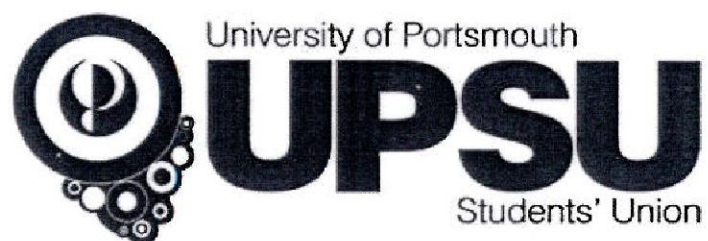


Registered Company Number: 03934555 (England and Wales)
Charity Registration No. 1136115



The University of Portsmouth Students' Union
Report and Consolidated Financial Statements
For the year ended 31 July 2021

**The University of Portsmouth Student's Union
Contents of the Financial Statements
for the Year Ended 31 July 2021**

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**The University of Portsmouth Student's Union
Report of the Trustees
for the Year Ended 31 July 2021**

REFERENCE AND ADMINISTRATIVE DETAILS

Full-time (Sabbatical) Officer Trustees

Welfare Officer	Hayley Turner-McIntyre (appointed 1st July 2020, resigned on 30th June 2021)
Welfare Officer	Natasha Layley (appointed 1st July 2021)
Learning Experience Officer	Rama Hilouneh (appointed 1st July 2020, resigned on 30th June 2021)
Learning Experience Officer	Jade Underwood (appointed 1st July 2021)
Development Officer	Micheal Kiddell (appointed 1st July 2020)
Academic Representation Officer	Edward Walls (appointed 1st July 2020, resigned on 30th June 2021)
Academic Representation Officer	Sapphire Rance (appointed 1st July 2021)
Democracy and Campaigns Officer	Destiny Karakus (appointed 1st July 2020, resigned on 30th June 2021)
Democracy and Campaigns Officer	Dominic Owen (appointed 1st July 2021)

Student Trustees

Non-Portfolio	Zach Messer (co-opted 13th September 2019, resigned 20th October 2020)
Non-Portfolio	Savio Arinda (co-opted 22nd June 2020, resigned 15th June 2021)
Non-Portfolio	Ayoola Johnson (appointed 14th August 2020)
Non-Portfolio	Bill Gunayon (appointed 20th April 2021)

University Nominated Trustee

Non-Portfolio	Mary Williams (appointed 21st April 2020)
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External Trustees

Non-Portfolio	Baldev Singh Gill (Appointed 24th October 2018)
Non-Portfolio	Victoria Turner (Appointed on 29th January 2019)
Non-Portfolio	Ian Robinson (Appointed on 29th January 2019)

Company Secretary

Rama Hilouneh (from 1st July 2020, resigned 30th June 2021)
Jade Underwood (appointed 1st July 2021)

Chief Executive

Anna Clodfelter

Registered Office

Student Union Building
Cambridge Road
Portsmouth
Hants
PO1 2EF

Registered Company Number

03934555

Registered Charity Number

1136115

Auditors

Morris Crocker
Station House,
North Street
Havant PO9 1QU

Bankers

Barclays Bank Plc Leicester LE87 2BB	Charity Bank Limited 194 High Street Tonbridge Kent TN9 1BE	Santander UK Plc Abbey National House 2 Triton Square Regents Place London NW1 3AN
Unity Trust Bank Plc Nine Brindleyplace Birmingham B1 2HB	Lloyds TSB Bank Plc 25 Gresham Street London EC2V 7HN	

The University of Portsmouth Student's Union
Report of the Trustees
For the Year Ended 31 July 2021

REFERENCE AND ADMINISTRATIVE DETAILS (Continued)

Warner Goodman LLP
Colman House
2-4 Landport Terrace
Portsmouth PO1 2RG

The Trustees, who are directors for the purposes of company law, have pleasure in presenting their annual report for the purposes of Charities Act 2011 and Companies Act 2006, together with the accounts for the year ended 31st July 2021.

The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the University of Portsmouth Students' Union (the Union).

STRUCTURE GOVERNANCE AND MANAGEMENT

The Union is a registered charity (Charity No: 1136115) linked to the University of Portsmouth (the University). The Union is also a company limited by guarantee registered in England and Wales (Company No: 3934555).

The Union is constituted by its Memorandum and Articles of Association and is controlled by a Board of Trustees, who act as Directors for the purposes of company law and Trustees for the purposes of charity law. Decisions are made by simple majority vote.

The Union is a students' union, as defined in the Education Act 1994, with internal regulations and rules approved by its Board of Trustees. The Union has twelve Trustees and are made up of the following persons:

- i. Five Officer Trustees, elected annually in accordance with the Union's Memorandum and Articles of Association and elections rules
- ii. Three Student Trustees, appointed in accordance with the Union's Memorandum and Articles of Association
- iii. One University Nominated Trustee, appointed in accordance with the Union's Memorandum and Articles of Association
- iv. Three External Trustees, appointed in accordance with the Union's Memorandum and Articles of Association.

The Union's Board of Trustees meets at least quarterly and are responsible for maintaining legal, financial and reputational stewardship. The Board of Trustees is also responsible for setting the organisation's strategy, in line with student member priorities. The Board approves general policies and approving the annual budgets and accounts.

All Trustees are provided with the Charity Commission's Guidance to Trustees and are given an introduction to the activities of the Union by the existing Board and the Chief Executive. Trustees are provided with training as and when required, based on individual and collective needs.

The current Governance Structure comprises of two subcommittees, Finance and Risk Committee and Student Focus & Governance Committee.

**The University of Portsmouth Student's Union
Report of the Trustees
For the Year Ended 31 July 2021**

STRUCTURE GOVERNANCE AND MANAGEMENT (Continued)

Student Focus and Governance Committee

The Student Focus and Governance Committee has responsibility as delegated by the Board of Trustees for decision making and actions to ensure that the Union;

- a. maintains effective and influential representation
- b. maintains accessible, equitable and inclusive activity to proactively engage students from across the student community
- c. give a true and fair view of the state of the group's and the charitable company's affairs as at 31 July 2021 and of the groups incoming resources and application of resources, including its income and expenditure, for the year then ended;
- d. maintains student leadership through fit for purpose and effective governance and democratic structures
- e. maintains robust governance in relation to the Unions statutory requirements
- f. ensures the Union responds at Board level to democratic outcomes in a way that shows respect and a commitment to the Union as a student-led organisation

The Student Focus and Governance Committee reports decisions made and is accountable to the Board of Trustees.

Membership (quoracy is 50% + 1 to include an External Trustee and a Sabbatical Officer):

- Two Elected Officers (appointed by Leadership Team with regard to skills and experience) one of which will Chair.
- Two External or one University Trustee and one External trustee (appointed by Leadership Team with regard to skills and experience) the External Trustee will vice-chair.
- Two Student Trustees (appointed by Leadership Team with regard to skills and experience)
- Good Governance Officer or other appointed representative from UAB
- Head of Student Impact
- Student Focus Manager
- In an advisory capacity only ie non-voting members: The Chief Executive, Membership and Marketing Manager (or appointed function Lead), Projects and Groups Manager (or appointed function Lead), Insights Lead

There shall be at least two meetings in each academic year, at least one before Christmas.

Finance and Risk Committee

The Finance & Risk Committee has responsibility as delegated by the Board of Trustees for decision making and actions to ensure that the Union;

- a. remains in sound financial health
- b. maintains effective risk management practices
- c. complies with relevant legislation and regulations

The Finance & Risk Committee reports decisions made and is accountable to the Board of Trustees.

Membership (quoracy is 50% + 1 to include an External Trustee and a Sabbatical Officer):

- Two Elected Officers (appointed by Leadership Team with regard to skills and experience) one of which will Chair.
- Two External and/or University Trustees (appointed by Leadership Team with regard to skills and experience) one of which will vice-chair.
- One student trustee (appointed by Leadership Team with regard to skills and experience)
- Deputy to the Chief Executive
- Finance & Central Administration Manager
- In an advisory capacity only - The Chief Executive and Union Financial Advisers

The committee meets on a quarterly basis in line with financial quarter reporting framework.

**The University Portsmouth Student's Union
Report of the Trustees
For the Year Ended 31 July 2021**

STRUCTURE GOVERNANCE AND MANAGEMENT (Continued)

The political and campaigning policies of the Union were fully reviewed and updated through full student consultation and approval by referendum in May 2015, the process was further reviewed during 16/17 and 17/18 to streamline and remove barriers to student participation. Revision of Mem Arts will be sent for re-approval in January 2022. The democratic and representative framework of UPSU is as follows:

'Have your say' is a democratic process at the Union that enables students to get their voice heard and changes made. Every student can have a say on the Union and the University by submitting an idea through our Have Your Say platform. Ideas are then reviewed by Student Council and actioned or put out to students to a vote if further student consultation is needed.

The Board of Trustees maintains an oversight of these policies in accordance with the Board's duties to maintain legal, financial and reputational stewardship.

The Union's Student Council membership comprises the 5 Elected Officers, 5 Faculty Reps, 2 Union zone Reps, 5 academic, 5 liberation and 5 student experience reps representing hard to reach and those least engaged with Union activity and a Council Chair.

Day to day running of the Union is delegated by The Board of Trustees to a Chief Executive (CEO).

To ensure effective management the Chief Executive leads a Strategic Management Team, with responsibility for strategic delivery and operational oversight of the Union's activities and services.

During 2020/21 there were significant changes, ultimately merging the SMT team from three to two with enhanced roles in the Operational Manager structure to support:

- i. Chief Executive – Anna Clodfelter
- ii. Deputy Chief Executive – Fern Lewis - (permanent appointment 1st September 2020)

The five Officer Trustees and the Senior Management Team are members of the Union's Leadership Team.

The role of the Leadership Team is to review the mid-level performance of the organisation, approve operational policies and coordinate ongoing activities in accordance with the Union's strategy and directions from the Board of Trustees. The full terms of reference for the Leadership Team can be seen within the Union's byelaws.

The Union employs 35 permanent staff and a further 45 occasional staff for the sake of quality delivery, continuous improvement and for the management of its activities. All staff are accountable to the Chief Executive for the performance of their duties, via a line-management structure of delegated authority.

Salary bandings for all staff were reviewed against sector comparators and last agreed by Trustees in May 2021. The Union operates a performance related pay framework for all staff including the Strategic Management Team. Staff are appraised against agreed annual objectives by line managers and pay awards are agreed annually by the Finance and Risk Committee. The CEO objectives and pay award are approved by the Board of Trustees, CEO appraisal is undertaken by a panel of Trustees who also oversee the DCE appraisal.

RELATIONSHIP WITH RELATED PARTIES

The relationship between the University and the Union is established in a Memorandum of Understanding and the Union receives a Block Grant from the University. The Union also part-occupies buildings owned by the University and enjoys a positive and supportive relationship with the institution; this non-monetary support is intrinsic to the relationship between the University and the Union and the associated benefits to the student body.

The University of Portsmouth Student's Union
Report of the Trustees
For the Year Ended 31 July 2021

RELATIONSHIP WITH RELATED PARTIES (Continued)

Although the Union continues to generate supplementary funding from various mutual-trading activities, it is dependent on the University's financial support. UPSU offered to take a cut to the block grant of £100k in 20/21 due to the economic climate for which the University were grateful and they agreed that the block grant would return to 19/20 levels for 21/22. The Union is appreciative of the University's on-going investment in the Union and for confirming that they will provide continued financial support at similar levels for the foreseeable future, subject to their financial health.

The 1994 Education Act imposes a duty on the University to ensure that the Union operates in a fair and democratic manner and is accountable for its finances. A Financial Memorandum of Understanding exists between the two organisations which is reviewed annually and approved by the Union Finance & Risk Committee and University Infrastructure and Finance Committee.

The Union's trading company; Portsmouth Students' Union Trading Company Ltd (PSUT) is a wholly owned trading subsidiary company of the Union, which generates commercial income to support the Union's charitable objectives. In 2020/21 PSUT generated an operating profit of £21,363 from its activities, of which £21,363 was gifted to the Union.

AFFILIATIONS

Note: As directed by Annual Members Meeting in December 2018, the Union held a referendum on affiliation to the National Union of Students (NUS) in March 2019. Trustees approved the result of this referendum in April 2019. The referendum confirmed disaffiliation from NUS from 31st December 2019.

Note: Through 19/20 the Union finalised the partnership with University of Portsmouth Sport and Recreation to take over the management of 24 BUCS Sporting clubs. At the end of 20/21 the remaining 8 BUCS affiliated Sport Groups transitioned to University of Portsmouth Sport and Recreation. As of 1st August 2019, University of Portsmouth Sport and Recreation are the affiliate with BUCS in place of UPSU, therefore historical affiliation with BUCS is no longer applicable.

There were no affiliation resolutions during the year 20/21 as defined within the provisions of the 1994 Education Act.

RISK MANAGEMENT

The Trustees examine the major strategic, business and operational risks faced by the Union.

The Union maintains a risk register that is updated quarterly and fully reviewed annually with exceptions and occurrences reported quarterly to the Finance and Risk Committee. Where appropriate, systems or procedures have been established to mitigate the risks faced by the Union.

These procedures are periodically reviewed to ensure that they continue to meet the needs of the Union. Health & Safety processes and frameworks and Finance processes are continually reviewed and updated by staff teams resulting in the embedding of excellent practice across the organisation.

Budgetary and internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. In addition, stringent procedures are in place to ensure the health and safety of staff, volunteers and participants on all activities organised by the Union.

All other types of risk have specific mitigation activities that are delegated to senior and operational managers of the Union.

**The University of Portsmouth's Student Union
Report of the Trustees
For the Year Ended 31 July 2021**

OBJECTIVES AND ACTIVITIES, ACHIEVEMENTS AND PERFORMANCE (Continued)

During a uniquely challenging year due to Covid, the Union remained committed to furthering its charitable objectives through setting stretching targets in delivering excellent activities, services and representation to University of Portsmouth students - through responsive and largely digital means.

2019/20 saw the delivery of an interim 20-22 strategic plan to navigate covid that set out the following:

Our Vision:

The Union's Vision – as set with student consultation in 2011, 2014 and 2018 is: 'A positive impact for every Portsmouth student'.

Our Values:

Inclusive. Enriching and Pioneering

Our Guiding Principles:

- I. Students Democratically guide us
- II. Equity of Opportunity for students
- III. Our independent status is paramount
- IV. Partnerships strengthen our work
- V. Relevant and resilient for current and future students

Our Objects:

The Union is committed to the fulfilment of its charitable objects for the public benefit through the advancement of education of Students at the University of Portsmouth for the public benefit by:

1. promoting the interests and welfare of Students at the University of Portsmouth during their course of study and representing, supporting and advising Students; being the recognised representative channel between Students and the University of Portsmouth and any other external bodies; and
2. providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its Students.

These are supplemented by the further object of;

'helping members to develop their own charitable activities as active participants in civil society' These objects are wholly consistent with the Union's Constitutional objects.

How we deliver our Objects:

In pursuit of these aims for the public benefit, the Union has established departments and services for use by its members and works with the University and other organisations on behalf of students.

The Union ensures diversity of its membership is recognised by implementing activity for and monitoring its participation from all sections of the student community and by electing and supporting students as champions of liberation campaigns.

The Union represents students of the University on relevant local, national and international issues by maintaining a high proportion of student representatives - over 1200:

- o **5 Elected Officers** (formerly known as Sabbs - **full time paid**)
- o **15 Student Council members** - academic, liberation and student experience reps
- o **1050 Course reps and 5 Faculty Reps**
- o **30 Union Led representative group leads** - including BAME Ambassadors, Activist Student Forum, Accommodation Ally Reps

**The University of Portsmouth's Student Union
Report of the Trustees
For the Year Ended 31 July 2021**

OBJECTIVES AND ACTIVITIES, ACHIEVEMENTS AND PERFORMANCE (Continued)

- o **60 Student Led representative group leads** - including **cultural groups** such as the Polish students group, the Afro-Caribbean Soc & the Islamic Soc; **curriculum related groups** such as Entrepreneurs society, biomedical scientists & LawSoc; **action & support groups** such as Girl Up, Enactus, Estranged students, LGBTQ+ Soc and Mature Students group
- o **80 Student Led interest based group leads** - leading on **participation, community and belonging** - through a broad range of shared interest forums from Star Wars to Surfing to Spritual to Salsa to Scuba to Showchoir to Skydive to Skiing to Scouts.

Student representatives are present on all policy and strategy making bodies in UPSU and across the formal governance structure in the University.

When reviewing the Union's objectives and planning the Union's activities, the Union gives due consideration to the Charity Commission's general and relevant supplementary guidance on public benefit.

Our Aims 2020-22:

1 Empowering a Network of Students

we give power, confidence and a voice to students, enabling them to influence, change and uphold their rights, needs and wants

Develop and maintain strong and effective student leadership within UPSU - led by elected Officers and student leaders and supported by our high quality Student Focus

Develop and maintain a 'student voice framework', in partnership with the University, that:

- ensures that students are enshrined as active partners in all decision making
- enables, empowers and embeds a network of 'student action-takers' across the entire UoP student community
- establishes and embeds robust mechanisms that capture issues and actions to ensure effective outcomes, effective communications and effective sharing

2 Collective Representation

We harness student leadership through the collective student voice to bring power and influence; we are a representative & campaigning SU

Develop and maintain a 'collective representation framework' for UPSU that embeds a culture where students are engaged at all different levels, around a common purpose, playing a key role in deciding what needs to be decided:

- establishing collective intelligence as the core of decision-making, combining quality research with active student participation (not just elected reps)
- embedding a strengthened role for minority voices

Develop a 'campaign and action framework' to mobilise, enable and empower students to be doing what needs to be done, in university life or society as a whole, including:

- influence and claim their rights, needs and wants
- defend their interests
- bring about changes in systems, policies, attitudes, knowledge, and behaviors regarding issues affecting university life or society at large

**The University of Portsmouth Student's Union
Report of the Trustees
For the Year Ended 31 July 2021**

OBJECTIVES AND ACTIVITIES, ACHIEVEMENTS AND PERFORMANCE (Continued)

Develop and maintain clear and effective ways of working to ensure:

- The curation of an influential, collaborative relationship with UoP
- University wide engagement with the student voice, that delivers active delegation of power and decision making

3 Quality Student Experience

We establish beneficial relationships with our student members, we enrich their Portsmouth experience and we support them to be future ready

Establish defined best practice elements for Quality Student Experience that enable both internal and UoP action planning to achieve it.

Develop our membership engagement work to:

- Know confidently who our members are in the diverse community of UoP students across the globe
- Gain a relationship with non-engaged students or under-represented students
- Maintain our relationship with engaged students
- Ensure that all UoP Students know we exist and have the opportunity to shape their involvement in ways that benefit them.
- Work in close partnership with students, the University and the wider community to capture, communicate, replicate and celebrate the impact our students have.

Develop and maintain a programme of work that empowers students to experience University with:

- Positive wellbeing - the presence of good mental, physical & social health, basic needs, fulfillment and satisfaction with life
- Respect for climate and environment - the ability to make climate positive choices and live a sustainable life at University
- Diverse, supportive connections and social interaction - the ability for students, from all backgrounds, to seek out and nurture strong support networks and partnerships to help meet their academic, career and personal needs.

Develop and maintain a pioneering and inclusive offer for Student Development - to

- social, cultural, sporting and academic opportunities
- opportunities specifically to enhance global citizenship, professional skills, knowledge and experience
- a University partnership approach to Student Development

A detailed annual operational plan supports the delivery of these strategic objectives and can be obtained by request by emailing hello@upsu.net

Outcomes:

Due to covid year the operational delivery and KPIs are around 65% met or exceeded vs 35% not met or removed.

This was due to Covid (i.e. removing our ability to engage with students in many of the elements of University experience where we excel) and also the resultant requirement to respond to emerging need, often diverting attention and resources away from the areas originally planned.

**The University of Portsmouth Student's Union
Report of the Trustees
For the Year Ended 31 July 2021**

OBJECTIVES AND ACTIVITIES, ACHIEVEMENTS AND PERFORMANCE (Continued)

That said the impact for students has been remarkable - evidenced through the influential interaction with UoP and through the high level and immediate outcomes for students.

Troubling KPIs are NSS and NPS which reflect the detachment of many students from their Union - our work on a new Participation Project is focused on reversing some of the causes of these drops.

In addition the enabling objectives are:

1.To achieve an increase of at least 2% on the Union's 2019 National Student Survey (NSS) question 26 score to 60%.

A.Not achieved - Drop to 58% from 61% and a further decline in the league tables. This is mirrored by a drop in UoP Q27.

2.To achieve the overall budget for the Union for 2020/21

A.Achieved with a surplus of £30,940 against a deficit of £62,890 on the overall budget.

3.To achieve the budget for PSUT - trading company- for 2020/21

A.Achieved with a surplus of £21,363 against a budget of £855

4.To maintain a 5 year forward financial plan in-line with Future Union strategic aims

A.The 5 year Financial plan that was fully reviewed and updated during 18/19, was updated for Covid and for the interim strategy and was approved by Finance and Risk Committee in May 2021

5.Business as usual - quality outcomes for UoP students

A.Of the KPI's across a range of representative, welfare and development objectives for the organisation:

- i. 62% Success or exceeded
- ii. 3% Partial or working towards
- iii. 35% Not met or removed

VOLUNTEER CONTRIBUTION

In achieving the objectives above there has been a significant contribution from The Union's student volunteers. The Union has approximately 1200 volunteers that are supported to facilitate and participate in the majority of student groups and community volunteering projects as well as Student Council, Course Reps and Faculty Reps.

FINANCIAL REVIEW

The group's gross income from all sources totalled £1,447,232 (2020: £1,843,205). Core expenditure was £1,373,901 (2020: £1,672,608) plus a further movement in Pension deficit liability of loss of £42,391 (2020: £218,711) giving a 2021 total of £1,416,292 (2020: £1,891,319) and was broadly within the stated budget with the following exceptions:

- 1. Decrease in management charge income of £67k due to recruitment gaps, furlough of staff and reduced costs through UPSU.
- 2. Increase in PSUT income of £21k due to the reduction in management charges (see above).
- 3. Increase in other income of £13k due to reversals of old accruals.
- 4. £42k underspend in Salaries of which £12k were casual staff .
- 5. £5k overspend on Central mainly due to buying electrical equip to get meeting rooms and offices ready for blended learning/communication.
- 6. £17k underspend for Marketing due to a delay in branding of the building for welcoming students and a delay in students starting term which has delayed welcome materials. £5k of the promotions and branding budget has being repurposed for investment into digital.

The University of Portsmouth Student's Union
Report of the Trustees
For the Year Ended 31 July 2021

FINANCIAL REVIEW (Continued)

7. £4k underspend for Projects due to a delay in start of term and Covid-19 restrictions - all unspent money has been repurposed for Can Do project, supporting the welfare/wellbeing of the students, Elected Officer projects, BAME Ambassador mentoring scheme, enhancing the shared space in the Huddle and upcoming digital events.
8. £10k underspend for Groups made up from an underspend on development grant of £7.7k, income from VAT on societies expenditure of £3.2k, both Groups and Societies are at break even other than the outstanding payments that the Union agreed to pick up for storage of kayaks boats.
9. £5k underspend for Student Focus due to a reduction of engagement costs of £4.4k and £0.9k phasing of training expenses.

The union budgeted an overall deficit in 20/21 approved by Trustees of £62,890. This overall budget includes movement on the pension deficit and other exceptional items forecast in the year. A surplus of £30,940 was achieved. The variance was due to a reduction of expenditure overall.

When comparing against the core budget only, which excludes the pension movement, the union achieved a surplus of £73,331 compared to a budget of £37,787.

The Union has continued to benefit from the recognition and support of the University, and for 20/21 the Union received £1,122,803 in block grant. NB: UPSU offered to take a cut to the block grant of £100k in 20/21 due to the economic climate for which the University were grateful and they agreed that the block grant would return to 19/20 levels for 21/22.

The Union last reviewed its reserves requirements during 18/19 assessing the required amount of charitable funds allocated to Reserves and Development funds - the reserves and development funds policy is as follows:

"It shall be the policy of the Union to maintain a minimum of £250k (raised from £200k) to include working capital, commercial and other contingencies. At this level UPSU believes that it would be able to continue the student-facing activities of the organisation in the event of a significant decline in funding, whilst allowing time to reestablish or re-focus income generating activities.

A full review of the reserves was carried out in 21/22 due to Covid and the current climate and moved from £250k to 325k.

Amounts held above the minimum level are held as a Development Fund available flexibly for use of future agreed projects which help the Union to support a high standard of service for students."

Trustees (or those with designated authority) may assign amounts from within the Development Fund for specific projects or activities agreed within the framework as set out in the Financial Procedures:

The Union's free reserves stood at £582,899 (2020: £591,717) at the year-end which meets the Union's desired reserve levels. Reserves have been calculated as follows:

Total reserves	(885,218)
Less: Restricted reserves	(92,666)
Add: Pension deficit	1,585,876
Less: Fixed assets	(25,093)
	<u>582,899</u>

The University of Portsmouth Student's Union
Report of the Trustees
For the Year Ended 31 July 2020

FINANCIAL REVIEW (Continued)

The Union's accounts show an updated provision for the future liabilities due to the Students' Union Superannuation Scheme based on the 30 June 2019 valuation. The valuation of the liabilities show the amount available to pay pension benefits in the future has declined when compared to its future liabilities. The Union in common with other participating student unions has to pay its share of the increased funding shortfall and is required to pay increased contributions based on previous contributions payable and the term has been extended. A separate reserve has been created in the accounts due to the long-term nature of the liability.

The Union acts as trustee for restricted funds raised by the students' many Clubs and Societies amounting to income of £5,214 (2020: £133,867) and expenditure of £9,519 (2020: £144,987) in addition to the grant-supported funds disbursed to them as shown in the accounts.

Student Groups at the Union raised over £2,300 in activities and fundraisers this year for local and national charities, including a 24hr dance-a-thon. The process has changed to increase development and independence for our groups we let them do this all independently with little input!

The Union did not make any grants to other organisations during this or the preceding year, apart from the administration of RAG (Raise and Give) funds.

The Trustees confirm that the Union has sufficient funds to meet all its obligations. The Block Grant for 2021/22 has been confirmed at £1,267,554 which includes an extra £20k to assist our BAME Ambassador programme and the Union is very grateful for the Block Grant funding from the University. The commercial activities for 2021/22, through PSUT, are budgeted to break even.

COVID-19 REPORT

As a result of the Agile working set up at UPSU, the organisation pivoted seamlessly to remote working during lockdowns but were able to support student beneficiaries remotely.

The pandemic has affected income, including an agreed 10% reduction in Block Grant resulting in the requirement for a deficit budget for 2020/2021. The organisation has sufficient reserves to meet this deficit whilst continuing to provide the same, or remote alternative, services to our student beneficiaries and retain the required reserves level for the following financial year at least.

The trading subsidiary closed during lockdown and whilst short term working capital funding to assist with cash flow was agreed, in principle by Trustees, as a loan from the Charity, it was not required. The Trustees of the Charity and Directors of the company monitored the going concern criteria for the Company as the financial year progressed but the trading company benefited from its online offer and a double Graduation in July 2021.

FUTURE PLANS

The Union remains committed to furthering its charitable objectives through setting stretching targets in delivering excellent activities, services and representation to University of Portsmouth students.

With Elected Officer direction, supported by Trustee Board and escalated by Covid-19 - the Union undertook a review of 2018-21 Strategic Commitments, resulting in a new 18-24 month interim strategy to take the Union through the Covid landscape from 2020-22. The new strategic planning cycle commenced in summer 2021 for implementation from August 2022.

The Union is working to level up its Participation work to its Representation activity - focussing on community, belonging and future readiness (skills & experience building for employment). UPSU will continue its lobbying and campaigning activity focussed on working with UoP to ensure quality learning & teaching and the wider student experience.

The University of Portsmouth Student's Union
Report of the Trustees
For the Year Ended 31 July 2021

Trustees' responsibilities in relation to the financial statements

The trustees (who are also the directors of The University of Portsmouth Student's Union (A Company Limited by Guarantee) for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- 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 charitable company 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 charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Appointment of Auditors

In accordance with the union's financial procedures a formal tender process was undertaken in April 2018 to appoint auditors for (2017/18) a one year contract with possibility to extend to a three-year contract. The appointment of Auditors was extended for the extra three years as approved by Finance & Risk Committee in November 18. Due to the end of their term a formal tender process will be undertaken in April 2022 to appoint auditors for 21/22.

This report has been prepared having taken advantage of the small companies' exemption in the Companies Act 2006 and was approved by the Board and signed on its behalf.

Approved by order of the board of trustees on  and signed on its behalf by:

..... 19/10/2021

Jade Underwood (Learning Experience Officer Trustee, Company Secretary)

**Report of the Independent Auditors to the Members of
The University of Portsmouth Student's Union
For the Year Ended 31 July 2021**

We have audited the financial statements of The University of Portsmouth Student's Union (the 'charitable company') for the year ended 31 July 2021 which comprise the Consolidated Statement of Financial Activities, the Consolidated and Charity Balance Sheet, the Consolidated Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the group's and the charitable company's affairs as at 31 July 2021 and of the groups incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- Develop and maintain strong and effective student leadership within UPSU - led by elected Officers and student leaders and supported by our high quality Student Focus function

**Report of the Independent Auditors to the Members of
The University of Portsmouth Student's Union
For the Year Ended 31 July 2021**

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, 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

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

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

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Responsibilities of trustees

As explained more fully in the Statement of Trustees Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

**Report of the Independent Auditors to the Members of
The University of Portsmouth Student's Union
For the Year Ended 31 July 2021**

Our responsibilities for the audit of the financial statements.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors 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:

From discussion with management and those charged with governance information about the entity is documented to assess the activity within the organisation. We discuss management's assessment of risk in respect of irregularities, fraud and going concern.

Based on these discussions and our own assessments we determined that the key risk areas were income recognition in respect of cut off issues and management override concerning the size of the organisation.

We set financial statement materiality level based on the level of income. As a not for profit organisation raising income is its primary focus which is why income was used to determine the level of materiality. Our overall assessment of risk was used to determine performance materiality at an appropriate level.

Substantive audit tests were designed after assessing and performing walkthrough tests. The walkthrough testing confirmed documented systems which have been designed to act as a preventative measure against fraud and error which appear to be operating as documented. Substantive testing tested a sample of the population, representative of the population, to identify errors. The testing did not identify any material misstatements in areas tested.

Audit substantive tests concluded no material errors over the key risk areas of income recognition and management override.

The audit considers the organisation is not exposed to material risk of error as a result of assessing laws and regulations that are appropriate to the organisation.

Management assessed there is no going concern risk. The audit undertook a review of budgets, management accounts and the review of board minutes and came to the same conclusion as management.

**Report of the Independent Auditors to the Members of
The University of Portsmouth Student's Union
For the Year Ended 31 July 2021**

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Paul Underwood (Senior Statutory Auditor)
for and on behalf of Morris Crocker Limited
Chartered Accountants
Statutory Auditors
Station House
North Street
Havant

Hampshire
PO9 1QU

Date: 22 February 2022

The University of Portsmouth Student's Union
Consolidated Statement of Financial Activities
For the year ended 31 July 2021

	Notes	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	1,223,895	-	1,223,895	1,329,154
Other trading activities	3	158,950	-	158,950	287,546
Income from investments	4	294	-	294	833
Charitable activities	5	8,228	5,215	13,443	182,505
Other income	6	24,161	26,489	50,650	43,167
Total income		1,415,528	31,704	1,447,232	1,843,205
EXPENDITURE ON					
Raising funds	9	50,633	-	50,633	79,058
Charitable activities	7	1,287,260	36,008	1,323,268	1,593,550
Total		1,337,893	36,008	1,373,901	1,672,608
Net income/(expenditure)		77,635	(4,304)	73,331	170,597
Other recognised gains/(losses)					
Actuarial gains/(losses) on defined benefit schemes	22	(42,391)	-	(42,391)	(218,711)
Net movements in funds		35,244	(4,304)	30,940	(48,114)
Reconciliation of funds					
Total funds brought forward		(1,013,128)	96,970	(916,158)	(868,044)
Total funds carried forward		(977,884)	92,666	(885,218)	(916,158)

All incoming resources and resources expended are derived from continuing activities.

The University of Portsmouth Student's Union
Consolidated Statement of Financial Activities
For the year ended 31 July 2021

		Group	Group	Charity	Charity
		2021	2020	2021	2020
	Notes	£'000	£'000	£'000	£'000
Fixed assets					
Tangible assets	14	25,093	38,203	25,093	38,203
Investments	13	-	-	1	1
Total fixed assets		25,093	38,203	25,094	38,204
Current assets					
Stocks	15	52,349	53,346	-	-
Debtors	16	60,300	30,433	127,520	139,538
Cash at bank and in hand		707,688	691,615	680,228	633,401
Total current assets		820,337	775,394	807,748	772,939
Liabilities					
Creditors falling due within one year	17	(144,772)	(86,706)	(132,184)	(84,252)
Net current assets/(liabilities)		675,565	688,688	675,564	688,687
Total assets less current liabilities		700,658	726,891	700,658	726,891
Provisions for liabilities	22	(1,585,876)	(1,643,049)	(1,585,876)	(1,643,049)
Net (liabilities)/assets		(885,218)	(916,158)	(885,218)	(916,158)
Funds					
Pension deficit		(1,585,876)	(1,643,049)	(1,585,876)	(1,643,049)
General funds		607,992	629,921	607,992	629,921
Unrestricted funds	20	(977,884)	(1,013,128)	(977,884)	(1,013,128)
Restricted funds		92,666	96,970	92,666	96,970
Total charity funds		(885,218)	(916,158)	(885,218)	(916,158)

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on 19/10/2021 and were signed on its behalf by:

19/10/2021

Jade Underwood (Learning Experience Officer Trustee, Company Secretary)

The notes form part of these financial statements

The University of Portsmouth Student's Union
Statement of Cash Flows and Consolidated Statement of Cash Flows
for the year ending 31 July 2021

	Notes	Group 2021 £	Group 2020 £	Charity 2021 £	Charity 2020 £
Net income for the reporting period (as per the statement of financial activities)					
Cash generated from operations	1	15,779	14,407	46,533	24,115
Net cash provided by (used in) operating activities		<u>15,779</u>	<u>14,407</u>	<u>46,533</u>	<u>24,115</u>
Cash flows from investing activities					
Interest income		294	833	294	833
Purchase of tangible fixed assets		-	-	-	-
Cash provided by (used in) investing activities		<u>294</u>	<u>833</u>	<u>294</u>	<u>833</u>
Change in cash and cash equivalents in the reporting period		16,073	15,240	46,827	24,948
Cash and cash equivalents at the beginning of the reporting period		691,615	676,375	633,401	608,453
Total cash at the end of the year		707,688	691,615	680,228	633,401

The University of Portsmouth Student's Union
Notes to the Cash Flow Statement
for the year ended 31 July 2021

1) Reconciliation of net income to net cash flow from operating activities

	Group 2021 £	Group 2020 £	Charity 2021 £	Charity 2020 £
Net income for the reporting period (as per the statement of financial activities)	30,940	(48,114)	30,940	(48,114)
Adjustments for:				
Depreciation charges	13,110	15,609	13,110	15,609
Interest income	(294)	(833)	(294)	(833)
Finance cost of pension deficit	42,391	218,711	42,391	218,711
Pension deficit repayments	(99,564)	-	(99,564)	-
Decrease/(increase) in stocks	997	(2,621)	-	-
(Increase)/decrease in debtors	(29,867)	18,339	12,018	(34,536)
Increase/(decrease) in creditors	58,066	(186,684)	47,932	(126,722)
Net cash provided by (used in) operating activities	<u>15,779</u>	<u>14,407</u>	<u>46,533</u>	<u>24,115</u>

2) Analysis of changes in net debt

Group	At 1.4.20 £	Cash flow £	At 31.3.21 £
Net cash			
Cash at bank and in hand	691,615	16,073	707,656
	<u>691,615</u>	<u>16,073</u>	<u>707,656</u>
 Company	 At 1.4.20 £	 Cash flow £	 At 31.3.21 £
Net cash			
Cash at bank and in hand	633,401	46,827	680,228
	<u>633,401</u>	<u>46,827</u>	<u>680,228</u>

The University of Portsmouth Student's Union
Notes to the Financial Statements
For the year ended 31 July 2021

Accounting Policies

Basis of preparation

The financial statements of the charitable company, which is a public benefit entity under FRS 102, 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 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value.

The consolidated financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for the 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity. The Charitable company does participate in a defined benefit scheme and at the date of this report the liability on this scheme was £1,585,876 which is repayable by annual instalments. This liability is currently ring-fenced in the unrestricted reserves. The trustees have considered this factor in their assessment and they do not consider there to be any significant concern in being able to continue as a going concern.

Group financial statements

The financial statements consolidate the results of the charity and its wholly owned subsidiary Portsmouth Students' Union Trading on a line-by-line basis. A separate Statement of Financial Activities and Income and Expenditure Account for the charity has not been presented because the Trust has taken advantage of the exemption afforded by section 408 of the Companies Act 2006.

Income

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

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category.

Support cost allocation

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance and administrative payroll costs. They are incurred directly in support of expenditure on the objects of the charity and include project management. Where support costs cannot be directly attributed to particular headings they have been allocated to expenditure on charitable activities on a basis consistent with the use of resources.

The University of Portsmouth Student's Union
Notes to the Financial Statements
For the year ended 31 July 2021

1 Accounting Policies continued

Donated services and facilities

The University of Portsmouth provides the charity with office space and sports facilities at no charge. As required by Charities SORP (FRS 102), the donation of these facilities is included as an incoming resource within note 2 and a matching outgoing resource within the statement of financial activities at the trustees' estimate of their value to the charity.

Employee benefits

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

University of Portsmouth Students' Union participates in the Students' Union Superannuation Scheme (SUSS), a defined benefit scheme which is externally funded and contracted out of 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 pension scheme trustees on advice of the actuary. The scheme operates as a pooled arrangement, with contributions paid at a centrally agreed rate. As a consequence, no share of the underlying assets and liabilities can be directly attributed to University of Portsmouth Student's Union. Under the terms of FRS 102, the discounted present value of future cash flows under a deficit funding arrangement is included as a liability in these accounts and the change in that valuation from year to year is taken to the statement of financial activities.

With effect from 30 September 2011 the scheme was closed to future accrual. Payments to the SUSS continued after the closure of the scheme in the form of deficit funding and levies.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Motor vehicles	25% on cost
Fixtures and fittings	10% and 20% on cost
AU Equipment	33% on cost

Fixed asset investments

Fixed asset investments comprise the entire share capital of the charity's subsidiary trading company, Portsmouth Students' Union Trading Limited. The investment is valued at cost on the basis there is no available fair value for the share capital.

Financial instruments

The company only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable, loans from banks and other third parties and loans to related parties and investments in non-puttable ordinary shares.

The University of Portsmouth Student's Union
Notes to the Financial Statements - Continued
For the year ended 31 July 2021

1 Accounting Policies - continued

Trade and other debtors

Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.

Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, deposits with banks and other short-term highly liquid investments and bank overdrafts. In the balance sheet, bank overdrafts are shown within borrowings or current liabilities.

Trade and other creditors

Short term trade creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

Stocks

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

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2 Donations and legacies

	2021 £	2020 £
Block grant received	1,122,803	1,247,554
BAME grant received	19,492	-
Donated Facilities	81,600	81,600
	<u>1,223,895</u>	<u>1,329,154</u>

The University of Portsmouth Student's Union
Notes to the Financial Statements - Continued
For the year ended 31 July 2021

3 Other trading activities

	2021	2020
	£	£
Income from trading subsidiary		
Commercial partnerships	53,337	152,393
Retail Income	96,302	118,071
Other income	9,311	17,082
	<u>158,950</u>	<u>287,546</u>

4 Income from investments

	2021	2020
	£	£
Bank deposit interest	294	833
	<u>294</u>	<u>833</u>

5 Income from charitable activities

	2021	2020
	£	£
Development - Group income	13,443	182,505
	<u>13,443</u>	<u>182,505</u>

6 Other Income

	2021	2020
	£	£
Grant Income	26,489	38,098
Other income	24,161	5,069
	<u>50,650</u>	<u>43,167</u>

The charitable company received grants from the Government amounting to £26,489 (2020: £38,098) in relation to the Coronavirus Job Retention Scheme.

7 Charitable activities costs

	Direct Costs £	Support costs (note 8) £	Totals £
Development	41,636	343,182	384,818
Representation	159,439	355,385	514,824
Welfare	32,982	343,182	376,164
Other charitable activities	-	47,462	47,462
	<u>234,057</u>	<u>1,089,211</u>	<u>1,323,268</u>

The University of Portsmouth Student's Union
Notes to the Financial Statements - Continued
For the year ended 31 July 2021

8 Support costs

	Central Operations £	Governance Costs £	Totals £
Development	343,124	58	343,182
Representation	355,327	58	355,385
Welfare	343,124	58	343,182
Other charitable activities	20,348	27,114	47,462
	<u>1,061,923</u>	<u>27,288</u>	<u>1,089,211</u>

Support costs have been apportioned on a basis that is consistent with use of resources.

Support costs, included in the above, are as follows:

Central Operations

	2021 Total activities £	2020 Total activities £
Salaries and training	766,033	805,908
Strategic development	-	1,011
Membership engagement	49,035	71,318
Central admin and overheads	227,223	196,412
NUS Affiliation	-	28,632
Irrecoverable VAT	6,522	13,570
Central depreciation	13,110	15,609
	<u>1,061,923</u>	<u>1,132,460</u>

Governance costs

	2021 Total activities £	2020 Total activities £
Audit	11,321	10,836
Central Admin	4,335	6,644
Management accounts	11,485	12,950
Training & development	-	-
Trustee Expenses	147	644
	<u>27,288</u>	<u>31,074</u>

The University of Portsmouth Student's Union
Notes to the Financial Statements
For the year ended 31 July 2021

9 Raising funds expenditure

	2021	2020
	£	£
Other activities	<u>50,633</u>	<u>79,058</u>

10 Net income/(expenditure)

Net income/(expenditure) is stated after charging/(crediting):

	2021	2020
	£	£
Auditors' remuneration - current auditors audit fees	11,321	12,950
Depreciation - owned assets	13,110	15,609
	<u>24,431</u>	<u>28,559</u>

11 Staff costs

	2021	2020
	£	£
Wages and salaries	875,381	887,442
Social security costs	63,739	67,562
Other pension costs	22,636	21,185
	<u>961,756</u>	<u>976,189</u>

The average monthly number of employees during the year for the group was as follows:

2021	2020
60	68
<u>60</u>	<u>68</u>

There average number of employees with emoluments (excluding employer pension costs) above £60,000 in this or the preceding year is as follows:

	2020	2019
£60,001 - £70,000	<u>1</u>	<u>1</u>

The key personnel management of The University Portsmouth Student's Union are considered to be the CEO, Deputy CEO, Head of Student Impact, and the Finance Manager. The total remuneration paid in the year ended 31 July 2021 amounted to £156,950 (2020: £175,098).

The University of Portsmouth Student's Union
Notes to the Financial Statements
For the year ended 31 July 2021

12 Financial Performance of the charity

The consolidated statement of financial activities includes the results of the charity's wholly owned subsidiary Portsmouth Students' Union Trading Limited.

The summary financial performance of the charity alone is:

	2021	2020
	£	£
Turnover	1,396,599	1,762,404
Expenditure on charitable activities	(1,323,268)	(1,591,807)
Other recognised gains/(losses)	(42,391)	(218,711)
Net Income	30,940	(48,114)
 Total funds brought forward	 (916,158)	 (868,044)
 Total funds carried forward	 <u>(885,218)</u>	 <u>(916,158)</u>
 Represented by:		
Unrestricted funds		
General Funds	607,992	629,921
Pension Deficit	(1,585,876)	(1,643,049)
Restricted funds	92,666	96,970
	<u>(885,218)</u>	<u>(916,158)</u>

13 Financial Performance of the subsidiary

Portsmouth Students' Union Trading Company Limited is a wholly owned trading subsidiary incorporated in the United Kingdom (company number 6320382). A summary of the trading results is shown below.

The summary financial performance of the subsidiary alone is:

	2021	2020
	£	£
Turnover	158,950	287,152
Cost of sales and administration costs	(50,773)	(80,942)
Management charges	(86,814)	(136,861)
	<u>21,363</u>	<u>69,349</u>
 Gift aid payment to UPSU	 (21,363)	 (69,349)
 Net profit	 <u>-</u>	 <u>-</u>
Retained in subsidiary	<u>-</u>	<u>-</u>

The assets and liabilities of the Portsmouth Students' Union Trading Company Limited were:

	2021	2020
	£	£
Total assets	110,833	133,316
Total liabilities	(110,832)	(133,315)
Total net assets	<u>1</u>	<u>1</u>
 Aggregate share capital and reserves	 <u>1</u>	 <u>1</u>

The University of Portsmouth Student's Union
Notes to the Financial Statements
For the year ended 31 July 2021

14 Tangible fixed assets – Charity and group

	AU Equipment £	Fixtures & fittings £	Motor Vehicles £	Total £
Cost				
At 1 August 2020	-	215,248	-	215,248
Additions	-	-	-	-
Disposals	-	-	-	-
At 31 July 2021	-	215,248	-	215,248
Depreciation				
At 1 August 2020	-	177,045	-	177,045
Charge for year	-	13,110	-	13,110
On disposals	-	-	-	-
At 31 July 2021	-	190,155	-	190,155
Net book value				
At 31 July 2021	-	25,093	-	25,093
At 31 July 2020	-	38,203	-	38,203

15 Stocks

	2021 £	2020 £
Stocks	52,349	53,347

16 Debtors

	Group 2021 £	Group 2020 £	Charity 2021 £	Charity 2020 £
Trade debtors	33,510	16,382	2,486	162
Prepayments and accrued income	22,377	9,638	22,377	9,387
Other debtors	4,413	4,413	11,413	11,413
Intercompany	-	-	91,244	118,576
	60,300	30,433	127,520	139,538

The University of Portsmouth Student's Union
Notes to the Financial Statements
For the year ended 31 July 2021

17 Creditors: Amounts Falling due within one year

	Group 2021	Group 2020	Charity 2021	Charity 2020
	£	£	£	£
Trade creditors	6,373	9,909	6,341	9,909
Social security and other taxes	15,128	16,986	15,128	16,986
Accruals and deferred income	112,615	54,953	105,445	47,216
Other creditors	5,601	4,667	4,440	4,667
VAT payable	5,055	189	830	5,474
	<u>144,772</u>	<u>86,704</u>	<u>132,184</u>	<u>84,252</u>

18 Deferred income

Deferred income relates to additional block grant income received in advance for funding of the pension deficit.

	Group 2021	Group 2020	Charity 2021	Charity 2020
	£	£	£	£
Balance as at 1 August 2020	-	104,043	-	104,043
Amount released to incoming resources	-	(104,043)	-	(104,043)
Amount deferred in year	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Balance as at 31 July 2021	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

19 Analysis of net assets between funds - Group

	Unrestricted fund	Restricted fund	2021 Total funds	2020 Total funds
	£	£	£	£
Fixed assets	25,093	-	25,093	38,203
Current assets	727,671	92,666	820,337	775,394
Current liabilities	(144,772)	-	(144,772)	(86,706)
Pension deficit	(1,585,876)	-	(1,585,876)	(1,643,049)
	<u>(977,884)</u>	<u>92,666</u>	<u>(885,218)</u>	<u>(916,158)</u>

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20 Movement in funds - Group

	At 1.8.20 £	Net movement in funds £	Transfers £	At 31.7.21 £
Unrestricted funds				
Pension deficit	(1,643,049)	(42,391)	99,564	(1,585,876)
General funds	629,921	77,635	(99,564)	607,992
Total unrestricted funds	(1,013,128)	35,244	-	(977,884)
Restricted funds				
Sports and societies	94,678	(4,304)	-	90,374
Ring fenced funds	2,292	-	-	2,292
Total restricted funds	96,970	(4,304)	-	92,666
TOTAL FUNDS	(916,158)	30,940	-	(885,218)

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Actuarial Gains / (Losses) £	Movement in funds £
Unrestricted funds				
Pension deficit	-	-	(42,391)	(42,391)
General funds	1,415,528	(1,337,893)	-	77,635
Restricted funds				
Sports and societies	5,215	(9,519)	-	(4,304)
Ring fenced funds	-	-	-	-
Coronavirus Job Retention Scheme	26,489	(26,489)	-	-
	1,447,232	(1,373,901)	(42,391)	30,940

Comparative for movement in funds - Group

	At 1.8.19 £	Net movement in funds £	At 31.7.20 £
Unrestricted funds			
Pension deficit	(1,424,338)	(218,711)	(1,643,049)
General funds	448,204	181,717	629,921
Total unrestricted funds	(976,134)	(36,994)	(1,013,128)
Restricted funds			
Sports and societies	105,798	(11,120)	94,678
Ring fenced funds	2,292	-	2,292
Total restricted funds	108,090	(11,120)	96,970
TOTAL FUNDS	(868,044)	(48,114)	(916,158)

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20 Comparative for movement in funds - Group - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Actuarial Gains / (Losses) £	Movement in funds £
Unrestricted funds				
Pension deficit	-	-	(218,711)	(218,711)
General funds	1,709,338	(1,527,621)	-	181,717
Restricted funds				
Sports and societies	133,867	(144,987)	-	(11,120)
Ring fenced funds	38,098	(38,098)	-	-
	<u>1,881,303</u>	<u>(1,710,706)</u>	<u>(218,711)</u>	<u>(48,114)</u>

21 Pension Commitments

The charity operates a defined contribution scheme. The total contributions paid into the scheme by the Union in respect of eligible employees for the year under review was £22,636 (2020: £21,185).

22 Provision for liabilities

	2021 £	2020 £
Provisions	<u>1,585,876</u>	<u>1,643,049</u>

The union is a Participating Employer 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 United Kingdom. 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 30th September 2011 the Scheme closed to future accrual.

The most recent Triannual Valuation of the Scheme was carried out as at 30 June 2019 and showed that the market value of the Scheme's assets was £119.1m (2016: £101.3m) excluding AVC's and incurred pensioners with these assets representing 46% (2016: 46%) of the value of benefits that have accrued to members. The deficit on an ongoing funding basis amounted to £140.9m (2016: £119.7m).

The assumptions used in the valuation are as follows:

Pre-retirement discount rate	4.0% pa
Post retirement discount rate	2.0% pa
RPI	3.6% pa
CPI	2.6% pa
Pension increase in payment	
Post 1997 (RPI min 3% max 5%)	3.7% pa
Post 2000 (RPI max 5%)	3.4% pa
Mortality projections	CMI 2018 projections with a long term rate of improvement of 1.25% pa and IAP of 1%

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22 Provision for liabilities continued

The 2019 Valuation funding shortfall recovery plan requires a monthly contribution requirement by each Participating Employer. Employer contributions will increase by 5% in October 2020 as planned and then by around 18%, on average, from 1 October 2021. Contributions will increase by 5% each year thereafter until the end of the deficit recovery period, which is expected to be in August 2035.

However, contributions due from October 2023 onwards will be reviewed following the next actuarial valuation. Surpluses or deficits which arise at future valuations will also impact on Union's future contribution commitments. In addition to the above contributions, the Union also pays its share of the Scheme's levy to the Pension Protection Fund.

During the year ended 31 July 2021, the University of Portsmouth Students' Union made a deficit contribution which amounted to £99,564 (2020: £nil).

At the balance sheet date the charity had monthly commitments to pay deficit funding contributions starting in October 2020 of £8,297, then deficit funding contributions starting in October 2021 of £10,145, then deficit funding contributions starting in October 2022 of £10,652, then increasing by 5% per annum each October until 31 July 2033.

	2021	2020
	£	£
Provision at start of the period	1,643,049	1,424,338
Effect of unwinding discount and changes in rate	42,391	218,711
Deficit contribution paid	(99,564)	-
	<u>1,585,876</u>	<u>1,643,049</u>
Provision at the end of the period		
Income and expenditure impact		
	<u>42,391</u>	<u>218,711</u>
Effect of unwinding discount and changes in rate	42,391	218,711
	<u>42,391</u>	<u>218,711</u>
Assumptions		
	31.07.21	31.07.20
	% per annum	% per annum
Rate of discount	2.58%	2.58%

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

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23 Operating lease commitments

The following operating lease payments are committed to be paid:

	Other	
	Group	Group
	2021	2020
	£'000	£'000
Expiring:		
Within one year	-	2,080
Between one and five years	-	-
	<hr/>	<hr/>
	-	2,080
	<hr/>	<hr/>

24 Related party transactions

The charity's trustees, as detailed on page 1, were reimbursed or had expenses paid on their behalf totalling £12,351 (2020: £15,693) in respect of travel, subsistence and training.

As authorised under section 6 of the Articles of Association, a total of £108,730 (2020: £105,274) was paid in remuneration to 9 (2020: 11) sabbatical officer trustees.

Pension contributions paid by the Union on behalf of four (2020: five) of the trustees listed above totalled £1,977 (2020: £1,910).

The University of Portsmouth Students' Union (UPSU) operates a trading subsidiary, Portsmouth Students' Union Trading Company Limited (PSUT). PSUT is wholly owned by UPSU and was established to handle the sales of clothing, merchandise, advertising and exhibition space on behalf of the students' union. A monthly management charge is made by the charity in respect of the operation and administration of this company.

Shortly after its incorporation, UPSU made a loan to PSUT in order to provide it with essential working capital. The loan arrangement is documented in writing and is secured against the subsidiary company's assets. The balance outstanding as at 31 July 2021 was £7,000 (2020: £7,000). Interest is charged on the balance outstanding at 1.5% over base. The charge for the year was £140 (2020: £140).

The University of Portsmouth is, by virtue of the provisions of section 22 of the Education Act 1994, required to take all practical steps to ensure that the charity operates fairly and democratically and accounts for its finances. During the year under review, the charity received grants totalling £1,142,295 (2020: £1,247,554) from the University of Portsmouth.