

Charity registration number: 1148622

University of Bradford Union

known as

UBU

Annual Report and Financial Statements

for the Year Ended 31 July 2018

University of Bradford Union

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Trustees' Report

Official Name University of Bradford Union

Working Name UBU

Charitable Status The University of Bradford Union (UBU) is an unincorporated association which was registered with the Charity Commission on 17th August 2012 defined under the Education Act 1994.

Principle Address Student Central, Richmond Road, Bradford, BD7 1DP

| Trustees: | Name | Role | Date Appointed |
|------------------|-----------------|---|-----------------------|
| | Faiz Ilyas | Union Affairs Officer/Student Affairs Officer | 01/07/2017 |
| | Sham Khan | Education Officer | 01/07/2018 |
| | Hamza Ahmed | Sports & Wellbeing Officer | 01/07/2018 |
| | Ummer Yasin | Community & Activities Officer | 01/07/2018 |
| | Mumtaz Kamala | External Trustee | 01/08/2012 |
| | Arthur Williams | External Trustee | 01/08/2012 |
| | Deborah Cross | External Trustee | 01/10/2017 |
| | Ram Saroop | External Trustee | 01/10/2017 |

Former Trustees: Holding Office in reporting period

| Name | Role | Date of tenure |
|-------------------------|-----------------------------|-----------------------|
| Maria Battul | Women's & Campaigns Officer | Resigned 30/6/2018 |
| Hamza Yousaf | Activities Officer | Resigned 30/6/2018 |
| Beth Stanfield | Sports Officer | Resigned 30/6/2018 |
| Zainab Garba-Sani | Academic Affairs Officer | Resigned 30/6/2018 |
| Fatouma Sanyang | Community & Welfare Officer | Resigned 30/6/2018 |
| Inshaal Ahmad | Chair Union Council | Resigned 30/6/2018 |
| Sharon Kunaka | Student Trustee | Resigned 30/6/2018 |
| Chioma Michael-Ononugbo | Student Trustee | Resigned 30/6/2018 |

Auditors Watson and Buckle
York House
Wool Gate, Cottingley Business Park,
Bradford BD16 1PE

Bankers Cooperative Banking
6 Tyrrel Street
Bradford
West Yorkshire
BD1 1RJ

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Trustees' Report

The trustees present the annual report together with the financial statements and auditors' report of the charity for the year ended 31 July 2018.

Structure, governance and management

Constitution, Objects and Regulations

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

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

Senior staff

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

- CEO - Andrew Fitzpatrick
- Advice Centre Manager - David Smith
- Administration Manager - Deborah Moore
- Student Engagement Manager - Michael Allhouse
- Media and Entertainment Manager - Phillip Lickley
- Finance Manager - Carmel Stocks

Trustees

UBU is administered by its Board of Trustees made up of 6 students elected by the membership of UBU, 4 external Trustees, the Chair of the Student Union Council and 2 student Trustees who are regarded as the Charity Trustees of UBU for the purposes of the 2006 Charities Act. Since June 2018 the Board of Trustees has been made up of 4 students elected by the membership of UBU, 4 external trustees, the Chair of the Student Union Council and 2 student trustees.

The flat structure for the period August 2017 to June 2018 consisted of the following Sabbatical Officers: Union Affairs, a Women's' & Campaigns Officer, Activities Officer, Sports, Academic Affairs and Community & Welfare. These posts are full time Sabbatical posts remunerated as authorised by the UBU Constitution. No individual may serve more than two years as a Sabbatical Officer. After a 12 month review the six Sabbatical were reduced to four in June 2018 to reflect the increase in costs and the decline in student numbers. The Full Time Sabbaticals are now: Student Affairs Officer, Education Officer, Activities and Community Officer, Sports and Wellbeing Officer.

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

Committees and delegation

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

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Committee/Delegation Period Responsibilities

Student Union Council

Monthly during term time

Responsible for holding Executive to account, reviewing Executive work and informing the campaigning and representative work of the Students' Union

Executive Committee Meets Monthly (at least)

Responsible for campaigning and representative functions of UBU.

Responsible for the day to day student engagement

Board of Trustees

Meets Quarterly

Responsible for overall strategic direction of UBU

Finance

Meets Weekly

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

Governance Advisory Committee

Meets Weekly

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

Strategy Advisory Committee

Meets Monthly

Reviews strategic direction of UBU, makes recommendations.

Reports into Trustee Board

HR Advisory Committee

Meets Monthly

Review HR areas of UBU. Reports into Trustee Board

Health & Safety (including Risk)

Meets Monthly

Responsible for UBU health & safety including the risk register.

Management Committee

Meets Monthly

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

Event Management Committee

Meets Weekly

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

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Event Management Committee

Meets Weekly

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

Sports Assembly

Meets Monthly

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

Societies Assembly

Meets Monthly

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

Media Areas Executive

Meets Weekly

To consider matters affecting student media areas and consider their funding bids and activity plans.

Academic Representation Assembly

Meets Monthly

To consider matters affecting Academic Representative areas.

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

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

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

Relationship with and support of the University of Bradford

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

UBU received a block grant from the University of £1,380,302. UBU occupies a space in Student Central owned by the University of Bradford and pays rent of £537,737 per annum which includes utility and maintenance costs. The University provides support and other services such as IT support and access to facilities (e.g. sports, rooms) which support student activities and volunteering.

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

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Risk management

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

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

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

Aims, objectives and activities

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

Operating departments which support UBU's charitable objectives include:

- Administration Area - provides operational support to ensure UBU functions effectively these include reception, finance, health and safety, events, HR and Governance.
- Events Management Area - supports any student, club or society to run a social or formal event on the University campus or sometimes off campus as well. Area also supports Student Union led events such as Party on the Amp (POTA), Coffee House Sessions and Student Day Trips.
- Marketing and Communications Area - operates UBU's website and supports all staff and the Executive with webpage content. Works with Sabbaticals to ensure there is a unified marketing and communications strategy. Works in collaboration with the University in open days and other recruitment activities.
- Student Voice Area - Student Advice, Democracy and Development Area supporting for Student Union Members. The area provides academic and welfare advice to students as well as supporting student representation, democracy and student campaigns.
- Sports Area - provides support for 34 sport clubs with their budgets, democracy set-up, facilities requirements, and performance objectives.
- Societies Area - provides support for over 60 societies with their budgets, democracy set-up, facilities requirements, and performance objectives. Also supports the student radio station, student paper, TV station and cinema
- International Student Engagement Area - provides support for international students to improve and practise their English Language skills. Provides social opportunities for international students to engage with English culture and the location of the University.
- Volunteering Area - works with community organisations to provide students with work-based volunteering opportunities. Also works closely with the University to promote the student employability agenda and capture the skills gained through volunteering in sports clubs and societies.
- Choices For All Area - focus on providing opportunities for students with disabilities particularly in cycling but also other sports and sustainability projects. Provides a pathway for all students to gain training in sports, media and events to take into the wider community.
- Other UBU Areas - UBU also has satellite areas these include Weir Room which supports the University Faculty of Management and Law students. The Post Graduate Research Lounge which supports University students studying research at the University.

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Grant Making Policy

Sports Clubs - Joint membership scheme with the University sport department, an agreed amount is ring-fenced each year for sports clubs budgets from the membership fee.

Societies and Media groups - An agreed amount from the University Subvention is allocated to societies and media groups.

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

Long Term Objective

Student Voice

Area working on new ways to capture and collect data to present to relevant bodies within the University to ensure the student voice is heard. Using data collection to improve student campaigns in regards to University.

Social Spaces

Long term objective to increase the areas of UBU by taking over the main student building (student central).

Student Development

To provide a training programme for all UBU leaders which can also be accessible to individual students not engaged with a UBU activity.

Student Opportunities

To continually provide challenging opportunities for students to enrich and maximise their potential. The recent development of UBU as a Duke of Edinburgh centre and the wide range of RAG and C4A offers to all students are examples of how we deliver new opportunities every year.

Summary strategy plan

Vision

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

Mission statement

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

Values

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

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Public benefit

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

Achievements and Performance

Sports

Our main aim for UBU Sports for the 2017/2018 was to ensure sports was inclusive, engaging and transparent. We wanted to have a positive approach to sports encouraging students with their personal and club development assisting where possible with requests.

In the year 17/18 UBU Sports had 33 sports clubs with 25 clubs representing the University of Bradford in BUCS with the remaining clubs competing in national leagues and tournaments. There are approximately 850 - 1000 students participating in sport at the University of Bradford in a competitive and social environment.

We encouraged sports club input throughout the year to advertise and promote individual sports clubs as well as promoting larger UBU events such as varsity, colours, and intramural. We continued with the social sports programme every week as part of campus sports to engage students who wanted a less competitive and more social involvement with sports.

For the upcoming year we are going to focus on engagement in sport looking at the social and health and wellbeing aspects of taking part in sport. We are looking to launch an active campus initiative for both students and staff to get involved in which would include hiking, team sports; give it a go sessions etc.

Sports Committee

The UBU Sport Committee organised a fundraising event 'BIG KIT NIGHT' which was the most successful in years raising approximately £700 with high engagement from all sports clubs as they recreated a UBU version of 'Bongos Bingo'. Intramural weekend was successfully organised by two committee members with 16 teams of 16 students being involved in various sports over a weekend. The committee then organised a very successful colours ball where over 300 students were in attendance to celebrate their hard work and commitment to sport over the academic year.

Sports Events

UBU Sports hosted the annual Varsity vs Huddersfield and lost but the event was successful as all students enjoyed participating, we also included new sports to the event such as Ice Hockey.

The annual May Bank tournament was a success with 30 basketball clubs from all over the country attending over the May Bank weekend to compete in the tournament.

We assisted the rugby clubs with their annual Crosscodes event ensuring the event was successful and assisted with the advertising and marketing providing support throughout the planning for the event.

The sports officer then organised a successful end of year sports day event where 10 teams of 16 competed in various sports throughout the day.

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BUCS

The clubs competed in BUCS every week playing against other universities travelling around the country every week. Women's hockey, women's volleyball, women's lacrosse and men's basketball all won their leagues. Women's basketball reached the finals of the cup with women's lacrosse and volleyball both reaching the semi-finals of the cup. Women's lacrosse were runners up in the national BUCS lacrosse 8's tournament after being seeded bottom. We entered two teams for cricket in the BUCS league, two teams for the Ice Hockey Championship and our swimming club placed highly in BUCS tournaments.

Activities (Societies & Media)

Summary of 2017/18

- 80 societies (fully registered in February at its peak)
- 34 new society applications with 24 approved
- 14 new societies passed the trial period and became fully functioning societies
- 10 societies dissolved or suspended over the year for failing to pass the October audit or missing two consecutive councils
- 3 out of 4 media areas had active exec
- 385 execs for societies and media
- 2687 paid society members
- 51 paid media members

Governance review of Media

The media section of the combined bylaw was not passed at UBU Council and went into review by a working group of the trustee board. In order to increase engagement with the media areas and remove the administration from the student execs, it was proposed UBU Media and UBU Societies are brought together under a single UBU Activities area of devolved power. This has been approved

National Student Roleplaying and Wargaming Championship 2018 (NSRWC18)

- 500 gamers from student unions and alumni groups across the UK come to Bradford to compete
- 100 volunteers who made the event possible,
- Fundraised £11000 for two charities, Special Effect and Yorkshire Cancer Research.

Activities Ball

- A record 100 award nominations
- 36 Colour awards to recognise individuals
- 115 people attended from 20 different societies and 3 media groups.

Joint schemes with Sport Training

Approximately 230 students across the three areas attended this training and its workshops, and started the year with everyone on the same page.

Quality Mark

- Record 50 groups engaged with it
- Bronze: 31
- Silver: 10
- Gold: 5
- Platinum: 4

Executive Award

- Number of execs submitted for the exec award: 72
- Total number of volunteer hours submitted: 13136 hours
- Average volunteer hours per student: 182 hours, equivalent to 5 weeks of full time work

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2018 - Now

Executives

210 elected executives in Activity groups

Training

3 online training modules have been created and sent out to all executives of sports, societies and media.

- Finance - 129 students passed successfully
- Events - 108 students passed successfully
- Health and Safety - 103 students passed successfully

Executive training was reduced to one day and saw over 100 students attend. Training for Presidents was held for the first time for a day and saw 39 Presidents across sports and activities attend training on conflict resolution, leading a society or sport club, effective leadership and listening skills.

Volunteering

Events held and hosted this academic year:

1. Themed Student Induction Sessions: Sept/Oct. 18 organisations presented. 95 students attended.
2. Semester 1 - Big Volunteering Fair: 25 organisations attended. Approx.150 footfall.
3. Bradford Volunteer Managers Forum meetings: 62 total attendees from the community. We organised and hosted 3 meetings and networking sessions.
4. UBU Student Volunteering Week - 26th Feb to 3rd March. Big Volunteering Fair: 30 organisations attended, Approx. 200 footfall. 45 students visited seven organisations.
5. Animal Action Week - A themed week of volunteering opportunities, 16th to 22nd April. Students visited Chester Zoo, Allerton Cat Rescue, PRISM Inner City Farm and Leeds Donkey Sanctuary.
6. Schools Event - Weds 21st Feb. 6 different sports and societies hosted a 45 minute workshops for schools and disability groups. A total of 40 local school students attended. 35 University of Bradford students attended from different societies: BSP, Baking, Cheerleaders, STEM and Choices 4 All.
7. RAG - 18th to 24th Feb and ongoing through the year. UBU Volunteering supported RAG. We organised and supported several different events, including 2 bag packing events, raising close to £900 in total. In the future RAG may be supported by the volunteering team; we have been helping plan fundraisers and campaigns to promote the cause.
8. Student-Led Activities - Food Lessons Tues 13th Feb - We collaborated with the University Student Support team to organise 3 students to teach some basic cookery skills to other students in partnership with Jamie Oliver's Ministry of Food. The 'It's a Wrap' event was sponsored by Morrisons Girlington and together these events engaged around 30 students.
9. Student-Led Activities - Campus Litter Pick Weds 14th March - Organised by students from UBU Student Volunteering Network and Bradford City Council. 8 students involved collecting 5 full bin bags.
10. De-Stress Fest: Thurs 17th May - Organised the RAG and Guide Dogs event, raised £225. 46 students met the Guide Dogs and engaged with the organisation.
11. UBU Volunteering Awards: The Volunteering Centre gave out 22 certificates at this year's student leadership awards: 11 Bronze; 6 Silver and 5 Gold. The UBU Student Volunteer of the Year award was given to Chloe King for 159 hrs. The Community Impact Award was given to Katy Lowrey for 350 hours.

Brokerage and Community Opportunities:

After a project to engage with local community organisations in summer 2017, the number of registered organisations rose by 35 (115 to 150). This generated 28 new volunteering opportunities, offering 90 live opportunities for September. The number of live volunteering opportunities offered to the students has been consistent at between 88 and 96 from Sept 2017 to May 2018. This involved supporting organisations to register and upload 93 new opportunities, to replace expired ones. Our highest number of volunteering opportunity applications from students was between Sept 2017 and February 2018 (273 applications).

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Union Cloud and Sympa List data, May 2017 to May 2018

409 registered students in total

371 opportunities have applied for by students

91 "live" opportunities currently (most of these opportunities require two or more volunteers)

61 new volunteering organisations/providers registered

238 total opportunities (some closed, some waiting to start)

Student Sympa mailing list: 3350 students currently engaged

Organisations Sympa mailing list: 575 local charity and community orgs engaged

Future Projects:

UBU Volunteering to become a Centre for Duke of Edinburgh. Peer Project Partnerships and meetings with University of Sheffield, Bradford College, Bradford Volunteering Centre. The UBU Student Volunteering Network (SVN) expanding from initially 6 volunteering students, from which one volunteer also sits on on the RAG Committee and Activities Committee. Re-establishing UBU Volunteering Drop Ins.

Choices4All

The second year of the project has seen over 60 students volunteering in a range of over 30 projects delivering activities with almost 200 disabled people in the community.

The project is student led who consult with disability groups and disabled members, which shapes the nature of their volunteering. Many disabled individuals, and indeed students, are supported throughout our activities through access to training, covering transportation costs and introducing budgets for projects.

Choices 4 All Events held through 2017/2018

Xmas Party

Disabled Coast to Coast bike Ride

Comic Book Club

School Arts

Diversity Festival

Wheelchair Basketball

Disability Kayaking

Care Home

Inclusive Volunteering Young People Project

Hamm Exchange

Sing From the Heart

Hiking

Reindeer Ride

Duke of Edinburgh

Social Learning Spaces

Room 101

Room 101, combines a sense of community and personal development through skills and creativity, with fun. Students teaching each other their language and culture are a large part of this.

This year we had over 30 hours of extra, student-led language teaching, each week. Students could learn Japanese, Spanish, German, Arabic, French, Irish, Persian, Portuguese and many, many more, each and every week, all organised by our team of over 100 dedicated students.

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This service continues to be one many student societies have taken ownership of, handing it down and guiding each other from one year to the next. They are recognised at Student Leaders and on HEAR.

This year we initiated International Student Ambassadors which had a great deal of interest at the start of the year and helped organise One World Week and other International Student events (many food events this year).

Room 101 has also worked more closely with other areas of the Union this year including the Sabbaticals and Non Sabbatical Officers, as well as Societies, Volunteering Centre and Student Voice.

After being closed for the summer 2018 due to a flood, Room 101 has been refitted with some computers and desks but fewer than before in order to provide more social learning space. We are also looking at installing presentation facilities.

PGR Lounge

PGR Lounge has continued to try to engage with PGR students with some success particularly around our regular Research Brunch's.

A cross university team (with a great deal of UBU and Student representation) has recently convened to look at strategies for attracting more research culture events to the PGRL and also to write a business case for investment in new tech (a portable presentation screen, more computers), some soundproofing and the all-important pool table.

This year we also ran 3 Minute Thesis the international competition to find the PGR Student who can best summarise their entire PHD into a 3 minute presentation.

Student Voice Representation

During the 2017-2018 academic year, both the University and Union working in partnership recruited 380 Student Representatives. Of this number over 260 were trained, which meant that 70% of representatives were trained. As per previous years, the Union engaged representatives with our Student Leadership Award, which is only awarded to individuals who demonstrate, and prove their activity. These year 11 students achieved Platinum, 40 students achieved gold, 49 Students achieved silver, and 98 achieved bronze.

Student Voice Research

To inform UBU's strategy for Student Voice, the UBU invested in a new part-time staff role to conduct research on behalf of the organisation related to the student experience.

Our Research Intern conducted a survey of over 870 students, assessing their views on UBU's key engagement and support provisions. This data is now being used by UBU's Trustee Board Sub-Committee for Strategy and will be crucial in planning the delivery of the Union's strategic vision.

Following on from this, the UBU Research Intern was directed to research student views regarding what the student body identify as crucial to supporting them in their studies. This has culminated in a video report presented to the University LTC, and education staff.

The Research Intern has also provided invaluable support with regards to other projects such as the Plagiarism Awareness Campaign and Anti-Disturbance Student Research.

Elections

In our spring election over 2500 student voted, during the election we voted in our brand new full-time sabbatical team into their respective leadership roles.

Following the election significant consensus has been reached on a number of elements that will be reviewed for the 2019 election.

Democracy

The Union had over 30 engaged students involved in our leading democratic body, the Students' Union Council. In addition to this our Union Affairs Officer organised three General Meetings with attendances reaching approximately 400 students across the year.

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Support Services

To deliver our core service so that they are effective and valued by our members

Advice and Support

Each year over 500 students access our Advice and Support team for general advice, advocacy, and representation. Support is provided to students related to housing advice, academic advice, and general welfare and well-being.

The Union is currently reviewing our advice and support service with a view to enhancing our service provision for students, and the University. The Union has introduced new administrative support to manage how we record cases to provide the organisation to report on trends concerning our students in need. The Union believes this data will be useful with regards to supporting our students, and also assisting the University with regards to student retention.

Campaigns

Discussions continue with full-time officers and staff about our safety and get-home-safe messages, and we continue to work with the University on improving safety for campus & its surroundings.

In March 2018, the Union organised our first BME Attainment Gap discussion took place, with staff and student from across the University taking part. The discussion highlighted numerous points of action that could potentially narrow the BME attainment gap at the University and has led to the Union making recommendations to the University via the Learning and Teaching Committee. Other Academic campaigns included Plagiarism Awareness, suggestions for a University Anti-Disruption policy, and a Fair Assessment Charter.

All our campaigns (as well as recruitment, engagements, elections, etc.) will benefit tremendously from improvements to marketing which we hope will be a topic of review this summer - e.g. website, social media, app, etc.

Marketing & Communications

For communications to students we continued utilising our website and social media to promote events, campaigns and other Union initiatives to a wide range of students. The marketing mix included Facebook, Twitter, Instagram and Snapchat, plus YouTube and Mixcloud for video and audio content, plus the big screen in Student Central for more dynamic content.

Sharing of new and events was done in conjunction with the University of Bradford through their Asana system and weekly promotions such as the 'Week in Pictures' and emails to all students continued.

We continued using talented students to help produce marketing materials for the different channels.

The relationship with NUS Media continued for commercial revenue with £19,031.25 raised in 2017/18 to support activities such as the Freshers' Fair and the promotional materials sent to students ahead of Welcome Week.

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Events

During 2017/18 we continued to run both centrally planned events including Freshers' Week club nights and society led events. The weekly non-alcoholic Coffee House Session, and the end of year event, Party on the Amp, as well as providing staffing and technical support for student planned events coming through sports and societies.

The events team continued to support events through admin work including checking of food, speakers, risk assessments and tickets, alongside marketing and staffing.

The UBU continued to produce an exciting and diverse mixture of events that covered everything from fashion shows to live music, charity stalls to flash mobs, open days to Q&A's with acts, Qawwali nights to dance performances.

Facebook - 8800 likes

Instagram - 1800 followers

Twitter - 6000 followers

You Tube - 12.7k views

UBU events for 2017/18 - 702

Financial review

Future Plans

The UBU Trustee Board are currently looking for two new External Trustees due to two of the current External Trustees finishing their term of office.

We are still working with the University to ensure the UBU staff are seconded over this will be overseen by the human resources and strategy advisory group, these groups in turn will bring proposals to the Trustee Board to allow them to make an appropriate decision.

Funds held as custodian trustee on behalf of others

UBU acts as custodian for funds raised by the students' many clubs and societies and these funds are separately shown in the accounts. At the year end the balances due to these clubs and societies was £81,984 (2017: £89,396).

Reserves Policy

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

The amount of the total funds held is £298,678 The amount of restricted funds is £49,486 The amount of fund that can only be realised by disposing of tangible fixed assets is £21,365.

The amount of reserves after making allowance for the above is £227,827.

The amount of 3 months wages is £167,521 and is not less than our targeted level of reserves.

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Full Financial Review

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

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


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


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

Disclosure of information to auditor

Each trustee has taken steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information. The trustees confirm that there is no relevant information that they know of and of which they know the auditor is unaware.

The annual report was approved by the trustees of the charity on 6 November 2018 and signed on its behalf by:


.....
F Ilyas
Trustee


.....
M Kamala
Trustee

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Statement of Trustees' Responsibilities

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

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 FRS 102;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 6 November 2018 and signed on its behalf by:



F Hyas
Trustee



M Kamala
Trustee

University of Bradford Union

known as UBU

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

Opinion

We have audited the financial statements of University of Bradford Union (the 'charity') for the year ended 31 July 2018, which comprise the Statement of Financial Activities, Balance Sheet, and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is United Kingdom Accounting Standards, comprising Charities SORP - FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and applicable law (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 July 2018 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

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

Matters on which we are required to report by exception

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

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

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities (set out on page 15), the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (UK), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the charity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charity to cease to continue as a going concern.

University of Bradford Union

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

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the charity to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the charity audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Use of report

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

Watson Buckle Limited

Watson Buckle Limited (Senior Statutory Auditor)

For and on behalf of Watson Buckle Limited, Statutory Auditor

Bradford

6 November 2018

University of Bradford Union

known as UBU

Statement of Financial Activities for the Year Ended 31 July 2018
(Including Income and Expenditure Account)

| | | Unrestricted funds | | | |
|------------------------------------|------|-----------------------|--------------------------|--------------------|--------------------|
| | Note | General £ | Restricted funds £ | Total 2018 £ | Total 2017 £ |
| Income and endowments from | | | | | |
| Donations and legacies | 3 | 1,380,302 | 137,563 | 1,517,865 | 1,554,105 |
| Charitable activities | 4 | 23,462 | 193,055 | 216,517 | 226,164 |
| Other trading activities | 5 | 66,928 | 392 | 67,320 | 77,201 |
| Total income and endowments | | <u>1,470,692</u> | <u>331,010</u> | <u>1,801,702</u> | <u>1,857,470</u> |
| Expenditure | | | | | |
| Raising funds | 6 | (44,312) | (103,382) | (147,694) | (152,049) |
| Charitable activities | 7 | (1,375,855) | (219,326) | (1,595,181) | (1,625,633) |
| Total expenditure | | <u>(1,420,167)</u> | <u>(322,708)</u> | <u>(1,742,875)</u> | <u>(1,777,682)</u> |
| Net income | | 50,525 | 8,302 | 58,827 | 79,788 |
| Transfers between funds | | (4,403) | 4,403 | - | - |
| Net movement in funds | | <u>46,122</u> | <u>12,705</u> | <u>58,827</u> | <u>79,788</u> |
| Reconciliation of funds | | | | | |
| Total funds brought forward | | 202,677 | 37,174 | 239,851 | 160,063 |
| Total funds carried forward | 16 | <u>248,799</u> | <u>49,879</u> | <u>298,678</u> | <u>239,851</u> |

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

The funds breakdown for 2017 is shown in note 16.

University of Bradford Union

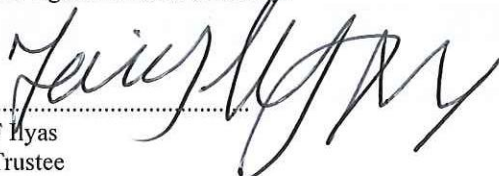
known as UBU

(Registration number: 1148622)


Balance Sheet as at 31 July 2018

| | Note | 2018 £ | 2017 £ |
|---|------|------------------|------------------|
| Fixed assets | | | |
| Tangible assets | 12 | 21,365 | 9,313 |
| Current assets | | | |
| Debtors | 13 | 159,585 | 174,329 |
| Cash at bank and in hand | | <u>253,071</u> | <u>278,901</u> |
| | | 412,656 | 453,230 |
| Creditors: Amounts falling due within one year | 14 | <u>(135,343)</u> | <u>(222,692)</u> |
| Net current assets | | <u>277,313</u> | <u>230,538</u> |
| Net assets | | <u>298,678</u> | <u>239,851</u> |
| Funds of the charity: | | | |
| Restricted funds | | 49,879 | 37,174 |
| Unrestricted income funds | | | |
| Unrestricted funds | | <u>248,799</u> | <u>202,677</u> |
| Total funds | 16 | <u>298,678</u> | <u>239,851</u> |

The financial statements on pages 19 to 31 were approved by the trustees, and authorised for issue on 6 November 2018 and signed on their behalf by:



 F Hyas
 Trustee



 M Kamala
 Trustee

University of Bradford Union

known as UBU

Notes to the Financial Statements for the Year Ended 31 July 2018

1 General information

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

Their registered address is:

Student Central
Richmond Road
Bradford
West Yorkshire
BD7 1DP

2 Accounting policies

Statement of compliance

The 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 Financial Reporting Standard 102 the Financial Reporting Standard applicable in the UK and Republic of Ireland (effective 1 January 2015) and the Charities Act 2011.

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

Basis of preparation

The financial statements have been prepared under the historical cost convention in accordance with applicable United Kingdom Accounting Standards. A summary of the principal accounting policies, which have been applied consistently, except where noted, is set out below.

The charity has chosen to early adopt FRS 102 March 2018.

The charity's functional and presentational currency is pound sterling.

Fund structure

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

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

Further details of each fund are disclosed in note 16.

Income and endowments

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

Donations and legacies

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

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Notes to the Financial Statements for the Year Ended 31 July 2018

Grants receivable

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

Other trading activities

Income from generating funds includes income recognised as earned.

Investment income

Investment income is recognised on a receivable basis.

Expenditure

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

All resources expended are inclusive of irrecoverable VAT.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

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

Grant expenditure

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

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

Grant provisions

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

Support costs

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

University of Bradford Union

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Notes to the Financial Statements for the Year Ended 31 July 2018

Going concern

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

Taxation

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

Tangible fixed assets

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

Depreciation and amortisation

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

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

Key sources of estimation uncertainty

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

Useful economic lives of tangible assets

The annual depreciation charge for tangible assets and their carrying amount is determined by the estimated useful economic lives and residual values of the assets. The useful economic lives and residual values are re-assessed annually and amended when necessary to reflect current estimates, based on technological advancement, future investments, economic utilisation and the physical condition of the assets. The carrying amount is £21,365 (2017 -£9,313).

Impairment of debtors

The company makes an estimate of the recoverable value of trade and other debtors. When assessing the impairment of trade and other debtors, management considers factors which include the current credit rating of the debtor, the ageing profile of debtors and historical experience. The carrying amount is £36,492 (2017 -£33,439).

Debtors

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

Creditors

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

University of Bradford Union

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Notes to the Financial Statements for the Year Ended 31 July 2018

Cash and cash equivalents

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

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

3 Donations and legacies

| | Unrestricted funds £ | Restricted funds £ | Total 2018 £ | Total 2017 £ |
|-----------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Subvention | 1,380,302 | - | 1,380,302 | 1,443,452 |
| Donations | - | 36,138 | 36,138 | 8,413 |
| Grants, including capital grants; | | | | |
| Choices 4 All | - | 101,318 | 101,318 | 101,740 |
| Cycling 4 All | - | 107 | 107 | 500 |
| | <u>1,380,302</u> | <u>137,563</u> | <u>1,517,865</u> | <u>1,554,105</u> |

4 Income from Charitable activities

| | Unrestricted funds £ | Restricted funds £ | Total 2018 £ | Total 2017 £ |
|--------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Entertainment income | 11,609 | - | 11,609 | 34,907 |
| Athletic Union membership fees | - | 88,055 | 88,055 | 89,763 |
| Trips income | 11,223 | - | 11,223 | 15,188 |
| Welfare services | 630 | - | 630 | 1,280 |
| Competition fees income | - | 105,000 | 105,000 | 85,026 |
| | <u>23,462</u> | <u>193,055</u> | <u>216,517</u> | <u>226,164</u> |

5 Other trading activities

| | Unrestricted funds £ | Restricted funds £ | Total 2018 £ | Total 2017 £ |
|---------------------|----------------------------|--------------------------|--------------------|--------------------|
| Advertising income | 13,911 | - | 13,911 | 18,674 |
| NUS extra | 20,717 | - | 20,717 | 29,074 |
| Sundry other income | 414 | 392 | 806 | 672 |
| Events income; | | | | |
| Other events income | 31,886 | - | 31,886 | 28,781 |
| | <u>66,928</u> | <u>392</u> | <u>67,320</u> | <u>77,201</u> |

University of Bradford Union

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Notes to the Financial Statements for the Year Ended 31 July 2018

6 Expenditure on raising funds

a) Costs of generating voluntary income

| | Unrestricted funds £ | Restricted funds £ | Total 2018 £ | Total 2017 £ |
|----------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Remuneration | - | 63,172 | 63,172 | 61,032 |
| Repairs and maintenance | - | 2,580 | 2,580 | 3,001 |
| Telephone and fax | - | 731 | 731 | 829 |
| Printing, postage and stationery | - | 26 | 26 | 455 |
| Sundry expenses | - | 28,935 | 28,935 | 17,612 |
| Travel and subsistence | - | 5,102 | 5,102 | 4,801 |
| Equipment | - | 1,036 | 1,036 | 10,088 |
| Advertising | - | 1,800 | 1,800 | 3,093 |
| NUS expenses | 44,312 | - | 44,312 | 51,138 |
| | <u>44,312</u> | <u>103,382</u> | <u>147,694</u> | <u>152,049</u> |

7 Expenditure on Charitable Activities

| | Unrestricted funds £ | Restricted funds £ | Total 2018 £ | Total 2017 £ |
|-----------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Entertainment | 35,558 | - | 35,558 | 71,509 |
| Clubs and societies | 132,848 | 189,191 | 322,039 | 282,719 |
| Student representation | 138,120 | - | 138,120 | 197,431 |
| Welfare services | 104,553 | 2,197 | 106,750 | 87,241 |
| Marketing and communication | 18,637 | - | 18,637 | 30,301 |
| Volunteering | 25,929 | - | 25,929 | 33,832 |
| Administrative expenses | 920,210 | 27,938 | 948,148 | 922,600 |
| | <u>1,375,855</u> | <u>219,326</u> | <u>1,595,181</u> | <u>1,625,633</u> |

| | Unrestricted funds General £ | Restricted funds £ | Total 2018 £ | Total 2017 £ |
|-----------------------------|---------------------------------------|--------------------------|--------------------|--------------------|
| Clubs and societies | 125,690 | 107,312 | 233,002 | 197,822 |
| Grant funding of activities | 7,158 | 81,879 | 89,037 | 84,897 |
| | <u>132,848</u> | <u>189,191</u> | <u>322,039</u> | <u>282,719</u> |

University of Bradford Union

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Notes to the Financial Statements for the Year Ended 31 July 2018

Grant-making

Analysis

Clubs and societies

Grants to
institutions
£

89,037

During the year, grants of £81,879 (2017 - £74,884) were paid to 32 (2017 - 35) sports clubs and grants of £7,158 (2017 - £8,273) were paid to 53 (2017 - 53) culturally diverse societies.

| Name of institution | £ |
|---|---------------|
| Lacrosse | 4,739 |
| Basketball (Mens) | 4,661 |
| Football (Mens) | 4,439 |
| Fencing | 4,322 |
| Cricket | 4,294 |
| Hockey (Mixed) | 4,018 |
| Varsity | 3,648 |
| Basketball (Womens) | 3,553 |
| Volleyball | 3,145 |
| American Football | 3,125 |
| Jiu Jitsu | 2,948 |
| Boxing | 2,848 |
| Cheerleading | 2,777 |
| Rugby League | 2,638 |
| Squash | 2,558 |
| Trampolining | 2,460 |
| Waterpolo | 2,411 |
| Rugby Union (Men) | 2,213 |
| Badminton | 2,178 |
| Rugby Union (Men) | 2,128 |
| Cycling | 2,102 |
| Netball | 2,033 |
| Frisbee | 1,803 |
| Individual grant to institutions under £1,800 | 17,996 |
| | <u>89,037</u> |

University of Bradford Union

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Notes to the Financial Statements for the Year Ended 31 July 2018

8 Trustees remuneration and expenses

| | 2018 | | 2017 | |
|--------------|----------------|------------|----------------|--------------|
| | Remuneration | Expenses | Remuneration | Expenses |
| S Ismail | - | - | 18,665 | 195 |
| A Bashir | - | - | 18,665 | 968 |
| S Akinlusi | - | - | 18,665 | 99 |
| S Akhtar | - | - | 18,665 | - |
| H Butt | - | - | 18,591 | 149 |
| A Darmadi | - | - | 18,591 | 87 |
| F Sanyang | 22,186 | 123 | 1,871 | - |
| B Stanfield | 25,637 | 80 | 2,197 | - |
| M Battul | - | - | 1,871 | - |
| F Ilyas | 23,027 | 213 | 1,871 | - |
| Z Garba-Sani | 25,508 | - | 2,197 | - |
| H Yousaf | 22,181 | 91 | 1,871 | - |
| M Hussain | 21,100 | 47 | - | - |
| S Khan | 2,732 | - | - | - |
| M Ahmed | 2,321 | - | - | - |
| M Yasin | 2,321 | - | - | - |
| Total | 147,013 | 554 | 123,720 | 1,498 |

The above trustees were paid in relation to their roles of the students union and are paid in accordance with the constitution.

9 Staff costs

The aggregate payroll costs were as follows:

| | 2018 £ | 2017 £ |
|--|----------------|----------------|
| Staff costs during the year were: | | |
| Wages and salaries | 568,416 | 535,248 |
| Social security costs | 41,375 | 38,961 |
| Pension costs | 60,295 | 56,776 |
| Other staff costs | - | 68,511 |
| | 670,086 | 699,496 |

University of Bradford Union

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Notes to the Financial Statements for the Year Ended 31 July 2018

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

| | 2018 No | 2017 No |
|-----------------------|------------|------------|
| Charitable activities | <u>40</u> | <u>46</u> |

No employee received emoluments of more than £60,000 during the year

The total employee benefits of the key management personnel of the charity were £94,394 (2017 - £91,415).

10 Auditors' remuneration

| | 2018 £ | 2017 £ |
|-----------------------------------|--------------|--------------|
| Audit of the financial statements | <u>8,500</u> | <u>7,000</u> |

11 Taxation

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

12 Tangible fixed assets

| | Furniture and equipment £ | Total £ |
|-----------------------|---------------------------------|---------------|
| Cost | | |
| At 1 August 2017 | 30,333 | 30,333 |
| Additions | <u>21,495</u> | <u>21,495</u> |
| At 31 July 2018 | <u>51,828</u> | <u>51,828</u> |
| Depreciation | | |
| At 1 August 2017 | 21,020 | 21,020 |
| Charge for the year | <u>9,443</u> | <u>9,443</u> |
| At 31 July 2018 | <u>30,463</u> | <u>30,463</u> |
| Net book value | | |
| At 31 July 2018 | <u>21,365</u> | <u>21,365</u> |
| At 31 July 2017 | <u>9,313</u> | <u>9,313</u> |

University of Bradford Union

known as UBU

Notes to the Financial Statements for the Year Ended 31 July 2018

13 Debtors

| | 2018 £ | 2017 £ |
|--------------------------------|----------------|----------------|
| Trade debtors | 36,492 | 33,439 |
| Prepayments and accrued income | 119,039 | 136,593 |
| Other debtors | 4,054 | 4,297 |
| | <u>159,585</u> | <u>174,329</u> |

Debtors includes £66,784 (2017: £72,855) receivable after more than one year.

14 Creditors: amounts falling due within one year

| | 2018 £ | 2017 £ |
|------------------------------------|----------------|----------------|
| Trade creditors | 8,559 | 12,447 |
| Other taxation and social security | 4,499 | - |
| Other creditors | 89,606 | 89,835 |
| Accruals and deferred income | 32,679 | 120,410 |
| | <u>135,343</u> | <u>222,692</u> |

Included in the other creditors above are monies held on behalf of student clubs and societies amounting to £87,146 (2017: £89,396). During the year the charity received funds of £155,676 and paid funds of £156,043 on behalf of the students' clubs and societies.

| | 2018 £ |
|--|------------------|
| Deferred income at 1 August 2017 | 105,251 |
| Resources deferred in the period | 9,262 |
| Amounts released from previous periods | <u>(105,251)</u> |
| Deferred income at 31 July 2018 | <u>9,262</u> |

Deferred income relates to money received for events to be held in the next financial year.

15 Obligations under leases and hire purchase contracts

Operating lease commitments

Total future minimum lease payments under non-cancellable operating leases are as follows:

| | 2018 £ | 2017 £ |
|-----------------|-----------|--------------|
| Other | | |
| Within one year | <u>-</u> | <u>3,000</u> |

The amount of lease payments recognised as an expense was £3,000 (2017 - £13,200)

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Notes to the Financial Statements for the Year Ended 31 July 2018

16 Funds

| | Balance at 1 August 2017 £ | Incoming resources £ | Resources expended £ | Transfers £ | Balance at 31 July 2018 £ |
|-----------------------------------|----------------------------------|----------------------------|----------------------------|----------------|---------------------------------|
| Unrestricted funds | | | | | |
| <i>Unrestricted general funds</i> | | | | | |
| General funds | 202,677 | 1,470,692 | (1,420,167) | (4,403) | 248,799 |
| Restricted funds | | | | | |
| Athletic Union | 29,405 | 88,055 | (81,879) | - | 35,581 |
| Cycling 4 All | - | 107 | (393) | 286 | - |
| Competition fees | - | 105,000 | (107,312) | 2,312 | - |
| Choices 4 All | 4,419 | 104,630 | (103,382) | - | 5,667 |
| RAG fund | 3,350 | 32,826 | (27,545) | - | 8,631 |
| Crisis fund | - | 392 | (2,197) | 1,805 | - |
| Restricted funds | <u>37,174</u> | <u>331,010</u> | <u>(322,708)</u> | <u>4,403</u> | <u>49,879</u> |
| Total funds | <u>239,851</u> | <u>1,801,702</u> | <u>(1,742,875)</u> | <u>-</u> | <u>298,678</u> |

| | Balance at 1 August 2016 £ | Incoming resources £ | Resources expended £ | Transfers £ | Balance at 31 July 2017 £ |
|-----------------------------------|----------------------------------|----------------------------|----------------------------|----------------|---------------------------------|
| Unrestricted funds | | | | | |
| <i>Unrestricted general funds</i> | | | | | |
| General funds | 135,050 | 1,572,059 | (1,504,778) | 346 | 202,677 |
| Restricted funds | | | | | |
| Athletic Union | 14,526 | 89,763 | (74,884) | - | 29,405 |
| Cycling 4 All | - | 500 | - | (500) | - |
| Competition fees | - | 85,026 | (85,180) | 154 | - |
| Choices 4 All | - | 105,330 | (100,911) | - | 4,419 |
| RAG fund | 10,487 | 4,823 | (11,960) | - | 3,350 |
| Restricted funds | <u>25,013</u> | <u>285,442</u> | <u>(272,935)</u> | <u>(346)</u> | <u>37,174</u> |
| Total funds | <u>160,063</u> | <u>1,857,501</u> | <u>(1,777,713)</u> | <u>-</u> | <u>239,851</u> |

University of Bradford Union

known as UBU

Notes to the Financial Statements for the Year Ended 31 July 2018

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

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

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

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

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

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

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

17 Analysis of net assets between funds

| | Unrestricted funds £ | Restricted funds £ | Total funds £ |
|-----------------------|----------------------------|--------------------------|------------------|
| Tangible fixed assets | 21,365 | - | 21,365 |
| Current assets | 362,777 | 49,879 | 412,656 |
| Current liabilities | (135,343) | - | (135,343) |
| Total net assets | <u>248,799</u> | <u>49,879</u> | <u>298,678</u> |

18 Related party transactions

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

The University of Bradford

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

| | 2018 | 2017 |
|---|-------------|-------------|
| Amounts received from The University of Bradford | | |
| Athletic Union mambership contributions | (88,055) | (89,763) |
| Competition expense contributions | (105,000) | (85,026) |
| Subvention | (1,380,302) | (1,443,452) |
| Amounts paid to The University of Bradford | | |
| Rent | 537,737 | 537,737 |
| Salaries | 668,727 | 629,428 |
| Other costs | 90,403 | 96,652 |
| Amounts due to/(from) The University of Bradford | | |
| Amount due to | - | 82,717 |
| Amount due from | (76,054) | (77,478) |

