



## **ANNUAL REPORT AND FINANCIAL STATEMENTS**

for the year ended

31 July 2014

# University of Bath Students' Union

## TRUSTEES AND UNION INFORMATION

for the year ended 31 July 2014

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### TRUSTEES

Students' Union Officers (to 22 June 2014):

Ellie Hynes (President)

Scott Burfiend

Peter Hachfeld

Tom Janicot

Sally Williamsom

Students' Union Officers (from 23 June 2014):

Jordan Kenny (President)

Freddy Clapson

Paul Goodstadt

Ben Jessup

Tommy Parker

Non-Executive Trustees:

Jean-Marc Hodgkin

Andy Graham

Professor Ian Jamieson

### CHIEF EXECUTIVE

Ian Robinson

### MAIN ADDRESS

University of Bath Students' Union

Norwood House

Claverton Down

Bath

BA2 7AY

### AUDITOR

Baker Tilly UK Audit LLP

Chartered Accountants

Hartwell House

55 – 61 Victoria Street

Bristol

BS1 6AD

### BANKERS

National Westminster Bank Plc

39 Milsom Street

Bath

BA1 1DS

# University of Bath Students' Union

## TRUSTEES' REPORT

for the year ended 31 July 2014

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### Structure, governance and management

#### Charitable Status

On the 29<sup>th</sup> July 2011 the University of Bath Students' Union (BUSU) successfully registered as a charity with the Charity Commission (charity number 1143154). The charity is governed by the constitution adopted on 1<sup>st</sup> July 2009.

#### Trustees' Report

The Board of Trustees present their Annual Report together with the financial statements for the year ended 31st July 2014. The report has been prepared in accordance with the Charities Act 2011.

### Structure, governance and management

The Board of Trustees is responsible for the strategic direction, governance and sustainability of BUSU.

The Board is made up of five Student Officers and three External Trustees. The Student Officers are elected through cross-campus ballot by the members each year normally serving for one year in office but can serve a second term if re-elected. The External Trustees are recruited to the Board to bring a wider perspective and skill set from outside of BUSU. A term for External Trustees lasts for up to three years and they can serve for a maximum of six years.

Upon appointment all Trustees receive a variety of information through their induction. Trustees are briefed on their legal obligations and other Trustee responsibilities. All Trustees receive an induction information pack which includes their role responsibilities, historical and current information about BUSU and information on its Strategic Plan.

The Student Officers (unless re-elected) are new to the Board every year, so they undergo more intensive, in depth training. This training starts after they are elected to ensure that they are fully aware of their roles and responsibilities and can perform their duties to the best of their abilities as soon as possible. Their training includes the history of governance at BUSU, their legal responsibilities as Trustees, briefing sessions on key issues and decisions that have been made by the Board of Trustees and how to deal with potential conflicts of interest.

The Board of Trustees is supported by two sub-committees which focus on certain key aspects of BUSU's governance and management which are:

**Finance Committee.** The Finance Committee is responsible for monitoring BUSU's financial management, development and services. The Committee scrutinises the annual accounts, financial plans and annual budgets, the financial performance of BUSU and ensures that BUSU is complying with relevant legislation. The committee also meets with the external auditors annually to discuss the audit prior to the accounts being issued.

**The Nominations Committee.** The Nominations Committee is responsible for the recruitment of External Trustees and Co-opted Trustees.

### Relationship with the University of Bath

Under the Education Act 1994, the University of Bath has a statutory duty to take such steps as are reasonably practicable to ensure that the Union operates in a fair and democratic manner and is held to proper account for its finances. BUSU therefore works alongside the University of Bath in ensuring that the affairs of the Union are properly conducted and that the educational and welfare needs of BUSU's members are met.

# University of Bath Students' Union

## TRUSTEES' REPORT *(continued)*

for the year ended 31 July 2014

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### **Risk Management**

The Students' Union has adopted a formal Risk Management framework that embeds consideration of risk when reviewing the Union's Mission Statement, and developing the Strategic Development Plan within the Annual Planning and Budgeting Process. This approach is designed to directly aid the quality of Trustee and management decision-making, improve potential outcomes and provide the clear accountability required to all its members.

A Risk Management Charter exists to:

- formally document the strategies that the Students' Union follows on behalf of its members to reduce risk over the short and medium term time span;
- confirm that appropriate risk management policies and operational procedures are embedded within the day to day operations of the Union; and
- provide a practical framework for Union management and staff to follow.

Furthermore, each key risk is assessed and documented in the Risk Register under an appropriate category, and grouped together under additional classifications where relevant.

The Risk Register:

- Establishes the key risks within each category;
- Classifies the risks within each category where appropriate;
- Evaluates the likelihood and impact of the key risks;
- Prioritises the risks based on the weighting to determine the most critical risks; and
- Plans the response to controlling the risk.

The Board of Trustees reviews the major strategic, business and operational risks faced by the Students' Union on an annual basis as a minimum.

### **Aims, Objectives and Activities**

The Students' Union exists to represent its members and provide them with services, support and opportunities for development to enable them to maximise the benefits of their overall student experience.

The charitable objects of the Students' Union are the advancement of education of students at the University of Bath for the public benefit by:-

- promoting the interests and welfare of students at the University of Bath during their course of study and representing, supporting and advising members;
- being the recognised representative channel between students and the University of Bath and any other external bodies; and
- providing social, cultural, sporting and recreational activities and forums for discussion and debate for the personal development of its members.

Whilst pursuing the aims and objectives and providing various activities for its members the Students' Union seeks at all times to:

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

# University of Bath Students' Union

## TRUSTEES' REPORT *(continued)*

for the year ended 31 July 2014

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The Students' Union provides a wide range of services and activities for students including:

**Advice and Representation Centre (ARC)** - a specialist service offering academic, welfare & health advice, as well as supporting student representation, locally and nationally. The advice team also support groups of students to run awareness campaigns linked to the health and welfare aspects of the service. In 2013/14 the total number of recorded individual contacts by members via email, telephone and in person was 5,653, an increase in numbers over the last two academic years. Caseworkers, who are trained advisors, provided advice on over 20 separate subject areas with academic and housing issues being the highest recorded areas of activity.

Central to the Students' Union's work with its members has been the identification, through the Engagement Strategy, of the Top Ten issues raised by students. These Top Ten issues provide an agenda for change and a focus for engagement with the University and other stakeholders. 2013/14 was the fourth year that the Students' Union identified and strategically addressed 'Top Ten' key issues:

- Increase provision for recreational and performance sport through the development of a 3G pitch,
- Increase provision of fresh and healthy food on campus,
- Ensure all students receive constructive feedback which helps them to learn,
- Increase bus services at peak times,
- Ensure the role of personal tutors is clear and meets the needs of students,
- Help students to make their finances go further,
- Improve access for disabled students at the University,
- Develop policies on fairer group marking,
- To improve cash machine facilities on campus,
- Expand the use of anonymised marking across the University.

The Students' Union enhanced its campaigning activity during 2013/14, with notable successes in lobbying the House of Lords on the proposed Immigration Bill, leading to being finalists in the NUS Internationalised Unions Awards. Further work has been undertaken to support the work of National Representatives through regional networks. The first ever Academic Representatives Conference was successfully held with over 100 student representatives, Students' Union and University staff providing sessions, plus a range of external speakers. A new University Committee was created to look at student engagement across campus.

**Activities** - The Students' Union sport and society area provides extra- curricular activities and opportunities to develop skills and enhance life experiences. The area aims to develop students through their committee roles and encourages wide and diverse participation by students. 4,416 students were members of 48 Sports Clubs in 2013/14 with a further 5,105 in 82 Societies. With regard to the Sports area, Bath retained fourth position within the BUCS league table, with an increase in points from 2,720.75 in 2012/13 to 2,983 2013/14. There was also a record 231 student nominations for the Blues Awards compared to under 150 in 2012/13. The Societies area also had a record number of nominations for the Activities Awards with 158 nominations for 19 awards.

**Volunteer Centre** - Promotes, supports and develops opportunities for students to become involved in voluntary work and to enhance the development of key skills through volunteer activity. The Volunteer Centre also aims to develop partnerships with local organisations to encourage students to link with the wider community. In 2013/14 the V Team volunteers contributed 3,180 volunteer hours compared to 2,741 during 2012/13, RAG gave 2,300 volunteer hours compared to 2,249 the year before and the new Lloyds Scholars contributed 1,500 volunteer hours to community projects. Furthermore, SU volunteers won a number of awards including the Community Chairman's Award: Enactus won the Young Volunteer Team of the Year, the V Team and RAG Committee were nominated for Young Volunteer Team of the Year and the University of Bath Students' Union was awarded an Education Award for the work V Team undertook with Age UK. The V Team was also awarded the "Most Improved Volunteer Activity" for Student Volunteering Week 2014. Students were also shortlisted for national awards and won the Mayor's Volunteer of the Year Award. With the aim of improving town/gown relationships the V Team worked with the Student Community Partnership and Widcombe Association to deliver a joint community event. The Community Ceilidh was delivered within a local hall in the Widcombe area and saw a combination of students and residents both planning the event and at the event itself. The V Team Chair now sits on the Widcombe Residents Association.

# University of Bath Students' Union

## TRUSTEES' REPORT *(continued)*

for the year ended 31 July 2014

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**Joblink** - Student employment service sourcing and advertising part time working opportunities from local business and University departments. Joblink took part in the national Student Employee of the Year Award (SEOTY) for the eighth year running. Three regional winners at the regional SEOTY competition went on to the finals at the National Association of Student Employment Services (NASES) conference.

Joblink had over 44,000 web hits and over 5,000 students coming to the office between October and June. Joblink advertised a 191% increase in off campus jobs from 2012/13 to 2013/14 with a 45% increase in advertisers choosing to work with Joblink from 2012/13 to 2013/14.

**Skills Training** - A wide range of training opportunities are offered to students ranging from societies and sports committee training to study skills and graduate employer-led sessions. There was a 44% increase in students attending Skills Training courses in 2013/14. The team of seven Student Trainers delivered 26 workshops in 2013/14. 3,023 skills sessions were attended by 1,679 students. New sessions introduced were volunteer information sessions run by Julian House, Sense, Teenage Cancer Trust, including "Website Coding for Beginners", "Reflective Writing Techniques" and "Boosting Confidence".

**Bath Award** - A scheme to accredit the skills developed by students through co-curricular activities. Students are encouraged to reflect on skills learnt and received the award on production of a portfolio which was assessed by a team of University staff. In 2013/14 1,632 students registered on The Bath Award rolling programme. 71 students achieved the full Bath Award, which appears on their degree transcript, 5 students achieved Entry Level and 4 students achieved Intermediate Level. The two new optional skills elements 'Digital Practice' and 'Sport' were launched to students and were very well received, with many students deciding to take one or both of these options. The introduction of three new tiers of The Bath Award; Entry Level, Intermediate and The Bath Award was well received by students.

**Enterprise** - In 2013/14 over 356 students joined the Enterprise groups (BANTER & Enactus). Particular achievements during the year include:

- Enactus Bath had a very successful year. The team reached the semi-finals of the Enactus UK National Competition in April, where their President received a Team Leader Award. The team were also runners up for the Wilkinson Sustainable Entrepreneurship Award and won 3rd place in the EY Youth Empowerment Award. Enactus Bath were the winners of the Bath & North East Somerset Council Chairman's Community Award Young Volunteer Team of the Year. Finally, the group won Best Overall Activity Group and Outstanding Contribution to the Community at the 2014 SU Activities Awards.
- Enactus ran a series of projects including: Insight Consulting offering free business advice to local charities and social enterprises. An example of this is help they gave to the owner of a community shop in Twerton to greatly improve footfall to her shop, as well as launching her online presence. They also taught the owner basic business and IT skills. ReStart - worked with socially excluded people (ex alcoholics) in Bath to improve their employability with the intention of helping them back into employment or self-employment. BrightWays - a project where students from the University teach classes in basic business skills to younger students at City of Bath College who do not have any formal qualifications. They were led in practical and theoretical sessions on finance, marketing and sales, culminating in a project where the college students made Christmas cards and cakes to sell on the University campus. The project greatly raised the college students' confidence and business acumen. BrightWays also taught them how best to reflect on their experiences in their CVs, and many of the college students now aspire to go to university as a direct result of the Enactus BrightWays programme.
- A record number of students entered the Apps Crunch competition this year: 202 compared with 48 last year.

**Peer Support Schemes** - Comprising peer mentoring (second year students supporting first year students through their transition into HE and throughout the first year) and Peer Assisted Learning (PAL) (students leading supported study groups). Peer Support schemes engaged 3,323 in 2013/14; 3,000 students were assigned a Peer Mentor and 323 students attended PAL sessions. In total there were 672 Peer Mentors across the University and 30 PAL leaders.

# University of Bath Students' Union

## TRUSTEES' REPORT *(continued)*

for the year ended 31 July 2014

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**Bars and Events** - The Plug Bar is open during the day and evening serving a range of hot food and beverages. The Tub provides very popular late night entertainment with the two main club events held on a Wednesday and Saturday night.

The Summer Ball, held in early June 2014, attracted over 4,000 students. Freshers' Week 2013 was a huge success providing a week-long programme of events and activities for under and post-graduate students.

### Key Achievements

During 2013/14 BUSU continued to embed and implement the excellent procedures and practices developed through our commitment to continuous improvement within the following quality measurement systems:

- Won the national Equality & Diversity Award in the 2014 NUS Awards
- Shortlisted again for the HE Students' Union of the Year in the 2014 NUS Awards
- Achieved the Investors in Diversity Award
- Awarded Best Bar None for both licensed venues within the Union recognising our commitment to responsible licensing.

In 2014/15 BUSU will be working towards the Investing in Volunteer reaccreditation and the Advice Quality Standard.

### Financial Report

The overall surplus for the year, before reserve transfer, on unrestricted funds was £89,183 (2012/2013: £84,812).

Bars and Entertainments remained the principal focus for the Union's commercial activity during 2013/2014. Performance in this area met budget with a surplus, before overhead apportionment, of £95,346 (2012/2013: £102,050).

The Union is principally funded by income from Bars and Entertainments and the receipt of donations and grants.

The Balance Sheet continues to reflect a robust financial position for the Union with net current assets of £641,187 (2013: £517,779).

### Future Developments

In 2013/14 the Three Year Strategic Plan (The Big Plan) was reviewed by the Board of Trustees. The review identified that all areas of work were underway with only two areas of work postponed until 2014/15. This work is now underway.

The Mission, Vision and Values of the Students' Union were embedded at staff and student events throughout 2013/14.

### *Mission Statement*

The Students' Union exists to help students get the most from their student experience.

### *Vision*

Inspire communities of actively engaged students.

### *Values*

**Student-led** - Everything we do as a Students' Union is led by you, our members.

**Empowerment** - Empowering and supporting you to achieve your ambitions and potential.

**Fun & Enjoyment** - Promoting a sense of fun and enjoyment through your events and activities, and in support of your student experience.

**Inclusivity** - Offering fulfilling opportunities for all students within a friendly and welcoming community.

**Supportive** - Providing a community where you can find mutual support and advice, easily and with confidence.

**Innovation** - creating an environment where new ideas are encouraged

# University of Bath Students' Union

## TRUSTEES' REPORT *(continued)*

for the year ended 31 July 2014

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The Big Plan 2013/16 has four main themes and the sixteen Big Ideas have been embedded in the University Education Strategy ensuring that the Students' Union is recognised as a key partner delivering the student experience and contributing to the University's first place ranking for the second year running for student satisfaction for the overall student experience in the National Student Survey (NSS).

The four themes in the Big Plan are:

1. Working together to change the issues that affect your student experience.
2. Working together to make your life easier.
3. Working together to build communities of students.
4. Working together to improve your skills while enjoying new activities and experiences.

For 2014/15 the Top Ten Issues have been identified as:

- Increase and improve access to recreational sports opportunities for all students.
- Improve and clarify the use of student feedback to enhance the quality of teaching.
- Increase the provision of recorded lectures.
- Develop a housing guarantor scheme for international students.
- Increase the provision of free drinking water on campus.
- Expand the use of paperless online submission for written assessments across the University.
- Provide personalised academic timetables for students.
- Enhance induction and integration to improve the postgraduate student experience.
- Provide an open and flexible learning and social space in town.
- Engage students to secure a University free from harassment, bullying and discrimination.

### Reserves policy

The Reserves Policy is agreed by the Board of Trustees on an annual basis with ongoing monitoring provided by the Finance Committee of the Students' Union.

### Custodian Activities - Annual RAG (Raise & Give)

BUSU acts as custodian of the annual RAG proceeds from fundraising events organised by the students. Funds raised by this year's RAG not distributed to charities amounted to £4,815 (2013: £2,483) were held by BUSU as agreed.

### Statement as to disclosure of information to the auditor

The Trustees who were in office on the date of approval of these financial statements have confirmed, as far as they are aware, that there is no relevant audit information of which the auditor is unaware. Each of the Trustees have confirmed that they have taken all the steps that they ought to have taken as Trustees Members in order to make themselves aware of any relevant audit information and to establish that it has been communicated to the auditor.

### Auditor

Baker Tilly UK Audit LLP has indicated its willingness to continue in office.

The Trustees' Report was approved by the Trustees on 20/10/14 and signed on their behalf by:

Chief Executive  
Ian Robinson

Date: 20/10/14

Non-Executive Trustee  
Jean-Marc Hodgkin

Date: 20/10/14



# University of Bath Students' Union

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

for the year ended 31 July 2014

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The Trustees' are responsible for preparing the Annual Report and the Financial Statements in accordance with applicable law and regulations.

Charity law requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the Union and of the surplus or deficit for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Union will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Union. They 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.

The Trustees confirm they have complied with the duty in the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit. When reviewing the aims and objectives of the charitable group and in planning its future activities they the Trustees refer to the guidance and consider, in particular, how planned activities will contribute to the aims and objectives they have set.

# INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF UNIVERSITY OF BATH STUDENTS' UNION

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We have audited the financial statements of University of Bath Students' Union for the year ended 31 July 2014 on pages 10 to 19. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's Trustees as a body, in accordance with the Charities Act 2011. Our audit work has been undertaken so that we might state to the charity's Trustees those matters we are required to state to them in an 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 charity and the charity's Trustees as a body, for our audit work, for this report, or for the opinions we have formed.

## **Respective responsibilities of Trustees and auditor**

As explained more fully in the Statement of Trustees' responsibilities set out on page 8 the Trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditors under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

## **Scope of the audit of the financial statements**

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's website at <http://www.frc.org.uk/auditscopeukprivate>

## **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 July 2014 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

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

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

- the information given in the Trustees' Report is inconsistent in any material respect with the financial statements; or
- the charity has not kept sufficient accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Baker Tilly UK Audit LLP

BAKER TILLY UK AUDIT LLP  
Statutory Auditor  
Chartered Accountants  
Hartwell House  
55-61 Victoria Street  
Bristol  
BS1 6AD

Date: 22 October 2014

# University of Bath Students' Union

## STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME & EXPENDITURE ACCOUNT)

for the year ended 31 July 2014

	Note	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
		2014 £	2014 £	2014 £	2013 £
<b>GROSS INCOME</b>					
Voluntary income:					
Donations and grants		1,563,866	256,877	1,820,743	1,710,936
Activities for generating funds:					
Commercial activities		185,061	8,595	193,656	182,871
Charitable activities for students:					
Bars and post office		828,554	-	828,554	762,240
Clubs & Societies		-	205,222	205,222	185,091
Sports Associations		-	615,895	615,895	543,433
Events		321,125	-	321,125	274,045
Investment income		3,158	-	3,158	3,180
<b>TOTAL INCOME</b>		<u>2,901,764</u>	<u>1,086,589</u>	<u>3,988,353</u>	<u>3,661,796</u>
Costs of generating funds					
Commercial activities		(153,729)	(46,742)	(200,471)	(177,117)
Charitable activities		(2,650,859)	(999,705)	(3,650,564)	(3,386,296)
Governance costs		(7,993)	-	(7,993)	(9,103)
<b>TOTAL EXPENDITURE</b>	2	<u>(2,812,581)</u>	<u>(1,046,447)</u>	<u>(3,859,028)</u>	<u>(3,572,516)</u>
<b>NET INCOMING RESOURCES BEFORE TRANSFERS</b>					
		89,183	40,142	129,325	89,280
TRANSFERS	10/11	1,387	(1,387)	-	-
<b>FUNDS BALANCES BROUGHT FORWARD</b>	10/11	<u>380,825</u>	<u>157,104</u>	<u>537,929</u>	<u>448,649</u>
<b>FUNDS BALANCES CARRIED FORWARD</b>	10/11	<u>471,395</u>	<u>195,859</u>	<u>667,254</u>	<u>537,929</u>

BUSU has no recognised gains or losses other than those included in the above results and therefore no separate statement of total recognised gains and losses has been presented. All items dealt with in arriving at the results relate to continuing operations.

# University of Bath Students' Union

## BALANCE SHEET

as at 31 July 2014

	Note	2014 £	2013 £
<b>FIXED ASSETS</b>			
Tangible assets	5	26,066	19,489
Investments	6	1	661
		<u>26,067</u>	<u>20,150</u>
<b>CURRENT ASSETS</b>			
Stocks		24,343	19,833
Debtors	7	87,026	77,359
Cash at bank and in hand		719,308	607,490
		<u>830,677</u>	<u>704,682</u>
CREDITORS: Amounts falling due within one year	8	<u>(189,490)</u>	<u>(186,903)</u>
<b>NET CURRENT ASSETS</b>		<u>641,187</u>	<u>517,779</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>667,254</u>	<u>537,929</u>
<b>RESERVES</b>			
Unrestricted income fund	10	440,691	355,627
<b>Designated Funds:</b>			
Club & Societies	10	<u>30,704</u>	<u>25,198</u>
<b>Restricted Funds:</b>			
SCP	11	21,205	-
Alumni	11	61,654	48,240
Student Development	11	53,187	47,011
Club Sponsorship	11	56,246	56,899
Club Asset Reserve	11	3,567	4,954
		<u>667,254</u>	<u>537,929</u>

The notes on pages 12 to 19 form an integral part of the financial statements.

These financial statements were approved and authorised for issue by the Trustees on 20/10/14 and signed on their behalf by:-

.....  
Chief Executive – Ian Robinson

.....  
Non-Executive Trustee – Jean-Marc Hodgkin

# University of Bath Students' Union

## NOTES TO THE FINANCIAL STATEMENTS *(continued)*

for the year ended 31 July 2014

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### 1 ACCOUNTING POLICIES

#### **Basis of accounting**

The financial statements have been prepared under the Charities Act 2011 and in accordance with The Statement of Recommended Practice on Accounting and Reporting by Charities published in March 2005 ("SORP").

#### **Cash flow statement**

The Trustees have taken advantage of the exemption in Financial Reporting Standard No 1 from including a cash flow statement in the financial statements on the basis that BUSU meets the exemption criteria.

#### **Consolidation**

The charity has taken advantage of paragraph 383 of SORP 2005 not to prepare consolidated accounts as its only subsidiary is dormant and its inclusion is not material for the purpose of giving a true and fair view. Therefore, these financial statements present information about the company as an individual undertaking and not about its group.

#### **Incoming resources**

The annual grant from the University of Bath is intended to meet recurrent costs and is credited directly to the SoFA. Commercial activities represent income such as advertising income, commission from photographs and hire, this income is recognised when the charity is legally entitled to the income and the amount can be quantified with reasonable certainty. Other income is included in the SoFA account on a cash received basis or on a receivables basis where there is reasonable certainty of receipt.

#### **Expended resources**

Expenditure includes irrecoverable VAT. Charitable expenditure comprises the direct and indirect costs of delivering public benefit. Indirect staff costs are apportioned to charitable activities by headcount in particular areas. Indirect overhead costs are apportioned to charitable activities pro rata to the total costs of particular activities undertaken. Governance costs are those incurred for compliance with constitutional and statutory requirements, such as the annual audit.

#### **Depreciation**

Fixed assets are initially recorded at cost and depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:-

Equipment	-	2-5 years
Motor vehicles	-	4 years

Items purchased for less than £1,000 are not capitalised and are expensed in the period acquired.

#### **Fund Accounting**

BUSU administers and/or accounts for a number of charitable funds, as follows: -

- i. **Unrestricted Funds** representing unspent income which may be used for any activity / purpose within the charitable objects at the Executive Committee's own discretion;
- ii. **Designated Funds** set aside by the Executive Committee to be spent on some specific purpose at its own discretion;

# University of Bath Students' Union

## NOTES TO THE FINANCIAL STATEMENTS *(continued)*

for the year ended 31 July 2014

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### 1 ACCOUNTING POLICIES *(continued)*

#### **Fund Accounting** *(continued)*

- iii. **Restricted Funds** raised and administered by BUSU for specific purposes as determined by students, such as Club and Societies Accounts, as well as revenue received for purposes specified by the donor and also (if not material enough to require a separate column in the SoFA) any small capital grants received from the University; and
- iv. **Custodian Funds** entrusted to BUSU for safekeeping, but not under its management control, e.g. the annual RAG. Such custodian activities are disclosed in the Annual Report, but as the funds are not managed by BUSU they are not included in the accounts.

Expenditure on refurbishments and repairs of assets where BUSU does not have the risks or rewards of ownership is expensed in the year. This includes all refurbishment to the Union building which is leased from the University on a yearly basis under an informal agreement. As the maximum term of the lease is a period of one year then all refurbishments and repairs of the Union building is expensed.

#### **Stocks**

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

#### **Operating lease agreements**

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

#### **Investments**

Investments are stated at cost less any provision for diminution in value.

#### **Taxation**

No corporation tax has been provided in the financial statements of the charity as the income of the charity is covered by the exemption granted by Section 505 of the Income and Corporation Taxes Act 1988.

#### **Pensions**

The two principal pension schemes in which BUSU participates are the Universities Superannuation Scheme and the Bath & North East Somerset Local Government Pension Scheme, both of which are defined benefit schemes, externally funded and contracted out of the State Earnings-Related Pension Scheme. Both funds are externally valued, normally every three years by professionally qualified independent actuaries using the projected unit method, the rates of contribution payable being determined by the Trustees on the advice of the actuaries. In the intervening years, the actuaries review the progress of the schemes. Pension costs are assessed in accordance with the advice of the actuaries based on the latest actuarial valuations of the schemes and are accounted for on the basis of charging the cost of providing pensions over the estimated period during which the Union benefits from the employees' services.

The University of Bath Students' Union does not directly employ staff. All staff are employed by the University of Bath who then recharge the Union for the use of these staff. Details relating to both of these schemes are included in the accounts of the University. The Universities Superannuation Scheme operates as a pooled arrangement, with contributions paid at a centrally agreed rate. As a consequence, no share in the underlying assets and liabilities can be directly attributed to BUSU. Under the terms of FRS17, in these circumstances contributions are accounted for as if the schemes were defined contribution schemes based on actual contributions paid through the year.

# University of Bath Students' Union

## NOTES TO THE FINANCIAL STATEMENTS *(continued)*

for the year ended 31 July 2014

### 1 ACCOUNTING POLICIES *(continued)*

#### **Pensions *(continued)***

The Bath & North East Somerset Local Government Pension Scheme operates as a multi-employer scheme where the share of assets and liabilities applicable to each employer can be defined. The University (the employer) has accounted for the scheme under FRS 17 as a defined benefit scheme based on a full actuarial valuation of the Fund as at 31 March 2010, updated to July 2012 by a qualified independent actuary. As the Union does not directly employ staff it does not recognise any of the liability.

### 2 RESOURCES EXPENDED

	Staff	Direct	Support	Total	Total
	2014	2014	2014	2014	2013
	£	£	£	£	£
Costs of generating income:					
Commercial activities	118,648	81,823	-	200,471	177,117
<b>TOTAL</b>	<b>118,648</b>	<b>81,823</b>	<b>-</b>	<b>200,471</b>	<b>177,117</b>
Charitable activities:					
Bars & post office	308,843	436,558	114,656	860,057	798,370
Clubs & Societies	69,889	228,432	76,663	374,984	362,246
Sports Associations	122,448	659,370	200,914	982,732	960,967
Events	13,191	262,503	-	275,694	240,458
Student Activities & Advice	665,235	143,413	207,809	1,016,457	896,509
Volunteering	98,650	13,237	28,753	140,640	127,746
<b>TOTAL</b>	<b>1,278,256</b>	<b>1,743,513</b>	<b>628,795</b>	<b>3,650,564</b>	<b>3,386,296</b>
Governance	-	7,993	-	7,993	9,103
<b>TOTAL RESOURCES EXPENDED</b>	<b>1,396,904</b>	<b>1,833,329</b>	<b>628,795</b>	<b>3,859,028</b>	<b>3,572,516</b>

The major types of support costs are:

	2014	2013
	£	£
Proportion of SU officer accommodation	40,000	40,000
Facilities	402,557	463,475
Vehicles, transport, insurance, maintenance	186,238	192,019
<b>TOTAL</b>	<b>628,795</b>	<b>695,494</b>

Included within staff costs above are support staff of £364,078 (2013 - £348,769).

University of Bath Students' Union  
 NOTES TO THE FINANCIAL STATEMENTS *(continued)*  
 for the year ended 31 July 2014

3 OPERATING CHARGES

Net income for the year is stated after charging:

	2014	2013
	£	£
Auditor's remuneration – as auditor	7,993	7,500
Auditor's remuneration – other	4,000	3,000
Depreciation	14,733	17,497
Profit on disposal of investments	476	-
Operating lease charges		
- Plant and machinery	26,865	26,864
	<u>26,865</u>	<u>26,864</u>

4 STAFF COSTS

The average number of staff employed by the charity during the financial year was:

	2014	2013
	No	No
SU Officers	5	5
Union Staff	31	30
	<u>36</u>	<u>35</u>

The aggregate payroll costs of the above were:

	2014	2013
	£	£
Wages and salaries	1,206,756	1,110,114
Social security costs	130,966	118,324
Other pension costs	59,182	63,140
	<u>1,396,904</u>	<u>1,291,578</u>

The number of employees earning over £60,000 were:

£70,001- £80,000	1	1
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The Union does not directly employ staff, all wages and salaries included within these accounts are recharged from the University of Bath.

The Trustees of the Union include the SU Officers. The SU Officers receive remuneration for their services as provided for within the Constitution. The aggregate amount payable under such contracts in the year was £84,289 (2013: £76,992). Expenses reclaimed by the Trustees during the year amounted to £782 (2013: £nil).



University of Bath Students' Union  
 NOTES TO THE FINANCIAL STATEMENTS *(continued)*  
 for the year ended 31 July 2014

5 TANGIBLE FIXED ASSETS

	Equipment £	Motor vehicles £	Total £
<b>COST</b>			
At 1 August 2013	382,062	2,846	384,908
Additions	21,310	-	21,310
	<hr/>	<hr/>	<hr/>
At 31 July 2014	<u>403,372</u>	<u>2,846</u>	<u>406,218</u>
<b>DEPRECIATION</b>			
At 1 August 2013	362,573	2,846	365,419
Charge for the year	14,733	-	14,733
	<hr/>	<hr/>	<hr/>
At 31 July 2014	<u>377,306</u>	<u>2,846</u>	<u>380,152</u>
<b>NET BOOK VALUE</b>			
At 31 July 2014	26,066	-	26,066
	<hr/>	<hr/>	<hr/>
At 31 July 2013	<u>19,489</u>	<u>-</u>	<u>19,489</u>

6 INVESTMENTS

	£
<b>COST</b>	
At 1 August 2013	661
Disposals	(660)
	<hr/>
At 31 July 2014	1
<b>NET BOOK VALUE</b>	
At 31 July 2014	<u>1</u>
At 31 July 2013	<u>661</u>

At 31 July 2014 the Union held investments in the following companies which are incorporated in the United Kingdom:

Name of Company	Main Trading Activity	Equity Held
BUSU Services Limited	Dormant	100%

At 31 July 2014 the aggregate capital and reserves of BUSU Services Limited were £1 (2013 - £1) and its profit after tax for the year then ended was £nil (2013 - £nil).

# University of Bath Students' Union

## NOTES TO THE FINANCIAL STATEMENTS *(continued)*

for the year ended 31 July 2014

### 7 DEBTORS

	2014	2013
	£	£
Trade debtors	17,388	6,456
Other debtors	27,583	27,738
Prepayments and accrued income	42,055	43,165
	<u>87,026</u>	<u>77,359</u>

### 8 CREDITORS - AMOUNTS FALLING DUE WITHIN ONE YEAR

	2014	2013
	£	£
Trade creditors	35,569	27,000
University of Bath	131,011	146,403
Accruals and deferred income	22,910	13,500
	<u>189,490</u>	<u>186,903</u>

### 9 PENSIONS

The University of Bath Students' Union does not directly employ staff. All Union staff are employed by the University of Bath and are eligible to join either the Avon Pension Fund or the Universities Superannuation Scheme. Any shortfall in actuarial value of these funds would be the responsibility of the University of Bath, however the University would expect the Students' Union to meet the cost of any such shortfall. No provision has been made for any shortfall.

### 10 UNRESTRICTED RESERVES

	General fund £	Designated Club & Societies £	Total £
Balance brought forward	355,627	25,198	380,825
Retained surplus for the financial year	89,183	-	89,183
Transfer	(5,506)	5,506	-
Transfer to Club Asset Reserve	1,387	-	1,387
	<u>440,691</u>	<u>30,704</u>	<u>471,395</u>

The balance in the designated fund relates to funds in relations to clubs and societies. The transfer in the year represents the surplus generated by them in the year.

University of Bath Students' Union  
 NOTES TO THE FINANCIAL STATEMENTS *(continued)*  
 for the year ended 31 July 2014

11 RESTRICTED RESERVES

	SCP £	Alumni £	Student Development £	Sports Club Funding £	Club Asset Reserve £	Total £
Balance brought forward	-	48,240	47,011	56,899	4,954	157,104
Incoming resources	55,767	60,156	149,549	821,117	-	1,086,589
Expenditure	(34,562)	(46,742)	(143,373)	(821,770)	-	(1,046,447)
Transfer	-	-	-	-	(1,387)	(1,387)
Balance carried forward	21,205	61,654	53,187	56,246	3,567	195,859

SCP (Student Community Partnership) is a joint venture between University of Bath, Bath & North East Somerset Council and Bath Spa University to promote positive community relationships between the Universities and local residents. This activity was transferred to the direct management of the University of Bath during 2011/2012 resulting in the transfer of residual funding. This activity was transferred back to the Union in 2013/14.

Alumni funds are transferred from the University of Bath Alumni Fund to the Students' Union and represent successful funding bids by various student groups within BUSU.

The Student Development fund is monies granted specifically to BUSU to support the Bath Award accreditation scheme and student enterprise.

Sports Club Funding is funding received by BUSU for the purpose of supporting specific sports clubs activity.

Club Asset Reserve represents the net book value of capital assets purchased by Sports Clubs.

12 ANALYSIS OF NET ASSETS BETWEEN FUNDS

Fund balances at 31 July 2014 are represented by:	Unrestricted £	Designated £	Restricted £	Total £
Tangible assets	22,499	-	3,567	26,066
Investments	1	-	-	1
Current assets	606,271	30,704	193,702	830,677
Current liabilities	(188,080)	-	(1,410)	(189,490)
Total net assets	440,691	30,704	195,859	667,254

# University of Bath Students' Union

## NOTES TO THE FINANCIAL STATEMENTS *(continued)*

for the year ended 31 July 2014

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### 13 COMMITMENTS UNDER OPERATING LEASES

At 31 July 2014 BUSU had annual commitments under non-cancellable operating leases as set out below:

Assets other than land and buildings

	2014 £	2013 £
Operating leases which expire:		
In less than 1 year	7,762	8,647
Within 2 to 5 years	14,218	18,218
	<u>21,980</u>	<u>26,865</u>

### 14 RELATED PARTY TRANSACTIONS

BUSU became a registered charity on 29 July 2011 but previously derived charitable status from its governing parent body, the University of Bath. BUSU is in receipt of a recurrent grant from the parent body of £1,095,235 (2013: £1,072,000).

BUSU occupies a University building under an informal licence. BUSU is charged by the University a contribution to the costs of maintaining the building. The amount charged in the year was £343,280 (2013: £343,280). This is a notional charge to the Statement of Financial Activities for which equivalent income is shown within 'Donations and grants'.

Included in creditors falling due within one year is £131,011 (2013: £146,403) owed to the University of Bath.

The University also pays all wages and salaries on behalf of BUSU and recharges them accordingly.

### 15 CONTROLLING PARTY

BUSU is controlled by the Board of Trustees comprising the SU Officers, who are subject to democratic election by the voting membership of BUSU, and non-executive Trustees who are appointed by a simple majority of the Board of Trustees. The ultimate control of BUSU is vested under the Articles of Governance in the Board of Trustees. As such no single person or entity controls BUSU as defined by Financial Reporting Standard 8.