

**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 2020**

# UNIVERSITY OF SURREY STUDENTS' UNION

## Contents

	<b>PAGE</b>
Administrative information	1
Report of the Trustees (including Trustees' Responsibilities statement)	2 – 14
Auditors' Report	15 – 17
Statement of Consolidated Financial Activities	18
Consolidated Balance Sheet	19
Union Balance Sheet	20
Consolidated Statement of Cash Flows	21
Notes to the Financial Statements	22 - 31

# UNIVERSITY OF SURREY STUDENTS' UNION

## ADMINISTRATIVE INFORMATION

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### 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, Stag Hill, University of Surrey, Guildford, Surrey, GU2 7XH.

### Charity Trustees

	<u>July 2019/20</u>	<u>July 2020/21</u>
<b>Full-time (Sabbatical) Officers</b>		
President & Chair of Trustees	Gemma Paine	Elizabeth Rodulson
VP Community	Rozalyn 'Amina' Ehiobuche-Nagwamma	Isabel Watkins (appointed 13 <sup>th</sup> July 2020)
VP Support	Sarah Surget (till 1 <sup>st</sup> May 2020) with Diana Dakik (2 <sup>nd</sup> May – 12 <sup>th</sup> July 2020)	Aaron Seabrook (appointed 13 <sup>th</sup> July 2020)
VP Activity	Elizabeth Rodulson	Maya Altamimi (appointed 13 <sup>th</sup> July 2020)
VP Voice	Ajisola Ajimobi	Theo Donnelly (appointed 13 <sup>th</sup> July 2020)
<b>Part-time (Non-sabbatical) Officer</b>		
Union Chair	Theo Donnelly	Rozalyn 'Amina' Ehiobuche-Nagwamma

### External Trustees

Matthew Dutton	Matthew Dutton
Amanda Massie	Amanda Massie
Jeremy Pattison	Jeremy Pattison
Anthony Crampton	Anne Milton (appointed 9 <sup>th</sup> Oct 2020)
Martine Carter	Martine Carter

### Part-time Executive Officers (Non-trustees)

Community Exec Officer	Owain Harries	Adesuwa Obasola
Community Exec Officer	Sam Awonuga	Nathaniel Nelson-Williams
Support Exec Officer	Izzy Ross	Hussain Al-Khawaja
Support Exec Officer	Diana Dakik	Martha Feraressi
Voice Exec Officer	Aya Asali	Joel Miller
Voice Exec Officer	Ola Babayeju	Megan Simons
Activity Exec Officer	Maya Altamimi	Diana Dakik
Activity Exec Officer	Luke Harvey	Ellen Parry

### Auditors

Crowe U.K. LLP  
Statutory Auditor  
49-51 Blagrove Street  
Reading  
Berkshire  
RG1 1PL

### Bankers

National Westminster  
Bank Plc  
151 High Street  
Guildford  
Surrey  
GU1 3AH

### Solicitors

Goodyear Blackie  
Herrington Law Limited  
7 & 8 Innovation Place  
Douglas Drive  
Godalming  
Surrey  
GU7 1JX

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 2020

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The Board of Trustees present their Annual Report for the year ended 31 July 2020 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. The Union is a Company Limited by Guarantee. The Charitable Company's Memorandum and Articles of Association are the primary governing documents. Each member of the Charitable Company undertakes to contribute to the owners of the Charitable Company in the event of it being wound up, while they are a member, such amount as may be required, and not exceeding £1.

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 fourteen students elected annually by cross-campus ballot of the USSU membership. The five posts of President, VP Voice, VP Support, VP Community and VP Activity 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 Officers, Union Chairperson, University Trustee and four external trustees are regarded as the charity trustees of USSU for the purposes of the Charities Acts.

It is to be noted that the post of VP Support was held by Sarah Surgent until 1<sup>st</sup> May 2020, whereby she then took the personal decision to step down from the post, and the elected Exec Support Zone member, Diana Dakik, fulfilled the position solely as figurehead, for the remainder of the term. Diana Dakik was not remunerated for her role.

#### **Arrangements for setting pay and remuneration of key management personnel**

Pay and remuneration of key management personnel is determined by a variety of contributory factors, such as, the size of the Students' Union, the pay scales for each role e.g. sabbaticals, CEO etc., and the level of experience of the staff member. In addition to this, levels of pay may be effected by the ability to recruit key management personnel and retain them in post, which all coincides with the student union's appointment and pay policies. All amendments to the pay and remuneration policy for the key management personnel is discussed and agreed by the trustees. The day to day running of the Union is delegated to the Chief Executive Officer and the Deputy CEO.

#### **Risk Management**

The Finance Committee has examined the major strategic, business and operational risks faced by USSU in particular those relating to governance, finance, student experience, health and safety, organisation, operations, reputation, HR and ICT. A risk register has been established and is updated at least annually.

The Students' Union prime risks are:

- Failure to manage costs improve efficiency and maintain financial stability. Current mitigation: is Annual budgets detailed monitoring and production of monthly finance reports. Monthly finance meeting with quarterly trustee meetings.
- Loss or reduction in annual subvention. Current mitigation: Continuing cooperation with the university encouragement of positive links from Sabbatical officers to key University personnel. Transparency of the USSU core aims and objectives
- Failure to improve the student experience. Current mitigation: Implementation of the Zone structure enabling VP's to complete their manifestos.

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. Staff training and development are in place to ensure staff are aware of the risks and have the necessary skills and ability to complete the designated role. KPI's are regularly reviewed to pick up any early warning signs that issues may be these occurring. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

# UNIVERSITY OF SURREY STUDENTS' UNION TRUSTEES' REPORT FOR THE YEAR ENDED 31 JULY 2020

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This year, the risk of Covid 19 and its impact is considered on a rolling and future basis. The Union's plans and response to the pandemic have been quickly delivered and are adaptable. The Union team are paying particular attention to Rubix nightclub and the adaptations needed in order to deliver a Covid secure venue and social experience for the students. With the onset of Freshers week and the first few weeks of term, the Union has seen the positive impact that the 'Rubix Lounge' is making to students - they have a secure space in which to meet with others. This initiative is reviewed on a regular basis and it should be noted that while we do not have the expenditure associated with hosting acts or entertainment; the costs relevant to staffing and ensuring the venue adheres to the required levels of safety as a secure Covid zone, are very high.

The Unions management team have produced differing scenario forecasts that take account of the Governments tier system. These will be referred to in order to ensure the financial viability of the Union for 2021/22 and onwards.

## **Procedures and Policies of Trustee Induction and Training**

In the year 2019/20 the University trustee position welcomed Martine Carter – Head of Strategic Planning at the University of Surrey, and five new trustees took office and undertook a full week's internal induction training. On-going training will be made available to the trustees during their office including attendance at conferences, specific training events and access to website training materials.

## **Group structure**

The Student Union has a wholly owned subsidiary, Origin Events Limited. See Note 8 for further details.

## **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 UK Students' Union that has a positive impact on every University of Surrey student - To enrich students' lives, the community in which they live and the University of Surrey by creating the changes they want and to enable them to achieve their ambitions". During 2016/17, the board of trustees agreed a new five year strategy for the Students' Union. This strategy was put to members for approval during the annual elections and 1847 members voted, with 89.5% approving the strategy. The key aims from the strategy are as follows

- **The Union will be proactive in learning what our members want:** By talking more to our members, giving them the opportunity to talk to us – easier and quicker, and doing quality research without the burden of endless lengthy surveys, the sabbaticals, and Union executive will have a closer and more relevant understanding of what our students think, and what is important to them.
- **Student leaders will be supported to take action in response to the student voice:** To create change, and enrich the lives of our members, we must react to what we know. Although it is important to acknowledge that we are constrained by our charitable objectives. Student leaders are not just elected to deliver on election promises, but to react to the voice of students.
- **Elected student officers will be supported to deliver on key manifesto pledges:** With a solid foundation of student opinion to support elected student officers in their decision making, it is also vital that student officers do not simply become messengers, reporting through committee what the latest survey results are. The diversity of ideas comes from the annual election process and the resultant manifestos. The representative democracy of the Students' Union will be supported by enabling elected officers, not only to develop their election manifestos, but to deliver on them.
- **Students will be well informed on the work of the Union and their representatives:** We will not just listen silently to our membership, but will inform them of what their Union has been doing in their name, and what it continues to do following what they have told us. By hearing about the impact their voice has made, and how they have been listened to, the credibility of the Union will be enhanced and continue a virtuous circle of student engagement.
- **Students will recognise the Union as an organisation that is true to their values:** The way the Students' Union collectively operates is important, for the credibility of the organisation and the relationships that exist with external stakeholders as well as with our members. Our values will be rooted in what we do, elected officers, signatories, staff, and all active members will be expected to know what is expected of them in the living realisation of our values.

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

**UNIVERSITY OF SURREY STUDENTS' UNION  
TRUSTEES' REPORT  
FOR THE YEAR ENDED 31 JULY 2020**

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Students' Union support service, volunteering and training, diverse student activities, and support for student sports clubs and societies, alongside our commercial activities which include 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 charity trustees, have complied with their duty as determined by Section 17(5) of the Charities Act 2011 having due regard to the Charity Commission's published general guidance concerning the operation of the public benefit requirement

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 15 executive officers contributing across the University from SSLC (student liaison committees) to the highest University committees, Senate and Council. In 2019/20 the Union participated in the Student Life Pulse survey from Alterline Ltd, which surveyed all students for their views on the Union and its activities. This now forms the basis of most KPI measurement.

### **Zone Activity**

The work of the Union is presented in four zones, Voice, Activity, Support and Community. Each zone is led by a VP with the President in overall leadership of the Union.

### **Voice Zone**

#### ***BAME Students' Experiences***

This year, Ajay Ajimobi (VP Voice) has dedicated considerable work to raising awareness of, and proactively addressing, the gap between black and white students' degree outcomes. At Surrey, this gap is now larger than the sector average, with 89% of white students who received a first or 2:1 in 18/19, compared to 65% of black students who received a first or 2:1 that year. Building on the extensive body of research available in the sector and academia, Ajay published a report on the attainment gap, focusing on the specific experiences of students at Surrey through a series of focus groups. The report includes several actions which have been presented to the Vice-Provost (Education) and Chief Students' Officer. In conjunction, Ajay also joined Professor Osama Khan and the Vice-Chancellor in an all-staff presentation and has been working in parallel on some University activity in this area.

#### ***Liberated Library***

Following the introduction of the scheme as part of Ajay's part-time officer manifesto last year, we are very pleased to continue collaborating with the Library and Resource Centre team to raise awareness and add to the diversity of Surrey's literary and audio-visual resources; the 'Liberated Library'. Following the introduction of the scheme last year, Ajay has curated a collection to mark Black History Month and has been joined by a range of other student curators on themes such as LGBT+ and mental health awareness. Together, these exhibits have helped to shine a light on important issues affecting students and society, as well as raising the profile of authors from under-represented backgrounds.

#### ***Democracy***

A focus for the Voice Zone has been to ensure that students can have their say and so, this year, the Voice Zone has led on new opportunities for student democracy. We began the year with the new addition of a priority campaign selection process, 'Make Your Change,' in which we received more than 100 suggestions from students on what the topic of the next big Students' Union campaign should be. The suggestions we received covered every aspect of student life, including: green issues, academic life, and inclusion. Voting was open to all students, who chose 'Sustainability: A Greener Surrey' as the topic for this year's priority campaign, which was led throughout the year by officers and student volunteers who have lobbied for improvements and planned activities which will resume when campus reopens.

Alongside the priority campaign selection, we also made large improvements to the election of Liberation Reps (student representatives for a particular section of the student community, such as people of colour, LGBT+, or people with a disability). This helped to raise the visibility of diversity and inclusion amongst students at Surrey and created an opportunity for rich discussion whilst substantially increasing turnout.

# UNIVERSITY OF SURREY STUDENTS' UNION

## TRUSTEES' REPORT

### FOR THE YEAR ENDED 31 JULY 2020

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Unfortunately, the main Surrey Decides elections featured a lower number of candidates and a lower turnout overall than had been anticipated, which will both be key priorities for the Zone next year. Nevertheless, turnout increased for several portfolio roles (such as the recent addition of Raising And Giving Chair) and voter data showed greater engagement with the full breadth of the ballot paper. Surrey Decides once again featured a very successful hustings ('Question Time') chaired by student volunteers, with special University guests for the Presidents' Challenge and various commentary segments.

#### **Course Reps**

This year, we have continued to build upon the successful Course Representatives (Course Rep) programme which supports over 550 elected student representatives. In addition to the coordination of training and Voice Forums, this year we worked with the University to standardise the election process, moving to a digital process to ensure transparency and consistency. The Zone has organised several social events for Course Reps to get to know each other and share ideas, as well as introducing a formal handover to help next year's cohort hit the ground running.

Throughout the year, Course Reps have shared with us several successes, which include: the organisation of internships and employability events, additional content to support learning, and introducing new ways for students to voice their feedback within their School/Department.

Exceptional work by Reps has been celebrated in many areas, including the Politics department, the Vet School, within placement cohorts spread across the world, and more, all recognised via our Rep Awards given out at the end of the year.

#### **Voice Forums**

Each year, the Voice Zone coordinates several student Forums to give students the opportunity to share their feedback on their educational experience (Faculty Voice Forums) or broader experiences of University life (Student Voice Forum) with colleagues in senior leadership. In semester 1, we are very happy to report high engagement from students and Course Reps, and in semester 2 our first online Student Voice Forum was joined by a fantastic turnout of 380 students.

In response to the global pandemic, the Voice Zone and wider team have also worked on introducing additional ways for students to give their feedback, including several surveys and targeted online Forums to understand the specific disruption to postgraduate researchers and healthcare students in particular.

With the support of University colleagues, this student feedback has helped to shape and support the University's response to minimise disadvantage to different sections of our Surrey community.

#### **Student Campaigns**

A central part of Ajay's VP Voice manifesto was the creation of an online platform to help support student-led campaigning.

This led to the introduction of a dedicated space on the Students' Union website to showcase current campaigns, with extensive accompanying planning materials created to guide students through the planning and execution of a successful campaign. Students are also eligible to propose a new campaign and request modest funding from the Zone to fulfil it.

The campaign platform was launched with a successful accompanying training workshop and a postponed talk from Parliament's outreach team which will now take place next year. We look forward to working more closely with campaign groups next year!

#### **Activity Zone**

##### **Wellbeing & Inclusion Champions**

A joint initiative between Support and Activity saw the creation of 'Wellbeing & Inclusion Champions' committee roles within Sports Clubs and Societies. The purpose of the role was to promote inclusivity among Union groups, ensuring all students were welcomed, along with having a specific contact who could signpost members to support services and be a main point of contact for any welfare related issues.

**UNIVERSITY OF SURREY STUDENTS' UNION  
TRUSTEES' REPORT  
FOR THE YEAR ENDED 31 JULY 2020**

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Around 150 students signed up to the initiative and were trained in October and February across sessions such as Active Listening, Serious Disclosures and Boundaries & Signposting. This role has been hugely appreciated by Club and Society members and we will continue to improve the training on offer next year.

***Kelly's 5/10km Run***

Saturday 22nd February saw the second 'Kelly's Storage 5/10km Run' starting and finishing on campus. The Activity and Community Zones worked with Kelly's to build on last year's hugely successful event; 2020's race saw 600 runners and an incredible £17,440 raised for Oakleaf and Cystic Fibrosis charities. The event continues to engage both students, staff and the Guildford community with a fairly even split of university/community entrants.

***Employable Me Week***

Employability continues to be a focus for the Union with Surrey's Pulse Survey (Oct-Apr 2019/20) reporting an increase in the percentage of students who believe the Union is making them more employable. As part of our focus, we ran the second 'Employable Me' week in conjunction with the Careers department, putting on drop-in sessions for CV writing, improving LinkedIn profiles and a video interview masterclass from PwC.

The week culminated with "Create your Career", an event featuring Surrey alumni who had been part of Club and Society committees, giving their valuable insight into the benefit of getting involved with the union and how the skills they gained have aided them in their current careers.

***Free Swimming sessions***

As a way of breaking down the cost barrier to physical activity, free swimming was launched in late 2019. This initiative was open to any student who didn't hold a Surrey Sports Park (SSP) membership with two sessions held each week and around 5-7 students participating in each session.

***Club and Society Memberships***

Our clubs and societies continue to amaze us with all that they do. In 2019/20, membership numbers rose again to 10,392 memberships across all our groups, a 6% increase on 2018/19. Of this figure, 2318 were sports club memberships and 8074 were societies, 600 more than last year.

***ASC Early Induction Programme***

We introduced sport-based activity into the ASC (Autism Spectrum Condition) Early Induction programme during the 2019 Welcome Weekend. This saw 18 ASC students participate in specially designed sessions with our Hockey and Tennis clubs over at SSP, which both participants and volunteers thoroughly enjoyed.

***Liberation Committee focus on Barriers to Activity***

The Liberation Committee focused its attention on barriers to activity in Semester 2. This led to collaboration with SSP's Sports Participation team on what Team Surrey should be doing to be more inclusive and the LGBT rep giving an excellent presentation to Sports Clubs committees on 'LGBT+ Inclusion in Sport'. This in turn gave committees the chance to be a #SurreyAlly. The work we have started will continue in 2020/21 and the Activity Zone will look to utilise the Liberation Committee for their assistance in breaking down even more barriers to activity.

***Free Transport***

We continued to provide free transport to all Sports Clubs competing in British Universities & Colleges Sport (BUCS) competitions and training off-campus, as well as enabling the majority of non-BUCS clubs to access free transport to their competitions. By doing this, we are saving clubs thousands of pounds annually on minibus costs and breaking down the cost barrier to activity.

***Society Lockers***

After several years in the pipeline and a long consultation period, the society locker rooms have been finished and are now fully fit for purpose. All groups can store their equipment safely, this is a huge benefit for our Societies as it negates the need to keep equipment in student accommodation and houses.



**UNIVERSITY OF SURREY STUDENTS' UNION  
TRUSTEES' REPORT  
FOR THE YEAR ENDED 31 JULY 2020**

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## **Support Zone**

### ***Academic Advice***

An increasing number of students have been seeking support from the academic advice team, with a 228% uplift from last year (689 between July 18 – June 19 compared to 2262 in July 19 – June 20). To accommodate for the increase in students we have widened the service to include Drop-Ins for Appeals and Extenuating Circumstances (ECs) and have launched our “Ask Me Anything” Instagram takeovers to answer student questions.

Throughout the pandemic we have continued our online service, providing Teams calls to support students through online Panels and meetings. Additionally, we have continued our drop-in EC and Academic Appeal service through Zoom.

This year, following a successful proposal to Senate in early 2019, we have successfully launched the pilot for Self-Certified Extenuating Circumstances (ECs). The pilot allowed level four students in second semester to self-certify two written coursework submissions. However, the pilot stopped when they pandemic moved assessments online.

The academic advice team successfully worked with the University to ensure all students were covered by Self-Certified ECs through the pandemic and for the remainder of the 19/20 academic year.

Following the pilot, we are pleased to announce that Self-Certified ECs will be implemented for all students, at all levels for all assessment types (including exams and events) for the academic year 20/21 (Pending approval from ULTC).

Alongside Self-Certified EC's, the academic advice team have also worked with the University to develop emergency regulations for the academic year 19/20 considering online assessments and the impact of the pandemic, which included consultation on the Safety Net, Compensation and Trailing Credits.

### ***Welfare Watch***

Welfare Watch was launched in Freshers' Week 2019, with the aim of keeping students safe on a night out in Rubix.

With the help of the Support Zone and Sarah Surget, VP Support, over 40 student volunteers including 11 supervisors have been trained over the year to run the service on Wednesday and Friday nights.

Welfare Watch has recorded that it has supported over 120 students since the launch. Due to the pandemic, Welfare Watch had to close but have successfully elected their first student committee and plan to launch again in Freshers' Week 2020 to support new and returning students to campus.

### ***Student Minds***

Following the manifesto of the Support Zone last academic year, this year Sarah, VP Support, successfully launched a Student Minds mental health group on campus. Run by trained student volunteers, Positive Minds is a 6-week peer support group to tackle loneliness, low mood and depression at University.

The Support Zone have trained up six student facilitators and ran one 6-week course at University, at full capacity, before the University closure during the pandemic. However, the volunteers continued to support students through the closure, running two 4-week online courses of Positive Minds through Zoom.

A new committee has been elected for the new academic year 19/20 with plans to recruit and train more volunteers to run more Positive Minds courses – both online and face to face.

Additionally, the Student Minds volunteers helped in the running of University Mental Health Day 2020, in March. Covering all of campus, over 30 student volunteers helped run events and wellbeing activities at Surrey Sports Park and around Stag Hill campus (Library and The Hive), engaging over 200 students with their activities to promote talking, listening and self-care.

# UNIVERSITY OF SURREY STUDENTS' UNION

## TRUSTEES' REPORT

### FOR THE YEAR ENDED 31 JULY 2020

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#### ***Nightline***

Nightline have had their second successful, full academic year, with more volunteers than ever supporting the service and are currently applying for full accreditation from the Nightline Association, ready for the new academic year. Unfortunately, Nightline had to stop operating on 13th March due to the pandemic and were forced to close their lines to students.

In April 2020, the Nightline committee trained in the Nightline Association's email service and have been supporting Surrey students through their anonymous email system. Nightline are pleased to be able to offer email support throughout the summer months, with plans to re-open the phone lines and Instant Messaging service in October 2020.

As Nightline were unable to fully open over the Pandemic, they organised a (socially distanced) fundraising run for over 300 staff, students and members of the community, raising over £3000 for the Samaritans.

The new Nightline committee for 2020/2021 have been elected and will continue to work closely with the Support Zone staff with the aim of increasing the presence and promotion of Nightline on campus for the next academic year, to build on the success of this year.

#### ***Wellbeing and Inclusion Champions***

Collaborating with the Activity Zone, Wellbeing and Inclusion Champions (WICs) were introduced to Clubs and Societies this academic year, with over 150 WICs trained up this year in active listening, inclusion and disability in sport, dealing with serious disclosures, signposting and boundaries. WICs were in position to provide wellbeing support and signpost their members to other support within the University.

75% of University students are more likely to speak to a peer when they are struggling with mental health difficulties, compared to only 3% to a member of staff or professional (Student Minds, 2018). This is why the introduction of the WICs has proved an invaluable resource for identifying students who may be struggling at University and to provide peer-to-peer support.

#### ***Samaritans on Campus***

The Support Zone have continued to foster a working relationship with the Guildford Samaritans, with Sarah, VP Support and Zoe Wilkes, Support Manager attending their AGM to give a talk on student mental health and the partnership between the Students' Union and Samaritans.

2019/2020 saw the introduction of "Samaritans on Sunday", where alongside Surrey Love, the Samaritans provided free tea, coffee, snacks and a listening ear to students out-of-ours on Sunday's, where other mental health services are normally closed. Samaritans continue to provide this emotional support throughout exams, and we are excited to see what the new year brings, with the introduction of "Coffee, Cake and Conversations".

#### ***Sexual Health***

This year, it was a manifesto point for Sarah, VP Support, to introduce more sexual health awareness and a sexual health nurse on campus. Sarah successfully introduced a sexual health nurse to campus once a week, to provide sexual health and STI tests to students.

Additionally, SHAG (Sexual Health and Guidance week) was bigger than ever this year, with SHAG stands in the library foyer, with freebies, free condoms and a competition for Clubs and Societies to get the most students to take a chlamydia test.

#### ***Report + Support***

Sarah, VP Support and Gemma, Union President, have worked hard this year to ensure that Report + Support launched successfully. The independent reporting platform allows students to report incidences such as abuse, hate crime, harassment, discrimination and mental health, to the University. The platform also has an extensive list of support services to students.

Report + Support was a manifesto point of Koyin, VP Support (2016-2017) and we are very pleased that it has been implemented this year, after years of asking the University. The reporting tool allows students to easily report incidences (either anonymously or not) knowing that their report will be acknowledged and investigated.

# UNIVERSITY OF SURREY STUDENTS' UNION TRUSTEES' REPORT FOR THE YEAR ENDED 31 JULY 2020

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## **Disability Awareness**

Following a recommendation from a student, "Purple Cards" were introduced in the library to allow those who have a disability or who are neurodiverse, to have longer time away from their computer/desk space. The Union also encouraged students and staff to "Paint Campus Purple" on Disability Awareness Day 2019, with Clubs and Societies also taking part to raise awareness.

## **Wellbeing Sessions**

The Support Zone members have been hard at work this year, organising one-off Wellbeing Sessions and collaborating with various Clubs and Societies. Examples include their 'Crafternoon' where students could paint rocks, colour-in and paint mugs.

Another example is their collaboration with Pet Soc to organise a dog walk for students. The pandemic didn't stop the Support Zone – the Wellbeing Sessions continued throughout lockdown using #SurreyAtHome, and they organised art and baking competitions.

## **Community Zone**

### **Freshers Week**

On the Saturday of Welcome Weekend, we moved in over 3,500 students, which is the largest arrival day ever, with 10% more students arriving than previous years. Over the weekend in total we welcomed over 4,200 students. We received applications from 210 students to be Angels and 68 to be Super Angels. Although we had a large number of drop-outs, around 170 Angels and 40 Super Angels turned up on the day and we received many positive comments such as the ones below -

*"First class. The day really should have been troublesome and stressful - but absolutely the opposite...very true to say, the organisation and people we met on the day were excellent. It was as if this is done every day. Thank you so much for the time and effort that everyone had clearly made to make the whole process stress free, easily understandable and enjoyable."*

*"The moving in experience was so well organised and each and every Fresher Angel that we met had a smile, enthusiasm and were very helpful."*

The Outdoor Cinema was also replaced with a screen in the amphitheatre which showed films every night, along with sport and various programmes in the day time. Amina Nagwamma, VP Community, organised the Big Chill event at Hazel Farm as students living there can often feel left out and isolated. It included a BBQ, music and games and was well attended and appreciated by Hazel Farm residents.

Freshers' Fair this year was held in the marquee. The last few years we have been working on the look of the union stand to increase interactivity.

This year we went paperless and gave the stand a new look with a giant inflatable elephant promoting the message 'Don't let there be an elephant in the room, talk to us' and students were encouraged to follow the Union's Instagram account to receive a free gift.

### **Community Relations**

On 21st November, for the third year in a row, the VP Community addressed the crowds from the balcony of the Guildhall at the 'Guildford Lights Switch-On' while 'Steve The Stag' took part in the mascots parade and mingled with the public. Amina spoke about the importance of students within the local community and the good work we have been carrying out.

A housing fair organised by University Surrey Lettings (USL) was held in Rubix. Community Zone members Sam Awonguga and Pete Mancktelow produced housing videos for the fair and the Community Zone had a stand where they could engage with students.

# UNIVERSITY OF SURREY STUDENTS' UNION TRUSTEES' REPORT FOR THE YEAR ENDED 31 JULY 2020

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## **Volunteering**

The highlights:

- We currently have 2975 volunteers registered
- This year saw 1378 new members join
- Our volunteer members generated 37195 hours of volunteering
- Through 162 registered societies/clubs & external partners
- Via 799 different applications to 84 different opportunities

These are the opportunities with the most volunteers this year:

Overall our volunteering has continued to grow and now offers a vast mix of opportunities. These include internal e.g. Societies and Clubs and external such as Kelly's Run and our specific Covid 19 response which had over 30 students volunteer in a time of crisis.

The Covid 19 response worked with Voluntary Action South West Surrey and GBC/Waverly council to ensure our student volunteers were placed where they were most needed at the start of the crisis. Postcards were also available for students to put through neighbours doors offering help during the pandemic.

One of our Covid 19 Volunteers ended up in Brightwell's Gostrey Community Centre Kitchen, Farnham:

*"Just wanted to let you know I've started volunteering at Brightwell's in Farnham in their kitchen through VASWS – turns out a lot of places need people in the kitchens and I'm kitchen trained so it's perfect!"*

Work has also gone into a redesign of the current volunteering system to enable students to log, and more importantly understand, how to best to use their experiences gained during their time volunteering at with the Union, and how to become more employable.

The Volunteer Festival was held on Monday 11th November. Organisations set up stalls which students could visit to sign up or find out about volunteering. Each organisation had around 30 sign-ups and 70 people registered on the volunteering platform promoted by Zone members. Community Zone member Sam Awonguga also created a new volunteering video.

'Volunteering Week' was held in March and offered students the opportunity to volunteer on campus and in the community and the chance to discuss volunteering opportunities with HALOW.

Overall volunteering at Surrey is going from strength to strength. This was recognised earlier this year when we received 'Highly Commended' in the Guildford Awards for Innovation in the Voluntary and Charity Sector, demonstrating our commitment to providing the best experience for our volunteers.

## **RAG**

At the beginning of the year Ian Handy, Community and Volunteering Coordinator, and our new Raising and Giving (RAG) Chair, Owain Harries, had an inspirational visit to The National Student Fundraising Conference at Birmingham University. RAG's chosen charities for the year were Oakleaf (local) and Cystic Fibrosis (National).

Unfortunately, our planned Jailbreak event had to be cancelled for the second year running due to the worldwide pandemic; however during lockdown Owain ran a 'RAG 2.0 Challenge' in which students were asked to challenge themselves and raise money for our charities.

## **Showcase Events**

'One World Week' our annual celebration of the diverse cultures here are Surrey, took place in December starting with One World Exhibition in Rubix and ending with another successful Showcase in G-Live. We decided to continue to use G-Live after the success of 2018 when we decided to expand our existing capacity and use G-Live when University Hall was unavailable.

**UNIVERSITY OF SURREY STUDENTS' UNION  
TRUSTEES' REPORT  
FOR THE YEAR ENDED 31 JULY 2020**

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The Union and Colours Balls unfortunately could not go ahead this year due to the pandemic; however with the help of some of our amazing volunteers (Stage Crew / Stag TV) we were able to stream the events live from Rubix.

***Zone Activity and Achievements***

Zone members Sam and Pete worked with USL to develop a 'Living off -Campus Guide' and Amina collaborated with the Cocktail Society to put on a pumpkin carving and cocktail making class in Hari's Bar; both of which were well attended.

This year the Community Zone has also been focusing on excluded and underrepresented departments / groups within the University. Amina arranged free breakfasts in the Union and invited PGR students to come along to socialise, so they would feel more included in campus activity.

To help raise community spirit Amina also organised a Christmas 'Big Chill' event at Hazel Farm and a get together in The Hive for students still living on campus over the Winter Vacation. All events offered students a chance to meet other people, to socialise over free food and help isolated groups feel part of the community.

This year we introduced Paperclip, a new online trading platform, which allows students to share, swap or sell any goods from books to Xboxes. If students do make sales on the platform the Union gains a small percentage of this income which could be significant many years down the line as the usage of the platform grows. It is fully branded with Surrey Union logo's when students log in, making it clear this is a service provided by the Union to benefit students.

During lockdown we have focused on engaging students online and making sure students still feel part of the student community wherever they may be. Zone member Omar Al Masri reached out to final year students by producing a heart-warming video message, which was shared across the Union communications channels.

'The Class of 2020' reminisce about their time and wonderful experiences at University and express what they will miss the most. As the current circumstances have prevented them from enjoying their last few months being Surrey students, and postponed the summer graduation until 2021, they share a heart-warming, supportive and powerful message to all students, to never lose hope.

As part of the '#SurreyatHome' campaign, Community Zone member Sam, worked with the School of Literature & Languages and Surrey Lit Soc to encourage students to write poems about their experiences of staying at home during the COVID-19 pandemic. Students submitted reflecting and inspiring poems to the campaign.

The Community Zone also encouraged students to submit photos documenting unique moments during the lockdown. An online poetry workshop with the Young People's Laureate for London, Theresa Lola, was also held with the participants of the campaign. The workshop was an opportunity for students to learn to express their experiences creatively. The result is the 'Surrey At Home Anthology' a collection of different student's experiences of lockdown in poetry and photography form that was shared on the Union's website.

***Rubix***

At the beginning of the year, Rubix had a successful week of events with 7 out of 8 nights selling out; we also saw the biggest Hari's Challenge of all time and had to unexpectedly open up all of the venue to accommodate them!

Rubix was 8% up on wet sales and spend per head was up to £8.09 from £7.22 prior to lockdown, resulting in overall being just £2k short of making £100k, which is a record. This year Rubix also launched its brand-new unisex toilets and a new screen on the patio for the benefit of students.

The Rubix 'Black Card' was launched last autumn - a membership card for Rubix which gave the owner entry to every Wednesday and Friday night event (apart from Freshers' Week and End of Year) along with queue jump and other perks. Unfortunately refunds had to be given when Rubix was closed halfway through the year, following the pandemic.

**UNIVERSITY OF SURREY STUDENTS' UNION**  
**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 JULY 2020**

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Community Assistant and placement student, James Barlow, has worked incredibly hard on developing the Rubix Instagram page, increasing followers to over 3000, improving engagement and giving it an overhaul.

James also built a Spotify playlist for Rubix and created a DJ page on the Rubix website to help student DJs. In February, as part of the 'Your Union' campaign we gave out vouchers in Rubix which entitled students to a free drink, free cloakroom, queue jump and other perks alongside some facts about Rubix and Union.

After lockdown we began livestreaming Flirt! from Rubix with our resident DJ Karl Thomas, featuring guest DJ's each week. We have consistently had around 300 viewers and good interaction from students (we even had a virtual photobooth!) The stream was one of the most professional available on the internet during lockdown on [www.rubix.live](http://www.rubix.live)

Rubix also participated in other livestreaming events, including 'James Hype Streaming World Tour', 'The Stickmen' and 'Play For Mental Health, We Care Music Virtual Festival'. Hari's Challenge has been running online every Tuesday and will continue over the summer as it still has over 50 teams competing each week.

Finally, we were the only students' union to be nominated for an award at the BII National Innovation in Training Awards. We were nominated for 'Best Training Programme' for our part-time Rubix staff training.

### ***Sustainability***

We continue to make steps towards being a more sustainable Union:

Freshers' Week wristbands were eco-friendly and made from rPET.

Volunteers were asked to bring their own reusable water bottles to 'Moving in Weekend'.

We are making every attempt to move all our drinks to cans in Rubix (no glass or plastic is our ultimate aim).

In the 2019 Annual Members Meeting, a motion was passed for the Union to create a food co-operative. We are currently in the process of setting this up with a team of student volunteers to be an integral part of the Thursday Market.

The Union has given out free reusable water bottles and coffee cups at multiple times throughout the year to decrease the usage of non-reusable cups on campus.

The Thursday Market, Youngs Kitchen and Pizzaman were asked to use environmentally friendly packaging from January 2020.

Teas and Tees offered cheaper hot drinks for those who used reusable cups as an incentive to ditch non reusable cups. They also used Vegeware cups which are compostable.

The Union lobbied the University to provide 11 new water stations on campus, in a bid to encourage the use of reusable water bottles and reducing the amount of shop bought single use water bottles; the stations were installed in March 2020.

We are in the process of working with the University's Sustainability Team to set up a student Sustainability Forum to give students the opportunity to hear about the University's progress and plans, share their opinion on sustainability at Surrey, provide feedback on sustainability initiatives and have their questions answered by the University's management team.

Amina, VP Community organised Sustainability Days on the last Friday of every month. These events included a litter pick-up in Guildford Park Avenue and a reusable sanitary towel workshop.

Work has begun to develop a sustainability policy and strategy for the Union.

**UNIVERSITY OF SURREY STUDENTS' UNION  
TRUSTEES' REPORT  
FOR THE YEAR ENDED 31 JULY 2020**

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We visited Global Brands head office to discuss sustainability. Currently VK (supplied by Global Brands) is our biggest seller and is only available in plastic or glass bottles. Global Brands presented research and brainstormed ideas about how to move forward and be more environmentally friendly as a company without it having a financial impact on the business. It is highly likely they will move to a 100% recycled plastic bottle to reduce carbon footprint. We have also volunteered to trial VK in a can.

Instead of buying a real Christmas tree for Rubix we built one out of used VK bottles. The structure can be reused each year.

### **Fundraising**

The Union itself had no fundraising activities requiring disclosure under S162A of the Charities Act 2011.

### **Future Plans**

In the last three years, the Students' Union and the environment in which it operates has seen a tremendous amount of change. A change of direction and democratic structure for the Union and new senior management in many positions at the University. USSU will continue with its core functions of representation and provision of student activities for the foreseeable future.

The strategy agreed by members in February 2017 is now embedded within the Union structure and will be in place until the end of 2022. Further quantitative survey work will be undertaken to understand and measure member satisfaction. USSU will continue its association with almost all external bodies (BUCS, IIV, BII, etc.), unless a popular vote from members deems this unsatisfactory.

### **Financial review**

USSU has continued to benefit from the recognition and support of the University, and this year received an annual Block Grant of £1,228,217.

Due to the impact of Covid 19, the decision was taken to Furlough full time staff on a rotary basis, to ensure that the Union could still operate its core activities over the spring and summer months. Due to the usage of this scheme, the Union was able to benefit from Furlough payments equating to £125,629.

The usual course of Union income is generated from Rubix nightclub; due to Covid 19 impact this ceased to be generated. However, the end of the financial year usually brings higher levels of expenditure on events, balls, award ceremonies and in person activities. Covid 19 restricted all of these activities which resulted in no expenditure and funds were preserved. The Union has also received a £50,000 payment post year end for Business Interruption insurance, which has been accrued for in the accounts. This is to compensate for the closure of Rubix during this period.

### **Reserves Policy**

The Board of Trustees reviews the Student Unions' Reserve Policy annually. This year due to Coronavirus, the reserves policy will be reviewed on an ongoing basis, with specific regard to retained levels. The Board of Trustees have determined that the appropriate level of reserves should be £300,000 cash (which is approximately 3 months salaries), however this will face ongoing review. The reason for this reserve is to provide enough working capital and to deal with unexpected emergencies. In future years capital maintenance and development projects may be considered in the reserves policy review, alongside the financial impact of Coronavirus.

After deducting the carrying value of tangible fixed assets held for the Student Union's own use there were free reserves as defined by the Charity Commission of £467,832 (2019: £452,476).

The Students' Union cash reserves as at 31 July 2019 were £670,812. The cash reserve as at the 31 July 2020 is £586,496 (a decrease of £84,316).

The key management personnel understand that the Students' Union needs to maintain an appropriate level of reserves, in order to provide sufficient capital to cover delays which can occur between spending and receipt of income.

**UNIVERSITY OF SURREY STUDENTS' UNION  
TRUSTEES' REPORT  
FOR THE YEAR ENDED 31 JULY 2020**

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**Custodian Activities: Clubs' & Societies' Funds**

USSU acts as custodian for funds raised by the students' amounting to £144,893 at 31 July 2020. £667,782 paid in and £660,727 paid out of the clubs and societies own funds; made up of a total of 20,184 transactions for the year. These funds are represented in the financial accounts system under separate Restricted Income Fund cost codes so Clubs' & Societies balances are known at all times.

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 Board of Trustees are currently in ongoing consultation as to evaluating sufficient funding for USSU to meet all its obligations.

**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 Students' 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;
- State if 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 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.

... Elizabeth Rodulson .....  
Trustee On Behalf of the Board – Elizabeth Rodulson

Date: 28/10/2020



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

### **Opinion**

We have audited the financial statements of the University of Surrey Students' Union for the year ended 31 July 2020 which comprise the Group Statement of Financial Activities, the Group and Company Balance Sheets, the Group Cash Flow Statement and the related 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 group's and the charitable company's affairs as at 31 July 2020 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.

### **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 group 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 group's or 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.

## **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE UNIVERSITY OF SURREY STUDENTS' UNION (CONTINUED)**

### **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.

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.

### **Opinion on other matter 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' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' Annual Report has 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 group and the charitable company and their environment obtained in the course of the audit, we have not identified material misstatements in the trustees' annual 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
- 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.

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE UNIVERSITY OF SURREY STUDENTS' UNION (CONTINUED)

### Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 12, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the group's or 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.

### Auditor's responsibilities for the audit of the financial statements

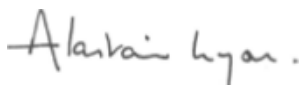
Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee 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](http://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 company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Alastair Lyon

Senior Statutory Auditor

For and on behalf of

**Crowe U.K. LLP**

Statutory Auditor

Reading

1 December 2020

**UNIVERSITY OF SURREY STUDENTS' UNION**  
**STATEMENT OF CONSOLIDATED FINANCIAL ACTIVITIES FOR THE YEAR**  
(Incorporating income and expenditure account)  
**FOR THE YEAR ENDED 31 JULY 2020**

	Note	Unrestricted Funds £	Restricted Funds £	Capital Grants £	Total 2020 £	Total 2019 £
<b>Gross Income</b>						
<b>Donations:</b>						
- Donations, University Grant, etc.	3	1,353,846	-	-	<b>1,353,846</b>	1,294,575
<b>Income from other trading activities</b>						
- Activity		19,262	-	-	<b>19,262</b>	47,541
- Central		28,885	-	-	<b>28,885</b>	37,330
- Community		129,725	-	-	<b>129,725</b>	146,589
<b>Charitable activities for students:</b>						
- Activity		3,156	667,782	-	<b>670,938</b>	847,491
- Central		45,712	-	-	<b>45,712</b>	103,975
- Community		824,714	-	-	<b>824,714</b>	1,210,904
		<b>2,405,300</b>	<b>667,782</b>	-	<b>3,073,082</b>	<b>3,688,405</b>
<b>Expenditure on:</b>						
<b>Charitable activities for students:</b>						
- Activity		427,028	660,727	-	<b>1,087,755</b>	1,269,308
- Central		372,078	-	-	<b>372,078</b>	372,512
- Community		1,068,272	-	-	<b>1,068,272</b>	1,440,417
- Support		279,327	-	-	<b>279,327</b>	280,073
- Voice		255,104	-	-	<b>255,104</b>	248,194
	4	<b>2,401,809</b>	<b>660,727</b>	-	<b>3,062,536</b>	<b>3,610,504</b>
<b>Net incoming resources</b>		3,491	7,055	-	<b>10,546</b>	77,901
<b>Transfer between funds</b>		3,000	-	(3,000)	-	-
<b>Net Movement in funds</b>		6,491	7,055	(3,000)	<b>10,546</b>	77,901
Fund balances brought forward		670,348	137,838	3,000	<b>811,186</b>	733,285
<b>Fund balances carried forward</b>	14	<b>676,839</b>	<b>144,893</b>	-	<b>821,732</b>	<b>811,186</b>

The notes on pages 22 to 31 form part of these accounts.

**UNIVERSITY OF SURREY STUDENTS' UNION**  
**CONSOLIDATED BALANCE SHEET**  
**AS AT 31 JULY 2020**

	Notes	2020		2019	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible fixed assets	7		<u>209,007</u>		<u>217,872</u>
			<b>209,007</b>		<b>217,872</b>
<b>Current Assets</b>					
Stocks	9	33,916		25,547	
Debtors & prepayments	10	192,876		186,348	
Cash at bank & in hand		<u>586,496</u>		<u>670,812</u>	
		<b>813,288</b>		<b>882,707</b>	
<b>Current Liabilities</b>					
Creditors: Amounts due within one year	11	<u>(200,563)</u>		<u>(289,393)</u>	
<b>Net Current Assets</b>			<u><b>612,725</b></u>		<u><b>593,314</b></u>
<b>Total Assets less Current Liabilities</b>			<u><b>821,732</b></u>		<u><b>811,186</b></u>
<b>Representing Charitable Funds:-</b>					
<b>Restricted Income Funds</b>					
Students' Societies & Club Funds	12	144,893		137,838	
Other restricted funds	13	-		3,000	
			<b>144,893</b>		<b>140,838</b>
<b>Unrestricted Income Funds</b>					
Undesignated		<u>676,839</u>		<u>670,348</u>	
			<b>676,839</b>		<b>670,348</b>
<b>Total Funds</b>	14		<u><b>821,732</b></u>		<u><b>811,186</b></u>

The financial statements were approved by the Trustees on 28/10/2020 and signed on their behalf, by:

President *Elizabeth Rodulson*

Trustee: Elizabeth Rodulson

**UNIVERSITY OF SURREY STUDENTS' UNION**  
**UNION BALANCE SHEET**  
**AS AT 31 JULY 2020**  
**REGISTERED COMPANY NUMBER: 07470232**

	Notes	2020		2019	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible fixed assets	7		209,007		217,872
Investments	8		1		1
			<u>209,008</u>		<u>217,873</u>
<b>Current Assets</b>					
Debtors & prepayments	10	410,800		252,896	
Cash at bank & in hand		<u>280,978</u>		<u>278,899</u>	
			691,778		531,795
<b>Current Liabilities</b>					
Creditors: Amounts due within one year	11	<u>(188,015)</u>		<u>(236,597)</u>	
<b>Net Current Assets</b>			<u>503,763</u>		<u>295,198</u>
<b>Total Assets less Current Liabilities</b>			<u>712,771</u>		<u>513,071</u>
<b>Representing Charitable Funds:-</b>					
<b>Restricted Income Funds</b>					
Students' Societies & Club Funds	12	144,893		137,838	
Other restricted funds	13	-		3,000	
			<u>144,893</u>		<u>140,838</u>
<b>Unrestricted Income Funds</b>					
Free reserves (Undesignated)		<u>567,878</u>		<u>372,233</u>	
			<u>567,878</u>		<u>372,233</u>
<b>Total Funds</b>	14		<u>712,771</u>		<u>513,071</u>

The result for the financial year dealt with in the financial statements of the parent company was £199,700 (2019: £72,435).

The financial statements were approved by the Trustees on 28/10/2020 and signed on their behalf, by:

*ERODULSON*

President and Chair

Trustee: Elizabeth Rodulson

**UNIVERSITY OF SURREY STUDENTS' UNION**  
**CONSOLIDATED CASH FLOW STATEMENT**  
**FOR THE YEAR ENDED 31 JULY 2020**

	2020 £	2019 £
<b>Cash flows from operating activities:</b>		
Net incoming resources	10,546	77,901
Depreciation	80,882	83,983
Interest paid	6,378	5,817
Interest received	(596)	(700)
(Increase)/decrease in stock	(8,369)	3,791
(Increase) in debtors	(6,528)	(55,519)
(Decrease)/increase in creditors	<u>(88,830)</u>	<u>14,782</u>
<b>Net cash used in operating activities</b>	<u>(6,517)</u>	<u>130,055</u>
<b>Cash flows from investing activities</b>		
Interest receivable	596	700
Interest payable	(6,378)	(5,817)
Purchase of tangible fixed assets	<u>(72,017)</u>	<u>(108,983)</u>
<b>Net cash used in investing activities</b>	<u>(77,799)</u>	<u>(114,100)</u>
Change in cash and cash equivalents in the year	<u>£ (84,316)</u>	<u>£ 15,955</u>
<b>Net debt reconciliation of net cash flow to movement in net debt</b>		
Net funds at 1 <sup>st</sup> August	670,812	654,857
(Decrease)/increase in cash in the year	<u>(84,316)</u>	<u>15,955</u>
<b>Net funds at 31<sup>st</sup> July</b>	<u>£ 586,496</u>	<u>£ 670,812</u>
<b>Analysis of cash and cash equivalents</b>		
Cash in hand	<u>£ 586,496</u>	<u>£ 670,812</u>

The notes on pages 22 to 31 form part of these accounts

**UNIVERSITY OF SURREY STUDENTS' UNION**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 JULY 2020**

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**1 Accounting Policies**

The University of Surrey Students' union is an incorporated charity registered in the UK (Charity number 1142479. Company Number: 07470232) with its registered office at Union House, Guildford, Surrey, GU2 7XH.

The Principal activities are campaigning, representation, provision of social activities and the organisation of sporting and recreational activities and opportunities.

**(a) Accounting convention**

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 (FRS 102) (effective January 2015) – (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Union meets the definition of a public benefit entity under FRS 102. Assets and Liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

Consolidated financial statements ('group accounts') have been prepared in respect of the charity and its wholly owned subsidiary, Origin Events Limited. The parent has taken exemption from presenting its unconsolidated profit and loss account under section 408 of the Companies Act 2006 and as permitted by FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

**(b) Going concern**

The charity has cash resources and is supported by the University of Surrey. Having reviewed budgets, forecasts and cash-flows, and taken into account Covid19, 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.

**(c) Incoming resources**

All income including grants 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, and on an accruals basis.

During the year the Union received £126K from the UK Government under the Coronavirus Job Retention Scheme.

**(d) Resources expended**

Expenditure is accrued as soon as a liability is considered probable, discounted to present value for longer term liabilities. Expenditure includes irrecoverable VAT. Charitable expenditure comprises the direct and indirect costs of delivering public benefit. 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.



**UNIVERSITY OF SURREY STUDENTS' UNION**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 JULY 2020**

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**1 Accounting Policies (continued)**

**(e) 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.

Fixtures and Fittings	-	10%	per annum straight line
Equipment	-	10-33%	per annum straight line
Computer Hardware	-	20-50%	per annum straight line
Computer Software	-	20-33%	per annum straight line

**(f) Cash and cash equivalents**

Cash at bank and cash equivalents includes cash and short term highly liquid investments with a short maturity of 3 months or less from the date of acquisition or opening of the deposit or similar account.

**(g) 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.

**(h) Leased assets**

Rentals payable under operating leases are charged as expenditure on a straight line basis over the period of the lease

**(i) Stock**

Stock is valued at the lower of the cost and its net realisable value.

**(j) 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.

(iii) **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.

**(k) Taxation**

The Union meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the Union is potentially exempt from taxation in respect of income or capital gains received within categories covered by part 11, chapter 3 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

**(l) Financial instruments**

Basic financial instruments include debtors and creditors. Debtors and creditors are initially recognised at transaction value and subsequently measured at amortised cost. Note 15 provides more information on financial instruments where future cash flows are anticipated, with financial assets referring to trade debtors, amount owed by group undertakings, other debtors and cash equivalents, and financial liabilities referring to all creditor balances excluding deferred income and payments on account.

**UNIVERSITY OF SURREY STUDENTS' UNION**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 JULY 2020**

**2. CRITICAL ACCOUNTING JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY**

Preparation of the financial statements requires management to make judgements and estimates. The directors consider that there are no material judgements in applying accounting policies or key sources of estimation uncertainty.

**3 Grants Receivable**

	2020 £	2019 £
University Block Grant (Subvention)	1,228,217	1,219,217
CJRS Grant	125,629	-
Additional University Grant	<u>-</u>	<u>75,358</u>
<b>Total</b>	<b><u>1,353,846</u></b>	<b><u>1,294,575</u></b>

**4a) Charitable and other Activity costs- 2020**

	Cost of sales £	Staff costs £	Rent £	Other costs £	Total £
<b>Charitable activities</b>					
Activity	-	189,939	24,000	873,816	<b>1,087,755</b>
Central	38,294	247,327	(1,471)	87,928	<b>372,078</b>
Community	295,026	376,480	40,000	356,766	<b>1,068,272</b>
Support	-	211,599	24,000	43,728	<b>279,327</b>
Voice	-	179,791	24,000	51,313	<b>255,104</b>
	<u>333,320</u>	<u>1,205,136</u>	<u>110,529</u>	<u>1,413,551</u>	<b><u>3,062,536</u></b>

Included in the above costs is the annual audit fee of £15,275 (2019: £14,835).

Affiliation fees included in the above amounts to £nil (2019: £nil)

*2019 Comparative information- Charitable and other Activity costs*

	Cost of sales £	Staff costs £	Rent £	Other costs £	Total £
<b>Charitable activities</b>					
Activity	-	187,961	24,000	1,057,347	1,269,308
Central	75,708	168,454	(1,293)	129,643	372,512
Community	565,755	407,868	40,000	426,794	1,440,417
Support	-	206,810	23,833	49,430	280,073
Voice	-	164,613	24,000	59,581	248,194
	<u>641,463</u>	<u>1,135,706</u>	<u>110,540</u>	<u>1,722,795</u>	<b><u>3,610,504</u></b>

Included in the above costs is the annual audit fee of £14,835 (2018: £14,400).

Affiliation fees included in the above amounts to £nil (2018: £23,954).

**UNIVERSITY OF SURREY STUDENTS' UNION**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 JULY 2020**

**4b) Central Overhead Costs included in Note 4a**

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

Overheads used evenly by all zones represent the following cost:

<b>2020</b>	<b>Usage</b>	<b>Staff £</b>	<b>Other £</b>	<b>Total £</b>
<b>Charitable activities</b>				
Central	20%	70,125	16,739	<b>86,864</b>
Voice	20%	70,125	16,739	<b>86,864</b>
Activity	20%	70,125	16,739	<b>86,864</b>
Support	20%	70,125	16,739	<b>86,864</b>
Community	20%	70,125	16,739	<b>86,864</b>
<b>Total costs</b>	<u>100%</u>	<u>350,625</u>	<u>83,695</u>	<u><b>434,320</b></u>
<i>2019 Comparative information</i>				
	<i>Usage</i>	<i>Staff £</i>	<i>Other £</i>	<i>Total £</i>
<i>Charitable activities</i>				
<i>Central</i>	<i>20%</i>	<i>60,628</i>	<i>25,177</i>	<i>85,805</i>
<i>Voice</i>	<i>20%</i>	<i>60,628</i>	<i>25,177</i>	<i>85,805</i>
<i>Activity</i>	<i>20%</i>	<i>60,628</i>	<i>25,177</i>	<i>85,805</i>
<i>Support</i>	<i>20%</i>	<i>60,628</i>	<i>25,177</i>	<i>85,805</i>
<i>Community</i>	<i>20%</i>	<i>60,628</i>	<i>25,177</i>	<i>85,805</i>
<i>Total costs</i>	<u><i>100%</i></u>	<u><i>303,140</i></u>	<u><i>125,885</i></u>	<u><i>429,025</i></u>

**5 Staff Costs**

	<b>2020 £</b>	<b>2019 £</b>
Wages and salaries	<b>1,073,380</b>	998,106
Social security	<b>72,790</b>	80,129
Pension costs	<b>58,966</b>	57,471
	<u><b>1,205,136</b></u>	<u>1,135,706</u>

One (2019: one) employee earned between £60,000 - £70,000 per annum. Defined contribution pension scheme costs for this employee amounted to £11,904 for the year to 31 July 2020 (2019: £4,731).

The key management personnel of the Union comprise the Trustees, the Chief Executive Officer, the Deputy CEO and the Human Resources and Staff Development manager. The aggregate employee benefits of key management personnel was £332,701 (2019: £316,816).

The average staffing was as follows:-

Full time	<b>27</b>	27
Students – term time only	<b>79</b>	73
	<u><b>105</b></u>	<u>100</u>

Redundancy payments of £nil (2019: £nil) were made during the year.

**UNIVERSITY OF SURREY STUDENTS' UNION**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 JULY 2020**

**6 Trustees' Remuneration and Expenses**

Trustees received total remuneration of £105,386 (2019: £106,441). This related to the 5 Sabbatical Officers as noted on page 1. Reimbursed expenses to Trustees totalled £nil (2019: £203) for clothing allowances.

**7 Tangible Fixed Assets – Group and Union**

	Fixtures & fittings £	Equipment £	Computer Hardware £	Computer Software £	Total £
<b>COST</b>					
At 1 August 2019	832,938	84,205	121,978	91,804	1,130,925
Additions	<u>-</u>	<u>31,676</u>	<u>40,341</u>	<u>-</u>	<u>72,017</u>
At 31 July 2020	<b><u>832,938</u></b>	<b><u>115,881</u></b>	<b><u>162,319</u></b>	<b><u>91,804</u></b>	<b><u>1,202,942</u></b>
<b>DEPRECIATION</b>					
At 1 August 2019	737,443	9,487	93,592	72,531	913,053
Charge for the year	<u>29,408</u>	<u>15,079</u>	<u>24,310</u>	<u>12,085</u>	<u>80,882</u>
At 31 July 2020	<b><u>766,851</u></b>	<b><u>24,566</u></b>	<b><u>117,902</u></b>	<b><u>84,616</u></b>	<b><u>993,935</u></b>
<b>NET BOOK VALUE</b>					
At 31 July 2020	<b><u>66,087</u></b>	<b><u>91,315</u></b>	<b><u>44,417</u></b>	<b><u>7,188</u></b>	<b><u>209,007</u></b>
At 1 August 2019	<u>95,495</u>	<u>74,718</u>	<u>28,386</u>	<u>19,273</u>	<u>217,872</u>

**8 Investments**

	Group £	Union £
<b>COST:</b>		
1 August 2019	-	1
Disposals	<u>-</u>	<u>-</u>
At 31 July 2020	<b><u>-</u></b>	<b><u>1</u></b>

During the year the Union held investments in the following companies which are incorporated in the United Kingdom.

Name of Company	Main Trading Activity	Equity Held
Origin Events Limited	Bar and shop trading	100.00%

Origin Events Limited (Registered number) 5048518 a fully owned subsidiary has net assets as at 31 July 2020 of £108,962 (2019: £298,116). Income of £978,440 (2019: £1,573,456) and Expenditure of £869,479 (2019: 1,275,341) and a profit of £108,961 (2019: £298,115).

**UNIVERSITY OF SURREY STUDENTS' UNION**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 JULY 2020**

**9 Stock**

	2020		2019	
	Group £	Union £	Group £	Union £
Finished Goods	<u>33,916</u>	<u>-</u>	<u>25,547</u>	<u>-</u>

Stock that has been charged to cost of sales in the year are £197,379 (2019: £288,961).

**10 Debtors**

	2020		2019	
	Group £	Union £	Group £	Union £
Trade debtors	55,252	17,331	69,145	16,505
Amounts owed by group undertakings	-	256,870	-	155,503
Other debtors	64	64	329	-
Prepayments and accrued income	<u>137,560</u>	<u>136,535</u>	<u>116,874</u>	<u>80,888</u>
	<u>192,876</u>	<u>410,800</u>	<u>186,348</u>	<u>252,896</u>

**11 Creditors: Amounts falling due within one year**

	2020		2019	
	Group £	Union £	Group £	Union £
Trade creditors	110,702	106,917	146,713	112,215
Social security & other taxes	19,370	19,370	60,217	60,217
Other creditors	2,877	2,877	12,413	12,413
Accruals	<u>67,614</u>	<u>58,851</u>	<u>70,050</u>	<u>51,752</u>
	<u>200,563</u>	<u>188,015</u>	<u>289,393</u>	<u>236,597</u>

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

	£
Funds held at 1 August 2019	137,838
Income	667,782
Expenditure	<u>(660,727)</u>
<b>Funds held at 31 July 2020</b>	<u><b>144,893</b></u>

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

**UNIVERSITY OF SURREY STUDENTS' UNION**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 JULY 2020**

**13 Capital Grant Fund – Group and Union**

	2020 £	2019 £
Funds held at 1 August 2019	3,000	9,510
Transfers to unrestricted funds	<u>(3,000)</u>	<u>(6,510)</u>
Funds held at 31 July 2020	<u><u>-</u></u>	<u><u>3,000</u></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.

**14 Analysis of Net Assets between Funds 2020**

	Unrestricted Funds £	Restricted Income Funds £	Capital Grant Fund £	Total £
<b>Group</b>				
Fixed assets	209,007	-	-	209,007
Net current assets	<u>467,832</u>	<u>144,893</u>	<u>-</u>	<u>612,725</u>
	<u><u>676,839</u></u>	<u><u>144,893</u></u>	<u><u>-</u></u>	<u><u>821,732</u></u>

	Unrestricted Funds £	Restricted Income Funds £	Capital Grant Fund £	Total £
<b>Union</b>				
Fixed assets	209,008	-	-	209,008
Net current assets	<u>358,870</u>	<u>144,893</u>	<u>-</u>	<u>503,763</u>
	<u><u>567,878</u></u>	<u><u>144,893</u></u>	<u><u>-</u></u>	<u><u>712,771</u></u>

*Prior Year Comparative Analysis of Net Assets between Funds 2019*

	Unrestricted Funds £	Restricted Income Funds £	Capital Grant Fund £	Total £
<b>Group</b>				
Fixed assets	214,872	-	3,000	217,872
Net current assets	<u>455,476</u>	<u>137,838</u>	<u>-</u>	<u>593,314</u>
	<u><u>670,348</u></u>	<u><u>137,838</u></u>	<u><u>3,000</u></u>	<u><u>811,186</u></u>

	Unrestricted Funds £	Restricted Income Funds £	Capital Grant Fund £	Total £
<b>Union</b>				
Fixed assets	214,873	-	3,000	217,873
Net current assets	<u>157,360</u>	<u>137,838</u>	<u>-</u>	<u>295,198</u>
	<u><u>372,233</u></u>	<u><u>137,838</u></u>	<u><u>3,000</u></u>	<u><u>513,071</u></u>

**UNIVERSITY OF SURREY STUDENTS' UNION**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 JULY 2020**

**15 Financial Instruments**

	2020 £	2019 £
<b>Group</b>		
Financial assets measured at amortised cost	691,812	749,286
Financial liabilities measured at amortised cost	<u>(181,193)</u>	<u>(229,176)</u>

The group's income, expense, gains and losses in respect of financial instruments are summarised below:

	2020 £	2019 £
<b>Interest income and expense:</b>		
Total interest income for financial assets held at amortised costs	596	700
Total interest expense for financial liabilities held at amortised cost	<u>(6,378)</u>	<u>(5,817)</u>

	2020 £	2019 £
<b>Charity</b>		
Financial assets measured at amortised cost	605,243	450,907
Financial liabilities measured at amortised cost	<u>(168,645)</u>	<u>(176,380)</u>

The charity's income, expense, gains and losses in respect of financial instruments are summarised below:

	2020 £	2019 £
<b>Interest income and expense:</b>		
Total interest income for financial assets held at amortised costs	596	700
Total interest expense for financial liabilities held at amortised cost	<u>(6,378)</u>	<u>(5,817)</u>

Financial instruments held at amortised cost are trade debtors, intercompany, other debtors, cash at bank, trade creditors, accruals and other creditors. They exclude prepayments and other taxes and social security.

**UNIVERSITY OF SURREY STUDENTS' UNION**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 JULY 2020**

**16 Leasing Commitments – Group and Union**

At 31 July 2020 the Union had annual commitments under non-cancellable operating leases as detailed below:

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>Plant and machinery</b>		
Operating leases expiring within one year	<b>154,599</b>	<i>171,861</i>
Operating leases expiring within one to two years	<b>122,810</b>	<i>155,317</i>
Operating leases expiring within two to five years	<b>248,611</b>	<i>312,865</i>
Operating leases expiring greater than five years	<b><u>-</u></b>	<i><u>50,278</u></i>

**17 Control Relationship**

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

**18 Related Parties**

The Union is in receipt of a recurrent grant from the University of Surrey of £1,228,217 (2019: £1,219,217) and an additional grant of £nil (2019: £75,358). The year end net balance owed to University was £4,503 (2019: £3,262 owed from). 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 £105,386 (2019: £106,441).

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 £298,115 during the year (2019: £292,650). A recharge of £60,000 (2019: £70,000) to Origin Events Limited for use of fixed assets is included within these figures. The intercompany balance due from the company to the Union at the year-end was £256,870 (2019: £155,503).

**19 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 £58,966 (2019: £57,471).



**UNIVERSITY OF SURREY STUDENTS' UNION**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 JULY 2020**

**20 Prior year comparatives**

	<i>Unrestricted Funds</i> £	<i>Restricted Funds</i> £	<i>Capital Grants</i> £	<i>Total 2019</i> £
<i>Gross Income</i>				
<i>Donations:</i>				
- <i>Donations, University Grant, etc.</i>	1,294,575	-	-	1,294,575
<i>Income from other trading activities</i>				
- <i>Activity</i>	47,541	-	-	47,541
- <i>Central</i>	37,330	-	-	37,330
- <i>Community</i>	146,589	-	-	146,589
<i>Charitable activities for students:</i>				
- <i>Activity</i>	9,728	837,763	-	847,491
- <i>Central</i>	103,975	-	-	103,975
- <i>Community</i>	1,210,904	-	-	1,210,904
	<u>2,850,642</u>	<u>837,763</u>	<u>-</u>	<u>3,688,405</u>
<i>Expenditure on:</i>				
<i>Charitable activities for students:</i>				
- <i>Activity</i>	476,539	792,769	-	1,269,308
- <i>Central</i>	372,512	-	-	372,512
- <i>Community</i>	1,440,417	-	-	1,440,417
- <i>Support</i>	280,073	-	-	280,073
- <i>Voice</i>	248,194	-	-	248,194
	<u>2,817,735</u>	<u>792,769</u>	<u>-</u>	<u>3,610,504</u>
<i>Net income</i>	32,907	44,994	-	77,901
<i>Transfer between funds</i>	6,510	-	(6,510)	-
<i>Net Movement in funds</i>	39,417	44,994	(6,510)	77,901
<i>Fund balances brought forward</i>	630,931	92,844	9,510	733,285
<i>Fund balances carried forward</i>	<u>670,348</u>	<u>137,838</u>	<u>3,000</u>	<u>811,186</u>