



**ANNUAL REPORT AND FINANCIAL STATEMENTS**

for the year ended

31 July 2012

# University of Bath Students' Union

## TRUSTEES AND UNION INFORMATION

for the year ended 31 July 2012

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### TRUSTEES

Sabbatical Officers:  
Chris Clements (President)  
Alex Pool  
Hanna Wade  
Alix Chadwell  
Jon Gleave

Non-Executive Trustees:  
Jean-Marc Hodgkin  
Andy Graham  
Professor Ian Jamieson

### CHIEF EXECUTIVE

Ian Robinson

### MAIN ADDRESS

University of Bath Students' Union  
Norwood House  
Claverton Down  
Bath  
BA2 7AY

### AUDITOR

Baker Tilly UK Audit LLP  
Chartered Accountants  
Hartwell House  
55 – 61 Victoria Street  
Bristol  
BS1 6AD

### BANKERS

National Westminster Bank Plc  
39 Milsom Street  
Bath  
BA1 1DS

# University of Bath Students' Union

## TRUSTEES' REPORT

for the year ended 31 July 2012

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### Structure, governance and management

#### Charitable Status

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

#### Trustees' Report

The Board of Trustees present their Annual Report together with the financial statements for the year ended 31st July 2012. The report has been prepared in accordance with the Charities Act 2011.

### Structure, governance and management

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

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

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

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

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

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

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

### Relationship with the University of Bath

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

# University of Bath Students' Union

## TRUSTEES' REPORT (*continued*)

for the year ended 31 July 2012

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### **Risk Management**

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

A Risk Management Charter exists to:

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

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

The Risk Register;

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

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

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

BUSU exists to represent its Members and provide them with services, support and opportunities for development to enable them to maximise the benefits of their overall student experience.

BUSU's charitable objects are the advancement of education of students at the University of Bath for the public benefit by:-

- promoting the interests and welfare of students at The University of Bath during their course of study and representing, supporting and advising members;
- being the recognised representative channel between students and The University of Bath and any other external bodies; and
- providing social, cultural, sporting and recreational activities and forums for discussion and debate for the personal development of its members.
- Whilst pursuing our aims and objectives and providing various activities for its members BUSU seeks at all times to:
  - ensure that the diversity of its membership is recognised and that equal access is available to all members of whatever origin or orientation;
  - pursue its aims and objectives independent of any political party or religious group; and
  - pursue equal opportunities by taking positive action within the law to facilitate participation of groups discriminated against by society.

BUSU provides a variety of services and activities for students including:

- Advice and Representation Centre (ARC) - a specialist service offering welfare, health & academic advice, as well as supporting student representation locally and nationally. In 2011/12 the number of recorded individual contacts by members via email, telephone and in person was 3,430.

# University of Bath Students' Union

## TRUSTEES' REPORT (*continued*)

for the year ended 31 July 2012

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Caseworkers, who are trained advisors, provided advice on over 20 separate areas with Housing and academic issues being the highest recorded areas of activity. This was the second year that the Students' Union identified and strategically addressed the 'Top Ten' key issues that were currently affecting students;

1. Transport
2. Money and Cost of Living
3. Recreation and Activities
4. Assessment and Feedback
5. Housing
6. The Digital Environment and Learning Resources
7. Placements
8. Induction and Transition to Higher Education
9. Timetabling
10. Teaching

An innovative activity co-ordinated by the representation team in the ARC, working with the University's Learning and Teaching Enhancement Office was to deliver a Higher Education Academy funded project in conjunction with the University of Exeter. The Project involved senior staff members of the University shadowing students for a day and in return, for students to shadow those staff members. This was found to be an excellent way for staff members to relate to the issues raised by the Students' Union but also a way to improve the relationship between staff and students.

- Activities - The Students' Union sport and society area provides extra curriculum activities and opportunities to develop skills and enhance life experiences. The area aims to develop students through their committee roles, hands-on experience in a work environment, and encourages involvement throughout their academic life. Total membership of the 47 sports clubs and 86 societies was 8,563 during 2011/12. With regard to the Sports area, there was an increase in the BUCS (British Universities & Colleges Sport) competition overall points total which meant Bath finished 4th in 2011/12, an improvement upon last year's 5th position.
- Volunteer Centre - promotes, supports and develops opportunities for students to become involved in voluntary work and to enhance the development of key skills through volunteer activity. The Volunteer Centre also aims to develop partnerships with local organisations to encourage students to link with the wider community. In 2011/12 students contributed 2,824 volunteer hours, running and participating in projects such as Children's Christmas Party, Age UK and the Romanian & Bulgarian Orphanage projects. Volunteers in RAG gave over 2,500 hours and the amount donated to charities by Rag was £55,315.
- Joblink - student employment service sourcing and advertising part time working opportunities from local business and on campus departments. Joblink took part in the national Student Employce of the Year Award (SEOTY) for the sixth year running. Employcers were encouraged to submit a nomination for the students working for them and students were encouraged to submit a nomination for Employer of the Year.
- Skills Training – a wide range of training opportunities are offered to students ranging from societies and sports committee training to study skills and Graduate Employer- led sessions. During 2011/12 1,147 individual students took part in Skills training sessions. In the same year there were 2,378 incidents of attendance. Individual student participation rose by 6.6% from 2010/11 (1,075).
- Bath Award – a scheme to accredit the skills developed by students through co-curricular activities. Students were encouraged to reflect on skills learnt and received the award on production of a portfolio which was assessed by a team on University staff. In 2011/12 49 students received the award which forms part of their University transcript.

# University of Bath Students' Union

## TRUSTEES' REPORT (*continued*)

for the year ended 31 July 2012

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- Enterprise – In 2011/12 701 students joined the Enterprise groups (BANTER & SIFE). The Enterprise Department ran three major new events in 2011/12, in addition to continuing its' established calendar of activities and competitions. They included :
  - Dragons' Den featuring University alumni as the dragons and providing a total of £22,200 in start-up funds to 10 student enterprise projects;
  - Apps Crunch, an app-design competition run as part of the inaugural Bath Digital Festival, and
  - Uni Popshop which built on the success of the Student Enterprise Shop Competition, (where students are given a £200 loan and a day in a city-centre shop with the task of making as much profit as possible). By teaming up with SETsquared to run it as an inter-university competition at London's Spitalfields market, the competition was won by the team from the University of Bath selling Elephant Branded recycled bags. The awards evening was held at the Lloyds of London building with guest speaker Tom Pellereau (Bath alumnus, winner of 'The Apprentice').
- Bars and Venues – The Plug Bar is open during the day and evening serving a range of hot food and beverages. The Tub provides very popular late night entertainment.
- Events – operates the Summer Ball and Freshers Week Sports Hall activities

### Key Achievements

During 2011 /12 BUSU continued to embed and implement the excellent procedures and practices developed through our commitment to continuous improvement within the following quality measurement systems:

- Gold Students' Union Evaluation initiative – one of four Students' Unions nationally to achieve this standard.
- Gold Green Impact Award – recognising our excellent environmental practices.
- Investors in People Award – first attained 13 years ago and successfully maintained.
- Investors in Volunteering – this was successfully reassessed during 2011-12
- Legal Qualities Mark – reassessed in 2010.
- Best Bar None – awarded to both licensed venues within the Union and recognising our commitment to responsible licensing.

In 2012/13 there are plans to undertake work on the Investors in Diversity standard.

### Financial Report

The overall surplus for the year, before reserve transfer, on unrestricted funds was £92,561, with a further £54,757 added to restricted fund balances. .

Bars and Entertainments remained the principal focus for the Union's commercial activity during 2011/2012. Performance in this area met budget with a surplus generated of £87,514.

The Balance Sheet continues to reflect a robust financial position for the Union with net current assets of £429,554.

### Future Developments

During 2011 /12 the University of Bath Students' Union undertook a successful rebranding exercise, engaging with students to develop a new brand and new terminology for the sabbatical positions and areas of work.

In 2012 /13 a review of the Three Year Strategic Plan will be undertaken, working with students, the Board of Trustees, Union staff, the University and the local community. As part of this process the current aims and vision (set out below) will be also be reviewed.

# University of Bath Students' Union

TRUSTEES' REPORT (*continued*)  
for the year ended 31 July 2012

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The annual Students' Opinion Survey, a newly designed webpage on the review process and student focus groups will provide a mechanism to engage with students. The final draft will be completed by December 2012 with a completed strategy by May 2012.

Our current vision is:

**“To be a leader in promoting change through a highly influential student voice and in delivering nationally recognised, innovative student development and peer support programmes.”**

To enable the University of Bath Students' Union to work towards this vision six core aims were agreed. Together they form the basis of the current Three Year Strategic Plan. They are:

- **Representing the Views of Students to Promote Change** - To promote change by supporting and representing student views to the University and other relevant bodies.
- **Engaging With Our Members** - To actively involve students in the development of BUSU by engaging them through consultation, communication and campaigns.
- **Providing Development Opportunities** - To help students maximise their potential and to provide opportunities to foster well rounded Bath Graduates, future leaders and innovators.
- **Supporting an Active Student Community** - To provide students with advice and support and with opportunities for integration, for pursuing their own interests, for making life-long friends and the ability to form networks for informal learning.
- **Engagement with External Communities** - To develop initiatives to enhance the reputation of the University of Bath BUSU within the wider community.
- **Organisational Management** - To ensure the BUSU is efficiently and effectively managed, within an agreed ethical and environmental framework, to provide students with a high quality students' union experience.

Central to BUSU's work with its members has been the identification, through the Engagement Strategy, of the Top Ten issues raised by students. These Top Ten issues provide an agenda for change and a focus for engagement with the University and other stakeholders. In 2012/13 the Top Ten Issues have been identified as:

- Campaign to increase availability of, and information about core texts.
- Lobby the University to ensure timely availability of detailed lecture notes and contextual solutions on Moodle.
- Work with the University to ensure students receive timely, constructive and meaningful feedback on their work.
- Campaign to improve the cost and quality of food and drink provision on campus.
- Engage with local bodies to campaign for improved standards to student accommodation and on restrictions to shared housing.
- Work with the University to ensure effective support is given to students in managing their University workload to create a good work/life balance.
- Lobby the bus companies and local council to improve bus provision to campus.
- Ensure students on placement feel supported.
- Ensure student feedback on teaching is effectively acted upon.
- Lobby the University to increase jobs for students on campus at a living wage.

The change to a £9,000 fee level at The University of Bath in 2012 will potentially change the demographic of our students and the way they wish to use our services. The University is investing to further improve the student experience from 2012 and continues to value the positive impact that BUSU has in this area. The University has agreed to fund two new staffing posts in 2012/2013, Peer Support Administrator and a Community Intern, strengthening our activities in these areas.

As students arrive for the new academic year they will see how we have brought our Student Activities team to the front of our building to make them more accessible and introduced an information point.

# University of Bath Students' Union

TRUSTEES' REPORT *(continued)*  
for the year ended 31 July 2012

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## Reserves policy

BUSU aims to maintain a level of reserves to cover a month's expenditure and budgets to manage the funding received against the expected level of expenditure.

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

BUSU acts as custodian of the annual RAG proceeds from fundraising events organised by the students. Funds raised by this year's RAG not distributed to charities amounted to £6,330 were held by BUSU as agreed.

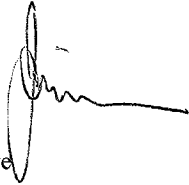
## Statement as to disclosure of information to the auditor

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

## Auditor

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

The Trustees' Report was approved by the Trustees on .....17/12/12..... and signed on their behalf by:



Chief Executive  
Ian Robinson

Date: 17/12/12



Non-Executive Trustee  
Jean-Marc Hodgkin

Date: 17 December 2012



# University of Bath Students' Union

## STATEMENT OF TRUSTEES' RESPONSIBILITIES AND RISK MANAGEMENT for the year ended 31 July 2012

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

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

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

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Union. They are also responsible for safeguarding the assets of the Union and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

### **Risk Management**

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

A Risk Management Charter exists to:

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- Plans the response to controlling the risk.

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

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We have audited the financial statements of The University of Bath Students' Union for the year ended 31 July 2012 on pages 7 to 19. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's trustees as a body, in accordance with the Charities Act 2011. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

## **Respective responsibilities of trustees and auditor**

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

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

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

A description of the scope of an audit of financial statements is provided on the APB's website at [www.frc.org.uk/apb/scope/private.cfm](http://www.frc.org.uk/apb/scope/private.cfm)

## **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 July 2012 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

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

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

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

*Baker Tilly UK audit LLP*

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

Date *24 January 2013.*

# University of Bath Students' Union

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

for the year ended 31 July 2012

	Note	Unrestricted Funds 2012	Restricted Funds 2012	Total Funds 2012	Total Funds 2011
GROSS INCOME					
Voluntary income:					
Donations and grants		1,520,165	195,904	1,716,069	1,697,180
Activities for generating funds:					
Commercial activities		176,844	5,194	182,038	174,191
Charitable activities for students:					
Bars and post office		709,486	-	709,486	642,863
Clubs & Societies		-	177,994	177,994	129,496
Sports Associations		-	509,861	509,861	469,393
Events		265,993	-	265,993	269,549
Investment income		1,615	-	1,615	3,195
<b>TOTAL INCOME</b>		<b>2,674,103</b>	<b>888,953</b>	<b>3,563,056</b>	<b>3,385,867</b>
Costs of generating income					
		(596,914)	(25,066)	(621,980)	(1,333,307)
Charitable activities					
		(1,977,466)	(809,130)	(2,786,596)	(2,763,580)
Governance costs					
		(7,162)	-	(7,162)	(11,008)
<b>TOTAL EXPENDITURE</b>	2	<b>(2,581,542)</b>	<b>(834,196)</b>	<b>(3,415,738)</b>	<b>(4,107,895)</b>
NET INCOMING/(OUTGOING) RESOURCES BEFORE OTHER RECOGNISED GAINS					
		92,561	54,757	147,318	(722,028)
TRANSFERS	10/11	3,036	(3,036)	-	-
FUNDS BALANCES BROUGHT FORWARD					
	10/11	197,365	103,966	301,331	1,023,359
FUNDS BALANCES CARRIED FORWARD					
	10/11	292,962	155,687	448,649	301,331

BUSU has no recognised gains or losses other than those included in the above results and therefore no separate statement of total recognised gains and losses has been presented.

All items dealt with in arriving at the results relate to continuing operations

# University of Bath Students' Union

## BALANCE SHEET

as at 31 July 2012

	Note	2012 £	2011 £
<b>FIXED ASSETS</b>			
Tangible assets	5	18,434	35,067
Investments	6	661	661
		<u>19,095</u>	<u>35,728</u>
<b>CURRENT ASSETS</b>			
Stocks		20,624	13,374
Debtors	7	138,109	203,498
Cash at bank and in hand		484,221	134,752
		<u>642,954</u>	<u>351,624</u>
CREDITORS: Amounts falling due within one year	8	(213,400)	(86,021)
<b>NET CURRENT ASSETS</b>		<u>429,554</u>	<u>265,603</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>448,649</u>	<u>301,331</u>
<b>RESERVES</b>			
Unrestricted income fund	10	270,161	178,153
<b>Designated Funds:</b>			
Club & Societies	10	22,801	19,212
<b>Restricted Funds:</b>			
SCP	11	-	11,205
Alumni	11	61,670	33,047
Student Development	11	47,435	43,878
Club Sponsorship	11	38,577	4,795
Club Asset Reserve	11	8,005	11,041
		<u>448,649</u>	<u>301,331</u>

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

These financial statements were approved and authorised for issue by the Trustees on ...17/12/12... and signed on their behalf by:-

.....  
Chief Executive – Ian Robinson

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

# University of Bath Students' Union

## NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 July 2012

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### 1 ACCOUNTING POLICIES

#### **Basis of accounting**

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

#### **Cash flow statement**

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

#### **Consolidation**

The charity has taken advantage of Section 405 Companies Act 2006 not to prepare consolidated accounts as its only subsidiaries are dormant and their inclusion is not material for the purpose of giving a true and fair view. Therefore, these financial statements present information about the company as an individual undertaking and not about its group.

#### **Incoming resources**

The annual grant from the University of Bath is intended to meet recurrent costs and is credited directly to the SoFA. Other income is included in the SoFA account on a cash received basis or on a receivables basis where there is reasonable certainty of receipt.

#### **Expended resources**

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

#### **Depreciation**

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

Equipment	-	2-5 years
Motor vehicles	-	4 years

#### **Fund Accounting**

The Union administers and accounts for a number of charitable funds, as follows: -

- i. **Unrestricted Funds** representing unspent income which may be used for any activity / purpose within the charitable objects at the Executive Committee's own discretion;
- ii. **Designated Funds** set aside by the Executive Committee to be spent on some specific purpose at its own discretion;
- iii. **Restricted Funds** raised and administered by The Union for specific purposes as determined by students, such as Club and Societies Accounts, as well as revenue received for purposes specified by the donor and also (if not material enough to require a separate column in the SoFA) any small capital grants received from the University; and

# University of Bath Students' Union

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

for the year ended 31 July 2012

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### 1 ACCOUNTING POLICIES *(continued)*

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

- iv. **Custodian Funds** entrusted to The Union for safekeeping, but not under its management control, e.g. the annual RAG. Such custodian activities are disclosed in the Annual Report, but as the funds are not managed by The Union they are not included in the accounts.

Expenditure on refurbishments and repairs of assets that are not owned by the Union is expensed in the year. This includes all refurbishment to the Union building which is leased from the University on a yearly basis under an informal agreement. As the maximum term of the lease is a period of one year then all refurbishments and repairs of the Union building is expensed.

#### **Stocks**

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

#### **Operating lease agreements**

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

#### **Investments**

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

#### **Taxation**

No provision is made in these accounts for corporation tax as BUSU is exempt from such taxes, provided that income is applied for charitable purposes.

#### **Pensions**

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

University of Bath Students' Union  
 NOTES TO THE FINANCIAL STATEMENTS (continued)  
 for the year ended 31 July 2012

2 RESOURCES EXPENDED

	Staff 2012 £	Direct 2012 £	Support 2012 £	Total 2012 £	Total 2011 £
Costs of generating income:					
Commercial activities	119,588	60,996	-	180,584	160,813
Facilities	-	441,396	-	441,396	1,172,494
<b>TOTAL</b>	<b>119,588</b>	<b>502,393</b>	<b>-</b>	<b>621,980</b>	<b>1,333,307</b>
Charitable activities:					
Bars & post office	300,789	387,160	66,183	754,132	728,992
Clubs & Societies	58,792	178,853	22,862	260,507	211,024
Sports Associations	125,505	528,613	62,929	717,047	778,880
Events	12,167	248,834	-	261,001	267,314
Student Activities & Advice	487,965	130,710	59,519	678,194	636,012
Volunteering	100,307	5,253	10,155	115,715	141,358
<b>TOTAL</b>	<b>1,085,525</b>	<b>1,479,423</b>	<b>221,648</b>	<b>2,786,596</b>	<b>2,763,580</b>
Governance	-	7,162	-	7,162	11,008
<b>TOTAL RESOURCES EXPENDED</b>	<b>1,205,113</b>	<b>1,988,977</b>	<b>221,648</b>	<b>3,415,738</b>	<b>4,107,895</b>

3 OPERATING CHARGES

	2012 £	2011 £
Auditor's remuneration – as auditor	7,162	11,008
Auditor's remuneration – other	2,750	-
Depreciation	23,569	30,883
Operating lease charges		
- Plant and machinery	38,208	40,978

# University of Bath Students' Union

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

for the year ended 31 July 2012

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### 4 STAFF COSTS

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

	2012	2011
	No	No
Sabbatical Officers	5	6
Union Staff	30	28
	<u>35</u>	<u>34</u>

The aggregate payroll costs of the above were:

	2012	2011
	£	£
Wages and salaries	1,047,517	1,008,499
Social security costs	55,523	53,455
Other pension costs	102,073	98,271
	<u>1,205,113</u>	<u>1,160,225</u>

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

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

The Trustees of the Union include the Sabbatical Officers. The Sabbatical Officers receive remuneration for their services as provided for within the Constitution. The aggregate amount payable under such contracts in the year was £75,701 (2011: £87,402).



University of Bath Students' Union  
 NOTES TO THE FINANCIAL STATEMENTS *(continued)*  
 for the year ended 31 July 2012

5 TANGIBLE FIXED ASSETS

	Equipment £	Motor vehicles £	Total £
COST			
At 1 August 2011	356,574	2,846	359,420
Additions	6,936	-	6,936
Disposals	-	-	-
At 31 July 2012	<u>363,510</u>	<u>2,846</u>	<u>366,356</u>
DEPRECIATION			
At 1 August 2011	321,507	2,846	324,353
Charge for the year	23,569	-	23,569
Disposals	-	-	-
At 31 July 2012	<u>345,076</u>	<u>2,846</u>	<u>347,922</u>
NET BOOK VALUE			
At 31 July 2012	<u>18,434</u>	-	<u>18,434</u>
At 31 July 2011	<u>35,067</u>	-	<u>35,067</u>

6 INVESTMENTS

COST		£
At 1 August 2011 and 31 July 2012		<u>661</u>
NET BOOK VALUE		
At 1 August 2011 and 31 July 2012		<u>661</u>

At 31 July 2012 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		0.20%
BUSU Services Limited	Dormant	100%

University of Bath Students' Union  
 NOTES TO THE FINANCIAL STATEMENTS *(continued)*  
 for the year ended 31 July 2012

7	DEBTORS	2012 £	2011 £
	Trade debtors	22,557	30,962
	Other debtors	16,128	17,220
	University of Bath	-	54,976
	Prepayments and accrued income	99,424	100,340
		<u>138,109</u>	<u>203,498</u>

8	CREDITORS		
	AMOUNTS FALLING DUE WITHIN ONE YEAR		
		2012 £	2011 £
	Trade creditors	81,047	59,337
	University of Bath	77,606	-
	Accruals and deferred income	54,747	50,691
		<u>213,400</u>	<u>110,028</u>

9 PENSIONS

The University of Bath Students' Union does not directly employ staff. All staff are employed by the University of Bath who then recharge the Union for the use of these staff. Staff are eligible to join either the Avon Pension Fund or the Universities Superannuation Scheme. Details relating to both of these schemes are included in the accounts of the University.

10 UNRESTRICTED RESERVES

	General fund £	Designated Club & Societies £	Total £
Balance brought forward	178,153	19,212	197,365
Retained surplus for the financial year	92,561	-	92,561
Transfer	(3,589)	3,589	-
Transfer to Club Asset reserve	3,036	-	3,036
	<u>270,161</u>	<u>22,801</u>	<u>292,962</u>
Balance carried forward	<u>270,161</u>	<u>22,801</u>	<u>292,962</u>

The balance in designated fund relate to club and society income not expended in the year. The transfer from the general fund represents the amount needed to equate the fund to the known carried forward as per the Clubs & Societies management information.

University of Bath Students' Union  
 NOTES TO THE FINANCIAL STATEMENTS *(continued)*  
 for the year ended 31 July 2012

11 RESTRICTED RESERVES

	SCP	Alumni	Student Development	Sports Club Funding	Club Asset Reserve	Total
	£	£	£	£	£	£
Balance brought forward	11,205	33,047	43,878	4,795	11,041	103,966
Incoming resources	16,052	53,688	131,358	687,855	-	888,953
Expenditure	(27,257)	(25,065)	(127,801)	(654,073)	-	(843,197)
Transfer					(3,036)	(3,036)
Balance carried forward	-	61,670	47,435	38,577	8,005	155,687

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

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

Student Development is funds are granted specifically to BUSU to support the Bath Award accreditation scheme and student enterprise.

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

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

12 ANALYSIS OF NET ASSETS BETWEEN FUNDS

Fund balances at 31 July 2012 are represented by:	Unrestricted £	Designated £	Restricted £	Total £
Tangible assets	10,429	-	8,005	18,434
Investments	661	-	-	661
Current assets	472,471	22,801	147,682	642,954
Current liabilities	(213,400)	-	-	(213,400)
Total net assets	270,161	22,801	155,687	448,649

University of Bath Students' Union  
 NOTES TO THE FINANCIAL STATEMENTS *(continued)*  
 for the year ended 31 July 2012

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13 COMMITMENTS UNDER OPERATING LEASES

At 31 July 2012 BUSU had annual commitments under non-cancellable operating leases as set out below:

	Assets other than land and buildings	
	2012	2011
	£	£
Operating leases which expire:		
In less than 1 year	6,264	1,993
Within 2 to 5 years	32,016	38,985
	<hr/>	<hr/>
	38,280	40,978
	<hr/> <hr/>	<hr/> <hr/>

14 RELATED PARTY TRANSACTIONS

BUSU became a registered charity on 29 July 2011 but previously derived charitable status from its governing parent body, the University of Bath. BUSU is in receipt of a recurrent grant from the parent body of £921,332 (2011: £696,000).

BUSU occupies a University building under an informal licence. BUSU is charged by the University a contribution to the costs of maintaining the building. The amount charged in the year was £343,280 (2011: £343,280). This is a notional charge to the income and expenditure account for which equivalent income is shown within 'Donations and grants'.

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

15 CONTROLLING PARTY

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