



**UNIVERSITY OF BATH STUDENTS' UNION  
ANNUAL REPORT AND FINANCIAL STATEMENTS**

for the year ended

31 July 2019

# University of Bath Students' Union

## TRUSTEES AND UNION INFORMATION

for the year ended 31 July 2019

### Overview of Charity's key details

<b>Charity name:</b>	The University of Bath Students' Union
<b>Other names:</b>	The SU
<b>Charity number:</b>	1143154
<b>Charity address:</b>	The SU Bath, University of Bath, Claverton Down, Bath, BA2 7AY
<b>Governing document:</b>	Articles of Association
<b>Constitution:</b>	Unincorporated association

### Details of Charity's professional services

<b>Bank name:</b>	National Westminster Bank Plc
<b>Bank address:</b>	39 Milsom Street, Bath, BA1 1DS
<b>Auditor name:</b>	RSM UK Audit LLP
<b>Auditor address:</b>	Hartwell House, 55 – 61 Victoria Street, Bristol, BS1 6AD

### Senior SU Management

<b>Chief Executive:</b>	Andrew McLaughlin
<b>Deputy Chief Executive:</b>	Mandy Wilson-Garner
<b>Secretary to the Board:</b>	Greg Noakes

### Board of Trustees

Trustee name	Office	Start date	End date	Appointment
Eve Alcock	President (Chair)	02/07/2018	02/07/2020	Elected by Members
Jack Kitchen	Education Officer	02/07/2018	01/07/2019	Elected by Members
Jiani Zhou	Postgraduate Officer	02/07/2018	02/07/2020	Elected by Members
Alisha Lobo	Community Officer	02/07/2018	02/07/2020	Elected by Members
Andy Galloway	Sport Officer	02/07/2018	01/07/2019	Elected by Members
Kimberley Pickett-McAttackney	Activities Officer	02/07/2017	01/07/2019	Elected by Members
Ruqia Osman	Education Officer	01/07/2019	02/07/2020	Elected by Members
Tomasz Sawko	Sport Officer	01/07/2019	02/07/2020	Elected by Members
Francesco Masala	Activities Officer	01/07/2019	02/07/2020	Elected by Members
Rob Clay	Independent Trustee	12/10/2015	12/10/2021	Appointed by the Board
Marian McNeir	Independent Trustee	20/06/2017	20/06/2020	Appointed by the Board
Paul Freeston	Independent Trustee	17/06/2015	21/06/2021	Appointed by the Board

# University of Bath Students' Union

## TRUSTEES' REPORT *(continued)*

for the year ended 31 July 2019

---

### Charitable Status

On the 29th July 2011 the University of Bath Students' Union (The SU) successfully registered as a charity with the Charity Commission (charity number 1143154). The charity is governed by the constitution adopted on 1<sup>st</sup> July 2009 and amended on 12th March 2019.

### Trustees' Report

The Board of Trustees present their Annual Report together with the financial statements for the year ended 31 July 2019. The report has been prepared in accordance with the Charities Act 2011. The trustees have had regard to the Charity Commission guidance on public benefit entities.

### Relationship with the University of Bath

Under the Education Act 1994, the University of Bath has a statutory duty to take such steps as are reasonably practicable to ensure that the Union operates in a fair and democratic manner and is held to proper account for its finances. The SU therefore works alongside the University of Bath in ensuring that the affairs of the Union are properly conducted and that the educational and welfare needs of The SU's members are met.

## OBJECTIVES AND ACTIVITIES

### Charitable Purpose

The objects of The SU are the advancement of education of students at The University of Bath for the public benefit by:

- promoting the interests and welfare of students at the University of Bath during their course of study and representing, supporting and advising members;
- being the recognised representative channel between students and the University of Bath and any other external bodies; and
- providing social, cultural, sporting and recreational activities and forums for discussion and debate for the personal development of its members.

### Our cause

We believe that students can and want to shape the community they are part of for the better. We create opportunities for students to come together to do just that, and support them as active citizens who contribute to the communities they are part of.

### SU Strategy 2017/20

The SU operates a three-year strategy, the full details of which are on our website. Over the next year, work will begin on the development of our next strategy 2020-2023.

The following updates on the progress made against our strategy in 2018/19:

- 1) Embedding our cause in all we do:

Through a participative process involving students, staff and stakeholders we have articulated our cause and are using this to shape plans and activity for the next strategic plan.

- 2) Deliver 'fewer bigger better' initiatives:

The language of 'fewer bigger better' has gained traction and is helping us plan ways of rationalising the work we are undertaking – through communications, campaigns and structures in The SU.

# University of Bath Students' Union

## TRUSTEES' REPORT *(continued)*

for the year ended 31 July 2019

---

3) Build the skills and capability of our people:

Work on the employer branding, process improvement, regrading, and role profile improvements have advanced.

4) Improve our financial processes:

Work on the new chart of accounts has been completed and new systems and processes are in place. The new finance App is ready for student groups when they return in 2019.

5) Improve our communications:

Our e-marketing project is mid-way through and is reporting strong open rates amongst targeted groups.

6) Improve development, recognition and reward for student leaders:

We have recruited a new Skills & Development Co-ordinator and they are progressing work on the project to improve digital training for student leaders.

7) Support the independent student voice:

We have facilitated opportunities for independent students to raise issues with the Council, Senate & SU (CSSU) group. We have been active in encouraging students to register to vote for the EU and local authority elections.

8) Improve and extend peer-to-peer support:

Our pilot sports referral scheme has been a success, and the restructure proposal announced at the end of the year will help to further increase resource in this area.

9) Enhance the postgraduate student experience:

There have been some gradual improvements around activity provision for postgraduate students in The SU, and we continue to explore ways to improve academic representation. Feedback from doctoral students remains that they see The SU as undergraduate-focused, though there has been another improvement in taught postgraduate participation with The SU.

### Success Criteria

We currently measure how successful we have been through five key performance indicators (KPIs).

Key Performance Indicators (KPIs):	2016/17	2017/18	2018/19
Student participation	64%	70%	66%
Student satisfaction	-	63%	64%
Student impact	-	67%	67%
Staff satisfaction	80%	-	85%
Staff engagement	70%	-	84%

This is the first time that we have been able to collect year-on-year data and can begin analysing some of the reasons and trends behind performance. The change in student participation reflects a slight downturn in undergraduate participation on last year, mainly because of the high levels of engagement around the then Vice-Chancellor's pay. Satisfaction and impact have both decreased slightly, and work in the new academic year will help us identify causes and opportunities. Staff satisfaction and engagement have increased on the back of the people enabling programme, and more participative ways of working within the organisation.

# University of Bath Students' Union

## TRUSTEES' REPORT *(continued)*

for the year ended 31 July 2019

---

### ACHIEVEMENTS AND PERFORMANCE

#### Statement of regular activities undertaken by the Charity

The SU is divided into five main activity areas; student voice, student groups, student support, student experiences and student development.

These areas work with student members to provide regular advice, representation, activities and events.

#### Significant Activities undertaken for 2018/19

In addition to our normal activities we have been involved in the following significant activities this year:

We attained a rating of 'Very Good' with many areas of 'Excellence' as part of the NUS Quality Students' Unions (QSU) assessment scheme. This achievement marks The SU as amongst the very best students' unions in the UK, and was recognised formally at a parliamentary reception in June.

We also received national recognition as part of a Home Office-approved scheme that promotes responsible management of bars and nightclubs. We achieved the 'Gold' Best Bar None - National Winner Award - for the second year running.

We reviewed and amended our governing document this year, with the new articles of governance approved by University Council on the 21st February and students through a referendum on the 12th March. The amendments were made to improve the efficiency and transparency of our governance.

Professor Ian White arrived as the new Vice-Chancellor of the University of Bath and students from The SU played a key role in this important appointment, with The SU President involved as part of the interview and selection panel.

At the end of the year a restructure proposal was announced in order to reduce The SU's budget deficit and increase resourcing for business-critical and strategically important areas. In all, seven roles were removed from the structure and five new roles were created.

The local bus service provision by First Bus proved to be a major issue for students throughout the year, and campaigning by The SU President helped to resolve some of the routing issues, but many outstanding concerns remain.

Errors in exam scripts emerged as an issue, and The SU Education Officer played a key role in raising the issue, identifying the scale of the problem and negotiating improvements with the University.

The SU is continuing to lobby for improvements in the transparency of the University's income and expenditure, particularly with the Estates department and internal charging. Bath Time (student magazine) published an investigation on the issue, and The SU continues to apply pressure on this theme.

We have been successful this year in lobbying the University around issues to do with doctoral students being properly safeguarded in their work away from campus. As a direct response of our work, the University has established a working group which is updating health and safety guidelines and procedures in this area.

Sadly not all of our lobbying with the University has met with the same success. A campaign we ran lobbying the University for the extension of the nursery provision was unsuccessful in achieving the desired aim of improving provisions provided to student parents and carers.

Also, we have noted that despite our success last year in getting the University to promise to build a 3G pitch, a decade on from when we first raised this issue there is still no timeframe for the delivery of this promise.

Throughout this year we have worked hard to support the University in implementing changes proposed by the Halpin Review of the University's governance.

# University of Bath Students' Union

## TRUSTEES' REPORT *(continued)*

for the year ended 31 July 2019

---

### FINANCIAL REVIEW

The overall deficit for the year, before reserve transfers, on unrestricted funds was £246,630 (2017/18: Deficit of £28,435).

Bars and Entertainments remained the principal focus for the Union's commercial activity during 2018/19. Performance in this area exceeded budget with a surplus, before overhead apportionment, of £127,933 (2017/18: £128,217).

The Balance Sheet continues to reflect a robust financial position for the Union with net current assets of £690,564 (2017/18: £832,287).

### Reserves Policy and Going Concern

Reserves are needed:-

- To provide funds which can be designated to specific projects to enable these projects to be undertaken at short notice;
- To protect the financial stability of The SU against adverse economic conditions within commercial operations; and
- To provide a fund for capital replacement or refurbishment.

The total reserves held by the reporting entity at 31 July 2019 was £894,003 (2018: £1,018,788), of which £561,930 (2018: £768,384) are regarded as unrestricted funds and £332,073 (2018: £250,404) are regarded as restricted funds.

The balance held as unrestricted general funds, excluding designated funds, at 31 July 2019 was £557,471 (2017/18: £764,082), of which £434,487 (2017/18: £629,265) are regarded as free reserves, after allowing for funds tied up in tangible fixed assets.

As at 31 July 2019 the level of free reserves was fully allocated by the Trustees for the following:

- To avoid the necessity of realising fixed assets held for Bath SU's use;
- To manage income risk through commercial services by covering 25% of one year's net trading income;
- To provide for working capital requirements; and
- To provide funding for a number of specific refurbishments and projects.

The surplus achieved in 2018/19 alongside any project funding available for reallocation will be considered within the Reserves Policy 2019/20.

The Trustees confirm that there are no material uncertainties with regard to considering the Students' Union as a going concern.

### Risk Management

The SU has a formal risk management framework that embeds consideration of risk when reviewing the annual planning and budgeting process.

This approach is designed to directly aid the quality of Trustee and management decision-making, improve potential outcomes and provide the clear accountability required to all its members.

# University of Bath Students' Union

## TRUSTEES' REPORT *(continued)*

for the year ended 31 July 2019

---

The framework exists to:

- formally document the strategies that The SU follows 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 SU; and
- provide a practical framework for SU staff to follow.

Each key risk is assessed and documented 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;
- Prioritises the risks based on the weighting to determine the most critical risks; and
- Plans the response to controlling the risk.

The Board of Trustees reviews the major strategic, business and operational risks faced by the Students' Union on an annual basis as a minimum. The SU Risk Register 2018/19 identifies no risks at the level of 'critical' or 'major' but five at the lower classification of risk of 'significant':

1. Failure to ensure there are adequate health and safety procedures covering all The SU activities;
2. Failure to obtain grant funding from the University in an uncertain higher education sector;
3. Failure to comply with GDPR laws in relation to personal data consent, security and retention;
4. Failure to achieve commercial targets; and
5. Failure to obtain the funding, capacity or support for The SU strategy.

These risks have been mitigated through a number of improvement actions, controls and processes, reducing all identified risks to 'medium'. The risks will be re-assessed for the production of The SU Risk Register 2019/20.

### **FUNDS HELD AS CUSTODIAN TRUSTEE ON BEHALF OF OTHERS**

Raise & Give (RAG) is a student led society with the aim of fundraising for a variety of local and national charitable causes whilst providing students with a number of development opportunities. This includes fundraising itself as well as organisational and leadership roles.

The financial transactions of RAG are kept separate from those of the Students' Union through the use of unique coding and custody of the assets falls within the general security arrangements of the wider University.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Board of Trustees is responsible for the strategic direction, governance and sustainability of The SU.

Pay and remuneration is set by the University of Bath through its annual remuneration process. All wages and salaries are paid to staff by the University of Bath with the relevant costs recharged to The SU.

The Board is made up of six Student Officers and seven Independent Trustees.

The Student Officers are elected through cross-campus ballot by the members each year, normally serving for one year in office but can serve a second term if re-elected.

The Independent Trustees are recruited to the Board to bring a wider perspective and skill set from outside of The SU. A term for Independent Trustees lasts for up to three years and they can serve for a maximum of six years.

# University of Bath Students' Union

## TRUSTEES' REPORT *(continued)*

for the year ended 31 July 2019

---

Upon appointment all Trustees are briefed on their legal obligations and other Trustee responsibilities. All Trustees receive an induction information pack which includes their role responsibilities, their legal responsibilities, historical and current information about The SU, information on its Strategic Plan and how to deal with potential conflicts of interest.

The Board of Trustees has the following committees:

### **Finance & Audit committee**

#### **Responsibility:**

Monitoring, reporting and making recommendations on the budget to the Board

Approving unbudgeted expenditures that will exceed £10,000

Approving budgeted expenditures that will exceed £50,000

Reviewing financial policies

Monitoring and reporting on audit recommendations to the Board

Keeping under review a register of assets

#### **2018/19 Membership**

Rob Clay  
Andrew Galloway  
Jack Kitchen  
Jiani Zhou

#### **2019/20 Membership**

Rob Clay  
Paul Freeston  
Jiani Zhou  
Tomasz Sawko

#### **Appointment:**

All Trustees are appointed by the Board

#### **Number of meetings:**

Three meetings planned a year

Additional meetings can be called

### **Health & Safety committee**

#### **Responsibility:**

Monitoring and reporting on health & safety issues to the Board

Reviewing health & safety related policies

Keeping under review transport

Reviewing the risk register and recommending changes to the Board

Keeping under review risk management policies

Monitoring and reporting on staff wellbeing to the Board

#### **2018/19 Membership**

Kimberley Pickett-McAtackney  
Eve Alcock  
Alisha Lobo  
Paul Freeston

#### **2019/20 Membership**

Rob Clay  
Paul Freeston  
Jiani Zhou  
Tomasz Sawko

#### **Appointment:**

All Trustees are appointed by the Board

#### **Number of meetings:**

Two meetings planned a year

Additional meetings can be called



# University of Bath Students' Union

## TRUSTEES' REPORT *(continued)*

for the year ended 31 July 2019

---

### **Governance committee**

#### **Responsibility:**

Reviewing the Articles of Governance  
Reviewing general policies  
Reviewing Board effectiveness  
Overseeing the recruitment and induction of new trustees

#### **2018/19 Membership**

Eve Alcock  
Alisha Lobo  
Jiani Zhou  
Andrew Galloway  
Jack Kitchen  
Kimberley Pickett

#### **2019/20 Membership**

Eve Alcock  
Alisha Lobo  
Jiani Zhou  
Ruqia Osman

#### **Appointment:**

All Trustees are appointed by the Board

#### **Number of meetings:**

This committee meets as and when necessary.

### **Complaints & Disciplinary committee**

#### **Responsibility:**

Hearing complaints under stage 2 of the Complaints & Disciplinary procedure  
Hearing disciplinary appeals under stage 2 of the Complaints & Disciplinary procedure

#### **2018/19 Membership**

Marian McNeir  
Alisha Lobo  
Andrew Galloway  
Jiani Zhou (Reserve)  
Eve Alcock (Reserve)

#### **2019/20 Membership**

Marian McNeir  
Alisha Lobo  
Tomasz Sawko  
Jiani Zhou (Reserve)  
Ruqia Osman (Reserve)

#### **Appointment:**

All Trustees are appointed by the Board

#### **Number of meetings:**

This committee meets as and when necessary.

### **Leadership committee**

#### **Responsibility:**

Monitoring, reporting and making recommendations on the strategic plan to the Board  
Approving and overseeing campaigns and projects  
Identifying and monitoring reputational risks

#### **2018/19 Membership**

Jack Kitchen  
Alisha Lobo  
Andrew Galloway  
Jiani Zhou  
Eve Alcock  
Kimberley Pickett

#### **2019/20 Membership**

Francesco Masala  
Eve Alcock  
Alisha Lobo  
Tomasz Sawko  
Jiani Zhou  
Ruqia Osman

#### **Appointment:**

All Trustees are appointed by the Board

#### **Number of meetings:**

This committee meets as and when necessary.

# University of Bath Students' Union

## TRUSTEES' REPORT *(continued)*

for the year ended 31 July 2019

---

### Statement as to Disclosure of Information to the Auditor

The Trustees 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 Trustees have confirmed that they have taken all the steps that they ought to have taken as Trustees Members in order to make themselves aware of any relevant audit information and to establish that it has been communicated to the auditor

### Auditor

RSM UK Audit LLP has indicated its willingness to continue in office. The Trustees' Report was approved by the Trustees on 17/10/19 and signed on their behalf by:

Chief Executive  
Andrew McLaughlin



Date: 17/10/19

Students' Union President

Eve Alcock



Date:

17/10/19

# University of Bath Students' Union

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

for the year ended 31 July 2019

---

The Trustees 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).

The law applicable to charities in England and Wales 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 Union and of the incoming resources and application of resources of the Union for that period. In preparing these financial statements, the trustees are required to:

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

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Union and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008. 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.

The Trustees confirm they have complied with the duty in the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit. When reviewing the aims and objectives of the charitable group and in planning its future activities they the Trustees refer to the guidance and consider, in particular, how planned activities will contribute to the aims and objectives they have set.

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

---

## **Opinion**

We have audited the financial statements of the University of Bath Students' Union (the 'charity') for the year ended 31 July 2019 which comprise the Statement of Financial Activities (including income and expenditure account), the Balance Sheet, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 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 charity's affairs as at 31 July 2019 and of its incoming resources and application of resources 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 Charities Act 2011.

## **Basis for opinion**

We have been appointed as auditors under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

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 [group and parent charity/charity] in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## **Conclusions relating to going concern**

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

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

## **Other information**

The trustees are responsible for the other information. The other information comprises the information included in the Trustees' 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, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

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

---

### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the Trustees' Report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

### **Responsibilities of trustees**

As explained more fully in the Statement of Trustees' responsibilities set out on page 10, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity 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.

A further description of our responsibilities for the audit of the financial statements is provided on the Financial Reporting Council's website at <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 charity's trustees as a body, in accordance with the Charities Act 2011. Our audit work has been undertaken so that we might state to the charity's trustees 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 charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

*RSM UK Audit LLP*

RSM UK Audit LLP  
Statutory Auditor  
Chartered Accountants  
Hartwell House  
55-61 Victoria Street  
Bristol  
BS1 6AD

Date: *23 October 2019*

RSM UK Audit LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

# University of Bath Students' Union

## STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME & EXPENDITURE ACCOUNT)

for the year ended 31 July 2019

	Notes	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £
INCOME FROM:							
Donations and grants	3	2,036,212	96,099	2,132,311	2,023,509	103,343	2,126,852
Charitable activities							
Bars and entertainment		1,174,305	-	1,174,305	1,151,725	-	1,151,725
Clubs and societies		18,956	287,071	306,027	2,138	308,095	310,233
Sports associations		-	869,931	869,931	-	791,123	791,123
Events		390,454	-	390,454	402,358	-	402,358
Other trading activities		176,960	956	177,916	181,713	2,216	183,929
Investments	4	3,864	-	3,864	1,656	-	1,656
<b>TOTAL</b>		<b>3,800,751</b>	<b>1,254,057</b>	<b>5,054,808</b>	<b>3,763,099</b>	<b>1,204,777</b>	<b>4,967,876</b>
EXPENDITURE ON:							
Raising funds	5	(195,293)	(8,905)	(204,198)	(245,338)	(35,825)	(281,163)
Charitable activities	5	(3,842,038)	(1,123,307)	(4,965,345)	(3,536,396)	(1,187,921)	(4,724,317)
Other	5	(10,050)	-	(10,050)	(9,800)	-	(9,800)
<b>TOTAL</b>		<b>(4,047,381)</b>	<b>(1,132,212)</b>	<b>(5,179,593)</b>	<b>(3,791,534)</b>	<b>(1,223,746)</b>	<b>(5,015,280)</b>
<b>NET INCOME/ (EXPENDITURE)</b>	<b>7</b>	<b>(246,630)</b>	<b>121,845</b>	<b>(124,785)</b>	<b>(28,435)</b>	<b>(18,969)</b>	<b>(47,404)</b>
Transfers between fund 15,16		40,176	(40,176)	-	23,303	(23,303)	-
<b>NET MOVEMENT IN FUNDS</b>		<b>(206,454)</b>	<b>81,669</b>	<b>(124,785)</b>	<b>(5,132)</b>	<b>(42,272)</b>	<b>(47,404)</b>
RECONCILIATION OF FUNDS:							
Total funds brought forward		768,384	250,404	1,018,788	773,516	292,676	1,066,192
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>561,930</b>	<b>332,073</b>	<b>894,003</b>	<b>768,384</b>	<b>250,404</b>	<b>1,018,788</b>

All income and expenses relate to continuing operations.

# University of Bath Students' Union

## BALANCE SHEET

as at 31 July 2019

	Note	2019 £	2018 £
<b>FIXED ASSETS</b>			
Intangible assets	9	-	-
Tangible assets	10	203,439	186,501
		<u>203,439</u>	<u>186,501</u>
<b>CURRENT ASSETS</b>			
Stocks		26,654	21,319
Debtors	11	187,359	148,870
Cash at bank and in hand		606,203	911,512
		<u>820,216</u>	<u>1,081,701</u>
CREDITORS: Amounts falling due within one year	12	(129,652)	(249,414)
NET CURRENT ASSETS		<u>690,564</u>	<u>832,287</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>894,003</u>	<u>1,018,788</u>
<b>RESERVES</b>			
Unrestricted funds - general	15	557,471	764,082
Unrestricted funds - designated	15	4,459	4,302
Restricted funds:			
SCP	16	36,317	26,549
Alumni	16	30,771	32,453
Student development	16	39,354	37,584
Sports and Societies funding	16	145,176	102,134
Club asset reserve	16	80,455	51,684
		<u>894,003</u>	<u>1,018,788</u>

The notes on pages 16 to 28 form an integral part of the financial statements.

These financial statements were approved and authorised for issue by the Trustees on 17/10/19 and signed on their behalf by:



Chief Executive – Andrew McLaughlin



Students' Union President – Eve Alcock

17/10/19

University of Bath Students' Union  
STATEMENT OF CASH FLOWS  
for the year ended 31 July 2019

---

	Notes	2019 £	2018 £
CASH FLOW FROM OPERATING ACTIVITIES:			
Cash (used)/generated by operations	22	(231,010)	125,366
NET CASH FROM OPERATING ACTIVITIES		<u>(231,010)</u>	<u>125,366</u>
CASH FLOW FROM INVESTING ACTIVITIES:			
Income and proceeds from investments		3,864	1,656
Purchase of tangible assets		(78,163)	(144,598)
NET CASH USED BY INVESTING ACTIVITIES		<u>(74,299)</u>	<u>(142,942)</u>
MOVEMENT IN CASH		<u>(305,309)</u>	<u>(17,576)</u>
CASH AND CASH EQUIVALENTS AT THE BEGINNING OF THE REPORTING PERIOD		911,512	929,088
CASH AND CASH EQUIVALENTS AT THE END OF THE REPORTING PERIOD		<u>606,203</u>	<u>911,512</u>
ANALYSIS OF CASH AND CASH EQUIVALENTS:			
Cash at bank and in hand		<u>606,203</u>	<u>911,512</u>



# University of Bath Students' Union

## NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 July 2019

---

### 1 ACCOUNTING POLICIES

#### **Basis of Accounting**

The University of Bath Students' Union is a registered charity with the Charity Commission. The registered office is The University of Bath Students' Union, Norwood House, Claverton Down, Bath, BA2 7AY.

The SU is a charitable unincorporated organisation.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), and the Charities Act 2011. The accounting policies as disclosed have been applied consistently throughout the current and preceding year.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The University of Bath Students' Union meets the definition of a public benefit entity under section 34 of FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value, unless otherwise stated in the relevant accounting policy.

The principal objectives of the charity are detailed in the Trustees report found on page 2 of these accounts.

The financial statements are presented in sterling which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

#### **Going Concern**

The trustees consider the charity to be a going concern with no material uncertainties. These financial statements have therefore been prepared on a going concern basis.

#### **Income**

The annual grant from the University of Bath is intended to meet recurrent costs and is credited directly to the SoFA. Commercial activities represent income such as advertising income and commission from photographs and hire, this income is recognised when the charity is legally entitled to the income and the amount can be quantified with reasonable certainty. Other income is included in the SoFA account on a cash received basis or on a receivables basis where there is reasonable probability of receipt.

#### **Expenditure**

Expenditure includes irrecoverable VAT. Charitable expenditure comprises the direct and indirect costs of delivering public benefit. Indirect staff costs are apportioned to charitable activities by headcount in particular areas. Indirect overhead costs are apportioned to charitable activities pro rata to the total costs of particular activities undertaken. Governance costs are those incurred for compliance with constitutional and statutory requirements, such as the annual audit.

# University of Bath Students' Union

## NOTES TO THE FINANCIAL STATEMENTS *(continued)*

### for the year ended 31 July 2019

---

#### 1 ACCOUNTING POLICIES *(continued)*

##### **Intangible Fixed Assets**

Intangible assets acquired are recognised as a cost and are subsequently measured at cost less accumulated amortisation and accumulated impairment losses.

Amortisation is recognised so as to write off the cost of assets less their residual values over their useful lives on the following basis:

Software	-	3 years straight line
----------	---	-----------------------

##### **Fixed Assets**

Fixed asset purchases in excess of £1,000 are capitalised at cost and subsequently measured at cost less accumulated depreciation, or where applicable amortisation, and impairment.

Depreciation or amortisation 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:

Equipment	-	2-5 years straight line
Motor vehicles	-	4 years straight line
Leasehold Improvements	-	8 years straight line

##### **Fund Accounting**

The SU administers and/or accounts for a number of charitable funds, as follows: -

- i. **Unrestricted Funds** representing unspent income which may be used for any activity / purpose within the charitable objects at the Executive Committee's own discretion;
- ii. **Designated Funds** set aside by the Executive Committee to be spent on some specific purpose at its own discretion;
- iii. **Restricted Funds** raised and administered by The SU for specific purposes as determined by students, such as Club and Societies Accounts, as well as revenue received for purposes specified by the donor and also (if not material enough to require a separate column in the SoFA) any small capital grants received from the University; and
- iv. **Custodian Funds** entrusted to The SU for safekeeping, but not under its management control, e.g. the annual RAG. Such custodian activities are disclosed in the Annual Report, but as the funds are not managed by The SU they are not included in the accounts.

Expenditure on refurbishments and repairs of assets where The SU does not have the risks or rewards of ownership is expensed in the year. This includes all refurbishment to the Union building which is leased from the University on a yearly basis under an informal agreement. As the maximum term of the lease is a period of one year then all refurbishments and repairs of the Union building is expensed.

##### **Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items. Cost is based on the cost of purchase on a first in, first out basis. Net realisable value is based on estimated selling price less additional costs to disposal.

##### **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.

# University of Bath Students' Union

## NOTES TO THE FINANCIAL STATEMENTS *(continued)*

### for the year ended 31 July 2019

---

#### 1 ACCOUNTING POLICIES *(continued)*

##### **Financial Instruments**

As the charity only has basic financial instruments it has elected to apply the provisions of Section 11 'Basic Financial Instruments' of FRS 102, to all of its financial instruments.

Financial instruments are recognised when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### Basic financial assets

Basic financial assets, which include trade and other receivables and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the financial asset is measured at the present value of the future receipts discounted at a market rate of interest.

##### Impairment of financial assets

Financial assets are assessed for indicators of impairment at each reporting end date.

Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected. If an asset is impaired, the impairment loss is the difference between the carrying amount and the present value of the estimated cash flows discounted at the asset's original effective interest rate. The impairment loss is recognised in the SOFA.

If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been, had the impairment not previously been recognised. The impairment reversal is recognised in the SOFA.

##### De-recognition of financial assets

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the company transfers the financial asset and substantially all the risks and rewards of ownership to another entity, or if some significant risks and 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.

##### Financial liabilities

Financial liabilities are classified according to substance of the contractual arrangements entered into.

##### Basic financial liabilities

Basic financial liabilities, including trade and other payables, are initially recognised at transaction price.

##### De-recognition of financial liabilities

Financial liabilities are derecognised when, and only when, the charities contractual obligations are discharged, cancelled or they expire.

##### Cash and cash equivalents

Cash and cash equivalents includes cash and short term highly liquid investments with a short maturity period.

# University of Bath Students' Union

## NOTES TO THE FINANCIAL STATEMENTS *(continued)*

### for the year ended 31 July 2019

---

#### 1 ACCOUNTING POLICIES *(continued)*

##### **Taxation**

No corporation tax has been provided in the financial statements of the charity as the income of the charity is covered by the exemption granted by Section 505 of the Income and Corporation Taxes Act 1988.

##### **Pensions**

The two principal pension schemes in which The SU 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.

The University of Bath Students' Union does not directly employ staff. All staff are employed by the University of Bath who then recharge the Union for the use of these staff. Details relating to both of these schemes are included in the accounts of the University. The Universities Superannuation Scheme operates as a pooled arrangement, with contributions paid at a centrally agreed rate. As a consequence, no share in the underlying assets and liabilities can be directly attributed to The SU. Under the terms of FRS 102 section 28, in these circumstances contributions are accounted for as if the schemes were defined contribution schemes based on actual contributions paid through the year.

The Bath & North East Somerset Local Government Pension Scheme operates as a multi-employer scheme where the share of assets and liabilities applicable to each employer can be defined. The University (the employer) has accounted for the scheme under FRS 102 section 28 as a defined contribution scheme. As the Union does not directly employ staff it does not recognise any of the liability.

#### 2 ACCOUNTING JUDGEMENTS AND ESTIMATES

In the application of the charity's and group's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

**University of Bath Students' Union**  
**NOTES TO THE FINANCIAL STATEMENTS** *(continued)*  
for the year ended 31 July 2019

**3 DONATIONS AND GRANTS**

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £	Unrestricted funds 2018 £	Restricted funds 2018 £	Total 2018 £
Grant income	2,021,020	96,099	2,117,119	2,002,159	103,343	2,105,502
Sponsorship income	15,192	-	15,192	21,350	-	21,350
	<u>2,036,212</u>	<u>96,099</u>	<u>2,132,311</u>	<u>2,023,509</u>	<u>103,343</u>	<u>2,126,852</u>

**4 INVESTMENT INCOME**

	2019 £	2018 £
Unrestricted bank interest receivable	3,864	1,656
	<u>3,864</u>	<u>1,656</u>

**5 EXPENDITURE**

	Staff 2019 £	Direct 2019 £	Support 2019 £	Total 2019 £	Total 2018 £
Costs of raising funds:					
Commercial activities	140,463	63,735	-	204,198	281,163
<b>TOTAL</b>	<u>140,463</u>	<u>63,735</u>	<u>-</u>	<u>204,198</u>	<u>281,163</u>
Charitable Activities:					
Bars & Entertainment	441,210	600,101	121,728	1,163,039	1,121,508
Clubs & Societies	105,773	297,940	94,660	498,373	543,450
Sports Associations	226,878	925,108	270,112	1,422,098	1,287,736
Events	39,357	348,386	-	387,743	405,816
Student Activities & Advice	846,747	123,511	240,880	1,211,138	1,108,283
Volunteering	217,909	11,301	53,744	282,954	257,614
<b>TOTAL</b>	<u>1,877,874</u>	<u>2,306,347</u>	<u>781,124</u>	<u>4,965,345</u>	<u>4,724,407</u>
Governance	-	10,050	-	10,050	9,800
<b>TOTAL EXPENDITURE</b>	<u>2,018,337</u>	<u>2,380,132</u>	<u>781,124</u>	<u>5,179,593</u>	<u>5,015,370</u>

Included within staff costs above are support staff costs of £571,794 (2018: £528,849).

University of Bath Students' Union  
NOTES TO THE FINANCIAL STATEMENTS *(continued)*  
for the year ended 31 July 2019

---

6 ANALYSIS OF SUPPORT COSTS

	Bars & Entertainment	Clubs & Societies	Sports Associations	Student Activities & Advice	Volunteering	Total	Total
	2019 £	2019 £	2019 £	2019 £	2019 £	2019 £	2018 £
SU Officer accommodation	-	5,861	16,725	14,086	3,328	40,000	40,000
Facilities	121,728	34,773	99,225	83,572	19,743	359,041	363,717
Admin and maintenance	-	54,026	154,162	143,222	30,674	382,083	240,091
	<u>121,728</u>	<u>94,660</u>	<u>270,112</u>	<u>240,880</u>	<u>53,744</u>	<u>781,124</u>	<u>643,808</u>

Support costs are apportioned based on the total proportion of staff and direct costs in each activity. Events are excluded from this calculation. Approximately, one third of the rent is allocated to bars and post office and the rest of the rent cost is apportioned to the other activities with the remaining support costs.

**University of Bath Students' Union**  
**NOTES TO THE FINANCIAL STATEMENTS** *(continued)*  
for the year ended 31 July 2019

**7 OPERATING CHARGES**

Net income for the year is stated after charging:

	2019 £	2018 £
Auditor's remuneration – as auditor	10,050	9,800
Auditor's remuneration – other	13,313	7,350
Depreciation	61,225	41,204
Operating lease charges	387,107	380,369
Stock recognised as an expense	400,203	394,628

**8 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 recharged staff costs in the year were:

	2019 £	2018 £
Wages and salaries	1,688,669	1,572,251
Social security costs	102,826	95,075
Other pension costs	226,842	200,478
	<u>2,018,337</u>	<u>1,867,804</u>

The Trustees of the Union include The SU Officers. The SU Officers receive remuneration for their services as provided for within the Constitution. The amount payable under such contracts in the year was:

	Remuneration 2019 £	Pension contributions 2019 £	Other Benefits 2019 £	Remuneration 2018 £	Pension contributions 2018 £	Other Benefits 2018 £
B J Davies	-	-	-	15,151	2,860	-
W C Galloway	-	-	-	15,183	2,860	-
B J Palmer	-	-	-	14,915	2,815	-
C H Page	-	-	-	14,722	2,821	-
L Emery	-	-	-	14,658	2,815	-
K Pickett	15,419	2,961	-	16,049	3,082	-
J Zhou	16,854	3,236	944	1,994	383	-
E Alcock	16,850	3,236	-	1,994	383	-
A Galloway	15,728	2,961	-	1,994	383	-
J Kitchen	15,451	4,212	-	1,994	383	-
AA Lobo	16,850	3,236	-	1,994	383	-
F Masala	2,194	421	-	-	-	-
R Osman	2,091	402	-	-	-	-
T F Sawko	2,091	402	-	-	-	-

During the year no trustees reclaimed expenses (2018: £nil).

The number of employees whose employee benefits exceeded £60,000 was:

	2019 No.	2018 No.
£60,001 - £70,000	1	1
£70,001 - £80,000	1	1

University of Bath Students' Union  
NOTES TO THE FINANCIAL STATEMENTS *(continued)*  
for the year ended 31 July 2019

9 INTANGIBLE FIXED ASSETS

	Software £
<b>COST</b>	
At 1 August 2018	2,846
Transfer	15,541
At 31 July 2019	<u>18,387</u>
<b>AMORTISATION</b>	
At 1 August 2018	2,846
Transfer	15,541
At 31 July 2019	<u>18,387</u>
<b>NET BOOK VALUE</b>	
At 31 July 2019	-
At 31 July 2018	<u>-</u>

Intangible fixed assets relate to purchased software assets.

10 TANGIBLE FIXED ASSETS

	Equipment £	Leasehold Improvements £	Motor vehicles £	Total £
<b>COST</b>				
At 1 August 2018	408,826	18,043	1,796	428,665
Additions	34,012	44,151	-	78,163
Transfer	(15,541)	-	-	(15,541)
At 31 July 2019	<u>427,297</u>	<u>62,194</u>	<u>1,796</u>	<u>491,287</u>
<b>DEPRECIATION</b>				
At 1 August 2018	239,429	939	1,796	242,164
Charge for year	53,246	7,979	-	61,225
Transfer	(15,541)	-	-	(15,541)
At 31 July 2019	<u>277,134</u>	<u>8,918</u>	<u>1,796</u>	<u>287,848</u>
<b>NET BOOK VALUE</b>				
At 31 July 2019	<u>150,163</u>	<u>53,276</u>	<u>-</u>	<u>203,439</u>
At 31 July 2018	<u>169,397</u>	<u>17,104</u>	<u>-</u>	<u>186,501</u>



University of Bath Students' Union  
NOTES TO THE FINANCIAL STATEMENTS *(continued)*  
for the year ended 31 July 2019

---

11 DEBTORS

	2019	2018
	£	£
Trade debtors	1,896	57,009
Other debtors	27,665	551
Prepayments and accrued income	157,798	91,310
	<u>187,359</u>	<u>148,870</u>

12 CREDITORS - AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019	2018
	£	£
Trade creditors	45,933	55,126
University of Bath	11,190	152,789
Accruals and deferred income	71,660	39,362
Other creditors	869	-
Other tax and social security	-	2,137
	<u>129,652</u>	<u>249,414</u>

DEFERRED INCOME

	2019	2018
	£	£
Deferred income as at 1 August 2018	14,429	3,220
Income deferred in the year	3,981	14,429
Income released in the year	(14,429)	(3,220)
Deferred income as at 31 July 2019	<u>3,981</u>	<u>14,429</u>

Included within accruals and deferred income is deferred income of £3,981 (2018: £14,429).

Deferred income relates to sponsorship income for FY19/20 of £3,981 (2018: £14,429).

# University of Bath Students' Union

## NOTES TO THE FINANCIAL STATEMENTS *(continued)*

### for the year ended 31 July 2019

#### 13 FINANCIAL INSTRUMENTS

	2019 £	2018 £
Financial assets that are debt instruments measured at amortised cost:		
Trade debtors	1,896	57,009
Other debtors	78,019	91,861
	<u>          </u>	<u>          </u>
Financial liabilities measured at amortised cost:		
Trade creditors	45,933	55,126
University of Bath	57,618	95,976
Accruals	21,251	24,933
	<u>          </u>	<u>          </u>

#### 14 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, however the University would expect the Students' Union to meet the cost of any such shortfall. No provision has been made for any shortfall.

#### 15 UNRESTRICTED RESERVES

	General fund £	Designated Club & Societies £	Total £
Balance at 01 August 2017	771,352	2,164	773,516
Retained (deficit)/surplus for the financial year	(30,573)	2,138	(28,435)
Transfers	23,303	-	23,303
Balance at 31 July 2018	<u>764,082</u>	<u>4,302</u>	<u>768,384</u>
Balance at 01 August 2018	764,082	4,302	768,384
Retained (deficit)/surplus for the financial year	(246,787)	157	(246,630)
Transfers	40,176	-	40,176
Balance at 31 July 2019	<u>557,471</u>	<u>4,459</u>	<u>561,930</u>

The designated funds relate to clubs and societies. It is expected that these will be expensed during the 2019/20 academic year.

The transfer from the general fund to the club asset reserve represents £29,618 of depreciation on the restricted tangible fixed assets (2018: £23,303).

The transfer from general fund to the Alumni reserves represents £10,558 of funds being released from restricted reserves due to reclassification.

# University of Bath Students' Union

## NOTES TO THE FINANCIAL STATEMENTS *(continued)*

for the year ended 31 July 2019

### 16 RESTRICTED RESERVES

At 31 July 2019	SCP	Alumni	Student Development	Sports and Societies Funding	Club Asset Reserve	Total
	£	£	£	£	£	£
Balance at 01 August 2017	19,502	48,611	47,717	101,859	74,987	292,676
Income	49,426	19,667	36,128	1,099,556	-	1,204,777
Expenditure	(42,379)	(35,825)	(46,261)	(1,099,281)	-	(1,223,746)
Transfers	-	-	-	-	(23,303)	(23,303)
Balance at 31 July 2018	26,549	32,453	37,584	102,134	51,684	250,404
Balance at 01 August 2018	26,549	32,453	37,584	102,134	51,684	250,404
Income	50,500	20,000	26,509	1,157,048	-	1,254,057
Expenditure	(40,732)	(11,124)	(24,739)	(1,055,617)	-	(1,132,212)
Transfers	-	(10,558)	-	(58,389)	28,771	(40,176)
Balance at 31 July 2019	36,317	30,771	39,354	145,176	80,455	332,073

SCP (Student Community Partnership) is a joint venture between University of Bath, Bath & North East Somerset Council and Bath Spa University to promote positive community relationships between the Universities and local residents.

Alumni funds are transferred from the University of Bath Alumni Fund to the Students' Union and represent successful funding bids by various student groups within The SU.

The Student Development fund is monies granted specifically to The SU to support the Bath Award accreditation scheme and student enterprise. It also includes grants for student supported learning and awareness.

Sports and Societies Funding is funding received by The SU for the purpose of specific sports and society activity.

Club Asset Reserve represents the net book value of capital assets purchased by Sports Clubs with restricted funds. The depreciation expense and restricted fixed asset additions are transferred from the general fund annually.

### 17 ANALYSIS OF NET ASSETS BETWEEN FUNDS

Fund balances at 31 July 2019 are represented by:	Unrestricted £	Designated £	Restricted £	Total £
Tangible assets	122,984	-	80,455	203,439
Current assets	564,139	4,459	251,618	820,216
Current liabilities	(129,652)	-	-	(129,652)
Total net assets	557,471	4,459	332,073	894,003

# University of Bath Students' Union

## NOTES TO THE FINANCIAL STATEMENTS *(continued)*

### for the year ended 31 July 2019

---

#### 18 COMMITMENTS UNDER OPERATING LEASES

At 31 July 2019 The SU had annual commitments under non-cancellable operating leases as set out below:

	2019 £	2018 £
Operating leases which expire:		
In less than 1 year	5,814	20,751
Within 2 to 5 years	5,584	10,155
	<u>11,398</u>	<u>41,367</u>

#### 19 FUNDS HELD ON BEHALF OF THIRD PARTIES

During the year University of Bath Students' Union acted as a custodian of the annual RAG proceeds from fundraising events organised by students. Funds raised by this year's RAG not distributed to charities amounted to £140 (2018: £5,928) which were held by The SU as agreed.

Amounts received and expended during the year and the liability at the year-end in relation to this fund are detailed below:

	At 1 August 2018 £	Amounts received £	Amounts expended £	At 31 July 2019 £
RAG	5,928	52,138	(57,926)	140
	<u>5,928</u>	<u>52,138</u>	<u>(57,926)</u>	<u>140</u>

#### 20 RELATED PARTY TRANSACTIONS

The SU became a registered charity on 29 July 2011 but previously derived charitable status from its governing parent body, the University of Bath. The SU is in receipt of a recurrent grant from the parent body of £1,568,000 (2018: £1,567,000).

The SU occupies a University building under an informal licence. The SU is charged by the University a contribution to the costs of maintaining the building. The amount charged in the year was £350,146 (2018: £350,146). This is a notional charge to the Statement of Financial Activities for which equivalent income is shown within 'Donations and grants'.

Included in creditors falling due within one year is £57,618 (2018: £152,789) owed to the University of Bath which has no securities or interest attached.

The University also pays all wages and salaries on behalf of The SU and recharges them accordingly. Staff costs are disclosed in note 8.

The key management personnel are considered to be the Chief Executive, the Deputy Chief Executive and the trustees. Their total remuneration in the year was £252,893 (2018: £244,668). These are paid by the University and recharged accordingly.

# University of Bath Students' Union

## NOTES TO THE FINANCIAL STATEMENTS *(continued)*

for the year ended 31 July 2019

---

### 21 CONTROLLING PARTY

The SU is controlled by the Board of Trustees comprising The SU Officers, who are subject to democratic election by the voting membership of The SU, and non-executive Trustees who are appointed by a simple majority of the Board of Trustees. The ultimate control of The SU is vested under the Articles of Governance in the Board of Trustees. As such no single person or entity controls The SU as defined by FRS 102 section 9.

### 22 CASH GENERATED FROM OPERATIONS

	2019 £	2018 £
Net (expenditure)/income	(124,785)	(47,404)
<b>Adjustments for:</b>		
Investment income received	(3,864)	(1,656)
Depreciation	61,225	41,204
Profit on disposal of investments	-	-
	<u>(67,424)</u>	<u>(7,856)</u>
(Increase)/decrease in stock	(5,335)	1,932
(Increase)/decrease in debtors	(38,489)	42,666
(Decrease)/Increase in creditors	(119,762)	88,624
	<u>(231,010)</u>	<u>125,366</u>
Net cash provided by operating activities	(231,010)	125,366

No restrictions apply to the cash or cash equivalents.