

Charity registration number: 1159461

Bishop Grosseteste University Students' Union

Trustees Report and Financial Statements
for the Year Ended 31 July 2020

Saul Fairholm Limited
12 Tentercroft Street
Lincoln
LN5 7DB

Bishop Grosseteste University Students' Union

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The following page does not form part of the statutory financial statements:

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Bishop Grosseteste University Students' Union
Reference and Administrative Details

Charity name	Bishop Grosseteste University Students' Union
Trustees	Mr S Thompson, Trustee & Co-Chair Rev'd Cannon M A Whitehead, Trustee Miss K Hempenstall, Trustee Dr C Thomson, Trustee Mr A Foster, Trustee & Co-Chair Mrs S Mattham, Trustee Mr B Walder, Trustee Mr J Fane, Trustee Mr A Hall, Trustee Mr J O'Donoghue, Trustee
Charity registration number	1159461
Principal office	Bishop Grosseteste University, Longdales Road, Lincoln, LN1 3DY
Independent Examiner	Saul Fairholm Limited 12 Tentercroft Street Lincoln LN5 7DB

Bishop Grosseteste University Students' Union Trustees' Report

The Trustees present their annual report together with the audited financial statements of Bishop Grosseteste University Students' Union for the year 1 August 2019 to 31 July 2020.

OBJECTIVES AND ACTIVITIES

A. Policies and objectives

The Trustees have given due consideration to Charity Commission published guidance on the public benefit when reviewing the charities aims and objectives in planning future activities.

We have completed our first strategic plan. This was launched during July 2016 and prioritises the key themes for the Union over the next four years.

We aim to advance the education of students at BGU for the public benefit by:

- a) Promoting the interest and welfare of students at BGU during their course of study and representing, supporting and advising students;
- b) Being the recognised representative channel between students and BGU and any other organisation outside BGU;
- c) Providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of our students.

In 2019, we said that BGSU would:

- 1) The SU want to reopen the bar in the SU building, so students can have a bar on campus that we can run some of our events in. Not only will this increase the experience and satisfaction from our current students but will also act as a recruitment draw to prospective students on open days and offer holder days.
- 2) We would like to look at the viability of joining NUS commercial and offering the sale of sandwiches, drinks and snacks to our students. We believe this can give students a cheaper meal alternative on campus and will benefit the student experience.
- 3) If successful in joining NUS commercial, we would like to offer a vending solution across campus, so students have 24/7 access to hot drinks that are at a student friendly price. The SU would like to take on the operation of the existing vending machines on campus and look to introducing more vending machines to increase our offer to students.
- 4) If we are successful in joining NUS commercial, we would like to explore merchandise suppliers from the buying consortium, to ascertain if we can generate more income through NUS commercial, rather than having to increase the unit retail price to students.
- 5) We would like to overhaul the elected officer structure, to make our operation more streamline and student focussed. We would also like to increase the number of staff hours to support a new structure.
- 6) We would like to increase our income and look at developing sponsorships in order to increase and improve our service to our members and enhance the student experience.

Bishop Grosseteste University Students' Union

Trustees' Report (continued)

By the end of the financial year in 2020, we have:

1) In partnership with Redmed Ltd, we have opened the bar in the evenings for students and been able to hold events in the bar. One of our trustees has several licenced businesses and his company Redmed offered to run the bar for BGSU at no cost to BGSU but if any profit was created, giving the profit back to BGSU.

Another company was also consulted to look at running of the bar for BGSU, however as the bar didn't have a great deal of profitable potential, they declined to work with us. Our trustee understood the union and wanted to give something back, we were very fortunate he was happy to work with us to provide a bar service that could give profit back to the union, rather than looking at it as a way to generate income for their own company.

2) We joined NUS commercial and being part of the buying consortium, means we can access goods at a significantly reduced price. We were able to sell meal deals, consisting of a sandwich, drink and crisps from £2.69, which has been very popular with students.

3) Being part of the consortium has also meant that we have been able to install a hot drinks vending machine in the students' union and also in the library. These have been really profitable and students have appreciated good value hot drinks being available from the vending machine in the library 24 hours per day on campus. We also took on the contract for 6 soft drinks and confectionary vending machines across campus. These have been successful in generating profit for the SU and complemented the products we sold in the Students' Union.

4) Being part of the NUS buying consortium has also meant that we have been able to purchase branded clothing at a significantly reduced price than we were paying before we joined the consortium. In turn we have been able to keep the same prices for our merchandise and not had to increase the costs into students.

5) By the end of the academic year, we have put a union restructure through student council, that was also approved at this level and then by the board of trustees. The new positions were ready for the February election and almost each position had candidates standing for election and eventually candidates were elected into the new roles ready for the start of their term in office in July 2020.

6) Our Marketing and communications coordinator, developed relationships with several companies and gained a great deal of revenue in sponsorships for the freshers wall planner and also for website advertising. The Marketing and communications coordinator also secured £7k of sponsorship from Sub TV, who are part of the NUS buying consortium, to install new TV's and sound equipment in the union bar.

ACHIEVEMENTS AND PERFORMANCE

A. Risk Management

BGSU are not facing any major strategic, business or operational risks. All our activities are risk assessed to minimise any risks through our activity and appropriate levels of insurance are held. Risk assessments are reviewed annually or as required. Budgetary and internal control risks are minimised by the implementation of procedures for the authorisation of all transactions and projects.

We have a Health and Safety policy in place and a risk register. The Chief Executive Officer has completed an Institute of Occupational Safety and Health (IOSH) 'Managing Safely' course in order to be able to update these documents on an annual basis, once updated, they are then approved by the board of trustees.

Bishop Grosseteste University Students' Union

Trustees' Report (continued)

B. Review of Activities

Here are some of the things we have achieved this year:

We followed our strategic plan and made good progress in many areas. The year has been very operationally challenging, from March onwards due to Covid 19 necessitating a change to virtual learning and a long period of time under a national lockdown.

In the six months of operating before the pandemic, the commercial side of the SU had been very successful. The new meal deals were really popular with students and combined with our vending machine income we generated just under £11,000 of income by this point. In March due to the switch to virtual learning on campus and then the national lockdown, we made the decision to donate the rest of our meal deal stock to the Lincolnshire combined tri services (Ambulance, Police & Fire) headquarters, as at that point in time, it looked unlikely we would be able to open the SU to trade again before the end of the academic year. Due to the ongoing lockdown and restrictions, the SU did not trade for the rest of the financial year.

All external room hire bookings had to be cancelled due to the lockdown and with that meant a loss of room hire revenue. The university also postponed graduation for 2020 graduates to July 2021 and this also meant a loss of revenue for the SU as at graduation we sell a range of branded merchandise to graduating students. We did sell a number of graduation items on line, however it generated only a third of the usual revenue, as the majority of purchases are impulse purchases by parents on the day of graduation.

There was however a great deal of challenges due to the limited company of the institution deciding to close the bar in the student's union, without prior notice to the student body at the beginning of January 2019. The Students Union were quick to respond, especially as the NSS survey was to be launched in a matter of weeks and we did not wish students to go into the survey period in a dissatisfied mindset. With the support of the university, we opened the former bar area as a social hub and spent a small amount of money to improve its appearance and make it a more student friendly space. The social hub was received well and students wished for its opening hours to be increased, past the initial 5pm close time to 9pm. The Students Union also worked with the limited company to ensure students were aware that the bar had been shut and that our events requiring a bar had to be moved to the refectory. Having to move events was exceptionally challenging and we worked with the limited company to ensure that some events could continue to be held in the Students union, as attendance figures were reduced due to the move in venue.

NUS's financial situation meant that rapid turnaround action was required by NUS to continue to be a viable union to represent its members nationally. The SU took part in several meetings and skype sessions, to input into the turnaround work. The President and the CEO went to the NUS strategic conversation event, in order to further understand the situation and to feed into the collective work around prioritising NUS's main objectives, in order to remain financially viable.

Clubs and Societies

At the end of 19/20 we had 305 club/society members over 17 clubs and societies, which is an increase of 30 members and 3 clubs and societies compared to 18/19.

Unfortunately, we did not have a Cathedral Cup competition this academic year. We planned to hold this later in the year to allow more time to promote the completion, however this had to be cancelled due to Covid. Our teams continued to compete in BUCS Leagues and in several local leagues until the national lockdown in March.

Bishop Grosseteste University Students' Union

Trustees' Report (continued)

Student Led Teaching Awards

Despite the challenges that bought up by the pandemic the SU still managed to run a successful remote SU awards which allowed the student body an opportunity to highlight members of staff that have made a positive contribution to their learning. This year we attempted to incorporate the SU awards with a Staff Awards event planned by HR. Unfortunately plans for the staff awards with HR had to be put on hold due to the pandemic.

The SU Awards event had to take place later than usual this year, due the national lockdown. This meant the event was recorded and then went live when restrictions were loosened over the summer. In summary, despite the hurdles that the pandemic bought up we still had a successful event with all awards having more than 1 nomination.

Sports Awards

Unfortunately the sports awards evening, with a formal dinner to celebrate the years sporting achievements, had to be cancelled due to the national lockdown.

Sports Tour

The sports clubs planned a sports tour to Croatia but unfortunately this had to be cancelled due to Covid.

Representation

Course Rep elections again took place online for 1st Years, there were 16 Course Rep positions available and 134 Individual votes were cast. Any remaining 1st year positions that hadn't been filled were dealt with by a paper vote in lectures, alongside any 2nd and 3rd year course rep positions that had become vacant over the summer.

A new addition for 19/20 is 3 Foundation Reps due to the introduction of Foundation Degrees.

92% of Course Rep positions were filled at the end of 19/20, compared with 71% from the previous year, a vast improvement.

Out of 6 Student Council meetings held only 4 were quorate, the remaining 2 due to Covid were held via Teams which potentially impacted on numbers attending and therefore quorum.

However, 100% of proxy votes were quorate.

We had 15 Motion proposals, 8 less than 18/19. 14 of these motions were passed. Motion proposals to note were the overhaul of the BGSU Executive structure and to make BGU a Hedgehog Friendly campus.

Welfare & Campaigns

The SU was represented by three staff members on the university wellbeing steering group and contributed to several university led wellbeing initiatives. We again supported students during exam week, handing out care bags to students for exams stress week and provided resources on how to prepare for success and maintain a positive mental health outlook. In the early autumn term, the SU established a free to access Food Bank for students, run through donations from staff and other students. Following an objective set in the previous year, volunteer training included *Look After Your Mate* which teaches students to look for signs of poor mental health in their peers and effectively refer them to further support. This training was led by two members of staff who had renewed their license in the 19/20 academic year.

Bishop Grosseteste University Students' Union Trustees' Report (continued)

The onset of the COVID-19 pandemic resulted in larger wellbeing events at the end of the year being cancelled; such as University Mental Health Day, however we ran an online mental health and wellbeing campaign around the same time. The SU continued to support students throughout lockdown and beyond and members of the team were still available to students during working hours virtually, or over the phone.

Welcome Week and Events

Financially speaking, we had a successful welcome week, generating more income than the budget forecast. This is partly due to being able to team up with a trusted club promoter and sell in the city wristbands, for which we received a percentage of the sales price. We ran a varied programme of day and night events to ensure there was something for everyone and events were not purely based in the bar and involving alcohol.

Our sales of hoodies during freshers' week has declined since 2017, when the university introduced free hoodies to all applicants. In 2019 we introduced four new ranges to drive sales which did increase all sales figures in comparison to 2018. We were also able to generate more profit from these sales, as being part of NUS's buying consortium, means we can access suppliers that are significantly cheaper than previous suppliers outside of the consortium.

This year, the former NUS extra card, was fully branded as Totum. One of the main selling points of the card is a 10% discount at co-op, however Lincolnshire co-op are not part of this scheme and do not offer students such a discount. All promotional materials for the card included the co-op discount, so we were unable to use any of the promotional materials and Totum would not send us any promotional materials without the co-op offer on. This resulted in us not selling any Totum cards during the freshers' period. Although over the year we did sell some cards without any promotional materials but it meant by the year end we had only met approximately one third of our budget forecast in Totum sales revenue.

We continued to have a presence at matriculation. Our president spoke at this event to address the new students and welcome them to BGU on behalf of the Students' Union and we held an after party in the Student's Union.

Training and Development

We devised an innovative training programme for our exec team which consisted of classroom-based training at BGU and a team building residential for two nights at the Viking Centre in Claxby. The training equipped the elected officers for the year ahead and bonded them together as a strong unit.

Training courses that we attended included:

- NUS Lead & Change for the President and Vice President.
- NUS National Conference
- NUS LGBT+ Conference
- NUS Commercial Exhibition
- Marketing Training from Distract
- Leicester University Students Union SU
- NCVO Assessing Risk online training
- Mental Health First Aid
- First Aid at Work for two staff Members
- Aggressive Behaviour Control
- Level 3 Allergen training

Bishop Grosseteste University Students' Union Trustees' Report (continued)

FINANCIAL REVIEW

A. Going concern & Covid-19

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. For this reason, they continue to adopt the going concern basis in preparing the financial statements. The charity's funding is assured for the next 12 months and the reserves of the company will ensure that any deficits caused by Covid 19 restrictions are met. Further commentary on going concern and covid-19 is within the section on page 10.

B. Financial review

The board of trustees are pleased to report that BGSU has finished the year in a healthy financial position. This will take us into the following year with increased financial stability and enables us to further improve our performance and impact to the student body.

BGSU's unrestricted income from all sources this year totalled £190,148 (2019: £189,643). Maintaining our expenditure budgets set at the start of the year, total expenditure for the year was £189,337 (2019: £181,869) leaving a surplus of £811 (2019: £7,774).

BGSU has continued to benefit from the recognition and support of the university and this year the annual capitation funding and salaries grant totalled £131,000 (2018/19: £131,000 & 2017/18: £133,990). Having a static amount for three years has been exceptionally challenging and in real terms a cut in block grant due to the yearly increase in salaries and other necessities.

BGSU reserves policy sets a level of 12 weeks average expenditure plus five percent. This totals £45,878 (2019: £44,068) which current reserve levels currently meet and exceed by £54,648 (2019: £55,647).

C. Principal funding

The principal funding of the Bishop Grosseteste University Student's Union is from Bishop Grosseteste University.

STRUCTURE, GOVERNANCE AND MANAGEMENT

A. Constitution

The principal object of the charity is the provision of Student Union facilities to the students of Bishop Grosseteste University (BGU).

B. Method of appointment or election of trustees

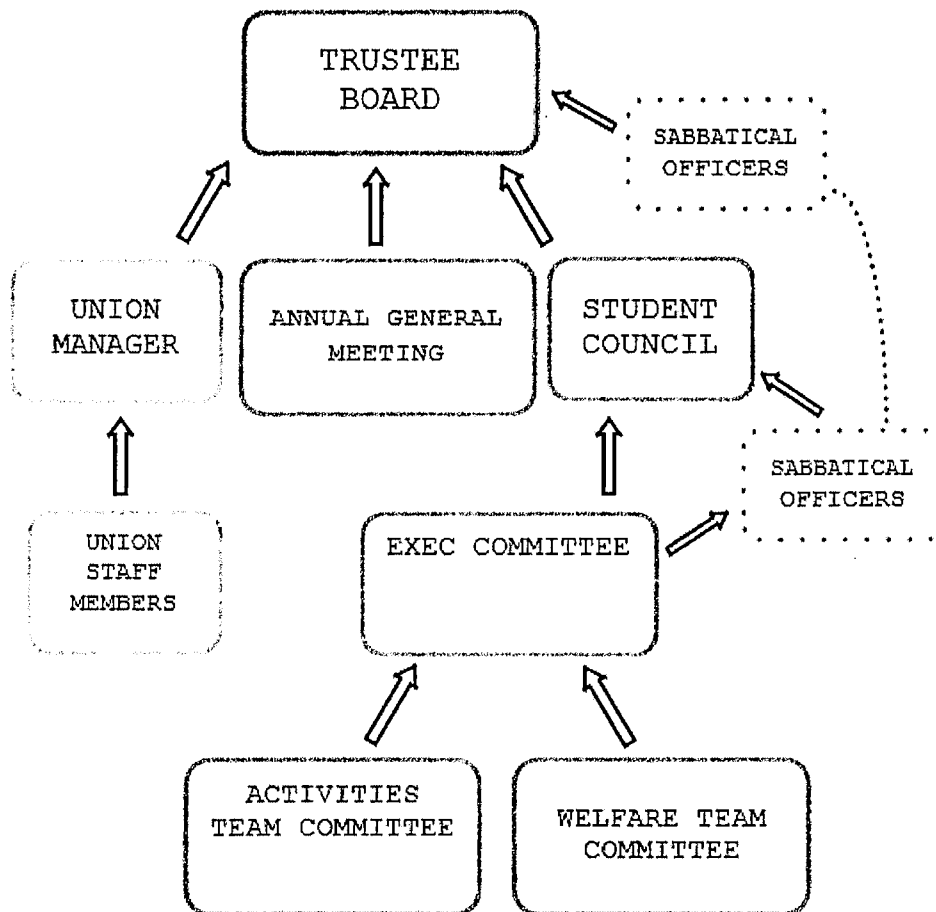
The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the constitution.

C. Policies adopted for the induction and training of trustees

The clerk to the board of Trustees utilises resources from the charity commission and NUS to ensure all new trustees to the board are trained and ready for the role. Sabbatical trustees are assigned a trustee mentor, to give them additional support as a trustee and the President co-chairs the meeting with the alumni trustee, to ensure meetings are productive, efficient and the new president has support to chair such a high-level meeting.

Bishop Grosseteste University Students' Union
Trustees' Report (continued)

D. Organisational structure and decisions making



E. Risk management

The Trustees have assessed the major risks to which the charity is exposed, in particular, those related to the operations and finances of the charity, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

Bishop Grosseteste University Students' Union
Trustees' Report (continued)

PLANS FOR FUTURE PERIODS

A. Future developments

We would like to review the new SU structure to ensure it is fit for purpose and it is working as intended. Once reviewed any recommended changes can then be made before the main elections.

We would like to develop student council, to see if there is a way for the council to become more representative and efficient.

We would like to reach out more to students and our partner institutions, to ensure they are represented and aware of the SU's services.

In the light of Covid, develop more virtual technologies, to engage with more than just the students that enter the SU building.

Our digital platform contract came to an end on 31st May 2020. We are investigating other providers to see if we can gain any further functionality.

We would like to build on our commercial successes and see if we can provide further commercial services to the student body.

We would like to make the union a more environmentally friendly concern and would like to look at what green initiatives we can implement, to increase our green credentials.

We would like our Marketing and Campaigns Co-ordinator's role to become a fulltime role, rather 15 hours per week, which is the current arrangement.

TRUSTEES' RESPONSIBILITIES STATEMENT

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (Financial Reporting Standard 102).

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 the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- 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 proper 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.

Bishop Grosseteste University Students' Union

Trustees' Report (continued)

RISK REVIEW

All risks and business decisions are discussed and acted upon at the Board of Trustees meetings. The charity has adequate insurance in place covering the charity's activities and the Board of Trustees.

The charity relies heavily on its unpaid elected volunteers to deliver its charitable support services and fundraising events annually. Due to elected volunteers having other commitments outside of University life the level of support can drop significantly meaning other volunteers and paid sabbatical officers come under pressure to compensate for the lost support. This has yet to cause the cancellation of events or withdrawal of support provided by the charity but continues to provide an ongoing risk that this may occur in the future. As a result the charity is currently seeking further funding from the University to fund a 22 hour position for a dedicated marketing and communications co-ordinator.

It has been identified from surveys carried out that before the Covid outbreak the Union was on average interacting with 8-12% of the student body at its weekly events. We have projected that small deficits are due to be made for the next two years until it is projected that the student demographic in Lincolnshire will increase and our potential grant funding from the University will increase. There is a risk that the number of students the charity interacts with during fundraising events will reduce as a result of the pandemic and social issues that will effect students returning to campus. In order to counteract this risk and maximise our interaction with students the charity has as stated above sought to obtain funding for a full time marketing and communications co-ordinator to focus marketing activities of fundraising events and communication of those events to a broader range of students. However this is part of a bigger project whereby the charity is to be restructured into 3 sections with the aim of each section being responsible for each element of the charity's activities being The Volunteering & engagement group whose aim is to further Union development, The Activities & Events group whose aim is Marketing and Communications and the wellbeing & Inclusivity group whose aim is to further representation & Voice.

The overriding aim of the re-structure is to focus the charities activities in each area to ensure that the charity delivers its charitable services to as many students as possible. This will have the added benefit of increasing student knowledge of the Union and involvement which will then lead to increased interaction at fundraising events. The aim being to reduce projected deficits and increase funds to provide ongoing and increased services to students.

COVID -19 AND GOING CONCERN


2020 has seen many challenges for the charity, as like many other charities and businesses, we have had to adapt our ways of working to ensure the welfare and safety of all students, staff and volunteers. Using on-line communication platforms has now become the norm for us, holding staff meetings, Board meetings as well as delivering on-line distance support services. We are fortunate to have a large University premises where we have continued to deliver our support services whilst maintaining social distancing when Covid restrictions have allowed.

The grant funding provided by the University has not dropped after July 2020 and is not expected to drop over the next 12 month period. The charity expects that other income streams will drop after July 2020 due to the restrictions on students being on campus however costs will also reduce significantly as a result. The charity continues to monitor its available funds and are always seeking to provide the charity with further funding to reduce any projected deficits.

Our cash reserves have not diminished this year and we are strategically planning for the next 12 months to ensure the future of the Trust. We expect the next year up to May 2022 to be challenging but we are hopeful that the return of students to campus will see the charity return to a state closer to normal and will help it to re-focus its services to students to maximise the benefits the charity can provide.

**Bishop Grosseteste University Students' Union
Trustees' Report (continued)**

Approved by the Trustees and signed on their behalf by:


.....

Mr J Fane
Trustee

Date: 25/05/2021

Independent Examiner's Report to the Trustees of Bishop Grosseteste University Students' Union

I report on the accounts of the Trust for the year ended 31 July 2020, which are set out on pages 12 to 23.

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145 (5) (b) of the 2011 Act; and
- state whether particular matters have come to my attention.

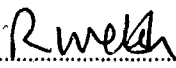
Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


.....
Richard M Welsh (FCA)
Saul Fairholm Limited

12 Tentercroft Street
Lincoln
LN5 7DB

Date: 25/5/2021

Bishop Grosseteste University Students' Union
Statement of Financial Activities for the Year Ended 31 July 2020

		Unrestricted Funds	Total Funds 2020	Total Funds 2019
	Note	£	£	£
Incoming resources				
Incoming resources from generated funds				
Trading activities	3	20,483	20,483	7,707
Investment income	4	5,732	5,732	8,061
Incoming resources from charitable activities	2,5	163,933	163,933	173,875
Total incoming resources		<u>190,148</u>	<u>190,148</u>	<u>189,643</u>
Resources expended				
Costs of generating funds				
Raising funds	3,8	14,647	14,647	4,999
Charitable activities	6	149,135	149,135	148,145
Support costs	7	25,555	25,555	28,725
Total resources expended		<u>189,337</u>	<u>189,337</u>	<u>181,869</u>
Net movements in funds		811	811	7,774
Reconciliation of funds				
Total funds brought forward		<u>99,715</u>	<u>99,715</u>	<u>91,941</u>
Total funds carried forward		<u>100,526</u>	<u>100,526</u>	<u>99,715</u>

All incoming resources and resources expended derive from continuing activities.

The charity has no recognised gains or losses for the year other than the results above.

Bishop Grosseteste University Students' Union
Balance Sheet as at 31 July 2020

		2020	2019
	Note	£	£
Fixed assets			
Tangible assets	13	4,297	7,088
Current assets			
Debtors	14	902	3,028
Cash at bank and in hand		109,352	107,384
		<u>110,254</u>	<u>110,412</u>
Creditors: Amounts falling due within one year	15	<u>(14,025)</u>	<u>(17,785)</u>
Net current assets		<u>96,229</u>	<u>92,627</u>
Net assets		<u><u>100,526</u></u>	<u><u>99,715</u></u>
The funds of the charity:			
Unrestricted funds			
Unrestricted income funds		<u>100,526</u>	<u>99,715</u>
Total charity funds		<u><u>100,526</u></u>	<u><u>99,715</u></u>

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements were approved by the Trustees on 25/05/2020 and signed on its behalf by:



Mr J Fane
Trustee

The notes on pages 14 to 20 form an integral part of these financial statements.

Bishop Grosseteste University Students' Union

Notes to the Financial Statements for the Year Ended 31 July 2020

1. Accounting policies

Bishop Grosseteste University Students' Union is an unincorporated charity registered in England. The principle place of business and registered office is Bishop Grosseteste University, Longdales Road, Lincoln.

Basis of preparation

The financial statements have been prepared under the historical cost convention with items recognised at cost or transactions value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective from 1 January 2019 and Charities Act 2011

Bishop Grosseteste University Students' Union constitutes a public benefit entity as defined by FRS 102

Fund accounting policy

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

Further details of each fund are disclosed in note 19.

Incoming resources

All income is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

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.

Resources expended

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.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements and includes those support costs unable to be directly attributed to particular activities.

Costs of generating funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Charitable activities and Governance costs are costs incurred on the charity's educational operations, including support costs and costs relating to the governance of the charity apportioned to charitable activities.

Governance costs

Bishop Grosseteste University Students' Union

Notes to the Financial Statements for the Year Ended 31 July 2020

..... continued

Governance costs

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Tangible Fixed assets and Depreciation

All assets with an expected life of more than one year are capitalised.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Fixtures, fittings and Office Equipment - Over 5 years straight line

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 bank.

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.

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.

Liabilities and provisions

Liabilities 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 within interest payable and similar charges.

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.

Bishop Grosseteste University Students' Union
Notes to the Financial Statements for the Year Ended 31 July 2020

2 Charitable Activities

	Unrestricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Grant			
University capitation grant	131,000	131,000	131,000
	<u>131,000</u>	<u>131,000</u>	<u>131,000</u>

Income received above within charitable activities in 2020 and 2019 was from Bishop Grosseteste University – Capitation fund. All income was unrestricted funding and was entered into the unrestricted fund.

3 Trading activities

	Unrestricted Funds £	Total Funds Year ended 2020 £	Total Funds 2019 £
Charity trading income			
Merchandise sales	20,483	20,483	7,707
Charity trading expenses			
Cost of sales	14,647	14,647	4,999
Net income from trading activities	<u>5,836</u>	<u>5,836</u>	<u>2,708</u>

All trading income received during 2019 was unrestricted and was entered into the unrestricted fund. Sale of merchandise in 2020 totalled £6,686 whilst sales of meal deals and confectionery totalled £13,797. Cost of sales for merchandise totalled £4,069 whilst meal deals and confectionery totalled £10,578. All sales and cost of sales in 2019 were in relation to merchandise.

4 Investment income

	Unrestricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Bank interest received	79	79	75
Rental Income	5,653	5,653	7,986
	<u>5,732</u>	<u>5,732</u>	<u>8,061</u>

All investment income in 2019 was unrestricted and entered into the unrestricted fund.

Bishop Grosseteste University Students' Union
Notes to the Financial Statements for the Year Ended 31 July 2020

..... *continued*

5 Incoming resources from charitable activities

	Unrestricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Income from charitable activities			
Social Activities	11,823	11,823	13,762
Clubs & societies	20,685	20,685	26,533
NUS Card	425	425	2,580
	<u>32,933</u>	<u>32,933</u>	<u>42,875</u>

All above income received from charitable activities in 2019 was unrestricted and entered into the unrestricted fund

Bishop Grosseteste University Students' Union
Notes to the Financial Statements for the Year Ended 31 July 2020

..... continued

6 Resources expended for charitable activities

	Unrestricted Funds	Total Funds 2020	Total Funds 2019
	£	£	£
Social Activities	10,842	10,842	9,276
Clubs & societies	18,880	18,880	21,385
NUS Card	5,240	5,240	5,638
Wages and salaries	114,173	114,173	111,846
	<u>149,135</u>	<u>149,135</u>	<u>148,145</u>

All resources expended for charitable activities was provided from unrestricted funds in 2019. Wages and salaries paid to administrative staff that have a number of different duties which support and help the sabbatical offices and chief executive officer to secure grant funding from the university totalled £37,695 for 2020. The split of these administrative duties were general £11,135, reception £2,187, clubs and societies £6,108, retail £2,781, representation £3,757, advocacy £1,769, events and promotion £7,526, elections £1,769 and communications £663. The remaining £76,478 was paid to the sabbatical officers and chief executive officer who are the representatives of the student Union to both the University and students

7 Support costs

	Unrestricted Funds	Total Funds 2020	Total Funds 2019
	£	£	£
Independent Examiner's fee	3,685	3,685	3,476
Bank charges	518	518	149
Staff Training	1,095	1,095	2,617
Clothing costs	576	576	649
Travelling	41	41	452
Insurance	2,648	2,648	2,499
Licenses	592	592	467
SU Development	2,201	2,201	1,438
Premises expenses	822	822	940
Office expenses	199	199	462
Sundry expenses	5,031	5,031	5,896
Advertising	1,568	1,568	2,088
Legal and professional fees	-	-	600
Depreciation	6,579	6,579	6,992
	<u>25,555</u>	<u>25,555</u>	<u>28,725</u>

All resources expended for governance costs were provided from unrestricted funds in 2019.

Bishop Grosseteste University Students' Union
Notes to the Financial Statements for the Year Ended 31 July 2020

..... continued

8 Total resources expended

	Raising funds	Income from charitable activities	Support costs	Total
	£	£	£	£
Direct costs				
Fundraising costs	14,647	34,962	-	49,609
Employment costs	-	114,173	-	114,173
Independent examiner's fee	-	-	3,685	3,685
Bank charges	-	-	518	518
	<u>14,647</u>	<u>149,135</u>	<u>4,203</u>	<u>167,985</u>
Support costs				
Staff training	-	-	1,095	1,095
Clothing costs	-	-	576	576
Travelling	-	-	41	41
Insurance	-	-	2,648	2,648
Licenses	-	-	592	592
SU Development	-	-	2,201	2,201
Premises expenses	-	-	822	822
Office expenses	-	-	199	199
Sundry expenses	-	-	5,031	5,031
Advertising	-	-	1,568	1,568
Legal and professional fees	-	-	-	-
Depreciation of fixtures and fittings	-	-	393	393
Depreciation of office equipment	-	-	6,186	6,186
	<u>-</u>	<u>-</u>	<u>21,352</u>	<u>21,352</u>
	<u>14,647</u>	<u>149,135</u>	<u>25,555</u>	<u>189,337</u>

All resources expended were provided from unrestricted funds in 2020 and 2019. Independent examiner's fees are considered to be the only governance costs of the charity in 2020 and 2019.

9 Income

The whole of the income is attributable to the principle activities of the Students' Union conducted within the United Kingdom.

10 Trustees' remuneration

During the current and prior year, no Trustees received any remuneration, benefits in kind or reimbursement of expenses.

Bishop Grosseteste University Students' Union
Notes to the Financial Statements for the Year Ended 31 July 2020

..... continued

11 Net incoming resources

Net incoming resources is stated after charging:

	2020 £	2019 £
Depreciation of owned assets	<u>6,579</u>	<u>6,992</u>

12 Employees' remuneration

The average number of persons employed by the charity (excluding trustees) during the year, analysed by category, was as follows:

	2020 No.	2019 No.
Administrative	6	6
SU President	1	1
SU Vice president	<u>1</u>	<u>1</u>
	<u>8</u>	<u>8</u>

No employee received remuneration amounting to more than £60,000 in either year. Key management personnel costs during the year totalled £37,351 (2019: £35,115)

The aggregate payroll costs of these persons were as follows:

	2020 £	2019 £
Wages and salaries	<u>114,173</u>	<u>111,846</u>

Bishop Grosseteste University Students' Union
Notes to the Financial Statements for the Year Ended 31 July 2020

..... continued

13 Tangible fixed assets

	Fixtures, fittings and equipment £
Cost	
As at 1 August 2019	74,966
Additions	<u>3,788</u>
As at 31 July 2020	<u>78,754</u>
Depreciation	
As at 1 August 2019	67,878
Charge for the year	<u>6,579</u>
As at 31 July 2020	<u>74,457</u>
Net book value	
As at 31 July 2020	<u>4,297</u>
As at 31 July 2019	<u>7,088</u>

14 Debtors

	2020 £	2019 £
Trade debtors	902	2,349
Prepayments and accrued income	<u>-</u>	<u>679</u>
	<u>902</u>	<u>3,028</u>

15 Creditors: Amounts falling due within one year

	2020 £	2019 £
Trade creditors	11,025	5,163
Accruals and deferred income	<u>3,000</u>	<u>12,622</u>
	<u>14,025</u>	<u>17,785</u>

Bishop Grosseteste University Students' Union
Notes to the Financial Statements for the Year Ended 31 July 2020

..... continued

16 Capital commitments

At 31 July 2020 the charity had no capital commitments (2019: £Nil).

17 Related parties

Due to the nature of the Student Union's operations and the composition of the Board of Trustees (being drawn from private and public sector organisations) it is inevitable that transactions will take place with organisations in which a member of the board may have an interest. All transactions involving the organisation in which a member of the Board may have an interest are conducted at arm's length and in accordance with the Student Union's financial regulations and normal procurement procedures. No transactions were identified which should be disclosed under the Provisions of FRS 102. In the opinion of the Board there is no controlling party.

18 Analysis of funds

	At 1 August 2019	Incoming resources	Resources expended	At 31 July 2020
	£	£	£	£
General Funds				
Unrestricted income fund	<u>99,715</u>	<u>190,148</u>	<u>(189,337)</u>	<u>100,526</u>

All funds in 2019 of £99,715 were unrestricted. During 2019 incoming resources totalled £189,643 and resources expended totalled £181,869.

Within Unrestricted funds at the year end £12,634 (2019: £11,626) is designated to clubs and societies for continuing activities into the 31 July 2021 year end. The charity has not designated any further funds other than to the continuing activities of the charity into the future. Currently the charity has forecasted 2 years of budget deficits due to grant funding being based on student numbers. Based on forecasted demographics for Lincolnshire student numbers are not set to increase until 2022. This means grant funding is due to stay at the same levels whilst costs are expected to increase. The budgeted deficits are forecast to decrease reserve levels to the approximate reserve policy level found within the Trustee's report by 2022. Until this point the charity does not foresee any issues with regards to its continuation using existing reserves.

Bishop Grosseteste University Students' Union
Notes to the Financial Statements for the Year Ended 31 July 2020

..... continued

19 Net assets by fund

	Unrestricted Funds	Total Funds 2020	Total Funds 2019
	£	£	£
Tangible assets	4,297	4,297	7,088
Current assets	110,254	110,254	110,412
Creditors: Amounts falling due within one year	(14,025)	(14,025)	(17,785)
Net assets	<u>100,526</u>	<u>100,526</u>	<u>99,715</u>

Bishop Grosseteste University Students' Union
Statement of financial activities by fund Year Ended 31 July 2020

	Unrestricted income fund 2020	Unrestricted income fund 2019
	£	£
Incoming resources		
Incoming resources from generated funds		
Trading activities	20,483	7,707
Investment income	5,732	8,061
Incoming resources from charitable activities	<u>163,933</u>	<u>173,875</u>
Total incoming resources	<u>190,148</u>	<u>189,643</u>
Resources expended		
Costs of generating funds		
Raising funds	14,647	4,999
Charitable activities	149,135	148,145
Governance costs	<u>25,555</u>	<u>28,725</u>
Total resources expended	<u>189,337</u>	<u>181,869</u>
Net movements in funds	811	7,774
Reconciliation of funds		
Total funds brought forward	<u>99,715</u>	<u>91,941</u>
Total funds carried forward	<u>100,526</u>	<u>99,715</u>

This page does not form part of the statutory financial statements.