

**UWE STUDENTS' UNION**

**ANNUAL REPORT AND  
CONSOLIDATED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31 JULY 2019**

Company Registration Number 07675253

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# Trustees' Report for the year ended 31 July 2019

## TRUSTEES' ANNUAL REPORT FOR MEMBERS

The trustees are pleased to present their annual report together with the accounts for the year ended the 31 July 2019.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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).

### Reference & administrative details

**Charity Name:** UWE Students' Union  
**Company Number:** 07675253  
**Charity Number:** 1143067  
**Principal Office and registered address:** Frenchay Campus, Coldharbour Lane, Bristol, BS16 1QY

\* Signifies board members sat on the Finance & General Purposes Committee

### Key management personnel: Trustees and Directors:

	2018/19		2017/18
President # *	Precious Onyenekwu Tatah (Appointed 01/07/19)	President # *	Giang Nguyen (Resigned 28/06/19)
Vice President Education # *	Jane Ojiako (Appointed 01/07/19)	Vice President Education # *	Ayrden Pocock (Resigned 28/06/19)
Vice President Sports & Health # *	Joshua Edje (Appointed 01/07/19)	Vice President Sports & Health # *	Jade Marsella (Resigned 28/06/19)
Vice President Community & Welfare # *	Ubong Ante (Appointed 01/07/19)	Vice President Community & Welfare # *	Augusta Nnajofofor (Resigned 28/06/19)
Vice President Societies & Communication # *	Evan Botwood (Appointed 01/07/19)	Vice President Societies & Communication # *	Freddie Gough (Resigned 28/06/19)
External Trustee	Clare Sinfield (Resigned 25/06/19)	External Trustee	Clare Sinfield
Student Trustee	William Omoma (Resigned 25/06/19)	Student Trustee *	Mariam Amini (Resigned 28/06/19)
Student Trustee *	Kieran Woodhouse (Appointed 01/07/19)	External Trustee *	Chris Clements
External Trustee *	Chris Clements	External Trustee	Sarah Eden (Resigned 20/06/18)
External Trustee *	Les Redwood	External Trustee *	Les Redwood (Ratified 26/06/18)

## **Trustees' Report (Continued)**

### **for the year ended 31 July 2019**

The President and Vice President trustees hold post from the 1 July of the year they are elected to the 30 June of the following year. Elections are held for each position annually. The trustees identified with a # are directors of UWE Students' Union.

#### **Key management personnel: Senior Management**

**Chief Executive Officer:** Tim Benford

**Finance Manager:** Michael Blades

**Bankers:** National Westminster Bank Plc  
72 Gloucester Road  
Bishopston  
Bristol, BS7 8BF

**Solicitors:** Osborne Clarke  
2 Temple Back East  
Temple Quay  
Bristol, BS1 6EG

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

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## **Trustees' Report (Continued) for the year ended 31 July 2019**

### ***Structure, Governance & Management***

The Union has a written constitution that was approved by the Board of Governors of the University of the West of England on the 31 January 2012.

UWE Students' Union, a company limited by guarantee, was incorporated on the 20 June 2011 and registered with the Charity Commission. The Union moved from its traditional Unincorporated Association model which had served it in the past, to become incorporated into a Company Limited by Guarantee - a model which more suitably serves the multi-million pound organisation that the Union is today. The entire assets, liabilities and staff of the previous unincorporated association were transferred to the new charitable company on the 31 July 2011.

The incorporated charity has company number: 7675253 and registered charity number: 1143067.

### **Appointment of Trustees**

Up to five Officer Trustees shall be elected by secret ballot by the members of UWESU. In addition up to two Student Trustees, one Alumni Trustee and four External Trustees shall be appointed by the Appointments Committee. These appointments do not take effect until they have been ratified by the Student Council.

### **Trustee Induction & Training**

The Officer Trustees are given extensive in house training and inductions as well as attending relevant external and NUS run courses in the initial three months of their period of office. The Student and External Trustees are offered the opportunity to go on suitable NUS or other external trustee training courses.

### **Organisation**

The Union has a Student Council that is the main regular mechanism for members to make their views known to the Union. All the elected officers are members of the Executive Committee which acts in the absence of Student Council. In addition there are four committees that focus on distinct areas of activity, namely the Student Representative Committee, Sports Committee, Community & Welfare Committee and Societies & Communication Committee. There is also the Annual General Meeting for the more formal annual communication with the membership. Strategic decisions and the setting of the Union's budget are made at the quarterly meetings of the Board of Trustees. The implementations of those decisions are carried out by those Trustees who are appointed to attend the monthly meetings of the Finance & General Purposes Committee and the Staff Committee. The day to day management of the Union is the responsibility of the senior member of staff, the Chief Executive Officer. The following trustees Finance & General purposes committee

### **Related Parties**

The Union receives a substantial part of its income from the University of the West of England and therefore has a close working relationship with the University to enable the Union to best carry out its objectives and activities.

### **Key Management Personnel remuneration**

The Unions key management personnel are listed in note 22 of the accounts. The directors consider the board of directors, who are the Charity's trustees, and the senior management team comprise the key management personnel of the charity in charge of directing and controlling, running and operating the Charity on a day to day basis. A number of directors give their time freely and receive no remuneration. Details of directors' expenses and related party transactions are detailed in the accounts notes below. The senior salary pay grades are benchmarked against the UCEA standards on a 3 year basis. The next review is due in the Unions 2021/22 financial year. <http://www.ucea.ac.uk/en/empres/clinical/conpay/england/pay.cfm>

### **Risk Management**

The Union has examined the major strategic, business and operational risks and has put in place a Risk Management Strategy and a Risk Register. These are reviewed annually by both the senior staff and the Trustees of the Union and where appropriate systems or procedures have been implemented to mitigate the risks the Union

## **Trustees' Report (Continued)**

### **for the year ended 31 July 2019**

faces. In addition procedures are in place to ensure that the activities of the Union are carried out with due regard to the health & safety of all participants.

### ***Objectives & Activities***

The Articles of Association of the Union state that:

The objects of the Union are the advancement of education of students at the University of the West of England for the public benefit by:

- Promoting the interests and welfare of students at the University of the West of England during their course of study and representing, supporting and advising students;
- Being the recognised representative channel between students and the University of the West of England and any other external bodies; and
- Providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its students.

The principal activity of the Union is to represent its members and provide appropriate services. To this end the Union organises Student Representation, runs clubs, societies and networks, provides an Advice Centre, Job Shop, Nursery, bars, shops and entertainments. The commercial activities are provided through the Union's subsidiary, UWESU Services Limited.

When reviewing our objectives and planning our activities we have given due consideration to the Charity Commission's general and relevant supplementary guidance on public benefit.

### ***Achievements & performance***

#### **Ensuring that we are listening to students and taking action to affect change – Speak Up**

The Students' Union has surveyed and canvassed student opinion through the year. This has resulted in several high profile campaigns which were evidence based and provided recommendations for change.

#### **Governance Review**

As part of the Good Governance code charities are required to undertake a Board level Governance review. The Students' Union at UWE engaged the NCVO to undertake the project which has made a number of positive recommendations to help move aspects of governance from good to great. This will add value to the student experience and enhance understanding and engagement with the top level of decision making in the organisation.

#### **Movember Campaigns**

The Movember campaign raised shy of £4,000 and engaged with a huge number of students across all campuses. The campaign ran throughout November and included numerous events which ranged from healthcare talks on male cancers and mental health awareness to general fundraising events. The campaign led by the VP Societies and Communication sparked new conversations and worked to improve the general student wellbeing at UWE Bristol. It also took the prize for Campaign of the Year at the National Societies Awards demonstrating the success of the event.

#### **Elections**

The Leadership race continued developments to further engage students in the democratic processes of the union. The Leadership Race saw a slight decrease in the number of candidates but managed to match the previous year's voting total even with this drop. This year, four of the five officers came from a BME background.

## **Trustees' Report (Continued)**

### **for the year ended 31 July 2019**

#### **Council Tax date extension**

It was brought to the attention of our VP Education that third year students were being made to pay council tax from the date of their last exam at UWE, which for some was as early as April. After lobbying the University, the end of studies date for students has now been set to the end of the academic year, meaning that third year students will no longer be expected to pay council tax until the end of the June, putting money directly back into their pockets.

#### **Mental Health campaigns**

Supporting the wider university mental health agenda the SU were proud to launch the first university partnership with Shout a 24 7 crisis textline. This was led by the VP Community and Welfare who also secured Jonny Benjamin to speak about his personal journey at the Welfare Awards ceremony.

#### **Society Events**

A huge range of societies were commended for their effort and passion in arranging events for their members and students to experience the breadth and diversity of UWE Bristol. The following events made it to the shortlist for the Society Awards this year. ACS – Take Me Out; Bar School – Prague Trip; Christian Union – Call a Crepe; Indian and Malaysian Societies – Diwali; ISOC – Charity Week; Law – Diversity in Law Conference; UWE LGBT+ – Freshfest; Malaysian Students Association – Asian games; Occupational Therapy – AHP Employment Fair; Pre Hospital Simulation – Geriatric Session; Romanian Society – Brexit for Dummies; UWESEDS – NASA Event; Vietnamese Society – Tet Show.

#### **Supporting our students studying at Partner Colleges**

We have been supporting our students studying at partner colleges by attending their campus for meetings, offering Advice sessions through email, Skype and telephone as well as by hosting and supporting the UK Partner Induction Day in Union 1.

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#### **We created opportunities to maximise the students' experiences – Be More**

#### **RAG**

This year our UWE RAG Total is £91,818 (2017/18 £84,396) which marks a 9% increase on last year. A continued marked improvement embedding fundraising in the ethos of students at UWE.

#### **Sport Does Strictly**

The evening saw eight members of the Dance Club acting as the 'professional dancers', paired with eight individuals from different sports clubs acting as the 'novice dancers'. The couples had two weeks to learn a routine before they competed at the event. The evening raised £750 for United Through Sport and was a great opportunity for different sports clubs to come together and try something new. This was shortlisted at the National Societies Awards for Event of the Year.

#### **Advice Centre**

The Union's Advice Centre continued its work with students from all campuses supporting them on topics including, fitness to study, academic misconduct and housing issues. The Accommodation Fair was a highlight showcasing the range of options and support available to students.

#### **Freshers Fair**

With in excess of 240 stalls and over 11,000 students attending, the freshers fair displays the opportunities available to all students. The 2019 Fair had strong positive feedback from both students and stall holders and continues to lead the way nationally for quality and experience.

#### **Responsible Futures Accreditation**

We have again received the Responsible Futures accreditation, this is completed in conjunction with the university. The NUS auditors were extremely impressed and proud with the huge array of activity we offer and have encouraged us to publicise these more and to give as many students as possible the chance to be part of the various things we do which will be action for next year.

## **Trustees' Report (Continued)**

### **for the year ended 31 July 2019**

#### **UWE Bristol's Got Talent**

This year the VP Community and Welfare organised and hosted the first UWE Bristol's Got Talent, which saw her hand out cash prizes worth £850 to a range of home and international students. More than 250 people were in attendance to support and cheer on those performing. The event was a huge success and will be added as a regular event to our calendar of activity.

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#### **Supporting and creating a diverse range of communities – Join in**

##### **HallsLife**

As part of the HallsLife programme the 'Bring Your Own Bowl' initiative has been named as a finalist at the International Green Gown Awards, which took place in New York on 10 July, as part of the United Nations high level political forum. Bring Your Own Bowl (BYOB) is a food waste behaviour change and student community building intervention. Primarily for students based in university accommodation, BYOB focuses on creating social networks through the shared enjoyment of free tasty surplus food.

##### **BUCS National Conference Hosting**

This year we have successfully bid for and hosted another major national student conference. The BUCS centenary conference was held on campus with 450 attendees respectively. Feedback has been overwhelmingly positive and has significantly enhanced the Union's national reputation in both areas.

##### **Sustainability Champions**

The Students' Union at UWE has been awarded an 'excellent' accreditation rating, and received the 'Highest Scoring Students' Union' award at the NUS' Green Impact Awards for the third year in a row. The awards are an opportunity to recognise the commitment students' unions have made to equip students with the skills needed to create a positive change, which helps work towards a more just and sustainable future. Green Impact responds to the student body's interest and demand for sustainability. It allows unions to showcase work on areas such as equality, community, curriculum reform and campaigning

##### **Multi-Cultural Week**

This year saw the creation of the first ever Multicultural Week, which aimed to raise awareness about the cultural and ethnic diversity at UWE Bristol. The week celebrated and educated students about diversity, spreading tolerance and respecting different beliefs and traditions. It was also an opportunity for students to experience different cultures. The week featured a range of activities including UWE Bristol's Football Tournament, an international edition of Bring Your Own Bowl, a Burrito Challenge, UWE Bristol's Got Talent and a Bubbleology Fruit Tea stall.

##### **Business Case Competition**

The President led and ran two business case competitions which promoted the development of innovation and creativity. The competitions offered students the opportunity to develop entrepreneurial skills and meet other like-minded people. The first competition was for UWE Bristol Students and the second was a South West regional competition.

##### **Sports Awards**

The Sports Awards was VP Sports greatest achievement this year. It was the first event of its kind to sell out, selling out Ashton Gate conference suite and had over 450 people attend. £2,000 was secured in sponsorship for the awards, which allowed the VP Sports to organise an evening full of food and entertainment.

##### **Freshers**

We held a Fresher's week with a great experience for all students. Nationally there has been a trend impacting freshers sales based on a shifting of event focus', which has been reflected in national drop in ticket sales. Ticket sales reached £45,323 (17/18: £84,690) with an overall contribution of £15,663 (17/18: £31,877) against a budget of £43,046. The 19/20 planned contribution is £18,234.



## Trustees' Report (Continued) for the year ended 31 July 2019

### Key Performance Indicators

This is the first year into our latest 4 year company strategy. As such UWE Students Union has started a formal process of tracking several Key Performance Indicators. These indicators are designed to cover the major areas within the business that feed into our companies key priorities. These priorities are split into both 'Student' and 'Enabling' priorities. The former being the outcome of a student feedback project indicating the key areas of focus and the latter being the means in which the company can aid in achieving targets for these priorities:

Strategic plan section Key	
Student Priorities	Enabling priorities
<b>ACTIVE</b> - Extra-curricular that enables us to get the most out of our time at University and for our futures.	<b>ENVIRONMENT</b> - Ensuring our spaces and those our members have access to are the most appropriate for our needs.
<b>NETWORK</b> - We support each other and make connections that help us achieve.	<b>COMMUNICATION</b> - We have the best tools to help us communicate, get our message across and demonstrate our impact.
<b>SUPPORT</b> - Ensuring we champion and embed student welfare and support, which is critical for our wellbeing and personal accomplishment.	<b>PEOPLE</b> - Ensuring our people are supported and developed to provide the best advice, guidance and support for our students.
<b>VALUE</b> - Value for money from our student experience and the services we access.	<b>FINANCE</b> - Ensure we can fund and invest in the development of our activities and services.
<b>VOICE</b> - Ensuring our voice is heard and acted upon.	<b>GOVERNANCE</b> - Ensuring the right decisions are taken in the right place, informed by student opinion, evidence and need.

The below are the main KPI's and the 18/19 results. The current position cells are colour coordinated in a traffic light system of success and failure, where amber can signify items 'in progress' or 'minor issues'.

## Trustees' Report (Continued) for the year ended 31 July 2019

SP section	Area	Explanation	Regularity of reporting	Next Target	Current Position
Value Active Finance Communication Network	Welcome Contribution Engagement	Actual contribution vs budget Total number of engagements	Annually (December) Annually (December)	£43,046 10225	£15,663 11064
Governance	H&S Mandatory compliance	All legal compliance met	Bi-annually	100%	100%
People	HR People Compliance	All internal people process' completed within deadlines	Bi-annually	100%	100%
Network Environment	Space Use of meeting rooms and activity studio	Usage of SU building spaces measured by Room booking system	Bi-annually	80%	0%
People	Staff Engagement Permanent staff survey	Overall figure from staff survey 70% target rising to 85%	Annual	70%	76%
Environment Active Governance	Sustainability SDG's internal action plan	Tab with each SDG and tick/cross indicating completion	Annually	100%	100%
Finance Governance	Finance Financial compliance	All legal compliance met	Annually (November)	100%	100%
People Active Support	Training and Development Hours used for training	Employee time used in a training capacity	Bi-annually	5.0%	4.0%
Voice Support Voice	Student Engagement NSS score Student staff survey Student leaders	Aim to beat previous % score Overall figure from staff survey 65% target rising to 85% Student Leaders	Annually Annual Annually	62% 65% 45	57% 0% 40
Governance Governance	Internal compliance IT GDPR	IT legal compliance All legal compliance met	Annual Annual	100% 100%	100% 100%
Finance Finance Value Value	Labour productivity Vs Income Vs Cost	Measure of salaries & wages vs income Measure of salaries & wages vs costs	Annually Annually	38.72% 40.70%	37.01% 36.88%

## **Trustees' Report (Continued) for the year ended 31 July 2019**

There were 2 elements that could not be calculated this year as the systems to track these KPI's are still in development:

**Space:** A new room booking system that enables tracking of this information has been introduced in August 2019.

**Student Staff survey:** The first release will be in October 2019.

Based on the traffic light system indicating progress the only area which failed to deliver on expected target is the Welcome contribution. This area has seen a consistent drop in the last few years, something which the sector in general is experiencing as well as a change in the events industry resulting in our city centre activity struggling in particular. The 19/20 Welcome plan has changed to adapt to these changes, which is already having a positive impact to contribution. As at the 5<sup>th</sup> September 2019 ticket sales are 60% up on 17/18 sales at the same date.

All other areas reported on have either met/exceeded target or fallen just short. There have been some great successes in compliance and staff feedback as well as good controls on efficient use of labour. Areas to focus on improvement outside of the Welcome contribution are the number of hours devoted to training and the number of student leaders in the year. The NSS score is also a key area that the union is looking respond to.

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### ***Financial review***

The Union has made a deficit of £240,194 of which there is a net £255,565 negative movement in the SUSS pension liability after factoring in prepayment adjustments. This means that the true comparable position pre-pension is a surplus of £15,371 (17/18: £53,719 deficit) vs an originally budgeted pre-pension surplus of £16,418. A further projection was made expecting a bottom line surplus of £39,125 should be achieved after a restructure to our commercial services.

Factors that have resulted in the final position include:

- A job evaluation process which is set to have increased the annual labour spend based on the same model by £16,000. £10,000 was budgeted but the full £16,000 was absorbed through savings.
- A £24,000 drop in Nursery contribution which was formed of severance and temporary extra labour costs of a restructure aimed at improving the flexibility of the Nursery model.

A continued agreement of additional grant for our buildings rates was covered by the UWE totaling £30,180 has been made and an additional £24,000 to cover additional opening hours of our Glenside trading facilities.

The principal funding sources are the Block Grant from the University of £1,243,100 and the income raised by the individual clubs, societies and networks. There was an increase of £29,700 in the overall Block Grant.

Capital expenditure of £42,776 was largely made up of our expected annual replacements for a normal trading year.

The present level of funding is sufficient to support the charity's activities and the Trustees consider the financial position of the Union to be good.

The Union has set a pre-pension surplus budget for 2019/20 of £12,459, pre the contribution from the nursery and any movement on the club, society and network balances. Post the nursery contribution a pre-pension surplus of £24,281 has been set. The budget includes prudent assumptions around trading sales given a Frenchay campus downward trend.

## **Trustees' Report (Continued) for the year ended 31 July 2019**

The key risks and uncertainties for the Union are as follows:

- Managing cash flows in conjunction with the increasing annual SUSS pension liability.
- Forward planning for contracted income coming to the end of its term.
- Maintaining a wide eye on the impact of potential changes to university sustainability and long-term goals that could impact the Union.
- During the year the charitable company was made aware of a possible increase in the liability for the pension deficit. The outcome of this contingent liability is not yet known and it cannot be quantified at this stage. As a result the charitable company do not consider it necessary to provide for any additional liabilities in the accounts for the year ended 31 July 2019.

The Union is actively managing these items by:

- Planning long-term cash flows and creating a cash management plan to make sure that cash funds remain above a £200,000 minimum.
- Discussing with current or new potential sponsors/suppliers to arrange extended contracts or lining up new deals with new suppliers.
- Maintaining positions on key university committees to keep oversight of the longer-term plans of the university.

### **REVIEW OF TRADING SUBSIDIARY**

The trading subsidiary, UWESU Services Limited, was set up at the end of January 2012. The total turnover for the year to 31 July 2019 was £3,047,129 (17/18: £3,240,652) and the surplus of £168,606 (17/18: £131,941) was donated to UWE Students' Union to leave reserves of £1. The assets of the company are stock, debtors and cash and the main creditor of the company was with UWE Students' Union. The principal activity of the company was the running of bars, entertainments, shops and other commercial activities.

### **RESERVES POLICY**

As a sensible and professional organisation, we feel it is important to keep some monies held in reserve. These monies are either held to meet known future circumstances, meet unforeseen circumstances or for a situation where we need to wind up the organisation.

As we are a membership organisation we believe that in each year the majority of the income received by the Union should be spent in providing services to our members. However, it is prudent for us to budget to make a small surplus each year to ensure that we live within our means. This should mean that we will develop a reserve that can then be used in future years.

Removing the pension liability factor (£1,881,554) the Union currently holds £864,226 in its reserves (17/18: £983,194), £223,724 in restricted funds (17/18: £272,952), £398,329 in the unrestricted funds (17/18: £508,931) and £242,175 in the designated funds (17/18: £201,296). However £586,083 of those reserves are held as tangible fixed assets (17/18: £645,440) and are thus not easily converted to usable cash.

### **General funds**

General funds are the general reserves not immediately required for any specific purpose, The SU at UWE needs to hold general reserves in order:

- ☐ to provide working capital;
- ☐ to allow The SU at UWE to provide continuity of service if income levels were to fluctuate, thereby giving time to seek new sources of revenue or to reduce costs;
- ☐ to allow The SU at UWE to provide continuity of service if it had to cope with increases in expenditure that could not be accurately forecast;
- ☐ to ensure that in the worst possible circumstances it would be possible to pay all creditors and wind up the organisation.

These funds should be built up and held at a minimum level of £200,000.

## **Trustees' Report (Continued)**

### **for the year ended 31 July 2019**

This minimum fund is to be reviewed in the 19/20 financial year. The balance is monitored in conjunction with decisions made on the designated reserves. £50,000/annum is being designated for CAPEX for the next 3 years and recent issues with our Nursery structure has meant that more funds have moved from our General funds to our Designated funds. A Nursery restructure and investment in a more advanced Fixed asset register system aims to prevent this draining effect going forwards.

#### **Designated funds**

The Union maintains a fund for the replacement of the capital assets of the Union in the normal course of its activities. Following the significant move in 2015 to the U Block SU building these reserves should be re-instated to a minimum of £200,000 by 2020 rising to £300,000 by 2022.

As part of the agreement with the University on the setting up of the Halley Nursery it was agreed that the funds generated by or required for the running of that nursery would be kept in a designated fund. This has been amended with an agreement to cap the fund at 2 years risk of loss which is £32,000, the remainder would be transferred back to the SU. As the nursery made a pre-management recharge deficit the balance as at 31/07/19 is £0. This years restructure is aimed at resolving the flexibility issues hampering the control of the Nursery contribution.

The Union has agreed that any surpluses generated by individual clubs, networks or societies shall be kept in a designated fund and can be spent by that entity in future years.

#### **INVESTMENT POLICY**

The key investment objective is to maintain and, where possible, grow the value of the Union's designated reserves whilst balancing risk with return. The Union must always ensure that there is sufficient cash to meet its operational needs, but must also obtain the best return possible on all funds deposited with our bankers. Any funds not required in the short term may then be invested in short term deposits and any funds not needed in the medium-long term can then be invested wisely in longer term investments to generate a greater yield. Funds not needed for short term operational needs can be deposited with reputable institutions, provided that the risk ratings and limits agreed by the Board of Trustees are adhered to. Deposits should always be split between UK based institutions with different banking licenses, to reduce the risk from institutional failure.

At the year-end there was only one small investment remaining to the value of £6,461 held with the NUSSL. The investment performance of the Union's funds is in line with the objectives set by the Trustees.

#### **OBJECTIVES FOR 2019/20**

We will continue to positively progress the Union's Strategic Plan 2018-2022. It covers the following elements, five student priorities and five enabling priorities. <https://www.thestudentsunion.co.uk/strategic-plan/>

##### **Student Priorities:**

- ☐ Activities
- ☐ Network
- ☐ Support
- ☐ Value
- ☐ Voice

##### **Enabling Priorities**

- ☐ Communication
- ☐ Environment
- ☐ Finance
- ☐ Governance
- ☐ People

## **Trustees' Report (Continued)**

### **for the year ended 31 July 2019**

In addition we will be aiming to complete all practicable President Manifesto points and proactively showing progress and achievement on the SU website so students can see the achievements and positive impact of our election officers, they can be found <https://www.thestudentsunion.co.uk/representation/presidents/>

These include

- ☐ Promoting the #MANUP campaign.
- ☐ Provide sleeping rooms in an effort to fight sleep deprivation.
- ☐ To be an advocate for more diverse food options across campuses, which is representative of our diverse student body.
- ☐ Create a general learning disability assessment for newly enrolled students – to assess their strengths and weaknesses in learning.
- ☐ Ensure that there are more E-books to enhance student research and improve the accessibility of core reading books in UWE library.
- ☐ Improve coursework and examination feedback.
- ☐ Facilitate forums to reveal issues that many NFI societies face, which can then be tackled.
- ☐ Encourage roundtable discussions to share points of view, and encourage a sense of understanding amongst groups.
- ☐ Work towards the provision of a shuttle bus for sports league players.
- ☐ Create a platform that raises awareness of student sport achievements within their courses.

#### **Custodian Trustee**

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 include 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.

#### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The Trustees (who are also directors of UWE Students' Union for the purposes of company law) are responsible for preparing the Annual Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group 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 UK 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 charitable company will continue in business.

## **Trustees' Report (Continued)**

### **for the year ended 31 July 2019**

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

So far as the Trustees are aware, there is no relevant audit information of which the Charity's auditor is unaware. The Trustees have each taken all the steps that they ought to have taken as Trustees in order to make themselves aware of any relevant audit information and to establish that the Charity's auditor is aware of that information.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

#### **AUDITOR**

Our auditor, RSM UK Audit LLP, has indicated their willingness to continue in office and a resolution concerning their reappointment will be proposed at the Annual General Meeting.

#### **SUBSIDIARY REPORTING**

The UWE Students Union accounts report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

#### **APPROVAL**

The Trustees' Report and Strategic report was approved on the 22<sup>nd</sup> October 2019 and signed on their behalf by:



P O Tatah

**President of UWE Students' Union**

## **Independent Auditor's Report to the Members of UWE Students' Union**

### **Opinion**

We have audited the financial statements of UWE Students' Union (the 'parent charitable company') and its subsidiaries (the 'group') for the year ended 31 July 2019 which comprise the Consolidated Statement of Financial Activities, the Group and Company Balance Sheets, the Group Cash Flow Statements 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 group's and the parent charitable company's affairs as at 31 July 2019 and of the group's incoming resources and application of resources, including its income and expenditure, 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 Companies Act 2006 and the Charities Act 2011.

### **Basis for opinion**

We have been appointed auditors under the Companies Act 2006 and section 151 of the Charities Act 2011 and report in accordance with those Acts. 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 charitable company 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 charitable company'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, except to the extent otherwise explicitly stated in our report, 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.

### **Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report, which includes the Directors' Report, prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Directors' Report included within the Trustees' Report has been prepared in accordance with applicable legal requirements.



## **Independent Auditor's Report to the Members of UWE Students' Union**

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

In the light of the knowledge and understanding of the group and the parent charitable company and their environment obtained in the course of the audit, we have not identified material misstatements in the Directors' Report included within the Trustees' Report.

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Charities Act 2011 requires us to report to you if, in our opinion:

- adequate and sufficient accounting records have not been kept by the parent charitable company, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Trustees' Report.

### **Responsibilities of trustees**

As explained more fully in the Statement of Trustees' responsibilities set out on page 14, the trustees (who are also the directors of the charitable company for the purposes of company law) 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 group's and parent charitable company'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 group or parent charitable company 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 charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

**RSM UK Audit LLP**

KERRY GALLAGHER (Senior Statutory Auditor)

For and on behalf of RSM UK AUDIT LLP, Statutory Auditor

Chartered Accountants

Hartwell House

55-61 Victoria Street

Bristol

BS1 6AD

Date **18 November 2019**

**UWE STUDENTS' UNION**
**Consolidated Statement of Financial Activities (inc Income and Expenditure accounts)  
for the year ended 31 July 2019**

		Unrestricted Funds 2019 £	Restricted Funds 2019 £	Total Funds 2019 £	Total Funds 2018 £
<b>Income from:</b>					
<b>Donations:</b>					
Block grant		1,514,700	-	1,514,700	1,485,000
Grant income		-	9,400	9,400	23,800
<b>Charitable activities:</b>					
Freshers, student shops and bars	3	3,001,567	-	3,001,567	3,195,901
Union services, sports and other activities	4	887,550	-	887,550	909,317
<b>Other trading activities:</b>					
Nursery and other trading	2	625,950	-	625,950	562,032
Investments		373	-	373	105
<b>Total income</b>		<b>6,030,139</b>	<b>9,400</b>	<b>6,039,539</b>	<b>6,176,155</b>
<b>Expenditure on:</b>					
<b>Raising funds:</b>					
Nursery and other trading	5	707,174	-	707,174	683,000
Grant expenditure	7	-	-	-	6,533
<b>Charitable activities:</b>					
Freshers, student shops and bars	6	2,878,523	-	2,878,523	3,086,877
Union services, sports and other activities	7	2,644,809	49,228	2,694,037	2,160,953
<b>Total Expenditure</b>		<b>6,230,505</b>	<b>49,228</b>	<b>6,279,733</b>	<b>5,937,362</b>
<b>Net (expenditure)/Income</b>		<b>(200,366)</b>	<b>(39,828)</b>	<b>(240,194)</b>	<b>238,793</b>
<b>Net movement in funds</b>		<b>(200,366)</b>	<b>(39,828)</b>	<b>(240,194)</b>	<b>238,793</b>
Fund balances brought forward		(1,050,084)	272,952	(777,132)	(1,015,925)
<b>Funds Balance at 31 July</b>		<b>(1,250,450)</b>	<b>233,124</b>	<b>(1,017,326)</b>	<b>(777,132)</b>

There are no recognised gains or losses other than those passing through the consolidated statement of financial activities. All trading activities of the Union and its subsidiary are classed as continuing.

**UWE STUDENTS' UNION**
**Consolidated & Charity Statement of Financial Position as at 31 July 2019**

		Group 2019 £	Group 2018 £	Charity 2019 £	Charity 2018 £
<b>Fixed Assets</b>					
Property, Plant & Equipment	11	579,622	638,979	579,622	638,979
Investment Property	12	6,461	6,461	6,462	6,462
<b>Total Fixed Assets</b>		586,083	645,440	586,084	645,441
<b>Current Assets</b>					
Inventories	13	96,217	116,839	5,478	6,494
Debtors	14	308,009	456,956	427,390	537,520
Cash at bank and in hand		188,241	418,213	58,328	358,993
<b>Total Current Assets</b>		592,467	992,009	491,196	903,008
<b>Creditors:</b> Amounts falling due within one year	15	(314,321)	(654,269)	(213,052)	(565,270)
<b>Net Current Assets/(Liabilities)</b>		278,145	337,740	278,144	337,738
<b>Creditors:</b> Amounts falling due after one year	26	(1,881,554)	(1,760,311)	(1,881,554)	(1,760,311)
<b>Net Assets/(Liabilities)</b>		<u>(1,017,326)</u>	<u>(777,132)</u>	<u>(1,017,326)</u>	<u>(777,132)</u>
<b>Capital and Reserves ::</b>					
Unrestricted funds					
General funds	16	398,329	508,931	398,329	508,931
Designated funds	16	(1,639,379)	(1,559,015)	(1,639,379)	(1,559,015)
Restricted funds	17	223,724	272,952	223,724	272,952
<b>Total Funds</b>		<u>(1,017,326)</u>	<u>(777,132)</u>	<u>(1,017,326)</u>	<u>(777,132)</u>

The notes on pages 18 to 33 form part of these accounts.

These Financial Statements were approved by the Trustees on 1<sup>st</sup> November 2019 and are signed on their behalf by:

P Tatah

President of UWE Students' Union



Company Registration Number 07675253

**UWE STUDENTS' UNION**
**Consolidated Statement of Cash Flows as at 31 July 2019**

		<b>Group 2019</b>	<b>Group 2018</b>
		<b>£'000</b>	<b>£'000</b>
<b>Cash/generated by operating activities</b>	<b>25</b>	(187)	218
<b>Cash flows from investing activities</b>			
Interest income		-	-
Purchase of tangible fixed assets		(43)	(62)
Return of investments		-	-
<b>Cash provided used in investing activities</b>		<u>(43)</u>	<u>(62)</u>
<b>Cash flows from financing activities</b>			
Repayment of borrowing		-	-
<b>Cash used in financing activities</b>		<u>-</u>	<u>-</u>
Increase in cash and cash equivalents in the year		(230)	157
Cash and cash equivalents at the beginning of the year		418	261
<b>Total cash and cash equivalents at the end of the year</b>		<u>188</u>	<u>418</u>

**UWE STUDENTS' UNION**  
**Notes to the Financial Statements**  
**for the year ended 31 July 2019**

**1. Accounting Policies**

**BASIS OF PREPARATION**

The financial statements have been prepared under the historical cost accounting rules and in accordance with Accounting and Reporting by Charities in accordance with FRS102 'The Financial Reporting Standards applicable in the UK and Republic of Ireland' (FRS102), and Statement of Recommended Practice (SORP 2015), applicable UK Accounting Standards and the Companies Act 2006.

**Group Financial Statements**

The financial statements consolidate the results of the charity and its wholly owned subsidiary UWESU Services Limited on a line by line basis. A separate Statement of Financial Activities and income and expenditure account, for the charity are not presented because the charity has taken advantage of the exemptions afforded by section 408 of the Companies Act 2006 and paragraph 397 of the SORP. The unconsolidated deficit for the year of the charity was £240,194 (17/18: Surplus £238,793).

**Income**

The Block Grant from the University of the West of England is dealt with on a financial year basis. Other income is included in the SOFA account on a receivables basis where there is reasonable probability of receipt.

The Union receives grants which are recognised as incoming resources in the Statement of Financial Activities on a receivable basis when they meet the three recognition criteria set out in the SORP, which are entitlement, measurement and probability.

**Expenditure**

Costs of generating funds are those costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds including liabilities where there is a reasonable probable of the expenditure. Charitable activities include both the direct costs and support costs relating to those activities.

Governance costs include those incurred in the governance of the charity and its assets. Support costs, being indirect staff and overhead costs, are apportioned on a usage basis across each area.

**Statement of Cash Flows**

The charity has taken advantage of the exemption available under FRS102 Section 1.12(b) in not preparing a charity only statement of cash flows.

**Stocks**

All stocks are stated at the lower of cost and net realisable value. Net realisable value is based on estimated selling price less the estimated cost of disposal.

**Investments**

Investments are stated in the balance sheet at cost. The only balance remaining is the £6,461 NUSSL investment.

**Tangible fixed assets**

Fixed assets are stated at cost less accumulated depreciation. Tangible fixed assets with a cost below £2,500 are not capitalised. Depreciation is provided at the following annual rates in order to write the cost of assets off over their estimated useful lives:-

Fixtures and fittings	10% - 33% of cost
Equipment	20% - 33% of cost
Alterations to premises	10% - 20% of cost

**UWE STUDENTS' UNION**  
**Notes to the Financial Statements**  
**for the year ended 31 July 2019 (Continued)**

**Pension costs**

UWE Students' Union participates in the Students' Union Superannuation Scheme, a defined benefit scheme which is externally funded and contracted out of the State Second Pension. The fund is valued at least every three years by a professionally qualified independent actuary with the rates of contribution payable being determined by the trustees on the advice of the actuary. The Scheme operates as a pooled arrangement, with contributions paid at a centrally agreed rate. The 2013 valuation recommended a monthly contribution requirement by each participating employer expressed in monetary terms intended to clear the ongoing funding deficit. As a consequence under FRS 102, the Union has recognised a liability in the balance sheet equal to the net present value ("npv") of future deficit reduction payments. These payments are discounted to the present value using the market yield on high quality corporate bonds. The Union also participates in both a NEST (Government standard fund for those that don't opt out of the main scheme) and a NUSPS pension fund for those wishing to take advantage of the Unions currently offered scheme.

**Termination payments**

Termination payments are payable when employment is terminated before the normal retirement date or end of employment contract. They are recognized when the commitment to payment is made.

**Taxation**

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

**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 surpluses on a straight-line basis over the period of the lease.

**Fund Accounting**

Unrestricted Funds represent unspent income which may be used for any activity. Designated Funds are set aside by the Union to be spent on specific projects and areas. Restricted Funds raised and administered by the Union are for specific purposes, such as Clubs and Societies.

**Going Concern**

The Balance Sheet as at 31 July 2019 showed a net Liability of £1,017,326 and for 17/18 a deficit of £777,132 after recognising a pension deficit liability of over £1,881,554 on a multi-employer pension scheme in the accounts. In considering the going concern basis, the Trustees consider the company retains sufficient working capital to continue trading for the next 12 months based on evidence of long term positive cash flows and improving commercial trade more than adequately covering the increase in pension liability payments. Reserves excluding the pension liability are continuing to increase with less funds in a restricted capacity. UWESU are also in consistent discussions with UWE and in particular the Director of Finance monitoring the pension's position both present and future. During the year the charitable company was made aware of a possible increase in the liability for the pension deficit. The outcome of this contingent liability is not yet known and it cannot be quantified at this stage. As a result the charitable company do not consider it necessary to provide for any additional liabilities in the accounts for the year ended 31 July 2019.

**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.

**UWE STUDENTS' UNION**  
**Notes to the Financial Statements**  
**for the year ended 31 July 2019 (Continued)**

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 the 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.

**UWE STUDENTS' UNION****Notes to the Financial Statements****for the year ended 31 July 2019 (Continued)****2. Other trading activities**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Nursery	580,388	517,282
Other Trading	45,561	44,750
	<u>625,950</u>	<u>562,032</u>

**3. Charitable Activities - Freshers, Student Shops and Bars**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Freshers	128,260	162,949
Retail	1,697,304	1,782,340
Food & Beverage	1,176,004	1,250,612
	<u>3,001,567</u>	<u>3,195,901</u>

**4. Charitable Activities - Union Services, Sports and Other Activities**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Sports & Other Activities	816,662	850,961
Union Services	70,887	82,156
	<u>887,549</u>	<u>933,117</u>

**5. Analysis of expenditure - Activities for Raising Funds**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Nursery	707,174	661,166
Other Trading	0	21,834
	<u>707,174</u>	<u>683,000</u>



**UWE STUDENTS' UNION**  
**Notes to the Financial Statements**  
**for the year ended 31 July 2019 (Continued)**

**6. Analysis of expenditure on Charitable Activities – Freshers, Student Shops and Bars**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
<b>Freshers</b>	136,201	169,044
<b>Retail</b>	1,659,420	1,703,522
<b>Food &amp; Beverage</b>	1,082,902	1,214,310
	<u>2,878,523</u>	<u>3,086,877</u>

**7. Analysis of expenditure on Charitable Activities – Union Services, Sports and Other Activities**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
<b>Sports &amp; Other Activities</b>	1,388,697	1,338,133
<b>Union Services</b>	1,122,730	1,063,440
<b>Governance</b>	61,366	58,425
<b>Pension Liability Adjustment</b>	121,243	(292,512)
	<u>2,694,037</u>	<u>2,167,486</u>

**8. Expenditure**

<b>Usage</b>	<b>Direct</b>	<b>Staff</b>	<b>Support</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>Total</b>	<b>Total</b>
				<b>£</b>	<b>£</b>
<b><i>Charitable</i></b>					
Clubs, Societies & Networks (23%)	945,965	267,993	174,740	1,388,697	1,338,133
Student Rep & Officers (7%)	118,685	222,985	52,238	393,908	404,318
Advice Centre / Job Shop (3%)	27,039	94,096	52,238	173,374	190,958
Campus Support (3%)	40,225	45,461	52,238	137,924	159,115
Communications (5%)	56,540	179,352	52,238	288,130	309,049
<b><i>Commercial</i></b>					
Nursery (11%)	99,260	498,386	109,528	707,174	661,166
Commercial activities (52%)	1,839,229	839,914	199,380	2,878,523	3,108,711
<b>Governance (1%)</b>	53,694	7,672	-	61,366	58,425
<b>Overheads recharged (0%)</b>	(193,726)	323,121	-	129,395	-
<b>Pensions deficit/movement (-5%)</b>	121,243	-	-	121,243	(292,512)
	<u>3,108,155</u>	<u>2,478,980</u>	<u>692,599</u>	<u>6,279,733</u>	<u>5,937,362</u>

Governance costs are those incurred for compliance with constitutional and statutory requirements, such as the annual audit, professional fees and election costs.

**UWE STUDENTS' UNION****Notes to the Financial Statements****for the year ended 31 July 2019 (Continued)**

The support costs were looked at on a detailed basis. Where individual costs could be allocated to specific areas they were. Otherwise costs were allocated by comparison to either salaries, non-salary expenditure or a combination of the two, depending on which method gave the most reasonable allocation.

**9. Staff Costs**

The number of staff employed by the union amounted to:

	<b>2019</b>	<b>2018</b>
	<b>No.</b>	<b>No.</b>
<b>Permanent Staff</b>	109	91
<b>Student Staff</b>	456	309
	<u>565</u>	<u>400</u>

The full time equivalent number of staff employed by the Union amounted to:

	<b>2019</b>	<b>2018</b>
	<b>No.</b>	<b>No.</b>
<b>Permanent Staff</b>	87	84
<b>Student Staff</b>	31	31
	<u>118</u>	<u>115</u>

The costs of the above were:

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
<b>Wages &amp; salaries</b>	2,242,883	2,191,414
<b>Social security</b>	124,230	124,036
<b>Pension costs</b>	111,867	101,266
	<u>2,478,980</u>	<u>2,416,716</u>

Banding for pay over £60,000/annum:

	<b>2018/19</b>	<b>2017/18</b>
	<b>No. of staff</b>	<b>No. of staff</b>
£60,000-£69,999	1	1
£70,000+	0	0

During the year redundancies were made totalling £11,577. (17/18: nil)

**UWE STUDENTS' UNION**  
**Notes to the Financial Statements**  
**for the year ended 31 July 2019 (Continued)**

**10. Trustees' Remuneration and Expenses**

The SU President and each of the four Vice-Presidents have been remunerated by way of contract for the year as authorised by the Union's governing document for the representation, campaigning and support work they undertake as distinct from their Trustee responsibilities. This work includes voicing student opinion with the institution and local community, defending and extending the rights of students through petitions, discussions with MPs, organising and supporting student volunteers and service provision for them. The total salary and NI costs for the sabbatical officers amounted to £110,293 (17/18: £107,678). The breakdown is below.

There were no other Trustee benefits for the year (17/18: nil).

Travel expenses of £2,417 (17/18: £2,416) were paid out to the Trustees.

		2019				2018			
		Payroll	Expenses	Pension	Total	Payroll	Expenses	Pension	Total
		£	£	£	£	£	£	£	£
Mariam	Amini				-				-
Ubong	Ante	2,267			2,267				-
Evan	Botwood	2,267			2,267				-
Zain	Choudry				-	19,227	202	1,782	21,211
Chris	Clements		279		279				-
Clare	Davidson				-				-
Sarah	Eden				-				-
Joshua	Edje	2,183		146	2,329				-
Freddie	Gough	19,723	542	237	20,502	2,222			2,222
Sian	Hampson				-	19,507	913	1,782	22,203
Jamie	Jordan				-	19,550	125	1,782	21,457
Jade	Marsella	19,417	806	792	21,015	2,222			2,222
Erin	Mills				-	19,165	41	1,782	20,988
Giang	Nguyen	19,440	257	792	20,488	2,222	288		2,510
Augusta	Nnajiofor	19,378	435	865	20,677	2,222	247		2,469
Chidinma	Okiako	2,183		146	2,329				-
Jane	Omoma				-				-
William	Pocock	21,180	98	1,042	22,321	2,173		90	2,263
Ayrden	Redwood				-				-
Les	Tatah	2,255		172	2,427				-
Precious	Woodhouse				-				-
Kieran	Wynter				-	19,165	600	1,782	21,547
Bahkai									
Totals		110,293	2,417	4,191	116,900	107,678	2,416	9,000	119,094

**UWE STUDENTS' UNION**  
**Notes to the Financial Statements**  
**for the year ended 31 July 2019 (Continued)**

**11. Property, Plant & Equipment**

	<b>Fixtures &amp; Fittings</b>
<b>Group and Charity</b>	<b>£</b>
<b>Cost</b>	
At 1 August 2018	1,202,738
Additions	42,776
At 31 July 2019	<u>1,245,513</u>
<b>Depreciation</b>	
At 1 August 2018	563,759
Charge for the year	102,132
At 31 July 2019	<u>665,891</u>
<b>Net Book Value</b>	
At 31 July 2019	579,622
At 31 July 2018	<u>638,979</u>

**12. Investment property**

At 31 July 2019 the Union held an investment in the following company which is incorporated in the United Kingdom:

Name of Company	Company Number	Main Trading Activity	Equity Held
UWESU Services Limited	07917777	Commercial activities of the Union	100%

A summary of the subsidiary's results for the year ended 31 July 2019 and the balance sheet position at 31 July 2019 is shown below.

<b>Group</b>	<b>Shares in Subsidiary</b>	<b>Deposits</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>At Cost</b>			
At 1 August 2018	-	6,461	6,461
Additions	-	-	-
Disposals	-	-	-
At 31 July 2019	<u>-</u>	<u>6,461</u>	<u>6,461</u>

**UWE STUDENTS' UNION**  
**Notes to the Financial Statements**  
**for the year ended 31 July 2019 (Continued)**

**12. Investment property (Continued)**

Charity	Shares in Subsidiary £	Deposits £	Total £
<b>At Cost</b>			
At 1 August 2018	1	6,461	6,462
Additions	-	-	-
Disposals	-	-	-
At 31 July 2019	<u>1</u>	<u>6,461</u>	<u>6,462</u>

	2019 £	2018 £
<b>UWESU Services Ltd – Profit and loss account</b>		
Turnover	3,047,129	3,240,652
Expenditure	(2,878,523)	(3,108,711)
Net Profit	<u>168,606</u>	<u>131,941</u>
Distribution UWE SU	(168,606)	(131,941)
Retained profits brought forward	-	-
Retained profits carried forward	<u>-</u>	<u>-</u>

<b>UWESU Services Ltd – Balance sheet</b>		
Current assets	289,852	249,083
Current liabilities	(289,851)	(249,082)
	<u>1</u>	<u>1</u>
Called up share capital	1	1
Profit and loss account	-	-
	<u>-</u>	<u>-</u>

**13. Inventories**

	Group		Charity	
	2019 £	2018 £	2019 £	2018 £
<b>Goods for own use</b>	5,478	6,494	5,478	6,494
<b>Goods for resale</b>	90,739	110,345	-	-
	<u>96,217</u>	<u>116,839</u>	<u>5,478</u>	<u>6,494</u>

**UWE STUDENTS' UNION**  
**Notes to the Financial Statements**  
**for the year ended 31 July 2019 (Continued)**

**14. Debtors**

	<b>Group</b>		<b>Charity</b>	
	<b>2019</b>	<b>2018</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Trade and sundry debtors	110,250	133,557	92,288	79,568
Prepayments and accrued income	265,552	323,400	214,314	297,870
Amount due from subsidiary	-	-	188,581	160,082
	<u>375,802</u>	<u>456,956</u>	<u>495,183</u>	<u>537,520</u>

**15. Creditors: Amounts falling due within one year**

	<b>Group</b>		<b>Charity</b>	
	<b>2019</b>	<b>2018</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Trade creditors	213,930	118,147	143,299	54,619
Social security and other taxes	51,252	33,441	29,405	14,000
Other creditors	18,904	13,359	18,811	13,271
Accruals and deferred income	119,566	489,322	89,330	483,381
	<u>382,114</u>	<u>654,269</u>	<u>280,845</u>	<u>565,270</u>

**16. Unrestricted Funds**

	<b>2018</b>	<b>Income</b>	<b>Costs</b>	<b>Transfers</b>	<b>2019</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>General Funds</b>	508,931	5,010,641	(5,073,459)	(57,184)	388,929
<i>Designated Funds:</i>					
Halley Nursery	7,775	580,388	(595,398)	7,235	(-)
Capital Reserve	100,000	-	0	50,000	150,000
Pension Liability	(1,760,311)	-	(121,192)	(51)	(1,881,554)
Clubs, Soc's & Networks	93,521	439,110	(440,456)	-	92,176
<b>Total Designated Funds</b>	<u>(1,559,015)</u>	<u>1,019,498</u>	<u>(1,157,046)</u>	<u>57,184</u>	<u>(1,639,379)</u>
<b>Total Unrestricted Funds</b>	<u>(1,050,084)</u>	<u>6,030,139</u>	<u>(6,230,505)</u>	<u>-</u>	<u>(1,250,450)</u>

The Designated Funds of (£1,639,379) (Positive £242,175 excluding pension liability) (17/18: £1,559,015) are for the replacement of existing capital items and toward the cost of providing future facilities, the separation of surpluses generated by the Clubs, Societies and Networks and the separation of the Halley Nursery funds.

A new capital reserve was created and we will look to designate a minimum of £200,000 of funds by 2020 for use in replacing any significant assets outside of the regular annual spending.

In addition, by agreement between the Union and the University the direct funding generated from or required for

**UWE STUDENTS' UNION**  
**Notes to the Financial Statements**  
**for the year ended 31 July 2019 (Continued)**

**16. Unrestricted Funds (Continued)**

the running of the Halley Nursery have been assigned a separate designated fund. The balance is written back down to £32,000 each year. This year however the Nursery made a pre-management recharge deficit bringing the balance down to £0.

Finally surpluses generated by Clubs, Societies and Networks are set aside by the Union to be spent specifically in these areas.

**17. Restricted Funds**

	2018 £	Income £	Costs £	Transfers £	2019 £
<b>Restricted donations</b>	17,267	9,400	(17,267)	-	9,400
<b>Capital Grant</b>	255,685	-	(31,961)	-	223,724
	<u>272,952</u>	<u>9,400</u>	<u>(49,228)</u>	<u>-</u>	<u>233,124</u>

The Restricted Funds of £233,124 (17/18: £272,952) relate to donations and income raised for specific projects and as such are held pending future spending. The restricted donations that for our 'Off the Wall' program have now been eliminated as the program is no longer supported by a Sport England grant. The Capital Grant is a contribution towards the fit out of the new SU building and will be written off over the life of the assets (10 years).

**18. Analysis of Net Assets between Funds**

<b>Group</b>	<b>Restricted</b>	<b>Designated</b>	<b>General</b>	
<b>Fund balances at 31 July 2019</b>	<b>funds</b>	<b>fund</b>	<b>funds</b>	<b>Total</b>
<b>Represented by:</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Tangible fixed assets	233,124	-	346,498	579,622
Investments	-	6,461	-	6,461
Current assets	-	235,714	424,546	660,260
Current liabilities	-	-	(382,115)	(382,115)
Long term liabilities	-	(1,881,554)	-	(1,881,554)
<b>Total net assets</b>	<u>233,124</u>	<u>(1,639,379)</u>	<u>388,929</u>	<u>(1,017,326)</u>
<b>Charity</b>	<b>Restricted</b>	<b>Designated</b>	<b>General</b>	
<b>Fund balances at 31 July 2019</b>	<b>funds</b>	<b>fund</b>	<b>funds</b>	<b>Total</b>
<b>Represented by:</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Tangible fixed assets	233,124	-	346,498	579,622
Investments	-	6,462	-	6,462
Current assets	-	235,714	323,275	558,989
Current liabilities	-	-	(280,845)	(280,845)
Long term liabilities	-	(1,881,554)	-	(1,881,554)
<b>Total net assets</b>	<u>233,124</u>	<u>(1,639,378)</u>	<u>388,928</u>	<u>(1,017,326)</u>

**UWE STUDENTS' UNION**  
**Notes to the Financial Statements**  
**for the year ended 31 July 2019 (Continued)**

**19. Commitments Under Operating Leases**

At 31 July 2019 the union had total future commitments under non-cancellable operating leases as set out below:

	2019	2018
	Equipment & vehicles £	Equipment & vehicles £
Operating leases which expire:		
Within 1 year	4,725	6,822
Within 1 to 2 years	-	2,355
	----- 4,725	----- 9,177

**20. Net income/expenditure for the year**

Is arrived at after charging:

	2019 £	2018 £
Depreciation	102,132	106,277
Operating lease charges – plant & machinery	4,725	9,177
<b>Auditor's remuneration:</b>		
Fees payable to the Charity auditor for the audit of the financial statements and consolidation	10,150	9,800
Fees payable to the Charity auditor and its associates for other services:	5,800	3,175

**21. Pensions**

UWE Students' Union participates in the Students' Union Superannuation Scheme, which is a defined benefit scheme whose membership consists of employees of students' unions and related bodies throughout the country. Benefits in respect of service up to 30 September 2003 are accrued on a "final salary" basis, with benefits in respect of service from 1 October 2003 accruing on a Career Average Revalued Earnings (CARE) basis. With effect from 30 September 2011 the Scheme closed to future accrual.

The most recent valuation of the Scheme was carried out as at 30 June 2016 and showed that the market value of the Scheme's assets was £101,000,000 with these assets representing 46% of the value of benefits that had accrued to members after allowing for expected future increases in earnings. The deficit on an ongoing funding basis amounted to £120,000,000.



**UWE STUDENTS' UNION**  
**Notes to the Financial Statements**  
**for the year ended 31 July 2019 (Continued)**

**21. Pensions (Continued)**

The assumptions which have the most significant effect upon the results of the valuation are those relating to the rate of return on investments and the rates of increase in salaries and pensions.

The following assumptions applied at 30 June 2016:-

The investment return would be 6.35% per annum before retirement and 4.1% per annum after retirement.

Pensions accruing on the CARE basis would revalue at 3.6% per annum.

Present and future pensions would increase at rates specified by Scheme rules with appropriate assumptions where these are dependent on inflation.

The 2016 Valuation recommended a monthly contribution requirement by each Participating Employer expressed in monetary terms intended to clear the ongoing funding deficit over a period of 16 years and will increase by at least 5% each year. These contributions also include an allowance for the cost of the ongoing administrative and operational expenses of running the Scheme. These rates applied with effect from 1 October 2014 and will be formally reviewed following completion of the next valuation due with an effective date of 30<sup>th</sup> June 2016. Surpluses or deficits which arise at future valuations will also impact on UWE Students' Union's future contribution commitment. In addition to the above contributions, UWE Students' Union also pays its share of the Scheme's levy to the Pension Protection Fund.

The total contributions paid into the scheme by the Union in respect of eligible employees for the year ended 31 July 2019 amounted to £121,192 (17/18: £115,421).

**22. Related Party Transactions**

- a) During the year, the Union received £1,243,100 (17/18: £1,213,400) grant funding from The University of the West of England plus an additional £30,180 to cover the new rates charges and an extra £24,000 to cover extended opening hours at our Glenside trading outlets. There was also a £142,000 (17/18: £142,000) payment in respect of rent plus £129,600 (17/18: £129,600) in respect of Sports Hall charges.

During the year, the Union made sales to The University of the West of England of £446,676 (17/18: £737,385). At the year end the Union was owed £5,951 (17/18: £41,424).

During the year, the Union purchased services from The University of the West of England of £540,023 (17/18: £448,824). At the year end the Union owed The University of the West of England £21,423 (17/18: £1,527).

Within the first 9 months of the 2018/19 trading year a payment of £168,606 will be paid from UWESU Services to the UWE Students Union passing all trading profits with the exception of £1 in accordance with the group policy. There was also a management recharge of £199,380 (17/18: £227,993) paid across to the parent company.

The year end balance after the 2018 year end transfers between the Union and its subsidiary was £188,581 (17/18: £179,525) in favor of the parent company.

The Trustees are of the opinion that this financial assistance is not an influencing factor with regards to the formulation of Union policy nor does it have any effect on the internal management and decision making of the Union.

**UWE STUDENTS' UNION**  
**Notes to the Financial Statements**  
**for the year ended 31 July 2019 (Continued)**

b) Key management personnel:

Giang Nguyen – President – Ended term June 19  
 Ayrden Pocock - Vice President Education – Ended term June 19  
 Jade Marsella - Vice President Sports & Health – Ended term June 19  
 Augusta Nnajofofor - Vice President Community & Welfare – Ended term June 19  
 Freddie Gough - Vice President Societies & Communication – Ended term June 19  
 Precious Tatah – President – Commenced term July 19  
 Joshua Edge - Vice President Sports & Health – Commenced term July 19  
 Evan Botwood – Vice President Societies & Communication – Commenced term July 19  
 Jane Ojiako - Vice President Education – Commenced term July 19  
 Ubong Ante - Vice President Community & Welfare – Commenced term July 19  
 Tim Benford - CEO  
 Michael Blades – Finance Manager - Commenced employment July 2016

The total remuneration of all of the above for the 18/19 year was £240,891. (17/18: £224,375)

**23. Ultimate Controlling Party**

The controlling party of the Union are the Trustees by virtue of their position under the Articles of Association.

**24. Company Limited by Guarantee**

The Directors of the Company are listed on Page 3 the limit of their guarantee is £1.

**25. Reconciliation of net movement in funds to net cash flow from operating activities**

	<b>Group 2019 £'000</b>	<b>Group 2018 £'000</b>
Net movement in funds	(240)	(54)
Add back depreciation charge	102	106
Deduct interest income shown in investing activities	-	-
(Increase)/Decrease in stock	21	(26)
(Increase)/Decrease in debtors	81	(184)
(Increase)/Decrease in creditors	(151)	376
<b>Net cash used in operating activities</b>	<b>(187)</b>	<b>218</b>

**UWE STUDENTS' UNION**  
**Notes to the Financial Statements**  
**for the year ended 31 July 2019 (Continued)**

**26. Creditors – Long-term liabilities over one year**

	<b>Group</b>		<b>Charity</b>	
	<b>2019</b>	<b>2018</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Pension liabilities	1,881,554	1,760,311	1,881,554	1,760,311
	<u>1,881,554</u>	<u>1,760,311</u>	<u>1,881,554</u>	<u>1,760,311</u>

**27. Comparative full 17/18 SOFA**

		<b>Unrestricted Funds 2018 £</b>	<b>Restricted Funds 2018 £</b>	<b>Total Funds 2018 £</b>	<b>Total Funds 2017 £</b>
<b>Income from:</b>					
<b>Donations:</b>					
Block grant		1,485,000	-	1,485,000	1,446,000
Grant income		-	23,800	23,800	43,068
<b>Charitable activities:</b>					
Freshers, student shops and bars	3	3,195,901	-	3,195,901	3,106,252
Union services, sports and other activities	4	909,317	-	909,317	842,746
<b>Other trading activities:</b>					
Nursery and other trading	2	562,032	-	562,032	612,529
Investments		105	-	105	484
<b>Total income</b>		<u><b>6,152,355</b></u>	<u><b>23,800</b></u>	<u><b>6,176,155</b></u>	<u><b>6,051,079</b></u>
<b>Expenditure on:</b>					
<b>Raising funds:</b>					
Nursery and other trading	5	683,000	-	683,000	747,249
Grant Expenditure		-	6,533	6,533	18,368
<b>Charitable activities:</b>					
Freshers, student shops and bars	6	3,086,877	-	3,086,877	2,918,998
Union services, sports and other activities	7	2,063,687	97,266	2,160,953	3,237,239
<b>Total Expenditure</b>	8	<u><b>5,833,563</b></u>	<u><b>103,799</b></u>	<u><b>5,937,362</b></u>	<u><b>6,921,854</b></u>
<b>Net (expenditure)/Income</b>		<b>318,792</b>	<b>(79,999)</b>	<b>238,793</b>	<b>(870,775)</b>
<b>Net movement in funds</b>		<b>318,792</b>	<b>(79,999)</b>	<b>238,793</b>	<b>(870,775)</b>
Fund balances brought forward		(1,368,876)	352,951	(1,015,925)	(145,150)
<b>Funds Balance at 31 July</b>		<u><b>(1,050,084)</b></u>	<u><b>272,952</b></u>	<u><b>(777,132)</b></u>	<u><b>(1,015,925)</b></u>

The following pages do not form part of the financial statements, which are the subject of the independent auditors' report on page 13

**UWE STUDENTS' UNION**  
**Management Information**  
**for the year ended 31 July 2019**

	Freshers £	Other Trading £	Retail £	F&B £	Total of Trading £	
Turnover	128,260	45,561	1,697,304	1,176,004	3,047,129	
Cost sales	(36,394)	0	(1,196,379)	(386,147)	(1,618,919)	
Total	91,866	45,561	500,925	789,857	1,428,209	
Salaries	(18,614)	0	(296,329)	(524,971)	(839,914)	
Direct Exp	(57,590)	0	(71,439)	(91,281)	(220,310)	
	15,663	45,561	133,157	173,605	367,986	
Dep'n	0	0	0	0	0	
Totals pre overhead	15,663	45,561	133,157	173,605	367,986	
Overhead	(23,604)	0	(95,273)	(80,502)	(199,380)	
Overall Totals	(7,942)	45,561	37,884	93,102	168,606	
Totals pre overhead 17/18	(6,095)	22,916	78,818	36,302	131,941	
	S & A £	Union Services £	Nursery £	Governance £	Man., HR, Admin & Finance £	Overall Totals £
Turnover	729,958	70,887	580,388	1,515,071	96,105	6,039,538
Cost sales	0	0	0	0	0	(1,618,919)
Total	729,958	70,887	580,388	1,515,071	96,105	4,420,619
Salaries	(267,993)	(541,893)	(498,386)	(7,672)	(323,121)	(2,478,980)
Direct Exp	(945,965)	(142,606)	(97,012)	(53,694)	(498,872)	(1,958,459)
	(484,000)	(613,612)	(15,010)	1,453,705	(725,889)	(16,820)
Dep'n	0	(99,884)	(2,248)	0	0	(102,132)
Pension liability	0	0	0	0	(121,243)	(121,243)
Totals pre overhead	(484,000)	(713,496)	(17,258)	1,453,705	(847,132)	(240,195)
Overhead	(174,740)	(208,952)	(109,528)	0	692,599	0
Overall Totals	(658,740)	(922,447)	(126,785)	1,453,705	(154,533)	(240,195)
Total Pre Overhead 17/18	(682,807)	(830,021)	(88,904)	1,399,167	(809,649)	(870,775)

