

UNIVERSITY OF YORK GRADUATE STUDENTS' ASSOCIATION

(A Company Charity limited by guarantee)

Annual Report & Financial Statements for the year ended

31st July 2022

**(Registered Charity Number: 1142381)
(Registered Company Number: 07477516)**

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

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

For the year ended: 31st July 2022

The Trustees, who are also Directors of the charity for the purpose of the Companies Act, present their annual report and financial statements for the year ended 31st July 2022.

Reference and Administration details

| | |
|-----------------------------------|---|
| Charity's full name | University of York Graduate Students' Association (GSA) |
| Other name(s) charity is known by | GSA |
| Status | A charitable organisation established as a Company limited by guarantee. |
| Registered as a Company on | 24 November 2010 |
| Registered as a Charity on | 13 June 2011 |
| Company number | 07477516 |
| Charity number | 1142381 |
| Registered office | 120 Vanbrugh College University of York Heslington York Postcode YO10 5DD |
| Bank | CAF Bank Ltd 25 Kings Hill Avenue, West Malling Kent Postcode ME19 4JQ |

Names of the Directors (trustees) who manage the charity

| Directors Name | Office (if any) | Dates acted if not for whole year | Name of person entitled to appoint trustee |
|-------------------|-----------------|-----------------------------------|--|
| Purnur Altay | | To August 2021 | |
| Clara Garcia | | To August 2021 | |
| Jane Baston | | To August 2021 | |
| JiaYing Tan | | From September 2021 | |
| Ali Chahine | | | |
| Simon Sandison | Chair | | |
| Sarah Lapacz | | | |
| Ekansh Kapoor | | From September 2021 | |
| Paul Murtough | | | |
| Yuxin Viviane Cao | | From September 2021 | |
| Tiffany Sarfo | | From December 2021 | |
| Dan Goulborn | | From December 2021 | |

Structure, governance and management

Description of the charity's trusts

| | |
|--------------------------------|--|
| Governing Document: | Memorandum and Articles of Association |
| How the charity is constituted | A Company limited by guarantee |
| Trustee selection methods | Appointments are made either via member election (Principal Officers) or by Student Council (External/ Students) |

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

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

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

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

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

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

Objectives and activities

Summary of the objects of the charity set out in its governing document

The objectives of the charity are:

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

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

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

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

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

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

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

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

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

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

Our Trustees and staff work together to develop our strategic plan, from which priorities are set and specific work plans devised.

Throughout this process the Trustees have regards to the Charity Commission's guidance on public benefit and ensure that our services meet these criteria.

Achievements and performance

Summary

2021/22 was a year in which the Covid 19 pandemic remained very evident and it continued to impact the work of the GSA. Throughout this period the GSA remained committed to responding to student needs and ensuring the best possible experience for postgraduates.

There was a new focus on hybrid working arrangements and a return to some on campus face to face activities although a lot of online working and activity still happened. There was a return to campus for students but this was not in the numbers which had previously been expected.

For most of our members, the 2021/22 academic year was very difficult. This is especially true for our international members, who make up almost 70% of our membership. Many of these students were still unable to return to their families throughout this year, including during out of term time. The GSA ensured that these students were supported during periods of time when our activity is normally reduced.. Some of the key ways in which we created additional support to adapt the student experience included:

- Comprehensive Welcome Week and Welcome Back weeks with a return to many face to face activities as well as some remote activities for those who were nervous or unable to attend in person.
- Continued representation by elected representatives on the emerging issues that were important to our members.
- A successful campaign with YUSU and the University for providing free sanitary products for students
- A successful campaign to improve library opening times for students
- Revised training sessions for Network Coordinators

Main Achievements of the Charity

The GSA's purpose is to advance the Education of our members, namely postgraduate students at the University of York for the public benefit. We have done this in the following ways during this reporting year;

Representation:

GSA ran successful elections during 2021 achieving a voter turnout of 19.15% (up 9.5 percentage points of previous year) and securing the election of three principal officers from 21 nominees.

We have also supported a strong system of academic representatives in order to ensure the voice of Postgraduate students is heard on issues of importance to them. We elected Part Time Officers including positions designed to support some underrepresented groups such as disabled students and LGBTQ+ students. Our course based academic representatives ensured strong local student voice campaigning on issues related to Graduate Teaching Assistant contracts and Postgraduate Research funding.

In order to strengthen representation we also ran the first joint GSA-York Graduate Research School (YGRS) Post Graduate Research forum. The session allowed PGRs to come and voice their concerns to both the GSA and YGRS. Issues discussed related to financial concerns, Graduate Teaching Assistant Contracts, and the distribution of financial aid during the Covid pandemic impacted PG students.

We have used data collected through our advice service cases with relevant University departments in order to advocate further for our students and strengthen partnerships.

The GSA has commissioned a review into its democratic structures. Any recommended changes will be reviewed and implemented in the subsequent year.

Communication

The GSA has continued to provide opportunities for students to form strong communities. This was aided in 2021-22 through a funded Internship programme, which enabled 12 interns to be employed. This provided good employment opportunities for University of York PG students. One of these was successfully employed as the Community, Events and Welfare Coordinator and another as a Communications and Events Coordinator. The scheme meant that the students gained not just from paid employment but also by learning a range of new skills and gaining experience in a variety of different areas.

To further strengthen the networks the training documentation for Network Coordinators was revised and updated for those starting in Autumn 2021.

Events

The GSA has continued to provide an extensive range of events throughout the year. There was increased focus on events centred around community building and welfare to help mitigate the effects of the pandemic.

Governance

Some changes to governance have occurred during the year with the appointment of new student trustees and the election of a new Chair. A staffing restructure took place and a new salary scheme was introduced. Staff job descriptions were revised as a result of this.

There has been a full review of HR policies with revisions made in a number of areas including more robust policies and procedures relating to sabbatical officers.

Financial systems and processes have been reviewed and some improvements are planned for the forthcoming year.

The GSA has undergone a strategic review with the aim of launching a new strategy in the 2022/23 academic year.

Financial Review

In the year the GSA saw a significant increase in income resulting from successful grant applications and sponsorship funding to support its activities. The grant income allowed us to increase our staffing capacity temporarily within the academic year and to provide additional employment opportunities to postgraduates.

In addition, income was generated from a large number of trips and events which were able to resume following the Covid 19 pandemic. The GSA also took up the Kickstart scheme and employed one member of staff under this scheme.

The increase in income was matched by increased spending on charitable activities resulting in a small planned deficit of £56,394. The deficit figure is slightly worse than expected due to an accounting error in the previous year resulting in an adverse adjustment of £18,523. The additional expenditure is largely in staffing and additional staff were engaged to deliver development of a strategic plan, covering for long term sickness absence and expert training for volunteers.

The level of reserves remains within the agreed parameters set by the reserves policy.

Trustee Responsibilities in relation to Financial Statements

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

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue on that basis.

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

Members of the Board of Trustees, who are Directors for the purpose of company law, and Trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1.

Disclosure of information

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

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

Exemptions

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

Declaration

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

Signed on behalf of the charity's trustees

Signature *Simon Sandison*

Full Name Dr Simon Sandison

Position Chair of Board of Trustees

Date 14.03.2023

I report on the accounts of: **UNIVERSITY OF YORK GRADUATE STUDENTS' ASSOCIATION**
for the year ended: **31st July 2022** which are set out on pages 6 to 10.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

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

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



Karen Wood (ACMA)

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

14/03/2023

Date:

UNIVERSITY OF YORK GRADUATE STUDENTS' ASSOCIATION

Statement of Financial Activities for the year ended:

31st July 2022

| | | Unrestricted funds | Restricted funds | Total 2022 | Total 2021 |
|--------------------------------------|----------|-----------------------|---------------------|-----------------|------------------|
| | Note | £ | £ | £ | £ |
| Income from: | | | | | |
| Donations and grants | 3.1 | 330,329 | - | 330,329 | 287,584 |
| Charitable activities | 3.2 | 37,539 | - | 37,539 | 49 |
| Other income | 3.3 | 7,341 | - | 7,341 | - |
| Investments | 3.4 | 283 | - | 283 | 109 |
| Total income | 3 | 375,492 | - | 375,492 | 287,742 |
| Expenditure on: | | | | | |
| Charitable activities | 4 | 431,886 | - | 431,886 | 322,166 |
| Total expenditure | 4 | 431,886 | - | 431,886 | 322,166 |
| Net income/(expenditure) | | (56,394) | - | (56,394) | (34,424) |
| Gross transfers between funds | | - | - | - | - |
| Net movement in funds | | (56,394) | - | (56,394) | (34,424) |
| Total funds brought forward | | 236,637 | - | 236,637 | 271,061 |
| Total funds carried forward | | 180,243 | - | 180,243 | 236,637 |

UNIVERSITY OF YORK GRADUATE STUDENTS' ASSOCIATION

Balance Sheet as at:

31st July 2022

| | Note | 2022 | 2021 |
|---|------|-----------------------|-----------------------|
| Fixed assets | | | |
| Tangible assets | 8 | <u>1,656</u> | <u>-</u> |
| Total fixed assets | | | |
| Current assets | | | |
| Cash at bank and in hand | | 180,370 | 240,554 |
| Debtors & prepayments | 9 | <u>2,813</u> | <u>2,731</u> |
| Total current assets | | <u>183,183</u> | <u>243,285</u> |
| Current liabilities: amounts falling due within one year | | | |
| Creditors and accruals | 10 | <u>(4,596)</u> | <u>(6,648)</u> |
| Net current assets | | <u>178,587</u> | <u>236,637</u> |
| Total assets less current liabilities | | <u>180,243</u> | <u>236,637</u> |
| Funds of the Charity | | | |
| Unrestricted Funds | | <u>180,243</u> | <u>236,637</u> |
| Total Funds carried forward | | <u>180,243</u> | <u>236,637</u> |

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

The directors (trustees) acknowledge their responsibilities for:

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

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (Charities SORP (FRS 102)).

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

Simon Sandison

Trustee

Date

14.03.2023

UNIVERSITY OF YORK GRADUATE STUDENTS' ASSOCIATION

Notes to the accounts for the year ended:

31st July 2022

1 Basis of preparation

1.1 Basis of accounting

The financial statements are prepared under the historical cost convention and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (Charities SORP (FRS 102)).

1.2 Change of basis of accounting

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

1.3 Change to previous accounts

There has been a decrease of £18,523 to last year's bank balance due to an uncleared deposit from the University of York from the previous year being treated as income and therefore double counted. The retained reserves have also been decreased by this amount.

2 Accounting policies

Income

Recognition of incoming resources

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

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

Expenditure and liabilities

Liability recognition

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

Charitable expenditure

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

Assets

Tangible fixed assets for use by the charity

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

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

| | |
|--------------------|-----|
| Office equipment | 20% |
| Computer equipment | 50% |

Fund accounting

All of the charity's funds are unrestricted

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

3 Analysis of income

| | 2022 | | 2021 | |
|-----------------------------------|--------------------|----------------|--------------------|----------------|
| | Unrestricted funds | Total 2022 | Unrestricted funds | Total 2021 |
| | £ | £ | £ | £ |
| 3.1 Donations & grants | | | | |
| Grants | 330,329 | 330,329 | 287,584 | 287,584 |
| | 330,329 | 330,329 | 287,584 | 287,584 |
| 3.2 Charitable activities | | | | |
| Events & trips | 37,539 | 37,539 | 49 | 49 |
| | 37,539 | 37,539 | 49 | 49 |
| 3.3 Other income | | | | |
| Sponsorship - First Group | 2,400 | 2,400 | - | - |
| Kickstart - DWP | 4,941 | 4,941 | - | - |
| | 7,341 | 7,341 | - | - |
| 3.4 Investments | | | | |
| Bank interest | 283 | 283 | 109 | 109 |
| | 283 | 283 | 109 | 109 |
| Total income | 375,492 | 375,492 | 287,742 | 287,742 |

4 Analysis of expenditure

| | 2022 | | 2021 | |
|-------------------------------------|--------------------|----------------|--------------------|----------------|
| | Unrestricted funds | Total 2022 | Unrestricted funds | Total 2021 |
| | £ | £ | £ | £ |
| Charitable activities | | | | |
| Staff & freelance costs | 325,921 | 325,921 | 240,276 | 240,276 |
| Staff & trustee training & expenses | 6,149 | 6,149 | 16,287 | 16,287 |
| Recruitment costs | 2,940 | 2,940 | 1,774 | 1,774 |
| Communications | 9,578 | 9,578 | 7,115 | 7,115 |
| Projects, welfare & campaigns | 3,369 | 3,369 | 10,838 | 10,838 |
| Graduate community | 2,658 | 2,658 | 1,619 | 1,619 |
| Welcome week costs | 15,371 | 15,371 | 5,136 | 5,136 |
| Trips & events | 39,927 | 39,927 | 17,015 | 17,015 |
| Sports sessions | 9,115 | 9,115 | 4,874 | 4,874 |
| Representation | 6,730 | 6,730 | 8,364 | 8,364 |
| Audit, accountancy & legal | 2,675 | 2,675 | 1,613 | 1,613 |
| Memberships & subs | 460 | 460 | - | - |
| Insurance | 1,711 | 1,711 | 1,482 | 1,482 |
| Office costs & equipment | 1,769 | 1,769 | 3,139 | 3,139 |
| Website & IT | 1,761 | 1,761 | 2,553 | 2,553 |
| Bank charges | 96 | 96 | 81 | 81 |
| Depreciation | 1,656 | 1,656 | - | - |
| Total expenditure | 431,886 | 431,886 | 322,166 | 322,166 |

5 Trustee expenses

5.1 Trustee remuneration

A total of £240 was paid in trustees' expenses for travel

6 Expenses

| | 2022 | 2021 |
|---|-------|-------|
| Independent Examiner's fees for reporting on the accounts | £ 840 | £ 900 |
| Other fees paid to the Independent Examiner | £ 800 | £ 760 |

7 Paid employees

| | 2022 | 2021 |
|--|----------------|----------------|
| Gross salaries | 282,526 | 208,180 |
| Freelance staff | 17,439 | 12,062 |
| Employers National Insurance | 18,411 | 15,309 |
| Pension contributions | 7,545 | 4,725 |
| | <u>325,921</u> | <u>240,276</u> |
| Average number of employees (full time equivalent) | <u>11</u> | <u>9</u> |

8 Tangible fixed assets

| | Computers £ | Total £ |
|--------------------------|----------------|--------------|
| Cost or valuation | | |
| At 1st August 2021 | - | - |
| Additions in year | 3,312 | 3,312 |
| At 31st July 2022 | <u>3,312</u> | <u>3,312</u> |
| Depreciation | £ | £ |
| At 1st August 2021 | - | - |
| Charge for the year | 1,656 | 1,656 |
| At 31st July 2022 | <u>1,656</u> | <u>1,656</u> |
| Net Book Value | | |
| At 31st July 2022 | <u>1,656</u> | <u>1,656</u> |
| At 31st July 2021 | <u>-</u> | <u>-</u> |

9 Debtors & prepayments

| | 2022 £ | 2021 £ |
|----------------|--------------|--------------|
| Debtors - Loan | - | 1,400 |
| Prepayments | 2,813 | 1,331 |
| | <u>2,813</u> | <u>2,731</u> |

10 Creditors and accruals

| | 2022 £ | 2021 £ |
|--|--------------|--------------|
| Analysis of creditors | | |
| Amounts falling due within one year | | |
| Trade creditors | 2,956 | 5,048 |
| Accruals and deferred income | 1,640 | 1,600 |
| | <u>4,596</u> | <u>6,648</u> |

