Buzzacott Audit LLP
130 Wood Street
London
EC2V 6DL

Your ref ICU002/SB/MH

Dear Buzzacott Audit LLP

Audit representations – Imperial College Union

This representation letter is provided in connection with your audit of the accounts of Imperial College Union ('the charity') for the year ended 31 July 2025 for the purposes of expressing an opinion as to whether the accounts are true and fair, in all material respects.

We confirm that the following representations are made on the basis of enquiries of the trustees, management and staff with relevant knowledge and experience (and, where appropriate, of inspection of supporting documentation) sufficient to satisfy ourselves that we can properly make each of the following representations to you:

1. **General**

We have fulfilled our responsibilities under the Charities Act 2011, as set out in the terms of engagement letter dated 7 August 2024 for the preparation of the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (UK GAAP) which give a true and fair view and for making accurate representations to you as auditor.

We confirm that all the accounting records have been made available to you for the purpose of your audit and all the transactions undertaken by the charity have been properly reflected and recorded in the accounting records. All other records and related information, including minutes of trustee and management meetings, have been made available to you. We have provided additional information that you have requested from us for the purposes of the audit and we have given you reasonable access to persons within the charity in order to obtain audit evidence.

2. Going concern

We believe that the charity's accounts should be prepared on a going concern basis on the grounds that, based on the charity's assessment of the feasibility of future plans, current and future sources of funding or support will be adequate for the charity's needs.

We believe that no further disclosures relating to the charity's ability to continue as a going concern need to be made in the accounts. In assessing going concern, we have paid particular attention to a period of not less than one year from the date of approval of the accounts.

3. Accounting policies

We believe that the accounting policies and estimation techniques adopted for the preparation of the accounts are the most appropriate to the circumstances in which the charity operates.

4. Fraud

We acknowledge our responsibility for the design and implementation of internal controls to prevent and detect fraud, and have disclosed to you the results of our assessment of the risk that the accounts may be materially misstated as a result of fraud. We are not aware of any irregularities, including fraud and suspected fraud, involving management, employees who have significant roles in internal control, or those employed by the charity where the fraud could have a material effect on the accounts. No allegations of such irregularities or breaches have come to our attention.

5. Laws and regulations

Details of all laws and regulations that are fundamental to the operation and activities of the charity have been made available to you. We confirm that we have informed you of all serious incident reports made to the Charity Commission.

We are not aware of any breaches or possible breaches of statute, regulations, contracts, agreements or the charity's constitution which might prejudice the charity's going concern status or that might result in the charity suffering significant penalties or other loss. No allegations of such breaches have come to our notice. We are not aware of any reason why the tax status of the charity may be jeopardised.

6. Loans and arrangements

The charity has not had nor entered into at any time during the year, any arrangement, transaction or agreement to provide credit facilities (including loans, quasi-loans or credit facilities) for trustees nor to guarantee or provide security for such matters.

7. **Liabilities, provisions and contingencies**

We are not aware of any liabilities, provisions, contingent assets, contingent liabilities or capital commitments other than those included or disclosed in the financial statements.

8. **Related parties**

We confirm that we have disclosed to you the identity of the charity's related parties and all of the transactions with those parties of which we are aware. Other than those included in the accounts the charity has not entered into any transactions involving trustees, officers or other related parties, which require disclosure under Financial Reporting Standards.

9. **Post balance sheet events**

There have been no events since the balance sheet date which necessitate revision of the figures included in the accounts or inclusion of a note thereto. Should further material events occur, which may necessitate revision of the figures included in the accounts or inclusion of a note thereto, we will advise you accordingly.

10. **Grants and donations**

All grants, donations and other income, the receipt of which is subject to specific terms or conditions, have been identified in the accounts and accounting records appropriately or otherwise notified to you. There have been no breaches of terms or conditions during the period in the application of such income.

11. **Accounting estimates**

The methods, the data, and the significant assumptions used by us in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement or disclosure that is reasonable in the context of the applicable financial reporting framework.

12. **Defined benefit pension scheme**

With regard to the defined benefit pension scheme, we are satisfied that:

- the actuarial assumptions underlying the valuation are consistent with our knowledge of the charity;
- all significant retirement benefits have been identified and properly accounted for; and
- all settlements and curtailments have been identified and properly accounted for.

13. Adjustments

No adjustments were made to the statement of financial activities and balance sheet which we presented to you for audit.

14. **Unadjusted misstatements**

We confirm that we have been notified by you that only clearly trivial misstatements were identified during the audit.

15. Ethics

We confirm that we have been notified by you that there are no matters which you are required to raise with us to comply with your profession's ethical guidance which are in addition to the matters included in your planning letter to us.

Yours faithfully

Signed on behalf of the Board of trustees of
Imperial College Union

Date