottish Office is funded through CaSPr (Phase 2) until 2011. It is planned to seek long term funding for the office after 2011.
5. We continue to support SORTED via a contract from the Learning & Skills Council (LSC) which is reflected in the unrestricted Products and Services.
6. The increased surplus for the year was achieved mainly through a successful conference and an increase in Membership and budgeted staff recruitment happening later than originally planned.
7. The surplus generated will enable a review of our Reserves Policy in 2009, taking account of the increase in staff as well as maintaining our staffing levels and activity.
8. The cash bank balance is due to deferred income (see note 13) which includes Membership and prepayment of funding for restricted fund projects.

Investment Powers and Policy

Under the Memorandum and Articles of Association, the charity has the power to invest in any way the trustees wish.

Reserves Policy

The trustees have forecast the level of free reserves (that is those reserves not tied up in fixed assets, restricted or designated funds) the charity will require to sustain operations. The trustees consider that the most appropriate level of free reserves would be in the region of £20,000 - £24,000, to cover 2 months operational costs. We now have sufficient funds for this. The trustees have this under constant review and will take steps to monitor this, subject to changes in the Charity's operations. The reserves are now at £24,000. The Reserves Policy will be reviewed in 2009 taking account of additional staff.

**THE ENVIRONMENTAL ASSOCIATION FOR
UNIVERSITIES AND COLLEGES
(A COMPANY LIMITED BY GUARANTEE)**

TRUSTEES' REPORT

FOR THE YEAR ENDED 31ST DECEMBER 2008
(continued)

Plans for Future Periods

2009 will continue to be very active with 4 continuing projects and a comprehensive Annual Action Plan which stems from the Strategic Framework 2008-2013. In planning our future activities we will ensure we meet the Charity Commission guidance on public benefit. Key activities include further development and improvement of provision to our Further Education and Learning and Skills Sector Members and increasing resources on our Resource Bank. A Member survey will be conducted in 2009 to ensure our products, services and activities continue to meet Member needs and to ensure our Professional Development Programme achieves to increase the skills and knowledge in Members.

Further opportunities for partnerships with funding councils and other national bodies will also be investigated where it can be shown that they support the strategic aims of the organisation.

With our new secretariat role for the Green Gown Awards, a prestigious Awards Ceremony is planned for 23rd June 2009 at Imperial College London.

A review of our governance will also take place to ensure the organisation is governed using best practice models. Our Strategic Framework can be found on our website at http://www.eauc.org.uk/eauc_governance.

**THE ENVIRONMENTAL ASSOCIATION FOR
UNIVERSITIES AND COLLEGES
(A COMPANY LIMITED BY GUARANTEE)**

TRUSTEES' REPORT

FOR THE YEAR ENDED 31ST DECEMBER 2008
(continued)

Trustees' Responsibilities in Relation to the Financial Statements

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 charity and of its incoming resources and application of resources for that period. In preparing those financial statements, the trustees are required to:-

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the policies adopted are in accordance with the Charities SORP and whether applicable 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 charity 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 charity and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Statement as to disclosure of information to auditors

So far as the trustees are aware, there is no relevant audit information (as defined by Section 234ZA of the Companies House 1985) of which the charity's auditors are unaware, and each trustee has taken all steps that he ought to have taken as a trustee in order to make himself aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities (SORP 2005) and in accordance with the Special Provisions of Part VII of the Companies Act 1985, relating to small entities.

By order of the Board on 30th March 2009

J G Snook
Secretary

**THE ENVIRONMENTAL ASSOCIATION FOR
UNIVERSITIES AND COLLEGES
(A COMPANY LIMITED BY GUARANTEE)**

**Report of the Independent Auditors to the Members of
The Environmental Association for Universities and Colleges**

We have audited the financial statements of The Environmental Association for Universities and Colleges for the year ended 31st December 2008 on pages 14 to 24. These financial statements have been prepared under the accounting policies set out therein and the requirements of the Financial Reporting Requirements for Smaller Entities (effective January 2007).

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

The trustees, (who are also the directors of The Environmental Association for Universities and Colleges for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) as set out in the Statement of Trustees' Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Trustees' Report is consistent with the financial statements, if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the charity is not disclosed.

We read the Report of the Trustees and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

**THE ENVIRONMENTAL ASSOCIATION FOR
UNIVERSITIES AND COLLEGES
(A COMPANY LIMITED BY GUARANTEE)**

**Report of the Independent Auditors to the Members of
The Environmental Association for Universities and Colleges
(continued)**

Opinion

In our opinion:-

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of the charity's affairs as at 31st December 2008 and of its incoming resources and application of resources, including the company's income and expenditure for the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the Trustees' Report is consistent with the financial statements.

DAVIES MAYERS BARNETT LLP

Chartered Accountants

Registered Auditors

Pillar House

113/115 Bath Road

Cheltenham

Gloucestershire

GL53 7LS

Dated: 30th March 2009

**THE ENVIRONMENTAL ASSOCIATION FOR
UNIVERSITIES AND COLLEGES
(A COMPANY LIMITED BY GUARANTEE)**

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST DECEMBER 2008

	<u>Note</u>	<u>Unrestricted Funds £</u>	<u>Restricted Funds £</u>	<u>2008 Total £</u>	<u>2007 Total £</u>
INCOMING RESOURCES					
Incoming resources from generated funds:					
Voluntary income:					
- Donations	3	-	-	-	743
Investment income	4	8,298	-	8,298	2,643
Incoming resources from charitable activities:					
- Conference income		114,135	5,720	119,855	87,435
- Grants for projects	5	-	140,166	140,166	164,709
- Membership income		86,738	-	86,738	73,498
- Training workshops		38,586	-	38,586	36,555
- Product and services		47,705	41,862	89,567	48,351
TOTAL INCOMING RESOURCES		295,462	187,748	483,210	413,934
RESOURCES EXPENDED					
Costs of charitable activities:					
- Conference costs	7	75,770	-	75,770	53,914
- Project costs	7	41,725	178,148	219,873	198,470
- Membership costs	7	68,355	-	68,355	40,969
- Training workshop costs	7	30,658	-	30,658	20,128
- Products and services	7	9,014	-	9,014	4,552
		225,522	178,148	403,670	318,033
Governance costs	6	10,255	-	10,255	12,755
TOTAL RESOURCES EXPENDED		235,777	178,148	413,925	330,788
NET MOVEMENT IN FUNDS		59,685	9,600	69,285	83,146
Reconciliation of funds					
Total funds brought forward		97,212	(3,918)	93,294	10,148
TOTAL FUNDS CARRIED FORWARD AT 31ST DECEMBER 2008	18	156,897	5,682	162,579	93,294

THE ENVIRONMENTAL ASSOCIATION FOR
UNIVERSITIES AND COLLEGES
(A COMPANY LIMITED BY GUARANTEE)

BALANCE SHEET

AT 31ST DECEMBER 2008

	<u>Note</u>	<u>2008</u>		<u>2007</u>	
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Fixed assets					
Tangible assets	11		1,102		1,655
Current assets					
Debtors	12	129,043		64,087	
Cash at bank and in hand		519,580		172,126	
			<u>648,623</u>		<u>236,213</u>
Creditors : amounts falling due within one year	13	(487,146)		(144,574)	
Net current assets			<u>161,477</u>		91,639
Total assets less current liabilities			<u>162,579</u>		<u>93,294</u>
Creditors : amounts falling due after more than one year			-		-
Net assets			<u>162,579</u>		<u>93,294</u>
Funds					
Income funds	16		<u>162,579</u>		<u>93,294</u>

These financial statements were prepared in accordance with the Special Provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective January 2007), and were approved by the board of trustees on 30th March 2009 and signed on its behalf by: -

S L Miles }
} **TRUSTEES**
J G Snook }

**THE ENVIRONMENTAL ASSOCIATION FOR
UNIVERSITIES AND COLLEGES
(A COMPANY LIMITED BY GUARANTEE)**

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2008

1. Basis of preparation

The financial statements have been prepared under the historic cost convention. The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007) and the statement of Recommended Practice; Accounting and reporting by Charities (SORP 2005) issued in March 2005 and the Charities Act 1993.

2. Principal accounting policies

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the charity's accounts.

a) Company status

The charity is a company limited by guarantee. The members of the company are those Universities and Colleges subscribing to the EAUC and totalled 266 at 31st December 2008. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

b) Fund accounting

Funds held by the charity are either:-

- *Unrestricted general funds* – these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.
- *Restricted funds* – these are funds that 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.

c) Incoming resources

All incoming resources are recognised once the charity has entitlement to the resources, it is certain that the resources will be received and the monetary value of the incoming resources can be measured with sufficient reliability.

Membership income is accounted for on an accruals basis; therefore membership income is apportioned by the period of membership across accounting periods.

THE ENVIRONMENTAL ASSOCIATION FOR
UNIVERSITIES AND COLLEGES
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2008

(continued)

c) Incoming resources (continued)

Revenue grants are credited to the profit and loss account in the same period as the revenue expenditure to which they relate is charged. Where the receipt is designated or restricted for a special project that has conditions applied, the income is deferred until the project expenditure is incurred and the conditions have been met.

Legacies, bequests and donations are recognised in the accounts on receipt. Where the receipt is designated or restricted for a special project, the income is deferred until the project expenditure is incurred.

d) Allocation of overhead and support costs

Overhead and support costs have been allocated first between direct charitable and governance. Overhead and support costs relating to Charitable Activities have been apportioned based on the amount of staff time spent. Where items involve more than one category they are apportioned between the categories according to the nature of the cost.

e) Resources expended and irrecoverable VAT

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Irrecoverable VAT is charged against the category of resources expended for which it is incurred.

f) Governance costs

Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to statutory audit and legal fees together with an apportionment of overheads and support costs.

g) Fixed assets

Fixed assets are stated in the balance sheet at cost less accumulated depreciation. Cost is defined as purchase cost less any residual value.

Net book values are regularly reviewed by the trustees and any appropriate adjustments are made to carrying values.

**THE ENVIRONMENTAL ASSOCIATION FOR
UNIVERSITIES AND COLLEGES
(A COMPANY LIMITED BY GUARANTEE)**

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2008

(continued)

h) Amortisation and depreciation

Depreciation will be provided on fixtures, fittings and computer equipment to write off the cost of each asset over its expected useful life on the straight line method at the rates of 20% and 50% respectively per annum.

3. Donations

	Unrestricted Funds	Restricted Funds	2008	2007
	£	£	£	£
- HEEPI – contribution to EAUC costs	-	-	-	743
	-	-	-	743
	-	-	-	743

4. Investment income

	2008	2007
	£	£
- Bank interest receivable	8,298	2,643
	8,298	2,643
	8,298	2,643

5. Revenue grants

Revenue grants can be analysed as follows:-

	2008	2007
	£	£
<u>Grants received:</u>		
<u>Restricted funds</u>		
- Sustainable Procurement (DEFRA)	25,875	50,737
- CaSPr Phase 1 (SE & SFC)	24,323	37,774
- CaSPr Phase 2 (SFC)	52,214	76,198
- Scottish Climate Change Declaration (SFC)	9,800	-
- Promoting Poverty Aware Procurement on Campus (DFID)	27,019	-
- Sustainable ICT (SFC)	935	-
	140,166	164,709
	140,166	164,709

**THE ENVIRONMENTAL ASSOCIATION FOR
UNIVERSITIES AND COLLEGES
(A COMPANY LIMITED BY GUARANTEE)**

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2008

(continued)

6. Allocation of support costs and overheads

The breakdown of support costs and how these were allocated between Governance and Charitable Activities is shown in the table below.

	<u>Charitable Activities</u>	<u>Governance</u>	<u>Total Allocated</u>	<u>Basis Apportionment</u>
	<u>£</u>	<u>£</u>	<u>£</u>	
Staff costs	108,903	-	108,903	Staff time
Travel & subsistence	4,081	2,093	6,174	Staff time and actual
Marketing & printing	7,677	-	7,677	Staff time and actual
Products & services	3,889	-	3,889	Actual
Website & computer costs	2,347	-	2,347	Staff time and actual
Audit & accountancy	-	7,800	7,800	Actual
Insurance	3,485	362	3,847	Staff time and actual
Bank charges	2,276	-	2,276	Staff time
Depreciation	553	-	553	Staff time
Consultancy	10,722	-	10,722	Staff time
Hospitality	610	-	610	Staff time
Sundry & office expenses	6,913	-	6,913	Staff time
Leadership programme	431	-	431	Actual
Total	151,887	10,255	162,142	

7. Analysis of charitable expenditure

	<u>Charitable Activity</u>	<u>Support Costs</u>	<u>Total 2008</u>	<u>Total 2007</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Conference costs	52,998	22,772	75,770	53,914
Project costs	181,898	37,975	219,873	198,470
Membership costs	-	68,355	68,355	40,969
Training workshops	15,468	15,190	30,658	20,128
Products and services	1,419	7,595	9,014	4,552
	251,783	151,887	403,670	318,033

**THE ENVIRONMENTAL ASSOCIATION FOR
UNIVERSITIES AND COLLEGES
(A COMPANY LIMITED BY GUARANTEE)**

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2008

(continued)

8. Net incoming resources/(resources expended)

Net incoming resources/(resources expended) are stated after charging/(crediting):-

	2008	2007
	£	£
Auditors' remuneration	3,000	2,850
Depreciation of tangible owned fixed assets	553	1,809
	3,553	4,659

9. Staff costs

The aggregate employment costs amounted to:-

	2008	2007
	£	£
Wages and salaries	111,720	79,413
Social Security costs	8,337	5,664
Pension costs	17,713	10,796
	137,770	95,873

The charity has no employees. The above relates to recharges of staff costs from the University of Gloucestershire (a member of the charity) for 5 seconded employees.

The trustees received no remuneration during the year. A total of £2,032 (2007: £6,120) was reimbursed for directly incurred travel expenses to 4 trustees.

**THE ENVIRONMENTAL ASSOCIATION FOR
UNIVERSITIES AND COLLEGES
(A COMPANY LIMITED BY GUARANTEE)**

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2008

(continued)

10. Taxation

The company is a registered charity and hence no provision for taxation is included in the financial statements as it benefits from the exemptions offered by Section 505 of Income and Corporation Taxes Act 1988.

11. Tangible fixed assets

	<u>Fixtures & Fittings</u>	<u>Computer Equipment</u>	<u>Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>
Cost			
At 1st January 2008 and 31st December 2008	2,758	2,515	5,273
Depreciation			
At 1st January 2008	1,103	2,515	3,618
Charge for the year	553	-	553
At 31st December 2008	1,656	2,515	4,171
Net Book Value			
At 31st December 2008	1,102	-	1,102
Net Book Value			
At 31st December 2007	1,655	-	1,655

All assets are used in direct furtherance of the charity's objects.

**THE ENVIRONMENTAL ASSOCIATION FOR
UNIVERSITIES AND COLLEGES
(A COMPANY LIMITED BY GUARANTEE)**

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2008

(continued)

12. Debtors

	<u>2008</u>	<u>2007</u>
	<u>£</u>	<u>£</u>
Trade debtors	86,498	60,073
Prepayments and accrued income	42,545	4,014
	<u>129,043</u>	<u>64,087</u>
	=====	=====

13. Creditors

	<u>2008</u>	<u>2007</u>
	<u>£</u>	<u>£</u>
Amounts falling due within one year: -		
Trade creditors	27,566	-
Social Security and other taxes	6,769	7,167
Accruals	58,999	32,023
Deferred income	393,812	105,384
	<u>487,146</u>	<u>144,574</u>
	=====	=====

Deferred income is comprised of the following items:

	<u>2008</u>	<u>2007</u>
	<u>£</u>	<u>£</u>
<u>Unrestricted funds: -</u>		
- Membership received in advance	56,105	49,872
- Conference sponsorship received in advance	8,750	21,415
- Events sponsorship fee received in advance	18,582	-
- Products and Services invoiced in advance	28,250	6,871
	<u>111,687</u>	<u>78,158</u>
	=====	=====
<u>Restricted funds:-</u>		
- Grant income for projects	282,125	27,226
	<u>393,812</u>	<u>105,384</u>
	=====	=====

The restricted funds represent grant monies received in advance of specific projects, where conditions are applied, in furtherance of the charity's objectives, and have been deferred in order to properly coincide with planned expenditure.

**THE ENVIRONMENTAL ASSOCIATION FOR
UNIVERSITIES AND COLLEGES
(A COMPANY LIMITED BY GUARANTEE)**

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2008

(continued)

14. Capital commitments

There were no capital commitments at the balance sheet date (2007: £Nil).

15. Contingent liabilities

There were no contingent liabilities at the balance sheet date (2007: £Nil).

16. Analysis of assets and liabilities between funds

	<u>Fixed Assets</u> £	<u>Current Assets</u> £	<u>Creditors Due Within One Year</u> £	<u>Creditors Due After One Year</u> £	<u>Funds</u> £
Restricted Funds	-	320,168	(314,486)	-	5,682
Unrestricted Funds:					
- General	1,102	328,455	(172,660)	-	156,897
	<u>1,102</u>	<u>648,623</u>	<u>(487,146)</u>	<u>-</u>	<u>162,579</u>

17. Related party balances

At the year ended 31st December 2008 the charity had a balance held within accruals of £55,999 (2007: £29,173) in relation to the amounts due to the University of Gloucestershire for administrative expenses and salary recharges.

During the year the total amount recharged from the University of Gloucestershire to the charity amounted to £145,174 (2007: £104,882).

**THE ENVIRONMENTAL ASSOCIATION FOR
UNIVERSITIES AND COLLEGES
(A COMPANY LIMITED BY GUARANTEE)**

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2008

(continued)

18. Analysis of charitable funds

a) Analysis of unrestricted fund movements

	Balance at 31st December 2007 £	Incoming resources £	Resources expended £	Transfers £	Fund at 31st December 2008 £
General fund	97,212	295,462	(235,777)	-	156,897

b) Analysis of restricted fund movements

	Balance at 31st December 2007 £	Incoming Resources £	Resources expended £	Transfers £	Fund at 31st December 2008 £
Conference income	-	5,720	-	-	5,720
Grants for projects	(4,853)	132,528	(178,148)	-	(50,473)
Training workshops	935	-	-	-	935
Products and services	-	49,500	-	-	49,500
	(3,918)	187,748	(178,148)	-	5,682

Purpose of Restricted Funds:-

Grants for Projects – This represents externally funded projects – Sustainable Procurement; CaSPr; Promoting Poverty Aware Procurement on Campus; Scottish Climate Change Declaration; Universities that Count and Sustainable ICT – in furtherance of our charitable objective to promote and advance the education of the public and in particular those attending or working in Universities and Colleges, in all aspects of sustainable development, and the preservation, conservation and protection of the environment.

Training Workshops - This represents EAUC training events to advance the education of the public and in particular those attending or working in Universities and Colleges, in all aspects of sustainable development, and the preservation, conservation and protection of the environment.

Products and Services – This represents services provided to the LSC for the development of SORTED to advance the education of the public and in particular those attending or working in Universities and Colleges, in all aspects of sustainable development, and the preservation, conservation and protection of the environment.