

Registered Charity No: 1142479
Registered Company No: 07470232

UNIVERSITY OF SURREY STUDENTS' UNION

**TRUSTEES' REPORT AND CONSOLIDATED FINANCIAL
STATEMENTS**

FOR THE YEAR ENDED 31 JULY 2015

UNIVERSITY OF SURREY STUDENTS UNION

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UNIVERSITY OF SURREY STUDENTS' UNION ADMINISTRATIVE INFORMATION

Charitable Status

The University of Surrey Students' Union (USSU) is an incorporated charity (Company Limited by Guarantee) established under the Education Act 1994 and registered with the Charity Commission (No. 1142479) and Companies House (No. 07470232).

Principal Address

Union House
Guildford
Surrey
GU2 5XH

Charity Trustees

	<u>July 2013/14</u>	<u>July 2014/15</u>
Full-time (Sabbatical) Officers		
President & Chair of Trustees	Emily Bollon	Mazin Hussien
VP Societies and Individual Development	Mazin Hussien	Mustapha Smith
VP Welfare	Tom Windibank	Munyaradzi Mudarikiri
VP Sport & Recreation	James Lovell	Daniel Jacobs
VP Education	Priya Jhand	Matthew Sadlers
Part-time (Non-sabbatical) Officer		
Union Chair	Hannah Waterhouse	Simona Mariuta

External Trustees

Barry Hitchcock	Barry Hitchcock
Marian Lynch	Christina Foord
Hashim Alsaïdi	Hashim Alsaïdi
David Hill	Jeremy Pattison
Harri ap Rees	Harri ap Rees

Part-time Executive Officers (Non-trustees)

Communications Officer	Alex Smith	Dominika Wrobel
Community Officer	Kieran Smith	Katy Sawyer
Equality & Diversity Officer	Taku Parvin	Andile Sibanda
Ethics & Environmental Officer	Ian Kugler	Phillimon Seruwo
Events & Trading Officer	Peter Smeed	Freddie Stacey
International Students Development Officer	Calvin Jor	Ignatius Epiken
Postgraduate Development Officer	Chris Dighton	Richard Reece
Editor in Chief	Andy Smith	Georgie Smith

Auditors

Crowe Clark Whitehill LLP
Statutory Auditor
49-51 Blagrove Street
Reading
Berkshire
RG1 1PL

Bankers

National Westminster
Bank Plc
University of Surrey
Guildford
Surrey
GU2 7XS

Solicitors

Goodyear Blackie
Herrington Law Limited
Oak House
Tanshire Park
Shackleford Road
Elstead
SURREY
GU8 6LB

USSU employs a Chief Executive Officer to work closely with the Executive Officers and ensure effective management of the charity as head of a senior management team as follows:-

Chief Executive Officer	Alan Sutherland
Deputy CEO	Debra Rideout
Human Resources & Staff Development Manager	Caroline Royle

UNIVERSITY OF SURREY STUDENTS' UNION TRUSTEES' REPORT FOR THE YEAR ENDED 31 JULY 2015

The Board of Trustees present their Annual Report for the year ended 31 July 2015, which includes the administrative information set out on page 1, together with the audited accounts for that year.

Structure, governance and management

USSU is constituted under the Education Act 1994 as a charity (see page 1) with internal regulations or Rules approved by the governing body of the University of Surrey. USSU charitable Objects under the Act, to advance the Universities' educational purposes by providing representation and support for the students of the University, are supplemented by the further Object of helping members to develop their own charitable activities as active participants in civil society.

USSU is administered by its Executive Committee of thirteen students elected annually by cross-campus secret ballot of the USSU membership. The five posts of President, VP Education, VP Welfare, VP Societies & ID and VP Sport & Recreation are full-time, or 'sabbatical', posts remunerated as authorised by the Education Acts and cannot exceed two years duration for each holder. The five full-time and eight part-time Executive Officers are regarded as the charity trustees of USSU for the purposes of the Charities Acts. The Students' Union has recently undertaken a governance review which has resulted in a restructure, although the numbers of full time officers and executive officers remain unchanged – the new roles will be reflected in the 2015/16 Trustees' Report.

Risk Management

The Executive Committee has examined the major strategic, business and operational risks faced by USSU. A risk register has been established and is updated at least annually. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Budgetary and internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers and participants on all activities organised by the Union. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

Procedures and Policies of Trustee Induction and Training.

In 2014 one external trustee resigned and a second external trustee term of office ended. A recruitment process took place and two new external trustees have been now been appointed. They underwent induction training which included legal training by our solicitors and are due to attend the annual NCVO external trustee training/conference in October 2014. In July 2014 six new trustees took up office on the Board and were given a full week's induction training which included briefing and training on their roles as trustees and the governance process. On-going training will be made available to the trustees during their term of office including attendance at conferences, specific training events and access to website training materials.

Aims, Objectives and activities

The Board of Trustees has identified The University of Surrey Students' Union's vision and mission as 'To be a leading Students' Union that has a positive impact on every University of Surrey student. The University of Surrey Students' Union exists through the University Charter and is the sole representative body for the students at the University of Surrey. The Students Union is an independent, membership led organisation; committed to providing the services our members need, and to creating the changes our members want.' (The University of Surrey Students' Union Strategy 2010-15). With the new governance structure (beginning July 2015), the Students' Union will begin an interim strategy prior to the consultation process for a new long term strategy. The Students' Union's current long term objectives under this vision and mission statement were revised by the Board of Trustees in 2013 and are as follows:

- **Community**

The University of Surrey is made up of a rich mix of different cultures, interests and personalities. The campus environment allows an opportunity for students from all backgrounds to expand their cultural and social horizons beyond their academic life. By creating and supporting strong student communities, the Union will enrich the experience of its members.

- **Societies**

Societies have always been an important part of University life. Societies create strong communities within the student population, as well as introducing members to new experiences and cultures. We

UNIVERSITY OF SURREY STUDENTS' UNION
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 JULY 2015

shall support society leaders by providing the resources they need and reduce red tape allowing more time for society activity and less on administration. Societies will be encouraged to run independently, and we shall provide the skills to society leaders to enable this.

- **Sport**
Participating in Sport at University promotes wellbeing, health and teamwork as well as the opportunity to make friends for life. We will encourage participation in sport and recreation for our members and provide the effective resources with our partners to make this accessible to all.
- **Social Experience**
Many members first experience of independent living is when they arrive at the University of Surrey, and our members have always embraced a multi-cultural campus. We will provide an excellent social experience, enabling all sections of the student community to meet others, relax and have fun.
- **Volunteering**
University is not just about learning, but gaining an education in preparation for life. We will continue to strengthen our links with local and national volunteering organisations to provide opportunity for our members to engage with the wider community beyond campus and make a positive contribution to the wider Surrey community.
- **Satisfaction**
Our core vision is to have a positive impact on the lives of our members. The work of the Students' Union will lead to a better experience for all our members, whether they are directly or indirectly involved in their Union.
- **Representation**
The absolute core function of the Students' Union is to inform the University on current student opinion. Our members expect us to make their voice heard when consulting with the University and wider stakeholders. We will represent our member's views to others with professionalism and accuracy.
- **Delivery**
We will never treat our members as simple customers; we will always be a membership organisation. This strategy will be continually adapted according to the wishes of our members, and embedded into everything we do. Our members should not just be satisfied, but love their Union.
- **Training & Development**
The learning experience does not end in the lecture theatre. Our members will be provided with opportunities for personal and skills development in a peer to peer framework. Training & development will not be provided for the purpose of collecting certificates but for providing real skills and benefits to our members. We will seek to provide the opportunities that our members require.
- **Legacy**
Aspirations will always remain pipe dreams unless there are resources to make them a reality, and each generation of students hold the Union in trust for the next. As a charity, and an organisation funded by its membership, we have a responsibility to always ensure the Union has a secure financial base to work from as well as maximising opportunities to support our membership.
- **Not for profit, just for students**
Finance is becoming more challenging every year for our members. We will continue to operate cost efficient trading activities, generating enough surpluses to enhance the annual subvention grant and provide investment for the future. We will not profiteer, but provide best value as part of the University economy. The Union will only partner with private enterprise when there is a clear benefit to our members
- **Transparent**
Although the Students' Union is not a public body we will go beyond the reporting standards required for public bodies and ensure our members know exactly where their money goes. Reporting will be clear for all our members to understand and available to all.

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- **Democracy**

A membership organisation is most effective with an active and engaged membership. It is the duty of the Union to listen to, discuss with and inform its membership on its work. We will not only listen to those who shout the loudest, nor will we abandon those who are disconnected with their Union.

- **Communication**

A dynamic membership organisation should have a continuing conversation with its stakeholders. We will not communicate in only one direction but continue to innovate allowing our members to communicate with their Union in the way they want, and not how we dictate.

- **Accessibility**

The Union will remove unnecessary barriers to the organisation. Our rules, procedures and governance will be reviewed annually with the aim to keep bureaucracy to a minimum. Our members will have confidence that they are able to participate fully in their Student Union without having to dedicate disproportionate time to understanding the structure.

- **Democratic & Accountable**

Our democratic procedure shall also be reviewed on a regular basis to ensure those are appropriate and meeting the requirements of our members. We will not listen to only those who make the most noise. The Union will not protect those officers or leaders who abuse the trust of our members for the sake of reputation.

In pursuit of these aims for public benefit, The University of Surrey Students' Union will ensure the diversity of its membership is recognised, valued and supported and has established services for use by its members and to support its work with the University and other organisations on behalf of students. These include the Students' Union support service, volunteering and training, diverse student activities, and support for student sports clubs and societies, alongside our commercial activities which include Chancellor's Bar and Restaurant, and our Rubix nightclub. The Executive Officers of the Union sit on the majority of the committees of the University of Surrey and meet regularly with department and central service heads on campus.

The University of Surrey Students' Union continues to represent the students of this University on relevant local, national and international issues by maintaining a high proportion of student representatives. The Union facilitates training and communication with 600 student course representatives, and has a committee of 13 executive officers contributing across the University from SSLC (student liaison committees) to the highest University committees, Senate and Council.

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To further enhance the student experience, The University of Surrey Students' Union attracts students from all walks of life to get involved, by actively promoting the benefits of taking part in student-led activities. As a result, in 2014/15, over 3000 students took part in society activities or projects within the local community or within the institution. The Students' Union also continues to hold Investor in People and Investor in Volunteers accreditation. In 2014/15, the Students' Union also became a Times Top 100 Not for Profit employer, securing a ranking of 48. The Union is now ranked number 1 'best welcome' in the national 'i-graduate' survey as a result of the efforts of the 250 'Fresher's' Angels' volunteers, who encourage new students to get involved from the moment they arrive at the University.

When reviewing our objectives and planning our activities, we have given due consideration to the Charity Commission's general and relevant supplementary guidance on public benefit.

Achievements and performance

The University of Surrey Students' Union created and achieved the following against KPI objectives for 2014/15

KPI Objective	Achievement
<p>(i) Student overall satisfaction: Achieve 18th position in the National Student Survey Question 23 ranking – the NSS is aimed at final year undergraduates only: 'Thinking of all the services, including support, activities and academic representation provided by the Students' Union (Association or Guild) at your institution, to what extent do you agree with the following statement: 'I am satisfied with the Students' Union (Association or Guild) at my institution.'</p>	<p>In August 2013, the Union received a score of 80%, creating a rank of 13. In August 2014, the Union received a score of 81%, ranking the Union at 12th position. We now have a long term (2016) target of a top 10 ranking.</p>
<p>(ii) Societies and Sports: create consistent measurement of participation and analyse the demographics of students taking part. Target – to begin consistently measuring these statistics, reaching a rate of 15% participation in 2013.</p>	<p>We have created a measurement process via our SharePoint website, and have now reached a participation rate of 50%, however we have yet to measure unique memberships. Our next aim is to begin measuring unique members.</p>
<p>(iii) Social Experience: Measure the demographic breakdown of our student audience for our nightclub venue, Rubix. Target to begin measurement by 2013.</p>	<p>The Union now has a completely online ticketing website, with the capability to measure demographics as the next step. Our aim is for the ticket buying population to match the student population demographic by 2016.</p>
<p>(iv) Volunteering: measure and increase the numbers of student volunteers participating in activities within the Union and community. Target 15% of student population taking part by the end of the academic year 2013/14</p>	<p>The 15% target was matched in 2014 and has now been revised to 25% by 2016.</p>
<p>(v) Communication, democracy and accountability: This is measured through the Union's election turnout statistics. The 2013 target was to reach 25% (2012 turnout was 22%).</p>	<p>The Union's election turnout in 2014 was 34% (a total of 4860 votes cast). We aim to sustain and increase this high percentage in 2015.</p>

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- (vi) **Delivery:** This is measured by the 'i-graduate' survey of all home undergraduates which is conducted each year by the University, with support from the Union. Target for 2014 was to rank within the top 6 Students' Unions who take part in this survey from Surrey's selected competitor group. This target was met, with the Union sustaining a satisfaction level of 94.8%, making a ranking of 6. Our revised long term target is to rank higher than 4th place in the 2015 survey results.
- (vii) **Representation:** This is measured by the percentage of elected course representative students who the Students' Union trains as part of its course rep training programme. The 2014 target for this KPI was 80%. In 2013, the number of reps trained was 55% of existing reps. A plan was put in place to improve this statistic. In 2014, the number of reps trained raised by 10%, while the number of course reps rose by over a third, meaning that more reps have been reached overall.
- (viii) **Accessibility:** The Union measures this aim through election candidate numbers, showing how many students wish to put themselves forward for positions in the Union's executive team. In 2013 our target was 50 candidates. There were 76 official candidates in the 2014 Students' Union elections. This is an increase on the 2013 figure of 47 candidates, and reflects the excitement on campus around the new Union governance structure for 2015/16.

Future Plans

USSU will continue with its core functions of representation and provision of student activities for the foreseeable future. A governance review, involving a consultation process and eventual referendum took place in May 2013, and during the academic year 2014/15 the Union has been preparing for this change in the structure of the organisation and the officer representation. This comes into force in July 2015.

With the long-term strategy planning underway alongside the University of Surrey, a clearer picture of the 'Students' Union of future' was started during 2013, enabling USSU to work towards an envisioned Students' Union, suitable for the coming decades. New societies and sports clubs continue to be accommodated where there is a will from the student body for such groups to be created; in line with the Union constitution.

USSU will continue to develop its provision of support and activities in order to meet the ever-changing needs of the University's demographic; through feedback from members.

USSU will continue its association with all external bodies from 2014/15 (BUCS, NUS, IIV, BII, etc.), unless a popular vote from members deems this unsatisfactory. In 2014/15 a referendum took place on the Students' Union's continued affiliation with the National Union of Students, with the majority of members choosing to continue with this affiliation.

**UNIVERSITY OF SURREY STUDENTS' UNION
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 JULY 2015**

Financial review

USSU gross income from all sources this year totalled £3,398,701. Total expenditure was £3,602,342. This left a loss for the year of (£203,641)

This loss is due the exceptional expenditure arising from the closure of Chancellors, the Union Shop, and Young's Kitchen.

Disposal of Chancellors' Fixed Assets (£67,782)

Redundancy cost (£40,938)

Exceptional VAT (£38,566)

Bad Debt write off (£10,573)

Increase in own funds (£33,037)

Cost of membership (£139,605)

Income from trading £78,072

USSU has continued to benefit from the recognition and support of the University, and this year received an annual Block Grant of £855,000.

Custodian Activities: Clubs' & Societies' Funds

USSU acts as custodian for funds raised by the students' amounting to £99,171 at the year-end. £469,792 paid in and £436,755 paid out of the clubs and societies own funds made up of a total of 33,337 transactions for the year.

In addition to the grant-support funds it disburses to them as shown in the accounts USSU is also custodian of the annual RAG proceeds from fundraising events organised by the students under USSU auspices for distribution to the intended charities.

Future Funding

The Executive Committee confirms that USSU has sufficient funds to meet all its obligations; the Block Grant for 2015/16 has been confirmed at £1,055,000.

**UNIVERSITY OF SURREY STUDENTS' UNION
TRUSTEES' RESPONSIBILITIES
FOR THE YEAR ENDED 31 JULY 2015**

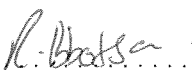
Trustees' Responsibilities

Charity law require us as the charity Trustees to prepare annual financial statements giving a true and fair view of the state of affairs of the Union and of the surplus or deficit for that year.

In preparing those financial statements we are required to:-

- select the most suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- Prepare the financial statements on a going concern basis unless it is not appropriate to presume that the Union will continue in business.
- The trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a strategic report.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable us to ensure that the financial statements comply with charity law and the particular requirements of the Union of Surrey Students' Union under the Education Act 1994. The Trustees are also responsible for safeguarding the assets of the charity and ensuring their proper application in accordance with charity law, and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.


.....
Trustee On Behalf of the Board

Dated: 15/10/15

UNIVERSITY OF SURREY STUDENTS' UNION
AUDITOR'S REPORT
FOR THE YEAR ENDED 31 JULY 2015

Independent Auditor's Report to the Members of the University of Surrey Students' Union

We have audited the financial statements of the University of Surrey Students' Union for the year ended 31 July 2015 which comprise the Group Statement of Financial Activities, the Group and Company Balance Sheets and the related notes numbered 1 to 16.

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 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 company's members 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, the trustees (who are also the directors of the charitable company for the purpose of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

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 Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors; and the overall presentation of the financial statements.

In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the group's and the charitable company's affairs as at 31 July 2015 and of the group's 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.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

**UNIVERSITY OF SURREY STUDENTS' UNION
AUDITOR'S REPORT
FOR THE YEAR ENDED 31 JULY 2015**

Matters on which we are required to report by exception

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

- the parent charitable company has not kept adequate accounting records; or
- the parent charitable company 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.
- The trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a strategic report.

Alastair Lyon.

Alastair Lyon

Senior Statutory Auditor

For and on behalf of

Crowe Clark Whitehill LLP

Statutory Auditor

Reading

15 October 2015.

UNIVERSITY OF SURREY STUDENTS' UNION
STATEMENT OF CONSOLIDATED FINANCIAL ACTIVITIES FOR THE YEAR
(Incorporating income and expenditure account)
FOR THE YEAR ENDED 31 JULY 2015

	Note	Unrestricted Funds £	Restricted Funds £	Capital Grants £	Total 2015 £	Total 2014 £
Gross Income						
Voluntary income:						
- Donations, University Grant, etc.	2	855,000	-	-	855,000	850,600
Activities to generate funds:						
- Commercial trading income		42,943	-	-	42,943	39,410
- Advertising and marketing		145,758	-	-	145,758	164,646
Charitable activities for students:						
- Bars & Catering		1,153,796	-	-	1,153,796	1,405,286
- Retail		257,659	-	-	257,659	275,915
- Entertainments & security including joint venture		472,696	-	-	472,696	463,330
- Societies & clubs		-	469,792	-	469,792	293,387
Other income		1,057	-	-	1,057	1,340
Total income		2,928,909	469,792	-	3,398,701	3,493,914
Resources expended						
Costs of Generating Funds:						
- Advertising and Marketing		29,671	-	-	29,671	28,751
Charitable Activities for students:						
- Advice & Welfare		1,211,221	-	-	1,211,221	979,937
- Bars & Catering		1,097,371	-	-	1,097,371	1,289,483
- Retail		247,829	-	-	247,829	292,555
- Entertainments & security		460,422	-	-	460,422	496,698
- Societies & clubs		-	436,755	-	436,755	316,361
Governance		119,073	-	-	119,073	121,579
Total expenditure	3-5	3,165,587	436,755	-	3,602,342	3,525,364
Net (outgoing)/incoming resources for the year		(236,678)	33,037	-	(203,641)	(31,450)
Transfer between funds		17,285	-	(17,285)	-	-
Fund balances brought forward		849,404	66,134	78,650	994,188	1,039,769
Fund balances carried forward		630,011	99,171	61,365	790,547	994,188

All operations are continuing.

The notes on pages 14 to 21 form part of these accounts.

UNIVERSITY OF SURREY STUDENTS' UNION
CONSOLIDATED BALANCE SHEET
AS AT 31 JULY 2015

	Notes	2015		2014	
		£	£	£	£
Fixed Assets					
Tangible fixed assets	6		413,921		629,212
Investments	7		1,860		1,910
			<u>415,782</u>		<u>631,122</u>
Current Assets					
Stocks		22,239		31,213	
Debtors & prepayments	8	191,917		230,549	
Cash at bank & in hand		430,307		311,936	
		<u>644,463</u>		<u>573,698</u>	
Current Liabilities					
Creditors: Amounts due within one year	9	(269,697)		(210,632)	
Net Current Assets			<u>374,766</u>		<u>363,066</u>
Total Assets less Current Liabilities			<u>790,547</u>		<u>994,188</u>
Representing Charitable Funds:-					
Restricted Income Funds					
Students' Societies & Club Funds	10	99,171		66,134	
Other restricted funds	11	61,365		78,650	
			<u>160,536</u>		<u>144,784</u>
Unrestricted Income Funds					
Free reserves (Undesignated)		630,011		849,404	
			<u>630,011</u>		<u>849,404</u>
Total Funds	12		<u>790,547</u>		<u>994,188</u>

The financial statements were approved by the Trustees on 15/10/15 and signed on their behalf, by:

Mustapha Smith
 President



Trustee
 On Behalf of the Board

The notes on pages 14 to 21 form part of these accounts.

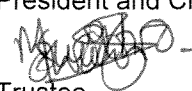
UNIVERSITY OF SURREY STUDENTS' UNION
UNION BALANCE SHEET
AS AT 31 JULY 2015

Registered company number: 07470232

		2015		2014	
	Notes	£	£	£	£
Fixed Assets					
Tangible fixed assets	6		413,921		629,212
Investments	7		1,861		1,911
			415,782		631,123
Current Assets					
Stocks			-	5,444	
Debtors & prepayments	8	247,998		213,140	
Cash at bank & in hand		381,847		295,616	
			629,845	514,200	
Current Liabilities					
Creditors: Amounts due within one year	9	(254,362)		(150,417)	
			375,483	363,783	
Net Current Assets					
			791,265	994,906	
Total Assets less Current Liabilities					
<i>Representing Charitable Funds:-</i>					
Restricted Income Funds					
Students' Societies & Club Funds	10	99,171		66,134	
Other restricted funds	11	61,365		78,650	
			160,536	144,784	
Unrestricted Income Funds					
Free reserves (Undesignated)		630,729		850,122	
			630,729	850,122	
Total Funds					
	12		791,265	994,906	

The financial statements were approved by the Trustees on 15/10/15..... and signed on their behalf, by:

Mustapha Smith
 President and Chair


 Trustee
 On Behalf of the Board

The notes on pages 14 to 21 form part of these accounts

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2015

1 Accounting Policies

(a) **Accounting convention**

These accounts are prepared under the Charities Act 2011 on the historical cost convention in accordance with the Statement of Recommended Practice: 'Accounting and Reporting by Charities' published in March 2005 (SORP 2005) and with applicable UK Accounting & Financial Reporting Standards.

Consolidated financial statements ('group accounts') have been prepared in respect of the charity and its wholly owned subsidiary, Origin Events Limited. The investment of Nice Curve Limited has not been consolidated on the grounds of immateriality. The parent has taken exemption from presenting its unconsolidated profit and loss account under section 408 of the Companies Act 2006.

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.

Going concern

The charity has cash resources and is supported by the University of Surrey. The trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. They continue to believe the going concern basis of accounting appropriate in preparing the annual financial statements.

(b) **Incoming resources**

All income and capital resources are recognised in the accounts when the Charity is legally entitled to the income and the amount can be quantified with reasonable certainty. The University grant of free serviced accommodation on the campus is accounted for as income and expenditure of the year at an estimated value to the Union by reference to the alternatives available on the commercial market.

(c) **Resources expended**

Expenditure includes irrecoverable VAT. Charitable expenditure comprises the direct and indirect costs of delivering public benefit. Governance costs are those incurred for compliance with constitutional and statutory requirements, such as the annual audit, annual elections and training for sabbatical officers. Other central overhead costs are apportioned to charitable and other projects/activities on a usage basis, pro rata to the amount of staff hours attributable to each project or activity undertaken.

(d) **Tangible fixed assets**

Fixed assets are stated at cost less accumulated depreciation. Equipment, fixtures and fittings are included at cost. Depreciation is provided at the following annual rates in order to write the cost of assets off over their estimated useful lives:-

Building works	-	10%	per annum straight line
Equipment	-	10-20%	per annum straight line
Sub Aqua Equipment	-	10-20%	per annum straight line
Web development	-	20-33%	per annum straight line
Motor Vehicles	-	25%	per annum straight line
Computer Equipment	-	20-33%	per annum straight line

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1 Accounting Policies (continued)

- (e) **Investments**
University of Surrey Students' Union's fixed asset investments are valued at cost, as these assets are not readily saleable and a reliable market value if not readily ascertainable.
- (f) **Pension costs**
The Union now operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year. Differences between contributions payable in the year and paid are shown as accruals or prepayments in the balance sheet.
- (g) **Leased assets**
Rentals payable under operating leases are charged as expenditure on a straight line basis over the period of the lease
- (h) **Stock**
Stock is valued at the lower of the cost and its net realisable value.
- (i) **Fund accounting**
 - (i) **Unrestricted Funds** representing unspent income which may be used for any activity/purpose at the Executive Committee's own discretion;
 - (ii) **Capital Grant Funds** are released annually in line with the depreciation policy on the capital spend.
 - (ii) **Restricted funds** raised and administered by USSU for specific purposes, such as Club and Societies Accounts, as well as revenue received for purposes specified by the donor. The costs of raising and administering such funds are charged against the specific fund.
- (j) **Taxation**
No provision is made in these accounts for corporation tax as the union is exempt from such taxes as a result of its charitable status.

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2 Grants Receivable

	2015 £	2014 £
University Block Grant (Subvention)	<u>855,000</u>	<u>850,600</u>
Total	<u>855,000</u>	<u>850,600</u>

3a) Charitable and other Activity costs

	Cost of sales £	Staff costs £	Rent £	Other costs £	Total £
Activities for generating funds					
Advertising & marketing	-	23,776	-	5,895	29,671
Charitable activities					
Advice, Welfare & Student Activities	-	534,364	59,496	617,361	1,211,221
Bars & catering	377,574	409,237	34,992	275,568	1,097,371
Retail	152,712	62,571	4,500	28,046	247,829
Entertainments & Security	219,835	113,253	14,004	113,330	460,422
Societies & Clubs	402,994	11,355	-	22,406	436,755
Governance	<u>-</u>	<u>100,817</u>	<u>-</u>	<u>18,256</u>	<u>119,073</u>
Total costs	<u>1,153,115</u>	<u>1,255,373</u>	<u>112,992</u>	<u>1,080,862</u>	<u>3,602,342</u>

Included in the above governance costs is the annual audit fee of £13,180 (2014: £12,800).

Affiliation fees included in the above amounts to £39,610 (2014: £38,610) of which £36,997 (2014: £34,256) relates to NUS affiliation fees.

UNIVERSITY OF SURREY STUDENTS' UNION
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3b) Central Overhead Costs included in Note 3a

	Usage	Staff £	Other £	Total £
Activities for generating funds				
Advertising & marketing	2%	1,675	3,306	4,981
Charitable activities				
Advice, Welfare & Student Activities	27%	22,145	43,697	65,842
Bars & catering	35%	28,184	55,612	83,796
Retail	7%	5,374	10,604	15,978
Entertainments & Security	15%	12,376	24,420	36,796
Societies & Clubs	14%	11,355	22,406	33,761
Total costs	<u>100%</u>	<u>81,109</u>	<u>160,045</u>	<u>241,154</u>

All central overhead costs have been apportioned on a usage basis, pro rata to the total costs of each project or activity undertaken.

4 Staff Costs

	2015 £	2014 £
Wages and salaries	1,100,660	1,055,723
Social security	79,908	76,417
Pension costs	<u>74,805</u>	<u>129,656</u>
	<u>1,255,373</u>	<u>1,261,796</u>

One (2014: no) employee earned between £70,000 - £80,000 per annum. Defined contribution pension scheme costs for this employee amounted to £10,279 for the year to 31 July 2015.

The average staffing was as follows:-

	2015	2014
Full time	19	25
Students – term time only	<u>120</u>	<u>120</u>
	<u>139</u>	<u>145</u>

5 Trustees' Remuneration and Expenses

Trustees received total remuneration of £100,817 (2014: £103,713). Reimbursed expenses to Trustees totalled £945 (2014: £972).

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6 Tangible Fixed Assets – Group and Union

	Fixtures & fittings £	Equipment £	Computer Hardware £	Computer Software £	Motor Vehicles £	Total £
COST						
At 1 August 2014	1,546,973	672,078	141,970	156,983	119,472	2,637,476
Additions	12,903	7,208	1,446	-	-	21,557
Disposals	(227,713)	-	-	-	-	(227,713)
At 31 July 2015	<u>1,332,163</u>	<u>679,286</u>	<u>143,416</u>	<u>156,983</u>	<u>119,472</u>	<u>2,431,320</u>
DEPRECIATION						
At 1 August 2014	1,079,807	658,044	70,527	80,414	119,472	2,008,264
Charge for the year	82,894	7,749	25,913	29,432	-	145,988
On disposals	(136,853)	-	-	-	-	(136,853)
At 31 July 2015	<u>1,025,848</u>	<u>665,793</u>	<u>96,440</u>	<u>109,846</u>	<u>119,472</u>	<u>2,017,399</u>
NET BOOK VALUE						
At 31 July 2015	<u>306,315</u>	<u>13,493</u>	<u>46,976</u>	<u>47,137</u>	<u>-</u>	<u>413,921</u>
At 1 August 2014	<u>467,166</u>	<u>14,034</u>	<u>71,443</u>	<u>76,569</u>	<u>-</u>	<u>629,212</u>

7 Investments

	Group £	Union £
COST:		
1 August 2014	<u>1,910</u>	<u>1,911</u>
COST:		
At 31 July 2015	<u>1,860</u>	<u>1,861</u>

At 31 July 2015 the Union held investments in the following companies which are incorporated in the United Kingdom.

Name of Company	Main Trading Activity	Equity Held
NUS Services Limited	Purchasing Services	
A Shares		0.33%
B Shares		1.23%
Origin Events Limited	Bar and shop trading	100.00%

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8 Debtors		2015		2014
	Group	Union	Group	Union
	£	£	£	£
Trade debtors	137,845	73,897	141,549	60,570
Amounts owed by group undertakings	-	132,287	-	63,570
Other debtors	20,219	19,686	38,386	38,386
Prepayments & accrued income	<u>33,853</u>	<u>22,128</u>	<u>50,614</u>	<u>50,614</u>
	<u>191,917</u>	<u>247,998</u>	<u>230,549</u>	<u>213,140</u>

9 Creditors: Amounts falling due within one year

	2015		2014
	Group	Union	Group
	£	£	£
Loan & overdrafts due within one year	6,844	6,844	4,030
Trade creditors	89,357	82,215	151,998
Social security & other taxes	23,484	23,314	12,068
Other creditors	15,594	15,217	10,884
Accruals	<u>134,418</u>	<u>126,772</u>	<u>31,652</u>
	<u>269,697</u>	<u>254,362</u>	<u>210,632</u>

10 Restricted Funds held for Student Societies & Clubs – Group and Union

	£
Funds held at 1 August 2014	66,134
Income	469,792
Expenditure	<u>(436,755)</u>
Funds held at 31 July 2015	<u>99,171</u>

Restricted funds represent amounts raised by the Student Societies and Clubs of the Union for their own use.

11 Capital Grant Fund – Group and Union

	2015	2014
	£	£
Funds held at 1 August 2014	78,650	95,935
Transfers to unrestricted funds	<u>(17,285)</u>	<u>(17,285)</u>
Funds held at 31 July 2015	<u>61,365</u>	<u>78,650</u>

This Fund represents capital grant funds received from the University. It is amortised to unrestricted funds over the life of the assets in line with the Unions' depreciation policy on the assets.

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12 Analysis of Net Assets between Funds

Group	Unrestricted Funds £	Restricted Income Funds £	Capital Grant Fund £	Total £
Fixed assets	354,416	-	61,365	415,782
Net current assets	<u>275,595</u>	<u>99,171</u>	<u>-</u>	<u>374,766</u>
	<u>630,011</u>	<u>99,171</u>	<u>61,365</u>	<u>790,547</u>

Union	Unrestricted Funds £	Restricted Income Funds £	Capital Grant Fund £	Total £
Fixed assets	354,417	-	61,365	415,782
Net current assets	<u>276,312</u>	<u>99,171</u>	<u>-</u>	<u>373,483</u>
	<u>630,729</u>	<u>99,171</u>	<u>61,365</u>	<u>791,265</u>

13 Leasing Commitments – Group and Union

At 31 July 2015 the Union had annual commitments under non-cancellable operating leases as detailed below:

	2015 £	2014 £
Plant and machinery		
Operating leases expiring within one year	2,719	-
Operating leases expiring within two to five years	<u>38,743</u>	<u>36,666</u>

14 Control Relationship

Ultimate control of the University of Surrey Students' Union rests with its membership, represented by the Union Trustee board.

15 Related Parties

The Union is in receipt of a recurrent grant from the parent body of £855,000 (2014: £850,600).

The sabbatical members of the executive committee receive remuneration for their services as provided for within the Constitution. The aggregate amount payable under such contracts in the year was £100,817 (2014: £103,713).

Origin Events Limited is considered to be a related party of the Union as it is a wholly owned subsidiary. The company made a payment under gift aid to the Union of £218,460 (2014: £240,314). The balance due from the company to the Union at the year-end was £132,287 (2014: £74,165).

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16 Pension Costs

In 2011 the Union moved from a defined benefit to a defined contribution retirements benefit scheme. As part of the arrangement, the liability for deficits relating to past service of TUPE employees remained with the University. The Union pays contributions for TUPE employees at a rate of 16% of pensionable salary for former members of USS and 16.4% for former members of LGPS. The pension contribution rate for staff commencing employment after 1st August 2011 is 4% and remains at this rate. The total pension cost for the year was £74,805 (2014: £129,656).