

Company number: 07329036
Charity registration number: 1143764

EDGE HILL STUDENTS' UNION LIMITED
FINANCIAL STATEMENTS
31 JULY 2020

EDGE HILL STUDENTS' UNION LIMITED

FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2020

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FINANCIAL STATEMENTS

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Administrative Information

Charitable Status

Edge Hill Students' Union Limited (EHSU) is an incorporated charity (Limited by Guarantee) established under the Education Act 1994 and registered with the Charity Commission (No. 1143764), and Companies House (No. 07329036).

Charity Trustees

2019-20

Full-time (Sabbatical) Officers

President	Kate Vickers (Resigned 30/06/2020)
Vice President Academic Representation	Molly Smallwood
Vice President Welfare	Molly Houghton (Resigned 30/06/2020) Callum Chambers (Appointed 01/07/2020)
Vice President Activities	Bea Beaton (Resigned 30/06/2020) Ellie Pither (Appointed 01/07/2020)

Independent Trustees

Colin Dyas
Sarah Ellis
Alex McCann
Bill Hancox

Student Trustees

Alykhan Kassam (Appointed 09/12/2019)
Eri Mountbatten-O'Malley (Appointed 09/12/2019)

Principal Office

Edge Hill Students' Union
The Hub
St Helens Road
Ormskirk
Lancashire
L39 4QP

Auditors

Crowe LLP
3rd Floor
The Lexicon
Mount Street
Manchester
M2 5NT

Bankers

Santander
Liverpool Business Centre
7th Floor
No 4 St Paul's Square
Liverpool
L3 9SJ

Solicitors

Weightmans LLP
100 Old Hall Street
Liverpool
L3 9QJ

EDGE HILL STUDENTS' UNION LIMITED

TRUSTEES' REPORT

YEAR ENDED 31 JULY 2020

The trustees of Edge Hill Students' Union (EHSU) present their report together with the audited financial statements of Edge Hill Students Union Limited for the year ended 31st July 2020.

Structure, Governance and Management

Edge Hill Students' Union is a student-led educational charity. It is legally a company limited by guarantee (Registered No. 07329036) with the Trustees as company law members, and a registered charity (Registered No. 1143764). The Students' Union is 'separate but part of' Edge Hill University and subject to the University's Charter and Statutes. It also owns a trading subsidiary, Edge Hill Students' Union Trading Limited.

As a charity we have a Trustee Board which oversees administration, governance and legal compliance. The Trustee Board consists of up to four elected Student Sabbatical Trustees, up to four appointed Student Trustees, in addition to up to four appointed Independent Trustees who offer professional experience, knowledge and expertise. The Trustee Board is assisted by its sub-committees (in particular Resources and the Student Council), and has delegated the day-to-day running of services and provisions to the Chief Executive, Paul Malone, through an agreed schedule of delegations. The Trustees receive regular reports from the Chief Executive and the Finance Manager.

The Chief Executive coordinates the staff team of the Students' Union who work closely with the elected student officers to provide services and provisions to benefit our student members. Staff ensure that the strategy and operating plans are carried out in line with agreed budgets.

The Students' Union's governing document is its Memorandum and Articles of Association and related bye laws. The Students' Union operates on democratic principles. The Full Time Sabbatical Officers are elected by cross campus ballots annually in accordance with the Education Act 1994. Each officer has a specific portfolio remit as well as being jointly responsible for an effective and clear student voice to the University on issues which matter to students. Officers are accountable to our members through the Student Council and Referendum.

Governing Bodies

The Trustee Board shall have responsibility for overseeing the administration and management of the Union. They are responsible collectively for the overall well-being and strategic direction, efficient operation and good governance of the Union, including compliance with legal and financial requirements.

The relationship between the Board and Chief Executive is fundamental to effective governance and management of the Union. One element of this is to ensure that the Chief Executive is appropriately performance managed and remunerated. It is the responsibility of the Board to ensure that the Chief Executive has clear objectives, to review performance and consider the development of their employee alongside that of the charity. The Board uses benchmarked salaries and benefits paid to Chief Executives in students' unions and the voluntary sector in order to establish a suitable level of remuneration. The Students' Union employs full and part-time staff to ensure the effective management and operations of its wide range of activities. Those employees are accountable to the Chief Executive for the performance of their duties.

Recruiting and Training of Trustees

Whilst there is no policy in place for induction and training of trustees, the Union ensures that all trustees are taken through a specifically organised training programme.

Relationship with Edge Hill University

The relationship between Edge Hill University and the Students' Union is established in the Code of Practice approved by both organisations. The Students' Union receives a 'Block Grant' from the University based on

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a percentage of the University's turnover, and in addition to this, receives a 'Rent Grant' to cover space occupied by the Union which is owned by the University.

Although the Students' Union continues to generate supplementary funding from various trading activities, it will always be dependent on the University's support. There is no reason to believe that this or equivalent 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.

Relationship with Edge Hill Students' Union Trading Limited

As previously stated, the Students' Union has one wholly owned trading subsidiary, Edge Hill Students' Union Trading Limited. Since 1 August 2017 there has not been any activity in this company. Edge Hill Students' Union Trading Limited will continue to exist in the event that the Students' Union carries out any significant non-primary purpose trading in the future.

Risk Management

The Union's risk management strategy includes the annual review of the risk policy and a quarterly detailed review of the risk register. The process seeks to identify major risks and assesses them with regard to impact and likelihood of occurrence. A risk score is then formulated for each risk so they can be prioritised as low, medium or high. The risk register identifies the mitigating controls in place and a residual risk score after these controls are taken in to consideration. Any further actions that are deemed necessary are included in the risk register and monitored on a quarterly basis as the risk register is a standing item at each Board meeting.

The principal risks and uncertainties currently facing the Union are considered to be:

- The possible reduction in funding by the University caused by
 - Their own financial health
 - Their perception of the value of the role of the Union
- The financial health of the University is itself dependent on funding, which in turn is susceptible to factors beyond the control of the Union, including
 - Popularity of the Academic offering
 - Popularity as a result of Academic standards
 - Popularity as a result of the attractiveness of the campus and its facilities
 - Popularity driven by affordability and fee levels
 - Other demographics
- Competition from other commercial outlets both on campus and in the local proximity including retail, food and beverage, social and venue operations.
- Reputational damage in the unlikely event of a high-profile activity by a student.
- Reputational damage in the unlikely event of a high-profile activity by a trustee.

Our plans and strategies for managing risk include maintaining effective internal controls, risk registers, incident-reporting and monitoring systems and insurance cover wherever appropriate.

So far as each of the directors is aware, there is no relevant audit information of which the auditors are unaware and, they have taken all steps 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.

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Statement of Public Benefit

The Students' Union's vision is 'to create the best student experience we can for as many Edge Hill students as possible' and exists for the advancement of education of students at Edge Hill University for the public benefit. This is through:

1. Promoting the interests and welfare of students during their course of study and representing, supporting and advising students.
2. Being the recognised representative channel between students and Edge Hill University and any other external bodies.
3. Providing social, cultural, sporting and recreational activities and forums for discussion and debate for the personal development of students.

The Students' Union operates within the requirements of the University to satisfy the 1994 Education Act. The Articles state that the Students' Union will seek at all times to:

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

In pursuit of these aims for the public benefit, the Students' Union will ensure the diversity of its membership is recognised, valued and supported and has established departments and services for use by its members and to support its work with the University and other organisations on behalf of students. These services include the advice centre, our representation and democracy work, our societies and activities programmes, the bar, retail, food and launderette outlets. Sabbatical Officers of the Students' Union sit on all senior level committees of the University and meet regularly with the Local Authority, members of the Community Safety Partnership and other providers of public services affecting students. In setting our objectives and planning our activities, the trustees have given careful consideration to the Charity Commission's general guidance on public benefit.

Charity Governance Code

Throughout the year, the Trustees and Chief Executive of the Students' Union have been working together to adopt the Students' Union Governance Code (this is a specifically adapted version of the Governance Code released in July 2017 which was endorsed by the Charity Commission in June 2018). The Code is a tool by which Trustee Boards can measure and develop their governance and leadership. It is the Board's intention to fully apply this Code by continuing to work through the key Principles and associated action plans and Quality Students' Union recommendation (Governance and Democracy sections). This work continues.

External Affiliations

Advice UK	£258.00
Child Poverty Action Group (CPAG)	£80.00
National Association for Student Money Advisors (NASMA)	£240.00
National Union of Students (NUS)	£20,648.42
National Homelessness Advice Service (NHAS)	£0
UK Council for International Students Affairs (UKCISA)	£0

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Objective: Representing Edge Hill Student Voices

Achievement:

- In its second year, **Student Council met four times**, discussing and passing a range of motions on topics spanning the Union's programme of liberation campaigns, accessibility measures on campus, and representation for minority student groups and 'hard-to-reach' demographics.
- The Union's Vice President Academic Representation worked behind the scenes with members of University Staff from the Faculty of Arts and Sciences to lay the foundations for **Diversify My Curriculum**, a campaign intended to achieve better representation of minority voices across University syllabi.
- The Union held **the highest levels of University leadership to account**, hosting both in-person and online Q&A sessions.
- The Union **ran its first ever one day election**, allowing more students to participate, and creating flexibility for a wider breadth of candidate.

Student Council

The Student Council is a representative body within Edge Hill Students' Union, bringing together various elected student representatives with the wider student community. It replaced the Policy and Campaigns Committee in the 2018/19 academic year, with the view of capturing a wider range of student voices in Edge Hill Students' Union's decision making.

The Council sat on four occasions in 2019/20 (one more than in 2018/19) with the intention of creating more opportunities for students to attend and submit motions.

Motions passed and topics discussed at Student Council included:

- **Bi-Visibility Awareness included in our PRIDE and LGBTQ+ Celebrations:** The Council passed a motion that the Union must raise awareness around issues relating to Bi-Visibility, particularly addressing topics like Bi-Erasure in contemporary discourse.
- **Marking Remembrance Sunday:** The Council discussed a previous motion mandating the SU President to lay a wreath on the cenotaph to mark Remembrance Sunday.
- **Supporting the UCU Industrial Action:** The Council discussed and voted on the Union's stance regarding supporting staff members taking part in the UCU Industrial Action.

Campaigning for Fairer Academic Representation: Diversify My Curriculum

In 2019/20, Edge Hill Students' Union's Vice President Academic Representation began laying the foundation for the Union's **Diversify My Curriculum** campaign.

The initial work established the following reasons for putting resources into the campaign in the future:

- **Equality:** That the curriculum should not disadvantage any student or group of students because of their background

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- **Diversity:** That the curriculum should represent and reflect the diversity of contemporary society, and should facilitate an environment in which students of all backgrounds feel welcome in the learning community.

Feedback gathered from students during the initial stages of this project established some recurring themes, including:

- **Feeling underrepresented:** "My core reading list over the span of two semesters included only two women"
- **Erasure of history:** "I had multiple lectures on jazz music, without a mention of a single black musician."
- **Voices shut down:** "I was given feedback that I needed to stop looking at things from a 'queer perspective' as it was getting boring."

Work on this campaign through 2019/20 was led by the Union's Vice President Academic Representation:

"For Diversify My Curriculum, I engaged with BAME Students on what they felt was lacking in their courses. I then worked with other sabbatical officers around the country to find examples of good practice.

From there, I was in conversation with Edge Hill faculties, in particular FAS [Faculty of Arts and Sciences] in which, just before lockdown, I was due to lead a presentation with Heads of Departments on how they could make their courses more inclusive."

Holding Directorate Accountable

In the wake of the UCU Strikes, Edge Hill Students' Union organised, filmed, and published two important Q&A sessions with **Edge Hill University's Vice Chancellor, John Cater**.

The first Q&A was a pre-recorded Q&A session between Edge Hill Students' Union's Vice President Academic Representation and Edge Hill University's Vice Chancellor John Cater. The full video was published via Edge Hill Students' Union's social media channels on November 20th. Topics discussed included:

- How the UCU Strikes affect students' academic experience?
- Will the strikes impact on students' learning and achievements?
- To what extent the Vice Chancellor is involved in negotiations with striking unions?
- What plans the University had for money saved from lecturers striking?

The second Q&A was an open event, hosted by the SU President and involving the SU President, Edge Hill University's Vice Chancellor John Cater, and a student audience. The event took place on November 21st and gave students the opportunity to ask questions directly. The event was also live streamed on Edge Hill Students' Union's Facebook page.

Significant moments from the Q&A included:

- Vice Chancellor John Cater committing to a new bus stop for students who regularly use public transport, particularly through the Autumn and Winter term.

In terms of online engagement alone, **the two Q&A sessions reached over 3,000 students**. This figure is excluding student submitted questions and those who attended the second Q&A event in person.

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The Union's First Ever One Day Election

On Tuesday 17th March 2020, Edge Hill Students' Union ran its first ever one day election with voting opening at 07:00 and closing at 22:00 the same day.

- Number of individual votes cast improved from **9062 in 2018/19, to 14,034 in 2019/20**.
- Following 2018/19's most contested VP Welfare race ever (7 candidates), that figure again improved in 2019/20 (**8 candidates**).
- Overall, **37 candidates** nominated themselves for roles in our SU Elections.
 - **15 Candidates** Self-Nominated for Full-Time Officer Roles
 - **22 Candidates** Self-Nominated for Voluntary Officer Roles
 - Interest in Voluntary Officer Roles increased dramatically, from **9 in 2018/19, to 22 in 2019/20**.
- **There was an increase in voter turnout.** Despite the voting period being reduced from four days to one day, voter turnout went up from **1405 in 2018/19 to 1419 in 2019/20**.

Increases in voter turnout and overall votes cast have been achieved, in spite of having to move from face-to-face campaigning to a fully online election due to COVID-19 and the election day falling on the day of lockdown in March.

The Positive Impact of the Election Web App

Edge Hill Students' Union also had the opportunity to use Union Cloud's Election Web App for the first time throughout the election.

The Web app provides voters with a more user-friendly interface, encouraging a voter to cast votes for every contested position, rather than just voting for, for example, the SU President role before logging off.

The positive impact of the Web App was clear:

- **Increase in number of votes cast per voter** – Due to the user-friendly interface, the number of votes cast per voter increased from an average of 5.82 votes in 2018/19, to **10.07 votes in 2019/20**.
 - The previous highest average was **6.39 votes per voter achieved in 2017/18** (using data recorded from 2015 to present).
- While turnout in terms of individual voter may have increased only by 14 votes, the increase in votes per voter means that individual votes in the election **increased by almost 5,000 (from 9062 to 14,034)**.

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Objective: Reaching Out and Listening to Student Voices

Achievement:

- Edge Hill Students' Union conducted an in-depth **Democracy Review** reviewing how the Union facilitates student representation and what students' opinions are regarding current structures including elected officers, student council, and the Union's programme of engagement.
- **Go Out and Listen (GOALing)** Sessions took place during 2019/20, with the view of gathering direct, face-to-face feedback on specific topics which could feed into campaigns.
- **Course Reps have further expanded** with more numbers and better resources to encourage effective participation when it comes to gathering feedback and attending boards.

Edge Hill Students' Union Democracy Review

Throughout the 2019/20 academic year, Edge Hill Students' Union conducted an in-depth Democracy Review.

- **426 students** responded to the initial survey.
- **20 students** who had answered the survey agreed to take part in group workshop sessions, discussing a range of topics and themes that were prevalent from the survey results.
- Edge Hill Students' Union also utilised feedback from **Union staff, Edge Hill University departments, and Edge Hill University Directorate Management Group** in its final report.

Findings of the Democracy Review were then discussed with the elected officer team and were presented in a paper to the Union Board of Trustees.

- As a result of the Democracy Review, it was decided that new elected **officer teams will have assigned Edge Hill faculties to liaise with as part of their role**. This will allow for better and more effective relationships with students and faculties where, in the past, SU presence has not been consistent.
- It was also agreed that the student council should continue for another year with an evaluation being incorporated into the Chief executive's continuing governance project work.

The Introduction of GOALing Sessions

Go Out and Listen (GOALing) sessions were introduced in order to gather more immediate feedback to be used in campaign and project planning.

- In the first session, Edge Hill Students' Union Officers spoke with **88 students**, recording feedback on the topic of **mental health provisions on campus**.
- Feedback from the first GOALing session informed the Vice President Welfare's World Mental Health Day and International Men's Day projects.

The Continued Growth of the Course Rep System

In 2018/19, Edge Hill Students' Union recruited more Course Reps than ever before. In 2019/20, that number grew again, alongside additional provisions, social opportunities, and training for course reps from all Edge Hill University faculties.

- **612 Course Reps** were recruited in 2019/20.

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- An **increase of 157** from 2018/19 (overall figure of 455 course reps in 2018/19).
- Edge Hill Students' Union introduced a **brand-new Course Rep Handbook**, available online for all new and existing course reps.
- A **brand-new reward scheme** for course reps was introduced, with students across all three faculties winning £50 vouchers.
- Several **informal social nights** were re-introduced in order to build a rep community.

Here's what one of our course reps said about the new course rep system in one Edge Hill Students' Union's feedback sessions:

"[Regarding becoming a course rep] I'm loving it, I feel like everyone sees me as their mum and come to me for everything they need [...] I've supported a few students struggling with anxiety around essays and they've done really well in completing them.

I have attended all faculty/programme meetings, putting across any issues to be resolved. Our cohort f/b page is growing nicely as well as the message group that is up and running.

The Fasttrack team have asked me to do a talk at their open evening next week and an interview with a member of Edge Hill's PR team, just to chat about the huge hurdles I overcame to get here.

[...] I was given so much support and encouragement, this is my way of paying it back so thank you for giving me the opportunity to do so."

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Objective: Effective Engagement with Edge Hill Students

Achievement:

- Edge Hill Students' Union had more active societies than in previous years, in addition to an improved structure for celebrating good work achieved by societies.
- Edge Hill Students' Union improved its digital reach and average engagement using a mixture of sophisticated social media analytics and by prioritising video content.

Edge Hill Students' Union's Society Community

Edge Hill Students' Union's society community continues to grow in numbers.

- At the end of the 2019/20 academic year, there were **80 societies registered active** (Figures taken from Edge Hill Students' Union CRM database).
 - This reflects an **increase of 15 registered societies** from the end of the previous year (**65 societies in 2018/19**).

In 2019/20, a programme of training was also expanded to include start-of-year and mid-year training for society committee members.

The Introduction of Society Spotlight

Following various success stories and achievements by societies in 2018/19, Edge Hill Students' Union introduced **Society Spotlight**.

The project encourages students and society members to nominate the societies that have impacted them most. Nominated societies are then shortlisted, with winning societies each month receiving benefits including, **a professionally produced promotional video, a suite of digital assets, a digital poster campaign on Edge Hill campus, and exposure via Edge Hill Students' Union's social media channels.**

- Overall **18 societies were nominated for society spotlight.**
- Edge Hill Students' Union **received 38 individual nominations** for society spotlight.

Winning Society: Werewolf+ Society

"In the space of two weeks, Werewolf Society has gained over 50 unique active members from across three different spaces (consisting of the regular society sessions, a VGS "splinter" group and the weekend Red Game Lounge) allowing more people to experience the gamestyle.

There are plans in place for several large events, including collaborating with the Video Game Society on their bi-annual charity streams and potential collabs with the Tabletop and Horror Societies, along with a very-early secret draft for a potential "Summer Festival" featuring several Societies and Werewolf-related groups.

The sessions are actively designed to be accessible. The officers are extremely informal with the Society members, and are trained in both basic BSL and first-aid. Members are encouraged to be open about their preferred names and pronouns and are not only allowed, but are actively encouraged, to take a more active role in the games the Societies play, allowing them to act as

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Moderators (with the guidance of an experienced player if needed) or experiment with content outside of the standard material"

Winning Society: Sign Language Society

"I think they do a great job at highlighting the importance of BSL and the inclusivity it offers. My house mate has also praised this as her sister relies on BSL and Makaton to communicate effectively. Having the chance to be in the Spotlight will only highlight their message more."

Edge Hill Students' Union Digital Engagement Strategy

Edge Hill Students' Union's Communication team benefitted from the addition of a new member, a Digital Communications Assistant, towards the end of 2018/19. This has allowed the Union to further improve its digital communications, and work towards the goals and targets set out in both the Union's Strategic Plan, and the 2019/20 Marketing Strategy.

In the 2019/20 Marketing Strategy, Edge Hill Students' Union outlined that it wanted to:

- Increase breadth of content and move away from event promotion saturating timelines.
- Improve segmentation of content between channels.
- Convert data taken from 2018/19 into a defined set of communications targets, particularly in terms of audience reach, engagement, and post-performance.

Increasing Breadth: A Video-First Union

Edge Hill's new Digital Communications Assistant, who arrived with an expertise in video content, made an impact in terms of prioritising video content. From the analytics recorded over this period, **video content increased the Union's reach and engagement** with its student audience:

- Video content is now the Union's most effective type of content on Facebook in terms of reach.
 - On average, video content posted will reach **3618 users**.
 - By comparison, photo content reaches 3113 users, statuses comprising of just text reach 1725 users, and posts comprising of linked resources reach 969 users.
- Video content is also the Union's most effective type of content on Facebook in terms of Post Clicks.
 - On average, video content will be clicked on **541 times**
 - By comparison, photo content is clicked 394 times, text-based statuses 174 times, and links 56 times.

As outlined in the Union's Term One Social Media Report, the success and popularity of video content has allowed us to reduce our average post frequency per week (from **21 in 2018/19 to around 15 in 2019/20**).

Despite reduced frequency, **overall engagement has stayed the same and post reach has increased**. On Instagram, both post interaction and post discovery have increased, despite the reduced schedule.

In other words, the Union has sacrificed quantity for quality. **Fewer posts per week have allowed for better segmenting between channels and more in-depth content** (as is reflected in the Best Performing Posts 2019/20).

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Best Performing Posts 2019/20

The impact of video content and better segmentation and planning are reflected in the best performing posts of 2019/20.

Best Performing Content (Reach) on Facebook for 2019/20:

- 1) Black Lives Matter, Edge Hill Protest – **26,319 Users**
- 2) Official SU President Statement – **14,500 Users**
- 3) Disability History Month Sign Language Flash Mob Video – **12,500 Users**
- 4) UCU Strikes – Bill Hopkinson Video Interview – **11,932 Users**
- 5) EHSU Election Results – **11,900 Users**
- 6) Meet Your VP Welfare Candidates – **10,300 Users**
- 7) Meet your SU President Candidates – **9,600 Users**
- 8) Stone Willy's Kitchen Launch – **8,600 Users**
- 9) Pet Photography Competition – **9,100 Users**
- 10) World Mental Health Day Feature Film – **7,900 Users**

In 2019/20, Facebook reach has drastically increased. By comparison, the best performing post of 2018/19 reached 8,000 users, compared to 2019/20's top post which reached over 26,000.

Performance Measured against other North West Unions (Facebook, Term One)

Improvements to content and scheduling through the recording of analytics have been reflected in Edge Hill Students' Union's performance against other North West Unions.

The following data was taken from Facebook's 'Pages to Watch' Insights function:

- Edge Hill Students' Union page growth as a percentage compared to page size for term one (**6.36%**) was higher than the average for North West Unions as a whole (**2.65%**), and was in fact the highest out of all Unions measured.
 - Lancaster (**2.29%**); The Union (**1.92%**); UCLAN SU (**1.48%**); Liverpool Guild (**4.82%**); Salford SU (**3.84%**); JMUSU (**1.62%**); Chester SU (**2.63%**)
- While Edge Hill Students' Union's post frequency is within the average (two posts per day), **our engagement per week is well above the average** when compared to other North West Unions.
 - During the period data was taken, Lancaster SU, with almost double the number of followers on their page, was the only Union consistently outranking Edge Hill Students' Union in terms of engagement.

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Objective: Raising Awareness Through Student Led Campaigns

Achievement:

Edge Hill Students' Union continued its excellent reputation for liberation campaigning, in addition to leading on student campaigns on a wide range of topics.

Campaigns and projects included celebrations like Trans-Gender Day of Remembrance, World Mental Health Day, International Men's Day, Women's Week, and Sexual Health and Guidance Week.

The Union also ran its own internal campaigns including Don't Let Yet and Diversify My Curriculum, and also collaborated on the University's Wellbeing Campaign, Feel Good February.

Student Led Campaign Case Study: UCU Strikes

Throughout November 2021, the University and College Union initiated strike action on points including fairer working hours and addressing the gender pay gap in higher education institutions.

During this period, the Union worked closely with striking lecturers in addition to providing help for students using the Students' Union's Advice Centre.

- Elected Officers discussed the Union's stance with Student Council, ultimately supporting striking lecturers and staff.
- The Union conducted a series of interviews with striking members of staff, asking why they were striking and why it was important. To date, these videos have accumulated **over 9,300 views** on Facebook alone.
- In response to confusion around the strike action, Edge Hill Students' Union hosted two Q&A sessions with Edge Hill University's Vice Chancellor, John Cater.

Edge Hill Students' Union's Vice President Academic Representation led much of the campaigning regarding the UCU Strikes:

"I worked very closely with UCU when the strikes were announced, especially as there were GTAs who were also on strike to demand better working conditions. As well as filming an interview with John Cater, several interviews were done with staff who are striking to discuss the various issues and why they were striking.

"Alongside that I joined staff on the picket line every possible day, building connections and supporting the students on strike and those who were also there in solidarity. I also worked in liaison with UCU on creating an open letter to John Cater to demand more for our students in light of COVID-19."

Student Led Campaign Case Study: Pride Week

Following previous successful Pride campaigns, officers and students who led Pride Week in 2019/20 included the LGBTQ+ Officer, the Trans and Non-Binary Officer, and the Vice President Welfare.

The campaign and subsequent celebrations included:

- A Pride Fair with LGBTQ+ Societies and local community organisations, followed by our Pride Lights Switch On in front of the Edge Hill Main Building.

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- Pride in Sports and Societies Workshops, hosted by our Vice President Welfare and Part-Time Liberation Officers.
- The return of the sell-out Edge Hill Drag Race, judged, hosted, and competed for by Edge Hill Students.
- Specific messages around Bi-Erasure and Bi-visibility, as mandated by Student Council.

Pronoun 101 Workshops and Rainbow Lanyards

For 2019/20, Edge Hill Students' Union's Vice President Welfare expanded the Pronoun 101 workshops, delivering it to Edge Hill Students' Union staff, Edge Hill staff, and Edge Hill students.

Following our Pride campaign, and in collaboration with Edge Hill University, special rainbow lanyards were produced for all staff members who had taken part in such workshops.

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Objective: Growing Edge Hill Students' Union's Advice Centre

Achievement:

Edge Hill Students' Union's Advice Centre is an incredibly important service. Independent as it is from the university, it is the primary destination for students seeking help with issues relating to student finance, accommodation, welfare, and academic appeals.

In 2019/20, the Union's Advice Centre has grown in its reach and impact. The Advice Centre has also moved to a larger office space, allowing for a better service in terms of private consultations (face-to-face and over the phone).

With more cases opened, enquiries opened, and cases closed than the preceding year, the Advice Centre team has again proven an invaluable service during both the academic year, and through the uncertainty of COVID-19.

- There are currently **three advisers** in the Advice Centre team.
- Advice cases opened, cases closed, total financial outcomes, and fees gained to EHU after students reinstated onto courses have all grown between 18/19 and 19/20.
- The popular **drop-in service** has continued in its effectiveness, offering students the chance to sit down for fifteen-minute appointments with our expert advisers.

See below for a summary of the Advice Centre's activities and cases between **May 2019 and May 2020**.

• Advice cases opened	823
○ Advice enquiries opened	113
• Advice Cases Closed	756
• Total financial outcomes	£324,000
○ Compensation to students (complaints)	£400
○ Fee gains to EHU after students Reinstated onto course after an appeal	£274,750
○ OIA recommended compensation to students	£1,750
○ Housing / Rent repayment	£850
○ Student finance appeal / discretionary payments	£46,250
• Students reinstated due to direct support with an appeal	12
• Students remained at institution on different course	1
• Students remained at institution on same course	23

See below for a summary of the Advice Centre's most common cases opened by students between **May 2019 and May 2020**.

• Academic cases	
○ Academic appeals	99

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○ strike action	47
○ Course Related (complaint enquiries)	45
○ Complaints	43
○ EMC	37
○ Course related concerns relating to COVID-19	29
○ Academic Conduct (malpractice)	26
○ Criminal Conviction (DBS)	20
○ Placements	17
○ Fitness to Practice	10
○ Fitness to Study	2
• Housing	
○ Private Landlord	29
○ Contract Advice	27
○ Disrepair	24
○ Student Housing Matters	22
○ Halls – University	12
○ COVID-19: Private landlord (Rent / Release)	11
• Student finance	
○ CPR (Compelling Personal Reasons / Appeal)	25
○ UK Student funding enquiries	9
• Welfare Benefits	
○ PIP/DLA/Child Care Allowance	5

Advice-Led Campaigning Case Study: *COVID-19: Help with Private Landlords*

Following the summer COVID-19 lockdown, Edge Hill Students' Union received an influx of queries regarding students' tenancy rights and what private landlords are obligated to provide.

In order to better disseminate this information, Edge Hill Students' Union reacted quickly by creating a campaign webpage to help students stuck in disputes with private landlords.

The campaign webpage contained key information from the Union's expert Advice Centre team, in addition to a downloadable template which students could send to their landlords on behalf of the Students' Union asking for understanding and flexibility in the wake of extraordinary circumstances.

- To date the open letter has been downloaded by **332 students**.

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Objective: Fine-Tuning the Give It a Go! Guide

Achievement

Following feedback from Edge Hill Students' Union staff, Elected officers, and Give It A Go participants, 2019/20 was about fine-tuning the Union's approach to events and activities.

Over the course of 2019/20:

- **104 Give It A Go! Events, Activities, Workshops, Trips and Events**

There was a continued focus on the variety of events. Different types of events that ran throughout 2019/20 included:

- Accredited first aid courses
- Trips to local nature reserves
- Community outreach events in The Sanctuary, including collaboration from societies and local Ormskirk organisations.
- Taster sessions with local community groups to introduce students to the local area (for example, an evening at Ormskirk Bowling Club).
- Tech Tasters to give students a unique opportunity to use some of Edge Hill's state of the art equipment.

Student Council Motion: Green Give It A Go! Guide

Following a motion passed at Student Council which mandated a wider use of renewable materials in Give It A Go! activities, the decision was taken to move to a **virtual Give It A Go! guide**.

The Give It A Go! guide for term two was therefore disseminated digitally, both via email, social media, and with help from Edge Hill University departments.

This meant that no printed materials were used or wasted in the marketing and dissemination of the Union's events guide.

Events as a form of Collaborative Engagement

As in 2018/19, a number of 2019/20's events and activities aligned with elected officer campaigns and the work of the Union's societies.

Events and activities included:

- Pride Week pronoun workshops, pride in sport workshops, and the EHSU Drag Race
- Housing Week related workshops and the housing fair
- Sustainability week fair, and a litter pick with the elected officer team
- Women's specific sport sessions during women's week, and banner making sessions for Reclaim the Night Liverpool
- Taster Sessions and Alcohol-Free Socials hosted by Table Top Society
- Sanctuary Saturdays hosted by Eco-Garden Society

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Objective - Celebrating Success at Edge Hill

Achievement

Edge Hill Students' Union's Celebration Week was due to be held March 23rd-27th. However, as a result of COVID-19 lockdowns, all events had to be cancelled.

After liaising with ticketholders and final year students, Edge Hill Students' Union also took the decision to cancel Graduation Ball 2020.

Student Led Staff Awards

Despite the cancellation of the event, Edge Hill Students' Union did still receive nominations from students for the Student Led Staff awards, and was involved in the longlisting and shortlisting process, alongside staff members from Edge Hill University Directorate.

- Edge Hill Students' Union received **243 nominations** from students for this year's awards
- Edge Hill University honoured its commitment to winning staff members and teams, informing them of their achievements and passing on their awards during the COVID-19 lockdown

Graduation Ball

Edge Hill Students' Union invested in online ticketing software in order to make the Graduation Ball ordering process more streamlined. This had an immediate impact with **more tickets being sold on the first day of sales than in any previous year.**

All ticketholders were refunded for their ticket purchases following the announcement that the event was cancelled due to COVID-19.

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Objective - Retail (SU Shop, SUBWAY, and Stone Willy's Kitchen)

Achievement

Edge Hill Students' Union continues to offer value to students through its commercial outlets. In addition to the continued popularity of the Union's SUBWAY franchise, the Union added an additional food outlet, Stone Willy's Kitchen, to its growing commercial operations.

Below, find a summary of commercial activity for the period of **May 2019 to May 2020 (please note, Edge Hill Students' Union commercial outlets were closed in March through the summer due to COVID-19).**

Student employment:

- No. of student staff: **39**
- **5939** Hours worked by student staff
- Over **£67,000** paid to Edge Hill students in wages

Subway Sales Summary:

- Subways sold: **70,460**
- Most 6" Subs sold in one day: **280**

Stone Willy's Kitchen

On 20th January 2020, the Union saw the introduction of an additional food concept for students through the opening of Stone Willy's Kitchen.

Below, find a summary of commercial activity for Stone Willy's Kitchen for the period of **May 2019 to May 2020 (please note, Edge Hill Students' Union commercial outlets were closed in March through the Summer due to COVID-19).**

Stone Willy's Kitchen Sales Summary:

- A total of **3082** products sold.
- Most products served in one day: **141**
- Most popular products: **Fries; Chicken Dippers; Margherita Pizza.**

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Objective - SU Bar and Venue

Achievement

Edge Hill Students' Union Bar was delighted to receive a **Best Bar None Award with 100% Gold Standard**. It is the third consecutive year the SU Bar has received this accolade.

Below, find a summary of SU Bar and Venue activity for **May 19 – May 20 (please note, Edge Hill Students' Union commercial outlets were closed in March through the Summer due to COVID-19)**.

Student employment:

- No. of student staff: 19
- Over **4900 hours** worked by student staff
- Over **£47,000** paid to Edge Hill students in wages

SU Bar and Venue Sales Summary

- Total drinks sold: **120,000+ drinks sold**
- Most pints sold in one day: **230+ pints sold**
- Most popular drink: **Double Vodka Lemonade**

Best Bar None

The Best Bar None award is an industry recognised standard of responsible management and operation of licensed premises, ongoing improvements, and social responsibility. Best Bar None's goal is to help provide a safer night out to all.

The SU Bar's continued recognition under Best Bar None reflects its commitment to high standards, customer service, and customer safety.

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Future Plans

Whilst the Students' Union has been a well-run and financially stable organisation for many years, nothing could have prepared us for COVID-19 and the effects it had from March 2020 onwards.

The virus will undoubtedly affect our approach and services for the foreseeable future and certainly throughout the rest of 2020 and into 2021. Even as I write this, government policy, Chancellor's statements, regulatory changes, and public health guidance is changing all around us. What the next six to twelve months brings us could be anybody's guess.

However, with all that flux going on around us, our priority will be to sustain ourselves in order to be operational throughout the short, medium and longer term. In the first instance, our priority will be to act as a safe and responsible employer, and in that sense we have an opportunity before us to enhance what we do through cultural change in terms of both how we run as an organisation, and how we operate all our services for our students.

Working from home in addition to being operational across campus, using digital technology to communicate in a time-efficient manner, exploring student participatory models based on convenience rather than bureaucracy is the "new normal" and that term will in itself drive new innovations as we continue to improve. Doing what we've always done and how we've always done it will simply not be good enough nor achieve anything during or post-COVID 19.

I believe these changes will both help improve our relevance and credibility to our beneficiaries in addition to saving us precious resources in terms of time and money.

Specifically, we will be concentrating our efforts across four areas:

SMART(er) Student Voice

- We will be developing our customer relationship management (CRM) system and content management system (CMS) in order to communicate with our students in a much more specific way. Using a data sharing agreement that has been developed in partnership with the University, we will be segmenting our student body into dynamic and customised user groups, networks and listening forums in order to better inform our campaigns and representative positions to our stakeholders.

Student Opportunities

- We will be using the Investors in Volunteering Quality Standard as the framework for capturing the volunteering output and outcomes of all our students whether in societies, reps, trustees, to help them link in to future employability and career opportunities.
- We will also be providing our students with the opportunity to use the Students' Union Just Giving platform to enhance their ability to fundraise both for themselves and for other causes. In the first instance, we will aim this opportunity at our societies to help them improve fundraising as a skill, potentially raise more money as a result of improved accessibility, but also to do so in a cashless and secure way.

Democracy

- This coming year will not see a President in role due to a misconduct issue throughout the election period. Our Board of Trustees have taken the decision that for 2020/21, we will test a new model,

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namely three elected officer positions with portfolios and points of contact attached to each university faculty

- The Board of Trustees have also decided that over the course of the year we will evaluate the Student Council to establish whether it is fit-for-purpose/legitimate in line with the Quality Students' Union democracy indicator principle
- The Chief Executive will also continue over the course of the year his ongoing governance work in relation to the Charity Commission Governance Code principles making due recommendations for improvements

Commercial Services

- In relation to our commercial services, there is no doubt that COVID-19 has given us our greatest challenges as our hospitality and retail areas have been affected in a major way. We will of course react to all of the government, Public Health England, and university guidance that is laid out but it does remain critical to our future sustainability as an organisation that we try to maintain a level of service and income.
- Demand for our services is unknown as we do not know how students will react and respond once back on campus or what they will be allowed to do. On that basis, we have spent the summer period evolving our service in several areas which has led us to now offer Subway delivery via Just Eat and a Click and Collect service for our Stone Willy's Outlet whilst also moving from a physical to an online retail operation.
- Critically, our bar will be operating to a drastically reduced capacity in line with guidance whilst also having to close at 10pm as I write this. Time will tell whether students continue to want this type of social experience (table service, track and trace, distancing) but it will be closely monitored as there will still be a level of cost associated that the organisation will not be able to sustain over the medium to long term.

Implementing our plans above must remain flexible. We know that change is guaranteed and that both new opportunities and challenges will emerge. Agility is needed by the Students' Union if we are to respond to issues that we will have never had to before.

Financial Review

EHSU's gross income from all sources this year was £1,744,178. Total expenditure of £1,616,338 spent on the wide-ranging student benefits we provide, as well as the modest fundraising and other revenue-generating activities we undertake, left a profit for the year of £127,840, increasing EHSU's total reserves from £408,430 to £536,270.

EHSU has continued to benefit from the recognition and support of the University this year with an annual block grant received of £440,202 plus an uplift to prior year of £12,895. Exemptions available as part of the small companies regime have been taken advantage of.

To understand the years performance properly, it would be prudent to address this in two sections.

Pre-Lockdown (Aug19-Feb20)

We commenced 2019/20 with a forecast surplus of £10.3k. We reduced August's projected deficit by £30k and by the end of September had moved from a forecast break even position to a £46k surplus. Most lines of commercial income were up on budget, with just Admissions and Stalls (in relation to Welcome Week) underperforming at this stage. October again added to the surplus taking us £57.1k ahead of budget, but it also saw commercial income start to fall slightly below budget with issues starting

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to show on a few income lines. November was the first month where we fell below budget in the month but this did not have a great impact on the YTD results as gross profit and overheads continued to be well controlled. In December, despite being a short month due to the Christmas closure period, those falling income lines began to improve and a forecast deficit of £15.5k was turned into a break even position. We closed Term 1 £70.1k up on budget with a YTD surplus of £105.3k and Working Capital of £457.8k.

Term 2 began with the introduction of a new commercial outlet – Stone Willy's Kitchen – providing a takeaway food service to students to complement, rather than compete, with our Subway offering. Commercial had a great start performing well across all lines and what was forecast as a small deficit for the month was improved to an almost break even position. February brought about our second fall on budget so far with a £10k drop in wet income, with University strikes and subsequently reduced students on campus a leading factor, but again our continued focus on cost control saw us end February with a YTD surplus of £114.9k against a forecast surplus of £47.7k, and Working Capital of £469.4k. Off the back of these results, first drafts of the 2020/21 Budget had been forecast. Then we very quickly felt the impact of COVID-19 and like everyone across the world, within weeks everything changed.

COVID-19 and Sustainability (Mar20 onwards)

Following the news update from the University's Vice Chancellor on 12th March, which was centred on Coronavirus, we started work on looking at what this would mean for the Students' Union and our staff. We began with reducing the hours of operation for our commercial services in line with students beginning to depart from campus and in order to cut down on overheads. Staff considered at high risk from contracting the virus were asked to work from home and from 23rd March we decided to move to a skeleton staff structure in the office spaces to minimise contact. Face to face advice appointments were moved to telephone appointments and remote workers were asked to develop a three month work plan in conjunction with their line managers, in order to maintain service for the students. Commercially, this began to be a daily assessment of demand versus viability and safety, all the while bearing in mind that if the University closed the campus, then we too would have to close.

By 18th March we had put a suspension in place on all non-essential spend and rationale had to be provided from any staff members looking to make any purchase, prior to placing orders. A complete halt was also placed on the purchase of capital equipment. We moved from monthly to daily cash flow analysis, taking a proactive approach to protect our strong cash balance as we moved into an uncertain time. We began to cancel group events that had been planned, such as Society Awards and the Graduation Ball.

On 19th March we took the decision to close all commercial services excluding the Launderette. Student numbers on campus were reducing drastically by the day and it became no longer viable to keep these services open. This impacted our student staff who would now no longer have the Students' Union as a source of income, so we tried to support them by giving them information on current Government assistance packages, whilst we stayed hopeful that the UK Government would follow suit with a rescue package similar to that which the Irish Government had now put in place.

The Prime Minister's statement on 23rd March brought about the official lockdown start, and fortunately with the actions we had already put in place we were prepared for campus to close, and any remaining staff were now moved to remote working.

Our Board of Trustees were provided with an initial update from our CEO, outlining work that had commenced on assessing the financial sustainability of the Students' Union, alongside positive news of the Governments Coronavirus Job Retention Scheme (CJRS). March management accounts were prepared and we could already see the impact had begun with a deficit of £1.9k against a forecast

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surplus of £3k. 34 student staff were placed on furlough and from 1st April, 71% of permanent staff were also placed on furlough.

A reforecast of the 2019/20 budget was undertaken, based on 8 months actuals and 4 months reforecast. Due to the results of the first six months in particular we already had a strong surplus to help us through the final four months of the year, and following all commercial income being stripped out (excluding the Launderette which was to be used for key workers housed on campus), costs included being essential only and a schedule being implemented for furlough of staff, we produced a reforecast surplus target of £74.7k and a reduction in the year end cash balance of £24.4k.

Our first Financial Stability report was sent to the Board of Trustees on 9th April. This included a review of YTD financial results, 2019/20 budget and cash flow reforecast, reserves levels, free cash position, sensitivity analysis and solvency/liquidity ratios. The Board were also provided with an NCVO (National Charity for Voluntary Organisations) / CFG (Charity Finance Group) presentation from a webinar that had been attended by our Finance Manager regarding Charity finances and managing solvency. The Board were informed of the Government assistance we were able to make use of, which included the CJRS and the VAT deferral scheme.

The review of our level of reserves considered the effects on block grant, commercial contribution, breach of PCI DSS and HMRC retraction of catering VAT exemption on historical bar food income. There was increased uncertainty around the level of block grant we would receive in 2019/20 and whether we would receive a block grant at all in 2020/21, as the University were, understandably, going through the same process as ourselves with regard to reforecasting. Loss of commercial income was a certainty but we were confident that our balance sheet and the measures we were putting into place in terms of minimal expenditure, would support us. The concern lay with the fact that without commercial income in 2020/21 Term 1, we would be heavily reliant on the block grant by the time we reached January 2021. A decision was taken to increase our reserves levels from £100k to £225k, to ensure permanent staff could be paid in full and essential costs could be met over a minimum six month period commencing 1st August. This reduced our free cash position from £310k to £206.3k.

Both the block grant and commercial income were the focal point in our sensitivity analysis, where we analysed potential changes to income and expenditure to assess what the financial impact could be and whether we could continue with our strategic aims. We took into account the effects of social distancing and receipt of additional grants from the CJRS. The conclusion was that by 31st December 2020, without commercial income or block grant, our free cash position would have moved to a deficit of £30.2k. This reiterated even further the need to obtain confirmation from the University that we would receive a block grant for 2020/21 even if that was based on a reduced percentage at this stage.

When considering sustainability we also looked at solvency and liquidity ratios, in order to determine our ability to meet our debt obligations. Acceptable solvency ratios vary from industry to industry, but as a general rule of thumb, a solvency ratio of greater than 20% is considered financially healthy. Our YTD results produced a primary solvency ratio of 42% which was positive news with regards to our long-term financial health. Looking at short-term financial health we reviewed our liquidity ratio, using the working capital ratio of using cash/cash equivalents, marketable securities and accounts receivables to cover liabilities with a maturity rate of one year or less. Again a general rule of thumb was applied, with a liquidity ratio under 1 indicating that a company's short-term debts are greater than its assets. Our YTD results produced a liquidity ratio of 2.3 meaning that for every £1 of current debt we had, we also had £2.30 available to pay for the debt. What was also positive news was that 93% of our current assets at this stage were either already cash, or were accounts receivables, which could be collected more quickly than stock, confirming we were in a strong liquid and solvent position.

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The addition of the NCVO/CFG presentation for the Board, substantiated the work we had completed to date to produce this first COVID update:

- Review income and expenditure
- Review contracts: terminate / delay where possible
- Review grants: speak to funders
- Review assets: can any be liquidated if required
- Review reserves: what is the impact
- Access Government rescue packages
- Review cash flow forecast: vital tool / keep adjusting / test expectations
- Communicate with debtors / creditors / HMRC / banks
- Take professional advice
- Create a crisis plan and continually monitor

Our next Board update followed on 1st May, the purpose being to review any changes over the previous three weeks and any management decisions made to impact the financial stability of the Students' Union moving forward. This update showed that careful cash management and extended access to Government COVID-19 assistance had improved our re-forecasted year end position and strengthened our reserves to the end of 2020/21 Term 1. This was the result of the CJRS being extended to 30th June, our 30th April VAT return moving from a repayment to a payment but being deferred to March 2021, receipt of some retro income and finally receiving agreement that Graduation Ball entertainment deposits would be refunded. We received positive feedback from the University's Deputy Vice-Chancellor, with regards to our approach to sustaining the Students' Union and confidence in our liquidity, but also an understanding of our reliability on the 2020/21 block grant. We weren't able to gain complete assurance on this at this stage as the University were still constructing their 2020/21 institutional budget so we continued to include it in our sensitivity analysis. The additional month of CJRS grant showed an improvement of £24.7k to our reserves, increasing our forecast free cash position at 31st December 2020 from a deficit of £30.2k to a deficit of £5.5k.

Our final Board update before our July Board of Trustees meeting was on 19th June. The Board were provided with our 2020/21 operating budget, which had been presented to the University's Resources Committee by our CEO on 15th June. The University confirmed that we would receive block grant funding in 2020/21. This backed up the 21st May confirmation we had received from the University's Director of Finance that 2020/21 block grant would be provided for albeit with a sensitivity analysis which we ensured we were mindful of in our forecasts. By this stage we had moved from a forecast cash loss of £24k to a forecast cash gain of £10k, on the original cash flow forecast for 2019/20. Staff on furlough were being reviewed every three weeks and changes made as necessary to suit business demand and/or make additional savings. Reserves levels and sensitivity were reviewed against May results, at which point we were £1.8k up on the reforecast budget with a surplus of £95.4k (£54.1k up on original budget). June brought about a break even position against budget and the introduction of an online Graduation Shop had already brought about pre-orders of £4.3k towards Julys results which were £29.7k up on budget.

Despite the exceptionally challenging second half of the year, the performance of the first half of the year, combined with cautionary spend and assistance from the CJRS in which we were able to access £153k of grant funding to enable the furlough and retention of our staff, we must still take success from the year. We closed the year £53k up on the reforecast budget and £117k up on original budget. Having closed 2018/19 with a surplus of £64k, and taking into account that we didn't invest from reserves in 2018/19, we produced a year on year improvement of £119k.

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Notable points at year end were:

- Block grant was reduced from £453,870 to £440,202 due to the University's income reforecast reducing from £120m to £119.296m as a result of COVID-19
- Addition of a £74k service charge in relation to our commercial spaces which was subsidised by an additional grant from the University
- A further additional grant agreed by the University to cover £17k of irrecoverable VAT incurred as a result of VAT on our commercial rent and service charge
- Income was strong across the majority of commercial lines
- Gross Profit targets continued to be met throughout the year with any stock losses due to COVID-19 moved to overheads
- NUS "Return My Beer" scheme was utilised to help reduce these losses
- £10k underspend on reforecast overheads
- Staff development and staff recognition lines were well utilised
- Annual leave was taken by and paid to staff during furlough to lessen the impact on 2020/21 staff resources
- Depreciation policy was adhered to, writing down assets at year end with a net book value of 15% of original cost
- Insurance premium was partially refunded by £2.1k, a £2k advance provided for by Zurich in relation to a business interruption claim as a result of COVID-19 plus a further £14k accrued based on estimated settlement figures
- Designated Reserves were utilised on equipment for our new digital communications assistant to enhance our digital content and expand our student engagement, refurbishment of retail shelving/storage, a new fridge in the SU Shop, continuation of our BUPA health plan for staff, a new Student Adviser and a new Bar Supervisor

Reserves Level

A robust reserves policy explains to stakeholders, such as students and the University, why the Union is holding a particular amount of reserves. It gives confidence that the Union's finances are being properly managed, and provides an indicator of future income requirements and overall sustainability.

Developing a reserves policy assists in:

- strategic planning, by considering how new projects/activities will be funded
- informing the budget process, by considering whether reserves need to be drawn down or built up
- informing the risk register, by identifying uncertainty in future income streams

The Union's aim, in line with Charity Commission CC19 guidance, is to maintain a policy on reserves which establishes a level of reserves that is right for our charity, is used to manage uncertainty, and if reserves are to be held to fund future purchases/activities, explains how and when reserves will be spent.

A risk based target reserves level is set through the reserves policy to ensure the Union is able to continue with its objectives, and this is the level which 'general funds' should not fall below. If there is a shortfall then Trustees need to be aware of why this has happened, whether it is short or long term and what actions will be taken to bring the reserves back into line with target.

Where there are general funds available in excess of the target reserves level, and where there is a strategic rationale, these funds can be ring-fenced for a particular purpose by Trustees to be spent over the next few years. These funds then become referred to as 'designated funds'. Funds may be moved between purposes or new ones created, but the overall amount the Trustees have designated will not increase throughout the year. The overall amount can decrease if the Trustees feel it is appropriate to release funds back into

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unrestricted reserves should they feel it is no longer necessary to have them designated, for example if there were a shortfall in the target reserves level.

When calculating the amount of reserves to be held, the Trustees must consider the amount of unrestricted funds that are readily available. This is because spending some of these funds may adversely impact on the Union's ability to deliver its aims. Items that the Trustees should exclude from reserves are:

- Tangible fixed assets (used to carry out the Union's activities, such as commercial equipment)
- Intangible fixed assets and investments (held solely to further the Union's purpose, such as the Subway franchise and the trading subsidiary)
- Designated funds (set aside to meet future essential spending, such as depreciation of future assets, a commitment to staff wellbeing, expanding the student engagement service we offer)

The Union receives grant income from the University to spend on its charitable aims – the objects for which it is registered as a charity with the Charity Commission. The Union also receives income from trading activities carried out specifically to fulfil its charitable objectives. This is known as 'primary purpose' trading. The Union's exemption from paying corporation tax on this income is based on the proviso that this income is applied to its charitable purposes. It is therefore a presumption that Union income will be spent rather than retained. This therefore places a requirement on Trustees to use the funds the Union receives or have good reasons for keeping funds back and not spending them. This is where a reserves policy and continual review of where the Union's reserves are in comparison to its target reserves level is crucial.

With consideration to the current impact of COVID-19 we continue with our risk-based approach to reserves. We analysed the main financial risks to the organisation, which were deemed to be loss of block grant and loss of trading ('primary purpose') income. We scored each risk and identified the requirements to keep the risks to a minimum level. We determined that the main risk presented (in terms of risk assessment and requirement) is loss of trading income through a major incident, affecting Term 1 in particular.

What the Union experienced from COVID-19 was an estimated drop in trading income of £500k between March and October 2020. Not all of this had to be funded immediately because swift cost reduction took place on non-essential expenditure, government finance schemes were utilised and cash (95% of assets) was strong. However, 50% of this loss related solely to Term 1, which is the Union's most productive term with regards to trading income.

Should another major event occur nationwide then it wouldn't be unreasonable to assume there would once again be government support, but should a major event impact just the Union, then this is where there would be an immediate funding requirement which would need to come from reserves. On this basis and with the intention of future sustainability and continued activities, the Union will hold general reserves of £110k, in order to allow the Union time to take up opportunities to diversify income streams, buffer the cash flow requirements of essential expenditure and employee retention, and maintain sustainability.

The 2020/21 budget is being continuously monitored, updated with actuals and re-forecast as new information arises or management decisions on particular costs are made. This has resulted in an improvement to the year end forecast from £294k deficit to £99k deficit. This includes continued access to the Coronavirus Job Retention Scheme.

At the start of the 2019/20 financial year Trustees approved £80k of designated funds from unrestricted reserves. The balance rolled over into 2020/21 for future use was £24.4k. These funds will continue to be spent on office equipment to enable a covid safe workplace, staffing and staff wellbeing initiatives over the next two years. Office equipment spend was committed to in the first quarter to prepare for Term 1, staffing spend will be committed to in the second half of the year (if still appropriate) and staff wellbeing spend is being committed to equally on a monthly basis over the year. The forecast split of designated reserves expenditure for 2020/21 is £18,456 and for 2021/22 is £5,963. The split of funds allocated in a single year may not remain static throughout the year and may be moved between fund pots, or new pots created should

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this be deemed appropriate for the Union. The total amount of designated funds however will not increase throughout the year.

There are no plans for the Union to hold any restricted reserves in 2020/21.

Free reserves at 30th November 2020 are therefore:

	£
Unrestricted funds	522,121
Fixed Assets / Investments	(22,502)
Designated reserves: office equipment	(5,654)
Designated reserves: staffing	(11,500)
Designated reserves: staff wellbeing	(2,730)
Restricted funds	0
<i>Free Reserves</i>	<i>479,735</i>

The Union's free reserves show sufficient funds to cover the agreed reserves target of £110k as defined within the reserves policy. This also confirms that there are sufficient funds as required to maintain the financial stability of the Students' Union moving forward. The excess of free reserves will be reviewed to determine whether short or long term, and if long term, a recommendation will be put forward to Trustees to designate additional funds against future spend (2021/22 onwards) in line with strategic objectives.

The reserves policy will be reviewed annually during the budget process, or sooner if deemed appropriate, in accordance with Charity Commission (CC19) guidance. The Union is committed to ensuring that the organisation is run in a financially sustainable way.

Proactively managing the reserves target will be a valued contribution to achieving the delivery of the Union's objectives and benefits for its students, therefore the target will be reviewed on a monthly basis as part of the management accounts process.

Designated funds will be administered where appropriate to comply with accounting standards and to give the clearest information to stakeholders.

Signed on behalf of the Board of Trustees on 15/12/2020



Sarah Ellis

Trustee

EDGE HILL STUDENTS' UNION LIMITED

TRUSTEES' RESPONSIBILITIES

YEAR ENDED 31 JULY 2020

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

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

We are responsible for keeping adequate accounting records that are sufficient to show and explain the Union's transactions, 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 Charities (Accounts and Reports) Regulations 2008 and the provisions of the Union's constitution. We are also responsible for safeguarding the assets of the Union and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

EDGE HILL STUDENTS' UNION LIMITED

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS

YEAR ENDED 31 JULY 2020

Opinion

We have audited the financial statements of Edge Hill Students' Union Limited for the year ended 31 July 2020 which comprise the Statement of Financial Activities, Balance Sheet, 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, including Financial Reporting Standard 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

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 2019 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; 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 Auditor's 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 auditor's report 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.

EDGE HILL STUDENTS' UNION LIMITED

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS

YEAR ENDED 31 JULY 2020

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.

Opinions on other matters prescribed by the Companies Act 2006

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

- the information given in the trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In 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 directors' report included within the trustees' report.

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

- adequate accounting records have not been kept; 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 prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the trustees' report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 20, 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.

EDGE HILL STUDENTS' UNION LIMITED

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS

YEAR ENDED 31 JULY 2020

Auditor's 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 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.

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. This description forms part of our auditor's report.

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 auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the 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.



M Jayson, FCA

Senior Statutory Auditor

For and on behalf of

Crowe U.K. LLP

Statutory Auditor

The Lexicon

Mount Street

Manchester

M2 5NT

8 January 2020

EDGE HILL STUDENTS' UNION LIMITED

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31 JULY 2020

		2020		2019	
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
INCOME FROM:					
Donations	2	605,587	220,944	826,531	590,487
Charitable activities	3	907,964	-	907,964	1,152,472
Other trading income	4	7,802	-	7,802	10,584
Investments	5	1,881	-	1,881	1,278
		<hr/>	<hr/>	<hr/>	<hr/>
		1,523,234	220,944	1,744,178	1,754,821
EXPENDITURE ON:					
Generating funds	6	1,607	-	1,607	6,429
Charitable activities	8	1,392,461	220,944	1,613,405	1,676,481
Other trading activities	6	1,326	-	1,326	7,636
		<hr/>	<hr/>	<hr/>	<hr/>
Total resources expended		1,395,394	220,944	1,616,338	1,690,546
		<hr/>	<hr/>	<hr/>	<hr/>
Net incoming resources		127,840	-	127,840	64,275
		<hr/>	<hr/>	<hr/>	<hr/>
Total funds brought forward		408,430	-	408,430	344,155
		<hr/>	<hr/>	<hr/>	<hr/>
Total funds carried forward		536,270	-	536,270	408,430

The charity has no recognised gains or losses other than the results as set out above. All of the activities of the charity are classed as continuing.

The notes on pages 37 to 51 form part of these financial statements.

EDGE HILL STUDENTS' UNION LIMITED

BALANCE SHEET

Company Number 07329036

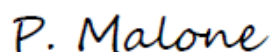
FOR THE YEAR ENDED 31 JULY 2020

		2020	2019
	Note	£	£
Fixed assets			
Tangible assets	10	25,681	76,937
Intangible assets	11	1,393	2,273
Investments	12	100	100
		<hr/>	<hr/>
		27,174	79,310
Current assets			
Stock	13	44,022	41,465
Debtors	14	154,537	31,856
Cash at bank and in hand		469,484	358,078
		<hr/>	<hr/>
		668,043	431,399
Creditors			
Falling due within one year	15	<u>(158,947)</u>	<u>(102,279)</u>
		<hr/>	<hr/>
Net current assets		509,096	329,120
		<hr/>	<hr/>
Total assets less current Liabilities		536,270	408,430
		<hr/>	<hr/>
Funds			
Unrestricted funds	16	536,270	408,430
Restricted funds	16	-	-
		<hr/>	<hr/>
		536,270	408,430
		<hr/>	<hr/>

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and were approved by the Board of Trustees on 15/12/2020 and are signed on their behalf by:



Sarah Ellis
Trustee



Paul Malone
Chief Executive

The notes on pages 37 to 51 form part of these financial statements.

EDGE HILL STUDENTS' UNION LIMITED

CASH FLOW STATEMENT

FOR THE YEAR ENDED 31 JULY 2020

	2020		2019	
	£	£	£	£
Cash inflows / (outflows) from operating activities		131,808		178,012
Net cash provided by operating activities, interest	1,881		1,278	
<i>Cash Flows from investing activities</i>				
Purchase of fixed assets	(22,283)		(8,907)	
Net cash applied to investing activities		(20,402)		(7,629)
Change in cash and cash equivalents in the year.		111,406		170,383
Cash and cash equivalents at the beginning of the year		358,078		187,695
Cash and cash equivalents at the end of the year		469,484		358,078

	2020	2019
	£	£
Net movement in funds for the reporting period (as Per the Statement of Financial Activities)	127,840	64,275
Adjustments for:		
Loss on disposal of fixed assets	4,372	-
Interest receivable	(1,881)	(1,278)
Depreciation	70,047	93,815
(Increase)/decrease in stocks	(2,557)	(9,310)
(Increase)/decrease in debtors	(122,681)	53,487
Increase/(decrease) in creditors	56,668	(22,977)
Net cash provided by operating activities	131,808	178,012

The notes on pages 37 to 51 form part of these financial statements.

EDGE HILL STUDENTS' UNION LIMITED

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2020

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) (SORP) (FRS102), and in accordance with applicable charity law.

The Trustees consider the entity to be a public benefit entity.

The statement of financial activities (SOFA) and balance sheet consolidate the financial statements of the charity and its subsidiary undertaking. The results of the subsidiary are consolidated on a line by line basis.

A separate Statement of Financial Activities, or income and expenditure account, has not been prepared for the charity itself as permitted by section 408 of the Companies Act 2006.

The charitable purposes of the Students' Union are "to represent, support and enhance the lives of Edge Hill Students."

The registered office is Edge Hill Students' Union, The Hub, St Helen's Road, Ormskirk, Lancashire, L39 4QP. The entity is a private company limited by guarantee, incorporated and registered in England and Wales.

Fund accounting

Unrestricted funds are incoming resources receivable or generated for the objectives of the charity with no further specified purpose and which can be used in accordance with the charitable objects at the discretion of the trustees. Restricted Funds include funds that have been received from Edge Hill University to be used for rental payments.

Going concern basis of accounting

The accounts have been prepared on the assumption that the charity is able to carry on business as a going concern which the director and trustees consider appropriate. The Charity has had confirmation from Edge Hill University that Grant funding will remain in place for the foreseeable future.

In their assessment of going concern the directors have considered the current and developing impact on the business as a result of the COVID19 virus.

This has had a significant and immediate impact on the company's operations, turnover and cash flow. At the present time, it is not clear how long the current circumstances are likely to last and what the long term impact will be.

The directors have updated their annual budgets and forecasts based on current estimates of the impact of the current crisis, undertaking the following actions in order to ensure that they have sufficient facilities in place to meet their operating cash requirements for the foreseeable future:

EDGE HILL STUDENTS' UNION LIMITED

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2020

- Obtained confirmation from the University of the level of Block Grant for 2020/21
- Updated the 2020/21 budget with actual results as each month closes
- Placed the 2020/21 budget under continual reforecast as a response to government/lockdown changes occur
- Continued to access government financial assistance through the Coronavirus Job Retention Scheme
- Planned for an application to the Job Retention Bonus scheme in April 2021 for furloughed staff retained during the pandemic
- Liaised with staff to reduce working hours, where demand has fallen, in order to access the Job Support Scheme once implemented by the government in December 2020
- Reduced non-essential expenditure
- Delayed forecast recruitment to 2021/22 in favour of securing current staff roles
- Reviewed all commercial operations, ensuring they operate in line with ever changing government regulations, and adding additional offerings to certain services where permitted in order to increase income / cash flow
- Amended operating hours of commercial operations, balancing the presence of customers on campus with core trading periods, in order to reduce part time staff costs

Having regard to the above, the directors are already forecasting a significant improvement to the 2020/21 accounts and cash position, and therefore believe it appropriate to adopt the going concern basis of accounting in preparing the financial statements.

Incoming resources

All incoming resources are recognised in the Statement of Financial Activities (SOFA) when the Charity is legally entitled to the income and the amount can be quantified with reasonable certainty. Incoming resources are not shown net of expenditure.

Resources expended

All expenditure is accounted for on an accruals basis and is stated net of VAT. Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. It includes both costs which can be directly allocated to activities and those costs of an indirect nature necessary to support them.

Costs are allocated between the expenditure categories of the SOFA based on usage of the resource.

Where costs cannot be directly allocated they are apportioned based on the proportion of direct costs and recognised in SOFA. Governance costs are those incurred in connection with compliance with constitutional and statutory requirements.

EDGE HILL STUDENTS' UNION LIMITED

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2020

1. ACCOUNTING POLICIES (*continued*)

Tangible assets

Depreciation is provided, at the following annual rates in order to write off each asset over its estimated useful life:

Office equipment	50% Reducing balance and then written off in 3 rd year
Rebranding Works	20% Straight line
Shop equipment	50% Reducing balance and then written off in 3 rd year
Bar & Bar Food equipment	50% Reducing balance and then written off in 3 rd year
Subway fixtures & fittings	33% Straight line
Subway equipment	50% Reducing balance and then written off in 3 rd year

Intangible assets

Depreciation is provided, at the following annual rates in order to write off each asset over its estimated useful life:

Amortisation	20% Straight line
--------------	-------------------

Investments

Investments are stated at the trustees' estimate of the market value of the shares at the balance sheet date.

Stock

Stock is stated at the lower of cost and net realisable value, after making due allowance for obsolete and slow-moving items. Cost includes all direct expenditure and an appropriate proportion of fixed and variable overheads.

Debtors

Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.

Cash and cash equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

Financial Instruments

The charity only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable, loans from banks and other third parties, loans to related parties and investments in non-puttable ordinary shares.

EDGE HILL STUDENTS' UNION LIMITED

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2020

Creditors

Short term creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

Taxation Status

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

Leased assets

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged to the profit and loss account on a straight line basis over the lease term.

Judgements in applying accounting policies and key sources of estimation uncertainty

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

(i) Useful economic lives of tangible assets

The annual depreciation charge for tangible assets is sensitive to changes in the estimated useful economic lives and residual values of the assets. The useful economic lives and residual values are re-assessed annually. They are amended when necessary to reflect current estimates, based on technological advancement, future investments, economic utilisation and the physical condition of the assets. See note 11 for the carrying amount of the property plant and equipment, and note 1.4 for the useful economic lives for each class of assets.

(ii) Clubs & Societies

The income and expenditure of EHSU Clubs & Societies has not been included in these accounts, as they are not within the control of the Charity. The charity holds funds as a custodian on behalf of the Clubs & Societies. Grants issued to clubs and societies by EHSU amounted to £664 in the year to 31 July 2020. Of this they spent £372 and returned £292.

Amounts held by the Union on behalf of Clubs & Societies as at 31 July 2020 was £14,877 (2019: £16,213).

2. DONATIONS

Unrestricted income comprises grant receivable of £453,097 (2019: £443,959) from Edge Hill University (EHU) to enable the Union to pursue its objectives and £152,490 (2019: £nil) from the Government's Coronavirus Job Retention Scheme.

EDGE HILL STUDENTS' UNION LIMITED

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2020

Restricted voluntary income includes grant receivable of £220,944 (2019: £146,528) from EHU for the groups premises rental and service charge payments.

	Unrestricted funds	Restricted funds	Total 2020
	£	£	£
Grant income			
Edge Hill University	453,097	220,944	674,041
Coronavirus Job Retention Scheme	152,490	-	152,490
	<u>605,587</u>	<u>220,944</u>	<u>826,531</u>
	Unrestricted funds	Restricted funds	Total 2019
	£	£	£
Grant income			
Edge Hill University	443,959	146,528	590,487
Coronavirus Job Retention Scheme	-	-	-
	<u>443,959</u>	<u>146,528</u>	<u>590,487</u>

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds	Restricted funds	Total 2020
	£	£	£
Bar	325,796	-	325,796
Food	-	-	-
Events	86,351	-	86,351
Games	7,942	-	7,942
Retail	150,676	-	150,676
Subway	262,873	-	262,873
Stone Willy's Kitchen	11,401	-	11,401
Launderette	21,018	-	21,018
Other	41,907	-	41,907
	<u>907,964</u>	<u>-</u>	<u>907,964</u>

EDGE HILL STUDENTS' UNION LIMITED

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2020

	Unrestricted funds £	Restricted funds £	Total 2019 £
Bar	402,722	-	402,722
Food	11,859	-	11,859
Events	134,722	-	134,722
Games	6,658	-	6,658
Retail	197,080	-	197,080
Subway	354,667	-	354,667
Stone Willy's Kitchen	-	-	-
Launderette	29,751	-	29,751
Other	15,013	-	15,013
	<hr/>		
	1,152,472	-	1,152,472

4. OTHER TRADING ACTIVITIES

	Unrestricted funds 2020 £	Total 2020 £	Unrestricted Funds 2019 £	Total 2019 £
Advertising	7,802	7,802	10,584	10,584
	<hr/>			

5. INVESTMENT INCOME

	Unrestricted funds 2020 £	Total 2020 £	Unrestricted Funds 2019 £	Total 2019 £
Bank interest received	1,881	1,881	1,278	1,278
	<hr/>			
	1,881	1,881	1,278	1,278

6. COST OF GENERATING FUNDS

	Total 2020 £	Total 2019 £
Wages and salaries	1,607	6,429
	<hr/>	
	1,607	6,429

Included within the above is support costs of £1,607 (2019: £2,035).

EDGE HILL STUDENTS' UNION LIMITED

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2020

OTHER TRADING ACTIVITIES	Total 2020 £	Total 2019 £
Advertising	1,326	7,636
	<hr/>	<hr/>
	1,326	7,636

Included within the above is support costs of £1,200 (2019: £2,123).

7. SUPPORT COSTS

	Total 2020 £	Total 2019 £
Wages and salaries	203,490	208,413
Pension costs	2,592	2,131
Rent	220,943	146,530
Staff development	1,930	1,728
Recruitment costs	4,200	-
Staff recognition	1,753	-
Office costs	2,266	2,905
Professional fees	8,011	3,211
Finance charges	3,523	661
Depreciation	5,579	11,654
Subscriptions and affiliations	27,668	32,203
Marketing & advertising	50	-
Irrecoverable VAT	25,085	13,753
Insurance	6,897	11,790
Sundry expenses	36	142
Designated Reserves: Capital expenditure	2,475	-
Designated Reserves: Staff Wellbeing	3,298	-
	<hr/>	<hr/>
	519,796	435,121
Governance costs		
Auditors remuneration	7,100	7,850
Trustee indemnity insurance	1,333	952
Trustee expenses*	2,081	3,443
	<hr/>	<hr/>
	10,514	12,245
	<hr/>	<hr/>
	530,310	447,366

* Training, travel costs and subsistence

EDGE HILL STUDENTS' UNION LIMITED

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2020

8. EXPENDITURE ON CHARITABLE ACTIVITIES

	Activities undertaken directly £	Allocation of support costs £	Total 2020 £	Total 2019 £
Democracy	97,920	59,003	156,923	147,426
Advice and Representation	105,950	54,383	160,333	185,027
Activities	43,935	54,681	98,616	108,602
Bar	229,906	74,420	304,326	306,605
Food	20,953	25,264	46,217	34,176
Events	135,276	74,215	209,491	250,777
Games	910	884	1,794	2,278
Retail	170,901	74,433	245,334	256,289
Subway	280,152	88,657	368,809	378,635
Launderette	-	21,562	21,562	6,664
	<u>1,085,903</u>	<u>527,502</u>	<u>1,613,405</u>	<u>1,676,479</u>

The allocation of support costs was been amended in the year ended 31 July 2019 to better reflect the support resources utilised for each charitable activity.

9. STAFF COSTS AND NUMBERS

Union	Total 2020 £	Total 2019 £
Wages and salaries	674,056	707,382
National insurance	46,186	44,937
Pension costs	9,690	9,346
	<u>729,932</u>	<u>761,665</u>
Staff numbers	Total 2020 £	Total 2019 £
Charitable activities	16	21
Trading	53	49
Support	6	8
	<u>75</u>	<u>78</u>

During the year, there were severance payments totalling £nil (2019: £34,953) paid to employees.

EDGE HILL STUDENTS' UNION LIMITED

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2020

Higher paid staff

One member of staff was paid between £60,000 and £70,000 (2019: One). This relates to gross pay only.

£75,096 was paid to key management personnel (2019: £73,335). This consists of gross pay, employers national insurance and employer's pension contributions.

10. TANGIBLE FIXED ASSETS

	Office Equip	Rebranding Works	Shop Equip	Bar & Kitchen Equip	Subway F&F	Subway Equip	Stone Willy's	Total
	£	£	£	£	£	£	£	£
Cost or valuation								
At 1 August 2019	37,590	14,252	19,555	81,584	101,667	45,082	-	299,730
Transfers	-	-	-	-	-	-	-	-
Additions	1,163	-	2,925	9,301	-	895	8,000	22,284
Disposals	(8,295)	-	(600)	(22,505)	-	-	-	(31,400)
At 31 July 2020	<u>30,458</u>	<u>14,252</u>	<u>21,880</u>	<u>68,380</u>	<u>101,667</u>	<u>45,977</u>	<u>8,000</u>	<u>290,614</u>
Depreciation								
At 1 August 2019	34,507	6,178	16,281	66,945	70,469	28,413	-	222,793
Transfers	-	-	-	-	-	-	-	-
Charge for the year	2,652	2,850	4,561	16,620	30,992	9,159	2,333	69,167
Disposals	(7,055)	-	(490)	(19,482)	-	-	-	(27,027)
At 31 July 2020	<u>30,104</u>	<u>9,028</u>	<u>20,352</u>	<u>64,083</u>	<u>101,461</u>	<u>37,572</u>	<u>2,333</u>	<u>264,933</u>
Net book value								
At 31 July 2020	<u>354</u>	<u>5,224</u>	<u>1,528</u>	<u>4,297</u>	<u>206</u>	<u>8,405</u>	<u>5,667</u>	<u>25,681</u>
At 31 July 2019	<u>3,083</u>	<u>8,074</u>	<u>3,274</u>	<u>14,639</u>	<u>31,198</u>	<u>16,669</u>	<u>-</u>	<u>76,937</u>

EDGE HILL STUDENTS' UNION LIMITED

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2020

11. INTANGIBLE ASSETS

	Subway Franchise £
Cost or valuation	
At 1 August 2019	4,400
At 31 July 2020	4,400
Depreciation	
At 1 August 2019	2,127
Charge for the year	<u>880</u>
At 31 July 2020	3,007
Net book value	
At 31 July 2020	<u>1,393</u>
At 31 July 2019	<u>3,153</u>

12. INVESTMENTS

	2020 £	2019 £
Edge Hill Students' Union Trading Limited	<u>100</u>	<u>100</u>

Edge Hill Students' Union Bar Limited was incorporated on 17 July 2013 and commenced trading on 19 September 2013 and is a wholly owned subsidiary of the Union.

On 22 May 2014 the company's name changed to Edge Hill Students' Union Trading Limited.

The subsidiary company number is 08613438 and registered address is The Hub, St Helens Road, Ormskirk, Lancashire, L39 4QP.

The company has been dormant during the whole of the reporting period.

13. STOCK

	2020 £	2019 £
Bar stock	7,780	3,894
Subway stock	2,720	3,940
Shop stock	32,622	33,631
Stone Willy's Kitchen stock	900	-
	<u>44,022</u>	<u>41,465</u>

EDGE HILL STUDENTS' UNION LIMITED

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2020

14. DEBTORS

	2020	2019
	£	£
Amounts falling due within 1 year:		
Trade debtors	3,221	15,952
Prepayments	15,841	2,133
VAT	17,924	-
Other debtors	117,551	13,771
	<u>154,537</u>	<u>31,856</u>

15. CREDITORS

	2020	2019
	£	£
Amounts falling due within 1 year:		
Amounts due to subsidiary	128	128
Trade creditors	129,598	31,449
Accruals	8,506	18,936
Taxation and social security	12,630	20,266
VAT	-	17,987
Other creditors	8,085	13,313
	<u>158,947</u>	<u>102,279</u>

16. ANALYSIS OF MOVEMENT FUNDS

	At 1 August 2019 £	Incoming resources £	Outgoing resources £	Transfers £	At 31 July 2020 £
Unrestricted Funds					
Unrestricted fund - charity	408,430	1,523,234	(1,339,813)	(80,000)	511,851
Designated Reserves:					
Capital			(16,157)	25,276	9,119
Staff			(36,126)	47,626	11,500
Wellbeing			(3,298)	7,068	3,770
	<u>408,430</u>	<u>1,523,234</u>	<u>(1,395,394)</u>	<u>-</u>	<u>536,270</u>
Restricted Funds					
Rent Grant – Union	-	220,944	(220,944)	-	-
Rugby Football Union	-	-	-	-	-
	<u>-</u>	<u>220,944</u>	<u>(220,944)</u>	<u>-</u>	<u>-</u>
Total Funds	<u>408,430</u>	<u>1,744,178</u>	<u>(1,616,338)</u>	<u>-</u>	<u>536,270</u>

EDGE HILL STUDENTS' UNION LIMITED

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2020

	At 1 August 2018 £	Incoming resources £	Outgoing resources £	Transfers £	At 31 July 2019 £
Unrestricted Funds					
Unrestricted fund - charity	342,233	1,608,293	(1,542,096)	-	408,430
Restricted Funds					
Rent Grant – Union	-	146,528	(146,528)	-	-
Rugby Football Union	1,922	-	(1,922)	-	-
	1,922	146,528	(148,450)	-	-
Total Funds	344,155	1,754,125	(1,690,546)	-	408,430

Designated Reserves expenditure

Trustees approved unrestricted funds of £80,000 to be ring-fenced as designated funds at the start of the financial year. The purpose of this was to provide for future spend on equipment, staffing and staff wellbeing. At 31 July 2020 there was a balance of £24,419 in designated funds to be carried over to 2020/21.

Rent grants

The Union receives funding from the University to pay for the space occupied in the University's buildings.

Rugby Football Union

The Union received £2,000 from RFU in the previous years to increase the participation in, and development of, Touch Rugby. This balance was transferred in the year ended 31 July 2019 to Edge Hill University following the transfer of sports teams to the University.

Net Assets by Fund

	Unrestricted £	Restricted £	2020 Total £
Investments	100	-	100
Intangible Assets	1,393	-	1,393
Tangible Assets	25,681	-	25,681
Current Assets	668,043	-	668,043
Current Liabilities	(158,947)	-	(158,947)
	536,270	-	536,270

EDGE HILL STUDENTS' UNION LIMITED

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2020

	Unrestricted	Restricted	2019
	£	£	Total
			£
Investments	100	-	100
Intangible Assets	2,273	-	2,273
Tangible Assets	76,937	-	76,937
Current Assets	431,399	-	431,399
Current Liabilities	(102,279)	-	(102,279)
	<u>408,330</u>	<u>-</u>	<u>408,330</u>

17. LIMITED BY GUARANTEE

The company has no share capital as it is limited by guarantee.

The liability of each member is limited to £1, being the amount that each member undertakes to contribute to the assets of the company in the event of it being wound up while he is a member or within one year after he ceases to be a member, for -

- payment of the company's debts and liabilities contracted before he ceases to be a member,
- payment of the costs, charges and expenses of winding up, and
- adjustment of the rights of the contributories among themselves.

18. TRANSACTIONS WITH RELATED PARTIES

The Sabbatical Officer Trustees received remuneration and reimbursement of expenses for their service in office which amounted to:

	Salary	Expenses	Total
	£	£	£
Bethany Beaton	21,458	479	21,937
Callum Chambers	1,626	-	1,626
Molly Houghton	22,187	777	22,964
Eleanor Pither	1,626	-	1,626
Molly Smallwood	20,771	479	21,250
Kate Vickers	20,902	347	21,249
	<u>88,570</u>	<u>2,082</u>	<u>90,652</u>

No independent trustees (2019: two) received reimbursement of travel expenses (2019: £130). Sabbatical officers received employer pension contributions of £1,074 (2019: £1,256). No trustee received any benefits in kind.

The Union is in receipt of a recurrent grant from Edge Hill University of £453,097 (2019: £443,959). The block grant receivable at the year-end was £nil (2019: £nil).

EDGE HILL STUDENTS' UNION LIMITED

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2020

In addition, the Union is in receipt of rental grants of £220,944 (2019: £146,528) for the University space occupied by the Union and its subsidiaries, which this year also included service charges of £74,413 (2019: £nil). The amount of rent grant receivable at the year-end was £91,973 (2019: £7,991). The Union paid the University the equivalent amount for rent. Rent owing at the year-end was £91,973 (2019: £7,991).

As at 31 July 2020, the amount owed by the Parent company to the Subsidiary was £128 (2019: £128). The subsidiary was dormant throughout the period.

19. FINANCIAL INSTRUMENTS

Financial assets measured at amortised cost:

	2020	2019
	£	£
Cash	469,484	358,078
Trade debtors	3,221	15,953
Other debtors	117,551	13,771
	<hr/>	<hr/>
	576,226	387,802

Financial liabilities measured at amortised cost:

	2020	2019
	£	£
Trade creditors	129,598	31,449
Accruals	8,506	18,936
Other creditors	8,085	13,313
Amounts due to Subsidiary	128	128
	<hr/>	<hr/>
	146,317	63,826

EDGE HILL STUDENTS' UNION LIMITED

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2020

20. SUMMARY STATEMENT OF FINANCIAL ACTIVITIES FOR THE PRIOR YEAR

	2019		
	Unrestricted funds	Restricted funds	Total funds
Note	£	£	£
INCOME FROM:			
Donations	443,959	146,528	590,487
Charitable activities	1,152,472	-	1,152,472
Other trading income	10,584	-	10,584
Investments	1,278	-	1,278
	<u>1,608,293</u>	<u>146,528</u>	<u>1,754,821</u>
EXPENDITURE ON:			
Generating funds	6,429	-	6,429
Charitable activities	1,528,031	148,450	1,676,481
Other trading activities	7,636	-	7,636
	<u>1,542,096</u>	<u>148,450</u>	<u>1,690,546</u>
Total resources expended			
	<u>1,542,096</u>	<u>148,450</u>	<u>1,690,546</u>
Net incoming resources	<u>66,197</u>	<u>(1,922)</u>	<u>64,275</u>
Total funds brought forward	<u>342,233</u>	<u>1,922</u>	<u>344,155</u>
Total funds carried forward	<u>408,430</u>	<u>-</u>	<u>408,430</u>

21. LEASE COMMITMENTS

At 31 July 2020 the total of the Charity's future minimum lease payments under non-cancellable operating leases was:

Amount payable	Total 2020 £	Total 2019 £
Less than one year	1,320	1,320
Between one and five years	3,300	4,620
Total	<u>4,620</u>	<u>5,940</u>