

Charity registration number: 1148622

# University of Bradford Union

Annual Report and Financial Statements

for the Year Ended 31 July 2022

# **University of Bradford Union**

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# REPORT OF THE TRUSTEES

YEAR ENDED 31 JULY 2022

UNIVERSITY OF BRADFORD STUDENTS' UNION



# University of Bradford Union of Students

## Report of the Trustees

Year Ended 31 July 2022

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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
	Lloyd Russell-Moyle	External Trustee	10/11/20
	Gwendolen Bradshaw	External Trustee	1/12/21
	Safwatt Shehzad Muhammad Ahktar	Sports & Wellbeing Officer	1/7/21
	Ahmed Malik	Community & Activities Officer/ Student Affairs Officer	1/7/21
	Iqra Tabassum	Education Officer	1/7/22
	Hamza Khan	Community & Activities Officer	1/7/22
	Adegboyega Omole	Student Trustee	24/1/22
	Ajiri Ayokunle	Student Trustee	24/1/22
<b>Former Trustees</b>	Holding Office in reporting period		
	<b>Name</b>	<b>Role</b>	<b>Date of Tenure</b>
	Abdulraouf Abdussalam	Education Officer	Resigned 30/6/2022
	Inshaal Ahmad	Student Affairs Officer	Resigned 30/6/2022
	Faiz Ilyas	Chair of Student Council	Resigned 30/6/2022
<b>Auditors</b>	Watson and Buckle York House 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 2022, 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
- Health, Safety & 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 2021/2022 there were 3 student trustees and 4 external trustees on the board.

The flat structure for the period August 2021 to June 2022 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 June. 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.

## **University of Bradford Union of Students**

### **Report of the Trustees**

**Year Ended 31 July 2022**

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#### **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 2022**

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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 £1,342,904. 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 2022**

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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.

**Grant Making Policy**

Sports Clubs – Since the financial split from the Unique membership last year, UBU now collects money from students direct and then allocates a budget across the clubs on a case-by-case basis. The University still supports through a grant of £90k to be used for those clubs representing the University in sport competition.

Activity groups – An agreed amount from the University Subvention is allocated to societies and media groups at the start of the year depending upon the plans and needs.

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. A new financial model has been approved and a potential HR agreement has been discussed. An agreement around UBU space allocation has yet to be finalised. The main aim remains to have a signed agreement covering all areas.

### **Student Voice**

This area's main objective remains to be the democratic voice of students through student council, academic representation, and market research. Discussion is still ongoing regarding lay members on the student council. The student voice use of social media as a form of representation and feedback increased this year and the organisation recognises that it needs to be innovative and creative in how it uses this form of engagement. Our objective is to recruit student influencers across the membership covering all demographics and activities

### **Student Opportunities**

As a result of the pandemic, UBU experienced a severe decline in student engagement from January 2022. Therefore, we refocused our efforts and resources into inspiring students back into student networks through a personal, funded and less administration approach so that the pathways became more accessible for students to encourage them to engage in activities.

From this basis we can follow student engagement trends and support a new way of forming social networks. A key focus is to increase the support to academic societies and create a regular platform for internal engagement programmes such football leagues, chess competitions, the great debate forum and end of year socials.

### **Social/Training Space**

Our long-term objective remains for UBU to continue to increase its social learning offer within student central and around campus. A training centre is still a long-term objective. The modernisation of student central including innovative learning areas and a catering offer that matches the needs of the student demographics.

### **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 are able 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



**Report of the Trustees**

**Year Ended 31 July 2022**

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**Values**

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

**The impact of Covid on UBU**

A whole year of students passing on knowledge to other students regarding how to run clubs and societies was lost due to the covid pandemic. As a result, student engagement declined and UBU set about implementing a recovering plan which involved a one-to-one approach to supporting potential student leaders to set networks through creating new activities or reenergising dormant clubs back into the student opportunities arena. Change is occurring slowly and UBU needs to adapt through our student leaders to meet the new ways which Bradford students want to engage.

# STUDENT ENGAGEMENT AREA



## Report of the Trustees

Year Ended 31 July 2022

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### Student Engagement Area

#### Kickstart

This year we dramatically increased the number of Kickstart residentials with aim of bringing as many students as possible into the development programme. In Semester one we ran six residentials, including one female only weekend. In Semester two we ran a further two residentials. Initial engagement was strong but faded as the infrastructure of our clubs and societies were not robust enough to sustain the student engagement.

At the Kickstart awards 17 students received Level 3 awards were given out, 10 of them to women. Each level 3 student received the opportunity either a shadowing or mentoring experience with one of our Alumni as well as a written reference for job applications.

#### Volunteering

The Volunteering area experienced a strong Freshers Fair, with 165 student sign-ups for more information. We ran a face-to-face Student Volunteering Fair on 20th October with 25 organisations attending.

The team secured several relationships with faculties including Clinical Sciences who is promoting our health-related opportunities to their students.

Our challenge is to improve Union Cloud Volunteering Module as the student volunteering registration process can be arduous.

#### Campaigns

UBU ran several successful campaigns this year including Black History Month, Disability History Month, Women's History Month and LGBTQ+ History Month, engaging over 250 students with most of these campaigns.

Our Take a Hike group in which students go hiking with blind or partially sighted people had 150 students attend over 11 hikes. At the end of the year, we ran a residential in the Cairngorms for the students and the other hikers. A funding bid with the National Lottery for this project has been submitted.

#### Sports and Activities

This year UBU attracted 570 sport members into 27 sport clubs and 1741 activity group members involved in 59 activity groups. There were 397 Executives leaders for Sports and Activities

At the end of the year several clubs and societies did not have new Execs to take them forward into next year, Exec numbers are lower due to the impact of the pandemic which has prompted us to refocus our attention on engagement and making our systems more fit for this purpose.

The splitting of the sports membership with Unique had some financial implications for sports funding, as the clubs' budgets is now more dependent on how many members they can bring in, although the University still funds the BUCS competitions.

Taking on feedback from executives' officers who run our clubs, UBU training program needs redesigning for sports and societies in terms of content and delivery

#### Engagement Spaces

Room 101 – our International Student Space had a particularly good year, being fully embraced by the huge influx of Nigerian students, a great many of whom arrived in Sem 2. It is now perhaps better used than ever before and has celebrated several cultural days throughout the year.

Our Green Moveout in Room 101 where we recycle items from student to student, was also particularly effective running all year round as a sort of swap shop, and we also benefitted students by being given hundreds of duvets from The Green which found good homes.

The Ram Air space has also been heavily used throughout the year, particularly for podcasting, with a society forming and various areas from the University using the space. We are currently refurbishing the area in terms of both carpeting and technical equipment, to streamline its technical set up. We are also rethinking how we manage this space.



# STUDENT VOICE REPORT





## Student Voice Report 2022

### UBU Elections

UBU elections were our first on-campus elections since the onset of Covid. UBU leadership and support staff team planned this election with inclusivity and accessibility as a central theme. The team were conscious that due to the break in on-campus student experience elections needed to be communicated to students with a significant knowledge gap on the election purpose and process. All the communication and event planning were produced with this central theme of project planning.

To further support the promotion of the 2022 elections UBU organised a special Kickstart residential weekend designed specifically to train potential candidates on the election process, and expectations around conduct and campaigning. The weekend was designed to also boost the confidence of potential candidates to commit to the elections through several key sessions. The weekend concluded with attendees completing a fire-walk and making a commitment to run in the election. 14 students attended the weekend, and all but one of the attendees submitted a nomination

At the close of nominations, UBU received 34 nominations. As per previous years candidates completed candidate training and were able to then promote their campaigns across campus. Key events were also organised to assist candidates in being able to promote their respective manifestos. This year UBU hosted an on-campus hustings events in which over 145 students attended, additionally three role specific Hustings also took place which over 80 students attended.

Voting took place on Wednesday 16th and Thursday 17th March. At the close of voting 3246 Students voted. This was a significant rise in the number of students voting from the previous total of 1627 Student votes in 2021. This was UBU's highest turnout in 5 years.

### Student Representation Update

To date UBU working in partnership with university faculty staff have recruited 333 representatives. The table below details current recruitment figures:

	Student Representatives	Faculty Representatives
Engineering and Informatics	70	4
Health Studies	60	3
Life Sciences	69	3
Social Sciences, Management and Law	119	5

UBU staff delivered training for representatives via a mixture of in-person and online training sessions. Overall, 240 students were trained which amounts to 70% of elected student representatives.

Activity to date includes 111 students attending the first faculty-based forum event in November 2020 in which reps met with key faculty staff to discuss the University experience. At the beginning of February 2022 UBU supported the second faculty forum of the year, with 98 student representatives in attendance.

Student Representation has been an area which UBU need to review. Over the summer attention will be given to the University and Students' Union student representative policy with a view to reflecting on current practice, sector practices and new initiatives that can be implemented to improve on this important tool for communicating the student voice across the University community.

**Report of the Trustees**

**Year Ended 31 July 2022**

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**Council**

Council had a total membership of 31 students elected from a possible 33 roles. Council met 8 times across the year through a mixture of online and in-person meetings. Council passed 4 motions during their sitting which were as follows:

- Catering (evenings) and how it affects safety
- Cost of living
- Representation on Uni committees
- Visa fees for international students

UBU was not able to recruit a student for the vacant Trans & non-binary Officer. Additionally, it should be noted that a previous LGBT+ Officer stepped in as a temporary to fill that vacancy but later agreed to stay on in this role following a long-standing vacancy.

Following the conclusion of the spring election for next year's Council UBU has vacancies for several roles, however it is not unusual at this stage and there will be a by-election in the autumn to recruit new members. UBU has utilised our Kick-start residential programme in recent years to engage new students into our democracy which has proven to be a successful avenue for engagement.

**Advice and Support**

The Advice Centre have embraced new working practices post-covid combining online and in-person meetings. There has been a significant uplift in the number of students accessing the service since students have returned to campus, and the team have noticed that this year has broken out from what would be considered a normal advice cycle. Factors for an increase in cases include –

- Return to on-campus teaching
- An increase in students attending the University
- Creation of a large January starter cohort of students
- Increase in academic misconduct cases

The advice team have provided advice to well over 1,000 individual students across the academic year. Over 860 students were able to engage with the advice team via our online triage systems, and many more have engaged via UBU's face-to-face meetings.

We must now monitor the workload of the advice team. As student numbers increase it is important that we review if the team is sufficiently resourced to ensure that students have access to independent advice from UBU. Furthermore, we will also be focusing on reviewing support mechanisms in place to protect staff well-being.

**Student Communications**

UBU recruited a new full-time communications assistant and some student staff to support our communications strategy.

With respect to marketing statistics. Since the beginning of term, we have had over 447,776 page views, with 340,035 of these being unique page views. Our most popular page over this period was Freshers2021 with over 20,899 views total. After this, Activities gained 6072 page views and sports gained 5,778 views. Over the elections period of the 14th of March until the 17th, we had 18,924 page views. We have had a total of 5758 event bookings through the website, with around 50% of users opening our campaign emails (weekly email, voting notification, freshers fayre invite).

UBU has also raised just under £14,000 through commercial income raised from advertising across the academic year. Much of this income has been generated via our two fresher's events in September and January, with a small portion being raised through advertising. This is an area which we will seek to improve in the forthcoming year.

On the UBU social media platforms, we have gained over 1200 new followers in this period. Our Instagram has been our most active with over 16k likes on our posts and a 372k user reach. Our most popular day was the first day of voting with over 5000 profile views. Our media is equally most popular with 18–24-year-olds and 25–34-year-olds, both making up around 1.7k of our audience each.

## Report of the Trustees

### Year Ended 31 July 2022

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The progress of our socials since the 1st of September 2021:

- Facebook: 9,755 likes, 268 new likes.
- Twitter: 6849 followers, 246 new follows.
- LinkedIn: 267 Followers, 65 new follows.
- Instagram: 5038 Followers, 982 new follows.

Marketing and Communications is an area which has identified as an area for improvement within UBU. Whilst we are pleased with UBU's outreach with our student body, we also realise that student behaviour has changed considerably in recent years. The team will work over the summer period to create a brand-new student communication strategy to ensure that UBU is able to communicate in a manner that is relevant to our current and potential membership. We will also seek to review how we can exploit our own marketing channels to increase commercial income.

#### 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 £91,784 (2021: £97,055).

#### Reserves Policy

In accordance with the Charity Commission's guidance on best practice we have targeted our level of reserves as that of 4 months wages costs. The amount of 4 months wages is approximately £207,000, our level of reserves is higher than this.

The amount of the total funds held is £430,425 (2021: £454,973), the amount of restricted funds is £7,786 (2021: £13,974). The amount of fund that can only be realised by disposing of tangible fixed assets is £4,581 (2021: £7,044).

The number of reserves after making allowance for the above is £425,844 (2021: £447,929).

#### 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.

A new model based on student numbers and including inflationary increases was agreed with university which will begin at the start of the academic year 2022/2023.

UBU presented a budget to its members and the University which showed a £90k deficit. As can be seen from accounts the actual deficit is £24,548. The aim of such plan was to have the flexibility in the budget and to use our reserves to improve student engagement and consequently reduce the level of reserves back to the agreed amount. The flexibility allows UBU to invest in a wider range of student opportunities as the impact of the pandemic on the student experience is still unfolding.

As is illustrated in the report our levels of student engagement declined in sports and societies they increased slightly in volunteering and remained the same in representation. This influenced the end year financial position as the number of students joining or taking part in our opportunities reduced which then reduced the predicted spend.

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 16 March 2023 and signed on their behalf by:



.....  
Trustee

## University of Bradford Union

### Statement of Trustees' Responsibilities

The trustees are responsible for preparing 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 2019 (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 Charities (Accounts and Reports) Regulations 2008, and the provisions of the constitution. 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.

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

Approved by the trustees of the charity on 16 March 2023 and signed on its behalf by:



Trustee



## **University of Bradford Union**

### **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 2022, 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 2022 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 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**

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

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

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

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- the charity has not kept adequate accounting records; 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 17), 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 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 regulations made under section 154 of that Act.

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 charity 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 charity operates in, through discussions with trustees and other management, and from our commercial knowledge and experience of the sector in which the charity operates, to enable us to identify the key laws and regulations applicable to the charity. 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 charity, Charities SORP (FRS 102), taxation legislation, data protection, anti-bribery, employment, environmental and health and safety legislation.

## University of Bradford Union

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

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

- 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; and
- 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.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

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

16 February 2023

# University of Bradford Union

## Statement of Financial Activities for the Year Ended 31 July 2022 (Including Income and Expenditure Account)

Unrestricted funds					(As restated)	
Note	Designated £	General £	Restricted funds £	Total 2022 £	Total 2021 £	
<b>Income and endowments from</b>						
Donations and legacies	3	-	1,342,904	104,323	1,447,227	1,353,888
Charitable activities	4	-	46,881	-	46,881	4,962
Other income	5	-	7,394	-	7,394	7,753
<b>Total income and endowments</b>		-	1,397,179	104,323	1,501,502	1,366,603
<b>Expenditure</b>						
Raising funds	6	-	-	(2,914)	(2,914)	(5,179)
Charitable activities	7	-	(1,391,504)	(127,488)	(1,518,992)	(1,348,408)
Other	8	-	(4,144)	-	(4,144)	(9,593)
<b>Total expenditure</b>		-	(1,395,648)	(130,402)	(1,526,050)	(1,363,180)
Net income/(expenditure)		-	1,531	(26,079)	(24,548)	3,423
Transfers between funds		(5,413)	(14,478)	19,891	-	-
Net movement in funds		(5,413)	(12,947)	(6,188)	(24,548)	3,423
<b>Reconciliation of funds</b>						
Total funds brought forward		5,413	435,586	13,974	454,973	451,550
Total funds carried forward		-	422,639	7,786	430,425	454,973

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

The funds breakdown for 2021 is shown in note 16.

The notes on pages 23 to 36 form an integral part of these financial statements.

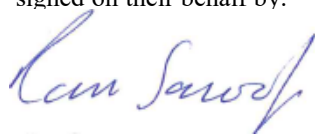


# University of Bradford Union

(Registration number: 1148622)  
Balance Sheet as at 31 July 2022

	Note	2022 £	2021 £ (As restated)
<b>Fixed assets</b>			
Tangible assets	13	4,581	7,044
<b>Current assets</b>			
Debtors	14	63,353	322,810
Cash at bank and in hand		<u>1,138,632</u>	<u>318,567</u>
		1,201,985	641,377
<b>Creditors: Amounts falling due within one year</b>	15	<u>(776,141)</u>	<u>(193,448)</u>
<b>Net current assets</b>		<u>425,844</u>	<u>447,929</u>
<b>Net assets</b>		<u>430,425</u>	<u>454,973</u>
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted funds		7,786	13,974
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>422,639</u>	<u>440,999</u>
<b>Total funds</b>	16	<u>430,425</u>	<u>454,973</u>

The financial statements on pages 21 to 36 were approved by the trustees, and authorised for issue on 16 March 2023 and signed on their behalf by:



.....  
Trustee

# University of Bradford Union

## Notes to the Financial Statements for the Year Ended 31 July 2022

### 1 General information

The entity is an unincorporated registered charity governed by their 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.

#### Basis of preparation

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity.

The charity constitutes a public benefit entity as defined by FRS 102.

#### 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.

#### 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.

#### Donations and legacies

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

## **University of Bradford Union**

### **Notes to the Financial Statements for the Year Ended 31 July 2022 (continued)**

#### ***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.

#### ***Deferred income***

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

#### ***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.

#### ***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.

## **University of Bradford Union**

### **Notes to the Financial Statements for the Year Ended 31 July 2022 (continued)**

#### **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.

#### **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, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### **Reclassification of comparative amounts**

Items of income and expenditure within the Statement of Financial Activities for the year ended 31 July 2021 have been reclassified.

After reclassification of the 2021 comparatives total income of £1,366,603 remains the same, and total expenditure of £1,353,180 remains the same. The reclassification has no affect on the net movement of funds but was required to better understand the charity's activities and how it has used its resources to further its charitable aims.



# University of Bradford Union

## Notes to the Financial Statements for the Year Ended 31 July 2022 (continued)

### Prior period errors

It was identified that expenditure on charitable activities in the prior year was misclassified as unrestricted expenditure in respect of Choices 4 All. A transfer from unrestricted funds was also required to clear a £619 deficit balance on the Choices 4 All restricted fund.

	Relating to the current period disclosed in these financial statements £	Relating to the prior period disclosed in these financial statements £	Relating to prior periods before the prior period disclosed in these financial statements £
Restricted funds	-	(7,466)	-
Unrestricted funds	-	7,466	-

It was identified that there is a right to off set the trade balances between the charity and The University of Bradford. The trade debtors and trade creditors in relation to The University of Bradford in the prior year have been restated.

	Relating to the current period disclosed in these financial statements £	Relating to the prior period disclosed in these financial statements £	Relating to prior periods before the prior period disclosed in these financial statements £
Trade debtors	(317,588)	(268,485)	-
Trade creditors	317,588	268,485	-

A provision of £30,000 has been made for the estimated irrecoverable input VAT relating to the three prior years to 31 July 2022.

	Relating to the current period disclosed in these financial statements £	Relating to the prior period disclosed in these financial statements £	Relating to prior periods before the prior period disclosed in these financial statements £
Unrestricted general funds - irrecoverable input VAT	11,000	10,000	20,000
Other taxation and social security	(11,000)	(10,000)	(20,000)

## University of Bradford Union

### Notes to the Financial Statements for the Year Ended 31 July 2022 (continued)

#### 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

#### Key sources of estimation uncertainty

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

##### Useful economic lives of tangible assets

The annual depreciation charge for tangible assets and their carrying amount is determined by the estimated useful economic lives and residual values of the assets. The useful economic lives and residual values are re-assessed annually and amended when necessary to reflect current estimates, based on technological advancement, future investments, economic utilisation and the physical condition of the assets. The carrying amount is £4,581 (2021 - £7,044).

##### Impairment of debtors

The company makes an estimate of the recoverable value of trade and other debtors. When assessing the impairment of trade and other debtors, management considers factors which include the current credit rating of the debtor, the ageing profile of debtors and historical experience. The carrying amount is £4,590 (2021 - £214).

#### 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

## Notes to the Financial Statements for the Year Ended 31 July 2022 (continued)

### 3 Donations and legacies

	Unrestricted funds	Restricted funds	Total 2022	Total 2021
	General £	£	£	£
Subvention	1,342,904	-	1,342,904	1,345,302
Competition fees income	-	90,000	90,000	-
Donations from individuals	-	2,564	2,564	3,457
Grants	-	11,759	11,759	5,129
	<u>1,342,904</u>	<u>104,323</u>	<u>1,447,227</u>	<u>1,353,888</u>

### 4 Income from Charitable activities

	Unrestricted funds General £	Total 2022 £	Total 2021 £
Sport clubs membership fees	22,237	22,237	-
Trips	4,147	4,147	25
NUS	591	591	519
Events	19,906	19,906	4,418
	<u>46,881</u>	<u>46,881</u>	<u>4,962</u>

### 5 Other income

	Unrestricted funds General £	Total 2022 £	Total 2021 £
Sundry income	7,394	7,394	7,753
	<u>7,394</u>	<u>7,394</u>	<u>7,753</u>

# University of Bradford Union

## Notes to the Financial Statements for the Year Ended 31 July 2022 (continued)

### 6 Expenditure on raising funds

#### a) Costs of generating voluntary income

	Restricted funds £	Total 2022 £	Total 2021 £
Donations	2,914	2,914	5,179
	<u>2,914</u>	<u>2,914</u>	<u>5,179</u>

### 7 Expenditure on Charitable Activities

	Unrestricted funds			(As restated)
	General £	Restricted funds £	Total 2022 £	Total 2021 £
Staff costs	622,322	-	622,322	584,642
Clubs and societies	-	4,398	4,398	180
Grant funding of activities	45,261	6,509	51,770	40,096
Marketing and publicity	4,761	-	4,761	5,260
Events	47,992	-	47,992	29,125
Student representation	8,326	-	8,326	4,510
Establishment costs	570,055	-	570,055	567,453
Administrative expenses	43,620	-	43,620	40,866
Competition expenses	-	102,283	102,283	17,442
Trips expenses	7,036	14,298	21,334	16,389
NUS expenses	21,064	-	21,064	23,173
Auditors' remuneration	9,100	-	9,100	8,750
Legal fees	967	-	967	522
Irrecoverable input VAT	11,000	-	11,000	10,000
	<u>1,391,504</u>	<u>127,488</u>	<u>1,518,992</u>	<u>1,348,408</u>



# University of Bradford Union

## Notes to the Financial Statements for the Year Ended 31 July 2022 (continued)

### Grant-making

#### Analysis of grants

Below are details of material grants made to institutions.

<b>Name of institution</b>	<b>2022 £</b>	<b>2021 £</b>
Football - Mens	5,009	3,136
University of Bradford	5,000	-
American Football	4,751	3,928
Volleyball	4,566	4,316
Rugby League	3,788	1,665
Badminton	2,429	-
Basketball - Womens	2,327	-
Hockey Mixed	2,101	1,726
Squash	2,006	-
ITS - Islamic Theology	1,708	-
Cheerleading	1,699	-
Fencing	1,572	-
Cricket	-	2,520
Netball	-	2,443
Rugby Union - Men	-	2,180
Rugby Union - Women	-	1,845
Basketball - Mens	-	1,750
Lacrosse	-	1,719
Baking Society	-	1,614
Individual grants to institutions under £1,500	14,814	11,254
	<u>51,770</u>	<u>40,096</u>

### 8 Other expenditure

	<b>Unrestricted funds General £</b>	<b>Total 2022 £</b>	<b>Total 2021 £</b>
Depreciation, amortisation and other similar costs	4,144	4,144	9,593
	<u>4,144</u>	<u>4,144</u>	<u>9,593</u>

# University of Bradford Union

## Notes to the Financial Statements for the Year Ended 31 July 2022 (continued)

### 9 Net incoming/outgoing resources

Net (outgoing)/incoming resources for the year include:

	2022 £	2021 £
Audit fees	9,100	8,750

### 10 Trustees remuneration and expenses

No trustees have received any reimbursed expenses from the charity during the year.

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.

	2022 Remuneration	2021 Remuneration
S Shabir	-	18,788
Z Abdin	-	21,111
A Abdussalam	-	25,706
I Ahmad	21,214	22,001
S S M Akhtar	22,568	2,429
A S Malik	22,748	2,429
A Abdussalam	25,069	-
H P Khan	3,150	-
I Tabassum	3,045	-
<b>Total</b>	<b>97,794</b>	<b>92,464</b>

### 11 Staff costs

The aggregate payroll costs were as follows:

	2022 £	2021 £ (As restated)
<b>Recharged staff costs during the year were:</b>		
Wages and salaries	496,837	493,742
Social security costs	39,467	35,937
Pension costs	75,417	52,370
Other staff costs	10,601	2,593
	<b>622,322</b>	<b>584,642</b>

## University of Bradford Union

### Notes to the Financial Statements for the Year Ended 31 July 2022 (continued)

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year expressed as full time equivalents was as follows:

	2022 No	2021 No
Average number of staff employed	31	26

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

	2022 No	2021 No
£60,001 - £70,000	1	1

The total employee benefits of the key management personnel of the charity were £66,108 (2021 - £65,129).

#### 12 Taxation

The organisation is a registered charity and is, therefore, exempt from taxation.

#### 13 Tangible fixed assets

	Computer equipment £	Total £
<b>Cost</b>		
At 1 August 2021	68,700	68,700
Additions	1,681	1,681
At 31 July 2022	70,381	70,381
<b>Depreciation</b>		
At 1 August 2021	61,656	61,656
Charge for the year	4,144	4,144
At 31 July 2022	65,800	65,800
<b>Net book value</b>		
At 31 July 2022	4,581	4,581
At 31 July 2021	7,044	7,044

# University of Bradford Union

## Notes to the Financial Statements for the Year Ended 31 July 2022 (continued)

### 14 Debtors

	2022	(As restated) 2021
	£	£
Trade debtors	4,590	214
Prepayments	54,709	62,093
Accrued income	-	256,449
Other debtors	4,054	4,054
	<u>63,353</u>	<u>322,810</u>

Debtors includes £42,499 (2021: £48,570) receivable after more than one year.

	2022	2021
	£	£
Prepayments	<u>42,499</u>	<u>48,570</u>

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

	2022	(As restated) 2021
	£	£
Trade creditors	3,282	8,107
Other taxation and social security	38,547	28,155
Other creditors	91,784	97,055
Accruals	12,068	58,801
Deferred income	630,460	1,330
	<u>776,141</u>	<u>193,448</u>

Included in the other creditors above are the monies held on behalf of the student clubs and societies amounting to £91,784 (2021 - £97,055). During the year the charity received funds of £92,404 and paid funds of £96,805 on behalf of the clubs and societies'.

	2022	2021
	£	£
Deferred income at 1 August 2021	1,330	1,804
Resources deferred in the period	629,880	(474)
Amounts released from previous periods	(750)	-
Deferred income at year end	<u>630,460</u>	<u>1,330</u>



# University of Bradford Union

## Notes to the Financial Statements for the Year Ended 31 July 2022 (continued)

### 16 Funds

	Balance at 1 August 2021 £ (As restated)	Incoming resources £	Resources expended £	Transfers £	Balance at 31 July 2022 £
<b>Unrestricted funds</b>					
General funds	435,586	1,397,179	(1,395,648)	(14,478)	422,639
Designated funds					
Take A Hike	5,413	-	-	(5,413)	-
<b>Total unrestricted funds</b>	<b>440,999</b>	<b>1,397,179</b>	<b>(1,395,648)</b>	<b>(19,891)</b>	<b>422,639</b>
<b>Restricted funds</b>					
Subvention for competitions	-	90,000	(102,283)	12,283	-
Athletic Union	1,509	-	(1,509)	-	-
Rag	1,438	2,564	(2,914)	-	1,088
Your Turn Programme	1,980	-	(829)	-	1,151
Arthur Williams Creative Fund	1,490	-	(225)	-	1,265
Braduate Fund	2,428	-	(898)	-	1,530
Funds 4 Runs Womens Cricket	2,698	-	(2,446)	-	252
Climate Action Fund	2,431	-	(2,431)	-	-
WYCA - Walking & Hiking	-	4,259	(11,867)	7,608	-
WYCA - Safer Streets	-	5,000	(5,000)	-	-
Brad-iCOUNT Fund	-	2,500	-	-	2,500
<b>Restricted funds</b>	<b>13,974</b>	<b>104,323</b>	<b>(130,402)</b>	<b>19,891</b>	<b>7,786</b>
<b>Total funds</b>	<b>454,973</b>	<b>1,501,502</b>	<b>(1,526,050)</b>	<b>-</b>	<b>430,425</b>

# University of Bradford Union

## Notes to the Financial Statements for the Year Ended 31 July 2022 (continued)

	Balance at 1 August 2020 £ (As restated)	Incoming resources £	Resources expended £	Transfers £	Balance at 31 July 2021 £ (As restated)
<b>Unrestricted funds</b>					
General	381,873	1,353,492	(1,289,882)	(9,897)	435,586
Designated funds					
Take A Hike	8,973	4,525	(8,085)	-	5,413
<b>Total unrestricted funds</b>	<b>390,846</b>	<b>1,358,017</b>	<b>(1,297,967)</b>	<b>(9,897)</b>	<b>440,999</b>
<b>Restricted funds</b>					
Subvention for competitions	8,264	-	(17,442)	9,178	-
Athletic Union	35,736	-	(34,227)	-	1,509
Rag	3,160	3,457	(5,179)	-	1,438
Choices 4 All	7,466	-	(8,085)	619	-
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
Crisis fund	-	-	(100)	100	-
<b>Restricted funds</b>	<b>60,704</b>	<b>8,586</b>	<b>(65,213)</b>	<b>9,897</b>	<b>13,974</b>
<b>Total funds</b>	<b>451,550</b>	<b>1,366,603</b>	<b>(1,363,180)</b>	<b>-</b>	<b>454,973</b>

### 17 Analysis of net assets between funds

	Unrestricted funds General funds £	Restricted funds £	Total funds £
Tangible fixed assets	4,581	-	4,581
Current assets	1,194,199	7,786	1,201,985
Current liabilities	(776,141)	-	(776,141)
Total net assets	422,639	7,786	430,425

## University of Bradford Union

### Notes to the Financial Statements for the Year Ended 31 July 2022 (continued)

#### 18 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.

	2022	2021
<b>Amounts received from The University of Bradford</b>		
Subvention	1,342,902	1,345,302
Competition fees income	90,000	-
Grants received	-	8,800
Other income	107,013	-
<b>Amounts paid to The University of Bradford</b>		
Rent	537,737	537,737
Salaries	609,402	577,500
Other costs	20,029	10,729
<b>Amounts due (to)/from The University of Bradford</b>		
Amount due from	4,974	-

Charity registration number: 1148622

# University of Bradford Union

Annual Report and Financial Statements

for the Year Ended 31 July 2022

# **University of Bradford Union**

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Statement of Financial Activities	2
Balance Sheet	3
Notes to the Financial Statements	4 to 17



## University of Bradford Union

### Statement of Trustees' Responsibilities

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

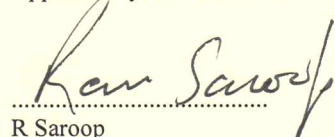
The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- 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 Charities (Accounts and Reports) Regulations 2008, and the provisions of the constitution. 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.

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

Approved by the trustees of the charity on 16 March 2023 and signed on its behalf by:



R Saroop  
Trustee

# University of Bradford Union

## Statement of Financial Activities for the Year Ended 31 July 2022 (Including Income and Expenditure Account)

Unrestricted funds					(As restated)
Note	Designated £	General £	Restricted funds £	Total 2022 £	Total 2021 £
<b>Income and endowments from</b>					
Donations and legacies	3	-	1,342,904	104,323	1,447,227
Charitable activities	4	-	46,881	-	46,881
Other income	5	-	7,394	-	7,394
<b>Total income and endowments</b>		<u>-</u>	<u>1,397,179</u>	<u>104,323</u>	<u>1,501,502</u>
<b>Expenditure</b>					
Raising funds	6	-	-	(2,914)	(2,914)
Charitable activities	7	-	(1,391,504)	(127,488)	(1,518,992)
Other	8	-	(4,144)	-	(4,144)
<b>Total expenditure</b>		<u>-</u>	<u>(1,395,648)</u>	<u>(130,402)</u>	<u>(1,526,050)</u>
Net income/(expenditure)		-	1,531	(26,079)	(24,548)
Transfers between funds		(5,413)	(14,478)	19,891	-
Net movement in funds		<u>(5,413)</u>	<u>(12,947)</u>	<u>(6,188)</u>	<u>(24,548)</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		5,413	435,586	13,974	454,973
Total funds carried forward		<u>-</u>	<u>422,639</u>	<u>7,786</u>	<u>430,425</u>

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

The funds breakdown for 2021 is shown in note 16.

**University of Bradford Union**  
**(Registration number: 1148622)**  
**Balance Sheet as at 31 July 2022**

	Note	2022 £	2021 £ (As restated)
<b>Fixed assets</b>			
Tangible assets	13	4,581	7,044
<b>Current assets</b>			
Debtors	14	63,353	322,810
Cash at bank and in hand		<u>1,138,632</u>	<u>318,567</u>
		1,201,985	641,377
<b>Creditors: Amounts falling due within one year</b>	15	<u>(776,141)</u>	<u>(193,448)</u>
<b>Net current assets</b>		<u>425,844</u>	<u>447,929</u>
<b>Net assets</b>		<u>430,425</u>	<u>454,973</u>
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted funds		7,786	13,974
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>422,639</u>	<u>440,999</u>
<b>Total funds</b>	16	<u>430,425</u>	<u>454,973</u>

The financial statements on pages 2 to 17 were approved by the trustees, and authorised for issue on 16 March 2023 and signed on their behalf by:

## **University of Bradford Union**

### **Notes to the Financial Statements for the Year Ended 31 July 2022**

#### **1 General information**

The entity is an unincorporated registered charity governed by their 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.

##### **Basis of preparation**

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity.

The charity constitutes a public benefit entity as defined by FRS 102.

##### **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.

##### **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.

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

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



## University of Bradford Union

### Notes to the Financial Statements for the Year Ended 31 July 2022 (continued)

#### *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.

#### *Deferred income*

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

#### *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.

#### *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.



## **University of Bradford Union**

### **Notes to the Financial Statements for the Year Ended 31 July 2022 (continued)**

#### **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.

#### **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, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### **Reclassification of comparative amounts**

Items of income and expenditure within the Statement of Financial Activities for the year ended 31 July 2021 have been reclassified.

After reclassification of the 2021 comparatives total income of £1,366,603 remains the same, and total expenditure of £1,353,180 remains the same. The reclassification has no effect on the net movement of funds but was required to better understand the charity's activities and how it has used its resources to further its charitable aims.

## University of Bradford Union

### Notes to the Financial Statements for the Year Ended 31 July 2022 (continued)

#### Prior period errors

It was identified that expenditure on charitable activities in the prior year was misclassified as unrestricted expenditure in respect of Choices 4 All. A transfer from unrestricted funds was also required to clear a £619 deficit balance on the Choices 4 All restricted fund.

A provision of £30,000 has been made for the estimated irrecoverable input VAT relating to the three prior years to 31 July 2022.

	Relating to the current period disclosed in these financial statements £	Relating to the prior period disclosed in these financial statements £	Relating to prior periods before the prior period disclosed in these financial statements £
Restricted funds	13,974	(7,466)	21,440
Unrestricted funds	440,999	22,534	463,533

It was identified that there is a right to off set the trade balances between the charity and The University of Bradford. The trade debtors and trade creditors in relation to The University of Bradford in the prior year have been restated.

	Relating to the current period disclosed in these financial statements £	Relating to the prior period disclosed in these financial statements £	Relating to prior periods before the prior period disclosed in these financial statements £
Trade debtors	214	(268,485)	268,699
Trade creditors	8,107	268,485	276,592

#### 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

Furniture and equipment

##### Depreciation method and rate

25% straight line basis

## **University of Bradford Union**

### **Notes to the Financial Statements for the Year Ended 31 July 2022 (continued)**

#### **Key sources of estimation uncertainty**

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

#### **Useful economic lives of tangible assets**

The annual depreciation charge for tangible assets and their carrying amount is determined by the estimated useful economic lives and residual values of the assets. The useful economic lives and residual values are re-assessed annually and amended when necessary to reflect current estimates, based on technological advancement, future investments, economic utilisation and the physical condition of the assets. The carrying amount is £4,581 (2021 - £7,044).

#### **Impairment of debtors**

The company makes an estimate of the recoverable value of trade and other debtors. When assessing the impairment of trade and other debtors, management considers factors which include the current credit rating of the debtor, the ageing profile of debtors and historical experience. The carrying amount is £4,590 (2021 - £214).

#### **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

### Notes to the Financial Statements for the Year Ended 31 July 2022 (continued)

#### 3 Donations and legacies

	Unrestricted funds	Restricted funds	Total 2022	Total 2021
	General £	£	£	£
Subvention	1,342,904	-	1,342,904	1,345,302
Competition fees income	-	90,000	90,000	-
Donations from individuals	-	2,564	2,564	3,457
Grants	-	11,759	11,759	5,129
	<u>1,342,904</u>	<u>104,323</u>	<u>1,447,227</u>	<u>1,353,888</u>

#### 4 Income from Charitable activities

	Unrestricted funds	Total 2022	Total 2021
	General £	£	£
Sport clubs membership fees	22,237	22,237	-
Trips	4,147	4,147	25
NUS	591	591	519
Events	19,906	19,906	4,418
	<u>46,881</u>	<u>46,881</u>	<u>4,962</u>

#### 5 Other income

	Unrestricted funds	Total 2022	Total 2021
	General £	£	£
Sundry income	7,394	7,394	7,753
	<u>7,394</u>	<u>7,394</u>	<u>7,753</u>

# University of Bradford Union

## Notes to the Financial Statements for the Year Ended 31 July 2022 (continued)

### 6 Expenditure on raising funds

#### a) Costs of generating voluntary income

	Restricted funds £	Total 2022 £	Total 2021 £
Donations	2,914	2,914	5,179
	<u>2,914</u>	<u>2,914</u>	<u>5,179</u>

### 7 Expenditure on Charitable Activities

	Unrestricted funds			(As restated)
	General £	Restricted funds £	Total 2022 £	Total 2021 £
Staff costs	622,322	-	622,322	584,642
Clubs and societies	-	4,398	4,398	180
Grant funding of activities	45,261	6,509	51,770	40,096
Marketing and publicity	4,761	-	4,761	5,260
Events	47,992	-	47,992	29,125
Student representation	8,326	-	8,326	4,510
Establishment costs	570,055	-	570,055	567,453
Administrative expenses	43,620	-	43,620	40,866
Competition expenses	-	102,283	102,283	17,442
Trips expenses	7,036	14,298	21,334	16,389
NUS expenses	21,064	-	21,064	23,173
Auditors' remuneration	9,100	-	9,100	8,750
Legal fees	967	-	967	522
Irrecoverable input VAT	11,000	-	11,000	10,000
	<u>1,391,504</u>	<u>127,488</u>	<u>1,518,992</u>	<u>1,348,408</u>



# University of Bradford Union

## Notes to the Financial Statements for the Year Ended 31 July 2022 (continued)

### Grant-making

#### Analysis of grants

Below are details of material grants made to institutions.

Name of institution	2022 £	2021 £
Football - Mens	5,009	3,136
University of Bradford	5,000	-
American Football	4,751	3,928
Volleyball	4,566	4,316
Rugby League	3,788	1,665
Badminton	2,429	-
Basketball - Womens	2,327	-
Hockey Mixed	2,101	1,726
Squash	2,006	-
ITS - Islamic Theology	1,708	-
Cheerleading	1,699	-
Fencing	1,572	-
Cricket	-	2,520
Netball	-	2,443
Rugby Union - Men	-	2,180
Rugby Union - Women	-	1,845
Basketball - Mens	-	1,750
Lacrosse	-	1,719
Baking Society	-	1,614
Individual grants to institutions under £1,500	14,814	11,254
	<u>51,770</u>	<u>40,096</u>

### 8 Other expenditure

	Unrestricted funds General £	Total 2022 £	Total 2021 £
Depreciation, amortisation and other similar costs	4,144	4,144	9,593
	<u>4,144</u>	<u>4,144</u>	<u>9,593</u>

## University of Bradford Union

### Notes to the Financial Statements for the Year Ended 31 July 2022 (continued)

#### 9 Net incoming/outgoing resources

Net (outgoing)/incoming resources for the year include:

	2022 £	2021 £
Audit fees	<u>9,100</u>	<u>8,750</u>

#### 10 Trustees remuneration and expenses

No trustees have received any reimbursed expenses from the charity during the year.

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.

	2021 Remuneration	2020 Remuneration
S Shabir	-	18,788
Z Abdin	-	21,111
A Abdussalam	-	25,706
I Ahmad	21,214	22,001
S S M Akhtar	22,568	2,429
A S Malik	22,748	2,429
A Abdussalam	25,069	-
H P Khan	3,150	-
I Tabassum	3,045	-
<b>Total</b>	<u>97,794</u>	<u>92,464</u>

#### 11 Staff costs

The aggregate payroll costs were as follows:

	2022 £	2021 £ (As restated)
<b>Recharged staff costs during the year were:</b>		
Wages and salaries	496,837	493,742
Social security costs	39,467	35,937
Pension costs	75,417	52,370
Other staff costs	<u>10,601</u>	<u>2,593</u>
	<u>622,322</u>	<u>584,642</u>

## University of Bradford Union

### Notes to the Financial Statements for the Year Ended 31 July 2022 (continued)

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year expressed as full time equivalents was as follows:

	2022 No	2021 No
Average number of staff employed	<u>31</u>	<u>26</u>

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

	2022 No	2021 No
£60,001 - £70,000	<u>1</u>	<u>1</u>

The total employee benefits of the key management personnel of the charity were £66,108 (2021 - £65,129).

#### 12 Taxation

The organisation is a registered charity and is, therefore, exempt from taxation.

#### 13 Tangible fixed assets

	Computer equipment £	Total £
<b>Cost</b>		
At 1 August 2021	68,700	68,700
Additions	<u>1,681</u>	<u>1,681</u>
At 31 July 2022	<u>70,381</u>	<u>70,381</u>
<b>Depreciation</b>		
At 1 August 2021	61,656	61,656
Charge for the year	<u>4,144</u>	<u>4,144</u>
At 31 July 2022	<u>65,800</u>	<u>65,800</u>
<b>Net book value</b>		
At 31 July 2022	<u>4,581</u>	<u>4,581</u>
At 31 July 2021	<u>7,044</u>	<u>7,044</u>

#### 14 Debtors

# University of Bradford Union

## Notes to the Financial Statements for the Year Ended 31 July 2022 (continued)

	2022	(As restated) 2021
	£	£
Trade debtors	4,590	214
Prepayments	54,709	62,093
Accrued income	-	256,449
Other debtors	4,054	4,054
	<u>63,353</u>	<u>322,810</u>

Debtors includes £42,499 (2021: £48,570) receivable after more than one year.

	2022	2021
	£	£
Prepayments	<u>42,499</u>	<u>48,570</u>

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

	2022	(As restated) 2021
	£	£
Trade creditors	3,282	8,107
Other taxation and social security	38,547	28,155
Other creditors	91,784	97,055
Accruals	12,068	58,801
Deferred income	630,460	1,330
	<u>776,141</u>	<u>193,448</u>

Included in the other creditors above are the monies held on behalf of the student clubs and societies amounting to £91,784 (2021 - £97,055). During the year the charity received funds of £92,404 and paid funds of £96,805 on behalf of the clubs and societies'.

	2022	2021
	£	£
Deferred income at 1 August 2021	1,330	1,804
Resources deferred in the period	629,880	(474)
Amounts released from previous periods	<u>(750)</u>	<u>-</u>
Deferred income at year end	<u>630,460</u>	<u>1,330</u>

# University of Bradford Union

## Notes to the Financial Statements for the Year Ended 31 July 2022 (continued)

### 16 Funds

	Balance at 1 August 2021 £ (As restated)	Incoming resources £	Resources expended £	Transfers £	Balance at 31 July 2022 £
<b>Unrestricted funds</b>					
General funds	435,586	1,397,179	(1,395,648)	(14,478)	422,639
Designated funds					
Take A Hike	5,413	-	-	(5,413)	-
<b>Total unrestricted funds</b>	<b>440,999</b>	<b>1,397,179</b>	<b>(1,395,648)</b>	<b>(19,891)</b>	<b>422,639</b>
<b>Restricted funds</b>					
Subvention for competitions	-	90,000	(102,283)	12,283	-
Athletic Union	1,509	-	(1,509)	-	-
Rag	1,438	2,564	(2,914)	-	1,088
Your Turn Programme	1,980	-	(829)	-	1,151
Arthur Williams Creative Fund	1,490	-	(225)	-	1,265
Braduate Fund	2,428	-	(898)	-	1,530
Funds 4 Runs Womens Cricket	2,698	-	(2,446)	-	252
Climate Action Fund	2,431	-	(2,431)	-	-
WYCA - Walking & Hiking	-	4,259	(11,867)	7,608	-
WYCA - Safer Streets	-	5,000	(5,000)	-	-
Brad-iCOUNT Fund	-	2,500	-	-	2,500
<b>Restricted funds</b>	<b>13,974</b>	<b>104,323</b>	<b>(130,402)</b>	<b>19,891</b>	<b>7,786</b>
<b>Total funds</b>	<b>454,973</b>	<b>1,501,502</b>	<b>(1,526,050)</b>	<b>-</b>	<b>430,425</b>

# University of Bradford Union

## Notes to the Financial Statements for the Year Ended 31 July 2022 (continued)

	Balance at 1 August 2020 £ (As restated)	Incoming resources £	Resources expended £	Transfers £	Balance at 31 July 2021 £ (As restated)
<b>Unrestricted funds</b>					
General	381,873	1,353,492	(1,289,882)	(9,897)	435,586
Designated funds					
Take A Hike	8,973	4,525	(8,085)	-	5,413
<b>Total unrestricted funds</b>	<b>390,846</b>	<b>1,358,017</b>	<b>(1,297,967)</b>	<b>(9,897)</b>	<b>440,999</b>
<b>Restricted funds</b>					
Subvention for competitions	8,264	-	(17,442)	9,178	-
Athletic Union	35,736	-	(34,227)	-	1,509
Rag	3,160	3,457	(5,179)	-	1,438
Choices 4 All	7,466	-	(8,085)	619	-
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
Crisis fund	-	-	(100)	100	-
<b>Restricted funds</b>	<b>60,704</b>	<b>8,586</b>	<b>(65,213)</b>	<b>9,897</b>	<b>13,974</b>
<b>Total funds</b>	<b>451,550</b>	<b>1,366,603</b>	<b>(1,363,180)</b>	<b>-</b>	<b>454,973</b>

### 17 Analysis of net assets between funds

	Unrestricted funds General funds £	Restricted funds £	Total funds £
Tangible fixed assets	4,581	-	4,581
Current assets	1,194,199	7,786	1,201,985
Current liabilities	(776,141)	-	(776,141)
<b>Total net assets</b>	<b>422,639</b>	<b>7,786</b>	<b>430,425</b>



## University of Bradford Union

### Notes to the Financial Statements for the Year Ended 31 July 2022 (continued)

#### 18 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.

	2022	2021
<b>Amounts received from The University of Bradford</b>		
Subvention	1,342,902	1,345,302
Competition fees income	90,000	-
Grants received	-	8,800
Other income	107,013	-
<b>Amounts paid to The University of Bradford</b>		
Rent	537,737	537,737
Salaries	609,402	577,500
Other costs	20,029	10,729
<b>Amounts due (to)/from The University of Bradford</b>		
Amount due from	4,974	-

University of Bradford Union  
Year ended 31 July 2022  
Adjustments to prior year signed accounts

£

Funds b/fwd 01/08/2020 per signed accounts 2021 (Page 25 balance sheet) 471,550

1	Irrecoverable input VAT - 2020	10,000	
	Irrecoverable input VAT -2019	10,000	
	Provision for irrecoverable input VAT	(20,000)	
	Being the estimated amount of irrecoverable input VAT for 2020 & 2019		(20,000)

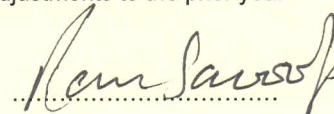
Funds b/fwd 01/08/2020 per audited accounts (note 16)

451,550

The board of trustees acknowledge their responsibility for the production of the financial statements.

On behalf of the board I authorise Watson Buckle Limited to make the above adjustments to the prior year

Agreed by client:



Date:

24/03/2023

University of Bradford Union  
Year ended 31 July 2022  
Adjustments to prior year signed accounts

Surplus per signed accounts 2021 (Page 24 SOFA)

**Audit adjustments 2022**

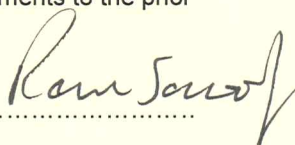
1	Expenditure on charitable activities - Restricted	8,085
	Expenditure on charitable activities - Unrestricted	(8,085)
	Being the restricted expenditure in the prior year mis-classified as unrestricted expenditure in respect of Choice 4 All	
2	Unrestricted funds	619
	Restricted funds	(619)
	Being the transfer from unrestricted funds to cover overspend in respect of Choice 4 All	
2	Trade creditors	268,485
	Trade debtors	(268,485)
	Being the net off of the balances with The University of Bradford	
3	Irrecoverable input VAT	10,000
	Provision for irrecoverable input VAT	(10,000)
	Being the estimated amount of irrecoverable input VAT for YE 2021	

**Surplus/(Deficit) post restatement**

The board of trustees acknowledge their responsibility for the production of the financial statements.

On behalf of the board I authorise Watson Buckle Limited to make the above adjustments to the prior

Agreed by client:

.....  


Date:

..24/03/2023

£

		SOFA		Unrestricted - G
		Income	Expenditure	
13,423	<u>A99B</u>	1,366,603	(1,353,180)	(9,278)
			(8,085)	
			8,085	
-				(619)
-				
-				
	<u>C09C</u>			
(10,000)		-	(10,000)	
<u>3,423</u>		<u>1,366,603</u>	<u>(1,363,180)</u>	<u>(9,897)</u>

year financial

*Ram Saurof*

24/03/2023

Fund Transfers  
Unrestricted - D

Restricted

-

9,278

619

-

-

-

9,897

-

Check

**University of Bradford Union****Year ended 31 July 2022****Related parties declaration***Related parties as defined by Charities SORP FRS102 2015 (see end)*

<b>Name of related party</b>	<b>Nature of relationship</b>	<b>Nature of transactions and balances</b>
University of Bradford	Has potential influence over financial and operating policies.	Subvention receivable Competition fees income Rent payable to Sundry sales to Recharges from being wages, cleaning and computer support Related balances
Andy Fitzpatrick  Spouse: Rose Fitzpatrick  Adult children: None	CEO, related as Andy has authority or responsibility for directing or controlling the major activities or resources of the charity.	Remuneration
Deborah Cross  Spouse: Paul Cross  Adult children: None	External Trustee	None expected
Ram Saroop  Spouse: Seso Kaur  Adult children: None	External Trustee	None expected
Lloyd Russell-Moyle  Spouse: None  Adult children: None	External Trustee	None expected
Safwatt Shehzad Muhammad Akhtar  Spouse: None  Adult children: None	Sports & Wellbeing Officer	Trustee remuneration
Ahmed Sher Malik  Spouse: None  Adult children: None	Sports & Wellbeing Officer	Trustee remuneration



**University of Bradford Union****Year ended 31 July 2022****Related parties declaration***Related parties as defined by Charities SORP FRS102 2015 (see end)*

Christian Busse  Spouse: None  Adult children: None	Trustee	None expected
Hamza Pervez Khan  Spouse: None  Adult children: None	Trustee	Trustee remuneration
Iqra Tabassum  Spouse: None  Adult children: None	Trustee	Trustee remuneration
Ajiroghene Ayokunle  Spouse: None  Adult children: None	Trustee	None expected
Gwendolen Bradshaw  Spouse: Deceased  Adult children: None	Trustee	None expected
Abdoulraouf Abdussalam  Spouse: None  Adult children: None	Education Officer (resigned 30/06/2022)	Trustee remuneration
Inshaal Ahmad  Spouse: None  Adult children: None	Trustee, sabbatical officer (resigned 30/06/2022)	Trustee remuneration

**University of Bradford Union**

**Year ended 31 July 2022**

**Related parties declaration**

*Related parties as defined by Charities SORP FRS102 2015 (see end)*

Adegboyega Michael Omole  Spouse: None  Adult children: None	Trustee (resigned 16/12/22)	None expected
---	--------------------------------	---------------

We confirm that the related parties set out above are a complete list of such relationships, transactions and balances.

Signed ..... 

Date ..... 24/03/2023

For and on behalf of University of Bradford Union

**University of Bradford Union**

**Year ended 31 July 2022**

**Related parties declaration**

*Related parties as defined by Charities SORP FRS102 2015 (see end)*

*Related parties is a term used by the SORP that combines the requirements of charity law, company law and the Financial Reporting Standard applicable in the UK and the Republic of Ireland. The term is used to identify those persons or entities that are closely connected to the reporting charity or its trustees.*

*Accounting and reporting by charities*

*The following 'natural persons' are classed as related parties:*

*A. any charity trustee and custodian trustee of the charity;*

*B. a person who is the donor of any land to the charity (whether the gift was made on or after the establishment of the charity); and*

*C. any person who is:*

*1. a child, parent, grandchild, grandparent, brother or sister of any such trustee (A) or donor (B) of land;*

*2. an officer, agent or a member of the key management personnel of the charity;*

*3. the spouse or civil partner of any of the above persons (A, B, C1 and C2);*

*4. carrying on business in partnership with any of the above persons (A, B, C1, C2 and C3);*

*5. a person, or a close member of that person's family, who has control or joint control over the reporting charity;*

*6. a person, or a close member of that person's family, who has significant influence over the reporting charity.*

*'Close member of a person's family' refers to:*

*a. that person's children or spouse;*

*b. the children, stepchildren or illegitimate children of that person's spouse or domestic partner;*

*c. dependents of that person; and*

*d. that person's domestic partner who lives with them as husband or wife or in an equivalent same-sex relationship.*

*A charity is not necessarily related to another charity simply because a particular person happens to be a trustee of both. It will only be 'related' if the relationship means that one charity, in furthering its charitable aims, is under the direction or control of the trustees of another charity.*

*The following entities, which are not 'natural persons', are classed as related parties of a reporting entity (including a reporting charity) if any of the following conditions apply:*

*• the entity and the reporting charity are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others);*

*• one entity is an associate or joint venture of the other entity (or a member of the group in which the other entity is the parent or a member);*

*• both entities are joint ventures of the same third entity;*

*• one entity is a joint venture of a third entity and the other entity is an associate of the third entity;*

*• the entity is a post-employment benefit plan for the benefit of employees of either the reporting entity or an entity related to the reporting entity;*

*• an entity that is controlled or jointly controlled by a person, or two or more persons, identified in A, B or C;*

*Accounting and reporting by charities*

*• an entity in which a person, or two or more such persons, identified in A, B or C, taken together, have a substantial interest or significant influence over the entity;*

*Control is presumed to exist when one or more persons identified in A, B or C, taken alone or together, hold directly or indirectly, more than half the voting power of an entity. However, control can also exist when they, directly or indirectly, control half or less than half of the voting power of an entity, if they have:*

*• power over more than half of the voting rights by virtue of agreement with other investors;*

*• the power to govern the financial and operating policies of the entity under a statute or an agreement;*

*• the power to appoint or remove the majority of the members of the board of directors or equivalent governing body, and control of the entity is by that board or body; or*

*• the power to cast the majority of votes at the meetings of the board of directors or equivalent governing body, and control of the entity is by that board or body.*

*An individual has a substantial interest or significant influence in an entity where that person, or two or more persons identified in A, B or C, taken together, have an interest in the equity share capital of that entity of a nominal value of more than one-fifth of that share capital, or is entitled to exercise, or control the exercise of, more than one-fifth of the voting power at any general meeting of that entity.*



**University of Bradford Union**  
University of Bradford  
Richmond Road  
Bradford  
BD7 1DP

Charity Number: 1148622

Watson Buckle Limited  
Statutory Auditor & Chartered Accountants  
York House  
Cottingley Business Park  
Bradford  
BD16 1PE

Dear Sirs

The following representations are made on the basis of enquiries of management and staff with relevant knowledge and experience such as we consider necessary in connection with your audit of the charity's financial statements for the year ended 31 July 2022. These enquiries have included inspection of supporting documentation where appropriate. All representations are made to the best of our knowledge and belief.

## **1 General**

- 1.1 We have fulfilled our responsibilities as trustees as set out in the terms of your engagement letter, under the Charities Act 2011 for preparing financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), for being satisfied that they give a true and fair view and for making accurate representations to you.
- 1.2 All the transactions undertaken by the charity have been properly reflected and recorded in the accounting records.
- 1.3 All the accounting records have been made available to you for the purpose of your audit. We have provided you with unrestricted access to all appropriate persons within the charity, and with all other records and related information requested, including minutes of all management and trustee meetings and correspondence with The Charity Commission.
- 1.4 The financial statements are free of material misstatements, including omissions.
- 1.5 The effects of uncorrected misstatements, as set out in the appendix to this letter, are immaterial both individually and in total.

## **2 Internal control and fraud**

- 2.1 We acknowledge our responsibility for the design, implementation and maintenance of internal control systems to prevent and detect fraud and error. We have disclosed to you the results of our risk assessment that the financial statements may be misstated as a result of fraud.
- 2.2 We have disclosed to you all instances of known or suspected fraud affecting the entity involving management, employees who have a significant role in internal control or others that could have a material effect on the financial statements.
- 2.3 We have also disclosed to you all information in relation to allegations of fraud or suspected fraud affecting the entity's financial statements communicated by current or former employees, analysts, regulators or others.

### **3 Assets and liabilities**

- 3.1 The charity has satisfactory title to all assets and there are no liens or encumbrances on the charity's assets, except for those that are disclosed in the notes to the financial statements.
- 3.2 All actual liabilities, contingent liabilities and guarantees given to third parties have been recorded or disclosed as appropriate.
- 3.3 We have no plans or intentions that may materially alter the carrying value and where relevant the fair value measurements or classification of assets and liabilities reflected in the financial statements.

### **4 Accounting estimates**

- 4.1 Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

### **5 Legal claims**

- 5.1 Any claims in connection with litigation that have been, or are expected to be, received have been properly accounted for and disclosed in the financial statements.

### **6 Laws and regulations**

- 6.1 We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.

### **7 Transactions with related parties**

- 7.1 Related party relationships and transactions have been appropriately accounted for and disclosed in the financial statements. We have disclosed to you all relevant information concerning such relationships and transactions and are not aware of any other matters which require disclosure in order to comply with legislative and accounting standards requirements.

### **8 Subsequent events**

- 8.1 All events subsequent to the date of the financial statements which require adjustment or disclosure have been properly accounted for and disclosed.

### **9 Insurance**

- 9.1 We confirm that the company has adequate insurance cover.

### **10 Going concern**

- 10.1 We believe that the charity's financial statements should be prepared on a going concern basis on the grounds that current and future sources of funding or support will be more than adequate for the charity's needs. We have considered a period of twelve months from the date of approval of the financial statements. We believe that no further disclosures relating to the charity's ability to continue as a going concern need to be made in the financial statements.

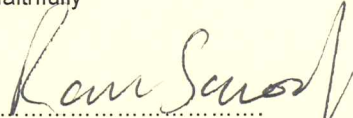
### **11 Grants and donations**

- 11.1 All grants, donations and other income, the receipt of which is subject to specific terms or conditions, have been notified to you. There have been no breaches of terms or conditions in the application of such income.

**12 Disclosure of information to auditors**

- 12.1 We acknowledge our legal responsibilities regarding disclosure of information to you as auditors and confirm that so far as we are aware, there is no relevant audit information needed by you in connection with preparing your audit report of which you are unaware.
- 12.2 Each trustee has taken all the steps that he ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that you are aware of that information.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Ram Saraf', written over a dotted line.

For and on behalf of University of Bradford Union

16 March 2023



**University of Bradford Union**  
University of Bradford  
Richmond Road  
Bradford  
BD7 1DP

Charity Number: 1148622

Watson Buckle Limited  
Statutory Auditor & Chartered Accountants  
York House  
Cottingley Business Park  
Bradford  
BD16 1PE

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- 2.2 We have disclosed to you all instances of known or suspected fraud affecting the entity involving management, employees who have a significant role in internal control or others that could have a material effect on the financial statements.
- 2.3 We have also disclosed to you all information in relation to allegations of fraud or suspected fraud affecting the entity's financial statements communicated by current or former employees, analysts, regulators or others.

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Yours faithfully

A handwritten signature in black ink, appearing to read 'Kan Sard', written over a dotted line.

For and on behalf of University of Bradford Union

16 March 2023

University of Bradford Union  
Year ended 31 July 2022  
Adjustments to management accounts

		£
<b>Surplus per draft accounts</b>		(14,238)
<b>Audit adjustments</b>		
1 Fixed assets accumulated depreciation brought forwards	2	
Administrative expenditure	(2)	
Being the trivial difference in the accumulated depreciation brought forwards to reconcile fixed assets to prior year statutory accounts		2
2 Trade creditors	317,588	
Trade debtors	(317,588)	
Being the net off of the University balances which were journalled post year end		-
3 Prepayments	6,071	
Contribution to refurbishments	(6,071)	
Being the overcharge to the SOFA in respect of the contributions from the Union to the University in respect of the refurbishments		6,071
Prepayments	36,428	
Sundry debtors	(36,428)	
To correct the posting on the TB for 'Contribution from the Union to the University for the refurbishments of the Union prepayment'		-
4 Accruals	629,880	
Deferred income	(629,880)	
Being the deferred income in respect of the subvention incorrectly included in accruals.		-
5 Accruals	580	
Deferred income	(580)	
Being the deferred income in respect of sports development incorrectly included in accruals.		-
6 Sundry income	5,620	
Accruals	(5,620)	
To correct clients misposting pf the C4A Grants which was adjusted in the 2021 audit, clients journal not required		(5,620)
7 Sundry income	2,431	
Accruals	(2,431)	
To correct clients misposting pf the Crime Action Grant which was adjusted in the 2021 audit, clients journal not required		(2,431)
8 Accruals	1,756	
Sundry income	(1,756)	
Being the reversal of the West Yorkshire Combined Authority - Grant for Walking & Hiking incorrectly recognised.		1,756
9 Other creditors	3,160	
Administrative expenditure	(3,160)	
Being the 2020 RAG balances duplicated within clubs and societies balances incorrectly in prior years		3,160
<b>Audit adjustments in respect of fund accounting</b>		
1 Clubs and societies	829	
Restricted funds brought forwards	(829)	
Being the expenditure for Your Turn Programme posted incorrectly to the balance sheet excluding from SOFA		(829)
2 Clubs and societies	225	
Restricted funds brought forwards	(225)	
Being the expenditure for Arther Williams Creative Fund posted incorrectly to the balance sheet excluding from SOFA		(225)



3	Clubs and societies	2,446	
	Restricted funds brought forwards	(2,446)	
	Being the expenditure for Funds 4 Runs Womens Cricket posted incorrectly to the balance sheet excluding from SOFA		(2,446)
4	Clubs and societies	898	
	Restricted funds brought forwards	(898)	
	Being the expenditure for Braduate Fund posted incorrectly to the balance sheet excluding from SOFA		(898)
5	Raising and giving costs	2,914	
	Raising and giving income	(2,564)	
	Restricted funds brought forwards	(350)	
	Being the expenditure for Braduate Fund posted incorrectly to the balance sheet excluding from SOFA		(350)
6	Transfer from unrestricted funds	12,283	
	Transfer to restricted funds	(12,283)	
	Being the expenditure for Braduate Fund posted incorrectly to the balance sheet excluding from SOFA		-
7	Clubs and societies - Restricted	1,509	
	Clubs and societies - Unrestricted	(1,509)	
	Being the expenditure for Athletic Union posted incorrectly		-
8	Restricted funds brought forwards	7,466	
	Unrestricted funds brought forwards	(7,466)	
	Being the restatement of expenditure in the prior in respect of Choice 4 All		-
9	Transfer from designated funds	5,413	
	Transfer to unrestricted funds	(5,413)	
	Being the treatment of Take A Hike to be classified as unrestricted going forwards		-
10	Sundry income - Unrestricted	4,259	
	Grant income - Restricted	(4,259)	
	Being the income for West Yorkshire Combined Authority - Walking & Hiking posted incorrectly in SOFA		-
11	Administrative expenditure - Restricted	6,757	
	Administrative expenditure - Unrestricted	(6,757)	
	Travel and subsistence - Restricted	5,110	
	Travel and subsistence - Unrestricted	(5,110)	
	Being the expenditure for West Yorkshire Combined Authority - Walking & Hiking posted incorrectly within the SOFA		-
12	Transfer from unrestricted funds	7,608	
	Transfer to restricted funds	(7,608)	
	Being the transfer from unrestricted funds to cover the overspend for West Yorkshire Combined Authority - Walking & Hiking		-
13	Grant expenditure - Restricted	5,000	
	Grant income - Restricted	(5,000)	
	Being the gross up of income and expenditure for West Yorkshire Combined Authority - Grant for the Safer Streets netted of within a SOFA nominal		-
14	Irrecoverable input VAT	11,000	
	Provisios	(11,000)	
	Being the estimated provision for the current year irrecoverable input VAT		(11,000)
15	Accruals	2,500	
	Grant income - Restricted	(2,500)	
	Being the income for Brad-iCOUNT Fund posted incorrectly in accruals		2,500

**Surplus/(Deficit) post adjustments**

(24,548)

(24,548)

-

The board of trustees acknowledge their responsibility for the production of the financial statements.

On behalf of the board I authorise Watson Buckle Limited to make the above adjustments to the draft financial statements.

Agreed by client:

*R. van der Vliet*

Date:

*24/03/2023*

University of Bradford Union  
Year ended 31 July 2022  
Unadjusted errors

	Factual Dr / (Cr)	Judgmental Dr / (Cr)	Surplus effect increase / (decrease)
NUS expenses	1,750		
Accruals	(1,750)		(1,750)
Being the under accrual of the NUS membership fees identified on			(1,750)

The unadjusted errors are considered immaterial and have not been adjusted in the financial statements.

Agreed by client:

Date:

*Ken Saeed*  
24/03/2023



Charity registration number: 1148622

# University of Bradford Union

Annual Report and Financial Statements

for the Year Ended 31 July 2022

# **University of Bradford Union**

## **Contents**

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Independent Auditors' Report	18 to 20
Statement of Financial Activities	21
Balance Sheet	22
Notes to the Financial Statements	23 to 36

# REPORT OF THE TRUSTEES

YEAR ENDED 31 JULY 2022

UNIVERSITY OF BRADFORD STUDENTS' UNION



# University of Bradford Union of Students

## Report of the Trustees

Year Ended 31 July 2022

---

<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
	Lloyd Russell-Moyle	External Trustee	10/11/20
	Gwendolen Bradshaw	External Trustee	1/12/21
	Safwatt Shehzad Muhammad Ahktar	Sports & Wellbeing Officer	1/7/21
	Ahmed Malik	Community & Activities Officer/ Student Affairs Officer	1/7/21
	Iqra Tabassum	Education Officer	1/7/22
	Hamza Khan	Community & Activities Officer	1/7/22
	Adegboyega Omole	Student Trustee	24/1/22
	Ajiri Ayokunle	Student Trustee	24/1/22
<b>Former Trustees</b>	Holding Office in reporting period		
	<b>Name</b>	<b>Role</b>	<b>Date of Tenure</b>
	Abdulraouf Abdussalam	Education Officer	Resigned 30/6/2022
	Inshaal Ahmad	Student Affairs Officer	Resigned 30/6/2022
	Faiz Ilyas	Chair of Student Council	Resigned 30/6/2022
<b>Auditors</b>	Watson and Buckle York House 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 2022, 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
- Health, Safety & 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 2021/2022 there were 3 student trustees and 4 external trustees on the board.

The flat structure for the period August 2021 to June 2022 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 June. 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.



## **University of Bradford Union of Students**

### **Report of the Trustees**

**Year Ended 31 July 2022**

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#### **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 2022**

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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 £1,342,904. 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 2022**

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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.

**Grant Making Policy**

Sports Clubs – Since the financial split from the Unique membership last year, UBU now collects money from students direct and then allocates a budget across the clubs on a case-by-case basis. The University still supports through a grant of £90k to be used for those clubs representing the University in sport competition.

Activity groups – An agreed amount from the University Subvention is allocated to societies and media groups at the start of the year depending upon the plans and needs.

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. A new financial model has been approved and a potential HR agreement has been discussed. An agreement around UBU space allocation has yet to be finalised. The main aim remains to have a signed agreement covering all areas.

### **Student Voice**

This area's main objective remains to be the democratic voice of students through student council, academic representation, and market research. Discussion is still ongoing regarding lay members on the student council. The student voice use of social media as a form of representation and feedback increased this year and the organisation recognises that it needs to be innovative and creative in how it uses this form of engagement. Our objective is to recruit student influencers across the membership covering all demographics and activities

### **Student Opportunities**

As a result of the pandemic, UBU experienced a severe decline in student engagement from January 2022. Therefore, we refocused our efforts and resources into inspiring students back into student networks through a personal, funded and less administration approach so that the pathways became more accessible for students to encourage them to engage in activities.

From this basis we can follow student engagement trends and support a new way of forming social networks. A key focus is to increase the support to academic societies and create a regular platform for internal engagement programmes such football leagues, chess competitions, the great debate forum and end of year socials.

### **Social/Training Space**

Our long-term objective remains for UBU to continue to increase its social learning offer within student central and around campus. A training centre is still a long-term objective. The modernisation of student central including innovative learning areas and a catering offer that matches the needs of the student demographics.

### **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 are able 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



**Report of the Trustees**

**Year Ended 31 July 2022**

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**Values**

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

**The impact of Covid on UBU**

A whole year of students passing on knowledge to other students regarding how to run clubs and societies was lost due to the covid pandemic. As a result, student engagement declined and UBU set about implementing a recovering plan which involved a one-to-one approach to supporting potential student leaders to set networks through creating new activities or reenergising dormant clubs back into the student opportunities arena. Change is occurring slowly and UBU needs to adapt through our student leaders to meet the new ways which Bradford students want to engage.

# STUDENT ENGAGEMENT AREA



**Report of the Trustees**

**Year Ended 31 July 2022**

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**Student Engagement Area**

**Kickstart**

This year we dramatically increased the number of Kickstart residentials with aim of bringing as many students as possible into the development programme. In Semester one we ran six residentials, including one female only weekend. In Semester two we ran a further two residentials. Initial engagement was strong but faded as the infrastructure of our clubs and societies were not robust enough to sustain the student engagement.

At the Kickstart awards 17 students received Level 3 awards were given out, 10 of them to women. Each level 3 student received the opportunity either a shadowing or mentoring experience with one of our Alumni as well as a written reference for job applications.

**Volunteering**

The Volunteering area experienced a strong Freshers Fair, with 165 student sign-ups for more information. We ran a face-to-face Student Volunteering Fair on 20th October with 25 organisations attending.

The team secured several relationships with faculties including Clinical Sciences who is promoting our health-related opportunities to their students.

Our challenge is to improve Union Cloud Volunteering Module as the student volunteering registration process can be arduous.

**Campaigns**

UBU ran several successful campaigns this year including Black History Month, Disability History Month, Women's History Month and LGBTQ+ History Month, engaging over 250 students with most of these campaigns.

Our Take a Hike group in which students go hiking with blind or partially sighted people had 150 students attend over 11 hikes. At the end of the year, we ran a residential in the Cairngorms for the students and the other hikers. A funding bid with the National Lottery for this project has been submitted.

**Sports and Activities**

This year UBU attracted 570 sport members into 27 sport clubs and 1741 activity group members involved in 59 activity groups. There were 397 Executives leaders for Sports and Activities

At the end of the year several clubs and societies did not have new Execs to take them forward into next year, Exec numbers are lower due to the impact of the pandemic which has prompted us to refocus our attention on engagement and making our systems more fit for this purpose.

The splitting of the sports membership with Unique had some financial implications for sports funding, as the clubs' budgets is now more dependent on how many members they can bring in, although the University still funds the BUCS competitions.

Taking on feedback from executives' officers who run our clubs, UBU training program needs redesigning for sports and societies in terms of content and delivery

**Engagement Spaces**

Room 101 – our International Student Space had a particularly good year, being fully embraced by the huge influx of Nigerian students, a great many of whom arrived in Sem 2. It is now perhaps better used than ever before and has celebrated several cultural days throughout the year.

Our Green Moveout in Room 101 where we recycle items from student to student, was also particularly effective running all year round as a sort of swap shop, and we also benefitted students by being given hundreds of duvets from The Green which found good homes.

The Ram Air space has also been heavily used throughout the year, particularly for podcasting, with a society forming and various areas from the University using the space. We are currently refurbishing the area in terms of both carpeting and technical equipment, to streamline its technical set up. We are also rethinking how we manage this space.



# STUDENT VOICE REPORT



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**Student Voice Report 2022**

**UBU Elections**

UBU elections were our first on-campus elections since the onset of Covid. UBU leadership and support staff team planned this election with inclusivity and accessibility as a central theme. The team were conscious that due to the break in on-campus student experience elections needed to be communicated to students with a significant knowledge gap on the election purpose and process. All the communication and event planning were produced with this central theme of project planning.

To further support the promotion of the 2022 elections UBU organised a special Kickstart residential weekend designed specifically to train potential candidates on the election process, and expectations around conduct and campaigning. The weekend was designed to also boost the confidence of potential candidates to commit to the elections through several key sessions. The weekend concluded with attendees completing a fire-walk and making a commitment to run in the election. 14 students attended the weekend, and all but one of the attendees submitted a nomination

At the close of nominations, UBU received 34 nominations. As per previous years candidates completed candidate training and were able to then promote their campaigns across campus. Key events were also organised to assist candidates in being able to promote their respective manifestos. This year UBU hosted an on-campus hustings events in which over 145 students attended, additionally three role specific Hustings also took place which over 80 students attended.

Voting took place on Wednesday 16th and Thursday 17th March. At the close of voting 3246 Students voted. This was a significant rise in the number of students voting from the previous total of 1627 Student votes in 2021. This was UBU's highest turnout in 5 years.

**Student Representation Update**

To date UBU working in partnership with university faculty staff have recruited 333 representatives. The table below details current recruitment figures:

	Student Representatives	Faculty Representatives
Engineering and Informatics	70	4
Health Studies	60	3
Life Sciences	69	3
Social Sciences, Management and Law	119	5

UBU staff delivered training for representatives via a mixture of in-person and online training sessions. Overall, 240 students were trained which amounts to 70% of elected student representatives.

Activity to date includes 111 students attending the first faculty-based forum event in November 2020 in which reps met with key faculty staff to discuss the University experience. At the beginning of February 2022 UBU supported the second faculty forum of the year, with 98 student representatives in attendance.

Student Representation has been an area which UBU need to review. Over the summer attention will be given to the University and Students' Union student representative policy with a view to reflecting on current practice, sector practices and new initiatives that can be implemented to improve on this important tool for communicating the student voice across the University community.



**Report of the Trustees**

**Year Ended 31 July 2022**

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**Council**

Council had a total membership of 31 students elected from a possible 33 roles. Council met 8 times across the year through a mixture of online and in-person meetings. Council passed 4 motions during their sitting which were as follows:

- Catering (evenings) and how it affects safety
- Cost of living
- Representation on Uni committees
- Visa fees for international students

UBU was not able to recruit a student for the vacant Trans & non-binary Officer. Additionally, it should be noted that a previous LGBT+ Officer stepped in as a temporary to fill that vacancy but later agreed to stay on in this role following a long-standing vacancy.

Following the conclusion of the spring election for next year's Council UBU has vacancies for several roles, however it is not unusual at this stage and there will be a by-election in the autumn to recruit new members. UBU has utilised our Kick-start residential programme in recent years to engage new students into our democracy which has proven to be a successful avenue for engagement.

**Advice and Support**

The Advice Centre have embraced new working practices post-covid combining online and in-person meetings. There has been a significant uplift in the number of students accessing the service since students have returned to campus, and the team have noticed that this year has broken out from what would be considered a normal advice cycle. Factors for an increase in cases include –

- Return to on-campus teaching
- An increase in students attending the University
- Creation of a large January starter cohort of students
- Increase in academic misconduct cases

The advice team have provided advice to well over 1,000 individual students across the academic year. Over 860 students were able to engage with the advice team via our online triage systems, and many more have engaged via UBU's face-to-face meetings.

We must now monitor the workload of the advice team. As student numbers increase it is important that we review if the team is sufficiently resourced to ensure that students have access to independent advice from UBU. Furthermore, we will also be focusing on reviewing support mechanisms in place to protect staff well-being.

**Student Communications**

UBU recruited a new full-time communications assistant and some student staff to support our communications strategy.

With respect to marketing statistics. Since the beginning of term, we have had over 447,776 page views, with 340,035 of these being unique page views. Our most popular page over this period was Freshers2021 with over 20,899 views total. After this, Activities gained 6072 page views and sports gained 5,778 views. Over the elections period of the 14th of March until the 17th, we had 18,924 page views. We have had a total of 5758 event bookings through the website, with around 50% of users opening our campaign emails (weekly email, voting notification, freshers fayre invite).

UBU has also raised just under £14,000 through commercial income raised from advertising across the academic year. Much of this income has been generated via our two fresher's events in September and January, with a small portion being raised through advertising. This is an area which we will seek to improve in the forthcoming year.

On the UBU social media platforms, we have gained over 1200 new followers in this period. Our Instagram has been our most active with over 16k likes on our posts and a 372k user reach. Our most popular day was the first day of voting with over 5000 profile views. Our media is equally most popular with 18–24-year-olds and 25–34-year-olds, both making up around 1.7k of our audience each.

## Report of the Trustees

### Year Ended 31 July 2022

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The progress of our socials since the 1st of September 2021:

- Facebook: 9,755 likes, 268 new likes.
- Twitter: 6849 followers, 246 new follows.
- LinkedIn: 267 Followers, 65 new follows.
- Instagram: 5038 Followers, 982 new follows.

Marketing and Communications is an area which has identified as an area for improvement within UBU. Whilst we are pleased with UBU's outreach with our student body, we also realise that student behaviour has changed considerably in recent years. The team will work over the summer period to create a brand-new student communication strategy to ensure that UBU is able to communicate in a manner that is relevant to our current and potential membership. We will also seek to review how we can exploit our own marketing channels to increase commercial income.

#### 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 £91,784 (2021: £97,055).

#### Reserves Policy

In accordance with the Charity Commission's guidance on best practice we have targeted our level of reserves as that of 4 months wages costs. The amount of 4 months wages is approximately £207,000, our level of reserves is higher than this.

The amount of the total funds held is £430,425 (2021: £454,973), the amount of restricted funds is £7,786 (2021: £13,974). The amount of fund that can only be realised by disposing of tangible fixed assets is £4,581 (2021: £7,044).

The number of reserves after making allowance for the above is £425,844 (2021: £447,929).

#### 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.

A new model based on student numbers and including inflationary increases was agreed with university which will begin at the start of the academic year 2022/2023.

UBU presented a budget to its members and the University which showed a £90k deficit. As can be seen from accounts the actual deficit is £24,548. The aim of such plan was to have the flexibility in the budget and to use our reserves to improve student engagement and consequently reduce the level of reserves back to the agreed amount. The flexibility allows UBU to invest in a wider range of student opportunities as the impact of the pandemic on the student experience is still unfolding.

As is illustrated in the report our levels of student engagement declined in sports and societies they increased slightly in volunteering and remained the same in representation. This influenced the end year financial position as the number of students joining or taking part in our opportunities reduced which then reduced the predicted spend.

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 16 March 2023 and signed on their behalf by:



.....  
Trustee

## University of Bradford Union

### Statement of Trustees' Responsibilities

The trustees are responsible for preparing 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 2019 (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 Charities (Accounts and Reports) Regulations 2008, and the provisions of the constitution. 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.

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

Approved by the trustees of the charity on 16 March 2023 and signed on its behalf by:



Trustee

## **University of Bradford Union**

### **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 2022, 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 2022 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 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**

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

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

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

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- the charity has not kept adequate accounting records; 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 17), 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 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 regulations made under section 154 of that Act.

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 charity 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 charity operates in, through discussions with trustees and other management, and from our commercial knowledge and experience of the sector in which the charity operates, to enable us to identify the key laws and regulations applicable to the charity. 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 charity, Charities SORP (FRS 102), taxation legislation, data protection, anti-bribery, employment, environmental and health and safety legislation.



## University of Bradford Union

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

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

- 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; and
- 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.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

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

16 February 2023

# University of Bradford Union

## Statement of Financial Activities for the Year Ended 31 July 2022 (Including Income and Expenditure Account)

Unrestricted funds					(As restated)	
Note	Designated £	General £	Restricted funds £	Total 2022 £	Total 2021 £	
<b>Income and endowments from</b>						
Donations and legacies	3	-	1,342,904	104,323	1,447,227	1,353,888
Charitable activities	4	-	46,881	-	46,881	4,962
Other income	5	-	7,394	-	7,394	7,753
<b>Total income and endowments</b>		<u>-</u>	<u>1,397,179</u>	<u>104,323</u>	<u>1,501,502</u>	<u>1,366,603</u>
<b>Expenditure</b>						
Raising funds	6	-	-	(2,914)	(2,914)	(5,179)
Charitable activities	7	-	(1,391,504)	(127,488)	(1,518,992)	(1,348,408)
Other	8	-	(4,144)	-	(4,144)	(9,593)
<b>Total expenditure</b>		<u>-</u>	<u>(1,395,648)</u>	<u>(130,402)</u>	<u>(1,526,050)</u>	<u>(1,363,180)</u>
Net income/(expenditure)		-	1,531	(26,079)	(24,548)	3,423
Transfers between funds		(5,413)	(14,478)	19,891	-	-
Net movement in funds		<u>(5,413)</u>	<u>(12,947)</u>	<u>(6,188)</u>	<u>(24,548)</u>	<u>3,423</u>
<b>Reconciliation of funds</b>						
Total funds brought forward		5,413	435,586	13,974	454,973	451,550
Total funds carried forward		<u>-</u>	<u>422,639</u>	<u>7,786</u>	<u>430,425</u>	<u>454,973</u>

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

The funds breakdown for 2021 is shown in note 16.

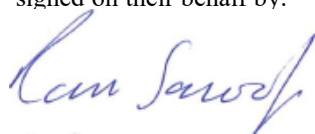
The notes on pages 23 to 36 form an integral part of these financial statements.

# University of Bradford Union

(Registration number: 1148622)  
Balance Sheet as at 31 July 2022

	Note	2022 £	2021 £ (As restated)
<b>Fixed assets</b>			
Tangible assets	13	4,581	7,044
<b>Current assets</b>			
Debtors	14	63,353	322,810
Cash at bank and in hand		<u>1,138,632</u>	<u>318,567</u>
		1,201,985	641,377
<b>Creditors: Amounts falling due within one year</b>	15	<u>(776,141)</u>	<u>(193,448)</u>
<b>Net current assets</b>		<u>425,844</u>	<u>447,929</u>
<b>Net assets</b>		<u>430,425</u>	<u>454,973</u>
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted funds		7,786	13,974
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>422,639</u>	<u>440,999</u>
<b>Total funds</b>	16	<u>430,425</u>	<u>454,973</u>

The financial statements on pages 21 to 36 were approved by the trustees, and authorised for issue on 16 March 2023 and signed on their behalf by:



Trustee

The notes on pages 23 to 36 form an integral part of these financial statements.

# University of Bradford Union

## Notes to the Financial Statements for the Year Ended 31 July 2022

### 1 General information

The entity is an unincorporated registered charity governed by their 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.

#### Basis of preparation

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity.

The charity constitutes a public benefit entity as defined by FRS 102.

#### 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.

#### 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.

#### Donations and legacies

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

## **University of Bradford Union**

### **Notes to the Financial Statements for the Year Ended 31 July 2022 (continued)**

#### ***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.

#### ***Deferred income***

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

#### ***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.

#### ***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.



## **University of Bradford Union**

### **Notes to the Financial Statements for the Year Ended 31 July 2022 (continued)**

#### **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.

#### **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, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### **Reclassification of comparative amounts**

Items of income and expenditure within the Statement of Financial Activities for the year ended 31 July 2021 have been reclassified.

After reclassification of the 2021 comparatives total income of £1,366,603 remains the same, and total expenditure of £1,353,180 remains the same. The reclassification has no affect on the net movement of funds but was required to better understand the charity's activities and how it has used its resources to further its charitable aims.

# University of Bradford Union

## Notes to the Financial Statements for the Year Ended 31 July 2022 (continued)

### Prior period errors

It was identified that expenditure on charitable activities in the prior year was misclassified as unrestricted expenditure in respect of Choices 4 All. A transfer from unrestricted funds was also required to clear a £619 deficit balance on the Choices 4 All restricted fund.

	Relating to the current period disclosed in these financial statements £	Relating to the prior period disclosed in these financial statements £	Relating to prior periods before the prior period disclosed in these financial statements £
Restricted funds	-	(7,466)	-
Unrestricted funds	-	7,466	-

It was identified that there is a right to off set the trade balances between the charity and The University of Bradford. The trade debtors and trade creditors in relation to The University of Bradford in the prior year have been restated.

	Relating to the current period disclosed in these financial statements £	Relating to the prior period disclosed in these financial statements £	Relating to prior periods before the prior period disclosed in these financial statements £
Trade debtors	(317,588)	(268,485)	-
Trade creditors	317,588	268,485	-

A provision of £30,000 has been made for the estimated irrecoverable input VAT relating to the three prior years to 31 July 2022.

	Relating to the current period disclosed in these financial statements £	Relating to the prior period disclosed in these financial statements £	Relating to prior periods before the prior period disclosed in these financial statements £
Unrestricted general funds - irrecoverable input VAT	11,000	10,000	20,000
Other taxation and social security	(11,000)	(10,000)	(20,000)

## University of Bradford Union

### Notes to the Financial Statements for the Year Ended 31 July 2022 (continued)

#### 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

#### Key sources of estimation uncertainty

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

##### Useful economic lives of tangible assets

The annual depreciation charge for tangible assets and their carrying amount is determined by the estimated useful economic lives and residual values of the assets. The useful economic lives and residual values are re-assessed annually and amended when necessary to reflect current estimates, based on technological advancement, future investments, economic utilisation and the physical condition of the assets. The carrying amount is £4,581 (2021 - £7,044).

##### Impairment of debtors

The company makes an estimate of the recoverable value of trade and other debtors. When assessing the impairment of trade and other debtors, management considers factors which include the current credit rating of the debtor, the ageing profile of debtors and historical experience. The carrying amount is £4,590 (2021 - £214).

#### 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

## Notes to the Financial Statements for the Year Ended 31 July 2022 (continued)

### 3 Donations and legacies

	Unrestricted funds	Restricted funds	Total 2022	Total 2021
	General £	£	£	£
Subvention	1,342,904	-	1,342,904	1,345,302
Competition fees income	-	90,000	90,000	-
Donations from individuals	-	2,564	2,564	3,457
Grants	-	11,759	11,759	5,129
	<u>1,342,904</u>	<u>104,323</u>	<u>1,447,227</u>	<u>1,353,888</u>

### 4 Income from Charitable activities

	Unrestricted funds General £	Total 2022 £	Total 2021 £
Sport clubs membership fees	22,237	22,237	-
Trips	4,147	4,147	25
NUS	591	591	519
Events	19,906	19,906	4,418
	<u>46,881</u>	<u>46,881</u>	<u>4,962</u>

### 5 Other income

	Unrestricted funds General £	Total 2022 £	Total 2021 £
Sundry income	7,394	7,394	7,753
	<u>7,394</u>	<u>7,394</u>	<u>7,753</u>

# University of Bradford Union

## Notes to the Financial Statements for the Year Ended 31 July 2022 (continued)

### 6 Expenditure on raising funds

#### a) Costs of generating voluntary income

	Restricted funds £	Total 2022 £	Total 2021 £
Donations	2,914	2,914	5,179
	<u>2,914</u>	<u>2,914</u>	<u>5,179</u>

### 7 Expenditure on Charitable Activities

	Unrestricted funds			(As restated)
	General £	Restricted funds £	Total 2022 £	Total 2021 £
Staff costs	622,322	-	622,322	584,642
Clubs and societies	-	4,398	4,398	180
Grant funding of activities	45,261	6,509	51,770	40,096
Marketing and publicity	4,761	-	4,761	5,260
Events	47,992	-	47,992	29,125
Student representation	8,326	-	8,326	4,510
Establishment costs	570,055	-	570,055	567,453
Administrative expenses	43,620	-	43,620	40,866
Competition expenses	-	102,283	102,283	17,442
Trips expenses	7,036	14,298	21,334	16,389
NUS expenses	21,064	-	21,064	23,173
Auditors' remuneration	9,100	-	9,100	8,750
Legal fees	967	-	967	522
Irrecoverable input VAT	11,000	-	11,000	10,000
	<u>1,391,504</u>	<u>127,488</u>	<u>1,518,992</u>	<u>1,348,408</u>



# University of Bradford Union

## Notes to the Financial Statements for the Year Ended 31 July 2022 (continued)

### Grant-making

#### Analysis of grants

Below are details of material grants made to institutions.

<b>Name of institution</b>	<b>2022 £</b>	<b>2021 £</b>
Football - Mens	5,009	3,136
University of Bradford	5,000	-
American Football	4,751	3,928
Volleyball	4,566	4,316
Rugby League	3,788	1,665
Badminton	2,429	-
Basketball - Womens	2,327	-
Hockey Mixed	2,101	1,726
Squash	2,006	-
ITS - Islamic Theology	1,708	-
Cheerleading	1,699	-
Fencing	1,572	-
Cricket	-	2,520
Netball	-	2,443
Rugby Union - Men	-	2,180
Rugby Union - Women	-	1,845
Basketball - Mens	-	1,750
Lacrosse	-	1,719
Baking Society	-	1,614
Individual grants to institutions under £1,500	14,814	11,254
	<u>51,770</u>	<u>40,096</u>

### 8 Other expenditure

	<b>Unrestricted funds General £</b>	<b>Total 2022 £</b>	<b>Total 2021 £</b>
Depreciation, amortisation and other similar costs	4,144	4,144	9,593
	<u>4,144</u>	<u>4,144</u>	<u>9,593</u>

# University of Bradford Union

## Notes to the Financial Statements for the Year Ended 31 July 2022 (continued)

### 9 Net incoming/outgoing resources

Net (outgoing)/incoming resources for the year include:

	2022 £	2021 £
Audit fees	9,100	8,750

### 10 Trustees remuneration and expenses

No trustees have received any reimbursed expenses from the charity during the year.

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.

	2022 Remuneration	2021 Remuneration
S Shabir	-	18,788
Z Abdin	-	21,111
A Abdussalam	-	25,706
I Ahmad	21,214	22,001
S S M Akhtar	22,568	2,429
A S Malik	22,748	2,429
A Abdussalam	25,069	-
H P Khan	3,150	-
I Tabassum	3,045	-
<b>Total</b>	<b>97,794</b>	<b>92,464</b>

### 11 Staff costs

The aggregate payroll costs were as follows:

	2022 £	2021 £ (As restated)
<b>Recharged staff costs during the year were:</b>		
Wages and salaries	496,837	493,742
Social security costs	39,467	35,937
Pension costs	75,417	52,370
Other staff costs	10,601	2,593
	<b>622,322</b>	<b>584,642</b>

## University of Bradford Union

### Notes to the Financial Statements for the Year Ended 31 July 2022 (continued)

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year expressed as full time equivalents was as follows:

	2022 No	2021 No
Average number of staff employed	31	26

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

	2022 No	2021 No
£60,001 - £70,000	1	1

The total employee benefits of the key management personnel of the charity were £66,108 (2021 - £65,129).

#### 12 Taxation

The organisation is a registered charity and is, therefore, exempt from taxation.

#### 13 Tangible fixed assets

	Computer equipment £	Total £
<b>Cost</b>		
At 1 August 2021	68,700	68,700
Additions	1,681	1,681
At 31 July 2022	70,381	70,381
<b>Depreciation</b>		
At 1 August 2021	61,656	61,656
Charge for the year	4,144	4,144
At 31 July 2022	65,800	65,800
<b>Net book value</b>		
At 31 July 2022	4,581	4,581
At 31 July 2021	7,044	7,044

# University of Bradford Union

## Notes to the Financial Statements for the Year Ended 31 July 2022 (continued)

### 14 Debtors

	2022	(As restated) 2021
	£	£
Trade debtors	4,590	214
Prepayments	54,709	62,093
Accrued income	-	256,449
Other debtors	4,054	4,054
	<u>63,353</u>	<u>322,810</u>

Debtors includes £42,499 (2021: £48,570) receivable after more than one year.

	2022	2021
	£	£
Prepayments	<u>42,499</u>	<u>48,570</u>

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

	2022	(As restated) 2021
	£	£
Trade creditors	3,282	8,107
Other taxation and social security	38,547	28,155
Other creditors	91,784	97,055
Accruals	12,068	58,801
Deferred income	630,460	1,330
	<u>776,141</u>	<u>193,448</u>

Included in the other creditors above are the monies held on behalf of the student clubs and societies amounting to £91,784 (2021 - £97,055). During the year the charity received funds of £92,404 and paid funds of £96,805 on behalf of the clubs and societies'.

	2022	2021
	£	£
Deferred income at 1 August 2021	1,330	1,804
Resources deferred in the period	629,880	(474)
Amounts released from previous periods	(750)	-
Deferred income at year end	<u>630,460</u>	<u>1,330</u>

# University of Bradford Union

## Notes to the Financial Statements for the Year Ended 31 July 2022 (continued)

### 16 Funds

	Balance at 1 August 2021 £ (As restated)	Incoming resources £	Resources expended £	Transfers £	Balance at 31 July 2022 £
<b>Unrestricted funds</b>					
General funds	435,586	1,397,179	(1,395,648)	(14,478)	422,639
Designated funds					
Take A Hike	5,413	-	-	(5,413)	-
<b>Total unrestricted funds</b>	<b>440,999</b>	<b>1,397,179</b>	<b>(1,395,648)</b>	<b>(19,891)</b>	<b>422,639</b>
<b>Restricted funds</b>					
Subvention for competitions	-	90,000	(102,283)	12,283	-
Athletic Union	1,509	-	(1,509)	-	-
Rag	1,438	2,564	(2,914)	-	1,088
Your Turn Programme	1,980	-	(829)	-	1,151
Arthur Williams Creative Fund	1,490	-	(225)	-	1,265
Braduate Fund	2,428	-	(898)	-	1,530
Funds 4 Runs Womens Cricket	2,698	-	(2,446)	-	252
Climate Action Fund	2,431	-	(2,431)	-	-
WYCA - Walking & Hiking	-	4,259	(11,867)	7,608	-
WYCA - Safer Streets	-	5,000	(5,000)	-	-
Brad-iCOUNT Fund	-	2,500	-	-	2,500
<b>Restricted funds</b>	<b>13,974</b>	<b>104,323</b>	<b>(130,402)</b>	<b>19,891</b>	<b>7,786</b>
<b>Total funds</b>	<b>454,973</b>	<b>1,501,502</b>	<b>(1,526,050)</b>	<b>-</b>	<b>430,425</b>



# University of Bradford Union

## Notes to the Financial Statements for the Year Ended 31 July 2022 (continued)

	Balance at 1 August 2020 £ (As restated)	Incoming resources £	Resources expended £	Transfers £	Balance at 31 July 2021 £ (As restated)
<b>Unrestricted funds</b>					
General	381,873	1,353,492	(1,289,882)	(9,897)	435,586
Designated funds					
Take A Hike	8,973	4,525	(8,085)	-	5,413
<b>Total unrestricted funds</b>	<b>390,846</b>	<b>1,358,017</b>	<b>(1,297,967)</b>	<b>(9,897)</b>	<b>440,999</b>
<b>Restricted funds</b>					
Subvention for competitions	8,264	-	(17,442)	9,178	-
Athletic Union	35,736	-	(34,227)	-	1,509
Rag	3,160	3,457	(5,179)	-	1,438
Choices 4 All	7,466	-	(8,085)	619	-
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
Crisis fund	-	-	(100)	100	-
<b>Restricted funds</b>	<b>60,704</b>	<b>8,586</b>	<b>(65,213)</b>	<b>9,897</b>	<b>13,974</b>
<b>Total funds</b>	<b>451,550</b>	<b>1,366,603</b>	<b>(1,363,180)</b>	<b>-</b>	<b>454,973</b>

### 17 Analysis of net assets between funds

	Unrestricted funds General funds £	Restricted funds £	Total funds £
Tangible fixed assets	4,581	-	4,581
Current assets	1,194,199	7,786	1,201,985
Current liabilities	(776,141)	-	(776,141)
Total net assets	422,639	7,786	430,425

## University of Bradford Union

### Notes to the Financial Statements for the Year Ended 31 July 2022 (continued)

#### 18 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.

	2022	2021
<b>Amounts received from The University of Bradford</b>		
Subvention	1,342,902	1,345,302
Competition fees income	90,000	-
Grants received	-	8,800
Other income	107,013	-
<b>Amounts paid to The University of Bradford</b>		
Rent	537,737	537,737
Salaries	609,402	577,500
Other costs	20,029	10,729
<b>Amounts due (to)/from The University of Bradford</b>		
Amount due from	4,974	-