

YORK ST JOHN STUDENTS' UNION

England & Wales · Charity number 1136905

Details

Status	Registered
Legal form	Charitable company
Company number	07250320
Registered	2010-07-15
Register	View on the Charity Commission register

Contact

Address	York St. John University Lord Mayors Walk York YO31 7EX
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Activities

Objects: 4. THE OBJECTS OF THE UNION ARE THE ADVANCEMENT OF EDUCATION OF STUDENTS AT YORK ST JOHN UNIVERSITY FOR THE PUBLIC BENEFIT BY:4.1 PROMOTING THE INTERESTS AND WELFARE OF STUDENTS AT YORK ST JOHN UNIVERSITY DURING THEIR COURSE OF STUDY AND REPRESENTING, SUPPORTING AND ADVISING STUDENTS;4.2 BEING THE RECOGNISED REPRESENTATIVE CHANNEL BETWEEN STUDENTS AND YORK ST JOHN UNIVERSITY AND ANY OTHER EXTERNAL BODIES; AND4.3 PROVIDING SOCIAL, CULTURAL, SPORTING AND RECREATIONAL ACTIVITIES AND FORUMS FOR DISCUSSIONS AND DEBATE FOR THE PERSONAL DEVELOPMENT OF ITS STUDENTS.?

Activities: We aim to enhance the education of students at York St John University by:- 1) promoting the interests & welfare of students, representing, supporting & advising members; 2) being the recognised representative channel between students & the University; & 3) providing social, cultural, sporting & recreational activities & forums for discussions & debate for the personal development of its members

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** Education/training
- **Who:** Other Defined Groups, The General Public/mankind

Geography

- **Area of benefit:** YORK ST JOHN UNIVERSITY
- City Of York

Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	£1,263,420	£1,230,171	£-300,747	17
2024-07-31	£1,256,196	£1,265,102	£-333,996	19
2023-07-31	£1,152,595	£1,108,375	£-325,090	20
2022-07-31	£1,142,851	£1,127,717	£-429,298	21
2021-07-31	£816,577	£796,811	£-444,432	16

Trustees

Name	Role	Appointed
Efosa Clifford Iyekekpolor	Chair	2025-07-01
Aidan Marcus George Ovenden		2025-07-01
Ann-Marie Esther Mafura		2025-07-01
Anuoluwapo Ruth Okusanya		2025-07-01
Charlotte Emily Burke		2023-07-01
Daniel Peter Tinkler		2023-07-01
Matthew Hunnybun		2022-07-01
Patric James Mewse		2024-07-01
Robert Linton		2024-07-01
Simon Crack		2022-09-01

Accounts

YORK ST JOHN
STUDENTS' UNION



Annual Trustees' Report and Accounts

Financial Year Ending 31 July 2025

Charity No: 1136905

Company No: 07250320



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Administrative Information

Legal Status

York St John Students' Union Limited (YSJSU) is a charity registered in England and Wales and is incorporated as a Company Limited by Guarantee (CLG). Charity Registration Number: 1136905, Company Registration Number: 07250320.

Principal Office

The principal office of YSJSU is at York St John Students' Union, York St John University, Lord Mayor's Walk, York YO31 7EX. The Students' Union also has an office at the University London Campus: York St John University, Floor 6, Export Building, 1 Clove Crescent, London E14 2BA.

Charity Trustees and Company Directors

Position	Name	Term Dates
Sabbatical Trustee	Abinash Chaudhary	01/07/2024 to 30/06/2025
Sabbatical Trustee	Kamil Lawal	01/07/2023 to 30/06/2025
Sabbatical Trustee	Mario Owiriwa	01/07/2023 to 30/06/2025
Sabbatical Trustee	Efosa Iyekekpolor	01/07/2025 to Present
Sabbatical Trustee	Ann-Marie Mafura	01/07/2025 to Present
External Trustee	Matthew Hunnybun	01/07/2022 to Present
External Trustee	Simon Crack	01/09/2022 to Present
External Trustee	Charlotte Burke	01/07/2023 to Present
External Trustee	Daniel Tinkler	01/07/2023 to Present
External Trustee	Robert Linton	01/07/2024 to Present
Student Trustee	Patric Mewse	01/07/2024 to Present
Student Trustee	Koen Torinski-Groves	01/07/2024 to 30/06/2025
Student Trustee	Aidan Ovenden	01/07/2025 to Present
Student Trustee	Anuoluwapo Okusanya	01/07/2025 to Present

Other Company Officers

Position	Name	Term Dates
Company Secretary	Donna Smith	28/01/2019 to Present

Auditor

Sumer Auditco Limited, Rievaulx House, 1 St Mary's Court, Blossom Street, York, YO24 1AH

Bankers

HSBC plc, PO Box 26, 13 Parliament Street, York, YO1 8XS

Management Personnel

York St John Students' Union (YSJSU) employs a Chief Executive Officer to work closely with the Sabbatical Trustees, other elected representatives, and the staff team to ensure effective management of the charity. The Trustees delegate the day to day running of YSJSU to the Chief Executive Officer and to the Management Team.

During the 2024/25 financial year the Senior Management Team were as follows:

Position	Name	Term Dates
Chief Executive Officer	Donna Smith	28/01/2019 to Present
Head of Operations & Business Development	David Tait	01/02/2018 to Present
Head of Finance and Resources	David Green	01/03/2016 to Present

Introduction from the Chair of the Board of Trustees

Chair of the Board of Trustees 2024-25

The 2024/25 year was a year filled with continued student growth in our student population, with over 13,000 students now studying at York St John University. The 2023/24 year provided many successes and many challenges for the Students' Union, set against a national social backdrop of the continued Cost of Living Crisis, policy changes for international students, and a turbulent higher education sector.

Our Presidential team sought to prioritise the Student Experience ensuring we represented as many of our students as possible. The Presidential team advocated heavily for changes internally to the university and nationally regarding access to education for under-privileged and international students. Here, we lobbied and made a productive relationship with the York MP and spoke about student issues in Parliament and at two All Party Parliamentary Group meetings. As President, I became the North-East NUS lead and led many conversations around student issues within the region and nationally. The Students' Union built a closer working relationship with the NUS, participating in national level conversations and even hosted a visit from the NUS President.

Throughout the year, we have challenged the university about policy and support for students and have been in dialogue regarding the governance of the Students' Union. This proved to be a challenging time for the staff team and the Board and I am pleased to see that all issues have been resolved during the summer of 2025, resulting in a very productive working relationship between the SU and university.

Some highlights include the work with NUS, the commitment from the University to continue the sport and societies subsidies, with sport returning to 40% subsidy in 2025/26, changes in policy for students and the work around the Progression Scholarships, where students going into PG study from UG study can receive up to 40% discount on their PG study fees. Our advice service once again proved to be a real asset to our students, increasing in use by students once again from previous years, and positive feedback was continuously received. Importantly, most students using the service say that it has had a direct impact on them staying at or graduating from university.

I have thoroughly enjoyed my time and I would like to thank all of those who contributed to an incredibly successful year including our SU staff team, Trustee Board and Part-Time Officers. I also would like to wish a warm welcome to Efosa Iyekekpolor and Ann-Marie Mafura as upcoming Presidents of the Students' Union. I want to extend my thanks to the SU Team and Board, and especially to my fellow Presidents, Kamil and Mario, who I will miss dearly. I am proud of the work we have achieved over my time as President of the Students' Union and Chair of the Board of Trustees.

Abinash Chaudhary - President of the Students' Union / Chair of the Board of Trustees 2024-2025

Chair of the Board of Trustees 2025-26

It gives me great honour to serve as the new Chair of the Board of Trustees of YSJSU for the 2025–2026 academic year. I would like to express my heartfelt gratitude to our outgoing Chair, Abinash Chaudhary, who led the Board with dedication and vision during the 2024–2025 academic year. His commitment has provided a strong foundation upon which we will continue to build.

I am especially delighted to work alongside Ann-Marie Mafura, our SU President of Undergraduate Experience, whose passion for student life is truly inspiring, and with our exceptional SU staff team, who consistently go above and beyond to support and advocate for our students. With the dedication of our officers, trustees, and staff, I am confident that YSJSU will continue to grow in strength, inclusivity, and impact. Thank you all for your commitment and contributions — I look forward to an exciting and successful year ahead.

Efosa Iyekekpolor - President of the Students' Union (Postgraduate Experience) / Chair of the Board of Trustees 2025-26

YSJSU Strategic Plan

The 2024-27 strategic plan was implemented in August 2024. During 2024/25, the Students' Union worked towards the following priorities:

MISSION

We aim to empower students at York St John University to challenge and change the world around us.

VISION

York St John Students' Union will play a major part in the life and transformation of students by being what they need us to be.

VALUES

INCLUSIVE: Provide activities and spaces that make students feel that they belong.

TRANSFORMATIVE: Ensure that the Students' Union provides opportunities and experiences that positively change lives.

CHALLENGING: Constantly critique and question what we and our partners do to ensure that we are always striving to act in the best interests of students.

EMPOWERING: Equip students with the skills, opportunities, and experiences to enable their success.

FUN: Make student life at York St John University enjoyable and rewarding.

Priority 1

Make students feel like they belong and are 'at home' at York St John University.

We'll do this by:

- Working with the university, communities, and national partners to make university life more accessible and inclusive.
- Raising further awareness and understanding of the Students' Union – what we offer.

Priority 2

Ensure all students have a voice, are heard, and see that they can have an impact on the student experience.

We'll do this by:

- Creating student representative systems that work within the university, within the local communities of York and East London, and nationally.
- Continuing to develop our academic advice service and advocacy support.
- Working with the university to ensure that academic policies and procedures are fair, inclusive and student focused.

Priority 3

Increase opportunities that enable students to become more employable.

We'll do this by:

- Creating more student employment and volunteering opportunities within the Students' Union.
- Developing and utilising frameworks for student leaders, volunteers and staff to enable students to gain confidence, experience and better graduate outcomes.
- Implementing ways to recognise and reward students for the incredible extra-curricular work that they do

Enablers

- Develop and empower our staff and volunteers to deliver the best possible experience.
- Find innovative ways to ensure that we are relevant to students' needs and interests.
- Be data informed to ensure we understand our students, trends, and social change.
- Make student focused, well-informed decisions around governance, finance, risk management and operations.
- Find ways to increase student engagement across all areas of the SU.
- Always consider ethical and sustainable practices.

What Success Looks Like

- Multiple and/or reoccurring student engagement increases to 60% of the student population.
- As a result of engagement with the Students' Union, student retention improves.
- SU opportunities for student employment and volunteering increase, with evidence of impact on graduate employability.
- Financial stability of YSJSU.

YSJ University Partnership

To help us to be successful in achieving our aims, we ask for support from the university to:

- Commit to working in partnership with the Students' Union and provide resources to enable us to really make a difference across both campuses
- Work with us to extend support for, and the influence of, YSJSU's network of representatives to play a role in all major decision making
- Be an advocate for what we do within the university, city and nationally.

Performance against the Strategic Plan's Key Performance Indicators is detailed in the *Overview of Activities and Performance* section from page 8 of this document.

The full YSJSU Strategic Plan can be downloaded from the *Documents* section of the YSJSU website (www.ysjsu.com).

External Affiliations

There are several organisations that YSJSU formally affiliates with during each year. Affiliated bodies are recommended by the staff team based on operational need and agreement is sought via Student Council. The affiliations are approved by members at the Annual Members and Annual General Meetings. The following were External Affiliated Bodies for 2024/25:

- **National Union of Students**
- **NCVO**

**Sport affiliations now come under the Sport Union via YSJ Active (university department)*

Public Benefit

YSJSU achieves public benefit via the ***advancement of the education*** for the students at York St John University by:

Promoting the interests and welfare of Students at York St John University during their course of study and representing, supporting, and advising Members

The Students' Union provides a range of support and advice from individual one to one advice and advocacy for students, via online consultation, and via the website. YSJSU coordinates welfare campaigns throughout the year based on health, wellbeing, liberation, and student rights, and provides course-based representation via Course Reps, and student representation via the Student Leadership Group.

The Advice Service works with students facing academic related issues such as academic misconduct or appeals, and increasingly, advice regarding external factors such as housing. YSJSU continues to work with the university to provide the best support and advice possible for students who require support.

Being the recognised representative channel between Students and York St John University and any other external bodies

YSJSU's elected officers attend university meetings and external council meetings such as York Anti-racism forum and meetings with the local MP. At these meetings, representatives are responsible for highlighting student views to achieve positive change for students. YSJSU supports students to act as representatives on their courses, providing lecturers and university management with feedback on how the courses can be improved.

YSJSU hosts a range of student forums, where students can voice opinions and feedback about elements of student life relating to study, activities, and well-being.

Providing social, cultural, sporting, and recreational activities and forums for discussions and debate for the personal development of its members

During 2022/23, YSJSU and the University department - YSJ Active, entered a partnership to deliver student sport and created the 'YSJ Sport Union'. The Sport Union has over 30 different sports clubs encompassing a various range of activities and interests. The committees of these groups are provided with support via the Sport Union regarding operational activities and are also given autonomy to direct and lead their activities, allowing students to gain experience within positions of responsibility.

YSJSU provides societies for students including cultural, religious and course related societies. YSJSU engages with the local community to help build links and relationships that are mutually beneficial to the University, local community and beyond.

YSJSU also builds marketing and sponsorship links with local independent businesses, mutually benefiting students and the local economy. YSJSU liaises with the local police and residents to ensure that York remains a safe, pleasant place for students and residents to live and work together.

Overview of Activities & Achievements

Overview of 2024/25

The 2024/25 year was the first year of the 2024-27 Strategic Plan. The Plan is focused on a 'students first' approach; ensuring that everything that YSJSU does has students' best interests, student development, and student empowerment at its heart.

YSJSU continued to work towards the achievement of its strategic key performance indicators and reports to the Trustee Board on progress at least twice per year. Correct at December 2025, the KPI and Project dashboards demonstrated the following progress:

Strategic Success Indicator	Operational Indicator	Progress Indicator	Progress Statement
Multiple or reoccurring student engagement increases to 60% of the student population.	Unique engagement reaches 80%	Working toward	June 2025: approx. 62% of population
	Growth in elections turnout – target 30%	Working toward	Growth to 23% (was 21%) with almost 1000 more votes cast in 2025
	Satisfaction in NSS Q25 and YES - target 80%	Working toward	NSS: 73.3% in 2025. YES: 78.9% in 2025.
As a result of engagement with the Students' Union, student retention improves.	Student Retention above 90%	On track	University retention data shows retention at 96%
	Increases in Sport Union, Societies, and Networks Engagement.	Working Towards	Small increase during 2024/25. More societies created than any other year (55 in total). Networks implemented from Sept 2025. 200 more memberships for Sport Union than in 2024/25.
	Student Staff retention above 70%.	On track	Student staff retention at 81% for 2024/25
Opportunities for employment and volunteering increase, with evidence of impact on graduate employability.	Staff Satisfaction – target 85%	On track	90% satisfaction in May 2025. Student staff reference skills opportunities as benefit to employment
	Student staff opportunities increase ratio 1:5 core to student staff	Working toward	Introduction of Chairs of Schools and Networks for 2025/26
	Increase student volunteering opportunities via Living Lab, Sport Union/Societies and WREL	Working toward	Initiated Friendly Living fund and supported 2 students via WREL
Financial sustainability of YSJSU	Trading compliance and maximum NUS benefit/return	On track	Currently No 1 for NUS trading compliance
	Producing at least 1% profit to add to reserve from non-subsvention income	Major Concern	Deficit budget planned for 2025/26. Produced £12.8k surplus for 2024/25 (>1%). Discussions with COO and Director of Finance ongoing.
	Increases in subvention to reflect increases in inflation / charitable service needs	Major Concern	Static subvention approved by FCDC for 2025/26. Discussions with COO and Director of Finance ongoing.

Strategic Highlights

Within the National Student Survey for 2025, YSJSU achieved 73% (target 80%) satisfaction regarding question 25, and 78.9% (target 80%) in the York St John Experience Survey. Student engagement is holding steady in multi-engagements at approximately 62% of the University population by July 2025. Once again, engagement increased with mature, international, and London campus students during 2024/25.

Staff satisfaction was again very high in the Employee Engagement Survey to 90%, with the average satisfaction percentage well continuing to be above the KPI threshold. YSJSU were awarded 'Silver' Investors in People Accreditation in November 2022, and a Disability Committed Employer, and retains both standards.

After consultation during 2023/24, the Students' Union implemented the new Student Representation System for York St John University. The new representation system includes the introduction of our new Student Leadership Group (SLG), comprising two Full-Time Presidents and the Part-Time paid Chairs of School, Chairs of Networks, and Chair of Student Council. The SLG will be collectively responsible for student representation and SU campaigns and held accountable by Student Council. We expect that the new system will support increased and more consistent student representation throughout the University. Chairs of School and Chairs of Networks will be expected to provide brief updates of their work and student feedback.

During 2024/25, the Students' Union undertook a review of the Articles of Association and Byelaws. The process began in October 2024 and concluded in September 2025, with the SU appointing Wilkin Chapman Rollits as supporting Legal Advisers regarding the process. There was extensive and detailed discussion with the university Executive Board during this review period. As a result of the governance review, changes to SU governance included:

- Increasing student trustee membership from two to three positions.
- Ensuring a break between a sabbatical trustee ending their term in office and applying to become an external trustee.
- Introduction of university 'Advisers' to all committees.
- Introduction of a Governance and Nominations Committee.
- Introduction of a university 'Participant' to the Board of Trustees.

Social Impact during 2024/25

- YSJSU provided **43 students with part time jobs**, aiding students to undertake paid employment, gain employability skills and increase their professional experiences, equating to a **social investment of approximately £101,647**.
- The SU **supported over 350 student volunteers to run sport clubs and societies** – enhancing student leadership and management skills, and providing frameworks to enable them to provide activities for over 2500 student sport club and society members.
- **Provided training, ongoing support and development opportunities to over 670 student volunteers** equating to approximately **£868,300 worth of social investment**.
- The SU has **supported over 400 students with advice** since the inception of the advice service. **Over 70 students accessing the service during 2024/25 have said that engagement with the Advice Service has had a direct impact on them being able to stay at or graduate from university.**
- **Supported 373 Course Reps throughout 2024/25 to be the voice of the students and give feedback on their academic programmes.** Course Reps help to aid the development of programmes and the resolution of academic issues that students may face.
- **Provided students with over 400 events and activities throughout the year** including 32 in Welcome Week, 4 weekly evening events, Varsity, YSJ Awards, Sport Union and Societies Awards Evenings and 3 Archies celebrations.

- **2949 students voted in Officer Elections and 20 candidates stood for presidential roles - more than in any other previous year.** YSJSU also hosted 47 individual elections for Sport Union and Society Committees.
- **Represented students on over 35 university committees,** boards and groups.
- Supported and facilitated 22 Sport Clubs and 52 Societies with cumulative membership of 2500 student members.
- **Partnered with local charities** such as York Pride, Street Angels, Menfulness, and the York Older People's Assembly providing expertise, activities and volunteering support.
- **Partnered with the City of York Council regarding Equality, Diversity and Inclusion in the City,** including consultation on a new student focused web-page on the Council's website.
- **Provided advice, facilities and support** for over 25 student charity fundraising events.
- As part of the Sport Union partnership, the SU provides the YSJ Active team direct **access to the SU's CRM system and resources, equating to approximately £17k** of support per year.
- **The Sabbatical Officers have represented students nationally via:**
 - The No More Guarantors Campaign: engaging with the local MP and lobbying Parliament at Westminster.
 - The Increasing the student Maintenance Loan and reintroducing Maintenance Grants Campaign: engaging with the Vice Chancellor, the local MP and the Government.
 - Attending the All-Party Parliamentary Group regarding student finances.
 - The SU President became the North East Regional NUS Officer.
 - The Officers aided the Living Lab team to win the national Green Gown Award.
- Lobbied the University **to increase the Progression Scholarships Discounts,** from 25% to 40% for those students receiving a 1st Class Honours Degree and continuing to postgraduate study.
- Worked with the university to **introduce more Commuter Accommodation** across York.
- **Lobbied the university regarding Ethical Financing,** encouraging the university to use more ethical banking provisions and supporting the university's decision to do so.
- Consulted, lobbied and implemented a **new Representation System for York St John University** with the introduction of new Presidential roles and Chairs of Schools and Networks.
- Worked with the Living Lab to **create the Living Lab Friendly Living Fund,** a fund for students that are undertaking environmental and sustainable projects.
- **Staff at YSJSU articulated that they were 'highly satisfied'** (92%), showing that the SU is a professional, fun, transformative and safe place to work.
- The Student Council highlighted that for many students experiencing their first close bereavement, navigating complicated procedures added unnecessary stress. Following this consultation, **the university revised the policy** to require less burdensome evidence and simplified procedures.

Priority 1

Make students feel like they belong and are 'at home' at York St John University.

We'll do this by:

- Working with the university, communities, and national partners to make university life more accessible and inclusive.
- Raising further awareness and understanding of the Students' Union – what we offer.

In relation to this strategic priority, YSJSU has achieved the following:

Students as Partners within the City

The Presidents had the opportunity of a meeting with York Central MP: Rachael Maskell where the need to improve night-time safety, student accommodation prices, bus travel services and possible future projects and collaborations were discussed. The discussion was well received and YSJSU has established an ongoing relationship with the York Central MP.

The SU collaborated with the Council on Equality, Diversity and Inclusion (EDI) to conduct a consultation with student leaders. This initiative, co-created with the SU, involves a creation of a designated student page on the council's website. This page will provide students with easy access to information on resources and support available from the council. The Council's lead in the session reported that it was the most thought-provoking session that she had facilitated so far.

The Students' Union engaged with the York Older People's Assembly to aid the coordination of the York 50+ Festival during September 2024, and the International Day of Older People Parade through York on Saturday 28 September 2024. The parade brought together residents of York, students and families in a showcase and celebration of multi-generational engagement.

Student Societies and Sport Union

2024/25 was the third year of the implementation of the YSJ Sport Union. During its second year of inception, the Sport Union has collaboratively:

- Improved procedures for student sport including financial procedures, disciplinary policies, and operational aids.
- Created a new Sport Union Conference to train and develop committees.
- Worked with the university to subsidise memberships by 20% as a Cost-of-Living initiative.
- Reviewed and created new criteria for the Sport Union Awards.
- Created new weekly session plans for clubs including training, strategy and game planning, strength, conditioning and fitness and CPD for members.

At YSJSU, students have access to a diverse array of opportunities through academic, culture, faith and identity, and performance societies. These student-led groups organise their own projects, support charitable causes through dedicated campaigns, and, above all, create engaging experiences that enhance university life for their members. In 2024/25, 14 new societies were ratified.

York Pride 2025

YSJSU joined colleagues across the university to plan the university's involvement in York Pride 2025. YSJSU took the lead to recruit volunteers to marshal during the parade and attend the YSJ Pride Stall, coordinate parade participants, provide a space for parade participants to meet previous to the parade, providing refreshments, face paints, decorations and costuming, and marketing and communications throughout the day. Over 100 students participated in the York Pride Parade, where an estimated 6000 people participated overall.

Political Activism within in the City and Nationally

The Presidents supported the NUS campaign 'No Guarantors' campaign to lobby MPs to abolish guarantor requirements for students. They met with the MP for York Central, Rachael Maskell, who supported the campaign and discussed extending our partnership in the year. The NUS Lobby Day was hosted at the House of Commons, where the Presidents took part and met with over 70 MPs and over 100 SU Presidents from across the UK who supported an amendment to the Renters Rights Bill to abolish the need for guarantors.

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The Presidents also attended the All-Party Parliamentary Group for Students along with over 100 other SU leaders. The aim of the session was to shine a light on the escalating student cost-of-living crisis and the urgent need for reform in funding maintenance support for students in the UK. The Presidents have worked on this issue locally and nationally. In collaboration with the University of York Students' Union and with letters of support from both Vice Chancellors, the unified Presidential teams called for the government to take action on:

- Adjusting loans annually to reflect real living costs and regional variation .
- The urgent reintroduction of maintenance grants.
- A modernisation of parental income thresholds.
- The depoliticisation of Higher Education Funding

Commercial Activities

The Students' Union generates income via commercial services, whilst also providing students with a safe environment to socialise in. The Students' Union can offer students products at a lower cost (compared to market competitors in the city centre) due to the partnership with the NUS Trading consortium and no rent or utility charges as these are covered by the University.

Licensed Trade

2025/26 saw the Bar performing well, cost savings predominantly on student staff wages and increased income (5% increase) compared to the previous year. Income continues to be bolstered by the food service keeping people in the venue for longer. Competition from the city centre continued to be an issue as city centre venues offer more deals for students.

Food and Coffee

Food income decreased 21% compared to last year, with more students choosing not to spend on food purchases. Sector wide, most SU's are reporting decreases in food sales. The SU is modifying the food offer for 2025/26 to offer better value for money to try and reverse the fall of income in this area. Coffee saw another large increase in income of 24% year on year. The Coffee offer is no longer Starbucks from 2023/24 and more 'value for money' suppliers and has been very well received by students. We're introducing additional products into the Lounge to try and further increase sales into 2025/26.

Merchandise

Sales of merchandise have been disappointing in 2024/25. For 2025/26 we're updating our offer and introducing quarter zip tops and changing from screen printing a design on to embroidery to offer a more premium feel and hopefully increase sales from this year.

Welcome and Induction

The Welcome Week Survey reported 92% of students responded being "very satisfied" or 'satisfied'. The Freshers Fair had the highest number of attendees recorded with over 3200 students engaging in the event (see below).

Year	2020	2021	2022	2023	2024
Welcome Fair attendees	-	2000 (approx.)	2500 (approx.)	3000 (approx.)	3200 (approx..)
% of satisfied / very satisfied	46%	74%	89%	94%	92%

The September Welcome delivery saw further growth since 2023. All of the SU ticketed events sold out, and all other events were very well attended. The 2024 Welcome Fair featured 88 stalls; 56 of these were for student-led activities, 29 were from external partners, and 3 were led by internal SU or University services.

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This year, the University coordinated the post-Welcome survey. The Students' Union received overall positive feedback about our Welcome offer through the University survey. Feedback from external stallholders was also very positive, with repeat bookings at the Refreshers Fair in February 2025, and repeat bookings for the September 2025 Freshers Fair.

The Students' Union expanded the welcome programme to include more daytime activities that benefited key 'hard to reach' groups (such as mature, part-time, international students), and introduced more special events throughout the year such as mature students' coffee catch ups, disabled students' forums, and student social events at the London Campus. The responses to the Welcome Survey 2024 included:

- 78% were 'very satisfied' or 'satisfied' with the information received regarding the Students' Union's events before arrival.
- 91% responded they felt welcomed by the SU and University.
- 87% responded that they felt that the campus atmosphere was what they expected.
- 88% responded they were satisfied overall with their WW experience.

The SU team engaged with university partners to welcome students who attended the Early Start Programme by providing discussions, sessions and social activities. The programme is designed for students who may have anxiety disorders, disabilities or are worried about beginning university life. The SU received very positive feedback about its involvement in the programme from both staff and students.

Campaigns

YSJSU coordinated and hosted many wellbeing and diversity related campaigns during the 2024/25 academic year including:

Black History Month and International Cultural Celebration

The SU organised an International Cultural Celebration, an initiative proposed by the International Officer to celebrate the diverse cultural backgrounds of our student body as part of Black History Month. The highlight of the event was a guest speaker session focused on "Setting Goals and Taking Actions: Leveraging Opportunities as an International Student". This session received excellent feedback, with attendees requesting similar events in the future.

Stress Awareness Week

The SU organised Stress Awareness Week to emphasise the importance of mental wellbeing and to provide students with tools and strategies for managing stress. Activities included engagement sessions and signposting University services for students who may need support. Students were also encouraged to seek help if they were experiencing mental health challenges; ensuring they know where to find resources and assistance on campus.

16 Days of Activism against Gender-Based Violence Campaign

The SU worked in partnership with the University to take part in the UN Women's National campaign to raise awareness and galvanise action to end all forms of gender-based violence against women and girls. As part of this campaign, the university's media production team worked with the SU's Sexpression society to produce an informative video raising awareness of sexual violence and signposting the support available. The SU also hosted a demonstration of solidarity outside the SU building and a placard painting session to support this, numerous students, sports and societies took part to raise awareness of the campaign.

Other campaigns during 2024/25 included:

- **Drink Spiking Awareness** campaign to spread awareness and increase safety provisions (especially for women) on nights out.
- The Students' Union collaborated with the university on a campaign on **Hate Crime Awareness Week**, asking students to pledge to help stop Hate Crime in York.
- YSJSU celebrated **Pride Month, LGBTQ+ History Month Trans Day of Visibility and Lesbian Day of Visibility**. YSJSU launched digital campaign messages to help educate students around the issues that members of these community's face.
- **The Housing campaign** aided students in understanding their contracts and legal rights, top tips when house hunting, and organising household finances. A new Student Housing Guide was introduced and YSJSU implemented the 'Find a Housemate' session, with over 30 students finding new housemates.
- **International Women's Day** (IWD) celebrated women across the university and YSJSU partnered with the local charity 'Changing Lives' who provide support packages for women fleeing dangerous domestic situations. YSJSU produced video content featuring women from across the organisation and coordinated a series of fun activities celebrating women including a special IWD Quiz.
- **#WeAreYSJ Campaign** showcased the best of YSJSU's student leaders with the aim of encouraging students to engage in SU activities and services.
- YSJSU promoted the key campaign '**Plan Safe, Drink Safe, Home Safe**' throughout the year, collaborating with university support services and key organisations across the city, such as the City Council, Fire Brigade, Lifeboats (York), Night-time economy partners and university support services.

Rate Your Landlord Scheme

YSJSU has been working on a partnership with Unipol Student Homes, the university, the University of York, York University SU and the City of York Council to introduce a 'Rate Your Landlord' Scheme. 'Rate Your Landlord' is a platform which gives students the opportunity to 'rate' their landlord. This feedback covers multiple categories like 'value for money' to 'feels like a home'. YSJSU hosted the first York 'Rate Your Landlord' Awards which also celebrated the official launch of the website. The Awards gave recognition to those landlords who are doing the most for their tenants with award categories such as 'Officers Pick' and 'Most Caring Landlord'. The event and scheme launch received positive reviews within the local press.

Digital Communications

Digital Communications are a huge part of the membership activities undertaken by the Students' Union team. Over the past year, YSJSU Facebook performance has experienced a decline, which reflects a broader trend of students migrating to alternative platforms such as Instagram and TikTok. However, insights from our monthly social media audits indicate that Facebook continues to be an effective platform for sharing informative content, including campaign communications.

Priority 2

Ensure all students have a voice, are heard, and see that they can have an impact on the student experience.

We'll do this by:

- Creating student representative systems that work within the university, within the local communities of York and East London, and nationally.
- Continuing to develop our academic advice service and advocacy support.
- Working with the university to ensure that academic policies and procedures are fair, inclusive and student focused.

In relation to this strategic priority, YSJSU has achieved the following:

Representation Review

Since October 2023, the Students' Union has been undertaking a review of representation at YSJ. YSJSU has visited other SU's, attended conference sessions on representation, listened to students and gained information from university partners. In March 2024, YSJSU and York St John University engaged with Alchemy to undertake a review of Student Representation and report back on findings. The consultation period occurred from mid-April to the end of May 2024, with the release of the final report on 11 June 2024.

YSJSU created a proposal with the Trustee Board approving the new representation system in January 2025. The 2025 election process was streamlined to include only two elected positions, while three new paid roles—Chairs of School, Chair of Student Council, and Chair of Networks—were filled through democratic appointment rather than traditional elections.

Representation on University Committees

The Officer Team, along with the members of the Student Council, represented students at York St John University through membership on over 35 university committees and groups. These include Board of Governors, Education Committee, Academic Board, and Finance and Capital Development Committee. Students' Union representatives are also members of various working groups throughout the university, and the CEO, BAME Students Officer and President of Wellbeing and Diversity are members of the Race Equality Charter Group. The Students' Union representatives ensure that decisions made at all levels of the university are for the benefit of students.

Student Council

The 2024/25 academic year continued the refocused approach to Student Council, emphasising student issue discussions and campaign planning. Attendance remained strong throughout the year, with a hybrid model implemented to enable London Officers' participation.

Council served as a consultation forum for senior university staff and members provided input on the new YSJ Pedagogy, Student Charter, and key policy updates. Throughout the Students' Union Representation Review and implementation, Council delivered valuable feedback that informed each stage of the process.

Council facilitated communication and collaboration between student leaders, resulting in successful events including the AI Conference, Stress Awareness Week, and Cultural Celebrations. Recognising the importance of leadership communication, monthly Student Leadership Group (SLG) meetings were introduced to further support this collaboration.

Course Representatives

The Academic Representation System is a university-wide framework which places student voice at the centre of the partnership between the university, students and SU. Course Reps represent and gather opinion and feedback on course content, quality, assessment and overall academic experiences. There was a reduction in number was due to the introduction of a cap of three Course Reps per Course per year group as requested by the University Executive Board.

Year	2021	2022	2023	2024	2025
Course Reps	262	283	366	453	373

The Course Representative training program was redesigned to focus on four core areas: understanding student voice, gathering and presenting feedback, developing communication skills, and closing the feedback loop. Training sessions were delivered on a school-by-school basis, enabling Course Reps to connect with their Chair of School and representatives from different year groups within their course. Attendees found significant value in networking with representatives across year levels, gaining insights into previously implemented changes and understanding overall course expectations. To support ongoing communication, Teams channels were established for Course Representatives within each school.

Work is currently underway to assess how the current Course Rep system can be enhanced in alignment with the University's Partnership Plus Policy. Evidence gathered so far from staff and students suggests that 'student engagement' needs to be reconceptualised to encapsulate more than just student attendance at meetings and the importance of fulfilling the feedback loop to maintain student engagement. Data gathered at the Annual Students Members Meeting reported that all respondents (13) felt that they were listened to and supported more by the Students' Union than the University.

Generative AI Conference: A Collaborative Initiative

The SU, in collaboration with the University Teaching, Learning and Enhancement Team, hosted the inaugural Generative AI Conference. This event facilitated an active learning experience for both staff and students, offering hands-on opportunities to engage with generative AI technology. Participants explored the effective, efficient, and appropriate applications of this technology within the realms of learning, teaching and research.

Elections 2025

The Students' Union Elections took place from Monday 10 March – Friday 14 March 2025 with voting from 12pm on 10 March to 5pm on 13 March 2025. The elections were for two new positions: the President of Undergraduate Experience and the President of Postgraduate Experience, which attracted 12 and 10 candidates for each position, the highest number of candidates within a Presidential election at YSJ. Unfortunately, 2 candidates for the President of Postgraduate Experience withdrew their nominations at the beginning of the voting period. The overall voter turnout for the YSJ elections was 23% of the membership (20% in 2024) (17% sector average) equating to 2949 unique voters.

The 2025 Election brought one of the most diverse presidential candidate profiles that YSJ has ever seen:

- 11 candidates were UK students (3 in 2024)
- 11 candidates were international students (9 in 2024)
- 15 candidates were York based (4 in 2024)
- 7 candidates were London based (8 in 2024)
- 12 candidates were undergraduates (3 in 2024)
- 10 candidates were postgraduates (9 in 2024)
- 1 candidate was a PhD student (0 in 2024)
- 5 candidates identified as female (0 in 2024)
- 17 candidates identified as male (12 in 2024)
- 8 candidates identified as white (4 in 2024)
- 14 candidates identified as AMBO (8 in 2024)

Advice Service

During 2024/25, the Advice Service engaged with 184 cases. Out of all of the cases, **over 70 students articulated the service aided them to remain at the university or graduate successfully.**

The Advice Service received 100% positive feedback regarding professionalism, listening and understanding, and appropriate advice. **98% of students who engaged with the survey were highly satisfied with the service.**

The Service is seeing an increase in academic misconduct cases relating to accusations of AI misuse. Generally, students are supported by the Service to create an evidence base to demonstrate their authorship of the work. Where the accusation is upheld, Schools are often building strong evidence-based cases for the accusation. There have been some occasions where cases have not met the Office of the Independent Adjudicator (OIA) Good Practice standards at the School level, but in these instances, this has been overturned at the ACC stage. This is an area of developing practice across the sector, and we are looking forward to continuing to support the development of good practice at York St John University through the Academic Misconduct Working Group.

The Service has supported multiple students undergoing disciplinary procedures relating to potential fraudulent payment of fees. This appears to be a rising case issue. Cases have similar hallmarks whereby the student provides their payment login details to a third party, who passes it further on to another party who attempts a fraudulent payment. In most cases the student is terminated.

University Mental Health Charter (UMHC)

The SLG have been involved in the roll out of the UMHG programme. The University's Senior Project Manager attended the first Student Council meeting of the year to introduce the charter, what the framework entails and how the SLG play a big role as stakeholders in the development of the projects and interventions. This involved the SLG reporting their thoughts about current mental health and wellbeing strategies in the University and encouraging students to share their thoughts and feedback to help inform positive change.

General Student Voice and Feedback Collection

Throughout the year, YSJSU collected student views via a variety of ways to ensure that the Students' Union are continuously understanding student needs. Feedback came in the form of: Employee Engagement Survey, University Pulse Survey, National Student Survey, Question of the Month, SU Council, Sports Union and Societies Councils and Focus Groups YSJSU held Sports Union and Societies Councils throughout the year to understand the needs of our clubs and societies members more effectively, and to ensure students are part of decision-making processes around activities.

Priority 3

Increase opportunities that enable students to become more employable.

We'll do this by:

- Creating more student employment and volunteering opportunities within the Students' Union.
- Developing and utilising frameworks for student leaders, volunteers and staff to enable students to gain confidence, experience and better graduate outcomes.
- Implementing ways to recognise and reward students for the incredible extra-curricular work that they do

During 2024/25 YSJSU achieved the following:

YSJ Awards

The YSJ Awards annually recognises and celebrated the exceptional contributions of staff, students and teams within the YSJ community. Students and staff are invited to nominate peers who have demonstrated significant impact, excellence, or commitment in their roles or activities. The awards span a broad range of categories, reflecting the diverse talents and achievements across YSJ. Once again, YSJSU took the lead on the coordination of the YSJ Awards (2025) and received positive feedback from the attendees, and the evening was a successful celebration.

Living Lab Partnership: Green Gown Award and Friendly Living Fund

The Students' Union collaborates with university partners of the 'Living Lab': a space where staff and students can discuss, action and create projects around the environment and sustainability. York St John University won a 'Green Gown Award' due to the work of the Living Lab, and the Student's Union's Presidents were named as being '*an invaluable contribution and support*' regarding the work of the Living Lab and its success.

The Friendly Living Fund represents a collaboration between YSJSU and the Living Lab, operating as the first student-led micro-grant scheme at the university. The Fund supports student-initiated projects that enhance climate resilience while removing financial barriers that prevent students from participating in sustainability and ecological justice initiatives. In its inaugural round, seven student applications received funding of up to £400 each. A showcase event in November will present the progress made on these grant-supported projects. The Fund's success has secured additional funding from the Joseph Rowntree Foundation, ensuring its continuation for the following year.

Progression Scholarship Negotiations

During 2024/25 the SU engaged in consultations with the University Executive Board regarding feedback from current students on the reduction of the progression scholarship. The feedback highlighted the adverse effects of the scholarship reduction on students.

In response, the Presidents liaised with the Executive Board and successfully negotiated an increase in the scholarship amounts. The increments are as follows:

- First Class: from 25% to 40%
- Second Class (2:1): from 15% to 30%
- Second Class (2:2): from 10% to 20%

Following the implementation of the scholarship increments, the SU Presidents received positive feedback from students, indicating an improvement in their satisfaction and wellbeing.

Enhancing Student Employability via Part time Work Opportunities

The Students' Union has enhanced its part time work opportunities portfolio by introducing the Chairs of Networks and Schools. The SU has further enhanced its training and development programme for part time members of staff (students) to include:

- In depth H&S training including, fire awareness and evacuation, incident and accidents, near misses, frontline procedures (dealing with difficult situations), seizure procedure.
- The SU's and University's' Strategic plans and how we can achieve this together.
- Conversion – how do we get students engaged in all aspects of the SU.
- EDI and how to create inclusive spaces and services.
- Preventing Sexual Harassment and Violence in the workplace and knowing the signs.
- Great customer service and understanding your customers.
- Feedback and acting upon it.

Future Plans

As part of the strategic planning process for the 2024-27 Strategy, the Students' Union committed to strategic projects to aid the achievement of the strategic priorities. Planned strategic developments and projects for the 2025/26 academic year include:

- i. The creation and implementation of a Societies Strategy
- ii. The creation and implementation of an Engagement and Belonging Strategy
- iii. York and London Engagement
- iv. EDI Action Plan Review
- v. Investing in Volunteers Action Plan
- vi. Work Related Experiential Learning (WREL) Engagement
- vii. Awards Review
- viii. Financial systems review and implementation

Alongside the strategic projects listed above, during the 2025/26 academic year, YSJSU is undertaking a remodelling project to ensure that the organisation has an effective and efficient staff structure and policies and procedures that future proof the organisation for the next 5-10 years. It is anticipated that this project will include a comprehensive review of staff resource, systems and processes and will make recommendations for change to the Students' Union and University ready for the 2026/27 Annual Planning Round (Budget).

Structure, Management and Governance

The Trustees, who are also Directors for the purposes of Company Law, present their annual report together with the audited financial statements of York St John's Students' Union for the period 1 August 2024 to 31 July 2025.

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), relevant to charities preparing their accounts in accordance with the Financial Reporting Standard, applicable in the UK and Republic of Ireland published in October 2019.

Since the Union qualifies as small under section 383 of the Companies Act 2006, the strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Organisational Structure and Decision Making

York St John Students' Union is a Company Limited by Guarantee and does not have a Share Capital as defined by the Companies Act 2006. YSJSU registered as a charity in the UK on 1 August 2010. YSJSU is a Students' Union as defined by the Education Act 1994 whose activities are devoted to the educational interests and welfare of its members.

YSJSU's principal governing document is the Articles of Association, agreed by the Company Members of the Union in a General Meeting and reviewed by YSJSU and York St John University at least every 5 years. Copies of the Articles of Association are available from the offices of YSJSU and via the *Documents* section of our website (www.ysjsu.com). In June 2025, YSJSU adopted the revised Articles of Association, with submission to the Charity Commission and Companies House in September 2025. The Articles of Association are supported by the YSJSU Byelaws which were fully reviewed and approved by the Trustee Board in April 2025.

The Trustee Board of YSJSU is made up of three Officer Trustees, up to three Student Trustees (new resolution in 2025), and up to five External Trustees. Officer Trustees are elected by a ballot of all members of YSJSU and serve for one academic year. To stand for election as an Officer Trustee, candidates must be full members of YSJSU (see Articles of Association for definition). Student Trustees and External Trustees are appointed by a selection and interview process led by the Governance and Nominations Committee. The Governance and Nominations Committee then makes formal recommendations to the Board for approval of the appointment of Trustees.

The experiences and expertise held by the External Trustees are in the areas of law, higher education policy, governance, financial management and strategic planning. This provides YSJSU with the opportunity to develop its activities and services, and provides risk management and continuity. The Trustee Board structure also includes up to three Student Trustees to improve the voice of students on the board.

Officer Trustees are required to take a sabbatical year away from their studies (or alternatively, have just finished their final year of study) and are remunerated by YSJSU during this period. Officer Trustees are in post for one year and may stand for re-election for one year (maximum of two years in total). Student Trustees may remain in office for a term of two years and External Trustees for three years. Both can serve a maximum of two consecutive terms. The Officer Trustees undergo a formal process of induction and training on taking up their post. This is organised by the permanent staff of YSJSU and utilises external training providers as well as the National Union of Students (NUS) and staff from York St John University.

Responsibility is delegated from the Trustee Board and committee structure of YSJSU to the Chief Executive Officer and staff team of YSJSU and documented via the organisations' Scheme of Delegated Authority' document. YSJSU employs a team of full-time staff to ensure effective management of its many activities and to implement the policy decisions made by the Trustees and/or Student Council. The Scheme of Delegated Authority document outlines clear levels of responsibility for areas of decision making and delegates authority for the day-to-day operational management and decision making of the organisation to the Chief Executive Officer and staff team of YSJSU.

The Trustee Board delegates responsibility to six committees: Finance, Audit and Risk; Health, Safety and Wellbeing; People and Culture; Elections; Governance and Nominations; and Service Development to ensure effective governance and decision making. From September 2025, all committees include a University Adviser as part of the membership, to guide the committee in decision making and setting priorities.

The Student Council is made up of part-time officers, representatives of student groups and the Officer Trustees, who receive and discuss reports including financial information, policy issues and information from staff as required. The Council meets at least three times per year.

When reviewing objectives and planning activities, YSJSU has given due consideration to the Charity Commission's general and relevant supplementary guidance on public benefit, which is detailed on page 7 of this document.

Relationship with York St John University

The Students' Union receives a block grant (subvention) from the University, and by means of a formal lease, occupies a building owned by the University. This support is intrinsic to the relationship between the University and YSJSU. Although YSJSU engages in various trading activities, it has financial dependence on the University for resourcing its charitable activities. There is no reason to believe that financial support will not continue for the foreseeable future and the Students' Union and University agreed a Memorandum of Understanding in June 2020, which is being revised during 2025/26. The document articulates agreement to continue to pay YSJSU a subvention in line with annual financial planning frameworks and support the Students' Union with the SUSS pension deficit. A ten-year lease agreement was confirmed in 2018 with donation from the university (no cash charge) regarding lease and utilities fees. This is to be renegotiated after this period.

The Education Act 1994 requires that the University is notified of any changes in the governance of YSJSU. YSJSU and York St John University have a well-established relationship that involves both formal committees and informal meetings where issues are discussed and ideas for future work formulated. A President of YSJSU is a member of York St John University's Board of Governors and the Sabbatical Officer Team and Chief Executive Officer have regular meetings with members of the university Executive Board.

Risk Management

A comprehensive risk management process is in operation by YSJSU to ensure that appropriate steps are taken to manage and mitigate governance, external, operational, legal/regulatory, and financial risks. This is overseen and monitored by the Finance, Audit and Risk Committee (regarding financial risk), Health, Safety and Wellbeing Committee (regarding safety and health risk) and People and Culture (regarding HR related risk) on behalf of the Trustee Board.

The process includes the identification of the risks that YSJSU may face, evaluating the potential impact and likelihood of occurrence, taking consideration to YSJSU's risk appetite, and identifying means whereby the risks can be mitigated and managed. A formal Risk Register has been established and is reviewed at meetings of the Trustee Board and Finance, Audit and Risk Committee, with the latest version approved in November 2025.

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Major Incident Plans are also in place in partnership with York St John University to aid response and recovery regarding any major incident the organisation might face. These plans are regularly reviewed, and the Chief Executive Officer is a member of the university's Major Incident Team. YSJSU has a Major Incident and Business Continuity Plan in place that has been tested by the staff team and is reviewed by the Finance, Audit and Risk Committee at least every two years.

In November 2020, the Finance, Audit and Risk Committee approved a proposal to engage with the company Croner to supply YSJSU with Health and Safety and Human Resources support, consultation, insurance, advice, training, and administration platforms. YSJSU receives communication from Croner weekly about changes in legislation, hot topics and new approaches, has regular 'check ins', policy reviews, H&S visits, and customer feedback opportunities. In April 2025, a Croner representative visited the YSJSU premises, and a Health and Safety Audit was undertaken. YSJSU was found to be sufficient in Health and Safety practices and a short action plan was created to enhance provision. The action plan has been monitored by the Health, Safety and Wellbeing Committee.

Appropriate financial systems and procedures have been established to manage the identified risks documented within the Risk Register. Budgetary and accounting risks are minimised by the implementation of robust procedures as documented in the organisational Finance Manual, which was reviewed in March 2024. Monthly Management Accounts are produced to enable control of departmental and organisational budgets areas, and are scrutinised by the Finance, Audit and Risk Committee.

Financial Review

York St John Students' Union's gross income from all sources including revenue generating commercial services this year totalled £1,263,420 (2024: £1,256,196). Total expenditure of £1,230,171 (2024: £1,173,996) was used to resource services, activities and staffing, resulting in a net income from operations of £33,249 (2024: £82,200). Total net income/(expenditure) for the year was £33,249 (2024: (£8,906)).

The Trustees recognise YSJSU's share of the pension liability for the Students' Union Superannuation Scheme (SUSS) in the annual accounts. This has resulted in an overall net liability position for YSJSU of £300,747 (2024: £333,996). As this deficit relates to the pension scheme liability and was expected, the Trustees are comfortable with the situation.

Unrestricted funds excluding the pension funding deficit liability stands at £318,792 (2024: £305,904), the pension scheme reserve deficit stands at £619,539 (2024: £639,900) and restricted reserves stands at £nil (2024: £nil).

The pension scheme liability of £619,539 (2024: £639,900) is a projected long-term liability and does not represent an immediate cash liability to YSJSU. The immediate cash liability of the pension deficit being the agreed payments due in 2024/25, which equate to £24,493 (2024: £20,834). These contributions are wholly funded by the Subvention (Block Grant) from the university and as such, even though the pension scheme liability results in the balance sheet showing a deficit in funds, this is not an indicator of any issues in YSJSU being able to meet its cash obligations in the foreseeable future. The University and Students' Union reviewed the Memorandum of Understanding in June 2020 and agreed the following:

'The University agrees to support the Students' Union to mitigate any major liabilities, including the Students' Union Superannuation Scheme (SUSS) ongoing liability'. MoU 2020

We undertake no fundraising activities within the scope of the Charities (Protection and Social Investment) Act 2016.

York St John Students' Union Reserves Policy

As a member led organisation, York St John Students' Union (YSJSU hereafter) believes it is important that as a charitable organisation, that most of the income generated should be returned to the membership in the form of the representation, services and personal development opportunities. However, YSJSU recognises that it is important to mitigate financial risk by maintaining an unrestricted cash reserve (general fund). York St John Students' Union is a registered charitable company whose charitable objects are the advancement of education of students at York St John University for the public benefit by:

- 1) Promoting the interests and welfare of students at York St John University during their course of study and representing, supporting and advising Members;
- 2) Being the recognised representative channel between students and York St John University and any other external bodies;
- 3) Providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its members.

Historically, the Students' Union has relied on two main sources of funding; subvention (or block grant) funding from York St John University, and income generated via commercial and trading activities. Neither of these funding sources are guaranteed, and so it is imperative that the Students' Union holds an appropriate level of financial reserves to ensure business continuity, should funding sources be detrimentally impacted or reduced into the future.

SWOT Analysis

It is important to understand an organisation's strengths, weaknesses, opportunities and threats, and the effects of external influences (such as political, environmental, technological, legal and economical) when planning for and creating a sustainable organisation. With this in mind, YSJSU has identified key elements which may have major impact on the charity's success.

Strengths: Commercial sales, communication with members, engagement with members, resource effectiveness and efficiency, efficient financial processes, training programme for officers and staff, Trustee Board and committee governance and effectiveness, adaptability and change management, agility.

Weaknesses: Small team, limited financial resource and decrease in university financial support, current limited access to external funding.

Opportunities: Diversify and increase marketing and commercial revenue, good working relationships with suppliers and university, new student markets for commercial services and activities.

Threats: Cost of living crisis, pension increases/extension, decrease in access to student funding, decrease in student disposable income and time availability, rising expectations of students in relation to service provision and experience.

Level of Reserves

Given the multifaceted and intricate nature of the services, activities, projects and events delivered by YSJSU, the Senior Management Team has recommended to the Trustees that the following areas be considered when identifying the level of reserves necessary:

- i. Wind up of activities – It is possible, though highly unlikely, that YSJSU may need to cease operating. If this were to happen then a level of funds would need to be available to allow HMRC, legal costs, staff redundancy, and creditors to be compensated appropriately.
- ii. Trading income collapse – Given the variety of trading activities there is always a risk that they may not perform as anticipated; it would therefore be wise to hold buffer funds to compensate for this if the situation occurs.
- iii. Summer period – Through the summer period (June to August inclusive) the Students' Union trading activities diminish significantly; short term funds are therefore required to ensure a positive cash flow and then stock purchases ahead of all activities fully reopening in September.
- iv. Medium term business continuity – An allowance should be held to enable the Students' Union to fund a short period of temporary relocation (3 months), should the current Students' Union building not be serviceable for whatever reason.
- v. Future projects – There are activities and projects that the Students' Union may wish to invest in in the future, be these commercial diversification, further expansion of sports and activities projects, or seeking research/consultancy advice; and so, funds should be available to do this.

The total funds that have been identified are £500,000. However, there would not be a situation when all these funds would be required simultaneously. For example, if in the event of occurrence 'wind up of activities' then other funds would not be required as the Students' Union would no longer be operating.

Alternatively, there may be a situation when occurrences 'ii' to 'iv' inclusive occur, and so a total of all the funds may need to be drawn upon. There may also be situations, where a 'winding down of activities' occurs, when extra (unexpected) costs may be incurred (such as employment litigation by employees) and an extra £20,000 (buffer) has been introduced to the lower limit to accommodate such circumstances.

Therefore, YSJSU identifies that there is a minimum level of reserves that should be retained as follows:

Minimum level of reserves: £200,000

YSJSU may also use reserves to invest in the organisation such as capital investment and resourcing. YSJSU may hold monies above the minimum level of reserves for this reason, and therefore, it is recommended that a maximum level of reserve is as follows:

Maximum level of reserves: £325,000

The Students' Union Trustee Board should therefore seek to achieve the minimum level and aspire to hold the maximum level. The Trustee Board may wish to utilise the financial reserve at any time should investment be required in infrastructure, resource etc to enable the ongoing success of the organisation.

How will the Students' Union achieve our maximum level target?

On 31st July 2025 the Students' Union held £316,274 (2024: £300,704) in free reserves. This means £116,274 above the minimum however a further £8,726 in additional reserve funds are required to meet the maximum target. The Students' Union will endeavour to achieve this by operating at a surplus in each financial year with future budgets set accordingly to achieve a minimum of 1% of core activity turnover i.e., total turnover excluding the university subvention.

Future Funding

York St John University have confirmed via the University's Finance and Capital Development Committee that the Block Grant for 2025/26 will be £418,140 (2024/25: £414,000).

Going Concern

The Trustees confirm that the Students' Union has sufficient funds to meet its ongoing annual obligations. The Block Grant for 2025/26 has been confirmed at £418,140 and the commercial activities are expected to generate funds (surplus).

York St John University has agreed to continue to provide financial support to YSJSU in future years to ensure that it has sufficient funds to continue to operate effectively for the foreseeable future. The University and Students' Union reviewed the Memorandum of Understanding during the 2020 and it was agreed:

- 1) The University shall, subject to the terms of this Memorandum, pay to the Union the Subvention (Block Grant) approved by the Governing Body's Finance and Capital Development Committee as a contribution to the annual budget of the Union. The Subvention will be paid to the Union to support activity relating to the Union's core charitable objectives, including but not limited to representation, advice, support and advocacy, democratic activities, and student social and professional enhancement.*
- 2) The Subvention will be agreed in line with the University planning cycle and following consideration by the University of the Union's annual planning documents.*
- 3) The University agrees to support the Students' Union to mitigate any major liabilities, including the Students' Union Superannuation Scheme (SUSS) ongoing liability. (MoU 2020)*

Funds held as Custodian Trustee on Behalf of Others

The Students' Union actively encourages the activities of clubs and societies to be organised by the students themselves. To be recognised, a club or society must comply with the objectives of the Students' Union and follow administrative rules set up to protect the interests of its members and the Students' Union. As well as direct financial support, clubs and societies are encouraged to collect and spend their own money for activities. Sums collected in this way are kept for safekeeping by the Students' Union.

On 31st July 2025, £50,911 (2024: £66,057) was being held under this arrangement, which is included in Note 19, of the Statement of Financial Accounts within this document. This amount is identified as belonging to the members of the clubs and societies and not the Students' Union.

Pay Policy for Senior Staff

All External Trustees and Student Trustees give of their time freely and did not receive remuneration in the year. Officer Trustees received an annual salary of £24,064 for their work as Full-time Elected Officers. Details of Trustees' expenses are disclosed in note 13 of the Statement of Financial Accounts. The Heads of Service are appraised annually by the Chief Executive Officer and receive an incremental uplift if they have successfully achieved their objectives for the year. The current Chief Executive came into post full time on 28 January 2019 and is the most senior member of the York St John Students' Union staff team. The Chief Executive is line managed by the Chair and Deputy Chair of the Trustee Board.

Responsibilities of the Trustees

The Trustees (who are also the directors of York St John Students' Union Limited for the purposes of company law) are responsible for preparing the Report from the Board of 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 these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards 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 charitable company will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees 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.

Statement of disclosure to the auditor

In so far as the trustees are aware:

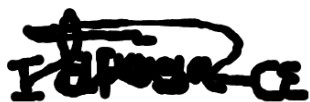
- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Auditor

Sumer Auditco Limited were appointed as auditor to the company following BHP LLP becoming part of the Sumer Group on 31 December 2025, which required a change in audit firm to comply with applicable regulatory requirements.

Signed by the Chair of the Board of Trustees:



Signer ID: IVX2JPNDWY...

Efosa Iyekekpolor

Chair of the Board of Trustees 2025/26

20 January 2026

Independent Auditor's Report to the Members of York St John Students' Union

Opinion

We have audited the financial statements of York St John Students' Union (the 'charitable company') for the year ended 31 July 2025, which comprise the statement of financial activities, the balance sheet, the statement of cash flows, and notes to the financial statements, including 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 charitable company's affairs as at 31 July 2025, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the 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

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 charitable company'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.

Other information

The other information comprises the information included in the annual trustees' report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual trustees' 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.

Opinions 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 Annual Trustees' Report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

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 directors' report.

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

- adequate accounting records have not been kept, 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 directors' 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 prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemption from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 25, 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.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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:

- the engagement partner 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 charitable company through discussions with management and trustees, and from our knowledge and experience of this organisation;
- 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 charitable company, including the Charities Act 2011, the Companies Act 2006, data protection, health and safety legislation and employment law;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and trustees;
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit of the charitable company.

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

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

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

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

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;
- reviewing legal expenses;
- enquiring of management as to actual and potential litigation and claims.

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 is available on the FRC's website at:

<https://www.frc.org.uk/auditors/audit-assurance/auditor-s-responsibilitiesfor-the-audit-of-the-fi/description-of-the-auditor%E2%80%99s-responsibilities-for>

This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Sumer Auditco Limited

Signer ID: OZMK8ESGOC...

Laura Masheder (Senior Statutory Auditor)

For and on behalf of

Sumer Auditco Limited

Chartered Accountants

Statutory Auditor

Rievaulx House

1 St Mary's Court

Blossom Street

York

YO24 1AH

Date: 27/01/2026 GMT

YORK ST JOHN STUDENTS' UNION LIMITED

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 JULY 2025

		Unrestricted funds	Restricted funds	Total funds	Total funds
		2025	2025	2025	2024
	Note	£	£	£	£
Income from:					
Grants, donations and legacies	2	414,000	-	414,000	417,946
Facilities in Kind	3	365,721	-	365,721	310,859
Other trading activities	4	56,913	-	56,913	48,875
Investment income	5	10,937	-	10,937	10,819
Charitable activities	6	415,849	-	415,849	467,697
Other income		-	-	-	-
Total income		<u>1,263,420</u>	<u>-</u>	<u>1,263,420</u>	<u>1,256,196</u>
Expenditure on:					
Raising funds	7	55,807	-	55,807	52,988
Charitable activities	8	1,174,364	-	1,174,364	1,121,008
Total expenditure	9	<u>1,230,171</u>	<u>-</u>	<u>1,230,171</u>	<u>1,173,996</u>
Net Income / (expenditure)		33,249	-	33,249	82,200
Remeasurement of pension scheme	25	-	-	-	(91,106)
Net (expenditure) / Income and movement in funds		<u>33,249</u>	<u>-</u>	<u>33,249</u>	<u>(8,906)</u>
Reconciliation of funds:					
Total funds at 1 August 2024		(333,996)	-	(333,996)	(325,090)
Net movement in funds		33,249	-	33,249	(8,906)
Total funds at 31 July 2025	21	<u>(300,747)</u>	<u>-</u>	<u>(300,747)</u>	<u>(333,996)</u>

The Statement of Financial Activities complies with the requirements for an income and expenditure account under the Companies Act 2006 and includes all gains and losses recognised in the year.

All activities relate to continuing operations.

All funds in the current and previous year are unrestricted.

The notes on pages 32 onwards form part of these financial statements.

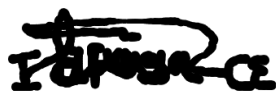
YORK ST JOHN STUDENTS' UNION LIMITED

BALANCE SHEET

FOR THE YEAR ENDED 31 JULY 2025

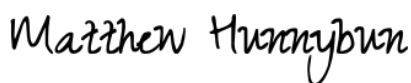
	Note	£	2025 £	2024 £
Fixed assets				
Tangible assets	16	2,518	5,200	
		<u>2,518</u>	<u>5,200</u>	
Current assets				
Stocks	17	5,952	7,504	
Debtors	18	39,892	10,934	
Cash at bank and in hand		401,656	414,918	
		<u>447,500</u>	<u>433,356</u>	
Creditors: amounts falling due within one year	19	<u>(155,719)</u>	<u>(153,486)</u>	
Net current assets			<u>291,781</u>	<u>279,870</u>
Total assets less current liabilities			<u>294,299</u>	<u>285,070</u>
Creditors: amounts falling due after more than one year	20		(595,046)	(619,066)
Net liabilities	21		<u>(300,747)</u>	<u>(333,996)</u>
Charity funds				
Restricted funds	21		-	-
General funds	21		318,792	305,904
Pension Deficit	21		<u>(619,539)</u>	<u>(639,900)</u>
Unrestricted funds	21		<u>(300,747)</u>	<u>(333,996)</u>
Total funds			<u>(300,747)</u>	<u>(333,996)</u>

The Financial Statements were approved by the Trustees on 20th January 2026 and signed for on their behalf, by:



Signer ID: IVX2JPNDWY...

Efosa Iyekekpolor, President



Signer ID: LTKJ6GNPDD...

Matthew Hunnybun, External Trustee

The notes on pages 32 onwards form part of these financial statements.

YORK ST JOHN STUDENTS' UNION LIMITED

CASH FLOW STATEMENT

FOR THE YEAR ENDED 31 JULY 2025

	Note	2025 £	2024 £
Cash flows from operating activities			
Net cash provided by operating activities:	23	<u>(24,199)</u>	<u>62,414</u>
Cash flows from investing activities:			
Purchase of tangible assets		-	(4,120)
Bank interest received		10,937	10,819
Net cash provided by Investing activities		<u>10,937</u>	<u>6,699</u>
Cash flows from financing activities:			
Change in cash and cash equivalents in the year		(13,262)	69,113
Cash and cash equivalents brought forward		414,918	345,805
Cash and cash equivalents carried forward	24	<u>401,656</u>	<u>414,918</u>

1. Accounting policies

1.1. Basis of preparation of financial statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

York St John Students' Union Limited 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 financial statements are prepared in sterling which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

1.2. Going concern

Notwithstanding the balance sheet showing net liabilities of £300,745, the Trustees are of the opinion that there are no material going concern uncertainties. This assessment is based upon:

The Union having net current assets of £291,780.

The Union having free reserves not including the pension scheme funding deficit liability of £316,273.

Only £24,493 of the future pension funding deficit liability of £619,538 being due as a cash obligation to 31 July 2026.

This demonstrates that whilst the pension obligation presents a net liability position on the balance sheet it does not represent a cash obligation that the Union cannot meet through its available free reserves.

The University shall, subject to the terms of this Memorandum, pay to the Union the Subvention (Block Grant) approved by the Governing Body's Finance and Capital Development Committee as a contribution to the annual budget of the Union. The Subvention will be paid to the Union to support activity relating to the Union's core charitable objectives, including but not limited to representation, advice, support and advocacy, democratic activities, and student social and professional enhancement. The Subvention will be agreed in line with the University planning cycle and following consideration by the University of the Union's annual planning documents. The University agrees to support the Students' Union to mitigate any major liabilities, including the Students' Union Superannuation Scheme (SUSS) ongoing liability. (MoU 2020)

In light of this, management forecasts and budgets reflect a deficit for the period to 31 July 2026 with surpluses from 1 August 2027 to 30 November 2027. These have been considered in light of sensitivities around key judgements such as current economic situation, salary costs and we are satisfied these forecasts are achievable.

Therefore the trustees believe it is appropriate to prepare the accounts on the going concern basis.

1.3. Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 4. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1.4. 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 company 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 company 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.

Investment income, gains and losses are allocated to the appropriate fund.

1.5. Income

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

Donated services or facilities are recognised when the company has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the company of the item is probable and that economic benefit can be measured reliably.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the company which is the amount the company 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.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

1.6. 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 classed 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 allocated on the basis of time spent, and depreciation charges allocated on the portion of the assets use.

Expenditure on raising funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to their applicable expenditure headings.

1.7. Tangible fixed assets and depreciation

Fixed assets are stated at cost less accumulated depreciation. Assets are capitalised if they cost more than £2,500 and expected to last more than one year and any provision for impairment.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives. Depreciation is provided on the following bases Equipment - 3 years straight line.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment.

1.8. Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Union; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

1.9. Operating leases

Rentals under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

1.10. Stocks and work in progress

Stocks and work in progress 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.

1.11. Debtors

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

1.12. Cash at Bank and in hand

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

1.13. Creditors and provisions

Creditors and provisions are recognised where the company has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

1.14. Financial instruments

The charity 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.

1.15. Taxation

The company 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 company 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.

1.16. Pensions

The Union participates in the Students' Union Superannuation Scheme (SUSS), a defined benefit 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 rates of contribution payable being determined by the 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 attributed to the Union. In these circumstances contributions are accounted for as if the scheme were a defined contribution scheme based on actual contributions paid through the year. The present value of the union's share of the deficit is recognised as a liability in accordance with SORP (FRS 102).

The Union also participates in Aegon and NEST pension schemes, both of which are defined contribution schemes. The assets of the schemes are held separately from those of the Union in independently administered funds. The pension charge represents the amounts payable by the company to the fund in respect of the year.

1.17. Grants

The recurrent block grant is receivable from York St John University. The grant is credited to the income and expenditure account in the year to which it relates.

Project support grants are project based and include grants which are receivable from the University and other funding bodies

1.18. Critical accounting estimates and areas and judgement

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) Pension deficit

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 present value of the commitment is recognised. The calculation of the present 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.

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 in line with HM Treasury Guidance found at www.gov.uk

(ii) Donation of facilities by York St John University

In accordance with the Charities SORP FRS 102, the union has valued the benefit it receives from occupying facilities owned by the University on a rent-free basis, at the University's estimate of market value of £365,721.

(iii) 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 a basis of assessed consumption.

1.19. Employee benefits

The cost of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as par of the cost of stock or fixed assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2. Income from grants, donations and legacies

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
University block grant	414,000	-	414,000	417,946
	<u>414,000</u>	<u>-</u>	<u>414,000</u>	<u>417,946</u>

3. Facilities in Kind

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Facilities in Kind	365,721	-	365,721	310,859
	<u>365,721</u>	<u>-</u>	<u>365,721</u>	<u>310,859</u>

4. Other trading activities

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Marketing and communication	56,913	-	56,913	48,875
	<u>56,913</u>	<u>-</u>	<u>56,913</u>	<u>48,875</u>

5. Investment income

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Bank interest	10,937	-	10,937	10,819
	<u>10,937</u>	<u>-</u>	<u>10,937</u>	<u>10,819</u>

6. Income from charitable activities

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Student opportunities	23,325	-	23,325	70,156
Bar	246,507	-	246,507	270,291
Retail	11,120	-	11,120	16,382
Coffee	69,335	-	69,335	55,826
Catering	36,413	-	36,413	45,839
Events	29,149	-	29,149	9,203
	<u>415,849</u>	<u>-</u>	<u>415,849</u>	<u>467,697</u>

7. Raising funds

	Unrestricted funds	Restricted funds	Total funds	Total funds
	2025	2025	2025	2024
	£	£	£	£
Marketing and communication	22,248	-	22,248	17,919
Marketing and communication wages	33,559	-	33,559	35,069
	<u>55,807</u>	<u>-</u>	<u>55,807</u>	<u>52,988</u>

8. Analysis of expenditure on charitable activities

	Unrestricted funds	Restricted funds	Total funds	Total funds
	2025	2025	2025	2024
	£	£	£	£
Charitable activities :				
Student voice	184,036	-	184,036	154,980
Student opportunities	35,489	-	35,489	58,055
Bar	146,388	-	146,388	148,557
Retail	7,185	-	7,185	10,718
Coffee	37,014	-	37,014	33,800
Catering	30,597	-	30,597	40,881
Events	10,602	-	10,602	12,513
Central services	172,032	-	172,032	178,156
Operations	170,309	-	170,309	161,562
Facilities in kind	365,721	-	365,721	310,859
	<u>1,159,373</u>	<u>-</u>	<u>1,159,373</u>	<u>1,110,081</u>

Governance costs :

Audit fees	11,750	-	11,750	9,170
Other costs	3,241	-	3,241	1,757
	<u>1,174,364</u>	<u>-</u>	<u>1,174,364</u>	<u>1,121,008</u>

9. Analysis of expenditure type

	Staff costs 2025 £	Other costs 2025 £	Total 2025 £	Total 2024 £
Marketing and communication	33,559	22,248	55,807	52,988
Raising funds	33,559	22,248	55,807	52,988
Student voice	171,656	50,452	222,108	186,961
Student opportunities	23,003	49,404	72,407	90,036
Bar	54,670	269,386	324,056	298,612
Retail	-	25,644	25,644	26,262
Coffee	13,679	23,335	37,014	33,800
Catering	11,376	19,221	30,597	40,881
Events	-	10,602	10,602	12,513
Central services	125,089	85,015	210,104	211,929
Operations	167,534	59,307	226,841	209,087
Charitable activities	567,007	592,366	1,159,373	1,110,081
Expenditure on governance	-	14,991	14,991	10,927
	600,566	629,605	1,230,171	1,173,996

10. Analysis of expenditure by activities

	Activities undertaken directly 2025 £	Support costs 2025 £	Total 2025 £	Total 2024 £
Student voice	178,732	43,376	222,108	186,961
Student opportunities	31,952	40,455	72,407	90,036
Bar	139,314	184,742	324,056	298,612
Retail	5,416	20,228	25,644	26,262
Coffee	37,014	-	37,014	33,800
Catering	30,597	-	30,597	40,881
Events	-	10,602	10,602	12,513
Central services	166,726	43,378	210,104	211,929
Operations	181,531	45,310	226,841	209,087
	771,282	388,091	1,159,373	1,110,081

11. Net income / (expenditure)

This is stated after charging:

	2025	2024
	£	£
Auditor's remuneration	11,750	9,170
Depreciation of owned assets	<u>2,682</u>	<u>8,083</u>

12. Trustees' Expenses

14 trustees received reimbursement of expenses for travel and accommodation of £1,675 (2024: - 6 trustees - £1,757).

13. Staff costs

Staff costs were as follows:

	2025	2024
	£	£
Wages and salaries	545,914	508,391
Social security costs	39,826	34,973
Defined contribution pension costs (Note 25)	<u>14,826</u>	<u>14,050</u>
	<u>600,566</u>	<u>557,414</u>

Total redundancy/termination payments amounted to £0 (2024: £0).

During the year key management personnel received remuneration (including Employer's NI and pension) totalling £251,139 (2024: £245,427). The union considers its key management personnel to comprise of the Trustees and those individuals detailed in the administrative information on page 5.

The average monthly number of employees was 33 (2024: 38) and the average monthly number of Full Time Equivalent employees during the year was as follows (including casual and part-time staff):

	2025	2024
	No.	No.
Permanent staff	13	14
Student staff	<u>4</u>	<u>5</u>
	<u>17</u>	<u>19</u>

No employee received remuneration amounting to more than £60,000 in either year.

14. Trustees' remuneration

The three sabbatical roles each incurred a salary charge as authorised in the Students' union governing document, for the representation, campaigning and support work they undertake as distinct from their trustee responsibilities. This work includes voicing student opinion with the University and local community, defending and extending the rights of students through petitions, discussions with MPs and also organising and supporting student volunteers and service provision for them.

Remuneration is paid to each sabbatical trustee for an annual term which runs to the 30 June. For the year to 31 July 2025 each received £24,786 and for the year to 31 July 2024 each received £23,363. The aggregate amount payable under such contracts is shown below:

	2025	2024
	£	£
Wages and salaries	76,423	72,934
Defined contribution pension costs	-	643
	<u>76,423</u>	<u>73,577</u>

15. SOFA prior year comparatives

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £
Income from:			
Grants, donations and legacies	417,946	-	417,946
Facilities in kind	310,859	-	310,859
Other trading activities	48,875	-	48,875
Investments	10,819	-	10,819
Charitable activities	467,697	-	467,697
Other income	-	-	-
Total income	<u>1,256,196</u>	<u>-</u>	<u>1,256,196</u>
Expenditure on:			
Raising funds	52,988	-	52,988
Charitable activities	1,121,008	-	1,121,008
Other expenditure	-	-	-
Total expenditure	<u>1,173,996</u>	<u>-</u>	<u>1,173,996</u>
Other recognised gains / (losses)			
Remeasurement of pension scheme	(91,106)	-	(91,106)
Net Income and movement in funds	<u>(8,906)</u>	<u>-</u>	<u>(8,906)</u>
Reconciliation of Funds			
Total funds at 1 August 2023	(325,090)	-	(8,906)
Net movement in funds	(8,906)	-	(8,906)
Funds carried forward	<u>(333,996)</u>	<u>-</u>	<u>(17,812)</u>

16. Tangible fixed assets

	2025
	£
	Equipment
Cost	
Balance as at 1st August 2024	27,682
Additions	-
Balance as at 31st July 2025	27,682
Depreciation	
Balance as at 1st August 2024	22,482
Charge for the Year	2,682
Balance as at 31st July 2025	25,164
Net Book Value:-	
At 31st July 2024	5,200
At 31st July 2025	2,518

These assets include refurbishments to the Bar, Shop, Catering facilities and social areas within the building.

17. Stocks

	2025	2024
	£	£
Retail	1,319	3,745
Bar	3,007	2,726
Coffee	1,336	340
Catering	290	693
	5,952	7,504

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18. Debtors

	2025	2024
	£	£
Trade Debtors	34,289	4,542
Prepayments and accrued income	5,603	6,392
	39,892	10,934

19. Creditors

Amounts falling due within one year

	2025	2024
	£	£
Clubs and societies	50,911	66,057
Trade creditors	40,007	39,403
VAT	8,298	3,534
Other creditors	852	2,408
Accruals and deferred income	31,158	21,250
Defined benefit scheme funding deficit liability (Note 25)	24,493	20,834
	155,719	153,486

20. Creditors over one year

Amounts falling due after more than one year

	2025	2024
	£	£
Defined benefit scheme funding deficit liability (Note 25)	595,046	619,066
	595,046	619,066

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21. Statement of funds

Current year	Brought forward £	Income £	Expenditure £	Gains/(losses) £	Transfer £	Carried forward £
Unrestricted funds						
General funds	305,904	1,263,420	(1,198,176)	-	(52,356)	318,792
Pension deficit	(639,900)	-	(31,995)	-	52,356	(619,539)
	<u>(333,996)</u>	<u>1,263,420</u>	<u>(1,230,171)</u>	<u>-</u>	<u>-</u>	<u>(300,747)</u>
Restricted funds	-	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total of funds	<u>(333,996)</u>	<u>1,263,420</u>	<u>(1,230,171)</u>	<u>-</u>	<u>-</u>	<u>(300,747)</u>
Prior year	Brought forward £	Income £	Expenditure £	Gains/(losses) £	Transfer £	Carried forward £
Unrestricted funds						
General funds	242,500	1,256,196	(1,261,237)	-	(49,862)	187,597
Pension deficit	(567,590)	-	(31,066)	(91,106)	49,862	(639,900)
	<u>(325,090)</u>	<u>1,256,196</u>	<u>(1,173,996)</u>	<u>(91,106)</u>	<u>-</u>	<u>(333,996)</u>
Restricted funds	-	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total of funds	<u>(325,090)</u>	<u>1,256,196</u>	<u>(1,173,996)</u>	<u>(91,106)</u>	<u>-</u>	<u>(333,996)</u>

Transfers in the year of £52,356 relate to repayments of the pension deficit liability.

22. Analysis of net assets between funds

Current year	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £
Tangible Fixed assets	2,518	-	2,518
Current assets	447,500	-	447,500
Creditors due within one year	(155,719)	-	(155,719)
Creditors due after one year	(595,046)	-	(595,046)
	<u>(300,747)</u>	<u>-</u>	<u>(300,747)</u>
Prior year	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £
Tangible Fixed assets	5,200	-	5,200
Current assets	433,356	-	433,356
Creditors due within one year	(153,486)	-	(153,486)
Creditors due after one year	(619,066)	-	(619,066)
	<u>(333,996)</u>	<u>-</u>	<u>(333,996)</u>

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

	2025	2024
	£	£
Net income for the year (as per Statement of Financial Activities)	33,249	82,200
Adjustment for:		
Depreciation	2,682	8,083
Bank interest received	(10,937)	(10,819)
Pension finance charge	31,995	31,066
Decrease/(increase) in stocks	1,552	(3,213)
(Increase) in debtors	(28,959)	(3,117)
(Decrease) / increase in creditors	(1,426)	8,076
SUSS pension contribution paid	(52,355)	(49,862)
Net cash provided by operating activities	(24,199)	62,414

24. Analysis of cash and cash equivalents

	2025	2024
	£	£
Cash at bank and in hand	401,656	414,918
	401,656	414,918

25. Pension commitments

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 onwards 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 scheme was carried out on 30 June 2022 and showed that the market value of the scheme's assets was £106,700,000 with 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

Valuations are conducted every three years based upon assumptions agreed by the Trustees, and is used to set the contributions payable by the participating employers.

The outcome in financial terms is set out in the table below:

	30 June 2019 £m	30 June 2022 £m
Assets	119.1	106.7
Liabilities	260.0	240.3
Expense reserve		3
Deficit	(£140.9)	(£136.6)
Funding Level	46%	44%

The decrease shown in the deficit since 2019 is in line with the changes previously reported, following annual reviews, but makes allowance for the impact of the 7% pension increase issue. This has increased the deficit in SUSS but its impact has been mitigated by the member consent exercise.

Whilst the assets have performed well rising by over 17% over the three years, the liabilities have increased by a similar percentage. The sustained low yield on government bonds has continued to affect the liabilities, but the increase was driven in large part by the pension increase issue. The Trustees have concluded that the level of contributions to clear the deficit will have to rise above the planned 5% annual increase in order to address this. However, in order to allow time for the unions to make necessary arrangements the increase in contributions have come into effect from October 2021.

The increase of 5% due in October 2024 proceeded as planned, and these contributions formed part of the plan to remove the funding deficit in SUSS.

Following the 2020 increase, and in order to attribute the further increase in costs as fairly as possible, the Trustees have allocated the additional liabilities arising from the 7% pension increase issue to those unions whose members are directly affected by it. This means that a union with many affected members may see a substantial increase in their contributions to SUSS from October 2021, while a union with no members affected by the issue would see a much smaller increase.

The Trustees also considered whether the costs of carrying out the member consent exercise should be borne only by those unions whose members are directly affected by the pension increase issue. After careful consideration, and keeping in mind the principle of collectivism, they concluded that a significant proportion of the costs incurred were justifiable expenses of running SUSS as a whole (because benefits needed to be adjusted, and members written to, whether or not the compromise offer was made). What remained, once allocated to the many affected unions and reclaimed over a reasonable period of time, was not material in the context of the overall level of payments being made to the SUSS by the unions, and so no additional charges will be made in respect of this.

The existing recovery plan, based on the results of the 2016 valuation, was due to end in 2033. One option considered by the Trustees was to retain this target end date, in line with the Pensions Regulator's guidance that funding deficits should be addressed over as short a period as possible. However, given the already substantial level of contributions being made to SUSS by the employers, the Trustees concluded that extending the recovery period, and hence reducing the initial increase in contributions that unions would be required to make, struck an appropriate balance between removing the deficit as quickly as possible while remaining affordable.

In summary, the 2022 valuation recommended a monthly contribution requirement by each Union expressed in monetary terms intended to clear the ongoing funding deficit over a period of 14 years and 10 months ending May 2037 and has increased by 5% through to 2037 an extension of 20 months. These contributions also include an allowance for the cost of the ongoing administrative and operational expenses of running the scheme. These rates applied with effect from 1 October 2022 and will be formally reviewed following completion of the next valuation due with an effective date of 30 June 2025. Surpluses or deficits which arise at future valuations will also impact on the Union's future contribution commitment. In addition to the above contributions, the Union also pays its share of the scheme's levy to the Pension Protection Fund.

25. Pension commitments - continued

Under FRS102 the Union is required to recognise as a liability the present value of its agreed share of future deficit contributions. Finance costs are recognised as the present value unwinds.

Total contributions paid into the scheme by York St John Students' Union in respect of eligible employees for the year ended 31 July 2025 amounted to £nil (2024: £nil). At the balance sheet date, the Union's pension deficit was £619,539 (2024: £639,900), split by amounts due within 1 year £24,493 (2024: £20,834) and amounts due after 1 year £595,046 (2024: £619,066). The deficit payment to the scheme is £52,355 (2024: £49,862).

The company also operates two defined contribution pension schemes. The assets of the schemes are held separately from those of the company in independently administered funds. The pension cost charge represents contributions payable by the company to the funds and amounted to £14,826 (2024: £14,050). Contributions totalling £2,865 (2024: £2,541) were payable to the fund at the balance sheet date and are included in creditors.

The full reconciliation of this present value is as follows:

Present value of provision	2025	2024
	£	£
Student's Union Superannuation Scheme	619,539	639,900
Present value of provision:		
Creditors: amounts falling due within one year (Note 19)	24,493	20,834
Creditors: amounts falling due after more than one year (Note 20)	595,046	619,066
	<u>619,539</u>	<u>639,900</u>
Reconciliation of opening and closing provisions:		
Opening Provision	639,899	567,590
Unwinding of discount factor	31,995	31,066
Deficit contribution paid	(52,355)	(49,862)
Movement in net present value calculation	-	91,106
Closing Provision	<u>619,539</u>	<u>639,900</u>
Assumptions:	2025	2024
	%	%
Rate of discount	<u>5.00</u>	<u>5.00</u>

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

26. Operating lease commitments

At 31 July 2025 or 31 July 2024 the company had no annual commitments under non-cancellable operating leases.

27. Related party transactions

The Union is in receipt of a recurrent grant from York St John University of £414,000 (2024: £417,946) and other paid items £19,441 primarily for events held on behalf of international students whilst the prior year (2024: £8,498) was primarily for events held on behalf of international students.

In addition the Student Union occupies its building on a rent free basis and York St John University provides support services. In accordance with the Charities SORP FRS102, the trustees have estimated that the provision of space and associated services is worth £365,721 (2024: £310,859) to the Union and have recognised this amount in the financial statements.

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 14 and Trustees' expenses in Note 12.

Accounts

**YORK ST JOHN
STUDENTS' UNION**



Annual Trustees' Report and Accounts

Financial Year Ending 31 July 2024

Charity No: 1136905

Company No: 07250320



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Administrative Information



Legal Status:

York St John Students' Union Limited (YSJSU) is a charity registered in England and Wales and is incorporated as a Company Limited by Guarantee (CLG).

Charity Registration Number: 1136905

Company Registration Number: 07250320

Principal Office:

The principal office of YSJSU is at York St John Students' Union, York St John University, Lord Mayor's Walk, York YO31 7EX.

The Students' Union also has an office at the University London Campus: York St John University, Floor 6, Export Building, 1 Clove Crescent, London E14 2BA.

Charity Trustees and Company Directors:

Position	Name	Term Dates
Sabbatical Trustee (President of the Students' Union)	Matthew Blackstock	01/07/2023 to 30/06/2024
Sabbatical Trustee (President of Education)	Kamil Lawal	01/07/2023 to Present
Sabbatical Trustee (President of Wellbeing & Diversity)	Mario Owiriwa	01/07/2023 to Present
Sabbatical Trustee (President of the Students' Union)	Abinash Chaudhary	01/07/2024 to Present
External Trustee	Tiffany Burnett	01/07/2021 to 30/06/2024
External Trustee	Matthew Hunnybun	01/07/2022 to Present
External Trustee	Simon Crack	01/09/2022 to Present
External Trustee	Charlotte Burke	01/07/2023 to Present
External Trustee	Daniel Tinkler	01/07/2023 to Present
External Trustee	Robert Linton	01/07/2024 to Present
Student Trustee	Patric Mewse	01/07/2024 to Present
Student Trustee	Koen Torinski-Groves	01/07/2024 to Present

Other Company Officers:

Position	Name	Term Dates
Company Secretary	Donna Smith	28/01/2019 to Present

Auditor:

BHP LLP, Rievaulx House, 1 St Mary's Court, Blossom Street, York, YO24 1AH

Bankers:

HSBC plc, PO Box 26, 13 Parliament Street, York, YO1 8XS

Management Personnel:

York St John Students' Union (YSJSU) employs a Chief Executive Officer to work closely with the Sabbatical Trustees, other elected representatives, and the staff team to ensure effective management of the charity. The Trustees delegate the day to day running of YSJSU to the Chief Executive Officer and to the Management Team.

During the 2023/24 financial year the Senior Management Team were as follows:

Position	Name	Term Dates
Chief Executive Officer	Donna Smith	28/01/2019 to Present
Head of Operations and Business Development	David Tait	01/02/2018 to Present
Head of Finance and Resources	David Green	01/03/2016 to Present

Introduction from the President of the Students' Union and Chair of the Trustee Board



Matthew Blackstock
President of the Students' Union
Chair of the Board of Trustees
2023-2024



Abinash Chaudhary
President of the Students' Union
Chair of the Board of Trustees
2024-2025



The 2023/24 year was a year filled with success with continued growth in our student numbers, now over 11,000 students. There has been an increase seen on both campuses with York increasing by 1250 students and London by 700 students. We have begun trending in a positive direction which can be seen through our student engagement levels particularly with our Sports and Societies, bar/coffee lounge purchases, and events despite another year within the cost-of-living crisis. Along with the cost-of-living crisis, we have seen challenges with increasing immigration restrictions posing a threat to our international cohorts seeking to study at York St. John.

Our Presidential team sought to prioritise the Student Experience ensuring we represented as many of our students as possible. This included events and representation for Black History Month, International Men's Day, International Women's Day, LGBTQ+ History Month, Pride Month and more! In partnership with the University, our Presidential team were included within 15+ boards, committees and groups, fostering strong relationships with university personnel. This was to ensure the student voice was heard from Education Committee and Academic Board, to People Committee and the Board of Governors.

To aid with the continued cost-of-living crisis, the university continued subsidies for both sports and societies whilst ensuring the student support fund remained plentiful for students to be able to access. The larder cupboard unfortunately could not continue in its current form due to finances however continued with the use of direct student access to the student support fund with food assistance as part of that scheme.

Our advice service once again proved to be a real tool and asset to our students, increasing in use by students once again from last year, and continued positive feedback was received. The soft launch of our mediation services began this academic year, integrating our students to become mediators for sports and society disputes.

Overall, we feel as a team, our positive impact as presidents has been felt by students especially when it comes to student retention. This was something echoed through boards and committees at the beginning of the year and the 6-month snapshot shows that student retention levels are almost equal to the best they have been in the last 5 years (non-retention of 2.9% 2023/24).

It is with great heartache that my time as President of the Students' Union has come to the end. However, I have thoroughly enjoyed my time and I would like to thank all of those who contributed to an incredibly successful year including our SU staff team, Trustee Board and Part-Time Officers. I also would like to wish a warm welcome to Abinash Chaudhary as upcoming President of the Students' Union and our continuing offices of Wellbeing and Diversity, Mario Owiriwa and President of Education, Kamil Lawal.

I can definitely say that I am proud of the work we have achieved over my time as President of the Students' Union and Chair of the Board of Trustees.

Matthew Blackstock
President of the Students' Union / Chair of the Board of Trustees 2023-2024

It gives me great pleasure to carry on our outgoing president, Matthew Blackstock's, successful and devoted legacy as the new president of the Students' Union. Impressive growth and student engagement were observed in the 2023–2024 academic year, despite a number of difficulties related to living expenses, budget cuts, service interruptions, and modifications to international cohort policy.

The Students' Union performed admirably in improving and developing services and activities for our students. We will continue to put an emphasis on expanding our university partnerships, promoting diverse events, and improving the student experience. To make sure that our Students' Union thrives going forward, I am thrilled to collaborate with our committed staff team and our continuing officers, Mario Owiriwa and Kamil Lawal.

Thank you to everyone for their hard work and commitment; together, we will achieve even greater heights.

Abinash Chaudhary

President of the Students' Union / Chair of the Board of Trustees 2024-25

Strategy and Objectives



Strategy during 2023/24

The 2020 strategic plan: '*students first*' came to an end in August 2024. During 2023/24, the Students' Union worked towards the following priorities:

MISSION

We aim to empower students at York St John University to challenge and change the world around us.

VISION

By 2024, York St John Students' Union will play a major part in the life and transformation of students by being the central hub of social activity, representation, and opportunity.

VALUES

INCLUSIVE Provide activities and spaces that make students feel that they belong.

TRANSFORMATIVE Ensure that the Students' Union provides opportunities and experiences that positively change lives.

CHALLENGING Constantly critique and question what we and our partners do to ensure that we are always striving to act in the best interests of students.

EMPOWERING Equip students with the skills, opportunities, and experiences to enable their success.

FUN Make student life at York St John University enjoyable and rewarding.

OUR PRIORITIES

Provide independent advice services that help students to stay and enjoy life at university.

Offer spaces and opportunities to enhance belonging and student communities.

Engage with the university, city and wider community to ensure that students get the best experience - on campus and beyond.

Be recognised as a change-making organisation.

Provide activities and opportunities that aid students to gain employability skills and become active citizens.

OUR ENABLERS

Utilisation of Spaces

Communication, Insight and Analysis

People and Relationships

Governance, Finance and Risk Management

Ethics and Environmental Sustainability

OUR PROJECTS

Beyond a 9-5 Campus

Advice, Support and Advocacy

Students as Partners

Digital Transformation

OUR MEASURES OF SUCCESS (KPIs)

80% satisfaction regarding questions 21, 25 and 26 in the National Student Survey

60% of income from non-subvention means

70% of student body engaging with the Students' Union

85% staff satisfaction

National recognition for being an effective and impactful Students' Union

Performance against the Strategic Plan's Key Performance Indicators is detailed in the *Overview of Activities and Performance* section on page 14 of this document.

The full YSJSU Strategic Plan 2020-24 can be downloaded from the *Documents* section of the YSJSU website (www.ysjsu.com).

External Affiliations

There are several organisations that YSJSU formally affiliates with during each year. Affiliated bodies are recommended by the staff team based on operational need and agreement is sought via Student Council. The affiliations are approved by members at the Annual Members and Annual General Meetings. The following were External Affiliated Bodies for 2023/24:

Archery GB	National Union of Students NCVO Northern Universities Bouldering Series North Riding County Football Association North Riding Football League
Badminton England Basketball England British American Football Association (BAFA) BCA Cheer and Dance British Mountaineering Council British Rowing British Universities and Colleges Sport (BUCS)	Legacy Cheer and Dance
England Athletics England Boxing England and Wales Cricket Board (ECB) England Hockey England Netball England Squash	Sport Cheer England Students' Rugby Football Union Swim England
Future Cheer	Volleyball England
Lawn Tennis Association (LTA)	Yorkshire Federation of Referees Societies Yorkshire and Northeast Powerlifting Federation York Minster Engineering League

Public Benefit

YSJSU achieves public benefit via the ***advancement of the education*** for the students at York St John University by:

Promoting the interests and welfare of Students at York St John University during their course of study and representing, supporting, and advising Members

The Students' Union provides a range of support and advice from individual one to one advice and advocacy for students, via online consultation, and via the website (self-help information and chat-bot). YSJSU coordinates welfare campaigns throughout the year based on health, wellbeing, liberation, and student rights, and provides course-based representation via Course Reps, and student representation via elected part time School Chairs and Liberation Officers.

The President of Education and the Advice Service work with students facing academic related issues such as academic misconduct or appeals, and increasingly, advice regarding external factors such as housing. YSJSU continues to work with the university to provide the best support and advice possible for students who require support.

Being the recognised representative channel between Students and York St John University and any other external bodies

YSJSU's elected officers attend university meetings and external council meetings such as York Anti-racism forum and meetings with the local MP. At these meetings, representatives are responsible for highlighting student views to achieve positive change for students.

YSJSU supports students to act as representatives on their courses, providing lecturers and university management with feedback on how the courses can be improved.

YSJSU hosts a range of student forums, where students can voice opinions and feedback about elements of student life relating to study, activities, and well-being. Topics of discussion include academic study, timetabling, food provision, accommodation and sports and societies experiences.

Providing social, cultural, sporting, and recreational activities and forums for discussions and debate for the personal development of its members

During 2022/23, YSJSU and the ~University department - YSJ Active, entered a partnership to deliver student sport and created the 'YSJ Sport Union'. The Sport Union has over 30 different sports clubs encompassing a various range of activities and interests from Basketball to Cheerleading. The committees of these groups are provided with support via the Sport Union regarding operational activities and are also given autonomy to direct and lead their activities, allowing students to gain experience within positions of responsibility.

YSJSU provides societies for students including cultural, religious and course related societies. YSJSU engages with the local community to help build links and relationships that are mutually beneficial to the University, local community and beyond.

YSJSU also builds marketing and sponsorship links with local independent businesses, mutually benefiting students and the local economy. YSJSU liaises with the local police and residents to ensure that York remains a safe, pleasant place for students and residents to live and work together.

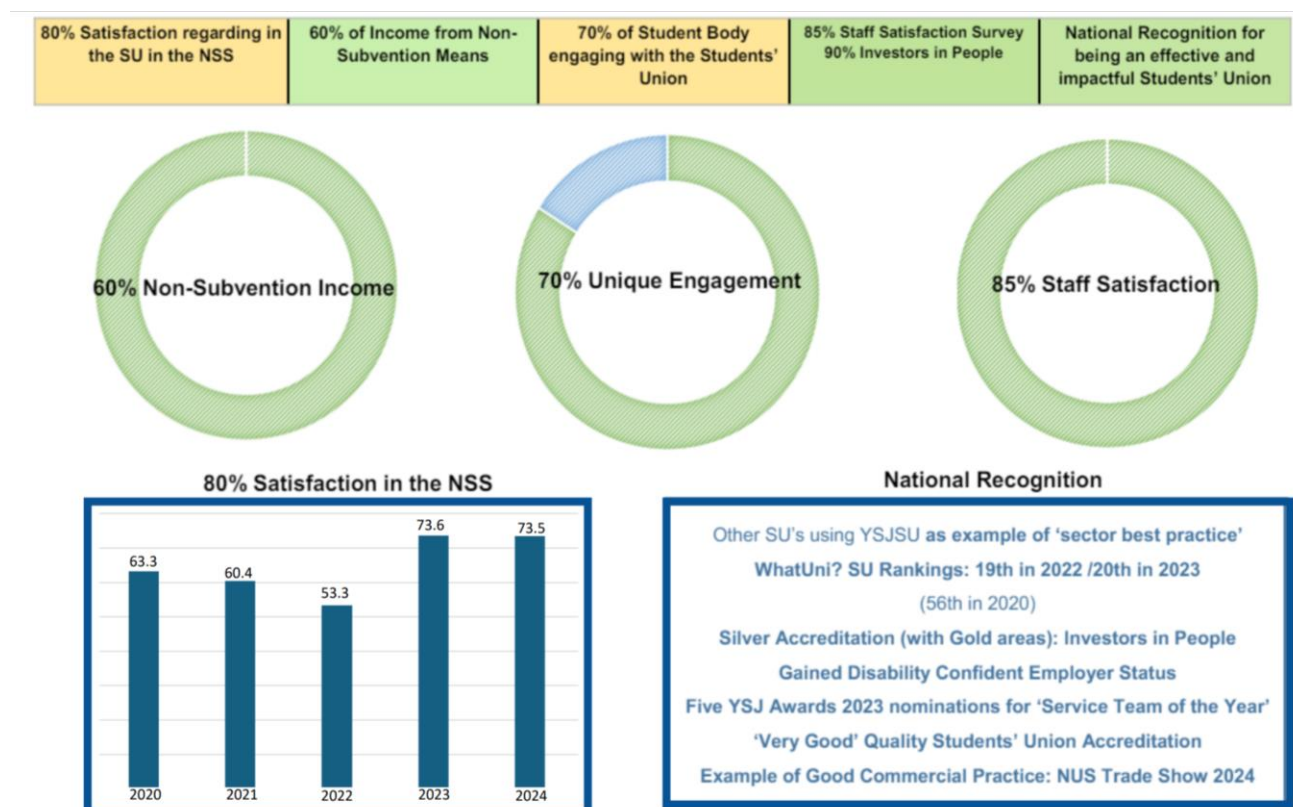
Overview of Activities, Achievements and Performance



Overview of 2023/24

The 2023/24 academic year was the fourth and final year of the 2020-24 Strategic Plan. The Plan is focused on a 'students first' approach; ensuring that everything that YSJSU does has students' best interests, student development, and student empowerment at its heart.

YSJSU continued to work towards the achievement of its strategic key performance indicators and reports to the Trustee Board on progress at least twice per year. Correct at 31 July 2024, the KPI dashboard showed the following results:



Within the National Student Survey for 2024, YSJSU achieved 73% (target 80%) satisfaction regarding question 25 and was once again, above the sector average. Student engagement has seen a huge increase in multi-engagements and rose to approximately 63% of the University population by July 2024. Once again, engagement increased with mature, international, and London campus students during 2023/24.

Non-subvention income rose above 56% during 2023/24, demonstrating that YSJSU services are doing well despite the challenges of the Cost-of-Living Crisis.

Staff satisfaction increased again in the Employee Experience Survey to an incredible 97%, raising the average satisfaction percentage well above the KPI threshold. YSJSU were awarded 'Silver' Investors in People Accreditation in November 2022, and retains the standard.

During 2023/24, many other Students' Unions visited YSJSU to gain insight on projects and to share best practice. This included general day visits from Stirling SU, Teesside SU, and York University SU, to gain best practice approaches. Once again, YSJSU was placed in the top 20 best SU's in the country according to the 'WhatUni?' welcome survey (up from 56th in 2019/20).

YSJSU received seven nominations by students for 'Service Team of the Year' in the 2024 YSJ Awards, evidencing the impact that YSJSU has had on the lives of students.

Our Impact

An overview of our impact during 2023/24 is as follows:

- YSJSU provided **50 student jobs**, aiding students to undertake paid employment, gain employability skills and increase their professional experiences.
- The SU **supported over 350 student volunteers to run sport clubs and societies** – enhancing student leadership and management skills, and providing frameworks to enable them to provide activities for over 2000 student sport club and society members.
- The SU has **supported over 330 students with advice** since the inception of the advice service. **Over 50% of these students have said that engagement with the Advice Service has had a direct impact on them being able to stay at university.**
- **Supported 450 Course Reps throughout 2023/24 to be the voice of the students on their academic programmes.** Course Reps help to aid the development of programmes and the resolution of academic issues that students may face.
- Gained agreement from the university to **make changes to visa and registration processes** to ensure that students have fully completed all essential components before receiving their ID cards/documentation. During 2023/24, some international students had received their ID's and completion letters before undertaking the full enrolment process, causing distress to students who were advised later that they missed enrolment deadlines.
- Collaborated with the university to **review the time to lodge Academic Complaints to ensure international students can fully undertake the process**, as in some circumstances, student visa's expired before the full process was completed.
- The university agreeing to **clearer information regarding summer vacation periods** for international students, as some students were mis-informed and began vacation periods coinciding with Home-UG vacation periods, causing some concern about visa obligations.
- **Staff at YSJSU articulated that they were 'highly satisfied'** (97%), showing that the SU is a professional, fun, transformative and safe place to work.

What students and partners say about us...

'Let the SU keep doing what they know best to support the students.' (Advice Survey 2024)

(Regarding digital communications) 'I didn't expect any better than this' 'continue what you're doing' 'not required to amend anything' (Welcome Week Survey 2023)

'The Freshers' Fair really helped me integrate with student groups. It was the best day in Welcome Week'.

(Welcome Week Survey 2023)

'I got more clarity and it boosted my confidence.' (Advice Survey 2024)

'The SU events are very well advertised. There is always plenty to choose from as well as accessible events and things for mature students too.' (Welcome Week Survey 2023)

The guidance which provided to fill the appeal form was impressive for the success of my appeal. Thanks for this outcome.' (Advice Survey 2024)

'YSJSU's primary role is to support students, organise events, and enable students to access services—you do this really well.' (Stakeholder Survey 2023)

'The visit to SU gave me a lot of confidence during the panel, eliminated fear and I was happy with the decision given.' (Advice Survey 2024)

'The SU are efficient and effective. They are a delight to deal with'

(Stakeholder Survey 2023)

'Good Vibes, low lighting but bright enough to work in—it's perfect'

(Coffee Survey 2023)

I found the SU helpful because it opened my eyes to many rules and regulations in school.

(Advice Service 2024)

What students and partners say about us...

'I'm a regular volunteer at YSJSU with The Pets as Therapy Charity. My relationship has always been very positive—Jaffa and I always love to visit.'

(Partner Feedback 2024)

'The SU is always a very warm environment. You can be yourself and express who you are in a safe space' (Student Experience Survey 2023)

'You can always talk to someone about issues concerning anything.' (Student Experience Survey 2023)

'SU societies are a fundamental part of my university life. Without them, it would essentially be just a private school experience, which would mean a very boring university experience' (Society Feedback 2024)

'The SU is a large part of my student experience and I believe that it is one of the main reasons why I felt integrated into student life more smoothly than if I was left to go it alone.' (Student Leadership Team Feedback 2024)

'The SU has helped me make so many friends. The events hosted by the SU has made me many memories that I will never forget. It has been an important part of my university experience' (Graduation 2023)

'Every staff member of the organisation has a genuine passion for improving the student experience and genuinely cares about the students who regularly seek our services. Although that should be normal for an SU environment, I think that our SU's overall ethos goes beyond that and for most staff it is more than just a 9-5 job which makes YSJSU a really special organisation to be part of.' (Staff Experience Survey 2024 - student staff feedback)

By 2024, YSJSU aims to create a 'Beyond 9-5 Campus' ensuring that students have a student experience beyond the normal working day. This includes access to university services, communications, and Students' Union provision after 5pm and at the weekends. The strategic project encompasses both the physical and digital aspects of university life.

In relation to this strategic project, YSJSU has achieved the following:

Living Lab

During 2023/24, YSJSU staff and officers joined the 'Living Lab': a collective of students and staff across the university looking at ways to create a more sustainable community. The SU has agreed to support a student project, providing operational space and business plan expertise to create a 'Garden Café'. The first external Garden Café occurred on 1 February 2024 at St Crux in York City Centre. The event saw students and staff from across the university and Students' Union providing food, drinks and serving the public of York to showcase the best of sustainability projects at YSJ.

RAG and fundraising for charities

Sports Clubs and Societies partnered with charities throughout 2023/24 to raise awareness and funds for important causes. A total of £7,732 was raised throughout the year for charities such as York Mind, the Snappy Trust, Parkinson's UK, the Teenage Cancer Trust and MacMillan UK. Sport Union Clubs coordinated the 'Snowball' and 'Spring Fling' events to raise money for important causes. YSJSU also supports MacMillan every year by engaging in the 'World's Biggest Coffee Morning' and raised £288 for the charity.

York Pride 2024

YSJSU joined colleagues across the university to plan the university's involvement in York Pride 2024. YSJSU took the lead to recruit volunteers to marshal during the parade and attend the YSJ Pride Stall, coordinate parade participants, provide a space for parade participants to meet previous to the parade, providing refreshments, face paints, decorations and costuming, and marketing and communications throughout the day. Over 60 students participated in the York Pride Parade, where an estimated 6000 people participated overall.

Sport Union

2023/24 was the second year of the implementation of the YSJ Sport Union. During its second year of inception, the Sport Union has collaboratively:

- Created a partnership agreement for the implementation of the Sport Union between YSJSU and YSJ Active.
- Introduced new policies and procedures for student sport including financial procedures, disciplinary policies, and operational aids.
- Created a new Sport Union Conference to train and develop committees.
- Created the Sport Union Board to govern student sport and create/implement strategy.
- Worked with the university to subsidise memberships by 40% as a Cost-of-Living initiative.

- Reviewed and created new criteria for the Sport Union Awards.
- Created new weekly session plans for clubs including training, strategy and game planning, strength, conditioning and fitness and CPD for members.

During 2023/24 the Sport Union realised the following successes:

- The Dance Club won 1st, 2nd and 3rd places in the Northumbria, York and Liverpool Dance Championships.
- Men's Tennis were 2nd in the Fast4 Northern Tier 2 (league)
- Women's Tennis were 3rd in the Fast4 Northern Tier 3 (league)
- Women's Volleyball won their league
- YSJ Sport Union won both Varsities (Sunderland and Leeds Trinity) which were hosted at York St John University. The Sunderland Varsity was the first time YSJSU worked with the Academic Media team, where students and staff created coverage (both live and recorded) of the action throughout the day.

Student Societies

YSJSU provides members with a wide range of activities via academic, cultural, and social societies. Student-led societies lead their own volunteering initiatives, fundraise for charity via Raising and Giving, and most importantly, provide activities to enhance the student experience.

2023/24 was a fantastic year for student activities within the Students' Union. Some highlights of the 2023/24 year include:

- 17 new societies created
- Societies Strategy created with the first stage being rolled out at the beginning of the 2024/25 academic year
- There were 24 Society led events hosted within the SU building (Queer Prom, Disabled Student Network Coffee Morning, Japanese Society and Korean Culture Society Karaoke night).
- Societies Training Conference 2024: It was the second year that the Students' Union hosted the Societies Conference for new committee members. The conference ensures that society committees are equipped with career enhancing opportunities and leadership skills. Sessions included finances, EDI and inclusive activities, creating your unique brand, marketing & communications, conflict resolution and governance.

Individual Society successes during 2023/24:

Dead Poets Society

Dead Poets Society was established in September 2023 and they have been incredibly impactful over the academic year. They have taken their love of literature and films to a whole new level, engaging with over 100 members. They hold engaging sessions, acting on any feedback they receive from their members. The society has been successful with utilizing their social media platforms to engage with other societies and sports clubs. DPS were nominated in every category for this year's Societies Awards and were the winners of 'New Society of the Year', with each nomination received mentioning the sense of community that the society has formed and how it is a truly welcoming and fun environment.

Disabled Students' Network

The Disabled Students' Network (DSN) have had a fantastic year. They run a neurodivergent study group on a weekly basis for those who attend the network, ensuring that members' triggers are taken into consideration and that the room is equipped with fidget toys and any other self-soothing items their members may require. The DSN organises regular coffee mornings with 'Blue' the therapy dog and a member of the disability practitioners' team for members to drop in and out of in a relaxed, informal setting. The society also has 'quiet time sessions' weekly in the SU lounge, where the music is switched off to not overstimulate members, so they can use the facilities in a way that suits their needs.

The DSN in collaboration with SWAN Network (Students with Autism and Neurodivergence) are producing a documentary surrounding autism awareness. The committee have also worked closely with the disability department and other departments within the university to discuss how the work they do can be more accessible to students. The Students' Union would like to take a moment to thank the disability department and other individuals within the university who have made the network such an impactful force for change.

Nigerian Students Society

Nigerian Students Society are another new society this academic year and they have been incredibly active both in York and in London. They were integral in supporting the SU with Black History Month. Their main event for the year was working in partnership with the university and the SU for Nigerian Independence Day. There was a canteen takeover, where the catering team provided a special Nigerian themed menu for the day. This was accommodated by a social in the SU lounge with music native to their culture (DJ'd by our President of Wellbeing & Diversity). They worked closely with the university for the Black History Month Celebration in the Creative Centre and hosted a film night in partnership with our African Caribbean Society.

Gaming and E-sports Society

Gaming and E-sports have had a fantastic year. They have worked closely with the Students' Union to actively increase engagement on campus and their membership numbers. Their annual livestream saw them raise a whopping £420 for York Foodbank, their charity of choice.

Islamic Society

YSJ's Islamic Society (ISOC) officially formed as a society during 2023/24 and have been incredibly active thanks to support from the Chaplaincy Team and their faith advisors. They worked in collaboration with the university to host Eid celebrations for their members. The society ran their first 'Discover Islam' week which took place on campus from 29 April – 3 May. ISOC have also worked closely with staff members across the university and the SU team to create clarity for their members surrounding suitable prayer space and facilities for them to use on campus to ensure that YSJ is accessible and inclusive.

Musical Production Society

The Musical Production Society received nominations in all applicable categories in the Society Awards 2024 and won 'Society of the Year'. Nominations highlighted the supportive, welcoming and creative environment created by the society. The society has undertaken several fundraising opportunities for charity and to assist with the costs of their annual theatre production. MPS were able to sell out three of their four performances of 'Percy Jackson and the Lightning Thief' at the Joseph Rowntree Theatre.

Students Against Social Injustice Society

Students Against Social Injustice is a newly established society that seeks to provide a safe space for students to discuss and explore topics and current affairs they are passionate about. The society works closely with academics to facilitate discussions on social class within modern society, environmental issues, disability in education etc. The society will be hosting their first fundraiser in October 2024 - a sleepout on campus to raise funds for a local homeless charity. The society has been an excellent example of using education and informed debate to lobby for a fairer society.

2023/24 saw an increase in members and number of activities available compared to 2022/23 with the breakdown of engagement since the 2022-24 strategy was implemented below:

Year	2020	2021	2022	2023	2024
Overall Memberships	2,059	890	1,692	2,159	2280
Sport Club Memberships	1,126	439	990	1,099	1095
Society Memberships	933	451	702	1,060	1,185
Number of Sport Clubs	24	24	26	25	25
Number of Societies	43	30	23	32	43

Commercial Activities

The Students' Union generates income via commercial services, whilst also providing students with a safe environment to socialise in its spaces. The Students' Union can offer students products at a lower cost (compared to market competitors in the city centre) due to the partnership with the NUS Trading consortium and no rent or utility charges as these are covered by the University.

Licensed Trade

2023/24 saw the Bar performing well, with cost savings made on student staff wages (compared to 2022/23), and increased income (5% increase) compared to the previous year. Income continues to be bolstered by the food service keeping people in the venue for longer. Competition from the city centre continued to be an issue as city centre venues offer more deals for students, particularly with the launch of Roxy Ballroom which offers competitive gaming which national research indicates is what students are wanting more of on social occasions. Moving into 2024/25, prices have stabilised and it's past inflationary pressures have now abated.

Food and Coffee

Food income increased by 5% compared to last year. The cost of food items has finally stabilised with a few products decreasing in cost, if only marginally. The Coffee offer is no longer Starbucks from 2023/24 and more local, 'value for money' suppliers have been very well received by students.

Merchandise

Into 2024/25, the hoodie offer was consolidated, concentrating on those colours that have high demand, as well as making hoodies available to order online towards the end of the academic year so those students studying at the London campus could order them directly to their home.

Loyalty Programme

Loyalty continues to perform well. From 2023/24 the SU reports loyalty interactions on a 3-month rolling basis to better understand the engagement with the programme. Comparison with the first year of implementation (2022) is below:

Year	2022	2023	2024
Number of users	1,554	3,661	4,733

Welcome and Induction

The Welcome Week Survey reported 94% of students responded being “very satisfied” or ‘satisfied’. The Freshers Fair had the highest number of attendees recorded with over 3000 students engaging in the event, with the 2023 event beating the 2022 engagement (see below).

Year	2020	2021	2022	2023
Welcome Fair attendees	-	2000 (approx.)	2500 (approx.)	3000 (approx.)
% of satisfied / very satisfied	46%	74%	89%	94%

- The Students’ Union expanded the welcome programme to include more daytime activities that benefited key ‘hard to reach’ groups (such as mature, part-time, international students), and introduced more special events throughout the year such as mature students’ coffee catch ups, disabled students’ forums, and student social events at the London Campus. The responses to the Welcome Survey 2023 included:
 - 84% were ‘very satisfied’ or ‘satisfied’ with the information received about students’ academic course before arrival
 - 79.5% were ‘very satisfied’ or ‘satisfied’ with the information received regarding the Students’ Union’s events before arrival
 - 74% responded that they feel more prepared for studying at YSJ after welcome week 2023 / 17% responded ‘not sure’
 - 91% responded they felt welcomed by the SU and University
 - 89% responded they were satisfied overall with their WW experience
- YSJSU worked harder on creating links with partners within the city, to ensure that students have the best student experience on and off campus. The External Stakeholder Survey results were exceptionally positive, with 90% of responses to all answers within the survey being ‘extremely satisfied’.
- YSJSU engaged with university partners to welcome students who attended the Early Start Programme by providing discussions, sessions and social activities. The programme is designed for students who may have anxiety disorders, disabilities or are worried about beginning university life. The SU received very positive feedback about its involvement in the programme from both staff and students.

Strategic Project 2: Advice, Support and Advocacy



YSJSU are committed to providing students with independent advice services and during 2023/24, we achieved the following in relation to this project:

Rate Your Landlord Scheme

YSJSU has been working on a partnership with Unipol Student Homes, the university, the University of York, York University SU and the City of York Council to introduce a 'Rate Your Landlord' Scheme. 'Rate Your Landlord' is a platform which gives students the opportunity to 'rate' their landlord. This feedback covers multiple categories like 'value for money' to 'feels like a home'. YSJSU hosted the first York 'Rate Your Landlord' Awards which also celebrated the official launch of the website. The Awards gave recognition to those landlords who are doing the most for their tenants with award categories such as 'Officers Pick' and 'Most Caring Landlord'. The event and scheme launch received positive reviews within the local press.

Cost of Living Support Package

The Students' Union consulted with the university on continued support for students throughout the Cost-of-Living (COL) Crisis. The following COL support was continued throughout 2023/24:

- YSJ Larder (food bank).
- Subsidised accommodation (university owned/managed).
- Increases to the Student Support Fund.
- 40% subsidies on Sport Union memberships (50% in 2022/23).
- £10 membership fees for societies (£5 in 2022/23).
- Subsidised food and drink in the university Dining Hall.

Campaigns

YSJSU coordinated and hosted many wellbeing and diversity related campaigns during the 2023/24 academic year including:

- The President of Wellbeing and Diversity led on a Drink Spiking Awareness campaign to spread awareness and increase safety provisions (especially for women) on nights out.
- The Students' Union collaborated with the university on a campaign on Hate Crime Awareness Week, asking students to pledge to help stop Hate Crime in York.
- YSJSU celebrated Black History Month. This was led by the BAME Students Officer who liaised with the university to create a programme of guest lectures, texts in spotlight, digital campaign assets and on campus displays.
- YSJSU celebrated Pride Month, LGBTQ+ History Month Trans Day of Visibility and Lesbian Day of Visibility. YSJSU launched digital campaign messages to help educate students around the issues that members of these community's face.

- The Housing campaign aided students in understanding their contracts and legal rights, top tips when house hunting, and organising household finances. A new Student Housing Guide was introduced and YSJSU implemented the 'Find a Housemate' session, with over 30 students finding new housemates.
- International Women's Day (IWD) celebrated women across the university and YSJSU partnered with the local charity 'Changing Lives' who provide support packages for women fleeing dangerous domestic situations. YSJSU produced video content featuring women from across the organisation and coordinated a series of fun activities celebrating women including a special IWD Quiz.
- International Men's Day – YSJSU collaborated with staff members across the university to support International Men's Day. This focussed on highlighting the effects of 'toxic masculinity' and YSJSU worked with many local organisations to aid men's mental health by opening up discussions about the subject in a safe and supported way. YSJSU partnered with the local charity 'Menfulness' and podcasts were produced to discuss this important subject.
- Mental Health Awareness Week in May 2024 provided students with top tips for mental wellbeing, promoted services that can help support students, and provided students with activities to help promote healthy minds and bodies.
- #WeAreYSJ Campaign showcased the best of YSJSU's student leaders with the aim of encouraging students to engage in SU activities and services.
- Stress Awareness Week aided students to relieve anxieties around exams and assessment deadlines leading into the Christmas period. YSJSU produced top tips to combat stress and burnout, held wellbeing breakfasts (with Jaffa the wellbeing dog!), and promoted the importance of self-care.
- YSJSU promoted the key campaign 'Plan Safe, Drink Safe, Home Safe' throughout the year, collaborating with university support services and key organisations across the city, such as the City Council, Fire Brigade, Lifeboats (York), Night-time economy partners and university support services.

Advice Service

During 2023/24, the Advice Service engaged with 186 cases (139 in 2022/23). Out of all of the cases, **62 students articulated the service aided them to remain at the university or graduate successfully.**

The Advice Service received 100% positive feedback regarding professionalism, listening and understanding, and appropriate advice. **98% of students who engaged with the survey were highly satisfied with the service.**

The Advice Service continues to work with support services, the Law Clinic and Counselling courses to create an effective advice pathway for students. The Advice Coordinator is continuously utilised as a consultant on multiple complex cases across the university. These partnerships have strengthened throughout 2023/24.

The Advice Service saw an increase in students seeking advice and guidance around external housing queries and complaints. The Advice Service continued its professional relationship with the YSJ School of Law to provide students with free services including housing, family, employment, and financial law advice. YSJSU and the School of Law are collaborating on offering students housing contract advice, especially around utility bills amidst the current cost of living crisis. The Advice Coordinator has also undertaken professional development hosted by Shelter to develop housing advice within the service.

The Advice Coordinator worked closely with Academic Registrar and Casework Team on academic and student disciplinary policy renewals. The SU used advice data and student stories to influence university policy on academic misconduct procedures, late penalties, and academic misconduct penalties.

During 2023/24, the Advice Service implemented a peer mediation service, after an increase in student-on-student complaints, especially within clubs and societies and households. The Advice Coordinator has received further training from Essential Mediation Solutions, and has created new policy and procedures around mediation services. Two new student mediators have been trained and completed assessment. A cross-university review group has been established to monitor and support the mediation service.

Strategic Project 3: Students as Partners



Students are fundamental to everything we do, and we are working towards a university environment where students are partners in learning, decision making, and university culture. During 2023/24 YSJSU achieved the following:

Students as Partners within the City

The Presidents had the opportunity of a meeting with York Central MP: Rachael Maskell where the need to improve night-time safety, student accommodation prices, bus travel services and possible future projects and collaborations were discussed. The discussion was well received and YSJSU has established an ongoing relationship with the York Central MP.

Representation Review

Since October 2023, the Students' Union has been undertaking a review of representation at YSJ. YSJSU has visited other SU's, attended conference sessions on representation, listened to students and gained information from university partners. In March 2024, YSJSU and York St John University engaged with Alchemy to undertake a review of Student Representation and report back on findings. The consultation period occurred from mid-April to the end of May 2024, with the release of the final report on 11 June 2024.

During the strategy consultation, clear feedback came from students and university colleagues that the representative system at York St John needs to address the following critical questions for students:

- How am I represented?
- How can I connect with other students?
- How can I give my feedback/views and see change as a result?

Similar themes emerged throughout the Alchemy report, where students fed back that they did not always see the benefit of their engagement with representative systems, and that there was a growing concern that some students felt that SU representatives did not fully represent them.

YSJSU has created a proposal that is currently within the consultation phase. It is anticipated that the Trustee Board will approve the new representation system ready for the 2025 elections.

Student Council

During 2023/24 YSJSU re-focused the Council, moving away from rubber-stamping and bureaucratic processes to discussing real student issues and actioning change. Attendance at Council has remained positive. Each meeting agenda focuses on headline topics (Cost of Living, Student Safety, Housing) to encourage discussion and a 'co-creation' approach amongst Student Officers, Sabbatical Officers, and the SU. At each meeting, recommendations are agreed to be made to the university.

Council was also utilised as a facilitator for Consultations with Senior Members of the University such as Richard Bourne, the Pro-Vice Chancellor, and Mia Bryden, Head of Governance and Compliance, seeking the Council's views on the new University Strategy and key policy updates. Throughout the Students' Union Representation Review, Council has provided excellent feedback and comments which have been incorporated into the

current Representation Proposal and informed the new Strategy. Council has also been incredibly beneficial in opening up a channel for communication and collaboration of Campaigns across the Officer Team which has resulted in excellent events such as International Women's Day and Stress Awareness Week. This space for communication among Officers is something that we have recognised as essential for empowering our Officers and going forward we are introducing monthly meetings with the Student Leadership Team.

Freedom of Speech

In 2023, the UK government passed the 'Freedom of Speech Act 2023 (HE)', with the intention that full implementation and enforcement would commence under the authority of the Office for Students in August 2024. The Students' Union worked very closely with university partners to create a shared Code of Practice for Freedom of Speech at York St John University. The Code of Practice details policy and process around how students and staff can exercise their right to Freedom of Speech including with academic settings, visitors to the university and external speakers, societies processes and guidance around the right to protest. Although the Office for Students enforcement of the Act did not occur, the Students' Union and university amended the documentation and have adopted a joint approach to freedom of speech from August 2024.

Access and Participation Plan - Student Submission

YSJSU took the lead on the Student Submission to the Office for Students relating to the University's revised Access and Participation Plan. The submission commented on the plans put in place by the university relating to how the university plans to support students from underrepresented backgrounds and how the university has identified its greatest risks to equality and opportunity. The student submission includes a range of evidence based commentary including three years' worth of data, focus groups with students, feedback via surveys and feedback mechanisms, and sector comparative information.

Representation on University Committees

The Officer Team, along with the members of the Student Council, represented all students at YSJ via attending over 40 university committees and groups. These include Board of Governors, Education Committee, Academic Board, and Finance and Capital Development Committee. Students' Union representatives are also members of various working groups throughout the university, and the CEO, BAME Students Officer and President of Wellbeing and Diversity were invited to be members of the Race Equality Charter Group.

The Students' Union representatives ensure that decisions made at all levels of the university are for the benefit of students.

Academic Representative System

The Academic Representative System is a university-wide framework which places student voice at the centre of the partnership between the university, students and YSJSU. Reps represent and gather student opinion and feedback on course content, quality, and

academic experiences. Throughout the year, Reps attend Programme Panels & Student/Staff Liaison Committees to articulate their feedback.

The SU coordinates the recruitment of (Academic) Course Reps, from setting election and training dates, to supporting academics in running elections during teaching sessions. For 2023/24, 453 (366 in 2022/23) Reps were elected, with engagement in the Academic Representative System surpassing pre-pandemic levels. YSJSU liaised with London campus colleagues to coordinate and support the Rep system in London.

YSJSU delivered in-person Rep training by School to accommodate various programme pathways and student experiences. YSJSU collaborated with the university Careers Team to provide employability sessions to Reps which continued into Semester 2 with the release of the Skills Audit: a traffic light tracker document for Reps to recognise the skills acquired in their role and highlight opportunities for development.

There was a significant amount of feedback received from Course Reps surrounding the lack of communication around placements. This lack of communication created particular problems for students with caring responsibilities who found out very late that their placement was a long commute and made it difficult for childcare arrangements. Following this feedback, Matt, the President of the SU organised a campaign which worked with the University's Placement Team to raise these issues and seek a better communication system.

A large amount of feedback from a specific school reported a lack of sensitivity around certain topics that made some students feel uncomfortable or brought up negative topics such as images of self-harm and racial abuse. This feedback was raised to the Pro Vice Chancellor and has been raised as a topic to Education Committee advocating the need for more formal guidance on the use of content warnings.

Year	2020	2021	2022	2023	2024
Number of Course Reps	351	262	283	366	453

To connect student voice practices to other SU activity, the Rep System was launched on the Student Dashboard for registered volunteers to access resources (training, handbook, room bookings). A new function '*Coursemates*' allows Reps to upload any feedback collected from their peers or discussions raised at Programme Panels. The SU is notified when feedback is submitted, with the ability to assign actions to Reps or a Chair of School for following up. There have been over 100 submissions to date, feedback ranging from availability of resources, accessibility of course content and timetabling).

During 2022/23, the SU awarded 'Rep of the Month', announced monthly in the 'Voice' newsletter to shine a spotlight on a Rep who helped contribute to change on their programme. YSJSU introduced more social opportunities for Reps to come together, with the SU hosting various social events including in person forums (with pizza)..

Elections

YSJSU received a 21.6% voter turnout (17% national average), in the Annual Election. 76.9% of Academic Representatives voted, highlighting a sense of belonging from the Academic Rep community. For the first time, all Sabbatical Officer positions were filled by

International, Post-graduate students, with 2 out the three officers being from the London Campus. Below is a breakdown of voter turnout since the 2020/24 strategy was launched:

Year	2020	2021	2022	2023	2024
Overall Population turnout %	17.8 %	23.8 %	14.6 %	22.6 %	20.1%
UK % of turnout	42.9 %	57.4 %	70.0 %	51.0 %	41%
International % of turnout	3.4 %	22.2 %	27.9 %	49.0 %	59%
York Campus % of overall turnout	100 %	93.0 %	90.0 %	64.9 %	60%
London Campus % of overall turnout	0 %	7.0 %	10.0 %	35.1 %	40%

Student Officers (Chairs of School & Liberation Officers)

Chairs of School are elected annually by students to represent students at the local School level and by community groups. Liberation Officers assist with campaigns and sit on various university Committees to ensure that student feedback is relayed and considered when the university review policies and implement new initiatives.

During 2023/24, YSJSU reviewed the responsibilities of Student Officers to allow for student-led initiatives and ownership of the role, re-introducing Chairs of School forums, and supporting university projects and SU campaigns. Chairs of School have created forums to collect student feedback and some Liberation Officers have worked with the SU MarComms team to plan and deliver a series of forums for their community groups,

Student Officers have supported and promoted SU and Sabbatical Officer campaigns, including the *Black History Month*, *International Women's Day*, *Hate Crime Awareness* and *Student Safety*.

Liberation Officers are also members of working groups (such as the university Disability Forum) to discuss EDI issues to help make changes to facilities, such as accessibility, improving resources, such as introducing accessible learning technologies.

General Student Voice and Feedback Collection

Throughout the year, YSJSU collected student views via a variety of ways to ensure that the Students' Union are continuously understanding student needs. Feedback came in the form of: Employee Engagement Survey, University Pulse Survey, National Student Survey, Question of the Month, SU Council, Sports Union and Societies Councils and Focus Groups.

YSJSU staff and Trustee Board visited the London Campus in January to meet staff and students, to further understand the experience of students and the concerns that London & international students face.

YSJSU held Sports Union and Societies Councils throughout the year to understand the needs of our clubs and societies members more effectively, and to ensure students are part of decision-making processes around activities.

During 2023/24, YSJSU worked alongside colleagues within the university to review and implement policy changes to benefit students regarding their academic studies. Some of the policy changes implemented for the 2023/24 academic year include:

- Changes to visa and registration processes to ensure that students have fully completed all essential components before receiving their ID cards/documentation.
- Reducing the time to lodge Academic Complaints to ensure international students can fully undertake the process.
- The university agreeing to clearer information regarding summer vacation periods for international students.
- Creation of Freedom of Speech policy and procedures.
- Creation of the Sexual Violence and Harassment policy and procedures.

Placements Project

The President of the Students' Union led on a project to research and analyse the way students are supported and their sense of belonging to the university whilst they are on placements.

YSJSU worked with colleagues and students from across the university to understand where developments are required, good practice that could be shared, and to create a support toolkit for students. The University's Student Success Team have agreed to create a document so that students, providers and the university are clear on expectations and responsibilities regarding student placements in the future.

YSJ Awards

Once again, YSJSU took the lead on the coordination of the YSJ Awards (2024) which celebrate the achievements of students and staff at YSJ. YSJSU collaborated with colleagues across the university to create a way to recognise students and staff across the YSJ community. **YSJSU were nominated 7 times for 'Service Team of the Year'**, and the nominations showcased the benefit that the SU brings to the university community.

Strategic Project 4: Digital Transformation



To ensure that we are providing a student experience that is fit for purpose, we have to look at ways to digitally transform what we do. Creating opportunities where students can engage with the SU digitally, means that they can access our services and activities wherever they are in the world. Here's what we did in 2023/24:

Website Statistics (1 month leading up to and including Welcome Week vs 2022)

Homepage sessions – 11,594 (+5%)

Events page sessions – 5,566 (+63%)

Activities page sessions – 2997 (-38%)

Facebook Statistics (September 2023 vs. September 2022)

Page Visits – 5200 (+12%)

Page Likes – 90 (+45%)

Post Reach- 12,248 (+9.2%)

Instagram Statistics (September 2023 vs. September 2022):

Follower growth – 635 (-2%), 608 followers gained since September 2023.

Reach 7,766 (-20%) Although down from 2022, brands with under 10,000 followers are expected to reach 34% of their audience, whereas we still over-performed by reaching 65% of our audience in September 2023.

Profile Visits 6900 (+7%)

During 2023/24, YSJSU reviewed its social media strategies with the following results:

- YSJSU changed how the SU gathers feedback - moving away from annual survey feedback to real time and instant feedback via social media platforms monthly.
- The Student Dashboard was further updated to enable more effective membership and financial reporting for sports clubs and societies committees.
- YSJSU began to utilise data in a much more sophisticated way, breaking down engagement data and creating student profiles to better understand who/who doesn't engage. YSJSU used this data analysis to understand BAME student leadership profiles across the organisation as part of YSJSU's ongoing work with the University's Race Equality Charter Group.
- The SU implemented Teams areas for Sport Union, and project groups to enable effective and quick communications, document consultation and discussion forums.
- 84% were 'very satisfied' or 'satisfied' with the digital communications received prior to Welcome Week 2023.

Structure, Governance and Management



The Trustees, who are also Directors for the purposes of Company Law, present their annual report together with the audited financial statements of York St John's Students' Union for the period 1 August 2023 to 31 July 2024.

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), relevant to charities preparing their accounts in accordance with the Financial Reporting Standard, applicable in the UK and Republic of Ireland published in October 2019.

Since the Union qualifies as small under section 383 of the Companies Act 2006, the strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Organisational Structure and Decision Making

York St John Students' Union is a Company Limited by Guarantee and does not have a Share Capital as defined by the Companies Act 2006. YSJSU registered as a charity in the UK on 1 August 2010. YSJSU is a Students' Union as defined by the Education Act 1994 whose activities are devoted to the educational interests and welfare of its members.

YSJSU's principal governing document is the Articles of Association, agreed by the Company Members of the Union in a General Meeting and reviewed by YSJSU and York St John University at least every 5 years. Copies of the Articles of Association are available from the offices of YSJSU and via the *Documents* section of our website (www.ysjsu.com). In September 2020, YSJSU adopted the revised Articles of Association via an Extraordinary General Meeting. The Articles of Association are supported by the YSJSU Byelaws which were fully reviewed and approved by the Trustee Board in June 2021.

The Trustee Board of YSJSU is made up of three Officer Trustees, up to two Student Trustees, and up to five External Trustees. Officer Trustees are elected by a ballot of all members of YSJSU and serve for one academic year. To stand for election as an Officer Trustee, candidates must be full members of YSJSU (see Articles of Association for definition). Student Trustees and External Trustees are appointed by a selection and interview process led by the Nominations Committee. The Nominations Committee then makes formal recommendations to the Board for approval of the appointment of Trustees.

The experiences and expertise held by the External Trustees are in the areas of law, higher education policy, governance, financial management and strategic planning. This provides YSJSU with the opportunity to develop its activities and services, and provides risk management and continuity. The Trustee Board structure also includes two Student Trustees to improve the voice of students on the board.

Officer Trustees are required to take a sabbatical year away from their studies (or alternatively, have just finished their final year of study) and are remunerated by YSJSU during this period. Officer Trustees are in post for one year and may stand for re-election for one year (maximum of two years in total). Student Trustees may remain in office for a term of two years and External Trustees for three years. Both can serve a maximum of two consecutive terms. The Officer Trustees undergo a formal process of induction and training on taking up their post. This is organised by the permanent staff of YSJSU and utilises

external training providers as well as the National Union of Students (NUS) and staff from York St John University.

Responsibility is delegated from the Trustee Board and committee structure of YSJSU to the Chief Executive Officer and staff team of YSJSU and documented via the organisations' Scheme of Delegated Authority' document. YSJSU employs a team of full-time staff to ensure effective management of its many activities and to implement the policy decisions made by the Trustees and/or Student Council. The Scheme of Delegated Authority document outlines clear levels of responsibility for areas of decision making and delegates authority for the day-to-day operational management and decision making of the organisation to the Chief Executive Officer and staff team of YSJSU.

The Trustee Board delegates responsibility to six committees: Finance, Audit and Risk; Health, Safety and Wellbeing; People and Culture; Elections; Nominations; and Service Development to ensure effective governance and decision making.

The Student Council is made up of elected part-time officers, representatives of student groups and the Officer Trustees, who receive and discuss reports including financial information, policy issues and information from staff as required. The Council meets at least three times per year.

When reviewing objectives and planning activities, YSJSU has given due consideration to the Charity Commission's general and relevant supplementary guidance on public benefit, which is detailed on page 13 of this document.

Relationship with York St John University

The Students' Union receives a block grant (subvention) from the University, and by means of a formal lease, occupies a building owned by the University. This support is intrinsic to the relationship between the University and YSJSU. Although YSJSU engages in various trading activities, it has financial dependence on the University for resourcing its charitable activities. There is no reason to believe that financial support will not continue for the foreseeable future and the Students' Union and University agreed a revised Memorandum of Understanding in June 2020. The document articulates agreement to continue to pay YSJSU a subvention in line with annual financial planning frameworks and support the Students' Union with the SUSS pension deficit. A ten-year lease agreement was confirmed in 2018 with donation from the university (no cash charge) regarding lease and utilities fees. This is to be renegotiated after this period.

The Education Act 1994 requires that the University is notified of any changes in the governance of YSJSU. YSJSU and York St John University have a well-established relationship that involves both formal committees and informal meetings where issues are discussed and ideas for future work formulated. The formal structures include regular reports on the activities, management, and financial situation of YSJSU. The President of YSJSU is a member of York St John University's Board of Governors and the Sabbatical Officer Team and Chief Executive Officer have monthly one to one meetings with members of the university Executive Board. The YSJSU Officer Trustees and the whole Executive Board of the university meet once every 6 weeks via the Students' Union and Executive Board Consultative Committee.

Risk Management

A comprehensive risk management process is in operation by YSJSU to ensure that appropriate steps are taken to manage and mitigate governance, external, operational, legal/regulatory, and financial risks. This is overseen and monitored by the Finance, Audit and Risk Committee (regarding financial risk), Health, Safety and Wellbeing Committee (regarding safety and health risk) and People and Culture (regarding HR related risk) on behalf of the Trustee Board.

The process includes the identification of the risks that YSJSU may face, evaluating the potential impact and likelihood of occurrence, taking consideration to YSJSU's risk appetite, and identifying means whereby the risks can be mitigated and managed.

A formal Risk Register has been established and is reviewed at meetings of the Trustee Board and Finance, Audit and Risk Committee, with the latest version approved in September 2024. The Risk Register currently highlights the following as major risks to YSJSU:

- Digital/cyber security
- GDPR compliance
- The event of a decrease in university grant (Subvention)
- The event of a decrease in commercial income
- Pension scheme deficit liabilities increasing quicker than the agreed recovery plan
- Effects of the Cost-of-Living Crisis.

Major Incident Plans are also in place in partnership with York St John University to aid response and recovery regarding any major incident the organisation might face. These plans are regularly reviewed, and the Chief Executive Officer is a member of the university's Major Incident Team. YSJSU has a Major Incident and Business Continuity Plan in place that has been tested by the staff team and is reviewed by the Finance, Audit and Risk Committee at least bi-annually.

In November 2020, the Finance, Audit and Risk Committee approved a proposal to engage with the company Croner to supply YSJSU with Health and Safety and Human Resources support, consultation, insurance, advice, training, and administration platforms. YSJSU receives communication from Croner weekly about changes in legislation, hot topics and new approaches, has regular 'check ins', policy reviews, H&S visits, and customer feedback opportunities. In January 2024, a Croner representative visited the YSJSU premises, and a Health and Safety Audit was undertaken. YSJSU was found to be sufficient in Health and Safety practices and a short action plan was created to enhance provision. The action plan has been monitored by the Health and Safety Committee.

Appropriate financial systems and procedures have been established to manage the identified risks documented within the Risk Register. Budgetary and accounting risks are minimised by the implementation of robust procedures as documented in the organisational Finance Manual, which was reviewed in March 2024. Monthly Management Accounts are produced to enable control of departmental and organisational budgets areas, and are scrutinised by the Finance, Audit and Risk Committee.

Financial Review



Overview

York St John Students' Union's gross income from all sources including revenue generating commercial services this year totalled £1256,196 (2023: £1,152,595). Total expenditure of £1,173,996 (2023: £1,108,375) was used to resource services, activities, and staffing, resulting in a net income from operations of £82,200 (2023: £44,220). Total net expenditure for the year was (£8,906) which includes a remeasurement of the SUSS Pension Scheme of £91,106. (2023: income of £104,208). This loss does not impact the free reserves of the Union.

The Trustees recognise YSJSU's share of the pension liability for the Students' Union Superannuation Scheme (SUSS) in the annual accounts. This has resulted in an overall net liability position for YSJSU of £333,996 (2023: £325,090). As this deficit relates to the pension scheme liability and was expected, the Trustees are comfortable with the situation.

Unrestricted funds excluding the pension funding deficit liability stands at £305,906 (2023: £242,500), the pension scheme reserve deficit stands at £639,900 (2023: £567,590) and restricted reserves stands at £nil (2023: £nil).

The pension scheme liability of £639,900 (2023: £567,590) is a projected long-term liability and does not represent an immediate cash liability to YSJSU. The immediate cash liability of the pension deficit being the agreed payments due in 2023/24, which equate to £20,834 (2023: £30,312). These contributions are wholly funded by the Subvention (Block Grant) from the university and as such, even though the pension scheme liability results in the balance sheet showing a deficit in funds, this is not an indicator of any issues in YSJSU being able to meet its cash obligations in the foreseeable future. The University and Students' Union reviewed the Memorandum of Understanding in June 2020 and agreed the following:

'The University agrees to support the Students' Union to mitigate any major liabilities, including the Students' Union Superannuation Scheme (SUSS) ongoing liability'. MoU 2020

We undertake no fundraising activities within the scope of the Charities (Protection and Social Investment) Act 2016.

York St John Students' Union Reserves Policy

Introduction

As a member led organisation, York St John Students' Union (YSJSU hereafter) believes it is important that as a charitable organisation, that most of the income generated should be returned to the membership in the form of the representation, services and personal development opportunities. However, YSJSU recognises that it is important to mitigate financial risk by maintaining an unrestricted cash reserve (general fund).

York St John Students' Union is a registered charitable company whose charitable objects are the advancement of education of students at York St John University for the public benefit by:

- 1) Promoting the interests and welfare of students at York St John University during their course of study and representing, supporting and advising Members;

- 2) Being the recognised representative channel between students and York St John University and any other external bodies;
- 3) Providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its members.

Historically, the Students' Union has relied on two main sources of funding; subvention (or block grant) funding from York St John University, and income generated via commercial and trading activities. Neither of these funding sources are guaranteed, and so it is imperative that the Students' Union holds an appropriate level of financial reserves to ensure business continuity, should funding sources be detrimentally impacted or reduced into the future.

SWOT Analysis

It is important to understand an organisation's strengths, weaknesses, opportunities and threats, and the effects of external influences (such as political, environmental, technological, legal and economical) when planning for and creating a sustainable organisation. With this in mind, YSJSU has identified key elements which may have major impact on the charity's success.

Strengths: Commercial sales, communication with members, engagement with members, resource effectiveness and efficiency, efficient financial processes, training programme for officers and staff, Trustee Board and committee governance and effectiveness, adaptability and change management, agility.

Weaknesses: Small team, limited financial resource, current limited access to external funding.

Opportunities: Diversify and increase marketing and commercial revenue, good working relationships with suppliers and university, new student markets for commercial services and activities.

Threats: Cost of living crisis, pension increases/extension, decrease in access to student funding, decrease in student disposable income and time availability, rising expectations of students in relation to service provision and experience.

Level of Reserves

Given the multifaceted and intricate nature of the services, activities, projects and events delivered by YSJSU, the Senior Management Team has recommended to the Trustees that the following areas be considered when identifying the level of reserves necessary:

- i. Wind up of activities – It is possible, though highly unlikely, that YSJSU may need to cease operating. If this were to happen then a level of funds would need to be available to allow HMRC, legal costs, staff redundancy, and creditors to be compensated appropriately.
- ii. Trading income collapse – Given the variety of trading activities there is always a risk that they may not perform as anticipated; it would therefore be wise to hold buffer funds to compensate for this if the situation occurs.
- iii. Summer period – Through the summer period (June to August inclusive) the Students' Union trading activities diminish significantly; short term funds are therefore

required to ensure a positive cash flow and then stock purchases ahead of all activities fully reopening in September.

iv. Medium term business continuity – An allowance should be held to enable the Students' Union to fund a short period of temporary relocation (3 months), should the current Students' Union building not be serviceable for whatever reason.

v. Future projects – There are activities and projects that the Students' Union may wish to invest in in the future, be these commercial diversification, further expansion of sports and activities projects, or seeking research/consultancy advice; and so, funds should be available to do this.

The Table below shows the levels of funds recommended in order to be able to provide security against the aforementioned areas.

i. Wind up of activities	£180,000
ii. Trading income collapse	£100,000
iii. Summer period	£100,000
iv. Medium term business continuity	£70,000
v. Future projects	£50,000

The total funds that have been identified are £500,000. However, there would not be a situation when all these funds would be required simultaneously. For example, if in the event of occurrence 'wind up of activities' then other funds would not be required as the Students' Union would no longer be operating. Alternatively, there may be a situation when occurrences 'ii' to 'iv' inclusive occur, and so a total of all the funds may need to be drawn upon. There may also be situations, where a 'winding down of activities' occurs, when extra (unexpected) costs may be incurred (such as employment litigation by employees) and an extra £20,000 (buffer) has been introduced to the lower limit to accommodate such circumstances.

Therefore, YSJSU identifies that there is a minimum level of reserves that should be retained as follows:

Minimum level of reserves: £200,000

YSJSU may also use reserves to invest in the organisation such as capital investment and resourcing. YSJSU may hold monies above the minimum level of reserves for this reason, and therefore, it is recommended that a maximum level of reserve is as follows:

Maximum level of reserves: £325,000

The Students' Union Trustee Board should therefore seek to achieve the minimum level and aspire to hold the maximum level. The Trustee Board may wish to utilise the financial reserve at any time should investment be required in infrastructure, resource etc to enable the ongoing success of the organisation.

How will the Students' Union achieve our maximum level target?

At 31st July 2024 the Students' Union held £300,704 (2023: £233,337) in free reserves. This means £100,704 above the minimum however a further £24,296 in additional reserve funds are required to meet the maximum target. The Students' Union will endeavour to achieve this by operating at a surplus in each financial year with future budgets set accordingly to

achieve a minimum of 1% of core activity turnover i.e., total turnover excluding the university subvention grant.

Future Funding

York St John University have confirmed via the University's Finance and Capital Development Committee that the Block Grant for 2024/24 will be £414,000 (2023/24: £438,000).

Going Concern

The Trustees confirm that the Students' Union has sufficient funds to meet its ongoing annual obligations. The Block Grant for 2024/245 has been confirmed at £414,000 and the commercial activities are expected to generate funds (surplus).

York St John University has agreed to continue to provide financial support to YSJSU in future years to ensure that it has sufficient funds to continue to operate effectively for the foreseeable future. The University and Students' Union reviewed the Memorandum of Understanding during the 2020 and it was agreed:

- 1. The University shall, subject to the terms of this Memorandum, pay to the Union the Subvention (Block Grant) approved by the Governing Body's Finance and Capital Development Committee as a contribution to the annual budget of the Union. The Subvention will be paid to the Union to support activity relating to the Union's core charitable objectives, including but not limited to representation, advice, support and advocacy, democratic activities, and student social and professional enhancement.*
- 2. The Subvention will be agreed in line with the University planning cycle and following consideration by the University of the Union's annual planning documents.*
- 3. The University agrees to support the Students' Union to mitigate any major liabilities, including the Students' Union Superannuation Scheme (SUSS) ongoing liability. (MoU 2020)*

Although there are many challenges for the HE sector, York St John University continues to recruit on target. York St John University has increased recruitment in all areas, especially internationally and in post-graduate study.

Funds held as Custodian Trustee on Behalf of Others

The Students' Union actively encourages the activities of clubs and societies to be organised by the students themselves. To be recognised, a club or society must comply with the objectives of the Students' Union and follow administrative rules set up to protect the interests of its members and the Students' Union. As well as direct financial support, clubs and societies are encouraged to collect and spend their own money for activities. Sums collected in this way are kept for safekeeping by the Students' Union. On 31st July 2024, £66,057 (2023: £58,150) was being held under this arrangement, which is included in Note 19, of the Statement of Financial Accounts within this document. This amount is identified as belonging to the members of the clubs and societies and not the Students' Union.

Pay Policy for Senior Staff

The Board of Trustees consider the Officer Trustees and the Management Team to be the key management personnel of YSJSU; in charge of directing, controlling and operating the Union on a day-to-day basis. All External Trustees and Student Trustees give of their time freely and did not receive remuneration in the year. Officer Trustees received an annual salary of £23,362 for their work as Full-time Elected Officers. Details of Trustees' expenses are disclosed in note 14 of the Statement of Financial Accounts.

The Heads of Service are appraised annually by the Chief Executive Officer and receive an incremental uplift if they have successfully achieved their objectives for the year. Heads of Service who have reached the top of their grade do not receive any further incremental uplifts.

The current Chief Executive came into post full time on 28 January 2019 and is the most senior member of the York St John Students' Union staff team. The Chief Executive is contractually line managed by the SU President and Deputy Chair of the Trustee Board on behalf of the Trustee Board.

The Chief Executive meets formally and informally with the SU President and Deputy Chair of the Trustee Board to provide an update on productivity, priorities, and objective delivery; the SU President (Chair) and Deputy Chair of the Trustee Board then communicate as necessary regarding the performance of the Chief Executive with the full Trustee Board. To ensure that formal appraisals are carried out and that the Chief Executive is properly supported, formal appraisal meetings should take place every six months as follows:

Yearly Appraisal (June)	6-month Review (January)
To include: ▪ Report from Chief Executive ▪ Feedback from the Sabbatical Trustees and staff team gathered by the President. ▪ 360-degree feedback survey conducted by an external agency (bi-annually) Conducted by: ▪ Current and incoming Presidents and Deputy Chair of Trustee Board	To include: ▪ Review of Appraisal Report and meeting record from June meeting ▪ Feedback from the Sabbatical Trustees and staff team gathered by the President. Conducted by: ▪ Current President and Deputy Chair of Trustee Board

The June yearly appraisal is also the opportunity for the President(s) and Deputy Chair(s) of the Trustee Board to agree whether an incremental salary increase should be given, and their decisions are documented and then noted by the Board of Trustees.

Future Plans



2024/25 is an exciting time for York St John Students' Union. We have created and implemented a new strategy for 2024-27, that builds upon the foundations of the 2020-24 strategy. Below are our priorities and plans for the next three years.

The Students' Union initiated consultation with stakeholders in August 2023 with completion of this process in June 2024. As part of the consultation, students gave feedback via workshops, focus groups, online surveys and forums. We have collated and reviewed strategic plans and documents from within the sector and beyond. YSJSU has carefully analysed data from national and internal surveys, carefully considered sector trends, and have interviewed staff from across the SU, university and sector.

Priority 1

Make students feel like they belong and are 'at home' at York St John University.

We'll do this by:

- Working with the university, communities, and national partners to make university life more accessible and inclusive.
- Raising further awareness and understanding of the Students' Union – what we offer.
- Creating opportunities that tailor to different student needs.

Key Projects:

- Societies Strategy
- Engagement and Belonging Strategy
- York and London City Engagement Projects
- Equality, Diversity and Inclusion Action Plan
- University Mental Health Charter

Priority 2

Ensure all students have a voice, are heard, and see that they can have an impact on the student experience.

We'll do this by:

- Creating student representative systems that work within the university, within the local communities of York and East London, and nationally.
- Continuing to develop our academic advice service and advocacy support.
- Working with the university to ensure that academic policies and procedures are fair, inclusive and student focused.

Key Projects:

- Student Representation Project
- Advice Service Review
- Work Related Experiential Learning Framework
- Closer links with NUS – NUS opportunities

Priority 3

Increase opportunities that enable students to become more employable.

We'll do this by:

- Creating more student employment and volunteering opportunities within the Students' Union
- Developing and utilising frameworks for student leaders, volunteers and staff to enable students to gain confidence, experience and better graduate outcomes
- Implementing ways to recognise and reward students for the incredible extra-curricular work that they do

Key Projects:

- Investing in Volunteers Framework
- YSJSU Awards Review
- Work Related Experiential Learning Framework
- Graduate employability impact project

Enablers

- Develop and empower our staff and volunteers to deliver the best possible experience
- Find innovative ways to ensure that we are relevant to students' needs and interests
- Be data informed to ensure we understand our students, trends, and social change
- Make student focused, well-informed decisions around governance, finance, risk management and operations
- Find ways to increase student engagement across all areas of the SU
- Always consider ethical and sustainable practices

Key Projects:

- Articles of Association Review
- Bye-laws Review
- Financial Systems Review
- Investors in People Accreditation
- Quality Students' Union Assessment
- Space Utilisation / Commercial Services Expansion Project

What Success Looks Like

- Multiple and/or reoccurring student engagement increases to 60% of the student population
- As a result of engagement with the Students' Union, student retention improves
- SU opportunities for student employment and volunteering increase, with evidence of impact on graduate employability
- Financial sustainability of YSJSU

To help us to be successful in achieving our aims, we ask the university to:

- Commit to working in partnership with the Students' Union and provide resources to enable us to really make a difference across both campuses.
- Work with us to extend support for, and the influence of, YSJSU's Student Leadership Team and our network of representatives to play a role in all major decision making.
- Be an advocate for what we do within the university, city and nationally.

Responsibilities of the Trustees and Independent Auditors Report



The Trustees (who are also the directors of York St John Students' Union Limited for the purposes of company law) are responsible for preparing the Report from the Board of 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 these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards 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 charitable company will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006.

The Trustees 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.

Statement of disclosure to the auditor

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is 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 auditor is aware of that information.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Auditor

The auditor, BHP LLP, have indicated their willingness to continue in office, subject to the approval of the Trustee Board.

Signed by the SU President and Chair of the Board of Trustees:



Signer ID: LGBQ4BM5YH...

Abinash Chaudhary

President of the Students' Union / Chair of the Board of Trustees 2024/25

21 January 2025

Independent Auditor's Report to the Members of York St John Students' Union

Opinion

We have audited the financial statements of York St John Students' Union (the 'charitable company') for the year ended 31 July 2023 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including 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 charitable company's affairs as at 31 July 2023, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the 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

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 charitable company'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.

Other information

The other information comprises the information included in the annual trustees' report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual trustees' 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.

Opinions 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 Annual Trustees' Report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

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 directors' report.

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

- adequate accounting records have not been kept, 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 directors' 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 prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemption from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 32, 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.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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:

- the engagement partner 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 charitable company through discussions with management and trustees, and from our knowledge and experience of this organisation;
- 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 charitable company, including the Charities Act 2011, the Companies Act 2006, data protection, health and safety legislation and employment law;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and trustees;
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit of the charitable company.

We assessed the susceptibility of the charitable company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by;

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

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

- performed analytical procedures to identify any unusual or unexpected variances;
- tested journal entries to identify unusual transactions;
- assessed whether judgments and assumptions made in determining the accounting estimates set out in note 1.18 were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

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;
- reviewing legal expenses;
- enquiring of management as to actual and potential litigation and claims.

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 is available on the FRC's website at: <https://www.frc.org.uk/auditors/audit-assurance/auditor-s-responsibilitiesfor-the-audit-of-the-fi/description-of-the-auditor%E2%80%99s-responsibilities-for>. This This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Laura Masheder

Signer ID: CRZCVPKXXZ...

Laura Masheder (Senior Statutory Auditor)

For and on behalf of

BHP LLP,

Chartered Accountants

Statutory Auditor

Rievaulx House
1 St Mary's Court
Blossom Street
York
YO24 1AH

Date: 29/01/2025 GMT

BHP LLP are eligible to act as an auditor in terms of section 1212 of Companies Act 2006.

Financial Accounts



**YORK ST JOHN
STUDENTS' UNION**



YORK ST JOHN STUDENTS' UNION LIMITED

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 JULY 2024

		Unrestricted funds	Restricted funds	Total funds	Total funds
		2024	2024	2024	2023
	Note	£	£	£	£
Income from:					
Grants, donations and legacies	2	417,946	-	417,946	442,207
Facilities in Kind	3	310,859	-	310,859	235,604
Other trading activities	4	48,875	-	48,875	55,560
Investment income	5	10,819	-	10,819	4,452
Charitable activities	6	467,697	-	467,697	414,772
Other income		-	-	-	-
Total income		<u>1,256,196</u>	<u>-</u>	<u>1,256,196</u>	<u>1,152,595</u>
Expenditure on:					
Raising funds	7	52,988	-	52,988	48,149
Charitable activities	8	1,121,008	-	1,121,008	1,060,226
Total expenditure	9	<u>1,173,996</u>	<u>-</u>	<u>1,173,996</u>	<u>1,108,375</u>
Net Income / (expenditure)		82,200	-	82,200	44,220
Remeasurement of pension scheme	25	(91,106)	-	(91,106)	59,988
Net (expenditure) / Income and movement in funds		<u>(8,906)</u>	<u>-</u>	<u>(8,906)</u>	<u>104,208</u>
Reconciliation of funds:					
Total funds at 1 August 2023		(325,090)	-	(325,090)	(429,298)
Net movement in funds		(8,906)	-	(8,906)	104,208
Total funds at 31 July 2024	21	<u>(333,996)</u>	<u>-</u>	<u>(333,996)</u>	<u>(325,090)</u>

The Statement of Financial Activities complies with the requirements for an income and expenditure account under the Companies Act 2006 and includes all gains and losses recognised in the year.

All activities relate to continuing operations.

All funds in the current and previous year are unrestricted.

The notes on pages 57 to 77 form part of these financial statements.

YORK ST JOHN STUDENTS' UNION LIMITED

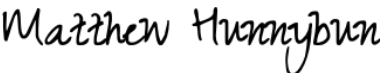
BALANCE SHEET

AS AT 31 JULY 2024

			2024	2023
	Note	£	£	£
Fixed assets				
Tangible assets	16	5,200	9,163	
		<u>5,200</u>	<u>9,163</u>	
Current assets				
Stocks	17	7,504	4,291	
Debtors	18	10,934	7,817	
Cash at bank and in hand		414,917	345,805	
		<u>433,355</u>	<u>357,913</u>	
Creditors: amounts falling due within one year	19	<u>(153,486)</u>	<u>(154,888)</u>	
Net current assets			<u>279,869</u>	<u>203,025</u>
Total assets less current liabilities			<u>285,069</u>	<u>212,188</u>
Creditors: amounts falling due after more than one year	20	(619,065)	(537,278)	
Net liabilities	21	<u>(333,996)</u>	<u>(325,090)</u>	
Charity funds				
Restricted funds	21	-	-	
Unrestricted funds	21	(333,996)	(325,090)	
Total funds		<u>(333,996)</u>	<u>(325,090)</u>	

The Financial Statements were approved by the Trustees on 21st January 2025 and signed for on their behalf, by:


Signer ID: LGBQ4BM5YH...
Abinash Chaudhary, President


Signer ID: LTKJ6GNPDD...
Matthew Hunnybun, External Trustee

The notes on pages 57 to 77 form part of these financial statements.

YORK ST JOHN STUDENTS' UNION LIMITED

CASH FLOW STATEMENT

FOR THE YEAR ENDED 31 JULY 2024

	Note	2024 £	2023 £
Cash flows from operating activities			
Net cash provided by operating activities:	23	<u>62,415</u>	<u>57,664</u>
Cash flows from investing activities:			
Purchase of tangible assets		(4,120)	-
Bank interest received		10,819	4,452
Net cash provided by Investing activities		<u>6,699</u>	<u>4,452</u>
Cash flows from financing activities:			
Change in cash and cash equivalents in the year		69,114	62,116
Cash and cash equivalents brought forward		345,805	283,689
Cash and cash equivalents carried forward	24	<u>414,919</u>	<u>345,805</u>

1. Accounting policies

1.1. Basis of preparation of financial statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

York St John Students' Union Limited 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 financial statements are prepared in sterling which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

1.2. Going concern

Notwithstanding the balance sheet showing net liabilities of £333,996, the Trustees are of the opinion that there are no material going concern uncertainties. This assessment is based upon:

The Union having net current assets of £279,869.

The Union having free reserves not including the pension scheme funding deficit liability of £300,704.

Only £20,834 of the future pension funding deficit liability of £639,899 being due as a cash obligation to 31 July 2025.

This demonstrates that whilst the pension obligation presents a net liability position on the balance sheet it does not represent a cash obligation that the Union cannot meet through its available free reserves.

The University shall, subject to the terms of this Memorandum, pay to the Union the Subvention (Block Grant) approved by the Governing Body's Finance and Capital Development Committee as a contribution to the annual budget of the Union. The Subvention will be paid to the Union to support activity relating to the Union's core charitable objectives, including but not limited to representation, advice, support and advocacy, democratic activities, and student social and professional enhancement. The Subvention will be agreed in line with the University planning cycle and following consideration by the University of the Union's annual planning documents. The University agrees to support the Students' Union to mitigate any major liabilities, including the Students' Union Superannuation Scheme (SUSS) ongoing liability. (MoU 2020)

In light of this, management forecasts and budgets reflect a deficit for the period to 31 July 2025 with surpluses from 1 August 2025 to 30 November 2025. These have been considered in light of sensitivities around key judgements such as current economic situation, salary costs and we are satisfied these forecasts are achievable.

Therefore the trustees believe it is appropriate to prepare the accounts on the going concern basis.

1.3. Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 4. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1.4. 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 company 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 company 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.

Investment income, gains and losses are allocated to the appropriate fund.

1.5. Income

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

Donated services or facilities are recognised when the company has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the company of the item is probable and that economic benefit can be measured reliably.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the company which is the amount the company 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.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

1.6. 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 classed 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 allocated on the basis of time spent, and depreciation charges allocated on the portion of the assets use.

Expenditure on raising funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to their applicable expenditure headings.

1.7. Tangible fixed assets and depreciation

Fixed assets are stated at cost less accumulated depreciation. Assets are capitalised if they cost more than £2,500 and expected to last more than one year and any provision for impairment.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives. Depreciation is provided on the following bases Equipment - 3 years straight line.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment.

1.8. Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Union; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

1.9. Operating leases

Rentals under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

1.10. Stocks and work in progress

Stocks and work in progress 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.

1.11. Debtors

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

1.12. Cash at Bank and in hand

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

1.13. Creditors and provisions

Creditors and provisions are recognised where the company has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

1.14. Financial instruments

The charity 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.

1.15. Taxation

The company 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 company 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.

1.16. Pensions

The Union participates in the Students' Union Superannuation Scheme (SUSS), a defined benefit 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 rates of contribution payable being determined by the 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 attributed to the Union. In these circumstances contributions are accounted for as if the scheme were a defined contribution scheme based on actual contributions paid through the year. The present value of the union's share of the deficit is recognised as a liability in accordance with SORP (FRS 102).

The Union also participates in Aegon and NEST pension schemes, both of which are defined contribution schemes. The assets of the schemes are held separately from those of the Union in independently administered funds. The pension charge represents the amounts payable by the company to the fund in respect of the year.

1.17. Grants

The recurrent block grant is receivable from York St John University. The grant is credited to the income and expenditure account in the year to which it relates.

Project support grants are project based and include grants which are receivable from the University and other funding bodies

1.18. Critical accounting estimates and areas and judgement

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) 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 present value of the commitment is recognised. The calculation of the present 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.

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 in line with HM Treasury Guidance found at www.gov.uk

(ii) Donation of facilities by York St John University

In accordance with the Charities SORP FRS 102, the union has valued the benefit it receives from occupying facilities owned by the University on a rent-free basis, at the University's estimate of market value of £310,859.

(iii) 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 a basis of assessed consumption.

1.19. Employee benefits

The cost of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as par of the cost of stock or fixed assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2. Income from grants, donations and legacies

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
University block grant	417,946	-	417,946	442,207
	<u>417,946</u>	<u>-</u>	<u>417,946</u>	<u>442,207</u>

3. Facilities in Kind

	Unrestricted funds	Restricted funds	Total funds	Total funds
	2024	2024	2024	2023
	£	£	£	£
Facilities in Kind	310,859	-	310,859	235,604
	<u>310,859</u>	<u>-</u>	<u>310,859</u>	<u>235,604</u>

4. Other trading activities

	Unrestricted funds	Restricted funds	Total funds	Total funds
	2024	2024	2024	2023
	£	£	£	£
Marketing and communication	48,875	-	48,875	53,792
Clawback and insurance	-	-	-	1,768
	<u>48,875</u>	<u>-</u>	<u>48,875</u>	<u>55,560</u>

5. Investment income

	Unrestricted funds	Restricted funds	Total funds	Total funds
	2024	2024	2024	2023
	£	£	£	£
Bank interest	10,819	-	10,819	4,452

6. Income from charitable activities

	Unrestricted funds	Restricted funds	Total funds	Total funds
	2024	2024	2024	2023
	£	£	£	£
Student opportunities	70,156	-	70,156	46,686
Bar	270,291	-	270,291	254,630
Retail	16,382	-	16,382	15,565
Coffee	55,826	-	55,826	46,308
Catering	45,839	-	45,839	43,783
Events	9,203	-	9,203	7,800
	<u>467,697</u>	<u>-</u>	<u>467,697</u>	<u>414,772</u>

7. Raising funds

	Unrestricted funds	Restricted funds	Total funds	Total funds
	2024	2024	2024	2023
	£	£	£	£
Marketing and communication	17,919	-	17,919	14,474
Marketing and communication wages	35,069	-	35,069	33,675
	<u>52,988</u>	<u>-</u>	<u>52,988</u>	<u>48,149</u>

8. Analysis of expenditure on charitable activities

	Unrestricted funds	Restricted funds	Total funds	Total funds
	2024	2024	2024	2023
	£	£	£	£
Charitable activities :				
Student voice	154,980	-	154,980	176,300
Student opportunities	58,055	-	58,055	66,912
Bar	148,557	-	148,557	148,436
Retail	10,718	-	10,718	9,740
Coffee	33,800	-	33,800	31,864
Catering	40,881	-	40,881	42,554
Events	12,513	-	12,513	11,101
Central services	178,156	-	178,156	182,831
Operations	161,562	-	161,562	143,886
Facilities in kind	310,859	-	310,859	235,604
	<u>1,110,081</u>	<u>-</u>	<u>1,110,081</u>	<u>1,049,228</u>

Governance costs :

Audit fees	9,170	-	9,170	9,385
Other costs	1,757	-	1,757	1,613
	<u>1,121,008</u>	<u>-</u>	<u>1,121,008</u>	<u>1,060,226</u>

9. Analysis of expenditure type

	Staff costs 2024 £	Other costs 2024 £	Total 2024 £	Total 2023 £
Marketing and communication	35,069	17,919	52,988	48,149
Raising funds	35,069	17,919	52,988	48,149
Student voice	138,215	48,746	186,961	200,808
Student opportunities	28,150	61,886	90,036	91,420
Bar	50,514	248,098	298,612	260,548
Retail	6,018	20,244	26,262	21,521
Coffee	13,379	20,421	33,800	31,864
Catering	11,972	28,909	40,881	42,554
Events	-	12,513	12,513	11,101
Central services	119,291	92,638	211,929	209,237
Operations	154,806	54,281	209,087	180,175
Charitable activities	522,345	587,736	1,110,081	1,049,228
Expenditure on governance	-	10,927	10,927	10,998
	557,414	616,582	1,173,996	1,108,375

10. Analysis of expenditure by activities

	Activities undertaken directly 2024 £	Support costs 2024 £	Total 2024 £	Total 2023 £
Student voice	150,323	36,638	186,961	200,808
Student opportunities	53,395	36,641	90,036	91,420
Bar	142,344	156,268	298,612	260,548
Retail	9,165	17,097	26,262	21,521
Coffee	33,800	-	33,800	31,864
Catering	40,881	-	40,881	42,554
Events	-	12,513	12,513	11,101
Central services	170,389	41,540	211,929	209,237
Operations	172,445	36,642	209,087	180,175
	772,742	337,339	1,110,081	1,049,228

11. Net income / (expenditure)

This is stated after charging:

	2024	2023
	£	£
Auditor's remuneration	9,170	8,735
Depreciation of owned assets	<u>8,083</u>	<u>7,854</u>

12. Trustees' Expenses

12 trustees received reimbursement of expenses for travel and accommodation of £1,757 (2023: - 6 trustees - £1,613).

13. Staff costs

Staff costs were as follows:

	2024	2023
	£	£
Wages and salaries	508,391	515,463
Social security costs	34,973	35,373
Defined contribution pension costs (Note 25)	<u>14,050</u>	<u>14,336</u>
	<u>557,414</u>	<u>565,172</u>

Total redundancy/termination payments amounted to £0 (2023: £0).

During the year key management personnel received remuneration (including Employer's NI and pension) totalling £245,427 (2023: £258,481). The union considers its key management personnel to comprise of the Trustees and those individuals detailed in the administrative information on page 5.

The average monthly number of employees was 38 (2023: 40) and the average monthly number of Full Time Equivalent employees during the year was as follows (including casual and part-time staff):

	2024	2023
	No.	No.
Permanent staff	14	15
Student staff	<u>5</u>	<u>5</u>
	<u>19</u>	<u>20</u>

No employee received remuneration amounting to more than £60,000 in either year.

14. Trustees' remuneration

The three sabbatical roles each incurred a salary charge as authorised in the Students' union governing document, for the representation, campaigning and support work they undertake as distinct from their trustee responsibilities. This work includes voicing student opinion with the University and local community, defending and extending the rights of students through petitions, discussions with MPs and also organising and supporting student volunteers and service provision for them.

Remuneration is paid to each sabbatical trustee for an annual term which runs to the 30 June. For the year to 31 July 2024 each received £23,363 and for the year to 31 July 2023 each received £23,462. The aggregate amount payable under such contracts is shown below:

	2024	2023
	£	£
Wages and salaries	72,934	70,385
Defined contribution pension costs	643	2,449
	<u>73,577</u>	<u>72,834</u>

15. SOFA prior year comparatives

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Income from:			
Grants, donations and legacies	442,207	-	442,207
Facilities in kind	235,604	-	235,604
Other trading activities	55,560	-	55,560
Investments	4,452	-	4,452
Charitable activities	414,772	-	414,772
Other income	-	-	-
Total income	<u>1,152,595</u>	<u>-</u>	<u>1,152,595</u>
Expenditure on:			
Raising funds	48,149	-	48,149
Charitable activities	1,060,226	-	1,060,226
Other expenditure	-	-	-
Total expenditure	<u>1,108,375</u>	<u>-</u>	<u>1,108,375</u>
Other recognised gains / (losses)			
Remeasurement of pension scheme	59,988	-	59,988
Net Income and movement in funds	<u>104,208</u>	<u>-</u>	<u>104,208</u>
Reconciliation of Funds			
Funds brought forward	(429,298)	-	(429,298)
Funds carried forward	<u>(325,090)</u>	<u>-</u>	<u>(325,090)</u>

16. Tangible fixed assets

	2024
	£
	Equipment
Cost	
Balance as at 1st August 2023	23,562
Additions	4,120
Balance as at 31st July 2024	27,682
Depreciation	
Balance as at 1st August 2023	14,399
Charge for the Year	8,083
Balance as at 31st July 2024	22,482
Net Book Value:-	
At 31st July 2023	9,163
At 31st July 2024	5,200

These assets include refurbishments to the Bar, Shop, Catering facilities and social areas within the building.

17. Stocks

	2024	2023
	£	£
Retail	3,745	2,396
Bar	2,726	1,514
Coffee	340	79
Catering	693	302
	7,504	4,291

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YORK ST JOHN STUDENTS' UNION LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2024

18. Debtors

	2024	2023
	£	£
Trade Debtors	4,542	4,797
Prepayments and accrued income	6,392	3,020
	<u>10,934</u>	<u>7,817</u>

19. Creditors

Amounts falling due within one year

	2024	2023
	£	£
Clubs and societies	66,057	58,150
Trade creditors	39,403	45,191
VAT	3,534	4,978
Other creditors	2,408	413
Accruals and deferred income	21,250	15,844
Defined benefit scheme funding deficit liability (Note 25)	20,834	30,312
	<u>153,486</u>	<u>154,888</u>

20. Creditors over one year

Amounts falling due after more than one year

	2024	2023
	£	£
Defined benefit scheme funding deficit liability (Note 25)	619,066	537,278
	<u>619,066</u>	<u>537,278</u>

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21. Statement of funds

Current year	Brought forward £	Income £	Expenditure £	Gains/(losses) £	Transfer £	Carried forward £
Unrestricted funds						
General funds	242,500	1,256,196	(1,142,930)	-	(49,862)	305,904
Pension deficit	(567,590)	-	(31,066)	(91,106)	49,862	(639,900)
	<u>(325,090)</u>	<u>1,256,196</u>	<u>(1,173,996)</u>	<u>(91,106)</u>	<u>-</u>	<u>(333,996)</u>
Restricted funds						
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total of funds	<u>(325,090)</u>	<u>1,256,196</u>	<u>(1,173,996)</u>	<u>(91,106)</u>	<u>-</u>	<u>(333,996)</u>
Prior year	Brought forward £	Income £	Expenditure £	Gains/(losses) £	Transfer £	Carried forward £
Unrestricted funds						
General funds	226,344	1,152,595	(1,088,952)	-	(47,487)	242,500
Pension deficit	(655,642)	-	(19,423)	59,988	47,487	(567,590)
	<u>(429,298)</u>	<u>1,152,595</u>	<u>(1,108,375)</u>	<u>59,988</u>	<u>-</u>	<u>(325,090)</u>
Restricted funds						
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total of funds	<u>(429,298)</u>	<u>1,152,595</u>	<u>(1,108,375)</u>	<u>59,988</u>	<u>-</u>	<u>(325,090)</u>

Transfers in the year of £49,862 relate to repayments of the pension deficit liability.

22. Analysis of net assets between funds

Current year	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £
Tangible Fixed assets	5,200	-	5,200
Current assets	433,357	-	433,357
Creditors due within one year	(153,486)	-	(153,486)
Creditors due after one year	(619,065)	-	(619,065)
	<u>(333,994)</u>	<u>-</u>	<u>(333,994)</u>
Prior year	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Tangible Fixed assets	9,163	-	9,163
Current assets	357,913	-	357,913
Creditors due within one year	(154,888)	-	(154,888)
Creditors due after one year	(537,278)	-	(537,278)
	<u>(325,090)</u>	<u>-</u>	<u>(325,090)</u>

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

	2024	2023
	£	£
Net income for the year (as per Statement of Financial Activities)	82,200	44,220
Adjustment for:		
Depreciation	8,083	7,854
Bank interest received	(10,819)	(4,452)
Pension finance charge	31,067	19,423
Decrease in stocks	(3,213)	2,315
Decrease/(Increase) in debtors	(3,117)	29,403
Increase / (decrease) in creditors	8,076	6,388
SUSS pension contribution paid	(49,862)	(47,487)
Net cash provided by operating activities	62,415	57,664

24. Analysis of cash and cash equivalents

	2024	2023
	£	£
Cash at bank and in hand	414,919	345,805
	414,919	345,805

25. Pension commitments

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 onwards 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 scheme was carried out on 30 June 2022 and showed that the market value of the scheme's assets was £106,700,000 with 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

Valuations are conducted every three years based upon assumptions agreed by the Trustees, and is used to set the contributions payable by the participating employers.

The outcome in financial terms is set out in the table below:

	30 June 2019 £m	30 June 2022 £m
Assets	119.1	106.7
Liabilities	260.0	240.3
Expense reserve		3
Deficit	£140.9	(£136.6)
Funding Level	46%	44%

The decrease shown in the deficit since 2019 is in line with the changes previously reported, following annual reviews, but makes allowance for the impact of the 7% pension increase issue. This has increased the deficit in SUSS but its impact has been mitigated by the member consent exercise.

Whilst the assets have performed well rising by over 17% over the three years, the liabilities have increased by a similar percentage. The sustained low yield on government bonds has continued to affect the liabilities, but the increase was driven in large part by the pension increase issue. The Trustees have concluded that the level of contributions to clear the deficit will have to rise above the planned 5% annual increase in order to address this. However, in order to allow time for the unions to make necessary arrangements the increase in contributions have come into effect from October 2021.

The increase of 5% due in October 2024 proceeded as planned, and these contributions formed part of the plan to remove the funding deficit in SUSS.

Following the 2020 increase, and in order to attribute the further increase in costs as fairly as possible, the Trustees have allocated the additional liabilities arising from the 7% pension increase issue to those unions whose members are directly affected by it. This means that a union with many affected members may see a substantial increase in their contributions to SUSS from October 2021, while a union with no members affected by the issue would see a much smaller increase.

The Trustees also considered whether the costs of carrying out the member consent exercise should be borne only by those unions whose members are directly affected by the pension increase issue. After careful consideration, and keeping in mind the principle collectivism, they concluded that a significant proportion of the costs incurred were justifiable expenses of running SUSS as a whole (because benefits needed to be adjusted, and members written to, whether or not the compromise offer was made). What remained, once allocated to the many affected unions and reclaimed over a reasonable period of time, was not material in the context of the overall level of payments being made to the SUSS by the unions, and so no additional charges will be made in respect of this.

The existing recovery plan, based on the results of the 2016 valuation, was due to end in 2033. One option considered by the Trustees was to retain this target end date, in line with the Pensions Regulator's guidance that funding deficits should be addressed over as short a period as possible. However, given the already substantial level of contributions being made to SUSS by the employers, the Trustees concluded that extending the recovery period, and hence reducing the initial increase in contributions that unions would be required to make, struck an appropriate balance between removing the deficit as quickly as possible while remaining affordable.

In summary, the 2022 valuation recommended a monthly contribution requirement by each Union expressed in monetary terms intended to clear the ongoing funding deficit over a period of 14 years and 10 months ending May 2037 and has increased by 5% through to 2037 an extension of 20 months. These contributions also include an allowance for the cost of the ongoing administrative and operational expenses of running the scheme. These rates applied with effect from 1 October 2022 and will be formally reviewed following completion of the next valuation due with an effective date of 30 June 2025. Surpluses or deficits which arise at future valuations will also impact on the Union's future contribution commitment. In addition to the above contributions, the Union also pays its share of the scheme's levy to the Pension Protection Fund.

25. Pension commitments - continued

Under FRS102 the Union is required to recognise as a liability the present value of its agreed share of future deficit contributions. Finance costs are recognised as the present value unwinds.

Total contributions paid into the scheme by York St John Students' Union in respect of eligible employees for the year ended 31 July 2024 amounted to £nil (2024 £nil). At the balance sheet date, the Union's pension deficit was £639,900 (2023: £567,589), split by amounts due within 1 year £20,834 (2023: £30,312) and amounts due after 1 year £619,066 (2023: £537,277). The deficit payment to the scheme is £49,862 (2023: £47,487).

The company also operates two defined contribution pension schemes. The assets of the schemes are held separately from those of the company in independently administered funds. The pension cost charge represents contributions payable by the company to the funds and amounted to £14,050 (2023: £14,336). Contributions totalling £2,541 (2023: £2,496) were payable to the fund at the balance sheet date and are included in creditors.

The full reconciliation of this present value is as follows:

Present value of provision	2024	2023
	£	£
Student's Union Superannuation Scheme	639,900	567,589
Present value of provision:		
Creditors: amounts falling due within one year (Note 19)	20,834	30,312
Creditors: amounts falling due after more than one year (Note 20)	619,066	537,278
	<u>639,900</u>	<u>567,590</u>
Reconciliation of opening and closing provisions:		
Opening Provision	567,590	655,642
Unwinding of discount factor	31,066	19,423
Deficit contribution paid	(49,862)	(47,487)
Movement in net present value calculation	91,106	(59,988)
Closing Provision	<u>639,900</u>	<u>567,590</u>
Assumptions:		
	2024	2023
	%	%
Rate of discount	<u>5.00</u>	<u>5.00</u>

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

26. Operating lease commitments

At 31 July 2024 the company had no annual commitments under non-cancellable operating leases as follows:

Excluding the formal lease with the University agreed 2018 for 10 year period regarding donation for lease and utilities fees (page 7 of TAR)

27. Related party transactions

The Union is in receipt of a recurrent grant from York St John University of £417,946 (2023: £442,207) and other paid items £8,498 primarily for events held on behalf of international students whilst the prior year (2023: £8,986) was £7,585 to reimburse transactions made on Aspire cards, this will include memberships and retail sales and £1,401 for i2i mini bus hire for men's football and taxi fares for both hockey and rugby league for training, and £3,999 (2023: £12,083) various reimbursements of stock items shown in sales or costs incurred by YSJ SU on behalf of the Uni.

In addition the Student Union occupies its building on a rent free basis and York St John University provides support services. In accordance with the Charities SORP FRS102, the trustees have estimated that the provision of space and associated services is worth £310,859 (2023: £235,604) to the Union and have recognised this amount in the financial statements.

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 14 and Trustees' expenses in Note 12.

Accounts



YORK ST JOHN STUDENTS' UNION

Annual Trustees' Report and Accounts

Financial Year Ending 31 July 2023

Charity No: 1136905

Company No: 07250320

YORK ST JOHN STUDENTS' UNION LIMITED
YEAR ENDED 31 JULY 2023

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YORK ST JOHN STUDENTS' UNION LIMITED
YEAR ENDED 31 JULY 2023

ADMINISTRATIVE INFORMATION

Legal Status: York St John Students' Union Limited (YSJSU) is a charity registered in England and Wales and is incorporated as a Company Limited by Guarantee (CLG).

Charity Registration Number: 1136905

Company Registration Number: 07250320

Principal Office: The principal office of YSJSU is at York St John Students' Union, York St John University, Lord Mayor's Walk, York YO31 7EX.

The Students' Union also has an office at the University London Campus: York St John University, Floor 6, Export Building, 1 Clove Crescent, London E14 2BA.

Charity Trustees and Company Directors:

Position	Name	Term Dates
Sabbatical Trustee (President of the Students Union)	Isabella Sparling	01/07/2022 to 30/06/2023
Sabbatical Trustee (President of Education)	Aimee Yeoman	01/07/2021 to 30/06/2023
Sabbatical Trustee (President of Wellbeing & Diversity)	Christian Smith	01/07/2021 to 30/06/2023
Sabbatical Trustee (President of the Students' Union)	Matthew Blackstock	01/07/2023 to Present
Sabbatical Trustee (President of Education)	Kamil Lawal	01/07/2023 to Present
Sabbatical Trustee (President of Wellbeing & Diversity)	Mario Owiriwa	01/07/2023 to Present
External Trustee	Michael Wilkinson	01/07/2017 to 30/06/2023
External Trustee	Amanda Chetwynd-Cowieson	01/07/2020 to 30/06/2023
External Trustee	Tiffany Burnett	01/07/2021 to Present
External Trustee	Matthew Hunnybun	01/07/2022 to Present
External Trustee	Simon Crack	01/09/2022 to Present
External Trustee	Charlotte Burke	01/07/2023 to Present
External Trustee	Daniel Tinkler	01/07/2023 to Present
Student Trustee	Vishal Shah	01/12/2021 to 30/06/2023

Other Company Officers:

Position	Name	Term Dates
Company Secretary	Donna Smith	28/01/2019 to Present

YORK ST JOHN STUDENTS' UNION LIMITED
YEAR ENDED 31 JULY 2023

Auditor:

BHP LLP, Rievaulx House, 1 St Mary's Court, Blossom Street, York, YO24 1AH

Bankers:

HSBC plc, PO Box 26, 13 Parliament Street, York, YO1 8XS

Management Personnel:

York St John Students' Union (YSJSU) employs a Chief Executive Officer to work closely with the Sabbatical Trustees, other elected representatives, and the staff team to ensure effective management of the charity. The Trustees delegate the day to day running of YSJSU to the Chief Executive Officer and to the Management Team.

During the 2022/23 financial year the Senior Management Team were as follows:

Position	Name	Term Dates
Chief Executive Officer	Donna Smith	28/01/2019 to Present
Student Opportunities Manager / Head of Student Opportunities	Paul Murtough	01/08/2019 to 07/02/2023
Operations and Business Development Manager / Head of Operations and Business Development	David Tait	01/02/2018 to Present
Finance and Resources Manager / Head of Finance and Resources	David Green	01/03/2016 to Present

**YORK ST JOHN STUDENTS' UNION LIMITED
YEAR ENDED 31 JULY 2023**

Introduction from the President of the Students' Union and Chair of the Trustee Board

It's been a very busy academic year! The university saw another population growth, especially of international students and significant growth at the London Campus. As well as increasing diversity amongst the student body, such growth brings with it challenges, especially set against a backdrop of a Cost-of-Living Crisis, university academic staff strikes, and changes in Higher Education legislation such as the Freedom of Speech Act.

The Sabbatical Officer team for 2022/23 worked hard over the course of the year to support students on their return to campus life. Through partnership work with the university, many academic policies have been amended, changed or enhanced to better support students to prevent them from leaving university. We have been advised by the University Secretary that over 150 students have been able to continue their studies due to the implementation of the new policies over the summer 2023 period.

In response to the Cost-of-Living crisis, the University agreed to Students' Union suggestions to aid students through a Larder (food bank), sports club and societies membership subsidies, enhancement to the Student Support Fund, and offered students support through subsidies on food in university outlets and help for commuting students.

Furthermore, the President of Wellbeing and Diversity addressed key student safety issues this past year with work being done alongside the Police to enhance feedback mechanisms for areas of concern in the city and introducing anti-spiking aids for students on nights out.

The Advice Service continues to grow, with 50 students commenting that engagement with the service during 2022/23 directly aided their continuation or graduation outcomes. There are exciting developments for 2023/24 in the launch of professional mediation services, which I think will be a great enhancement to the service provided.

As my time at York St John Students' Union comes to an end, I'd like to thank all the staff at the SU for their hard work and dedication to enhancing the student experience. I'd also like to welcome our new Sabbatical Officer Team, Matt, Kamil and Mario for the upcoming academic year.

I am proud of the work we have achieved over my time as President of the Students' Union and as the Chair of the Board of Trustees.

Isabella Sparling

President of the Students' Union / Chair of the Board of Trustees 2022-2023

The sabbatical team was effective and positive in aiding our organization to continually improve with input from our board members. We appreciate all of the time given by members who left us at the end of 2022/23, wishing them all the best, whilst looking forward to another successful year, with some new additions to the trustee board.

Matthew Blackstock

President of the Students' Union / Chair of the Board of Trustees 2023-2024

**YORK ST JOHN STUDENTS' UNION LIMITED
YEAR ENDED 31 JULY 2023**

REPORT FROM THE TRUSTEES FOR THE YEAR ENDED 31ST JULY 2023

The Trustees, who are also Directors for the purposes of Company Law, present their annual report together with the audited financial statements of York St John's Students' Union for the period 1 August 2022 to 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), relevant to charities preparing their accounts in accordance with the Financial Reporting Standard, applicable in the UK and Republic of Ireland published in October 2019.

Since the Union qualifies as small under section 383 of the Companies Act 2006, the strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

STRUCTURE, GOVERNANCE AND MANAGEMENT

a. Organisational Structure and Decision Making

York St John Students' Union is a Company Limited by Guarantee and does not have a Share Capital as defined by the Companies Act 2006. YSJSU registered as a charity in the UK on 1 August 2010. YSJSU is a Students' Union as defined by the Education Act 1994 whose activities are devoted to the educational interests and welfare of its members.

YSJSU's principal governing document is the Articles of Association, agreed by the Company Members of the Union in a General Meeting and reviewed by YSJSU and York St John University at least every 5 years. Copies of the Articles of Association are available from the offices of YSJSU and via the *Documents* section of our website (www.ysjsu.com). In September 2020, YSJSU adopted the revised Articles of Association via an Extraordinary General Meeting. The Articles of Association are supported by the YSJSU Byelaws which were fully reviewed and approved by the Trustee Board in June 2021.

The Trustee Board of YSJSU is made up of three Officer Trustees, up to two Student Trustees, and up to five External Trustees. Officer Trustees are elected by a ballot of all members of YSJSU and serve for one academic year. To stand for election as an Officer Trustee, candidates must be full members of YSJSU (see Articles of Association for definition). Student Trustees and External Trustees are appointed by a selection and interview process led by the Nominations Committee. The Nominations Committee then makes formal recommendations to the Board for approval of the appointment of Trustees.

The experiences and expertise held by the External Trustees are in the areas of law, higher education policy, governance, financial management and strategic planning. This provides YSJSU with the opportunity to develop its activities and services, and provides risk management and continuity. The Trustee Board structure also includes two Student Trustees to improve the voice of students on the board.

Officer Trustees are required to take a sabbatical year away from their studies (or alternatively, have just finished their final year of study) and are remunerated by YSJSU during this period. Officer Trustees are in post for one year and may stand for re-election for one year (maximum of two years in total). Student Trustees may remain in office for a term of two years and External Trustees for three years. Both can serve a maximum of two consecutive terms. The Officer Trustees undergo a formal process of induction and training on taking up their post. This is

YORK ST JOHN STUDENTS' UNION LIMITED YEAR ENDED 31 JULY 2023

organised by the permanent staff of YJSU and utilises external training providers as well as the National Union of Students (NUS) and staff from York St John University.

Responsibility is delegated from the Trustee Board and committee structure of YJSU to the Chief Executive Officer and staff team of YJSU and documented via the organisations' Scheme of Delegated Authority' document. YJSU employs a team of full-time staff to ensure effective management of its many activities and to implement the policy decisions made by the Trustees and/or Student Council. The Scheme of Delegated Authority document outlines clear levels of responsibility for areas of decision making and delegates authority for the day-to-day operational management and decision making of the organisation to the Chief Executive Officer and staff team of YJSU.

The Trustee Board delegates responsibility to six committees: Finance, Audit and Risk; Health and Safety; People and Culture; Elections; Nominations; and Service Development to ensure effective governance and decision making.

The Student Council is made up of elected part-time officers, representatives of student groups and the Officer Trustees, who receive and discuss reports including financial information, policy issues and information from staff as required. The Council meets at least three times per year.

When reviewing objectives and planning activities, YJSU has given due consideration to the Charity Commission's general and relevant supplementary guidance on public benefit, which is detailed on page 12 of this document.

b. Relationship with York St John University

The Students' Union receives a block grant (subvention) from the University, and by means of a formal lease, occupies a building owned by the University. This support is intrinsic to the relationship between the University and YJSU. Although YJSU engages in various trading activities, it has financial dependence on the University for resourcing its charitable activities. There is no reason to believe that financial support will not continue for the foreseeable future and the Students' Union and University agreed a revised Memorandum of Understanding in June 2020. The document articulates agreement to continue to pay YJSU a subvention in line with annual financial planning frameworks and support the Students' Union with the SUSS pension deficit. A ten-year lease agreement was confirmed in 2018 with donation from the university (no cash charge) regarding lease and utilities fees. This is to be renegotiated after this period.

The Education Act 1994 requires that the University is notified of any changes in the governance of YJSU. YJSU and York St John University have a well-established relationship that involves both formal committees and informal meetings where issues are discussed and ideas for future work formulated. The formal structures include regular reports on the activities, management, and financial situation of YJSU. The President of YJSU is a member of York St John University's Board of Governors and the Sabbatical Officer Team and Chief Executive Officer have monthly one to one meetings with members of the university Executive Board. The YJSU Officer Trustees and the whole Executive Board of the university meet once every 6 weeks via the Students' Union and Executive Board Consultative Committee.

c. Risk Management

A comprehensive risk management process is in operation by YJSU to ensure that appropriate steps are taken to manage and mitigate governance, external, operational, legal/regulatory, and financial risks. This is overseen and monitored by the Finance, Audit and Risk Committee

YORK ST JOHN STUDENTS' UNION LIMITED
YEAR ENDED 31 JULY 2023

(regarding financial risk), Health and Safety Committee (regarding safety and health risk) and People and Culture (regarding HR related risk) on behalf of the Trustee Board.

The process includes the identification of the risks that YSJSU may face, evaluating the potential impact and likelihood of occurrence, taking consideration to YSJSU's risk appetite, and identifying means whereby the risks can be mitigated and managed.

A formal Risk Register has been established and is reviewed at meetings of the Trustee Board and Finance, Audit and Risk Committee, with the latest version approved in September 2023. The Risk Register currently highlights the following as major risks to YSJSU:

- Digital/cyber security
- GDPR compliance
- The event of a decrease in university grant (Subvention)
- The event of a decrease in commercial income
- Pension scheme deficit liabilities increasing quicker than the agreed recovery plan
- Effects of the Cost-of-Living Crisis.

Major Incident Plans are also in place in partnership with York St John University to aid response and recovery regarding any major incident the organisation might face. These plans are regularly reviewed, and the Chief Executive Officer is a member of the university's Major Incident Team. YSJSU has a Major Incident and Business Continuity Plan in place that has been tested by the staff team and is reviewed by the Finance, Audit and Risk Committee at least bi-annually.

In November 2020, the Finance, Audit and Risk Committee approved a proposal to engage with the company Croner to supply YSJSU with Health and Safety and Human Resources support, consultation, insurance, advice, training, and administration platforms. YSJSU receives communication from Croner weekly about changes in legislation, hot topics and new approaches, has regular 'check ins', policy reviews, H&S visits, and customer feedback opportunities. In November 2022, a Croner representative visited the YSJSU premises, and a Health and Safety Audit was undertaken. YSJSU was found to be sufficient in Health and Safety practices and a short action plan was created to enhance provision. The action plan has been monitored by the Health and Safety Committee.

YSJSU has created a 'live' UK GDPR Action Plan to ensure that policy and procedure regarding data is managed and maintained. The progress of the action plan, along with any new policies are consulted on by the university's data compliance expert and are monitored by the People and Culture and Service Development Committees.

Appropriate financial systems and procedures have been established to manage the identified risks documented within the Risk Register. Budgetary and accounting risks are minimised by the implementation of robust procedures as documented in the organisational Finance Manual, which was reviewed in March 2023. Monthly Management Accounts are produced to enable control of departmental and organisational budgets areas, and are scrutinised by the Finance, Audit and Risk Committee.

**YORK ST JOHN STUDENTS' UNION LIMITED
YEAR ENDED 31 JULY 2023**

STRATEGY AND OBJECTIVES

a. Strategy, Objectives and Policy during 2022/23

August 2020 marked the implementation of the current strategic plan: '*students first*' and highlights the priorities, vision, and values for the organisation. The Students' Union is working towards the following:

MISSION

We aim to empower students at York St John University to challenge and change the world around us.

VISION

By 2024, York St John Students' Union will play a major part in the life and transformation of students by being the central hub of social activity, representation, and opportunity.

VALUES

INCLUSIVE Provide activities and spaces that make students feel that they belong.

TRANSFORMATIVE Ensure that the Students' Union provides opportunities and experiences that positively change lives.

CHALLENGING Constantly critique and question what we and our partners do to ensure that we are always striving to act in the best interests of students.

EMPOWERING Equip students with the skills, opportunities, and experiences to enable their success.

FUN Make student life at York St John University enjoyable and rewarding.

OUR PRIORITIES

Provide independent advice services that help students to stay and enjoy life at university.

Offer spaces and opportunities to enhance belonging and student communities.

Engage with the university, city and wider community to ensure that students get the best experience - on campus and beyond.

Be recognised as a change-making organisation.

Provide activities and opportunities that aid students to gain employability skills and become active citizens.

**YORK ST JOHN STUDENTS' UNION LIMITED
YEAR ENDED 31 JULY 2023**

OUR ENABLERS

Utilisation of Spaces

Communication, Insight and Analysis

People and Relationships

Governance, Finance and Risk Management

Ethics and Environmental Sustainability

OUR PROJECTS

Beyond a 9-5 Campus

Advice, Support and Advocacy

Students as Partners

Digital Transformation

OUR MEASURES OF SUCCESS (KPIs)

80% satisfaction regarding questions 21, 25 and 26 in the NSS

60% of income from non-subvention means

70% of student body engaging with the Students' Union

85% staff satisfaction

National recognition for being an effective and impactful Students' Union

Performance against the Strategic Plan's Key Performance Indicators is detailed in the *Overview of Activities and Performance* section on page 13 of this document.

The full YSJSU Strategic Plan 2020-24 can be downloaded from the *Documents* section of the YSJSU website (www.ysjsu.com).

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b. External Affiliations

There are several organisations that YSJSU formally affiliates with during each year. Affiliated bodies are recommended by the staff team based on operational need and agreement is sought via Student Council. The affiliations are approved by members at the Annual Members and Annual General Meetings. The following were External Affiliated Bodies for 2022/23:

Archery GB	National Union of Students NCVO Northern Universities Bouldering Series North Riding County Football Association North Riding Football League
Badminton England Basketball England British American Football Association (BAFA) BCA Cheer and Dance British Mountaineering Council British Rowing British Universities and Colleges Sport (BUCS)	Legacy Cheer and Dance
England Athletics England Boxing England and Wales Cricket Board (ECB) England Hockey England Netball England Squash	Sport Cheer England Students' Rugby Football Union Swim England
Future Cheer	Volleyball England
Lawn Tennis Association (LTA)	Yorkshire Federation of Referees Societies Yorkshire and Northeast Powerlifting Federation York Minster Engineering League

c. Public Benefit

YSJSU achieves public benefit via the *advancement of the education* for the students at York St John University by:

Promoting the interests and welfare of Students at York St John University during their course of study and representing, supporting, and advising Members

The Students' Union provides a range of support and advice from individual one to one advice and advocacy for students, via online consultation, and via the website (self-help information and chat-bot). YSJSU coordinates welfare campaigns throughout the year based on health, wellbeing, liberation, and student rights, and provides course-based representation via Course Reps, and student representation via elected part time School Chairs and Liberation Officers.

The President of Education and the Advice Service work with students facing academic related issues such as academic misconduct or appeals, and increasingly, advice regarding external factors such as housing. YSJSU continues to work with the university to provide the best support and advice possible for students who require support.

Being the recognised representative channel between Students and York St John University and any other external bodies

YSJSU's elected officers attend university meetings and external council meetings such as York Anti-racism forum and meetings with the local MP. At these meetings, representatives are responsible for highlighting student views to achieve positive change for students.

YSJSU supports students to act as representatives on their courses, providing lecturers and university management with feedback on how the courses can be improved.

YSJSU hosts a range of student forums, where students can voice opinions and feedback about elements of student life relating to study, activities, and well-being. Topics of discussion include academic study, timetabling, food provision, accommodation and sports and societies experiences.

Providing social, cultural, sporting, and recreational activities and forums for discussions and debate for the personal development of its members

During 2022/23, YSJSU and the university department - YSJ Active, entered a partnership to deliver student sport and created the 'YSJ Sport Union'. The Sport Union has over 30 different sports clubs encompassing a various range of activities and interests from Basketball to Cheerleading. The committees of these groups are provided with support via the Sport Union regarding operational activities and are also given autonomy to direct and lead their activities, allowing students to gain experience within positions of responsibility.

YSJSU provides societies for students including cultural, religious and course related societies. YSJSU engages with the local community to help build links and relationships that are mutually beneficial to the university, local community and beyond.

YSJSU also builds marketing and sponsorship links with local independent businesses, mutually benefiting students and the local economy. YSJSU liaises with the local police and residents to ensure that York remains a safe, pleasant place for students and residents to live and work together.

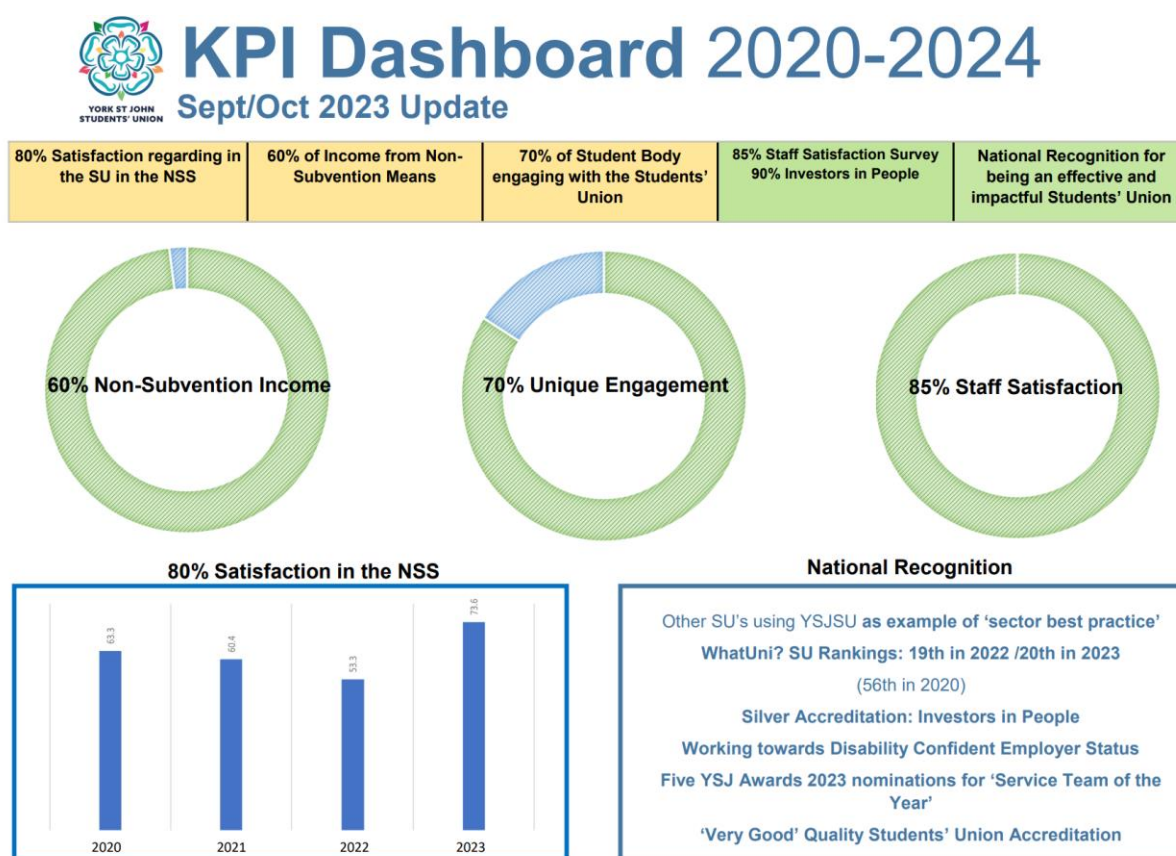
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OVERVIEW OF ACTIVITIES, ACHIEVEMENTS AND PERFORMANCE

a. Overview

The 2022/23 academic year was the third year of the implementation of the 2020-24 Strategic Plan. The Plan is focused on a 'students first' approach; ensuring that everything that YSJSU does has students' best interests, student development, and student empowerment at its heart.

YSJSU continues to work towards the achievement of its strategic key performance indicators and reports to the Trustee Board on progress at least twice per year. Correct at October 2023, the KPI dashboard showed the following results:



The National Student Survey for 2023 had undergone a review including changes to questions (removal of questions around 'community' and introduction of questions around 'freedom of speech' and a new satisfaction scale - from 5 points to four). YSJSU achieved 73.6% (target 80%) satisfaction regarding the new question 25 (was 26) and was once again, above the sector average. Student engagement has seen a huge increase (since 17% in 2020/21) and rose to approximately 63% of the university population by July 2023. Once again, engagement increased with mature, international, and London campus students during 2022/23.

Non-subvention income rose above 56% during 2022/23, demonstrating that YSJSU services are doing well despite the challenges of the Cost-of-Living Crisis.

Staff satisfaction increased again in the Employee Experience Survey (91%), raising the average satisfaction percentage well above the KPI threshold. YSJSU were awarded 'Silver' standard Investors in People Accreditation in November 2022 and for the first time, reached 'Gold'

standard in 4 out of 9 indicators. YJSU have begun working towards the Quality Students' Union accreditation, with self-assessment scheduled for January 2024.

For the first time, YSJSU received five nominations by students for 'Service Team of the Year' in the 2023 YSJ Community Awards, evidencing the impact that YSJSU has had on the lives of students.

A word cloud of adjectives describing a community. The words are arranged in a circular pattern, with the most prominent words in the center and smaller words towards the edges. The colors of the words vary, including shades of purple, blue, green, and orange. The words include: friendly, fun, welcoming, inclusive, community, relaxed, safe, caring, supportive, enthusiastic, cosy, amusing, refreshing, acceptance, organised, unorganised, small, knowledgeable, active, lively, affordable, busy, boring, creative, atmospheric, students, helpful, engaging, clean, and cheery.

By 2024, YSJSU aims to create a 'Beyond 9-5 Campus' ensuring that students have a student experience beyond the normal working day. This includes access to university services, communications, and Students' Union provision after 5pm and at the weekends. The strategic project encompasses both the physical and digital aspects of university life.

- YJSJSU continued to deliver the 'Loyalty' scheme with 3,661 students (1,154 in 2022/23) using the scheme. YJSJSU has built upon processes to utilise data collected via the scheme to understand which student groups are engaging in services/joining clubs and societies and can use this information for targeted marketing.
- The Welcome Week Survey reported 89% of students responded being "very satisfied" or 'satisfied'. The Freshers Fair had the highest number of attendees recorded with over 2500 students engaging in the event, with the 2023 event beating the 2022 engagement (see below).

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Year	2020	2021	2022	2023
Welcome Fair attendees	-	2000 (approx.)	2500 (approx.)	3000 (approx.)
% of satisfied / very satisfied	46%	74%	89%	-

- YSJSU reviewed the 'Commercial Principles' highlighting the vision for our commercial offer, including creating specific spaces for different groups of students, a new food and beverage offer, and a revamp of our entertainments programme.
- YSJSU fully implemented the 'Buddy System' to aid student transition into university. This has been enhanced since the pilot to include academic pairings in 2022/23 and over 160 students participated in the scheme.
- The Students' Union expanded the welcome programme to include more daytime activities that benefited key 'hard to reach' groups (such as mature, part-time, international students), and introduced more special events throughout the year such as mature students' coffee catch ups, disabled students' forums, and student social events at the London Campus.
- YSJSU worked harder on creating links with partners within the city, to ensure that students have the best student experience on an off campus. The External Stakeholder Survey results were exceptionally positive, with 90% of responses to all answers within the survey being 'extremely satisfied'.
- YSJSU launched feedback mechanisms for services and spaces to understand how students feel about the general 'feel' of the SU, and have made changes in accordance with the findings.
- YSJSU increased the number of societies available to students, and for the first time, society membership surpassed sport union memberships.

During 2022/23, students and other stakeholders commented that:

'The students Union creates a really good vibe across campus' (Welcome Week Survey 2022)

'Just wanted to pass on a massive compliment to my Buddy as she's such a credit to the university and I couldn't have wished for a better person to have as my buddy. She's so understanding, and lovely, and just needs to believe in herself more as she's amazing! (Buddy Scheme feedback)

'The Freshers Fair was very fun and learned lots of interesting things about sports & societies as well as collecting freebies.' (Welcome Week Survey 2022)

'The pub quiz I got to meet many different people and catch up with old friends' (Welcome Week Survey 2022)

'My favourite event was the Karaoke night! It was well organised as well as a great night to make new friends and getting to know more about each other.' (Welcome Week Survey 2022)

'The SU events were very well advertised in advance. There was plenty of events to choose from as well as events that could possibly be accessible for undergraduate and mature students.' (Welcome Week Survey 2022)

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'Personally, I've had a brilliant time during my fresher's week at YSJ with plenty of fun activities and great people it really has been a blast and I'm very confident that I've chosen the right uni for me.' (Welcome Week Survey 2022)

'It was all planned out really well and I think executed well as well so overall it was a good experience' (Welcome Week Survey 2022)

'Overall, it was a great experience! I felt so welcome at YSJ, and I have no doubt that it shall continue to be like that in the future!' (Welcome Week Survey 2022)

'YSJSU's primary role is to support all students, organise events to enable Students to access services, provide links to local businesses and support services' (External Stakeholder Survey 2023)

'The SU is great at providing the university community with information, resources and activities to improve student life' (External Stakeholder Survey 2023)

'For me as an advertising partner, YSJSU helps to reach my target market' (External Stakeholder Survey 2023)

'The SU is a central hub for university to socialise and be connected to a wide range of provision and support' (External Stakeholder Survey 2023)

'We've been in touch with the SU in regard to the fresher's fair, this has given us good relationships with student societies' (External Stakeholder Survey 2023)

'I am a regular volunteer at YSJSU with the Pets as Therapy Charity, my relationship has been very positive since having YSJSU as one of my placements with the charity, and Jaffa and I really enjoy visiting the university for events.' (External Stakeholder Survey 2023)

'We have been supplying YSJSU for a couple of years now, always a great experience, easy to work with, great team of people and positive in every way, no problems here at all!' (External Stakeholder Survey 2023)

'The SU are extremely efficient and effective. They are a delight to deal with, particularly Lily Cordukes who is my contact in the marketing department.' (External Stakeholder Survey 2023)

'The communications with Lily have always been great. The venue is perfect for an outdoor cinema. The fresher students always seem to enjoy the experience. so, If they're happy and you're happy... we're happy (Actually we're delighted!)' (External Stakeholder Survey 2023)

'Friendly service, Comfy space, Welcoming' (Coffee Survey 2023)

'Good vibe, Low lighting but bright enough to work is perfect' (Coffee Survey 2023)

'I enjoy being in the lounge as it is a good place to be both sociable and independent, depending on what mood you are in' (Coffee Survey 2023)

'Me and my course-mates love a hot chocolate and a gossip between lectures and it's the perfect place for that' (Coffee Survey 2023)

'I like it as its chilled out and quiet and I can work in there when I have a break between lectures or extracurricular activities in the evening. Love the playlist!' (Coffee Survey 2023)

'It's a great atmosphere, I especially like the amount of natural light and how the tables and cosy nooks are positioned' (Coffee Survey 2023)

'The atmosphere is very warm and friendly, but it could do with more seating as it usually gets very busy' (Coffee Survey 2023)

'I love the seating in the lounge, it's very relaxed but also great for working' (Coffee Survey 2023)

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'I love the lounge and sofas there and we used to go daily during my undergrad!' (Coffee Survey 2023)

'It's a warm welcoming environment that you can come be yourself in, whilst being able to express you individually in a safe space' (Student Experience Survey 2023)

'I would say that the Students' Union provides a good opportunity to relax and connect with friends over food and drinks, but also the opportunity to talk to someone about issues concerning anything to do with the university experience who is not an academic member of staff' (Student Experience Survey 2023)

'It's the hub for the societies and sports clubs, while also physically providing a social hub for the students' (Student Experience Survey 2023)

'The Students' Union is a place of support and social networking at the uni. It is somewhere you know you can go for support on anything you need, and it will be helpful. It really does tie the whole university together, as a community and as a place of study' (Student Experience Survey 2023)

'Societies are a fundamental part of my university experience - without them, it would essentially just be a private school experience, which would be a boring university life' (Student Experience Survey 2023)

'My experiences of the Students' Union have positively impacted my university experience as it has made me gain so many friends. The events that have taken place at the student union has also made me so many memories that I will never forget. It really has been an integral part of my university experience.' (Student Experience Survey 2023)

'As a very engaged student, the SU forms a large part of my student experience and I believe that it is one of the main reasons why I felt I integrated into student life more smoothly than I might have if left to my own devices.' (Student Experience Survey 2023)

c. Strategic Project 2: Advice, Support and Advocacy

By 2024, YSJSU are committed to providing students with independent advice services and during 2022/23, we achieved the following in relation to this project:

- The Advice Service was established in September 2021 and has provided advice, support, guidance for over 260 students to date.
- The Advice Service saw an increase in students seeking advice and guidance around external housing queries and complaints. The Advice Coordinator has undertaken professional development hosted by Shelter to develop the service.
- The Advice Coordinator attended the UK Council for International Student Affairs Conference in June 2022. The coordinator gained information about providing advice to international students, as well as several aspects of provisions/support/sector trends.
- The Advice Service continued its professional relationship with the YSJ School of Law to provide students with free services inc. housing, family, employment, and financial law advice. YSJSU and the School of Law are collaborating on offering students housing contract advice, especially around utility bills amidst the current cost of living crisis.
- The Advice Coordinator worked closely with Academic Registrar on academic policy renewals (see section d. Students as Partners). The SU used advice data and student

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stories to influence university policy on academic misconduct interviews, late penalties, and academic misconduct penalties.

- During 2022/23, the Advice Service strategically scoped out the implementation of introducing a peer mediation, after an increase in student-on-student complaints, especially within clubs and societies and households. The Advice Coordinator is attending a mediation trainer development programme throughout October 2023. It is anticipated that the Advice Service will supervise students from the Counselling and Law programmes to undertake mediation sessions, enhancing their professional experiences, and providing students at YSJ with a new, effective service.
- The Advice Service worked with stakeholders on campaigns such as Housing Week (see section) and introduced 'Jaffa' the therapy dog to the YSJ community.
- The Students' Union reviewed its Equality, Inclusion and Diversity action plan after recruiting two students to undertake a user EDI audit of services, spaces, and activities.
- The Advice Service built links across the university, establishing the SU as a trusted point of contact for multiple support services. This included project collaboration, behind the scenes changes, helping interview staff candidates for support roles, and being able to utilise connections to resolve student issues.
- The Advice Coordinator was utilised as a consultant on multiple complex cases across the university.

During 2022/23, students and other stakeholders commented that:

'I think the amount of support was great' (direct student feedback)

'Everyone answered any and all questions, everyone was helpful with directions, never once did I feel scared to approach somebody for something.' (Welcome Week Survey 2022)

The SU is great at signposting students to what's happening in the city, organising events for students (in line with both their wellbeing but also generically fun events), campaigning on issues that affect students' (External Stakeholder Survey 2023)

Everything YJSU do is centred around a 'student first' approach and their mission is to 'empower students at York St John to challenge and change the world around us. The SU is great at working with many different support agencies to help students' (External Stakeholder Survey 2023)

'The SU supports the Students of YSJ University really well' (External Stakeholder Survey 2023)

'You look after the students outside the universities pastoral care through your Advice Service. Building a community out of the student body by helping them to create groups, clubs, societies etc, and by putting on social events.' (External Stakeholder Survey 2023)

'I think you offer good pastoral care for when the universities own system isn't working for particular students' (External Stakeholder Survey 2023)

'Being part of the events which YJSU organise is very wholesome, it's great to be part of the events and I feel a lot of the students, really like Jaffa and love seeing him within the building. It's great to talk to students, and ask how they are and how they are finding university, as well as making conversation about a pet they may have back at home' (External Stakeholder Survey 2023)

'YJSU create a very welcoming environment, it was my first placement after becoming a volunteer with the Pets as Therapy Charity. Everyone made me feel at ease, and it was great to interact with the

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staff and the students and make sure that everyone felt comfortable around Jaffa' (External Stakeholder Survey 2023)

'Thank you for all your support, Chris :)' (Student Experience Survey 2023)

'I think the SU's values align well with the university's values as a whole. As a disabled student, I feel involved in the SU and there's always something to do, so I feel it's very inclusive and fun to engage with' (Student Experience Survey 2023)

d. Strategic Project 3: Students as Partners

Students are fundamental to everything we do, and we are working towards a university environment where students are partners in learning, decision making, and university culture. During 2022/23 YSJSU achieved the following:

- Throughout the year, YSJSU collected student views via a variety of ways to ensure that the Students' Union are continuously understanding student needs. Feedback came in the form of: Employee Engagement Survey, University Pulse Survey, National Student Survey, Question of the Month, SU Council, Sports Union and Societies Councils and Focus Groups.
- YSJSU liaised with London campus colleagues to coordinate and support the rep system in London.
- YSJSU staff visited the London Campus in January and March to meet staff and students, to understand further understand the experience of students and the concerns that London & international students face.
- YSJSU held Sports Union and Societies Councils throughout the year to understand the needs of our clubs and societies members more effectively, and to ensure students are part of decision-making processes around activities.
- YSJSU led on the 2023 YSJ Awards, working with a team of staff and students to plan for the university end of year awards. The YSJ community submitted over 350 nominations for the awards, with YSJSU receiving 5 nominations and were shortlisted for the 'Service Team of the Year' award.
- The President of Education was invited to be a guest speaker about the Cost-of-Living Crisis at an Office for Students conference.
- YSJSU was a partner of the university in working towards, and achieving Bronze status in the Race Equality Charter, to help to eradicate racism on campus and within the curriculum.
- The President of Education led a campaign around hidden course costs within academic programmes at YSJ. The findings were presented to the University Executive Board who put tangible initiatives in place such as DBS checks being free, making the student support fund more lenient for students with their course costs, and looking into financial support for students who go on placement.
- During 2022/23, YSJSU worked alongside colleagues within the university to review and implement policy changes to benefit students regarding their academic studies. Some of the policy changes implemented for the 2023/24 academic year include:

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- Changes to the Academic Framework for academic staff: clarity around programme boundaries such as minimum cohort numbers for modules and programmes.
- An update to the Academic Tutoring policy, increasing contact time for all students.
- The introduction of 'accelerated top ups' to degrees for students studying at the London Campus.
- The introduction of 'Timetable Principles': changes to the processes to enable timetables completed earlier in the year, allowing completed timetables to be released to students earlier.
- Changes made to the minimum pass mark for assessment: allowing compensation for a module completed lower than a '40' mark, benefiting students who face difficulty on certain modules.
- A revision of module choice options for students.
- The introduction of a third attempt for 20 credit modules (was two attempts).
- The introduction of policy, allowing level 5 students to study failed 20 credit modules (from level 4) alongside their next level of study.
- A policy change, where resit assignments will be allowed to be 'reworked' first attempts, rather than completely new pieces of work.
- The introduction of a new 'Support to Study' process, where stage one, and stage two discussions occur with students if there are academic concerns, replacing the 'Case Consultation' and Standards Review' formal meetings.
- The introduction of 'stepped penalties' for late assignment submissions.
- Reducing the number of assessment types to make assessment criteria's clearer for students.

During 2022/23, students and other stakeholders commented that:

'(The SU) Supports students throughout their time at university with social space and opportunities to represent their views and needs' (Student Experience Survey 2023)

'It's a place that represents and supports everyone at the uni' (Student Experience Survey 2023)

'(The SU) Help students - providing people who will talk and fight for students need. A place to eat and drink on campus' (Student Experience Survey 2023)

'Hears the students voices, creates a place for students to go and interact' (Student Experience Survey 2023)

'Everyone always feels welcome due to the student union, they ensure that everyone gets the help they need and go and above and beyond to ensure inclusivity and involvement of every student' (Student Experience Survey 2023)

'The SU promotes diversity and inclusively so it's in line with me' (Student Experience Survey 2023)

'The student union have been like a face of students views that has been clearly presented throughout my time' (Student Experience Survey 2023)

'As a student representative, I do my best to deliver on my aims to represent issues as I see them in an honest and fair way, with a view to inspiring change. I have seen changes that I have asked for being delivered' (Student Experience Survey 2023)

'The SU strives to make sure we do what's best for the students' (Student Experience Survey 2023)

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e. Strategic Project 4: Digital Transformation

To ensure that we are providing a student experience that is fit for purpose, we have to look at ways to digitally transform what we do. Creating opportunities where students can engage with the SU digitally, means that they can access our services and activities wherever they are in the world. Here's what we did in 2022/23:

- During 2022/23, YSJSU reviewed its social media strategies with the following results:
 - 1/ Welcome 2022 communications:
 - a) Website Statistics (1 month leading up to and including Welcome Week vs 2021):
 - Homepage views – 11,038 (+38%)
 - Event page – 3,399 (+102.80%)
 - Activities pageviews – 4,901 (+39.83%)
 - b) Facebook Statistics (September 2022 vs. September 2021)
 - Page Visits – 4,637 (+66%)
 - Page Likes – 62 (+29%)
 - Post Reach- 11,213 (+11%)
 - Post Engagement – 3,973 (+20%)
 - c) Instagram Statistics (September 2022 vs. September 2021):
 - Follower growth – 649 (+43%)
 - Reach 9,740 (+17%)
 - Impressions 302,975 (+8%)
 - Profile Visits 6,450 (+19%)
 - 2/ Social media growth:
 - a) Facebook: +228 likes: +18.8% growth since 2021/22,
 - b) Instagram: +1016 followers: +21.2% since 2021/22.
- YSJSU changed how the SU gathers feedback - moving away from annual survey feedback to real time and instant feedback via social media platforms monthly.
- The Student Dashboard was updated to enable more effective membership and financial reporting for sports clubs and societies committees.
- YSJSU began to utilise data in a much more sophisticated way, breaking down election voter turnout data and creating student profiles to better understand who/who doesn't vote.
- The SU implemented Teams areas for Sport Union, Republic, and project groups to enable effective and quick communications, document consultation and discussion forums.

During 2022/23, students and other stakeholders commented that:

'Everything was on social media, so you had to time to check everything over to make sure you knew when everything was' (Welcome Week Survey 2022)

'Loads of social media posts and reminders about what was happening' (Welcome Week Survey 2022)

'Received freshers' info well in advance so could plan & buy tickets where necessary.' (Welcome Week Survey 2022)

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'I received plenty of emails informing me on what events were on and even updates surrounding postponing due to the queens' death.' (Welcome Week Survey 2022)

'You communicated with us very well and everything was very well organised.' (Welcome Week Survey 2022)

'Perhaps have something specific for mature students. Be more targeted with your marketing' (Welcome Week Survey 2022)

'I think the SU did a really good job honestly. Everything that I missed out on was my own fault so yeah, all good' (Welcome Week Survey 2022)

'The emails and social media are really good; they keep me well informed and let me know what's happening in the university'. (Student Experience Survey 2023)

g. Key Activities

1. Representation

1.1 Student Council

During 2022/23 YSJSU re-focused the Council, moving away from rubber-stamping and bureaucratic processes to discussing real student issues and actioning change. Attendance at Council has remained positive. Each meeting agenda focuses on headline topics (Cost of Living, Student Safety, Housing) to encourage discussion and a 'co-creation' approach amongst Student Officers, Sabbatical Officers, and the SU. At each meeting, recommendations are agreed to be made to the university.

1.2 Representation on University Committees

The Officer Team, along with the 14 members of the Student Council represented all students at YSJ via attending over 40 university committees and groups. These include Board of Governors, Education Committee, Academic Board, and Finance and Capital Development Committee. Students' Union representatives are also members of various working groups throughout the university. The Students' Union representatives ensure that decisions made at all levels of the university are for the benefit of students.

1.3 Academic Representative System

The Academic Representative System is a university-wide framework which places student voice at the centre of the partnership between the university, students and YSJSU. Reps represent and gather student opinion and feedback on course content, quality, and academic experiences. Throughout the year, Reps attend Programme Panels & Student/Staff Liaison Committees to articulate their feedback. In 2021, the 'Academic Rep Code' was implemented, an agreement between the SU, university, and students (Reps) about the collaborative relationships and responsibilities regarding Academic Rep system. The Code is reviewed by Education Committee to ensure the document remains relevant and is fit for purpose, and was last reviewed in June 2023.

The SU coordinates the recruitment of (Academic) Course Reps, from setting election and training dates, to supporting academics in running elections during teaching sessions. For 2022/23, 366 Reps were elected, with engagement in the Academic Representative System reaching 2018 levels.

YSJSU delivered in-person Rep training by School for the first time to accommodate various programme pathways and student experiences. YSJSU collaborated with the university Careers

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Team to provide employability sessions to Reps which continued into Semester 2 with the release of the Skills Audit: a traffic light tracker document for Reps to recognise the skills acquired in their role and highlights opportunity for development.

Year	2020	2021	2022	2023
Number of Course Reps	351	262	283	366

To connect student voice practices to other SU activity, the Rep System was launched on the Student Dashboard for registered volunteers to access resources (training, handbook, room bookings). A new function 'Coursemates' allows Reps to upload any feedback collected from their peers or discussions raised at Programme Panels. The SU is notified when feedback is submitted, with the ability to assign actions to Reps or a Chair of School for following up. There has been a total of 25 submission to date, feedback ranging from availability of resources, accessibility of course content and timetabling).

During 2022/23, the SU re-introduced Rep of the Month, announced monthly in the 'Voice' newsletter to shine a spotlight on a Rep who helped contribute to change on their programme. YSJSU introduced more social opportunities for Reps to come together, with the SU hosting various social events including online Refresher social, free lunch and end of term celebrations. Social activity was raised within the Course Reps Survey in 2021/22 as a recommendation for improving the Rep experience.

1.4 Elections

YSJSU received a 22.6% voter turnout (17% national average), in the Annual Election, of which 76.9% were Academic Representatives highlighting a sense of belonging from the Academic Rep community. Following the new representative opportunities at the London Campus, representation in the Annual Election cycle resulted in 35.1% voter turnout from London and London students being elected to four Part-Time Officer roles (London Officer, Chair of London School, International Officer, Postgraduate Students Officer). Below is a breakdown of voter turnout since the 2020/24 strategy was launched:

Year	2020	2021	2022	2023
Overall Population turnout %	17.8 %	23.8 %	14.6 %	22.6 %
UK % of turnout	42.9 %	57.4 %	70.0 %	51.0 %
International % of turnout	3.4 %	22.2 %	27.9 %	49.0 %
York Campus % of turnout	100 %	93.0 %	90.0 %	64.9 %
London Campus % of turnout	0 %	7.0 %	10.0 %	35.1 %

For the very first time, YSJSU elected two mature, international students as Sabbatical Officers for 2023/24, with the President of Education studying at the London Campus.

1.5 Student Officers (Chairs of School & Liberation Officers)

Chairs of School are elected annually by students to represent students at the local School level and by community groups. Liberation Officers assist with campaigns and sit on various university Committees to ensure that student feedback is relayed and considered when the university review policies and implement new initiatives.

During 2022/23, YSJSU reviewed the responsibilities of Student Officers to allow for student-led initiatives and ownership of the role, re-introducing Chairs of School forums, and supporting university projects and SU campaigns. Chairs of School have created forums to collect student

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feedback and some Liberation Officers have worked with the SU MarComms team to plan and deliver a series of forums for their community groups,

Student Officers have supported and promoted SU and Sabbatical Officer campaigns, including the *Hidden Course Costs, Hate Crime Awareness and Student Safety*.

Liberation Officers are also members of working groups (such as the university Disability Forum) to discuss EDI issues to help make changes to facilities, such as accessibility, improving resources, such as introducing accessible learning technologies.

1.6 Teaching Excellence Framework (TEF)

The President of Education became the TEF lead for the student submission, acting as the main point of contact between the university TEF Readiness Group and SU colleagues. A small working group within the Students' Union spent over five months gathering student feedback, researching student views, and writing the submission document, which was submitted to the Office for Students in January 2023.

In October 2023, it was announced that York St John University received overall Silver standard for TEF, with Gold rating for student experience.

1.7 University and Colleges Union (UCU) Industrial Action

Throughout 2022/23, YSJ students were affected by industrial action by members of the UCU. The Students' Union worked closely with UCU staff reps and the University Executive Board to understand how we could best support students during this disruptive period, and produced communications, FAQs, advice, guidance and representation for students.

2. Partnerships

York St John Students' Union continues to collaborate with colleagues across the university and organisations within the City of York to improve experiences for our students. YSJSU continues to be active collaborators with the specialist university services and departments on the delivery of campaigns and volunteering opportunities.

2.1 Living Lab

During 2022/23, YSJSU staff and officers joined the 'Living Lab': a collective of students and staff across the university looking at ways to create a more sustainable community. The SU has agreed to support a student project, providing operational space and business plan expertise to create a 'Garden Café'.

2.2 Advice

The advice Service continues to work with support services, the Law Clinic and Counselling courses to create an effective advice pathway for students. These partnerships have strengthened throughout 2022/23.

2.3 Rate Your Landlord Scheme

YSJSU has been working on a partnership with Unipol Student Homes, the university, the University of York, York University SU and the City of York Council to introduce a 'Rate Your Landlord' Scheme (see Future Plans for more details).

2.4 RAG and Fundraising for charities

Sports Clubs and Societies partnered with charities throughout the 2022/23 to raise awareness and funds for important causes. A total of £5,579.89 was raised throughout the year for charities such as York Mind, the Snappy Trust, Parkinson's UK and MacMillan UK.

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2.5 Cost of Living Support Package

The Students' Union consulted with the university on how students would be supported through the Cost-of-Living Crisis. The following COL support was put in place:

- Creation of the YSJ Larder (food bank).
- Subsidised accommodation (university owned/managed).
- Increases to the Student Support Fund.
- 50% subsidies on Sport Union memberships.
- £5 membership fees for societies.
- Subsidised food and drink in the university Dining Hall.

3. Student Sport (Sport Union)

3.1 Launch of the Sport Union

September 2022/23 saw the launch of the YSJ Sport Union. During its first year of inception, the Sport Union has collaboratively:

- Created a partnership agreement for the implementation of the Sport Union between YSJSU and YSJ Active.
- Introduced new policies and procedures for student sport including financial procedures, disciplinary policies, and operational aids.
- Created a new Sport Union Conference to train and develop committees.
- Created the Sport Union Board to govern student sport and create/implement strategy.
- Worked with the university to subsidise memberships by 50% as a Cost-of-Living initiative.
- Reviewed and created new criteria for the Sport Union Awards.
- Created new weekly session plans for clubs including training, strategy and game planning, strength, conditioning and fitness and CPD for members.

3.2 Successes

During 2022/23 the Sport Union realised the following successes:

- The Cheerleading Club have had a successful competition season with their cheer teams finishing 2nd in 2 competitions.
- The Boat Club have competed in BUCS for the first time in many years. They also had a very successful competition season, including competing at Henley Regatta.
- The Dance Club have had a very successful competition season, with one student winning overall best dancer, and overall best female dance.
- The Men's Football Club 3rd team finished top of their league.
- The Tennis Men's Team won their league.
- The Volleyball Club have had a very successful return to BUCS, with the Women's Team narrowly missing out on promotion.
- The Tennis Club made the final of the Teach First Men's Northern Conference Trophy (FAST4) and the semi-final of the Teach First Women's Northern Conference Trophy (FAST4).
- The Netball 1st Team made the semi-finals of Northern Conference Cup.

4. Student Societies

YSJSU provides members with a wide range of activities via academic, cultural, and social societies. Student-led societies lead their own volunteering initiatives, fundraise for charity via Raising and Giving, and most importantly, provide activities to enhance the student experience.

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Some highlights of the 2022/23 year include:

- **Japanese Society**
The Japanese Society had a fantastic year winning three of awards at the Annual Sports and Societies Awards Dinner, including Society of the Year and Committee of the Year. The committee have worked tirelessly to revitalise the society post-covid. Their increase in social media presence, working with local businesses and their enthusiasm for Japanese culture alongside their language exchange made the society a huge success.
- **Board Games Society**
Board Games Society are a new society yet were actively involved in SU campaigns over the 2022/23 year. Noticeably, they were active participants in the Stress-less week, working closely with the Advice Coordinator to help students have a breather during difficult times.
- **Kink Society**
Kink Society excelled in providing educational workshops around consent and on 'kink' culture. A topic that may have been kept taboo in the past, this was delivered in a safe and welcoming environment with trained professionals. The society worked really closely with multiple university departments, university staff teams and the Students' Union to ensure that every activity was safe for its members and the reputation of the university.
- **OT Society**
The Occupational Therapy Society excelled in providing CPD this year, ensuring their members were able to upskill as much as possible. They also successfully collaborated with a number of academics, sports teams and societies to host a fundraising event for a charity in York what aids refugees and asylum seekers.
- **Singing Society**
The Singing Society pride themselves on being a welcoming society for all abilities. Alongside their annual singing showcase and multiple performances and busking, the Singing Society were very keen to volunteer with and fundraise for Parkinson's UK. They hosted a coffee morning with local members, to help assist with loneliness. They raised over £300 for the charity.

2022/23 saw a huge increase in members and number of activities available compared to 2021/22 with the breakdown of engagement since the 2022-24 strategy was implemented below:

Year	2020	2021	2022	2023
Overall Memberships	2,059	890	1,692	2,159
Sport Club Memberships	1,126	439	990	1,099
Society Memberships	933	451	702	1,060
Number of Sport Clubs	24	24	26	25
Number of Societies	43	30	23	32

5. Campaigns

YSJSU Coordinated and hosted many wellbeing and diversity related campaigns during the 2022/23 academic year including:

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- 'Are U OK YSJ?' campaign: The university community came together to ensure that students received support (and raised awareness) about the advice and guidance available on campus and digitally during students' time at York St John University.
- The President of Wellbeing and Diversity led on a Drink Spiking Awareness campaign to spread awareness and increase safety provisions (especially for women) on nights out.
- The Students' Union collaborated with the university on a campaign on Hate Crime Awareness Week, asking students to pledge to help stop Hate Crime in York.
- During the January 2023 exam and assessment period, YSJSU released top tips for handling stress and managing wellbeing during this period.
- YSJSU collaborated with the university on the creation of a Student Support poster – putting information about all support services in one place.
- YSJSU celebrated Black History Month. This was led by the BAME Students Officer who liaised with the university to create a programme of guest lectures, texts in spotlight, digital campaign assets and on campus displays.
- YSJSU celebrated Pride Month, LGBTQ+ History Month Trans Day of Visibility and Lesbian Day of Visibility. YSJSU launched digital campaign messages to help educate students around the issues that members of these community's face.
- The Housing campaign aided students in understanding their contracts and legal rights, top tips when house hunting, and organising household finances. A new Student Housing Guide was introduced and YSJSU implemented the 'Find a Housemate' session, with over 30 students finding new housemates.

6. Commercial Activities

The Students' Union generates income via commercial services, also providing students with a safe environment to socialise in its spaces. The Students' Union can offer students products at a lower cost (compared to market competitors in the city centre) due to the partnership with the NUS Trading consortium.

The first day of Welcome Week, which is usually one of the best performing days of the year, was heavily impacted by the Queens Funeral, meaning that events were cancelled and a limited trade offer in place. The UCU strikes and Cost of Living Crisis throughout the year also had an impact on sales, due to some students not attending campus as much as anticipated.

6.1 Licensed Trade

2022/23 saw the Bar performing well, due to cost savings on various lines. Sales were bolstered by the food service keeping people in the venue for longer. Competition from the city centre continued to be an issue as city centre venues offer more deals for students. Moving into 2023/24, prices have risen across the board, meaning that YSJSU has had to introduce inflationary rises in the cost of products to students.

6.2 Food and Coffee

Whilst food sales increased by almost 20% compared to last year, the cost of food items meant that further profit was not realised as anticipated, with many items increasing 50% in cost price overall for the year. Coffee saw a similar story with costs increasing almost on a weekly basis. The Coffee offer is no longer Starbucks from 2023/24 and more 'value for money' suppliers have been sourced to ensure students still get a good product at a fair price.

6.3 Merchandise

A new range of colours, styles and garments were introduced for 2022/23 however, we found that most still gravitated to the traditional hoodie option and legacy colours that have always been used. Into 2023/24, the SU will consolidate the offer, concentrating on those products that have high demand.

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6.4 Loyalty Programme

At the end of the academic year 2022/23, 3661 students had registered on the system with almost 2100 utilising the system from September 2022 until the end of the academic year. From 2023/24 the SU will be reporting loyalty interactions on a 3-month rolling basis to better understand the engagement with the programme. Comparison with the first year of implementation is below:

Year	2020	2021	2022	2023
Number of users	-	-	1,554	3,661

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FINANCIAL REVIEW

a. Overview

York St John Students' Union's gross income from all sources including revenue generating commercial services this year totalled £1,152,595 (2022: £1,142,851). Total expenditure of £1,108,375 (2022: £1,127,717) was used to resource services, activities, and staffing, resulting in a net income from operations of £44,220 (2022: £15,134). Total net income for the year was £104,208 (2022: £15,134) which includes a £59,988 gain on remeasurement of the pension scheme due to a change to the discount rate. This gain does not impact the free reserves of the Union.

The Trustees recognise YSJSU's share of the pension liability for the Students' Union Superannuation Scheme (SUSS) in the annual accounts. This has resulted in an overall net liability position for YSJSU of £325,090 (2022: £429,298). As this deficit relates to the pension scheme liability and was expected, the Trustees are comfortable with the situation.

Unrestricted funds excluding the pension funding deficit liability stands at £242,500 (2022: £209,328), the pension scheme reserve deficit stands at £567,590 (2022: £655,642) and restricted reserves stands at £nil (2021: £nil).

The pension scheme liability of £567,590 (2022: £655,642) is a projected long-term liability and does not represent an immediate cash liability to YSJSU. The immediate cash liability of the pension deficit being the agreed payments due in 2022/23, which equate to £30,312 (2022: £20,024). These contributions are wholly funded by the Subvention (Block Grant) from the university and as such, even though the pension scheme liability results in the balance sheet showing a deficit in funds, this is not an indicator of any issues in YSJSU being able to meet its cash obligations in the foreseeable future. The University and Students' Union reviewed the Memorandum of Understanding in June 2020 and agreed the following:

'The University agrees to support the Students' Union to mitigate any major liabilities, including the Students' Union Superannuation Scheme (SUSS) ongoing liability'. MoU 2020

We undertake no fundraising activities within the scope of the Charities (Protection and Social Investment) Act 2016.

b. York St John Students' Union Reserves Policy

Introduction

As a member led organisation, York St John Students' Union (YSJSU hereafter) believes it is important that as a charitable organisation, most of the income generated should be returned to the membership in the form of the representation, services, and personal development opportunities. However, YSJSU recognises that it is important to mitigate financial risk by maintaining an unrestricted cash reserve (general fund).

York St John Students' Union is a registered charitable company whose charitable objects are the advancement of education of students at York St John University for the public benefit by:

- 1) Promoting the interests and welfare of students at York St John University during their course of study and representing, supporting and advising Members;
- 2) Being the recognised representative channel between students and York St John University and any other external bodies;

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3) Providing social, cultural, sporting, and recreational activities and forums for discussions and debate for the personal development of its Members.

Historically, the Students' Union has relied on two main sources of funding - subvention (or block grant) funding from York St John University, and income generated via commercial and trading activities. Neither of these funding sources are guaranteed, and so it is imperative that the Students' Union holds an appropriate level of financial reserves to ensure business continuity, should funding sources be detrimentally impacted or reduced into the future.

SWOT Analysis

It is important to understand an organisation's strengths, weaknesses, opportunities, and threats, and the effects of external influences (such as political, environmental, technological, legal and economical) when planning for and creating a sustainable organisation. With this in mind, YSJSU has identified key elements which may have major impact on the charity's success.

Strengths: Commercial sales, communication with members, engagement with members (sector comparison), staff effectiveness, efficient financial processes, training for officers and staff, Trustee Board and committee governance and effectiveness, adaptability, and change management.

Weaknesses: Small team, limited financial resource, current limited access to external funding.

Opportunities: Diversify and increase marketing and commercial revenue, good working relationships with suppliers and university, new student markets for commercial services and activities.

Threats: Cost of living and pension increases, cost of living crisis and impact on commercial revenue, decrease in access to student funding, decrease in student availability to attend events and activities, rising expectations of students in relation to service provision and experience.

Level of Reserves

Given the multifaceted and intricate nature of the services, activities, projects, and events delivered by YSJSU, the Senior Management Team has recommended to the Trustees that the following areas be considered when identifying the level of reserves necessary:

- i. Wind up of activities – It is possible, though highly unlikely that YSJSU may need to cease operating. If this were to happen, then a level of funds would need to be available to allow HMRC, legal costs, staff redundancy, and creditors to be compensated appropriately.
- ii. Trading income collapse – Given the variety of trading activities there is always a risk that they may not perform as anticipated; it would therefore be wise to hold buffer funds to compensate for this if the situation occurs.
- iii. Summer period – Through the summer period (June to August inclusive) the Students' Union trading activities diminish significantly; short term funds are therefore required to ensure a positive cash flow and then stock purchases ahead of all activities fully reopening in September.
- iv. Medium term business continuity – An allowance should be held to enable to the Students' Union to fund a short period of temporary relocation (3 months), should the current Students' Union building not be serviceable for whatever reason.
- v. Future projects – There are activities and projects that the Students' Union may wish to invest in in the future, be these commercial diversification, further expansion of sports and

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activities projects, or seeking research/consultancy advice; and so, funds should be available to do this.

The Table below shows the levels of funds recommended in order to be able to provide security against the aforementioned areas.

i	Wind up of activities	£180,000
ii	Trading income collapse	£100,000
iii	Summer period	£100,000
iv	Medium term business continuity	£70,000
v	Future projects	£50,000

The total funds that have been identified are £500,000. However, there would not be a situation when all these funds would be required simultaneously. For example, if in the event of the occurrence of 'wind up of activities' then other funds would not be required as the Students' Union would no longer be operating. Alternatively, there may be a situation when occurrences 'ii' to 'iv' inclusive occur and so a total of all the funds may need to be drawn upon.

There also may be situations where/when 'winding down of activities' occurs, when extra (unexpected) costs may be incurred (such as litigation by employees), and an extra £20,000. (buffer) has been introduced to the lower limit to accommodate such circumstances (25% increase from 2020/21).

Therefore, YSJSU has identified that there is a minimum and maximum level of reserves that the Students' Union should always retain as follows:

Minimum level of reserves: £200,000

YSJSU may also use reserves for to invest in the organisation such as capital investment and resourcing. YSJSU may hold monies above the minimum level of reserves for this reason, and therefore, it is recommended that a maximum level of reserve is as follows:

Maximum level of reserves: £325,000

The Students' Union Trustee Board should therefore seek to achieve the minimum level and aspire to hold the maximum level.

How will the Students' Union achieve our target?

At 31st July 2023 the Students' Union held £233,337 (2022: £209,327) in free reserves. This means £33,337 above the minimum however a further £91,663 in additional reserve funds are required to meet the maximum target. The Students' Union will endeavour to achieve this by operating at a surplus in each financial year with future budgets set accordingly to achieve a minimum of 1% of core activity turnover i.e., total turnover excluding the university subvention grant.

c. Future Funding

York St John University have confirmed via the University's Finance and Capital Development Committee that the Block Grant for 2023/24 will be £438,000 (2022/23: £450,000).

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d. Going Concern

The Trustees confirm that the Students' Union has sufficient funds to meet its ongoing annual obligations. The Block Grant for 2023-24 has been confirmed at £438,000 and the commercial activities are expected to generate funds (surplus).

York St John University has agreed to continue to provide financial support to YSJSU in future years to ensure that it has sufficient funds to continue to operate effectively for the foreseeable future. The University and Students' Union reviewed the Memorandum of Understanding during the 2020 and it was agreed:

1. *The University shall, subject to the terms of this Memorandum, pay to the Union the Subvention (Block Grant) approved by the Governing Body's Finance and Capital Development Committee as a contribution to the annual budget of the Union. The Subvention will be paid to the Union to support activity relating to the Union's core charitable objectives, including but not limited to representation, advice, support and advocacy, democratic activities, and student social and professional enhancement.*
2. *The Subvention will be agreed in line with the University planning cycle and following consideration by the University of the Union's annual planning documents.*
3. *The University agrees to support the Students' Union to mitigate any major liabilities, including the Students' Union Superannuation Scheme (SUSS) ongoing liability. (MoU 2020)*

Although there are many challenges for the HE sector, York St John University continues to recruit on target. York St John University has increased recruitment in all areas, especially internationally and in post-graduate study.

e. Funds held as Custodian Trustee on Behalf of Others

The Students' Union actively encourages the activities of clubs and societies to be organised by the students themselves. To be recognised, a club or society must comply with the objectives of the Students' Union and follow administrative rules set up to protect the interests of its members and the Students' Union. As well as direct financial support, clubs and societies are encouraged to collect and spend their own money for activities. Sums collected in this way are kept for safekeeping by the Students' Union. On 31st July 2023, £58,150 (2022: £51,925) was being held under this arrangement, which is included in Note 21, of the Statement of Financial Accounts within this document. This amount is identified as belonging to the members of the clubs and societies and not the Students' Union.

f. Pay Policy for Senior Staff

The Board of Trustees consider the Officer Trustees and the Management Team to be the key management personnel of YSJSU; in charge of directing, controlling and operating the Union on a day-to-day basis. All External Trustees and Student Trustees give of their time freely and did not receive remuneration in the year. Officer Trustees received an annual salary (uplifted in January 2023) of £23,362 for their work as Full-time Elected Officers. Details of Trustees' expenses are disclosed in note 16 of the Statement of Financial Accounts.

The Heads of Service are appraised annually by the Chief Executive Officer and receive an incremental uplift if they have successfully achieved their objectives for the year. Heads of Service who have reached the top of their grade do not receive any further incremental uplifts.

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The current Chief Executive came into post full time on 28 January 2019 and is the most senior member of the York St John Students' Union staff team. The Chief Executive is contractually line managed by the SU President and Deputy Chair of the Trustee Board on behalf of the Trustee Board.

The Chief Executive meets formally and informally with the SU President and Deputy Chair of the Trustee Board to provide an update on productivity, priorities, and objective delivery; the SU President (Chair) and Deputy Chair of the Trustee Board then communicate as necessary regarding the performance of the Chief Executive with the full Trustee Board. To ensure that formal appraisals are carried out and that the Chief Executive is properly supported, formal appraisal meetings should take place every six months as follows:

Yearly Appraisal (June)	6-month Review (January)
To include: ▪ Report from Chief Executive ▪ Feedback from the Sabbatical Trustees and staff team gathered by the President. ▪ 360-degree feedback survey conducted by an external agency (bi-annually) Conducted by: ▪ Current and incoming Presidents and Deputy Chair of Trustee Board	To include: ▪ Review of Appraisal Report and meeting record from June meeting ▪ Feedback from the Sabbatical Trustees and staff team gathered by the President. Conducted by: ▪ Current President and Deputy Chair of Trustee Board

The June yearly appraisal is also the opportunity for the President(s) and Deputy Chair(s) of the Trustee Board to agree whether an incremental salary increase should be given, and their decisions are documented and then noted by the Board of Trustees.

FUTURE PLANS

2023/24 is an exciting time for York St John Students' Union. YSJSU are introducing new projects and initiatives that will work towards providing students with employability skills and experiences, a greater sense of belonging, higher satisfaction with their student experience, and better value for money.

YSJSU will be undertaking analysis, consultation and horizon scanning to create its new strategy (2024 and beyond) throughout the course of 2023/24. As well as this, the following key projects will be implemented.

a) Support for Students on Placements

The President of the Students' Union is leading on a project to research and analyse the way students are supported and their sense of belonging to the university whilst they are on placements. YSJSU are working with colleagues and students from across the university to understand where there are developments required, good practice that could be shared, and to create a support toolkit for students.

The campaign aids the achievement of the following priorities/KPIs:

Provide activities and opportunities that aid students to gain employability skills and become active citizens

Offer spaces and opportunities to enhance belonging and student communities

Engage with the university, city and wider community to ensure that students get the best experience - on campus and beyond

Beyond 9-5 Campus

Digital Transformation

80% satisfaction (NSS)

70% engagement with SU

b) Rate Your Landlord Scheme

In partnership with Unipol and the University of York, YSJSU are creating a 'Rate Your Landlord' scheme where students can have their say on accommodation providers, helping other students to make informed decisions about their choice of accommodation in York. It is anticipated that the Rate Your Landlord website platform will go live in January 2024.

The scheme is being progressed with the aim of contributing to the achievement of the following priorities/KPI's:

Offer spaces and opportunities to enhance belonging and student communities

Beyond 9-5 Campus

70% engagement with SU

Engage with the university, city and wider community to ensure that students get the best experience - on campus and beyond

c) Marketing and Membership Engagement Strategy

YSJSU is to begin to create its first Membership Engagement Strategy highlighting key and critical touch points or interventions in the student journey where YSJSU can make impact and establish and then retain engagement. The strategy will set out a vision for engagement growth over the next two – three years. This project will contribute to the success of the achievement of the following:

Beyond 9-5 Campus

Digital Transformation

Communication, Insight and Analysis

80% satisfaction (NSS)

70% engagement with SU

National recognition for being an effective and impactful Students' Union

d) Democratic/Representation Review

Alongside the creation of the new strategic plan, YSJSU will be evaluating the relevance and impact of the current democratic positions and processes to ensure that there is a fit for purpose structure moving forward. It is anticipated that this project will not be completed until the end of 2024/25 due to the timing of elections etc, within the annual business cycle.

The review should aid the achievement of the following strategic priorities/KPI's:

Beyond 9-5 Campus

Offer spaces and opportunities to enhance belonging and student communities

Engage with the University, city and wider community to ensure that students get the best experience – on campus and beyond

Be recognised as a change making organisation

Communication, Insight and Analysis

Digital Transformation

80% satisfaction (NSS)

70% engagement with SU

National recognition for being an effective and impactful Students' Union

e) Advice Service Development: Peer Mediation Service

One of the main strategic priorities for the Students' Union is to develop a holistic advice service for students. Currently and after the establishment of the Advice Service during 2021/22, the Students' Union provides students advice on academic matters (such as academic misconduct, appeals and complaints). However, the ambition of the Students' Union is to provide students

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with advice and support on student life matters such as housing and debt advice and advocacy for those who face university hearings.

The Advice Coordinator is attending training and CPD to become a peer mediation trainer, with the aim of introducing a mediation service for students. The mediation service will be facilitated by students from the Counselling and Law courses, enabling them to gain experience and skills in a professional setting. The Advice Coordinator is in dialogue with university colleagues about the implementation of this service.

Work undertaken on this will support the achievement of the following priorities and KPIs:

Provide independent advice services that help students to stay and enjoy life at university

Be recognised as a change-making organisation

Beyond 9-5 Campus

Advice, Support and Advocacy

Students as Partners

80% satisfaction (NSS)

70% engagement with SU

National recognition for being an effective and impactful Students' Union

f) A Vision for Societies

YSJSU have been collating insight and information about how to progress, develop and increase engagement regarding societies and student groups, with the aim of creating a vision and plan for the next three years. It is hoped that the impact of this project, will be to increase retention, satisfaction with the student experience, and enhance students' skills and professional experiences.

Work undertaken on this project, will aid the achievement of the following strategic priorities/KPI's:

Students as Partners

Governance, Finance and Risk Management

Be recognised as a change-making organisation

Offer spaces and opportunities to enhance belonging and student communities

Engage with the University, city and wider community to ensure that students get the best experience – on campus and beyond.

80% satisfaction (NSS)

70% engagement with SU

National recognition for being an effective and impactful Students' Union

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g) Volunteer Development

Aligning with the Quality Students' Unions accreditation, YJSU will be looking at ways to improve and develop the volunteer experience, utilising the 'Investing in Volunteers' framework (available to NCVU members). The framework will enable YJSU to create policy, more opportunities, and ensure effective processes are in place to enable our volunteers to develop socially and professionally, with the recognition that they deserve.

Work undertaken on this project, will aid the achievement of the following strategic priorities/KPI's:

Students as Partners

Governance, Finance and Risk Management

Be recognised as a change-making organisation

80% satisfaction (NSS)

70% engagement with SU

National recognition for being an effective and impactful Students' Union

h) London Campus Activities and Support

Although YJSU was unsuccessful in its bid for extra funding from the university to support resourcing at the London Campus, the SU team have set in motion developments for students regarding representation, communication, and activities for 2023/24. YJSU are collaborating with the other five SU's based in the Republic building, the Republic central team and other SU colleagues based at satellite campuses across London to create a YSJ student experience at the London Campus.

Work undertaken on this project, will aid the achievement of the following strategic priorities/KPI's:

Provide independent advice services that help students to stay and enjoy life at university

Be recognised as a change-making organisation

Beyond 9-5 Campus

Advice, Support and Advocacy

Students as Partners

70% engagement with SU

National recognition for being an effective and impactful Students' Union

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RESPONSIBILITIES OF THE TRUSTEES

The Trustees (who are also the directors of York St John Students' Union Limited for the purposes of company law) are responsible for preparing the Report from the Board of 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 these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards 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 charitable company will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006.

The Trustees 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.

Statement of disclosure to the auditor

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is 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 auditor is aware of that information.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Auditor

The auditor, BHP LLP, have indicated their willingness to continue in office, subject to the approval of the Trustee Board.

Signed by the SU President and Chair of the Board of Trustees:



Matthew Blackstock
President of the Students' Union / Chair of the Board of Trustees 2023-24
Jan 10, 2024

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Independent Auditor's Report to the Members of York St John Students' Union

Opinion

We have audited the financial statements of York St John Students' Union (the 'charitable company') for the year ended 31 July 2023 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including 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 charitable company's affairs as at 31 July 2023, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the 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

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 charitable company'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.

Other information

The other information comprises the information included in the annual trustees' report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual trustees' 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.

YORK ST JOHN STUDENTS' UNION LIMITED
YEAR ENDED 31 JULY 2023

Opinions 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 Annual Trustees' Report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

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 directors' report.

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

- adequate accounting records have not been kept, 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 directors' 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 prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemption from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 32, 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.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

YORK ST JOHN STUDENTS' UNION LIMITED
YEAR ENDED 31 JULY 2023

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:

- the engagement partner 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 charitable company through discussions with management and trustees, and from our knowledge and experience of this organisation;
- 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 charitable company, including the Charities Act 2011, the Companies Act 2006, data protection, health and safety legislation and employment law;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and trustees;
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit of the charitable company.

We assessed the susceptibility of the charitable company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by;

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

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

- performed analytical procedures to identify any unusual or unexpected variances;
- tested journal entries to identify unusual transactions;
- assessed whether judgments and assumptions made in determining the accounting estimates set out in note 1.18 were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

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;
- reviewing legal expenses;
- enquiring of management as to actual and potential litigation and claims.

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 is available on the FRC's website at:

<https://www.frc.org.uk/auditors/audit-assurance/auditor-s-responsibilitiesfor-the-audit-of-the-fi/description-of-the-auditor%E2%80%99s-responsibilities-for>. This description forms part of our auditor's report.

YORK ST JOHN STUDENTS' UNION LIMITED
YEAR ENDED 31 JULY 2023

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Laura Mashedor
Laura Mashedor (Jan 15, 2024 22:00 GMT)

Laura Mashedor (Senior Statutory Auditor)

For and on behalf of
BHP LLP,
Chartered Accountants
Statutory Auditor

Rievaulx House
1 St Mary's Court
Blossom Street
York
YO24 1AH

Date: Jan 15, 2024

BHP LLP are eligible to act as an auditor in terms of section 1212 of Companies Act 2006.

YORK ST JOHN STUDENTS' UNION LIMITED

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 JULY 2023

		Unrestricted funds	Restricted funds	Total funds	Total funds
		2023	2023	2023	2022
	Note	£	£	£	£
Income from:					
Grants, donations and legacies	2	442,207	-	442,207	458,000
Facilities in Kind	3	235,604	-	235,604	218,915
Other trading activities	4	55,560	-	55,560	60,985
Investment income	5	4,452	-	4,452	358
Charitable activities	6	414,772	-	414,772	402,431
Other income	7	-	-	-	2,162
Total income		<u>1,152,595</u>	<u>-</u>	<u>1,152,595</u>	<u>1,142,851</u>
Expenditure on:					
Raising funds	8	48,149	-	48,149	44,037
Charitable activities	9	1,060,226	-	1,060,226	1,083,680
Total expenditure	10	<u>1,108,375</u>	<u>-</u>	<u>1,108,375</u>	<u>1,127,717</u>
Net Income / (expenditure)		44,220	-	44,220	15,134
Remeasurement of pension scheme	27	59,988	-	59,988	-
Net Income / (expenditure) and movement in funds		<u>104,208</u>	<u>-</u>	<u>104,208</u>	<u>15,134</u>
Reconciliation of funds:					
Total funds at 1 August 2022		(429,298)	-	(429,298)	(444,432)
Total funds at 31 July 2023		<u>(325,090)</u>	<u>-</u>	<u>(325,090)</u>	<u>(429,298)</u>

The Statement of Financial Activities complies with the requirements for an income and expenditure account under the Companies Act 2006 and includes all gains and losses recognised in the year.

All activities relate to continuing operations.

All funds in the current and previous year are unrestricted.

The notes on pages 46 to 61 form part of these financial statements.

YORK ST JOHN STUDENTS' UNION LIMITED

BALANCE SHEET

AS AT 31 JULY 2023

			2023	2022
	Note	£	£	£
Fixed assets				
Tangible assets	18	9,163	17,017	
		<u>9,163</u>	<u>17,017</u>	
Current assets				
Stocks	19	4,291	6,606	
Debtors	20	7,817	37,220	
Cash at bank and in hand		345,805	283,689	
		<u>357,913</u>	<u>327,515</u>	
Creditors: amounts falling due within one year	21	<u>(154,888)</u>	<u>(143,025)</u>	
Net current assets			<u>203,025</u>	<u>184,490</u>
Total assets less current liabilities			<u>212,188</u>	<u>201,507</u>
Creditors: amounts falling due after more than one year	22	(537,278)	(630,805)	
Net liabilities	24	<u>(325,090)</u>	<u>(429,298)</u>	
Charity funds				
Restricted funds	23	-	-	
Unrestricted funds	23	(325,090)	(429,298)	
Total funds		<u>(325,090)</u>	<u>(429,298)</u>	

The Financial Statements were approved by the Trustees on 9th January 2024 and signed for on their behalf, by:



Matthew Blackstock, President



Matthew Hunnybun (Jan 10, 2024 11:37 GMT)

Matthew Hunnybun, External Trustee

The notes on pages 46 to 61 form part of these financial statements.

YORK ST JOHN STUDENTS' UNION LIMITED

CASH FLOW STATEMENT

FOR THE YEAR ENDED 31 JULY 2023

	Note	2023 £	As restated 2022 £
Cash flows from operating activities			
Net cash provided by/(used in) operating activities:	25	<u>57,664</u>	<u>(15,650)</u>
Cash flows from investing activities:			
Purchase of tangible assets		-	(23,562)
Bank interest received		4,452	358
Net cash provided by Investing activities		<u>4,452</u>	<u>(23,204)</u>
Change in cash and cash equivalents in the year		62,116	(38,854)
Cash and cash equivalents brought forward		<u>283,689</u>	<u>322,543</u>
Cash and cash equivalents carried forward	26	<u>345,805</u>	<u>283,689</u>

The prior year cashflow has been restated to more fairly represent cash flows from the defined benefit pension arrangement, the impact has been to reduce cash provided by operations by £44,100, there is no net impact on cash.

1. Accounting policies

1.1. Basis of preparation of financial statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

York St John Students' Union Limited 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 financial statements are prepared in sterling which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

1.2. Going concern

Notwithstanding the balance sheet showing net liabilities of £325,090, the Trustees are of the opinion that there are no material going concern uncertainties. This assessment is based upon:

The Union having net current assets of £203,026.

The Union having free reserves not including the pension scheme funding deficit liability of £233,337.

Only £30,312 of the future pension funding deficit liability of £567,590 being due as a cash obligation to 31 July 2024.

This demonstrates that whilst the pension obligation presents a net liability position on the balance sheet it does not represent a cash obligation that the Union cannot meet through its available free reserves.

The University shall, subject to the terms of this Memorandum, pay to the Union the Subvention (Block Grant) approved by the Governing Body's Finance and Capital Development Committee as a contribution to the annual budget of the Union. The Subvention will be paid to the Union to support activity relating to the Union's core charitable objectives, including but not limited to representation, advice, support and advocacy, democratic activities, and student social and professional enhancement. The Subvention will be agreed in line with the University planning cycle and following consideration by the University of the Union's annual planning documents. The University agrees to support the Students' Union to mitigate any major liabilities, including the Students' Union Superannuation Scheme (SUSS) ongoing liability. (MoU 2020)

In light of this, management forecasts and budgets reflect a surplus for the period to 31 July 2024 with surpluses from 1 August 2024 to 30 November 2024. These have been considered in light of sensitivities around key judgements such as current economic situation, salary costs and we are satisfied these forecasts are achievable.

Therefore the trustees believe it is appropriate to prepare the accounts on the going concern basis.

1.3. Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 3. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1.4. 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 company 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 company 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.

Investment income, gains and losses are allocated to the appropriate fund.

1.5. Income

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

Donated services or facilities are recognised when the company has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the company of the item is probable and that economic benefit can be measured reliably.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the company which is the amount the company 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.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

1.6. 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 classed 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 allocated on the basis of time spent, and depreciation charges allocated on the portion of the assets use.

Expenditure on raising funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to their applicable expenditure headings.

1.7. Tangible fixed assets and depreciation

Fixed assets are stated at cost less accumulated depreciation. Assets are capitalised if they cost more than £2,500 and expected to last more than one year and any provision for impairment.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives. Depreciation is provided on the following bases Equipment - 3 years straight line.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment.

1.8. Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Union; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

1.9. Operating leases

Rentals under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

1.10. Stocks and work in progress

Stocks and work in progress 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.

1.11. Debtors

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

1.12. Cash at Bank and in hand

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

1.13. Creditors and provisions

Creditors and provisions are recognised where the company has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

1.14. Financial instruments

The charity 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.

1.15. Taxation

The company 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 company 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.

1.16. Pensions

The Union participates in the Students' Union Superannuation Scheme (SUSS), a defined benefit 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 rates of contribution payable being determined by the 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 attributed to the Union. In these circumstances contributions are accounted for as if the scheme were a defined contribution scheme based on actual contributions paid through the year. The present value of the union's share of the deficit is recognised as a liability in accordance with SORP (FRS 102).

The Union also participates in Aegon and NEST pension schemes, both of which are defined contribution schemes. The assets of the schemes are held separately from those of the Union in independently administered funds. The pension charge represents the amounts payable by the company to the fund in respect of the year.

1.17. Grants

The recurrent block grant is receivable from York St John University. The grant is credited to the income and expenditure account in the year to which it relates.

Project support grants are project based and include grants which are receivable from the University and other funding bodies

1.18. Critical accounting estimates and areas and judgement

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) 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 present value of the commitment is recognised. The calculation of the present 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.

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 in line with HM Treasury Guidance found at www.gov.uk

(ii) Donation of facilities by York St John University

In accordance with the Charities SORP FRS 102, the union has valued the benefit it receives from occupying facilities owned by the University on a rent-free basis, at the University's estimate of market value of £235,604.

(iii) 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 a basis of assessed consumption.

1.19. Employee benefits

The cost of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2. Income from grants, donations and legacies

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
University block grant	442,207	-	442,207	458,000
	<u>442,207</u>	<u>-</u>	<u>442,207</u>	<u>458,000</u>

3. Facilities in Kind

	Unrestricted funds	Restricted funds	Total funds	Total funds
	2023	2023	2023	2022
	£	£	£	£
Facilities in Kind	235,604	-	235,604	218,915
	<u>235,604</u>	<u>-</u>	<u>235,604</u>	<u>218,915</u>

4. Other trading activities

	Unrestricted funds	Restricted funds	Total funds	Total funds
	2023	2023	2023	2022
	£	£	£	£
Marketing and communication	53,792	-	53,792	57,397
Clawback and insurance	1,768	-	1,768	3,588
	<u>55,560</u>	<u>-</u>	<u>55,560</u>	<u>60,985</u>

5. Investment income

	Unrestricted funds	Restricted funds	Total funds	Total funds
	2023	2023	2023	2022
	£	£	£	£
Bank interest	4,452	-	4,452	358
	<u>4,452</u>	<u>-</u>	<u>4,452</u>	<u>358</u>

6. Income from charitable activities

	Unrestricted funds	Restricted funds	Total funds	Total funds
	2023	2023	2023	2022
	£	£	£	£
Student opportunities	46,686	-	46,686	62,518
Bar	254,630	-	254,630	234,085
Retail	15,565	-	15,565	14,033
Coffee	46,308	-	46,308	48,827
Catering	43,783	-	43,783	37,320
Events	7,800	-	7,800	5,648
	<u>414,772</u>	<u>-</u>	<u>414,772</u>	<u>402,431</u>

7. Other income

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Job retention scheme	-	-	-	2,162
	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,162</u>

8. Raising funds

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Marketing and communication	14,474	-	14,474	13,036
Marketing and communication wages	33,675	-	33,675	31,001
	<u>48,149</u>	<u>-</u>	<u>48,149</u>	<u>44,037</u>

9. Analysis of expenditure on charitable activities

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Charitable activities				
Student voice	176,300	-	176,300	161,742
Student opportunities	66,912	-	66,912	136,581
Bar	148,436	-	148,436	181,799
Retail	9,740	-	9,740	9,530
Coffee	31,864	-	31,864	32,237
Catering	42,554	-	42,554	41,685
Events	11,101	-	11,101	12,081
Central services	182,831	-	182,831	175,393
Operations	143,886	-	143,886	104,797
Facilities in kind	235,604	-	235,604	218,915
	<u>1,049,228</u>	<u>-</u>	<u>1,049,228</u>	<u>1,074,760</u>
Governance costs				
Audit fees	9,385	-	9,385	7,000
Other costs	1,613	-	1,613	338
	<u>1,060,226</u>	<u>-</u>	<u>1,060,226</u>	<u>1,082,098</u>

10. Analysis of expenditure by type

	Staff costs 2023 £	Other costs 2023 £	Total 2023 £	Total 2022 £
Marketing and communication	33,675	14,474	48,149	44,037
Raising funds	33,675	14,474	48,149	44,037
Student voice	165,496	35,312	200,808	184,832
Student opportunities	27,731	63,689	91,420	159,040
Bar	51,982	208,566	260,548	287,155
Retail	11,104	10,417	21,521	20,444
Coffee	14,085	17,779	31,864	32,237
Catering	12,874	29,680	42,554	41,685
Events	-	11,101	11,101	12,081
Central services	109,989	99,248	209,237	199,115
Operations	138,236	41,939	180,175	138,171
Charitable activities	531,497	517,731	1,049,228	1,074,760
Expenditure on governance	-	10,998	10,998	7,338
Other expenditure (note 12)	-	-	-	1,582
	565,172	543,203	1,108,375	1,127,717

11. Analysis of expenditure by activities

	Activities undertaken directly 2023 £	Support costs 2023 £	Total 2023 £	Total 2022 £
Student voice	173,385	27,423	200,808	184,832
Student opportunities	63,999	27,421	91,420	159,040
Bar	144,552	115,996	260,548	287,155
Retail	8,769	12,752	21,521	20,444
Coffee	31,864	-	31,864	32,237
Catering	42,554	-	42,554	41,685
Events	-	11,101	11,101	12,081
Central services	177,975	31,262	209,237	199,115
Operations	152,753	27,422	180,175	138,171
	795,851	253,377	1,049,228	1,074,760

12. Other expenditure

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Other expenditure	-	-	-	1,582
	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,582</u>

13. Net income / (expenditure)

This is stated after charging:

	2023 £	2022 £
Auditor's remuneration	8,735	7,000
Depreciation of owned assets	<u>7,854</u>	<u>6,545</u>

14. Trustees' Expenses

6 trustees received reimbursement of expenses for travel and accommodation of £1,613 in the current year, (2022: - 1 Trustee - £338).

15. Staff costs

Staff costs were as follows:

	2023	2022
	£	£
Wages and salaries	515,463	473,823
Social security costs	35,373	30,733
Defined contribution pension costs (Note 27)	14,336	13,240
	<u>565,172</u>	<u>517,796</u>

Total redundancy/termination payments amounted to £0 (2022: £0).

During the year key management personnel received remuneration (including Employer's NI and pension) totalling £258,481 (2022: £240,414). The union considers its key management personnel to comprise of the Trustees and those individuals detailed in the administrative information on page 4.

The average monthly number of employees was 40 (2022: 44) and the average monthly number of Full Time Equivalent employees during the year was as follows (including casual and part-time staff):

	2023	2022
	No.	No.
Permanent staff	15	15
Student staff	<u>5</u>	<u>6</u>
	<u>20</u>	<u>21</u>

No employee received remuneration amounting to more than £60,000 in either year.

16. Trustees' remuneration

The three sabbatical roles each incurred a salary charge as authorised in the Students' union governing document, for the representation, campaigning and support work they undertake as distinct from their trustee responsibilities. This work includes voicing student opinion with the University and local community, defending and extending the rights of students through petitions, discussions with MPs and also organising and supporting student volunteers and service provision for them.

Details of the three sabbatical trustees are available on page 3 of the financial statements.

Remuneration is paid to each sabbatical trustee for an annual term which runs to the 30 June. For the year to 31 July 2023 each received £23,462 and for the year to 31 July 2022 each received £19,230. The aggregate amount payable under such contracts is shown below:

	2023	2022
	£	£
Wages and salaries	70,385	57,690
Defined contribution pension costs	<u>2,449</u>	<u>1,711</u>
	<u>72,834</u>	<u>59,401</u>

17. SOFA prior year comparatives

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Income from:			
Grants, donations and legacies	458,000	-	458,000
Facilities in kind	218,915	-	218,915
Other trading activities	60,985	-	60,985
Investments	358	-	358
Charitable activities	402,431	-	402,431
Other income	2,162	-	2,162
Total income	<u>1,142,851</u>	<u>-</u>	<u>1,142,851</u>
Expenditure on:			
Raising funds	44,037	-	44,037
Charitable activities	1,082,098	-	1,082,098
Other expenditure	1,582	-	1,582
Total expenditure	<u>1,127,717</u>	<u>-</u>	<u>1,127,717</u>
Net Income and net movement in funds	<u>15,134</u>	<u>-</u>	<u>15,134</u>
Reconciliation of Funds			
Funds brought forward	(444,432)	-	(444,432)
Funds carried forward	<u>(429,298)</u>	<u>-</u>	<u>(429,298)</u>

18. Tangible fixed assets

	2023
	£
	Equipment
Cost	
Balance as at 1st August 2022	23,562
Additions	-
Balance as at 31st July 2023	<u>23,562</u>
Depreciation	
Balance as at 1st August 2022	6,545
Charge for the Year	7,854
Balance as at 31st July 2023	<u>14,399</u>
Net Book Value:-	
At 31st July 2022	17,017
At 31st July 2023	9,163

These assets include refurbishments to the Bar, Shop, Catering facilities and social areas within the building.

19. Stocks

	2023	2022
	£	£
Retail	2,396	2,587
Bar	1,514	2,083
Coffee	79	954
Catering	302	982
	<u>4,291</u>	<u>6,606</u>

20. Debtors

	2023	2022
	£	£
Trade Debtors	4,797	31,794
Prepayments and accrued income	3,020	5,426
	<u>7,817</u>	<u>37,220</u>

21. Creditors

Amounts falling due within one year

	2023	2022
	£	£
Clubs and societies	58,150	51,925
Trade creditors	45,191	40,045
VAT	4,978	11,962
Other creditors	413	1,651
Accruals and deferred income	15,844	12,606
Defined benefit scheme funding deficit liability (Note 27)	30,312	24,837
	<u>154,888</u>	<u>143,025</u>

22. Creditors over one year

Amounts falling due after more than one year

	2023	2022
	£	£
Defined benefit scheme funding deficit liability (Note 27)	537,278	630,805
	<u>537,278</u>	<u>630,805</u>

23. Statement of funds

Current year	Brought forward £	Income £	Expenditure £	Gains/(losses) £	Transfers £	Carried forward £
Unrestricted funds						
General funds	226,344	1,152,595	(1,088,952)	-	(47,487)	242,500
Pension deficit	(655,642)	-	(19,423)	59,988	47,487	(567,590)
	<u>(429,298)</u>	<u>1,152,595</u>	<u>(1,108,375)</u>	<u>59,988</u>	<u>-</u>	<u>(325,090)</u>
Restricted funds						
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total of funds	<u>(429,298)</u>	<u>1,152,595</u>	<u>(1,108,375)</u>	<u>59,988</u>	<u>-</u>	<u>(325,090)</u>
Prior year	Brought forward £	Income £	Expenditure £	Gains/(losses) £	Transfer £	Carried forward £
Unrestricted funds						
General funds	231,272	1,142,851	(1,147,779)			226,344
Pension deficit	(675,704)	-	20,062			(655,642)
	<u>(444,432)</u>	<u>1,142,851</u>	<u>(1,127,717)</u>	<u>-</u>	<u>-</u>	<u>(429,298)</u>
Restricted funds						
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total of funds	<u>(444,432)</u>	<u>1,142,851</u>	<u>(1,127,717)</u>	<u>-</u>	<u>-</u>	<u>(429,298)</u>

Transfers in the year of £47,487 relate to repayments of the pension deficit liability.

Summary of funds

Current year	Brought forward £	Income £	Expenditure £	Gains/(losses) £	Transfer £	Carried forward £
General funds	(429,298)	1,152,595	(1,108,375)			(325,090)
Restricted funds	-	-	-			-
	<u>(429,298)</u>	<u>1,152,595</u>	<u>(1,108,375)</u>	<u>-</u>	<u>-</u>	<u>(325,090)</u>

There were no restricted grants received.

Prior year	Brought forward £	Income £	Expenditure £	Gains/(losses) £	Transfer £	Carried forward £
General funds	(444,432)	1,142,851	(1,127,717)			(429,298)
Restricted funds	-	-	-			-
	<u>(444,432)</u>	<u>1,142,851</u>	<u>(1,127,717)</u>	<u>-</u>	<u>-</u>	<u>(429,298)</u>

24. Analysis of net assets between funds

Current year	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Tangible Fixed assets	9,163	-	9,163
Current assets	357,913	-	357,913
Creditors due within one year	(154,888)	-	(154,888)
Creditors due after one year	(537,278)	-	(537,278)
	<u>(325,090)</u>	<u>-</u>	<u>(325,090)</u>
Prior year	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Tangible Fixed assets	17,017	-	17,017
Current assets	327,515	-	327,515
Creditors due within one year	(143,025)	-	(143,025)
Creditors due after one year	(630,805)	-	(630,805)
	<u>(429,298)</u>	<u>-</u>	<u>(429,298)</u>

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

	2023	2022
	£	£
Net income for the year (as per Statement of Financial Activities)	104,208	15,134
Adjustment for:		
Depreciation	7,854	6,545
Bank interest received	(4,452)	(358)
Pension finance charge	(40,565)	24,039
Decrease in stocks	2,315	1,149
Decrease/(Increase) in debtors	29,403	(30,117)
Increase / (decrease) in creditors	6,388	12,058
SUSS pension contributions paid	(47,487)	(44,100)
Net cash provided by operating activities	57,664	(15,650)

26. Analysis of cash and cash equivalents

	2023	2022
	£	£
Cash at bank and in hand	345,805	283,689
	345,805	283,689

27. Pension commitments

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 onwards 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 scheme was carried out on 30 June 2022 and showed that the market value of the scheme's assets was £106,700,000 with 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.

Valuations are conducted every three years based upon assumptions agreed by the Trustees, and is used to set the contributions payable by the participating employers.

The outcome in financial terms is set out in the table below:

	30 June 2019 £m	30 June 2022 £m
Assets	119.1	106.7
Liabilities	260.0	240.3
Expense reserve		3
Deficit	(£140.9)	(£136.6)
Funding Level	46%	44%

The decrease shown in the deficit since 2019 is in line with the changes previously reported, following annual reviews, but makes allowance for the impact of the 7% pension increase issue. This has increased the deficit in SUSS but its impact has been mitigated by the member consent exercise.

Whilst the assets have performed well rising by over 17% over the three years, the liabilities have increased by a similar percentage. The sustained low yield on government bonds has continued to affect the liabilities, but the increase was driven in large part by the pension increase issue. The Trustees have concluded that the level of contributions to clear the deficit will have to rise above the planned 5% annual increase in order to address this. However, in order to allow time for the unions to make necessary arrangements the increase in contributions have come into effect from October 2021.

The increase of 5% due in October 2023 proceeded as planned, and these contributions formed part of the plan to remove the funding deficit in SUSS.

Following the 2020 increase, and in order to attribute the further increase in costs as fairly as possible, the Trustees have allocated the additional liabilities arising from the 7% pension increase issue to those unions whose members are directly affected by it. This means that a union with many affected members may see a substantial increase in their contributions to SUSS from October 2021, while a union with no members affected by the issue would see a much smaller increase.

The Trustees also considered whether the costs of carrying out the member consent exercise should be borne only by those unions whose members are directly affected by the pension increase issue. After careful consideration, and keeping in mind the principle of collectivism, they concluded that a significant proportion of the costs incurred were justifiable expenses of running SUSS as a whole (because benefits needed to be adjusted, and members written to, whether or not the compromise offer was made). What remained, once allocated to the many affected unions and reclaimed over a reasonable period of time, was not material in the context of the overall level of payments being made to the SUSS by the unions, and so no additional charges will be made in respect of this.

The existing recovery plan, based on the results of the 2016 valuation, was due to end in 2033. One option considered by the Trustees was to retain this target end date, in line with the Pensions Regulator's guidance that funding deficits should be addressed over as short a period as possible. However, given the already substantial level of contributions being made to SUSS by the employers, the Trustees concluded that extending the recovery period, and hence reducing the initial increase in contributions that unions would be required to make, struck an appropriate balance between removing the deficit as quickly as possible while remaining affordable.

In summary, the 2019 valuation recommended a monthly contribution requirement by each Union expressed in monetary terms intended to clear the ongoing funding deficit over a period of 16 years and 2 months ending August 2035 and has increased by 5% through to 2035 except for the period 2021/2022 which will increase by 17%. These contributions also include an allowance for the cost of the ongoing administrative and operational expenses of running the scheme. These rates applied with effect from 1 October 2020 and will be formally reviewed following completion of the next valuation due with an effective date of 30 June 2022. Surpluses or deficits which arise at future valuations will also impact on the Union's future contribution commitment. In addition to the above contributions, the Union also pays its share of the scheme's levy to the Pension Protection Fund.

Under FRS102 the Union is required to recognise as a liability the present value of its agreed share of future deficit contributions. Finance costs are recognised as the present value unwinds.

Total contributions paid into the scheme by York St John Students' Union in respect of eligible employees for the year ended 31 July 2023 amounted to £nil (2022 £nil). At the balance sheet date, the Union's pension deficit was £567,590 (2022: £655,624), split by amounts due within 1 year £30,312 (2022: £24,837) and amounts due after 1 year £537,277 (2022: £630,805). The deficit payment to the scheme is £47,487 (2022: £44,100).

The company also operates two defined contribution pension schemes. The assets of the schemes are held separately from those of the company in independently administered funds. The pension cost charge represents contributions payable by the company to the funds and amounted to £14,336 (2022: £13,240). Contributions totalling £2,496 (2022: £2,498) were payable to the fund at the balance sheet date and are included in creditors.

27. Pension commitments - continued

The full reconciliation of this present value is as follows:

Present value of provision		
	2023	2022
	£	£
Student's Union Superannuation Scheme	567,589	655,642
Present value of provision:		
Creditors: amounts falling due within one year (Note 21)	30,312	24,837
Creditors: amounts falling due after more than one year (Note 22)	537,278	630,805
	<u>567,590</u>	<u>655,642</u>

Reconciliation of opening and closing provisions:

Provision as at 1 August 2022	655,642
Unwinding of discount factor	19,423
Deficit contribution paid	(47,487)
Movement in net present value calculation	(59,988)
Provision at 31 July 2023	<u>567,590</u>

Assumptions:	2023	2022
	%	%
Rate of discount	<u>5.00</u>	<u>3.50</u>

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

28. Operating lease commitments

At 31 July 2023 the company had annual commitments under non-cancellable operating leases as follows:

	2023	Other 2022
	£	£
Expiry date:		
Within 1 year	-	-
Between 1 and 5 years	-	-
	<u>-</u>	<u>-</u>

Excluding the formal lease with the University agreed 2018 for 10 year period regarding donation for lease and utilities fees .
(page 7 of TAR)

29. Related party transactions

The Union is in receipt of a recurrent grant from York St John University of £442,207 (2022: £458,000) and other paid items £21,069 (2022: £56,965) made up of £7,585 (2022: £23,962) to reimburse transactions made on Aspire cards, this will include memberships and retail sales, £1,401 (2022: £24,408) i2i mini bus hire travel for men's football in 2023 and in 2022 for bus tickets paid for YSJ Uni and travel for both hockey and rugby league and £12,083 (2022: £8,595) various reimbursements of stock items shown in sales or costs incurred by YSJ SU on behalf of the Uni.

In addition the Student Union occupies its building on a rent free basis and York St John University provides support services. In accordance with the Charities SORP FRS102, the trustees have estimated that the provision of space and associated services is worth £235,604 (2022: £218,915) to the Union and have recognised this amount in the financial statements.

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 16 and Trustees' expenses in note 14.

30. Post Balance Sheet events

SUSS conducts an actuarial valuation every three years the next valuation is due at 30 June 2025 based upon assumptions agreed by the Trustees, and is used to set the contributions payable by the participating employers. The Trustees have also taken advice from Schroders, the SUSS's investment advisors, on the expected return on investments held over the recovery plan period. In summary, the usual increase of 5% due in October 2023 will proceed as planned, with a subsequent increase of 5% each 1 October until the end of the deficit recovery period, which is now expected to be in May 2037.

Accounts



YORK ST JOHN STUDENTS' UNION

Annual Trustees' Report and Accounts

Financial Year Ending 31 July 2022

Charity No: 1136905

Company No: 07250320

YORK ST JOHN STUDENTS' UNION LIMITED
YEAR ENDED 31 JULY 2022

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YORK ST JOHN STUDENTS' UNION LIMITED
YEAR ENDED 31 JULY 2022

ADMINISTRATIVE INFORMATION

Legal Status: York St John Students' Union Limited (YSJSU) is a charity registered in England and Wales and is incorporated as a Company Limited by Guarantee (CLG).

Charity Registration Number: 1136905

Company Registration Number: 07250320

Principal Office: The principal office of YSJSU is at York St John Students' Union, York St John University, Lord Mayor's Walk, York YO31 7EX.

Charity Trustees and Company Directors:

Position	Name	Term Dates
Sabbatical Trustee (President of the Students Union)	James Andrews	01/07/2020 to 30/06/2022
Sabbatical Trustee (President of Education)	Aimee Yeoman	01/07/2021 to Present
Sabbatical Trustee (President of Wellbeing & Diversity)	Christian Smith	01/07/2021 to Present
Sabbatical Trustee (President of the Students' Union)	Isabella Robinson	01/07/2022 to Present
External Trustee	Richard Quayle	01/07/2016 to 30/06/2022
External Trustee	Michael Wilkinson	01/07/2017 to Present
External Trustee	Katherine Mathew	01/07/2020 to 31/03/2022
External Trustee	Amanda Chetwynd-Cowieson	01/07/2020 to Present
External Trustee	Tiffany Burnett	01/07/2021 to Present
External Trustee	Matthew Hunnybun	01/07/2022 to Present
External Trustee	Simon Crack	01/09/2022 to Present
Student Trustee	Vishal Shah	01/12/2021 to Present
Student Trustee	Hollie King	01/12/2021 to 30/06/2022

Other Company Officers:

Position	Name	Term Dates
Company Secretary	Donna Smith	28/01/2019 to Present

YORK ST JOHN STUDENTS' UNION LIMITED
YEAR ENDED 31 JULY 2022

Auditor:

BHP LLP, Rievaulx House, 1 St Mary's Court, Blossom Street, York, YO24 1AH

Bankers:

HSBC plc, PO Box 26, 13 Parliament Street, York, YO1 8XS

Management Personnel:

York St John Students' Union (YSJSU) employs a Chief Executive Officer to work closely with the Sabbatical Trustees, other elected representatives, and the staff team to ensure effective management of the charity. The Trustees delegate the day to day running of YSJSU to the Chief Executive Officer and to the Management Team.

During the 2021/22 financial year the Senior Management Team were as follows:

Position	Name	Term Dates
Chief Executive Officer	Donna Smith	28/01/2019 to Present
Student Opportunities Manager / Head of Student Opportunities	Paul Murtough	01/08/2019 to Present
Operations and Business Development Manager / Head of Operations and Business Development	David Tait	01/02/2018 to Present
Finance and Resources Manager / Head of Finance and Resources	David Green	01/03/2016 to Present

YORK ST JOHN STUDENTS' UNION LIMITED
YEAR ENDED 31 JULY 2022

Introduction from the President of the Students' Union and Chair of the Trustee Board

The past academic year saw a return to a more familiar campus life for our university community and after the disruption of the COVID-19 pandemic, the change and new sense of normality was welcomed. The return to a familiar environment meant building upon the changes implemented during the pandemic and adapting and improving the student experience to ensure that the return to campus life was comfortable for everyone.

I am proud of the work we have achieved over my time as President of the Students' Union and the Chair of the Board of Trustees. September 2021 saw us welcoming our students back into a restriction free environment for the first time since March 2020 and thanks to the dedication and hard work of the Students' Union staff team the transition was effective and welcoming. Our new food and beverage services contributes to our "beyond 9-5 campus" strategic aim by giving students extra choice and spaces for socialising and our brand-new loyalty scheme ensures that they are rewarded for spending time eating and drinking with us by putting money back in their pocket.

The Sabbatical Officer team for 2021/22 worked hard over the course of the year to support students on their return to campus life. Through partnership work with the university, lecture recording began to be implemented across the university and this will continue to grow into the next academic year. Thanks to work from the President of Education, the £50 enrolment fee for Postgraduate students was reduced to £1, helping to remove barriers to education. Furthermore, the President of Wellbeing and Diversity addressed key student safety issues this past year with work being done alongside the Police to enhance feedback mechanisms for areas of concern in the city and introducing anti-spiking aids for students on nights out. These are just some of the impacts made by our 2021/22 sabbatical officer team and I'm incredibly proud of the work we've done together.

Thanks to the work of the Graduation Working Group, 2021/22 also saw our delayed, November ceremonies for our class of 2020 cohort and a February graduation for our 2021 cohort. It was a very welcomed, long overdue celebration for our students, and I was incredibly grateful to have been able to support the university in organising the ceremonies and alongside the two other sabbatical officers, carry the mace during the procession.

Our new advice service was launched this year, providing students with an extra avenue of representation and support when it comes to their academic studies. The service will continue to grow and flourish over the coming academic year and will always be available for students who need it.

As my time at York St John Students' Union comes to an end, I'd like to thank all the staff at the SU for their hard work and dedication to enhancing the student experience. I'd also like to welcome our new President of the Students' Union, Isabella Robinson and wish her the best of luck alongside Chris and Aimée, for the upcoming academic year.

Jamie Andrews

President of the Students' Union / Chair of the Board of Trustees 2020-2022

2021-22 has been a great year, with lots of changes put in place, and the SU showing significant achievements. I am incredibly excited and honoured to be taking the SU forward for 2022-23.

Isabella Sparling (Robinson)

President of the Students' Union / Chair of the Board of Trustees 2022-2023

YORK ST JOHN STUDENTS' UNION LIMITED
YEAR ENDED 31 JULY 2022

REPORT FROM THE TRUSTEES FOR THE YEAR ENDED 31ST JULY 2022

The Trustees, who are also Directors for the purposes of company law, present their annual report together with the audited financial statements of York St John's Students' Union for the period 1 August 2021 to 31 July 2022.

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 published in October 2019.

Since the Union qualifies as small under section 383 of the Companies Act 2006, the strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

STRUCTURE, GOVERNANCE AND MANAGEMENT

a. Organisational Structure and Decision Making

York St John Students' Union is a Company Limited by Guarantee and not having a Share Capital as defined by the Companies Act 2006. YSJSU registered as a charity in the UK on 1 August 2010. YSJSU is a Students' Union as defined by the Education Act 1994 whose activities are devoted to the educational interests and welfare of its members.

YSJSU's principal governing document is the Articles of Association, agreed by the Company Members of the Union in a General Meeting and reviewed by YSJSU and York St John University at least every 5 years. Copies of the Articles of Association are available from the offices of YSJSU and via the *Documents* section of our website (www.ysjsu.com). In September 2020, YSJSU adopted the revised Articles of Association via an Extraordinary General Meeting. The Articles of Association are supported by the YSJSU Byelaws which were reviewed throughout the course of the 2020/21 academic year, and approved by the Trustee Board in June 2021.

The Trustee Board of YSJSU is made up of three Officer Trustees, up to two Student Trustees, and up to five External Trustees. Officer Trustees are elected by a ballot of all members of YSJSU. To stand for election as an Officer Trustee, candidates must be full members of YSJSU (see Articles of Association for definition). Student Trustees and External Trustees are appointed by a selection and interview process led by the Nominations Committee. The Nominations Committee then makes formal recommendations to the full Board for approval of the appointment of Trustees.

The experiences and expertise held by the External Trustees are in the areas of commercial development, law, higher education policy, governance, financial management and strategic planning. This provides YSJSU with the opportunity to develop and provides risk management and continuity. The Trustee Board structure also includes two Student Trustees to elevate the voice of students on the board.

Officer Trustees are required to take a sabbatical year away from their studies (or alternatively, have just finished their final year of study) and are remunerated by YSJSU during this period. Officer Trustees are in post for one year and may stand for re-election for one year (maximum of two years in total). Student Trustees may remain in office for a term of two years and External Trustees for three years. Both can serve a maximum of two consecutive terms. The Officer Trustees undergo a formal process of induction and training on taking up their post. This is organised by the permanent staff of YSJSU and utilises external training providers as well as the National Union of Students (NUS) and staff from York St John University. During 2021/22, the

YORK ST JOHN STUDENTS' UNION LIMITED

YEAR ENDED 31 JULY 2022

Trustee Board adopted a training and development programme, including the online development module 'Trustee Foundations' provided by the consultancy agencies 'MiraGold' and 'SUSkills'.

Responsibility is cascaded from the Trustee Board and committee structure of YSJSU to the Chief Executive Officer and staff team of YSJSU and documented via the organisations 'Scheme of Delegated Authority' document. YSJSU employs a team of full-time staff to ensure effective management of its many activities and to implement the policy decisions made by the Trustees and/or Student Council. The Scheme of Delegated Authority document outlines clear levels of responsibility for areas of decision making and delegates authority for the day to day operational management and decision making of the organisation to the Chief Executive Officer and staff team of YSJSU.

The Trustee Board delegates responsibility to six committees: Finance, Audit and Risk; Health and Safety; People and Culture; Elections; Nominations; and Service Development to ensure effective governance and decision making.

The Student Council is made up of elected part-time officers, representatives of student groups and the Officer Trustees, and receives and discusses reports including financial information, policy issues and receive information from staff as required. The Council meets at least three times per year.

When reviewing our objectives and planning activities, YSJSU has given due consideration to the Charity Commission's general and relevant supplementary guidance on public benefit, this is assessed in further detail on page 11 of this document.

b. Relationship with York St John University

The Students' Union receives a block grant (subvention) from the University and by means of a formal lease, occupies a building owned by the University. This support is intrinsic to the relationship between the University and YSJSU. Although YSJSU engages in various trading activities, it has financial dependence on the University for resourcing its charitable activities. There is no reason to believe that financial support will not continue for the foreseeable future and the Students' Union and University signed off the revised Memorandum of Understanding in June 2020. The document articulates agreement to continue to pay YSJSU a subvention in line with annual financial planning frameworks and support the Students' Union with the SUSS pension deficit. A ten-year lease agreement was confirmed in 2018 with donation from the university (no cash charge) regarding lease and utilities fees, which will be renegotiated after this period.

The Education Act 1994 requires that the University is notified of any changes in the governance of YSJSU. YSJSU and York St John University have a well-established relationship that involves both formal committees and informal meetings where issues are discussed and ideas for future work formulated. The formal structures include regular reports on the activities, management, and financial situation of YSJSU. The President of YSJSU is a member of York St John University's Board of Governors and the SU President and Chief Executive Officer have monthly one to one meetings with the Vice Chancellor, Chief Operating Officer, and Pro Vice Chancellor (Governance and Student Life). The YSJSU Officer Trustees and the Executive Board of the University meet monthly.

c. Risk Management

A comprehensive risk management process is in operation by YSJSU to ensure that appropriate steps are taken to manage and mitigate governance, external, operational, legal/ regulatory and

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financial risks. This is overseen and monitored by the Finance, Audit and Risk Committee (regarding financial risk), Health and Safety Committee (regarding safety and health risk) and People and Culture (regarding HR related risk) on behalf of the Trustee Board.

The process includes the identification of the risks that YSJSU may face, evaluating the potential impact and likelihood of occurrence, taking consideration to YSJSU's risk appetite and identifying means whereby the risks can be mitigated and managed.

A formal Risk Register has been established and is reviewed at meetings of the Trustee Board with the latest version approved in September 2022. The Risk Register currently highlights the following as major risks to YSJSU:

- Digital/cyber security
- GDPR compliance
- The event of a decrease in university grant (Subvention)
- The event of a decrease in commercial income
- Pension scheme deficit liabilities increasing quicker than the agreed recovery plan
- Staff illness: health, safety and effects on business continuity.

Major Incident Plans are also in place in partnership with York St John University to aid response and recovery regarding any major incident the organisation might face. These plans are regularly reviewed, and the CEO is a member of the university's Major Incident Team. YSJSU has a Major Incident and Business Continuity Plan in place that has been tested by the staff team and is reviewed by the Finance, Audit and Risk Committee at least annually.

In November 2020, the Finance, Audit and Risk Committee approved a proposal to engage with the company Croner to supply YSJSU with Health and Safety and Human Resources support, consultation, insurance, advice, training, and platforms. YSJSU receives communication from Croner weekly about changes in legislation, hot topics and new approaches, as regular check ins and customer feedback opportunities. In February 2022, a Croner representative visited the YSJSU premises, and a Health and Safety Audit was undertaken. YSJSU was found to be sufficient in Health and Safety practices and a short action plan was created to enhance provision. The action plan has been monitored by the Health and Safety Committee.

YSJSU has created a GDPR Action Plan to ensure that policy and procedure regarding data is managed and maintained. The progress of the Action Plan, along with any new policies are consulted on by the University's data compliance expert and are monitored by the People and Culture and Service Development Committees.

YSJSU has completed a review of the NUS' Good Governance Code (amended from the Charity Governance Code for Students' Unions) and has completed an action plan to develop governance processes and effectiveness. YSJSU has (minor) outstanding actions around improving Equality, Diversity and Inclusion (EDI), and an action plan has been approved by the Trustee Board, with work implemented during the 2021/22 academic year. The Trustee Board continues to monitor progress.

Appropriate financial systems and procedures have been established to manage the identified risks documented within the Risk Register. Budgetary and accounting risks are minimised by the implementation of robust procedures as documented in the organisational Finance Manual. Monthly Management Accounts are produced to enable control of departmental and organisational budgets, which are then scrutinised by the Finance, Audit and Risk Committee. Due to the pandemic and the possible effects on income generation, the Finance, Audit and Risk Committee have scrutinised the annual budget more regularly, received reports on 'COVID Impact', and has made recommendations to the Trustee Board accordingly.

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STRATEGY AND OBJECTIVES

a. Strategy, Objectives and Policy during 2021/22

August 2020 marked the implementation of the current strategic plan 'putting students first' and highlights new priorities, vision, and values for the organisation. The Students' Union is working towards the following:

MISSION

We aim to empower students at York St John University to challenge and change the world around us.

VISION

By 2024, York St John Students' Union will play a major part in the life and transformation of students by being the central hub of social activity, representation, and opportunity.

VALUES

INCLUSIVE Provide activities and spaces that make students feel that they belong.

TRANSFORMATIVE Ensure that the Students' Union provides opportunities and experiences that positively change lives.

CHALLENGING Constantly critique and question what we and our partners do to ensure that we are always striving to act in the best interests of students.

EMPOWERING Equip students with the skills, opportunities, and experiences to enable their success.

FUN Make student life at York St John University enjoyable and rewarding.

OUR PRIORITIES

Provide independent advice services that help students to stay and enjoy life at university.

Offer spaces and opportunities to enhance belonging and student communities.

Engage with the university, city and wider community to ensure that students get the best experience - on campus and beyond.

Be recognised as a change-making organisation.

Provide activities and opportunities that aid students to gain employability skills and become active citizens.

OUR ENABLERS

Utilisation of Spaces

Communication, Insight and Analysis

People and Relationships

Governance, Finance and Risk Management

Ethics and Environmental Sustainability

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OUR PROJECTS

Beyond a 9-5 Campus

Advice, Support and Advocacy

Students as Partners

Digital Transformation

OUR MEASURES OF SUCCESS (KPIs)

80% satisfaction regarding questions 21, 25 and 26 in the NSS

60% of income from non-subvention means

70% of student body engaging with the Students' Union

85% staff satisfaction

National recognition for being an effective and impactful Students' Union

Performance against the Strategic Plan's Key Performance Indicators is detailed in the *Overview of Activities and Performance* section on page 12 of this document.

The full YSJSU Strategic Plan 2020-24 can be downloaded from the *Documents* section of the YSJSU website (www.ysjsu.com).

b. External Affiliations

There are several organisations that YSJSU formally affiliates with during each year. Affiliated bodies are recommended by the staff team based on operational need and agreement is sought via Student Council for the affiliations to be approved by members at the Annual Members and Annual General Meetings. The following were External Affiliated Bodies for 2021/22:

Archery GB	National Union of Students NCVO Northern Universities Bouldering Series North Riding County Football Association North Riding Football League
Badminton England Basketball England British American Football Association (BAFA) BCA Cheer and Dance British Mountaineering Council British Rowing British Universities and Colleges Sport (BUCS)	Legacy Cheer and Dance
England Athletics England Boxing England and Wales Cricket Board (ECB) England Hockey England Netball England Squash	Sport Cheer England Students' Rugby Football Union Swim England
Future Cheer	Volleyball England
Lawn Tennis Association (LTA)	Yorkshire Federation of Referees Societies Yorkshire and Northeast Powerlifting Federation York Minster Engineering League

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c. Public Benefit

YSJSU achieves public benefit via the **advancement of the education** of the students at York St John University by:

Promoting the interests and welfare of Students at York St John University during their course of study and representing, supporting and advising Members

The Students' Union provides a range of support and advice from individual one to one advice and advocacy for students in person within the SU building, online consultation, and via the website (self-help information and chat-bot). YSJSU coordinates welfare campaigns throughout the year based on health, wellbeing, liberation and student rights, and provides course-based representation via Course Reps, and student collective representation via part time School Chairs and Liberation Officers.

The President of Education and the Student Opportunities Team, work with students facing academic related issues such as academic misconduct or appeals. YSJSU continues to work with the university to provide the best support and advice possible for students who are going through these processes.

Being the recognised representative channel between Students and York St John University and any other external bodies

YSJSU's elected officers attend internal University meetings and external council ward/residents' meetings. At these meetings, representatives are responsible for highlighting student views and achieve positive change for students. In addition to this, YSJSU supports students to act as representatives on their courses, providing lecturers and University management with feedback on how the courses can be improved.

YSJSU hosts student zone meetings, where students can voice opinions and feedback about elements of student life relating to study, activities and well-being. Topics of discussion include academic study, timetabling, food provision, accommodation and sports and societies processes.

Providing social, cultural, sporting, and recreational activities and forums for discussions and debate for the personal development of its members

YSJSU has a well-established culture of sporting and recreational engagement. YSJSU has 26 different sports clubs encompassing a various range of activities and interests from Basketball to Cheerleading. Students are supported as members of these groups which are led by student volunteers who are supported centrally by YSJSU. The Presidents and committees of these groups are given monitored autonomy to direct and lead activities; gaining real world experience of holding positions of responsibility.

YSJSU provides societies for students including cultural, religious and course related societies. YSJSU engages with the local community to help build links and relationships that are mutually beneficial to the university, local community and beyond.

YSJSU also builds marketing and sponsorship links with local independent businesses, mutually benefiting students and the local economy. YSJSU liaises with the local police and residents to ensure that York remains a safe, pleasant place for students and residents to live and work together.

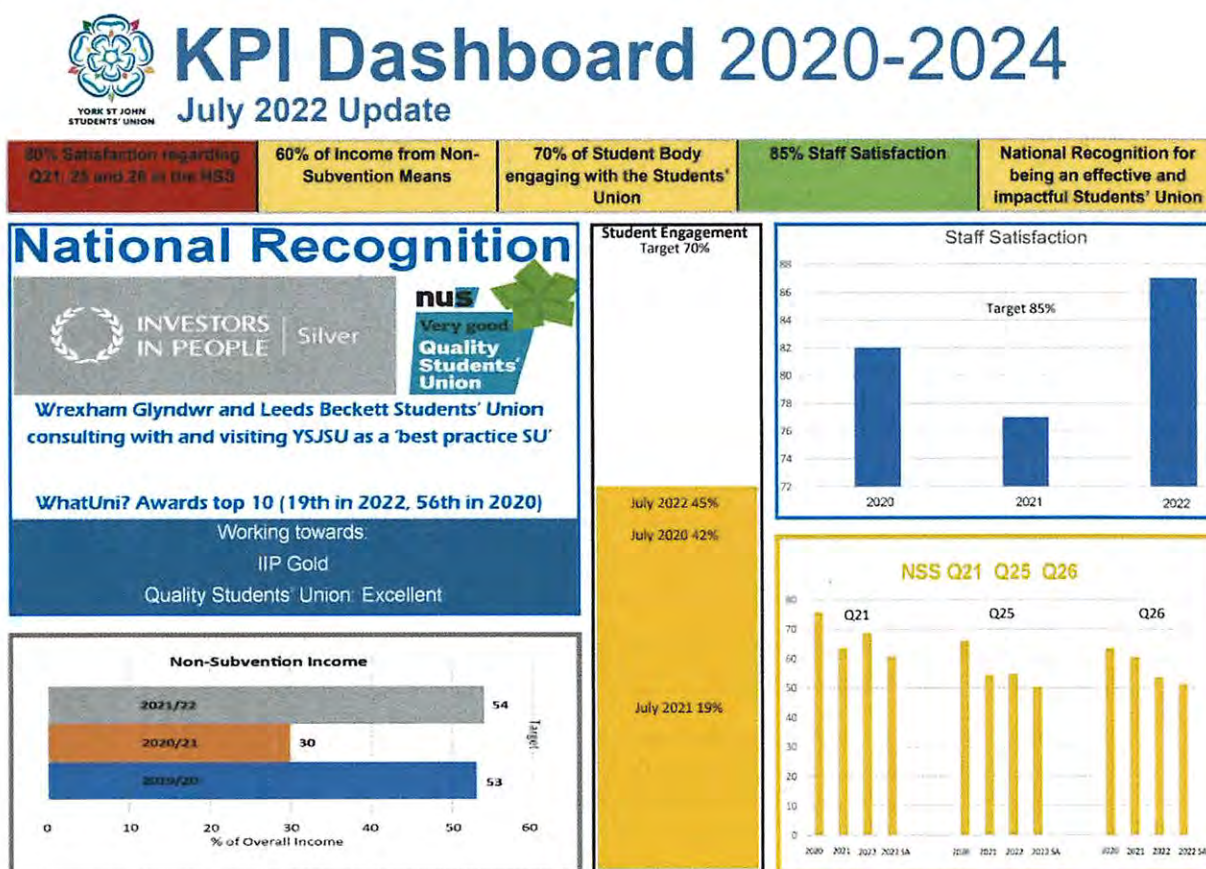
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OVERVIEW OF ACTIVITIES, ACHIEVEMENTS AND PERFORMANCE

a. Overview

The 2021/22 academic year was the second year of the implementation of the 2020-24 Strategic Plan. The Plan is focused on a 'students first' approach; ensuring that everything that YSJSU does has students' best interests, student development, and student empowerment at its heart.

YSJSU continues to work towards the achievement of the strategic key performance indicators and reports to the Trustee Board on progress twice per year. At July 2022, the KPI dashboard showed the following results:



Whilst the National Student Survey (satisfaction) results decreased, YSJSU was above the sector average (SA above) across all indicators (8%, 5% and 2.5%). The results suggest that nation-wide, students in the final year undergraduate programmes were significantly affected by the pandemic and were more unsatisfied with their student experience than previous final year students. Student engagement saw recovery from 2020/21 and rose to approximately 45% of the university population, despite lower engagement with second and third-year undergraduates. Engagement increased with mature, international, and London campus students during 2021/22.

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Staff satisfaction increased by 10% compared to 2020/21 Employee Experience Survey results, raising the average satisfaction percentage above the KPI threshold. Non-subvention income rose above 54% during 2021/22 showing significant recovery from the pandemic.

YSJSU continues to work towards 'Gold' standard Investors in People Accreditation and have begun working towards the Quality Students' Union accreditation. YSJSU undertook a restructure and revision of the full-time salary pay-scale to ensure that the organisation is competitive within the sector and job market. This resulted in the introduction of 'Heads of Service' positions being introduced, the Advice Coordinator moving to 1FTE (from 0.6FTE) and introduction of operational management positions. It is intended that the new structure opens future development and progression opportunities for current staff within the organisation.

During 2021/22, many other Students' Unions visited YSJSU to gain insight on projects and to share best practice. This included a day visit from Wrexham – Glyndwr SU, Leeds Beckett and visits from CEOs from the Northeast region. YSJSU also was placed 19th best SU in the country according to the 'WhatUni?' welcome survey (up from 56th in 2019/20).

Although YSJSU saw lower engagement compared to pre-pandemic periods in some areas during this year, 2021/22 also provided positive progress regarding the four main strategic projects as described below:

b. Strategic Project 1: Beyond a 9-5 Campus

By 2024, YSJSU aims to create a 'Beyond 9-5 Campus' ensuring that students have a student experience beyond the normal working day. This includes access to university services, communications, Students' Union provision after 5pm and at the weekends. The strategic project encompasses both the physical and digital aspects of university life.

In relation to this strategic project, YSJSU has achieved the following:

- YSJSU launched the 'Loyalty' scheme with over 1200 students using it in the first academic year. YSJSU began to utilise data collected via the scheme to understand which student groups were utilising the services/joining clubs and societies and can use this information for targeted marketing.
- The Welcome Week Survey reported 74% of students responded being "very satisfied" or "satisfied" (up from 46% last year).
- YSJSU implemented the 'Commercial Principles' highlighting the vision for our commercial offer, including creating specific spaces for different groups of students, a new food and beverage offer, and a revamp of our entertainments programme.
- YSJSU piloted the 'Buddy System' to aid student transition into university. This has been enhanced to include academic pairings for 2022/23.
- The SU President worked with the university to increase accessibility for graduates to attend graduation ceremonies. This included introducing 'no charge' for guest tickets and creating a 'Graduation Support Fund' for students who require financial assistance in the purchase of their gown (etc).
- The Students' Union expanded the welcome programme to include more day time activities that benefited key 'hard to reach' groups (such as mature, part-time, care leavers), and introduced more special events throughout the year such as a new partnership with BBC Introducing.

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During 2021/22, students commented that:

'As a mature student I really didn't think that any of this (SU activities) would include me - but it did, and it has. Unfortunately, due to family commitments, I do not get a great deal of time to socialise but that is going to change.' (Welcome Survey 2021)

'I thought the Students' Union were very helpful as I wanted to know about the clubs and societies and what would of been going on in the evenings as well. I think the 'pound a pint' idea is great.' (Welcome Survey 2021)

'The SU information was clear and this made it easier to plan taking part in the various events'. (Welcome Survey 2021)

'(SU activities) Kept my attention and was able to attend those that interested me.' (Welcome Survey 2021)

'I was informed they (SU Team) are very welcoming and lovely people. Getting to campus, I confirmed that. Good one!' (Welcome Survey 2021)

'Genuinely think you guys struck a great balance between the party vibes, and chilling. Loads of options for non-drinkers which was ace, and a good to see the societies encouraging safe nights out on their socials - posts about not leaving mates behind and knowing a taxi number etc.' (Welcome Survey 2021)

'SU did a fantastic job! Can't think of anything else to say but thanks!' (Welcome Survey 2021)

'Welcome was definitely how I felt at the end of the week, and I enjoyed all of it. Would love to see some of the features of it to continue as weekly/fortnightly things.' (Welcome Survey 2021)

'Just super warming welcome to a new society and a whole new way of life in the city after being so used to living in the countryside for 12 years.' (Welcome Survey 2021)

'Even though I was a late arrival I missed majority of the welcome week, but I was made extremely welcomed by the SU Presidents and the staff.' (Welcome Survey 2021)

'I was delighted and spirit uplifted. Indeed, there is a wonderful school and Union. YSJSU is the best of all.' (Welcome Survey 2021)

'It was a brilliant time and I enjoyed everything I took part of, all of the SU staff are lovely and the people running the events are kind too.' (Welcome Survey 2021)

'The amount of events put on by the SU I attended has allowed me to make a lot of friends. Some of which will probably be with me for the rest of my life. Thank you :)' (Question of the Month)

c. Strategic Project 2: Advice, Support and Advocacy

By 2024, YSJSU are committed to providing students with independent advice services and during 2021/22, we achieved the following in relation to this project:

- The Advice Service was established in September 2021 and has provided advice, support, guidance for over 150 students. During 2021/22, the Advice Coordinator was part time (3 days per week), which averages one student helped every single day.
- Feedback gained from the university's Student Welfare Adviser suggested that the engagement between SU and the service is the most successful in 7 years. This had enabled the SU to work more closely with the university on campaigns and welfare cases.
- The SU created new digital services such as a 'Support' area on the website and booking system for online appointments to support students wherever they are located.

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- The SU is working closely with the Director of Governance to progress the review of the student complaints and discipline procedures, ensuring that student rights are at the heart of policy.
- The Advice Service has established a professional relationship with the YSJ School of Law to provide students with free services inc. housing, family, employment, and financial law advice. YSJSU and the School of Law are collaborating on offering students housing contract advice, especially around utility bills amidst the current cost of living crisis.
- The Advice Coordinator has established a case group for all support services to come together to discuss joint student cases and/or reoccurring issues/themes. This has aided signposting, multi-disciplinary support for students and increased satisfaction across services.
- YSJSU are continuously lobbying the university to enhance a partnership around advocacy and support for student representation at case hearings, ensuring that students are fully supported by the SU.
- YSJSU officers lobbied the university not to charge for graduation guests, and the university agreed.
- The SU lobbied the university to set up a Graduation 'hardship' fund, and this was available from November 2021.
- YSJSU suggested changes to the Extenuating Circumstances Policy – students can now self-certify for physical and mental health reasons for up to 7 days.
- The President of Education was invited to become a member of the YSJ Equality, Diversity & Inclusion Task & Finish Group, working on the Gender sub-committee, reviewing university policies and procedures with regards to gender equality etc.
- The President of Education was invited to be part of a consultation hosted by the National Union of Students and Universities UK, to discuss race and racism and closure of the attainment gap for students.

During 2021/22, students commented that:

'I think the support was amazing really helped me settle in.' (Welcome Survey 2021)

'They have always been a positive and visible presence since my induction as a PGR, and interactions I have had with their representatives have always been good.' (Question of the Month)

'I have approached them for advice and support. They gave me the advice and support I required.' (Question of the Month)

'I have already approached one member of the SU team for advice and support regarding my course and they were extremely helpful. I would happily go to them for advice and support in the future.' (Question of the Month)

'The presidents are all lovely and the staff. I think they would genuinely want to help you if you had a problem.' (Question of the Month)

'Having had meetings including SU staff I am happy to note they are a lovely bunch, always proactive and happy to help.' (Question of the Month)

'Very helpful, every time I have asked something. Either they have answered my question or given me the name of the person I need to speak to.' (Question of the Month)

'I have never had any bad experiences with SU staff. They have all been very friendly and welcoming.' (Question of the Month)

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d. Strategic Project 3: Students as Partners

Students are fundamental to everything we do, and we are working towards a university environment where students are partners in learning, decision making and university culture. During 2021/22:

- Throughout the year, YSJSU collected student views via a variety of ways to ensure that the Students' Union are continuously understanding student needs. Feedback came in the form of: Employee Engagement Survey, University Pulse Survey, National Student Survey, Question of the Month, Education/Student Experience/Wellbeing Zones, SU Council, Sports and Societies Council, Focus Groups.
- YSJSU worked with Admissions, Recruitment, and Finance departments of the university to reduce the enrolment deposit for post-graduate students from £50 to £1 from the January 2022 intake, reducing another potential barrier to education.
- YSJSU submitted two papers to the University Education Committee. The first report gathered insights on peer mentoring practice across the university and offered recommendations for the pilot of a university-wide peer mentoring approach to be introduced in 2022. The second report looked for approval for the creation of a university Accessibility Working Group, to develop our policies on accessible practice for both students and staff at YSJ – to be implemented in 2022/23.
- YSJSU worked with the research office to enhance post-graduate (research) funding support, and new grants were made available throughout 2021/22.
- The President of Education worked closely with university staff and Information and Learning Services to wider implement the new lecture recording system, which has been set up in larger lecture spaces across York and London campuses. The group are in the process of reviewing the Lecture Recording Policy to benefit both students and staff.
- YSJSU liaised with London campus colleagues to implement the rep system in London to close feedback loop & in London each tutorial group is to elect one academic rep and one social rep.
- YSJSU staff visited the London Campus at the start of October and February to meet staff and students, understanding further the concerns that London & international students face.
- YSJSU introduced a new 'Sports and Societies Council' to understand the needs of our clubs and societies members more effectively, and to ensure students are part of decision-making processes around activities.
- YSJSU developed and implemented the 'Academic Representation System Code' with the Pro-Vice Chancellor for Learning and Teaching to implement a consistent and robust support system for student representatives.
- YSJSU recruited Postgraduate Research Representatives for the first time, and developed a forum for feedback, to enable us to aid the development of the Postgraduate student experience. YSJSU has had regular liaison with the Head of PGR, to discuss Postgraduate Research representation at the university, setting up a focus group for open and honest discussion. PGR representation has improved significantly this year.
- The President of Education became the teaching Excellence Framework (TEF) lead for the student submission, acting as the main point of contact between the university TEF Readiness Group and SU colleagues. YSJSU are in the process of gathering data together to support the student submission.
- YSJSU established the YSJ Teaching Awards Steering Group, working with a team of staff and students to plan for the newly developed university end of year awards.
- The President of Education became the Deputy Chair of the University's Education Committee, ensuring that student voice is at the heart of academic strategic decision making.
- YSJSU is a partner of the university in working towards the Race Equality Charter, to help to eradicate racism on campus and within the curriculum.

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During 2021/22, students commented that:

'I strongly believe that the SU is a well-organized platform with diversity. Thus, each one feels about others. Specially for foreign students, the SU will represent on behalf of them.' (Question of the Month)

'The SU are fundamental in getting our views heard.' (Question of the Month)

'I strongly agree that SU represents views of students effectively to the University.' (Question of the Month)

'The reason why I agree is, because it is true the fact that the views of students are represented effectively with a clear explanation and a lot of detail.' (Question of the Month)

'You ask for our feedback and through meetings with key figures in the university, you convey our views back to them.' (Question of the Month)

'I think SU doing good work for students.' (Question of the Month)

'When I had academic challenge during the pandemic last year they helped mediate and sorted out the problem. I was satisfied with the outcome.' (Question of the Month)

'SU effectively represents students' academic interests.' (NSS 2022)

'I think that the Students Union does everything that is possible to ensure that academic interests for students play a major role.' (Question of the Month)

'I agree with the above statement as I myself found SU working great for students need and reaching out students personally to know their interest and representing it in useful way.' (Question of the Month)

'I agree because they always communicate new issues and updates on the course.' (Question of the Month)

'(The) Students' Union are those who communicate the voice of the students. They play very important role in gathering students' opinions.' (Question of the Month)

e. Strategic Project 4: Digital Transformation

To ensure that we are providing a student experience that is fit for purpose, we have to look at ways to digitally transform what we do. Creating opportunities where students can engage with the SU digitally, means that they can access our services and activities wherever they are in the world. Here's what we did in 2021/22:

- Social media growth: Facebook: 5473 likes: +13% growth since 2020/21, and Instagram: 4268 followers: +36% growth since 2020/21.
- Over 275,000 impressions via Instagram from 1 – 30 September 2021.
- Performed a website audit to ensure website is easier to use and more accessible.
- Built the support webpage to launch the new advice service.
- Built a permanent Elections page on the website to ensure presence all year-round.
- Created a loyalty page to raise awareness of the SU loyalty programme.
- Page views on website increased by 63% compared to 2020/21 (from 199,196 to 326,408).
- YJSU changed how the SU gathers feedback - moving away from annual survey feedback to real time and instant feedback via social media platforms monthly.

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During 2021/22, students commented that:

(Regarding online communications) 'I knew before I arrived who the SU were.' (Welcome Survey 2021)

(Regarding online communications) 'Very clear and persuasive, all has lived up to expectation so far.' (Welcome Survey 2021)

'The events timetable we were sent about welcome week was very helpful.' (Welcome Week Survey 2021)

'Great work on the socials, esp IG. Just the right amount of info with the rest on FB.' (Welcome Survey 2021)

(Regarding online communications) 'Very detailed and clear'. (Welcome Survey 2021)

(Regarding online communications) 'I think it was good and I knew what I wanted to get involved with when I started which is great.' (Welcome Survey 2021)

f. Key Activities

1. Representation

1.1 Student Council: Throughout 2021/22 the Student Council (SC) met four times. The SC discusses policy changes via motions submitted by students. 2021/22 saw a fewer number of motions proposed compared to previous years, and lower engagement compared to pre-pandemic levels. YSJSU are reviewing the remit of the Student Council during 2022/23 to ensure more meaningful/impactful discussion and action by the group in the future.

1.2 Zones: Zones are used to engage student feedback on matters relating to academic study, student living (housing/accommodation) and student activities. The Zones discussed and collected views on the following:

Education Zone - Returning to campus, in-person teaching. Support for lecture capture, experiences of supportive academic staff for COVID anxieties, some requests for additional study spaces. Students wanting in-person university experience.

Activities Zone - Suitability of spaces. Members of clubs reporting on suitability of facilities following redevelopments to Foss and delayed opening of the Creative Centre. Concerns for club engagement and filling Committee positions, reports of timetable issues impacting training sessions and engaging new members.

Experience Zone - Private housing. Most students read tenancy agreements but few knew their rights as a tenant. Students being proactive in their housing, welcomed support in promotion of reliable landlords, mixers for meeting housemates, housing support. Student safety - Poorly lit areas at accommodation sites, streets and absence of CCTV. Drink spiking, 'Girls Night In' Campaign and behaviour of Door Staff in York/incidents.

1.3 Representation on University Committees: The Officer Team, along with the 14 members of the Student Union Council represented all students at YSJ via attending over 40 university committees and groups. These include Board of Governors, Teaching and Learning Committee, Academic Board, and Finance and Capital Development Committee. Students' Union representatives are also members of various working groups throughout the university. The Students' Union representatives ensure that decisions made at all levels of the university are for the benefit of students.

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1.4 Academic Representative System: A Student Academic Representatives Codification paper was implemented in September 2021 in partnership with the university to make the system consistent and contribute to the 'students' as partners approach'. In 2021/22, 287 Academic Reps were elected, an 8.7% increase from 2019/20 (pre-pandemic) with 264 Reps. The Codification paper also led to the expansion of Representatives from non-traditional pathways, with 8 'Student Officer Representatives' being elected from Policing Apprenticeships cohorts. Academic Representatives were also elected in October and January to accommodate course types and as a result, for the first time, the Academic Representative system was extended to the London campus - 24 Course Representatives and 23 Social Reps were elected.

The Codification Paper also allowed for the trial of the Senior Academic Representative position. The Senior Academic Rep for the School of Education, Language & Psychology was appointed in January 2022. Despite this being a pilot system, the Senior Rep was recognised through nominations in the YSJ Awards for "organising out-of-university events, as well as doing an exceptional job at collating student feedback".

1.5 Elections: YSJSU received a 14% voter turnout in the Annual Election, of which 76.9% were Academic Representatives highlighting a sense of belonging from the Academic Rep community. The election turnout was lower in 2021/22 than previous years, which was reflective of the sector, where most Students' Unions experienced lower turnout, especially from 2nd and 3rd year undergraduates.

Following the new representative opportunities at the London campus, representation in the Annual Election cycle resulted in 41% voter turnout from London and London students being elected to Part-Time Officer roles (London Officer, Women's Officer, International Officer).

1.6 Part-Time Officer Achievements: During 2021/22, many of the part-time officers achieved awards and made positive change. This included:

- Disabilities Officer - Winner of the Outstanding Inclusive Practice Award. The Disabilities Officer increased representation for neurodivergent students, communicating and advertising quiet spaces on campus and worked closely with the President of Wellbeing and Diversity to give disabled students a stronger representative voice.
- Mature Students' Officer - Winner of the Outstanding Student Representative of the Year Award. The Mature Students' Officer has been re-elected to stand as Mature Students' Officer in 2022-23. In this role, they have organised social events for mature students, actively gathered feedback from this student group and is a valued student member of Academic Board. The officer also raised concerns surrounding anonymous marking which have been taken on board by senior staff members at the university.
- BAME Students' Officer - Winner of the Outstanding Student of the Year Award. The BAME Students' Officer has served two terms as BAME Officer, also representing LGBTQ+ society and student groups. The officer has undertaken essential research into decolonising the curriculum on behalf of the university and coordinated a successful and thought-provoking Black History Month in October 2021.

2. Partnerships

York St John Students' Union continues to actively collaborate with organisations within the City of York to improve experiences for our students. YSJSU continues to be active collaborators with the Student Services Department on the delivery of campaigns and volunteering opportunities, and we have continued to forge very strong relationships with the Careers and Employability Department. The YSJSU volunteering programme is heavily focused on community volunteering;

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giving back to residents within the city and working with York City Council to ensure that students can support local and national charities. During 2021/22, YSJSU created new partnerships with 'Peaky Vintage' to provide students with affordable (recycled) fashion, BBC Introducing, providing entertainments throughout the year, and North Yorkshire Police on a scheme to report vulnerability and safety within York.

3. Student Sport

September 2021/22 saw the full return of student sport. Whilst engagement had been impacted by the effects of the pandemic, sports realised the following successes:

- The Women's Badminton achieved an undefeated season, topping the league and moving towards promotion for the 2022-23 season
- The i2i Men's Football Team won the Northern Cup Final in Manchester earlier in 2021
- The Men's Football 3rds Team finished 2nd in the league
- The Ladies' Football 1st Team finished 2nd in the league.

Varsity was able to resume and YSJ were victorious against Sunderland for the 9th year with a 30-13 defeat. YSJSU competed against Leeds Trinity where we faced a marginal defeat. These events culminated in the return of the annual sports dinner which had not taken place since May 2019. Over 250 students were once again able to meet and celebrate all their achievements across the year.

4. Student Societies

YSJSU provides members with a wide range of activities via academic, cultural, and social societies. Student-led societies lead their own volunteering initiatives, fundraise for charity via Raising and Giving, and most importantly, provide activities to enhance the student experience.

Some highlights of the 2021/22 year include:

- Societies raised over £6000 for local and national charities
- Membership numbers showed recovery in 2021/22 - around the same levels as before the pandemic
- 2021/22 saw the introduction of 4 new student groups.

5. Campaigns

YSJSU Coordinated and hosted many campaigns during the 2021/22 academic year including:

- Ukraine Appeal: YSJSU alongside colleagues from the university coordinated donations to aid support regarding the Ukrainian Refugee crisis. York St John became a central hub for donation collection, with people from as far afield as Manchester dropping off donations on campus. York St John collected 61 tons of donations throughout the appeal.
- 'Are U OK YSJ?' campaign: The university community came together to ensure that students received support (and raised awareness) about the advice and guidance available on campus and digitally during students' time at York St John University.
- The Presidents led on a campaign early in the academic year spreading positive messaging about the importance of receiving COVID19 vaccinations. The Presidents were interviewed by BBC radio York.
- YSJSU led on a Student Mental Health campaign supported by TV's Dr Alex and Scarlett Moffett, which was broadcast on the 'Lorraine' morning show in September 2021.

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- The President of Education launched 'Subject Spotlight' in collaboration with YSJ Library, which focused on topics such as Mental Health, Holocaust Memorial, and decolonisation of the curriculum. The library provided a dedicated display showcasing diverse perspectives on each topic, as well as supplying online reading lists for all students to easily access.
- The Students' Union coordinated an Exams/Assessment Support campaign, offering top tips on how students can keep well and achieve their full potential through the (sometimes stressful) assessment period.
- York St John University's Green Week 2022 occurred in March 2022 and consisted of events and sessions/lectures such as an eco-market, a clothes swap shop, and keynote speakers from across the UK, discussing sustainability issues and practice.
- The President of Wellbeing and Diversity led on a Drink Spiking awareness campaign as part of a national movement to spread awareness and increase safety provisions (especially for women) on nights out.
- The Students' Union collaborated with the university on a campaign around spreading awareness around sexual violence. This included a walk by light from the halls of residence to campus.
- Once again, YSJSU celebrated Black History Month. This was led by the BAME Students Officer who liaised with the university to create a programme of guest lectures, texts in spotlight, digital campaign assets and on campus displays.
- YSJSU celebrated Pride Month, LGBTQ+ History Month, Trans Day of Visibility and Lesbian Day of Visibility. YSJSU launched digital campaign messages to help educate students around the issues facing these communities.
- The Housing campaign aided students in understanding their contracts and legal rights, house hunting, and organising household finances.

6. Commercial Activities

The Students' Union generates income via commercial services, also providing students with a safe environment to socialise in its spaces. The Students' Union can offer students products at a lower cost (compared to market competitors in the city centre) due to the partnership with the NUS Trading consortium.

6.1 During 2021/22, there was a realisation that YSJSU was under resourced to manage the operation and development of newly introduced commercial services, as well as building upon established areas. The position of Food and Beverage Coordinator was introduced in July 2021, and a Bar and Events Coordinator was introduced in April 2022.

6.2 Licenced Trade: During 2021/22, licenced trade recovered well after the pandemic and revenue was slightly higher than pre-pandemic years. A larger product offer was introduced including cocktails and premium products, which proved popular throughout the year.

6.3 Food and Coffee: Food and coffee services were introduced for 2021/22 and despite a promising start, revenue fell short of expectation (budget). This was due to first year over-forecasting, supply issues throughout most of the year (the full food menu was only introduced in March 2022), and kitchen closures due to staff sickness and building works. After a year of operation, a representative from York City Council visited the premises on 20 September 2022 and awarded YSJSU a 5-star rating for Food Hygiene.

6.4 Merchandise: the sales of YSJ branded clothing had a great start with over £4500 of revenue within the welcome period. However, supply issues throughout the year slowed down the pace, and merchandise sales were as per budget for the year. For 2022/23, a new range has been introduced, including new style and colour options.

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6.5 Loyalty Programme: YJSU piloted the loyalty programme during 2021/22. Students can gain loyalty points every time they spend money with the Students' Union and can gain points as individuals and as part of a sports club or society. At the end of the pilot year, over 1500 students were using loyalty.

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FINANCIAL REVIEW

a. Overview

York St John Students' Union's gross income from all sources including our revenue generating commercial services this year totalled £1,152,793 (2021: £816,577). Total expenditure of £1,127,717 (2021: £796,811) was used to resource services, activities, and staffing, resulting in a positive movement of £15,134 (2021: £19,766).

The Trustees have been aware for some time that with the introduction of FRS102, YSJSU's share of the pension liability for the Students' Union Superannuation Scheme (SUSS) would need to be recognised in our accounts. This has resulted in an overall deficit position for YSJSU of £429,298 (2021: £444,432). As this deficit relates to the pension scheme liability and was expected, the Trustees are comfortable with the situation.

Unrestricted funds excluding the pension funding deficit liability stands at £226,344 (2021: £231,271), the pension scheme reserve deficit stands at £655,642 (2021: £675,704) and restricted reserves stands at £nil (2021: £nil).

The pension scheme liability of £655,642 (2021: £675,704) is a projected long-term liability and does not represent an immediate cash liability to YSJSU. The immediate cash liability of the pension deficit being the agreed payments due in 2021/22, which equate to £44,100 (2021: £44,083). These contributions are wholly funded by the Subvention (Block Grant) from the university and as such, even though the pension scheme liability results in our balance sheet showing a deficit in funds, this is not an indicator of any issues in YSJSU being able to meet its cash obligations in the foreseeable future. The University and Students' Union reviewed the Memorandum of Understanding in June 2020 and agreed the following:

'The University agrees to support the Students' Union to mitigate any major liabilities, including the Students' Union Superannuation Scheme (SUSS) ongoing liability'. MoU 2020

b. York St John Students' Union Reserves Policy

Introduction

As a member led organisation, York St John Students' Union (YSJSU hereafter) believes it is important that as a charitable organisation, that most of the income generated should be returned to the membership in the form of the representation, services and personal development opportunities. However, YSJSU recognises that it is important to mitigate financial risk by maintaining an unrestricted cash reserve (general fund).

York St John Students' Union is a registered charitable company whose charitable objects are the advancement of education of students at York St John University for the public benefit by:

- 1) Promoting the interests and welfare of students at York St John University during their course of study and representing, supporting and advising Members;
- 2) Being the recognised representative channel between students and York St John University and any other external bodies;
- 3) Providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its Members.

Historically, the Students' Union has relied on two main sources of funding; subvention (or block grant) funding from York St John University, and income generated via commercial and trading activities. Neither of these funding sources are guaranteed, and so it is imperative that the

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Students' Union holds an appropriate level of financial reserves to ensure business continuity, should funding sources be detrimentally impacted or reduced into the future.

SWOT Analysis

It is important to understand an organisation's strengths, weaknesses, opportunities and threats, and the effects of external influences (such as political, environmental, technological, legal and economical) when planning for and creating a sustainable organisation. With this in mind, YSJSU has identified key elements which may have major impact on the charity's success.

Strengths: Commercial sales, communication with members, engagement with members (sector comparison), staff effectiveness, efficient financial processes, training for officers and staff, Trustee Board and committee governance and effectiveness, adaptability and change management.

Weaknesses: Small team, limited financial resource, current limited access to external funding.

Opportunities: Diversify and increase marketing and commercial revenue, good working relationships with suppliers and university, new student markets for commercial services and activities.

Threats: Cost of living and pension increases, decrease in access to student funding, decrease in student availability to attend events and activities, rising expectations of students in relation to service provision and experience.

Level of Reserves

Given the multifaceted and intricate nature of the services, activities, projects and events delivered by YSJSU, the Senior Management Team has recommended to the Trustees that the following areas be considered when identifying the level of reserves necessary:

- i. **Wind up of activities** – It is possible, though highly unlikely that YSJSU may need to cease operating. If this were to happen then a level of funds would need to be available to allow HMRC, legal costs, staff redundancy, and creditors to be compensated appropriately.
- ii. **Trading income collapse** – Given the variety of trading activities there is always a risk that they may not perform as anticipated; it would therefore be wise to hold buffer funds to compensate for this if the situation occurs.
- iii. **Summer period** – Through the summer period (June to August inclusive) the Students' Union trading activities diminish significantly; short term funds are therefore required to ensure a positive cash flow and then stock purchases ahead of all activities fully reopening in September.
- iv. **Medium term business continuity** – An allowance should be held to enable to the Students' Union to fund a short period of temporary relocation (3 months), should the current Students' Union building not be serviceable for whatever reason.
- v. **Future projects** – There are activities and projects that the Students' Union may wish to invest in in the future, be these commercial diversification, further expansion of sports and activities projects, or seeking research/consultancy advice; and so, funds should be available to do this.

The Table below shows the levels of funds recommended in order to be able to provide security against the aforementioned areas.

i	Wind up of activities	£180,000
ii	Trading income collapse	£100,000

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iii	Summer period	£100,000
iv	Medium term business continuity	£70,000
v	Future projects	£50,000

The total funds that have been identified are £500,000. However, there would not be a situation when all these funds would be required simultaneously. For example, if in the event of occurrence 'wind up of activities' then other funds would not be required as the Students' Union would no longer be operating. Alternatively, there may be a situation when occurrences 'ii' to 'iv' inclusive occur and so a total of all the funds may need to be drawn upon. There may also be situations, where a 'winding down of activities' occurs, when extra (unexpected) costs may be incurred (such as employment litigation by employees) and an extra £20,000 (buffer) has been introduced to the lower limit to accommodate such circumstances (25% increase from 2020/21).

Therefore, YSJSU identifies that there is a minimum level of reserves that should be retained as follows:

Minimum level of reserves: £200,000

YSJSU may also use reserves for to invest in the organisation such as capital investment and resourcing. YSJSU may hold monies above the minimum level of reserves for this reason, and therefore, it is recommended that a maximum level of reserve is as follows (increased by 25% from 2020/21):

Maximum level of reserves: £325,000

The Students' Union Trustee Board should therefore seek to achieve the minimum level and aspire to hold the maximum level.

As of 31st July 2022, free reserves after excluding the pension funding deficit liability totalled £219,269 (2021: £231,271).

c. Future Funding

York St John University have confirmed via the University's Finance and Capital Development Committee that the Block Grant for 2022/23 will be £450,000 (2021/22: £458,000). The University has previously confirmed in writing that the Students' Union can expect to receive funding from the University in the region of £450,000 per year.

d. Going Concern

The Trustees confirm that the Students' Union has sufficient funds to meet its ongoing annual obligations. The Block Grant for 2022-23 has been confirmed at £450,000 and the commercial activities are expected to generate funds (surplus).

York St John University has agreed to continue to provide financial support to YSJSU in future years to ensure that it has sufficient funds to continue to operate effectively for the foreseeable future. The University and Students' Union reviewed the Memorandum of Understanding during the 2020 and it was agreed:

1. *The University shall, subject to the terms of this Memorandum, pay to the Union the Subvention (Block Grant) approved by the Governing Body's Finance and Capital*

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Development Committee as a contribution to the annual budget of the Union. The Subvention will be paid to the Union to support activity relating to the Union's core charitable objectives, including but not limited to representation, advice, support and advocacy, democratic activities, and student social and professional enhancement.

2. *The Subvention will be agreed in line with the University planning cycle and following consideration by the University of the Union's annual planning documents.*
3. *The University agrees to support the Students' Union to mitigate any major liabilities, including the Students' Union Superannuation Scheme (SUSS) ongoing liability. (MoU 2020)*

Although there are many challenges for the HE sector, York St John University continues to recruit on target. York St John University has increased recruitment in all areas, especially internationally and in post-graduate study.

With the University population reaching almost 10,000 in September 2022, footfall on campus is expected to increase, therefore creating more opportunities for increased engagement with YJSU services and activities.

e. Funds held as Custodian Trustee on Behalf of Others

The Students' Union actively encourages the activities of clubs and societies to be organised by the students themselves. To be recognised, a club or society must comply with the objectives of the Students' Union and follow administrative rules set up to protect the interests of its members and the Students' Union. As well as direct financial support, clubs and societies are encouraged to collect and spend their own money for activities. Sums collected in this way are kept for safekeeping by the Students' Union. On 31st July 2022, £51,925 (2021: £58,296) was being held under this arrangement, which is included in Note 21, of the Statement of Financial Accounts within this document. This amount is identified as belonging to the members of the clubs and societies and not the Students' Union.

The Students' Union also provides safe custody for unspent 'Raise and Give' monies. On 31st July 2022, the amount held was £nil (2021: £nil), which is included in Note 21, other creditors within the Statement of Financial Accounts within this document.

f. Pay Policy for Senior Staff

The Board of Trustees consider the Officer Trustees and the Management Team to be the key management personnel of YJSU; in charge of directing and controlling, running and operating the Union on a day-to-day basis. All External Trustees and Student Trustees give of their time freely and did not receive remuneration in the year. Officer Trustees received an annual salary of £20,004 (including on costs) for their work as Full-time Elected Officers. Details of Trustees' expenses are disclosed in note 14 of the Statement of Financial Accounts.

The Managers are appraised annually by the Chief Executive Officer and receive an incremental uplift if they have successfully achieved their objectives for the year. Managers who have reached the top of their grade do not receive any further incremental uplifts.

The current Chief Executive came into post full time on 28 January 2019 and is the most senior member of the York St John Students' Union staff team. The Chief Executive is contractually line managed by the SU President and Deputy Chair of the Trustee Board on behalf of the Trustee Board.

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The Chief Executive meets formally and informally with the SU President and Deputy Chair of the Trustee Board to provide an update on productivity, priorities and objective delivery; the SU President and Deputy Chair of the Trustee Board then communicate as necessary regarding the performance of the Chief Executive with the full Trustee Board. To ensure that formal appraisals are carried out and that the Chief Executive is properly supported, formal appraisal meetings should take place every six months as follows:

Yearly Appraisal (June)	6-month Review (January)
To include: ▪ Report from Chief Executive ▪ Feedback from the Sabbatical Trustees and staff team gathered by the President ▪ 360-degree feedback survey conducted by an external agency Conducted by: ▪ Current and incoming Presidents and Deputy Chair of Trustee Board	To include: ▪ Review of Appraisal Report and meeting record from June meeting ▪ Feedback from the Sabbatical Trustees and staff team gathered by the President Conducted by: ▪ Current President and Deputy Chair of Trustee Board

The June yearly appraisal is also the opportunity for the President(s) and Deputy Chair(s) of the Trustee Board to agree whether an incremental salary increase should be given, and their decisions are documented, and then noted by the Board of Trustees.

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FUTURE PLANS

2022/23 is an exciting time for York St John Students' Union. YSJSU are introducing new projects and initiatives that will work towards providing students with employability skills and experiences, a greater sense of belonging, higher satisfaction with their student experience, and better value for money.

a) Cost of Living Campaign

YSJSU and the university are collaborating on a campaign to aid students during the Cost-of-Living Crisis. Already, the university has agreed over £700,000 of extra funding for students in the form of extra Student Support funds, YSJ Pantry (Foodbank), subsidised university catering, payments for essential student costs such as DBS checks and a heavy subsidy on Sport Clubs and Societies memberships.

The campaign aids the achievement of the following priorities/KPIs:

Provide activities and opportunities that aid students to gain employability skills and become active citizens

Offer spaces and opportunities to enhance belonging and student communities

Engage with the university, city and wider community to ensure that students get the best experience - on campus and beyond

Beyond 9-5 Campus

Digital Transformation

80% satisfaction (NSS)

70% engagement with SU

b) Review of Food and Coffee Offer

During 2022/23, YSJSU is undertaking review of the food and coffee offering, to ensure that now the services are established, they can be sustainable in line with the commercial principles of the organisation. The review has begun with the aim of contributing to the achievement of the following priorities/KPI's:

Offer spaces and opportunities to enhance belonging and student communities

Beyond 9-5 Campus

70% engagement with SU

Utilisation of Spaces

Ethics and Environmental Sustainability

60% of income from non-subsidy means'

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c) Marketing and Membership Engagement Strategy

YSJSU is to begin to create its first Membership Engagement Strategy highlighting key and critical touch points or interventions in the student journey where YSJSU can make impact and establish and then retain engagement. The strategy will set out a vision for engagement growth over the next two – three years. This project will contribute to the success of the achievement of the following:

Beyond 9-5 Campus

Digital Transformation

Communication, Insight and Analysis

80% satisfaction (NSS)

70% engagement with SU

National recognition for being an effective and impactful Students' Union

d) Sport Union

During the summer of 2022, YSJSU worked with YSJActive (sport department of the university) to implement key operations relating to the creation of the Sport Union at YSJ. The Sport Union officially launched on 5 September 2022 with great feedback from students about the new partnership. The first Sport Union Board met on 26 September 2022 and will be leading on the future vision of student sport at York St John University. The introduction and establishment of the Sport Union should aid the achievement of the following strategic priorities/KPI's:

Beyond 9-5 Campus

Offer spaces and opportunities to enhance belonging and student communities

Engage with the University, city and wider community to ensure that students get the best experience – on campus and beyond.

Be recognised as a change making organisation.

Communication, Insight and Analysis

e) Advice Service Development

One of the main strategic priorities for the Students' Union over the next two years is to develop a holistic advice service for students. Currently and after the establishment of the Advice Service during 2021/22, the Students' Union provides students advice on academic matters (such as academic misconduct, appeals and complaints). However, the ambition of the Students' Union is to provide students with advice and support on student life matters such as housing and debt advice and advocacy for those who face university hearings. During 2022/23, the Students' Union will continue to progress the development of the Advice Service and have increased the Advice Coordinator from a 0.6FTE to a 1FTE. Work undertaken on this will support the achievement of the following priorities and KPIs:

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Provide independent advice services that help students to stay and enjoy life at university

Be recognised as a change-making organisation

Beyond 9-5 Campus

Advice, Support and Advocacy

Students as Partners

80% satisfaction (NSS)

70% engagement with SU

National recognition for being an effective and impactful Students' Union

f) EDI Action Plan

YSJSU introduced the EDI Action Plan during 2021/22 and this year plans to complete all actions relating to it. The plan covers 7 themes, developed through feedback from students and staff, with the aim of increasing inclusivity across the Students' Union university community. Work undertaken on this project, will aid the achievement of the following strategic priorities/KPI's:

Students as Partners

Governance, Finance and Risk Management

Be recognised as a change-making organisation

80% satisfaction (NSS)

70% engagement with SU

National recognition for being an effective and impactful Students' Union

g) Quality Students' Unions and Investors in People Accreditations

YSJSU will be working towards assessment of two accreditations during 2022/23. The first, being the Investors in People accreditation of which assessment was in late October/early November 2022 and YSJSU have recently received an 'Established' (silver) accreditation outcome. The second, is the new Quality Students' Unions framework, last accredited in 2017. The new framework includes more detail around EDI and proving impact, and YSJSU will be working towards all 'Excellent' indicators with a view to enter assessment in September 2023.

Work undertaken on this project, will aid the achievement of the following strategic priorities/KPI's:

Students as Partners

Governance, Finance and Risk Management

Be recognised as a change-making organisation

80% satisfaction (NSS)

70% engagement with SU

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85% Staff Satisfaction

National recognition for being an effective and impactful Students' Union

h) Volunteer Development

Aligning with the Quality Students' Unions accreditation, YSJSU will be looking at ways to improve and develop the volunteer experience, utilising the 'Investing in Volunteers' framework (available to NCVO members). The framework will enable YSJSU to create policy, more opportunities, and ensure effective processes are in place to enable our volunteers to develop socially and professionally, with the recognition that they deserve.

Work undertaken on this project, will aid the achievement of the following strategic priorities/KPI's:

Students as Partners

Governance, Finance and Risk Management

Be recognised as a change-making organisation

80% satisfaction (NSS)

70% engagement with SU

National recognition for being an effective and impactful Students' Union

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RESPONSIBILITIES OF THE TRUSTEES

The Trustees (who are also the directors of York St John Students' Union Limited for the purposes of company law) are responsible for preparing the Report from the Board of 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 these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards 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 charitable company will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006.

The Trustees 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 auditor is 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 auditor is aware of that information.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Auditor

The auditor, BHP LLP, have indicated their willingness to continue in office, subject to the approval of the Trustee Board.

Signed by the SU President and Chair of the Board of Trustees:



Isabella Sparling (Robinson)

President of the Students' Union / Chair of the Board of Trustees 2022-2023

Independent Auditor's Report to the Members of York St John Students' Union

Opinion

We have audited the financial statements of York St John Students' Union (the 'charitable company') for the year ended 31 July 2022 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including 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 charitable company's affairs as at 31 July 2022, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the 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

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 charitable company'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.

Other information

The other information comprises the information included in the annual trustees' report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual trustees' 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.

Independent Auditor's Report to the Members of York St John Students' Union

Opinions 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 Annual Trustees' Report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

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 directors' report.

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

- adequate accounting records have not been kept, 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 directors' 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 prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemption from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 32, 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.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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:

- the engagement partner 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 charitable company through discussions with management and trustees, and from our knowledge and experience of this organisation;

Independent Auditor's Report to the Members of York St John Students' Union

- 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 charitable company, including the Charities Act 2011, the Companies Act 2006, data protection, health and safety legislation and employment law;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and trustees;
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit of the charitable company.

We assessed the susceptibility of the charitable company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by;

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

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

- performed analytical procedures to identify any unusual or unexpected variances;
- tested journal entries to identify unusual transactions;
- assessed whether judgments and assumptions made in determining the accounting estimates set out in note 1.18 were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

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;
- reviewing legal expenses;
- enquiring of management as to actual and potential litigation and claims.

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 is available on the FRC's website at:

<https://www.frc.org.uk/auditors/audit-assurance/auditor-s-responsibilities-for-the-audit-of-the-fi/description-of-the-auditor%E2%80%99s-responsibilities-for>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Independent Auditor's Report to the Members of York St John Students' Union



Jane Marshall (Jan 16, 2023 12:39 GMT)

Jane Marshall (Senior Statutory Auditor)

*For and on behalf of
BHP LLP,
Chartered Accountants
Statutory Auditor*

Rievaulx House
1 St Mary's Court
Blossom Street
York
YO24 1AH

Date: Jan 16, 2023

BHP LLP are eligible to act as an auditor in terms of section 1212 of Companies Act 2006.

YORK ST JOHN STUDENTS' UNION LIMITED

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 JULY 2022

		Unrestricted funds	Restricted funds	Total funds	Total funds
		2022	2022	2022	2021
	Note	£	£	£	£
Income from:					
Donations and legacies	2	458,000	-	458,000	458,000
Facilities in Kind	3	218,915	-	218,915	206,892
Other trading activities	4	60,985	-	60,985	58,158
Investments	5	358	-	358	206
Charitable activities	6	402,431	-	402,431	38,653
Other income	7	2,162	-	2,162	54,668
Total income		<u>1,142,851</u>	<u>-</u>	<u>1,142,851</u>	<u>816,577</u>
Expenditure on:					
Raising funds	8	44,037	-	44,037	41,635
Charitable activities	9	1,082,098	-	1,082,098	754,179
Other expenditure	12	1,582	-	1,582	997
Total expenditure	10	<u>1,127,717</u>	<u>-</u>	<u>1,127,717</u>	<u>796,811</u>
Net Income / (expenditure) and movement in funds		<u>15,134</u>	<u>-</u>	<u>15,134</u>	<u>19,766</u>
Reconciliation of funds:					
Total funds at 1 August 2021		(444,432)	-	(444,432)	(464,198)
Total funds at 31 July 2022		<u>(429,298)</u>	<u>-</u>	<u>(429,298)</u>	<u>(444,432)</u>

All activities relate to continuing operations.

The notes on pages 40 to 55 form part of these financial statements.

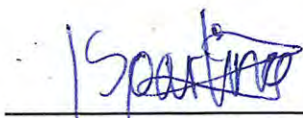
YORK ST JOHN STUDENTS' UNION LIMITED

BALANCE SHEET

AS AT 31 JULY 2022

			2022	2021
	Note	£	£	£
Fixed assets				
Tangible assets	18	17,017	-	-
		<u>17,017</u>	<u>-</u>	<u>-</u>
Current assets				
Stocks	19	6,606	7,755	
Debtors	20	37,220	7,104	
Cash at bank and in hand		283,689	322,543	
		<u>327,515</u>	<u>337,402</u>	
Creditors: amounts falling due within one year	21	<u>(143,025)</u>	<u>(126,820)</u>	
Net current assets			<u>184,490</u>	<u>210,582</u>
Total assets less current liabilities			<u>201,507</u>	<u>210,582</u>
Creditors: amounts falling due after more than one year	22	(630,805)	(655,014)	
Net liabilities	24	<u>(429,298)</u>	<u>(444,432)</u>	
Charity funds				
Restricted funds	23	-	-	
Unrestricted funds	23	(429,298)	(444,432)	
Total funds		<u>(429,298)</u>	<u>(444,432)</u>	

The Financial Statements were approved by the Trustees on 10th January 2023 and signed for on their behalf, by:



Isabella Robinson, President



Michael Wilkinson, External Trustee

The notes on pages 40 to 55 form part of these financial statements.

YORK ST JOHN STUDENTS' UNION LIMITED

CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 JULY 2022

	Note	2022 £	2021 £
Cash flows from operating activities			
Net cash provided by operating activities:	25	<u>28,450</u>	<u>37,386</u>
Cash flows from investing activities:			
Purchase of tangible assets		(23,562)	0
Bank interest received		358	206
Net cash provided by Investing activities		<u>(23,204)</u>	<u>206</u>
Cash flows from financing activities:			
Repayments of pension deficit	27	(44,100)	(38,631)
Net cash used In financing activities		<u>(44,100)</u>	<u>(38,631)</u>
Change in cash and cash equivalents in the year		(38,854)	(1,039)
Cash and cash equivalents brought forward		322,543	323,582
Cash and cash equivalents carried forward	26	<u>283,689</u>	<u>322,543</u>

1. Accounting policies

1.1. Basis of preparation of financial statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

York St John Students' Union Limited 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 financial statements are prepared in sterling which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

1.2. Going concern

Notwithstanding the balance sheet showing net liabilities of £429,298, the Trustees are of the opinion that there are no material going concern uncertainties. This assessment is based upon:

The Union having net current assets of £184,490

The Union having free reserves not including the pension scheme funding deficit liability of £209,328

Only £24,837 of the future pension funding deficit liability of £655,642 being due as a cash obligation to 31 July 2023.

This demonstrates that whilst the pension obligation presents a net liability position on the balance sheet it does not represent a cash obligation that the Union cannot meet through its available free reserves.

The University shall, subject to the terms of this Memorandum, pay to the Union the Subvention (Block Grant) approved by the Governing Body's Finance and Capital Development Committee as a contribution to the annual budget of the Union. The Subvention will be paid to the Union to support activity relating to the Union's core charitable objectives, including but not limited to representation, advice, support and advocacy, democratic activities, and student social and professional enhancement. The Subvention will be agreed in line with the University planning cycle and following consideration by the University of the Union's annual planning documents. The University agrees to support the Students' Union to mitigate any major liabilities, including the Students' Union Superannuation Scheme (SUSS) ongoing liability. (MoU 2020)

In light of this, management forecasts and budgets reflect a surplus for the period to 31 July 2023 with surpluses from 1 August 2023 to 30 November 2023. These have been considered in light of sensitivities around key judgements such as current economic situation, salary costs and we are satisfied these forecasts are achievable.

Therefore the trustees believe it is appropriate to prepare the accounts on the going concern basis.

1.3. Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 3. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1.4. 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 company 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 company 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.

Investment income, gains and losses are allocated to the appropriate fund.

1.5. Income

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

Income from the Job Retention Scheme was for 2 months August and September and is included in other incoming resources.

Donated services or facilities are recognised when the company has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the company of the item is probable and that economic benefit can be measured reliably.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the company which is the amount the company 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.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

1.6. 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 classed 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 allocated on the basis of time spent, and depreciation charges allocated on the portion of the assets use.

Expenditure on raising funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to their applicable expenditure headings.

1.7. Tangible fixed assets and depreciation

Fixed assets are stated at cost less accumulated depreciation. Assets are capitalised if they cost more than £2,500 and expected to last more than one year and any provision for impairment.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives. Depreciation is provided on the following bases Equipment - 3 years straight line.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment.

1.8. Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Union; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

1.9. Operating leases

Rentals under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

1.10. Stocks and work in progress

Stocks and work in progress 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.

1.11. Debtors

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

1.12. Cash at Bank and in hand

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

1.13. Creditors and provisions

Creditors and provisions are recognised where the company has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

1.14. Financial instruments

The charity 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.

1.15. Taxation

The company 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 company 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.

1.16. Pensions

The Union participates in the Students' Union Superannuation Scheme (SUSS), a defined benefit 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 rates of contribution payable being determined by the 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 attributed to the Union. In these circumstances contributions are accounted for as if the scheme were a defined contribution scheme based on actual contributions paid through the year. The present value of the union's share of the deficit is recognised as a liability in accordance with SORP (FRS 102).

The Union also participates in Aegon and NEST pension schemes, both of which are defined contribution schemes. The assets of the schemes are held separately from those of the Union in independently administered funds. The pension charge represents the amounts payable by the company to the fund in respect of the year.

1.17. Grants

The recurrent block grant is receivable from York St John University. The grant is credited to the income and expenditure account in the year to which it relates.

Project support grants are project based and include grants which are receivable from the University and other funding bodies

1.18. Critical accounting estimates and areas and judgement

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) 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 present value of the commitment is recognised. The calculation of the present 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.

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 in line with HM Treasury Guidance found at www.gov.uk

(ii) Donation of facilities by York St John University

In accordance with the Charities SORP FRS 102, the union has valued the benefit it receives from occupying facilities owned by the University on a rent-free basis, at the University's estimate of market value of £218,915.

(iii) 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 a basis of assessed consumption.

1.19. Employee benefits

The cost of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2. Income from donations and legacies

	Unrestricted funds	Restricted funds	Total funds	Total funds
	2022	2022	2022	2021
	£	£	£	£
University block grant	458,000	-	458,000	458,000
	<u>458,000</u>	<u>-</u>	<u>458,000</u>	<u>458,000</u>

3. Facilities in Kind

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Facilities in Kind	218,915	-	218,915	206,892
	<u>218,915</u>	<u>-</u>	<u>218,915</u>	<u>206,892</u>

4. Other trading activities

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Marketing and communication	57,397	-	57,397	12,897
Clawback and insurance	3,588	-	3,588	45,261
	<u>60,985</u>	<u>-</u>	<u>60,985</u>	<u>58,158</u>

5. Investment income

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Bank interest	358	-	358	206

6. Income from charitable activities

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Student voice	-	-	-	-
Student opportunities	62,518	-	62,518	7,068
Bar	234,085	-	234,085	30,968
Retail	14,033	-	14,033	797
Coffee	48,827	-	48,827	-
Catering	37,320	-	37,320	-
Events	5,648.00	-	5,648	(180)
	<u>402,431</u>	<u>-</u>	<u>402,431</u>	<u>38,653</u>

7. Other incoming resources

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Job retention scheme	2,162	-	2,162	54,668
	<u>2,162</u>	<u>-</u>	<u>2,162</u>	<u>54,668</u>

8. Raising funds

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Marketing and communication	13,036	-	13,036	12,506
Marketing and communication wages	31,001	-	31,001	29,129
	<u>44,037</u>	<u>-</u>	<u>44,037</u>	<u>41,635</u>

9. Analysis of expenditure on charitable activities

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Charitable activities				
Student voice	161,742	-	161,742	122,859
Student opportunities	136,581	-	136,581	90,796
Bar	181,799	-	181,799	46,700
Retail	9,530	-	9,530	2,727
Coffee	32,237	-	32,237	-
Catering	41,685	-	41,685	-
Events	12,081	-	12,081	1,881
Central services	175,393	-	175,393	168,808
Operations	104,797	-	104,797	106,035
Facilities in kind	218,915	-	218,915	206,892
	<u>1,074,760</u>	<u>-</u>	<u>1,074,760</u>	<u>746,698</u>
Governance costs				
Audit fees	7,000	-	7,000	6,525
Other costs	338	-	338	956
	<u>1,082,098</u>	<u>-</u>	<u>1,082,098</u>	<u>754,179</u>

YORK ST JOHN STUDENTS' UNION LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2022

10. Analysis of resources expended by expenditure type

	Staff costs 2022 £	Other costs 2022 £	Total 2022 £	Total 2021 £
Marketing and communication	31,001	13,036	44,037	41,635
Raising funds	31,001	13,036	44,037	41,635
Student voice	150,390	34,442	184,832	144,254
Student opportunities	41,045	117,995	159,040	111,819
Bar	49,330	237,825	287,155	147,735
Retail	10,129	10,315	20,444	13,054
Coffee	12,325	19,912	32,237	-
Catering	10,351	31,334	41,685	-
Events	2,553	9,528	12,081	1,881
Central services	99,921	99,194	199,115	190,573
Operations	110,751	27,420	138,171	137,382
Charitable activities	486,795	587,965	1,074,760	746,698
Expenditure on governance	-	7,338	7,338	7,481
Other expenditure (note 12)	-	1,582	1,582	997
	517,796	609,921	1,127,717	796,811

11. Analysis of resources expended by activities

	Activities undertaken directly 2022 £	Support costs 2022 £	Total 2022 £	Total 2021 £
Student voice	157,464	27,368	184,832	144,254
Student opportunities	133,373	25,667	159,040	111,819
Bar	177,522	109,633	287,155	147,735
Retail	8,461	11,983	20,444	13,054
Coffee	32,237	-	32,237	-
Catering	41,685	-	41,685	-
Events	-	12,081	12,081	1,881
Central services	170,046	29,069	199,115	190,573
Operations	112,503	25,668	138,171	137,382
	833,291	241,469	1,074,760	746,698

12. Other expenditure

	Unrestricted funds	Restricted funds	Total funds	Total funds
	2022	2022	2022	2021
	£	£	£	£
Remeasurement gain / (loss) on defined benefit pension plan	1,582	-	1,582	997
	<u>1,582</u>	<u>-</u>	<u>1,582</u>	<u>997</u>

13. Net incoming resources/(resources expended)

This is stated after charging:

	2022	2021
	£	£
Auditor's remuneration	<u>7,000</u>	<u>6,525</u>

14. Trustees' Expenses

6 trustees received reimbursement of expenses for travel and accommodation of £338 in the current year, (2021: - 1 Trustee - £23).

15. Staff costs

Staff costs were as follows:

	2022	2021
	£	£
Wages and salaries	473,823	402,179
Social security costs	30,733	29,185
Other pension costs (Note 27)	13,240	13,233
	<u>517,796</u>	<u>444,597</u>

Total redundancy/termination payments amounted to £0 (2021: £0).

During the year key management personnel received remuneration (including Employer's NI and pension) totalling £240,414 (2021: £221,051). The union considers its key management personnel to comprise of the Trustees and those individuals detailed in the administrative information on page 4.

The average monthly number of employees was 44 (2021: 25) and the average monthly number of Full Time Equivalent employees during the year was as follows (including casual and part-time staff):

	2022	2021
	No.	No.
Permanent staff	15	15
Student staff	<u>6</u>	<u>1</u>
	<u>21</u>	<u>16</u>

No employee received remuneration amounting to more than £60,000 in either year.

16. Trustees' remuneration

The three sabbatical roles each incurred a salary charge as authorised in the Students' union governing document, for the representation, campaigning and support work they undertake as distinct from their trustee responsibilities. This work includes voicing student opinion with the University and local community, defending and extending the rights of students through petitions, discussions with MPs and also organising and supporting student volunteers and service provision for them.

Details of the three sabbatical trustees are available on page 3 of the financial statements.

Remuneration is paid to each sabbatical trustee for an annual term which runs to the 30 June. For the year to 30 June 2022 each received £19,230 and for the year to 30 June 2021 each received £17,611. The aggregate amount payable under such contracts is shown below:

	2022	2021
	£	£
Wages and salaries	57,690	52,834
Defined contribution pension costs	<u>1,711</u>	<u>1,054</u>
	<u>59,401</u>	<u>53,888</u>

17. SOFA prior year comparatives

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Income from:			
Donations and legacies	458,000	-	458,000
Facilities in kind	206,892	-	206,892
Other trading activities	58,158	-	58,158
Investments	206	-	206
Charitable activities	38,653	-	38,653
Other income	54,668	-	54,668
Total income	<u>816,577</u>	<u>-</u>	<u>816,577</u>
Expenditure on:			
Raising funds	41,635	-	41,635
Charitable activities	754,179	-	754,179
Other expenditure	997	-	997
Total expenditure	<u>796,811</u>	<u>-</u>	<u>796,811</u>
Net Income and net movement in funds	<u>19,766</u>	<u>-</u>	<u>19,766</u>
Reconciliation of Funds			
Funds brought forward	(464,198)	-	(464,198)
Funds carried forward	<u>(444,432)</u>	<u>-</u>	<u>(444,432)</u>

18. Tangible fixed assets

	2022
	£
	Equipment
Cost	
Balance as at 1st August 2021	-
Additions	23,562
Balance as at 31st July 2022	<u>23,562</u>
Depreciation	
Balance as at 1st August 2021	-
Charge for the Year	6,545
Balance as at 31st July 2022	<u>6,545</u>
Net Book Value:-	
At 31st July 2021	<u>-</u>
At 31st July 2022	<u>17,017</u>

These assets include refurbishments to the Bar, Shop, Catering facilities and social areas within the building.

19. Stocks

	2022	2021
	£	£
Retail	2,587	5,408
Bar	2,083	2,347
Coffee	954	-
Catering	982	-
	<u>6,606</u>	<u>7,755</u>

20. Debtors

	2022	2021
	£	£
Trade Debtors	31,794	1,677
Prepayments and accrued income	5,426	3,796
VAT	-	1,631
	<u>37,220</u>	<u>7,104</u>

21. Creditors

Amounts falling due within one year

	2022	2021
	£	£
Clubs and societies	51,925	58,296
Trade creditors	40,045	26,531
VAT	11,962	-
Other creditors	1,651	673
Accruals and deferred income	12,606	20,630
Defined benefit scheme funding deficit liability (Note 27)	24,837	20,690
	<u>143,025</u>	<u>126,820</u>

22. Creditors over one year

Amounts falling due after more than one year

	2022	2021
	£	£
Defined benefit scheme funding deficit liability (Note 27)	630,805	655,014
	<u>630,805</u>	<u>655,014</u>

23. Statement of funds

Current year	Brought forward £	Income £	Expenditure £	Carried forward £
Unrestricted funds				
General funds	231,272	1,142,851	(1,147,779)	226,344
Pension deficit	(675,704)	-	20,062	(655,642)
	<u>(444,432)</u>	<u>1,142,851</u>	<u>(1,127,717)</u>	<u>(429,298)</u>

Restricted funds

	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Total of funds	<u>(444,432)</u>	<u>1,142,851</u>	<u>(1,127,717)</u>	<u>(429,298)</u>

Prior year	Brought forward £	Income £	Expenditure £	Carried forward £
Unrestricted funds				
General funds	225,979	816,577	(811,284)	231,272
Pension deficit	(690,177)	-	14,473	(675,704)
	<u>(464,198)</u>	<u>816,577</u>	<u>(796,811)</u>	<u>(444,432)</u>

Restricted funds

	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Total of funds	<u>(464,198)</u>	<u>816,577</u>	<u>(796,811)</u>	<u>(444,432)</u>

Summary of funds

Current year	Brought forward £	Income £	Expenditure £	Carried forward £
General funds	(444,432)	1,142,851	(1,127,717)	(429,298)
Restricted funds	-	-	-	-
	<u>(444,432)</u>	<u>1,142,851</u>	<u>(1,127,717)</u>	<u>(429,298)</u>

There were no restricted grants received.

Prior year	Brought forward £	Income £	Expenditure £	Carried forward £
General funds	(464,198)	816,577	(796,811)	(444,432)
Restricted funds	-	-	-	-
	<u>(464,198)</u>	<u>816,577</u>	<u>(796,811)</u>	<u>(444,432)</u>

24. Analysis of net assets between funds

Current year	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Tangible Fixed assets	17,017	-	17,017
Current assets	327,515	-	327,515
Creditors due within one year	(143,025)	-	(143,025)
Creditors due after one year	(630,805)	-	(630,805)
	<u>(429,298)</u>	<u>-</u>	<u>(429,298)</u>
Prior year	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Current assets	337,402	-	337,402
Creditors due within one year	(126,820)	-	(126,820)
Creditors due after one year	(655,014)	-	(655,014)
	<u>(444,432)</u>	<u>-</u>	<u>(444,432)</u>

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

	2022	2021
	£	£
Net income for the year (as per Statement of Financial Activities)	15,134	19,766
Adjustment for:		
Depreciation	6,545	-
Bank interest received	(358)	(206)
Pension finance charge	24,039	24,158
(Increase) / decrease in stocks	1,149	522
(Increase) / decrease in debtors	(30,117)	13,199
Increase / (decrease) in creditors	12,058	(20,053)
Net cash provided by operating activities	28,450	37,386

26. Analysis of cash and cash equivalents

	2022	2021
	£	£
Cash at bank and in hand	283,689	322,543
	283,689	322,543

27. Pension commitments

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 onwards 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 scheme was carried out on 30 June 2019 and showed that the market value of the scheme's assets was £119,100,000 with assets representing 46% 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 £140,900,000

Valuations are conducted every three years based upon assumptions agreed by the Trustees, and is used to set the contributions payable by the participating employers.

The outcome in financial terms is set out in the table below:

	30 June 2016 £m	30 June 2019 £m
Assets	101.3	119.1
Liabilities	221.0	260.0
Deficit	(£119.7)	(£140.9)
Funding Level	46%	46%

The increase shown in the deficit since 2016 is in line with the changes previously reported, following annual reviews, but makes allowance for the impact of the 7% pension increase issue. This has increased the deficit in SUSS but its impact has been mitigated by the member consent exercise.

Whilst the assets have performed well rising by over 17% over the three years, the liabilities have increased by a similar percentage. The sustained low yield on government bonds has continued to affect the liabilities, but the increase was driven in large part by the pension increase issue. The Trustees have concluded that the level of contributions to clear the deficit will have to rise above the planned 5% annual increase in order to address this. However, in order to allow time for the unions to make necessary arrangements the increase in contributions have come into effect from October 2021.

The increase of 5% due in October 2021 proceeded as planned, and these contributions formed part of the plan to remove the funding deficit in SUSS.

Following the 2020 increase, and in order to attribute the further increase in costs as fairly as possible, the Trustees have allocated the additional liabilities arising from the 7% pension increase issue to those unions whose members are directly affected by it. This means that a union with many affected members may see a substantial increase in their contributions to SUSS from October 2021, while a union with no members affected by the issue would see a much smaller increase.

The Trustees also considered whether the costs of carrying out the member consent exercise should be borne only by those unions whose members are directly affected by the pension increase issue. After careful consideration, and keeping in mind the principle of collectivism, they concluded that a significant proportion of the costs incurred were justifiable expenses of running SUSS as a whole (because benefits needed to be adjusted, and members written to, whether or not the compromise offer was made). What remained, once allocated to the many affected unions and reclaimed over a reasonable period of time, was not material in the context of the overall level of payments being made to the SUSS by the unions, and so no additional charges will be made in respect of this.

The existing recovery plan, based on the results of the 2016 valuation, was due to end in 2033. One option considered by the Trustees was to retain this target end date, in line with the Pensions Regulator's guidance that funding deficits should be addressed over as short a period as possible. However, given the already substantial level of contributions being made to SUSS by the employers, the Trustees concluded that extending the recovery period, and hence reducing the initial increase in contributions that unions would be required to make, struck an appropriate balance between removing the deficit as quickly as possible while remaining affordable.

In summary, the 2019 valuation recommended a monthly contribution requirement by each Union expressed in monetary terms intended to clear the ongoing funding deficit over a period of 16 years and 2 months ending August 2035 and has increased by 5% through to 2035 except for the period 2021/2022 which will increase by 17%. These contributions also include an allowance for the cost of the ongoing administrative and operational expenses of running the scheme. These rates applied with effect from 1 October 2020 and will be formally reviewed following completion of the next valuation due with an effective date of 30 June 2022. Surpluses or deficits which arise at future valuations will also impact on the Union's future contribution commitment. In addition to the above contributions, the Union also pays its share of the scheme's levy to the Pension Protection Fund.

Under FRS102 the Union is required to recognise as a liability the present value of its agreed share of future deficit contributions. Finance costs are recognised as the present value unwinds.

Total contributions paid into the scheme by York St John Students' Union in respect of eligible employees for the year ended 31 July 2022 amounted to £nil (2021: £nil). At the balance sheet date, the Union's pension deficit was £655,642 (2021: £675,704), split by amounts due within 1 year £24,837 (2021: £20,690) and amounts due after 1 year £630,805 (2021: £655,014). The deficit payment to the scheme is £44,100 (2021: £44,083).

The company also operates two defined contribution pension schemes. The assets of the schemes are held separately from those of the company in independently administered funds. The pension cost charge represents contributions payable by the company to the funds and amounted to £13,240 (2021: £13,233). Contributions totalling £2,498 (2021: £2,495) were payable to the fund at the balance sheet date and are included in creditors.

28. Operating lease commitments

At 31 July 2022 the company had annual commitments under non-cancellable operating leases as follows:

	2022	Other 2021
	£	£
Expiry date:		
Within 1 year	-	-
Between 1 and 5 years	-	-
	-	-

29. Related party transactions

The Union is in receipt of a recurrent grant from York St John University of £458,000 (2021: £458,000) and other paid items £56,965 (2021: £31,124) made up of £23,962 to reimburse transactions made on Aspire cards, this will include memberships and retail sales, £24,408 reimbursement to clubs for bus tickets paid for YSJ Uni and travel for both hockey and rugby league and £8,595 various reimbursements of stock items shown in sales or costs incurred by YSJ SU on behalf of the Uni. At the year end an amount of £28,803 (2021: £1,047) was owed to YSJ SU by York St John University.

In addition the Student Union occupies its building on a rent free basis and York St John University provides support services. In accordance with the Charities SORP FRS102, the trustees have estimated that the provision of space and associated services is worth £218,915 (2021: £206,892) to the Union and have recognised this amount in the financial statements.

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 16 and Trustees' expenses in note 14.

Accounts



YORK ST JOHN STUDENTS' UNION

Annual Trustees' Report and Accounts

Financial Year Ending 31 July 2021

Charity No: 1136905

Company No: 07250320

YORK ST JOHN STUDENTS' UNION LIMITED
YEAR ENDED 31 JULY 2021

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YORK ST JOHN STUDENTS' UNION LIMITED
YEAR ENDED 31 JULY 2021

ADMINISTRATIVE INFORMATION

Legal Status: York St John Students' Union Limited (YSJSU) is a charity registered in England and Wales and is incorporated as a Company Limited by Guarantee (CLG).

Charity Registration Number: 1136905

Company Registration Number: 07250320

Principal Office: The principal office of YSJSU is at York St John Students' Union, York St John University, Lord Mayor's Walk, York YO31 7EX.

Charity Trustees and Company Directors:

Position	Name	Term Dates
Sabbatical Trustee (President of the Students Union)	James Andrews	01/07/2020 to Present
Sabbatical Trustee (President of Education)	Jenny Marchant	01/07/2019 to 19/03/2021
Sabbatical Trustee (President of Wellbeing & Diversity)	Emma Palmer	01/07/2020 to 30/06/2021
Sabbatical Trustee (President of Education)	Aimee Yeoman	01/07/2021 to Present
Sabbatical Trustee (President of Wellbeing & Diversity)	Christian Smith	01/07/2021 to Present
External Trustee	Richard Quayle	01/07/2016 to Present
External Trustee	Michael Wilkinson	01/07/2017 to Present
External Trustee	Katherine Mathew	01/07/2020 to Present
External Trustee	Amanda Chetwynd-Cowieson	01/07/2020 to Present
External Trustee	Tiffany Burnett	01/07/2021 to Present
Student Trustee	Aimee Yeoman	01/07/2020 to 30/06/2021
Student Trustee	Andreas Pavlou	01/07/2020 to 30/06/2021

Other Company Officers:

Position	Name	Term Dates
Company Secretary	Donna Smith	28/01/2019 to Present

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Auditor:

BHP LLP, Rievaulx House, 1 St Mary's Court, Blossom Street, York, YO24 1AH

Bankers:

HSBC plc, PO Box 26, 13 Parliament Street, York, YO1 8XS

Management Personnel:

York St John Students' Union (YSJSU) employs a Chief Executive Officer to work closely with the Sabbatical Trustees, other elected representatives, and the staff team to ensure effective management of the charity. The Trustees delegate the day to day running of YSJSU to the Chief Executive Officer and to the Management Team.

During 2020/21 academic/financial year the Senior Management Team were as follows:

Position	Name	Term Dates
Chief Executive Officer	Donna Smith	28/01/2019 to Present
Student Opportunities Manager	Paul Murtough	01/08/2019 to Present
Operations and Business Development Manager	David Tait	01/02/2018 to Present
Finance and Resources Manager	David Green	01/03/2016 to Present

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Introduction from the President of the Students' Union and Chair of the Trustee Board

The past 18 months have been some of the most challenging and difficult times for York St John Students' Union. The imposed Government restrictions due to the pandemic, and changes to societal norms have meant that we needed to be dynamic and flexible in our operations and activities to ensure that we could succeed. Thankfully, through the hard work of our staff and officer team, we've been able to do just that and I'm incredibly proud of the way we have adapted and risen to the challenges we've faced.

September 2020 welcomed a new academic year that was like no other. Restrictions in face to face teaching and strict limits on socialising meant that the Students' Union and the University faced changes to the way that we would typically deliver the student experience. Despite the changes in how we operate, student support and advocacy remained at the heart of everything we do as an organisation.

The Sabbatical Officer team of 2020/21 worked tirelessly to support students through the ever-changing pandemic landscape. Through partnership work with the University, we were able to introduce the new "Safety-Net" policy to ensure that students weren't negatively impacted by the pandemic. We also secured rent rebates for all students in university owned accommodation who couldn't access it after the third lockdown was introduced in January 2021. Furthermore, we continued to build on the virtual community presence that we established in 2019/20, hosting a number of online activities to ensure that students still felt part of our community despite being separated.

Thanks to the work of our staff team, our new food and beverage services are operational. To contribute to our "beyond 9-5 campus strategic aim", we now offer new space concepts within the SU building to give students more variety in spaces to eat, drink and socialise. The additional non-subsidy income helps us to be less reliant on the financial support of the University. Hopefully the change will encourage more mature and commuter students to engage with us beyond their studies.

As a team we've had several new staff members join us over the past 12 months in a variety of new roles. They've joined us during a turbulent period and have managed to hit the ground running and deserve commendation for their hard work.

As we begin the 2021/22 academic year, I'd like to welcome the new sabbatical officers Aimée and Chris to the team and wish them the best of luck in their endeavours this year. With the removal of restrictions and a return to a more typical academic year there is much to be optimistic about and I'm proud of the work that York St John Students' Union has done to support our students through the last 18 months and I look forward to it continuing throughout the next academic year.


J.Andrews (Dec 1, 2021 15:03 GMT)

Jamie Andrews
President of the Students' Union 2020-22
Chair of the Board of Trustees

**YORK ST JOHN STUDENTS' UNION LIMITED
YEAR ENDED 31 JULY 2021**

REPORT FROM THE TRUSTEES FOR THE YEAR ENDED 31ST JULY 2021

The Trustees, who are also Directors for the purposes of company law, present their annual report together with the audited financial statements of York St John's Students' Union for the period 1 August 2020 to 31 July 2021.

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 published in October 2019.

Since the Union qualifies as small under section 383 of the Companies Act 2006, the strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

STRUCTURE, GOVERNANCE AND MANAGEMENT

a. Organisational Structure and Decision Making

York St John Students' Union is a Company Limited by Guarantee and not having a Share Capital as defined by the Companies Act 2006. YSJSU registered as a charity in the UK on 1 August 2010. YSJSU is a Students' Union as defined by the Education Act 1994 whose activities are devoted to the educational interests and welfare of its Members.

YSJSU's principal governing document is the Articles of Association, agreed by the members of the Union in a General Meeting and reviewed by YSJSU and York St John University at least every 5 years. Copies of the Articles of Association are available from the offices of YSJSU and via the *Documents* section of our website (www.ysjsu.com). In September 2020, YSJSU adopted the revised Articles of Association via an Extraordinary General Meeting. The Articles of Association are supported by the YSJSU Byelaws which were reviewed throughout the course of the 2020/21 academic year, and approved by the Trustee Board in June 2021.

The Trustee Board of YSJSU is made up of three Officer Trustees, up to two Student Trustees, and up to five External Trustees. Officer Trustees are elected by a ballot of all members of YSJSU and serve for one academic year. To stand for election as an Officer Trustee, candidates must be full members of YSJSU (see Articles of Association for definition). Student Trustees and External Trustees are appointed by a selection and interview process led by the Nominations Committee. The Nominations Committee then makes formal recommendations to the full Board for approval of the appointment of Trustees.

The experiences and expertise held by the External Trustees in the areas of commercial development, higher education policy, governance and strategic planning, provides YSJSU with the opportunity to develop and provides risk management and continuity. The Trustee Board structure also includes two Student Trustees to improve the voice of students on the board.

Officer Trustees are required to take a sabbatical year away from their studies (or alternatively, have just finished their final year of study) and are remunerated by YSJSU during this period. Officer Trustees are in post for one year and may stand for re-election for one year (maximum of two years in total). Student Trustees may remain in office for a term of two years and External Trustees for three years. Both can serve a maximum of two consecutive terms. The Officer Trustees undergo a formal process of induction and training on taking up their post. This is organised by the permanent staff of YSJSU and utilises external training providers as well as the National Union of Students (NUS) and staff from York St John University. During 2020/21, the Trustee Board adopted a training and development programme, including the online

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development module 'Trustee Foundations' provided by the consultancy agencies 'MiraGold' and 'SUSkills'.

Responsibility is cascaded from the Trustee Board and committee structure of YSJSU to the Chief Executive Officer and staff team of YSJSU and documented via the organisations' Scheme of Delegated Authority' document. YSJSU employs a team of full-time staff to ensure effective management of its many activities and to implement the policy decisions made by the Trustees and/or Student Council. The Scheme of Delegated Authority document outlines clear levels of responsibility for areas of decision making and delegates authority for the day to day operational management and decision making of the organisation to the Chief Executive Officer and staff team of YSJSU.

The Trustee Board delegates responsibility to six committees: Finance, Audit and Risk; Health and Safety; People and Culture; Elections; Nominations; and Service Development to ensure effective governance and decision making.

The Student Council is made up of elected part-time officers, representatives of student groups and the Officer Trustees, receive and discuss reports including financial information, policy issues and receive information from staff as required. The Council meets at least three times per year.

When reviewing our objectives and planning activities, YSJSU has given due consideration to the Charity Commission's general and relevant supplementary guidance on public benefit, this is assessed in further detail on page 11 of this document.

b. Relationship with York St John University

The Students' Union receives a block grant (subvention) from the University and by means of a formal lease, occupies a building owned by the University. This support is intrinsic to the relationship between the University and YSJSU. Although YSJSU engages in various trading activities, it has financial dependence on the University for resourcing its charitable activities. There is no reason to believe that financial support will not continue for the foreseeable future and the Students' Union and University signed off the revised Memorandum of Understanding in June 2020. The document articulates agreement to continue to pay YSJSU a subvention in line with annual financial planning frameworks, and support the Students' Union with the SUSS pension deficit. A ten-year lease agreement was confirmed in 2018 with donation from the university (no cash charge) regarding lease and utilities fees, which will be renegotiated after this period.

The Education Act 1994 requires that the University is notified of any changes in the governance of YSJSU. YSJSU and York St John University have a well-established relationship that involves both formal committees and informal meetings where issues are discussed and ideas for future work formulated. The formal structures include regular reports on the activities, management and financial situation of YSJSU. The President of YSJSU is a member of York St John University's Board of Governors and the SU President and Chief Executive Officer have monthly one to one meetings with the Vice Chancellor, Chief Operating Officer, and Pro Vice Chancellor (Governance and Student Life). The YSJSU Officer Trustees and the Executive Board of the University meet monthly.

c. Risk Management

A comprehensive risk management process is in operation by YSJSU to ensure that appropriate steps are taken to manage and mitigate governance, external, operational, legal/ regulatory and financial risks. This is overseen and monitored by the Finance, Audit and Risk Committee

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(regarding financial risk), Health and Safety Committee (regarding safety and health risk) and People and Culture (regarding HR related risk) on behalf of the Trustee Board.

The process includes the identification of the risks that YSJSU may face, evaluating the potential impact and likelihood of occurrence, taking consideration to YSJSU's risk appetite and identifying means whereby the risks can be mitigated and managed.

A formal Risk Register has been established and is reviewed at meetings of the Trustee Board with the latest version approved in September 2021. The Risk Register currently highlights the following as major risks to YSJSU:

- Digital/cyber security
- GDPR compliance
- The event of a decrease in university grant (Subvention)
- The event of a decrease in commercial income
- Pension scheme deficit liabilities increasing quicker than the agreed recovery plan
- COVID-19: Health, safety and effects on business continuity.

Major Incident Plans are also in place in partnership with York St John University to aid response and recovery regarding any major incident the organisation might face. These plans are regularly reviewed, and the CEO is a member of the university's Major Incident Team. YSJSU has a Major Incident and Business Continuity Plan in place that has been tested by the staff team and is reviewed by the Finance, Audit and Risk Committee (at least) annually. YSJSU created a COVID-19 specific Major Incident and Business Continuity Plan in February 2020 that ensured that the organisation was prepared for lockdown in March - July 2020, and subsequently, lockdowns in November 2020 and January – April 2021. The plan enabled the organisation to ready staff and trustees for online/virtual operations and communications to students regarding service delivery during the pandemic.

In November 2020, the Finance, Audit and Risk Committee approved a proposal to engage with the company Croner to supply YSJSU with Health and Safety and Human Resources support, consultation, insurance, advice, training and platforms. YSJSU receives communication from Croner weekly about changes in legislation, hot topics and new approaches, as regular check ins and customer feedback opportunities.

YSJSU has created a GDPR Action Plan to ensure that policy and procedure regarding data is managed and maintained. The progress of the GDPR Action Plan and policies relating to data are drafted and then consulted on by the University's data compliance expert and are monitored by the People and Culture and Service Development Committees.

YSJSU has completed a review of the NUS' Good Governance Code (amended from the Charity Governance Code for Students' Unions) and has completed an action plan to develop governance processes and effectiveness. YSJSU has (minor) outstanding actions around improving Equality, Diversity and Inclusion (EDI) throughout the organisation, and this work will be implemented during the 2021/22 academic year.

Appropriate financial systems and procedures have been established to manage the identified risks documented within the Risk Register. Budgetary and accounting risks are minimised by the implementation of robust procedures as documented in the organisational Finance Manual. Monthly Management Accounts are produced to enable control of departmental and organisational budgets, which are then scrutinised by the Finance, Audit and Risk Committee. Due to the pandemic and the possible effects on income generation, the Finance, Audit and Risk Committee have scrutinised the annual budget more regularly, received reports on 'COVID Impact', and has made recommendations to the Trustee Board accordingly.

STRATEGY AND OBJECTIVES

a. Strategy, Objectives and Policy during 2020/21

The 1 August 2020 marked the implementation of the new strategic plan 'putting students first' and highlights new priorities, vision, and values for the organisation. The Students' Union is working towards the following:

MISSION

We aim to empower students at York St John University to challenge and change the world around us.

VISION

By 2024, York St John Students' Union will play a major part in the life and transformation of students by being the central hub of social activity, representation, and opportunity.

VALUES

INCLUSIVE Provide activities and spaces that make students feel that they belong.

TRANSFORMATIVE Ensure that the Students' Union provides opportunities and experiences that positively change lives.

CHALLENGING Constantly critique and question what we and our partners do to ensure that we are always striving to act in the best interests of students.

EMPOWERING Equip students with the skills, opportunities, and experiences to enable their success.

FUN Make student life at York St John University enjoyable and rewarding.

OUR PRIORITIES

Provide independent advice services that help students to stay and enjoy life at university.

Offer spaces and opportunities to enhance belonging and student communities.

Engage with the university, city and wider community to ensure that students get the best experience - on campus and beyond.

Be recognised as a change-making organisation.

Provide activities and opportunities that aid students to gain employability skills and become active citizens.

OUR ENABLERS

Utilisation of Spaces

Communication, Insight and Analysis

People and Relationships

Governance, Finance and Risk Management

Ethics and Environmental Sustainability

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OUR PROJECTS

Beyond a 9-5 Campus

Advice, Support and Advocacy

Students as Partners

Digital Transformation

OUR MEASURES OF SUCCESS (KPIs)

80% satisfaction regarding questions 21, 25 and 26 in the NSS

60% of income from non-subvention means

70% of student body engaging with the Students' Union

85% staff satisfaction

National recognition for being an effective and impactful Students' Union

Performance against the Strategic Plan's Key Performance Indicators for is detailed in the *Overview of Activities and Performance* section on page 13 of this document.

The full YSJSU Strategic Plan 2020-24 can be downloaded from the *Documents* section of the YSJSU website (www.ysjsu.com).

b. External Affiliations

There are several organisations that YSJSU formally affiliates with during each year. Affiliated bodies are recommended by the staff team based on operational need and agreement is sought via Student Council for the affiliations to be approved by members at the Annual Members and Annual General Meetings. The following were External Affiliated Bodies for 2020/21:

Archery GB	National Union of Students NCVO Northern Universities Bouldering Series North Riding County Football Association North Riding Football League
Badminton England Basketball England British American Football Association (BAFA) BCA Cheer and Dance British Mountaineering Council British Rowing British Universities and Colleges Sport (BUCS)	Legacy Cheer and Dance
England Athletics England Boxing England and Wales Cricket Board (ECB) England Hockey England Netball England Squash	Sport Cheer England Students' Rugby Football Union Swim England
Future Cheer	Volleyball England
Lawn Tennis Association (LTA)	Yorkshire Federation of Referees Societies York Minster Engineering League

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c. Public Benefit

YSJSU achieves public benefit via the ***advancement of the education*** of the students at York St John University by:

- i. promoting the interests and welfare of Students at York St John University during their course of study and representing, supporting and advising Members;
- ii. being the recognised representative channel between Students and York St John University and any other external bodies; and
- iii. providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its Members.

Promoting the interests and welfare of Students at York St John University during their course of study and representing, supporting and advising Members

The Students' Union provides a range of support and advice from individual one to one advice and advocacy for students in person within the SU building, online consultation, and via the website (self-help information and chat-bot). YSJSU coordinates welfare campaigns throughout the year based on health, wellbeing, liberation and student rights, and provides course-based representation via Course Reps, and student collective representation via part time School Chairs and Liberation Officers.

The President of Education and the Student Opportunities Team, work with students facing academic related issues such as academic misconduct or appeals. YSJSU continues to work with the university to provide the best support and advice possible for students who are going through these processes.

Being the recognised representative channel between Students and York St John University and any other external bodies

YSJSU's elected officers attend internal University meetings and external council ward/residents' meetings. At these meetings, representatives are responsible for highlighting student views and achieve positive change for students. In addition to this, YSJSU supports students to act as representatives on their courses, providing lecturers and University management with feedback on how the courses can be improved.

YSJSU hosts student zone meetings, where students can voice opinions and feedback about elements of student life relating to study, activities and well-being. Topics of discussion include academic study, timetabling, food provision, accommodation and sports and societies processes.

Providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its Members

YSJSU has a well-established culture of sporting and recreational engagement. YSJSU has 26 different sports clubs encompassing a various range of activities and interests from Basketball to Cheerleading. Students are supported as members of these groups which are led by student volunteers who are supported centrally by YSJSU. The Presidents and committees of these groups are given controlled autonomy to direct and lead activities; gaining real world experience of holding positions of responsibility.

YSJSU provides societies for students including cultural, religious and course related societies. YSJSU engages with the local community to help build links and relationships that are mutually beneficial to the university, local community and beyond.

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YSJSU also builds marketing and sponsorship links with local independent businesses, mutually benefiting students and the local economy. YSJSU liaises with the local police and residents to ensure that York remains a safe, pleasant place for students and residents to live and work together.

OVERVIEW OF ACTIVITIES, ACHIEVEMENTS AND PERFORMANCE

a. Overview

The 2020/21 academic year was the first year of the implementation of the 2020-24 Strategic Plan. The Plan is focused on a 'students first' approach; ensuring that everything that YSJSU does has students' best interests, student development, and student empowerment at its heart.

The first year of implementation was set against a backdrop of the COVID-19 pandemic: university closures, restrictions, lockdowns and 'blended' learning, resulting in physical student engagement becoming difficult to maintain throughout the year.

Physical engagement became extremely difficult due to; sports clubs and societies being delivered amongst restrictions or entirely online, the closure of commercial services from November 2020 and online/distance learning completely from January until May 2021. Income was reduced due to the closure of services, and staff satisfaction decreased by 5% overall. Whilst the National Student Survey (satisfaction) results decreased, YSJSU was above the sector average (SA above) across all indicators, and within the top quartile.

Although YSJSU saw many areas of delivery decrease during this year, 2020/21 also provided some great achievements for the Students' Union:

Governance

- YSJSU launched our new Strategy 2020-24 with the main concept being around a 'students first' approach.
- We undertook a full review of our Byelaws (after undertaking a full review of the Articles of Association in 2019/20), to ensure that our governing documents were fit for purpose and reflective of the needs of our students.
- YSJSU engaged with Croner as our partner in Human Resources and Health and Safety, to ensure best practice in these areas.
- We developed new 'Commercial Principles' to ensure that our commercial services are student focussed and support our charitable purpose.
- In October 2020, we achieved Investors in People Silver, showing our commitment to ensuring that YSJSU is a great place to work.
- YSJSU completed the Good Governance Code Action Plan ensuring that our governing processes are robust and fit for purpose.
- YSJSU Introduced a new Sports and Societies Council to ensure sports and society members can inform and shape decision making regarding student activities.

Marketing and Insight

- YSJSU introduced a new visual brand that reflects our values and have distinct visual identities for student facing and corporate identities.
- Number of twitter followers: 7362 / Number of facebook followers: 4771 / Number of Instagram followers: 2963. Increase of 26% across platforms.
- Throughout the year, we collected student views via a variety of ways to ensure that the Students' Union are continuously understanding student needs. Feedback came in the form of: Employee Engagement Survey, University Pulse Survey, National Student Survey, Question of the Month, Education/Student Experience/Wellbeing Zones, SU Council, Sports and Societies Council, Focus Groups.

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Student Voice

- YJSU elected 182 Course Reps to represent students on academic programmes across the university.
- 97 Students attended the Extraordinary Student Members Meeting – the highest turnout in years!
- 16% of students voted in the annual election – one of the highest turnouts nationally during 2020-21.
- 19 campaigns undertaken throughout the year including Sexual Violence Awareness week, 'Plan Safe, Drink Safe, Home Safe', 'Let's Talk About' series, Celebrating Women in Science series, Students Deserve Better (NUS) to name but a few!
- International students from London campus nominated themselves for full-time and part time officer positions – for the first time ever!

b. Strategic Project 1: Beyond a 9-5 Campus

By 2024, YJSU aims to create a 'Beyond 9-5 Campus' ensuring that students have a student experience beyond the normal working day. This includes access to university services, communications, Students' Union provision after 5pm and at the weekends. The strategic project encompasses both the physical and digital aspects of university life.

In relation to this strategic project, YJSU has achieved the following:

- YJSU created the 'Commercial Principles' highlighting the vision for our commercial offer, including creating specific spaces for different groups of students, food and beverage offer, and a revamp of our entertainments programme, to be implemented in 2021/22.
- We revamped the 'WellU' programme to help student engage from home and on campus, increasing engagement in the programme by 46% (compared to 2019/20).
- YJSU delivered Sports and Societies, Course Reps and SU Council Training online to help to continue engagement during the pandemic.
- We collaborated on an integrated Welcome Programme 2020 with the University – the first time a real 'partnership approach' has occurred regarding welcome activities for students.

During 2020/21, students commented that:

"By having the opportunity to be part of a club it has widened my friendships and created a sense of belonging within the uni" (NSS 2021)

"I enjoyed being part of a university community and the Students' Union" (NSS 2021)

"Good community - meeting new people, positive environment, friendly staff, good facilities, help available, fab Student Union!" (NSS 2021)

"YJSU has an amazing community feeling, staff value and respect the students immensely. There is plenty of room to grow and find the specialty that students are passionate for" (NSS 2021)

"Being part of Sports Team was the best decision I ever made. Looking back, I have created so many lasting memories and made some friends for life!" (NSS 2021)

"York St. John provides a community for all and has offered constant opportunities for me to partake in throughout my time there" (NSS 2021)

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"It has great diversity within its clubs/society's, supplying everyone with something they enjoy"

'I gained a lot of knowledge and skills that improve the capacity of my work.' (student staff feedback)

'It's sad that I could not be back in the Students Union (this semester). It was really, really great working there and it helped with a lot of my confidence and personal skills. Thank students for having me on the team, it was my favourite part of all of my university experience.' (student staff feedback)

c. Strategic Project 2: Advice, Support and Advocacy

By 2024, YSJSU are committed to providing students with independent advice services and during 2021/22, we achieved the following in relation to this project:

- The Officer Trustees represented students on the university 'Isolating Students Working Group' throughout the year to ensure students were supported during isolation. By working closely with the university, over 200 students received isolation packs (including food and games) and stay connected during isolation periods.
- Feedback gained from the university's Student Welfare Adviser suggested that the engagement between SU and the service is the most successful in 7 years. This had enabled the SU to work more closely with the university on campaigns and welfare cases.
- The SU created a new digital service and booking system for online appointments to support students wherever they are located.
- The SU is working closely with the Director of Governance to progress the review of the student complaints and discipline procedures. The Advice and Representation Coordinator is the Co-Chair of the review group, ensuring that student rights are at the heart of policy.
- We established a professional relationship with the YSJ School of Law to provide students with free services inc. housing, family, employment, and financial law advice.
- We have created working groups to progress the development of the advice service, to enable effective support for students in the future.
- We continuously lobbied the university to create a partnership around advocacy and support for student representation at case hearings, ensuring that students are fully supported by the SU.

During 2020/21, students commented that:

"SU is very insightful and informative. Clear and consistent. Friendly and supportive" (NSS 2021)

"Supportive and engaging Students' Union, particularly during COVID-19 when the University has let its students down" (NSS 2021)

"Overall, if someone asks for advice, the advice is very good. A lot of the events done by the Students' Union were very good." (NSS 2021)

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d. Strategic Project 3: Students as Partners

Students are fundamental to everything we do, and we are working towards a university environment where students are partners in learning, decision making and university culture. During 2020/21:

- YSJSU introduced new student part time officer roles – Women's Officer and London Campus Officer to broaden students representative voice.
- We introduced a new 'Sports and Societies Council' to understand the needs of our clubs and societies members more effectively, and to ensure students are part of decision-making processes around activities.
- We developed the 'Academic Representation System Code' with the Pro-Vice Chancellor for Learning and Teaching to implement a consistent and robust support system for student representatives.
- YSJSU recruited Postgraduate Research Representatives for the first time, and developed a forum for feedback, to enable us to aid the development of the Postgraduate student experience.
- The President of Education became the Deputy Chair of the University Learning and Teaching Committee, ensuring that student voice is at the heart of academic strategic decision making.
- We increased the number of representative positions on Academic Committees – including 5 new student positions for the Access & Participation Plan Sub Group, strengthening the student voice at strategic levels within the university.
- We are working on the implementation of a Recognition Programme (to be implemented in 2021/22) – recording students' experiences and converting them into skills attained to aid employability.
- YSJSU have created a 'Buddy System' (pilot launched in 2021/22) to aid student transition into university.

During 2020/21, students commented that:

"Extracurricular opportunities have been excellent to help build work experience portfolio. Opportunity to engage with the SU has been excellent - completely changed my future career plans" (NSS 2021)

"The opportunities the SU provides has been great and the staff are all really nice too" (NSS 2021)

"The Students' Union have listened to student voices and have supported us" (NSS 2021)

Regarding Living our Values: 'Inclusiveness, the Union welcomes students from different races, ethnicity, colour, from different fields of study. Challenging, because only then students develop capabilities and to become successful in their chosen field. Transformative, assisting students to acquire the knowledge, wisdom, and skills needed. Empowering, assistance, support, resources are provided, and at the same time learning is engaging and fun.' (student, question of the month, Feb 2021)

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'Discrimination is not tolerated and there is mental wellbeing support to help those struggling with their mental health. As long as the union gives people the right to their own views and carries on treating people equally and showing respect, it will continue to thrive.' (student, question of the month, Jan 2021)

'The SU are fundamental in getting our views heard'. (student, question of the month, Jan 2021)

'I have experience with the SU being empowering. I think the SU staff team works hard to empower us to share our voices and listen to what is said.' (student, question of the month, Feb 2021)

'Thank students SU for everything students do. It has been so difficult for everyone and students have worked so hard to voice the concerns of students and get results.' (student, mentimeter feedback)

e. Strategic Project 4: Digital Transformation

In order to ensure that we are providing a student experience that is fit for purpose, we have to look at ways to digitally transform what we do. Creating opportunities where students can engage with the SU digitally, means that they can access our services and activities wherever they are in the world. Here's what we did in 2020/21:

- YSJSU created a 'from campus' and 'from home' welcome programme including a virtual Freshers Fair to aid the engagement of students remotely.
- We provided online student activities throughout the year including a virtual Re-freshers.
- We provided societies with support for online meet ups to aid them to engage with their members.
- YSJSU hosted online Annual Awards ceremonies integrating technologies that enabled live hosting, winners' reactions and interviews.
- We redeveloped our staffing structure to introduce a new role – Communications and Website Coordinator, to enhance our digital presence, engagement, and digital technologies integration.
- YSJSU changed how the SU gathers feedback - moving away from annual survey feedback to real time and instant feedback via social media platforms monthly.

During 2020/21, students commented that:

"The SU was really good at providing online activities for us during lockdown. I really liked the Christmas fitness Advent Calendar" (student, question of the month, Jan 2021)

"The SU tells us what is happening when we need to know. This is something that is lacking from the university" (student, question of the month, Feb 2021)

"The awards night was a highlight of the year" (student feedback, June 2021)

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f. Our Wins for Students

1. Challenging the World Around Us

During 2020/21, YSJSU has made impact for students by challenging our partners to get the best experience for YSJ students. Here are some highlights with student feedback collated throughout the year:

- YSJSU led and coordinated many Diversity Campaigns during 2020/21 including: 'Black History Month' featuring a student online resources pack and online talks, 'Supporting Muslim students during Ramadan', 'Let's get back to talking about LGBTQ+ experiences' series, 'Lesbian Day of Visibility' series, and 'LGBTQ+ History Month'.

'The SU provides good information about minority groups which I enjoy, and I like the Instagram posts and stories.' (student, question of the month, March 2021)

- We are working towards the implementation of the new Race Equality Charter with the university to help to eradicate racism on campus and within the curriculum. This should be launched in 2021/22.

'I strongly believe that the SU is a well-organized platform with diversity. Especially for foreign students, the SU will represent on behalf of us.' (student, question of the month, Jan 2021)

- The Officers made many appearances on many media platforms (including local and national BBC news) to discuss COVID-19 secure measures within universities – changing public perceptions, and student rights relating to learning during the pandemic.

'Many thanks for your time today Jamie – it was very well received. Over 20 email & texts in from listeners – 9 saying that it had changed their perception of “reckless” or “careless” students – they didn't know the lengths that students had gone to in mitigating risks.' (radio presenter, October 2020)

- Student Mental Health is a real priority for YSJSU and our Mental Health campaigning during 2020/21 included: the 'Mandown' podcast series featuring the SU President, University Registrar, university staff, and student representatives. University Mental Health Day 2021, where the Vice Chancellor and SU President issued a public joint statement to mark the day. The 'De-stressival' and University Mental Health Week campaign – 'Be Kind to your Mind'.

'More boys don't cry podcasts! For years, I didn't say anything because I felt it would emasculate me, but that isn't the case. Talking about your mental health is brave and such an important thing to do.' (student, Be Kind to Your Mind Survey)

'It (De-stressival) helped me to increase my self-confidence and motivation to do work in more effective way.' (student, question of the month, March 2021)

- We collaborated with the University on Green Week 2021 and featured in the Yorkshire Post, and on BBC Radio York.

'Participating in Green Week has enlightened my understanding of how my current daily practices can negatively impact the environment. Not only have I learned how to reduce my own carbon footprint, but I am now actively encouraging others to do the same. I have

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also had some brilliant hands on and practical experience of which I am so grateful for the opportunity- it's been so enjoyable! (student, Green Week participant)

2. Making Change for Students

During 2020/21, YSJSU has made impact for students by making changes within the university to get the best experience for YSJ students. Here are some highlights with student feedback collated throughout the year:

- Throughout 2020/21 we worked with the university to reassess the evidence requirements for extenuating circumstances and changes were made to the policy, making the policy and process much fairer for students who need to access it.

"I am thankful for everything the union is currently doing to support us as best as they can". (student, mentimeter feedback)

- We lobbied the university for the recording of all online lectures so that students can re-visit their online learning sessions. This has been implemented across the university.

Students ask for our feedback and through meetings with key figures in the university, students convey our views back to them. (student, question of the month, Jan 2021)

- We lobbied the university to commit to providing physical Graduation Ceremonies for the class of 2020 and 2021 and to reduce graduation costs for students.

The views of students are represented effectively with a clear explanation and a lot of detail.' (student, question of the month, Jan 2021)

- We worked with the university to introduce a robust and fit for purpose 'No Detriment' Policy, giving students piece of mind regarding their academic outcomes.

'They (SU) have worked really hard to get us the COVID-19 measurements and safety net in relation to our grades that we all asked for.' (student, question of the month, Jan 2021)

'Really pleased with the outcome from the SU pushing for a safety net, can't praise and thank them enough.' (student, question of the month, Jan 2021)

- We worked with the university to secure rent rebates/credits for students renting university accommodation during lockdown, aiding the financial stability during the pandemic.

'Nice to see action on the rent rebates – thank students.' (student, question of the month, Jan 2021)

- We lobbied the university to introduce anonymous marking across the university to safeguard student work from any bias, which was implemented accordingly.

'The SU are active in defending students' (student, question of the month, Jan 2021)

- YSJSU partnered with the Vice Chancellor to lobby the City of York Council regarding financial support for students in privately rented accommodation, due to the circumstances of the pandemic. YSJSU also collaborated with York University Students'

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Union to provide students with a platform to address city-wide COVID-19 issues with the York Central MP.

'From everything I have seen from this year, the SU definitely do everything they can with our best interests at heart. The amount of work they have put into supporting us over the current circumstances is amazing. Writing to MPs and getting our voices heard are a few examples of how they have represented the views of students.' (student, question of the month, Jan 2021)

- We provided student staff with financial stability and personal support during the pandemic lockdowns:

'(Part time role) provides me with income so I don't have to stress about money so much, and I have made some of my best friends working there too.' (student staff feedback).

g. Key Activities

1. Representation

1.1 Student Council: Throughout 2020/21 the Student Council (SC) met four times, all via Zoom (online provision) due to the issue surrounding the pandemic.

The SC discusses policy changes via motions submitted by students. 2020/21 saw a fewer number of motions proposed compared to previous years, largely as a result of lower student engagement due to the remote environment. Motions that were passed, included a number of lapsed policies from previous years that were revived. Below are details of the motions that will form ongoing projects and portfolio work moving into 2021/22.

- Protest the Pallet - This involves the removal of the 'chair desks' in various rooms across campus and replacing them with real desks.
- More Milk, Less Money - More alternative milks such as oat milk or almond and no extra cost for alternatives such as coconut or soya.
- Push the Button - Fixing of the disabled access buttons on some of the buildings such as Skell Building.
- Drug Use - That the Council mandated the President of Wellbeing and Diversity to work with the Students' Union and the University to craft a response to increase awareness about drug use; its impact on wellbeing and mental health; and ways in which students and staff can seek help.
- Equal Opportunities Policy - That the Council mandate the President of Wellbeing and Diversity to work with the Students' Union to revise the Equal Opportunities Policy.
- BAME Representation - More diverse representations of BAME students and their culture in our media and marketing of SU content and around the university. This work will be part of the EDI project for 2021/22.
- Diversity in the Library - Diversifying content in the Library Learning Centre on BAME literature, resources and materials. Regarding diversity and equality within the university and changing demographics; recognize that diverse points of view and ways of thinking enrich the educational experience, and the use of higher education to further social justice and socioeconomic equality.
- Broad Curricula - Diversifying in the Curriculum. I want to see this change because embedding liberation, equality, and diversity in the curriculum means ensuring that all students have access to the same learning materials, content and resources to have equal chances of success. It will enable issues of liberation, equality, and diversity to be

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integrated into the curriculum as much as possible and that the learning environment is inclusive to all.

1.2 Zones: Zones are used to engage student feedback on matters relating to academic study, student living (housing/accommodation) and student activities. As a result of the Zones, feedback was sought aiding the improvement of the online learning experience and feedback was given to the University Executive Board regarding lecture capture (and how valuable it was to students), the impact of the pandemic on mental wellbeing, and aid for students living in private housing and difficulties paying rent. 2020/21 unfortunately saw decreased engagement with the 'Zones' again, due to the remote nature of their format.

It is hoped that in 2021/22 with a return to on-campus activities, engagement in both Student Executive Council and Zones will increase once again. With regards to the latter, there is perhaps some work to be done on re-thinking how some zones operate with the Student Activities and Student Experience Zones, especially with the introduction of the Sports and Societies Council during 2020/21.

1.3 Representation on University Committees: The Officer Team, along with the 14 members of the Student Union Council represented all students at YSJ via attending over 40 university committees and groups. These include Board of Governors, Teaching and Learning Committee, Academic Board, and Finance and Capital Development Committee. Students' Union representatives are also members of various working groups throughout the university. The Students' Union representatives ensure that decisions made at all levels of the university are for the benefit of students.

2. Partnerships

York St John Students' Union continues to collaborate with organisations within the City of York to improve experiences for our students. YSJSU continues to be active collaborators with the Student Services Department on the delivery of campaigns and volunteering opportunities, and we have continued to forge very strong relationships with the Careers and Employability Department. The YSJSU volunteering programme is heavily focused on community volunteering; giving back to residents within the city and working with York City Council to ensure that students can support local and national charities.

3. Student Sport

3.1 Student sport was majorly impacted by the pandemic during 2020/21. BUCS announced at the beginning of the academic year that competitions may resume in February 2021, however this did not occur due to the January-April 2021 lockdown. Cricket was able to resume during the summer term as the lockdown restrictions eased.

3.2 During September – November 2020, most sports clubs were able to engage in limited activity such as outdoor non-contact training. Extra COVID-secure risk assessments and provision was put in place to support the clubs to undertake activity as safely as possible. This period was exceptionally difficult for students participating as each individual National Governing Body (NGBs) had their own guidelines around how sport could proceed. In November 2020, sport was forced into recess and some clubs resumed physical activity from May 2021. YSJSU recognised the hardship felt by students during the course of the year and devised a rebate system to return funds to members. These funds were determined by the percentage of yearly loss of activity.

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3.3 Many sports clubs continued to engage with their members online via meet ups and online training sessions. However, for many members, this proved difficult, and YSJSU experienced the lowest ever sports membership total. Sports placed member wellbeing as a top priority for the academic year, using sessions to focus on 'check-ins' and maintaining a good relationship with their members.

3.4 Unfortunately, this year's varsity events were cancelled due to the pandemic. However, YSJSU is working with partner institutions to create Varsity events for 2021/22.

4. Student Societies

4.1 YSJSU provides members with a wide range of activities via academic, cultural, and social societies. Student-led societies lead their own volunteering initiatives, fundraise for charity via Raising and Giving, and most importantly, provide activities to enhance the student experience.

4.2 During a global pandemic, societies found innovative ways to keep their members engaged, despite all their activity being held online, in line with government guidance. Societies provided a safe and inclusive space for their members, giving their members routine and structure in what was a turbulent time. Many society members undertook an array of volunteering tasks such as donating to local foodbanks and assisting the NHS via the national volunteer scheme, undertaking tasks such as phone calls with those who were isolating throughout the pandemic.

4.3 Some highlights of the 2020/21 year include:

- The Musical Production Society won 'Society of the Year' in this year's Societies Awards and despite the pandemic, they still delivered weekly singing, dancing and acting workshops over zoom. They kept their members engaged and feeling part of the MPS community and kept morale high. The society produced a high-quality showcase which was rehearsed over zoom and filmed in the different cast members houses and edited together. As well as providing activities relating to their core function and socials, they also involved themselves in an array of online fundraising exercises, collaborating with different societies and sports teams in doing so. MPS were able to adapt to the challenges of government restrictions with professionalism and resilience.
- The Singing Society have been brilliant in working with and communicating effectively the SU this year in order to be able to suitably adapt the running of the society. They held weekly virtual singing sessions providing members with backing tracks and lyrics. They also held sessions which allowed members to simply communicate with each other to not feel so isolated during lockdown. The Singing Society Committee won 'Committee of the Year' in this year's Societies Awards which is further evidence of the hard work and commitment displayed from them this year.
- The Sciences Society (originally Bio-Sciences Society) were only established in September 2020, and they have accredited themselves to the Institute of Biomedical Science. They have held weekly events with an array of external speakers plus socials. Sciences Society have also been keen to fundraise throughout the year which has been an added activity for them and their members to get behind. Their efforts were very much appreciated by their members, and this allowed them to win 'New Society of the Year'.
- The Business Society have gone from strength to strength this year. They always volunteer themselves for any opportunities that arise; virtual fundraising events in partnership with RAG, SU-led campaigns supporting the SU Officers, as well as participating in online events. The society worked closely with their course team this year, participating in the 'Women in Business' programme. They also hosted virtual sessions

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with an array of external speakers from the business world in order to engage members further.

5. Commercial Activities

5.1 The Students' Union commercial services (bar, events, advertising, and merchandise) has been hit really hard by the pandemic. YSJSU began trading in September 2020 under the limitations of social distancing restrictions, reducing the capacity of the bar and lounge to half. During the Welcome period, YSJSU constructed a marquee at the front of the building to increase provision by using the outdoor area. Despite restrictions, YSJSU saw steady sales up until November 2020 when the second lockdown occurred, followed by the national 'tier system' and then the January – April 2021 lockdown, resulting in closure of the building for 7 out of a possible 9 months of trading.

5.2 As YSJSU suspended its commercial activities from November 2020, the Job Retention Scheme was utilised to support both core and student staff throughout lockdown periods. It is estimated that due to restrictions and lockdowns, YSJSU operated at around 60% of its normal activity during 2020/21.

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FINANCIAL REVIEW

a. Overview

York St John Students' Union's gross income from all sources including our revenue generating commercial services this year totalled £816,577 (2020: £1,103,612). Total expenditure of £796,811 (2020: £1,203,537) was used to resource services, activities and staffing, resulting in a positive movement of £19,766 (2020: a loss of (£99,925)).

The Trustees have been aware for some time that with the introduction of FRS102, YSJSU's share of the pension liability for the Students' Union Superannuation Scheme (SUSS) would need to be recognised in our accounts. This has resulted in an overall deficit position for YSJSU of £444,432 (2020: £464,198). As this deficit relates to the pension scheme liability and was expected, the Trustees are comfortable with the situation.

Unrestricted funds excluding the pension funding deficit liability stands at £231,271 (2020: £225,979), the pension scheme reserve deficit stands at £675,704 (2020: £690,177) and restricted reserves stands at £0 (2020: £0).

The pension scheme liability of £675,704 (2020: £690,177) is a projected long-term liability and does not represent an immediate cash liability to YSJSU. The immediate cash liability of the pension deficit being the agreed payments due in 2021/22, which equate to £44,083 (2020: £38,632). These contributions are wholly funded by the Subvention (Block Grant) from the university and as such, even though the pension scheme liability results in our balance sheet showing a deficit in funds, this is not an indicator of any issues in YSJSU being able to meet its cash obligations in the foreseeable future. The University and Students' Union reviewed the Memorandum of Understanding in June 2020 and agreed the following:

'The University agrees to support the Students' Union to mitigate any major liabilities, including the Students' Union Superannuation Scheme (SUSS) ongoing liability'. MoU 2020

b. York St John Students' Union Reserves Policy

Introduction

As a member led organisation, York St John Students' Union (YSJSU hereafter) believes it is important that as a charitable organisation, that most of the income generated should be returned to the membership in the form of the representation, commercial services and personal development opportunities. However, YSJSU recognises that it is important to mitigate financial risk by maintaining an unrestricted cash reserve (general funds).

York St John Students' Union is a registered charitable company whose charitable objects are the advancement of education of students at York St John University for the public benefit by:

- 1) Promoting the interests and welfare of students at York St John University during their course of study and representing, supporting, and advising Members;
- 2) Being the recognised representative channel between students and York St John University and any other external bodies;
- 3) Providing social, cultural, sporting, and recreational activities and forums for discussions and debate for the personal development of its Members.

Historically the Students' Union has relied on two main sources of funding; subvention (or block grant) funding from York St John University, and income generated via commercial, membership and trading activities. Neither of these funding sources are guaranteed, and so it is imperative that the Students' Union holds an appropriate level of financial reserves to ensure business continuity, should funding sources be detrimentally impacted or reduced into the future.

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SWOT Analysis

It is important to understand an organisation's strengths, weaknesses, opportunities and threats, and the effects of external influences (such as political, environmental, technological, legal, and economical) when planning for and creating a sustainable organisation. With this in mind, YSJSU has identified key elements which may have major impact on the charity's success.

Strengths: Commercial sales, communication with members, engagement with members (sector comparison), staff effectiveness, efficient financial processes, training for officers and staff, Trustee Board and sub-committees, adaptability and change management.

Weaknesses: Small team, limited financial resource, current limited access to external funding.

Opportunities: Diversify and increase marketing and commercial revenue, good working relationships with suppliers and university.

Threats: Cost of living and pension increases, decrease in access to student funding, decrease in student availability to attend events and activities, rising expectations of students in relation to service provision and experience, uncertainty around Brexit effects and associated effects of COVID-19 and other epidemic/pandemics.

Level of Reserves

Given the multifaceted and intricate nature of the services, activities, projects, and events delivered by YSJSU, the Senior Management Team has recommended to the Trustees that the following areas be considered when identifying the level of reserves necessary:

- i. **Wind up of activities** – It is possible, though highly unlikely that YSJSU may need to cease operating. If this were to happen then a level of funds would need to be available to allow HMRC, legal costs, staff redundancy, and creditors to be compensated appropriately.
- ii. **Trading income collapse** – Given the variety of trading activities there is always a risk that they may not perform as anticipated; it would therefore be wise to hold buffer funds to compensate for this if the situation occurs.
- iii. **Summer period** – Through the summer period (June to August inclusive) the Students' Union trading activities diminish significantly; short term funds are therefore required to ensure a positive cash flow and then stock purchases ahead of all activities fully reopening in September.
- iv. **Medium term business continuity** – An allowance should be held to enable to the Students' Union to fund a short period of temporary relocation (3 months), should the current Students' Union building not be serviceable for whatever reason.
- v. **Future projects** – There are activities and projects that the Students' Union may wish to invest in in the future, be these commercial diversification, further expansion of sports and activities projects, or seeking research/consultancy advice; and so, funds should be available to do this.

The Table below shows the levels of funds recommended in order to be able to provide security against the aforementioned areas.

i	Wind up of activities	£160,000
ii	Trading income collapse	£50,000
iii	Summer period	£100,000
iv	Medium term business continuity	£10,000
v	Future projects	£50,000

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The total funds that have been identified are £370,000. However, there would not be a situation when all these funds would be required simultaneously. For example, if in the event of occurrence 'wind up of activities' then other funds would not be required as the Students' Union would no longer be operating. Alternatively, there may be a situation when occurrences 'ii' to 'iv' inclusive occur and so a total of all the funds may need to be drawn upon. This therefore identifies that there is a minimum and maximum level of reserves that the Students' Union should always retain as follows:

Minimum level of reserves: £160,000

YSJSU may also use reserves for to invest in the organisation such as capital investment and resourcing. YSJSU may hold monies above the minimum level of reserves for this reason, and therefore, it is recommended that a maximum level of reserve is as follows:

Maximum level of reserves: £260,000

The Students' Union Trustee Board should therefore seek to achieve the minimum level and aspire to hold the maximum level.

As of 31st July 2021, free reserves after excluding the pension funding deficit liability totalled £231,271 (2020: £225,979).

c. Future Funding

York St John University have confirmed via the University's Finance and Capital Development Committee that the Block Grant for 2021/22 will be £458,000 (2020/21: £458,000). The University has previously confirmed in writing that the Students' Union can expect to receive funding from the University in the region of £450,000 per year.

d. Going Concern

The Trustees confirm that the Students' Union has sufficient funds to meet its ongoing annual obligations. The Block Grant for 2021-22 has been confirmed at £458,000 and the commercial activities are expected to generate funds (surplus).

York St John University has agreed to continue to provide financial support to YSJSU in future years to ensure that it has sufficient funds to continue to operate effectively for the foreseeable future. The University and Students' Union reviewed the Memorandum of Understanding during the 2020 and it was agreed:

1. *The University shall, subject to the terms of this Memorandum, pay to the Union the Subvention (Block Grant) approved by the Governing Body's Finance and Capital Development Committee as a contribution to the annual budget of the Union. The Subvention will be paid to the Union to support activity relating to the Union's core charitable objectives, including but not limited to representation, advice, support and advocacy, democratic activities, and student social and professional enhancement.*
2. *The Subvention will be agreed in line with the University planning cycle and following consideration by the University of the Union's annual planning documents.*
3. *The University agrees to support the Students' Union to mitigate any major liabilities, including the Students' Union Superannuation Scheme (SUSS) ongoing liability. (MoU 2020)*

Although the COVID-19 pandemic has posed many challenges for the HE sector, York St John University continues to recruit on target. York St John University has a low recruitment of international students compared to other institutions, meaning the risk of international

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recruitment decline due to the pandemic is not a high risk to the University, and domestic recruitment continues to be successful and on target for 2021/22, with increases in post-graduate courses.

The University's intention is that as much activity is to be delivered on campus as much as possible from September 2021, with online learning only as a 'back up option'. Footfall on campus is expected to be at the same levels as it was before the pandemic. YSJSU in collaboration with university departments have planned the Welcome 2021 programme as mostly physical/on campus (except for specific online meet ups for commuting students and London Campus welcome).

e. Funds held as Custodian Trustee on Behalf of Others

The Students' Union actively encourages the activities of clubs and societies to be organised by the students themselves. To be recognised, a club or society must comply with the objectives of the Students' Union and follow administrative rules set up to protect the interests of its members and the Students' Union. As well as direct financial support, clubs and societies are encouraged to collect and spend their own money for activities. Sums collected in this way are kept for safekeeping by the Students' Union. On 31st July 2021, £58,296 (2020: £52,604) was being held under this arrangement, which is included in Note 19, of the Statement of Financial Accounts within this document. This amount is identified as belonging to the members of the clubs and societies and not the Students' Union.

The Students' Union also provides safe custody for unspent 'Raise and Give' monies. On 31st July 2021, the amount held was £0 (2020: £0), which is included in Note 19, other creditors within the Statement of Financial Accounts within this document.

f. Pay Policy for Senior Staff

The Board of Trustees consider the Officer Trustees and the Management Team to be the key management personnel of YSJSU; in charge of directing and controlling, running and operating the Union on a day to day basis. All External Trustees and Student Trustees give of their time freely and did not receive remuneration in the year. Officer Trustees received an annual salary of £20,655 (including on costs) for their work as Full-time Elected Officers. Details of Trustees' expenses are disclosed in note 12 of the Statement of Financial Accounts.

The Managers are appraised annually by the Chief Executive Officer and receive an incremental uplift if they have successfully achieved their objectives for the year. Managers who have reached the top of their grade do not receive any further incremental uplifts.

The current Chief Executive came into post full time on 28 January 2019 and is the most senior member of the York St John Students' Union staff team. The Chief Executive is contractually line managed by the SU President and Deputy Chair of the Trustee Board on behalf of the Trustee Board.

The Chief Executive meets formally and informally with the SU President and Deputy Chair of the Trustee Board to provide an update on productivity, priorities and objective delivery; the SU President and Deputy Chair of the Trustee Board then communicate as necessary regarding the performance of the Chief Executive with the full Trustee Board. To ensure that formal appraisals are carried out and that the Chief Executive is properly supported, formal appraisal meetings should take place every six months as follows:

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Yearly Appraisal (January)	6-month Review (July)
To include: ▪ Report from Chief Executive ▪ Feedback from the Sabbatical Trustees and staff team gathered by the President ▪ 360-degree feedback survey conducted by an external agency Conducted by: ▪ Current President and Deputy Chair of Trustee Board	To include: ▪ Review of Appraisal Report and meeting record from June meeting ▪ Feedback from the Sabbatical Trustees and staff team gathered by the President Conducted by: ▪ Current and Incoming Presidents and Deputy Chair of Trustee Board

The January yearly appraisal is also the opportunity for the President(s) and Deputy Chair(s) of the Trustee Board to agree whether an incremental salary increase should be given, and their decisions are documented and then noted by the Board of Trustees.

g. Covid-19 related support

During 2020/21, YSJSU made claims to HMRC for support via the Job Retention Scheme. Many staff across the organisation experienced periods of furlough leave, including full-time and part-time furlough arrangements. During 2020/21, YSJSU claimed a total of £54,668 from the Job Retention Scheme.

YSJSU made Business Interruption Claims via Endsleigh Insurance Ltd during 2020/21. The first claim was first made during 2019/20, however was resolved during 2020/21. The second claim was made in November 2020. A total of £25,065 was claimed during 2020/21.

FUTURE PLANS

2021/22 is an exciting time for York St John Students' Union. YSJSU are introducing new projects and initiatives that will work towards providing students with employability skills and experiences, a greater sense of belonging, and aid them to work with YSJSU to challenge the university on key issues. YSJSU are also introducing new income generating services to enhance the student customer experience, and to become more financial sustainable.

a) Reward and Recognition Programme

The Reward and Recognition Programme implementation for 2021/22, allows students who are highly engaged with YSJSU (via volunteering, being a part time officer or staff member), to recognise and understand the skills and experiences that they acquire whilst engaging with us. A skills matrix has been created in collaboration with the University's Careers Team for each volunteering/staff position and inputted into the (SUMS) customer relationship management system. Students can access a dashboard displaying all of the skills and experiences that they have acquired within their roles, aiding them to realise their employability attributes.

The programme aids the achievement of the following priorities/KPIs:

Provide activities and opportunities that aid students to gain employability skills and become active citizens

Offer spaces and opportunities to enhance belonging and student communities

Engage with the university, city and wider community to ensure that students get the best experience - on campus and beyond

Beyond 9-5 Campus

Digital Transformation

80% satisfaction (NSS)

70% engagement with SU

b) Food and Coffee Offer

Over the summer of 2021, YSJSU has worked towards the implementation of a new food and coffee service. The service is based around the 'commercial principles' (see below), and YSJSU is working with the NUS Trading Consortium to ensure ethically sourced and environmentally friendly products are sold, at a fair price for students. YSJSU has introduced this service with the aim of contributing to the achievement of the following priorities/KPI's:

Offer spaces and opportunities to enhance belonging and student communities

Beyond 9-5 Campus

70% engagement with SU

Utilisation of Spaces

Ethics and Environmental Sustainability

60% of income from non-subvention means'

c) Marketing Projects

The Marketing and Communications Team developed a new look visual brand identity during the summer of 2021, and this is being realised through social media and online communications platforms, marketing collateral and the design internally and externally to the building. A media

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platforms and audience audit has been conducted, and recommendations are being realised, including use of LinkedIn and Tik Tok. During 2021/22, YSJSU is undertaking an engagement project to establish strategies to increase and maintain engagement relating to key activities of the Students' Union. These projects will contribute to the success of the achievement of the following:

Beyond 9-5 Campus

Digital Transformation

Communication, Insight and Analysis

80% satisfaction (NSS)

70% engagement with SU

National recognition for being an effective and impactful Students' Union

d) Implementation of the 'Commercial Principles'

During 2020/21, YSJSU created the Commercial Principles - a document that aids the direction and operation of all commercial services coordinated by YSJSU, by aligning operations with the charity's core values. YSJSU has begun work to establish two very different key commercial areas (Bar: typical SU bar feel, food and drink, deals, live sport, live entertainment and Lounge: coffee until late, relaxing environment, child friendly), to realise the commercial principles and introduced a new food and coffee service, based around the concept of social experiences. The implementation of the commercial principles supports working towards the achievement of the priorities and KPIs:

Beyond 9-5 Campus

Governance, Finance and Risk

Utilisation of Spaces

Ethics and Environmental Sustainability

60% of income from non-subvention means

Offer spaces and opportunities to enhance belonging and student communities

Digital Transformation

e) Loyalty Scheme

As part of the work linked to the commercial principles, YSJSU have introduced a loyalty scheme for students, launched in September 2021. Students can gain loyalty points each time they engage and/or buy products from the YSJSU services. The loyalty scheme is enhanced by the introduction of the 'Social Card', giving extra loyalty points to owners of the card, as well as free entry/VIP entry for YSJSU events, and discounts within the city of York. The introduction and establishment of the scheme should aid the achievement of the following strategic priorities/KPI's:

Beyond 9-5 Campus

60% of income from non-subvention means

Offer spaces and opportunities to enhance belonging and student communities

Digital Transformation

Communication, Insight and Analysis

f) Advice Service Development

One of the main strategic priorities for the Students' Union over the next three years is to develop a holistic advice service for students. Currently, the Students' Union provides students advice on academic matters (such as academic misconduct, appeals and complaints), however, the ambition of the Students' Union is to provide students with advice and support on student life matters such as housing and debt advice and advocacy for those who face university hearings. During 2021/22, the Students' Union will continue to progress the development of the Advice Service and have inducted the new Advice Coordinator, who will lead on key developments within this area. Work undertaken on this will support the achievement of the following priorities and KPIs:

Provide independent advice services that help students to stay and enjoy life at university

Be recognised as a change-making organisation

Beyond 9-5 Campus

Advice, Support and Advocacy

Students as Partners

80% satisfaction (NSS)

70% engagement with SU

National recognition for being an effective and impactful Students' Union

g) EDI Project

Ensuring that the York St John University community promotes equality, embraces diversity and is inclusive is a key priority for the Students' Union. The Students' Union has been working with the university since August 2021 to launch initiatives to ensure equality and inclusive practice on campus. Some of the work already undertaken includes the creation of a race equality charter, focus groups with students and staff from BAME communities to understand diverse experiences at YSJ, work around decolonising the curriculum, and changes to policy and support mechanisms.

YSJSU has begun to analyse student engagement data to identify key student groups who may not engage with/engage highly with the Students' Union, and assess and investigate any barriers to engagement. The Students' Union will then formulate action plans accordingly.

Work undertaken on this project, will aid the achievement of the following strategic priorities/KPI's:

Students as Partners

Governance, Finance and Risk Management

Be recognised as a change-making organisation

80% satisfaction (NSS)

70% engagement with SU

National recognition for being an effective and impactful Students' Union

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RESPONSIBILITIES OF THE TRUSTEES

The Trustees (who are also the directors of York St John Students' Union Limited for the purposes of company law) are responsible for preparing the Trustees' report 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 these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards 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 charitable company will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006.

The Trustees 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 auditor is 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 auditor is aware of that information.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Auditor

The auditor, BHP LLP, have indicated their willingness to continue in office, subject to the approval of the Trustee Board.

Signed by the SU President and Chair of the Trustee Board:


J.Andrews (Dec 1, 2021 15:03 GMT)

James Andrews
President of the Students' Union
and Chair of the Trustee Board

YORK ST JOHN STUDENTS' UNION LIMITED
YEAR ENDED 31 JULY 2021

Independent Auditor's Report to the Members of York St John Students' Union

Opinion

We have audited the financial statements of York St John Students' Union (the 'charitable company') for the year ended 31 July 2021 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including 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 charitable company's affairs as at 31 July 2021, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the 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

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 charitable company'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.

Other information

The other information comprises the information included in the report of the trustees, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the report of the trustees. 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.

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Opinions 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 trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

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 directors' report.

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

- adequate accounting records have not been kept, 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 directors' 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 prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemption from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 34, 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.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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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:

- the engagement partner 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 charitable company through discussions with management and trustees, and from our knowledge and experience of this organisation;
- 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 charitable company, including the Charities Act 2011, the Companies Act 2006, data protection, health and safety and employment law;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and trustees;
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non compliance throughout the audit of the charitable company.

We assessed the susceptibility of the charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by;

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

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

- performed analytical procedures to identify any unusual or unexpected variances;
- tested journal entries to identify unusual transactions;
- assessed whether judgments and assumptions made in determining the accounting estimates set out in note 1.18 were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

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;
- reviewing legal expenses;
- enquiring of management as to actual and potential litigation and claims

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 is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/Our-Work/Audit/Audit-and-assurance/Standards-and-guidance/Standards-and-guidance-for-auditors/Auditors-responsibilities-for-audit/Description-of-auditors-responsibilities-for-audit.aspx>. This description forms part of our auditor's report.

YORK ST JOHN STUDENTS' UNION LIMITED
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 auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Jane Marshall (Senior Statutory Auditor)

For and on behalf of
BHP LLP,
Chartered Accountants
Statutory Auditor

Rievaulx House
1 St Mary's Court
Blossom Street
York
YO24 1AH

Date:

BHP LLP are eligible to act as an auditor in terms of section 1212 of Companies Act 2006.

YORK ST JOHN STUDENTS' UNION LIMITED

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 JULY 2021

		Unrestricted funds	Restricted funds	Total funds	Total funds
		2021	2021	2021	2020
	Note	£	£	£	£
Income from:					
Donations and legacies	2	458,000	-	458,000	492,230
Facilities in Kind	3	206,892	-	206,892	206,892
Other trading activities	4	58,158	-	58,158	83,012
Investments	5	206	-	206	1,101
Charitable activities	6	38,653	-	38,653	320,377
Other income	7	54,668	-	54,668	-
Total income		<u>816,577</u>	<u>-</u>	<u>816,577</u>	<u>1,103,612</u>
Expenditure on:					
Raising funds	8	41,635	-	41,635	44,601
Charitable activities	9	754,179	-	754,179	999,343
Other expenditure	12	997	-	997	159,593
Total expenditure	10	<u>796,811</u>	<u>-</u>	<u>796,811</u>	<u>1,203,537</u>
Net Income / (expenditure) and movement in funds		<u>19,766</u>	<u>-</u>	<u>19,766</u>	<u>(99,925)</u>
Reconciliation of funds:					
Total funds at 1 August 2020		(464,198)	-	(464,198)	(364,273)
Total funds at 31 July 2021		<u>(444,432)</u>	<u>-</u>	<u>(444,432)</u>	<u>(464,198)</u>

All activities relate to continuing operations.

The notes on pages 40 to 55 form part of these financial statements.

YORK ST JOHN STUDENTS' UNION LIMITED

BALANCE SHEET

AS AT 31 JULY 2021

			2021	2020
	Note	£	£	£
Current assets				
Stocks	17	7,755	8,277	
Debtors	18	7,104	20,303	
Cash at bank and in hand		322,543	323,582	
		<u>337,402</u>	<u>352,162</u>	
Creditors: amounts falling due within one year	19	<u>(126,820)</u>	<u>(140,904)</u>	
Net current assets		<u>210,582</u>	<u>211,258</u>	
Total assets less current liabilities		210,582	211,258	
Creditors: amounts falling due after more than one year	20	(655,014)	(675,456)	
Net liabilities	22	<u>(444,432)</u>	<u>(464,198)</u>	
Charity funds				
Restricted funds	21	-	-	
Unrestricted funds	21	(444,432)	(464,198)	
Total funds		<u>(444,432)</u>	<u>(464,198)</u>	

The Financial Statements were approved by the Trustees on 30th November 2021 and signed for on their behalf, by:

J. Andrews
J.Andrews (Dec 1, 2021 15:03 GMT)

James Andrews, President

Mike Wilkinson
Mike Wilkinson (Dec 1, 2021 17:57 GMT)

Michael Wilkinson, External Trustee

The notes on pages 40 to 55 form part of these financial statements.

YORK ST JOHN STUDENTS' UNION LIMITED

CASH FLOW STATEMENT

FOR THE YEAR ENDED 31 JULY 2021

	Note	2021 £	2020 £
Cash flows from operating activities			
Net cash provided by operating activities:	23	<u>37,386</u>	<u>74,133</u>
Cash flows from investing activities:			
Bank interest received		206	1,101
Net cash provided by Investing activities		<u>206</u>	<u>1,101</u>
Cash flows from financing activities:			
Repayments of pension deficit		(38,631)	(36,789)
Net cash used In financing activities		<u>(38,631)</u>	<u>(36,789)</u>
Change in cash and cash equivalents in the year		(1,039)	38,445
Cash and cash equivalents brought forward		323,582	285,137
Cash and cash equivalents carried forward	24	<u>322,543</u>	<u>323,582</u>

1. Accounting policies

1.1. Basis of preparation of financial statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

York St John Students' Union Limited 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 financial statements are prepared in sterling which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

1.2. Going concern

Notwithstanding the balance sheet showing net liabilities of £444,432, the Trustees are of the opinion that there are no material going concern uncertainties. This assessment is based upon:

The Union having net current assets of £210,582

The Union having free reserves not including the pension scheme funding deficit liability of £231,272

Only £44,083 of the future pension funding deficit liability of £675,704 being due as a cash obligation to 31 July 2022.

This demonstrates that whilst the pension obligation presents a net liability position on the balance sheet it does not represent a cash obligation that the Union cannot meet through its available free reserves.

The University shall, subject to the terms of this Memorandum, pay to the Union the Subvention (Block Grant) approved by the Governing Body's Finance and Capital Development Committee as a contribution to the annual budget of the Union. The Subvention will be paid to the Union to support activity relating to the Union's core charitable objectives, including but not limited to representation, advice, support and advocacy, democratic activities, and student social and professional enhancement. The Subvention will be agreed in line with the University planning cycle and following consideration by the University of the Union's annual planning documents. The University agrees to support the Students' Union to mitigate any major liabilities, including the Students' Union Superannuation Scheme (SUSS) ongoing liability. (MoU 2020)

In light of this, management forecasts and budgets reflect a surplus for the period to 31 July 2022 with surpluses from 1 August 2022 to 30 November 2022. These have been considered in light of sensitivities around key judgements such as Covid 19 impact, salary costs and we are satisfied these forecasts are achievable.

Therefore the trustees believe it is appropriate to prepare the accounts on the going concern basis.

1.3. Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 3. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1.4. 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 company 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 company 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.

Investment income, gains and losses are allocated to the appropriate fund.

1.5. Income

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

Income from the Job Retention Scheme was for 9 months from November through to July and is included in other incoming resources.

Donated services or facilities are recognised when the company has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the company of the item is probable and that economic benefit can be measured reliably.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the company which is the amount the company 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.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

1.6. 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 classed 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 allocated on the basis of time spent, and depreciation charges allocated on the portion of the assets use.

Expenditure on raising funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to their applicable expenditure headings.

1.7. Tangible fixed assets and depreciation

Fixed assets are stated at cost less accumulated depreciation. Assets are capitalised if they cost more than £2,500 and expected to last more than one year and any provision for impairment.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment.

1.8. Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Union; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

1.9. Operating leases

Rentals under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

1.10. Stocks and work in progress

Stocks and work in progress 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.

1.11. Debtors

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

1.12. Cash at Bank and in hand

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

1.13. Creditors and provisions

Creditors and provisions are recognised where the company has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

1.14. Financial instruments

The charity 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.

1.15. Taxation

The company 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 company 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.

1.16. Pensions

The Union participates in the Students' Union Superannuation Scheme (SUSS), a defined benefit 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 rates of contribution payable being determined by the 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 attributed to the Union. In these circumstances contributions are accounted for as if the scheme were a defined contribution scheme based on actual contributions paid through the year. The present value of the union's share of the deficit is recognised as a liability in accordance with SORP (FRS 102).

The Union also participates in Aegon and NEST pension schemes, both of which are defined contribution schemes. The assets of the schemes are held separately from those of the Union in independently administered funds. The pension charge represents the amounts payable by the company to the fund in respect of the year.

1.17. Grants

The recurrent block grant is receivable from York St John University. The grant is credited to the income and expenditure account in the year to which it relates.

Project support grants are project based and include grants which are receivable from the University and other funding bodies

1.18. Critical accounting estimates and areas and judgement

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) 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 in line with HM Treasury Guidance found at www.gov.uk

(ii) Donation of facilities by York St John University

In accordance with the Charities SORP FRS 102, the union has valued the benefit it receives from occupying facilities owned by the University on a rent-free basis, at the University's estimate of market value of £206,892.

(iii) 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 a basis of assessed consumption.

1.19. Employee benefits

The cost of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as par of the cost of stock or fixed assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2. Income from donations and legacies

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
University block grant	458,000	-	458,000	471,000
Job retention scheme	0	-	0	21,230
	<u>458,000</u>	<u>-</u>	<u>458,000</u>	<u>492,230</u>

Job retention scheme income for 2021 is in Other income (Note 7) in 2020 the Job retention scheme income was shown in Donations and Legacies (Note 2). The comparative amount has not been restated on the grounds of materiality.

3. Facilities in Kind

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Facilities in Kind	206,892	-	206,892	206,892
	<u>206,892</u>	<u>-</u>	<u>206,892</u>	<u>206,892</u>

4. Other trading activities

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Marketing and communication	12,897	-	12,897	52,221
Clawback and insurance	45,261	-	45,261	30,791
	<u>58,158</u>	<u>-</u>	<u>58,158</u>	<u>83,012</u>

5. Investment income

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Bank interest	206	-	206	1,101

6. Income from charitable activities

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Student voice	-	-	-	-
Student opportunities	7,068	-	7,068	109,590
Bar	30,968	-	30,968	178,152
Retail	797	-	797	22,984
Events	(180)	-	(180)	9,651
	<u>38,653</u>	<u>-</u>	<u>38,653</u>	<u>320,377</u>

7. Other incoming resources

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Job retention scheme	54,668	-	54,668	0
	<u>54,668</u>	<u>-</u>	<u>54,668</u>	<u>0</u>

Job retention scheme income for 2020 was shown in Donations and Legacies (Note 2). The comparative amount has not been restated on the grounds of materiality.

8. Raising funds

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Marketing and communication	12,506	-	12,506	13,781
Marketing and communication wages	29,129	-	29,129	30,820
	<u>41,635</u>	<u>-</u>	<u>41,635</u>	<u>44,601</u>

9. Analysis of expenditure on charitable activities

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Charitable activities				
Student voice	122,859	-	122,859	132,818
Student opportunities	90,796	-	90,796	153,577
Bar	46,700	-	46,700	157,172
Retail	2,727	-	2,727	11,192
Events	1,881	-	1,881	11,633
Central services	168,808	-	168,808	211,100
Operations	106,035	-	106,035	107,016
Services in kind	206,892	-	206,892	206,892
	<u>746,698</u>	<u>-</u>	<u>746,698</u>	<u>991,400</u>
Governance costs				
Audit fees	6,525	-	6,525	5,085
Other costs	956	-	956	2,858
	<u>754,179</u>	<u>-</u>	<u>754,179</u>	<u>999,343</u>

10. Analysis of resources expended by expenditure type

	Staff costs 2021 £	Other costs 2021 £	Total 2021 £	Total 2020 £
Marketing and communication	29,129	12,506	41,635	44,601
Raising funds	29,129	12,506	41,635	44,601
Student voice	116,502	27,752	144,254	154,213
Student opportunities	49,603	62,216	111,819	174,600
Bar	27,736	119,999	147,735	258,207
Retail	-	13,054	13,054	21,519
Events	-	1,881	1,881	11,633
Central services	109,155	81,418	190,573	232,865
Operations	112,472	24,910	137,382	138,363
Charitable activities	415,468	331,230	746,698	991,400
Expenditure on governance	-	7,481	7,481	7,943
Other expenditure (note 12)	-	997	997	159,593
	444,597	352,214	796,811	1,203,537

11. Analysis of resources expended by activities

	Activities undertaken directly 2021 £	Support costs 2021 £	Total 2021 £	Total 2020 £
Student voice	118,449	25,805	144,254	154,213
Student opportunities	87,487	24,332	111,819	174,600
Bar	42,288	105,447	147,735	258,207
Retail	1,624	11,430	13,054	21,519
Events	1,881	-	1,881	11,633
Central services	163,293	27,280	190,573	232,865
Operations	113,050	24,332	137,382	138,363
	528,072	218,626	746,698	991,400

12. Other expenditure

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Remeasurement gain / (loss) on defined benefit pension plan	997	-	997	159,593
	<u>997</u>	<u>-</u>	<u>997</u>	<u>159,593</u>

13. Net incoming resources/(resources expended)

This is stated after charging:

	2021 £	2020 £
Auditor's remuneration	<u>6,525</u>	<u>5,085</u>

1 trustee received reimbursement of expenses amounting to £23 in the current year, (2020 - 6 Trustees - £758).

14. Auditor's remuneration

The Auditor's remuneration amounts to an audit fee of £6,525 (2020 - £5,085).

15. Staff costs

Staff costs were as follows:

	2021	2020
	£	£
Wages and salaries	402,179	464,319
Social security costs	29,185	31,655
Other pension costs (Note 26)	13,233	13,918
	<u>444,597</u>	<u>509,892</u>

Total redundancy/termination payments amounted to £0 (2020: £0).

During the year key management personnel received remuneration (including Employer's NI and pension) totalling £167,163 (2020: £171,790). Key management personnel are detailed in the administrative information on page 4.

The average monthly number of employees was 25 (2020: 36) and the average monthly number of Full Time Equivalent employees during the year was as follows (including casual and part-time staff):

	2021	2020
	No.	No.
Permanent staff	15	16
Student staff	<u>1</u>	<u>5</u>
	<u>16</u>	<u>21</u>

No employee received remuneration amounting to more than £60,000 in either year.

16. Trustees' remuneration

The three sabbatical roles each incurred a salary charge as authorised in the Students' union governing document, for the representation, campaigning and support work they undertake as distinct from their trustee responsibilities. This work includes voicing student opinion with the University and local community, defending and extending the rights of students through petitions, discussions with MPs and also organising and supporting student volunteers and service provision for them.

	2021	2020
	£	£
Wages and salaries	52,834	56,540
Defined contribution pension costs	<u>1,054</u>	<u>2,082</u>
	<u>53,888</u>	<u>58,622</u>

17. SOFA prior year comparatives

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Income from:			
Donations and legacies	492,230	-	492,230
Other trading activities	83,012	-	83,012
Investments	1,101	-	1,101
Charitable activities	320,377	-	320,377
Other income	206,892	-	206,892
Total income	1,103,612	-	1,103,612
Expenditure on:			
Raising funds	44,601	-	44,601
Charitable activities	999,343	-	999,343
Other expenditure	159,593	-	159,593
Total expenditure	1,203,537	-	1,203,537
Net Income and net movement in funds	(99,925)	-	(99,925)
Reconciliation of Funds			
Funds brought forward	(364,273)	-	(364,273)
Funds carried forward	(464,198)	-	(464,198)

18. Stocks

	2021	2020
	£	£
Retail	5,408	6,418
Bar	2,347	1,859
	7,755	8,277

19. Debtors

	2021	2020
	£	£
Sundry debtors and prepayments	7,104	20,303

20. Creditors

Amounts falling due within one year

	2021	2020
	£	£
Clubs and societies	58,296	52,604
Trade creditors	26,531	43,957
Other creditors	673	1,109
Accruals and deferred income	20,630	28,513
Defined benefit scheme funding deficit liability (Note 26)	20,690	14,721
	126,820	140,904

21. Creditors over one year

Amounts falling due after more than one year

	2021	2020
	£	£
Defined benefit scheme funding deficit liability (Note 26)	655,014	675,456
	655,014	675,456

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22. Statement of funds

Current year	Brought forward £	Income £	Expenditure £	Carried forward £
Unrestricted funds				
General funds	225,979	816,577	(811,284)	231,272
Pension deficit	(690,177)	-	14,473	(675,704)
	<u>(464,198)</u>	<u>816,577</u>	<u>(796,811)</u>	<u>(444,432)</u>

Restricted funds

-	-	-	-

Total of funds	<u>(464,198)</u>	<u>816,577</u>	<u>(796,811)</u>	<u>(444,432)</u>

Prior year	Brought forward £	Income £	Expenditure £	Carried forward £
Unrestricted funds				
General funds	179,440	1,103,612	(1,057,073)	225,979
Pension deficit	(543,713)	0	(146,464)	(690,177)
	<u>(364,273)</u>	<u>1,103,612</u>	<u>(1,203,537)</u>	<u>(464,198)</u>

Restricted funds

-	-	-	-

Total of funds	<u>(364,273)</u>	<u>1,103,612</u>	<u>(1,203,537)</u>	<u>(464,198)</u>

Summary of funds

Current year	Brought forward £	Income £	Expenditure £	Carried forward £
General funds	(464,198)	816,577	(796,811)	(444,432)
Restricted funds	-	-	-	-
	<u>(464,198)</u>	<u>816,577</u>	<u>(796,811)</u>	<u>(444,432)</u>

There were no restricted grants received.

Prior year	Brought forward £	Income £	Expenditure £	Carried forward £
General funds	(364,273)	1,103,612	(1,203,537)	(464,198)
Restricted funds	-	-	-	-
	<u>(364,273)</u>	<u>1,103,612</u>	<u>(1,203,537)</u>	<u>(464,198)</u>

23. Analysis of net assets between funds

	Unrestricted	Restricted	Total
	funds	funds	funds
	2021	2021	2021
	£	£	£
Current year			
Current assets	337,402	-	337,402
Creditors due within one year	(126,820)	-	(126,820)
Creditors due after one year	(655,014)	-	(655,014)
	<u>(444,432)</u>	<u>-</u>	<u>(444,432)</u>
Prior year			
	Unrestricted	Restricted	Total
	funds	funds	funds
	2020	2020	2020
	£	£	£
Current assets	352,162	-	352,162
Creditors due within one year	(140,904)	-	(140,904)
Creditors due after one year	(675,456)	-	(675,456)
	<u>(464,198)</u>	<u>-</u>	<u>(464,198)</u>

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

	2021	2020
	£	£
Net income for the year (as per Statement of Financial Activities)	19,766	(99,925)
Adjustment for:		
Bank interest received	(206)	(1,101)
Pension finance charge	24,158	183,256
(Increase) / decrease in stocks	522	(1,034)
(Increase) / decrease in debtors	13,199	(16,011)
Increase / (decrease) in creditors	(20,053)	8,948
Net cash provided by operating activities	<u>37,386</u>	<u>74,133</u>

25. Analysis of cash and cash equivalents

	2021	2020
	£	£
Cash at bank and in hand	322,543	323,582
	<u>322,543</u>	<u>323,582</u>

26. Pension commitments

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 onwards 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 scheme was carried out on 30 June 2019 and showed that the market value of the scheme's assets was £119,100,000 with assets representing 46% 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 £140,900,000

Valuations are conducted every three years based upon assumptions agreed by the Trustees, and is used to set the contributions payable by the participating employers.

The outcome in financial terms is set out in the table below:

	30 June 2016 £m	30 June 2019 £m
Assets	101.3	119.1
Liabilities	221.0	260.0
Deficit	(£119.7)	(£140.9)
Funding Level	46%	46%

The increase shown in the deficit since 2016 is in line with the changes previously reported, following annual reviews, but makes allowance for the impact of the 7% pension increase issue. This has increased the deficit in SUSS but its impact has been mitigated by the member consent exercise.

Whilst the assets have performed well rising by over 17% over the three years, the liabilities have increased by a similar percentage. The sustained low yield on government bonds has continued to affect the liabilities, but the increase was driven in large part by the pension increase issue. The Trustees have concluded that the level of contributions to clear the deficit will have to rise above the planned 5% annual increase in order to address this. However, in order to allow time for the unions to make necessary arrangements the increase in contributions will come into effect from October 2021.

The increase of 5% due in October 2020 proceeded as planned, and these contributions formed part of the plan to remove the funding deficit in SUSS.

Following the 2020 increase, and in order to attribute the further increase in costs as fairly as possible, the Trustees have allocated the additional liabilities arising from the 7% pension increase issue to those unions whose members are directly affected by it. This means that a union with many affected members may see a substantial increase in their contributions to SUSS from October 2021, while a union with no members affected by the issue would see a much smaller increase.

The Trustees also considered whether the costs of carrying out the member consent exercise should be borne only by those unions whose members are directly affected by the pension increase issue. After careful consideration, and keeping in mind the principle of collectivism, they concluded that a significant proportion of the costs incurred were justifiable expenses of running SUSS as a whole (because benefits needed to be adjusted, and members written to, whether or not the compromise offer was made). What remained, once allocated to the many affected unions and reclaimed over a reasonable period of time, was not material in the context of the overall level of payments being made to the SUSS by the unions, and so no additional charges will be made in respect of this.

The existing recovery plan, based on the results of the 2016 valuation, was due to end in 2033. One option considered by the Trustees was to retain this target end date, in line with the Pensions Regulator's guidance that funding deficits should be addressed over as short a period as possible. However, given the already substantial level of contributions being made to SUSS by the employers, the Trustees concluded that extending the recovery period, and hence reducing the initial increase in contributions that unions would be required to make, struck an appropriate balance between removing the deficit as quickly as possible while remaining affordable.

In summary, the 2019 valuation recommended a monthly contribution requirement by each Union expressed in monetary terms intended to clear the ongoing funding deficit over a period of 16 years and 2 months ending August 2035 and has increased by 5% through to 2035 except for the period 2021/2022 which will increase by 17%. These contributions also include an allowance for the cost of the ongoing administrative and operational expenses of running the scheme. These rates applied with effect from 1 October 2020 and will be formally reviewed following completion of the next valuation due with an effective date of 30 June 2022. Surpluses or deficits which arise at future valuations will also impact on the Union's future contribution commitment. In addition to the above contributions, the Union also pays its share of the scheme's levy to the Pension Protection Fund.

Under FRS102 the Union is required to recognise as a liability the present value of its agreed share of future deficit contributions. Finance costs are recognised as the present value unwinds.

Total contributions paid into the scheme by York St John Students' Union in respect of eligible employees for the year ended 31 July 2021 amounted to £nil (2020 £nil). At the balance sheet date, the Union's pension deficit was £675,704 (2020: £690,177), split by amounts due within 1 year £20,690 (2020: £14,721) and amounts due after 1 year £655,014 (2020: £675,456). The deficit payment to the scheme is £44,083 (2020: £38,632).

The company also operates two defined contribution pension schemes. The assets of the schemes are held separately from those of the company in independently administered funds. The pension cost charge represents contributions payable by the company to the funds and amounted to £13,233 (2020: £13,918). Contributions totalling £2,495 (2020: £2,625) were payable to the fund at the balance sheet date and are included in creditors.

27. Operating lease commitments

At 31 July 2021 the company had annual commitments under non-cancellable operating leases as follows:

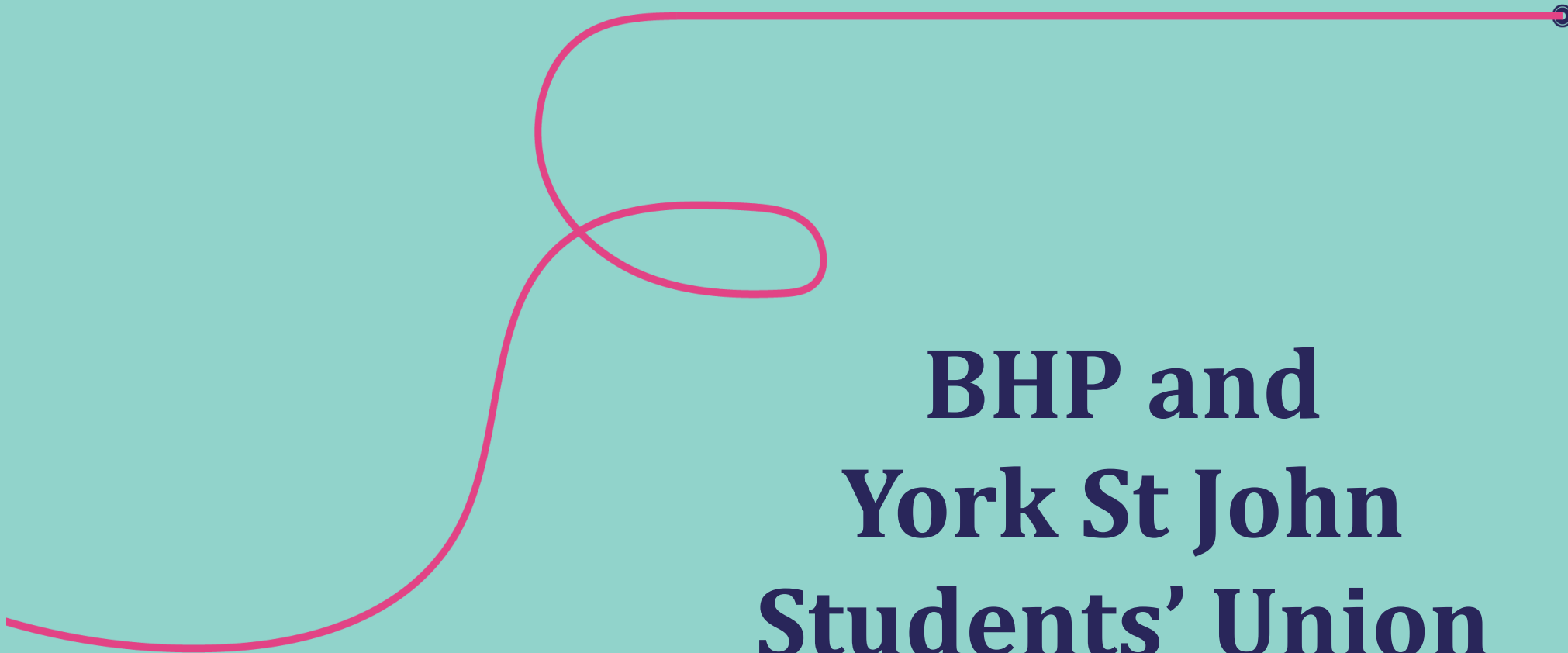
	2021	Other 2020
	£	£
Expiry date:		
Within 1 year	-	-
Between 1 and 5 years	-	-
	<u>-</u>	<u>-</u>

28. Related party transactions

The Union is in receipt of a recurrent grant from York St John University of £458,000 (2020: £471,000) and other paid items £31,124 (2020: £160,040)

In addition the Student Union occupies its building on a rent free basis and York St John University provides support services. In accordance with the Charities SORP FRS102, the trustees have estimated that the provision of space and associated services is worth £206,892 (2020 £206,892) to the Union and have recognised this amount in the financial statements.

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 16 and Trustees' expenses in note 13.



BHP and York St John Students' Union

Audit Findings Report

Year ended 31 July 2021

18 November 2021



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Supplementary report on Data Analytics



The Board of Trustees
York St John Students' Union
Lord Mayors Walk
York
YO31 7EX

18 November 2021

BHP LLP
Rievaulx House
1 St Mary's Court
Blossom Street
York
YO24 1AH

Dear Trustees

Audit of the Financial Statements of York St John Students' Union for the year ended 31 July 2021

This letter forms part of the ongoing communication we are required to make under the relevant auditing standard (International Standard on Auditing (UK) 260). The purpose of this document is to report to those charged with governance, the findings following our audit of the financial statements.

As explained in our audit plan, we are responsible for forming and expressing an opinion on the financial statements that have been prepared by management with the oversight of those charged with governance. The audit of the financial statements does not relieve management or those charged with governance of their responsibilities and details of our respective responsibilities are summarised in our letter of engagement dated 6 August 2021.

This report is prepared solely for the confidential use of York St John Students' Union, as part of our audit process, and relates only to matters that have come to our attention during the audit process. The report is not a comprehensive record of all relevant matters and should not be relied upon for any other purpose than that noted above. It is prepared solely for your use and should not be communicated in whole or part to any third party and we accept no responsibility to any party who place any reliance on it.

We would like to take this opportunity to thank David Green and Donna Smith at York St John Students' Union for the assistance that they have provided to us during the course of our audit.

Yours faithfully

Jane Marshall
Audit Engagement Partner
for and on behalf of BHP LLP



We communicated our audit approach in our audit plan dated 6 August 2021. We reconfirm that we have considered our independence, and there are no changes identified since our communication at the planning stage.

Our audit work is predominantly complete subject to the outstanding items noted in Appendix 4.

Our audit fieldwork has not highlighted any additional areas of risk, other than those previously reported to you. The previously reported risks, along with a description of our audit approach and conclusions, are set out in the next section.

We have not noted any potential deficiencies in internal controls that came to our attention during the course of our audit.

Other areas of our report include:

- Appendix 1 details the adjustments that have been made to the trial balance provided to us at the planning stage.
- A summary of the unadjusted misstatements identified during the audit testing is detailed in Appendix 2
- Appendix 3 draws your attention to certain qualitative aspects of accounting practice and financial reporting.

We are satisfied that the trustees' report (incorporating the directors' report) is consistent with the financial statements and has been prepared in accordance with the legal requirements.

Set out below is the summary of our assessment of the key business and audit risks affecting the financial statements, together with an overview of our planned audit procedures, as identified and communicated in our audit plan. We have also set out below our approach and work performed, together with the audit conclusion in relation to each risk.

Risk	Description	Our approach (how we addressed the risk)	Audit conclusion
Revenue recognition	Auditing standards state that there is a presumed risk that revenue may be misstated	For new and existing grants/contracts, we reviewed the signed agreements and ensure recorded income is in line with these. Other income, if material, was agreed from source documentation. We designed tests to ensure that income was recorded in the correct period.	From our sample testing we conclude that revenue is complete and recognised in the correct period.
Management override of controls	Auditing standards state that the presumed risk of management override of controls exists in all entities	We used Data Analytics software called Inflo to mine 100% of the entities financial data and run a number of tests to identify the higher risk transactions.	From our data analytical review, journal testing and review of the nominal ledger, no evidence of management override was found.
Going concern	The charity may not have sufficient reserves or a loss/decline in income could impact the ability to continue as a going concern	We made enquiries of management to confirm the Trustees' use of the going concern basis. We reviewed budgets & forecasts and free reserves calculation for the 12 months from the expected date of sign off. We assessed the reasonableness of these to form an opinion on the use of the going concern basis.	Subject to confirmation at the date of signing the audit report of no changes, we believe the Trustees' opinion that the charity is a going concern to be correct.

Identified audit risks

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Risk	Description	Our approach (how we addressed the risk)	Audit conclusion
Restricted funds	Risk that income and expenditure in relation to restricted and endowment funds is not correctly disclosed or spent for the relevant purpose	As part of our transactions testing of income we reviewed the sources of income to assess whether they should be recorded as restricted funds. We selected a sample of expenditure allocated against restricted funds to ensure the funds have been correctly applied for the purpose for which they were received.	There were no restricted funds in the year and our testing found no restricted income or related expenditure.
Laws and regulations	Failure to comply could result in a major financial or reputational impact on the charity	We have reviewed the minutes of the charity, correspondence with the regulators and discussed with management to identify instances of non-compliance and claims	From our review of the minutes of the charity and discussions with management, no issues regarding non-compliance were identified.
Related Parties	Related party transactions may not be correctly disclosed or on an arm's length basis.	Disclosure of related party transactions must be in accordance with FRS102. Completeness of disclosure was confirmed with informed management. Register of interest forms were completed by senior management and Trustees prior to commencement of audit fieldwork. We tested for related party transactions during our transactions testing for income and expenditure.	From our testing we conclude that disclosure of related party transactions is in line with FRS102. We shall seek specific representations from you in relation to related party transactions.
Accounting estimates	Estimates are by nature subject to judgement of management and Trustees thereby increasing risk around these transactions	We have reviewed key estimates in accordance with the new requirements of ISA 540. We saw the main work here to be around the SUSS pension calculation.	From our work done on estimates in relation to the SUSS pension, no issues were identified.

The purpose of the audit was to form an opinion on the financial statements. As part of our audit we have considered the internal controls relevant to the preparation of the financial statements, in order to design audit procedures to allow us to express an opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of internal controls. The matters reported are limited to those deficiencies in internal controls which came to our attention during the course of our audit work. This does not constitute a comprehensive statement of all deficiencies that may exist or of all improvements which may be made and has addressed only those matters which have come to our attention as a result of the audit procedures performed.

Our findings and recommendations are noted below. We have assigned a priority indication to each finding to reflect the urgency we consider management should place in addressing each item.

	Implies a high priority issue requiring immediate management attention		Implies an important issue that should be reviewed and or implemented at your earliest convenience		Implies an advisory issue that is raised purely for management information and possible further discussion

2021

We have no deficiencies to note this year.

We have also set out the deficiencies identified in the previous period's audit with an update on the position in the current year.

2020

Observation	Risk	Rating	Recommendation	Update in current year
From our testing of bar income there were five times when a till Z reading from the prior or next day was not in sequence. However, we were able to check the Z reads on the computerised till system.	Income is not being recorded correctly and may be subject to fraud.		All Z readings should be kept and any discrepancies should be investigated.	There was only one instance of this occurring in the year, and the Z reads can all be accessed from the system if needed.

Appendix 1 – Surplus reconciliation

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We set out below the identified audit misstatements that have been adjusted in the financial statements and show a reconciliation between the surplus per the trial balance/ management accounts provided at the planning stage and that reported in the financial statements.

Surplus per trial balance / management accounts	Total £33,036
Adjustment to pension scheme liability	13,270
Surplus per the draft financial statements	£19,766

On behalf of the board, I hereby approve the adjustments summarised above:

J.Andrews
J.Andrews (Dec 1, 2021 15:03 GMT)

Name: J.Andrews

Position: President & Chair of the Board of Trustees

Mike Wilkinson
Mike Wilkinson (Dec 1, 2021 17:57 GMT)

Mike Wilkinson

External Trustee



Appendix 2 – Unadjusted misstatements

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We set out below the misstatements, above the level of 'clearly trivial', that we have identified during our audit testing. These misstatements were not considered material either individually or in aggregate and so have not been adjusted in the financial statements.

Detail	SOFA		Balance sheet	
	Dr £	Cr £	Dr £	Cr £
Effect of holiday pay accruals for 20/21 and 19/20 not being recognised, including unadjusted impact of the 19/20 accrual on opening reserves	1,384	-	6,868	8,252
Additional insurance prepayment for the Commercial Combined and Smallcraft policies covering 7/12/20 to 06/12/21, including unadjusted impact of the 19/20 equivalent prepayment on opening reserves	-	36	3,277	3,241
Post-year end invoice not accrued (Rowan Displays) – relating to Clubs & Societies	-	-	2,036	2,036
Unprovided for furlough claim relating to July 2021	-	1,129	1,129	-
Total potential adjustments	1,384	1,165	13,310	13,529
Total effect of these misstatements on surplus			Overstatement	219

Disclosures

There are no specific matters that we consider should be brought to your attention.

Accounting policies

We have reviewed the entities accounting policies and we have nothing to report in this regard.

Significant difficulties encountered during the audit

During the course of the audit we did not encounter any significant difficulties

This page lists the steps which still need to be taken in order to complete the audit along with an outline of the assistance we require from you in order to complete the work in a timely manner.

- Confirmation of post Balance Sheet events to date of sign off

Issue	Key points
COVID-19: Summary of Government announcements	- The team at BHP have pulled together a summary of the COVID 19 support measures that have been issued to date. - Link to summary: https://bhp.co.uk/news-events/category/covid-19-updates/ - Whilst some of these will not be relevant to charities, this will act as an easy reference point to help you through this incredibly challenging time.
COVID-19: BHP Charity update	- Steps to consider to streamline your finances and maximise your cash position: - Consider how you can flex your fundraising strategy and maximise opportunities via the use of technology; - Review insurance policies to determine whether any claims can be made; - Review your costs and cut any non-essentials; - Bring your Gift-Aid claims up to date – you can go back 4 years for Gift Aid and two years for the Gift Aid Small Donations Scheme; - If you have any tax deducted from investment income this should be claimed via Charities Online (the same method used to claim Gift Aid); - Check that you have claimed the employment allowance if you are eligible – you can go back four years; - Consider claims for the Creative Industry Tax Reliefs if you operate in those sectors e.g. Theatre Tax Relief, Museum & Galleries Tax Relief, Orchestra Relief. These can generate a cash repayment from HMRC. - Further details can be found at: https://bhp.co.uk/news-events/blog/covid-19-charity-update/
COVID-19: Funding updates	- The directory of social change has put together a list of funding programmes that are available to help your charity. This list is updated as and when they receive updates. - Click the link to view - https://bit.ly/2V9B9MI
COVID-19: Charity Commission guidance	- The Government have said that their “approach to regulation during this highly uncertain period will be as flexible and pragmatic as possible in the public interest, whilst helping trustees to be aware of and think about the wider or longer impact of their decisions on their charity.” - Set out in the link below are the answers to some questions that the Charity Commission have been asked. The page will be updated on an ongoing basis. - Click the link to view - https://bit.ly/2xNx09j
Coronavirus job retention scheme	- Employers can claim 80% of ‘usual salary’ for hours not worked, up to a maximum of £2,500 per employee (pro-rated for hours not worked) per month - In Budget 2021, the Chancellor has extended the scheme from April 21 to 30 September 2021 - The level of grant available to employers under the scheme will stay the same until 30 June 2021 - From 1 July the level of grant will be reduced but employers must continue to pay furloughed employees 80% of their wages up to a cap of £2,500 per month for the time they spend on furlough - The reduction in the level of grant will result in the percentage recovery of furloughed wages to be as follows - For July 21 70% of furloughed wages up to a maximum of £2,187.50 - For August and September 21 60% of furloughed wages up to a maximum of £1,875.00 - Employers will need to continue to fund employers NICs and mandatory minimum automatic enrolment pension contributions

Issue	Key points
Implications of COVID-19: Charity SORP Committee	• The Charities SORP Committee has issued guidance on the implications of COVID-19 on charity financial reporting. • The guidance applies to all accounts that have not yet been approved. There are detailed considerations for the Trustees' Annual Report and other accounting related considerations. • Click the link to view - https://bit.ly/2Xcj3MM
VAT deferral	• Charities that deferred VAT payments falling due in the period 20 March – 30 June 2020 are reminded that they need to repay any outstanding sums to HMRC before 31 March 2021. Alternatively, charities may take advantage of HMRC's extended deferral scheme that allows an extension of time to repay the VAT deferred until 31 March 2022. • The extended deferral scheme opened on 23 February 2021 and will close on 21 June 2021. • Charities that sign up before 19 March can agree up to 11 instalments whilst the number of instalments available to those that sign up on 21 June is 8. • Failure to take action could result in penalties
COVID-19 concession for claiming Gift Aid on refunds to be made permanent	• A temporary change to the Gift Aid rules was announced by HMRC in April 2020 • This concession has allowed charities to reclaim Gift Aid on refunds of tickets for events that were cancelled due to the pandemic, if the refunds were foregone by supporters • It is a requirement that charities have an audit trail which shows proof that the individual wishes to donate the refund they are due • HMRC confirmed in January 2021 that the change will become permanent in relation to any cancelled event or loan waiver, providing suitable evidence is obtained • Further guidance is to be published
Revisions to the Charity Governance Code	• The Charity Governance Code is a tool to help charities and their trustees develop a high standard of governance • Good governance is fundamental to a charity's success as it enables and supports a charity's compliance with the law and relevant regulations • Charities are encouraged to visit the Code's website to view and download the new edition • Visit their website here: https://www.charitygovernancecode.org/en
The Revitalising Trusts programme	• The Charity Commission is working with the Department for Digital, Culture, Media and Sport (DCMS) and UK Community Foundation (UKCF) to help charities who find it hard to spend their income on the public benefit. • Charity trustees can get help from the programme and are encouraged to discuss their charity's future if they have difficulties in recruiting new trustees, spending their income, identifying beneficiaries or finding time to run the charity. • To make sure charity funds are spent on public benefit, a charity could transfer their assets to another charity, wind up the charity, or seek to change the charity's objects so that they can work more effectively. • The programme also involves the Charity Commission proactively contacting charities it considers to be ineffective, inactive or dormant to encourage trustees to consider how they make best use of the charity's assets. • The Charity Commission may consider a charity to be ineffective, inactive or dormant where it has not spent any money in the past 5 years or has spent less than 30% of its income in the past 5 years. • Further details and guidance can be found at https://www.gov.uk/guidance/get-help-for-your-inactive-or-ineffective-charity

Issue	Key points
Religious Charities exemption from registration	• The deadline for church charities with an annual income of £100,000 or less to register with the Charity Commission, due to come to an end on 31 March 2021 has recently been extended by 10 years. • Whilst excepted charities do not have to register with the Charity Commission they must still comply with charity law and their trustees have the same duties and responsibilities as the trustees of registered charities. The Charity Commission regulates excepted charities in the same way as registered charities and can use any of its powers if it needs to. • A full list of exempt charities can be found here: https://www.gov.uk/government/publications/excepted-charities/excepted-charities--2
Applying for an extension to the Filing Deadline	• Annual returns and accounts need to be filed within 10 months of the financial year end. The Charity Commission however understands that in light of the Covid-19 pandemic charities may be affected and some charities which are due to submit an annual return imminently may feel unable to do so. • The Charity Commission wishes to be both flexible and supportive and urges any charity which feels unable to submit within the deadline to apply for an extension. Although the extension is not guaranteed the Charity Commission is taking a pragmatic view, taking account of the wider public interest during this unprecedented time. • If your charity feels unable to meet its reporting deadline we urge you to apply for an extension. When applying include your charity's name, charity registration number and details of the circumstances leading to the need for the extension. • Details should be emailed to the Charity Commission using: filingextension@charitycommission.gov.uk
Off payroll rules	• The purpose of legislation is to charge tax and national insurance contributions on payments to workers who provide their services through a personal service company (PSC), if the worker would have been an employee if he or she had contracted directly with the end client. • The changes to the rules are an extension to those previously introduced for the public sector and apply to medium and large businesses, including charities. • From 6 April 2021, where these businesses are the end user (or client) and receive services in this manner, they will need to determine the tax status of people that they hire as contractors or workers. The business/client will need to provide each contractor with a Status Determination Statement and have a system in place to deal with disagreements. • The considerations regarding whether an individual should be treated as an employee or a self-employed worker have not changed and HMRC's status tool can be found here: https://www.gov.uk/guidance/check-employment-status-for-tax
New guidance for Trustees	• The Charity Commission has released new guides covering five key aspects of charity management • They refer to these guides as a 'core' syllabus covering the basics that they expect all trustees to be aware of • The guides are named Financial Oversight, Achieving a Charity's Purposes, Good Decision Making, Addressing Conflicts of Interest and What to File with the Commission and what Support is Available • The Commission stresses that whilst the guides may be basic, they are designed to serve the needs of experienced trustees as well as those new to the role. • The guides can be found here: https://www.gov.uk/guidance/charity-commission-guidance#minute-guides-for-charity-trustees

Issue	Key points
Reporting of related party transactions in financial statements	- The Charity Commission published a study in August 2019 that found less than two thirds of charities, with income less than £1 million, had fully disclosed related party transactions. - Charities preparing accruals accounts must disclose trustees' remuneration and benefits, trustees' expenses and transactions with those persons and entities that are closely connected to the charity or its trustees, referred to as related parties. Disclosure of the fact that no related party transactions have occurred is required if this is the case. - Public trust in charities depends on transparency and it is therefore important for good governance that trustees identify all related party transactions and handle conflicts of interest properly.
Code of Fundraising Practice 2.0	- The Code of Fundraising Practice sets the standards that apply to fundraising carried out by all charitable institutions and third party fundraisers in the UK. It replaces the previous code, rulebooks and legal appendices. - The new code is effective from October 2019 - Further details and the Code can be found at: www.fundraisingregulator.org.uk/code
Simple steps to protect your charity's funds	- Recently, over 3,300 charities took part in a research study about fraud awareness, resilience and cyber security which highlighted charities are not doing the basics to protect themselves. - The results of the survey can be found at https://www.gov.uk/government/publications/preventing-charity-fraud-insights-and-action - The Charity Commission highlights three simple steps which can protect your charity's funds: - Introduce and enforce basic financial controls (e.g. at least two signatories to bank accounts and cheques) - Make sure no one single individual has oversight or control of financial arrangements – effective segregation of duties is a crucial method of preventing and detecting fraud - Encourage staff, volunteers and trustees to speak out when they see something they feel uncomfortable about.
Alert for charities – cyber crime and how to report to the Charity Commission	- Cyber crime has a number of definitions but will usually involve attacks on, or through, computer systems and networks. It often includes theft of data or disruption of systems to enable further crime. - Dependant on the nature of these crimes, trustees, staff, volunteers and beneficiaries of charities may be adversely affected. Negative publicity could also impact on public trust and confidence in not only the charity affected, but the sector as a whole. - The government Cyber Security Breaches Survey 2019 revealed that over two thirds of high income charities had recorded a cyber breach or attack in 2018. Of those charities affected, the vast majority (over 80%) had experienced a phishing attack, which are fraudulent emails. - With the cost of a breach ranging from £300 to £100,000, charity managers cannot afford to ignore the growing threat posed by cyber crime, in all its forms. - The good news is that advice and guidance is widely available to help you take the right steps to protect your charity. https://www.gov.uk/government/news/alert-for-charities-cyber-crime-and-how-to-report-to-the-charity-commission

Issue	Key points
Most large charities are unclear about the level of reserves they hold	• Less than a quarter of larger charities accurately reported the level of financial reserves they hold in their trustees' annual report, according to a review by the Charity Commission. • The Commission says its findings suggest an incomplete understanding of what reserves are, which could lead trustees to make poor decisions about their charity's finances. • All registered charities must explain their policy on reserves in their trustees' annual report and should state the level of reserves held as well as why they are held. • Almost all of a sample of 106 charities with an income over £500,000 included at least a reference to their reserves policy in their annual report. However, less than a quarter gave the right reserves figure, based on the information in their accounts. A third of charities failed to include a figure at all.
Regulator finds quality and transparency in charity accounts has fallen	• Just 52% of trustees' annual reports in the 'Public Benefit reporting' review met the public benefit reporting requirements. Although this is a 1% increase on last year, trustees are still falling short on the requirements to explain activities undertaken by the charity to further its purposes for the public benefit, and to provide a 'public benefit statement'. • The reviewers looked for evidence of some reflection on the difference that the charity's activities had made. Positive examples of compliance included explaining why the trustees believed that the charity's activities provided public benefit; explaining who had benefitted from what the charity had done, whether a particular group of beneficiaries or the wider public; and explaining the impact of what the charity had done, such as examples of how the charity's services had led to improvements in people's lives.
Charity regulator warns trustees to protect their charity from non-charitable interests	• The regulator recognises that many charities work successfully in close partnership with a wide variety of non-charitable organisations, such as trading subsidiaries. These relationships can be crucial in helping a charity deliver on its mission for the public benefit. • The new guidance aims to help charities reap the benefits of such relationships while managing the risks carefully. • https://www.gov.uk/guidance/guidance-for-charities-with-a-connection-to-a-non-charity
Charity Commission guidance on safeguarding duties for charity Trustees	• Impacts all charitable organisations • Trustees' duty to report serious incidents, complaints or allegations to Charity Commission • Policies and procedures for safeguarding must be put into practice and reviewed annually • Guidance can be found at https://gov.uk/guidance/safeguarding-duties-for-charity-trustees

Issue	Key points
Charity Commission rules on automatic disqualification	- From 1 August 2018 the rules have changed - People automatically barred from being a Trustee, CEO or Finance Director now include those with an unspent conviction for a money laundering, bribery or a terrorism related offence, people found to be in contempt of court and people with criminal records from sex offences. - A full list of disqualifications can be found at www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions#the-new-automatic-disqualification-rules
Charity Ethical Principles – NCVO - Voluntary Code	- Published on 18 January 2019, these principles aim to support charities, their governing bodies and those who work and volunteer in and with them in recognising and resolving ethical issues and conflicts - Although voluntary, all charities will be encouraged to meet and use as a framework the key principles which are: - Beneficiaries first - Integrity - Openness - Right to be safe - A copy of the principles can be found at https://www.ncvo.org.uk//policy-and-research/ethics/ethical-principles
Updated guidance on Serious Incident Reporting	- Responsibility to report lies with the trustees - The main categories of reportable incident are: - protecting people and safeguarding incidents – incidents that have resulted in or risk significant harm to beneficiaries and other people who come into contact with the charity through its work - financial crimes – fraud, theft, cyber-crime and money laundering - large donations from an unknown or unverifiable source, or suspicious financial activity using the charity's funds - other significant financial loss - links to terrorism or extremism, including 'proscribed' (or banned) organisations, individuals subject to an asset freeze, or kidnapping of staff - other significant incidents, such as – insolvency, forced withdrawal of banking services without an alternative, significant data breaches/losses or incidents involving partners that materially affect the charity - Further guidance can be found here – https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity



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BHP LLP
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Dear Audit Partner,

We confirm to the best of our knowledge and belief that the following representations are made on the basis of enquiries of management and staff with relevant knowledge and experience (and, where appropriate, of inspection of supporting documentation) sufficient to satisfy ourselves that we can properly make each of the following representations to you in connection with your audit of the charity's financial statements for the year ended 31 July 2021.

General

1. 1 We have fulfilled our responsibilities as directors/trustees as set out in the terms of your engagement dated 6 August 2021 and under the Charities Act 2011 for the financial statements which give a true and fair view and for making accurate representations to you. All the accounting records have been made available to you for the purpose of your audit and all the transactions undertaken by the charity have been properly reflected and recorded in the accounting records. All other records and related information, including minutes of management meetings, have been made available to you.
2. The financial statements are free of material misstatements, including omissions.
3. We believe that the effect of uncorrected misstatements (as set out in the audit findings report) is immaterial both individually and in total.

Internal control and fraud

4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control systems to prevent and detect fraud and error. We have disclosed to you the results of our risk assessment that the financial statements may be misstated as a result of fraud. We have disclosed to you all instances of known or suspected fraud affecting the entity involving management, employees who have a significant role in internal control or others that could have a material effect on the financial statements. We have also disclosed

to you all information in relation to allegations of fraud or suspected fraud affecting the entity's financial statements communicated by current or former employees, analysis, regulators, or others.

Assets and liabilities

5. The charity has satisfactory title to all assets and there are no liens or encumbrances on the charity's assets, except for those that are disclosed in the notes to the financial statements.

6. We have recorded or disclosed, as appropriate, all liabilities, both actual and contingent, and have disclosed in the notes to the financial statements all guarantees that we have given to third parties.

7. We have no plans or intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements.

Accounting estimates

8. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

Loans and arrangements

9. The charity has not granted any advances or credits to, or made guarantees on behalf of, directors/trustees other than those disclosed in the financial statements.

Legal claims

10. We have disclosed to you all claims in connection with litigation that have been, or are expected to be, received and such matters, as appropriate, have been properly accounted for, and disclosed in, the financial statements.

Law and regulations

11. We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose affects should be considered when preparing the financial statements.

Related parties

12. Related party relationships and transactions have been appropriately accounted for and disclosed in the financial statements. We have disclosed to you all relevant information concerning such relationships and transactions and are not aware of any other matters which require disclosure in order to comply with the requirements of the Charities Act 2011 or the SORP.

Subsequent events

13. All events after the date of the financial statements which require adjustment or disclosure have been properly accounted for and disclosed.

Going concern

14. We believe that the charity's financial statements should be prepared on a going concern basis on the grounds that current and future sources of funding or support will be more than adequate for the charity's needs. We have considered a period of twelve months from the date of approval of the financial statements. We believe that no further disclosures relating to the charity's ability to continue as a going concern need to be made in the financial statements.

Grants and donations

15. All grants, donations and other income, the receipt of which is subject to specific terms or conditions, have been notified to you. There have been no breaches of terms or conditions in the application of such income.

Yours faithfully,


J.Andrews (Dec 1, 2021 15:03 GMT)

James Andrews
President & Chair of Trustee Board


Mike Wilkinson (Dec 1, 2021 17:57 GMT)

Michael Wilkinson
External Trustee

Signed on behalf of the Board of Trustees Date 30 November 2021

YSJ SU 2021 final full accounts and audit documents

Final Audit Report

2021-12-01

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