

Staffordshire University Students' Union

Trustees' report and financial statements

for the year ended 31 July 2023



Staffordshire University Students Union Students' Union
(Charitable Incorporated Organisation 1173330)

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**Reference and administrative details of the Charity, its Trustees and advisers
for the year ended 31 July 2023**

Trustees

Andy Wright
Anesu Choto (resigned June 23)
Anthony Wallace (resigned June 23)
Danny Smith
Eleri Turner (resigned June 23)
Hannah Blackburn **[Chair]** (resigned June 23)
Hayden Tsang (resigned June 23)
Jack Marshall (resigned February 23)
Len Stuart
Lilith Tolley
Ryan Merrick
Sally Elizabeth McGill
Vuk Ilic
Olayemi Ajiteru (appointed June 23) **[Chair]**
Faran Sabir (appointed June 23)
Joseph Knight (appointed June 23)

Charity registered Number

1173330

Registered office

Staffordshire University
College Road
Stoke on Trent
ST4 2DE

**Chief Executive Officer
Deputy CEO Membership
Deputy CEO Finance &
Enterprises**

Ken Sankson
Lisa Hough
Kevin Barry

Independent auditors

Dains Audit Ltd
Suite 2, Albion House,
2 Etruria Office Village
Forge Lane
Stoke on Trent
ST1 5RQ

Bankers

National Westminster Bank PLC
Campbell Place
Stoke on Trent
Staffordshire
ST4 1ND

Solicitors

Wrigley's Solicitors LLP
19 Cookridge Street
Leeds
LS2 3AG

Trustees' report for the year ended 31 July 2023

INTRODUCTION

The Trustees present their annual report together with the audited financial statements of Staffordshire University Students' Union (the charity) for the year ended 31 July 2023. The Trustees confirm that the Annual Report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

The official name of the organisation is Staffordshire University Students' Union; however, the organisation is also referred to as 'the Union' and 'Staffsunion'.

STATUS AND ADMINISTRATION

Since August 2017, Staffordshire University Students Union, has been incorporated as a Charitable Incorporated Organisation (Charity reg 1173330) and is the sole shareholder of its trading subsidiary, Staffordshire Students Union Enterprises limited (company reg 09849741).

The Students' Union is responsible for the provision of support and representation to the students of Staffordshire University and is governed by its constitution and supporting bylaws. The Students' Union has provision for up to 15 members on its Board of Trustees, but in line with its bylaws currently aims to operate with 11 postholders.

STRUCTURE, GOVERNANCE, AND MANAGEMENT

The Union is a membership organisation that is governed by a written constitution and via democratic structures detailed in its constitution. The constitution of the Union is the collective of the major governing document and the minor governing document, the Byelaws of Staffordshire University Students' Union.

Students of Staffordshire University are invited to become members of Staffordshire University Students' Union upon enrolment at the University. Students have the right (under the Education Act 1994) to opt-out of Union membership. Once their student status at the University ends (upon recommendation for an award or withdrawal from their course) they cease to be members of the Union. The Union's Articles of Association are reviewed at least every five years and any changes approved by members, through a General Meeting, and by the Governing Body of the University.

The Union has several formal and informal agreements with the University that ensure effective regulation under the 1994 Education Act as well as establish the independence of the Union from the University, whilst ensuring the two organisations work in close partnership for the benefit of students. These are:

- The Student and University Memorandum of Co-Operation, which includes the Code of Practice for the Operation of the Students' Union, as defined by the Education Act 1994.
- The Data Sharing and Protection Agreement.

The Board of Trustees comprises of up to fifteen trustees with the following designations:

- Up to six (6) Sabbatical Trustees, elected by a secret ballot open to all members of the Union.
- Up to five (5) Student Trustees, open to all members of the Union, elected and appointed by the Appointments Panel of the Union.
- Up to four (4) Lay Trustees, selected by the Appointments Panel of the Union.

Sabbatical Trustees are also full-time Representatives of students and as post holders, receive a salary from the Students' Union to reflect this. They may serve up to two terms of one (1) year. Appointed Student Trustees are volunteers and are not remunerated, but may claim legitimate expenses, and they are eligible to serve two (2) terms of one (1) year. Lay Trustees are volunteers who may claim legitimate expenses and can currently serve two (2) terms of four (4) years.

The President of the Students Union Chairs the Board, supported by the Deputy Chairs of the Board of Trustees elected by the Board of Trustees, in accordance with the Constitution.

Trustees' report (continued) for the year ended 31 July 2023

INDUCTION AND TRAINING OF TRUSTEES

The Union has a structured programme of induction and training for its Trustees that is run within the organisation, with the additional option to undertake an annual Trustee Training programme co-commissioned with local Students Union partners. Further training is offered to trustees during their trusteeship in partnership with both NUS and NCVO.

CHARITY GOVERNANCE CODE

The Union is best placed to achieve its ambitions if it has effective governance, the right leadership structures, and skilled and capable staff and trustees. Good governance also supports the Union's compliance with relevant legislation and regulation and promotes a culture where everything works towards fulfilling the charity's vision.

The Charity Governance Code has been developed by a steering group, with the help of over 200 charities, and is endorsed and recommended by the Charities Commission. The Code aims to help charities and their trustees develop high standards of governance and is intended as a practical tool to help trustees achieve this, and as a tool for continuous improvement towards the highest standards.

The Code is not a legal or regulatory requirement. Instead, the Code sets the principles and recommended practice for good governance and is deliberately aspirational: some elements of the Code will be a stretch to achieve.

The enhanced Code for students' unions covers:

1. **Organisational Purpose** - The board is clear about the charity's aims and ensures that these are being delivered effectively and sustainably.
2. **Leadership** - Every charity is headed by an effective board that provides strategic leadership in line with the charity's aims and values.
3. **Integrity** - The board acts with integrity, adopting values and creating a culture which helps achieve the organisation's charitable purposes. The board is aware of the importance of the public's confidence and trust in charities, and trustees undertake their duties accordingly.
4. **Decision making, risk and control** - The board makes sure that its decision-making processes are informed, rigorous and timely, and that effective delegation, control and risk-assessment, and management systems are set up and monitored.
5. **Board effectiveness** - The board works as an effective team, using the appropriate balance of skills, experience, backgrounds and knowledge to make informed decisions.
6. **Diversity** - The board's approach to diversity supports its effectiveness, leadership and decision making.
7. **Openness and accountability** - The board leads the organisation in being transparent and accountable.
8. **Representation, Interests and Democracy** - The students' union is established as a democratic organisation that fundamentally exists to represent the needs of its membership. The principle of 'Democracy' is fundamental to all Students' Unions and is enshrined in the 1994 Education Act. This principle looks for students' unions to demonstrate that their membership is at the heart of the organisation. It also sets an expectation that students' unions should have fair and transparent democratic processes and procedures which are accessible to all.

The application of the Charity Governance Code as an evaluation tool was revisited in Summer 2022 as part of the onboarding of newly appointed trustees, with the facilitation of an external Trustee Training provider.

Actions undertaken through 2022/23

- A review of the Union strategy, progress, and adaptation to the inflationary pressures on students and the Union.
- An Executive Summary of Union activities provided at all Board and sub-committee meetings.
- An analysis and report to the Board and University Governors on the diversity of elected student representatives and maintenance of board gender balance
- Regular fortnightly catch ups scheduled to allow time for trustees (particularly student trustees) to discuss board matters and understand how they relate to the day-to-day operation of the Students' Union.

Trustees' Report (continued) for the year ended 31 July 2023

DATA PROTECTION

As there was no formal requirement to do so, Trustees have decided to not appoint a formal Data Protection Officer as detailed in the Regulations, however, compliance with the regulations is the responsibility of a formally appointed Data Protection Champion, which during 2022/23 was the Chief Executive Officer. In addition, one of the lay trustees is Data Protection Officer for a law firm and is able to provide specialist support in this area.

There were no reportable incidents in 2022/23

SUSTAINABILITY

Staffordshire University Students' Union has embedded a commitment to sustainability throughout its work, which has extended in partnership with the University. The Student's Union is an active partner in a joint working group with the University with the joint goals of achieving carbon neutrality of buildings by 2030 and making significant reductions in carbon emissions associated with all activities on order to become a net zero University.

The Student's Union was awarded 'Excellent' in the NUS Green Impact Award scheme, for the sixth consecutive year.

RESPONSIBILITIES OF THE TRUSTEES

The trustees are ultimately responsible for the governance of Staffordshire University Students' Union. They are also responsible for the operations of the Union. This includes approving policy, procedure, strategy, budgets, and ensuring compliance with the Constitution, Byelaws and the requirements of companies acts and education acts.

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

The Trustees will:

- Accept ultimate responsibility for directing the affairs of the charity, and ensuring it is solvent, well-run, and delivering the charitable outcomes for the benefit of members.
- Abide, individually and collectively, to the Nolan Principles.
- Undertake a skills audit upon recruitment (Community Trustees, University Trustee and Selected Student Trustees only).
- Undergo a full induction upon starting office.
- Undertake continuous professional development as a trustee, and
- Complete and keep an updated Register of interests.

The Student's Union is a democratic organisation and the Board of Trustees delegate authorities (subject to limitations and safeguards that ensure the legality of its decisions) to the Executive Committee, that then harnesses the wider input of students, through Student Representative Council and Student Forums, in policy shaping decisions.

The Officer Trustees oversee the day-to-day operation of the Students Union as its Executive Team. They meet regularly with the management of the Students Union as a Leadership Team, ensuring the continued focus of the organisation on its objectives.

There is delegated responsibility through the Chief Executive Officer for operational decision making and accountability within the departments in accordance with a regularly reviewed framework of delegated responsibility.

The trustees meet a minimum of four times per year, with the dates of these meetings set for the year ahead according to availability of the members.

PUBLIC BENEFIT

The trustees confirm that they have complied with the duty in Section 4 of the Charities Act (2006) to have due regard to the Charity Commission's general guidance on public benefit. The charitable purposes of Staffordshire University Students' Union are stated in the 'Objects and Activities' and the Trustees ensure that these purposes are carried out for the public benefit.

Trustees' Report (continued) for the year ended 31 July 2023

OBJECTIVES AND ACTIVITIES

Staffordshire University Students' Union's ("the Union") charitable objectives are the advancement and education of students at Staffordshire University for the public benefit by:

- Promoting the interests of students at Staffordshire University during their course of study and representing, supporting, and advising members
- Being acknowledged as the recognised representative channel between the students and the university and a representative channel between the students and any other external bodies
- Providing social, cultural, sporting, and recreational activities and forums for discussions and debate for the personal development of its members

The Union has referred to the guidance contained in the Charity Commission's general guidance on public benefit (PB1) when reviewing its' aims and objectives and in planning future activities.

The 2022/23 Academic year was Year One of the Students Unions implementation of its Strategy: Towards 2030. This strategy has recommitted to the vision, refined the values and adopted three core themes of:

- A Sense of Belonging,
- An Experience You Shape
- Support you Can Trust.

**Our Vision is that every Staffordshire University student will be proud to be a part of Staffs
- Its' University, its' Students' Union, the locality, and its' learner community.**

Our Values

Putting Students First

Our students are the focus of our work. We are passionate about them, led by them and represent and advocate them at every opportunity. They are our first consideration in everything we do.

Welcoming

We recognise the importance of creating an open and honest environment that our students can trust. We will be there for you; helping you to feel welcome and part of the wider student community.

Enabling

We recognise our role is to support students through their time at University and what underpins our approach is a focus on giving our members and staff the ability and confidence to undertake things for themselves, rather than always serving up a solution.

Actively Inclusive

Our membership is constantly changing and reflects a broad range of backgrounds, ages, lifestyles, and experiences. Our approach is to actively find ways to listen to, connect and welcome in those individuals to unite as a community and to demonstrate that everyone is valued.

Innovative

We believe we can make things happen and seek out ways to challenge ourselves and find new approaches or solutions to achieve results. We don't feel constrained by convention, and we are willing to revisit and re-engineer our work if it gets better results.

Responsible

We recognise the responsibilities we have as an organisation towards our members, our staff, the University and the wider communities we are part of. We ensure we understand the impact of our actions and actively seek ways of eliminating or mitigating any negative impacts or consequences.

	Priorities	22/23 Progress on the Strategy
A sense of Belonging	Early intervention with applicants to connect the to the Staffordshire experience and fellow students, and co-ordinated support for their orientation and journey through University.	<ul style="list-style-type: none"> • Core Union team accessing Campus Connect on a regular basis to connect with students. • International Q & A session for international students mapped in and planned for the summer • 14,000 pre-arrival / welcome emails sent to students since the start of September 22. • Full-year workstreams now embedded with a full programme of events and celebrations planned. • Results are now available for transition survey which enables us to focus our work. Agreement now confirmed for this to be embedded in the welcome and transition cycle. Barriers to engagement identified and actioned. • International welcome video completed for those students not attending in person induction and later arrivals. • Data and insight available to identify entry points for all new students.
	Highlight the wealth of opportunities and range of activities and events available at (and around) Staffs as a personalised and continuous “feed”.	<ul style="list-style-type: none"> • London satellite Creating Connections event held with local invited partners to develop the programme offer. • Take-over nights in venues hosted, to build relationships and provide alternative offers to students. • Local group meeting for small businesses sellers and Keele Union. • Events group now set up for Stoke and Stafford to identify events and collaborations with the University and Union. • International focus meetings taking place each month to develop programme with our co-ordinators. • In London we are working with HERE East and the university experience team to achieve a breadth of events. • Spiral induction programme extended to match academic calendar and student journey cycles, working as cross Union and University departments to achieve this.
	Identify and minimise points of friction to involvement to improve the breadth of participation across the membership.	<ul style="list-style-type: none"> • Financial barriers dues to the cost of living were identified in the second semester, resulting in the implementation of access to a fund for purchasing membership if a student is in financial hardship. • Relationships with Sports Centre built & a shared summer planning day and problem-solving event to take place. • Union & Service Manager monthly catch ups proving productive to maintain collaborative working on events to deliver this programme and reduces friction or duplication
	Raise awareness of the diversity of the community at Staffs; educate on the cultural & social competency - and behaviours - of the membership (to value and respect the inclusion of everyone)	<ul style="list-style-type: none"> • Annual calendar of dates has been developed and shared with key colleagues. University access provided so this is developing as main source of Whats On information that feeds into Beacon App. • Officer led manifesto aim to celebrate diversity and inclusion so will support the progression of this work.
	Work with partners to provide easy transition to accommodation that meets individual's needs, through their time with Staffs. Assure the quality, value and fairness of available accommodation and improve the perception of students as residents of the community	<ul style="list-style-type: none"> • Championed student experience & value in student village consultation for new build tender. • Change in lettings portfolio away from large halls enabling improved university collaboration. • Work with Council to reach landlords regarding family accommodation availability who take families to support international students with dependents. • Regular meetings with the council to build positive relationships. • Work with Keele and our institution to progress the work around a replacement landlord accreditation scheme with the cessation of the local council supported scheme.

	Priorities	22/23 Progress on the Strategy
An Experience you can shape	Empower the Student Voice through an informed, connected and evidence-led network of representatives that actively engages with relevant parties to develop continuous improvement to the student experience.	<ul style="list-style-type: none"> Rep Hub engagement developed; proportion of trained reps increased to 70%. NSS22 (National Student Survey) data shared to equip reps, higher number of total reps than same point last year. Self-evaluation outstanding. Significant increase in FTO nominations in Leadership Race (33 initial, 22 confirmed). Increase in Dept Rep nominations (only 3 vacant vs up to half previously). Termly recognition stipends implemented. Student Experience issues mapped against structures for escalation and results are evident and feedback. Officers posting in Rep Hub to seek department rep opinions and advice on key pieces of work to enable us to be representative of the student communities – strike, timetabling and feedback are notable examples.
	Continue to build and support student groups and networks to bring together students to pursue co-curricular and extra-curricular activities across and between campuses.	<ul style="list-style-type: none"> Staff accessing Campus connect with limited results following welcome activity. Staff teams are promoting and creating chats. We have now invited clubs and societies committees to administer sections on the platform to enable early intervention and conversion. Utilisation of the group discussions to shape our give it a go programme. Pathway for discussion to engagement.
	Expand the opportunities, beyond employed Team Members, for students to shape the delivery of services, through regular user forums, service ambassadors and event team	<ul style="list-style-type: none"> Union Together Day discussions and workshop to engage staff complete. Feedback compiled. Session at Leadership Team to work through feedback from staff contributions and agree approach. Leadership Team and approved/consolidated into overview spreadsheet agreed for it to be placed as recurring item on the agenda. Non trading areas complete.
	Implementation of a methodical and consistent service follow-up programme to measure and evaluate how well we are doing, across the Union services in delivering a quality and trusted experience for students. This to be backed up with programmes to test and develop experience touchpoints.	<ul style="list-style-type: none"> Follow up survey email for advice completed, QR code set up for commercial outlets to capture feedback. Some feedback captured from club nights, more work to be done to understand challenges with events. Continuing to build on feedback mechanisms with forms for Stafford students and automated "flows" to keep relevant departments informed. Complaint/praise and incident capture established and monitored. Shadowing taken place in advice services to understand team delivery workflows. Front of House workflow analysis complete to understand first point of contact with recommendations and changes being worked through. Work not complete across all departments/services. Prioritised focus for year ahead.

	Priorities	22/23 Progress on the Strategy
<p>Support you can trust</p>	<p>We will be transparent in our work; actions taken (or not), in relation to member feedback, will be clearly communicated in a timely way. We will communicate clearly and regularly how we are representing students' academic and wider interests.</p>	<ul style="list-style-type: none"> Increased utilisation of Rep hub has enabled a better connectivity with the academic representative structures. Departments worked through success and impacts for communication to students at each semester. We ran speak week where we gathered feedback forms students on improvements which were worked through with academics and fed back to contributors. Transforming student outcomes is a new board that we are attending, this has enabled us to become a member of a 'closing the feedback loop' task and finish group for over the summer. Officer session planned to share the importance of appropriate student feedback. Student written report on student issues for all schools prepared and shared.
	<p>Wellness awareness, safety and inclusive design principles will be embedded into all our services, ensuring appropriate referral channels to professional practitioners are known and used effectively.</p>	<ul style="list-style-type: none"> MH (Mental Health) first aid training for all our wellbeing and inclusion officers for clubs and societies to equip with basic skills and enable appropriate referral points. Implementation of an urgent referral system through adverse reporting to wellbeing team agreed and in place. External pathways identified for satellite campus and shared with students. All out of hour's provision and external sources of support are available in termly communications and Union website. Positive working relationship in place with MIND with a network leading on training package. Agreed a services connection conference for the 19th of September to share with all academic and wider staff the services we provide and how we connect. Regular meetings now in place to share concerns and issues for students in relation to safety with our community police officer. We will be co-chairing a student safety group from September with representatives from across the institution attending.
	<p>The professionalism and quality of our organisation and services will be evidenced through periodic assessment and accreditation to external quality standards (BBN, Green Impact, Advice Quality Standard, Investors in People/Volunteers, Disability Confident).</p>	<ul style="list-style-type: none"> Greenpad discussion with Keele to finalise quality assurance provision with the removal of NLAS. Student manifestos work complete and ready for September launch, this sets standards and expectations for key University and Union services to students. Green Impact submitted and audited resulting in retention of Excellence standard. Best Bar None assessment completed; retaining Gold standard, and awarded best Students Union 22/23. Advice and Advocacy manager assessing Advice quality charter to map where we would be if we embarked on formal accreditation.

Trustees' report (continued) for the year ended 31 July 2023

The Year Ahead

A Board review of the priorities into year two of the Strategic Plan have identified the following objectives:

A Sense of Belonging

- customise the pre-arrival emails to allow suggestions about the events, groups and activities that might be of interest to incoming students.
- Evaluation of belonging and transition data to identify key strands of work and Theory of Change
- Have built a small base of local partners who have a rotation of events.
- A renewed focus on the broader student experience working closer with all departments of the Union and University to showcase the opportunities we have to offer alongside the range of activities which happen across all our main sites.
- share a diverse range of student stories about their union involvement and the benefit that this has had on their student experience.
- Diversity is visually identifiable across the institution as a tangible part of our spaces and services.
- Transfer out of PBSA accommodation contract, without impacting on our students.
- 80% of To Let Boards removed within radius of campus (subject to Right to Rent Bill clarifications)

An Experience You Shape

- Successful new voice initiatives established as standard practice across institution.
- Pilot Evasys (module evaluation system) on behalf of the University in a small area of the University to improve engagement and improve experience.
- Departments using Campus Cconnect for learning and to develop and introduce a programme of give-it-a-go activity.
- Each team has an established customer satisfaction follow up mechanism (that shapes services)
- Work with other departments (engagement/voice) to implement feedback mechanisms that can demonstrate closing the loop.
- Union wide methodically and digital complaint system incorporated into all services with information department reviews.
- To be in a position to launch the Closing the Feedback Loop package to students.
- For activities to have a platform that improves our service and engagement opportunities for our student leaders. .

Support You can Trust

- Formal/structured opportunities for sharing impacts and outcomes are established and delivered consistently (acknowledging breadth of Union services)
- Celebration of student successes consistently delivered in targeted areas of the institution.
- Celebration of University successes shared and communicated (P2BS refocus)
- Develop First Responder training for Staff and volunteers across the Union.
- A more joined up approach with wellbeing and inclusion to ensure a student's experience at first point of contact is as supportive as possible.
- Develop and deliver citizenship modules so students know what to expect and understand their roles as active citizens.
- To have reviewed formal accreditation across our outstanding areas and to provide the board with appropriate recommendations for work to be undertaken.
- To have created a culture with the new officers where reporting back to students becomes part of the day-to-day work.
- To have agreed and have in place an appropriate mechanism for quality assurance in student housing.

These Core Themes will be supported by four enabling pieces of work covering Engagement, Partnership, People & Culture and Finance & Resources.

Trustees' report (continued) for the year ended 31 July 2023

BASIS OF ACCOUNTING

The annual financial statements of Staffordshire University Students' Union and its subsidiary are attached to this Report. They are prepared using the *Accounting and Reporting by Charities: Statement of Recommended Practice (FRS102.)*

GOING CONCERN

The financial relationship between Staffordshire University and the Union is agreed annually in the form of a Financial Memorandum, and as determined in the Memorandum of Co-Operation. The Financial Memorandum confirms the annual allocation of a Block Grant paid by the University and further support in the form of accommodation provided on an in-kind basis. This in-kind support is fundamental to the relationship between the University and the Union.

There is no reason to believe that the support from the University will not continue for the foreseeable future, as the Education Act (1994) imposes a duty on the University to ensure the financial viability of its student representative body. These Financial Statements have therefore been prepared on a going concern basis.

PRINCIPLE FUNDING SOURCES

The primary source of the Union's funding is derived from the annual Block Grant from Staffordshire University. In addition, designated funding grants were provided for programmes related to the support of students at the University campus London & Stafford, and for International Engagement, with the shift in student demographics for 22/23. The remainder of income is from; surplus generating activity of trading outlets, student memberships for sports clubs & general interest societies; student events; and the gift-aid donation of all profits by SSUE Ltd.

FUNDRAISING

Staffordshire University Students Union supports the work and objectives of the Fundraising Regulator, however, as a students' union, the majority of our income is derived directly from the University, and we do not fundraise in the manner for which the Regulator seeks to regulate. Consequently, the Union has not affiliated to the Fundraising Regulator as the Union does not believe expenditure on the levy would be in the best interests of our members' or congruent with our charitable purpose.

RESERVES AND RESERVES POLICY

The reserves policy of Staffordshire University Students' Union is to maintain a level of unrestricted funds, not committed or invested in tangible assets, which will enable the Union to ensure continuity of activity and the ability to adjust, in a measured way, to any significant changes in resources.

- To provide funds which can be designated to specific projects to enable these projects to be undertaken at short notice.
- To protect the financial stability of the Union against adverse economic conditions within its trading operations.
- To provide a fund for capital replacement / refurbishment

The Reserves policy recognises that reserves are necessary to maintain the day-to-day operations of the Union for a period of up to 4 months, should anything disrupt its income sources. This would currently equate to approximately £466,000.

The measure of free reserves has historically been, net assets, less restricted and designated funds, less fixed assets attributable to unrestricted funds. Currently this amount is £39,319. However, the Trustees recognise that under FRS102 there is also a balance sheet provision of £1,014,823 against a long-term (14 year) pension liability and repayment plan. Taking this into account the immediately available reserves are the unrestricted funds (excluding the pension liability) less fixed assets [£1,054,142]

Following the latest triennial revaluation, which is effective in 2023-24, the repayment period for repayments of pension liability has been extended to May 2037

Trustees' report (continued) for the year ended 31 July 2023

RISK MANAGEMENT

The Trustee Board of the Students' Union has examined the major strategic, business and operational risks faced by Staffordshire University Students Union. A risk register has been established and significant changes to risks are identified and monitored through the Finance, Staffing and Risk Sub-committee.

Where appropriate, systems and procedures have been introduced to minimise or mitigate the risks the Students' Union faces. Budgetary and internal control risks have been minimised by the implementation of procedures for authorisation of all transactions and projects.

Procedures are in place to ensure compliance with health and safety for staff, volunteers and participants on all activities organised by the Students Union and, public liability insurance has been maintained at £10 million.

The key risks of the relationship and financial sustainability of the University as major supporter are actively managed, with an open dialogue and understanding of the co-operation between both parties. There is a support commitment from the University to both the block grant and trading operation of the Students Union, with additional support for specific projects like the re-invigoration of campus and outreach to satellite campuses.

In partnership with the University the Students Union is working with the University to manage the risk of falling student numbers either through recruitment or retention and the resultant impact on the finances of both organisations. We are also in consultation on how the demographics of future students will change in response to the emerging University strategy.

In the development of a lettings service for students and the consideration of potential secondary trading activity and associated risks, the Students Union established a separate trading enterprise in November 2015 through which it conducts its social enterprise business with the community. This is a limited company, wholly owned by the charity, the accounts of which have been consolidated in this report.

REMUNERATION

The Trustees consider the board of trustees and the 3 Senior Managers as comprising the key management personnel of the charity in charge of directing and controlling the charity and running and operating the charity on a day-to-day basis.

All trustees give of their time freely and no trustee remuneration was paid in the year. In line with the constitution and democracy of the Students Union, four of the trustees are elected to perform the duties of full-time Executive Officers, providing representation of student issues to the Students' Union, University and wider society. For this role they are remunerated, at a rate equivalent to the median sabbatical salary, across the sector, and incremented in line with the cost-of-living awards applied to its staff by the University each year.

Details of Trustee expenses and related party transactions are disclosed in note 25 of the accounts. These relate to the co-operation with the University (the primary funder and landlord) and to the ownership by the Students Union of the subsidiary trading company (Staffordshire Students Union Enterprises Limited), and its charged supply of support services to the company.

Trustees are required to disclose all relevant interests and register them with the Finance Manager and, in accordance with the charity's Good Governance Policy, withdrawing from any decision making where a conflict of interest could arise.

The pay of the charity's Senior Staff Member is reviewed annually and increased in accordance with University Cost of Living awards (3.0% in 2022/23). In view of the nature of the charity and its economy of operations, the trustees consider that a multiple of up to 2.5 the median salary for UK employees is appropriate for this role.

The remuneration is also bench-marked with charities of a similar size and activity to ensure that the remuneration set is fair and not out of line with that generally paid for similar roles.

The ratio comparing the highest full-time salary to the lowest full-time salary is 3.8 to 1. The average ratio for organisations within the not-for-profit sector with 100-250 employees is 7.0 to 1 (People Count Third Sector report 2022).

Trustees' report (continued) for the year ended 31 July 2023

EXTERNAL AFFILIATIONS

Under the Education Act (1994) the Union is required to report to its members, on an annual basis, all current external affiliations.

During the 2022/2023 academic year the Students' Union was affiliated to the following organisations:

National Council for Voluntary Organisations (included in the NUS affiliation fee)	£ Nil
National Union of Students (NUSUK) Membership	£16,640
NUS Charity Membership	£4,160
Citizens Advice Bureau	£273
Institute of Money Advisers*	£520

Activity Group Affiliations

Historia Normannis Living History Society	£24
UCCF: The Christian Unions	£ NIL
Student Radio Association	£96
Believers Love World Campus Ministry	£ NIL

Subsidiary Affiliations

Chartered Institute of Housing*	£169
The Property Ombudsman	£195
National Residential Landlords Association	£228

TOTAL cost of all affiliations in the year	£22,305
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* Affiliation of professional staff members/CIPD

Statement of Trustees' responsibilities for the year ended 31 July 2023

The charity trustees are responsible for preparing a Trustees' Annual Report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, of the charity for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently.
- observe the methods and principles of the Charities SORP (FRS 102).
- make judgements and accounting estimates that are reasonable and prudent.
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements.
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the charity and all financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

Disclosure of information to auditors

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charitable group's
- auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charitable group's auditors are aware of that information.

CONCLUSION

The Trustees would like to sincerely thank the members, volunteers, staff, and stakeholders of Staffordshire University Students' Union, not least Staffordshire University, who all provide an invaluable contribution to the ongoing success and development of the Union.

This report was approved by the Trustees on 20th October 2023 and signed on their behalf.



Olayemi Ajiteru
Chair of the Trustees and President of the Students Union 2023-2024

Independent auditors' report to the Members of Staffordshire University Students' Union

Opinion

We have audited the financial statements of Staffordshire University Students' Union (the 'parent charity') and its subsidiary (the 'group') for the year ended 31 July 2023 which comprise the consolidated statement of financial activities, the consolidated balance sheet, the charity balance sheet, the consolidated statement of cash flows and the related notes, 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 of the parent charity's affairs as at 31 July 2023 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 Charities Act 2011.

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 Auditors' 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 United Kingdom, including the Financial Reporting Council'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

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the group's or the parent charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

Independent auditors' report to the Members of Staffordshire University Students' Union (continued)

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditors' report thereon. The Trustees are responsible for the other information contained within the annual report. 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. 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 course of 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 this gives rise to a material misstatement in the financial statements themselves. 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.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 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 parent charity has not kept sufficient accounting records; or
- the parent charity 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.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the Trustees are responsible for the preparation of the financial statements which 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 and the parent charity'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 group or the parent charity or to cease operations, or have no realistic alternative but to do so.

Independent auditors' report to the Members of Staffordshire University Students' Union (continued)

Auditors' responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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 auditors' 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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the senior statutory auditor ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the charity through discussions with trustees and other management, and from our commercial knowledge and experience of the sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charity, including the financial reporting legislation, Charities Act 2011, taxation legislation, anti-bribery, employment, and environmental and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the Group and Charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud;
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates set out in Note 2 were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

Independent auditors' report to the Members of Staffordshire University Students' Union (continued)

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation and claims; and
- reviewing correspondence with HMRC, relevant regulators and the group and charity's legal advisors.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditors' report.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. 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 auditors' 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 its trustees, as a body, for our audit work, for this report, or for the opinions we have formed.

Dains Audit Limited

Statutory Auditors
Chartered Accountants
Suite 2, Albion House
2 Etruria Office Village
Forge Lane
Stoke on Trent
Staffordshire
ST1 5RQ

Date:

Dains Audit Limited are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

**Consolidated Statement of financial activities
for the year ended 31 July 2023**

	Note	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Income from:					
Donations and legacies	5	1,134,600	88,285	1,222,885	1,217,045
Charitable activities	6	1,518,927	25,660	1,544,587	1,523,328
Lettings and other income		197,001	-	197,001	186,722
Investments		16,429	-	16,429	503
Total income		2,866,957	113,945	2,980,902	2,927,598
Expenditure on:					
Lettings and other expenditure		136,989	-	136,989	132,977
Charitable activities	7	2,779,026	138,475	2,917,501	2,757,661
Total expenditure		2,916,015	138,475	3,054,490	2,890,638
Net movement in funds before other recognised gains		(49,058)	(24,530)	(73,588)	36,960
Other recognised gains:					
Gain on revaluation of pension scheme		93,317	-	93,317	-
Net movement in funds		44,259	(24,530)	19,729	36,960
Reconciliation of funds:					
Total funds brought forward		42,866	77,743	120,609	83,649
Net movement in funds		44,259	(24,530)	19,729	36,960
Total funds carried forward		87,125	53,213	140,338	120,609

Consolidated balance sheet
As at 31 July 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	12	31,441	37,531
		<u>31,441</u>	<u>37,531</u>
Current assets			
Stocks	14	44,950	37,727
Debtors	15	83,299	100,414
Cash at bank and in hand		1,152,904	1,216,152
		<u>1,281,153</u>	<u>1,354,293</u>
Creditors: amounts falling due within one year	16	(190,919)	(180,893)
Net current assets		<u>1,090,234</u>	<u>1,173,400</u>
Total assets less current liabilities		<u>1,121,675</u>	<u>1,210,931</u>
Creditors: amounts falling due after more than one year	17	(981,337)	(1,090,322)
Total net assets		<u><u>140,338</u></u>	<u><u>120,609</u></u>
Charity funds			
Restricted funds	18	53,213	77,743
Unrestricted funds			
General funds	18	16,365	-
Unrestricted funds excluding pension liability	18	1,085,583	1,205,336
Pension reserve	18	(1,014,823)	(1,162,470)
Total unrestricted funds	18	<u>87,125</u>	<u>42,866</u>
Total funds		<u><u>140,338</u></u>	<u><u>120,609</u></u>

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



Olayemi Ajiteru
Chair of the Trustees and President of the Students' Union
2023-2024
Date:

The notes on pages 25 to 45 form part of these financial statements.

Charity Statement of financial position
As at 31 July 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	12	31,228	36,446
Investments	13	1	1
		<u>31,229</u>	<u>36,447</u>
Current assets			
Stocks	14	44,950	37,727
Debtors	15	138,467	137,131
Cash at bank and in hand		1,076,327	1,177,669
		<u>1,259,744</u>	<u>1,352,527</u>
Creditors: amounts falling due within one year	16	(169,298)	(178,043)
Net current assets		<u>1,090,446</u>	<u>1,174,484</u>
Total assets less current liabilities		<u>1,121,675</u>	<u>1,210,931</u>
Creditors: amounts falling due after more than one year	17	(981,337)	(1,090,322)
Total net assets		<u><u>140,338</u></u>	<u><u>120,609</u></u>
Charity funds			
Restricted funds	18	69,578	77,743
Unrestricted funds			
Unrestricted funds excluding pension liability	18	1,085,583	1,205,336
Pension reserve	18	(1,014,823)	(1,162,470)
Total unrestricted funds	18	<u>70,760</u>	<u>42,866</u>
Total funds		<u><u>140,338</u></u>	<u><u>120,609</u></u>

Charity Statement of financial position (continued)
As at 31 July 2023

The charity's net movement in funds for the year was £19,729 (2022 - £36,960).

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



Olayemi Ajiteru

Chair of the Trustees and President of the Students' Union
2023-2024

Date:

The notes on pages 25 to 45 form part of these financial statements.

**Consolidated statement of cash flows
for the year ended 31 July 2023**

	2023 £	2022 £
Cash flows from operating activities		
Net cash used in operating activities	(53,613)	(5,477)
Cash flows from investing activities		
Purchase of tangible fixed assets	(9,635)	(26,793)
Net cash used in investing activities	(9,635)	(26,793)
Cash flows from financing activities		
Net cash provided by financing activities	-	-
Change in cash and cash equivalents in the year	(63,248)	(32,270)
Cash and cash equivalents at the beginning of the year	1,216,152	1,248,422
Cash and cash equivalents at the end of the year	1,152,904	1,216,152

The notes on pages 25 to 45 form part of these financial statements

**Notes to the financial statements
for the year ended 31 July 2023**

1. General information

Staffordshire University Students' Union is a Charitable Incorporated Organisation (CIO), registered number 1173330. The CIO is registered in England and Wales and the registered office is at College Road, Stoke-on-Trent, Staffordshire, ST4 2DE. The Charity has no share capital.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Staffordshire University Students' 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.

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

2.2 Going concern

As stated in the Trustee's Report, the Trustees believe there are no material uncertainties that call into doubt the group's ability to continue as a going concern and the accounts have therefore been prepared on a going concern basis. The Trustees have reviewed the group's finances considering the current climate and consider cash holdings to be sufficient to ensure adequate cashflow for the foreseeable future.

2.3 Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the consolidated statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

On receipt, donated professional services and facilities are recognised on the basis of the value of the gift to the charity which is the amount it would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

**Notes to the financial statements
for the year ended 31 July 2023**

2. Accounting policies (continued)

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on raising funds includes all expenditure incurred by the group to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the group's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.5 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the consolidated statement of financial activities over the expected useful lives of the assets concerned. Other grants are credited to the consolidated statement of financial activities as the related expenditure is incurred.

2.6 Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 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.

2.7 Tangible fixed assets and depreciation

The de minimis level for the capitalisation of tangible fixed assets is £1,000 which are recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

At each reporting date the charity assesses whether there is any indication of impairment. If such indication exists, the recoverable amount of the asset is determined to be the higher of its fair value less costs to sell and its value in use. An impairment loss is recognised where the carrying amount exceeds the recoverable amount.

**Notes to the financial statements
for the year ended 31 July 2023**

2. Accounting policies (continued)

2.7 Tangible fixed assets and depreciation (continued)

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method

Depreciation is provided on the following basis:

Fixtures and fittings	- 25% - 33% per annum
-----------------------	-----------------------

The assets' residual values, useful lives and depreciation methods are reviewed, and adjusted prospectively if appropriate, or if there is an indication of a significant change since the last reporting date.

2.8 Investments

Investments in subsidiaries are valued at cost less provision for impairment.

2.9 Stocks

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

2.10 Financial instruments

The group only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity from the date of acquisition or opening of the deposit or similar account.

Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

**Notes to the financial statements
for the year ended 31 July 2023**

2. Accounting policies (continued)

2.11 Pensions

The Union contributes to the Student's Union Superannuation Scheme (SUSS) which is a defined benefit pension scheme which is externally funded and contracted out of the State Second Pension. The fund is valued at least every three years by a professionally qualified independent actuary with the rates of contribution payable being determined by the trustees on the advice of the actuary. The scheme operates as a pooled arrangement, with contributions paid at a centrally agreed rate. The financial statements reflect at fair value the assets and liabilities arising from the Union's retirement benefit obligations and any related funding. The operating costs of providing retirement benefits to employees are recognised in the accounting period(s) in which the benefits are earned by the employees, and the related finance costs and any other changes in value of the assets and liabilities are recognised in the accounting periods in which they arise.

The Union also auto-enrolls employees into the National Employment Savings Trust (NEST), an independently run defined contribution scheme, and participates in the Aegon money purchase scheme which is accounted for as a defined contribution scheme.

2.12 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the group and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the group for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**Notes to the financial statements
for the year ended 31 July 2023**

3. Critical accounting estimates and areas of judgment

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

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

(i) Useful economic lives of tangible assets

The annual depreciation charge for tangible fixed assets is sensitive to changes in the estimated useful economic lives and residual values of the assets. This is re-assessed annually and amended to reflect current estimates, based on technological advancement, future investments, economic utilisation and the physical condition of the assets.

(ii) Pension deficit contribution

The charity has entered into a commitment to provide deficit funding to the Students' Union Superannuation Pension Scheme, of which it is a contributing employer. Under FRS 102, the fair value of the commitment is recognised. The calculation of the fair value of the commitment is subject to an assumption of the discount rate. The discount rate is determined by reference to market yields at the reporting date on high quality corporate bonds. See note 24.

(iii) Donation of facilities by Staffordshire University

In accordance with the Charities SORP FRS 102, the Union has valued the benefit it receives from occupying 3,088.50 sqm of facilities owned by the University on a rent-free basis, at the trustees' estimate of market value (£98 sqm) at £302,600 (2022 - £302,600).

(iv) Support costs

Many of the costs incurred by the Union such as support staff costs and service costs are shared between activities. The Union's policy is to allocate these costs on the basis of assessed consumption.

**Notes to the financial statements
for the year ended 31 July 2023**

4. Subsidiary trading company

Staffordshire University Students' Union owns 100% of the issued ordinary share capital of its subsidiary, Staffordshire Students' Union Enterprises Limited, Company number 09849741. The subsidiary was incorporated on 30 October 2015. Its taxable profits are donated to the Union. A summary of the subsidiary's trading results is shown below.

The net assets of Staffordshire Students' Union Enterprises Limited at 31 July 2023 amounted to £1 (2022 - £1).

	2023 £	2022 £
Turnover	197,001	186,722
Administrative expenses	(136,989)	(132,977)
Interest receivable and similar income	179	6
Gift aid donation	(60,191)	(53,751)
	<u>-</u>	<u>-</u>

5. Income from donations and legacies

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Support in Kind	302,600	-	302,600
Recurrent Block Grant	832,000	-	832,000
Other University grants	-	88,285	88,285
	<u>1,134,600</u>	<u>88,285</u>	<u>1,222,885</u>

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Support in Kind	302,600	-	302,600
Recurrent Block Grant	832,000	-	832,000
Government grants	7,945	-	7,945
Other University grants	-	74,500	74,500
	<u>1,142,545</u>	<u>74,500</u>	<u>1,217,045</u>

**Notes to the financial statements
for the year ended 31 July 2023**

5. Income from donations and legacies (continued)

The government grants figure consists of £nil (2022: £7,945) relating to a Coronavirus Job Retention Scheme (CJRS) Grant from the government. The CJRS grant was set up to cover the costs of staff placed on furlough due to the Covid19 restriction and this amount represents the costs which can be claimed under CJRS for the period to 31 July 2023.

6. Income from charitable activities

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Advice and representation	161	-	161
Other income	5,315	-	5,315
Clubs and societies	-	25,660	25,660
Venues & retail	1,513,451	-	1,513,451
	<u>1,518,927</u>	<u>25,660</u>	<u>1,544,587</u>

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Advice and representation	12,809	-	12,809
Other income	14,924	-	14,924
Clubs and societies	-	19,289	19,289
Venues & retail	1,476,306	-	1,476,306
	<u>1,504,039</u>	<u>19,289</u>	<u>1,523,328</u>

Notes to the financial statements
for the year ended 31 July 2023

7. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Advice and representation	284,196	98,696	382,892
Venues & retail	1,901,851	-	1,901,851
Employability, activity & skills	135,522	16,365	151,887
Campaigns and communications	150,833	-	150,833
Clubs & societies	4,024	23,414	27,438
Provision of space	302,600	-	302,600
	<u>2,779,026</u>	<u>138,475</u>	<u>2,917,501</u>
	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Advice and representation	327,532	33,757	361,289
Venues & retail	1,765,447	-	1,765,447
Employability, activity & skills	146,349	18,135	164,484
Campaigns and communications	138,319	-	138,319
Clubs & societies	3,873	21,650	25,523
Provision of space	302,599	-	302,599
	<u>2,684,119</u>	<u>73,542</u>	<u>2,757,661</u>

Notes to the financial statements
for the year ended 31 July 2023

7. Analysis of expenditure on charitable activities (continued)

Summary by expenditure type

	Staff costs 2023 £	Depreciation 2023 £	Other costs 2023 £	Total 2023 £
Advice and representation	267,266	2,444	113,182	382,892
Venues & retail	915,486	26,213	960,152	1,901,851
Employability, activity & skills	116,273	-	35,614	151,887
Campaigns and communications	117,882	-	32,951	150,833
Clubs & societies	2,480	-	24,958	27,438
Provision of space	-	-	302,600	302,600
	<u>1,419,387</u>	<u>28,657</u>	<u>1,469,457</u>	<u>2,917,501</u>
	Staff costs 2022 £	Depreciation 2022 £	Other costs 2022 £	Total 2022 £
Advice and representation	210,527	3,461	147,301	361,289
Venues & retail	901,691	40,450	823,306	1,765,447
Employability, activity & skills	128,791	220	35,473	164,484
Campaigns and communications	119,487	185	18,647	138,319
Clubs & societies	3,873	34	21,616	25,523
Provision of space	-	-	302,599	302,599
	<u>1,364,369</u>	<u>44,350</u>	<u>1,348,942</u>	<u>2,757,661</u>

Notes to the financial statements
for the year ended 31 July 2023

8. Analysis of expenditure by activities

	Activities undertaken directly 2023 £	Support costs 2023 £	Total funds 2023 £
Advice and representation	269,464	113,428	382,892
Venues & retail	1,793,467	108,384	1,901,851
Employability, activity & skills	125,952	25,935	151,887
Campaigns and communications	129,024	21,809	150,833
Clubs and societies	23,414	4,024	27,438
Provision of space	-	302,600	302,600
	<u>2,341,321</u>	<u>576,180</u>	<u>2,917,501</u>

	Activities undertaken directly 2022 £	Support costs 2022 £	Total funds 2022 £
Advice and representation	253,105	108,184	361,289
Venues & retail	1,661,182	104,265	1,765,447
Employability, activity & skills	139,534	24,950	164,484
Campaigns and communications	117,338	20,981	138,319
Clubs and societies	21,650	3,873	25,523
Provision of space	-	302,599	302,599
	<u>2,192,809</u>	<u>564,852</u>	<u>2,757,661</u>

Notes to the financial statements
for the year ended 31 July 2023

8. Analysis of expenditure by activities (continued)

Analysis of support costs

	Total funds 2023 £	Total funds 2022 £
Staff costs	168,632	169,294
Depreciation	2,444	3,461
Provision of space	302,600	302,599
Indirect trading	380	531
Finance & administration	21,001	20,073
Other support costs	26,486	22,024
Development	54,050	44,135
Defined benefit pension liability movement	(13,755)	(13,965)
Governance costs - auditors remuneration	14,342	16,700
	576,180	564,852

9. Auditors' remuneration

	2023 £	2022 £
Fees payable to the charity's auditor for the audit of the charity's annual accounts	14,850	16,700

10. Staff costs

	Group 2023 £	Group 2022 £	Charity 2023 £	Charity 2022 £
Wages and salaries	1,373,924	1,312,328	1,269,664	1,217,583
Social security costs	83,196	82,057	77,099	75,613
Contribution to defined contribution pension schemes	78,010	77,062	72,624	71,172
	1,535,130	1,471,447	1,419,387	1,364,368

**Notes to the financial statements
for the year ended 31 July 2023**

10. Staff costs (continued)

The average number of persons employed by the charity during the year was as follows:

	Group 2023 No.	Group 2022 No.
Management and administration	42	41
Student staff	108	120
	<u>150</u>	<u>161</u>

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	Group 2023 No.	Group 2022 No.
In the band £60,001 - £70,000	1	1

Key management personnel are considered to be anyone who has authority and responsibility for planning, directing and controlling the activities of the charity. During the year, key management personnel received remuneration of £281,575 (2022 - £275,862).

11. Trustees' remuneration and expenses

During the year, Trustees received remuneration of £90,119 (2022: £88,583).

Each of the Executive Committee's sabbatical officers received remuneration as authorised in the Union governing document for the representation, campaigning and support work they undertake as distinct from their trustee responsibilities. During the year, four (2022: 4) sabbatical officers were paid as allowed.

During the year ended 31 July 2023, expenses totalling £699 were reimbursed or paid directly to 1 Trustee (2022 - £NIL to no trustees).

Notes to the financial statements
for the year ended 31 July 2023

12. Tangible fixed assets

Group

	Fixtures and fittings £
Cost or valuation	
At 1 August 2022	353,423
Additions	9,635
At 31 July 2023	363,058
Depreciation	
At 1 August 2022	315,892
Charge for the year	15,725
At 31 July 2023	331,617
Net book value	
At 31 July 2023	31,441
At 31 July 2022	37,531

Notes to the financial statements
for the year ended 31 July 2023

12. Tangible fixed assets (continued)

Charity

	Fixtures and fittings £
Cost or valuation	
At 1 August 2022	349,603
Additions	9,635
At 31 July 2023	<u>359,238</u>
Depreciation	
At 1 August 2022	313,157
Charge for the year	14,853
At 31 July 2023	<u>328,010</u>
Net book value	
At 31 July 2023	<u>31,228</u>
At 31 July 2022	<u>36,446</u>

13. Fixed asset investments

	Unlisted investments £
Charity	
Cost or valuation	
At 1 August 2022	1
At 31 July 2023	<u>1</u>
Net book value	
At 31 July 2023	<u>1</u>
At 31 July 2022	<u>1</u>

**Notes to the financial statements
for the year ended 31 July 2023**

13. Fixed asset investments (continued)

100% of the issued share capital of Staffordshire Students' Union Enterprises Limited is held by the Charity. Staffordshire Students' Union Enterprises Limited's principal activity are the advancement of education by providing and managing accommodation for students of the University. The Company is registered in England and its company number is 9849741.

14. Stocks

	Group 2023 £	Group 2022 £	Charity 2023 £	Charity 2022 £
Finished goods and goods for resale	44,950	37,727	44,950	37,727

15. Debtors

	Group 2023 £	Group 2022 £	Charity 2023 £	Charity 2022 £
Trade debtors	43,634	16,025	41,625	15,717
Amounts owed by group undertakings	-	-	60,191	67,270
Other debtors	3,010	56,025	1,000	38,695
Prepayments and accrued income	36,655	28,364	35,651	15,449
	83,299	100,414	138,467	137,131

Notes to the financial statements
for the year ended 31 July 2023

16. Creditors: Amounts falling due within one year

	Group 2023 £	Group 2022 £	Charity 2023 £	Charity 2022 £
Trade creditors	22,559	49,236	22,559	49,236
Other taxation and social security	19,629	17,909	19,629	17,909
Other creditors	68,590	78,158	49,370	78,158
Accruals and deferred income	80,141	35,590	77,740	32,740
	<u>190,919</u>	<u>180,893</u>	<u>169,298</u>	<u>178,043</u>

17. Creditors: Amounts falling due after more than one year

	Group 2023 £	Group 2022 £	Charity 2023 £	Charity 2022 £
Defined benefit scheme deficit funding liability	<u>981,337</u>	<u>1,090,322</u>	<u>981,337</u>	<u>1,090,322</u>

Of the defined benefit scheme deficit funding liability £156,374 (2022 - £314,737) is due between 2 and 5 years and £824,964 (2022 - £775,585) is due after more than 5 years.

Notes to the financial statements
for the year ended 31 July 2023

18. Statement of funds

Statement of funds - current year

	Balance at 1 August 2022 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 July 2023 £
Unrestricted funds					
General Funds	1,205,336	2,866,957	(2,970,345)	-	1,101,948
Pension reserve	(1,162,470)	-	54,330	93,317	(1,014,823)
	<u>42,866</u>	<u>2,866,957</u>	<u>(2,916,015)</u>	<u>93,317</u>	<u>87,125</u>
Restricted funds					
Clubs and societies	55,135	25,660	(23,414)	-	57,381
Digital Institute Funding	6,243	38,173	(38,173)	-	6,243
Reinvigoration Funding	16,365	-	(16,365)	-	-
Project income	-	18,000	(28,411)	-	(10,411)
International Co-ordination	-	15,763	(15,763)	-	-
Staffordshire Co-ordination	-	16,349	(16,349)	-	-
	<u>77,743</u>	<u>113,945</u>	<u>(138,475)</u>	<u>-</u>	<u>53,213</u>
Total of funds	<u>120,609</u>	<u>2,980,902</u>	<u>(3,054,490)</u>	<u>93,317</u>	<u>140,338</u>

A summary of the aims of the key restricted funds are:

Clubs and Societies - These are funds raised by the clubs and societies and administered by the Union for the specific benefit of that club or society which is ultimately under the control of the Union.

The digital institute funding is for supporting activities held at the shared space at University London.

The Reinvigoration Funding to support the reinvigoration of Student Groups & Activities.

**Notes to the financial statements
for the year ended 31 July 2023**

18. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 August 2021 £	Income £	Expenditure £	Balance at 31 July 2022 £
Unrestricted funds				
General Funds - all funds	1,240,720	2,833,809	(2,869,193)	1,205,336
Pension deficit	(1,214,567)	-	52,097	(1,162,470)
	<u>26,153</u>	<u>2,833,809</u>	<u>(2,817,096)</u>	<u>42,866</u>
Restricted funds				
Clubs and societies	57,496	19,289	(21,650)	55,135
Digital Institute Funding	-	40,000	(33,757)	6,243
Reinvigoration Funding	-	34,500	(18,135)	16,365
	<u>57,496</u>	<u>93,789</u>	<u>(73,542)</u>	<u>77,743</u>
Total of funds	<u><u>83,649</u></u>	<u><u>2,927,598</u></u>	<u><u>(2,890,638)</u></u>	<u><u>120,609</u></u>

19. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	31,441	-	31,441
Current assets	1,227,940	53,213	1,281,153
Creditors due within one year	(190,919)	-	(190,919)
Creditors due in more than one year	(981,337)	-	(981,337)
Total	<u><u>87,125</u></u>	<u><u>53,213</u></u>	<u><u>140,338</u></u>

Notes to the financial statements
for the year ended 31 July 2023

19. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	37,531	-	37,531
Current assets	1,276,550	77,743	1,354,293
Creditors due within one year	(180,893)	-	(180,893)
Creditors due in more than one year	(1,090,322)	-	(1,090,322)
Total	42,866	77,743	120,609

20. Reconciliation of net movement in funds to net cash flow from operating activities

	Group 2023 £	Group 2022 £
Net income/expenditure for the year (as per Statement of Financial Activities)	(73,588)	36,960
Adjustments for:		
Depreciation charges	15,725	41,551
Increase in stocks	(7,223)	(11,397)
Decrease/(increase) in debtors	17,115	(2,411)
Increase/(decrease) in creditors	48,688	(18,083)
Increase/(decrease) in pension deficit funding liability	(54,330)	(52,097)
Net cash used in operating activities	(53,613)	(5,477)

21. Analysis of cash and cash equivalents

	Group 2023 £	Group 2022 £
Cash in hand	1,152,904	1,216,152
Total cash and cash equivalents	1,152,904	1,216,152

Notes to the financial statements
for the year ended 31 July 2023

22. Analysis of changes in net debt

	At 1 August 2022	Cash flows	At 31 July 2023
	£	£	£
Cash at bank and in hand	1,216,152	(63,248)	1,152,904
	<u>1,216,152</u>	<u>(63,248)</u>	<u>1,152,904</u>

23. Contingent liabilities

HMRC is currently challenging the application of the catering concession by Students Unions if they consider the establishment to be a pub or bar. Whilst the Union believes it has complied with the concession in good faith, the subjective nature of the interpretation of the concession could mean that HMRC take a different view and means that an accurate estimation of any potential liability cannot be made.

24. Pension commitments

SUSS Scheme (closed to future accrual in 2011)

The Union participates in the Students' Union Superannuation Scheme, which is a defined benefit scheme whose membership consists of employees of students' unions and related bodies throughout the country. Benefits in respect of service up to 30 September 2003 are accrued on a "final salary" basis, with benefits in respect of service from 1 October 2003 accruing on a Career Average Revalued Earnings (CARE) basis. With effect from 30 September 2011 the Scheme closed to future accrual.

The most recent Valuation of the Entire Scheme was carried out as at 30 June 2022 and showed that the market value of the Entire Scheme's assets was £106,700,000 with these assets representing 44% of the value of benefits that had accrued to members after allowing for expected future increases in earnings. The deficit on an ongoing funding basis amounted to £136,600,000.

The assumptions which have the most significant effect upon the results of the Valuation are those relating to the rate of return on investments and the rates of increase in salaries and pensions.

The following assumptions applied at 30 June 2022:

- The return on investment would be 4.0% per annum before and 2.0% per annum after retirement.
- Pensions accruing on the CARE basis would revalue at 3.6%.
- Present and future pensions would increase at rates specified by Scheme rules where appropriate where these are dependent on inflation.

The 2022 valuation recommended a monthly contribution requirement by each participating employer expressed in monetary terms to clear the ongoing funding deficit over a period of 14 years and will increase at 5% per year. These contributions also include an allowance for the cost of the ongoing administrative and operational expenses of running the scheme. These rates applied from 1 October 2023 and will be formally reviewed following the completion of the next valuation due with an effective date of 30 June 2025. Surpluses and deficits which arise with future valuations will also impact on the Union's future contribution commitment. See Notes 16 and 17 for the liability recognised under the currently agreed deficit funding plan expiring September 2037. Liabilities are shown on a discounted present value basis. In addition to the above contributions, the Union pays its share of the scheme's levy to the Pension Protection Fund.

**Notes to the financial statements
for the year ended 31 July 2023**

24. Pension commitments (continued)

The total contributions paid into the Scheme by the Union in respect of eligible employees for the year ended 31 July 2023 amounted to £NIL (2022 - £nil). Additional contributions towards the scheme deficit amounted to £72,306 (2022 - £69,709).

Aegon Scheme

The Union also participates in the Aegon money purchase scheme and the NEST scheme, which are both accounted for as defined contribution schemes. The total contributions paid into these two Schemes by the Union in respect of eligible employees for the year ended 31 July 2023 amounted to £78,929 (2022 - £96,946).

25. Related party transactions

Staffordshire Students' Union Enterprises Limited

The wholly owned subsidiary, Staffordshire Students' Union Enterprises Limited, is included within the consolidated accounts

The Union paid for expenditure on behalf of the subsidiary in the year and the subsidiary made a gift aid payment of £60,191 (2022 - £53,751) to the Union. As a result the Union were owed £60,191 (2022 - £67,270) by Staffordshire Students' Union Enterprises Limited.

Staffordshire University

Staffordshire University Students' Union is an independent body operating separately from Staffordshire University, but the two entities work together closely, primarily the Charity's income is derived from the University. The Trustees are of the opinion that this financial assistance is not an influencing factor with regards to the formulation of Union policy, nor does it have any effect on the internal management and decision making of the Union.

Staffordshire University Students' Union is in receipt of a Block Grant of £832,000 (2022 - £832,000). There was an additional grant provided by the University for project support of £88,825 (2022 - £74,000).

During the year the Union made purchases totalling £3,268 (2022 - £NIL) from the University and made sales totalling £100,968 (2022 - £87,101) to the University.

In accordance with the Charities SORP the value of buildings and services are determined at market value. The Student Union occupies its building on a rent-free basis. Donated services have been included in both income and expenditure in respect of this for £302,600 (2022 - £302,600). At the end of the year there was a debtor owed to the Union from the University for £15,281 (2022 - £13,519).

Other related parties are the Sabbatical Officers and Trustees as detailed in the Trustees' report. Details of remuneration received by these individuals are shown in note 11. Remuneration of key management personnel is shown in note 10.

