



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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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

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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 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

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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

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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

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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.

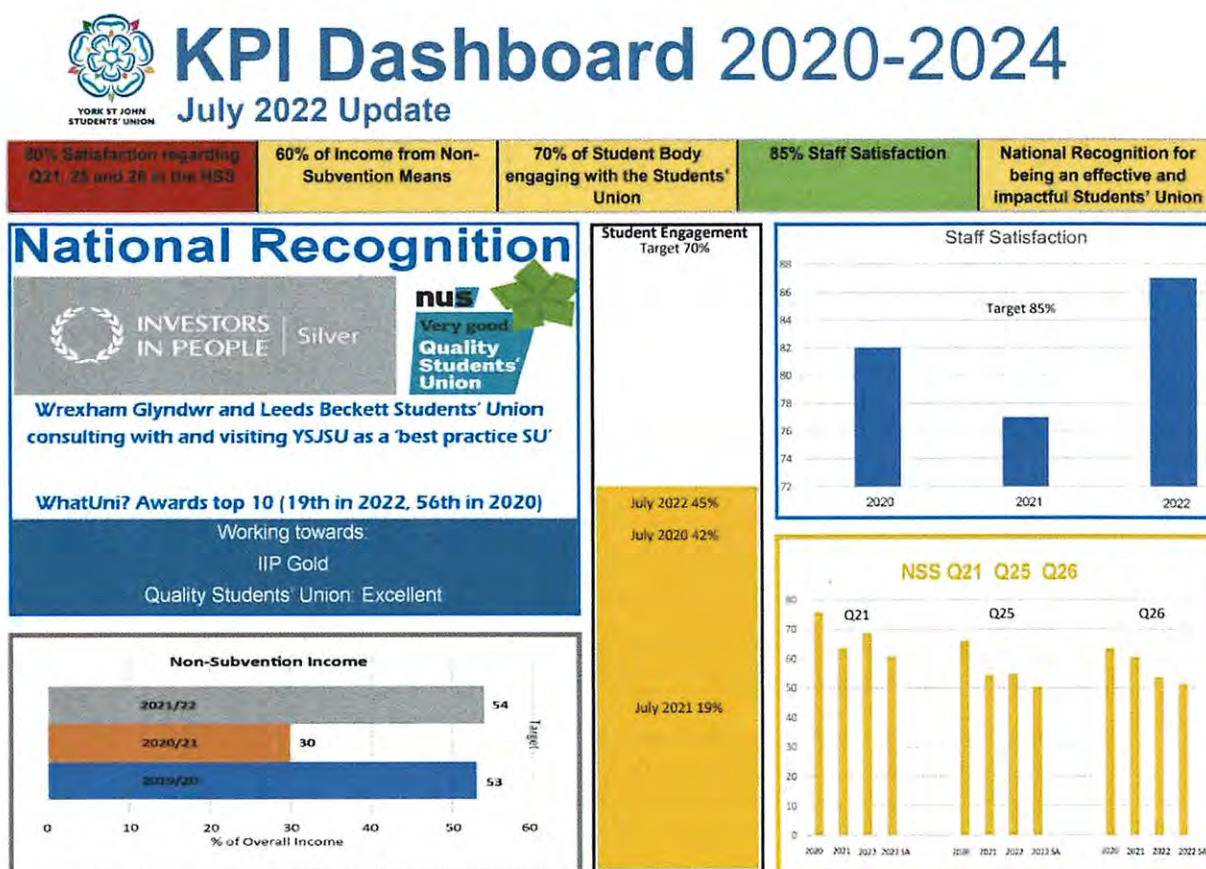
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OVERVIEW OF ACTIVITIES, ACHIEVEMENTS AND PERFORMANCE

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)
<p>To include:</p> <ul style="list-style-type: none"> ▪ 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 <p>Conducted by:</p> <ul style="list-style-type: none"> ▪ Current and incoming Presidents and Deputy Chair of Trustee Board 	<p>To include:</p> <ul style="list-style-type: none"> ▪ Review of Appraisal Report and meeting record from June meeting ▪ Feedback from the Sabbatical Trustees and staff team gathered by the President <p>Conducted by:</p> <ul style="list-style-type: none"> ▪ 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:

YORK ST JOHN STUDENTS' UNION LIMITED
YEAR ENDED 31 JULY 2022

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

YORK ST JOHN STUDENTS' UNION LIMITED
YEAR ENDED 31 JULY 2022

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

YORK ST JOHN STUDENTS' UNION LIMITED
YEAR ENDED 31 JULY 2022

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-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.

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.

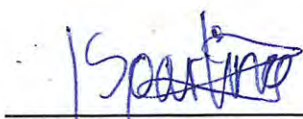
YORK ST JOHN STUDENTS' UNION LIMITED

BALANCE SHEET

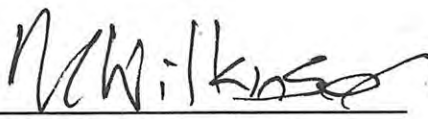
AS AT 31 JULY 2022

			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	23,562
Depreciation	
Balance as at 1st August 2021	-
Charge for the Year	6,545
Balance as at 31st July 2022	6,545
Net Book Value:-	
At 31st July 2021	-
At 31st July 2022	17,017

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	-
	6,606	7,755

20. Debtors

	2022	2021
	£	£
Trade Debtors	31,794	1,677
Prepayments and accrued income	5,426	3,796
VAT	-	1,631
	37,220	7,104

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
	143,025	126,820

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
	630,805	655,014

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>
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Total of funds	<u>(444,432)</u>	<u>1,142,851</u>	<u>(1,127,717)</u>	<u>(429,298)</u>
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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>
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Total of funds	<u>(464,198)</u>	<u>816,577</u>	<u>(796,811)</u>	<u>(444,432)</u>
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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)
	<u>28,450</u>	<u>37,386</u>
Net cash provided by operating activities		

26. Analysis of cash and cash equivalents

	2022	2021
	£	£
Cash at bank and in hand	283,689	322,543
	<u>283,689</u>	<u>322,543</u>

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	-	-
	<hr/>	<hr/>
	-	-
	<hr/>	<hr/>

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.