



ANNUAL REPORT AND FINANCIAL STATEMENTS

for the year ended

31 July 2016

University of Bath Students' Union

TRUSTEES AND UNION INFORMATION

for the year ended 31 July 2016

TRUSTEES

Students' Union Officers (to 22 June 2016):

Jordan Kenny (President)

Holly Clemens,

Wadzi Pasipamire,

Matt Humberstone,

Lucy Woodcock

Students' Union Officers (from 23 June 2016):

Lucy Woodcock (President)

Adam Kearns

Ben Davies

Matt Humberstone

Katherine Moynihan

Will Galloway

Non-Executive Trustees:

Professor Ian Jamieson

Paul Freeston

Rob Clay

CHIEF EXECUTIVE

Ian Robinson (resigned 31 July 2016)

Andrew McLaughlin (appointed 1 August 2016)

MAIN ADDRESS

University of Bath Students' Union

Norwood House

Claverton Down

Bath

BA2 7AY

AUDITOR

RSM UK Audit LLP

Chartered Accountants

Hartwell House

55 – 61 Victoria Street

Bristol

BS1 6AD

BANKERS

National Westminster Bank Plc

39 Milsom Street

Bath

BA1 1DS

University of Bath Students' Union

TRUSTEES' REPORT

for the year ended 31 July 2016

Charitable Status

On the 29th July 2011 the University of Bath Students' Union (BUSU) successfully registered as a charity with the Charity Commission (charity number 1143154). The charity is governed by the constitution adopted on 1st July 2009.

Trustees' Report

The Board of Trustees present their Annual Report together with the financial statements for the year ended 31 July 2015. The report has been prepared in accordance with the Charities Act 2011 and the Charities Statement of Recommended Practice (SORP) (FRS102).

Structure, Governance and Management

The Board of Trustees is responsible for the strategic direction, governance and sustainability of BUSU.

The Board is made up of six Student Officers and three External Trustees. The Student Officers are elected through cross-campus ballot by the members each year normally serving for one year in office but can serve a second term if re-elected. The External Trustees are recruited to the Board to bring a wider perspective and skill set from outside of BUSU. A term for External Trustees lasts for up to three years and they can serve for a maximum of six years.

Upon appointment all Trustees receive a variety of information through their induction. Trustees are briefed on their legal obligations and other Trustee responsibilities. All Trustees receive an induction information pack which includes their role responsibilities, historical and current information about BUSU and information on its Strategic Plan.

The Student Officers (unless re-elected) are new to the Board every year, so they undergo more intensive, in depth training. This training starts after they are elected to ensure that they are fully aware of their roles and responsibilities and can perform their duties to the best of their abilities as soon as possible. Their training includes the history of governance at BUSU, their legal responsibilities as Trustees, briefing sessions on key issues and decisions that have been made by the Board of Trustees and how to deal with potential conflicts of interest.

The Board of Trustees has one sub-committee, the Nominations Committee, responsible for the recruitment of External Trustees and Co-opted Trustees.

Relationship with the University of Bath

Under the Education Act 1994, the University of Bath has a statutory duty to take such steps as are reasonably practicable to ensure that the Union operates in a fair and democratic manner and is held to proper account for its finances. BUSU therefore works alongside the University of Bath in ensuring that the affairs of the Union are properly conducted and that the educational and welfare needs of BUSU's members are met.

University of Bath Students' Union

TRUSTEES' REPORT (*continued*)

for the year ended 31 July 2016

Risk Management

The Students' Union has adopted a formal Risk Management framework that embeds consideration of risk when reviewing the Union's Mission Statement, and developing the Strategic Development Plan within the Annual Planning and Budgeting Process. This approach is designed to directly aid the quality of Trustee and management decision-making, improve potential outcomes and provide the clear accountability required to all its members.

A Risk Management Charter exists to:

- formally document the strategies that the Students' Union follows on behalf of its members to reduce risk over the short and medium term time span;
- confirm that appropriate risk management policies and operational procedures are embedded within the day to day operations of the Union; and
- provide a practical framework for Union management and staff to follow.

Furthermore, each key risk is assessed and documented in the Risk Register under an appropriate category, and grouped together under additional classifications where relevant.

The Risk Register:

- Establishes the key risks within each category;
- Classifies the risks within each category where appropriate;
- Evaluates the likelihood and impact of the key risks;
- Prioritises the risks based on the weighting to determine the most critical risks; and
- Plans the response to controlling the risk.

The Board of Trustees reviews the major strategic, business and operational risks faced by the Students' Union on an annual basis as a minimum. The SU Risk Register 2015/16 identifies no risks at the level of 'critical' or 'major' but four at the lower classification of risk of 'significant':

1. Failure to support students to effectively promote change in their student life through campaigns and policy.
2. Failure to promote and encourage membership participation in the Students' Unions' governance / democratic structures;
3. Failure of Academic Representatives election process and buy in from University community; and
4. Existing space allocation does not accommodate functional needs and / or is not utilised effectively.

These risks have been mitigated through a number of improvement actions during the financial year and the risks will reassessed for the production of the SU Risk Register 2016/17.

University of Bath Students' Union

TRUSTEES' REPORT (*continued*)

for the year ended 31 July 2016

Aims, Objectives and Activities

The University of Bath Students' Union exists to help students get the most from their student experience. It aims to do this by working together with its members to change issues which affect their student experience; to make their lives easier by the provision of advice and support; to build communities of students; and to improve their skills while enjoying new activities and experiences.

The charitable objects of the Students' Union are the advancement of education of students at the University of Bath for the public benefit by:

- promoting the interests and welfare of students at the University of Bath during their course of study and representing, supporting and advising members;
- being the recognised representative channel between students and the University of Bath and any other external bodies; and
- providing social, cultural, sporting and recreational activities, and forums for discussion and debate, for the personal development of its members.

Whilst pursuing the aims and objectives and providing various activities for its members the Students' Union seeks at all times to:

- ensure that the diversity of its membership is recognised and that equal access is available to all members of whatever origin or orientation;
- pursue its aims and objectives independent of any political party or religious group; and
- pursue equal opportunities by taking positive action within the law to facilitate participation of groups discriminated against by society.

Key Achievements for 2015/16

During 2015/16 the Students' Union continued to implement the Big Plan 2013-16. Achievements in the year include:

- Student satisfaction with the Union increasing from 82 to 83 per cent in the 2016 National Student Survey (NSS) questionnaire.
- Ranked 6th best Students' Union in the *Times Higher Education* Student Experience Survey for 2016.
- Eva Donoghue SU International Students Coordinator, winning the 'International Student Advisor of the year' award from UK Council for International Student Affairs (UKCISA) and the National Union of Students (NUS).
- Students' Union bars were again successful in gaining the national Best Bar None 'Gold Award'. Supported by the Home Office, this national award scheme is aimed at promoting responsible management and operation of alcohol licensed premises.
- Achieving the Investors in Diversity standard (Stage 2)
- The two principal student groups – V Team and RAG (Raise & Give) – were nominated for the Community Chairman's Award for 'Young volunteer team of the year'. V Team were 'highly commended' in the Pride of Bath awards, and Noemi Holzleg (V Team) and Michael Ciccone (Lloyds Scholar) won the Mayor's 'Volunteer of the year' award.

The Students' Union is proud of the part it directly played in the University's 11th-place ranking for student satisfaction in the NSS, and the University's fifth place ranking in the *Times Higher Education* survey 2016.

University of Bath Students' Union

TRUSTEES' REPORT (*continued*)

for the year ended 31 July 2016

The Students' Union provides a wide range of services and activities including:

Activities

The Students' Union sport and society area provides extra-curricular activities and opportunities to develop skills and enhance life experiences. The area aims to develop students through their committee roles and encourages wide and diverse participation by students.

- 5,288 students (up 8 per cent) were members of 48 Sports Clubs in 2015/16 with a further 5,875 (up 11 per cent) in 80 Societies.
- The University of Bath fell to seventh position within the British Universities and Colleges Sport (BUCS) league table (from fourth in 2014/15). Despite increasing the BUCS points tally to 3,298 (from 3,119 in 2014/15), other institutions that have invested heavily in sport in recent years continue to improve on their position. The following Bath teams won BUCS Premier Leagues titles: men's badminton, women's badminton, women's futsal and men's lacrosse. The following teams won the Conference Cup: men's tennis (3rd team); women's volleyball (1st team) and men's football (2nd team).
- The recreational sport timetable has increased from 37 offers in 17 sports (7 days a week) in 2014/15 to 40 offers in 17 sports (7 days a week) in 2015/16. The available hours per week for recreational sport has increased from 37.5 in 2014-15 to 89.5 in 2015/16, thanks to the Sport England funding for 3:thirty activities. This funding will come to an end in 2017.
- The number of events run by the Societies area increased from 361 in 2014/15 to 394 in 2015-16. Successful societies included the Bath University Debating Society which achieved their best ever attendance at competitions, sending over 25 members around the country to represent the University. Amnesty held a visual campaign to highlight common misconceptions about refugees. Bath University Guides & Scouts Society continued to donate more than 60 hours per week to supporting local groups.

Advice and Support

A specialist service offering academic, housing, welfare and health advice, as well as supporting student representation, locally and nationally. The service also supports 'Nightline', a listening service for students which operates overnight seven days per week, and 'Student Minds' a six-week course offered by fully trained student facilitators for students with low mood. The advice team also support groups of students to run awareness campaigns linked to the health and welfare aspects of the service.

- During the year a total of six campaigns were run on issues such as sexual health, getting home safely, drugs and alcohol awareness, housing, work/life balance and stress management.
- Awareness-raising events were also held by both Race Equality Group and LGBT+ student groups, both of which held month long campaigns on campus.
- In 2015/16 the total number of recorded individual contacts in the advice service was 5,688. This year there has been an increase in the number of housing queries; 51 per cent of all queries were housing-related (41 per cent in 2014/15) reflecting the growing pressures on student accommodation in the city and problems they experience during their tenancies.
- 2015/16 has been the fourth year that the Hall Rep scheme has been in place and it has continued to grow and develop. The core purpose of the scheme is to help create a sense of community within halls on campus, through student-led activities and events, student-led representation with the University accommodation department, and partnership working with a range of SU and University departments. This year there were 24 halls-based activities made available to students living in University accommodation (16 of which were student led) and 67 per cent of the students living in University accommodation felt that they were part of a community, an increase of one percentage point from 2014/15.

Events

Opportunities for fun and entertainment are a core part of what we deliver, and help raise income to support our work. The Plug Bar is open during the day and evening serving a range of hot food and beverages. The Tub provides a very popular entertainment programme with the two main club events held on a Wednesday and Saturday nights. The events programme runs across the entire week, with some activities delivered in conjunction with local clubs.

University of Bath Students' Union

TRUSTEES' REPORT (*continued*)

for the year ended 31 July 2016

- The Summer Ball, held in early June 2016, attracted over 4,000 students. Freshers' Week 2015/16 was a huge success providing a week-long programme of events and activities for over 3,000 under and post-graduate students.

Joblink

Joblink is our student employment service sourcing and advertising temporary part time working opportunities, and full time summer employment, from local business and University departments. It also provides a source of advice on all employment-related queries.

- There has been a 35 per cent increase in the total number of positions from University departments filled through Joblink (5,503 in 2015/16). This includes an increase in the number of postgraduate students who have previously been processed through the University's Human Resources department.
- Whilst the range of positions has increased, there has been a 12 per cent drop in total hours of work available to students (to 370,000 hours). However, the average hourly wage has increased from £9.44 in 2014/15 to £13.22 in 2015/16, with around £4.8m in total pay to students through the Joblink service (up from £3.9m in 2014/15).

Peer Support Schemes

The Students' Union leads on the provision of student-to-student support within the University. Our schemes include peer mentoring (second year students supporting first year students through their transition into higher education and throughout the first year) and Peer Assisted Learning (PAL) (students leading supported-study groups).

- In 2015/16 all first year undergraduate students were assigned a peer mentor, and 642 students engaged with PAL sessions (350 in 2014/15). In total there were 802 undergraduate peer mentors (721 in 2014/15), 10 postgraduate peer mentors and 47 PAL leaders. There were also 55 lead peer mentors (43 in 2014/15).
- In 2015/16 the Students' Union hosted the national PASS/PAL Leader conference. This was the first time that a Students' Union has hosted this prestigious event and 90 students and 30 staff from 33 institutions, including universities in Ireland and Germany, attended.

Recognition

The Bath Award is a scheme to accredit the skills developed by students through co-curricular activities which appears on the student's degree transcript. Students are encouraged to reflect on skills learnt and receive the award on production of a submission which is assessed by a team of University staff and employers.

- In 2015/16 1,909 students registered on The Bath Award (up from 1,740 in 2014/15). 84 submissions were received, with 79 certificates awarded (69 full Bath Awards, 8 Intermediate Award and 4 Entry levels).

Research

Research to inform the Students' Union's approach on key issues and monitor how well we are doing.

- In its final year in its current format, student participation the Student Opinion Survey rose from 1,082 to 1,335 submissions. This represented the opinions of 8 per cent of the student population and was the highest participation level since 2012/13. The ways in which the Students' Union gathers widespread feedback from students is being considered as part of the development of the strategic plan for 2016-19.
- A two-year research project into the postgraduate experience at the University of Bath culminated in 2015/16 with the publication of the report 'Inside the postgraduate experience' by the SU Postgraduate Coordinator Tim Stoneman. The report covers a range of topics including induction, supervision, teaching and isolation, and has been circulated widely within the University.

Skills Training

A wide range of training opportunities are offered to students ranging from societies and sports committee training to study skills and graduate employer-led sessions.

University of Bath Students' Union

TRUSTEES' REPORT (*continued*)

for the year ended 31 July 2016

- In 2015-16 1,155 places were filled in 165 skills training sessions. Seven student trainers delivered 19 sessions to other students throughout the year. Student trainer Nick Ross received a 'Silver Award' from the volunteer recognition scheme for his contribution to the Students' Union.

Student Voice

Giving students a voice is central to the work of the Students' Union. The Union runs a number of campaigns through the year, organises formal representation channels and gives students a platform so their voice can be heard within the University, locally and nationally.

The cornerstone of the Students' Union's work with its members has been the identification of the 'Top Ten' issues raised by students. These Top Ten issues provide an agenda for change and act as a focus for engagement with the University and other stakeholders. 2015/16 was the sixth year that the Students' Union identified and strategically addressed 'Top Ten' key issues. These were:

- Lobby to increase space to work in the Library
- Secure fixed fees for international students for the duration of their programme
- Campaign to improve exam feedback
- Ensure easy access to effective mental health support
- Increase support for postgraduate students who teach
- Challenge costs on campus
- Develop clear group work policies in each department
- Improve prayer room facilities on campus
- Make sure unit evaluations are effectively addressed and actions communicated
- Lobby for improved housing standards

This resulted in:

- Increased study space in the Library through a re-design of level two.
- University Finance Committee agreed that international student tuition fees would not rise by more than 5 per cent on an annual basis.
- The QA Code of Practice concerning assessment and feedback was updated to clarify that all students should receive at least generic exam feedback.
- The University agreed to create a mental health action plan to identify improvements to mental health support for students.
- A good practice guide has been developed to assist staff in supporting students who are experiencing difficulties with group work.
- The Muslim prayer rooms have been refurbished.
- Progress has been made in mechanisms to enable students to know how their online unit evaluation feedback has been used by departments.

Other successful student-led campaigns in 2015/16 resulted in:

- The Vice-Chancellor pledging to cap undergraduate student numbers in the coming year in an effort to stabilise the growing demand for space.
- The Students' Union pledging support for remaining in the EU after more than 1,600 students voted in a campus referendum. Following this, over 250 students registered to vote in the national referendum.
- A Students' Union policy proposal, led by the International Students' Association, on the Government's Prevent strategy. Following this, the Students' Union was heavily involved in influencing the University's Prevent policy.

Particular points to note for representation and engagement elections in 2015/16:

- SU President Jordan Kenny was elected to and served on the NUS National Executive Committee during 2015/16;
- 8 motions were submitted to NUS national conferences (four to NUS National Conference and 4 to Sections Conferences) increasing Bath's presence at a national level;

University of Bath Students' Union

TRUSTEES' REPORT (*continued*)

for the year ended 31 July 2016

- The University supported the introduction of a sixth SU Officer post dedicated to representing postgraduate students. This reflects the increased focus on postgraduate students in the University's new strategy;
- Voting in SU Officer elections achieved another record turnout in terms of both numbers and percentage;
- The number of students standing in 'Academic Representative' online elections increased from 318 to 410;
- The percentage of Faculty Representative positions filled in the first round of online elections rose from 75 per cent to 89 per cent;
- The number of students voting in the online elections for the National Conference Representatives increased from 116 to 261; and
- 16 policy proposals were submitted by students, all went to student vote and 10 were passed.

Volunteering

Promotes, supports and develops opportunities for students to become involved in voluntary work and to enhance the development of key skills through volunteer activity. The volunteer office also aims to develop partnerships with local organisations to encourage students to link with the wider community.

- In 2015/16 the V Team volunteers contributed 3,750 volunteer hours (2,328 in 2014/15); RAG contributed over 5,000 volunteer hours (3,184 in 2014/15); and the 45 Lloyds Scholars contributed 4,500 volunteer hours to community projects (3,000 in 2014/15).
- V Team. In 2015/16, 148 volunteer opportunities were offered by 61 external charities (179 opportunities from 80 providers in 2014/15). The V-Team itself organised and promoted 47 volunteering opportunities (66 in 2014/15), including: the Shoebox appeal, where a record number of shoeboxes were collected; the Big Weekend, which included Big Issue vendor experience; the Oxjam music festival; and the Santa Dash collaboration with the British Heart Foundation (BHF), SU Sport and the 3:Thirty sports initiative which raised £1,500 for BHF.
- Raise & Give (RAG) organised and promoted 37 opportunities this year (29 in 2014/15), including the RAG week launch party, Zombie Apocalypse and seven Raid events. RAG also introduced two new challenge events, including the Machu Picchu Trek and Budapest marathon. In total, RAG raised over £79,000 for local and national charities (£88,000 in 2014/15).
- The volunteer recognition scheme – which aims to recognise students' achievements as volunteers – continues to grow in popularity with 177 students accessing the programme in 2015/16.

Financial Review

The surplus for the year, before reserve transfer, on unrestricted funds was £150,341 (2014/2015: £77,966).

Bars and Entertainments remained the principal focus for the Union's commercial activity during 2015/2016. Performance in this area exceeded budget with a surplus, before overhead apportionment, of £111,832 (2014/2015: £95,346).

The Balance Sheet continues to reflect a robust financial position for the Union with net current assets of £834,428 (2015: £698,852).

Reserves Policy and Going Concern

Reserves are needed:-

- To provide funds which can be designated to specific projects to enable these projects to be undertaken at short notice.
- To protect the financial stability of Bath SU against adverse economic conditions within commercial operations.
- To provide a fund for capital replacement / refurbishment.

The balance held as unrestricted general funds at 31 July was £646,410, of which £598,777 are regarded as free reserves, after allowing for funds tied up in tangible fixed assets.

University of Bath Students' Union

TRUSTEES' REPORT (*continued*)

for the year ended 31 July 2016

As at 31 July 2015 the level of free reserves was approximately £2.5k above that allocated by the Trustees for the following:

- To avoid the necessity of realising fixed assets held for Bath SU's use.
- To manage income risk through commercial services by covering 25% of one year's net trading income.
- To provide for working capital requirements.
- To provide funding for a number of specific refurbishments and projects.

The surplus achieved in 2015/16 alongside any project funding available for reallocation will be considered within the Reserves Policy 2016/17.

The Trustees confirm that there are no material uncertainties with regard to considering the Students' Union as a going concern.

Future Developments

During 2015/16 the Students' Union undertook a full review of The Big Plan 2013-2016 and consulted with key stakeholders to develop the new three year strategy for 2016-2019.

This identified four key themes that will be key to the development of the Students' Union from 2016-19, and four enabling strategies that will underpin future success. The four development themes are:

1. Development of an active and independent student voice
2. Improving and extending peer to peer support
3. Enhancing the postgraduate experience
4. Development of our student leaders

The four enabling strategies are:

1. People
2. Communications
3. Finance
4. Governance

Following the appointment of the new Chief Executive, the new strategy will be developed as soon as possible in the 2016/17 academic year. This will build on the achievements, mission and values of the Students' Union:

Mission Statement

The Students' Union exists to help students get the most from their student experience.

Our Values

Our Values define and determine the way we work, and what underpins all of our activity. These directed us through 2013-2016 and have been refined through stakeholder feedback in readiness for the 2016-2019 Big Plan.

Our values are:

- **Student-Led:** Ensuring that everything we do is led by our members, the students of our University
- **Fun and Enjoyment:** Promoting a sense of fun and enjoyment through events and activities
- **Empowerment:** Empowering and supporting students to achieve their ambitions and potential
- **Inclusivity:** Offering fulfilling opportunities for all of our members within a friendly and welcoming community
- **Supportive:** Providing a community where students can find mutual support and advice, easily and with confidence.

For 2016/17 the Top Ten Issues have been identified by the officer team as:

- Campaign for sustainable student recruitment policies in relation to available housing
- Make it easier for students to locate available study space
- Improve University and Students' Union provision for students outside of term time
- Secure a physical expansion of the gym
- Ensure that students receive constructive assessment feedback that helps them learn

University of Bath Students' Union

TRUSTEES' REPORT *(continued)*

for the year ended 31 July 2016

- Campaign for the curricula to reflect the diversity of the student body
- Reduce waste across campus
- Ensure the personal tutoring system is effective for students and staff
- Tackle postgraduate isolation
- Secure an extension of the Library

Custodian Activities - Annual RAG (Raise & Give)

BUSU acts as custodian of the annual RAG proceeds from fundraising events organised by the students. Funds raised by this year's RAG not distributed to charities amounted to £9,460 (2015: £8,480) were held by BUSU as agreed.

Key Management Personnel

The total of key management personnel remuneration is disclosed on page 29, as these salaries are recharged from the university, the Trustees are not involved in setting this remuneration.

Statement as to Disclosure of Information to the Auditor

The Trustees who were in office on the date of approval of these financial statements have confirmed, as far as they are aware, that there is no relevant audit information of which the auditor is unaware. Each of the Trustees have confirmed that they have taken all the steps that they ought to have taken as Trustees Members in order to make themselves aware of any relevant audit information and to establish that it has been communicated to the auditor.

Auditor

RSM UK Audit LLP (formerly Baker Tilly UK Audit LLP) has indicated its willingness to continue in office. The Trustees' Report was approved by the Trustees on and signed on their behalf by:

Chief Executive
Andrew McLaughlin

SU President
Lucy Woodcock

Date:

Date:

University of Bath Students' Union

STATEMENT OF TRUSTEES' RESPONSIBILITIES

for the year ended 31 July 2016

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

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and 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 Union 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 Union and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the Union and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees confirm they have complied with the duty in the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit. When reviewing the aims and objectives of the charitable group and in planning its future activities they the Trustees refer to the guidance and consider, in particular, how planned activities will contribute to the aims and objectives they have set.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF UNIVERSITY OF BATH STUDENTS' UNION

We have audited the financial statements of University of Bath Students' Union for the year ended 31 July 2016 on pages 13 to 29. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

This report is made solely to the charity's trustees as a body, in accordance with the Charities Act 2011. 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.

Respective responsibilities of trustees and auditor

As explained more fully in the Statement of Trustees' responsibilities set out on page 11 the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditors under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's website at <http://www.frc.org.uk/auditscopeukprivate>

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 July 2016 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Matters on which we are required to report by exception

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

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

Kerry Gallagher, Senior Statutory Auditor

For and on behalf of RSM UK Audit LLP (formerly Baker Tilly UK Audit LLP), Statutory Auditor

Chartered Accountants

Hartwell House

55-61 Victoria Street

Bristol

BS1 6AD

Date:

University of Bath Students' Union

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME & EXPENDITURE ACCOUNT)

for the year ended 31 July 2016

	Notes	Unrestricted funds 2016 £	Restricted funds 2016 £	Total funds 2016 £	Unrestricted funds 2015 £	Restricted funds 2015 £	Total funds 2015 £
INCOME FROM:							
Donations and grants	3	1,886,672	172,385	2,059,057	1,804,411	178,756	1,983,167
Charitable activities							
Bars and post office		979,090	-	979,090	892,701	-	892,701
Clubs and societies		37,387	264,098	301,485	-	219,122	219,122
Sports associations		-	608,745	608,745	-	700,849	700,849
Events		385,840	9,617	395,457	372,715	-	372,715
Other trading activities		193,349	19,690	213,039	216,770	13,142	229,912
Investments	4	4,239	-	4,239	3,591	-	3,591
TOTAL		3,486,577	1,074,535	4,561,112	3,290,188	1,111,869	4,402,057
EXPENDITURE FROM:							
Raising funds	5	(196,432)	(14,092)	(210,524)	(159,089)	(45,131)	(204,220)
Charitable activities	5	(3,129,201)	(1,076,681)	(4,205,882)	(3,045,428)	(1,064,000)	(4,109,428)
Other	5	(10,603)	-	(10,603)	(7,705)	-	(7,705)
TOTAL		(3,336,236)	(1,090,773)	(4,427,009)	(3,212,222)	(1,109,131)	(4,321,353)
NET INCOME/ (EXPENDITURE)	7	150,341	(16,238)	134,103	77,966	2,738	80,704
Transfers between funds	16,17	(7,593)	7,593	-	1,387	(1,387)	-
NET MOVEMENT IN FUNDS		142,748	(8,645)	134,103	79,353	1,351	80,704
RECONCILIATION OF FUNDS:							
Total funds brought forward		550,748	197,210	747,958	471,395	195,859	667,254
TOTAL FUNDS CARRIED FORWARD		693,496	188,565	882,061	550,748	197,210	747,958

All income and expenses relate to continuing operations.

University of Bath Students' Union

BALANCE SHEET

as at 31 July 2016

	Note	2016 £	2015 £
FIXED ASSETS			
Intangible assets	9	-	-
Tangible assets	10	47,632	49,106
Investments	11	1	1
		<u>47,633</u>	<u>49,107</u>
CURRENT ASSETS			
Stocks		23,346	23,907
Debtors	12	160,998	111,806
Cash at bank and in hand		911,269	789,537
		<u>1,095,613</u>	<u>925,250</u>
CREDITORS: Amounts falling due within one year	13	<u>(261,185)</u>	<u>(226,399)</u>
NET CURRENT ASSETS		<u>834,428</u>	<u>698,851</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u><u>882,061</u></u>	<u><u>747,958</u></u>
RESERVES			
Unrestricted funds - general	16	646,410	529,144
Unrestricted funds - designated	18	47,086	21,604
Restricted funds:			
SCP	17	19,922	14,512
Alumni	17	45,139	45,146
Student development	17	61,639	71,087
Club sponsorship	17	27,083	64,285
Club asset reserve	17	34,782	2,180
		<u>882,061</u>	<u>747,958</u>

The notes on pages 15 to 29 form an integral part of the financial statements.

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

.....
Chief Executive – Andrew McLaughlin

.....
SU President – Lucy Woodcock

University of Bath Students' Union

STATEMENT OF CASH FLOWS

as at 31 July 2016

	Notes	2016 £	2015 £
CASH FLOW FROM OPERATING ACTIVITIES:			
Cash generated by operations	23	132,416	110,085
NET CASH FROM OPERATING ACTIVITIES		<u>132,416</u>	<u>110,085</u>
CASH FLOW FROM INVESTING ACTIVITIES:			
Income and proceeds from investments		4,239	3,591
Purchase of tangible assets		(19,732)	(43,447)
Proceeds of tangible asset disposals		4,809	-
NET CASH USED BY INVESTING ACTIVITIES		<u>(10,684)</u>	<u>(39,856)</u>
MOVEMENT IN CASH		<u>121,732</u>	<u>70,229</u>
CASH AND CASH EQUIVALENTS AT THE BEGINNING OF THE REPORTING PERIOD		789,537	719,308
CASH AND CASH EQUIVALENTS AT THE END OF THE REPORTING PERIOD		<u>911,269</u>	<u>789,537</u>
ANALYSIS OF CASH AND CASH EQUIVALENTS:			
Cash at bank and in hand		<u>911,269</u>	<u>789,537</u>

University of Bath Students' Union

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 July 2016

1 ACCOUNTING POLICIES

Basis of Accounting

The University of Bath Students' Union is a registered charity with the Charity Commission. The registered office is The University of Bath Students' Union, Norwood House, Claverton Down, Bath, BA2 7AY.

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 (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), and the Charities Act 2011. The accounting policies as disclosed have been applied consistently throughout the current and preceding year.

The University of Bath Students' Union meets the definition of a public benefit entity under section 34 of FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value, unless otherwise stated in the relevant accounting policy.

The principal objectives of the charity are detailed in the Trustees report found on page 2 of these accounts.

The financial statements are presented in sterling which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

Transition to FRS 102

These financial statements are the first financial statements of University of Bath Students' Union prepared in accordance with the Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities SORP (FRS 102). The financial statements of the University of Bath Students' Union for the year ended 31 July 2015 were prepared in accordance with UK GAAP and Charities SORP 2005. The transition date to FRS 102 and the Charities SORP (FRS 102) is 1 August 2014.

Some of the FRS 102 and SORP (FRS 102) recognition, measurement, presentation and disclosure requirements and accounting policy choices differ from UK GAAP and SORP 2005. Consequently the Trustees have amended certain accounting policies to comply with FRS 102 and SORP (FRS 102). The Trustees have also taken advantage of certain exemptions from the requirements to FRS 102 permitted by FRS 102 section 35 'Transition to this FRS', including exemption to revalue business combinations entered into prior to the date of transition.

Comparative figures have been restated to reflect the adjustments made, except to the extent that the directors have taken advantage of exemptions to retrospective application to FRS 102 permitted by FRS 102 section 35 'Transition to this FRS'.

Consolidation

The charity has taken advantage of section 24 of the SORP to not prepare consolidated accounts as its only subsidiary is dormant and its inclusion is not material for the purpose of giving a true and fair view. Therefore, these financial statements present information about the company as an individual undertaking and not about its group.

Going Concern

The trustees consider the charity to be a going concern with no material uncertainties. These financial statements have therefore been prepared on a going concern basis.

University of Bath Students' Union

NOTES TO THE FINANCIAL STATEMENTS (*continued*)

for the year ended 31 July 2016

Incoming Resources

The annual grant from the University of Bath is intended to meet recurrent costs and is credited directly to the SoFA. Commercial activities represent income such as advertising income, commission from photographs and hire, this income is recognised when the charity is legally entitled to the income and the amount can be quantified with reasonable certainty. Other income is included in the SoFA account on a cash received basis or on a receivables basis where there is reasonable certainty of receipt.

Expended Resources

Expenditure includes irrecoverable VAT. Charitable expenditure comprises the direct and indirect costs of delivering public benefit. Indirect staff costs are apportioned to charitable activities by headcount in particular areas. Indirect overhead costs are apportioned to charitable activities pro rata to the total costs of particular activities undertaken. Governance costs are those incurred for compliance with constitutional and statutory requirements, such as the annual audit.

Depreciation

Fixed assets are initially recorded at cost and depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:-

Equipment	-	2-5 years straight line
Motor vehicles	-	4 years straight line

Items purchased for less than £1,000 are not capitalised and are expensed in the period acquired.

Fund Accounting

BUSU administers and/or accounts for a number of charitable funds, as follows: -

- i. **Unrestricted Funds** representing unspent income which may be used for any activity / purpose within the charitable objects at the Executive Committee's own discretion;
- ii. **Designated Funds** set aside by the Executive Committee to be spent on some specific purpose at its own discretion;
- iii. **Restricted Funds** raised and administered by BUSU for specific purposes as determined by students, such as Club and Societies Accounts, as well as revenue received for purposes specified by the donor and also (if not material enough to require a separate column in the SoFA) any small capital grants received from the University; and
- iv. **Custodian Funds** entrusted to BUSU for safekeeping, but not under its management control, e.g. the annual RAG. Such custodian activities are disclosed in the Annual Report, but as the funds are not managed by BUSU they are not included in the accounts.

Expenditure on refurbishments and repairs of assets where BUSU does not have the risks or rewards of ownership is expensed in the year. This includes all refurbishment to the Union building which is leased from the University on a yearly basis under an informal agreement. As the maximum term of the lease is a period of one year then all refurbishments and repairs of the Union building is expensed.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items. Cost is based on the cost of purchase on a first in, first out basis. Net realisable value is based on estimated selling price less additional costs to disposal.

University of Bath Students' Union

NOTES TO THE FINANCIAL STATEMENTS (*continued*)

for the year ended 31 July 2016

1 ACCOUNTING POLICIES (*continued*)

Operating Lease Agreements

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

Investments

Investments are stated at cost less any provision for diminution in value.

Financial Instruments

As the charity only has basic financial instruments it has elected to apply the provisions of Section 11 'Basic Financial Instruments' of FRS 102, to all of its financial instruments.

Financial instruments are recognised when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include trade and other receivables and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the financial asset is measured at the present value of the future receipts discounted at a market rate of interest.

Impairment of financial assets

Financial assets are assessed for indicators of impairment at each reporting end date.

Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected. If an asset is impaired, the impairment loss is the difference between the carrying amount and the present value of the estimated cash flows discounted at the asset's original effective interest rate. The impairment loss is recognised in the SOFA.

If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been, had the impairment not previously been recognised. The impairment reversal is recognised in the SOFA.

De-recognition of financial assets

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the company transfers the financial asset and substantially all the risks and rewards of ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

Financial liabilities

Financial liabilities are classified according to the substance of the contractual arrangements entered into.

Basic financial liabilities

Basic financial liabilities, including trade and other payables, are initially recognised at transaction price.

University of Bath Students' Union

NOTES TO THE FINANCIAL STATEMENTS (*continued*)

for the year ended 31 July 2016

1 ACCOUNTING POLICIES (*continued*)

Financial Instruments (*continued*)

De-recognition of financial liabilities

Financial liabilities are derecognised when, and only when, the charities contractual obligations are discharged, cancelled or they expire.

Cash and cash equivalents

Cash and cash equivalents includes cash and short term highly liquid investments with a short maturity period.

Taxation

No corporation tax has been provided in the financial statements of the charity as the income of the charity is covered by the exemption granted by Section 505 of the Income and Corporation Taxes Act 1988.

Pensions

The two principal pension schemes in which BUSU participates are the Universities Superannuation Scheme and the Bath & North East Somerset Local Government Pension Scheme, both of which are defined benefit schemes, externally funded and contracted out of the State Earnings-Related Pension Scheme. Both funds are externally valued, normally every three years by professionally qualified independent actuaries using the projected unit method, the rates of contribution payable being determined by the Trustees on the advice of the actuaries. In the intervening years, the actuaries review the progress of the schemes. Pension costs are assessed in accordance with the advice of the actuaries based on the latest actuarial valuations of the schemes and are accounted for on the basis of charging the cost of providing pensions over the estimated period during which the Union benefits from the employees' services.

The University of Bath Students' Union does not directly employ staff. All staff are employed by the University of Bath who then recharge the Union for the use of these staff. Details relating to both of these schemes are included in the accounts of the University. The Universities Superannuation Scheme operates as a pooled arrangement, with contributions paid at a centrally agreed rate. As a consequence, no share in the underlying assets and liabilities can be directly attributed to BUSU. Under the terms of FRS 102 section 28, in these circumstances contributions are accounted for as if the schemes were defined contribution schemes based on actual contributions paid through the year.

The Bath & North East Somerset Local Government Pension Scheme operates as a multi-employer scheme where the share of assets and liabilities applicable to each employer can be defined. The University (the employer) has accounted for the scheme under FRS 102 section 28 as a defined contribution scheme. As the Union does not directly employ staff it does not recognise any of the liability.

2 ACCOUNTING JUDGEMENTS AND ESTIMATES

In the application of the charity's and group's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

University of Bath Students' Union
 NOTES TO THE FINANCIAL STATEMENTS (*continued*)
 for the year ended 31 July 2016

3 DONATIONS AND GRANTS

	Unrestricted funds 2016 £	Restricted funds 2016 £	Total 2016 £	Unrestricted funds 2015 £	Restricted funds 2015 £	Total 2015 £
Grant income	1,849,428	130,085	1,979,513	1,771,657	175,756	1,947,413
Sponsorship income	37,244	42,300	79,544	32,754	3,000	35,754
	<u>1,886,672</u>	<u>172,385</u>	<u>2,059,057</u>	<u>1,804,411</u>	<u>178,756</u>	<u>1,983,167</u>

4 INVESTMENT INCOME

	2016 £	2015 £
Unrestricted bank interest receivable	4,239	3,591
	<u>4,239</u>	<u>3,591</u>

5 RESOURCES EXPENDED

	Staff 2016 £	Direct 2016 £	Support 2016 £	Total 2016 £	Total 2015 £
Costs of generating income:					
Commercial activities	108,303	102,221	-	210,524	204,220
TOTAL	<u>108,303</u>	<u>102,221</u>	<u>-</u>	<u>210,524</u>	<u>204,220</u>
Charitable activities:					
Bars & Post Office	369,868	497,390	116,949	984,207	878,264
Clubs & Societies	88,978	314,769	103,104	506,851	443,644
Sports Associations	157,435	650,404	206,296	1,014,135	1,166,476
Events	4,000	320,587	-	324,587	331,024
Student Activities & Advice	743,804	178,768	235,595	1,158,167	1,136,669
Volunteering	169,693	3,909	44,333	217,935	153,351
TOTAL	<u>1,533,778</u>	<u>1,965,827</u>	<u>706,277</u>	<u>4,205,882</u>	<u>4,109,428</u>
Governance	-	10,603	-	10,603	7,705
TOTAL RESOURCES EXPENDED	<u>1,642,081</u>	<u>2,078,651</u>	<u>706,277</u>	<u>4,427,009</u>	<u>4,321,353</u>

Included within staff costs above are support staff costs of £506,627 (2015 - £354,193).

University of Bath Students' Union
 NOTES TO THE FINANCIAL STATEMENTS *(continued)*
 for the year ended 31 July 2016

6 ANALYSIS OF SUPPORT COSTS

	Bars & post office	Clubs & societies	Sports associations	Student activities & advice	Volunteering	Total	Total
	2016 £	2016 £	2016 £	2016 £	2016 £	2016 £	2015 £
SU Officer accommodation	-	6,998	14,002	15,991	3,009	40,000	40,000
Facilities	116,949	47,308	92,567	148,622	37,318	442,764	525,103
Vehicles, transport, insurance and maintenance	-	48,798	99,727	70,983	4,006	223,514	188,494
	<u>116,949</u>	<u>103,104</u>	<u>206,296</u>	<u>235,596</u>	<u>44,333</u>	<u>706,278</u>	<u>753,597</u>

Support costs are apportioned based on the total proportion of staff and direct costs in each activity. Events are excluded from this calculation. One third of the rent is allocated to bars and post office and the rest of the rent cost is apportioned to the other activities with the remaining support costs.

University of Bath Students' Union
 NOTES TO THE FINANCIAL STATEMENTS (*continued*)
 for the year ended 31 July 2016

7 OPERATING CHARGES

Net income for the year is stated after charging:

	2016	2015
	£	£
Auditor's remuneration – as auditor	10,603	7,750
Auditor's remuneration – other	6,695	4,200
Depreciation	16,398	20,407
Bad debt expense	-	30
Operating lease charges	23,659	21,980
	<u>23,659</u>	<u>21,980</u>

8 STAFF COSTS

The Union does not directly employ staff, all wages and salaries included within these accounts are recharged from the University of Bath. The recharged staff costs in the year were:

	2016	2015
	£	£
Wages and salaries	1,385,799	1,282,684
Social security costs	71,965	62,634
Other pension costs	184,316	159,681
	<u>1,642,080</u>	<u>1,504,999</u>

The Trustees of the Union include the SU Officers. The SU Officers receive remuneration for their services as provided for within the Constitution. The aggregate amount payable under such contracts in the year was £94,128 (2015: £87,380). Expenses reclaimed by the Trustees during the year amounted to £11 (2015: £458).

9 INTANGIBLE FIXED ASSETS

	Software £
COST	
At 1 August 2015	2,846
Additions	-
	<u>2,846</u>
At 31 July 2016	<u>2,846</u>
DEPRECIATION	
At 1 August 2015	2,846
Charge for the year	-
	<u>2,846</u>
At 31 July 2016	<u>2,846</u>
NET BOOK VALUE	
At 31 July 2016	-
	<u>-</u>
At 31 July 2015	<u>-</u>

Intangible fixed assets relate to purchased software assets.

University of Bath Students' Union
 NOTES TO THE FINANCIAL STATEMENTS (*continued*)
 for the year ended 31 July 2016

10 TANGIBLE FIXED ASSETS

	Equipment £	Motor vehicles £	Total £
COST			
At 1 August 2015	425,875	2,846	428,721
Additions	19,732	-	19,732
Disposals	(125,706)	(1,050)	(126,756)
	<hr/>	<hr/>	<hr/>
At 31 July 2016	<u>319,901</u>	<u>1,796</u>	<u>321,697</u>
DEPRECIATION			
At 1 August 2015	376,769	2,846	379,615
Charge for the year	16,398	-	16,398
Disposals	(120,898)	(1,050)	(121,948)
	<hr/>	<hr/>	<hr/>
At 31 July 2016	<u>272,269</u>	<u>1,796</u>	<u>274,065</u>
NET BOOK VALUE			
At 31 July 2016	<u>47,632</u>	<u>-</u>	<u>47,632</u>
At 31 July 2015	<u>49,106</u>	<u>-</u>	<u>49,106</u>

11 INVESTMENTS

	£
COST	
At 1 August 2015	1
	<hr/>
At 31 July 2016	1
NET BOOK VALUE	
At 31 July 2015	1
	<hr/>
At 31 July 2016	<u>1</u>

At 31 July 2016 the Union held investments in the following companies which are incorporated in the United Kingdom:

Name of Company	Main Trading Activity	Equity Held
BUSU Services Limited	Dormant	100%

At 31 July 2016 the aggregate capital and reserves of BUSU Services Limited were £1 (2015 - £1) and its profit after tax for the year then ended was £nil (2015 - £nil).

University of Bath Students' Union
 NOTES TO THE FINANCIAL STATEMENTS *(continued)*
 for the year ended 31 July 2016

12	DEBTORS		
		2016	2015
		£	£
	Trade debtors	65,992	24,582
	Other debtors	14,886	30,380
	Prepayments and accrued income	80,120	56,844
		<u>160,998</u>	<u>111,806</u>

13	CREDITORS - AMOUNTS FALLING DUE WITHIN ONE YEAR		
		2016	2015
		£	£
	Trade creditors	97,676	36,849
	University of Bath	146,009	156,640
	Accruals and deferred income	17,500	32,910
		<u>261,185</u>	<u>226,399</u>

DEFERRED INCOME

Included within accruals and deferred income is deferred income of £nil (2015: £9,410).

	£
Deferred income as at 1 August 2015	9,410
Income deferred in the year	-
Deferred income expensed in the year	(9,410)
Deferred income as at 31 July 2016	<u>-</u>

Deferred income related to sponsorship income that has been invoiced in advance and residual grants that were carried forward and used against expenditure in the current year.

University of Bath Students' Union
 NOTES TO THE FINANCIAL STATEMENTS *(continued)*
 for the year ended 31 July 2016

14 FINANCIAL INSTRUMENTS

	2016	2015
	£	£
Financial assets that are debt instruments measured at amortised cost:		
Trade debtors	65,992	24,582
	<u> </u>	<u> </u>
Financial liabilities measured at amortised cost:		
Trade creditors	97,676	36,849
University of Bath	146,009	156,640
Accruals	17,500	32,910
	<u> </u>	<u> </u>
Equity instruments measured at cost less impairment	1	1
	<u> </u>	<u> </u>

15 PENSIONS

The University of Bath Students' Union does not directly employ staff. All Union staff are employed by the University of Bath and are eligible to join either the Avon Pension Fund or the Universities Superannuation Scheme. Any shortfall in actuarial value of these funds would be the responsibility of the University of Bath, however the University would expect the Students' Union to meet the cost of any such shortfall. No provision has been made for any shortfall.

16 UNRESTRICTED RESERVES

	General fund £	Designated Club & Societies £	Total £
Balance brought forward	529,144	21,604	550,748
Retained surplus for the financial year	150,341	-	150,341
Transfer to Designated Reserve	(25,482)	25,482	-
Transfer to Club Asset Reserve	(7,946)	-	(7,946)
Transfer to Alumni Reserve	353	-	353
	<u> </u>	<u> </u>	<u> </u>
Balance carried forward	646,410	47,086	693,496
	<u> </u>	<u> </u>	<u> </u>

The designated funds relate to clubs and societies. The transfer to the general fund represents the expense of the brought forward surplus generated by these clubs and societies in previous years.

The transfer from the general fund to the club asset reserve represents the depreciation on the restricted tangible fixed assets. The transfer from the alumni reserve relates to restricted alumni expenditure in the prior year that was originally recorded as unrestricted.

University of Bath Students' Union
 NOTES TO THE FINANCIAL STATEMENTS (*continued*)
 for the year ended 31 July 2016

17 RESTRICTED RESERVES

	SCP £	Alumni £	Student Development £	Sports and Societies Funding £	Club Asset Reserve £	Total £
Balance brought forward	14,512	45,146	71,087	64,285	2,180	197,210
Incoming resources	30,060	18,938	154,480	871,057	-	1,074,535
Expenditure	(24,650)	(18,592)	(163,928)	(883,603)	-	(1,090,773)
Transfer	-	(353)	-	(24,656)	32,602	7,593
Balance carried forward	19,922	45,139	61,639	27,083	34,782	188,565

SCP (Student Community Partnership) is a joint venture between University of Bath, Bath & North East Somerset Council and Bath Spa University to promote positive community relationships between the Universities and local residents.

Alumni funds are transferred from the University of Bath Alumni Fund to the Students' Union and represent successful funding bids by various student groups within BUSU. The transfer to the unrestricted reserve relates to restricted alumni expenditure in the prior year that was originally recorded as unrestricted.

The Student Development fund is monies granted specifically to BUSU to support the Bath Award accreditation scheme and student enterprise. It also includes grants for student supported learning and awareness.

Sports and Societies Funding is funding received by BUSU for the purpose of supporting specific sports and society activity.

Club Asset Reserve represents the net book value of capital assets purchased by Sports Clubs. The depreciation expense and restricted fixed asset additions are transferred from the general fund annually. There was also a transfer from the sports and societies funding reserve for restricted assets previously capitalised in this fund.

18 ANALYSIS OF NET ASSETS BETWEEN FUNDS

Fund balances at 31 July 2016 are represented by:	Unrestricted £	Designated £	Restricted £	Total £
Tangible assets	12,850	-	34,782	47,632
Investments	1	-	-	1
Current assets	894,744	47,086	153,783	1,095,613
Current liabilities	(261,185)	-	-	(261,185)
Total net assets	646,410	47,086	188,565	882,061

University of Bath Students' Union
 NOTES TO THE FINANCIAL STATEMENTS (*continued*)
 for the year ended 31 July 2016

19 COMMITMENTS UNDER OPERATING LEASES

At 31 July 2016 BUSU had total future minimum lease payments under non-cancellable operating leases as set out below:

Assets other than land and buildings

	2016 £	2015 £
Operating leases which expire:		
In less than 1 year	22,363	22,263
Within 2 to 5 years	46,491	36,443
	<u>68,854</u>	<u>58,706</u>

20 FUNDS HELD ON BEHALF OF THIRD PARTIES

During the year University of Bath Students' Union acted as a custodian of the annual RAG proceeds from fundraising events organised by students. Funds raised by this year's RAG not distributed to charities amounted to £9,460 (2015: £8,480) were held by BUSU as agreed.

Amounts received and expended during the year and the liability at the year-end in relation to this fund are detailed below:

	At 1 August 2015 £	Amounts received £	Amounts expended £	At 31 July 2016 £
RAG	8,480	56,073	(55,093)	9,460
	<u>8,480</u>	<u>56,073</u>	<u>(55,093)</u>	<u>9,460</u>

21 RELATED PARTY TRANSACTIONS

BUSU became a registered charity on 29 July 2011 but previously derived charitable status from its governing parent body, the University of Bath. BUSU is in receipt of a recurrent grant from the parent body of £1,372,000 (2015: £1,276,000).

BUSU occupies a University building under an informal licence. BUSU is charged by the University a contribution to the costs of maintaining the building. The amount charged in the year was £350,146 (2015: £350,144). This is a notional charge to the Statement of Financial Activities for which equivalent income is shown within 'Donations and grants'.

Included in creditors falling due within one year is £146,009 (2015: £156,640) owed to the University of Bath.

The University also pays all wages and salaries on behalf of BUSU and recharges them accordingly. Staff costs are disclosed in note 8.

University of Bath Students' Union

NOTES TO THE FINANCIAL STATEMENTS (*continued*)

for the year ended 31 July 2016

The key management personnel are considered to be the chief executive, the deputy chief executive and the trustees. Their total remuneration in the year was £175,377 (2015 - £168,629). These are paid by the university and recharged accordingly.

22 CONTROLLING PARTY

BUSU is controlled by the Board of Trustees comprising the SU Officers, who are subject to democratic election by the voting membership of BUSU, and non-executive Trustees who are appointed by a simple majority of the Board of Trustees. The ultimate control of BUSU is vested under the Articles of Governance in the Board of Trustees. As such no single person or entity controls BUSU as defined by FRS 102 section 9.

23 CASH GENERATED FROM OPERATIONS

	2016	2015
	£	£
Net income/(expenditure)	134,103	80,704
Adjustments for:		
Investment income received	(4,239)	(3,591)
Depreciation	16,397	20,407
(Profit)/loss on disposal of fixed assets	-	-
	<u>146,261</u>	<u>97,520</u>
Decrease in stock	561	436
Decrease in debtors	(49,192)	(24,780)
Increase in creditors	34,786	36,909
	<u>132,416</u>	<u>110,085</u>

No restrictions apply to the cash or cash equivalents.

24 FRS 102 TRANSITION ADJUSTMENTS

Intangible fixed assets

In line with FRS 102 section 18 the computer software assets have been reclassified from tangible fixed assets to intangible fixed assets within the balance sheet. This adjustment has not affected the prior year net income or the net asset position of the charity.

THE POWER OF BEING UNDERSTOOD

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UNIVERSITY OF BATH STUDENTS' UNION

Final Audit Findings Report

Year ended 31 July 2016

Presented to the Trustees
By RSM UK Audit LLP

on 19 October 2016





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This report has been prepared for the sole use of University of Bath Students' Union and must not be disclosed to any third party, or quoted or referred to, without our written consent. No responsibility is assumed to any other person in respect of this report.

1 INTRODUCTION AND COVERAGE

This report summarises our key findings in connection with the audit of the financial statements of University of Bath Students' Union in respect of the year ended 31 July 2016.

The scope of our work has already been communicated to you via our Audit Plan document dated 12 September 2016.

A summary of adjusted and unadjusted misstatements identified during the audit has been prepared and is included in Section 4.

We consider that the audit approach adopted will provide the Trustees with the required confidence that a thorough and robust audit has been carried out.

We can confirm that, at the date of this report, we anticipate no modifications from our pro-forma audit report provided in the Audit Plan previously communicated to you.

2 AUDIT AND ACCOUNTING ISSUES IDENTIFIED AT PLANNING STAGE

Management over ride of internal controls

Key area of audit focus	In any organisation management will have the opportunity to override controls to some extent. This can be necessary in the performance of their duties, for example making manual corrections of errors etc. The risk is that this ability is misused.
Our approach	We will: <ul style="list-style-type: none"> (a) Test the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of financial statements; (b) Review accounting estimates for biases that could result in material misstatement due to fraud; and (c) Obtain an understanding of the business rationale of significant transactions that we become aware of that are outside of the normal course of business for the charity, or that otherwise appear to be unusual given our understanding of the charity and its environment
Response	We performed our work as planned. No inappropriate journal entries were found as part of our work. There are no significant accounting estimates and there were no significant transactions outside the normal course of business noted in the year.

Cash Sales

Key area of audit focus	The Union has a high volume of cash transactions from its trading activities which are by their nature more susceptible to fraud and error.
Our approach	We will review the controls in place over cash sales. We will use compliance testing procedures to assess and test the controls in place to confirm that they are operating effectively.
Response	We have reviewed the controls in place over cash sales on a sample basis and confirmed that the control had been appropriately followed.

Fund Accounting

Key area of audit focus

As the Union is a registered charity it is required to use fund accounting. The Union has a number of different funds which must be accounted for appropriately. Designation of funds by Trustees and the receipt of funding for a particular purpose (restricted funds) are common in Student Unions. All income and their associated costs need to be properly earmarked for the fund to which it relates.

Our approach

We will obtain complete details of the nature of funds received and receivable, subsequent transactions and adjustments processed in the current year, ensuring that appropriate income and expenditure has been attributed to funds.

Details of specific purposes and anticipated timing of application of designated funds will be obtained and reviewed.

We will review costs allocated against restricted and designated funds and assess these against the terms of the funds. We will make enquiries of management and seek Trustee representations where needed.

Response

From our review of the charity's funds no errors have been noted and the appropriate income and expenditure appears to have been allocated to each fund.

Adoption of FRS 102/SORP 2015 Accounting Standards

Key area of audit focus

The transition from previous UK GAAP to FRS102/SORP 2015 presents as risk that the financial statements may not be prepared in line with applicable accounting standards.

Our approach

We will review any assumptions made by management with regards to any adjustments, new disclosures and restatement of comparatives required in the financial statements relating to the adoption of FRS102/SORP 2015 and review the disclosure within the financial statements to ensure that it complies with the accounting standards.

Response

We have completed our work as planned and have not found issues regarding compliance with the new accounting standards.

3 AUDIT AND ACCOUNTING ISSUES IDENTIFIED DURING THE AUDIT

Allocation of income and expenditure codes

Issue

It was noted that certain income and expenditure codes had not been allocated correctly and therefore were not reflected accurately in the financial statements.

Resolution

Adjustments have been raised to correct these in the financial statements and are noted in section 4.

4 UNADJUSTED/ADJUSTED MISSTATEMENTS

A summary of the unadjusted/adjusted errors identified during the course of our work is set out below, analysed between errors of fact and differences in judgement.

We have not disclosed below those items that we consider to be "clearly trivial" in the context of our audit. For this purpose we consider "clearly trivial" to be any matter less than £250 individually and £1,000 in aggregate.

Adjusted misstatements	Profit (£)	Net assets (£)
	Dr/(Cr)	Dr/(Cr)
Dr Donations	37,387	Being the reallocation of sponsorship income.
Cr Clubs and Societies Income	(37,387)	
Dr Student Activities Expenditure	43,424	Being the reallocation of grant income.
Cr Donations	(43,424)	
Dr Clubs and Societies Expenditure	310,956	Being reallocation of costs.
Cr Student Activities Expenditure	(310,956)	
Dr Clubs and Societies Expenditure	97,116	Being reallocation of costs.
Cr Student Activities Expenditure	(97,116)	
Dr Clubs and Societies Expenditure	62,313	Being reallocation of costs
Cr Student Activities Expenditure	(62,313)	
Total	-	-

5 SIGNIFICANT DEFICIENCIES IN INTERNAL CONTROL

No significant deficiencies in internal control came to our attention during the course of our audit work. This does not constitute a comprehensive statement of all deficiencies that may exist in internal controls or of all improvements which may be made and only addresses those matters which may have come to our attention as a result of the procedures performed. An audit is not designed to identify all matters that may be relevant to you and accordingly the audit does not ordinarily identify all such matters.

6 SIGNIFICANT ACCOUNTING POLICIES, DISCLOSURES AND ESTIMATES

Accounting policies and estimates

No significant accounting policies or estimates were noted during the course of our audit work

Accounting disclosures

During the course of our audit, we reviewed the adequacy of the disclosures contained within the financial statements and their compliance with both relevant accounting standards, including the applicable Statement of Recommended Practice 'Accounting and Reporting by Charities' ('Charities SORP'), and the requirements of Charities Act 2011. The following disclosure matters were brought to your attention and subsequently reflected in the revised financial statements:

- Disclosure in the Trustees' report regarding key management personnel.

7 FEES

We confirm that the fees charged during the year in respect of services performed for University of Bath Students' Union are consistent with those contained within our Audit Plan submitted to you and dated 12 September 2016.

8 INDEPENDENCE

In accordance with International Standard on Auditing (UK and Ireland) 260 "Communication with those charged with governance", there are no changes to the details of relationships between RSM UK Audit LLP and its related entities and University of Bath Students' Union and its related entities and directors that may reasonably be thought to bear on RSM UK Audit LLP's independence and the objectivity of the audit principal, Kerry Gallagher and the audit staff and the related safeguards from those disclosed in the Audit Plan dated 12 September 2016.

APPENDIX A - DRAFT LETTER OF REPRESENTATION

19 October 2016

RSM UK Audit LLP
Hartwell House
55-61 Victoria Street
Bristol
BS1 6AD

Dear Sirs

Audit of Financial Statement – Year ended 31 July 2016

This representation letter is provided in connection with your audit of the financial statements of University of Bath Students' Union for the year ended 31 July 2016 for the purpose of expressing an opinion as to whether the financial statements give a true and fair view, in accordance with the applicable financial reporting framework. The financial reporting framework that has been applied in the preparation of the financial statements is applicable law and United Kingdom Generally Accepted Accounting Practice.

We confirm that to the best of our knowledge and belief, and having made appropriate enquiries of other Trustee and officials of the charity:

Financial Statements

1. We acknowledge and have fulfilled our responsibilities, as set out in the terms of the audit engagement dated 28 July 2014, for ensuring that the charity maintains adequate accounting records and for the preparation of the financial statements in accordance with the applicable financial reporting framework, in particular the financial statements give a true and fair view in accordance therewith.
2. Significant assumptions used by us in making accounting estimates, including those relating to items measured at fair value, are reasonable.
3. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the applicable financial reporting framework. In particular, full disclosure is made in the financial statements of:
 - a any advances and credits granted by the charity to [directors/governors/trustees] and guarantees of any kind entered into on behalf of the [directors/governors/trustees];
 - b the identity of the party which controls and (if different) the party which ultimately controls the charity, if any;
 - c transactions and balances with related parties including:
 - the names of the transacting party or parties;
 - a description of the relationship between the parties (including the interest of the related party/parties in the transaction);

- a description of the transactions;
 - the amounts involved (even if nil);
 - the amounts due to or from related parties at the balance sheet date and provisions for doubtful debts due from such parties at that date;
 - amounts written off in the period in respect of debts due to or from related parties;
 - the terms and conditions, including any security and the nature of the consideration to be provided in settlement;
 - details of any guarantees given or received; and
 - any other elements of the transactions necessary for an understanding of the financial statements.
4. Full disclosure is made in the financial statements of:
- a outstanding capital commitments contracted for at the balance sheet date;
 - b all contingent liabilities including details of pending litigation and material claims against the charity;
 - c all guarantees or warranties or other financial commitments.
5. We have no plans or intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements.
6. There have been no events (e.g. loss or reduction of source of income, loss of key customer, supplier or member of staff, change in credit terms offered by suppliers, breaches of bank or other covenants, changes in banking or insurance arrangements or facilities) since the balance sheet date that would impact on the ability of the charity to continue as a going concern. Should such events occur prior to your signature of the audit report we will advise you immediately. Except as already incorporated into our cash flow and profit forecasts we have no plans or intentions that would impact on the ability of the charity to continue as a going concern.
7. All events occurring subsequent to the date of the financial statements and for which the applicable financial reporting framework requires adjustment or disclosure have been adjusted or disclosed. Should such further material events occur prior to your signature of the audit report we will advise you accordingly.
8. The effects of uncorrected misstatements (whether arising from differences in amount, classification, presentation or disclosure of a reported financial statement item and the amount, classification, presentation or disclosure that is required for the item to be in accordance with the applicable financial reporting framework) are immaterial, both individually and in the aggregate, to the financial statements as a whole. A list of the uncorrected misstatements including those in relation to disclosures is attached to this representation letter.
9. All charities, companies and trusts controlled by the charity have been consolidated in the group financial statements.
10. All designated and restricted fund balances are correctly shown in the accounts.

Information Provided

1. As agreed in the terms of engagement, we have provided you with:
 - a Access to all information of which we are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters including minutes of members the Trustees meetings, committees of the Trustees, management held between the beginning of the accounting period and the date of this letter; ;
 - b Additional information that you have requested from us for the purpose of the audit; and
 - c Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
2. We confirm that all transactions have been recorded in the accounting records and are reflected in the financial statements.
3. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
4. We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the charity and involves:
 - Management;
 - Employees who have significant roles in internal control; or
 - Others where the fraud could have a material effect on the financial statements.
5. We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, analysts, regulators or others.
6. 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 financial statements. We have also notified you of the actual or contingent consequences which may arise from such non-compliance, including any potential effects on the charity's ability to conduct its activities.
7. We have disclosed to you the identity of the charity's related parties and all the related party relationships and transactions of which we are aware.
8. We have disclosed to you details of all known actual or possible litigation and claims whose effect should be considered when preparing the financial statements.
9. All grants, donations and other incoming resources, the receipt of which is subject to specific terms and conditions, have been notified to you. There have been no breaches of terms and conditions in the application of such incoming resources.
10. We confirm that we have disclosed to you details of all banking and financing arrangements including related contracts and hedging products.
11. We confirm that we have informed you of all tax avoidance schemes used by the charity.

Charitable Status

1. We have not conducted, or permitted to be conducted any activities which call into question the charitable nature of the charity.
2. There have been no communications with the Charity Commission or other regulatory bodies during the year or subsequently concerning matters of non-compliance with any administrative duty.
3. We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud and error.

We confirm that we have taken all the steps that we ought to have taken as trustees in order to make ourselves aware of any relevant audit information and to establish that it has been communicated to the auditors. We confirm that, as far as we are aware, there is no relevant audit information of which the auditors are unaware.

We have satisfied ourselves with the ability of the Charity to continue to operate as a going concern for at least 12 months following the signing of the financial statements.

We confirm that the above representations are made on the basis of enquiries of management and staff with relevant knowledge and experience (and, where appropriate, of inspection of supporting documentation) sufficient to satisfy ourselves that we can properly make each of the above representations to you.

The contents of this letter were considered and approved by the board at its meeting on 19th October 2016

Yours faithfully

Signed on behalf of the board of University of Bath Students' Union

.....
Trustee

Date

APPENDIX B - REGULATORY UPDATE

CHARITY COMMISSION

The Charity Commission's funding is to remain at its current cash level until 2020-21. This is an effective cut and will further reduce the commission's ability to robustly regulate charities.

Charity Commission News

Charity Commission News ("CC News") is the commission's quarterly newsletter, which provides essential information for charity trustees and their advisers. <https://www.gov.uk/government/collections/charity-commission-news> The latest CC News, issue 54, was published in July 2016 containing articles on the commission's updated fundraising guidance, and the new Fundraising Regulator, the 2015-16 annual report, tackling fraud in the charity sector and consulting on the framework for accounting and reporting.

Charity Commission Publications

Set out below are a number of useful Charity Commission publications:

CC20 – Charity fundraising: a guide to trustee duties	June 2016
CC35 – Trustees, trading and tax - how charities may lawfully trade	February 2016
CC19 – Charities reserves: building resilience	January 2016
CC3 – The essential trustee (new version)	July 2015
CC15c - Charity reporting and accounting: the essentials	March 2015

Commission urges charities to review commercial partnerships

The commission is issuing an alert to trustees, warning them to review any commercial relationships they may have. This follows concerns raised with the commission and in the media regarding the commercial arrangements of some charities. Charities have many legitimate commercial arrangements raising funds for good works, however trustees need to protect the reputation of their charity and ensure their actions reflect the values of their charity as well as meeting legal requirements. It is essential that any arrangements are transparent and that they do not jeopardise the reputation of the charity. The alert sets out the expectations of the commission including: checking for conflicts of interest; ensuring arrangements are properly documented and reviewed regularly; and, that the commercial benefits to the charity are made clear.

Failure to comply with the commission's expectations could result in regulatory action.

Open Charity Commission Consultations

Consultation on the external scrutiny of charity accounts (CC32)

The consultation addressed changes to the Charity Commission's guidance on the external scrutiny of charity accounts 'Directions and guidance for independent examination, CC32' has been issued.

The new proposals cover the following:

- 3 new Directions about: examiner independence, conflicts of interest and disclosure of related party transactions, and financial sustainability and going concern; and new simpler guidance for each Direction;
- extending independent examination to consolidated (group) accounts;
- a new simpler format for the examiner's report;
- changes to the reporting of matters of material significance (in a separate consultation);
- new guidance on the reporting of 'relevant matters' and;
- a plain English approach which makes it clearer that the guidance is expected practice not simply recommended practice;

The consultation requests comments on all of these and the impact they might have on regulatory burdens on examiners and trustees. Consultation close date - 30 September 2016. The changes are intended to come into effect for reporting periods ending on or after 31 March 2017.

Consultation on official warnings to charities and trustees

The Charities (Protection and Social Investment) Act 2016 gives the Charity Commission a new power to issue an official warning to a trustee or to a charity when it considers that there has been a breach of trust or duty, or other misconduct or mismanagement in the charity.

This is similar to powers that many other regulators have, and will supplement the Commission's existing powers for dealing with wrongdoing in charities, and enable them to act in a targeted and more proportionate way. The consultation seeks to obtain views on how the Commission proposes to use this new power.

Consultation close date - 23 September 2016.

Improvements to the SORP

The Charity Commission and OSCR have launched a new SORP research consultation on the Charities SORP FRS 102, which can be found at <http://www.charitycorp.org/>

There are five specific areas of research where views are sought on how the next SORP could be improved:

- the SORP's structure, format and accessibility;
- implementation issues that require improvements to the SORP;
- SORP Committee member suggestions for changes to the SORP;

- Charity regulator themes for making changes to the SORP; and
- ideas for items to remove, change or add to improve the SORP.

The consultation aims to identify any necessary changes to prepare the next Charities SORP (FRS 102) with an Exposure Draft of the next SORP anticipated for 2018. The Exposure Draft will be required following the planned triennial review of the accounting framework introduced by Financial Reporting Standard (FRS 102) applicable in the UK and the Republic of Ireland by the Financial Reporting Council (FRC). It is anticipated that the FRC's triennial review will be completed by 2018 with the exposure Draft SORP published shortly afterwards.

It is expected that the next SORP would take effect from 2019.

Consultation close date - 11 December 2016.

Charity Commission Policy paper

What the Charity Commission expects from trustees in its casework – policy paper 1 March 2016

The Charity Commission has issued a policy paper (March 2016) on its expectations for interactions with charity trustees. The policy paper splits into three sections comprised of:

1. What the commission expects when trustees make contact;
2. What the commission expects when it contacts trustees; and
3. How trustees and charity officers can ensure issues are resolved as quickly as possible.

The commission emphasises in the latter section of the policy paper that honest and complete answers to its questions are essential from trustees and are also required by law.

Accounts monitoring

The Charity Commission have published two reports following its accounts monitoring reviews, on the quality of charity accounts 2016 and the quality of small charity accounts. The report on the quality of charity accounts can be found at: <https://www.gov.uk/government/publications/accounts-monitoring-the-quality-of-charity-accounts-2016>. The review looked at the 'the percentage of charity accounts monitored found to be of acceptable quality'.

The review included a focus on whether transactions involving trustees had been adequately disclosed, and indications of potential conflicts of interest or personal benefit. They found that 74% of accruals accounts had included a note on trustees' remuneration as required by the SORP, but the report goes on to highlight that a quarter of the sample had not done so.

There is detailed guidance to assist trustees with the preparation of the annual report and financial statements, including example accounts available on the commission website: <http://www.charityscorp.org/about-the-sorp/example-trustees-annual-reports/>. This provides a useful structure for preparing documents that meet the reporting requirements under the new SORP.

The report reminds trustees that they are responsible for checking that the accounts and other information they submit on their annual returns is correct.

Charity Commission annual return 2016

The Charity Commission has announced small changes will be made to the annual return for charities in 2016.

The return includes:

Financial information

From your charity's latest accounts, provide:

- start and end dates for the financial period you're reporting (for example 01/04/2015 to 31/03/2016)
- total income and total spending for this reporting period
- total spending outside England and Wales (if applicable)

If the charity's income is over £25,000 a PDF copy of its accounts must be submitted, these do not need to be signed. Charitable Incorporated Organisation ("CIO") must submit accounts regardless of their income. These accounts need to be agreed by the Trustees and it should include a PDF copy of the independent examiner or auditor's report.

If the charity's income is over £25,000, Trustees' Annual report must be provided. CIOs must submit its Trustees' Annual report regardless of their income.

If the income of the charity £500,000, additional financial information is required, extracted from the financial statements.

Serious incident reports

If the charity has an income of £25,000 or more, the return must state if any serious incidents took place in the last year, including any that should have been reported but were not.

Regulatory alerts, inquiry and case reports

<https://www.gov.uk/government/collections/charity-commission-reports-decisions-alerts-and-statements>

As in the public interest, the Charity Commission usually:

- releases a public statement whenever it opens a statutory inquiry into a charity
- publishes a report of the inquiry

Published statements and reports are shown on the charity's entry on the public register of charities.

The commission may also publish reports of its non-inquiry work where:

- there is significant public interest in the issues involved and the outcome
- there are lessons that other charities can learn from them

Fighting Fraud Together

As part of the planning of the audit, your RSM audit team will discuss fraud with trustees and senior management of your organisation and this guidance may prove useful reading before that meeting.

Our latest fraud update can be found at: <http://www.rsmuk.com/ideas-and-insights/2015/nov/charity-fraud-update>

Avoid Fraud – Common risks affecting charities

Attention to Audit recommendations

The short term costs of implementation should be weighed against potentially much larger long term losses to the charity from ignoring the recommendations and insufficiently mitigating potential risks.

Visibility across branches

The risk of fraud away from head office increases to the degree that charities are unable to implement and enforce internal control processes at branches with high degrees of autonomy.

Overseeing cash

Cash is often the most easily portable and most desirable asset of a charity and is therefore the easiest to misappropriate.

Is it too good to be true?

It can be easy to succumb to the prospect of an amazing investment opportunity, one so good that you need to decide on it immediately before it expires and therefore don't have the time to perform normal due diligence checks.

Don't trust your staff

Perhaps the biggest trap charities can fall into is being too trusting of long-serving employees, who may be seen to be above reproach because of the loyal service they have always provided.

Facilitate a strong control environment - trust is not a control

We regularly hear of charities falling victim to frauds, both internal and external and individuals using charities' brands and name to collect monies using peoples good nature.

Risks of electronic banking

Cash theft is one of the most common types of fraud in not for profit entities, with cash donations being a key income stream in many charities.

Authorisation and review of journals

When internal controls have been bypassed and a fraud has been committed, the guilty party will often attempt to cover their tracks. A typical method of concealment is to use journal postings.

Understanding the role of volunteers

Not for profit entities are reliant on an environment of trust and honesty, which may be appealing to would be fraudsters as charities are seen to be extremely respectable, providing a veil for them to hide behind.

Disguising poor results

Fraud is not only the physical theft of assets but can also be in the form of manipulation of financial results to present a picture the fraudster wishes the readers to see.

CHARITIES ACT

Charities (Protection and Social Investment) Act 2016: Implementation plan

On 20 May 2016, the Cabinet Office published a provisional timetable explaining when the different sections of the new Charities (Protection and Social Investment) Act 2016 ('Act'), are going to take effect. The Act, which received Royal Assent in March 2016, is an amending act, amending both the Charities Act 1992 and the Charities Act 2011.

The provisions of the new Act help to address gaps in the Charity Commission's protective powers and so the planned timetable provides for them to be brought into effect as soon as possible (mostly through 2016, with the rest through 2017) whilst at the same time allowing trustees and others affected by the changes to properly prepare for them.

Although it is anticipated that many of the Act's provisions will only affect a relatively small number of charities and individuals there are a few significant changes, most notably on disqualification, about which all charities will need to be aware. The Charity Commission has indicated that it will be publishing further updates and information about the provisions in the next few weeks and months and that it will be updating its guidance.

The five key changes are as follows:

1. New powers to disqualify and administer official warnings.

The Charity Commission will have new powers to disqualify individuals from being trustees and holding senior management functions, and the power to issue an official warning to a charity or charity trustee where it considers that a breach of trust or duty, or other misconduct or mismanagement has been committed. The Charity Commission might issue a warning on future conduct in circumstances when it would be disproportionate to take stronger action. For example a charity makes unauthorised payments to a connected company or that benefit a trustee and the size of the sums involved is such that stronger action would be disproportionate.

2. Power for Trustees to make social investments.

Trustees of certain charities will be able to invest their charity's money to get a financial return (even if it's below a commercial rate) and, at the same time, further its charitable purposes. Note that this power is conditional in respect of permanent endowment, and is restricted in that it is not available to charities established by, or whose purposes and functions are set out in, legislation; or to charities established by Royal Charter. The Act also defines a social investment and sets out the Charity trustees' duties in relation to social investments.

3. Other protective powers

A number of other protective powers are to come into force, including the power for the Charity Commission to direct a charity to wind up; and the power to direct charities to not take a particular action. Some of these powers can only be used when a statutory inquiry has been opened.

4. Fundraising agreements – new terms, new accounting requirements.

In addition to existing requirements already in force, agreements with commercial fundraisers will need to be clear about certain standards, how they protect the public (including vulnerable members of the public) and how the charity monitors their compliance. Auditable charities will also be required to include statements about these matters in their annual report.

5. Automatic disqualification changes

The list of reasons which automatically prevent someone from acting as trustee is to be strengthened. These automatic disqualification provisions will now also cover senior managers such as those in chief executive and finance director positions.