



**University of Bath**  
**Students' Union**

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

for the year ended

31 July 2009

# University of Bath Students' Union

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# University of Bath Students' Union

## EXECUTIVE COMMITTEE AND UNION INFORMATION

for the year ended 31 July 2009

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EXECUTIVE COMMITTEE	Alex Nicholson-Evans Tom Major Katie Mabery Hayden Arrowsmith James Christmas Helen Sawyer	SU President VP Communications VP Education VP Activities & Development VP Sport VP Welfare & Campaigns
GENERAL MANAGER	Ian Robinson	
MAIN ADDRESS	Norwood House Claverton Down Bath BA2 7AY	
AUDITOR	Baker Tilly UK Audit LLP Chartered Accountants Hartwell House 55 – 61 Victoria Street Bristol BS1 6AD	
BANKERS	National Westminster Bank Plc 39 Milsom Street Bath BA1 1DS	

# University of Bath Students' Union

## EXECUTIVE COMMITTEE REPORT

for the year ended 31 July 2009

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During 2008-9 the University of Bath Students' Union (BUSU) continued to embed and implement the excellent procedures and practices developed through our commitment to continued improvement within the SUEI (Students' Union Evaluation Initiative) framework. We remain a leading Students' Union in the UK, and are recognised nationally as a centre of good practice in many areas of student support and development. Particular highlights in the year include;

- Recognition, for the second year running, as one of the top three higher education students' unions in the UK by the National Union of Students (NUS).
- We progressed from a Bronze Award (2007-8) to a Silver Award in the Sound Impact Awards, a national ethical and environmental recognition quality system, for Students' Unions.
- We maintained both our IIP (Investors in People) and our IIV (Investor in Volunteers) accreditation.
- We undertook a major Governance Review resulting in a new Governance Structure which is being implemented in 2009-10. 83% of students voting were in favour of these changes.

A key initiative last year was our Engagement Strategy. Led by the sabbatical officers, this proved to be highly successful. One example was that 6,844 students gave us their views on the problems they had encountered with the bus system which helped us to influence and negotiate changes. Along with an improved Research Strategy, the new Engagement Strategy has been a major improvement to our role as the key representation body for students.

The support work we undertake with the University's Academic Representatives was greatly enhanced by the introduction of the on-line elections. This has enabled us to work with departments to advertise the role of academic representatives to the diverse student population. Attendance at our key representative body, Academic Council, rose as a result of the increased commitment by the Academic Representatives and discussions last year ranged from the Timetabling Review to the University Personal Tutor System.

As a result of the findings of our 2007-8 Student Opinion Survey we identified the need to research and address the needs of International Students as part of the University's Internationalisation agenda. We were successful in establishing a joint post with the University International Office to work on an International Student Strategy. The aim was to ensure the Students' Union is more accessible to International Students. The 2008-9 Student Opinion Survey demonstrated that the work we have undertaken has already made an impact on International Students. We also worked with NUS to develop an "Internationalising Your SU" self-audit tool.

Another key group of students we wanted to engage with were the students within the Learning Partnership Organisations. These students now receive regular news updates and have visits from sabbatical officers, who have each been assigned to a number of colleges. We have received very positive feedback regarding our representation of these students.

Over 800 students volunteered to work in the community in 2008-9. These included 305 students who volunteered on 16 different projects as part of Junction 49, an externally funded volunteer scheme, and over 40 students volunteering to work as tutors and mentors in local schools. The Volunteer area also delivered a Multi Cultural Project in conjunction with Bath Spa University and the Student Community Partnership. This project saw International Students delivering sessions on their culture in three schools. The annual Romania Aid Trip where students volunteer in a Romanian Orphanage saw 13 students travel to Romania for a total of 4 weeks. The Bulgaria Aid Trip also ran for the second year. Seven volunteers took part.

In 2008-09 we had 49 sports clubs including the introduction of the Boxing Club. Bath sent a single boxer to the English Universities Championships who won a gold medal with an impressive number of knockouts along the way.

# University of Bath Students' Union

## EXECUTIVE COMMITTEE REPORT (*continued*)

for the year ended 31 July 2009

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The second ever British Universities Championships in Sheffield once again included a very strong Bath presence with 16 teams representing the University. In total, our teams gained an unprecedented total of 35 Gold, 4 Silver and 7 Bronze medals. Bath continued to hold their 2nd place position within the British Universities Championships for the 7th consecutive year.

2008-09 also saw the Coach Education Scheme grow, not just in the numbers of students gaining qualifications but also in the range of qualifications offered. For the first time the Sports Association ran a course in disability sport offering 20 students the chance to complete a Wheelchair Basketball Leaders' Award Course. This should open the door to increased accessibility for sport at the University of Bath.

Our 80 societies offer opportunities for all their members through a range of trips, events and workshops. A number of our Societies, Arts and Media groups gained national awards and recognition.

The Activities Awards Evening saw the quality of nominations grow to an even higher standard than 2007-08. The 2008-09 awards saw Bath Economics Society (BEST) take the most coveted prize of all in recognition of their outstanding services to their members and their hosting of the Economic Summit at the University.

During 2008-9 we also worked with the University to develop the new Bath Award, which provides students with recognition for their extracurricular activities and achievements as part of their transcript certification. The scheme attracted sponsorship from Santander and in this pilot year 41 students received the award. We also piloted the first Leadership Academy for students in the UK. 20 students undertook training and development sessions in Leadership Skills and put their learning into practice through leading projects that impacted positively on the student, or wider community. The Leadership Academy has now been embedded into the SORTED scheme.

Our nationally recognised Enterprise area went from strength to strength again. This innovative area teamed up with SIFE (Students in Free Enterprise) Cologne to run Student Enterprise 08. Over 130 students attended, 60 from the University of Bath and a further 36 from other UK Universities. One of our students secured £6,000 from SET Squared to provide free transport for the students from Bath to Cologne. Our SIFE team came 4<sup>th</sup> out of over 300 UK Universities in the UK National Competition. They also won the Enterprise Rent-a-Car Business Ethics Award. Coming fourth in the UK competition secured them a place in the Berlin Challenge, a competition between the top four university teams from the UK and Germany.

Our BANTER (Bath Entrepreneurs) group ran the highly successful Business Plan Competition, attracting 112 entries. The winner, a 4<sup>th</sup> Year International Management & Modern Languages student, received £1,000 for his website entitled "UK Students Abroad", designed to help students search for accommodation whilst on placements in Europe.

Electronic voting plays a major part in the Union's democracy strategy. Once again the Students' Union enjoyed an excellent turnout in the Sabbatical elections with one of the highest percentage turnouts in the country. Furthermore, the accessibility of elections generally, has led to increased turnouts in the other online elections held across the year.

During 2008-9 Joblink placed students in over 3000 positions on campus (students may hold more than one job). They also held a successful Student Employee of the Year Competition receiving nominations for students working both on and off campus.

The Academic and Welfare Advice and Representation Centre (AWARE) continue to be the central port of call for students needing welfare and academic advice, and has this year carried out some well-received campaigns. Over 4,440 student visits to the Centre were recorded throughout the year. The principal reasons for visits related to housing problems and academic issues, such as appeals. 18 students volunteered in AWARE to help co-ordinate 8 key campaigns over the year, centred on health, personal safety, and disability awareness.

# University of Bath Students' Union

## EXECUTIVE COMMITTEE REPORT (*continued*)

for the year ended 31 July 2009

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The commercial services of the Students' Union continue to perform well and provide a vital source of income to enable us to continue to provide the wide range of services, support and activity for our students. The values and ethos which run through the core of our businesses are based on providing a sense of 'community', whilst maintaining the highest levels of quality, value and customer service.

### Financial Report

Overall, the Income and Expenditure Account for the Students' Union shows a net surplus of £125,250 for 2008/2009. During the year £85,007 was received (accounted for as an "Exceptional Item") relating to the overpayment of VAT on retail cost of sales during financial year 2008-9.

Turnover from the Students' Union directly managed trading operations for the year was £4,333,142 with net profit of £556,364. This represents an increase over 2008-9 of 9% and 13% respectively. The vital income stream from all trading outlets assists in the development of many of our Membership Services and upkeep of our Union, with every penny ploughed back into the Students' Union's services and activity areas.

The operation of the 'Fresh' grocery store continues to financially benefit both the University and the Union with a combined return to the University and Students' Union of £272,370. This financial return represents an increase of 22% from 2007-8 with turnover exceeding £2 million for the first time for 2008-9. The store continues to benefit from a partnership with the Co-operative group and, as a result, the promotions and prices available to its own stores. This is a unique arrangement of which the Students' Union is particularly proud as it offers a single logistics solution and adds real value to the store's customers. Fresh also boasts a heavy promotion of Fair Trade goods, and an increasing range of Co-op own label products.

'Costa Coffee' continues to perform particularly well with an increase on 2007-8 of 30% in turnover and 41% in net profit (£115,867 and £58,566 respectively).

"Proper Pasty", a new catering outlet opened in September 2008 proved successful returning a net profit of £17,412 on turnover of £77,903 in the first year of operation

The Balance Sheet continues to reflect a robust financial position for the Union maintaining its ability to respond positively to opportunities as they arise.

### Statement as to disclosure of information to the auditor

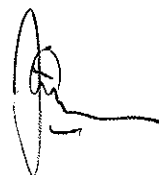
The Executive Committee who were in office on the date of approval of these financial statements have confirmed, as far as they are aware, that there is no relevant audit information of which the auditor is unaware. Each of the Executive Committee have confirmed that they have taken all the steps that they ought to have taken as Executive Committee Members in order to make themselves aware of any relevant audit information and to establish that it has been communicated to the auditor.

### Auditor

Baker Tilly UK Audit LLP has indicated its willingness to continue in office.



**Daniel O'Toole**  
President  
2009-10



**Ian Robinson**  
General Manager

# University of Bath Students' Union

## STATEMENT OF EXECUTIVE RESPONSIBILITIES

for the year ended 31 July 2009

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The Executive Committee are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Charity law requires the Executive Committee to prepare financial statements for each financial year. Under that law the Executive Committee have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the Union and of the surplus or deficit for that period. In preparing those financial statements, the Executive Committee are required to:

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

The Executive Committee are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Union. They are also responsible for safeguarding the assets of the Union and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Risk Management**

BUSU has adopted a formal Risk Management framework that embeds consideration of risk when reviewing the Union's Mission Statement, and developing the Strategic Development Plan within the Annual Planning and Budgeting Process. This approach is designed to directly aid the quality of Executive Committee and management decision-making, improve potential outcomes and provide the clear accountability required to all its members.

A Risk Management Charter exists to:

- formally document the strategies that BUSU follow on behalf of its members to reduce risk over the short and medium term time span;
- confirm that appropriate risk management policies and operational procedures are embedded within the day to day operations of the Union;
- provide a practical framework for the management and staff to follow.

Furthermore, each key risk is assessed and documented in the Risk Register (currently under review) under an appropriate category, and grouped together under additional classifications where relevant.

The Risk Register;

- Establishes the key risks within each category;
- Classifies the risks within each category where appropriate;
- Evaluates the likelihood and impact of the key risks and apply a weighting factor;
- Prioritises the risks based on the weighting to determine the most critical risks;
- Plans the response to controlling the risk.

# INDEPENDENT AUDITOR'S REPORT TO THE EXECUTIVE COMMITTEE OF THE UNIVERSITY OF BATH STUDENTS UNION

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We have audited the financial statements on pages 7 to 19.

This report is made solely to the Union's Executive Committee as a body. Our audit work has been undertaken so that we might state to the Union's Executive Committee 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 Union and the Union's Executive Committee as a body, for our audit work, for this report, or for the opinions we have formed.

## **Respective responsibilities of Executive Committee and auditors**

The Executive Committee's responsibilities for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Executive Committee's 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. We also report to you whether in our opinion the information given in the Report of the Executive Committee is consistent with the financial statements.

In addition, we report to you if, in our opinion, the Union 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 Executive Committees' remuneration and other transactions is not disclosed.

We read the Report of the Executive Committee 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 Executive Committee in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Union'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.

## **Opinion**

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the Union as at 31 July 2009 and of its surplus for the year then ended; and
- the information given in the Report of the Executive Committee is consistent with the financial statements.

*Baker Tilly UK audit LLP*

BAKER TILLY UK AUDIT LLP  
Registered Auditor & Chartered Accountants  
Hartwell House  
55 – 61 Victoria Street  
Bristol  
BS1 6AD

Date: 1 February 2010.



# University of Bath Students' Union

## INCOME AND EXPENDITURE ACCOUNT

for the year ended 31 July 2009

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	Note	2009 £	2008 £
<b>INCOME</b>			
University grants receivable	2	925,930	945,454
Net trading income	3	556,364	494,146
Other income	4	138,253	191,275
Summer ball	5	6,403	10,253
Commercial fair	6	14,911	8,956
		<u>1,641,861</u>	<u>1,650,084</u>
<b>EXPENDITURE</b>			
Central services	8	669,138	645,528
Societies and Sporting Clubs and Associations	9	268,778	284,842
Union activity	10	135,282	118,177
Representation	11	35,077	33,658
Freshers' week	12	1,003	930
Media and communications	13	88,315	75,821
Aware	14	76,274	66,772
Transport	15	47,268	31,094
Other membership services	16	233,512	222,347
RAG	17	730	-
Repairs and maintenance		46,241	699,831
		<u>1,601,618</u>	<u>2,179,000</u>
<b>OPERATING SURPLUS / (DEFICIT) FOR THE YEAR</b>		<u>40,243</u>	<u>(528,916)</u>
<b>EXCEPTIONAL ITEMS – VAT refund</b>		<u>85,007</u>	<u>-</u>
<b>SURPLUS / (DEFICIT) FOR THE YEAR CARRIED FORWARD</b>		<u>125,250</u>	<u>(528,916)</u>

The notes on pages 9 to 19 form an integral part of the financial statements.

All items dealt with in arriving at the surplus / (deficit) for 2009 and 2008 relate to continuing operations.

The Students' Union has no recognised gains or losses other than those included in the above results and therefore no separate statement of gains and losses has been presented.

# University of Bath Students' Union

## BALANCE SHEET

as at 31 July 2009

	Note	2009 £	2008 £
<b>FIXED ASSETS</b>			
Tangible assets	18	167,151	252,815
Investments	19	661	661
		<u>167,812</u>	<u>253,476</u>
<b>CURRENT ASSETS</b>			
Stocks	20	172,604	166,866
Debtors	21	180,183	417,896
Cash at bank and in hand		923,097	602,692
		<u>1,275,884</u>	<u>1,187,454</u>
CREDITORS: Amounts falling due within one year	22	<u>(387,948)</u>	<u>(510,432)</u>
NET CURRENT ASSETS		<u>887,936</u>	<u>677,022</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>1,055,748</u>	<u>930,498</u>
<b>RESERVES</b>			
Income and expenditure account	26	<u>1,055,748</u>	<u>930,498</u>
	26	<u>1,055,748</u>	<u>930,498</u>

The notes on pages 9 to 19 form an integral part of the financial statements.

These financial statements were approved and authorised for issue by the Executive Committee on 11 December 2009 and signed on their behalf by:-

.....  
General Manager

.....  
President

# University of Bath Students' Union

## NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 July 2009

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### 1 ACCOUNTING POLICIES

#### **Basis of accounting**

The financial statements have been prepared under the historical cost convention.

#### **Cash flow statement**

The Executive Committee has taken advantage of the exemption in Financial Reporting Standard No 1 from including a cash flow statement in the financial statements.

#### **Consolidation**

In the opinion of the Executive Committee, the Union and its subsidiary undertaking comprise a small group. The Union has therefore taken advantage of the exemption not to prepare group accounts.

#### **Income**

The annual grant from the University of Bath is intended to meet recurrent costs and is credited direct to the income and expenditure account. Other income is included in the income and expenditure account on a cash received basis or on a receivables basis where there is reasonable certainty of receipt.

#### **Depreciation**

Fixed assets are initially recorded at cost and depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:-

Leasehold buildings	-	2-15 years
Equipment	-	2-5 years
Motor vehicles	-	4 years

Expenditure on refurbishments and repairs of assets that are not owned by the Union is expensed in the year.

#### **Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

#### **Operating lease agreements**

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

#### **Investments**

Investments are stated at cost less any provision for diminution in value.

#### **Accounting by charities – Statement of Recommended Practice (SORP)**

As a result of its exempt charitable status the Union is not yet required to adopt the SORP in the presentation of the Financial Statements. However, in accordance with the establishment of best practice, where appropriate, the Union will make disclosures in accordance with the SORP.

#### **Taxation**

No provision is made in these accounts for corporation tax as the Union is exempt from such taxes, as a result of having derived its charitable status from its parent governing body, University of Bath, provided that income is applied for charitable purposes.

University of Bath Students' Union  
 NOTES TO THE FINANCIAL STATEMENTS (*continued*)  
 for the year ended 31 July 2009

1 ACCOUNTING POLICIES (*continued*)

**Pensions**

The two principal pension schemes in which the Union participates are the Universities Superannuation Scheme and the Bath & North East Somerset Local Government Pension Scheme, both of which are defined benefit schemes, externally funded and contracted out of the State Earnings-Related Pension Scheme. Both funds are externally valued, normally every three years by professionally qualified independent actuaries using the projected unit method, the rates of contribution payable being determined by the trustees on the advice of the actuaries. In the intervening years, the actuaries review the progress of the schemes. Pension costs are assessed in accordance with the advice of the actuaries based on the latest actuarial valuations of the schemes and are accounted for on the basis of charging the cost of providing pensions over the estimated period during which the Union benefits from the employees' services.

2 UNIVERSITY GRANTS RECEIVABLE

	2009 £	2008 £
Additional University contribution	80,262	78,262
Annual grant	617,000	640,000
University contribution to facilities	228,668	227,192
	<u>925,930</u>	<u>945,454</u>

3 NET TRADING INCOME

	2009		2008	
	Turnover £	Surplus/ (deficit) £	Turnover £	Surplus/ (deficit) £
Bars	810,273	142,905	751,467	92,974
Retail trade	3,013,429	311,103	2,839,161	258,094
Other trade	509,440	102,356	376,301	143,078
	<u>4,333,142</u>	<u>556,364</u>	<u>3,966,929</u>	<u>494,146</u>

4 OTHER INCOME

	2009 £	2008 £
Bank interest	9,280	40,586
Sundry income	42,905	64,041
Project grants	86,068	86,648
	<u>138,253</u>	<u>191,275</u>

University of Bath Students' Union  
NOTES TO THE FINANCIAL STATEMENTS (*continued*)  
for the year ended 31 July 2009

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5 SUMMER BALL

	2009 £	2008 £
Income	137,338	122,354
Expenses	(130,935)	(112,101)
	<u>6,403</u>	<u>10,253</u>

6 COMMERCIAL FAIR

	2009 £	2008 £
Income	16,172	11,177
Expenses	(1,261)	(2,221)
	<u>14,911</u>	<u>8,956</u>

7 STAFF COSTS

The Union does not directly employ staff, all wages and salaries included within these accounts are recharged from the University of Bath.

The trustees of the Union are the sabbatical officers. The sabbatical officers receive remuneration for their services as provided for within the Constitution. The aggregate amount payable under such contracts in the year was £91,587 (2008: £80,925).

University of Bath Students' Union  
 NOTES TO THE FINANCIAL STATEMENTS (*continued*)  
 for the year ended 31 July 2009

8 CENTRAL SERVICES

	2009 £	2008 £
<b>STAFFING</b>		
Pension contributions	2,355	1,909
Staff training	17,033	13,625
Staff welfare	4,064	4,045
Wages and salaries	287,234	267,663
	<u>310,686</u>	<u>287,242</u>
<b>OVERHEADS</b>		
Accountancy	650	347
Audit	10,781	11,180
Depreciation	33,724	8,947
Equipment rental	6,862	7,871
Equipment repairs and renewals	606	-
Information technology	6,345	4,495
Insurance	36,876	42,541
Legal and professional	27,198	10,140
Miscellaneous (income) / expenditure	(21,856)	10,620
Printing, stationery and postage	10,631	6,482
Telephone	4,003	3,347
University facilities contribution	343,000	333,282
	<u>458,820</u>	<u>439,252</u>
<b>FINANCE</b>		
Bad debts written off	68	294
Bank charges	13,033	10,193
Cash collection charges	-	1,385
Charges	-	16,063
Profit on disposal of fixed assets	(2,292)	-
	<u>10,809</u>	<u>27,935</u>
<b>MARKETING</b>		
Income	(82,284)	(58,948)
NUS Extra	(7,870)	(6,340)
Wages and salaries	47,279	49,364
Other marketing costs	46,030	13,113
	<u>3,155</u>	<u>(2,811)</u>
	<u>783,470</u>	<u>751,618</u>
Recharges to trading areas	(114,332)	(106,090)
Net trading income after charge to trading areas	<u>669,138</u>	<u>645,528</u>

University of Bath Students' Union  
 NOTES TO THE FINANCIAL STATEMENTS (*continued*)  
 for the year ended 31 July 2009

9 SOCIETIES AND SPORTING CLUBS AND ASSOCIATIONS

	2009	2008
	£	£
<b>SOCIETIES</b>		
Individual society income	(159,698)	(149,908)
Individual society costs	159,446	170,425
	<u>(252)</u>	<u>20,517</u>
Societies general expenses	1,923	6,421
Wages	52,828	44,616
	<u>54,499</u>	<u>71,554</u>
<b>SPORTS ASSOCIATION</b>		
BUSA affiliation and activities income	(44,060)	(29,720)
BUSA affiliation and activities costs	142,168	124,049
	<u>98,108</u>	<u>94,329</u>
Blues income	(5,480)	(5,682)
Blues costs	10,730	12,252
	<u>103,358</u>	<u>100,899</u>
<b>COACHING</b>		
Individual sports club income	(271,962)	(288,513)
Individual sports club costs	335,028	356,221
	<u>63,066</u>	<u>67,708</u>
Sports Association Membership	(33,664)	(27,975)
Inter-mural	5,310	6,170
Recreational	903	(159)
Sports association general	(2,338)	14,425
Wages	59,732	46,308
Non BUSA League & Tournaments	10,432	2,873
Fitness Program	3,000	3,000
Coachbase	4,369	(124)
	<u>110,810</u>	<u>112,226</u>
<b>HEALTH AND SAFETY</b>		
Wages and salaries	111	163
	<u>268,778</u>	<u>284,842</u>

University of Bath Students' Union  
 NOTES TO THE FINANCIAL STATEMENTS (*continued*)  
 for the year ended 31 July 2009

10 UNION ACTIVITY

	2009 £	2008 £
Campaigns	1,078	1,552
Elections and committee meetings	1,077	750
Other costs	2,325	1,504
Sabbatical officer expenses	32,854	28,711
Sabbatical officer training	6,361	4,735
Sabbatical salaries	91,587	80,925
	<u>135,282</u>	<u>118,177</u>

11 REPRESENTATION

	2009 £	2008 £
NUS affiliation	<u>35,077</u>	<u>33,658</u>

12 FRESHERS' WEEK

	2009 £	2008 £
Income	(81,370)	(80,353)
Expenses	82,373	81,283
	<u>1,003</u>	<u>930</u>

13 MEDIA AND COMMUNICATIONS

	2009 £	2008 £
Website costs	6,045	18,535
Campus television	(5)	511
Impact	14,084	12,455
Miscellaneous	(5)	(161)
Wages and salaries	66,134	42,709
University Radio Bath	2,062	1,772
	<u>88,315</u>	<u>75,821</u>



University of Bath Students' Union  
 NOTES TO THE FINANCIAL STATEMENTS (*continued*)  
 for the year ended 31 July 2009

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14 AWARE

	2009 £	2008 £
Advice and information	4,162	3,045
Campaigns	129	-
Lesbian Gay Bisexual	849	776
Nightline	853	77
Support groups	45	706
Post graduate guild	8,170	2,605
Wages and salaries	60,004	56,294
Welfare expenses	2,062	3,269
	<u>76,274</u>	<u>66,772</u>

15 TRANSPORT

	2009 £	2008 £
Transport income	(47,213)	(43,847)
Transport costs	71,624	53,878
Wages and salaries	22,857	21,063
	<u>47,268</u>	<u>31,094</u>

University of Bath Students' Union  
 NOTES TO THE FINANCIAL STATEMENTS (*continued*)  
 for the year ended 31 July 2009

16 OTHER MEMBERSHIP SERVICES

	2009 £	2008 £
<b>CENTRAL COSTS</b>		
Other administration costs	582	405
Wages and salaries	76,876	71,894
	<u>77,458</u>	<u>72,299</u>
<b>STUDENT EMPLOYMENT</b>		
Joblink	422	(1,286)
Wages and salaries	48,469	48,881
	<u>48,891</u>	<u>47,595</u>
<b>VOLUNTARY ACTIVITIES</b>		
BUSCA	(14)	957
Leadership Acedemy	3,236	-
Duke of Edinburgh award	455	899
Other volunteer bureau costs	(5,436)	4,673
Wages and salaries	41,395	21,771
	<u>39,636</u>	<u>28,300</u>
<b>STUDENT TRAINING AND DEVELOPMENT</b>		
National Student Learning Programme		
SORTED	159	(1,003)
Wages and salaries	11,546	12,521
	<u>11,705</u>	<u>11,518</u>
<b>RESEARCH AND DEVELOPMENT</b>		
Administration costs	7,222	12,018
Wages and salaries	48,600	50,617
	<u>55,822</u>	<u>62,635</u>
	<u>233,512</u>	<u>222,347</u>

University of Bath Students' Union  
 NOTES TO THE FINANCIAL STATEMENTS (*continued*)  
 for the year ended 31 July 2009

17 RAG

The Student Union works with fund-raising, however due to the Student Union's constitution these funds cannot be included as their own.

Included within the bank balance is £5,218 (2008: £6,905) which represents monies raised by the RAG Committee and these funds are not the income of the Student Union. Costs of £730 (2008: £nil) have been recognised by the Student Union for administering the fund-raising.

18 TANGIBLE FIXED ASSETS

	Leasehold buildings £	Equipment £	Motor vehicles £	Total £
<b>COST</b>				
At 1 August 2008	196,448	798,069	2,846	997,363
Additions	-	21,859	-	21,859
Disposals	-	(6,284)	-	(6,284)
Transfers	(7,659)	7,659	-	-
At 31 July 2009	188,789	821,303	2,846	1,012,938
<b>DEPRECIATION</b>				
At 1 August 2008	142,960	598,743	2,845	744,548
Charge for the year	25,854	80,960	1	106,815
On disposals	-	(5,576)	-	(5,576)
At 31 July 2009	168,814	674,127	2,846	845,787
<b>NET BOOK VALUE</b>				
At 31 July 2009	19,975	147,176	-	167,151
At 31 July 2008	53,488	199,326	1	252,815

19 INVESTMENTS

		£
<b>COST</b>		
At 1 August 2008 and 31 July 2009		661
<b>NET BOOK VALUE</b>		
At 1 August 2008 and 31 July 2009		661

At 31 July 2009 the Union held investments in the following companies which are incorporated in the United Kingdom:

Name of Company	Main Trading Activity	Equity Held
NUS Services Limited	Purchasing Services	
A Shares		0.33%
B Shares		0.20%
BUSU Services Limited	Dormant	100%

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 for the year ended 31 July 2009

20 STOCKS

	2009 £	2008 £
Bars	26,545	13,221
Catering	4,141	12,144
Shop	71,019	61,519
Fresh grocery shop	60,341	71,138
Fresh oriental	10,558	8,844
	<u>172,604</u>	<u>166,866</u>

21 DEBTORS

	2009 £	2008 £
Trade debtors	42,263	78,600
Other debtors	76,256	231,463
Prepayments and accrued income	61,664	107,833
	<u>180,183</u>	<u>417,896</u>

22 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2009 £	£	2008 £	£
Trade creditors		97,436		122,808
RAG creditor	5,218		6,905	
University of Bath	178,538		277,275	
Accruals and deferred income	106,756		103,444	
		<u>290,512</u>		<u>387,624</u>
		<u>387,948</u>		<u>510,432</u>

Amounts held for RAG represent the balance held on behalf of this body, the funds have been generated separately from the activities of the Union and the use of these funds is directed by RAG.

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23 PENSIONS

The University of Bath Students' Union does not directly employ staff. All Union staff are employed by the University of Bath and are eligible to join either the Avon Pension Fund or the Universities Superannuation Scheme. Any shortfall in actuarial value of these funds would be the responsibility of the University of Bath.

24 COMMITMENTS UNDER OPERATING LEASES

At 31 July 2009 the students' union had annual commitments under non-cancellable operating leases as set out below:

	Assets other than land and buildings	
	2009	2008
	£	£
Operating leases which expire:		
In less than 1 year	4,566	2,173
Within 2 to 5 years	29,325	16,421
	<u>33,891</u>	<u>18,594</u>

25 RELATED PARTY TRANSACTIONS

The Union is an exempt charity for the purposes of the Charities Act 1993 deriving charitable status from its governing parent body, the University of Bath. The Union is in receipt of a recurrent grant from the parent body of £1,021,000 (2008: £1,032,282).

The Union occupies a University building under an informal licence. The Union is charged by the University a contribution to the costs of maintaining the building. The amount charged in the year was £343,000 (2008: £332,282). This is a notional charge to the income and expenditure account for which equivalent income is shown within Note 2 – Grants Receivable.

The University also pays all wages and salaries on behalf of the union and recharges them accordingly.

26 RESERVES

	Income and Expenditure
	£
Balance brought forward	930,498
Retained surplus for the financial year	125,250
Balance carried forward	<u>1,055,748</u>

27 CONTROLLING PARTY

The union is controlled by the Executive Committee which is subject to democratic election by the voting membership of the Union. The ultimate control of the Union is vested under the constitution in the membership in General meeting. As such no single person or entity controls the Union as defined by Financial Reporting Standard 8.