

**REGISTERED CHARITY NUMBER: 1168134**

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS FOR THE YEAR ENDED  
31 JULY 2019  
FOR  
ST CUTHBERT'S SOCIETY JUNIOR COMMON ROOM**

Ribchesters  
Chartered Accountants  
Finchale House, Belmont Business Park  
Durham City  
DH1 1TW

**ST CUTHBERT'S SOCIETY JUNIOR COMMON ROOM**

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FOR THE YEAR ENDED 31 JULY 2019**

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## **ST CUTHBERT'S SOCIETY JUNIOR COMMON ROOM**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2019**

The trustees present their report with the financial statements of the charity for the year ended to 31 July 2019. The trustees have adopted the provisions of 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).

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

We provide social, cultural, sporting and recreational activities and forums for discussion and debate for the personal development of students. We are also committed to equality by pursuing equal opportunities and equal access policies to our members in line with our democratic operation.

##### **Significant activities**

The Society ran a number of successful social events, furthering the social education of our members. These include annual dinners held in March, a music festival in June and a Ball in November.

We continue to provide services and facilities for our students, including peer support for personal issues, sports teams and societies, gym, library and IT provision and representation of student views at a College level. The emphasis on these, as with all other activities of the JCR, is that of student leadership and ownership. Our members are expected and encouraged to initiate, participate in and lead our activities.

##### **Public benefit**

We have adopted a strong democratic constitution that places its operation securely in its members. This structure allows us to work for the public benefit. Our standpoints on equality and openness allow us to foster a culture of acceptance amongst members, many of whom volunteers in some capacity for the benefit of others in the University or as part of the JCR which allows us to be strong members of the local and academic community. We keep this public benefit in mind when organising large social events that are open to all members of the public, support the welfare of our students so they can continue to work at their studies and remain part of the community in Durham. When we fund Sports and Societies this allows members to try new sports or interests that they would not have had the opportunity to do. We have many volunteer positions that are elected, allowing anyone to apply regardless of experience and enrich the community as well as benefit them. We also take no political stance other than to represent our members in order to maintain an inclusionary policy. We operate library and gym facilities that can be accessed by our members to enhance their educational or recreational activities.

#### **FINANCIAL REVIEW**

As these financial statements indicate, the Charity has a sound financial base. One of the aims of the Trustees is to secure the long term future of the Charity by careful and prudent management of its assets. As at 31 July 2019 the Charity had net assets of £203,735 and it is the opinion of the trustees that the existing reserves are sufficient to meet any reduction in incoming resources in the foreseeable future.

#### **RESERVES POLICY**

We aim to hold reserves almost equal to that of the Levy and the University Grant ensuring that we could continue to meet our financial commitments to the Sports and Societies and contractual obligations to our sole employee if we received no funding from the University and none was donated by our members. Currently we expect no such change but due to the financial year being spread over two academic years and funding be supplied on an academic year basis we consider this prudent as changes of policy by the University could have an impact on numbers of students donating and University funding received. Furthermore, we aim to hold enough in reserves to cover support, our physical assets for financial security and unforeseen damages.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

Throughout the period the organisation was controlled by its governing document - the St Cuthbert's Society JCR Constitution - adopted on 1 January 2016. The St Cuthbert's Society JCR Constitution required there to be a minimum of three external trustees, and up to 5 external trustees and up to 3 student trustees. The external trustees were appointed by interview, the student trustees were appointed by election. The term of trustees was a maximum of 4 years for external trustees and 1 year for student trustees. External trustees could serve a maximum of 2 terms. Student trustees could serve a maximum of 2 terms.

## ST CUTHBERT'S SOCIETY JUNIOR COMMON ROOM

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2019

#### Induction and training of new trustees

Student Trustees are elected with a vote of members following a general meeting. External Trustees are voted upon in general meetings of the Trustee Board, holding their position for up to four years. Trustees are given in house training on their responsibilities as well as the governing structure of Cuth's JCR. Training is delivered by the Chair of Trustees. The day to day management of the charity is undertaken by the JCR Executive committee, chaired by the President of the Society.

#### Organisational structure

The JCR elects members to serve on the JCR Executive Committee which acts as a Management Committee. The JCR Executive meets at least bi-termly and there are various sub committees including those for finance, arts, the shop, the environment, charities etc. All policy, planning and major financial or strategic decisions must be ratified by the JCR at large having been discussed by the JCR Executive who may seek guidance from the Trustees when appropriate. Operational decisions on a day to day basis are made by the appropriate people who have responsibility for their areas of activity, such as the shop.

#### Related parties

The JCR is a member of the Durham Students Union and consequently the National Union of Students both of which provides wider representation for associates and also offers guidance and support.

The JCR is partnered with the University of Durham which provides space and facilities to members. We take on some joint activities mainly through the college of St Cuthbert Society which is part of the University of Durham, such as open days, academic and social events. We accept funding from University of Durham on a per member basis. We have strong links with the Senior Common Room, Fellows of St Cuthbert Society and the Association of St Cuthbert Society who are attached to the University of Durham.

#### Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

#### REFERENCE AND ADMINISTRATIVE DETAILS

##### Registered Charity number

1168134

##### Principal address

Durham University  
St. Cuthbert Society  
12 South Bailey  
Durham  
Co. Durham  
DH1 3EE

##### Trustees

(\* indicates student trustees)

D White	Jan 2016- Dec 2018
T Chapman (Chair)	Jan 2016 – Aug 2019
J Dodd	Aug 2018 - present
J Exon	May 2019 - present
S Barnett	May 2019 - present
T Collingridge	May 2019 - present
J Plaut*	Dec 2016 - Dec 2018
S Wooton-Cane*	Aug 2018 - present
D Takyi*	Aug 2018 - present
C Clarke*	Aug 2018 – Aug 2019

**ST CUTHBERT'S SOCIETY JUNIOR COMMON ROOM**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 JULY 2019**

**Independent examiner**

Robert Ribchester  
FCA MA  
Ribchesters,  
Chartered Accountants  
Finchale House  
Belmont Business Park  
Durham  
DH1 1TW

**FUTURE DEVELOPMENTS**

A target for the coming year is to place resources and interest in developing Outreach and charitable work within the local community and on a larger scale. A committee has been set up to consider our options in this area and we are hopeful that significant work can be done, both to benefit members of the community and our own members' personal development.

Further, we intend to continue to run financially in a satisfactory manner, holding appropriate reserves and investing in activities which will further our charitable objectives.

**ON BEHALF OF THE BOARD:**

A handwritten signature in black ink, appearing to read 'S. Barnett', with a stylized flourish at the end.

S Barnett – Chair of Trustees

Date: 8 Dec 2019

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
ST CUTHBERT'S SOCIETY JUNIOR COMMON ROOM**

I report to the charity trustees on my examination of the accounts of St Cuthbert's Society Junior Common Room for the year ended 31 July 2019.

**Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.



Robert Ribchester  
FCA MA  
Ribchesters,  
Chartered Accountants  
Finchale House  
Belmont Business Park  
Durham  
DH1 1TW

Date: 16 December 2019

**ST CUTHBERT'S SOCIETY JUNIOR COMMON ROOM**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 JULY 2019**

	Note	Unrestricted funds £	Restricted funds £	2019 Total funds £	2018 Total funds £
<b>INCOME AND ENDOWMENTS FROM:</b>					
Donations and grants	2	16,601	-	16,601	5,520
Other trading activities	3	<u>249,869</u>	<u>-</u>	<u>249,869</u>	<u>229,968</u>
<b>Total incoming resources</b>		266,470	-	266,470	235,488
<b>EXPENDITURE ON:</b>					
Raising funds		-	-	-	-
<b>Charitable activities</b>					
Costs of charitable activities	4A	<u>241,428</u>	<u>-</u>	<u>241,428</u>	<u>229,149</u>
<b>Total resources expended</b>		<u>241,428</u>	<u>-</u>	<u>241,428</u>	<u>229,149</u>
<b>NET INCOME/(EXPENDITURE)</b>		25,042	-	25,042	6,339
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		178,693	-	178,693	172,354
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>203,735</u></u>	<u><u>-</u></u>	<u><u>203,735</u></u>	<u><u>178,693</u></u>

The notes form part of these financial statements

# ST CUTHBERT'S SOCIETY JUNIOR COMMON ROOM

## BALANCE SHEET AT 31 JULY 2019

	Note	Unrestricted funds £	Restricted funds £	2019 Total funds £	2018 Total funds £
<b>CURRENT ASSETS</b>					
Debtors	7	1,645	-	1,645	9,815
Cash at bank and in hand		<u>215,469</u>	<u>-</u>	<u>215,469</u>	<u>178,463</u>
		217,114		217,114	188,278
<b>CREDITORS</b>					
Amounts falling due within one year	8	(13,379)	-	(13,379)	(9,585)
		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>NET CURRENT ASSETS</b>		<u>203,735</u>	<u>-</u>	<u>203,735</u>	<u>178,693</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>203,735</u>	<u>-</u>	<u>203,735</u>	<u>178,693</u>
<b>NET ASSETS</b>		<u>203,735</u>	<u>-</u>	<u>203,735</u>	<u>178,693</u>
<b>FUNDS</b>	9				
Unrestricted funds				203,735	178,693
Restricted funds				<u>-</u>	<u>-</u>
<b>TOTAL FUNDS</b>				<u>203,735</u>	<u>178,693</u>

The financial statements were approved by the Board of Trustees on 7<sup>th</sup> December 2019 and were signed on its behalf by:

...  ..... – S Barnett – Chair of Trustees

# ST CUTHBERT'S SOCIETY JUNIOR COMMON ROOM

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2019

### 1. ACCOUNTING POLICIES

#### Basis of preparing the financial statements

The financial statements of the charity, 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 Charity Act 2011. The financial statements have been prepared under the historical cost convention.

#### Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable the income will be received and the amount can be measured reliably.

#### Expenditure

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.

#### Taxation

The charity is exempt from tax on its charitable activities.

#### Fund accounting

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

Restricted funds could 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.

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

### 2. DONATIONS AND GRANTS

	2019	2018
	£	£
Donations	1,199	935
Grants	<u>15,402</u>	<u>4,585</u>
	<u>16,601</u>	<u>5,520</u>

Included in grants is £15,402 received from Durham University.

### 3. OTHER TRADING ACTIVITIES

	2019	2018
	£	£
Social events income	154,140	146,699
Levies	70,523	60,000
Facilities income	955	1,495
Merchandise income	-	321
Sports and societies subscriptions income	24,251	21,453
	<u>249,869</u>	<u>229,968</u>

**ST CUTHBERT'S SOCIETY JUNIOR COMMON ROOM**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**FOR THE YEAR ENDED 31 JULY 2019**

**4A. CHARITABLE ACTIVITIES COSTS**

	Direct costs	Support costs (See note 4B)	Totals
	£	£	£
Costs of charitable activities	<u>238,896</u>	<u>2,532</u>	<u>241,428</u>

**4B. SUPPORT COSTS**

	Governance costs
	£
Costs of charitable activities	<u>2,532</u>

**5. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 July 2019 nor for the year ended 31 July 2018 .

**Trustees' expenses**

	2019	2018
Number of trustees who were paid expenses	<u>-</u>	<u>-</u>

**6. STAFF COSTS**

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

	2019	2018
Admin	1	1
Retail	<u>-</u>	<u>-</u>
	<u>1</u>	<u>1</u>

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

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

	2019	2018
	£	£
Prepayments	1,645	1,149
Taxation	<u>-</u>	<u>8,666</u>
	<u>1,645</u>	<u>9,815</u>

**ST CUTHBERT'S SOCIETY JUNIOR COMMON ROOM**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 JULY 2019**

**8.**

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

	2019	2018
	£	£
Other creditors	<u>13,379</u>	<u>9,585</u>
	<u>13,379</u>	<u>9,585</u>

**9. MOVEMENT IN FUNDS**

	At 1.8.18	Net movement in funds	At 31.7.19
	£	£	£
<b>Unrestricted funds</b>			
General fund	178,693	25,042	203,735
	<u>178,693</u>	<u>25,042</u>	<u>203,735</u>
<b>TOTAL FUNDS</b>	<u>178,693</u>	<u>25,042</u>	<u>203,735</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
Part 1	264,698	(241,350)	23,348
Part 2	1,772	(78)	1,694
	<u>266,470</u>	<u>(241,428)</u>	<u>25,042</u>
<b>TOTAL FUNDS</b>	<u>266,470</u>	<u>(241,428)</u>	<u>25,042</u>

**10. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 July 2019.

**ST CUTHBERT'S SOCIETY JUNIOR COMMON ROOM**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 JULY 2019**

	2019 £	2018 £
<b>INCOMING RESOURCES</b>		
<b>Donations and grants</b>		
Donations	1,199	935
University grants	<u>15,402</u>	<u>4,585</u>
	16,601	5,520
<b>Charitable and trading activities</b>		
Social events income	154,140	146,699
Levies	70,523	60,000
Facilities income	955	1,495
Merchandise income	-	321
Sports, clubs and societies income	24,251	21,453
	<u>249,869</u>	<u>229,968</u>
<b>Total incoming resources</b>	266,470	235,488
<b>RESOURCES EXPENDED</b>		
<b>Fundraising trading: cost of goods sold and other costs</b>		
Merchandise purchases	<u>-</u>	<u>-</u>
<b>Charitable activities</b>		
Sports, clubs and societies expenditure	27,496	38,334
Social events expenditure	164,255	162,765
Welfare	608	724
Administration expenditure including wages	26,935	19,056
Facilities expenditure	7,962	6,489
Committees and awards	2,974	-
Donations	-	321
Input VAT written off from 2016	8,666	-
	<u>238,896</u>	<u>227,689</u>
<b>Support costs</b>		
Accountancy & Independent examination	<u>2,532</u>	<u>1,460</u>
<b>Total resources expended</b>	241,428	229,149
	<u>25,042</u>	<u>6,339</u>
<b>Net incoming/(outgoing) resources</b>		