

**SHEFFIELD HALLAM UNIVERSITY STUDENTS' UNION  
TRUSTEES' REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2020**

**CONTENTS**

---

	Page
<b>Reference and administrative details of the charity, its Trustees and advisers</b>	1 - 2
<b>Trustees' report</b>	3 - 16
<b>Independent auditor's report on the financial statements</b>	17 - 19
<b>Statement of financial activities</b>	20 - 21
<b>Balance sheet</b>	22
<b>Statement of cash flows</b>	23
<b>Notes to the financial statements</b>	24 - 54

---

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS**  
*FOR THE YEAR ENDED 31 JULY 2020*

---

**Trustees**

Haleem Hussain, Student Trustee (appointed 1 January 2020)  
Segun Ibutola, Student Trustee (appointed 1 January 2020)  
Haider Iqbal, Student Trustee (resigned 31 July 2020)  
Hunaida Bhabha, Student Trustee (resigned 31 August 2019)  
Nneka Okreke, Student Trustee (resigned 31 August 2019)  
Beri Hare, External Trustee (resigned 30 November 2019)  
Oliver Coppard, External Trustee  
Isabel Hartland, External Trustee  
Marc Rocca, External Trustee (appointed 1 February 2020)  
Neil Harris, External Trustee (appointed 1 February 2020)

**Charity registered number** 1141925

**Principal office**

The Hubs, Paternoster Row  
Sheffield  
S1 2QQ

**Sabbatical officers**

2020/21  
George Alvey  
Diya Maria Babu  
Praise Ishola  
Laith Jaafar  
Andrew Adegbola  
Hannah Prestwich

2019/20  
Faizan Sajid Muhammad  
Lauren Kaye  
Sheriff Muhammed  
Ellis Clark  
Andrew Adegbola

**Senior management team**

Julie Byrd - Chief Executive  
Mark Hewerdine - Director of Resources  
Claire Judge - Marketing & Customer Services Director  
Jane Anslow - Director of Policy & Involvement

**Independent auditor**

BHP LLP  
Chartered Accountants  
2 Rutland Park  
Sheffield  
S10 2PD

---

**SHEFFIELD HALLAM UNIVERSITY STUDENTS' UNION**

---

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS (CONTINUED)**  
*FOR THE YEAR ENDED 31 JULY 2020*

---

<b>Bankers</b>	National Westminster Bank PLC 1 St Paul's Place 121 Norfolk Street Sheffield S1 2JF
----------------	---

<b>Solicitors</b>	DLA Piper UK LLP St Pauls Place 121 Norfolk Street Sheffield S1 2JX
-------------------	---

**TRUSTEES' REPORT**

*FOR THE YEAR ENDED 31 JULY 2020*

---

The Trustees present their report and the audited financial statements of Sheffield Hallam University Students' Union (the Union) for the year ended 31 July 2020. The Trustees confirm that the Annual report and financial statements of the Union comply with current statutory requirements, the requirements of the Union's governing document 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 2019).

Since the company and the Union qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

***Objectives and activities***

**a. Policies and objectives**

Summary of charity's objectives and activities undertaken in relation to these objects:

- The Students' Union's objects are the advancement of education of students at Sheffield Hallam University for the public benefit by:
  - o Promoting the interests and welfare of students at Sheffield Hallam University during their course of study, and representing, supporting and advising students
  - o Providing social, cultural and recreational activities and forums for discussions and debate for the personal development of its students
  - o Being the recognised representative channel between students and Sheffield Hallam University and any other external bodies

**b. Main activities undertaken to further the charity's purposes for the public benefit**

The trustees have had regard to the guidance issued by the Charity Commission on public benefit and confirm that the Students' Union continues to benefit the public as explained in the summary of objectives and activities.

***Achievements and performance***

**a. Investment policy and performance**

Investment performance:

- The Students' Union placed surplus funds on deposit with various banks, during the period they achieved an average 1.0% rate of interest.

**TRUSTEES' REPORT (CONTINUED)**  
*FOR THE YEAR ENDED 31 JULY 2020*

---

**Financial review**

**a. Review of the year**

- Financial position
  - The Students' Union's gross income from all sources totalled £2,962,683, (2019: £3,206,331). Total expenditure before exceptional costs was £2,818,182 (2019: £3,144,048). After taking account of exceptional costs, transfers and actuarial losses on the defined benefit pension schemes, there is a net decrease in funds of £682,110 (2019: net decrease of £19,717).
  - Funds carried forward as at 31 July 2020 total deficits of £2,130,072 (2019: £1,447,962 and comprise unrestricted funds, excluding the pension liabilities of £273,664 (2019: £512,477), designated funds of £371,877 (2019: £17,589), pension reserve deficit funding £2,852,023 (2019: £2,042,571) and a restricted fund surplus of £76,410 (2019: £64,543).
  - The Students' Union has continued to benefit from the recognition and support of the University, and for the academic year 2019/20 the annual block grant was £2,458,373 (2019: £2,458,407). This is the principal funding of the Union.
  - The Trustees confirm that the Students' Union has sufficient funds to meet all its expected obligations. The block grant for 2020/21 has been confirmed at £2,458,407.

**b. Going Concern**

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. A conservative forecast has been created, and challenged, to ensure the financial viability of the organisation to the end of the 2021 calendar year. This specifically looked at the likely on-going impacts of the pandemic, both from a student service and financial sustainability perspective. The direct impacts financially are net positive, as activities being provided digitally tend to cost less than face-to-face ones and a lower usage of the Students' Union building has generated some cost savings. The single biggest threat to the Union's position is a material cut in the block grant from SHU, which may be an indirect impact of the pandemic if it affects future student numbers and university income, and this has been stress-tested in the above forecast. After review, it was concluded that the Union can continue to provide its services safely and still be financially viable for this period. For this reason they continue to adopt the going concern basis in preparing the financial statements.

**c. Reserves policy**

**What are reserves?**

Reserves are that part of a charity's unrestricted funds that are freely available to spend on any of the charity's purposes. This excludes:

- restricted & endowment funds
- tangible fixed assets (that required to maintain operations)
- amounts designated for essential future spending.

**Why do we need reserves?**

To ensure our long-term sustainability, enable us to improve our facilities and continue to provide services and activities during any short term reduction in income, by mitigating:

- a) The risk of unforeseen emergency or other unexpected need for funds, e.g. an unexpected large repair bill or funding for an urgent project.

TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 JULY 2020

---

- b) Covering unforeseen day-to-day operational costs, e.g. employing temporary staff to cover a long-term sick absence.
- c) A source of income, e.g. a grant, not being renewed, to give time to take action.
- d) Planned commitments, or designations, that cannot be met by future income alone, e.g. a major purchase or project.
- e) To fund short-term deficits in a cash budget.

**If we conclude that our charity does not need to hold any reserves, then we must explain that in our annual report. How much do we need in reserve?**

The reserves level may be a target amount or range, for each reason set out above:

- a) To meet an unforeseen emergency or unexpected need - consider risks and how much might be needed for such contingencies; this will involve judgment of events that may occur and their likelihood.
- b) Do we need a small contingency to meet unforeseen operational costs?
- c) Uncertainty over future income may mean having reserves equivalent to a number of weeks of income, to allow time develop new sources of income or to cut-back on expenditure.
- d) A planned spending commitment which cannot be met from future income, often this will be included within designations in accounts.
- e) An amount might be needed to cover 'troughs' in the cash budget - review budgets to ascertain how much might be needed.

In summary, the identified financial risks should influence the level of reserves we target and be explained in your reserves policy.

**Assessing actual reserve at the end of the year**

The final step is to compare the target reserve with actuals, explain any material difference and explain any action being taken or planned to bring reserves into line.

**SHSU Reserve Target Methodology**

SHSU is heavily reliant upon grant funding from Sheffield Hallam University. The level of this grant is prescribed and linked to a formula and the Trustees believe that there is little likelihood of grant funding ceasing altogether and therefore consider that there is no need to maintain a level of reserves sufficient to cover expenditure made against grant funding.

SHSU also has a certain amount of commercial income and the trustees deem it prudent to maintain reserves sufficient to cover three months' worth of trading expenditure. This averages £76,000.

In addition the trustees believe the undepreciated value of fixtures and fittings should be held in reserves to cover the potential write off of any capital expenditure. This amount is currently around £71,000. It is also considered reasonable to have £50,000 to £100,000 for other unexpected expenditure.

This gives an overall reserves target of £197,000 to £247,000

**TRUSTEES' REPORT (CONTINUED)**  
*FOR THE YEAR ENDED 31 JULY 2020*

---

At 31 July 2020 the Union's total funds were in a deficit position of £2,130,072 (2019: £1,447,962). Restricted funds were £76,410 (2019: £64,543). Unrestricted funds were (£2,206,482) (2019: (£1,512,505)). Free reserves are set out below:

Unrestricted funds	(£2,206,482)
Less: fixed assets	(£86,360)
Less: designated funds	(£371,877)
Add: pension deficit	<u>£2,852,023</u>
Free reserves	<u>£187,304</u>

Free reserves are slightly below the Union's target range of £197,000 to £247,000 following further designations in the year.

**d. 2020 Vision**

- Our vision is focused around four key themes:
  - Creating Student Communities and a sense of belonging
  - Offering life changing experiences
  - Being the student ally by providing a strong, democratic voice for students
  - Encouraging students to take care of their wellbeing

Within each of these themes two main goals were set to be achieved over the next four years and the achievements made are stated below. The achievements in 2019/20 were heavily impacted by the Covid 19 pandemic and saw a timely and agile response from the Union's teams. Unfortunately, most face-to-face activities like physical volunteering, student society meetings were cancelled and the commercial outlets were closed, but many student services were instead provided in a digital format. These new ways of working will also help to provide a foundation for the Union's new digital strategy, covered below.

The pandemic also created an increased demand for advice services from the Union, especially in mental wellbeing-related areas. These services were also safely provided by first point-of-contact digital content, reinforced by remote-working advisers.

**Our Student Communities need to:****Goal 1: be vibrant, and accessible to all students by:**

- Ensuring value for money across all services
- Focusing on services that generate maximum impact
- Offering commercial services with products and services to suit our diverse student population
- Becoming the "go to place" for events, performances and exhibitions
- Expanding our physical presence across campus

**Achieved**

- After research, we instigated a price drop in Hideout to ensure that we were in-line with key competitors.
- The commercial outlets continued to offer expanded ranges including healthy, halal, gluten-free, international dishes, vegetarian and vegan options.
- More events, such as Hubstalks and various fairs took place and more student-led offerings.
- We've had a 12% increase in the number of students who have been involved in our Give it a Go sessions.
- The Student body voted in three new College Officer roles, who will represent students from departments across campus.



TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 JULY 2020

---

- Our Society membership has increased over the year as a result of the first pre-arrivals campaign we delivered through the University Insider's Guide.

**Goal 2: engage Students 24/7 by:**

- Creating a strong brand identity and communication strategy
- Using on-line technical and digital platforms for 24/7 access and engagement
- Understanding existing communities and creating new ones
- Co-creating student services/space with the University
- Building strong relationships with Union and university Alumni

**Achieved**

- Welcome week branding has been updated
- A strong Covid community brand was launched
- Website pages were improved from a navigation and brand perspective.
- Enabling of all staff and officers to provide online services during the Covid pandemic
- Digital first approach to customer services during Lockdown and beyond
- Improvements to Live chat social media enquiries
- Online elections, awards and celebration events
- Work started in researching the brand personality following the launch of year 1 of the 2025 strategy.

**To create Life Changing experiences we will:**

**Goal 3: focus on volunteering, activities, life Progress made skills training and employment opportunities by:**

- Creating an award winning volunteering unit working in partnership with the University and local community
- Reviewing our employability strategy to support the University strategy
- Creating internal employment opportunities for students linked to a career/skills development programme that is accredited

**Progress made**

- Achieved Sheffield Volunteer Standard in March 2020
- Selected 62 student leaders to be Leadership Development Programme participants
- Delivered training sessions to 682 students across the year, a 24% increase in training attendees from the previous year
- Recruited and supported 1649 distinct active volunteers across the year, a 37% increase on the previous year
- We achieved 41,626 hrs of students volunteering this year, an 18% increase against the previous year.
- Delivered to Hallam Award in partnership with SHU, supporting 289 students to achieve the award.
- Provided over 50 student staff roles across the organisation supporting the delivery of our services.
- Provided 7 internal short-term Graduate Internship roles through the SHU Graduate Internship Scheme

**Goal 4: build a culture/brand that is energetic, innovative and responsive by:**

- Rationalising our activities and ensuring they are accessible to all students
- Showcasing student work and celebrating diversity
- Making it easy for students to set up projects, events, activities and enterprise ideas
- Encouraging, capturing, assessing and growing the ideas of both students and staff
- Recognising students and staff for excellence, enterprise and ingenuity

TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 JULY 2020

---

**Progress made**

- Improved use of data and targeted messaging in communications, to improve accessibility
- New exciting events during Welcome, including Fire on the Park and Jamie's drag show
- Digital accessibility training undertaken
- Increased case studies to showcase students
- Promotion of communities such as volunteering and societies
- Promotion of the student-led corona community

**To build a Strong Democratic Voice we will:**

**Goal 5: stand up for students and empower students to use their voice by:**

- Being the respected /authentic voice of the student body
- Establishing SHSU as the "Hallam Student Watchdog" over social change, quality of service and value for money
- Working with the University to clearly communicate with students what they get for their fees
- Championing and promoting the work of our Student Officers and all our student reps, preparing our representatives to challenge effectively

**Achievements**

- We produced our annual Student Voice report based on student feedback. The 2018-19 report made 11 recommendations, 10 of which were achieved or have been significantly progressed.
- The 2019-20 Student Voice Report was completed and endorsed by the University, making 11 new recommendations for both the University and the Students' Union, including 2 recommendations relating to student experience during COVID.
- During the Covid situation, we collated student feedback from across the SU and presented this to the University weekly to help their understanding of how students were feeling and to help them shape their service provision. These have now developed into monthly reports.
- Our research and policy and campaigns programmes continue to support students in campaigning for change and quality service, both locally and nationally, and being aware of social change.
- We shared information about how student fees were spent, and worked closely with our Reps to achieve better value for students, including securing an increase in digital hardship funding when lockdown arrived.
- More than 1,000 student reps were trained and encouraged to act as critical friends within the University.

**Goal 6: embed democracy at the heart of SHSU by:**

- Creating decision making processes that enable students and their elected representatives to effectively and collectively lead the Students' Union
- Promoting the work of elected representatives to help students realise the benefits of engaging with them
- Developing a communications plan to promote democracy and its importance to students and staff
- Identifying what constitutes being a good representative and recognising students who demonstrate it in their work

**Achievements**

- A major review of the SU's governance structure introduced a new, unique, model of representation, rooted in the Colleges in response to student feedback, with more than 10% of the student body voting in favour of the change in a Referendum. These changes also included the creation of SHSU's first ever International Students' Officer, increasing the total number of Officers to six.
- We boosted the profile of our elected officers through the Referendum, two successful elections and major campaigns such as the Hallam Safety Net.
- We worked with the University to review student representation at a course and departmental level, to dovetail with the new College Officer model and to provide the foundations to better student engagement within Colleges from 2020-21.

**TRUSTEES' REPORT (CONTINUED)**  
*FOR THE YEAR ENDED 31 JULY 2020*

---

- The achievements of our student reps were showcased during a Rep celebration event and we enhanced our methods of gathering and showcasing Rep impact.

**To help students to take care of their wellbeing we will:**

**Goal 7: help students reach their full potential by:**

- Supporting students to cope with challenges that impact their wellbeing
- Promoting health and wellbeing as an important strand of our work that supports the University strategy
- Representing student views about the impact of University life on their wellbeing
- Raising awareness of issues around student mental health and developing solutions with the University
- Helping students to develop a balance lifestyle at University

**Achievements**

- Started a new Students' Union Student Wellbeing Working Group, with a strong Officer and Rep presence to ensure outcomes, including support of the University's Student Wellbeing Programme
- The Students' Union and the University continued to work in close collaboration with an ongoing commitment to encouraging good mental health and physical wellbeing. A calendar of wellbeing-related promotions and campaigns were developed, with a number of engagement activities now becoming important annual events including a celebration of World Mental Health Day, the Sheffield Wellbeing Festival, the University Mental Health Day, as well as the delivery of awareness weeks and engagement events.

Throughout this year, the Students Union co-chaired the Student Health and Wellbeing Working Group and members of the city-wide Student Health and Wellbeing Partnership Board.

**Goal 8: provide easy access to information and advice for all students by:**

- Delivering an award winning confidential /independent advice/signposting service to support all students
- Encouraging student-led projects around mentoring, advocacy and advice to integrate with university services
- Supporting students in their living environment, whether a University residence, private landlord or family home
- Working with the University to improve provision of support services for disadvantaged students
- Building partnerships between other organisations, charities and external agencies to support our work

**Achievements**

- The Advice Centre received Advice Quality Standard reaccreditation
- We continued to work with the University's Accommodation Services, the City Council and the University of Sheffield to support the promotion of the Snug housing accreditation scheme to students.
- Our annual SU Housing Fair attracted 430 student attendees. Of those surveyed, the majority of the students had never heard of Snug before, but after the fair almost 80% said they think the scheme is important, and 73% said they would be more likely to look for a Snug property next time they needed student accommodation.
- Our detailed leaflet on 'Issues for students relating to Coronavirus' was updated regularly and downloaded 4,478 times between 20 March and the end of July.
- The Student Advice Centre continued its service seamlessly during the move to remote working, providing advice to students by email, 'phone and video in response to the many enquiries received relating to housing, financial difficulties, and assessments.
- 670 new cases and enquiries, £112,613 in funding and benefits raised for students.

**THE NEW 2025 STRATEGY**

The Students' Union has, during 2019/20, undertaken extensive consultation with key stakeholders including over 5,000 students, the University and community partners to formulate a new strategy covering 2020 to 2025.

The consultations highlighted a need to; invest in digital development, decentralise to be where students are, create

**TRUSTEES' REPORT (CONTINUED)**  
*FOR THE YEAR ENDED 31 JULY 2020*

---

value for stakeholders, have an agile staffing structure, be responsive and have impact with rapid research and insight and to support the University's strategy through partnership working, be strong, and ensure sustainability, both environmental and financial.

**Mission:**

We are here to support the advancement of education of students at Sheffield Hallam University by:

- Being the recognised representative channel between students and Sheffield Hallam University and any other external bodies
- Promoting the interests and welfare of students at Sheffield Hallam University during their course of study representing, supporting and advising members
- Providing opportunities for students to socialise, develop cultural awareness and debate issues, to enhance their personal development

**By 2025 we will be known nationally for:**

- Delivering outstanding representation
- Creating strong vibrant student communities
- Generating student learning and employment through regional community engagement
- Inspiring students to stand up for their rights and wellbeing

Underpinned by a strong, vocal and democratic Union, that involves students in our decision making.

**Outstanding Representation Strategy.**

**By 2025 we commit to:**

- Increase the number of students who agree that the SU represents their academic interests from 55% to 75%.
- Achieve an 85% satisfaction rate amongst students with the student representation system.
- 80% of students will be aware that the SU is responsible for the student representation at Sheffield Hallam University.
- Winning a national award reflecting what has been achieved.

**This will be achieved by:**

- Agreeing with the University a new approach to academic representation that gives the SU greater ownership of the system.
- Creating a strong brand for academic representation and the student reps.
- Agreeing and delivering a five year action plan for establishing representation as the flagship activity of the Students' Union.
- Effective support of the Officers and other reps to facilitate positive working relationships with University staff and delivers successful outcomes for students.

TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 JULY 2020

---

- A Student Union physical presence in high footfall areas across campus promoting the representation and support functions to students.
- Delivering a digital system/tool to support the new approach to representation.
- Providing a tracking system for students to see the progress of their feedback.
- Creating an effective communications plan to report back actions and delivers campaigns to support the collective issues being raised by students.

**Creating strong vibrant student communities**

**By 2025 we commit to:**

Increasing the number of students who agree "The Students Union has had a positive impact on my sense of belonging to the University or college": 55% agree (2018- 37%, 2017 – 34%) NSS.

Raising awareness that the SU supports and co-ordinates academic societies, with 90% of students being aware.

85% of students agreeing that 'the Students' Union creates a sense of fun and provides activities that they want to get involved in'

A 50% increase in Give It A Go attendees (internal data)

**This will be achieved by:**

- Creating a college-focused Students' Union Engagement Team that create fun, relevant and bespoke activities across colleges.
- A greater self-service element via a digital solution to engage those students who are part-time, time poor and commuters in activities and societies.
- A digital solution will facilitate communication between student communities via forums, group chat to generate higher levels of engagement, debate and information sharing.
- Student work placements and employment opportunities to deliver this theme and a leadership programme within societies to develop critical skills for employment.
- Creating an inclusion fund for students identified in the University's Access and Participation Plan to enable them to participate in societies and activities.
- Delivering a new and expanded Give it a Go offer.

**Student learning and employment through engaging with the regional community.**

**By 2025 we commit to:**

Ensuring that students form 70% of the Student Union workforce (currently 56%).

Increasing the percentage of students who agree that the Students' Union has had a positive impact on the local community from 40% 2019 to 60% 2025 (NSS).

Providing a service to Sheffield City Region Charities, that is rated good to excellent by 80% of the charities involved.

**TRUSTEES' REPORT (CONTINUED)**  
*FOR THE YEAR ENDED 31 JULY 2020*

---

Achieving a 25% increase in the number of students volunteering through SHSU - currently 1,600 for 2020 (Internal data).

**This will be achieved by:**

- Creating new roles for students across the organisation for students to get part-time work, work experience, placements and internships.
- Establishing the SU as a broker between the Charity Sector in the Sheffield City Region and Sheffield Hallam students for work experience; placements; jobs; research projects; volunteering opportunities.
- Forming a Charity/Students Union Development Board to identify the key social issues and identify social action projects for student involvement.
- Creating an on-line portal to bring students and charities together to promote volunteering, work experience/placement opportunities, internships, discussion/debate, skills development awards, projects.
- Launching a Student Community Action Programme working with disadvantaged communities in the region. Linked to a Community Action Award.
- Developing a student skills sharing app to allow students to swap their talent/skills to benefit research projects, ideas creation, delivering events.
- Creating a virtual "makers" area of the app to where students with common interests, such as computers, technology, science, digital art, or electronic art, can form groups, socialize and collaborate.

**Inspiring students to stand up for their rights and wellbeing**

**By 2025 we commit to:**

- Establishing the Students Union as an organisation that "stands up for student rights" with 75% of students agreeing with the statement (currently 33% Membership Survey).
- 85% of students being aware that the Students' Union has an Advice Service (currently 68%, Membership Services Survey).
- 80% of students associating the Students' Union as a place to go for support with wellbeing (currently 50% - Strategy Survey 2020).
- An increase in the number of students who agree that the Students' Union represents their academic interests, from 55% to 75% in 2025 (NSS).

**This will be achieved by:**

- Establishing a physical presence in high footfall areas across campus for the Student Union Advice Centre.
- Working with the University to create a comprehensive and co-ordinated peer support system for students who need it with a specific focus on mental health.
- Developing clear, simple, comprehensive and responsive digital self-help resources on a range of issues, relevant to the student experience.
- Establishing a full online 'student life guide' (working title) that is a quarterly publication to raise awareness

TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 JULY 2020

---

amongst students of their rights for example in employment and consumer issues with useful information about living in the City.

- Targeted support for students in those demographic groups most likely to experience a decline in wellbeing as a result of being at University.

**A strong, vocal and democratic Union (co-creating with students and involvement in decision making)**

**By 2025 we will have:**

- 7,000 voters in March 2025 Election (21% of the student population currently 10%)
- An 40% increase in the number of students standing for the Autumn and Spring Union elections
- 75% of the student population agreeing they understand how the SHSU is run (Membership Survey 2019 43% currently)
- 75% of the student population agreeing the Students Union is open about how it makes decisions (Membership Survey 2019 47% currently)

**This will be achieved by:**

- Delivering a marked increase in election engagement and turnout using a new digital solution and a more effective marketing and communications strategy.
- Implementing an agreed structure for clear communication and decision making between College Executives, Union Council and the Trustee Board.
- Introducing a Union 'Executive' meeting to ensure changes to representation are embedded in the Students' Union governance structures.
- Producing an Inclusion Action Plan to support the changes needed within the Students' Union, to educate students and staff about the issues and to lobby the University for change.
- Introducing a digital solution for gathering student ideas and issues to inform policy.
- Reviewing the role, membership and procedures of Union Council and establish a new model that reflects the students it represents, takes effective decisions and demonstrates a high standard and level of engagement.
- Agree a new Articles of Governance/Constitution to reflect the changes in this strategic plan, the incorporation of the organisation, separate out the bye laws from the Articles to allow greater flexibility for changes.

***Structure, governance and management***

**a. Methods of appointment or election of Trustees**

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Trust deed.

**b. Policies adopted for the induction and training of Trustees**

The Students' Union provides both in house and external training for new trustees through both the NUS and the Charity Commission.

TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 JULY 2020

---

**Structure, governance and management (continued)**

**c. Pay policy for senior staff**

Senior levels of pay are set by the Trustee Board, with other key managers paid on the NJC pay scale, with pay scales set by reference to job evaluation software.

**d. Organisational structure and decision making**

**1. Sabbatical Trustees**

Up to six Sabbatical Trustees are elected by secret ballot by the Members of the Students' Union at an election held in accordance with the Bye-laws and the Education Act 1994, and remain in office for a term of usually twelve months in accordance with the Bye-laws and the Education Act 1994. The term of office may be shorter or longer on a transitional basis to coincide with an alteration of the year start or end. The Sabbatical Trustees are elected to posts set out in the Bye-laws. At the same time as commencing the term of office as a trustee the Sabbatical Trustees enter into a contract of employment with the Students' Union.

**2. Student Trustees**

Up to four Student Trustees are elected by secret ballot by the Members of the Students' Union at an election held in accordance with the Bye-laws and the Education Act 1994. Student Trustees are appointed for the remainder of their time as a student at Sheffield Hallam University, or a maximum term of three years, whichever is the shorter. The Student Trustees are not deemed to be "major office holders" for the purposes of section 22 of the Education Act 1994.

**3. External Trustees**

Up to four External Trustees are appointed by the Appointments Panel for a period of 4 years. External Trustees may serve a maximum of two 4 year terms.

The trustees delegate the day-to-day management of the Students' Union through the joint Chairs to the Chief Executive who in turn, line manages full-time members of staff experienced in the running of the Students' Union's activities.

**e. Related party relationships**

The relationship between the University and the Students' Union is established in the Regulations of the University and detailed in Students' Union rules approved by both organisations. The Students' Union receives a block grant from the University, and occupies a building owned by the University, for which it pays rent. Although the Students' Union continues to generate supplementary funding from various mutual trading activities, it will always be dependent on the University's support.



---

**TRUSTEES' REPORT (CONTINUED)**  
*FOR THE YEAR ENDED 31 JULY 2020*

---

**Structure, governance and management (continued)****f. Risk management**

The Board of Trustees has examined the major strategic business and operational risks faced by the Students' Union. A risk register has been established and is updated regularly. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Budgetary and internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers and participants on all activities organised by the Students' Union. During the year, the trustees regularly considered the impact of the Corona Virus pandemic on the immediate and longer term operational and financial position. The Health & Safety Operations Group met on a weekly basis, to consider the latest position, on infection levels and risks, legislation and guidance and to ensure that appropriate actions were undertaken in a timely manner.

The Staff Wellbeing Group also became increasingly active to ensure that staff mental wellbeing was promoted and catered for specifically due to social restrictions and new remote working practises.

All staff that could work from home were encouraged and facilitated to do so. Where necessary, the safe return to work for those that couldn't work remotely, was assisted after the initial lockdown. Strict control measures were put in place for the Student Union building, to ensure Covid security and virtually all student services were transferred online. There has been, and continues to be, regular dialogue with operation teams and working groups at the University, to ensure that our virus control measures are consistent and complimentary to theirs. There is regular feedback to the Finance & Risk Committee and to the Board. The updates cover the safety of staff, students and the community and the continuing safe provision of services to students. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

**Plans for future periods****a. Future Developments**

Over the next year we will work towards the goals that have been set out above in the new 2025 strategy. In addition we will put in place the systems and processes that will be required to enable staff to deliver the vision. This will include exploring the options of a much improved building, having achieved stage 2 Investors in Diversity accreditation, working towards stage 3, improving staff wellbeing and developing our digital capabilities.

**Information on fundraising practices**

We undertake no fundraising activities within the scope of the Charities (Protection and Social Investment) Act 2016.

TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 JULY 2020

---

**Statement of Trustees' responsibilities**

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its income and expenditure, 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 of the Charities SORP 2019 (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) 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 charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees and signed on their behalf by:

Oliver Coppard

O l i v e r C o p p a r d ( D e c 1 8 , 2 0 2 0 1 2 : 1 0 G M T ) .....

**Oliver Coppard**

(External Trustee)

Date: Dec 18, 2020

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF SHEFFIELD HALLAM UNIVERSITY STUDENTS' UNION**

---

**Opinion**

We have audited the financial statements of Sheffield Hallam University Students' Union (the 'charity') for the year ended 31 July 2020 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the related notes, 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 Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 July 2020 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

**Basis for opinion**

We 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 charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council'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 charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF SHEFFIELD HALLAM UNIVERSITY STUDENTS' UNION  
(CONTINUED)**

---

**Other information**

The Trustees are responsible for the other information. The other information comprises the information included in the Annual report, other than the financial statements and our Auditor's report thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

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

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

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

**Responsibilities of trustees**

As explained more fully in the Trustees' responsibilities statement, the Trustees are responsible for the preparation of the financial statements which give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF SHEFFIELD HALLAM UNIVERSITY STUDENTS' UNION  
(CONTINUED)

---

**Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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 located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Auditor's report.

**Use of our report**

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an Auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustees, as a body, for our audit work, for this report, or for the opinions we have formed.

**BHP LLP**

Jane Marshall (Dec 18, 2020 14:51 GMT)

**BHP LLP**

Chartered Accountants  
Statutory Auditor  
2 Rutland Park  
Sheffield  
S10 2PD

Date: Dec 18, 2020

BHP LLP are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 JULY 2020

	Note	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
<b>Income from:</b>					
Donations and legacies	3	2,470,006	4,000	2,474,006	2,474,907
Charitable activities	4	297,266	111,017	408,283	666,956
Other trading activities	5	50,561	1,912	52,473	36,555
Investments	6	9,038	-	9,038	4,968
Other income	7	18,883	-	18,883	22,945
<b>Total income</b>		<b>2,845,754</b>	<b>116,929</b>	<b>2,962,683</b>	<b>3,206,331</b>
<b>Expenditure on:</b>					
Raising funds	8	70,676	-	70,676	64,743
Charitable activities	9	2,645,736	101,770	2,747,506	3,079,305
		<b>2,716,412</b>	<b>101,770</b>	<b>2,818,182</b>	<b>3,144,048</b>
<b>Net income from operations</b>		<b>129,342</b>	<b>15,159</b>	<b>144,501</b>	<b>62,283</b>
Remeasurement of pension scheme		624,611	-	624,611	-
<b>Total expenditure</b>		<b>3,341,023</b>	<b>101,770</b>	<b>3,442,793</b>	<b>3,144,048</b>
<b>Net (expenditure)/ income</b>		<b>(495,269)</b>	<b>15,159</b>	<b>(480,110)</b>	<b>62,283</b>
Transfers between funds	21	3,292	(3,292)	-	-
<b>Net movement in funds before other recognised gains/ (losses)</b>		<b>(491,977)</b>	<b>11,867</b>	<b>(480,110)</b>	<b>62,283</b>
<b>Other recognised gains/(losses):</b>					
Actuarial gains/ (losses) on defined benefit pension schemes		(202,000)	-	(202,000)	(82,000)
<b>Net movement in funds</b>		<b>(693,977)</b>	<b>11,867</b>	<b>(682,110)</b>	<b>(19,717)</b>

**STATEMENT OF FINANCIAL ACTIVITIES**  
*FOR THE YEAR ENDED 31 JULY 2020*

---

	Unrestricted funds 2020	Restricted funds 2020	Total funds 2020	Total funds 2019
<b>Reconciliation of funds:</b>	£	£	£	£
Total funds brought forward	(1,512,505)	64,543	(1,447,962)	(1,428,245)
Net movement in funds	(693,977)	11,867	(682,110)	(19,717)
<b>Total funds carried forward</b>	<b>(2,206,482)</b>	<b>76,410</b>	<b>(2,130,072)</b>	<b>(1,447,962)</b>

The Statement of Financial Activities includes all gains and losses recognised in the year.

---

**SHEFFIELD HALLAM UNIVERSITY STUDENTS' UNION**

---

**BALANCE SHEET**  
*AS AT 31 JULY 2020*

---

	Note	2020 £	2019 £
<b>Fixed assets</b>			
Tangible assets	16	86,360	124,668
		<b>86,360</b>	124,668
<b>Current assets</b>			
Stocks	17	30,037	34,644
Debtors	18	37,304	46,327
Cash at bank and in hand		1,046,387	685,566
		<b>1,113,728</b>	766,537
Creditors: amounts falling due within one year	19	(562,586)	(391,884)
<b>Net current assets</b>		<b>551,142</b>	374,653
<b>Total assets less current liabilities</b>		<b>637,502</b>	499,321
Creditors: amounts falling due after more than one year: SUSS pension deficit	20	(2,472,574)	(1,876,283)
<b>Net liabilities excluding pension liability</b>		<b>(1,835,072)</b>	(1,376,962)
Defined benefit pension scheme liability	27	(295,000)	(71,000)
<b>Total net assets</b>		<b>(2,130,072)</b>	(1,447,962)
<b>Charity funds</b>			
Restricted funds	21	76,410	64,543
Unrestricted funds	21	(2,206,482)	(1,512,505)
<b>Total funds</b>		<b>(2,130,072)</b>	(1,447,962)

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

Oliver Coppard

Oliver Coppard (Dec 18, 2020 12:10 GMT)

**Oliver Coppard**

(Trustee)

Date: Dec 18, 2020

The notes on pages 24 to 54 form part of these financial statements.



**STATEMENT OF CASH FLOWS**  
*FOR THE YEAR ENDED 31 JULY 2020*

---

	<b>Note</b>	<b>2020 £</b>	<b>2019 £</b>
<b>Cash flows from operating activities</b>			
Net cash provided by operating activities	24	<b>481,809</b>	257,222
<b>Cash flows from investing activities</b>			
Bank interest		<b>9,038</b>	3,968
Purchase of tangible fixed assets		-	(16,858)
<b>Net cash provided by/(used in) investing activities</b>		<b>9,038</b>	<b>(12,890)</b>
<b>Cash flows from financing activities</b>			
Pension deficit contributions		<b>(130,026)</b>	(123,837)
<b>Net cash used in financing activities</b>		<b>(130,026)</b>	<b>(123,837)</b>
<b>Change in cash and cash equivalents in the year</b>		<b>360,821</b>	<b>120,495</b>
Cash and cash equivalents at the beginning of the year		<b>685,566</b>	565,071
<b>Cash and cash equivalents at the end of the year</b>	25	<b>1,046,387</b>	685,566

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2020

---

**1. Accounting policies**

**1.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

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

The financial statements have been prepared in £ sterling which is the functional currency of the Union and rounded to the nearest £1.

**1.2 Going concern**

The Board of Trustees consider that the organisation is a going concern on the basis of the continued support from Sheffield Hallam University.

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future.

A conservative forecast has been created, and challenged, to ensure the financial viability of the organisation to the end of the 2021 calendar year. This specifically looked at the likely on-going impacts of the pandemic, both from a student service and financial sustainability perspective. The direct impacts financially are net positive, as activities being provided digitally tend to cost less than face-to-face ones and a lower usage of the Students' Union building has generated some cost savings. The single biggest threat to the Union's position is a material cut in the block grant from SHU, which may be an indirect impact of the pandemic if it affects future student numbers and university income, and this has been stress-tested in the above forecast. After review, it was concluded that the Union can continue to provide its services safely and still be financially viable for this period. For this reason they continue to adopt the going concern basis in preparing the financial statements.

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2020

---

**1. Accounting policies (continued)**

**1.3 Income**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donated services or facilities are recognised when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time of the Friends is not recognised and refer to the Trustees' report for more information about their contribution.

On receipt, donated professional services and facilities are recognised on the basis of the value of the gift to the charity which is the amount it would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2020

---

**1. Accounting policies (continued)**

**1.4 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on raising funds includes all expenditure incurred by the charity to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

**1.5 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

**1.6 Tangible fixed assets and depreciation**

Tangible fixed assets costing £1,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, .

Depreciation is provided on the following bases:

Building improvements	- 3 - 10 years
Fixtures and fittings	- 3 - 10 years

**1.7 Stocks**

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2020

---

**1. Accounting policies (continued)**

**1.8 Debtors**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**1.9 Cash at bank and in hand**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**1.10 Liabilities and provisions**

Liabilities and provisions are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

**1.11 Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**1.12 Operating leases**

Rentals paid under operating leases are charged to the Statement of financial activities on a straight line basis over the lease term.

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2020

---

**1. Accounting policies (continued)**

**1.13 Pensions**

The 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. As a consequence, no share of the underlying assets and liabilities can be directly attributed to the Union. Under the terms of FRS102, in these circumstances contributions are accounted for as if the Scheme were a defined contribution scheme based on actual contributions paid through the year. The present value of the Union's deficit contribution is recognised as a liability in accordance with Charities SORP (FRS102).

The Union also contributes to defined contribution pension schemes for its employees. The pension charge represents the amounts payable by the company to the fund in respect of the year.

The Union also has one member remaining in the SYPA defined benefit scheme. A liability for the charity's obligations under the plan is recognised net of plan assets. The net change in the net defined benefit liability is recognised as the cost of the defined benefit plan during the period. Pension plan assets are measured at fair value and the defined benefit obligation is measured on an actuarial basis using the projected unit method. The pension charge is based on a full actuarial valuation dated 31 July 2020.

**1.14 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

**1.15 Employee benefits**

The cost of short-term employee benefits are recognised as a liability and an expense.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

---

**NOTES TO THE FINANCIAL STATEMENTS**  
*FOR THE YEAR ENDED 31 JULY 2020*

---

**2. Critical accounting estimates and areas of judgment**

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The Union makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below:

(i) SUSS and SYPA pension deficits

The Union is committed to provide deficit funding to the Students' Union Superannuation Pension Scheme, of which it is a contributing employer, and the SYPA defined benefit scheme.

Under Charities SORP FRS 102, the present value of the future deficit contributions is recognised. The calculation of the present value of the future deficit contributions is subject to an assumption of a discount rate. The discount rate used is determined by reference to market yields on high quality corporate bonds.

(ii) Support costs

Staffing and administration support costs are allocated across the various activities of the Union. Support costs are allocated on the basis set out in note 10 to the accounts.

**3. Income from donations and legacies**

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Block grant	2,458,373	-	<b>2,458,373</b>	2,458,407
Other grants	11,633	4,000	<b>15,633</b>	16,500
	<u>2,470,006</u>	<u>4,000</u>	<u><b>2,474,006</b></u>	<u>2,474,907</u>
Total 2019	<u>2,470,907</u>	<u>4,000</u>	<u>2,474,907</u>	

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2020

4. Income from charitable activities

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Shop sales	54,292	-	54,292	103,023
NUS Extra cards	6,180	-	6,180	28,504
Bar sales	78,059	-	78,059	127,023
Catering	117,065	-	117,065	158,247
Events	31,727	-	31,727	82,825
Clubs & societies	-	109,717	109,717	154,204
Other	9,857	1,300	11,157	12,130
Volunteering	86	-	86	1,000
<b>Total 2020</b>	<b>297,266</b>	<b>111,017</b>	<b>408,283</b>	<b>666,956</b>
Total 2019	512,752	154,204	666,956	

5. Income from other trading activities

Income from fundraising events

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Welcome week	16,038	-	16,038	18,430
Advertising	34,435	-	34,435	18,125
Book club	88	1,912	2,000	-
	50,561	1,912	52,473	36,555
Total 2019	36,555	-	36,555	



NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2020

---

6. Investment income

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Investment income	9,038	<b>9,038</b>	3,968
Pension income	-	-	1,000
	<u>9,038</u>	<u><b>9,038</b></u>	<u>4,968</u>
Total 2019	<u>4,968</u>	<u>4,968</u>	

7. Other incoming resources

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Commission	18,816	<b>18,816</b>	21,971
Other	67	<b>67</b>	974
	<u>18,883</u>	<u><b>18,883</b></u>	<u>22,945</u>
Total 2019	<u>22,945</u>	<u>22,945</u>	

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2020

8. Expenditure on raising funds

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Voluntary fundraising	5,291	<b>5,291</b>	4,966
Commercial activities	17,213	<b>17,213</b>	13,182
Wages and salaries	42,728	<b>42,728</b>	41,213
Employers NI	3,735	<b>3,735</b>	3,436
Pension costs	1,709	<b>1,709</b>	1,946
	<hr/>	<hr/>	<hr/>
	70,676	<b>70,676</b>	64,743
	<hr/>	<hr/>	<hr/>
Total 2019	64,743	64,743	
	<hr/>	<hr/>	

	Direct costs 2020 £	Support costs 2020 £	Total funds 2020 £	Total funds 2019 £
Voluntary fundraising	3,155	2,136	<b>5,291</b>	4,966
Commercial activities	5,187	12,026	<b>17,213</b>	13,182
Wages and salaries	42,728	-	<b>42,728</b>	41,213
Employers NI	3,735	-	<b>3,735</b>	3,436
Pension costs	1,709	-	<b>1,709</b>	1,946
	<hr/>	<hr/>	<hr/>	<hr/>
	56,514	14,162	<b>70,676</b>	64,743
	<hr/>	<hr/>	<hr/>	<hr/>
Total 2019	51,973	12,770	64,743	
	<hr/>	<hr/>	<hr/>	

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2020

8. Expenditure on raising funds (continued)

Analysis of fundraising support costs

	Voluntary fundraising 2020 £	Commercial activities 2020 £	Total funds 2020 £	Total funds 2019 £
Insurance	478	478	956	1,016
NUS affiliation	1,200	1,200	2,400	2,296
Marketing and promotional	5	5,160	5,165	3,858
Executive costs	300	180	480	1,632
IT	-	2,711	2,711	829
Legal and Finance	-	1,268	1,268	300
Office support	46	584	630	54
VAT recovery	-	-	-	(353)
Depreciation	-	306	306	304
Repairs and maintenance	107	139	246	-
Pension finance costs	1,817	1,817	3,634	2,834
<b>Total 2020</b>	<b>2,136</b>	<b>12,026</b>	<b>14,162</b>	12,770
Total 2019	4,120	8,650	12,770	

The support costs detailed above are allocated dependent upon the nature of the expenditure. Insurance costs and pension finance costs are allocated on CR weighting. NUS affiliation, IT, finance, office support, repairs and maintenance and legal and professional costs are all allocated on NUS weighting. Training and development costs and recruitment costs are allocated on HR weighting. Marketing and promotional costs are allocated on marketing weighting. Executive costs are allocated on executive weighting. Depreciation is allocated to the activity to which it relates.

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2020

---

9. Analysis of expenditure on charitable activities

*Summary by fund type*

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Media	10,327	-	<b>10,327</b>	9,345
Student Voice	673,644	4,904	<b>678,548</b>	765,118
Activities & development, volunteering	616,886	-	<b>616,886</b>	623,250
Bars & kitchens	543,499	-	<b>543,499</b>	648,761
Shops	210,870	-	<b>210,870</b>	265,247
Entertainment	156,701	-	<b>156,701</b>	163,224
Clubs & societies	340,096	96,866	<b>436,962</b>	529,029
Governance costs (note 11)	71,713	-	<b>71,713</b>	68,331
Pension costs	22,000	-	<b>22,000</b>	7,000
	<hr/> 2,645,736	<hr/> 101,770	<hr/> <b>2,747,506</b>	<hr/> 3,079,305
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
Total 2019	<hr/> 2,926,427	<hr/> 152,878	<hr/> 3,079,305	
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2020

10. Analysis of expenditure by activities

	Activities undertaken directly 2020 £	Support costs 2020 £	Total funds 2020 £	Total funds 2019 £
Media	7,373	2,954	<b>10,327</b>	9,345
Student Voice	593,869	84,679	<b>678,548</b>	765,118
Activities & development, volunteering	528,731	88,155	<b>616,886</b>	623,250
Bars & kitchens	463,816	79,683	<b>543,499</b>	648,761
Shops	175,398	35,472	<b>210,870</b>	265,247
Entertainment	125,657	31,044	<b>156,701</b>	163,224
Clubs & societies	381,039	55,923	<b>436,962</b>	529,029
Governance costs (note 10)	38,857	32,856	<b>71,713</b>	68,331
Activity 9	22,000	-	<b>22,000</b>	7,000
	<u>2,336,740</u>	<u>410,766</u>	<u><b>2,747,506</b></u>	<u>3,079,305</u>
	<u>2,690,916</u>	<u>388,389</u>	<u>3,079,305</u>	
Total 2019				

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2020

10. Analysis of expenditure by activities (continued)

Analysis of support costs

	Media 2020 £	Student Voice 2020 £	Activities & development, 2020 £	Bars & kitchens 2020 £	Shops 2020 £
Depreciation	33	1,530	1,062	17,789	3,818
Insurance	239	4,776	8,060	3,582	1,194
NUS affiliation	600	12,000	18,000	9,000	3,000
Training and development	-	6,207	2,466	1,003	890
Recruitment	-	157	62	25	22
Marketing and promotional	688	15,217	12,193	2,807	1,720
Executive costs	-	2,219	1,199	60	60
IT	252	7,058	6,050	10,925	10,925
Finance	-	1,235	1,235	3,250	3,250
Office support	79	5,106	4,736	4,459	538
Repairs and maintenance	20	2,258	1,375	10,848	4,245
Legal and professional	134	8,743	4,457	2,305	1,266
VAT recovery	-	-	-	-	-
SUSS pension finance cost	909	18,173	27,260	13,630	4,544
<b>Total 2020</b>	<b>2,954</b>	<b>84,679</b>	<b>88,155</b>	<b>79,683</b>	<b>35,472</b>
Total 2019	2,096	90,910	76,629	75,102	34,711

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2020

10. Analysis of expenditure by activities (continued)

Analysis of support costs (continued)

	Entertainmen t 2020 £	Clubs & societies 2020 £	Governance costs (note 12) 2020 £	Total funds 2020 £	Total funds 2019 £
Depreciation	5,972	7,708	90	38,002	45,492
Insurance	1,194	2,388	2,388	23,821	24,365
NUS affiliation	3,000	6,000	6,000	57,600	55,090
Training and development	702	1,612	-	12,880	37,295
Recruitment	18	41	-	325	1,091
Marketing and promotional	1,762	5,184	3	39,574	21,861
Executive costs	300	1,499	180	5,517	18,773
IT	7,631	5,594	1,242	49,677	40,634
Finance	2,210	1,170	13,604	25,954	26,482
Office support	1,403	1,270	95	17,686	13,852
Repairs and maintenance	1,108	11,678	167	31,699	28,828
Legal and professional	1,201	2,692	-	20,798	23,923
VAT recovery	-	-	-	-	(17,322)
SUSS pension finance cost	4,543	9,087	9,087	87,233	68,025
<b>Total 2020</b>	<b>31,044</b>	<b>55,923</b>	<b>32,856</b>	<b>410,766</b>	<b>388,389</b>
Total 2019	25,650	54,171	29,120	388,389	

The support costs detailed above are allocated dependent upon the nature of the expenditure. Insurance costs and pension finance costs are allocated on CR weighting. NUS affiliation, IT, finance, office support, repairs and maintenance and legal and professional costs are all allocated on NUS weighting. Training and development costs and recruitment costs are allocated on HR weighting. Marketing and promotional costs are allocated on marketing weighting. Executive costs are allocated on executive weighting. Depreciation is allocated to the activity to which it relates.

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2020

**11. Support costs**

	2020 £	2019 £
Fundraising support costs	14,162	12,770
Charitable activities support costs	410,766	388,389
	<u>424,928</u>	<u>401,159</u>

**12. Governance costs**

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Auditor's remuneration (note 13)	13,170	13,170	11,759
Governance costs	58,543	58,543	56,572
	<u>71,713</u>	<u>71,713</u>	<u>68,331</u>
Total 2019	<u>68,331</u>	<u>68,331</u>	

**13. Auditor's remuneration**

The auditor's remuneration amounts to an audit fee of £13,170 (2019 - £11,759).

**14. Staff costs**

	2020 £	2019 £
Wages and salaries	1,361,876	1,672,780
Social security costs	120,063	127,613
Contribution to defined contribution pension schemes	52,355	57,137
Operating costs of defined benefit pension schemes	34,000	21,000
	<u>1,568,294</u>	<u>1,878,530</u>



---

**NOTES TO THE FINANCIAL STATEMENTS**  
*FOR THE YEAR ENDED 31 JULY 2020*

---

**14. Staff costs (continued)**

The average number of persons employed by the charity during the year was as follows:

	<b>2020 No.</b>	<b>2019 No.</b>
Trading Operations: Permanent staff	<b>7</b>	8
Trading Operations: Temporary staff	<b>4</b>	4
Student Services: Permanent staff	<b>49</b>	53
Other	<b>2</b>	3
	<b>62</b>	68

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	<b>2020 No.</b>	<b>2019 No.</b>
In the band £60,001 - £70,000	<b>1</b>	1

The total remuneration and benefits received by key management personnel, including employers NI and pension, were £366,362 (2019: £350,195). The Union consider senior management personnel to be the Chief Executive Officer, and the Directors of Resources, CRM, Digital & Brand Strategy, Policy & Involvement and the Sabbatical Officers.

**15. Trustees' remuneration and expenses**

Each of the five sabbatical officers received £18,654 (2019: £17,975) for the year, as authorised in 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, discussion with MP's and also organising and supporting student volunteers and service provision for them.

During the year, no Trustees received any other benefits (2019 - £NIL).

During the year ended 31 July 2020, expenses totalling £607 were reimbursed or paid directly to 1 Trustee (2019 - £795 to 1 Trustee).

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2020

16. Tangible fixed assets

	Building improvements £	Fixtures and fittings £	Total £
<b>Cost or valuation</b>			
At 1 August 2019	242,145	473,217	715,362
At 31 July 2020	242,145	473,217	715,362
<b>Depreciation</b>			
At 1 August 2019	211,798	378,896	590,694
Charge for the year	8,212	30,096	38,308
At 31 July 2020	220,010	408,992	629,002
<b>Net book value</b>			
At 31 July 2020	22,135	64,225	86,360
At 31 July 2019	30,347	94,321	124,668

17. Stocks

	2020 £	2019 £
Finished goods and goods for resale	30,037	34,644

18. Debtors

	2020 £	2019 £
Trade debtors	3,962	6,989
Other debtors	175	208
Prepayments and accrued income	33,167	39,130
	37,304	46,327

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2020

---

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

	2020 £	2019 £
SUSS defined benefit scheme funding deficit liability (note 27)	84,449	95,287
Trade creditors	42,216	42,604
Other taxation and social security	31,520	38,167
Other creditors	85,135	62,609
Accruals and deferred income	319,266	153,217
	<b>562,586</b>	<b>391,884</b>
	<b>2020 £</b>	<b>2019 £</b>
<b>Deferred income</b>		
Deferred income at 1 August 2019	10,565	6,878
Resources deferred during the year	208,974	10,565
Amounts released from previous periods	(10,565)	(6,878)
	<b>208,974</b>	<b>10,565</b>

Income has been deferred where income relates to events and activities which have not been carried out at the year end.

**20. Creditors: Amounts falling due after more than one year**

	2020 £	2019 £
SUSS defined benefit scheme funding deficit loan (note 27)	<b>2,472,574</b>	1,876,283

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2020

21. Statement of funds

Statement of funds - current year

	Balance at 1 August 2019 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 July 2020 £
<b>Unrestricted funds</b>						
<b>Designated funds</b>						
Hardship fund	2,000	-	-	-	-	2,000
Black History month	603	-	-	-	-	603
Student societies funding	3,901	-	-	1,964	-	5,865
Social Entrepreneurs	1,428	-	-	-	-	1,428
Housing fair	9,255	9,857	(2,533)	-	-	16,579
Sheffield Student Sustain	402	-	-	-	-	402
Strategic plan - Digital Transformation project	-	-	-	200,000	-	200,000
Strategic plan - other	-	-	-	125,000	-	125,000
Inclusivity Fund	-	-	-	20,000	-	20,000
	<b>17,589</b>	<b>9,857</b>	<b>(2,533)</b>	<b>346,964</b>	<b>-</b>	<b>371,877</b>
<b>General funds</b>						
Unrestricted funds	512,477	2,835,897	(2,601,012)	(473,698)	-	273,664
Pension reserve - SYPA	(71,000)	-	(22,000)	-	(202,000)	(295,000)
Pension reserve - SUSS	(1,971,571)	-	(715,478)	130,026	-	(2,557,023)
	<b>(1,530,094)</b>	<b>2,835,897</b>	<b>(3,338,490)</b>	<b>(343,672)</b>	<b>(202,000)</b>	<b>(2,578,359)</b>
<b>Total Unrestricted funds</b>	<b>(1,512,505)</b>	<b>2,845,754</b>	<b>(3,341,023)</b>	<b>3,292</b>	<b>(202,000)</b>	<b>(2,206,482)</b>

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2020

21. Statement of funds (continued)

*Statement of funds - current year (continued)*

	Balance at 1 August 2019 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 July 2020 £
<b><i>Restricted funds</i></b>						
Clubs and Societies	49,740	109,717	(96,866)	(2,998)	-	59,593
Bright Ideas project	294	-	-	(294)	-	-
Burgulary reduction campaign and community projects	1,757	-	-	-	-	1,757
NUS Conference	3,631	-	-	-	-	3,631
Development funds	4,170	-	-	-	-	4,170
Nightline	4,951	4,000	(4,046)	-	-	4,905
Book club	-	1,912	-	-	-	1,912
Black History Month (SHU)	-	1,300	(858)	-	-	442
	64,543	116,929	(101,770)	(3,292)	-	76,410
<b><i>Total of funds</i></b>	<b>(1,447,962)</b>	<b>2,962,683</b>	<b>(3,442,793)</b>	<b>-</b>	<b>(202,000)</b>	<b>(2,130,072)</b>

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2020

21. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 August 2018 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 July 2019 £
<b>Unrestricted funds</b>						
<b>Designated funds</b>						
Hardship fund	2,000	-	-	-	-	2,000
Black History month	4,000	-	(3,397)	-	-	603
Student placements	2,500	-	-	(2,500)	-	-
Student societies funding	2,867	1,034	-	-	-	3,901
Social Entrepreneurs	1,428	-	-	-	-	1,428
Housing fair	7,275	12,130	(10,150)	-	-	9,255
Sheffield Student Sustain	-	-	-	402	-	402
	20,070	13,164	(13,547)	(2,098)	-	17,589
<b>General funds</b>						
Unrestricted funds	502,115	3,034,963	(2,900,764)	(123,837)	-	512,477
Pension reserve - SYPA	17,000	-	(6,000)	-	(82,000)	(71,000)
Pension reserve - SUSS	(2,024,549)	-	(70,859)	123,837	-	(1,971,571)
	(1,505,434)	3,034,963	(2,977,623)	-	(82,000)	(1,530,094)
<b>Total Unrestricted funds</b>	(1,485,364)	3,048,127	(2,991,170)	(2,098)	(82,000)	(1,512,505)

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2020

21. Statement of funds (continued)

*Statement of funds - prior year (continued)*

	Balance at 1 August 2018 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 July 2019 £
<b><i>Restricted funds</i></b>						
Clubs and Societies	43,694	154,204	(148,158)	-	-	49,740
Bright Ideas project	294	-	-	-	-	294
Social Entrepreneurs	402	-	-	(402)	-	-
Burglary reduction campaign and community projects	1,757	-	-	-	-	1,757
Grad Intern Support	-	-	(2,500)	2,500	-	-
NUS Conference	3,913	-	(282)	-	-	3,631
Development funds	4,170	-	-	-	-	4,170
Nightline	2,889	4,000	(1,938)	-	-	4,951
	<u>57,119</u>	<u>158,204</u>	<u>(152,878)</u>	<u>2,098</u>	<u>-</u>	<u>64,543</u>
<b>Total of funds</b>	<u>(1,428,245)</u>	<u>3,206,331</u>	<u>(3,144,048)</u>	<u>-</u>	<u>(82,000)</u>	<u>(1,447,962)</u>

**Designated funds:**

**Hardship fund** represents funds allocated to allow poorer students to join societies with high subscriptions and fees.

**Black history month** represents monies to part-finance campaigns and events aimed at celebration and higher inclusiveness for ethnic minority students.

**Student societies** funding represents funds of dormant societies.

**Social entrepreneurs** represents funding for student business ventures.

**Housing fair** represents net Income from Housing Fairs, designated to be used on similar events.

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2020

---

**Sheffield student** sustain represents funds designated for students' green projects.

**Student placements** represent monies allocated to pay for placements who were part way through their contract at year-end.

**Strategic Plan - Digital Transformation project** represents funds allocated to fund a new digital strategy, a key part of the new organisational Strategy.

**Strategic Plan - Other** is to fund a restructure of the organisation to better support the new Strategy.

**Inclusivity Fund** represents funds to support inclusivity of under-represented groups.

**Restricted funds:**

**Clubs & Societies** represents monies raised for the purpose of furthering their particular activity.

**Bright ideas projects** represents monies to support student-led social enterprises and community projects.

**Arts & Communities** represents monies held for the Nightline project and burglary reduction campaign. Funds for the burglary reduction campaign represents monies held for future campaigning to help prevent burglaries amongst student communities.

**NUS Conference** funds represents monies to deliver projects relating to hate crimes.

**Development funds** represents monies received for the development of societies and SHU Media.

**Housing fair** represents monies held for annual housing fairs to raise awareness amongst students of their housing rights and the SNUG landlord scheme.

**Book Club** to support student involvement in school reading projects.

**Black History Month** fund to part-finance campaigns and events aimed at celebration and higher inclusiveness for ethnic minority students.

**Social entrepreneurs** represents monies for to be paid to support students setting up social enterprises.

**Grad Intern support** represents funds received for additional Grad Intern support for democracy and diversity.

**Transfers between funds:**

£3,292 of transfers out of restricted funds represents Clubs and Societies and Bright Ideas project.

£130,026 represents contributions made to the SUSS pension scheme out of unrestricted funds.

£325,000 transfers out of unrestricted funds represents Strategic Plan.

£20,000 transfers out of unrestricted funds represents Inclusivity Fund.



NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2020

22. Summary of funds

Summary of funds - current year

	Balance at 1 August 2019 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 July 2020 £
Designated funds	17,589	9,857	(2,533)	346,964	-	371,877
General funds	(1,530,094)	2,835,897	(3,338,490)	(343,672)	(202,000)	(2,578,359)
Restricted funds	64,543	116,929	(101,770)	(3,292)	-	76,410
	<b>(1,447,962)</b>	<b>2,962,683</b>	<b>(3,442,793)</b>	<b>-</b>	<b>(202,000)</b>	<b>(2,130,072)</b>

Summary of funds - prior year

	Balance at 1 August 2018 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 July 2019 £
Designated funds	20,070	13,164	(13,547)	(2,098)	-	17,589
General funds	(1,505,434)	3,034,963	(2,977,623)	-	(82,000)	(1,530,094)
Restricted funds	57,119	158,204	(152,878)	2,098	-	64,543
	<b>(1,428,245)</b>	<b>3,206,331</b>	<b>(3,144,048)</b>	<b>-</b>	<b>(82,000)</b>	<b>(1,447,962)</b>

23. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	86,360	-	86,360
Current assets	1,037,318	76,410	1,113,728
Creditors due within one year	(562,586)	-	(562,586)
Creditors due in more than one year	(2,472,574)	-	(2,472,574)
Provisions for liabilities and charges	(295,000)	-	(295,000)
<b>Total</b>	<b>(2,206,482)</b>	<b>76,410</b>	<b>(2,130,072)</b>

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2020

23. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior period

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £
Tangible fixed assets	124,668	-	124,668
Current assets	701,994	64,543	766,537
Creditors due within one year	{391,884}	-	{391,884}
Creditors due in more than one year	(1,876,283)	-	(1,876,283)
Provisions for liabilities and charges	{71,000}	-	{71,000}
<b>Total</b>	<u><u>{1,512,505}</u></u>	<u><u>64,543</u></u>	<u><u>{1,447,962}</u></u>

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

	2020 £	2019 £
Net income for the period (as per Statement of Financial Activities)	<b>144,501</b>	62,283
Depreciation charges	<b>38,308</b>	45,795
Bank interest	<b>(9,038)</b>	(3,968)
Decrease/(increase) in stocks	<b>4,607</b>	(3,596)
Decrease in debtors	<b>9,023</b>	22,975
Increase in creditors	<b>181,540</b>	56,874
Pension FRS 102 adjustments	<b>112,868</b>	76,859
<b>Net cash provided by operating activities</b>	<u><u><b>481,809</b></u></u>	<u><u>257,222</u></u>

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2020

25. Analysis of cash and cash equivalents

	2020 £	2019 £
Cash in hand	1,046,387	685,566
<b>Total cash and cash equivalents</b>	<b>1,046,387</b>	<b>685,566</b>

26. Analysis of changes in net debt

	At 1 August 2019 £	Cash flows £	At 31 July 2020 £
Cash at bank and in hand	685,566	360,821	1,046,387
	<b>685,566</b>	<b>360,821</b>	<b>1,046,387</b>

27. Pension commitments

The charity operates a defined benefit local 'South Yorkshire Pension Fund'.

Principal actuarial assumptions at the Balance sheet date (expressed as weighted averages):

	At 31 July 2020 %	At 31 July 2019 %
Discount rate at 31 July	1.5	2.1
Future salary increases	3.55	3.45
Future pension increases	2.4	2.3
Inflation rate	2.3	2.2
	<b>At 31 July 2020 Years</b>	<b>At 31 July 2019 Years</b>
Mortality rates (in years)		
- for a male aged 65 now	22.4	23.1
- at 65 for a male aged 45 now	23.9	25.3
- for a female aged 65 now	25.2	25.9
- at 65 for a female aged 45 now	27.1	28.3

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2020

---

**27. Pension commitments (continued)**

The charity's share of the assets in the scheme was:

	At 31 July 2020 £	At 31 July 2019 £
Equities	499,000	541,000
Government bonds	168,000	148,000
Other bonds	96,000	75,000
Property	91,000	90,000
Cash / liquidity	44,000	33,000
Other	181,000	147,000
<b>Total fair value of assets</b>	<b>1,079,000</b>	<b>1,034,000</b>

The actual return on scheme assets was £(11,000) (2019 - £76,000).

The amounts recognised in the Statement of financial activities are as follows:

	2020 £	2019 £
Current service cost	24,000	21,000
Past service cost	10,000	-
Expected return on scheme assets	(21,000)	(28,000)
Interest on obligation	22,000	27,000
<b>Total amount recognised in the Statement of financial activities</b>	<b>35,000</b>	<b>20,000</b>

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2020

**27. Pension commitments (continued)**

Movements in the present value of the defined benefit obligation were as follows:

	2020 £	2019 £
Opening defined benefit obligation	1,105,000	960,000
Current service cost	24,000	21,000
Interest cost	22,000	27,000
Contributions by scheme participants	6,000	6,000
Benefits / transfers paid	(47,000)	(39,000)
Actuarial (gains) / losses	254,000	130,000
Past service costs	10,000	-
<b>Closing defined benefit obligation</b>	<b>1,374,000</b>	<b>1,105,000</b>

Movements in the fair value of the charity's share of scheme assets were as follows:

	2020 £	2019 £
Opening fair value of scheme assets	1,034,000	977,000
Expected return on assets	21,000	28,000
Actuarial gains/(losses)	52,000	48,000
Contributions by scheme participants	6,000	6,000
Benefits / transfers paid	(47,000)	(39,000)
Employer contributions	13,000	14,000
<b>Closing fair value of scheme assets</b>	<b>1,079,000</b>	<b>1,034,000</b>

	2020 £	2019 £
Closing defined benefit obligation	(1,374,000)	(1,105,000)
Closing fair value of scheme assets	1,079,000	1,034,000
<b>Pension scheme deficit at 31 July 2020</b>	<b>(295,000)</b>	<b>(71,000)</b>

The cumulative amount of actuarial gains and losses recognised in the Statement of Financial Activities was £202,000 loss (2019: £82,000 loss).

The Union expects to contribute £14,252 in 2020.

**NOTES TO THE FINANCIAL STATEMENTS**  
*FOR THE YEAR ENDED 31 JULY 2020*

---

The 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.

The most recent valuation of the Scheme was carried out as at 30 June 2019 and showed that the market value of the Scheme's assets was £119.1m 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 £140.9m.

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 2019:-

The investment return would be 4.3% per annum before retirement and 2.3% per annum after retirement

Pensions accruing on the CARE basis would revalue at 3.5% per annum.

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

The 2019 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 9 months ending August 2035 and will increase by 21.5% in 2021/22 and 5% each remaining 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 2020 and will be formally reviewed following completion of the next valuation due with an effective date of 30 June 2022. Surpluses or deficits which arise at future valuations will also impact on the Union's future contribution commitment. In addition to the above contributions, the Union also pays its share of the Scheme's levy to the Pension Protection Fund.

Under FRS102 the Union is required to recognise as a liability the present value of its agreed share of future deficit contributions. Finance costs are recognised as the present value unwinds.

The total contributions paid into the Scheme by Sheffield Hallam University Students' Union in respect of eligible employees for the year ended 31 July 2020 amounted to £130,026 (2019: £123,837). The amount owed by Sheffield Hallam University Students' Union in respect of future contributions at the year end was £2,557,023 (2019: £1,971,570). The amounts due within one year are £84,449 (2019: £95,287).

The Union participates in the NUS Pension Scheme, a defined contribution pension scheme. The assets of the scheme are held separately from those of the Union in an independently administered fund. The pension costs charged represents contributions payable by the Union to the fund and amounted to £52,355 (2019: £57,137). There are unpaid contributions of £1,920 (2019: £364) at the year end and included within other creditors in note 18 to the financial statements.

**NOTES TO THE FINANCIAL STATEMENTS**  
*FOR THE YEAR ENDED 31 JULY 2020*

---

**28. Operating lease commitments**

At 31 July 2020 the charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	<b>2020</b>	2019
	<b>£</b>	£
Not later than 1 year	<b>155,270</b>	156,001

**29. Related party transactions**

The following are considered to be related parties for the reasons stated. The transactions with these related parties are set out below.

**Sheffield Hallam University**

The Union is in the receipt of a block grant from Sheffield Hallam University of £2,458,373 (2019: £2,458,407). It also purchased services from the University of £360,809 (2019: £425,453) and provided services to the University of £33,771 (2019: £135,398). At the year-end a balance of £30,416 (2019: £1,802) is included within trade creditors and a balance of £1,200 (2019: £2,457) is included within trade debtors. Included in the purchases figure is the annual rent charged to the Union during the year totalling £160,948 (2019: £160,948), for occupation and use of the HUBS building.

**The Board of Trustees**

The elected officers of the Board of Trustees receive remuneration for their services as provided for within the Constitution. The aggregate amount payable under such contracts in the 12 month period was £93,271 (2019: £89,875).

**Rocca Creative Thinking Limited**

One of the Trustees, M Rocca, is the CEO of Rocca Creative Thinking Limited. During the year purchases of £13,920 (2019: £nil) were made from the company.

**30. Controlling party**

The Union is controlled by the Board of Trustees. The ultimate control of the Union is vested under the constitution in the membership in General Meetings. As such no single person or entity controls the Union as defined by Financial Reporting Standard 102.

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2020

---

**31. Affiliations**

	<b>2020</b>	2019
	<b>£</b>	£
Advice UK	<b>1,973</b>	1,968
Information Commissioners Office	<b>35</b>	35
National Association of Student Money Advisers	-	120
National Union of Students Charitable Services	-	192
National Union of Students Services Limited	-	120
National Union of Students	<b>60,000</b>	58,370
Student Scout & Guide Organisation	<b>47</b>	43
Yorkshire & Humber Employers Association	<b>162</b>	165
<b>Total Affiliations</b>	<b>62,217</b>	61,013