

UNIVERSITY OF YORK GRADUATE STUDENTS' ASSOCIATION

(A Company Charity limited by guarantee)

Annual Report & Financial Statements for the year ended

31st July 2019

(Registered Charity Number: 1142381)

(Registered Company Number: 07477516)

UNIVERSITY OF YORK GRADUATE STUDENTS'
ASSOCIATION
(A Company Charity limited by guarantee)

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Director's Report (incorporating the Trustees' Annual Report)

For the year ended: 31st July 2019

The Trustees, who are also Directors of the charity for the purpose of the Companies Act, present their annual report and financial statements for the year ended 31st July 2019.

Reference and Administration details

Charity's full name	University of York Graduate Students' Association (GSA)
Other name(s) charity is known by	GSA
Status	A charitable organisation established as a Company limited by guarantee.
Registered as a Company on	24 November 2010
Registered as a Charity on	13 June 2011
Company number	07477516
Charity number	1142381
Registered office	120 Vanbrugh College University of York Heslington York Postcode YO10 5DD
Bank	HSBC Bank plc 13 Parliament Street York Postcode YO1 8XS

Names of the Directors (trustees) who manage the charity

Directors Name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
Agata Lambrechts	Chair		
Louise Aitken			
Claire Reading			
John Local			
Paul Wakeling			
Charlotte Chamberlain			
Amy Bullard		From Sept 2018	
Sehrish Safi		From Sept 2018	
Anuhya Korrapati		From Sept 2018	
Xiao Ling		From Sept 2018	
Liam Culter		From Aug 2018	
Mohammed Qazi		From Aug 2018	
Fatyma Lyas		From Aug 2018	
Sally Hancock		From July 2019	
Kelly Richards D'Arcy		From July 2019	

Names of the Directors (trustees) for the charity, if any

Name	Dates acted if not for whole year
None	

Structure, governance and management**Description of the charity's trusts**

Governing Document: Memorandum and Articles of Association

How the charity is constituted A Company limited by guarantee

Trustee selection methods Appointments are made at the AGM

The company obtained charitable status on 13 June 2011. The trustees of the association (University of York Graduates Students' Association) were in agreement to transfer the assets, liabilities and charitable objects to the company. The company commenced activities on 1 August 2011.

The charity is constituted as a company limited by guarantee and governed by its memorandum and articles of association.

The Trustees shall number not less than 9 or more than 15. The Board comprises all of the Principal Officers, a minimum of 3 Student Trustees and 4 External Trustees.

The GSA is a member-run organisation, with annual elections dependent on the timings of the University of York's intake of Postgraduate students (the GSA's membership). These elections will decide who the Principal Officers and Student Trustee's will be for the forthcoming year. No Principal Officer may hold office for longer than 2 Academic Years and all Principal Officer and Student Trustee's must be a member of the organisation. The Principal Officers shall be entitled to attend and speak at General Meetings of the Company at meetings of the Association Council and the Board of Trustees.

External Trustees serve for a term of three years from their date of appointment and may serve a maximum of two terms. External Trustees will be recruited and appointed by the trustee board based on desired skills.

As a member run organisation, the GSA council, which is run by the members forms the policy making body of the organisation. The Principal Officers of the organisation sit on council as well as the Board of Trustees.

Objectives and activities**Summary of the objects of the charity set out in its governing document**

The objectives of the charity are:

To promote and defend the educational and general interest of the members and be the recognised representative channel between them, the University and other external bodies; further the social interests of the members to promote the integration and social cohesion of members and non-members.

Improve communication between graduates and undergraduates at the University by working in conjunction with representative bodies of undergraduate students.

Establish contact with other graduate student bodies and facilitate the exchange of students and best practice between institutions.

Raise the profile of postgraduate study at the University thereby supporting the advancement of education.

Provide academic and welfare related services to members and non-members.

Provide opportunities for all postgraduate students of the University to participate in sporting or social activities.

Further such policies of the company as are from time to time determined by the members in accordance with the articles, and to provide any other services as considered necessary in pursuit of these objects.

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives, and in planning future activities.

Summary of the main activities undertaken for the public benefit in relation to these objects

The University of York Graduate Students Association aims to provide public benefit by promoting and defending the educational and general interest of the members and be the recognised representative channel between them, the University and other external bodies; further the social interests of the members to promote the integration and social cohesion of the members and non-members.

Our Trustees and staff work together to develop our strategic plan, from which priorities are set and specific work plans devised. Throughout this process the Trustees have regards to the Charity Commission's guidance on public benefit and ensure that our services meet these criteria.

The trustees consider that they have complied with their duties to have due regard to the public benefit guidance published by the Charity Commission.

Achievements and performance

After a successful bid for an increase in funding from the University of York due to the previous significant and unsustainable demands on the staff and officers, 2018/9 has seen the GSA go from strength to strength in what has been both one of the busiest and most challenging years in our history.

With this additional funding in place, we were able to undertake crucial changes to develop the GSA staff and elected officer infrastructure, to include the recruitment of a new elected full time Academic Officer; and new Representation & Democracy coordinator. The benefits of this have already been seen with the GSA able to improve the range of services we offer; enhancing our academic offer and contributing to stronger student voice with the increase of postgraduate student representation at all levels of the University committee structure. We have also been able to deliver a higher turnout in this years elected officer elections than in previous years, increasing reach and engagement with online distance learners via an improved online election hustings campaign. In addition, building on the success of the previous new Research Assistant appointment has allowed us to deliver not just our two main annual surveys (PG Welcome Survey and Annual Postgraduate Experience Survey) but also carry out a more detailed analysis that we have in previous years. We were also able to deliver a number of new research pieces to help inform the university work, in particular looking at motivations to study, international experience and inequality of provision.

MAIN ACHIEVEMENTS OF THE CHARITY (identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole)

Increased events to support Postgraduate wellbeing and academic needs

Amongst the highlights of the academic year, our 'signature' event, WELCOME WEEK this year engaged directly over 3,500 postgraduate students during 17th - 23rd September. Events such as the Welcome Party and Bar Crawl worked well and were most popular with over 300 attendees at each. The Welcome Talk was this year's most popular event with over 840 attendees (with a queue stretching from Central Hall to the front of the library!) .The Retro Party was another very popular event, with many praising its setup and atmosphere. Welcome Week wristbands were slightly less popular this year (possibly due to the price increase to £17.50) but were still very well attended. Including money raised from this year's information fair, Welcome Week ran at a profit of £2289. Also, for the first time the GSA ran a dedicated "Refreshers" style week of events with 'Welcome Back Week' for returning students and new PhDs in January 2019.

Over the rest of 2018/19 academic year the GSA ran a range of postgraduate student led initiatives from regular weekly events to large capacity ticketed social activities and trips. We increased our provision of events over the winter and spring period to ensure students had options for social activities when most of the University is closed. Building on that, we put a greater focus this year than ever before on planning events and support for Postgraduates over the summer period with at least two events hosted per week to suit all academic and wellbeing needs, detailed in a dedicated summer activities guide.

Stronger Representation

An immediate benefit of the new staff structure this academic year has been the GSA's first Academic Strategy, looking at improving both the engagement of reps and the wider student body. It has provided a foundation for changes in our representative system which we are now seeing the full benefits. This has included the establishment of a newly expanded elected course representatives and council forum; Periodic Review and Academic Quality Processes; and bespoke provision and rep systems for the International Pathway College and Distance Learning programmes.

This year the GSA made a concerted effort to form stronger links between other Graduate Unions and postgraduate officers in Students' Unions to support our position as one of the leading organisations in the field of postgraduate representation and the University of York's position as a place of excellence for postgraduate students. In this capacity, the GSA hosted our first 'National Postgraduate Conference, providing a unique platform for discussions on innovation in the postgraduate experience, with topics covering mental health, the funding landscape and postgraduate widening participation. A huge success with 8 speakers and 54 delegates in attendance from 24 Students' Unions, the conference has provided a great foundation for building on in future.

At University committee level, ensuring consistent postgraduate student representation at key university committees and project groups remains a priority for the GSA as it allows us to best act upon the views, wishes and needs of our constituent population. Our increase in staffing this year has contributed directly to coordination of increased postgraduate representation in areas such as out of term time catering, postgraduate accommodation, postgraduates in colleges and mental health provision, alongside the more traditional academic committees.

Increased Elections Turnout

Each year the GSA hosts two sets of elections. The first, in the Autumn term, recruits the part-time voluntary student Council. The second, in the Summer Term, recruits the full-time Sabbatical Officer team for the next academic year. Student Trustees are elected in both sets of elections. This year our Summer Elections saw better interest and engagement with an increase in turnout up to 19.1% from 16% the previous year, with 1110 votes cast. A significant publicity campaign, more information available online and a virtual hustings proving popular allowing all of our students, both on campus and distance learners, to engage with the campaign.

More Advisory support provided

This has been the busiest year on record for our GSA Advice Service, with the total number of new cases opened between August 2018 and July 2019 at 259 (a total of 106 more cases than in the previous year). This is the 6th consecutive year of an increase of new cases for the Advice Service, with the highest increase in cases seen for the Service year on year. To support this, the Advice Service undertook a big efficiency drive this year, seeing the benefits of investment in new tech with a change in how we capture data and the development of a new improved appointment booking system. This is helping to make sure that students can receive the advice they need more quickly during their contact with the Advice Service. To best meet this increased demand we are working closely with YUSU Advisory services to explore how we can improve our provision and maximise our existing resources in future.

Wellbeing Provision & Exam De-Stress Campaigns

The GSA continues to put a strong focus on the provision of wellbeing and mental health focused activities to best support students throughout the year but in particular at busy exam periods. This year in January and April we built on last year's "De-stress week" campaigns with a range of activities to help students keep healthy during the busy exam and hand-in times. The GSA repeated the Mental Illness Awareness Week campaign earlier this year, hosting a week of evening talks focussing on a range of Mental Illnesses in order to de-stigmatise and normalise the dialogue surrounding mental illness. Widely engaging city partners in collaboration, the campaign discussions focussed on a different mental illness and featured input from leading experts on the mental illness alongside individuals with lived experience. Complementing this, Mental Health Awareness Week 2019 went on to discuss with students the national theme of Body Image with the VP Wellbeing & Community alongside students, coordinating a number of events during the week.

Providing the foundations for future initiatives to support students the GSA also undertook a new Drink and Drug Safety Survey, gaining vital insights into the current use of alcohol and drugs among the postgraduate and undergraduate student population, their motivations for doing so, their current knowledge and implementation of harm minimisation practices. Through this better understanding, the aim is to use these survey results in partnership with YUSU to determine the nature of future joint wellbeing campaigns and how we can best support students in accessing various related advice and information.

Building Community

The GSA continued to offer free English classes to the partners of international students and continues to run as a student volunteering project. This year, the project consisted of three classes per week during the Autumn term and one class per week for the entirety of the year, including the Spring and Summer breaks. The classes will continue into the next academic year (2019-2020) and the GSA will continue to promote the project as a part of its core business. The GSA also provided a range of free sports sessions with 7 student led free weekly sports sessions available throughout the academic year giving all postgraduate the opportunity to stay active and enjoy a range of competitive sports whilst meeting new students.

Network Week & Network Groups - Providing an additional schedule of activities during the first week of the academic year when postgraduate students are still arriving, we ran Network Week; providing a series of events to encourage students to get to know one another in more detail and introduce our postgraduate networks. Each network had a dedicated event acting as a welcome social. New events added this year such as the speed networking session were very well received and will be included in next year's offer.

In helping to support the most positive student experience, the GSA continued to support the development of its dedicated postgraduate networks, driving to make them student-led and providing each network with its own budget and responsibility for spending.

In all we were able to connect over 2,500 students through our student led online network groups.

Celebrating Postgraduate Student Success

This year, the GSA postgraduate community initiative funded 7 outstanding projects, with feedback and support made available to all applicants where funding was not possible.

Financial Review

An agreed increase in funding has helped us more efficiently deliver and improve our range of services.

Revenues from events remains stable year on year with a modest return underlining our focus on improving diversity and choice for all students but sometimes meaning we have limited student numbers in attendance at various events.

We have overseen an adjustment in pension payments and NI contributions following an overpayment in the previous financial year.

The GSA's reserves are in keeping with our policy to maintain six months running costs with the remainder of the reserves earmarked for the specific development of a dedicated postgraduate space, something our students continue to tell us the importance of year on year. We are dedicated to the development of this. In the next year we will be working with the University, YUSU and external partners to identify where the opportunities might lie both on and off campus as part of developing our new strategic plan for 2020-23.

There are ongoing discussions about dedicated postgraduate social space in future university developments alongside YUSU as part of the overarching masterplan with the GSA currently providing a student led evidence base. Hopefully with the fast pace of the current student consultation there is some cautious optimism on delivering this eventual outcome.

Trustee Responsibilities in relation to Financial Statements

Company law requires the directors to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company and of the income and expenditure of the company for the year. In preparing those financial statements, the directors are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements 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;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue on that basis.

The directors are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The directors also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities, as well as exercising proper financial controls.

Members of the Board of Trustees, who are Directors for the purpose of company law, and Trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 2.

Disclosure of information

In accordance with company law, as the company's Directors, each of the Board of Trustees certify that so far as they are aware:

- There is no relevant information of which the Charity's Independent Examiner is unaware;
- As Directors of the company, they have taken the necessary steps to be aware of the information, which would be relevant for independent examination purposes and have communicated them to the Independent Examiner.

Exemptions

The trustees have taken advantage of the exemption available to small companies, including the audit exemption (as detailed on the balance sheet)

Declaration

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature 

Full Name Agata Lambrechts

Position Chair of the Board of Trustees

Date 12.12.2019

Independent examiner's report to the trustees of University of York Graduate Students' Association

I report on the accounts of: **UNIVERSITY OF YORK GRADUATE STUDENTS' ASSOCIATION**
for the year ended: **31st July 2019** which are set out on pages 8 to 13.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

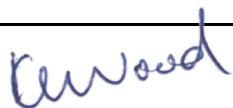
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the Trust as required by section 386 of the Act; or
- 2 the accounts do not accord with those records
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Karen Wood (ACMA)

Outsource independent examination
service
The Hiscox Building
Peasholme Green
York YO1 7PR

18/12/219

Date:

UNIVERSITY OF YORK GRADUATE STUDENTS' ASSOCIATION

Statement of Financial Activities for the year ended:

31st July 2019

		Unrestricted funds	Restricted funds	Total 2019	Total 2018
	Note	£	£	£	£
Income from:					
Donations and grants	3.1	266,000	-	266,000	194,967
Charitable activities	3.2	11,351	-	11,351	13,724
Other trading activities	3.3	6,669	-	6,669	10,506
Investments	3.4	384	-	384	169
Total income	3	284,404	-	284,404	219,366
Expenditure on:					
Charitable activities	4	250,718	-	250,718	203,342
Total expenditure	4	250,718	-	250,718	203,342
Net income/(expenditure)		33,686	-	33,686	16,024
Gross transfers between funds		-	-	-	-
Net movement in funds		33,686	-	33,686	16,024
Total funds brought forward		198,024	-	198,024	182,000
Total funds carried forward		231,710	-	231,710	198,024

UNIVERSITY OF YORK GRADUATE STUDENTS' ASSOCIATION

Balance Sheet as at: 31st July 2019

	Note	2019 £	2018 £
Fixed assets			
Tangible assets	8	-	337
Total fixed assets		<u>-</u>	<u>337</u>
Current assets			
Cash at bank and in hand		244,956	200,945
Debtors & prepayments	9	<u>1,808</u>	<u>1,782</u>
Total current assets		<u>246,764</u>	<u>202,727</u>
Current liabilities: amounts falling due within one year			
Creditors and accruals	10	<u>(15,054)</u>	<u>(5,040)</u>
Net current assets		<u>231,710</u>	<u>197,687</u>
Net assets		<u><u>231,710</u></u>	<u><u>198,024</u></u>
Funds of the Charity			
Unrestricted Funds		<u>231,710</u>	<u>198,024</u>
Total Funds carried forward		<u><u>231,710</u></u>	<u><u>198,024</u></u>

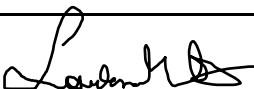
The trustees are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors (trustees) acknowledge their responsibilities for:

- i) ensuring the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006; and
- ii) preparing financial statements which give a true and fair view of the state of affairs of the company at the end of each financial year and of its profit and loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the 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 (Charities SORP (FRS 102)).

The financial statements were approved by the trustees and signed on their behalf by:



Trustee

Agata Lambrechts, Chair of the Board of Trustees

Date **12.12.2019**

UNIVERSITY OF YORK GRADUATE STUDENTS' ASSOCIATION

Notes to the accounts for the year ended:

31st July 2019

1 Basis of preparation

1.1 Basis of accounting

The financial statements are prepared under the historical cost convention and the 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 (Charities SORP (FRS 102)).

1.2 Change of basis of accounting

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year.

1.3 Change to previous accounts

No changes have been made to accounts for previous years.

2 Accounting policies

Income

Recognition of incoming resources

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- receipt of the resources is probable; and
- the monetary value can be measured with sufficient reliability.

Expenditure and liabilities

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Charitable expenditure

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services. It includes both costs that can be allocated directly to such activities and those costs on an indirect nature necessary to support them.

Assets

Tangible fixed assets for use by the charity

These are capitalised if they can be used for more than one year and cost at least **£500**. They are valued at cost or, if gifted, at the value to the charity on receipt.

Depreciation is provided at rates to write off the costs less estimated residual value of each asset on a straight line basis over its expected useful life as follows:

Office equipment	20%
Computer equipment	50%

Fund accounting

All of the charity's funds are unrestricted

Unrestricted funds are funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

3 Analysis of income

	2019		2018	
	Unrestricted funds	Total 2019	Unrestricted funds	Total 2018
	£	£	£	£
3.1 Donations & grants				
Grants	266,000	266,000	194,967	194,967
	266,000	266,000	194,967	194,967
3.2 Charitable activities				
Events & trips	11,351	11,351	13,724	13,724
	11,351	11,351	13,724	13,724
3.2 Other trading activities				
Activities for generating funds	6,669	6,669	10,506	10,506
	6,669	6,669	10,506	10,506
3.3 Investments				
Bank interest	384	384	169	169
	384	384	169	169
Total income	284,404	284,404	219,366	219,366

4 Analysis of expenditure

	2019		2018	
	Unrestricted funds	Total 2019	Unrestricted funds	Total 2018
	£	£	£	£
Charitable activities				
Staff costs	184,560	184,560	148,989	148,989
Staff training & courses	4,413	4,413	1,696	1,696
Communications	7,632	7,632	6,249	6,249
Projects & campaigns	5,374	5,374	4,102	4,102
Graduate community	4,055	4,055	3,998	3,998
Welcome week costs	3,139	3,139	5,068	5,068
Trips & events	10,372	10,372	11,029	11,029
Sports sessions	9,093	9,093	8,916	8,916
Representation	1,639	1,639	1,293	1,293
Audit, accountancy & legal	7,298	7,298	2,088	2,088
Administration costs	3,572	3,572	298	298
Insurance	1,365	1,365	1,208	1,208
Printing, postage and stationery	737	737	431	431
Office equipment	2,911	2,911	261	261
Website & hosting	2,305	2,305	3,329	3,329
Depreciation	337	337	2,811	2,811
Telephone	1,750	1,750	1,435	1,435
Bank charges	166	166	141	141
Total expenditure	250,718	250,718	203,342	203,342

5 Trustee expenses

5.1 Trustee remuneration

During the year no trustees of the charity received remuneration or expenses.

6 Expenses

	2019	2018
	£	£
Independent Examiner's fees for reporting on the accounts	<u>840</u>	<u>840</u>

7 Paid employees

	2019	2018
Gross salaries	166,366	132,680
Employers National Insurance	13,997	6,330
Pension contributions	4,197	9,979
	<u>184,560</u>	<u>148,989</u>
Average number of employees (full time equivalent)	<u>9</u>	<u>8</u>

8 Tangible fixed assets

	Office equipment £	Computer equipment £	Total £
Cost or valuation			
Balance at 1 August 2018	2,569	13,206	15,775
Additions	-	-	-
Balance at 31 July 2019	<u>2,569</u>	<u>13,206</u>	<u>15,775</u>
Depreciation			
Balance 1 August 2018	2,569	12,869	15,438
Charge for year	-	337	337
Balance at 31 July 2019	<u>2,569</u>	<u>13,206</u>	<u>15,775</u>
Net Book Value			
At 31 July 2018	-	337	337
At 31 July 2019	-	-	-

9 Debtors & prepayments

	2019	2018
	£	£
Debtors	612	681
Prepayments	1,196	1,101
	<u>1,808</u>	<u>1,782</u>

10 Creditors and accruals

Analysis of creditors	2019	2018
Amounts falling due within one year	£	£
Trade creditors	13,454	3,440
Accruals and deferred income	1,600	1,600
	<u>15,054</u>	<u>5,040</u>