

# University of Bradford Union

known as

UBU

Annual Report and Financial Statements

for the Year Ended 31 July 2021

# **University of Bradford Union**

**known as UBU**

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# REPORT OF THE TRUSTEES

A group of students are celebrating outdoors on a grassy lawn, throwing colorful powders (yellow, blue, orange, pink) into the air. The scene is filled with vibrant plumes of powder, and the students are wearing casual clothing. The background shows trees and a brick building.

YEAR ENDED 31 JULY 2021

UNIVERSITY OF BRADFORD STUDENTS' UNION



# University of Bradford Students' Union

## Report of the Trustees

Year Ended 31 July 2021

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<b>Official Name</b>	University of Bradford Union		
<b>Working Name</b>	UBU		
<b>Charitable Status</b>	The University of Bradford Union (UBU) is an unincorporated association which was registered with the Charity Commission on 17 <sup>th</sup> August 2012 defined under the Education Act 1994.		
<b>Principal Address</b>	Student Central, Richmond Road, Bradford, BD7 1DP		
<b>Trustees:</b>	<b>Name</b>	<b>Role</b>	<b>Date Appointed</b>
	Deborah Cross	External Trustee	1/10/17
	Ram Saroop	External Trustee	1/10/17
	Jona Schmidt	Chair of Student Council	1/7/20
	Abdoulraouf Abdussalam	Education Officer	1/7/20
	Inshaal Ahmad	Community & Activities Officer	
		Student Affairs Officer	1/7/20
	Safwatt Ahktar	Sports & Wellbeing Officer	1/7/21
	Ahmed Malik	Community & Activities Officer	1/7/21
<b>Former Trustees</b>	Holding Office in reporting period		
	<b>Name</b>	<b>Role</b>	<b>Date of Tenure</b>
	Peter Anderson	Student Trustee	Resigned 31/12/20
	Zain Abdin	Sports & Wellbeing Officer	Resigned 30/6/21
	Samera Shabir	Student Affairs Officer	Resigned 30/5/21
	Jona Schmidt	Chair of Student Council	Resigned 30/6/21
<b>Auditors</b>	Watson and Buckle York House Wool Gate, Cottingley Business Park, Bradford BD16 1PE		
<b>Bankers</b>	Cooperative Banking 6 Tyrrel Street Bradford West Yorkshire BD1 1RJ		

The Trustees present their Annual Report for the year ended 31 July 2021, which includes the administrative information, together with the audited accounts for that year.



# STRUCTURE, GOVERNANCE AND MANAGEMENT



## **Structure, Governance and Management**

### **Constitution, Objects and Regulations**

UBU is constituted under the Education Act 1994 as a charity with internal regulations and a Constitution approved by the governing body of the University of Bradford and members of UBU. UBU's charitable objects under the Act are the advancement of education of students at the University of Bradford for the public benefit by:

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

### **Senior Staff**

UBU employs a Chief Executive Officer (CEO), to work closely with the Trustees to ensure effective management of the charity assisted by a management team as follows:

- CEO – Andrew Fitzpatrick
- Administration Manager – Deborah Moore
- Student Engagement Manager – Michael Allhouse
- Finance Manager – Carmel Stocks
- Student Voice Manager – Daniel Batchelor

### **Trustees**

UBU is administered by its Board of Trustees made up of 4 students elected by the membership of UBU, 4 external Trustees, and 4 Sabbaticals. For the reporting year of 2020/2021 there were 2 student trustees and 3 external trustees on the board. UBU are in the process of recruiting a 4<sup>th</sup> external trustee.

The flat structure for the period August 2020 to June 2021 consisted of the following Sabbatical Officers: Student Affairs Officer, Education Officer, Sports & Wellbeing Officer and Community & Activities Officer. These posts are full time Sabbatical posts remunerated as authorised by the UBU Constitution. No individual may serve more than two years as a Sabbatical Officer.

The full time Sabbatical Officers go through a three-week intensive training period in the month of July. This includes sessions on roles and responsibilities, organisational mission and values, working in teams, strategic planning, personal development and introductions to University partners. We also provide bespoke Trustee training days for the four Sabbatical officers and arrange continuous development opportunities throughout their term of office.

**Committees and Delegation**

The position of the Student Executive is at the heart of the Board of Trustees and all other key sub-committees ensures that the student voice is heard throughout UBU decision making structures and that our decision makers are accountable to the student body. In this reporting year all meetings have been conducted online. Student Officers have a majority on all sub-committees; in summary:

**Committee/Delegation Period Responsibilities**

**Student Union Council**

Monthly during term time

Responsible for holding Executive to account, reviewing Executive work and informing the campaigning and representative work of UBU

**Executive Committee Meets Monthly (at least)**

Responsible for campaigning and representative functions of UBU.

Responsible for the day to day student engagement

**Board of Trustees**

Meets Quarterly

Responsible for overall strategic direction of UBU

**Finance**

Meets Weekly

Responsible for review and development of financial procedures, budgets, evaluating investment and general financial risks.

**Governance Advisory Committee**

Meets fortnightly

Reviews Constitution and Byelaws and other governance issues. Reports into Trustee Board

**Strategy Advisory Committee Meets Monthly**

Reviews strategic direction of UBU, makes recommendations.

Reports into Trustee Board

**HR Advisory Committee**

Meets Monthly

Review HR areas of UBU. Reports into Trustee Board

**Health & Safety, Events and Covid (including Risk)**

Meets weekly

Responsible for UBU health & safety including the risk register. Covid review.

Responsible for ensuring events from across all areas of UBU are carried out in line with Health and Safety, due diligence, financial constraints.

**Management Committee**

Meets Monthly

Responsible for ensuring activity is in line with strategic, operational and financial plans.

**Sports Assembly**

Meets Monthly

To consider matters affecting student sports groups and consider their funding bids and activity plans.

**Activities Assembly**

Meets Monthly

To consider matters affecting student society groups and consider their funding bids and activity plans.



**Report of the Trustees**

**Year Ended 31 July 2021**

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**Academic Representation Assembly**

Meets Monthly

To consider matters affecting Academic Representative areas.

**Annual budgets and accounts**

These are considered on a quarterly basis by the Board of Trustees

UBU operates on democratic principles and the UBU Executive is responsible for the day-to-day development of representation and campaigning policy that affects students. The work of the UBU Executive is supervised by the Student Union Council, which can hold the UBU Executive to account and recall decisions made by the UBU Executive Committee. The Student Union Council makes and approves representational and campaigning policy.

UBU also employs around 16 staff for the sake of continuity in the management and delivery of its many activities. A clear staff structure is in place and staff members are ultimately accountable to the CEO for the performance of their duties. The CEO is accountable to the Board of Trustees and is formally line managed by the Chair of the Board of Trustees.

**Relationships with and support of the University of Bradford**

The relationship between the University and UBU is based on an equal partnership across strategic functions such as commercial services, sport, representation, and learning and teaching, the aim of which is to provide the best student experience whilst being a student at the University of Bradford.

UBU received a block grant from the University of £1,345,302. UBU occupies a space in Student Central owned by the University of Bradford and pays rent of £537,737 per annum which includes utility and maintenance costs. The University provides support and other services such as IT support and access to facilities (e.g. sports, rooms) which support student activities and volunteering.

There is no reason to believe that financial support from the University will not continue for the foreseeable future, as the Education Act 1994 imposes a duty on the University to ensure the financial viability of its student representative body.

**Risk Management**

Budgetary and financial risks are minimised by the implementation of procedures for the authorisation of all transactions and projects.

Procedures are in place to ensure compliance with health and safety regulations for staff, volunteers and participants in all activities organised by UBU, including transport provision.

A risk register is in place which is regularly reviewed each quarterly.



# AIMS, OBJECTIVES AND ACTIVITIES





**Report of the Trustees**

**Year Ended 31 July 2021**

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**Aims, Objectives and Activities**

The UBU Strategy Plan sets out our Vision, Mission, Values and Strategic Objectives. It does not detail the specific tasks that will be completed in a particular period but sets objectives and describes how we will evidence our success. In this way it provides a plan for UBU to navigate flexibly through the future years.

Operating departments which support UBU's charitable objectives include:

- Administration Area – provides operational support to ensure UBU functions effectively these include reception, finance, health and safety, events, HR and Governance.
- Student Voice Area – Student Advice, Democracy and Development Area supporting UBU Members. The area provides academic and welfare advice to students as well as supporting student representation, democracy and student campaigns.
- Marketing and Communications Area (part of Student Voice Area) – operates UBU's website and supports all staff and the Executive with webpage content. Works with Sabbaticals to ensure there is a unified marketing and communications strategy. Works in collaboration with the University open days and other recruitment activities.
- Sports Area - provides support for 34 sport clubs with their budgets, democracy set-up, facilities requirements, and performance objectives.
- Activities Area – provides support for over 60 societies with their budgets, democracy set-up, facilities requirements, and performance objectives.
- International Student Engagement Area - provides support for international students to improve and practise their English Language skills. Provides social opportunities for international students to engage with English culture and the location of the University.
- Volunteering Area - works with community organisations to provide students with work-based volunteering opportunities. Also works closely with the University to promote the student employability agenda and capture the skills gained through volunteering in sports clubs and societies.
- Other UBU Areas – The Post Graduate Research Lounge which supports University students studying research at the University. Room 101 which support University International Students. These spaces were closed during the reporting period due to Covid restrictions.

**Grant Making Policy**

Sports Clubs – Joint membership scheme with the University sport department, an agreed amount is ring-fenced each year for sports clubs' budgets from the membership fee. As a result of the Covid Pandemic there were no sports fixtures for 2020/2021. UBU agreed with the University not to take any funds from the membership agreement for the academic year.

Activity groups – An agreed amount from the University Subvention is allocated to societies and media groups at the start of the year. As result of the Covid Pandemic these agreed amounts were subject to change depending upon the restrictions placed upon us by the University and Government.

In all the relevant Sabbatical Officer and staff members oversee the budgets to ensure sports, societies and media are in line with their forecast. The relevant Sabbatical Officer and staff members report regularly to the Trustee Board on budgets.



# LONG TERM OBJECTIVES



## **Long Term Objectives**

### **Trustee Board**

UBU and the University Senior Management team agreed to pursue the creation of a memorandum of agreement to illustrate the relationship between the two organisations particularly regarding Finance, HR and Space. As a result of Covid the support for students and encouragement for them to be tested and vaccinated took priority over the discussion about the agreement. The University have agreed to make it priority for the next academic year.

### **Student Voice**

This area's main objective remains to be the democratic voice of students through student council, academic representation, and market research. The UBU council still intends to review the role of lay members while this year it focused on the University Academic quality and service and supported students with improving their course through the democratic process.

### **Student Opportunities**

This area was severely affected due to covid with all residentials having to be cancelled and no campus contact allowed. The engagement team transferred all the kick start personal development opportunities online achieving considerable success. The objective this year is re-introduce the residentials with a focus on promoting our internal opportunities to rejuvenate our sports clubs and societies. As UBU progresses through the year we will build up the external fundraising and campaigning opportunities.

### **Social/Training Space**

Our long-term objective remains for UBU to continue to increase its social learning offer within student central and around campus. Also, we now have ambitious to create a student training centre to be the base for the UBU student development plan.

### **Student Development Programme**

The Long term objective remains the same in terms of attracting 500 new students into its Kickstart development programme increasing each year to eventually achieve 2000 students by the year 2026. The aims remain the same to:

- Engage students in UBU projects who previously have not engaged
- Retain students at the University of Bradford
- Give students the opportunity to gain and develop skills and create social networks
- Give back to the local community through volunteering, fund raising and skill sharing.
- To gain a set of skills which will enhance their CV accompanied by a personal reference from UBU.

To achieve these objectives, strategic alliances with University faculties and halls of residence need to be developed to ensure all students receive information about the programme and have the opportunity to sign up for residentials or personal development programmes or to get involved with one of our many opportunities.

## **Summary Strategy Plan**

### **Vision**

- To be a Union that reaches out to every student in Bradford by providing support, opportunities, life skills, fun and representation.
- To be the focal point on campus for encouraging social learning and understanding

### **Mission Statement**

- To inspire and nurture each student
- To maximise their potential
- To enrich their journey
- To sustain our future

### **Values**

- Democratic and student leadership
- Quality and professional student service
- Respect and listen to all our members

**Report of the Trustees**

**Year Ended 31 July 2021**

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- Transparent, responsive and accessible for all our members
- To provide opportunities for students additional to their academic studies
- To be a respected partner of the University in improving student academic experience and development
- To be an effective commercial partner in retail and leisure delivery

**Public Benefit**

The Trustees have had regard to the Charity Commission's guidance on public benefit. The ways in which UBU demonstrates how it provides public benefit are included in its review of achievements and performance as follows:

**UBU Response to Covid 19**

UBU initially embarked on a process of using all our resources to engage our student body virtual attempting to offer a diary of events as we would do in a normal academic year. The experience of the previous lockdowns and having more time to plan allowed the team to deliver a package of entertainment, personal development and presentation evenings.

The UBU team maintained a presence on campus through adopting a strict rota and covid safety measures to ensure the safety of our staff. Through consultation and agreement each member of the team contributed to the operation of UBU either through a blended approach of virtual and physical or choice between working at home or in the office.

Together with the University the UBU team ran campaigns to encourage students to be regularly tested and then get themselves vaccinated.

As the restrictions lifted, we focused on delivering activities that were within the covid guidelines which were mainly hiking and outdoor sports training. This is involved a thorough understanding of governing body rules and then applying them to the UK Government Covid guidelines. This had a major impact on improving students' wellbeing especially students who were unable to travel home over the lock down period.



# STUDENT ENGAGEMENT AREA





**Student Engagement Area**

**Kick Start**

Online opportunities included: Make a Child Smile at Christmas; Meet the Paralympian (Disability History Month), University Challenge, scavenger hunts, LGBTQ Month online events, Unify Festival, Skill Share, Gardening group, Students with dependents group, and Football Scouting Training Programme engaged many students.

Several new opportunities presented themselves this year such as Covid Ambassadors, BLM Ambassadors, volunteering in vaccination centres and testing centres, online Boxing training, language classes, survival training, comedy improv, storytelling sessions and many others.

The Kickstart Training Programme ran several events each week, with sessions ranging from Being the Best You, disability awareness, public speaking, productivity ninja, LGBTQ + awareness, Improving your thinking abilities and Laughter yoga and conflict and resolution. This year's online training programme increased in size and participation and lessons learned will be carried forward into next year.

The UBU team and the University Erasmus team developed and delivered a two 2-week online development programme in Sept and Jan to the students unable to travel to Bradford for their international student experience.

As the Covid restrictions relaxed and outdoor activities with restrictions were permitted the team offered a range of physical outdoor activities to develop students and improve their wellbeing.

Firstly, UBU ran a major project to climb Ben Nevis with students and young people from our blind community. The student team trained over 4 months to support five blind students to reach the top of Ben Nevis and raised £4,000 for the project.

The UBU team supported a kick start student to raise £7,000 for a charity supporting a child of a Bradford Graduate who has a life limiting disease. The student organised a virtual running project attracting 30 entries to run their own challenging distance.

A range of wellbeing outdoor activities included over 30 hikes, 15 cycling trips, canoeing, and Dragon boating attracting students mainly living on campus who were isolated from their families.

The covid period allowed the UBU staff team to develop the Kick start recognition scheme across the different areas within UBU. This is the administration process which students move through the levels of the scheme as they collect volunteering hours and skills. This year over 1000 kickstart forms were entered into the process with 20 students reaching Level 3 awards and 300 Level 2 awards.

**Volunteering**

The Volunteering Department provides brokerage, volunteering events, RAG and micro volunteering opportunities as well as been part of the Kickstart scheme.

Approximately 900 students registered for volunteering this year with 231 doing regular volunteering roles. This demonstrates that wider UBU publicity for volunteering (the "Lockdown Volunteering" web page and mail outs to all students) plus offering the correct opportunities has had a big impact on student registrations. We have also produced departmental focused promotion which has met with good success.

The volunteering team run a Bradford Volunteer Managers Forum; Volunteer Managers and Coordinators from local third sector organisations.

We have 152 live opportunities currently, 64 new volunteering opportunities registered this year, and 416 total opportunities (with many on pause, waiting to restart)

Due to Covid and the restrictions lots of volunteering opportunities had to close in 2020, this was a national situation in the voluntary sector.

**Report of the Trustees**

**Year Ended 31 July 2021**

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Throughout the Covid lockdowns, we developed a working partnership with Bradford Council and Volunteering Bradford. Promoting 16 emergency Covid-related student opportunities supported by a dedicated Lockdown Volunteering page on the UBU site. Particularly popular amongst these were - Vaccination Volunteering (31 students), Covid Community Support Volunteer (38 students), Telephone befriending (30 students), Covid Community Champions (8 students). 18 students also completed a national BSL qualification.

One of our students was nominated for the Bradford Community Stars for contributing 300 plus hours. Our Volunteer of the Year Award was presented to a student contributing 170 hrs to Centrepoin, wholly online, during the pandemic.

**Campaigns**

A campaigns calendar was developed which details the campaigns UBU follows yearly. UBU ran several successful campaigns including Black History Month, Disability History Month, LGBTQ+ History Month, engaging over 250 students in each campaign. There were also campaigns such as Hedgehog friendly campus which saw significant student engagement.

Working alongside the Women's Officer and University stake holders UBU have restarted the union harassment network and have successfully improved lighting across the city. The network will continue meeting monthly and working with students to improve their safety in the city.

We raised just under £800 for RAG nominated charities throughout the year and around £1,800 for other charities.

**Sports and Activities**

This year there were 37 Activity Groups and 30 sport groups, with almost 1500 students joining up. Sports clubs and activity groups were brought together this year, in terms of integrating admin processes, adopting Kickstart as their development programme and even working together to organise a ball and Intermural. Sports clubs and some activity groups were able to train and meet. Some teams even managed to compete in friendlies. Socials ran both online and physically. Committees and Assemblies functioned very well online.

Major sporting events like BUCS and Varsity did not go ahead (the latter at the request of Huddersfield Union). Intermural was a big success taking place later in the year than usual but with just as much enthusiasm as usual. 144 students took part. The end of year ball was also a big event taking place at Bradford City Football Club with 100 in attendance for an evening of awards attended by the Vice-Chancellor. Many awards were given out, including Special Colours Awards, which recognises 4 years of dedication in exec roles across sports, activity groups or both. We gave out 15 this year to students who continued to work hard despite covid-19.

We also gave out 10 Special Colours for students who got it the previous year but wanted to attend Colours to collect their award. The joint awards committee got permission from the Captain Tom Foundation (Captain Sir Tom Moore) to use his name for the Unsung Hero Award which went to two students, Elspeth Jackson and Zoya Naz Raja, who have gone above and beyond with dedication to their clubs and UBU.



# STUDENT VOICE



**Report of the Trustees**

**Year Ended 31 July 2021**

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**Student Voice Trustee Report**

The Student Voice department within UBU provides strategic oversight for several of the charities key support services including

- Advice and Support
- Democracy and Governance
- Student Representation
- Organisational Communications

The department provides support to student leaders in achieving manifesto aims and communicating key messages to partners within the University and local community.

The 2020-2021 academic year was a tough period for students, and the department had to radically transform its traditional working methods to engage with the student body in line with covid-19 lockdowns and social distancing measures.

**Student Representation Update**

Student Representation was moved online during the academic year. UBU working in partnership with university faculty staff recruited 307 representatives. Of this number UBU staff delivered 21 training sessions via Zoom and trained 63% of elected student representatives.

All activities for student representatives were moved online including key departmental meetings between students and programme staff.

As well as this the Unions three main meetings with engaged students and faculty staff were moved online with engagement increasing from the previous academic year. In November

156 students attended the first faculty-based forum event in which reps met with key faculty staff to discuss the University experience.

At the beginning of February 2021 UBU supported the second faculty forum of the year, with 133 student representatives in attendance, in addition to 20 staff from academic faculties. In April UBU hosted the final Faculty Forum which was attended by just under 60 student representatives.

Additionally, the Unions faculty representatives actively engaged with their role, attending faculty-based meetings, as well as meeting with senior faculty staff. As a group they met monthly holding assemblies (UBU committee meeting) across the academic year.

**Council**

Over the course of the academic year UBU council met eight times in a formal setting, with the council choosing to also meet informally a further three times.

28 students engaged with the Union's online training this year, with the total membership being 30 students taking part in various roles. Council was delivered entirely online and has had much more engagement than previous years. The typical attendance is averaging around 24 students which is a big improvement over physical meetings where this has in recent years been circa 12.

Motions that were passed by Council are as follows:

- Splitting the BME Officers role into two individual roles; Black Students Officer, and Minority Ethnic Officer
- New Trans & Non-binary Officer
- Sustainable materials on campus
- Campus safety
- Enablement of fee-free Activities

One of the key discussions that council has discussed throughout the year has been around equality & diversity which is part of an ongoing consultation that feeds into the Sabbatical Structure review.

### **Advice and Support**

The Advice Centre moved its services online during the academic year. The Union introduced various methods for students to access our support staff, with students being able to book meetings directly into the diaries of our advice team via the revamped website.

Students can also access the Union's support team via the teams well publicised email address. Our advice team will then provide students with support via email or arrange to meet the student virtually to provide either academic, financial, welfare, or housing support to students.

During this period the team were able to engage with over 600 cases, with students utilising the communication channels mentioned to access key advice and support.

The team has now started to use a brand-new case management system which in the coming years will enable the service to provide more in-depth reporting on cases.

The Advice Team also launched a brand-new outreach activity with Unipol (external housing charity) and University support services to launch a brand-new virtual Housing and Student Support Fayre in August. During the event over 320 new students were able to engage with local landlords and housing advisors to make informed housing choices, as well learning more about support on offer before arriving in Bradford.

### **Student Communications**

This academic year has involved considerable change, with investment in staff support to enhance the Unions communications and marketing provision. UBU employed two student interns focusing on the delivery and enhancement of the organisation's social media channels, and the website respectively.

The Union recently introduced a brand-new LinkedIn page in April as part of our Kickstart project. With regards to other channels current followers are as follows:

- Instagram – 3.9k followers
- Facebook – 9,586 fans
- Twitter – 6.6k followers
- LinkedIn – 187 followers

During the academic year the team have redeveloped the Union's website which had become outdated and had been making poor use of the underlying content management systems capabilities. The project is near completion, with the team engaging a small number of students to assist with testing the site before the project can be completed.

Since the beginning of term, we have had over 260,000 page views, with 182,430 of these being unique page views. Our most popular page, apart from the home and sign in pages, was Freshers 2020 with 13,290 views total. Freshers itself on Wednesday the 30th of September saw the site hit 37,507 views within one day, which is over 3000% increase from the regular number of page views (around 1200 - 1500 on non-event days).

Our active user stats also reflect the large events of the academic year, with 1-day active users increasing from around 300 to 2000 the day of freshers, and again going from 200 to 2500 the day of the elections. 61% of our page demographics are in the 18 - 34 age range, with a 45.85% female 54.15% male gender split.

### **UBU Elections**

UBU Elections took place during March 2021. At the close of the nomination period UBU received 29 self-nominations from students.

To encourage election activity the Union utilised the election budget to migrate normal election activities into the virtual environment. The included hosting a virtual candidates fayre stylised on the model successfully introduced for Septembers Freshers fayre.



**Report of the Trustees**

**Year Ended 31 July 2021**

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This event was attended by just under 500 students. Additionally, UBU supported virtual hustings events which were well attended, with over 80 students attending our main AGM, and then an average of 30-40 students attending our minor hustings for Student Representatives, Sports Executives, and Activities.

To support the promotion of elections the Union ran several online competitions that were linked to all online activities to incentivise student engagement with the event. At the close of elections 1627 Students voted, with the Union receiving 0 election complaints for the third year running. The election numbers were slightly short of 150 votes down from last year.







## University of Bradford Students' Union

### Report of the Trustees

Year Ended 31 July 2021

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#### Funds held as custodian trustee on behalf of others

UBU acts as custodian for funds raised by the students' many clubs and societies and these funds are separately shown in the accounts. At the year end the balances due to these clubs and societies was £97,063 (2020: £85,200).

#### Reserves Policy

In accordance with the Charity Commission's guidance on best practice we have targeted our level of reserves as that of 3 months wages costs.

The amount of the total funds held is £484,973 the amount of restricted funds is £21,440. The amount of fund that can only be realised by disposing of tangible fixed assets is £7,044.

The number of reserves after making allowance for the above is £477,929.

The amount of 3 months wages is £145,000 and is greater than our targeted level of reserves.

#### Full Financial Review

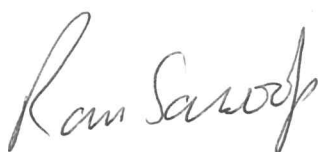
As in previous years the subvention for the year was agreed at a level to allow UBU to meet agreed levels of service provision to students. This year UBU has delayed the recruitment process to fill vacancies and this has enabled us to achieve a further surplus whilst still being able to carry out our activities.

At the start of the year, we decided to reduce our expenditure in the potentially area of entertainments. This enabled us to increase the resources made available to the expanding Student Voice area.

We have also closely monitored the spending by the UBU's clubs and activities to ensure that the allocated budgets are being spent correctly.

These are areas that we will have to continue to scrutinise in the coming year as we will be subject to inflationary pressures, especially in wages costs.

Approved by the Trustees on 25/01/22 and signed on their behalf by:



Trustee



Trustee



## University of Bradford Union

known as UBU

### Statement of Trustees' Responsibilities

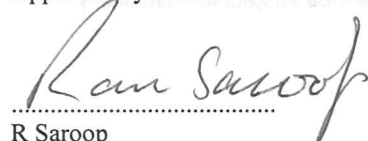
The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities 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 2015 FRS 102;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. The trustees 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.

Approved by the trustees of the charity on 25 January 2022 and signed on its behalf by:



R Saroop  
Trustee

# **University of Bradford Union**

**known as UBU**

## **Independent Auditor's Report to the Members of University of Bradford Union**

### **Opinion**

We have audited the financial statements of University of Bradford Union (the 'charity') for the year ended 31 July 2021, which comprise the Statement of Financial Activities, Balance Sheet, and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is United Kingdom Accounting Standards, comprising Charities SORP - FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and applicable law (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 2021 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 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 UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the original financial statements were authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

### **Other information**

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. 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.

# **University of Bradford Union**

**known as UBU**

## **Independent Auditor's Report to the Members of University of Bradford Union**

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

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

- adequate and proper accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

### **Responsibilities of trustees**

As explained more fully in the Statement of Trustees' Responsibilities (set out on page 20), the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

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

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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

In planning and designing our audit tests, we identify and assess the risks of material misstatement within the financial statements, whether due to fraud or error. Our assessment of these risks includes consideration of the nature of the industry and sector, the control environment and the business performance along with the results of our enquiries of management, about their own identification and assessment of the risks of irregularities. We are also required to perform specific procedures to respond to the risk of management override.

Following this assessment we considered the opportunities and incentives that may exist within the company for fraud and identified the greatest potential for fraud in evaluating the assets and cash balances etc.

We also obtained an understanding of the legal and regulatory frameworks that the company operates in, through discussions with directors and other management, and from our commercial knowledge and experience of the sector in which the company operates, to enable us to identify the key laws and regulations applicable to the company. We focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the company, Charities SORP (FRS 102), taxation legislation, data protection, anti-bribery, employment, environmental and health and safety legislation.

We then performed audit procedures after consideration of the above risks which included the following:



## University of Bradford Union

known as UBU

### Independent Auditor's Report to the Members of University of Bradford Union

- reviewing 3rd party university documentation to determine income allocated in the correct period;
- confirming that the funds have been correctly accounted for within the accounts;
- reviewing systems and controls to ensure they are working effectively;
- enquiring of management concerning actual and potential litigation and claims;
- performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud;
- reviewing correspondence with HMRC, University of Bradford and the charity's legal advisors;
- in addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments, assessing whether the judgements made in making accounting estimates are indicative of a potential bias; and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business.

All engagement team members were informed of the relevant laws and regulations and potential fraud risks at the planning stage and reminded to remain alert to any indications of fraud or non-compliance with laws and regulations throughout the audit. The engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify such items.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities is available 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 report

This report is made solely to the charity trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our 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 auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

*Watson Buckle Limited*

.....  
Watson Buckle Limited (Senior Statutory Auditor)

Bradford

25 January 2022

# University of Bradford Union

known as UBU

## Statement of Financial Activities for the Year Ended 31 July 2021 (Including Income and Expenditure Account)

		Unrestricted funds		Restricted funds	Total 2021	Total 2020
	Note	Designated £	General £	£	£	£
<b>Income and endowments from</b>						
Donations and legacies	3	4,525	1,345,302	8,586	1,358,413	1,381,829
Charitable activities	4	-	1,025	-	1,025	171,881
Other trading activities	5	-	7,165	-	7,165	3,074
<b>Total income and endowments</b>		<u>4,525</u>	<u>1,353,492</u>	<u>8,586</u>	<u>1,366,603</u>	<u>1,556,784</u>
<b>Expenditure</b>						
Raising funds		-	(23,173)	-	(23,173)	(43,753)
Charitable activities		(8,085)	(1,264,794)	(57,128)	(1,330,007)	(1,425,695)
<b>Total expenditure</b>		<u>(8,085)</u>	<u>(1,287,967)</u>	<u>(57,128)</u>	<u>(1,353,180)</u>	<u>(1,469,448)</u>
Net (expenditure)/income		(3,560)	65,525	(48,542)	13,423	87,336
Transfers between funds		-	(9,278)	9,278	-	-
Net movement in funds		<u>(3,560)</u>	<u>56,247</u>	<u>(39,264)</u>	<u>13,423</u>	<u>87,336</u>
<b>Reconciliation of funds</b>						
Total funds brought forward		8,973	401,873	60,704	471,550	384,214
Total funds carried forward	14	<u>5,413</u>	<u>458,120</u>	<u>21,440</u>	<u>484,973</u>	<u>471,550</u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2020 is shown in note 14.

**University of Bradford Union**

**known as UBU**

**(Registration number: 1148622)  
Balance Sheet as at 31 July 2021**

	Note	2021 £	2020 £
<b>Fixed assets</b>			
Tangible assets	11	7,044	12,102
<b>Current assets</b>			
Debtors	12	593,140	597,859
Cash at bank and in hand		<u>318,567</u>	<u>296,136</u>
		911,707	893,995
<b>Creditors: Amounts falling due within one year</b>	13	<u>(433,778)</u>	<u>(434,547)</u>
<b>Net current assets</b>		<u>477,929</u>	<u>459,448</u>
<b>Net assets</b>		<u>484,973</u>	<u>471,550</u>
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted funds		21,440	60,704
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>463,533</u>	<u>410,846</u>
<b>Total funds</b>	14	<u>484,973</u>	<u>471,550</u>

The financial statements on pages 24 to 37 were approved by the trustees, and authorised for issue on 25 January 2022 and signed on their behalf by:



R Saroop  
Trustee



# **University of Bradford Union**

**known as UBU**

## **Notes to the Financial Statements for the Year Ended 31 July 2021**

### **1 General information**

The entity is an unincorporated registered charity governed by its constitution.

Their registered address is:

Student Central  
Richmond Road  
Bradford  
West Yorkshire  
BD7 1DP

### **2 Accounting policies**

#### **Statement of compliance**

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

The entity meets the definition of a public benefit entity under FRS 102.

#### **Basis of preparation**

The financial statements have been prepared under the historical cost convention in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

The company's functional and presentation currency is pound sterling.

#### **Fund structure**

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

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Further details of each fund are disclosed in note 14.

#### **Income and endowments**

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

# **University of Bradford Union**

**known as UBU**

## **Notes to the Financial Statements for the Year Ended 31 July 2021**

### ***Donations and legacies***

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

### ***Grants receivable***

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

### ***Other trading activities***

Income from generating funds includes income recognised as earned.

### ***Charitable activities***

Income from charitable activities includes income recognised as earned.

### ***Expenditure***

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

All resources expended are inclusive of irrecoverable VAT.

### ***Raising funds***

These are costs incurred in attracting voluntary income and those incurred in trading activities that raise funds.

### ***Charitable activities***

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

### ***Grant expenditure***

Grants payable are payments made to third parties in the furtherance of the charitable objectives. Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SOFA once the recipient of the grant has provided the specific service or output.

Grants payable without performance conditions are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.

### ***Grant provisions***

Provisions for grants are made when the intention to make a grant has been communicated to the recipient but there is uncertainty about either the timing of the grant or the amount of grant payable.

### ***Going concern***

The financial statements have been prepared on a going concern basis which assumes that ongoing financial support will be provided by the University of Bradford and accordingly do not take account of adjustments, if any, which may be necessary if the University of Bradford Union was unable to continue as a going concern.

# University of Bradford Union

known as UBU

## Notes to the Financial Statements for the Year Ended 31 July 2021

### Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

### Tangible fixed assets

Individual fixed assets costing £1,000 or more are initially recorded at cost.

### Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Furniture and equipment	25% straight line basis

### Debtors

Debtors are recognised initially when they become due at the transaction price. They are subsequently measured at amortised cost using the effective interest rate method, less provision for impairment. A provision for impairment of debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the debtors.

### Creditors

Creditors are obligations to pay for goods and services that have been acquired by the charity. Creditors are initially recognised at the transaction price and subsequently measured at amortised cost using the effective interest method.

### Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.



# University of Bradford Union

known as UBU

## Notes to the Financial Statements for the Year Ended 31 July 2021

### 3 Donations and legacies

	Designated £	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
Subvention	-	1,345,302	-	1,345,302	1,345,302
Donations	-	-	8,586	8,586	13,833
Grants, including capital grants;					
Choices 4 All	-	-	-	-	9,654
Take A Hike	4,525	-	-	4,525	13,040
	<u>4,525</u>	<u>1,345,302</u>	<u>8,586</u>	<u>1,358,413</u>	<u>1,381,829</u>

### 4 Income from Charitable activities

	Unrestricted funds £	Total 2021 £	Total 2020 £
Entertainment income	1,000	1,000	5,121
Athletic Union membership fees	-	-	70,000
Trips income	25	25	2,959
Competition fees income	-	-	90,000
Braduate income	-	-	3,801
	<u>1,025</u>	<u>1,025</u>	<u>171,881</u>

### 5 Other trading activities

	Unrestricted funds £	Total 2021 £	Total 2020 £
Advertising income	-	-	783
NUS extra	519	519	668
Sundry other income	3,228	3,228	1,241
Events income;			
Other events income	3,418	3,418	382
	<u>7,165</u>	<u>7,165</u>	<u>3,074</u>

# University of Bradford Union

known as UBU

## Notes to the Financial Statements for the Year Ended 31 July 2021

### 6 Expenditure on raising funds

	Unrestricted funds £	Total 2021 £	Total 2020 £
Wages and salaries recharged	-	-	6,308
Telephone and fax	-	-	183
Printing, postage and stationery	-	-	215
Sundry expenses	-	-	1,615
Travel and subsistence	-	-	108
NUS expenses	23,173	23,173	35,324
	<u>23,173</u>	<u>23,173</u>	<u>43,753</u>

### 7 Expenditure on Charitable Activities

	Designated £	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
Entertainment	-	11,310	-	11,310	14,596
Clubs and societies	-	99,247	51,849	151,096	243,912
Student representation	-	52,194	-	52,194	57,798
Welfare services	-	116,751	100	116,851	115,274
Marketing and communication	-	44,269	-	44,269	20,752
Volunteering	8,085	110,804	-	118,889	93,034
Administrative expenses	-	830,219	5,179	835,398	879,087
Duke of Edinburgh	-	-	-	-	1,242
	<u>8,085</u>	<u>1,264,794</u>	<u>57,128</u>	<u>1,330,007</u>	<u>1,425,695</u>

	Unrestricted funds General £	Restricted funds £	Total 2021 £	Total 2020 £
Clubs and societies	93,971	17,442	111,413	161,050
Grant funding of activities	5,276	34,407	39,683	82,862
	<u>99,247</u>	<u>51,849</u>	<u>151,096</u>	<u>243,912</u>

# University of Bradford Union

known as UBU

## Notes to the Financial Statements for the Year Ended 31 July 2021

### Grant-making

**Grants to  
institutions  
£**

### Analysis

Clubs and societies

39,512

During the year, grants of £34,599 (2020 - £70,081) were paid to 29 (2020 - 26) sports clubs and grants of £4,913 (2020 - £8,614) were paid to 39 (2020 - 17) culturally diverse societies.

<b>Name of institution</b>	<b>£</b>
Volleyball	4,316
American Football	3,928
Football - Mens	3,136
Cricket	2,520
Netball	2,443
Rugby Union - Men	2,180
Rugby Union - Women	1,845
Basketball - Mens	1,750
Hockey Mixed	1,726
Lacrosse	1,719
Rugby League	1,665
Baking Society	1,614
Individual grant to institutions under £1,350	<u>10,670</u>
	<u>39,512</u>



# University of Bradford Union

known as UBU

## Notes to the Financial Statements for the Year Ended 31 July 2021

### 8 Trustees remuneration and expenses

	2021		2020	
	Remuneration	Expenses	Remuneration	Expenses
S Shabir	18,788	-	21,628	239
A Malik	-	-	23,749	22
A Ahmed	-	-	20,490	170
Z Abdin	21,111	-	22,233	35
A Abdussalam	25,706	-	2,671	-
I Ahmad	22,001	-	2,353	85
S S M Akhtar	2,429	-	-	-
A S Malik	2,429	-	-	-
M Yasin	-	-	-	18
<b>Total</b>	<b>92,464</b>	<b>-</b>	<b>93,124</b>	<b>551</b>

The trustees received remuneration in relation to their role as a students union officer, not as their role as a trustees. They are paid in accordance with the constitution.

### 9 Staff costs

The aggregate payroll costs were as follows:

	2021 £	2020 £
<b>Recharged staff costs during the year were:</b>		
Wages and salaries	493,710	487,887
Social security costs	35,937	35,601
Pension costs	52,370	51,880
	<b>582,017</b>	<b>575,368</b>

The number of employees whose emoluments fell within the following bands was:

	2021 No	2020 No
£60,001 - £70,000	1	1

The total employee benefits of the key management personnel of the charity were £65,129 (2020 - £65,023).

### 10 Auditors' remuneration

	2021 £	2020 £
Audit of the financial statements	8,750	8,250

# University of Bradford Union

known as UBU

## Notes to the Financial Statements for the Year Ended 31 July 2021

### 11 Tangible fixed assets

	<b>Furniture and equipment £</b>	<b>Total £</b>
<b>Cost</b>		
At 1 August 2020	64,167	64,167
Additions	<u>4,533</u>	<u>4,533</u>
At 31 July 2021	<u>68,700</u>	<u>68,700</u>
<b>Depreciation</b>		
At 1 August 2020	52,065	52,065
Charge for the year	<u>9,591</u>	<u>9,591</u>
At 31 July 2021	<u>61,656</u>	<u>61,656</u>
<b>Net book value</b>		
At 31 July 2021	<u>7,044</u>	<u>7,044</u>
At 31 July 2020	<u>12,102</u>	<u>12,102</u>

### 12 Debtors

	<b>2021 £</b>	<b>2020 £</b>
Trade debtors	268,699	317,399
Prepayments and accrued income	318,542	273,888
Other debtors	<u>5,899</u>	<u>6,572</u>
	<u>593,140</u>	<u>597,859</u>

Debtors includes £48,570 (2020: £54,642) receivable after more than one year.

# University of Bradford Union

known as UBU

## Notes to the Financial Statements for the Year Ended 31 July 2021

### 13 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	276,592	328,027
Other creditors	97,055	85,192
Accruals and deferred income	60,131	21,328
	<u>433,778</u>	<u>434,547</u>

Included in the other creditors above are monies held on behalf of student clubs and societies amounting to £97,063 (2020: £85,200). During the year the charity received funds of £29,738 and paid funds of £21,024 on behalf of the students' clubs and societies.

	2021 £	2020 £
Deferred income at 1 August 2020	1,804	12,906
Amounts released from previous periods	(474)	(11,102)
Deferred income at year end	<u>1,330</u>	<u>1,804</u>

# University of Bradford Union

known as UBU

## Notes to the Financial Statements for the Year Ended 31 July 2021

### 14 Funds

	Balance at 1 August 2020 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 July 2021 £
<b>Unrestricted</b>					
<i>Unrestricted general funds</i>					
General funds	401,873	1,353,492	(1,287,967)	(9,278)	458,120
Designated	8,973	4,525	(8,085)	-	5,413
<b>Total unrestricted</b>	<u>410,846</u>	<u>1,358,017</u>	<u>(1,296,052)</u>	<u>(9,278)</u>	<u>463,533</u>
<b>Restricted funds</b>					
Athletic Union	35,736	-	(34,227)	-	1,509
Competition fees	8,264	-	(17,442)	9,178	-
Choices 4 All	7,466	-	-	-	7,466
RAG fund	3,160	3,457	(5,179)	-	1,438
Crisis fund	-	-	(100)	100	-
Your Turn Programme	1,980	-	-	-	1,980
Arthur Williams Creative Fund	1,670	-	(180)	-	1,490
Braduate Fund	2,428	-	-	-	2,428
Funds 4 Runs Womens Cricket	-	2,698	-	-	2,698
Climate Action Fund	-	2,431	-	-	2,431
<b>Restricted</b>	<u>60,704</u>	<u>8,586</u>	<u>(57,128)</u>	<u>9,278</u>	<u>21,440</u>
<b>Total funds</b>	<u><u>471,550</u></u>	<u><u>1,366,603</u></u>	<u><u>(1,353,180)</u></u>	<u><u>-</u></u>	<u><u>484,973</u></u>



# University of Bradford Union

known as UBU

## Notes to the Financial Statements for the Year Ended 31 July 2021

	Balance at 1 August 2019 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 July 2020 £
<b>Unrestricted funds</b>					
General	335,718	1,356,456	(1,290,033)	(268)	401,873
Designated	-	13,040	(4,067)	-	8,973
<b>Total unrestricted funds</b>	<u>335,718</u>	<u>1,369,496</u>	<u>(1,294,100)</u>	<u>(268)</u>	<u>410,846</u>
<b>Restricted funds</b>					
Athletic Union	35,768	70,000	(70,032)	-	35,736
Competitions	-	90,000	(81,736)	-	8,264
Choices 4 All	6,635	9,654	(8,823)	-	7,466
RAG	853	12,633	(10,326)	-	3,160
Crisis fund	-	-	(268)	268	-
Your Turn Programme	3,160	1,200	(2,380)	-	1,980
Arthur Williams Creative Fund	2,080	-	(410)	-	1,670
Braduate Fund	-	3,801	(1,373)	-	2,428
<b>Restricted funds</b>	<u>48,496</u>	<u>187,288</u>	<u>(175,348)</u>	<u>268</u>	<u>60,704</u>
<b>Total funds</b>	<u>384,214</u>	<u>1,556,784</u>	<u>(1,469,448)</u>	<u>-</u>	<u>471,550</u>

The specific purposes for which the funds are to be applied are as follows:

Athletics Union membership fees must be used to provide grants to sports clubs.

Competition fee income must be used to pay for competition entry fees for the sports clubs.

Choices 4 All income must be used to meet the costs of delivering the scheme.

RAG fund income must be used to donate fundraising monies to the two annually nominated Union charities.

Crisis fund income must be used to support students experiencing financial hardship.

Your turn programme income must be used to engage non-active students, women and other liberation groups through free campus sports.

Arthur Williams Creative Fund must be used in respect of the arts.

Braduate Fund covered the Child Play and Palestine Awareness week, Sustrans, a sustainable cycling organisation, and a Community Safety Project run by the Police.

Funds 4 Runs to be used in the promotion of participation in womens cricket from the ECB.

Climate Action Fund from the national lottery to focus on addressing waste and consumption.

# University of Bradford Union

known as UBU

## Notes to the Financial Statements for the Year Ended 31 July 2021

### 15 Analysis of net assets between funds

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £
Tangible fixed assets	7,044	-	-	7,044
Current assets	884,854	5,413	21,440	911,707
Current liabilities	(433,778)	-	-	(433,778)
Total net assets	<u>458,120</u>	<u>5,413</u>	<u>21,440</u>	<u>484,973</u>

### 16 Related party transactions

During the year the charity made the following related party transactions:

#### The University of Bradford

(The University of Bradford has significant influence over the union by virtue of its relationship as sponsoring organisation.)

	2021	2020
<b>Amounts received from The University of Bradford</b>		
Athletic Union membership contributions	-	70,000
Competition expense contributions	-	90,000
Subvention	1,345,302	1,345,302
Grants	8,800	-
<b>Amounts paid to The University of Bradford</b>		
Rent	(537,737)	(537,737)
Salaries	(577,500)	(582,349)
Other costs	(10,729)	(17,441)
<b>Amounts due (to)/from The University of Bradford</b>		
Amount due to	(316,552)	(317,782)
Amount due from	525,318	524,596