

**REGISTERED COMPANY NUMBER: 07275807 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1136470**

**Report of the Trustees and  
Financial Statements for the Year Ended 31 July 2018  
for**

**UNIVERSITY OF WOLVERHAMPTON  
STUDENTS' UNION**

Haines Watts Bristol Limited  
Chartered Accountants and Statutory Auditors  
Bath House  
6-8 Bath Street  
Bristol  
BS1 6HL

**UNIVERSITY OF WOLVERHAMPTON  
STUDENTS' UNION**

**Contents of the Financial Statements  
FOR THE YEAR ENDED 31 JULY 2018**

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	Page
Report of the Trustees	1 to 6
Report of the Independent Auditors	7 to 8
Statement of Financial Activities	9
Balance Sheet	10 to 11
Cash Flow Statement	12
Notes to the Cash Flow Statement	13
Notes to the Financial Statements	14 to 26
Detailed Statement of Financial Activities	27 to 30

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**Report of the Trustees  
FOR THE YEAR ENDED 31 JULY 2018**

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The Trustees present their report and the audited financial statements of the charity for the year ended 31 July 2018. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and 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.

## **OBJECTIVES AND ACTIVITIES**

### **Objectives and aims**

As laid out in the Students' Union (SU) governing document the objects remain as:

The advancement of education of students at the University of Wolverhampton for the public benefit by:

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

The core aims of the Students Union remain:

- o **To enhance the student voice across the University**
- o **To maximise the student experience for all students**
- o **To promote and support students' success**

## **ACHIEVEMENT AND PERFORMANCE**

Our strategic plan (2017-2020) outlines the key goals we aim to achieve over the 3 year period. Reports against the key measures are provided at each Trustee board meeting, ensuring progress is maintained and challenges identified and resolved.

It will be evident in our accounts that a number of staffing issues have arisen which has resulted in an extraordinary amount of the Union's funds being spent on external professional HR support. We can report that all these issues have now been resolved and there is no further actions needed or being pursued.

In relation to this the trustees have been in discussion with the University in relation to the governance and management of the organisation, which resulted in an agreed external review being undertaken. The results of the review made a number of recommendations for the trustees to consider. As a result, an Improvement plan has been produced and over the coming financial year a sub group of the Board is leading on its implementation. 2018/19 will see a number of changes to both the functions of the governance structure and the democratic systems, ensuring greater clarity and robustness to our governance structures. Revisions to both the Memorandum and Articles of Association and Bye laws will be made in order to enable the organisation to implement some of the recommendations coming out of the external review. The necessary processes and procedures will be adhered to and support from NUS has been actioned.

**Report of the Trustees  
FOR THE YEAR ENDED 31 JULY 2018**

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**FINANCIAL REVIEW**

**Reserves policy**

**Scope of Reserves Policy and Definition of "Free Reserves":**

The reserve policy covers all free reserves held at UWSU. UWSU defines free reserves as that part of a charity's income funds that is freely available to spend for any or all of the charity's purposes once it has met its commitments and covered its other planned expenditure.

Funds excluded from the definition of free reserves, and hence the policy, are:

- Restricted funds held including Santander Employment Support Fund;
- Designated Funds including Societies and Employment Support Fund (ESF);
- The Operating Reserve (3 months' operating costs);
- The Fixed Asset Reserve element of designated funds, reflecting expenditure on fixed assets already purchased.

The designation of funds is not binding, however, and the Trustee Board may change its plans and release these amounts to "free reserves".

**Reasons for Holding Reserves:**

The reserves policy determines the level of reserves required to enable UWSU to:

- fund working capital
- fund unexpected expenditure when unplanned events occur
- fund shortfalls in anticipated income

**Calculation of Required Reserves:**

The policy for activities run by UWSU is based on its two major income streams affecting the level of free reserves:

- I. University Block Grant (75.4% of total income)
- II. Trading Activity income. (9.05% of total income)

The minimum reserves required are calculated as:-

**"3 Months operating costs (as defined by the annual budgeted organisational expenditure), known as the 'operating reserve'."**

Reserves in excess of the required reserves are held as 'free reserves' or 'designated reserves', in accordance with the Trustee Board. If reserves fall below 3 months' operating costs for more than 6 months, the Trustees would ask the management to formulate a recovery plan to be submitted to Trustee Board for approval. If there are surplus funds available above the minimum level, the Committee should plan to utilise these within three years.

**Report of the Trustees  
FOR THE YEAR ENDED 31 JULY 2018**

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**FUTURE PLANS**

**The next 12 months**

Key objectives

- o To review and restructure the engagement processes to enable us to widen the participation in the student voice systems for our students
- o Review and improve our communication channels to both our internal and external stakeholders
- o To deliver against the key objectives within the Improvement plan
- o Revise the strategic outcomes and key measures in line with the changing needs of the students
- o Develop an enhanced service at the City, Walsall and Telford campuses within our resources
- o Finalise a more structured relationship with the University through the development and monitoring of a Service level agreement

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company registered in England and Wales, limited by guarantee, as defined by the Companies Act 2006. The Students' Union is constituted in accordance with its Constitution and is administered and managed by the Trustees.

The sabbatical officers are elected by the membership, through a secret cross campus ballot, to take office on 1 July in the year in which they are elected and hold office for one year until the following 30 June. Changes to the Governing document is a key element within the improvement plan as a consequence of the recommendations in the external review. These changes will be agreed by a meeting of the charitable Company including an increase in the number of trustees on the board in order to provide more skills, knowledge and wider student engagement.

**Recruitment and appointment of new trustees**

Changes to the governing document will include the increase in the membership and roles of the Trustee board. The fundamental process of recruitment and appointment will remain very much the same. The Board have approved the appointment of an interim External Chair of the Board, an external trustee.

The external trustees will increase in number as there will be the appointment of an additional Post Graduate student trustee.

The number of Sabbatical officers on the Board remains the same together with the University appointed trustee.

The Trustee board has undertaken an initial self-assessment against the new charity Governance Code This will be actioned during the financial year 2018/19

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Organisational structure**

The University of Wolverhampton Students' Union (hereafter referred to as the Students' Union) falls under the definition of a "Students' Union" in section 20(1) of the Education Act 1994. The Students' Union is a company limited by guarantee with charitable status.

Wolverhampton University (hereafter referred to as the University) exercises its duty under the Education Act 1994 to take such steps as are reasonably practicable to secure that the Students' Union operates in a fair and democratic manner and is accountable for its finances. The Students' Union and the University have a partnership Agreement in place. This year the Trustee will be working with the University to develop a more structured Service Level Agreement.

This year the Board of Governors received confirmation of the University's compliance with the Education Act Part 2 Section 22 through the Students Union in a report to the Board in March 2018.

### **Democratic structures**

A major review of the democratic structures and systems are being considered in line with the external review of the Governance to ensure compatibility and transparency.

### **Management structure**

The Students' Union employs professional staff to ensure effective management of its many activities and to implement the policy decisions made by the Board of Trustees and Union Council. There is delegated authority, through the Chief Executive Officer, for operational decision-making and accountability within the various areas of the Students' Union, in accordance with agreed structures.

### **Risk management**

The Trustees, in consultation with the professional management team reviewed the major strategic, business and operational risks which culminates in an approved Risk Register. The Board have a schedule for the review and refresh of all its policies which ensures there is a planned programme in place to ensure all policies are up to date and in line with any legislative changes.

## **REFERENCE AND ADMINISTRATIVE DETAILS**

### **Registered Company number**

07275807 (England and Wales)

### **Registered Charity number**

1136470

### **Registered office**

Students' Union  
Wulfruna Street  
Wolverhampton  
West Midlands  
WV1 1LY

**Report of the Trustees  
FOR THE YEAR ENDED 31 JULY 2018**

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**REFERENCE AND ADMINISTRATIVE DETAILS**

**Trustees**

Sarah Bishop - External Trustee - Appointed 26th October 2015  
Rajinder Mann - External Trustee - Appointed 15th January 2018  
Gary Butler - University Trustee - Appointed 28th June 2018  
Jade Francis - Sabbatical Officer - Appointed 2nd July 2018  
Favour Ngene - Sabbatical Officer - Appointed 2nd July 2018  
Nabil Alibi - Sabbatical Officer - Appointed 2nd July 2018  
Anthea Gregory - University Trustee - Appointed 20th August 2014 - Resigned 27th June 2018  
Mike Ager - External Trustee - Reappointed 1st August 2014 - Resigned 10th July 2018  
Matthew Roberts - Student Trustee - Appointed 16th March 2017 - Resigned 12th January 2018  
Majid Mohammed Akhtar - Sabbatical Officer - Appointed 1st July 2017 - Resigned 27th June 2018  
Ikenna Mirembe - Sabbatical Officer - Appointed 3rd July 2017 - Resigned 2nd June 2018  
Anisah Khalid - Sabbatical Officer - Appointed 3rd July 2017 - Resigned 28th June 2018  
Issic Romel - Sabbatical Officer - Re appointed 3rd July 2017 - Term of Office Terminated 30th June 2018

**Company Secretary**

D V Williams

**Auditors**

Haines Watts Bristol Limited  
Chartered Accountants and Statutory Auditors  
Bath House  
6-8 Bath Street  
Bristol  
BS1 6HL

**PUBLIC BENEFIT**

The Trustees have had regard to the guidance provided by the Charity Commission regarding public benefit and believe that the Union demonstrates the benefits it provides to the public by the charitable activities described above.

**STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees (who are also the directors of University of Wolverhampton Students' Union for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable United Kingdom 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 charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Report of the Trustees  
FOR THE YEAR ENDED 31 JULY 2018**

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**STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS**

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

**AUDITORS**

The auditors, Haines Watts Bristol Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on 29 October 2018 and signed on its behalf by:

S Bishop - Trustee



**Report of the Independent Auditors to the Members of  
University of Wolverhampton  
Students' Union**

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**Opinion**

We have audited the financial statements of University of Wolverhampton Students' Union (the 'charitable company') for the year ended 31 July 2018 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement 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 applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 July 2018 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland'; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**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 Auditors responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company 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 charitable company'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 trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, 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.

**Opinion on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

**Report of the Independent Auditors to the Members of  
UNIVERSITY OF WOLVERHAMPTON  
STUDENTS' UNION**

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

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate 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; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

**Responsibilities of trustees**

As explained more fully in the Statement of Trustees Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) 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 charitable company'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 charitable company or to cease operations, or have no realistic alternative but to do so.

**Our responsibilities for the audit of the financial statements**

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 a Report of the Independent Auditors 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.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Independent Auditors.

**Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Matthew Bracher FCA (Senior Statutory Auditor)  
for and on behalf of Haines Watts Bristol Limited  
Chartered Accountants and Statutory Auditors  
Bath House  
6-8 Bath Street  
Bristol  
BS1 6HL

29 October 2018

UNIVERSITY OF WOLVERHAMPTON  
STUDENTS' UNION

Statement of Financial Activities  
FOR THE YEAR ENDED 31 JULY 2018

	Notes	Unrestricted funds £	Restricted funds £	2018 Total funds £	2017 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	881,617	10,500	892,117	891,746
<b>Charitable activities</b>					
Student Activities	5	-	-	-	9,561
Welcome Week		2,360	-	2,360	-
Societies		9,190	-	9,190	6,833
NUS Extra		34,897	-	34,897	44,801
Student Experience		5,393	12,200	17,593	-
Other trading activities	3	95,484	-	95,484	80,895
Investment income	4	2,031	-	2,031	2,038
Other income		878	-	878	3,003
<b>Total</b>		<b>1,031,850</b>	<b>22,700</b>	<b>1,054,550</b>	<b>1,038,877</b>
<b>EXPENDITURE ON</b>					
Raising funds	6	89,546	-	89,546	96,637
<b>Charitable activities</b>					
Representation	7	-	-	-	406,382
Student Activities		-	-	-	110,792
Advice and Support Centre		367,365	-	367,365	316,842
Welcome Week		23,453	5,500	28,953	32,022
Societies		15,290	-	15,290	12,757
NUS Extra		34,090	-	34,090	54,398
Student Experience		487,987	16,812	504,799	-
Other		-	-	-	155,322
<b>Total</b>		<b>1,017,731</b>	<b>22,312</b>	<b>1,040,043</b>	<b>1,185,152</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>14,119</b>	<b>388</b>	<b>14,507</b>	<b>(146,275)</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>305,685</b>	<b>2,918</b>	<b>308,603</b>	<b>454,878</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>319,804</b>	<b>3,306</b>	<b>323,110</b>	<b>308,603</b>

The notes form part of these financial statements

UNIVERSITY OF WOLVERHAMPTON  
STUDENTS' UNION (REGISTERED NUMBER: 07275807)

Balance Sheet  
AT 31 JULY 2018

	Notes	Unrestricted funds £	Restricted funds £	2018 Total funds £	2017 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	13	1,336	-	1,336	2,609
<b>CURRENT ASSETS</b>					
Stocks	14	4,700	-	4,700	7,887
Debtors	15	39,715	-	39,715	53,394
Cash at bank and in hand		347,370	3,306	350,676	329,003
		<u>391,785</u>	<u>3,306</u>	<u>395,091</u>	<u>390,284</u>
<b>CREDITORS</b>					
Amounts falling due within one year	16	(73,317)	-	(73,317)	(84,290)
		<u>318,468</u>	<u>3,306</u>	<u>321,774</u>	<u>305,994</u>
<b>NET CURRENT ASSETS</b>					
		<u>319,804</u>	<u>3,306</u>	<u>323,110</u>	<u>308,603</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		<u>319,804</u>	<u>3,306</u>	<u>323,110</u>	<u>308,603</u>
<b>NET ASSETS</b>					
		<u>319,804</u>	<u>3,306</u>	<u>323,110</u>	<u>308,603</u>
<b>FUNDS</b>					
Unrestricted funds	18			319,804	305,685
Restricted funds				3,306	2,918
<b>TOTAL FUNDS</b>					
				<u>323,110</u>	<u>308,603</u>

The notes form part of these financial statements

**Balance Sheet - continued  
AT 31 JULY 2018**

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These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on 29 October 2018 and were signed on its behalf by:

S Bishop -Trustee

R Mann -Trustee

The notes form part of these financial statements

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UNIVERSITY OF WOLVERHAMPTON  
STUDENTS' UNION

Cash Flow Statement  
FOR THE YEAR ENDED 31 JULY 2018

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	Notes	2018 £	2017 £
<b>Cash flows from operating activities:</b>			
Cash generated from operations	1	<u>22,768</u>	<u>(154,893)</u>
<b>Net cash provided by (used in) operating activities</b>		<u>22,768</u>	<u>(154,893)</u>
<b>Cash flows from investing activities:</b>			
Purchase of tangible fixed assets		<u>(1,095)</u>	<u>(1,087)</u>
<b>Net cash provided by (used in) investing activities</b>		<u>(1,095)</u>	<u>(1,087)</u>
		<u>          </u>	<u>          </u>
<b>Change in cash and cash equivalents in the reporting period</b>		<b>21,673</b>	<b>(155,980)</b>
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<u>329,003</u>	<u>484,983</u>
<b>Cash and cash equivalents at the end of the reporting period</b>		<u><u>350,676</u></u>	<u><u>329,003</u></u>

The notes form part of these financial statements

UNIVERSITY OF WOLVERHAMPTON  
STUDENTS' UNION

Notes to the Cash Flow Statement  
FOR THE YEAR ENDED 31 JULY 2018

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1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2018	2017
	£	£
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	14,507	(146,275)
<b>Adjustments for:</b>		
Depreciation charges	2,368	4,154
Decrease/(increase) in stocks	3,187	(418)
Decrease/(increase) in debtors	13,679	(15,830)
(Decrease)/increase in creditors	(10,973)	3,476
	<hr/>	<hr/>
Net cash provided by (used in) operating activities	<u>22,768</u>	<u>(154,893)</u>

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The financial statements have been prepared on the going concern basis.

The relationship between the University of Wolverhampton and the University of Wolverhampton Students' Union is established in the Regulations of the University and detailed in the University of Wolverhampton Students' Union's articles approved by both organisations. The University of Wolverhampton Students' Union receives a block grant from the University and part occupies a number of buildings. The University pays for utilities, portering and some cleaning staff. This non-monetary support is intrinsic to the relationship between the University and the Students' Union.

Although the University of Wolverhampton Students' Union continues to generate supplementary funding from various primary purpose trading activities, it will always be dependent upon the University's support.

There is no reason to believe that this or equivalent support from the University of Wolverhampton 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. The Trustees have decided that it is therefore appropriate to prepare the financial statements on the going concern basis.

The Students' Union is a Public Benefit entity as defined under FRS102.

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

**Income**

The Students' Union receives a block grant and other miscellaneous grants from the University of Wolverhampton each financial year. These are included within donations and legacies on a receivable basis.

Donated services and facilities donated by the University of Wolverhampton are included within donations and legacies at their estimated value to the Students' Union when received, and under the appropriate expenditure heading depending on the nature of the service or facility provided. Time donated by the Students' Union members is not recognised in the financial statements as this cannot be reliably measured.

All income from charitable activities and trading activities are recognised on an accruals basis, exclusive of value added tax, with any money received for services provided after the year end deferred.

Other income is credited to the Statement of Financial Activities in the year in which it is receivable.



**1. ACCOUNTING POLICIES - continued**

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Allocation and apportionment of costs**

Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life less any residual value.

Office equipment - 33% straight line  
Fixtures and fittings - 25% straight line

Assets are capitalised if they cost more than £1,000 and are expected to last more than a year.

**Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Designated funds are funds set aside by the Board of Trustees for a specific purpose and are included within unrestricted reserves within the financial statements.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Notes to the Financial Statements - continued  
FOR THE YEAR ENDED 31 JULY 2018

1. ACCOUNTING POLICIES - continued

**Financial instruments**

The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments. Financial instruments are recognised when the company 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 debtors, and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost. 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.

**Basic financial liabilities**

Basic financial liabilities, including trade and other creditors are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Debt instruments are subsequently carried at amortised cost, using the effective interest rate method. Financial liabilities are derecognised when, and only when, the company's contractual obligations are discharged, cancelled, or they expire.

**Equity instruments**

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities. Equity instruments issued by the company are recorded at the fair value of proceeds received, net of direct issue costs.

2. DONATIONS AND LEGACIES

	2018	2017
	£	£
Grants	795,157	795,157
Santander Employment fund	5,000	5,000
Other grants	5,500	5,129
Donated services and facilities	86,460	86,460
	<u>892,117</u>	<u>891,746</u>

Grants received, included in the above, are as follows:

	2018	2017
	£	£
University of Wolverhampton block grant	<u>795,157</u>	<u>795,157</u>

**3. OTHER TRADING ACTIVITIES**

	<b>2018</b>	2017
	<b>£</b>	£
Events	<b>10,971</b>	9,843
Sponsorships	-	450
Advertising income	<b>42,145</b>	23,618
Nightclub income	-	10,833
Café	<b>42,368</b>	36,009
Sports Handbook Income	-	142
	<u><b>95,484</b></u>	<u>80,895</u>

**4. INVESTMENT INCOME**

	<b>2018</b>	2017
	<b>£</b>	£
Investment income	<u><b>2,031</b></u>	<u>2,038</u>

**5. INCOME FROM CHARITABLE ACTIVITIES**

	<b>2018</b>	2017
	<b>£</b>	£
Printing, laminating and binding		
	<b>Activity</b>	
	Student Activities	3,558
Student voice income	Student Activities	1,750
Student Union awards	Student Activities	4,253
Welcome week income	Welcome Week	-
Society income	Societies	6,833
NUS Extra card sales	NUS Extra	44,801
Printing, laminating and binding	Student Experience	-
Student voice income	Student Experience	-
Student Union awards	Student Experience	-
	<u><b>64,040</b></u>	<u>61,195</u>

**6. RAISING FUNDS**

**Other trading activities**

	<b>2018</b>	2017
	£	£
Staff costs	<b>50,709</b>	64,369
Events	<b>10,335</b>	8,241
Advertising	<b>4,858</b>	(1,582)
Café	<b>23,644</b>	25,609
	<u><b>89,546</b></u>	<u>96,637</u>

**7. CHARITABLE ACTIVITIES COSTS**

	<b>Direct costs</b>	<b>Support costs</b>	<b>Totals</b>
	£	£ (See note 8)	£
Advice and Support Centre	<b>185,287</b>	<b>182,078</b>	<b>367,365</b>
Welcome Week	<b>14,604</b>	<b>14,349</b>	<b>28,953</b>
Societies	<b>7,711</b>	<b>7,579</b>	<b>15,290</b>
NUS Extra	<b>17,194</b>	<b>16,896</b>	<b>34,090</b>
Student Experience	<b>254,607</b>	<b>250,192</b>	<b>504,799</b>
	<u><b>479,403</b></u>	<u><b>471,094</b></u>	<u><b>950,497</b></u>

Notes to the Financial Statements - continued  
FOR THE YEAR ENDED 31 JULY 2018

8. SUPPORT COSTS

	Management £	Finance £	Human resources £
Advice and Support Centre	71,886	34,530	12,351
Welcome Week	5,665	2,721	973
Societies	2,992	1,437	514
NUS Extra	6,671	3,205	1,146
Student Experience	98,778	47,452	16,971
	<u>185,992</u>	<u>89,345</u>	<u>31,955</u>

  

	Marketing £	Governance costs £	Totals £
Advice and Support Centre	60,635	2,676	182,078
Welcome Week	4,779	211	14,349
Societies	2,525	111	7,579
NUS Extra	5,626	248	16,896
Student Experience	83,314	3,677	250,192
	<u>156,879</u>	<u>6,923</u>	<u>471,094</u>

9. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2018 £	2017 £
Auditors' remuneration	6,923	7,842
Depreciation - owned assets	2,368	4,154

10. TRUSTEES' REMUNERATION AND BENEFITS

In accordance with the University of Wolverhampton Students' Union memorandum and articles of association, salaries of £70,546 (2017: £63,918) were paid to the elected officers in respect of qualifying services.

**Trustees' expenses**

For the years ended 31 July 2018 and 31 July 2017 travel expenses of £597 (2017 - £400) were reimbursed to trustees as part of their role as officers.

**UNIVERSITY OF WOLVERHAMPTON  
STUDENTS' UNION**

**Notes to the Financial Statements - continued  
FOR THE YEAR ENDED 31 JULY 2018**

**11. STAFF COSTS**

	<b>2018</b>	2017
	<b>£</b>	£
Wages and salaries	<b>613,889</b>	611,028
Social security costs	<b>42,366</b>	44,981
Other pension costs	<b>20,292</b>	19,206
	<u><b>676,547</b></u>	<u>675,215</u>

The average monthly number of employees during the year was as follows:

	<b>2018</b>	2017
Full Time	<b>27</b>	26
Student Staff	<b>19</b>	22
	<u><b>46</b></u>	<u>48</u>

No employees received emoluments in excess of £60,000.

**12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Total funds £</b>
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	<b>881,617</b>	<b>10,129</b>	891,746
<b>Charitable activities</b>			
Student Activities	<b>7,811</b>	<b>1,750</b>	9,561
Societies	<b>6,833</b>	-	6,833
NUS Extra	<b>44,801</b>	-	44,801
Other trading activities	<b>80,895</b>	-	80,895
Investment income	<b>2,038</b>	-	2,038
Other income	<b>3,003</b>	-	3,003
<b>Total</b>	<u><b>1,026,998</b></u>	<u><b>11,879</b></u>	<u>1,038,877</u>

UNIVERSITY OF WOLVERHAMPTON  
STUDENTS' UNION

Notes to the Financial Statements - continued  
FOR THE YEAR ENDED 31 JULY 2018

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued	Unrestricted funds £	Restricted funds £	Total funds £
<b>EXPENDITURE ON</b>			
Raising funds	96,637	-	96,637
<b>Charitable activities</b>			
Representation	404,632	1,750	406,382
Student Activities	106,942	3,850	110,792
Advice and Support Centre	316,842	-	316,842
Welcome Week	26,893	5,129	32,022
Societies	12,757	-	12,757
NUS Extra	54,398	-	54,398
Other	155,322	-	155,322
<b>Total</b>	<b>1,174,423</b>	<b>10,729</b>	<b>1,185,152</b>
<b>NET INCOME/(EXPENDITURE)</b>			
	(147,425)	1,150	(146,275)
<b>Transfers between funds</b>			
	(1,768)	1,768	-
<b>Net movement in funds</b>			
	(149,193)	2,918	(146,275)
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	<b>454,878</b>	<b>-</b>	<b>454,878</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>305,685</b>	<b>2,918</b>	<b>308,603</b>

**UNIVERSITY OF WOLVERHAMPTON  
STUDENTS' UNION**

**Notes to the Financial Statements - continued  
FOR THE YEAR ENDED 31 JULY 2018**

**13. TANGIBLE FIXED ASSETS**

	<b>Fixtures and fittings £</b>
<b>COST</b>	
At 1 August 2017	103,125
Additions	1,095
	<u>104,220</u>
At 31 July 2018	<u>104,220</u>
<b>DEPRECIATION</b>	
At 1 August 2017	100,516
Charge for year	2,368
	<u>102,884</u>
At 31 July 2018	<u>102,884</u>
<b>NET BOOK VALUE</b>	
At 31 July 2018	<u>1,336</u>
At 31 July 2017	<u>2,609</u>

**14. STOCKS**

	<b>2018 £</b>	2017 £
Stocks	<u>4,700</u>	<u>7,887</u>

**15. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2018 £</b>	2017 £
Trade debtors	2,150	11,193
Other debtors	5,004	6,291
VAT	1,521	1,924
Prepayments and accrued income	31,040	33,986
	<u>39,715</u>	<u>53,394</u>



Notes to the Financial Statements - continued  
FOR THE YEAR ENDED 31 JULY 2018

**16. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2018</b>	2017
	<b>£</b>	£
Trade creditors	<b>22,157</b>	27,499
Social security and other taxes	<b>9,965</b>	11,755
Other creditors	<b>2,957</b>	3,834
Accruals and deferred income	<b>38,238</b>	41,202
	<u><b>73,317</b></u>	<u>84,290</u>

Included in accruals and deferred income is £5,067 (2017 - £7,575) relating to income received but relating to future periods.

**17. LEASING AGREEMENTS**

Minimum lease payments under non-cancellable operating leases fall due as follows:

	<b>2018</b>	2017
	<b>£</b>	£
Within one year	<b>8,268</b>	8,268
Between one and five years	<b>16,536</b>	24,804
	<u><b>24,804</b></u>	<u>33,072</u>

**18. MOVEMENT IN FUNDS**

	<b>At 1.8.17</b>	<b>Net movement in funds</b>	<b>At 31.7.18</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted funds</b>			
General fund	<b>305,685</b>	<b>14,119</b>	<b>319,804</b>
<b>Restricted funds</b>			
Restricted Funds	<b>2,918</b>	<b>388</b>	<b>3,306</b>
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	<u><b>308,603</b></u>	<u><b>14,507</b></u>	<u><b>323,110</b></u>

Notes to the Financial Statements - continued  
FOR THE YEAR ENDED 31 JULY 2018

18. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	1,031,850	(1,017,731)	14,119
<b>Restricted funds</b>			
Restricted Funds	22,700	(22,312)	388
<b>TOTAL FUNDS</b>	<u>1,054,550</u>	<u>(1,040,043)</u>	<u>14,507</u>

Comparatives for movement in funds

	At 1.8.16 £	Net movement in funds £	Transfers between funds £	At 31.7.17 £
<b>Unrestricted Funds</b>				
General fund	454,878	(147,425)	(1,768)	305,685
<b>Restricted Funds</b>				
Restricted Funds	-	1,150	1,768	2,918
<b>TOTAL FUNDS</b>	<u>454,878</u>	<u>(146,275)</u>	<u>-</u>	<u>308,603</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	1,026,998	(1,174,423)	(147,425)
<b>Restricted funds</b>			
Restricted Funds	11,879	(10,729)	1,150
<b>TOTAL FUNDS</b>	<u>1,038,877</u>	<u>(1,185,152)</u>	<u>(146,275)</u>

**Notes to the Financial Statements - continued  
FOR THE YEAR ENDED 31 JULY 2018**

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**18. MOVEMENT IN FUNDS - continued**

Restricted funds are as follows:

Santander Employment Fund grant - £3,306 (2017 - £2,918)

Included within unrestricted funds are the following designated funds:

Societies - £3,934 (2017 - £2,578)

Employment support fund - £8,205 (2017 - £8,205)

Fixed asset reserve - £1,336 (2017 - £2,609)

Operating reserve - £208,701 (2017 - £208,323)

**Societies**

Any unspent income at the end of the year, whether raised by members or as a result of unspent grant income from the Union, is carried forward for use in future periods. Any deficit of a society at the end of a year is written off to the SOFA so as not to prejudice future members of that society.

**Employment support fund**

The employment support fund is available to assist students with the practical elements of obtaining employment such as workwear and transport costs.

**Fixed asset reserve**

The fixed asset reserve reflects fixed assets already purchased. As these assets are depreciated, a transfer is made from the designated reserve to the general reserve.

**Operating reserve**

The operating reserve represents three months operating costs in line with the Union's stated reserves policy.

At the year end the general reserve, which is used for the ongoing business of the Union in general, stood at £97,628 (2017 - £83,969).

**19. PENSION COMMITMENTS**

The University of Wolverhampton Students' Union operates a defined contribution pension scheme. The assets of the scheme are held in a separately administered fund. The pension cost charge represents contributions payable by the Union to the fund and amounted to £21,023 (2017 - £19,426). Included within other creditors are unpaid pension contributions of £2,957 (2017 - £3,834).

**20. RELATED PARTY DISCLOSURES**

The University of Wolverhampton Students' Union received a recurrent block grant from the University of Wolverhampton of £795,157 (2017 - £795,157) during the year. In addition the Union received other grants and other income of £17,700 (2017 - £14,550) during the year.

The Union made purchases of £14,533 (2017 - £22,093) from the University of Wolverhampton during the year. The balance outstanding of £489 (2017 - £9,489) is included in creditors.

The Union occupies the University's buildings on a rent free basis under an informal arrangement. In accordance with the Charities SORP FRS102 the trustees have estimated the use of the buildings and utilities with reference to market rents at £86,460 (2017 - £86,460).

Trustee and key management personnel remuneration for the year was £130,430.

**21. ULTIMATE CONTROLLING PARTY**

The ultimate control of the University of Wolverhampton Students' Union is vested under the Constitution in the members in General Meetings. As such no single person or entity controls the Union as defined by Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

**UNIVERSITY OF WOLVERHAMPTON  
STUDENTS' UNION**

**Detailed Statement of Financial Activities  
FOR THE YEAR ENDED 31 JULY 2018**

	2018 £	2017 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Grants	795,157	795,157
Santander Employment fund	5,000	5,000
Other grants	5,500	5,129
Donated services and facilities	86,460	86,460
	<u>892,117</u>	<u>891,746</u>
<b>Other trading activities</b>		
Events	10,971	9,843
Sponsorships	-	450
Advertising income	42,145	23,618
Nightclub income	-	10,833
Café	42,368	36,009
Sports Handbook Income	-	142
	<u>95,484</u>	<u>80,895</u>
<b>Investment income</b>		
Investment income	2,031	2,038
<b>Charitable activities</b>		
Welcome week income	2,360	-
NUS Extra card sales	34,897	44,801
Printing, laminating and binding	5,152	3,558
Society income	9,190	6,833
Student voice income	8,700	1,750
Student Union awards	3,741	4,253
	<u>64,040</u>	<u>61,195</u>
<b>Other income</b>		
Sundry Income	878	3,003
	<u>878</u>	<u>3,003</u>
<b>Total incoming resources</b>	<b>1,054,550</b>	<b>1,038,877</b>
<b>EXPENDITURE</b>		
<b>Other trading activities</b>		
Wages	47,198	59,995
Social security	2,136	3,206
Carried forward	49,334	63,201

This page does not form part of the statutory financial statements

**UNIVERSITY OF WOLVERHAMPTON  
STUDENTS' UNION**

**Detailed Statement of Financial Activities  
FOR THE YEAR ENDED 31 JULY 2018**

	2018	2017
	£	£
<b>Other trading activities</b>		
Brought forward	49,334	63,201
Pensions	1,375	1,168
Events	10,335	8,241
Advertising	4,858	(1,582)
Café	23,644	25,609
	<b>89,546</b>	96,637
<b>Charitable activities</b>		
Wages	339,347	309,808
Social security	23,922	22,926
Pensions	9,392	8,245
Sundries	-	1,494
Training and development	11,070	2,865
Affiliations	29,267	39,573
Campaigns	-	2,584
Conferences	-	573
Elections and referenda	1,416	3,086
Projects	836	389
Awards and events	12,527	6,001
Volunteer costs	-	1,720
Computer software, licences and support	-	1,061
Subscriptions	1,426	1,696
Licences	1,040	-
Society expenditure	7,711	6,404
Sport development fund	2,735	2,212
Society development fund	3,538	5,024
NUS extra	17,194	27,301
Equipment purchases	-	1,180
Santander Employment fund	4,612	3,850
Insurance	413	496
Event Production Costs	12,957	18,883
Events	-	986
	<b>479,403</b>	468,357
<b>Other</b>		
Exceptional items	-	155,322
<b>Support costs</b>		
<b>Management</b>		
Wages	122,912	131,386
Social security	9,568	10,907
Pensions	5,376	5,558
Carried forward	137,856	147,851

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**UNIVERSITY OF WOLVERHAMPTON  
STUDENTS' UNION**

**Detailed Statement of Financial Activities  
FOR THE YEAR ENDED 31 JULY 2018**

	2018	2017
	£	£
<b>Management</b>		
Brought forward	137,856	147,851
Insurance	12,282	11,752
Postage and stationery	2,249	2,068
Sundries	351	367
Repairs and maintenance	3,679	-
Equipment purchases	12,892	9,283
Travel	4,142	3,334
Refreshments and hospitality	2,526	1,781
Photocopier leasing and maintenance	8,318	8,864
Depreciation	1,697	2,647
	<b>185,992</b>	<b>187,947</b>
<b>Finance</b>		
Wages	62,740	61,039
Social security	4,797	4,929
Pensions	3,121	2,627
Sundries	1	11
Bank charges	3,992	3,451
Cash in transit charges	661	809
Computer software, licences and support	1,356	1,272
Accountancy fees	1,478	849
Streamline charges	-	255
Irrecoverable VAT	11,199	14,892
	<b>89,345</b>	<b>90,134</b>
<b>Human resources</b>		
Sundries	220	929
Recruitment	2,046	2,830
Training and development	6,117	3,512
Investors in people	-	360
HR support	19,369	2,781
Payroll administration	4,203	2,653
	<b>31,955</b>	<b>13,065</b>
<b>Marketing</b>		
Wages	41,692	48,800
Social security	1,943	3,013
Pensions	1,028	1,608
Printing	3,472	6,427
Sundries	9,237	9,229
Website charges	13,047	10,311
Facilities in kind	86,460	86,460
	<b>156,879</b>	<b>165,848</b>

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**UNIVERSITY OF WOLVERHAMPTON  
STUDENTS' UNION**

**Detailed Statement of Financial Activities  
FOR THE YEAR ENDED 31 JULY 2018**

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	<b>2018</b>	2017
	<b>£</b>	£
<b>Governance costs</b>		
Auditors' remuneration	<b>6,923</b>	7,842
	<hr/>	<hr/>
<b>Total resources expended</b>	<b>1,040,043</b>	1,185,152
	<hr/>	<hr/>
<b>Net income/(expenditure)</b>	<b>14,507</b>	(146,275)
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