

Charity registration number: 1148622

# University of Bradford Union

known as

UBU

Annual Report and Financial Statements

for the Year Ended 31 July 2019

# **University of Bradford Union**

**known as UBU**

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# 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

<b>Trustees:</b>	<b>Name</b>	<b>Role</b>	<b>Date Appointed</b>
	Samera Shabir	Student Affairs Officer	01/07/2019
	Ayman Malik	Education Officer	01/07/2019
	Zain Abdin	Sports & Wellbeing Officer	01/07/2019
	Awais Ahmed	Community & Activities Officer	01/07/2019
	Deborah Cross	External Trustee	01/10/2017
	Ram Saroop	External Trustee	01/10/2017

**Former Trustees:** Holding Office in reporting period

<b>Name</b>	<b>Role</b>	<b>Date of Tenure</b>
Faiz Ilyas	Union Affairs Officer/Student Affairs Officer	Resigned 30/06/2019
Sham Khan	Education Officer	Resigned 30/06/2019
Hamza Ahmed	Sports & Wellbeing Officer	Resigned 30/06/2019
Ummer Yasin	Community & Activities Officer	Resigned 30/06/2019
Mumtaz Kamala	External Trustee	Resigned 12/10/2019
Arthur Williams	External Trustee	Resigned 12/10/2019

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

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

The trustees present the annual report together with the financial statements and auditors' report of the charity for the year ended 31 July 2019, which includes the administrative information, together with the audited accounts for that year.

# **University of Bradford Union**

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## **Trustees' Report**

### **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
- Administration Manager - Deborah Moore
- Student Engagement Manager - Michael Allhouse
- Media and Entertainment Manager - Phillip Lickley (Resigned in December 2019)
- Finance Manager - Carmel Stocks

### **Trustees**

UBU is administered by its Board of Trustees 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 who are regarded as the Charity Trustees of UBU for the purposes of the 2006 Charities Act.

The flat structure for the period August 2018 to June 2019 consisted of the following Sabbatical Officers: Student Affairs Officer, Education Officer, Sports & Wellbeing Officer and Community & Activities Officer. These posts are full time Sabbatical posts remunerated as authorised by the UBU Constitution. No individual may serve more than two years as a Sabbatical Officer.

The full time Sabbatical Officers go through a three-week intensive training period in the month of 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 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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## **Trustees' Report**

### **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.

## **University of Bradford Union**

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### **Trustees' Report**

#### **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.

#### **Activities 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.

#### **Annual budgets and accounts**

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

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 £1,345,302. 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.

# **University of Bradford Union**

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### **Trustees' Report**

#### **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.

Activities 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 - The Post Graduate Research Lounge which supports University students studying research at the University. Room 101 which support University International Students.



# **University of Bradford Union**

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## **Trustees' Report**

### **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.

Activity 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**

#### **Trustee Board**

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.

### **Student Voice**

This area's main objective remains to be the democratic voice of students through student council, academic representatives and market research. In order to achieve this UBU intends to review the membership of student council lay members. The other area is to combine social and digital media to raise awareness of UBU and how it represents the voice of students to the University.

### **Student Opportunities**

To eventually develop a range of opportunities for every new student to engage with as part of the UBU Student Development programme. This will require a staff development plan, more partnerships with local organisations and support from the University.

### **Social/Training Space**

Our long term is objective remains for UBU to continue to increase its social learning offer within student central and around campus. Also, we now have ambitious to create a student training centre to be the base for the UBU student development plan.

### **Student Development Programme**

The University of Bradford student's union intends to launch in 2019/20 a new pilot programme which aims to:

Engage students in UBU projects who previously have not engaged

Retain students at the University of Bradford

Give students the opportunity to gain and develop skills and create social networks

Give back to the local community through volunteering, fund raising and skill sharing.

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### **Project outline:**

Consists of 3 **levels of engagement**. For each level, students must select and engage in an opportunity. The time it takes to complete each level is up to the student and the opportunity lead and the levels will be signed off by a member of UBU staff.

#### **Level 1**

- Complete approximately 10 hours of training
- Complete 15 hours of engagement
- Show development of 1 of the recognised skills
- Rewards include a certificate at the end of year awards ceremony

#### **Level 2**

- Complete approximately 10 hours of training
- Complete 25 hours of engagement
- Show development of 5 recognised skills
- Rewards include a certificate

#### **Level 3**

- Complete level 2
- Show development of 9 recognised skills
- Write a brief reflection on development throughout the project

Rewards include a certificate at the end of year awards ceremony and an enhanced reference.

### **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

### **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:

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## **Trustees' Report**

### **Achievements and Performance**

#### **Volunteering**

The elements to volunteering for 2018/19 were: brokerage, volunteering events, RAG and micro volunteering events

#### **UBU Volunteering Centre**

##### **Events held and hosted this academic year:**

Two Student Volunteering Weeks: February and October

Big Charity Fair: February 2019 (30 organisations attended. Approx. 150 footfall)

#### **Other Volunteering achievements:**

- RAG recruitment and extreme challenge talk: Raised £91 and got 4 sign ups to the fire walk.
- Impact Bradford Schools: Had 24 year 7 children from a local school and 35 UoB volunteers.
- A lot of the students who engaged in these events have never engaged with UBU before and are now looking for more opportunities.

#### **UBU Volunteering Awards:**

The Volunteering Centre gave out certificates at this year's student leadership awards: Bronze; Silver and Gold.

Special Awards: 23 Bronze, 12 Silver, 2 Gold and 5 Gold Plus

#### **Union Cloud Engagement - Organisations and Students:**

We have 183 fully registered organisations.

An increase of 24 fully registered organisations since July 2019. We have registered 57 new volunteering opportunities since June 2019.

Number of live opportunities has been consistently over 100 (peaking at 130) since September 2018. This involved supporting organisations to register and upload 122 new opportunities, to replace expired ones.

Our highest number of volunteering opportunity applications from students was between Sept 2018 and February 2019 (255 applications) and Sept to October 2019 73 applications in one month.

#### **Union Cloud and Sympa List, data summary**

- 635 current students registered
- 390 role applications by registered students
- 129 Live opportunities currently
- 57 new opportunities registered
- 317 total opportunities (some closed, some waiting to start)
- Sympa Mailing list (after GBPR): 973 students
- Organisations Sympa List (after GBPR): 361 organisations and community organisations engaged

#### **Bradford Volunteer Managers Forum; Volunteer Managers and Coordinators from local third sector**

Meeting September 2018: 25 attendees

Meeting January 2019: 17 attendees

Meeting April 2019: 30 attendees

Meeting September 2019: 28 attendees

These meetings successfully bring our charity partners into Student Central and provide a forum for discussion and information sharing.

#### **Raise and Give**

RAG - Students fund raised over £20,000 for charity last year £9,000. For the RAG nominated. We raised £1200 in RAG week alone and engaged around 30 students each day. 25 students engaged in the extreme challenges.



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### **Choices 4 All (C4A)**

#### **Hamm Exchange Programme**

Bradford City and Hamm have been twin cities since the 1990s, there have been links between disability groups with regular exchanges taking part.

UBU were invited by Bradford council and the local authority in Hamm to a meeting in Hochschule Hamm Lippstadt to investigate the possibility of a student volunteering exchange.

The first exchange was three years ago where UBU students went to Hamm, UBU hosted the Hamm students two years ago and last year, UBU students volunteered in Hamm at the Special Olympics National Games where eight of the students supported athletes with learning disabilities at the Boccia tournament.

Hamm Exchange (8 Bradford students with 52 engaged disabled people and German students = 60 engagements)

#### **Adapted Coast to Coast**

C4A comes on the back of Cycling 4 All and UBU was the only students' Union in the UK to provide social cycling for disabled people. The project developed an opportunity to take part in a cycling challenge whereby any person with a disability could take part in a four-day coast to coast (C2C) bike ride between Morecambe and Redcar.

This was the third adapted C2C that UBU have done and had the most attendance. Training began in October 2018 with one large ride a month, twice weekly spin sessions and yoga sessions. The rides built up in complexity and distance and pushed the students and disabled people to become fit enough and good enough cyclists to achieve the C2C.

Four students participated, one of whom has a disability and learned to cycle in October 2018 and the other was using cycling to overcome cancer treatment. There were seven disabled people, including three blind cyclists, two wheelchair users and cyclists with learning disabilities. With the group were 15 ride leaders and support staff to ensure that the ride could go ahead from a liability perspective.

All cyclists completed the ride and it was a massive achievement for all involved.

#### **Wheelchair Basketball**

Wheelchair Basketball (972 engagements)

- Student Team (25)
- HFT Autistic sessions (312)
- Grange and Princeville Primary School (178)
- Bradford Bears Community Club (457)

The wheelchair basketball sessions were by far the most engaged from all the C4A activities resulting in the formation of the Bradford Bears WCBB Club, a new Community Associated Sports Club for the city. With over 457 engagement events throughout the year, the legacy of a club for the city should be commended and is a true legacy of the C4A project.

Seven students were trained to be Level 1 BWB coaches and delivered sessions to 255 school children from Clayton Village Primary, Cleckheaton Primary, Southfield, Grange Primary, Princeville, Dixons School.

Additionally, students delivered sessions to adults with high levels of autism who were non-verbal, and wheelchair bound. This is a very challenging ask and the students were exemplary, delivering 12 sessions throughout the semester.

#### **Take a Hike**

Take a Hike training hikes and Snowdon (161)

The Take a Hike initiative is one of the most impactful projects to come out of C4A and involved students supporting young people with learning and physical disabilities on a series of hikes throughout 2018 and 2019 finishing with a summit of Snowdon via the Pyg Track in June 2019.

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Students support a good number of disabled people including three blind young people and others with learning disabilities.

It has become a bit of a haven for students who struggle to socialise easily as well as students with good leadership skills. The result is a very rewarding and fun experience for everyone.

Take a hike gets referrals from the staff in UoB Disability Services and is an invaluable project for hard to engage students, giving them social networks, confidence and improving fitness.

### **Choices 4 All - Post Lottery Funding**

The Choices 4 All project came to an official end in September 2019. UBU intend to incorporate the C4A activities through a combination of fundraising and budget from the overall UBU grant which will help maintain the impact and engagement below.

In the year leading up to this, there were 3759 engaged people from 280 engagement events.

Of these, 1104 were students, 1193 were disabled people, 310 staff members from UBU/UoB, 593 external staff members, 559 community engagements.

### **Cycling 4 All (810 Engagements)**

Wednesday Mixed Ability Cycling (142)

Spin (329)

Thursday Autism Rides (469)

Coast to Coast (12)

Adapted coast to coast training rides (158)

### **Impact Bradford (students delivering activities in the community (657 engagements)**

Cheerleading (42)

Volleyball (121)

Bollywood (341)

Breakdance (141)

Climbing (12)

Other achievements:

Stand Up Art (324 engagements)

Ram Air/Podcast (123 engagements)

Duke of Edinburgh (164)

Other highlights include:

Bradford has more students doing DoFE than any other HE institution in Britain

Establishing a wheelchair basketball club for the city

Having a meaningful and impactful effect on the lives of disabled people in the city and on the students, who delivered sessions to them or who helped them achieve something.

Intramural:

Sold out for another year with over 160 students taking part over the weekend

Colours ball (sports awards):

200 students attended

Men's Football won club of the year. They engaged more with UBU by fundraising for RAG and working with Volunteering to go into the university nursery to teach and play football with the children there.

Activities ball:

100 students attended.

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### **Trustees' Report**

Infuzion won activity group of the year and executive team of the year. They took 30 students to York to compete in a inter university competition which saw individuals win awards and the team come 3rd.

Bradford Student Cinema won most improved activity group of the year, overcoming hurdles faced after a bylaw change, having to adapt from a media group with joint membership to having to recruit members themselves and organise as an activity group for the first time.

Bollywood Dance and BUMS performed at Activities Ball.

#### **Other Activities Achievements:**

BUSOM had a sold-out series of shows at Bradford Playhouse for their main show in semester 2

Swimming and Waterpolo won Campaign of the Year at Colours Ball for their campaign in November, each week had a different topic around Men's Health awareness

ISOC broke the all record for highest points achieved in the quality mark, and broke the record for the fastest group to achieve platinum

#### **Your Turn:**

With 15K funding from Sports England via NUS we introduced a women's only programme which included weekly Self Defence, Boxing, Swimming, Tai Chi and other one-off sports which had female coaching. Attendance was variable but good overall.

Many of these activities are continuing in future.

#### **Sports and Activities 2019**

##### **Summary**

- Membership numbers for sports and activities = 2911
- Execs for both activities and sports = 444
- Attendance at Colours Ball = 200
- Attendance at Activities Ball = 100
- Attendance at Intramural = ~160
- Attendance at Varsity = over 430
- Elections help over the year = ~150
- Quality mark = 32 groups engaged, 3 hit platinum
- Executives developed an average of 9 transferrable skills on the Exec award

##### **Varsity:**

434 students purchased a t-shirt to go and support UBU sports clubs take on Huddersfield University away in Huddersfield. Bradford nearly won, missing out by 0.5 of a point.

Fencing, Men's Football 2nds and American Football surprised us with unexpected wins on the day

Infuzion performed at Varsity



# **University of Bradford Union**

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## **Trustees' Report**

### **Student Engagement Spaces**

#### **Room 101**

Room 101 last year had over 35 hours of extra, student-led language teaching, each week. People could learn Japanese, Spanish, German, Arabic, French, Portuguese, Korean and many more, each week, all organised by a team of over 100 dedicated student volunteers.

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.

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

After being closed at the start of the year due to a flood, Room 101 was refitted with some computers and desks removed to increase the space for social learning. We have also installed presentation facilities.

#### **PGR Lounge**

PGR Lounge has continued to engage with PGR students with some success particularly around regular Research Brunches.

### **Student Voice**

#### **Representation**

During the 2018-2019 Academic Year University and UBU working in partnership recruited 367 Student Representatives. Of this number over 259 were trained, which meant that 70% of representatives were trained.

As per previous years, UBU engaged representatives with our Student Leadership Award, which is only awarded to individuals who demonstrate, and prove their activity. Over 100 students have qualified for this award.

In May 2019 UBU hosted our sixth annual Student Leadership Awards. The awards are an opportunity to highlight the impact of our most engaged student leaders. This year UBU launched our first ever Student Led Teaching Awards. The awards were an opportunity for the student body to nominate staff who had impacted positively on the student experience during the Academic Year. UBU received just short of 100 nominations from students for these awards.

#### **Democracy**

UBU had over 25 engaged students involved in our leading democratic body, the Students' Union Council. In addition to this our Student Affairs Officer organised three General Meetings, including an Emergency General Meeting with attendances reaching approximately 500+ students across the year.

During our spring elections 1141 students cast their votes, with the following individuals receiving the most votes to take on their respective roles.

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### **Trustees' Report**

#### **Advice and Support**

Each year over 500 students access the 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 Advice Centre has refreshed community links with 18 partners in the charity/health/social care sector. The new links now enable the team to sign post students with specific complex needs to relevant partners. This has also allowed the team to refresh training requirements to improve the provision of service to students accessing the centre.

The team has also implemented new guidelines for advice and support for students following a review of the service provision.

#### **Marketing & Communications**

UBU is now reviewing its marketing and communications operation. Work will include reviewing the organisations branding, and communication methodologies. UBU will also be reviewing ways to raise commercial advertising income following the National Union of Students (NUS) no longer providing this support.

UBU will continue to use the web platform One Voice Digital which enables UBU to manage our communications with the 9,000 students attending the University. UBU also has access to membership via our three main social media channels as follows:

- Twitter 6269 (up 269)
- Facebook 9555 (up 755)
- Instagram 2803 (up 1003)

#### **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 £84,341 (2018: £87,146).

#### **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 £384,214 The amount of restricted funds is £48,496. The amount of fund that can only be realised by disposing of tangible fixed assets is £20,366.

The amount of reserves after making allowance for the above is £315,352.

The amount of 3 months wages is £150,164 and is greater than our targeted level of reserves.

## University of Bradford Union

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### Trustees' Report

#### Financial review

##### Future Plans

As in previous years the subvention for the year was agreed at a level to allow UBU to meet agreed levels of service provision to students. This year UBU 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 decided 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.

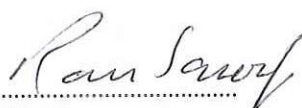
We have also closely monitored the spending by the UBU's clubs and activities to ensure that the allocated budgets are being spent correctly.

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 11 December 2019 and signed on its behalf by:

  
.....  
R Saroop  
Trustee



## University of Bradford Union

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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 11 December 2019 and signed on its behalf by:



R Saroop  
Trustee

## **University of Bradford Union**

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### **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 2019, 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 2019 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.



## **University of Bradford Union**

**known as UBU**

### **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

known as UBU

### 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)

Bradford

11 December 2019

# University of Bradford Union

known as UBU

## Statement of Financial Activities for the Year Ended 31 July 2019 (Including Income and Expenditure Account)

		Unrestricted funds	Restricted funds	Total 2019	Total 2018
	Note	General £	£	£	£
<b>Income and endowments from</b>					
Donations and legacies	3	1,345,302	122,132	1,467,434	1,517,865
Charitable activities	4	12,858	165,465	178,323	216,517
Other trading activities	5	58,843	(315)	58,528	67,320
<b>Total income and endowments</b>		<u>1,417,003</u>	<u>287,282</u>	<u>1,704,285</u>	<u>1,801,702</u>
<b>Expenditure</b>					
Raising funds	6	(47,269)	(100,877)	(148,146)	(147,694)
Charitable activities	7	(1,280,696)	(189,907)	(1,470,603)	(1,595,181)
<b>Total expenditure</b>		<u>(1,327,965)</u>	<u>(290,784)</u>	<u>(1,618,749)</u>	<u>(1,742,875)</u>
Net income/(expenditure)		89,038	(3,502)	85,536	58,827
Transfers between funds		(2,119)	2,119	-	-
Net movement in funds		<u>86,919</u>	<u>(1,383)</u>	<u>85,536</u>	<u>58,827</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		248,799	49,879	298,678	239,851
Total funds carried forward	14	<u>335,718</u>	<u>48,496</u>	<u>384,214</u>	<u>298,678</u>

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

The funds breakdown for 2018 is shown in note 14.



# University of Bradford Union

known as UBU

(Registration number: 1148622)  
Balance Sheet as at 31 July 2019

	Note	2019 £	2018 £
<b>Fixed assets</b>			
Tangible assets	11	20,366	21,365
<b>Current assets</b>			
Debtors	12	702,770	159,585
Cash at bank and in hand		<u>154,354</u>	<u>253,071</u>
		857,124	412,656
<b>Creditors: Amounts falling due within one year</b>	13	<u>(493,276)</u>	<u>(135,343)</u>
<b>Net current assets</b>		<u>363,848</u>	<u>277,313</u>
<b>Net assets</b>		<u>384,214</u>	<u>298,678</u>
<b>Funds of the charity:</b>			
<b>Restricted funds</b>		48,496	49,879
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>335,718</u>	<u>248,799</u>
<b>Total funds</b>	14	<u>384,214</u>	<u>298,678</u>

The financial statements on pages 19 to 32 were approved by the trustees, and authorised for issue on 11 December 2019 and signed on their behalf by:

  
.....  
R Saroop  
Trustee



# **University of Bradford Union**

**known as UBU**

## **Notes to the Financial Statements for the Year Ended 31 July 2019**

### **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 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.

University of Bradford Union meets the definition of a public benefit entity under FRS 102.

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

The company's functional and presentation 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 14.

#### **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.

# University of Bradford Union

known as UBU

## Notes to the Financial Statements for the Year Ended 31 July 2019

### *Donations and legacies*

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

### *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.

### *Charitable activities*

Income from charitable activities includes income recognised as earned.

### **Expenditure**

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

All resources expended are inclusive of irrecoverable VAT.

### *Raising funds*

These are costs incurred in attracting voluntary income and those incurred in trading activities that raise funds.

### *Charitable activities*

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

### *Grant expenditure*

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

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

### *Grant provisions*

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

### **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.

## **University of Bradford Union**

**known as UBU**

### **Notes to the Financial Statements for the Year Ended 31 July 2019**

#### **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:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Furniture and equipment	25% straight line basis

#### **Debtors**

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

#### **Creditors**

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

#### **Cash and cash equivalents**

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



# University of Bradford Union

known as UBU

## Notes to the Financial Statements for the Year Ended 31 July 2019

### Financial instruments

#### 3 Donations and legacies

	Unrestricted funds £	Restricted funds £	Total 2019 £	Total 2018 £
Subvention	1,345,302	-	1,345,302	1,380,302
Donations	-	20,287	20,287	36,138
Grants, including capital grants; Choices 4 All	-	101,845	101,845	101,318
Cycling 4 All	-	-	-	107
	<u>1,345,302</u>	<u>122,132</u>	<u>1,467,434</u>	<u>1,517,865</u>

#### 4 Income from Charitable activities

	Unrestricted funds £	Restricted funds £	Total 2019 £	Total 2018 £
Entertainment income	3,556	-	3,556	11,609
Athletic Union membership fees	-	77,212	77,212	88,055
Trips income	7,421	-	7,421	11,223
Welfare services	-	-	-	630
Competition fees income	-	88,253	88,253	105,000
Duke of Edinburgh	1,881	-	1,881	-
	<u>12,858</u>	<u>165,465</u>	<u>178,323</u>	<u>216,517</u>

#### 5 Other trading activities

	Unrestricted funds £	Restricted funds £	Total 2019 £	Total 2018 £
Advertising income	12,385	-	12,385	13,911
NUS extra	17,578	-	17,578	20,717
Sundry other income	650	(315)	335	806
Events income; Other events income	28,230	-	28,230	31,886
	<u>58,843</u>	<u>(315)</u>	<u>58,528</u>	<u>67,320</u>

# University of Bradford Union

known as UBU

## Notes to the Financial Statements for the Year Ended 31 July 2019

### 6 Expenditure on raising funds

#### a) Costs of generating voluntary income

	Unrestricted funds £	Restricted funds £	Total 2019 £	Total 2018 £
Wages and salaries recharged	-	55,873	55,873	63,172
Repairs and maintenance	-	2,080	2,080	2,580
Telephone and fax	-	698	698	731
Printing, postage and stationery	-	48	48	26
Sundry expenses	-	29,969	29,969	28,935
Travel and subsistence	-	8,941	8,941	5,102
Equipment	-	1,309	1,309	1,036
Advertising	-	1,959	1,959	1,800
NUS expenses	47,269	-	47,269	44,312
	<u>47,269</u>	<u>100,877</u>	<u>148,146</u>	<u>147,694</u>

### 7 Expenditure on Charitable Activities

	Unrestricted funds £	Restricted funds £	Total 2019 £	Total 2018 £
Entertainment	30,624	-	30,624	35,558
Clubs and societies	136,039	174,446	310,485	322,039
Student representation	65,121	-	65,121	138,120
Welfare services	119,386	696	120,082	106,750
Marketing and communication	19,404	-	19,404	18,637
Volunteering	42,590	-	42,590	25,929
Administrative expenses	864,684	14,765	879,449	948,148
Duke of Edinburgh	2,848	-	2,848	-
	<u>1,280,696</u>	<u>189,907</u>	<u>1,470,603</u>	<u>1,595,181</u>

	Unrestricted funds General £	Restricted funds £	Total 2019 £	Total 2018 £
Clubs and societies	121,787	89,361	211,148	233,002
Grant funding of activities	14,252	85,085	99,337	89,037
	<u>136,039</u>	<u>174,446</u>	<u>310,485</u>	<u>322,039</u>

# University of Bradford Union

known as UBU

## Notes to the Financial Statements for the Year Ended 31 July 2019

### Grant-making

Grants to  
institutions  
£

#### Analysis

Clubs and societies

99,337

During the year, grants of £84,094 (2018 - £81,879) were paid to 31 (2018 - 32) sports clubs and grants of £4,660 (2018 - £7,158) were paid to 40 (2018 - 53) culturally diverse societies.

Name of institution	£
Football - Mens	5,336
Basketball - Mens	4,911
American Football	4,677
Hockey Mixed	4,423
Volleyball	3,966
Trampolining	3,943
Boxing	3,850
Badminton	3,788
Waterpolo	3,473
Rugby League	3,350
Fencing	3,282
Basketball - Womens	3,269
Jiu Jitsu	3,203
Cricket	2,955
Cheerleading	2,897
Squash	2,476
Swimming	2,351
Rugby Union - Men	2,043
Rugby Union - Women	1,779
Individual grant to institutions under £1,650	33,365
	<u>99,337</u>



# University of Bradford Union

known as UBU

## Notes to the Financial Statements for the Year Ended 31 July 2019

### 8 Trustees remuneration and expenses

	2019		2018	
	Remuneration	Expenses	Remuneration	Expenses
S Shabir	2,640	-	-	-
A Malik	2,640	-	-	-
A Ahmed	2,720	32	-	-
Z Abdin	2,620	-	-	-
F Sanyang	-	-	22,186	123
B Stanfield	-	-	25,637	80
F Ilyas	21,683	34	23,027	213
Z Garba-Sani	-	-	25,508	-
H Yousaf	-	-	22,181	91
M Hussain	-	-	21,100	47
S Khan	25,093	-	2,732	-
M Ahmed	21,504	-	2,321	-
M Yasin	21,658	18	2,321	-
<b>Total</b>	<b>100,558</b>	<b>84</b>	<b>147,013</b>	<b>554</b>

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:

	2019 £	2018 £
<b>Recharged staff costs during the year were:</b>		
Wages and salaries	509,522	568,416
Social security costs	37,088	41,375
Pension costs	54,047	60,295
	<b>600,657</b>	<b>670,086</b>

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 £62,826 (2018 - £94,394).

# University of Bradford Union

known as UBU

## Notes to the Financial Statements for the Year Ended 31 July 2019

### 10 Auditors' remuneration

	2019 £	2018 £
Audit of the financial statements	<u>9,500</u>	<u>8,500</u>

### 11 Tangible fixed assets

	Furniture and equipment £	Total £
<b>Cost</b>		
At 1 August 2018	51,828	51,828
Additions	<u>10,089</u>	<u>10,089</u>
At 31 July 2019	<u>61,917</u>	<u>61,917</u>
<b>Depreciation</b>		
At 1 August 2018	30,463	30,463
Charge for the year	<u>11,088</u>	<u>11,088</u>
At 31 July 2019	<u>41,551</u>	<u>41,551</u>
<b>Net book value</b>		
At 31 July 2019	<u>20,366</u>	<u>20,366</u>
At 31 July 2018	<u>21,365</u>	<u>21,365</u>

# University of Bradford Union

known as UBU

## Notes to the Financial Statements for the Year Ended 31 July 2019

### 12 Debtors

	2019 £	2018 £
Trade debtors	439,391	36,492
Prepayments and accrued income	256,932	119,039
Other debtors	6,447	4,054
	<u>702,770</u>	<u>159,585</u>

Debtors includes £60,713 (2018: £66,784) receivable after more than one year.

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

	2019 £	2018 £
Trade creditors	377,450	8,559
Other taxation and social security	-	4,499
Other creditors	84,468	89,606
Accruals and deferred income	31,358	32,679
	<u>493,276</u>	<u>135,343</u>

Included in the other creditors above are monies held on behalf of student clubs and societies amounting to £84,341 (2018: £87,146). During the year the charity received funds of £112,062 and paid funds of £131,471 on behalf of the students' clubs and societies.

	2019 £	2018 £
Deferred income at 1 August 2018	9,262	105,251
Resources deferred in the period	8,013	9,262
Amounts released from previous periods	(4,369)	(105,251)
Deferred income at year end	<u>12,906</u>	<u>9,262</u>



# University of Bradford Union

known as UBU

## Notes to the Financial Statements for the Year Ended 31 July 2019

### 14 Funds

	Balance at 1 August 2018 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 July 2019 £
<b>Unrestricted funds</b>					
<i>Unrestricted general funds</i>					
General funds	248,799	1,417,003	(1,327,965)	(2,119)	335,718
<b>Restricted funds</b>					
Athletic Union	35,581	77,212	(77,025)	-	35,768
Competition fees	-	88,253	(89,361)	1,108	-
Choices 4 All	5,667	101,845	(100,877)	-	6,635
RAG fund	8,631	6,987	(14,765)	-	853
Crisis fund	-	255	(1,266)	1,011	-
Your Turn Programme	-	10,800	(7,640)	-	3,160
Arthur Williams Creative Fund	-	2,500	(420)	-	2,080
<b>Restricted funds</b>	<u>49,879</u>	<u>287,852</u>	<u>(291,354)</u>	<u>2,119</u>	<u>48,496</u>
<b>Total funds</b>	<u>298,678</u>	<u>1,704,855</u>	<u>(1,619,319)</u>	<u>-</u>	<u>384,214</u>

	Balance at 1 August 2017 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 July 2018 £
<b>Unrestricted funds</b>					
<i>Unrestricted general funds</i>					
General funds	202,677	1,470,692	(1,420,167)	(4,403)	248,799
<b>Restricted funds</b>					
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	-
<b>Restricted funds</b>	<u>37,174</u>	<u>331,010</u>	<u>(322,708)</u>	<u>4,403</u>	<u>49,879</u>
<b>Total funds</b>	<u>239,851</u>	<u>1,801,702</u>	<u>(1,742,875)</u>	<u>-</u>	<u>298,678</u>

## University of Bradford Union

known as UBU

### Notes to the Financial Statements for the Year Ended 31 July 2019

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.

Your turn programme income must be used to engage non-active students, women and other liberation groups through free campus sports.

Arthur Williams Creative Fund must be used in respect of the arts.

#### 15 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total funds £
Tangible fixed assets	20,366	-	20,366
Current assets	808,629	48,496	857,125
Current liabilities	(493,277)	-	(493,277)
Total net assets	<u>335,718</u>	<u>48,496</u>	<u>384,214</u>

# University of Bradford Union

known as UBU

## Notes to the Financial Statements for the Year Ended 31 July 2019

### 16 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.)

	2019	2018
<b>Amounts received from The University of Bradford</b>		
Athletic Union membership contributions	(77,212)	(88,055)
Competition expense contributions	(88,253)	(105,000)
Subvention	(1,345,302)	(1,380,032)
<b>Amounts paid to The University of Bradford</b>		
Rent	537,737	537,737
Salaries	596,691	668,727
Other costs	23,099	90,403
<b>Amounts due to/(from) The University of Bradford</b>		
Amount due to	366,292	-
Amount due from	(622,209)	(76,054)