

UNIVERSITY OF SURREY STUDENTS' UNION

England & Wales · Charity number 1142479

Details

Status	Registered
Legal form	Charitable company
Company number	07470232
Registered	2011-06-20
Register	View on the Charity Commission register

Contact

Address	University of Surrey Students Union Union House Stag Hill University of Surrey Guildford GU2 7XH
Phone	01483 689223
Email	ussu.information@surrey.ac.uk
Website	www.ussu.co.uk

Activities

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

Activities: The University of Surrey Students Union is a students union within the meaning of the Education Act 1994. The Union is devoted to the educational interests and welfare of its Members. The Students Union is the sole representative body for University of Surrey Students. We are the organisation that represents the views of the students to the University, and this is our core function

Classification

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

Geography

- Surrey

Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	£2,811,193	£2,756,135	£776,504	107
2024-07-31	£2,618,807	£2,728,245	£696,633	177
2023-07-31	£2,615,396	£2,665,095	£796,709	117
2022-07-31	£2,885,225	£2,893,322	£846,826	119
2021-07-31	£2,562,221	£2,582,399	£827,766	170

Trustees

Name	Role	Appointed
Matthew Alan Aikin	Chair	2024-08-01
Amber Lauren Dobrzanski		2025-07-14
Anne Milton		2020-10-09
Christopher Grealb Chua		2024-12-16
Elliott Lewis Sheppard		2025-11-20
Kade Priyanka Janice De Gannes		2025-07-14
Luana Guimaraes Vasconcelos		2024-08-01
Martine Ellen Carter		2019-10-21
Michael John Hewitson		2025-10-20
Pierre Laurence Dadd		2025-10-20
Sally Louise Fox		2025-11-01
Samantha Jane Buss		2024-08-01
Shilpi Sahai		2023-05-11

Accounts

Registered Charity No: 1142479
Registered Company No: 07470232



UNIVERSITY OF SURREY STUDENTS' UNION

**TRUSTEES' REPORT AND CONSOLIDATED FINANCIAL
STATEMENTS**

FOR THE YEAR ENDED 31 JULY 2025



CONTENTS

	Pages
Administrative information	1
Report of the Trustees (including Trustees' Responsibilities statement)	3
Auditors' Report	15
Statement of Consolidated Financial Activities	18
Consolidated Balance Sheet	19
Consolidated Statement of Cash Flows	20
Notes to the Financial Statements	21

ADMINISTRATIVE INFORMATION
For the year ended 31 July 2025

Charitable Status

Surrey Students' Union (SSU) is an incorporated charity (Company Limited by Guarantee) established under the Education Act 1994 and registered with the Charity Commission (No. 1142479) and Companies House (No. 07470232).

Principal Address

Union House, Stag Hill, University of Surrey, Guildford, Surrey, GU2 7XH.

Charity Trustees

Full-time (Sabbatical) Officers

President & Chair of Trustees
VP Community
VP Support
VP Activity
VP Voice

Aug 2024/25

Liam White
Matthew Aikin
Samantha Buss
Ravi Kant
Luana Vasconcelos

Aug 2025/26

Matthew Aikin
Amber Dobrzanski
Samantha Buss
Kade De Gannes
Luana Vasconcelos

Part-time (Non-sabbatical) Officer

Union Chair
Student Trustee
Student Trustee

Tara Notash
Christopher Chua
Laura Stevens

Sally Fox (app. 01/11/25.)
Christopher Chua
Elliott Sheppard (app. 20/11/25)

External Trustees

Amanda Massie
Matthew Dutton
Martine Carter
Anne Milton
Shilpi Sahai

Martine Carter
Anne Milton
Shilpi Sahai
Pierre Dadd (app. 20/10/25)
Michael Hewitson (app. 20/10/25)

Senior Management Team

SSU employs a Chief Executive Officer to work closely with the Executive Officers and ensure effective management of the charity as head of a senior management team as follows: -

Chief Executive Officer
Deputy CEO
Head of People and Representation

Alex McKee Debra
Rideout
Kath Phillips

ADMINISTRATIVE INFORMATION
For the year ended 31 July 2025

Part-time Executive Officers (Non trustees) 2024/25

Voice zone officers:

James Mitchell
Christian Bergvoll
Archie Jones
Jenny Jackson
Deeya Varsani

Support zone officers:

Natalie Savva
Leoni Williams
Bekah Owolabi
Christina Joseph Kamble
Ben Matthews

Activity zone officers:

Team Surrey Chair - Millie Monger-Gilford
Societies chair – Angel Ahlawat
Activity zone:
Hannan Ahmad
Shubham Choudhary
Sharon Chandrashekar

Community Zone officers:

Feyi Salami Salami
Risper Okello
Nehal Boobna
Ansar Mohammed Ansarulhaq
Faisal

RAG Chair - Jaden Ogunlade

Auditors

Knox Cropper LLP
Statutory Auditors
65 Leadenhall Street
London
EC3A 2AD

Bankers

National Westminster
Bank Plc
151 High Street
Guildford
Surrey
GU1 3AH

Solicitors

Warner Goodman LLP
Compass House
1-3 The Avenue
Southampton
SO17 1XG

BOARD OF TRUSTEES' REPORT
For the year ended 31 July 2025

The Board of Trustees, who are also directors of the Company for the purposes of the Companies Act, and trustees for charity law purposes, submit their combined directors' report and trustees' annual report and the financial statements of the University of Surrey Students' Union for the year ended 31 July 2025. The Board of Trustees confirms that the annual report and financial statements of the Company comply with current statutory requirements, the requirements of the Company's governing document and the provisions of the Statement of Recommended Practice (FRS 102).

Structure, Governance and Management

Surrey Students' Union is constituted under the Education Act 1994 as a charity (see page 1) with internal regulations or Rules approved by the governing body of the University of Surrey. The Union is a Company Limited by Guarantee. The Charitable Company's Memorandum and Articles of Association are the primary governing documents. Each member of the Charitable Company undertakes to contribute to the owners of the Charitable Company in the event of it being wound up, while they are a member, such amount as may be required and not exceeding £1.

Surrey Students' Union charitable Objects under the Act, to advance the Universities' educational purposes by providing representation and support for the students at the University, are supplemented by the further Object of helping members to develop their own charitable activities as active participants in civil society.

Surrey Students' Union is governed by the Board of Trustees, made up of five Sabbatical Officers, the Union Chairperson, two Student Trustees and four External Trustees and a University Trustee. The five posts of President, VP Voice, VP Support, VP Community and VP Activity are full-time, or 'sabbatical', posts remunerated as authorised by the Education Acts and cannot exceed two years' duration for each holder. The five full-time Officers, Union Chairperson, Student Trustees, University Trustee and External Trustees are regarded as the charity trustees of Surrey Students' Union for the purposes of the Charities Acts.

Arrangements for setting pay and remuneration of key management personnel

Pay and remuneration of key management personnel is determined by a variety of contributory factors, such as, the size of the Students' Union, the pay scales for each role e.g., sabbaticals, CEO etc., and the level of experience of the staff member. In addition to this, levels of pay may be affected by the ability to recruit key management personnel and retain them in post, which all coincides with the student union's appointment and pay policies. All amendments to the pay and remuneration for the Chief Executive Officer is discussed and agreed by the Board of Trustees. The day to day running of the Union is delegated to the Chief Executive Officer. All other changes to pay and remuneration is made by the Chief Executive Officer as detailed in the Delegation of Authority document, agreed annually by the Board of Trustees.

Risk Management

The Finance and Risk Committee has examined the major strategic, business and operational risks faced by Surrey Students' Union in particular those relating to governance, finance, student experience, health and safety, organisation, operations, reputation, HR and ICT. A risk register has been established and is reviewed at least annually.

The Students' Union prime risks are:

- Failure to manage costs, improve efficiency and maintain financial stability. Current mitigation: Annual budgets, detailed monitoring and production of monthly finance reports. Operations Committee meet monthly and there are quarterly trustee meetings.
- Loss or reduction in annual subvention. Current mitigation: Continuing cooperation with the University, encouragement of positive links from Sabbatical officers to key University personnel. Transparency of Surrey Students' Union core aims and objectives.
- Failure to improve the student experience. Current mitigation: Implementation of the Zone structure enabling VPs to complete their manifestos.

BOARD OF TRUSTEES' REPORT
For the year ended 31 July 2025

Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Budgetary and internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers and participants on all activities organised by the Union. Staff training and development are in place to ensure staff are aware of the risks and have the necessary skills and ability to complete the designated role. KPI's are regularly reviewed to pick up any early warning signs that issues may be these occurring. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

Group structure

The Students' Union has a wholly owned subsidiary, Origin Events Limited. See Note 8 for further details.

Aims, Objectives and activities

The Board of Trustees passed a new Strategic Plan in 2024 which sets out the Union's vision as *'Making sure our students have the best Surrey Life'*.

The Union's mission statement is:

We want our students to have the best Surrey life by:

- *Improving their education and student life through representing their student voice*
- *Helping them enjoy their time through learning new skills and participating in our activities*
- *Ensuring they feel a sense of belonging through our community initiatives and vibrant social life in our venues*
- *Being by their side, no matter what, through our support initiatives, campaigns and services.*

The strategy sets out the six main objectives as follows:

- **Your Education. *We will*** empower students and work with them to transform their education.
- **Your Wellbeing. *We will*** advocate for our students and have a positive impact on their everyday life.
- **Your Belonging. *We will*** help students feel part of a community and to make memories.
- **Your Voice. *We will*** listen to students and maximise their influence.
- **Your Future. *We will*** support students' personal development to achieve their future goals.
- **Your Union. *We will*** be an excellent, professional organisation that students can rely on.

In pursuit of these aims for public benefit, The University of Surrey Students' Union will ensure the diversity of its membership is recognised, valued and supported. As an organisation, it has established services for use by its members and to support its work with the University and other organisations on behalf of students. These include the Students' Union support service, volunteering and training, diverse student activities, and support for student sports clubs and societies, alongside our commercial activities which include our Rubix nightclub and Manor Park Social. The Sabbatical Officers of the Union sit on many of the committees of the University of Surrey and meet regularly with department and central service heads on campus.

The charity trustees have complied with their duty as determined by Section 17(5) of the Charities Act 2011 having due regard to the Charity Commission's published general guidance concerning the operation of the public benefit requirement.

Key management pay

The salary for key management is decided by the Trustees considering the skills and experience required, the management responsibilities, the overall budget constraints and a view of what is appropriate as compared to similar roles in the sector in which we work.

Public benefit

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

BOARD OF TRUSTEES' REPORT
For the year ended 31 July 2025

Union Priorities

At the beginning of the year, the Union President led the Officer team in setting out Union Priorities. These are a commitment to our objectives throughout the year, and progress on the document is regularly presented at the University Students' Union Committee. This year's focus was on the following themes: Cost of Living; Employability; Access and Participation; University Financial Resilience; and Visibility. To tackle the Cost-of-Living Crisis, we brought affordable and unique events to our students through the Belonging Events series.

Our elected officers shared a passion for the employability of our students, as they worked to increase the number (and diversity) of paid work opportunities available. Access and Participation captured our aims to make University more accessible for our students. We successfully established the University's first Sensory Room, creating a sustainable model that can be replicated across both campuses. We developed the Student Equality Networks, with the Disability and Neurodiversity Subnetwork being critical in improving infrastructure around Surrey through the University's Accessibility Forum. Finally, we were key stakeholders in the University's development of its approach to digital education.

With challenges across the Higher Education sector, the University saw changes across academic and professional areas. We closely monitored student satisfaction and held the University to account in areas where student experience or service provision failed to meet expectations. Finally, the Sabbatical Officer team led on bringing greater visibility to our work.

Union Strategy

This was the first year of implementation of the new Union Strategy. This year, as part of our strategic plan, we have made significant progress in developing our communications to ensure that each Zone is sharing plans across the Union, and with our students. As a result, we have started to see strong cross-collaboration between Zones such as the Community Zone adapting our commercial spaces to facilitate events across the Activity, Support, and Voice Zones. Our Union website also benefitted from an overhaul as part of the Union Strategy. This involves the streamlining of services such as club and society finances. It also enabled us to step towards unifying our democratic processes.

Changes across the University

Building from last year's work following the University's Financial Resilience plan and in line with our 2024-25 Union Priorities, we closely monitored student satisfaction throughout the year. We worked closely alongside the Chief Student Office directorate to resolve these cases, and collaborate to ensure that this was not repeated in the second semester.

National Representation

Your Union President's ambition was to address the larger issues affecting student experience, using our representative voice to influence policymakers and their decisions. We invited our local member of parliament, Zöe Franklin, to a discussion with our elected Officers about the greatest challenges our students face. Zöe agreed to explore further, and this will continue to be an area of focus for the Union in future years.

University Regulation Changes

Throughout the year, a lot of student advocacy takes place through drafting and amending University policies and regulations. A key topic from this year was a review of the University's freedom of speech, as well as academic freedom, policies. Taking initiative, we developed a process by which clubs and societies can organise events and book external speakers. This became particularly important as freedom of speech came under the political lens nationally. Following the above, as well as a ruling from the Supreme Court concerning the legal definition of sex, the Union President met with the Provost and interim Vice-Chancellor to clarify that the University's stance aligns with student interest.

BOARD OF TRUSTEES' REPORT
For the year ended 31 July 2025

Union President Manifesto Pledges

As well as leading on the Union Priorities and Strategy, the Union President has been working to fulfil his own manifesto pledges. His primary focus was on leadership and fostering more collaboration between Zones, something achieved by building a strong relationship between the Sabbatical Officer team and seeking joint opportunities such as the Belonging Events series or Housing Awareness Weeks to draw from the skills of each of the Zones.

He also reviewed the staffing structure of the Union, identifying areas where more staff attention is needed: communications, accessibility, and providing affordable experiences. New coordinator roles were made available in these areas, ensuring we are set up to continue meeting students' needs. The spirit of regularly updating students has been seen through his leadership in encouraging the Sabbatical Officers to regularly discuss what they are doing, and sharing their agendas.

Pulse

This year, we saw another strong performance in our survey results, taking the temperature all year round on how well the Students' Union is representing our members. The Student Life Pulse survey saw over 1300 students share their views about student life at Surrey, and this year we're proud to have seen a significant increase in overall satisfaction with the Students' Union. Consistently reaching over 60% throughout the year, this marked our highest performance in years, and over 10% higher than last year.

ZONE ACTIVITY

Voice Zone

Course Reps

This year, we focused on improving how we reward and recognise our Course Reps. We've celebrated our Course Rep's achievements by launching Course Rep of the Month, open to nominations from Reps and academic staff. We held our highest number of Course Rep socials yet, holding four over the year, and welcomed between 40 and 80 Course Reps each time. In May, we held our annual Rep awards., awarding 28 of our highest achieving Reps.

Head Reps

Over the year, 22 Head Reps worked hard to provide support to Course Reps in every School. The Head Reps provided vital insight into the feedback emerging from each School through their updates and regular meetings. In our second update meeting we were also joined by senior members of staff from the University.

Student Voice Forum

This year, we ran three Student Voice Forum events, hosted online, to give students the opportunity to ask questions directly to our panel comprised of members from the University's Executive Board. We saw over 230 students attend the Forum across the academic year, submitting excellent, relevant questions for responses from the panel.

Union Forum

The Voice Zone supported the Union Chair to run four Union Forum meetings, where all students are invited to discuss important issues with the elected Union Officer team. The first Forum provided an opportunity to reflect on the Annual Report for 23/24, and later meetings provided updates from each Zone's team of Officers on their current

BOARD OF TRUSTEES' REPORT
For the year ended 31 July 2025

activity. Topics of discussion included the Personal Tutor Review, the Renters Rights Bill, Speak Week, and student accessibility on campus.

BOARD OF TRUSTEES' REPORT
For the year ended 31 July 2025

Surrey Decides and other Democratic Activity

Our main officer elections, 'Surrey Decides', ran at the start of semester two. This year, 2351 recommendations were sent to potential nominees, setting the highest number of recommendations since 2019. We received 110 nominations across our available officer positions, also setting a record high for candidate numbers since 2019. 3375 unique voters took part in Surrey Decides, with turnout still considerably higher than in 2023. Increasing turnout further will be a focus of the elections planning process for the 2026 main Officer election.

This year, the Voice Zone facilitated 66 EGMs for dormant and new societies and clubs, and to replace resigned signatories throughout the year. With approval from our Governance Committee, the Voice Zone and Activity Zone worked to redevelop the annual elections process. Elections for 179 clubs and societies ran automatically under our new process in April on our bespoke elections portal, designed as part of the new Union website project. Across both elections, we had 652 candidate nominations and 1910 voters take part to help elect next year's group signatories.

Speak Week

During the 24-25 academic year we ran two Speak Week campaigns, one in November and March. In November we gathered 723 change suggestions through our in person and online ballot as well as multiple events and stalls ran across the week to gather further feedback. During our next Speak Week, we collected 896 change suggestions using the same methods with the addition of focus groups ran across the week with 22 students. Across the insight gathered during Speak Week this year, the key priorities for students are value for money, a vibrant and inclusive social experience, high-quality academic and professional development, and accessible, compassionate wellbeing support.

Student Equality Network

The Student Equality Network is the Union's opportunity for students to come together to promote equality at Surrey, and to ensure the Union remains informed about the experiences of our diverse student community. This year, the Voice Zone made significant developments to this project, including the addition of a dedicated full-time staff member, the employment of six part-time student leaders, the launch of three subnetworks and the use of themed meetings to facilitate meaningful discussion. The Network successfully met its key aims for the year: increasing membership, starting up the "My Lived Experience" project and developing both student leaders and members.

The VP Voice has made significant contributions to the student experience through their membership of several University Committees and working groups. During regular meetings with the Pro-Vice Chancellor Education, Luana has escalated concerns raised by Head Reps and Course Reps. Through Senate, Luana has contributed her views about exam invigilation, ensuring any changes would take the student perspective into account.

Activity Zone

The 2024–25 academic year has marked an extraordinary period of growth, inclusion, and innovation across the Activity Zone. Through collaborative efforts spanning the Students' Union, academic departments, Team Surrey, and student societies, we delivered an ambitious and inclusive programme that has enriched student life.

Employability & Career Development

One of our most significant achievements was the expansion of Employability Week, which became the largest in recent memory. A record 108 companies attended the September Career Fair, attracting a 19% increase in student footfall compared to previous years. Our efforts extended further in February with the inaugural Part-Time Job Fair which successfully connected over 800 students with local employers.

BOARD OF TRUSTEES' REPORT
For the year ended 31 July 2025

Inclusivity & Belonging

Inclusivity remained a central pillar of the Activity Zone's work. Neurodivergent Month featured deliberately accessible and inclusive activities such as Boccia tournaments, Silent Discos, and Sitting Volleyball, championing participation for all abilities. Our cultural programming included landmark events for Diwali, Black History Month, and Islamophobia Awareness Month, all designed not only to celebrate diversity but to encourage informed, meaningful conversations.

The introduction of Belonging Events was another major success. These activities provided fun, low-cost or free ways to get involved with the Union, and gave more students than ever a chance to discover new passions and make friends.

Off-Campus Experiences

This year saw an array of student adventures with the Union running 14 diverse trips across the UK and further abroad. From Brighton to the historic beauty of Cambridge, to the Cotswolds and the landscapes of Iceland, these experiences gave students the chance to explore, bond, and create unforgettable memories. With over 700 tickets sold, this shows how much students value these opportunities to connect beyond campus life.

Sport & Recreation

Accessibility and inclusiveness in sports remained a clear priority. In partnership with Team Surrey, we introduced a series of free sports sessions throughout the year. These sessions enabled over 500 students to try out activities like badminton, basketball, and swimming, particularly benefiting students who may have otherwise faced financial barriers.

Team Surrey Highlights

Women's Rugby kickstarted the year with a BUCS showcase and wrapped it up on an even higher note with a well-earned promotion to the premier tier. With the growing momentum and interest, this has led to a second team been entered for next season. Cheerleading delivered their first Varsity showcase, featuring over 100 members in the squad! A strong start to what promises to be a lasting varsity tradition. Golf had a highly successful season as they brought home gold from the southeastern conference cup. Men's football has had a fantastic year as they made the national final for the first time ever. Equestrian successfully got through to the national trophy final for a second year running. On top of that, our Championship team has also secured a spot in the National Finals. Overall, Team Surrey have once again done better than last year reaching 30th on the BUCS leaderboard.

Varsity

This year saw Varsity back at Surrey and what a success it was! With over 20 fixtures and more activity than ever in the fan zone including a surf simulator, footgolf and multiple garden games, we had a larger turnout than ever for spectators. We won the trophy for the 14th consecutive year and students went on to celebrate at a successful Rubix night that evening.

Cultural & Creative Life

Our commitment to fostering a vibrant campus culture was reflected in a robust programme of cultural and creative events. The Winter Fashion Show, themed around sustainability, combined creativity with environmental awareness.

One of the most celebrated events of the year was Strictly Come Surrey. The event not only entertained but brought together individuals across the university in a shared experience that underscored community spirit.

BOARD OF TRUSTEES' REPORT
For the year ended 31 July 2025

Union/Colours Ball

Union Ball and Colours Ball were a great opportunity to mark of the phenomenal successes from this year for both the Union and Team Surrey. For the first time in many years we bought both the balls back to University Hall. This was successful with Colours Ball completely selling out and Union Ball selling over 100 tickets.

Support Zone

This year, we made support more accessible, inclusive, and visible - because every student deserves to feel seen, heard and cared for.

Don't Worry Surrey brought practical and emotional support straight to students during the exam period. We gave out breakfast bars, ran dog therapy sessions, and hosted low-pressure socials like board games nights and crafternoons. We also had activity pop-ups, kitten yoga, and our Advice Team supported over 3000 students with advice.

Two Big Wellbeing Weeks

We ran two full Wellbeing Weeks, including our "Wellfair", where services came together to showcase what they can offer and how you can support student wellbeing. We offered bystander training to both University staff and students, Active Listening training, and supported local organisations to run workshops.

Advice and Regulations

This year, the advice team have worked with 3054 students through both academic (2769 cases), and housing advice (285 cases). We have expanded our provision to provide more online bookings for students, as well as physical drop-ins at key points in the academic year (e.g., results and exams).

The team have also worked hard on a proposal to the University to change their Academic Integrity regulations, to make the range of available penalties to students fairer. Following the University's commitment to the SSU to review these regulations in this academic year, our proposal was successful, and the University have agreed to substantial changes following negotiations.

Welfare Watch

Welfare Watch had a year of building. Following last year, with the service struggling but being levelled out by the committee, the early part of the year included an unforeseen committee change as priorities changed amidst early-year teething issues with other university services.

A new committee stepped up and has taken the service on to new strengths, helping to resolve these issues, re-establishing Welfare Watch's presence and position in the university alongside recruiting numerous new volunteers.

Talk Together (Peer Support)

This year, the Support Zone launched a rebranded peer support service called Talk Together to replace Student Minds, following consultation with students. Offering 1:1 in-person sessions in the Union once a week, during Semester time, our student volunteers have been able to support students directly when they need it. We currently have 10 volunteers, including a strong committee, who have been pivotal in launching the service, and we look forward to seeing it develop in 2025-26.

Nightline

Nightline had another successful year, and thanks to their new room on campus, we have increased the number of volunteers regularly running for the service. We have consistently been open Monday to Saturday throughout term

BOARD OF TRUSTEES' REPORT
For the year ended 31 July 2025

time. Our peak times are around the start of the academic year, exams, and midterms. This year, the Nightline Association (NLA), our charity partner, closed. After lengthy conversations with the NLA, we are pleased that our service will continue to run as normal next year at no extra cost. We continue to work closely with the Guildford Samaritans, who offer support at training, with wellbeing phone calls and with the running of our service.

Wellbeing Champions

This year saw over 160 Wellbeing Champions trained across our student societies and clubs, receiving training in complex mental health situations and disclosures, active bystander skills, inclusion, and conflict resolution. Our Wellbeing Champions have provided vital contact for students and for the Union in linking up students seeking to engage in new activities, and have been at the forefront of difficult situations, from club membership disputes to emergency intervention for member wellbeing.

Championing Disability and Neuro-Inclusion

We proudly celebrated Disability History Month with a series of events co-designed with students and external guests. From panel talks to creative sessions, the focus was always on inclusion, visibility, and empowerment. We also made progress on the ground: working with the University and students to enhance the academic disability experience, secure more diverse counsellors, and help design a sensory room now open on campus.

Stronger Charity Partnerships

We've expanded the range of on-campus support partners to better reflect our community. This year saw more charities than ever at our Wellfair, including RASASC, Outline (the LGBTQIA+ Listening Line) - who now have a regular presence across campuses, alongside the Samaritans.

Supporting LGBTQIA+ Students

We supported and attended International Day Against Homophobia, Transphobia, and Biphobia (IDAHOBIT) with the Chaplaincy, ran a Trans Day of Remembrance Vigil, and strengthened our work with the LGBTQ+ Society to make Surrey more inclusive for all identities. We're proud to create spaces where students feel seen, respected, and celebrated.

Drug and Alcohol Support

This year, we collaborated with the Centre for Wellbeing to run the national Student Drugs and Alcohol Survey from Students Organising for Sustainability UK (SOS-UK). With student input at the core, we're now analysing the results to understand the real experiences and needs of Surrey students.

Community Zone

It's been an exciting year for the Zone where we've seen Surrey students embrace everything their Students' Union has to offer. As a result, we've been able to host a vibrant and diverse calendar of different student events with something to cater for all tastes. A key aspect of the work of the Zone is to encourage students to develop their sense of belonging at University. This year, we have hosted a range of Belonging Events which have provided students with free or low-cost opportunities to meet other people and try something new.

Moving in Weekend

Moving In Weekend is our first opportunity to welcome new Surrey students, our army of Freshers Angels volunteers are on hand to welcome and help move in new students. It was fantastic to oversee the weekend and play such an active role in that initial welcome. The organisation that goes into such an important weekend can't be understated, and it was great to see everyone pulling together.

BOARD OF TRUSTEES' REPORT
For the year ended 31 July 2025

Freshers' Fair

Freshers' Fair is always a highlight of the year, and the event did not disappoint. The marquee was buzzing with stalls and new students gathering as much information as they could carry. The event has always been an important showcase for everything the Students' Union and your student life will have to offer, with over 150 of our sports clubs and societies hosting stalls.

Freshers' Week Events

This year, one of our goals for Rubix was to improve our engagement with students and to use our Freshers' events as a chance to introduce students into our brand of student friendly night life. Freshers' week events did not disappoint, from a sold-out RnB night, alongside our huge quiz night and the hilarious antics of Bingo Lingo, the variety of entertainment in Rubix was fantastic and well received by students.

The Front Room

As VP Community, Matt wanted to champion better usage of the Union's Front Room area. The Front Room had been a previously underused space which students were not aware existed. We worked with the whole Community team to build a bar in the venue so that students would once again see it as a place to socialise in a more relaxed atmosphere.

Quiz Nights

Quizzes have been held over at Manor Park Social, and in good weather by the University lake with our Lake Bar, and we're hoping to continue the success of this next year. Matt has taken up the role of quiz host in addition to being VP Community and the students have been thoroughly enjoying the free quiz nights we put on twice a week, it's been great to see them so successful.

Commercial Activity

In the Pulse survey, we've seen a significant increase in the numbers of students who associate the Students' Union with socialising and meeting friends. One key change we were keen to implement was to bring in some smaller events which would be low-risk to the Union in terms of cost. These events, such as the quizzes and sip & paint nights, proved popular and running them has helped us make commercial decisions for the year to come.

This survey result is also reflected over at Manor Park Social. Footfall at Manor Park Social has increased and students living over on Manor Park have really embraced the venue as somewhere to meet up in a laid back atmosphere. We hope this venue will continue to go from strength to strength next year.

Sustainability Week

We worked in partnership with colleagues from the University to deliver Sustainability Week at the end of March. Students could participate in a multitude of events to highlight green issues including a Carbon Footprint pop up, a talk on Sustainability Careers, and several events hosted at the Union including a clothes swap in the Front Room. We also used the week as an opportunity to promote our Community Hub, which has continued to thrive on campus and provide a place for students to purchase low cost second hand items.

BOARD OF TRUSTEES' REPORT
For the year ended 31 July 2025

Volunteering

We continue to have a great cohort of student volunteers, with thousands of hours being logged by the students. From Freshers' Angels, to society committees, everyone who gave up their time deserves to be recognised for their efforts: those achieving high hours were rewarded with our volunteering awards, and had this added to their HEAR transcript which can be viewed by future employers.

RAG

The chosen RAG charities continued this year and were the Royal Surrey Charity and Refuge UK. Students ran a Movember in fundraiser in November and we once again hosted the University of Surrey Charity Run (formerly Kelly's Run) on campus with all ticket sales income going to the Royal Surrey Charity.

Future Plans

Surrey Students' Union will continue to operate in line with the Strategic plan set in 2024.

Financial review

Surrey Students' Union has continued to benefit from the recognition and support of the University, and this year received an annual Block Grant of £1,530,385 (2024: £1,481,305).

Reserves Policy

The Board of Trustees reviews the Student Unions' Reserve Policy annually. The Board of Trustees have determined that the appropriate level of reserves should be £300,000 cash (which is approximately 3 months salaries), however this will face further ongoing review. The reason for this reserve is to provide enough working capital and to deal with unexpected emergencies. In future years capital maintenance and development projects may be considered in the reserves policy review.

After deducting the carrying value of tangible fixed assets held for the Student Union's own use there were free reserves as defined by the Charity Commission of £438,206 (2024: £375,607).

The key management personnel understand that the Students' Union needs to maintain an appropriate level of reserves, in order to provide sufficient capital to cover delays which can occur between spending and receipt of income.

Surrey Students' Union is custodian of the annual RAG proceeds from fundraising events organised by the students under Surrey Students' Union auspices for distribution to the intended charities.

Future Funding

The Board of Trustees remain in consultation of evaluating sufficient funding for Surrey Students' Union to meet all its obligations.

Trustees' responsibilities statement

The Trustees (who are also directors of the charitable company for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of

BOARD OF TRUSTEES' REPORT
For the year ended 31 July 2025

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 judgments and accounting estimates that are reasonable and prudent;
- state whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- 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 adequate accounting records that are sufficient to show and explain the charitable company's transactions and 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. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Board of 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.

Disclosure of information to auditors

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

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

This report was approved and authorised for issue by the Board of Trustees and signed on its behalf by:



Matthew Aikin
President/Trustee/Chair

Date 15/12/2025

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
UNIVERSITY OF SURREY STUDENTS' UNION FOR THE YEAR ENDED 31 JULY 2025**

We have audited the financial statements of University of Surrey Students' Union (the 'parent company') and its subsidiary ('the group') for the year ended 31 July 2025 which comprise the Consolidated Statement of Financial Activities, the Consolidated Balance Sheet, the Consolidated Statement of Cash flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the group's and parent company's affairs as at 31 July 2025 and of the group's 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 group 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 report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information.

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.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. 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.

/Continued ...

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
UNIVERSITY OF SURREY STUDENTS' UNION FOR THE YEAR ENDED 31 JULY 2025**

(Continued)

Opinions on other matters prescribed by the Companies Act 2006

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

- the information given in the trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' 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 group and the parent company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' 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 trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement in the Trustees' Report, 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 group's and parent 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 group or parent 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.

/Continued ...

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
UNIVERSITY OF SURREY STUDENTS' UNION FOR THE YEAR ENDED 31 JULY 2025**

(Continued)

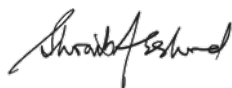
Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting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

- We obtained an understanding of the legal and regulatory frameworks that are applicable to the charitable company and determined that the most significant are the Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP 2019), in accordance with the Financial Reporting Standard applicable in the UK (FRS 102) applicable to smaller entities and the Companies Act 2006.
- We understood how the charitable company is complying with those frameworks via communication with those charged with governance, together with the review of the charity's documented policies and procedures. The charitable company is required to comply with both company law and charity law and, based on our knowledge of its activities, we identified that the legal requirement to accurately account for restricted funds was of key significance.
- The audit team, which is experienced in the audit of charities, considered the charity's susceptibility to material misstatement and how fraud may occur. Our considerations included the risk of management override and allocation of costs to charitable activities and restricted funds.
- Our approach was to check that the income from grants and donations were properly identified and accurately disclosed, that expenditure complied with the control procedures and was appropriately charged. We also reviewed the major journal adjustments along with unusual transactions and considered the identification and disclosure of related party transactions.

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

Use of our report

This report is made solely to the parent 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 parent 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 parent company and the parent company's members as a body, for our audit work, for this report or for the opinions we have formed.



Shoaib Arshad (Senior Statutory Auditor)

For and on behalf of:

Knox Cropper LLP

Chartered Accountants & Statutory Auditors

65 Leadenhall Street

London

EC3A 2AD

19 January 2026

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
(incorporating the Income and Expenditure Account)
For the year ended 31 July 2025

	Note	Unrestricted Funds 2025 £	Restricted Funds 2025 £	Total Funds 2025 £	Total Funds 2024 £
INCOME AND ENDOWMENTS FROM:					
Donations and legacies	2	1,530,385	-	1,530,385	1,481,305
Charitable activities	5	740,887	929,213	1,670,100	1,519,011
Other trading activities	3	530,082	-	530,082	470,744
Investments	4	9,839	-	9,839	6,859
TOTAL		2,811,193	929,213	3,740,406	3,477,919
EXPENDITURE ON:					
Charitable activities		2,756,135	904,402	3,660,537	3,577,995
TOTAL EXPENDITURE	6	2,756,135	904,402	3,660,537	3,577,995
Net income/(expenditure)		55,058	24,811	79,869	(100,076)
NET MOVEMENT IN FUNDS		55,058	24,811	79,869	(100,076)
RECONCILIATION OF FUNDS:					
TOTAL FUNDS AT 1 AUGUST 2024		532,035	164,600	696,635	796,711
TOTAL FUNDS AT 31 JULY 2025		£ 587,093	£ 189,411	£ 776,504	£ 696,635

UNIVERSITY OF SURREY STUDENTS' UNION

Company limited by guarantee (registered company no. 07470232)

CONSOLIDATED BALANCE SHEET**As at 31 July 2025**

	Notes	Charity 2025 £	Group 2025 £	Charity 2024 £	Group 2024 £
FIXED ASSETS					
Tangible assets	12	132,809	132,809	182,690	182,690
Investments	13	1	-	1	-
		<u>132,810</u>	<u>132,809</u>	<u>182,691</u>	<u>182,690</u>
CURRENT ASSETS					
Stocks		-	38,976	-	47,101
Debtors	15	204,133	103,108	315,408	190,054
Cash at bank and in hand		576,590	741,298	411,617	520,974
		<u>780,723</u>	<u>883,382</u>	<u>727,025</u>	<u>758,129</u>
CREDITORS: amounts falling due within one year	16	(153,107)	(239,687)	(186,819)	(244,184)
NET CURRENT ASSETS		<u>627,616</u>	<u>643,695</u>	<u>540,206</u>	<u>513,945</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>760,426</u>	<u>776,504</u>	<u>722,897</u>	<u>696,635</u>
TOTAL NET ASSETS		<u>£ 760,426</u>	<u>£ 776,504</u>	<u>£ 722,897</u>	<u>£ 696,635</u>
FUNDS					
Unrestricted funds:					
Subsidiary companies	17	-	16,078	-	(26,262)
General fund	17	571,015	571,015	558,297	558,297
		<u>571,015</u>	<u>587,093</u>	<u>558,297</u>	<u>532,035</u>
Restricted funds	17	189,411	189,411	164,600	164,600
		<u>£ 760,426</u>	<u>£ 776,504</u>	<u>£ 722,897</u>	<u>£ 696,635</u>

The financial statements have been prepared in accordance with the special provisions in Part 15 of the Companies Act 2006 relating to small companies and section 1a of the Financial Reporting Standard 102.

The financial statements were approved, and authorised for issue, by the Board of Trustees on 15/12/2025 and signed on their behalf by:-

Math Alkin

M. ALKIN, Trustee

The annexed notes form part of these financial statements

CONSOLIDATED CASH FLOW STATEMENT
For the year ended 31 July 2025

	2025 £	2024 £
Cash flows from operating activities		
Surplus/(deficit) for the financial year	79,869	(100,076)
Adjustments for:		
Depreciation	55,817	53,437
Decrease/(increase) in stocks	8,125	(8,872)
Decrease in debtors	86,947	92,971
Decrease in creditors	(4,498)	(65,197)
Investment income	(9,839)	(6,859)
Interest paid	15,796	13,936
	<u>232,217</u>	<u>(20,660)</u>
Cash flows from investing activities		
Purchase of tangible fixed assets	(5,936)	(37,005)
Return on investment - interest receivable	9,839	6,859
	<u>3,903</u>	<u>(30,146)</u>
Cash flows from financing activities		
Interest paid	(15,796)	(13,936)
	<u>(15,796)</u>	<u>(13,936)</u>
Net increase/(decrease) in cash and cash equivalents	<u>220,324</u>	<u>(64,742)</u>
Cash and cash equivalents at 1 August 2024	520,974	585,716
Cash and cash equivalents at 31 July 2025	<u><u>£ 741,298</u></u>	<u><u>£ 520,974</u></u>
Components of cash and cash equivalents		
	At 1 August 2024	At 31 July 2025
Cash at bank and in hand	<u><u>£ 520,974</u></u>	<u><u>£ 741,298</u></u>

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 July 2025

1. ACCOUNTING POLICIES

Basis of preparation of financial statements

The financial statements of the charity, which is a public benefit entity under FRS102, have been prepared under the historical cost convention. They have been prepared in accordance with applicable United Kingdom accounting standards, the requirements of the Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP 2019), in accordance with the Financial Reporting Standard applicable in the UK (FRS 102) and the Companies Act 2006. The presentational currency of the financial statements is Pound Sterling (£).

The Union meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

Consolidated financial statements ('group accounts') have been prepared in respect of the charity and its wholly owned subsidiary, Origin Events Limited. The parent has taken the exemption from presenting its unconsolidated profit and loss account under section 408 of the Companies Act 2006 and as permitted by FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

Going Concern

The charity has cash resources and is supported by the University of Surrey. Having reviewed budgets, forecasts and cash-flows, the trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. They continue to believe the going concern basis of accounting appropriate in preparing the annual financial statements.

Company status

The University of Surrey Students' Union is an incorporated charity registered in the UK (Charity Number 1142479. Company Number 07470232) with its registered office at Union House, Guildford, Surrey, GU2 7XH.

The principal activities are campaigning, representation, provision of social activities and the organisation of sporting and recreational activities and opportunities.

Fund accounting

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

Unrestricted Funds representing unspent income which may be used for any activity/purpose at the Executive Committee's own discretion;

Restricted funds raised and administered by USSU for specific purposes, such as Club and Societies Accounts, as well as revenue received for purposes specified by the donor. The costs of raising and administering such funds are charged against the specific fund.

Capital grant funds are released annually in line with the depreciation policy on the capital spend.

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 July 2025

Incoming resources

All income, including grants and capital resources are recognised in the accounts when the charity is legally entitled to the income and the amount can be quantified with reasonable certainty, and on an accruals basis.

Grants received are credited to income according to the period to which they relate and treated as unrestricted unless restrictions are specified by the provider relating to spending of that income, in which case they are treated as restricted.

Income from commercial activities includes amounts received in exchange for supplying goods and services through the Union's bar, catering and retail outlets, with amounts recognised based on the date of sale.

Club and societies' income includes membership, sponsorship and grant income which is treated as restricted.

Resources Expended

Expenditure is accrued as soon as a liability is considered probable, discounted to present value for longer term liabilities. Expenditure includes irrecoverable VAT and comprises the direct and indirect costs of delivering public benefit.

Other central overhead costs are apportioned to charitable and other projects/activities on a usage basis, pro

Tangible fixed assets and depreciation

Fixed assets are stated at cost less accumulated depreciation. Equipment, fixtures and fittings are included at cost. Depreciation is provided at the following annual rates in order to write the cost of assets off over their estimated useful lives:-

Fixtures and Fittings	10% per annum straight line
Equipment	10 - 33% per annum straight line
Computer Hardware	20 - 50% per annum straight line
Computer Software	20 - 33% per annum straight line

Termination benefits

Termination benefits are accounted following a commitment by legislation, by contractual or other agreements with employees to make payments (or provide other benefits) to employees when the Union terminates their employment.

Stocks

Stock is valued at the lower of cost and net realisable value.

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 July 2025

Debtors

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

Cash at bank and in hand

Cash at bank and cash 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.

Creditors and provisions

Creditors and provisions are recognised where the charity 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.

Financial Instruments

The charity holds only financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments include cash debtors and creditors. Debtors and creditors are initially recognised at transaction value and subsequently measured at fair value. Cash is cash at bank and in hand.

Pensions

The Union now operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year. Differences between contributions payable in the year and paid are shown as accruals or prepayments in the balance sheet.

Judgements and key sources of estimation uncertainty

Judgements and key sources of estimation uncertainty are detailed in the above accounting policies, where applicable. The directors consider that there are no material judgements in applying accounting policies or key sources of estimation uncertainty.

Leased Assets

Rentals payable under operating leases are charged as expenditure on a straight line basis over the period of the lease.

Taxation

The Union meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the Union is potentially exempt from taxation in respect of income or capital gains received within categories covered by part 11, chapter 3 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

2. DONATIONS AND LEGACIES

	Unrestricted Funds 2025 £	Restricted Funds 2025 £	Total Funds 2025 £	Total Funds 2024 £
University Block Grant	1,530,385	-	1,530,385	1,481,305
	<u>£ 1,530,385</u>	<u>£ Nil</u>	<u>£ 1,530,385</u>	<u>£ 1,481,305</u>

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 July 2025

2. DONATIONS AND LEGACIES (continued)

Comparative donations and legacies

	<i>Unrestricted Funds 2024 £</i>	<i>Restricted Funds 2024 £</i>	<i>Total Funds 2024 £</i>
<i>University Block Grant</i>	<i>1,481,305</i>	<i>-</i>	<i>1,481,305</i>
	£ 1,481,305	£ Nil	£ 1,481,305

3. INCOME FROM OTHER TRADING ACTIVITIES

	Unrestricted Funds 2025 £	Restricted Funds 2025 £	Total Funds 2025 £	<i>Total Funds 2024 £</i>
Rental income	182,783	-	182,783	162,572
Event income	327,713	-	327,713	293,068
Other income from activities	19,586	-	19,586	15,104
	£ 530,082	£ Nil	£ 530,082	£ 470,744

Comparative income from other trading activities

	<i>Unrestricted Funds 2024 £</i>	<i>Restricted Funds 2024 £</i>	<i>Total Funds 2024 £</i>
<i>Rental income</i>	<i>162,572</i>	<i>-</i>	<i>162,572</i>
<i>Event income</i>	<i>293,068</i>	<i>-</i>	<i>293,068</i>
<i>Other income from activities</i>	<i>15,104</i>	<i>-</i>	<i>15,104</i>
	£ 470,744	£ Nil	£ 470,744

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 July 2025

4. INVESTMENT INCOME

	Unrestricted Funds 2025 £	Restricted Funds 2025 £	Total Funds 2025 £	Total Funds 2024 £
Interest receivable from:				
Bank interest	9,839	-	9,839	6,859
	<u>£ 9,839</u>	<u>£ Nil</u>	<u>£ 9,839</u>	<u>£ 6,859</u>

Comparative investment income

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £
Interest receivable from:			
Bank interest	6,859	-	6,859
	<u>£ 6,859</u>	<u>£ Nil</u>	<u>£ 6,859</u>

5. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds 2025 £	Restricted Funds 2025 £	Total Funds 2025 £	Total Funds 2024 £
Clubs and Societies	-	929,213	929,213	826,745
Primary purpose trading	740,887	-	740,887	692,266
	<u>£ 740,887</u>	<u>£ 929,213</u>	<u>£ 1,670,100</u>	<u>£ 1,519,011</u>

Comparative income from charitable activities

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £
Clubs and Societies	-	826,745	826,745
Primary purpose trading	692,266	-	692,266
	<u>£ 692,266</u>	<u>£ 826,745</u>	<u>£ 1,519,011</u>

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 July 2025

6. RESOURCES EXPENDED

	Cost of sales £	Staff Costs £	Other direct costs £	Support costs £	Total 2025 £
Cost of charitable activities					
Clubs and societies	-	232,687	1,089,782	45,294	1,367,763
Central	-	151,401	93,254	39,439	284,093
Community	391,697	550,380	358,733	62,554	1,363,364
Support	-	260,325	2,940	56,797	320,062
Voice	-	251,958	19,046	54,251	325,255
Total charitable expenditure	<u>£ 391,697</u>	<u>£ 1,446,751</u>	<u>£ 1,563,754</u>	<u>£ 258,335</u>	<u>£ 3,660,537</u>

Restricted expenditure amounting to £904,402 (2024 - £849,750) related to activities for clubs and societies are reported under other direct costs in this note

Comparative resources expended

	Cost of sales £	Staff Costs £	Other direct costs £	Support costs £	Total 2024 £
Cost of charitable activities					
Activities	-	231,666	989,765	81,367	1,302,798
Central	-	154,816	41,288	71,897	268,001
Community	436,426	569,044	289,223	101,367	1,396,060
Support	-	261,820	(20,007)	81,367	323,180
Voice	-	224,077	(17,488)	81,367	287,956
Total charitable expenditure	<u>£ 436,426</u>	<u>£ 1,441,419</u>	<u>£ 1,282,781</u>	<u>£ 417,365</u>	<u>£ 3,577,995</u>

Restricted expenditure amounting to 849750 related to activities for clubs and societies are reported under other

Resources expended include:

	2025	2024
Auditors' remuneration:		
Audit fee	24,875	25,951
Depreciation - on owned assets	55,817	53,437

Details of staff costs are given in Note 9.

Details of administration costs is given in Note 8.

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 July 2025

7. CENTRAL OVERHEAD COSTS

Central costs below are included in the resources expended in note 6.

	Rent £	Other costs £	Total £
Cost of charitable activities			
Activities (C&S)	20,000	25,294	45,294
Central	10,530	28,909	39,439
Community	40,000	22,554	62,554
Support	20,000	36,797	56,797
Voice	20,000	34,251	54,251
expenditure	<u>110,530</u>	<u>147,805</u>	<u>258,335</u>

Comparative central overhead costs

	Rent £	Other costs £	Total £
Cost of charitable activities			
Activities (C&S)	20,000	61,367	81,367
Central	10,530	61,367	71,897
Community	40,000	61,367	101,367
Support	20,000	61,367	81,367
Voice	20,000	61,367	81,367
Total charitable expenditure	<u>110,530</u>	<u>306,835</u>	<u>417,365</u>

8. ADMINISTRATION COSTS

	2025 £	2024 £
Insurance	86,614	64,182
Premises costs	176,240	173,247
Office running costs	206,275	190,349
Audit Fee	24,875	25,951
Training and Development	98,040	99,617
IT and equipment costs	37,811	26,617
Depreciation	55,818	53,438
Trustees & meeting expenses	2,008	3,735
	<u>687,681</u>	<u>£ 637,136</u>

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 July 2025

9. STAFF NUMBERS AND COSTS

	2025	2024
	£	£
Wages and salaries	1,252,255	1,250,696
Social security costs	107,540	98,155
Pension costs	85,891	85,954
Staff accrued holiday pay	1,065	6,619
Other staff costs	0	(5)
	<u>1,446,751</u>	<u>£ 1,441,419</u>

The average weekly number of employees, head count, during the period was:

	Number	Number
Permanent staff	27.0	29.0
Student staff	80.0	148.0
	<u>107.0</u>	<u>177.0</u>

	£	£
The cost of key management was as follows:		
Sabbatical Officers	133,762	104,377
Senior management	242,069	347,995
	<u>£ 375,831</u>	<u>£ 452,372</u>

Number of Sabbatical Officers	<u>4</u>	<u>4</u>
-------------------------------	----------	----------

One (2024 - One) employee received remuneration of more than £80,000.
The accounts include termination payments totalling £39,573 (2024 - £Nil).

The key management personnel of the Charity are those persons having authority and responsibility for planning, directing and controlling the activities of the Charity, directly or indirectly, including any Trustee of the Charity. In addition to the Trustees, key management personnel includes the Sabbatical Officers and senior management.

Full time sabbatical officers in post were paid an average annual salary of £22,754 (2024: £25,191). Total costs are shown in note 9.

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 July 2025

10. TRUSTEES REMUNERATION AND BENEFITS

Sabbatical officers are paid as authorised in the Union's governing document, for the representation, campaigning and support work they undertake as distinct from their trustee responsibilities. This work included voicing student opinion with the University and local community, defending and extending the rights of students through petitions etc. and also organising and supporting student volunteers and service provision for them. Details are included in note 9.

No members of the Board of Trustees received reimbursement of expenses (2024 - £nil).

11. Taxation

University of Surrey Students' Union is a registered charity and is potentially exempt from taxation in respect of income and capital gains received within the categories covered by 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 to charitable purposes.

12. TANGIBLE FIXED ASSETS

	Fixture & Fittings £	Equipment £	Software and Hardware £	Total £
Cost				
At 1 August 2024	912,696	245,733	227,111	1,385,540
Additions	-	5,936	-	5,936
At 31 July 2025	912,696	251,669	227,111	1,391,476
Depreciation				
At 1 August 2024	844,819	130,920	227,111	1,202,850
Charge for the year	17,339	38,478	-	55,817
At 31 July 2025	862,158	169,398	227,111	1,258,667
Net book value				
At 31 July 2025	£ 50,538	£ 82,271	£ Nil	£ 132,809
At 31 July 2024	£ 67,877	£ 114,813	£ Nil	£ 182,690

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 July 2025

13. INVESTMENTS

	Investments in subsidiary undertakings £
Cost	
At 1 August 2024	1
At 31 July 2025	<u>£ 1</u>

The company holds 20% or more of the share capital of the following companies:

Company	Country of registration or incorporation	Shares held Class	%
Origin Events Limited (Reg no. 05048518)	England and Wales	Ordinary	100

14. INVESTMENT IN SUBSIDIARIES

The results and capital of Origin Events Limited were as follows:

	2025 £	2024 £
Turnover	1,141,310	1,092,495
Expenditure	<u>(1,098,970)</u>	<u>(1,118,757)</u>
	42,340	(26,262)
Gift aid donations to Charity	-	(144,152)
Profit/(loss) in the year	42,340	(170,414)
Retained profit brought forward	<u>(26,262)</u>	<u>144,152</u>
Retained profit brought forward	<u>£ 16,078</u>	<u>£ (26,262)</u>
Current assets	<u>272,528</u>	<u>293,014</u>
	272,528	293,014
Liabilities	<u>(256,450)</u>	<u>(319,276)</u>
Net assets	<u>£ 16,078</u>	<u>£ (26,262)</u>
Share capital	1	1
Reserves	16,077	(26,263)
Capital and reserves	<u>£ 16,078</u>	<u>£ (26,262)</u>

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 July 2025

15. DEBTORS	Charity 2025 £	Group 2025 £	Charity 2024 £	Group 2024 £
Due within one year				
Trade debtors	26,367	93,651	22,105	121,105
Due from group undertakings	169,869	-	262,061	-
Prepayments	6,583	8,143	30,671	36,231
Other debtors	1,314	1,314	571	32,718
	<u>£ 204,133</u>	<u>£ 103,108</u>	<u>£ 315,408</u>	<u>£ 190,054</u>

16. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Charity 2025 £	Group 2025 £	Charity 2024 £	Group 2024 £
Trade creditors	40,547	47,506	78,959	121,254
Social security and other taxes	41,067	69,721	48,334	48,334
Other creditors	35,752	78,719	6,127	7,704
Accruals	35,741	43,741	53,399	66,892
	<u>£ 153,107</u>	<u>£ 239,687</u>	<u>£ 186,819</u>	<u>£ 244,184</u>

17. STATEMENT OF FUNDS

	Brought Forward £	Incoming Resources £	Resources Expended £	Transfers and investment gains/(losses) £	Carried Forward £
RESTRICTED FUNDS					
Clubs and Societies	164,600	929,213	(904,402)	-	189,411
	<u>£ 164,600</u>	<u>£ 929,213</u>	<u>£ (904,402)</u>	<u>£ Nil</u>	<u>£ 189,411</u>
SUMMARY OF FUNDS					
Subsidiary companies	(26,262)	1,141,310	(1,098,970)	-	16,078
General Funds	558,297	1,669,883	(1,657,165)	-	571,015
	<u>532,035</u>	<u>2,811,193</u>	<u>(2,756,135)</u>	<u>-</u>	<u>587,093</u>
Restricted Funds	164,600	929,213	(904,402)	-	189,411
	<u>£ 696,635</u>	<u>£ 3,740,406</u>	<u>£ (3,660,537)</u>	<u>£ Nil</u>	<u>£ 776,504</u>

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 July 2025

17. STATEMENT OF FUNDS (continued)

Comparative statement of funds for the year ended 31 July 2024

	<i>Brought Forward</i>	<i>Incoming Resources</i>	<i>Resources Expended</i>	<i>Transfers and investment gains/(losses)</i>	<i>Carried Forward as at 31 July 2024</i>
	£	£	£	£	£
RESTRICTED FUNDS					
<i>Clubs and Societies</i>	187,605	826,745	(849,750)	-	164,600
	<u>£ 187,605</u>	<u>£ 826,745</u>	<u>£ (849,750)</u>	<u>£ Nil</u>	<u>£ 164,600</u>
SUMMARY OF FUNDS					
<i>Subsidiary companies</i>	144,152	1,092,495	(1,118,757)	(144,152)	(26,262)
<i>General Funds</i>	464,954	1,558,679	(1,609,488)	144,152	558,297
	<u>609,106</u>	<u>2,651,174</u>	<u>(2,728,245)</u>	<u>-</u>	<u>532,035</u>
<i>Restricted Funds</i>	187,605	826,745	(849,750)	-	164,600
	<u>£ 796,711</u>	<u>£ 3,477,919</u>	<u>£ (3,577,995)</u>	<u>£ Nil</u>	<u>£ 696,635</u>

18. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds		Restricted Funds	Total Funds
	Designated Funds	General Funds	Funds	Funds
	£	£	£	£
Tangible fixed assets	-	132,809	-	132,809
Net current assets	-	454,284	189,411	643,695
	<u>£ Nil</u>	<u>£ 571,015</u>	<u>£ 189,411</u>	<u>£ 776,504</u>

Comparative analysis of net assets between funds

	Unrestricted Funds		Restricted Funds	Total Funds
	Designated Funds	General Funds	Funds	Funds
	£	£	£	£
<i>Tangible fixed assets</i>	-	182,690	-	182,690
<i>Net current assets</i>	-	349,345	164,600	513,945
	<u>£ Nil</u>	<u>£ 558,297</u>	<u>£ 164,600</u>	<u>£ 696,635</u>

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 July 2025

19. PENSION COMMITMENTS

In 2011 the Union moved from a defined benefit to a defined contribution retirements benefit scheme. As part of the arrangement, the liability for deficits relating to past service of TUPE employees remained with the University. The Union pays contributions for TUPE employees at a rate of 16% of pensionable salary for former members of USS and 16.4% for former members of LGPS. The pension contribution rate for staff commencing employment after 1st August 2011 is 4% and the rate for those on the auto enrolment scheme is 3%. However, from January 2023 employer contributions for all staff who were not TUPE employees was 8%. The total pension cost for the year was £85,891 (2024: £85,954).

20. RELATED PARTIES

The Union is in receipt of a recurrent grant from the University of Surrey of £1,530,385 (2024:£1,481,305). The year end net balance owed by the University was £47,643 (2024: owed from £32,715). The sabbatical members of the executive committee receive remuneration for their services as provided for within the Constitution. The aggregate amount payable under such contracts in the year was £133,762 (2024: £111,121).

The charity has a wholly owned subsidiary, Origin Events Limited, which is a related party under FRS 102. However, as the subsidiary's results are consolidated into the group financial statements, transactions between the charity and the subsidiary are not separately disclosed. The results of the subsidiary are presented in Note 14.

21. CONTROLLING PARTY

Ultimate control of the University of Surrey Students' Union rests with its membership, represented by the Union Trustee Board.

23. LEASING COMMITMENTS - GROUP AND UNION

At 31 July 2025 the Union had annual commitments under non-cancellable operating leases as detailed below:

	2025	2024
	£	£
Plant and Machinery		
Operating leases expiring within one year	50,254	59,482
Operating leases expiring within more than	150,457	

Lease payments during the year were £59,482 (2024: £121,832).

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended 31 July 2025

22 COMPARATIVE CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES

	<i>Unrestricted Funds 2024 £</i>	<i>Restricted Funds 2024 £</i>	<i>Total Funds 2024 £</i>
INCOME AND ENDOWMENTS FROM:			
Donations and legacies	1,481,305	-	1,481,305
Charitable activities	692,266	826,745	1,519,011
Other trading activities	470,744	-	470,744
Investments	6,859	-	6,859
TOTAL	2,651,174	826,745	3,477,919
EXPENDITURE ON:			
Charitable activities	2,728,245	849,750	3,577,995
Net expenditure	(77,071)	(23,005)	(100,076)
NET MOVEMENT IN FUNDS	(77,071)	(23,005)	(100,076)
TOTAL FUNDS AT 31 JULY 2023	609,106	187,605	796,711
TOTAL FUNDS AT 31 JULY 2024	£ 532,035	£ 164,600	£ 696,635

Accounts

Registered Charity No: 1142479
Registered Company No: 07470232

UNIVERSITY OF SURREY STUDENTS' UNION

**TRUSTEES' REPORT AND CONSOLIDATED FINANCIAL
STATEMENTS**

FOR THE YEAR ENDED 31 JULY 2024

UNIVERSITY OF SURREY STUDENTS' UNION

Contents

	PAGE
Administrative information	1 - 2
Report of the Trustees (including Trustees' Responsibilities statement)	3 – 18
Auditors' Report	19 – 22
Statement of Consolidated Financial Activities	23
Consolidated Balance Sheet	24
Union Balance Sheet	25
Consolidated Statement of Cash Flows	26
Notes to the Financial Statements	27 – 36

UNIVERSITY OF SURREY STUDENTS' UNION

ADMINISTRATIVE INFORMATION

Charitable Status

The University of Surrey Students' Union (USSU) is an incorporated charity (Company Limited by Guarantee) established under the Education Act 1994 and registered with the Charity Commission (No. 1142479) and Companies House (No. 07470232).

Principal Address

Union House, Stag Hill, University of Surrey, Guildford, Surrey, GU2 7XH.

Charity Trustees

	<u>Aug 2023/24</u>	<u>Aug 2024/25</u>
Full-time (Sabbatical) Officers		
President & Chair of Trustees	Jo Ting Yau	Liam White
VP Community	Oluwakayode David Idowu (resigned 31.08.23)	Matt Aikin
VP Support	Liam White	Samantha Buss
VP Activity	Amy Obi	Ravi Kant
VP Voice	Kiara Kataike-Lunani	Luana Vasconcelos
Part-time (Non-sabbatical) Officer		
Union Chair	Amel Boukabous	Tara Notash
External Trustees		
	Amanda Massie	Amanda Massie
	Matthew Dutton	Matthew Dutton
	Martine Carter	Martine Carter
	Anne Milton	Anne Milton
	Shilpi Sahai	Shilpi Sahai

Part-time Executive Officers (Non trustees)

2023/24

Voice zone officers:

Luana Vasconcelos
Chelsea Okyere
Molly Judd
Archie Jones
Roshni Kaur Bhambra

Support zone officers:

Frey Turner
Isobel Adamyk
Akeya Herbert
Namrata Shah

Activity zone officers:

Team Surrey Chair - Joshua Powell
Societies chair - Alexandre Symeonidis-Herzig

Activity zone:

Hritika Shah
Shadrach Brando
Sophie Lodge

Community Zone officers:

Michael Yeung
Zac Vigar
Matt Cockfield-Hall
Abisola Adeolu

RAG Chair - Dhanraj Singh Puri

UNIVERSITY OF SURREY STUDENTS' UNION ADMINISTRATIVE INFORMATION

2024/25

Societies Chair	Vacant
Team Surrey Chair	Millie Monger-Gilford
Activity Zone	Hannan Ahmad
Activity Zone	Shubham Choudhary
Activity Zone	Sharon Chandrashekar
RAG Chair	Jaden Ogulade
Community Zone	Feyi Salami Salami
Community Zone	Risper Okello
Community Zone	Nehal Boobna
Support Zone	Natalie Savva
Support Zone	Leoni Williams
Support Zone	Bekah Owolabi
Support Zone	Christina Joseph Kamble
Support Zone	Ben Matthews
Voice Zone	James Mitchell
Voice Zone	Christian Bergvoll
Voice Zone	Archie Jones
Voice Zone	Jenny Jackson
Voice Zone	Deeya Varsani

Auditors

Crowe U.K. LLP
Statutory Auditor
R+ Building
2 Blagrove Street
Reading
Berkshire
RG1 1AZ

Bankers

National Westminster
Bank Plc
151 High Street
Guildford
Surrey
GU1 3AH

Solicitors

Warner Goodman LLP
Compass House
1-3 The Avenue
Southampton
SO17 1XG

USSU employs a Chief Executive Officer to work closely with the Executive Officers and ensure effective management of the charity as head of a senior management team as follows: -

Chief Executive Officer
Deputy CEO
Head of People and Representation

Alex McKee
Debra Rideout
Kath Phillips

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 JULY 2024

The Board of Trustees present their Annual Report for the year ended 31 July 2024 which includes the administrative information set out on page 1, together with the audited accounts for that year.

Structure, Governance and Management

Surrey Students' Union is constituted under the Education Act 1994 as a charity (see page 1) with internal regulations or Rules approved by the governing body of the University of Surrey. The Union is a Company Limited by Guarantee. The Charitable Company's Memorandum and Articles of Association are the primary governing documents. Each member of the Charitable Company undertakes to contribute to the owners of the Charitable Company in the event of it being wound up, while they are a member, such amount as may be required, and not exceeding £1.

Surrey Students' Union charitable Objects under the Act, to advance the Universities' educational purposes by providing representation and support for the students at the University, are supplemented by the further Object of helping members to develop their own charitable activities as active participants in civil society.

Surrey Students' Union is governed by the Board of Trustees, made up of five Sabbatical Officers, the Union Chairperson, two Student Trustees and four External Trustees and a University Trustee. The five posts of President, VP Voice, VP Support, VP Community and VP Activity are full-time, or 'sabbatical', posts remunerated as authorised by the Education Acts and cannot exceed two years' duration for each holder. The five full-time Officers, Union Chairperson, Student Trustees, University Trustee and External Trustees are regarded as the charity trustees of Surrey Students' Union for the purposes of the Charities Acts.

Arrangements for setting pay and remuneration of key management personnel

Pay and remuneration of key management personnel is determined by a variety of contributory factors, such as, the size of the Students' Union, the pay scales for each role e.g., sabbaticals, CEO etc., and the level of experience of the staff member. In addition to this, levels of pay may be affected by the ability to recruit key management personnel and retain them in post, which all coincides with the student union's appointment and pay policies. All amendments to the pay and remuneration for the Chief Executive Officer is discussed and agreed by the Board of Trustees. The day to day running of the Union is delegated to the Chief Executive Officer. All other changes to pay and remuneration is made by the Chief Executive Officer as detailed in the Delegation of Authority document, agreed annually by the Board of Trustees.

Risk Management

The Finance & Risk Committee has examined the major strategic, business and operational risks faced by Surrey Students' Union in particular those relating to governance, finance, student experience, health and safety, organisation, operations, reputation, HR and ICT. A risk register has been established and is reviewed at least annually.

The Students' Union prime risks are:

- Failure to manage costs, improve efficiency and maintain financial stability. Current mitigation: Annual budgets, detailed monitoring and production of monthly finance reports. Operations Committee meet on a monthly basis and there are quarterly trustee meetings.
- Loss or reduction in annual subvention. Current mitigation: Continuing cooperation with the university, encouragement of positive links from Sabbatical officers to key University personnel. Transparency of the Surrey Students' Union core aims and objectives.
- Failure to improve the student experience. Current mitigation: Implementation of the Zone structure enabling VPs to complete their manifestos.

Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Budgetary and internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers and participants on all activities organised by the Union. Staff training and development are in place to ensure staff are aware of the risks and have the necessary skills and ability to complete the designated role. KPI's are regularly reviewed to pick up any early warning signs that issues may be these occurring. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2024

Group structure

The Students' Union has a wholly owned subsidiary, Origin Events Limited. See Note 8 for further details.

Aims, Objectives and activities

The Board of Trustees passed a new Strategic Plan in 2024 which sets out the Union's vision as '*Making sure our students have the best Surrey Life*'.

The Union's mission statement is:

We want our students to have the best Surrey life by:

- *Improving their education and student life through representing their student voice*
- *Helping them enjoy their time through learning new skills and participating in our activities*
- *Ensuring they feel a sense of belonging through our community initiatives and vibrant social life in our venues*
- *Being by their side, no matter what, through our support initiatives, campaigns and services.*

The strategy sets out the six main objectives as follows:

- Your Education. **We will** empower students and work with them to transform their education.
- Your Wellbeing. **We will** advocate for our students and have a positive impact on their everyday life.
- Your Belonging. **We will** help students feel part of a community and to make memories.
- Your Voice. **We will** listen to students and maximise their influence.
- Your Future. **We will** support students' personal development to achieve their future goals.
- Your Union. **We will** be an excellent, professional organisation that students can rely on.

In pursuit of these aims for public benefit, The University of Surrey Students' Union will ensure the diversity of its membership is recognised, valued and supported. As an organisation, it has established services for use by its members and to support its work with the University and other organisations on behalf of students. These include the Students' Union support service, volunteering and training, diverse student activities, and support for student sports clubs and societies, alongside our commercial activities which include our Rubix nightclub and Manor Park Social. The Sabbatical Officers of the Union sit on the majority of the committees of the University of Surrey and meet regularly with department and central service heads on campus.

The charity trustees have complied with their duty as determined by Section 17(5) of the Charities Act 2011 having due regard to the Charity Commission's published general guidance concerning the operation of the public benefit requirement.

Representation Priorities

In October, the Union Officers worked together as a team to create our Representation Priorities for presentation at the University Students' Union Committee, our highest-level strategic committee with the University. We were keen to incorporate the previous year's strong focus on the cost-of-living crisis, ensuring that this remained a strong thread in the document. We also included key themes including student engagement and participation, celebrating diversity, and focusing on assessment and feedback in terms of academic quality. This work proved extremely useful as the year went on, as we faced the challenge of responding to the University's Financial Resilience Plan.

University Financial Resilience

In March 2024, the University announced that, like many other UK Universities, it would need to take action in the face of financial challenges in order to remain sustainable for years to come. The Financial Resilience Plan involved a programme of enhanced voluntary severance being opened across the majority of University academic and professional services departments, with the aim to make savings of £10 million.

In response to this, the Union invited students to give feedback on their concerns about these cuts affecting their student experience and outcomes. The Union's officers worked together to combine student feedback with an analysis of the possible impact of the University's Financial Resilience Plan by focusing on the representation priorities that were agreed in the autumn. The Union produced a policy on the Financial Resilience Plan which was passed by Union Forum and presented to the University's Executive Board members. The University responded positively to the Union's policy including holding open discussions regarding the possible impact on our postgraduate research community.

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2024

Union Strategy 2024-27

We began the year knowing that a key focus would be producing a new Union Strategic Plan. We launched a broad student consultation exercise as part of our autumn Speak Week campaign, asking students what they would change about their experience of the Union, and their perceptions of our organisational values. Participation in this exercise was strong and provided us with robust data from our members which we used to produce our new strategic themes, alongside a wide range of data gathered through our Student Life Pulse survey, and through a consultation with Union officers and staff. Our new strategy was officially passed by our Board of Trustees in April 2024, and we are now setting year one objectives to begin the three-year plan.

National Student Survey (NSS)

On Wednesday 10 July, the annual National Student Survey results were announced and we found out we had moved to 5th best students' union in the UK. In response we released the following statement:

'We are thrilled to announce we have risen to 5th best Students' Union in the National Student Survey (NSS) results 2024. This is a fantastic achievement, and we want to thank everyone who took part for their feedback.'

The NSS is completed by final years at universities across the country and is the biggest survey of its kind. Our position is based on the results of Question 25, which asks whether students are satisfied with their Union's representation of their academic interests.'

Achieving a top 5 position in the NSS rankings shows that we continue to be one of the best Students' Union's in the country, responding to your needs, representing your interests and supporting you to have a fantastic student experience.'

We are so proud to be your Students' Union, as we continue in our vision to make sure you have the best Surrey life.'

Access and Participation Plan Student Submission

This year, the University has submitted a renewed Access and Participation Plan (APP) to the Office for Students which explains how it will address the risks to equality of opportunity faced by Surrey students. The Union had the opportunity to contribute our own independent submission which served to provide comments on the University's APP and explain whether we felt it was ambitious and credible.

Our final submission was sent to the Office for Students at the end of May and highlights the importance of the partnership between the University and the Union to address access and participation.

Rent Reform Bill

We wrote to our Guildford MP, Angela Richardson, about the Rent Reform Bill, covering the current housing situation and the impact it has on students. We urged that the Rent Reform Bill included measures to address rent control prices, implementing safety regulations and supervisions for longer-term leases that suited the academic calendar.

University Regulations

There has been concern in the sector for some time to the potential risks posed by students who have been expelled by another educational institutions, progressing or transferring to a university without that institution being aware of the previous expulsion and potential risk that brings.

The Union understands the importance of safety on our campus and we have worked with OSCAR (Office of Student Complaints, Appeals and Regulations) to require all students to declare any previous expulsions (if any), when joining the University so that the University can undertake risk assessments, appropriate mitigation and/or refusal, if deemed necessary to ensure the safety of students.

To further this prevention across the UK, we will be speaking to our Southern Union Network of Students' Unions to ensure that they can follow in our footsteps to ensure justice in all university regulations and the commitment we all share to the safety of our students.

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2024

BAME Wall of Fame

The BAME Wall of Fame is an important and inclusive project dedicated to celebrating and honoring the outstanding achievements of past BAME (Black, Asian, and Minority Ethnic) Surrey students during their time at university in accordance with the Race Equality Charter.

This initiative aims to shine a spotlight on the remarkable contributions and accomplishments of these individuals, fostering a sense of pride and inspiration within BAME communities at Surrey. It includes guidelines on who the decision panel is, the purpose, aims and the overall physical display. This project will now be carried forward in the Access and Participation Task Group to come to fruition next year.

Graduation Pronunciations

Graduation marks the end of each individual students' journey here at Surrey - their academic achievement, extra curriculum experience; and most importantly the memories that they have created here.

We have implemented a way for students to submit voice recordings of their names to ensure correct pronunciation during the ceremony, as we know many students in the past have had their name, their identity, and overall experience ruined by mispronunciations.

These voice recordings will alleviate some pressures from the orator and most importantly make a huge impact for many students as we understand how important and significant hearing your name read out correctly is.

Student Life Pulse 2023-24

At the time of writing, we have results from Pulse 1 and 2 available. Our Pulse 1 period (October to December 2023) saw a decrease in student satisfaction across the key Pulse opportunities which were identified by our research provider, Alterline, as having the most impact on overall student satisfaction with the Union, taking this to 47%, which was consistent with the final Pulse period of the previous academic year, but a decrease of 7% on the same period last year. Results were discussed in detail, and we agreed to renew our focus on the visibility of our role and support services.

Our Pulse 2 period (January – March 2024) saw strong improvements in the key opportunities, with satisfaction increasing across the board, resulting in satisfaction improving to 50%. Compared to the same period last year, we saw each key Pulse opportunity increasing by at least 6%. It was great to see the positive change between Pulse periods and we hope to see this trend continuing in Pulse 3.

Complaints Log 2023-24

Students are directed to our website to submit complaints through our specific complaints page which contains our complaints procedure and online form. All complaints submitted using our complaints form are sent directly to the Union's Senior Management Team, who direct complaints to the relevant managers for investigation. Complaints submitted using the form are also stored in the Union's email system.

This year to date, we have received two complaints in relation to Rubix. One in relation to Rubix security which was followed up accordingly by relevant staff, and one complaint regarding a financial transaction which was resolved at the early resolution stage by our finance team. We have also received two complaints regarding student sports clubs, one of which remains ongoing at the time of writing, and another regarding kit which has been resolved.

ZONE ACTIVITY

The work of the Union is presented in four zones, Voice, Activity, Support and Community. Each zone is led by a VP with the President in overall leadership of the Union.

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2024

VOICE ZONE

Course Reps

Throughout the year we had bi-weekly engagement with our almost 500 *Course Reps* through our *Course Rep* newsletter which included celebrating our *Course Reps* of the Month as nominated by our *Head Reps* each month. We also held *Course Rep* socials in the Union in December and May and had between 50 and 80 Reps in attendance. During our second *Course Rep* social we gave out our annual *Course Rep Awards* to 25 of our Reps. This event formed part of our commitment this year to improve interactions and engagement with Reps. Next year we will be making improvements to the *Course Rep* scheme by increasing in-person Rep engagement and conducting a review into the strengths and areas for development in our approach to academic representation.

Head Reps

This year we had 18 *Head Reps* providing support to the *Course Reps* in each School. We had regular contact with the *Head Reps* through our newsletters and semesterly meetings. In these meetings, Kiara Kataike, VP Voice, met with the *Head Reps* to gather feedback and insight into the types of issues each School was facing. The *Head Reps* also assisted and helped to plan the running of two *Course Rep* socials. The *Head Reps* helped plan and host a Rep-themed quiz and with the coordination of the event on the evening itself. Next year we hope to have more in-person meetings and socials with the *Head Reps*. We will also focus on improving the training the *Head Reps* receive and filling any historic school gaps.

Student Voice Forum

We continued to run our *Student Voice Forum* events this year with all events taking place online. We saw over 150 students attend in November, 120 in February, and saw our highest attendance since the pandemic in May with over 75 students joining the forum. We were again joined by a panel of senior University management throughout the year, including the Vice-Chancellor at our Forum in May to commemorate our *Course Rep* award winners. Topics discussed over the year at our Forums included: Equality, Diversity, and Inclusion; Cost of Living; and the University's *Financial Resilience Plan*.

Union Forum

This year, the Voice Zone supported the Union Chair in conducting three *Union Forum* meetings, where all students are invited to discuss important issues with the elected Union officer team. The officer team called an emergency *Union Forum* in semester one to discuss the Union's stance on industrial action at Surrey and held two further meetings over the remainder of the year.

In semester two, the officer team discussed financial resilience and passed a policy detailing the stance and actions to be taken by the Union in supporting the interests of students during the University's *Financial Resilience Plan*.

Development plans for *Union Forum* in 24-25 will include improvements to our approach to Union policy and the improvement of officer and student engagement with Union Forum to maximise the influence of the Officer team.

Surrey Decides

Due to three vacancies in the officer team at the beginning of the academic year, we ran a bye-election in October under our umbrella election brand *Surrey Decides*. The bye-election ran on a streamlined version of the main election timetable, with one week for nominations, and one week for campaigning including a short voting period, and an online Question Time event chaired by an experienced student chair. We received 12 nominations for the three positions available. Each position was contested, and all candidates took part in the online Question Time event. 890 students cast at least one vote during the bye-election, casting a combined 1493 votes across both contests.

The nomination process for our main officer elections, began at the start of semester two. This year, we received 97 nominations across our available officer positions, marking an increase of 22 from last year and the highest candidate numbers since 2019. Nominations were particularly strong for Voice and Support Zone Committee, and all Sabb roles were contested. This year, the VP Voice and Union President lead the optional officer training, running a 'crafternoon' session at the end of the training and providing food for candidates.

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2024

In-person Question Time events were again hosted across the Sunday, Monday, and Tuesday night at Rubix, chaired by both new and returning student chairs. Pundits Corner was hosted by the Union President and provided commentary in conversation with University and community colleagues. Electronic voting opened after the conclusion of the final debate, promoted across all Union channels.

We significantly improved our presence on campus during voting, hosting voting stalls across campus and encouraging voting through promotion of our prize draw. Turnout in the most contested election contest was 2,567, with 3,502 unique voters casting 23,392 votes cast across all contests. We reached an overall turnout of 20.9%, a strong increase compared to 2023.

AGMS and EGMS

This year, the Voice Zone facilitated 47 Extraordinary General Meetings (EGMs) for dormant and new societies and clubs, and to replace resigned signatories. During Annual General Meeting (AGM) season in semester two, 145 valid AGMs took place, 137 of which were self-officiated by outgoing signatories, an increase from 75 self-officiated AGMs in 22-23. The priority for next year is to fully re-design the AGM and EGM election system to improve the process for Union staff and officers, and for group committees.

Speak Week

In 23-24 we ran two *Speak Week* campaigns, providing students opportunities to provide feedback about their experiences at the University. In November, run in parallel with our strategy student consultation, we gathered 1,596 pieces of feedback from students and held focus groups with 28 students across different levels of study, from first-year undergraduates to PGRs.

In May, we gathered 406 pieces of feedback and had 23 attendees across each faculty in our focus groups. The key priorities for students relating to their experiences with the University are the affordability and accessibility of campus facilities, and improvements to the academic experience at Surrey. Priorities for changes to Union-provided services focused on nightlife; events and venues; and support for clubs and societies. Common themes across feedback for both institutions include wellbeing support and communication, and support to address the impact of the cost-of-living crisis.

Union Strategy Student Consultation

Alongside *Speak Week* in November, the Voice Zone led the Union's student consultation to inform the development of the Union's new strategic plan which launched this year, setting the strategic direction of the Union from 2024 – 2027. Key student groups including *Zone Committees*, the *Equality Network*, *Course Reps*, and *Student Voice Forum* attendees were consulted directly, with all students able to contribute via the insight gathered during *Speak Week*; by answering targeted questions via our social media channels; and at our *Speak Week* outreach stalls. The feedback shared during the consultation helped ensure that the key themes identified from our existing student insight were aligned with the current priorities of our student members.

Student Equality Network

The *Student Equality Network* is a group of students who are passionate about promoting equality at Surrey, and who help ensure the Union is well-informed about the experiences of the different groups who make up our diverse student community. This year, the *Network* has held monthly meetings where volunteers shared their views and offered feedback which help shape how the Union supports students through their time at university. The *Network* has helped the Voice Zone during *Speak Week* by sharing their feedback to our core questions and consulted on the new Union strategy. As a result of the *Network* meetings, the training for *Course Reps* is currently being reviewed to include more EDI-focused training. Next year we hope to have more consultation with the *Network* and equip them to run their own events and campaigns.

Disability and Accessibility at Surrey Student Group

The *Disability and Accessibility Group's* purpose is to act as an opportunity for students to discuss issues of accessibility with the Union and with University staff including staff from the Chief Students' Officer's directorate and the University Estates team. The group began meeting in November 2023 and has been an opportunity for students to raise a variety of issues faced by students such as access to campus buildings, disabled toilets, and the accessibility of lecture-capture software. One notable change made by the group is the introduction of a new programme that transcribes lectures for students. Students have also raised several accessibility issues on campus which have been dealt with by the Estates team.

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2024

Financial Resilience

During Semester 2, the University announced measures to reduce spending and improve income generation to account for the financial challenges being faced by Higher Education institutions nationally and to address the difficult financial position of the University. The Voice Zone helped inform the Union's response to these measures – known as the *Financial Resilience Plan* - by gathering student feedback about the changes and organising the passing of a *Financial Resilience* policy at an emergency *Union Forum*. This comprehensive policy set out the actions that the Union would take, to prioritise the protection of the student experience and the representation of student interests in conversation with the University about the implementation of their plan.

University Projects and Committees

The VP Voice has also made a number of contributions to the student experience through their membership on a number of University committees and as a member of several project working groups. Through *University Education Committee*, Kiara, as VP Voice, has advocated in support of joint Union and OSCAR papers concerning a suite of amendments to the *Student Regulations and Procedures* for the 2024-25 academic year including appeals, complaints and misconduct. Although many of these changes were minor amendments, they ensure that the University consistently remains to be a safe and fair place. Through Senate – The VP Voice has contributed their views on the introduction of the new *Surrey Online Learning* programmes, ensuring that University and Union documents/codes of practice are fit for students completing fully remote learning. The VP Voice has also contributed to more specific projects, including as part of the Union's consultation on the restructuring of the Chief Students' Officer directorate to ensure that all foreseeable student concerns have been addressed in the early stages, ensuring a smooth transition for the new academic year.

As part of her attendance at Stagecoach Buses quarterly meetings, Kiara has also addressed student concerns regarding the reliability of the service and escalated issues students were having with the night bus service, particularly for students living at Hazel Farm.

ACTIVITY ZONE

Engagement

This year saw great growth for the Activity Zone, with over 9,063 students involved in a form of physical activity and many more engaged in extracurricular ambitions through our societies. This dedication is represented by the 9,541 memberships bought through the Union as well as the hundreds of thousands of volunteering hours committed by our Clubs' committees.

Team Surrey

Team Surrey has had a great year, jumping an impressive eight spaces on the BUCS leader table from 33 last year to 31. Within this overall improvement, we have also had some key club successes.

BUCS Successes

- The Squash M1 team had a very successful year, having been promoted to the Premier Division next season, putting them in the top 8 University teams across the country
- Polo took part in the SUPA winter nationals this spring, with their novice combined team placing 1st and the M2 team placing 3rd.
- Fencing came home with 6 medals following their wins at the BUCS Individual Competition in February.
- Equestrian's B team competed at the BUCS Trophy League Nationals this summer. The team placed 2nd in dressage and 3rd in show jumping, securing an overall 2nd place finish.
- Cheerleading teams Levels 1 and 3 had another successful year. Level 1 were awarded 3rd at the Future Cheer University Nationals, 1st at the ICC University Nationals and 1st at Legacy Cheer Alpha and Omega.

Conference Final Winners

- Surrey Men's 1 Badminton
- Surrey Men's 2 Rugby
- Surrey Women's 1 Football
- Surrey Men's 1 Volleyball
- Surrey Men's 4 Football
- Surrey Mixed Golf

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2024

International Success

In January two students from Men's Rugby started for England's U20 squad in a Six Nations warm-up match against Bath Academy. Lucas Schmid started at number eight and scoring with Ben Wagborne at outside centre. Both students are currently enrolled on our Business Management course and represent the university in BUCS for the men's 1XV.

On the international stage, Jemima Hince competed in South Africa as a member of the GB U25 rifle team in March. She competed in the South African National Championships (1st for the Women's category), the U25 Individual World Championships (3rd place), the U25 Team World Championships (1st) and the Long-Range World Championships (49th in the world and 3rd in U25).

DisABILITY Week

DisABILITY Week gave students an amazing opportunity to try out disability friendly sports for the first time. After a successful launch in 2022, DisABILITY Week gave students another chance this year to try out disability friendly sports at Surrey Sports Park. A key highlight was the Wheelchair Tennis event with high attendance and inspiration for the future of the sport within Team Surrey. At Surrey Sports Park, with the team collaborating with Team Surrey by getting involved and promoting activities such as Boccia, Sitting Volleyball and a very successful turnout for Wheelchair Tennis!

Forever Surrey Fund This year, Team Surrey including members from SSP, the Students' Union and VP Activity were part of a Panel with the University Advancement team to decide on funding to support the various clubs and societies on our programme. After some inspiring and exciting submissions, the University kindly funded 11 Clubs and 3 Societies with a total of £52,687 awarded. This ongoing support helps to ensure the long-term vision of our student activities.

Varsity

Varsity returned to Royal Holloway this year, with hundreds of students heading to Egham to compete and support their fellow students. The journey over was worth it though, as Team Surrey won for our 12th consecutive trophy. The event also was followed up with our busiest Rubix event of the year, as all the clubs celebrated their win!

Gradsport

Gradsport returned again this summer to Surrey Sports Park for its 10th year as current students competed against alumni as old friends returned and fierce rivalries were rekindled out on the field. A great success with over 1000 students competing playing 42 fixtures across 26 different sports, team Alumni took the honours this year.

Female Takeover

Female Takeover saw Surrey Sports Park closed to the public for Saturday evening as over 100 women came along to enjoy some inclusive fitness sessions and gym access, without the pressure and stress of the everyday gym experience. From self-defence classes to learning to Powerlift the event has shown to be a success three years running.

WBC Training

Two *Wellbeing Champion* sessions were run across the year with every Club and Society committing at least one member to be fully trained by our Support Zone team on a variety of skills including - active listening, boundaries and bystander intervention training.

Union Ball and Colours Ball

Union Ball and *Colours Ball* capped off a phenomenal year of success for both the Union and *Team Surrey* with over 500 students present over the two days and numerous awards given out to round off a highly positive year for all those involved in extracurricular activity here at Surrey.

Employability Week

To continue our support to enhance student employability, the Activity Zone ran several events alongside the University Careers Team in April. These events included free professional headshots, LinkedIn checks and Speed Interviewing. Students also came to our Entrepreneurial and Financial Literacy Workshops, setting them up with their career and future!

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2024

Colour Run

Alongside *Team Surrey* and the *Surrey Moves* campaign, the Activity Zone were involved in two successful Colour Runs which saw over 500 students running through the fields of Surrey Sports Park, whilst covered in paint!

Team Surrey and Societies Conference

We collaborated with the Sports Park on the *Team Surrey Conference*, helping Club signatories engage with us and network and develop bonds with their fellow peers. The Activity Zone then ran *Societies Conference*, which saw committees engage with essential sessions to improve their skills in running their Societies.

SUPPORT ZONE

Regulations and Academic Advice

Our Advice team have supported significant numbers of students through advice and housing, 3,127 cases total, a 10% increase on last academic year. Alongside the high number of extenuating circumstances (535) and appeals cases (688), we have seen a significant increase in the number of students being accused of academic misconduct (866), through the use of AI generated material. This was an anticipated increase, and the advice team have worked hard with the University staff teams to ensure that regulations and processes remain fair and transparent to students. The University have agreed to a holistic review of the Academic Misconduct regulations next academic year based on discussions and pressure from our caseworkers.

The Advice team continue to support our Sabbatical Officers with representative consultations on the University regulations and proposing changes to benefit students. This year we have supported changes to the Disciplinary regulations and processes for admission to ensure our campus remains safe.

University Restructuring and Representation

The Sabbatical Officer team were consulted throughout the University restructuring process, so that student input was considered throughout academic changes and the redesign of services such as Disability and Neurodiversity and the Centre for Wellbeing. These changes provided opportunity for a streamlining of how students contact and interact with support services, as well as staffing structures that are more representative of student needs.

In terms of academic restructures, the VP Support sat on both the Faculty Education Committees for FASS and FHMS, ensuring that student feedback and module changes were addressed. Part of this consultation included the restructured school system in FASS, and supporting the implementation of interdisciplinary modules

Don't Worry Surrey

The Support Zone has brought exam support to students through events and advice on each teaching campus, as well as for distance learners. Academic Advice was more accessible than ever; we trialled *Advice Drop-Ins* at Manor Park Social as well as early evening *Virtual Quick-Queries*, to support students busy with 9:00-17:00 courses. These were accompanied by new and extremely popular, physical media: table talkers spread throughout study spaces, and A3 exam revision planners.

Many events were also hosted, to support students' wellbeing. *Dog Therapy*, *Crafternoons*, and board game nights gave an outlet for stress, alongside supporting students on a budget through the provision of 2,200 free breakfast bars and 400 free hot drinks. This year, these campaigns were supported by Team Surrey, with sports pop-ups on Stag Hill as well as a *SurreyMoves* challenge over the exam period.

Consent Course

Previous Sabbatical Officers worked alongside the University to implement the mandatory *Consent Matters* and *Zero Tolerance to Hate* courses. These courses are accessible to every student, and enforced through reminder emails - however completion rates remain low, with 3,211 completions of *Consent Matters* and 4,532 completions of *Zero Tolerance to Hate*.

Last year, the VP Support collaborated with the University and a sexual violence charity, LimeCulture, to develop a more fit-for-purpose, Surrey-specific consent course. This year, the VP Support successfully trialled and delivered this course to over 200 students, through Wellbeing Champion training and student volunteers. Their feedback was largely positive, and their comments were used to tailor language and content to be more accessible and engaging.

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2024

With the existing Epigeum consent course ending its contract before the 24-25 academic year, the next steps are to implement the new course fully onto SurreyLearn. Elements of the course require updating due to University restructures, which will be a continuing project shared by the incoming VP Support and President. The advantage of an in-house consent course is that adaptations are simple to make, to be ready for the coming year.

Wellbeing Weeks

This year, we organised two *Wellbeing Weeks* consisting of 16 free events and eight training opportunities. The first week was dedicated to improving student wellbeing through free events, including outreach to GSA and Manor Park to target students who otherwise feel disconnected from the Union.

The second week was focussed on empowering students to support each other, through opportunities such as Active Listening and *Look After Your Mate* training. The Centre for Psychology supported this campaign by providing two sessions of Mental Health Awareness training, offering shorter in-person and a longer virtual sessions, with each being tailored to different levels of mental health awareness.

Each *Wellbeing Week* also had a *Wellfair*, providing an easy opportunity for students to become familiar with Union, University, and local support services.

Housing Advice and Housing Awareness Weeks

The team saw an increase in the number of students seeking support for Housing Advice this year, totalling 252. This was due to a shortage of Halls accommodation for first year students on A Level Results day. The advice team, together with Hoods Residential and the VP Support, ran an online webinar to help explain the situation to prospective students, highlight their options and signpost to support. In August and September, we supported over half of all housing cases. Additionally, the advice team have supported students who were residing at Ash Grove, who were displaced from their accommodation due to incomplete building works. The Union worked to ensure that displaced students were not disrupted in their first months of study.

Feedback from previous years indicated that students were forming housing groups late in the year, making it difficult for student to secure a house. This year, *Housing Awareness Week* ran in early December in collaboration with the Central and Community Zones. We hosted a Housing Fair, bringing local agencies and housing support into Rubix for students to access. A housing webinar was presented by *Hoods Residential*, and house-mate matching events were well-attended at both Hari's Bar and Manor Park Social.

Wobble Week

Many students find the start of the academic year, especially Freshers' Week, challenging due to time constraints. To provide more opportunities for students to socialise and engage with the Union, the Support Zone offered free daytime events after Freshers' Week, these included: walks around the lake; an animal farm on campus; and *Speed-Mateing* events to combat student loneliness. Each of these events were at full capacity, showing the need for financially accessible social events in those first few weeks of University.

OSCAR Panels

All Sabbatical Officers sit on a range of panels for the Office of Student Complaints, Appeals, and Regulations (OSCAR). This year, the VP Support served as a panellist on 28 cases including disciplinary, support to study, and academic process review appeal panels.

Union Disciplinary Outcomes

Previous VP Supports were successfully able to lobby the University into publishing the outcomes of OSCAR disciplinary procedures, to aid transparency. To bring similar transparency to the Union's own disciplinary procedures, outcomes are now published on our website and are available to view [here](#).

Student Meetings and Advocacy

Over the last year, the VP Support has personally met with 37 students to discuss issues individually affecting them. These meetings provided personalised accounts that could be used to apply pressure for change, such as during the accommodation shortages or when faculties were not providing appropriate academic support.

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2024

Period Poverty Campaign

As part of the *Cost-of-Living Manifesto*, previous Sabbatical Officers committed to the continuation of a campaign to bring free sanitary product to the Union, and University social spaces. This year, the VP Support successfully collaborated with the largest schools across FASS and FHMS to implement the campaign into academic buildings.

Following this success, the campaign was formalised and adopted wholesale by the University. This meant that, rather than orders being facilitated by the Students' Union, faculty administrators and University facilities fund and provide the free sanitary products. As a result, the campaign has been integrated into over 20 faculty buildings, catering areas, and service areas such as the Library and Hives.

With the administrative load of handling University orders freed up, we have been able to provide more sanitary products in Union spaces. This includes Rubix, the Union reception, and a new dispenser at Manor Park Social.

Sexual Health Awareness and Guidance

This year, we hosted three *Sexual Health Awareness and Guidance* (SHAG) days. These empowering events serve two functions: to champion safe (and enjoyable) sex, and to share information about sexual health whilst providing free STI testing kits. Following along from previous years' feedback, the sex toy giveaways were adapted to have a greater offering for the LGBTQIA+ community.

Connections with the local NHS Sexual Health services supported the provision of over 600 sexual health testing kits to students during these events. This year also hosted several Sexual Health popups from local charities and NHS groups, bringing awareness and testing to students.

Library and the Family Room

The VP Support has been consulted alongside the VP Voice about changes to the Library's service provision, including access to academic materials and opening hours. The Sabbatical Officer team were also consulted on the newly developing *Family Room*, offering an enriching space for student parents to bring their children during the day. This space includes learning resources and games and is a significant support for student parents during their time at Surrey.

Nightline

This year's *Nightline* committee have successfully trained over 30 new student Listener volunteers across three training cycles, with some assistance from the VP Support. This increase in volunteer count allowed for the most consistent opening schedule since the pandemic, which is reflected in *Nightline's* increasing number of contacts each night.

This year also saw the printing of the *Nightline* number and website on student cards, making the student-support more accessible. Demand and volunteer-availability was high enough to successfully trial the lines remaining open on Saturday nights, further increasing the provision of support. An opportunity for further service growth comes from the new space secured for a *Nightline* office from the 2024-25 academic year, accomplished thanks to the support of the Chief Operating Officer and Estates team.

Welfare Watch

Thanks to support from volunteer groups through clubs and societies, *Welfare Watch* was able to open and support the busiest nights of Rubix to look after our student community. Difficulties with recruiting volunteers and training supervisors, however, limited *Welfare Watch's* ability to open for parts of this year. The recruitment of a new student committee, as well as oversight from a Student Support Coordinator, will set up *Welfare Watch* for greater success in the future.

Student Minds

The *Student Minds* team have continued their support through *Positive Minds* and the *Eating Difficulties Support Group*. Unfortunately, despite the high demand from students for peer support groups, uptake in these groups was quite low, with some sessions being cancelled due to low or zero attendance. A new student committee have been recruited, to promote engagement with next year's cycles. Volunteers from *Student Minds* were also able to support Support Zone campaigns, including *University Mental Health Awareness Day* and by facilitating two of the *Dog Therapy* sessions run through *Wellbeing Weeks* and *Don't Worry Surrey*.

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2024

Wellbeing Champions

This year had 140 students complete the training and register to become *Wellbeing Champions*, which is a decrease compared to last year. Despite the decreased number, this year's cohort has been highly engaged, having consistently raised welfare concerns about members of their Club or Society, as well as seeking guidance on how to better open up conversations about mental health. The training has been refined to be more specific and concise compared to previous years, with positive feedback being shared by returning volunteers. Through *Active Bystander*, *Active Listening*, *Mental Health Disclosures*, and more - our Wellbeing Champions have been equipped to support their community.

Partnerships with Local Charities

The Support Zone works closely with local charities, to bring more support to campus. This year, the *Samaritans* provided year-round support through weekly stalls at the MySurrey Hive and Veterinary School, extending the Union's support provision to Manor Park students. This successful expansion has led to the exploration of pop-ups at GSA, in the 2024-25 academic year.

The *Samaritans* also worked with the Support Zone to provide talks to Clubs and Societies, teaching Active Listening and How to Support Peers in Crisis. The VP Support also featured in a *Samaritans* newsletter to celebrate the partnership, which has resulted in other Universities and Students' Unions across the country connecting with their local *Samaritans* branches. Other partnerships include the NHS Sexual Health team, who provided the 600 free STI test kits accessed by students this year. Connections were also made with local LGBTQIA+ charities, including Pride in Surrey ahead of Guildford Pride in September 2024.

COMMUNITY ZONE

Freshers' Week

Moving in

We delivered another successful *Moving-in Weekend* that was supported by volunteers across Stag Hill and Manor Park. We made sure that we gave our new students a warm welcome, as well as providing any help they needed. There were many hand-made signs, funny dances, and lots of glitter from our Angels. We held our annual Angels' Party in Hari's Bar for our volunteers with awards presented to recognise their outstanding efforts in welcoming students to Surrey and to show our appreciation for them.

Freshers' Fair

In the Marquee we had over 150+ Sports Clubs and Societies in attendance, as well as numerous local businesses, sponsors, charities. The Union stand which we redesigned to make more welcoming and prominent, gave out 1500+ reusable water bottles; pop sockets; tote bags; fans; and trolley coins for free. We had strong attendance and engagement from our students all day, with a designated quiet hour at the start for our students who prefer a less overwhelming and busy experience. We repeated the entire event for *February Freshers* (Renaming it from Re-Freshers Fair as there are a lot of new arrivals and it is their first fair/Freshers' Week).

Rubix

We opened Rubix for eight consecutive days over Freshers' Week and hosted popular headline artists such as Mist, Vibe Chemistry, Vikkstar and Yung Filly, as well as providing fun experiences such as *Rockaoke* and *Bingo Lingo*.

Cultural Events

One World Week

One World Week ran in February and is our annual celebration of culture. At Surrey, we have a diverse community which encompasses many nationalities. The week began with *One World Exhibition* where our Societies showcase their country, and we celebrate Surrey's diverse cultures through food, cultural wear and education. The week ended with *One World Gala* which had 14 societies participate by showcasing a range of traditional dance to students, staff and the local community in University Hall.

**UNIVERSITY OF SURREY STUDENTS' UNION
TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2024**

Cost of Living Manifesto

Community Hub

The *Community Hub* opened in November and stands at the heart of the Students' Union response to students' cost of living crisis. It opened three times a week during term time and provided everything from clothing to Pick and Mix. We have also been able to stock un-used food items from the University's catering team that could be collected by students twice a week, reducing food waste. Staff and students were encouraged to continue to donate any high-quality unwanted items to our collection trollies, and many bags of donations were received.

We are now working to improve the *Community Hub* with a specific formal wear section for students to have access for interviews/jobs. In the future we hope to launch *Dress for Success*, working with WPO, Employability, Careers and the Money Advice Team, to set up an interview outfit loan scheme to provide students with smart outfits they can feel confident in at job interviews.

We also hope to introduce a food co-operative in the next academic year, where students can buy dry food, grains and pulses for cost price, by the gram, with their reusable containers.

Sustainability Week

In April we collaborated with the University Sustainability Team to host an annual *Sustainability Week* dedicated to raising awareness and promoting sustainable practices. A full week of events saw volunteers get to work on the Community Garden and beehive inspections took place at the new hives on Stag Hill Campus. The University's Grounds Team also shared how they're supporting biodiversity onsite. There was a sold-out Plant Pot Painting Workshop with Craft Soc, book swapping in the Community Hub, clothes swapping at the Thursday Market, a trip to the Wildlife Trust and a screening of *Finite*.

Spaces

Rubix

Rubix has experienced its most difficult year to date. *Citrus* has retained a consistent number of attendees, but unfortunately the number of clubgoers on Fridays began to fall, following *Freshers Week*. In response we initially launched an urban night, *Flirt! Xtra*, and then further rebranded the Friday evening to, *Future*. As student numbers have fallen, we have started to diversify the use of Rubix. For example, we have held a *Raver Tots* event, we have rented Rubix to Italia Conti, GSA and ACM for a *Creative Arts Mixer*. We attempted to tap into the 30+ age range by holding a reunion event *The Big Surrey Night Out*, and also held a *Buck and Bull*, Country and Western night. We will continue to look further afield to make sure we are utilising our nightclub to the fullest in 24/25, whilst still providing a useful and appropriate venue for our student led groups.

Manor Park Social

Manor Park Social (MPS) has continued to be a popular space used by students to hang out, study and dine out. The Thursday Quiz Night has become a firm favourite with a lot of our customers.

The Lake Bar

The Lake Bar returned for the summer term and weather depending on has been open seven afternoons/evenings per week. It hosted a weekly quiz night and an open mic night.

The Basement

We made some improvements to The Basement to transform it into a better party venue for student clubs and societies to use. We installed new coloured, mappable, LED lights above the dance floor and coloured dome lights in the seating / bar area.

RAG

The chosen RAG Charities this year were The Royal Surrey County Hospital Charity and Refuge UK. Students ran a *Movember* fundraiser, and we once again hosted the Kelly's 10K Run on campus.

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2024

Community Engagement

Free Fest

Free Fest brought the Surrey community together as over 2,000 people (including families and visitors from Guildford), along with University staff and students, attended Stag Hill Campus. The annual arts and music festival, hosted in conjunction with University, proved popular, as the community came together by The Lake to enjoy two days of music, entertainment and food. With the weather set fair, festival goers were treated to an array of live music from local bands and student acts on Saturday and back-to-back movies in the outdoor cinema on Sunday. All activities were free and in addition included yoga sessions and a kids' play zone with bouncy castles.

Pancake Race

Steve the Stag made his annual appearance at the Guildford Pancake Races on the High Street. He didn't win but he had a lovely time meeting and greeting his young fans.

Union and Colours Ball

Our annual balls were held on 3 and 4 May at G Live. We awarded numerous Societies, Clubs, students and staff for all their hard work and dedication. Our second Volunteering Awards to recognise and celebrate our students' outstanding volunteering achievements were included at the Union Ball. These were two inspiring events to end the year, that celebrated the success of our amazing Surrey community.

Strictly Come Surrey

We collaborated with the Ballroom and Latin Dance Club (BLDC) to bring back this fun dance competition again. It featured seven couples, with professionals from BLDC and five members of University staff, and two students as our "celebrities". It was a spectacular event held in the Ivy Arts Centre with a live audience and live streamed online.

Varsity

In collaboration with the Activity Zone, we took over 500 students to Royal Holloway for Varsity. We won for the 13th consecutive year and finished with an after-party at Citrus in Rubix. Students wore Varsity T-shirts to continue their Surrey spirit.

Volunteering

Opportunities

We increased our Sustainable Volunteering opportunities to include: more litter picks around campus and in the local area; wildlife conservation; tree planting; building nature reserves; and volunteering in our *Community Hub*.

Community Garden

Situated by the *Roundhouse* on Stag Hill campus, the garden is a collaborative project between the Union, Chaplaincy and other staff and student volunteers. It was initially created in 2014 but was neglected during the pandemic, before a team of volunteers started to restore it over the last year. On Wednesday afternoons, guided by University Chaplain, Sarah Ralling, students tend to the plants, sow new ones and pull up the weeds. Beehives have also been installed and volunteer sessions have been held for students interested in becoming beekeepers!

Future Plans

Next year we are excited to be in the first year of implementation of the Union's new Strategic Plan. Some focus areas include:

- Creating a programme of belonging events that utilise our licensed trade spaces for non-alcoholic events.
- Reviewing our Course Rep system and how we measure and communicate its efficacy.
- Improving how we promote and organise our clubs and societies on our website and in our promotional material to better highlight the wide range of opportunities for students.
- Develop and embed the new Union brand to help us improve how and when we communicate with students, in a tailored way, to ensure they are more aware of the wide range of services we operate.
- Develop the Union's approach to our website and online systems to ensure that we are making it easier for students to engage with our processes and services.

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2024

- Reviewing the advertising and communication of student staff roles in the Union, emphasising the skills development opportunities and wider benefits of joining our team, and highlighting the positive impact on employability.

Financial review

Surrey Students' Union has continued to benefit from the recognition and support of the University, and this year received an annual Block Grant of £1,481,245. See page 21 for results for the year.

Reserves Policy

The Board of Trustees reviews the Student Unions' Reserve Policy annually. The Board of Trustees have determined that the appropriate level of reserves should be £300,000 cash (which is approximately 3 months salaries), however this will face further ongoing review. The reason for this reserve is to provide enough working capital and to deal with unexpected emergencies. In future years capital maintenance and development projects may be considered in the reserves policy review.

After deducting the carrying value of tangible fixed assets held for the Student Union's own use there were free reserves as defined by the Charity Commission of £349,345 (2023: £409,983).

The Students' Union cash reserves as of 31 July 2023 were £585,714. The cash reserve as at the 31 July 2024 is £520,972 (a reduction of £64,741).

The key management personnel understand that the Students' Union needs to maintain an appropriate level of reserves, in order to provide sufficient capital to cover delays which can occur between spending and receipt of income.

Custodian Activities: Clubs' & Societies' Funds

Surrey Students' Union acts as custodian for funds raised by the students' amounting to £164,600 on 31 July 2024. £823,110 paid in and £845,461 paid out of the clubs and societies own funds; made up of a total of 23,299 transactions for the year. These funds are represented in the financial accounts system under separate Restricted Income Fund cost codes, meaning Clubs' & Societies balances are known at all times.

In addition to the grant-support funds it disburses to them, as shown in the accounts; Surrey Students' Union is also custodian of the annual RAG proceeds from fundraising events organised by the students under Surrey Students' Union auspices for distribution to the intended charities.

Future Funding

The Board of Trustees remain in consultation of evaluating sufficient funding for Surrey Students' Union to meet all its obligations.

Trustees' Responsibilities

Charity law require us as the Charity Trustees to prepare annual financial statements giving a true and fair view of the Students' Union and of the surplus or deficit for that year.

In preparing those financial statements we are required to: -

- select the most suitable accounting policies and apply them consistently.
- make judgements and estimates that are reasonable and prudent.
- prepare the financial statements on a going concern basis unless it is not appropriate to presume that the Union will continue in business.
- State if the trustees were not entitled to take advantage of the small companies' exemption from the requirement to prepare a strategic report.

UNIVERSITY OF SURREY STUDENTS' UNION
TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2024

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable us to ensure that the financial statements comply with charity law and the requirements of Surrey Students' Union under the Education Act 1994. The Trustees are also responsible for safeguarding the assets of the charity and ensuring their proper application in accordance with charity law, and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

.....
Trustee On Behalf of the Board – Liam White
Date: 16/12/24

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

Opinion

We have audited the financial statements of University of Surrey Students' Union for the year ended 31 July 2024 which comprise the Group Statement of Financial Activities, the Group and Company Balance Sheets, the Group Cash Flow Statement and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the group's and the charitable company's affairs as at 31 July 2024 and of the group's incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the 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 group and 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 group and 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.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE UNIVERSITY OF SURREY STUDENTS' UNION (CONTINUED)

Other information

The trustees are responsible for the other information contained within the annual report. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. 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 audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

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

- the information given in the trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In light of the knowledge and understanding of the group and charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' 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 and proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement on page 16 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.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE UNIVERSITY OF SURREY STUDENTS' UNION (CONTINUED)

In preparing the financial statements, the trustees are responsible for assessing the group's or 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.

Details of the extent to which the audit was considered capable of detecting irregularities, including fraud and non-compliance with laws and regulations are set out below.

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

Extent to which the audit was considered capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We identified and assessed the risks of material misstatement of the financial statements from irregularities, whether due to fraud or error, and discussed these between our audit team members. We then designed and performed audit procedures responsive to those risks, including obtaining audit evidence sufficient and appropriate to provide a basis for our opinion.

We obtained an understanding of the legal and regulatory frameworks within which the group and the charitable company operates, focusing on those laws and regulations that have a direct effect on the determination of material amounts and disclosures in the financial statements. The laws and regulations we considered in this context were the Companies Act 2006 and the Charities Act 2011 together with the Charities SORP (FRS 102). We assessed the required compliance with these laws and regulations as part of our audit procedures on the related financial statement items.

In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which might be fundamental to the group or charitable company's ability to operate or to avoid a material penalty. We also considered the opportunities and incentives that may exist within the group or charitable company for fraud. The laws and regulations we considered in this context were General Data Protecting Regulations, Health and Safety and Safeguarding of students.

Auditing standards limit the required audit procedures to identify non-compliance with these laws and regulations to enquiry of the Trustees and other management and inspection of regulatory and legal correspondence, if any.

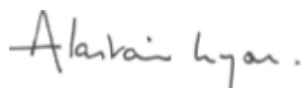
INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE UNIVERSITY OF SURREY STUDENTS' UNION (CONTINUED)

We identified the greatest risk of material impact on the financial statements from irregularities, including fraud, to be within the timing of recognition of certain income streams and the override of controls by management. Our audit procedures to respond to these risks included enquiries of management, and the Trustee Committee about their own identification and assessment of the risks of irregularities, sample testing on the posting of journals and the certain income streams, reviewing accounting estimates for biases, reviewing regulatory correspondence with the Charity Commission, and reading minutes of meetings of those charged with governance.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it. In addition, as with any audit, there remained a higher risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

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 and trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company, the charitable company's members as a body and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Alastair Lyon
Senior Statutory Auditor
For and on behalf of

Crowe U.K. LLP

Statutory Auditor

Reading

Dated : 20 December 2024

UNIVERSITY OF SURREY STUDENTS' UNION
STATEMENT OF CONSOLIDATED FINANCIAL ACTIVITIES FOR THE YEAR
(INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 JULY 2024

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
Gross Income					
Donations:					
- Donations, University Grant, etc.	3	1,481,305	-	1,481,305	1,303,770
Income from other trading activities					
- Activity		38,148	-	38,148	36,108
- Central		38,246	-	38,246	66,005
- Community		96,191	-	96,191	112,919
Charitable activities for students:					
- Activity		32,367	826,745	859,112	767,635
- Community		<u>964,917</u>	<u>-</u>	<u>964,917</u>	<u>1,096,594</u>
		<u>2,651,174</u>	<u>826,745</u>	<u>3,477,919</u>	<u>3,383,031</u>
Expenditure on:					
Charitable activities for students:					
- Activity		453,048	849,750	1,302,798	1,185,501
- Central		268,001	-	268,001	283,115
- Community		1,396,060	-	1,396,060	1,397,400
- Support		323,180	-	323,180	299,310
- Voice		<u>287,956</u>	<u>-</u>	<u>287,956</u>	<u>267,822</u>
	4	<u>2,728,245</u>	<u>849,750</u>	<u>3,577,995</u>	<u>3,433,148</u>
Net Movement in funds					
		(77,071)	(23,005)	(100,076)	(50,117)
Fund balances brought forward		<u>609,105</u>	<u>187,604</u>	<u>796,709</u>	<u>846,826</u>
Fund balances carried forward	13	<u><u>532,034</u></u>	<u><u>164,599</u></u>	<u><u>696,633</u></u>	<u><u>796,709</u></u>

The notes on pages 27 to 36 form part of these accounts.

UNIVERSITY OF SURREY STUDENTS' UNION
CONSOLIDATED BALANCE SHEET
AS AT 31 JULY 2024

		2024		2023	
		£	£	£	£
	Notes				
Fixed Assets					
Tangible fixed assets	7		<u>182,690</u>		<u>199,122</u>
Current Assets					
Stocks	9	47,101		38,229	
Debtors	10	190,052		283,025	
Cash at bank & in hand		<u>520,974</u>		<u>585,714</u>	
		<u>758,127</u>		<u>906,968</u>	
Current Liabilities					
Creditors: Amounts due within one year	11	<u>(244,184)</u>		<u>(309,381)</u>	
Net Current Assets			<u>513,943</u>		<u>597,587</u>
Total Assets less Current Liabilities			<u>696,633</u>		<u>796,709</u>
Representing Charitable Funds:-					
Restricted Income Funds					
Students' Societies & Club Funds	12	164,599		187,604	
Unrestricted Income Funds					
Undesignated		<u>532,034</u>		<u>609,105</u>	
Total Funds	13		<u>696,633</u>		<u>796,709</u>

The financial statements were approved by the Trustees on 16 December 2024 and signed on their behalf, by:



Trustee: Liam White

President

The notes on pages 27 to 36 form part of these accounts.

UNIVERSITY OF SURREY STUDENTS' UNION
UNION BALANCE SHEET
AS AT 31 JULY 2024
REGISTERED COMPANY NUMBER: 07470232

		2024		2023	
		£	£	£	£
	Notes				
Fixed Assets					
Tangible fixed assets	7		182,690		199,122
Investments	8		<u>1</u>		<u>1</u>
			182,691		199,123
Current Assets					
Debtors	10	315,408		282,261	
Cash at bank & in hand		<u>411,617</u>		<u>422,367</u>	
		727,025		704,628	
Current Liabilities					
Creditors: Amounts due within one year	11	<u>(186,819)</u>		<u>(251,192)</u>	
Net Current Assets			<u>540,206</u>		<u>453,436</u>
Total Assets less Current Liabilities			<u>722,897</u>		<u>652,559</u>
Representing Charitable Funds:-					
Restricted Income Funds					
Students' Societies & Club Funds	12	164,599		187,604	
Unrestricted Income Funds					
Free reserves (Undesignated)		<u>558,298</u>		<u>464,955</u>	
Total Funds	13		<u>722,897</u>		<u>652,559</u>

The result for the financial year dealt with in the financial statements of the parent company was a profit of £70,338 (2023: loss £135,673).

The financial statements were approved by the Trustees on 16 December 2024 and signed on their behalf, by:



President and Chair of Trustees – Liam White

The notes on pages 27 to 36 form part of these accounts

UNIVERSITY OF SURREY STUDENTS' UNION
CONSOLIDATED CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 JULY 2024

	2024 £	2023 £
Cash flows from operating activities:		
Net incoming resources	(100,076)	(50,117)
Depreciation	53,437	61,439
Interest paid	13,936	13,034
Interest received	(6,859)	(4,983)
(Increase)/decrease in stock	(8,872)	(408)
Increase/(Decrease) in debtors	92,973	(123,106)
(Decrease)/Increase in creditors	<u>(65,197)</u>	<u>(32,982)</u>
Net cash used in operating activities	<u>(20,658)</u>	<u>(137,123)</u>
Cash flows from investing activities		
Interest receivable	6,859	4,983
Interest payable	(13,936)	(13,034)
Purchase of tangible fixed assets	<u>(37,005)</u>	<u>(13,935)</u>
Net cash used in investing activities	<u>(44,082)</u>	<u>(21,986)</u>
Change in cash and cash equivalents in the year	<u>£ (64,740)</u>	<u>£ (159,109)</u>
Net debt reconciliation of net cash flow to movement in net debt		
Net funds at 1 st August	585,714	744,823
Increase/(Decrease) in cash in the year	<u>(64,740)</u>	<u>(159,109)</u>
Net funds at 31st July	<u>£ 520,974</u>	<u>£ 585,714</u>
Analysis of cash and cash equivalents		
Cash in hand	<u>£ 520,974</u>	<u>£ 585,714</u>

The notes on pages 27 to 36 form part of these accounts

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2024

1 Accounting Policies

The University of Surrey Students' Union is an incorporated charity registered in the UK (Charity Number 1142479. Company Number: 07470232) with its registered office at Union House, Guildford, Surrey, GU2 7XH.

The Principal activities are campaigning, representation, provision of social activities and the organisation of sporting and recreational activities and opportunities.

(a) Accounting convention

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 (FRS 102) (effective January 2019) – (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Union meets the definition of a public benefit entity under FRS 102. Assets and Liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

Consolidated financial statements ('group accounts') have been prepared in respect of the charity and its wholly owned subsidiary, Origin Events Limited. The parent has taken exemption from presenting its unconsolidated profit and loss account under section 408 of the Companies Act 2006 and as permitted by FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

(b) Going concern

The charity has cash resources and is supported by the University of Surrey. Having reviewed budgets, forecasts and cash-flows, the trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. They continue to believe the going concern basis of accounting appropriate in preparing the annual financial statements.

(c) Incoming resources

All income including grants and capital resources are recognised in the accounts when the Charity is legally entitled to the income and the amount can be quantified with reasonable certainty, and on an accruals basis.

During the year the Union received £Nil (2023: £Nil) from the UK Government under the Coronavirus Job Retention Scheme.

(d) Resources expended

Expenditure is accrued as soon as a liability is considered probable, discounted to present value for longer term liabilities. Expenditure includes irrecoverable VAT. Charitable expenditure comprises the direct and indirect costs of delivering public benefit. Other central overhead costs are apportioned to charitable and other projects/activities on a usage basis, pro rata to the amount of staff hours attributable to each project or activity undertaken.

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2024

1 Accounting Policies (continued)

(e) **Tangible fixed assets**

Fixed assets are stated at cost less accumulated depreciation. Equipment, fixtures and fittings are included at cost. Depreciation is provided at the following annual rates in order to write the cost of assets off over their estimated useful lives.

Fixtures and Fittings	-	10%	per annum straight line
Equipment	-	10-33%	per annum straight line
Computer Hardware	-	20-50%	per annum straight line
Computer Software	-	20-33%	per annum straight line

(f) **Cash and cash equivalents**

Cash at bank and cash equivalents includes cash and short term highly liquid investments with a short maturity of 3 months or less from the date of acquisition or opening of the deposit or similar account.

(g) **Pension costs**

The Union now operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year. Differences between contributions payable in the year and paid are shown as accruals or prepayments in the balance sheet.

(h) **Leased assets**

Rentals payable under operating leases are charged as expenditure on a straight line basis over the period of the lease

(i) **Stock**

Stock is valued at the lower of the cost and its net realisable value.

(j) **Fund accounting**

(i) **Unrestricted Funds** representing unspent income which may be used for any activity/purpose at the Executive Committee's own discretion;

(ii) **Capital Grant Funds** are released annually in line with the depreciation policy on the capital spend;

(iii) **Restricted funds** raised and administered by USSU for specific purposes, such as Club and Societies Accounts, as well as revenue received for purposes specified by the donor. The costs of raising and administering such funds are charged against the specific fund.

(k) **Taxation**

The Union meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the Union is potentially exempt from taxation in respect of income or capital gains received within categories covered by part 11, chapter 3 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.

(l) **Financial instruments**

Basic financial instruments include debtors and creditors. Debtors and creditors are initially recognised at transaction value and subsequently measured at amortised cost. Note 14 provides more information on financial instruments where future cash flows are anticipated, with financial assets referring to trade debtors, amount owed by group undertakings, other debtors and cash equivalents, and financial liabilities referring to all creditor balances excluding deferred income and payments on account.

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2024

2 Critical Accounting Judgements and Key Sources of Estimation Uncertainty

Preparation of the financial statements requires management to make judgements and estimates. The directors consider that there are no material judgements in applying accounting policies or key sources of estimation uncertainty.

3 Grants Receivable and Donations

	2024 £	2023 £
University Block Grant (Subvention)	1,481,305	1,272,096
Additional University Grant	<u>-</u>	<u>31,674</u>
Total	<u>1,481,305</u>	<u>1,303,770</u>

4a) Charitable and Other Activity Costs- 2024

	Cost of sales £	Staff costs £	Rent £	Other costs £	Total £
Charitable activities					
Activity	-	231,666	20,000	1,051,132	1,302,798
Central	-	154,816	10,530	102,655	268,001
Community	436,425	569,044	40,000	350,591	1,396,060
Support	-	261,820	20,000	41,360	323,180
Voice	<u>-</u>	<u>224,077</u>	<u>20,000</u>	<u>43,879</u>	<u>287,956</u>
Total costs	<u>436,425</u>	<u>1,441,423</u>	<u>110,530</u>	<u>1,589,617</u>	<u>3,577,995</u>

Included in the above costs is the annual audit fee of £23,950 (2023: £21,000).

Affiliation fees included in the above amounts to £nil (2023: £nil)

2023 Comparative Information - Charitable and Other Activity Costs

	Cost of sales £	Staff costs £	Rent £	Other costs £	Total £
Charitable activities					
Activity	-	190,984	20,004	974,513	1,185,501
Central	-	133,597	10,515	139,003	283,115
Community	454,904	503,034	40,003	399,459	1,397,400
Support	-	241,213	20,004	38,093	299,310
Voice	<u>-</u>	<u>203,503</u>	<u>20,004</u>	<u>44,315</u>	<u>267,822</u>
Total costs	<u>454,904</u>	<u>1,272,331</u>	<u>110,530</u>	<u>1,595,383</u>	<u>3,433,148</u>

Included in the above costs is the annual audit fee of £21,000 (2022: £18,250).

Affiliation fees included in the above amounts to £nil (2022: £nil)

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2024

4b) Central Overhead Costs Included in Note 4a

All central overhead costs have been apportioned on a usage basis, pro rata to the total costs of each project or activity undertaken as per the below breakdown.

Overheads used evenly by all zones represent the following cost:

2024		Staff	Other	Total
	Usage	£	£	£
Charitable activities				
Central	20%	25,295	61,367	86,662
Voice	20%	25,295	61,367	86,662
Activity	20%	25,295	61,367	86,662
Support	20%	25,295	61,367	86,662
Community	20%	25,295	61,367	86,662
Total costs	100%	126,475	306,835	433,310
2023		Staff	Other	Total
	Usage	£	£	£
<i>Charitable activities</i>				
<i>Central</i>	<i>20%</i>	<i>14,583</i>	<i>50,153</i>	<i>64,736</i>
<i>Voice</i>	<i>20%</i>	<i>14,583</i>	<i>50,153</i>	<i>64,736</i>
<i>Activity</i>	<i>20%</i>	<i>14,583</i>	<i>50,153</i>	<i>64,736</i>
<i>Support</i>	<i>20%</i>	<i>14,583</i>	<i>50,153</i>	<i>64,736</i>
<i>Community</i>	<i>20%</i>	<i>14,583</i>	<i>50,153</i>	<i>64,736</i>
Total costs	100%	72,915	250,765	323,680

5 Staff Costs

	2024	2023
	£	£
Wages and salaries	1,257,314	1,106,231
Social security	98,155	92,452
Pension costs	85,954	73,648
	1,441,423	1,272,331
	2024	2023
	£	£
£70,001 - £80,000	-	1
£80,001 - £90,000	1	-

Defined contribution pension scheme costs for employees amounted to £6,430 for the year to 31 July 2024 (2023: £5,205).

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2024

5 Staff Costs (continued)

The key management personnel of the Union comprise the Trustees, the Chief Executive Officer, the Deputy CEO and the Head of People and Representation.

The aggregate employee benefits of key management personnel were £347,995 (2023: £352,981).

The average staffing was as follows:-

	2024	2023
Full time	29	26
Students – term time only	<u>148</u>	<u>91</u>
	<u>177</u>	<u>117</u>

Settlement payments of £nil (2023: £12,5k) were made during the year.

6 Trustees' Remuneration and Expenses

The Union's sabbatical officers received the following amounts in accordance with the Union's articles of association in respect of qualifying services:

	Total remuneration £
Oluwakayode Idowu (resigned August)	3,613
Liam White	25,191
Jo Yau	25,191
Amy Obi	25,191
Kiara Kataike-Lunani	<u>25,191</u>
Total	<u>104,377</u>

Reimbursed expenses to Trustees totalled £nil (2023: £nil).

7 Tangible Fixed Assets – Group and Union

	Fixtures & Fittings £	Equipment £	Computer Hardware £	Computer Software £	Total £
COST					
At 1 August 2023	896,352	225,072	135,307	91,804	1,348,535
Additions	<u>16,344</u>	<u>20,661</u>	<u>-</u>	<u>-</u>	<u>37,005</u>
At 31 July 2024	<u>912,696</u>	<u>245,733</u>	<u>135,307</u>	<u>91,804</u>	<u>1,385,540</u>
DEPRECIATION					
At 1 August 2023	(825,786)	(96,516)	(135,307)	(91,804)	(1,149,413)
Charge for the year	<u>(19,033)</u>	<u>(34,404)</u>	<u>-</u>	<u>-</u>	<u>(53,437)</u>
At 31 July 2024	<u>(844,819)</u>	<u>(130,920)</u>	<u>(135,307)</u>	<u>(91,804)</u>	<u>(1,202,850)</u>
NET BOOK VALUE					
At 31 July 2024	<u>67,877</u>	<u>114,813</u>	<u>-</u>	<u>-</u>	<u>182,690</u>
At 1 August 2023	<u>70,566</u>	<u>128,556</u>	<u>-</u>	<u>-</u>	<u>199,122</u>

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2024

8 Investments

	Group £	Union £
COST:		
1 August 2023	-	1
Disposals	<u>-</u>	<u>-</u>
At 31 July 2024	<u>-</u>	<u>1</u>

During the year the Union held investments in the following companies which are incorporated in the United Kingdom.

Name of Company	Main Trading Activity	Equity Held
Origin Events Limited	Bar and shop trading	100.00%

Origin Events Limited (Company Number: 05048518) a fully owned subsidiary has net assets as at 31 July 2024 of £26,261 (2023: £144,153). Income of £1,092,495 (2023: £1,237,566) and expenditure of £1,118,757 (2023: 1,093,414) and a profit/(loss) of (£26,262) (2023: £144,152).

9 Stock

	Group £	Union £	Group £	Union £
	2024		2023	
Finished Goods	<u>47,101</u>	<u>-</u>	<u>38,229</u>	<u>-</u>

10 Debtors

	Group £	Union £	Group £	Union £
	2024		2023	
Trade debtors	121,106	22,105	144,637	41,701
Amounts owed by group undertakings	-	262,061	-	114,583
Other debtors	32,715	571	2,965	2,965
Prepayments and accrued income	<u>36,231</u>	<u>30,671</u>	<u>135,423</u>	<u>123,012</u>
	<u>190,052</u>	<u>315,408</u>	<u>283,025</u>	<u>282,261</u>

11 Creditors: Amounts falling due within one year

	Group £	Union £	Group £	Union £
	2024		2023	
Trade creditors	121,254	78,959	207,935	162,981
Social security & other taxes	48,334	48,334	15,219	15,219
Other creditors	7,704	6,127	27,755	25,406
Accruals	<u>66,892</u>	<u>53,399</u>	<u>58,472</u>	<u>47,586</u>
	<u>244,184</u>	<u>186,819</u>	<u>309,381</u>	<u>251,192</u>

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2024

12 Restricted Funds held for Student Societies & Clubs – Group and Union

	£
Funds held at 1 August 2023	187,604
Income	826,745
Expenditure	<u>849,750</u>
Funds held at 31 July 2024	<u>164,599</u>

Restricted funds represent amounts raised by the Student Societies and Clubs of the Union for their own use.

13 Analysis of Net Assets between Funds 2024

Group	Unrestricted Funds £	Restricted Income Funds £	Total £
Fixed assets	182,690	-	182,690
Net current assets	<u>349,344</u>	<u>164,599</u>	<u>513,943</u>
	<u>532,034</u>	<u>164,599</u>	<u>696,633</u>

Union	Unrestricted Funds £	Restricted Income Funds £	Total £
Fixed assets	182,690	-	182,690
Net current assets	<u>375,608</u>	<u>164,599</u>	<u>540,207</u>
	<u>558,298</u>	<u>164,599</u>	<u>722,897</u>

Prior Year Comparative Analysis of Net Assets between Funds 2023

<i>Group</i>	<i>Unrestricted Funds £</i>	<i>Restricted Income Funds £</i>	<i>Total £</i>
<i>Fixed assets</i>	199,122	-	199,122
<i>Net current assets</i>	<u>409,983</u>	<u>187,604</u>	<u>597,587</u>
	<u>609,105</u>	<u>187,604</u>	<u>796,709</u>

<i>Union</i>	<i>Unrestricted Funds £</i>	<i>Restricted Income Funds £</i>	<i>Total £</i>
<i>Fixed assets</i>	199,123	-	199,123
<i>Net current assets</i>	<u>265,832</u>	<u>187,604</u>	<u>453,436</u>
	<u>464,955</u>	<u>187,604</u>	<u>652,559</u>

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2024

14 Financial Instruments

	2024 £	2023 £
Group		
Financial assets measured at amortised cost	674,798	733,316
Financial liabilities measured at amortised cost	<u>(195,850)</u>	<u>(294,162)</u>

The group's income, expense, gains and losses in respect of financial instruments are summarised below:

	2024 £	2023 £
Interest income and expense:		
Total interest income for financial assets held at amortised costs	(6,859)	(4,983)
Total interest expense for financial liabilities held at amortised cost	<u>13,936</u>	<u>13,034</u>

	2024 £	2023 £
Charity		
Financial assets measured at amortised cost	696,355	581,616
Financial liabilities measured at amortised cost	<u>(138,485)</u>	<u>(235,973)</u>

The charity's income, expense, gains and losses in respect of financial instruments are summarised below:

	2024 £	2023 £
Interest income and expense:		
Total interest income for financial assets held at amortised costs	(6,859)	(4,983)
Total interest expense for financial liabilities held at amortised cost	<u>13,936</u>	<u>13,034</u>

Financial instruments held at amortised cost are trade debtors, intercompany, other debtors, cash at bank, trade creditors, accruals and other creditors. They exclude prepayments and other taxes and social security.

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2024

15 Leasing Commitments – Group and Union

At 31 July 2024 the Union had annual commitments under non-cancellable operating leases as detailed below:

	2024	<i>2023</i>
	£	£
Plant and machinery		
Operating leases expiring within one year	59,482	<i>121,832</i>
Operating leases expiring within one to two years	-	<i>55,261</i>
Operating leases expiring within two to five years	-	-
Operating leases expiring greater than five years	<u>-</u>	<u>-</u>

Lease payments during the year were £121,832 (*2023: £126,837*)

16 Control Relationship

Ultimate control of the University of Surrey Students' Union rests with its membership, represented by the Union Trustee board.

17 Related Parties

The Union is in receipt of a recurrent grant from the University of Surrey of £1,481,305 (*2023: £1,272,096*), as well as an additional grant of £nil (*2023: £31,674*). The year end net balance owed to the University was £32,715 (*2023: £31,942 owed from*). The sabbatical members of the executive committee receive remuneration for their services as provided for within the Constitution. The aggregate amount payable under such contracts in the year was £111,121 (*2023: £118,294*).

Origin Events Limited is considered to be a related party of the Union as it is a wholly owned subsidiary. The company made a payment under gift aid to the Union of £nil during the year (*2023: £nil*). A recharge of £39,640 (*2023: £18,463*) to Origin Events Limited for use of fixed assets is included within these figures. The intercompany balance due from the company to the Union at the year-end was £262,061 (*2023: £114,583*). The year end net balance owed by the University to Origin Events Limited was £75,860 (*2023: £87,994*).

18 Pension Costs

In 2011 the Union moved from a defined benefit to a defined contribution retirements benefit scheme. As part of the arrangement, the liability for deficits relating to past service of TUPE employees remained with the University. The Union pays contributions for TUPE employees at a rate of 16% of pensionable salary for former members of USS and 16.4% for former members of LGPS. The pension contribution rate for staff commencing employment after 1st August 2011 is 4% and the rate for those on the auto enrolment scheme is 3%. However, from January 2023 employer contributions for all staff who were not TUPE employees was 8%. The total pension cost for the year was £85,954 (*2023: £73,648*).

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2024

19 Prior Year Comparatives

	<i>Notes</i>	<i>Unrestricted Funds £</i>	<i>Restricted Funds £</i>	<i>Total 2023 £</i>
<i>Gross Income</i>				
<i>Donations:</i>				
- <i>Donations, University Grant, etc.</i>	3	1,303,770	-	1,303,770
<i>Income from other trading activities</i>				
- <i>Activity</i>		36,108	-	36,108
- <i>Central</i>		66,005	-	66,005
- <i>Community</i>		112,919	-	112,919
<i>Charitable activities for students:</i>				
- <i>Activity</i>		10,239	757,396	767,635
- <i>Community</i>		1,096,594	-	1,096,594
		<u>2,625,635</u>	<u>757,396</u>	<u>3,383,031</u>
<i>Expenditure on:</i>				
<i>Charitable activities for students:</i>				
- <i>Activity</i>		417,448	768,053	1,185,501
- <i>Central</i>		283,115	-	283,115
- <i>Community</i>		1,397,400	-	1,397,400
- <i>Support</i>		299,310	-	299,310
- <i>Voice</i>		267,822	-	267,822
	4	<u>2,665,095</u>	<u>768,053</u>	<u>3,433,148</u>
<i>Net Movement in funds</i>		(39,460)	(10,657)	(50,117)
<i>Fund balances brought forward</i>		648,565	198,261	846,826
<i>Fund balances carried forward</i>	13	<u>609,105</u>	<u>187,604</u>	<u>796,709</u>

Accounts

Registered Charity No: 1142479
Registered Company No: 07470232

UNIVERSITY OF SURREY STUDENTS' UNION

**TRUSTEES' REPORT AND CONSOLIDATED FINANCIAL
STATEMENTS**

FOR THE YEAR ENDED 31 JULY 2023

UNIVERSITY OF SURREY STUDENTS' UNION

Contents

	PAGE
Administrative information	1 - 2
Report of the Trustees (including Trustees' Responsibilities statement)	3 –16
Auditors' Report	17 – 20
Statement of Consolidated Financial Activities	21
Consolidated Balance Sheet	22
Union Balance Sheet	23
Consolidated Statement of Cash Flows	24
Notes to the Financial Statements	25 – 34

UNIVERSITY OF SURREY STUDENTS' UNION

ADMINISTRATIVE INFORMATION

Charitable Status

The University of Surrey Students' Union (USSU) is an incorporated charity (Company Limited by Guarantee) established under the Education Act 1994 and registered with the Charity Commission (No. 1142479) and Companies House (No. 07470232).

Principal Address

Union House, Stag Hill, University of Surrey, Guildford, Surrey, GU2 7XH.

Charity Trustees

	<u>Aug 2022/23</u>	<u>Aug 2023/24</u>
Full-time (Sabbatical) Officers		
President & Chair of Trustees	Diana Dakik	Jo Ting Yau
VP Community	Jo Ting Yau	Oluwakayode David Idowu (resigned 31.08.23)
VP Support	Oriana Savvidi	Liam White
VP Activity	Cameron Tooke	Amy Obi
VP Voice	Megan Simmons	Kiara Lunani
Part-time (Non-sabbatical) Officer		
Union Chair	David Dobrotvorskij	Amel Boukabous
External Trustees		
	Amanda Massie	Amanda Massie
	Matthew Dutton	Matthew Dutton
	Martine Carter	Martine Carter
	Anne Milton	Anne Milton
	Shilpi Sahai (app.11/05/23)	Shilpi Sahai

Part-time Executive Officers (Non trustees)

2022/23

Voice zone officers:

Kiara Kataike-Lunani

Deni Addis

Harsh Sodhani

Luana Vasconcelos

Hugo Montford

Support zone officers:

Samantha Buss

Numa Begum

Liam White

Letty Raby

Mowisha Srikubaran

Activity zone officers:

Team Surrey Chair - Nick Green

Societies chair - Ami Tudorache

Activity zone:

Hannah Mcauley

Izzy Holland

Phoebe Blackmore

Community Zone officers:

Oyinkan Carrena

Tash Jones

Emily O'Grady

Elena Quevedo Santana

RAG Chair - Theodora Plati Loverdou

UNIVERSITY OF SURREY STUDENTS' UNION ADMINISTRATIVE INFORMATION

2023/24

David Dobrotvorskij
Kiara Kataike-Lunani
Deni Addis
Harsh Sodhani
Luana Vasconcelos
Hugo Montford
Samantha Buss
Numa Begum
Liam White
Letty Raby
Mowisha Srikuberan
Hannah Mcauley
Izzy Holland
Phoebe Blackmore
Nick Green
Ami Tudorache
Oyinkan Carrena
Tash Jones
Emily O'Grady
Elena Quevedo Santana
Theodora Plati Loverdou

Auditors

Crowe U.K. LLP
Statutory Auditor
49-51 Blagrove Street
Reading
Berkshire
RG1 1PL

Bankers

National Westminster
Bank Plc
151 High Street
Guildford
Surrey
GU1 3AH

Solicitors

Goodyear Blackie
Herrington Law Limited
7 & 8 Innovation Place
Douglas Drive
Godalming
Surrey
GU7 1JX

USSU employs a Chief Executive Officer to work closely with the Executive Officers and ensure effective management of the charity as head of a senior management team as follows: -

Chief Executive Officer
Deputy CEO
Head of People and Representation

Alex McKee
Debra Rideout
Kath Phillips

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 JULY 2023

The Board of Trustees present their Annual Report for the year ended 31 July 2023 which includes the administrative information set out on page 1, together with the audited accounts for that year.

Structure, Governance and Management

USSU is constituted under the Education Act 1994 as a charity (see page 1) with internal regulations or Rules approved by the governing body of the University of Surrey. The Union is a Company Limited by Guarantee. The Charitable Company's Memorandum and Articles of Association are the primary governing documents. Each member of the Charitable Company undertakes to contribute to the owners of the Charitable Company in the event of it being wound up, while they are a member, such amount as may be required, and not exceeding £1.

USSU charitable Objects under the Act, to advance the Universities' educational purposes by providing representation and support for the students at the University, are supplemented by the further Object of helping members to develop their own charitable activities as active participants in civil society.

USSU is administered by its Executive Committee of fourteen students elected annually by cross-campus ballot of the USSU membership. The five posts of President, VP Voice, VP Support, VP Community and VP Activity are full-time, or 'sabbatical', posts remunerated as authorised by the Education Acts and cannot exceed two years' duration for each holder. The five full-time Officers, Union Chairperson, University Trustee and four external trustees are regarded as the charity trustees of USSU for the purposes of the Charities Acts.

Arrangements for setting pay and remuneration of key management personnel

Pay and remuneration of key management personnel is determined by a variety of contributory factors, such as, the size of the Students' Union, the pay scales for each role e.g., sabbaticals, CEO etc., and the level of experience of the staff member. In addition to this, levels of pay may be affected by the ability to recruit key management personnel and retain them in post, which all coincides with the student union's appointment and pay policies. All amendments to the pay and remuneration policy for the key management personnel is discussed and agreed by the trustees. The day to day running of the Union is delegated to the Chief Executive Officer and the Deputy CEO.

Risk Management

The Finance Committee has examined the major strategic, business and operational risks faced by USSU in particular those relating to governance, finance, student experience, health and safety, organisation, operations, reputation, HR and ICT. A risk register has been established and is updated at least annually.

The Students' Union prime risks are:

- Failure to manage costs improve efficiency and maintain financial stability. Current mitigation: is Annual budgets detailed monitoring and production of monthly finance reports. Monthly finance meeting with quarterly trustee meetings.
- Loss or reduction in annual subvention. Current mitigation: Continuing cooperation with the university encouragement of positive links from Sabbatical officers to key University personnel. Transparency of the USSU core aims and objectives
- Failure to improve the student experience. Current mitigation: Implementation of the Zone structure enabling VPs to complete their manifestos.

Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Budgetary and internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers and participants on all activities organised by the Union. Staff training and development are in place to ensure staff are aware of the risks and have the necessary skills and ability to complete the designated role. KPI's are regularly reviewed to pick up any early warning signs that issues may be these occurring. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2023

The Union continues to analyse the risk of Covid 19, and its impact is considered on a rolling and future basis. The Union's plans and response to the pandemic were quickly delivered and were adaptable. The Union team continue to give particular attention to Rubix nightclub, and the adaptations needed in order to deliver a Covid secure venue and social experience for the students.

Group structure

The Student Union has a wholly owned subsidiary, Origin Events Limited. See Note 8 for further details.

Aims, Objectives and activities

The Board of Trustees has identified The University of Surrey Students' Union's vision and mission as "To be a leading UK Students' Union that has a positive impact on every University of Surrey student - To enrich students' lives, the community in which they live and the University of Surrey by creating the changes they want and to enable them to achieve their ambitions". During 2016/17, the board of trustees agreed a new strategy for the Students' Union. This strategy was put to members for approval during the annual elections and 1847 members voted, with 89.5% approving the strategy. The key aims from the strategy are as follows

- **The Union will be proactive in learning what our members want:** By talking more to our members, giving them the opportunity to talk to us – easier and quicker, and doing quality research without the burden of endless lengthy surveys, the sabbaticals, and Union executive will have a closer and more relevant understanding of what our students think, and what is important to them.
- **Student leaders will be supported to take action in response to the student voice:** To create change, and enrich the lives of our members, we must react to what we know. Although it is important to acknowledge that we are constrained by our charitable objectives. Student leaders are not just elected to deliver on election promises, but to react to the voice of students.
- **Elected student covid officers will be supported to deliver on key manifesto pledges:** With a solid foundation of student opinion to support elected student officers in their decision making, it is also vital that student officers do not simply become messengers, reporting through committee what the latest survey results are. The diversity of ideas comes from the annual election process and the resultant manifestos. The representative democracy of the Students' Union will be supported by enabling elected officers, not only to develop their election manifestos, but to deliver on them.
- **Students will be well informed on the work of the Union and their representatives:** We will not just listen silently to our membership but will inform them of what their Union has been doing in their name, and what it continues to do following what they have told us. By hearing about the impact their voice has made, and how they have been listened to, the credibility of the Union will be enhanced and continue a virtuous circle of student engagement.
- **Students will recognise the Union as an organisation that is true to their values:** The way the Students' Union collectively operates is important, for the credibility of the organisation and the relationships that exist with external stakeholders as well as with our members. Our values will be rooted in what we do, elected officers, signatories, staff, and all active members will be expected to know what is expected of them in the living realisation of our value.

In pursuit of these aims for public benefit, The University of Surrey Students' Union will ensure the diversity of its membership is recognised, valued and supported and has established services for use by its members and to support its work with the University and other organisations on behalf of students. These include the Students' Union support service, volunteering and training, diverse student activities, and support for student sports clubs and societies, alongside our commercial activities which include our Rubix nightclub. The Executive Officers of the Union sit on the majority of the committees of the University of Surrey and meet regularly with department and central service heads on campus.

The charity trustees have complied with their duty as determined by Section 17(5) of the Charities Act 2011 having due regard to the Charity Commission's published general guidance concerning the operation of the public benefit requirement.

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2023

Cost Of Living Focus

In October, we held our Make Your Change campaign which asked students what they felt our campaign priority should be for the year. We were unsurprised to see that the winner was Cost of Living and immediately set in motion several projects to support students while they faced this challenge. The Union President co-chaired a Cost-of-Living working group with the Chief Students' Officer, which discussed how students could be supported across the board, from IT equipment provision to discounted food and drink. Early in the next academic year, the Union will be continuing to work with the University on our new Community Hub, which will be housed in the centre of the campus and enable students to collect items that are no longer being used, such as kitchen equipment. We have been gathering used items which students have been helpfully donating and these will serve to stock this hub in its opening weeks. We hope to see this develop as a useful resource that can support students as the cost-of-living crisis continues into the next academic year.

Review of Governing Documents

During the academic year 2021-22, the officer team and staff team worked on a review of the Union's byelaws which was conducted partly in response to the University's Quinquennial Review of our governing documents, and partly due to the need to review these documents to ensure that they reflected the reality of the Union. The byelaw review project was paused when a new Chief Executive was recruited, to enable the Union to review its committee structures. We have now conducted that review and our recommended changes to our committee structure have been passed by our Board of Trustees. We have also worked with the University on a new Memorandum of Understanding and put in place a new Delegation of Authority which better explains how decisions are delegated by the Board of Trustees via the authority of the Union's Chief Executive.

A new Students' Union Brand

Our new Chief Executive, Alex McKee, brings with him experience of leading Communications and Engagement at UCL Students' Union. His timely arrival has given us an opportunity to review our brand and bring this more into line with students' expectations in the sector. We are now rolling out our new brand which will give the Union a more contemporary look and feel as well as a proper tone of voice and framework for how we talk about ourselves to our members. We are excited for members to see and experience our new brand as it begins to take shape across our digital and physical spaces.

Student Life Pulse

We have continued to participate in Student Life Pulse, working with our research partners, Alterline, alongside the University. Every month, a random sample of students is asked to participate in the survey and results are reported to us in three sections over the year. At the time of writing, we have results for Pulse 1 and 2. We have seen overall satisfaction with the Union remaining stable and are pleased to report improvements in statistics on students feeling welcome and a sense of belonging at Surrey. An area for improvement and focus next year is student awareness of their elected officer team and their activities. We hope to improve this in the next academic year by diversifying our approach to social media, ensuring that we are communicating with students at their level and providing content that they want to see and share. Increasing the presence of the elected officer team across Union communications should also support our democratic activities and student engagement with these processes.

Union Complaints Summary

Following the University's Quinquennial Review of the Union's governing documents, several recommendations were made. One recommendation was that we review our complaints and disciplinary procedures in line with the OIA best practice guidelines, and this review concluded in August 2021. This year to date, we have received nine complaints, one concerning an incident in our traded venue Rubix, one relating to the University, which was referred accordingly, and six concerning club and society involvement. Out of these six club and society complaints, two were referred into the Union's Disciplinary Process while the other issues were resolved locally under the early resolution stage of our new Complaints Procedure. We have concluded one complaint appeal under our complaints procedure, but this did not result in a panel hearing due to lack of grounds.

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2023

ZONE ACTIVITY

The work of the Union is presented in four zones, Voice, Activity, Support and Community. Each zone is led by a VP with the President in overall leadership of the Union.

VOICE ZONE

Course Representatives

This year, the improvements we have made to the Course Representative (Course Reps) scheme have focused on improving support and communication for Reps. A notable achievement was the successful launch of the Head Rep Scheme, with 26 trained Head Reps now actively serving their schools. As student voice ambassadors, Reps played a crucial role in promoting the use of MySurrey Engagement by encouraging sign-ups through outreach to students, and assisted in promoting Surrey Decides, local elections, and Speak Week. We wanted to make sure we had better communication with both students and Reps, so we organised a Course Rep social event in semester one. It was a great success with over 40 volunteers in attendance, and we're grateful for the support from the Voice Zone part-time officers and Head Reps. This event showed our commitment to fostering better interactions and engagement with Reps. Our focus for next year will be continuing to develop the Head Rep Scheme, increasing our proactive contact with Head Reps and ensuring robust processes and systems to support the scheme.

Student Voice Forum

We continued to run our Student Voice Forum events this year, both online in November and February, averaging 165 attendees, and 45 attendees in-person to celebrate our Course Rep Awards in May. We were joined by a panel of representatives from senior University management throughout the year, including the Vice-Chancellor at our Forum in May. Topics discussed over the year at our Forums have included: Assessment and Feedback, Artificial Intelligence, Cost of Living, and the student voice.

Surrey Decides Surrey

Decides this year saw some significant increases in engagement, whilst also balanced against a challenging year in other respects. After 1,304 recommendations were sent to potential nominees, we received 75 nominations across our available officer positions, with nominations for full-time roles significantly stronger than last year. Nominations for Part-Time Officer positions, however, struggled more, continuing a wider trend across the Union with regards to volunteer engagement. 44 candidates continued in the process and were listed on the ballot. 3,009 unique voters took part in Surrey Decides, with 21,227 votes cast across all contests. The statistics highlight that this year, we had better informed and engaged voters who took part in multiple contests, but fewer one-time voters. We saw a 31% increase from last year in turnout across the contests for our full-time positions, most likely motivated by the high number of candidates for these roles, giving our incoming Sabbatical Officer team a very strong mandate to start their year on. 100% of candidates who completed our follow-up survey after the election agreed they were glad they stood for election. For next year, the aim will be to develop the user interface of the voting platform to allow students to vote in multiple contests separately, rather than requiring all votes to be cast at one time, and to increase whole officer team involvement in promoting voting to students.

AGMS and EGMS

This year, the Voice Zone facilitated 63 EGMS for dormant and new societies and clubs, and to replace resigned signatories. During AGM season in semester two, 159 AGMs were booked, and of this number, 146 took place as valid AGMs. 75 of these AGMs were self-officiated by outgoing signatories, an increase from 40 self-officiated AGMs in 2021-22. The priority for next year is to update the AGM and EGM election system to reduce technological issues and to improve the reliability of this democratic process.

Make Your Change and Cost of Living

The Union's priority campaign was decided again this year during Make Your Change in semester one. 26 campaign ideas were submitted by students, which were shortlisted for the final student vote. 478 students took part by casting their vote, 329 of whom voted for Cost of Living as the key issue they would like to see the Union campaign on this year. Cost of Living had been identified by the Union as a priority ahead of Make Your Change, meaning that we were able launch the priority campaign with significant effort having already been undertaken by the Voice Zone to research this issue and the potential impact on students. We launched our Cost-of-Living Manifesto, a set of 40 actions for the Union and University to take in partnership to address the impact of the rising costs of living for students. These included addressing the costs of living on campus, tackling hidden course costs, and improving financial support to students in hardship. The vast majority of these actions have been completed via the combined efforts of the Union and University in our Cost-of-Living working group, and the continued efforts to support students through this crisis will continue next year.

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2023

Speak Week

The Voice Zone ran Speak Week in May to provide students with the opportunity to provide feedback about their experiences at Surrey, and to provide Union officers with insight into the current priorities for students. We gathered a broad range of feedback including 264 responses to our two core Speak Week questions and insight from 23 focus group attendees. We also took the opportunity to promote the student voice by holding a Student Voice Forum and by promoting local elections, encouraging students to engage in sharing their views and engaging in local democracy in partnership with Guildford Borough Council. After reviewing the gathered feedback, the key priorities for students are the affordability and accessibility of campus facilities, improvements to the academic experience and social experience Surrey, enhanced student communication and support, and continued attention towards the impact of the cost-of-living crisis. We have recommended that these findings are considered when setting the priorities for the work of the Union in the 2023/24 academic year.

Teaching Excellence Framework

The Union and University were required to complete submissions to the Teaching Excellence Framework (TEF), a national scheme run by the Office for Students to assess universities on their excellence in student experience and student outcomes. The Voice Zone undertook the research and authorship of the independent student submission, providing the student voice on the academic experience from the past four years at Surrey. We chose to use this opportunity to highlight good practice at Surrey but also encourage the University to address some areas for improvement, including assessment and feedback. The Zone also contributed to the University's governance panel to compose their own submission, and following both submissions this year, we look forward to seeing the rating achieved at Surrey.

Equality, Diversity and Inclusion Projects

The Liberation Network was rebranded to the Student Equality Network in response to feedback that the previous name made the purpose of the network unclear. The main focus of this year was the Intersectionality Project, a student curator project highlighting recommendations from Network volunteers, including a visual display, blogs, giveaway, and interactive board. Increasing proactive engagement is the priority for next year and continuing to involve volunteers in Union campaigns and policy. The Voice Zone also facilitated students taking part in Pride in Surrey alongside the University for the first time this year, and Deni, our parttime officer, led the Zone's contributions to Neurodiversity Celebration Week, including social content and a 'crafternoon' event attended by around 40 students. Decolonising Surrey has been absorbed into the newly created Student Success Committee, a group within the University's governance structure formed to focus on student success at Surrey and support for underrepresented groups to achieve and succeed at university. The Zone has continued to champion student success by presenting reports on ongoing Equality, Diversity and Inclusion (EDI) activity in the Union, feeding into the group's priorities, and conducting research into the experience of February starting cohorts. The group is looking to increase student engagement through student-staff partnerships, which the Zone has noted may mean funding opportunities become available for the Union for EDI projects.

University Projects

The Zone has continued to provide student views in the development of several University led projects this year. MySurrey Engagement was launched in September to mixed reviews from students. We have continued to highlight students' interests on the implementation of both this platform and MySurrey Attendance through formal committees and working groups, especially focusing on communications to students to ensure clarity on the compulsory nature of attendance tracking and how student data is used. Having consulted on the opening of the renovated Teaching Block in September to positive responses from students and staff, the Voice Zone has supported this project in the next stages of renovations across campus, including in the Duke of Kent and Rik Medlik buildings. We have sought and presented detailed feedback from students on the project thus far, and actively participated in the selection of new furnishings. Other related projects which the Zone has consulted on have included Digital Assessments and the introduction of Surrey Online University Learning (SOUL) which will both continue next year. With the introduction of Chat GPT going viral across the world, the University launched a group focused on updating regulations and establishing a policy stance on the use of artificial intelligence (AI) in assessments. The Zone has fed into both the main group and a smaller task and finish group and continue to monitor the progress of this development. Additionally, we previously ran the SHOUT Awards scheme, and hope to re-launch these awards next year to enhance positive staff student relationships, whilst widening eligibility to PGRs who teach, improving the awarding process, and rebranding to Staff Excellence Awards.

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2023

ACTIVITY ZONE

Engagement

This saw great growth for the Activity Zone, with over 8,500 students involved in a form of physical activity and many more engaged in extracurricular ambitions through our societies. This dedication is represented by the 10,725 memberships bought through the Union as well as the hundreds of thousands of volunteering hours committed by our Clubs' committees.

Team Surrey

Team Surrey has had a great year, jumping an impressive eight spaces on the BUCS leader table from 41 last year to 33. Within this overall improvement, we have also had some key club successes...

National Qualifiers

The Badminton W1 and M1 teams got through to the qualifying rounds and into main draw in three events - one women's singles, one women's double, and one mixed doubles. The Swim team also qualified for the BUCS Nationals, with eight current swimmers and three alumni qualifying for the British Championships. Cheerleading also remained as National Champion with both their Level 1 and Level 2 squads winning gold.

BUCS League Successes

Lacrosse W1 and Badminton W1 made it to playoffs. Badminton won their matches, meaning they will be in the Premiership League next year.

Touch Rugby

The club has shown remarkable improvement in the rankings, climbing 22 places in just two years. The club finished 5th in the country securing 14 Bucs points.

Boat Club

Three golds and four silvers at BUCS Regatta. one gold, one silver and one bronze at BUCS Indoor Championships.

Volleyball

This year the Volleyball club have made tremendous strides, not only in their BUCS games but also recreationally and with the in intramural sessions selling out their all of their play sport sessions. Last year the club fell dormant, however they have come back in full swing. They have had a very successful BUCS season with the Women's 2s achieving promotion this year and the Women's 1 also reached the semi-finals in the Cup Conference. Additionally, they picked up several Individual and Club Awards at Colours Ball

BUCS Awards

Several members of Team Surrey have been shortlisted for the prestigious BUCS National Awards. This list includes Rugby coach Elliot Lewis for Best Coach and Volleyball President Rachael Crawford for the Special Recognition Award. Furthermore, Team Surrey Student Sport was also shortlisted for Best Participation Programme of the Year.

Varsity

Varsity returned home for the first time since 2019, and the event did not disappoint - with hundreds of students flocking to Surrey Sports Park to both compete and support their peers as Surrey crushed Royal Holloway to win their 11th consecutive trophy.

Gradsport

Gradsport returned again this summer to Surrey Sports Park for its 9th year as current students competed against alumni as old friends returned and fierce rivalries were rekindled out on the field. The event was a great success with the Grads winning the day which was rounded off with celebration in Rubix between the two sides.

Female Takeover

Female Takeover saw Surrey Sports Park closed to the public for Saturday evening as over 100 girls came along to enjoy some inclusive fitness session and gym access without the pressure and stress of the everyday gym experience. From self-defence classes to learning to powerlift the event has shown to be a success two years running.

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2023

DisABILITY Week

DisABILITY Week gave students an amazing opportunity to try out disability friendly sports for the first time ever at Surrey Sports Park, with the team collaborating with Team Surrey by getting involved and promoting activities such as Blind Football, Goalball and Sitting Volleyball.

WBC Training

Two Wellbeing Champion sessions were run across the year with every Club/Society committing at least one member to be fully training by our Support Zone team on a variety of skills including - active listening, boundaries and bystander intervention training.

Union Ball & Colours Ball

Union Ball and Colours Ball capped off a phenomenal year of success for both the Union and Team Surrey with over 700 students present over the two days and numerous awards given out to round off a highly positive year for all those involved in extracurricular activity here at Surrey.

Get Involved Week X Cost of Living Crisis

This year we collaborated with the Voice Zone on the Make Your Change campaign, which saw students voting Cost of Living as their priority campaign. Through this we highlighted the number of free societies students could join as well as running a week of free sessions for student to once again try out something new, free of charge.

Colour Run

Alongside Team Surrey and the Surrey Moves campaign, the Activity Zone were involved in two successful Colour runs which saw over 500 students running through the fields of Surrey Sports Park, whilst covered in paint.

Team Surrey and Societies

Conference We collaborated with the Sports Park on the Team Surrey Conference, helping Club signatories engage with us and network and develop bonds with their fellow peers. The Activity Zone then ran Societies Conference, which saw committees engage with essential sessions to improve their skills in running their Societies.

SUPPORT ZONE

Regulations, Academic and Housing Advice

Our Advice team have had 2,864 students emailing for support this year, with a slight decrease in 2023 compared to 2021-22. We believe this decrease is due to students no longer seeking advice for Academic Integrity cases for Covid online assessments. This number is expected to rise through June to August of 2023 however, due to the increased use of Artificial Intelligence (AI) Technology. The team has also noticed a decrease in the number of students inquiring about housing advice and we are working on our communications for next year to improve these numbers. However, it is important to note that we now have an in-house agency, Hoods Residential who offer housing advice, so students may just be seeking advice elsewhere. This year our advice team have also supported the Sabbatical Officers with representative consultations on the University's proposed changes to the regulations, including the exceptional Force Majeure, changes to the Extenuating Circumstances regulations, and the Disciplinary Regulations. We have also continued to work with the University in their response and mitigation to the UCU Strike Action and Marking Boycott.

Consent Course

We have been working alongside the University on making the Consent Matters course mandatory, which was accomplished during Semester 1, alongside the Zero Tolerance to Hate course. The courses were introduced halfway through the semester with a number of technical difficulties that hindered the uptake levels. Despite this, we remained committed to providing a consent course and having successfully lobbied the University for a bespoke course, work began in Semester 2. We have partnered with LimeCulture, a sexual violence charity, who together with the VP Support, prepared the slides and materials for the course. The script, videos and narrations have all been created and we are working on pulling those together into an online course for August 2024. Until then, we will continue to work with Epigeum. The content from LimeCulture is now owned by the University and us, and we have the ability to change our course without any future payments needed. LimeCulture are also providing Train the Trainer training to our staff so that they can deliver the same content in person. The first in-person training will be given to our Wellbeing Champions in September 2023 and to students going on Tour (from January 2024) to test the content and begin to introduce in-person consent training.

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2023

Don't Worry Surrey

The Support Zone has worked on many in person events. During the two Don't Worry Surrey: Exam Support campaigns we provided over 3,500 hot and cold free drinks to students as well as thousands of breakfast bars, hot food and other snacks. Support Zone As part of the exam campaign, we also organised Yoga sessions; massage sessions; a self-defence class; Happiness Cafes; gave out goody bags; and organised online and in-person academic advice daily.

Period Poverty Campaign

We have been committed to the continuation of our Period Poverty project and we have negotiated the final quote, with the provider of products -Grace and Green, to almost £5k less than originally quoted which has made Grace and Green, not only the sustainable option, but also the most cost-effective. Following approval of the project, dispensers at the Hideout, Wates House, MySurrey Hive and Hillside are funded and restocked by the University and the dispensers at Manor Park Social and Rubix are funded and stocked by the Union. There is also a plan created for any schools or departments who wish to adopt the project so that they can fund their own dispenser in the future. Wellbeing Weeks We organised two Wellbeing Weeks, with 20 events across all three campuses, including more Guildford School of Acting (GSA) outreach. We had two WellFairs; Speed Mate-ings for students to make friends; a pizza party in collaboration with the Community Zone; themed Crafternoons - for events such as Neurodiversity Awareness Week; and provided lots of training, such as Active Bystander; Active Listening; Mental Health Awareness Training; and Look After Your Mate.

Housing Awareness Week

We also co-organised a Housing Awareness Week with the Community Zone with talks from Tom Hood on How to Rent; a Speed House Mating; and a "How to Tennant" guide for students moving off-campus.

International Student Survey

The Support Zone has also launched the annual International Student Survey to collect data from International and European students about their academic experience, their experience at Surrey with their mental health and support they received and any other issues they may have, such as accommodation. This data is broken down to faculty, course start date, country of origin and other details that help us better understand the experience we provide as a University and a Union.

No More Week

We organised a No More Week, with a Light Up The Night walk to show solidarity with victims; a Crafternoon; an information day on support to sexual violence victims; we gave out hundreds of personal safety alarms; and provided more Bystander Training.

LGBT+ History Month

The VP Support co-organised with the VP Voice, the Union's LGBT+ History Month Calendar. We held a Glitterbomb, an LGBT+ Shag Day and an LGBT+ Crafternoon. Disciplinary Outcomes It has been the work of the 2021-22 and 2022-23 VP Supports to lobby the University to publish disciplinary outcomes for more transparency from OSCAR and as deterrence. This website is now live with the nature of the offense and the action taken by the university available to view [here](#).

SHAG Days

We have organised multiple Sexual Health Awareness and Guidance Days (SHAG Days) and gave out thousands of STI tests, condoms, pregnancy tests, lube, cleaning wipes and sex toys. For sexual health, the VP Support organised arranged with the local GP a day where students and staff could have a cervical smear test, skipping the NHS waiting list.

Reporting Sexual Violence

We have been working with OSCAR to implement an amnesty clause for reporting parties of sexual violence. Students who would report experiencing sexual violence to the University will be able to do so without fear of repercussions if at the time of the assault they were breaching specific University regulations around sex work, drug offences (excluding supply) or conditions of residence breaches.

**UNIVERSITY OF SURREY STUDENTS' UNION
TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2023**

Sex Workers Safety Tool Kit

We are also working with the University on releasing a Sex Workers Safety Tool Kit. The tool kit does not promote sex work, but based on statistics we recognise that this happens, and we want to ensure the safety and wellbeing of our students who engage in sex work.

Nightline

We have been working with the Director of Student Life and her team to include the Nightline number on student cards. This has been something we have wished to accomplish for years as we want the number to be easily accessible to students in case of a crisis. After a difficult start to the year, and a cancelled training cycle due to low volunteer numbers, Nightline has had a very successful second semester, and they were open every night consistently for three months. We have recruited a new committee for the 23/24 academic year and have a strong volunteer base to move into the next year with. We hope that the new academic year will be as successful as Semester two of 2022-23.

Welfare Watch

Due to low numbers of volunteers and challenging committee dynamics, Welfare Watch has not been as successful this academic year as it has previously. We are looking to re-boot Welfare Watch for the 2023-24 academic year with a new committee and volunteers who will be recruited and trained in September 2023.

Student Minds

Student Minds have continued their support this academic year for students. Positive Minds offered a range of group facilitation sessions for students dealing with low mood and depression at university, as well as providing an Eating Difficulties Support group. This year we are happy to announce that by offering face to face sessions in the Union during Semester 1 and Semester 2, we saw increased attendance every week and positive engagement during the sessions, especially for our Eating Difficulties Support Group following its launch last year. The service also ran sessions during exams to help students with exam stress; organised events for University Mental Health Day; and is working with University Communications on their wellbeing campaign Let's Talk. We are keen to build on this momentum and grow the service, collaborating with the University and Centre for Wellbeing to increase awareness.

Wellbeing Champions

This year we have over 230 Wellbeing Champions in nearly 100 Clubs and Societies who have received in-depth training and led the way in promoting wellbeing and inclusion within their groups. Wellbeing Champions have been involved in 'first response' matters of wellbeing; supported with interpersonal situations; pioneered wider wellbeing sessions; and supported our initiatives such as Get Home Safe.

COMMUNITY ZONE

Freshers' Week

Moving In Weekend

We delivered another successful Moving-in Weekend that was supported by 70+ volunteers across all three campuses (Stag Hill, Manor Park, and Hazel Farm). We made sure that we gave our new students a warm welcome as well as providing any help they needed. There were many hand-made signs, funny dances, and lots of glitter from our Angels. We held our annual Angels' Party in Hari's Bar for our volunteers with awards presented to recognise their outstanding efforts in welcoming students to Surrey and to show our appreciation for them.

Freshers' Fair

In the Marquee and the surrounding area, we had over 150+ Sports Clubs and Societies in attendance, as well as numerous local businesses, sponsors, charities, and of course, our stand where we gave out 1000+ reusable water bottles; pens; pop sockets; tote bags; fans; and trolley coins for free. We had strong attendance and engagement from our students all day, with a quiet hour at the start for our students who prefer a less overwhelming and busy experience.

The Lake Our

Student Beer Garden reopened with our outdoor cinema showing movies every night of Freshers' Week. We saw new and returning students enjoy our daytime events such as cupcake/cookie decorating and mini canvas painting (which was attended by 250+ students). As well as our evening events such as Open Mic Night and our Hari's Bar Quiz.

UNIVERSITY OF SURREY STUDENTS' UNION TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 JULY 2023

Rubix

We opened Rubix for eight consecutive days over Freshers' Week and hosted popular headline acts such as Jonas Blue; Jay 1; Chase and Status; Jack Fowler; and Switch Disco as well as providing Bingo Lingo as an evening event. We saw Rubix and The Basement run at full capacity, with most nights being sold out.

Events

In addition to all our daytime lake events and movie nights, we organised a Games Night in The Basement with over 200 attendees in collaboration with Surrey Video Gaming Society, and a Karaoke Night in Bench Bar at Surrey Sports Park with 100+ attendees.

Black History Month

In October 2022 we collaborated with the African and Caribbean Society (ACS) and celebrated Black History Month (BHM) through a variety of events ranging from quiz nights; dodgeball charity matches (in collaboration with the dodgeball society); Afro/Hip-Hop dance classes; Sip 'n' Paint event; and movie nights. We also held a BHM Panel with black Sabbatical officers from previous years and they discussed their experiences; the importance of BHM; the impact they made in the Union/University for their community; and what they're to now. Overall, it was a heartfelt and inspiring panel that our students valued from. In Rubix, we held an Afro-Beats and Afro-Bashment Night with the famous DJ Cuppy and a '90s & '00s Hip-Hop night with DJ DNA which were both well attended.

We also held a BHM edition of Thursday Market with African and Caribbean food stalls as well as black-owned businesses. We collaborated with Stag TV to film a Proud to Be video with our black student part-time officers and ACS committee members talking about Black representation, culture, equality, diversity, inclusivity, and their own experiences and what BHM means to them. Throughout the entire month, we released social media posts on the BAME attainment gap at UK universities; closing the economic/ financial gap; supporting black businesses; and podcasts, book & film recommendations to educate and immerse our student body.

Christmas

We held a Santa's Elf Workshop with DIY crafts, mince pies, and hot chocolate at The Hive, which was attended by 100+ students to start the festive celebrations. We also had a Christmas Edition of our Thursday Market, with luxury hot chocolate by The Chocolate Pod and mulled wine and Mince pies on our Patio and held a Hazel Farm Christmas Party with Christmas lights switch, mince pies, hot chocolate, and cakes. Finally, we held movie nights in Rubix with free Candy Floss, as well as our Après ski party Citrus and Christmas Flirt! night with a Santa's grotto to end the last night of the year in Rubix. Chinese/Lunar New Year the Lunar New Year (LNY) campaign consisted of numerous events including a dumpling-making class; a calligraphy session; film nights; and free Chinese meals from Youngs Kitchen. We also held a LNY Thursday Market with Chinese food vendors; bubble tea vendors; fresh cakes; buns from Chinatown; small Chinese businesses; and we gave away 500+ instant noodles.

One World Week

One World Week is where we celebrate our incredibly diverse students from across the world who bring examples of their traditions, heritages, and cultures for our student body and staff to enjoy, in a space where they can celebrate with them and show how proud they are to be where they're from. We had events such as free yoga classes; sushi-making classes; litter picks; Hari's Challenge; and a Rep your Flag Citrus night that was well attended by our students. The two showcase events of One World Week are the One World Exhibition and the One World Gala.

One World Exhibition

The One World Exhibition was held in Rubix, and we celebrated Surrey's diversity, cultures and sub-cultures, through food, cultural wear, music, education, and everything in between. We had many societies showcase their culture and country; as well as exotic animals; interactive chalkboards; photo booths; and face painting. This free exhibition aimed to educate students and staff about the beautiful world we live in and how lucky we are to have such a plethora of cultures within our university community.

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2023

One World Gala

The One World Gala was an extravaganza of performances with elaborate choreography and stunning cultural wear hosted at G Live. We had many cultural societies showcasing a range of traditional and contemporary music and dance to students, staff, and the local community. We also had the pleasure of having the attendance of Vice Chancellor Max Lu at both of these amazing events.

Diwali and Holi

In collaboration with the Indian Students Association, we organised a trip to the Neasden Mandir taking 50 students to celebrate Diwali. We also organised a Holi event on PATS field with over 400 students in attendance, and Surrey's first Desi Night in Rubix with Dhol drummers to diversify the events provided in Rubix.

Spaces

Manor Park Social

This year we launched our brand-new bar, Manor Park Social (MPS), for students living and working on the Manor Park campus. The aim was to bring them a sense of community and student life away from Stag Hill. We used student input to design the space - picking the colour palette, furniture, and decorations to ensure MPS is a modern, stylish, and comfortable space where students can study during the day, socialise with their friends over lunch, or have a drink and wind down in the evening. We have created an extensive food menu from pizza, wraps, nibbles, hot drinks, and pastries, with dietary requirements such as halal and vegetarian taken into consideration. Additionally, we have implemented a wide range of alcoholic (cocktails, bottles, wines, beers, ciders, spirits), and non-alcoholic drinks (beers, cocktails, spirits, champagne, wine)

Rubix

- **EVENING ENTERTAINMENT** We've had open mic nights by Music and Drama Soc and Stag Radio every fortnight, Hari's Challenge almost every Tuesday (our weekly pub quiz) and Bingo Lingo has returned throughout the year, bringing in a range of entertainment for our students.
- **BASEMENT**
Our second venue has been popular with our societies for hosting their events and club nights as well as on Citrus and Flirt! nights with No Wave, Presha and our in-house DJs.
- **CITRUS AND FLIRT!** We have diversified our in-house DJs bringing in Sammy T for Citrus and collaborated with What the Funk for Citrus and End of Year Show following student feedback. Due to the increased popularity of our RnB and Urban Nights we decided to increase the number of nights offered in a year (six nights for RnB and three for Urban) compared to last year where we provided seven overall. We also launched a new incentive for students to come to Hari's Bar before 22:00 for free entry on Wednesdays and Fridays on non-sold events. We increased live music in Rubix and hosted Massaoke, Boomin', Umpah Brass, Ellie Sax and Sick Trumpet in Citrus.
- **SPORTS** We hosted the FIFA World Cup in Rubix filling up the entire space with students at every England game bringing a huge sense of community. We also showed the Six Nations, the Super Bowl, the UEFA Champions League, UEFA Europa League, and the Premier League which was met with positive responses from our students.
- **SAFETY** We have continued to promote and improve our safety in Rubix and showcased this by launching a video explaining and detailing how Rubix is a safe venue. We have also continued to invest in staff training by providing the Ask Angela service and have continue to offer welfare watch, a 32 camera CCTV system, free water, and soft drinks, and our in-house first aid team.

Cost of Living Manifesto

Following the student vote that named the Cost of Living (COL) as our priority campaign for the year, the Community Zone worked hard to contribute, including introducing 200 free entry tickets on Tixtu (last entry 11am); a Skint Night (£1 tickets); an increase in Stock Exchange nights, and we made Grad Ball more financially accessible. We also launched 50% off Rubix tickets for the top 100 Flirt! buyers and top 200 Citrus buyers during COL Week. As well as a variety of free events across the year (laser tag, mini canvas painting, cookie, and cupcake decorating, DIY Christmas workshops, One World Exhibition, PGR free breakfast, Pizza Party at Hazel Farm, Christmas Party at Hazel Farm, calligraphy sessions, etc.). We have also subsidised all events to make them more affordable (dumpling/sushi making classes, pumpkin carving with craft soc).

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2023

Community Hub

We have leased the old Santander unit near the library and plan to use this space as a Community Hub which will include a swap shop, food Co-operative, book swap, community fridge, and shelf. We have already started collecting donations for our swap shop around campus and plan to open in September 2023 for the incoming students and returners.

Raising and Giving (RAG)

Challenges

We collaborated with Endeavours Adventures to do a sky dive, choose a Challenge to do Everest Base Camp, and Challenge Abroad to do Elephants and Tribes.

RAG Week

We hosted RAG Week from 28 March – 31 March 2023 and hosted events and provided glitter stations at Citrus and Flirt!

Movember

We had a Movember raffle with amazing prizes donated by ourselves, the University, and partners, as well as holding a special Hari's Challenge and a Movember awareness night at Citrus.

Kelly's Guildford 10K Run

Kelly's Guildford 10K and 5K run is a collaboration between Kelly's Storage [Charity Events] and us. The run supported Young Lives vs Cancer and The Shooting Stars Hospice (our two partner charities for this year) and saw 200+ runners registered to join. Many were students doing so on behalf of their respective Sports Club or Societies, as well as many runners from the Guildford community. We had a DJ set, breakfast rolls, giveaways, and raffles to make the experience even more enjoyable.

Free Fest

Free Fest came back on 13 and 14 May 2023 at by the lake as our incredible summer-time festival over two days, with live music and DJ sets performed by our talented student body, movies, entertainment and a fun zone with bouncy castles and slides for younger people. This event was a huge success with the local community of Guildford coming to the University as well as our students enjoying Surrey's talent. There were many food stalls from our Thursday Market, with the addition of a slushies stall and ice cream vans, as well as our Lake Bar being open all weekend.

Union Ball and Colours Ball

Our annual balls were held on 5 and 6 May 2023 at G Live. We awarded numerous societies, clubs, students and staff for all their hard work and dedication with our awards and certificates. These were two really inspiring events to end the year and celebrating the success of our amazing Surrey community.

Housing Awareness Campaign

In collaboration with the Support Zone, we held a Housing Fair in The Hive with local letting agencies, accommodation providers, and storage facilities in Guildford. There was also a Speed-House-mating Event, and a Communal Living and Fire Safety talk. We collaborated with Hoods Residential to provide our How to Rent and Tennant talks to educate our student body.

Living off Campus Guide

We improved the Living off Campus Guide to include a Go Green page sharing tips and tricks to help increase sustainability in your household, as well as adding a Things to do in Guildford page to help increase local businesses and Guildford economy.

Varsity

In collaboration with the Activity Zone, we hosted Varsity at home for the first time since 2019 and won for the 12th consecutive year. It was held on 22 March 2023 at Surrey Sports Park and finished with an after-party at Citrus in Rubix. We had 32 matches taking place on the day with an amazing Fan Zone featuring Red Bull, Monster, food stalls. Students wore Varsity T-shirts and lanyards to show their Surrey spirit.

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2023

Strictly Come Surrey

We brought back this collaboration showcase between Ballroom and Latin Dance Club (BLDC) for the first time in four years. It featured seven couples, with professionals from BLDC and five members of university staff, and two students as our "celebrities". It was a spectacular event held in the Ivy Arts Centre with a live audience and live streamed online.

#SustainableSurrey

Volunteering

We increased our Sustainable Volunteering opportunities to include more litter picks around campus and in the local area; butterfly conservation; tree planting; building nature reserves; and volunteering in our community hub. This has also helped our Sports Clubs and Societies earn their Community Badge, as well as increasing volunteering opportunities locally.

Surrey Garden

We are planning to revive this garden near the Round House with student input on what they want to see planted and grown in this place. We've started a design brief; gathered volunteers; planted fruit trees in the surrounding areas; and plan to restart Surrey Garden Society to collaborate with us.

Biodiversity

We have partnered with a Surrey researcher to help cultivate a hive of bees on campus through our Surrey Garden to help increase biodiversity in Surrey. We also plan to build Hedgehog burrows and bird boxes/feeders to help our animals on campus as well.

Grad Ball

This year we introduced 200 super-advance tickets of £35, and 400 advance tickets of £45 compared to last year when no super-advance tickets were available. This positively impacted Grad Ball sales as 60% of tickets were sold within two days which have been the fastest selling Grad Ball tickets in recent years.

Volunteering Awards

We hosted our first Volunteering Awards night at Manor Park Social this year to recognise and celebrate our students' outstanding volunteering achievements. We presented Bronze, Silver, Gold, and Platinum certificates based on the number of volunteering hours achieved by our graduating students. We also had a prestigious Diamond Award for students who achieved over 1000 volunteering hours of which we handed out six this year which is an amazing accomplishment for our students. Additionally, we introduced a greatest Impact Award for one student we believed to have made a huge difference and impact to students and the wider community. Finally, we also gave out awards for our support services (Nightline, Welfare Watch, Student Minds) which were led by our VP Support, and our JEDI Award (Justice, equality, diversity, and inclusion) which was led by our VP Voice.

Fundraising

The Union itself had no fundraising activities requiring disclosure under S162A of the Charities Act 2011.

Future Plans

The strategy agreed by members in February 2017 was successfully embedded within the Union structure. With the introduction of a new CEO to the Union; Alex McKee is looking at future plans and a new strategy which will be implemented in 2024.

Financial review

USSU has continued to benefit from the recognition and support of the University, and this year received an annual Block Grant of £1,272,096. See page 21 for results for the year.

Reserves Policy

The Board of Trustees reviews the Student Unions' Reserve Policy annually. The Board of Trustees have determined that the appropriate level of reserves should be £300,000 cash (which is approximately 3 months salaries), however this will face further ongoing review. The reason for this reserve is to provide enough working capital and to deal with unexpected emergencies. In future years capital maintenance and development projects may be considered in the reserves policy review.

**UNIVERSITY OF SURREY STUDENTS' UNION
TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2023**

After deducting the carrying value of tangible fixed assets held for the Student Union's own use there were free reserves as defined by the Charity Commission of £409,983 (2022: £401,939).

The Students' Union cash reserves as of 31 July 2022 were £744,823. The cash reserve as at the 31 July 2023 is £585,714 (a reduction of £159,109).

The key management personnel understand that the Students' Union needs to maintain an appropriate level of reserves, in order to provide sufficient capital to cover delays which can occur between spending and receipt of income.

Custodian Activities: Clubs' & Societies' Funds

USSU acts as custodian for funds raised by the students' amounting to £187,604 on 31 July 2023. £757,396 paid in and £768,053 paid out of the clubs and societies own funds; made up of a total of 24,962 transactions for the year. These funds are represented in the financial accounts system under separate Restricted Income Fund cost codes, so Clubs' & Societies balances are known at all times.

In addition to the grant-support funds it disburses to them, as shown in the accounts, USSU is also custodian of the annual RAG proceeds from fundraising events organised by the students under USSU auspices for distribution to the intended charities.

Future Funding

The Board of Trustees remain in consultation of evaluating sufficient funding for USSU to meet all its obligations.

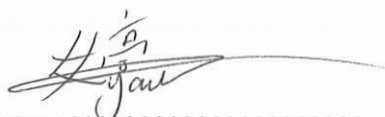
Trustees' Responsibilities

Charity law require us as the charity Trustees to prepare annual financial statements giving a true and fair view of the Students' Union and of the surplus or deficit for that year.

In preparing those financial statements we are required to: -

- select the most suitable accounting policies and apply them consistently.
- make judgements and estimates that are reasonable and prudent.
- prepare the financial statements on a going concern basis unless it is not appropriate to presume that the Union will continue in business.
- State if the trustees were not entitled to take advantage of the small companies' exemption from the requirement to prepare a strategic report.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable us to ensure that the financial statements comply with charity law and the requirements of Surrey Students' Union under the Education Act 1994. The Trustees are also responsible for safeguarding the assets of the charity and ensuring their proper application in accordance with charity law, and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



.....
Trustee On Behalf of the Board – Jo Ting Yau

Date:

11-12-23

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

Opinion

We have audited the financial statements of University of Surrey Students' Union for the year ended 31 July 2023 which comprise the Group Statement of Financial Activities, the Group and Company Balance Sheets, the Group Cash Flow Statement and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the group's and the charitable company's affairs as at 31 July 2023 and of the group's incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the 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 group and 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 group and 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.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE UNIVERSITY OF SURREY STUDENTS' UNION (CONTINUED)

Other information

The trustees are responsible for the other information contained within the annual report. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. 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 audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

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

- the information given in the trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In light of the knowledge and understanding of the group and charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' 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 and proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement on page 16 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.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE UNIVERSITY OF SURREY STUDENTS' UNION (CONTINUED)

In preparing the financial statements, the trustees are responsible for assessing the group's or 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.

Details of the extent to which the audit was considered capable of detecting irregularities, including fraud and non-compliance with laws and regulations are set out below.

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

Extent to which the audit was considered capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We identified and assessed the risks of material misstatement of the financial statements from irregularities, whether due to fraud or error, and discussed these between our audit team members. We then designed and performed audit procedures responsive to those risks, including obtaining audit evidence sufficient and appropriate to provide a basis for our opinion.

We obtained an understanding of the legal and regulatory frameworks within which the group and the charitable company operates, focusing on those laws and regulations that have a direct effect on the determination of material amounts and disclosures in the financial statements. The laws and regulations we considered in this context were the Companies Act 2006 and the Charities Act 2011 together with the Charities SORP (FRS 102). We assessed the required compliance with these laws and regulations as part of our audit procedures on the related financial statement items.

In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which might be fundamental to the group or charitable company's ability to operate or to avoid a material penalty. We also considered the opportunities and incentives that may exist within the group or charitable company for fraud. The laws and regulations we considered in this context were General Data Protecting Regulations, Health and Safety and Safeguarding of students.

Auditing standards limit the required audit procedures to identify non-compliance with these laws and regulations to enquiry of the Trustees and other management and inspection of regulatory and legal correspondence, if any.

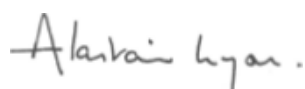
INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE UNIVERSITY OF SURREY STUDENTS' UNION (CONTINUED)

We identified the greatest risk of material impact on the financial statements from irregularities, including fraud, to be within the timing of recognition of certain income streams and the override of controls by management. Our audit procedures to respond to these risks included enquiries of management, and the Trustee Committee about their own identification and assessment of the risks of irregularities, sample testing on the posting of journals and the certain income streams, reviewing accounting estimates for biases, reviewing regulatory correspondence with the Charity Commission, and reading minutes of meetings of those charged with governance.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it. In addition, as with any audit, there remained a higher risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

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 and trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company, the charitable company's members as a body and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Alastair Lyon

Senior Statutory Auditor

For and on behalf of

Crowe U.K. LLP

Statutory Auditor

Reading

Dated : 14 December 2023

UNIVERSITY OF SURREY STUDENTS' UNION
STATEMENT OF CONSOLIDATED FINANCIAL ACTIVITIES FOR THE YEAR
(INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 JULY 2023

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Gross Income					
Donations:					
- Donations, University Grant, etc.	3	1,303,770	-	1,303,770	1,235,690
Income from other trading activities					
- Activity		36,108	-	36,108	26,420
- Central		66,005	-	66,005	35,166
- Community		112,919	-	112,919	111,535
Charitable activities for students:					
- Activity		10,239	757,396	767,635	670,446
- Community		1,096,594	-	1,096,594	1,476,414
		<u>2,625,635</u>	<u>757,396</u>	<u>3,383,031</u>	<u>3,555,671</u>
Expenditure on:					
Charitable activities for students:					
- Activity		417,448	768,053	1,185,501	1,005,261
- Central		283,115	-	283,115	354,962
- Community		1,397,400	-	1,397,400	1,611,442
- Support		299,310	-	299,310	326,398
- Voice		267,822	-	267,822	238,548
	4	<u>2,665,095</u>	<u>768,053</u>	<u>3,433,148</u>	<u>3,536,611</u>
Net Movement in funds					
		(39,460)	(10,657)	(50,117)	19,060
Fund balances brought forward		648,565	198,261	846,826	827,766
Fund balances carried forward	13	<u>609,105</u>	<u>187,604</u>	<u>796,709</u>	<u>846,826</u>

The notes on pages 25 to 34 form part of these accounts.

UNIVERSITY OF SURREY STUDENTS' UNION
CONSOLIDATED BALANCE SHEET
AS AT 31 JULY 2023

		2023	2022
		£	£
	Notes		
Fixed Assets			
Tangible fixed assets	7	<u>199,122</u>	<u>246,626</u>
Current Assets			
Stocks	9	38,229	37,821
Debtors	10	283,025	159,919
Cash at bank & in hand		<u>585,714</u>	<u>744,823</u>
		<u>906,968</u>	<u>942,563</u>
Current Liabilities			
Creditors: Amounts due within one year	11	<u>(309,381)</u>	<u>(342,363)</u>
Net Current Assets		<u>597,587</u>	<u>600,200</u>
Total Assets less Current Liabilities		<u>796,709</u>	<u>846,826</u>
Representing Charitable Funds:-			
Restricted Income Funds			
Students' Societies & Club Funds	12	187,604	198,261
Unrestricted Income Funds			
Undesignated		<u>609,105</u>	<u>648,565</u>
Total Funds	13	<u>796,709</u>	<u>846,826</u>

The financial statements were approved by the Trustees on behalf, by:

11-12-23

and signed on their

President

Trustee: Jo Ting Yau



The notes on pages 25 to 34 form part of these accounts.

UNIVERSITY OF SURREY STUDENTS' UNION
UNION BALANCE SHEET
AS AT 31 JULY 2023
REGISTERED COMPANY NUMBER: 07470232

		2023	2022
		£	£
	Notes		
Fixed Assets			
Tangible fixed assets	7	199,122	246,626
Investments	8	1	1
		<u>199,123</u>	<u>246,627</u>
Current Assets			
Debtors	10	282,261	260,875
Cash at bank & in hand		<u>422,367</u>	<u>516,247</u>
		704,628	777,122
Current Liabilities			
Creditors: Amounts due within one year	11	<u>(251,192)</u>	<u>(235,521)</u>
Net Current Assets		<u>453,436</u>	<u>541,601</u>
Total Assets less Current Liabilities		<u><u>652,559</u></u>	<u><u>788,228</u></u>
Representing Charitable Funds:-			
Restricted Income Funds			
Students' Societies & Club Funds	12	187,604	198,261
Unrestricted Income Funds			
Free reserves (Undesignated)		<u>464,955</u>	<u>589,967</u>
Total Funds	13	<u><u>652,559</u></u>	<u><u>788,228</u></u>

The result for the financial year dealt with in the financial statements of the parent company was a loss of £135,673 (2022: loss £247,883).

The financial statements were approved by the Trustees on 11-12-23 and signed on their behalf, by:

President and Chair of Trustees- Jo Ting Yau



The notes on pages 25 to 34 form part of these accounts

UNIVERSITY OF SURREY STUDENTS' UNION
CONSOLIDATED CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 JULY 2023

	2023 £	2022 £
Cash flows from operating activities:		
Net incoming resources	(50,117)	19,060
Depreciation	61,439	46,250
Interest paid	13,034	12,196
Interest received	(4,983)	(218)
(Increase)/decrease in stock	(408)	19,072
(Decrease)/increase in debtors	(123,106)	28,204
(Decrease)/Increase in creditors	<u>(32,982)</u>	<u>81,412</u>
Net cash used in operating activities	<u>(137,123)</u>	<u>205,976</u>
Cash flows from investing activities		
Interest receivable	4,983	218
Interest payable	(13,034)	(12,196)
Purchase of tangible fixed assets	<u>(13,935)</u>	<u>(131,658)</u>
Net cash used in investing activities	<u>21,986</u>	<u>(143,636)</u>
Change in cash and cash equivalents in the year	<u>£ (159,109)</u>	<u>£ 62,340</u>
Net debt reconciliation of net cash flow to movement in net debt		
Net funds at 1 st August	744,823	682,483
Increase/(Decrease) in cash in the year	<u>(159,109)</u>	<u>62,340</u>
Net funds at 31st July	<u>£ 585,714</u>	<u>£ 744,823</u>
Analysis of cash and cash equivalents		
Cash in hand	<u>£ 585,714</u>	<u>£ 744,823</u>

The notes on pages 25 to 34 form part of these accounts

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2023

1 Accounting Policies

The University of Surrey Students' Union is an incorporated charity registered in the UK (Charity Number 1142479. Company Number: 07470232) with its registered office at Union House, Guildford, Surrey, GU2 7XH.

The Principal activities are campaigning, representation, provision of social activities and the organisation of sporting and recreational activities and opportunities.

(a) Accounting convention

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 (FRS 102) (effective January 2019) – (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Union meets the definition of a public benefit entity under FRS 102. Assets and Liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

Consolidated financial statements ('group accounts') have been prepared in respect of the charity and its wholly owned subsidiary, Origin Events Limited. The parent has taken exemption from presenting its unconsolidated profit and loss account under section 408 of the Companies Act 2006 and as permitted by FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

(b) Going concern

The charity has cash resources and is supported by the University of Surrey. Having reviewed budgets, forecasts and cash-flows, the trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. They continue to believe the going concern basis of accounting appropriate in preparing the annual financial statements.

(c) Incoming resources

All income including grants and capital resources are recognised in the accounts when the Charity is legally entitled to the income and the amount can be quantified with reasonable certainty, and on an accruals basis.

During the year the Union received £Nil (2022: £18k) from the UK Government under the Coronavirus Job Retention Scheme.

(d) Resources expended

Expenditure is accrued as soon as a liability is considered probable, discounted to present value for longer term liabilities. Expenditure includes irrecoverable VAT. Charitable expenditure comprises the direct and indirect costs of delivering public benefit. Other central overhead costs are apportioned to charitable and other projects/activities on a usage basis, pro rata to the amount of staff hours attributable to each project or activity undertaken.

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2023

1 Accounting Policies (continued)

(e) **Tangible fixed assets**

Fixed assets are stated at cost less accumulated depreciation. Equipment, fixtures and fittings are included at cost. Depreciation is provided at the following annual rates in order to write the cost of assets off over their estimated useful lives.

Fixtures and Fittings	-	10%	per annum straight line
Equipment	-	10-33%	per annum straight line
Computer Hardware	-	20-50%	per annum straight line
Computer Software	-	20-33%	per annum straight line

(f) **Cash and cash equivalents**

Cash at bank and cash equivalents includes cash and short term highly liquid investments with a short maturity of 3 months or less from the date of acquisition or opening of the deposit or similar account.

(g) **Pension costs**

The Union now operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year. Differences between contributions payable in the year and paid are shown as accruals or prepayments in the balance sheet.

(h) **Leased assets**

Rentals payable under operating leases are charged as expenditure on a straight line basis over the period of the lease

(i) **Stock**

Stock is valued at the lower of the cost and its net realisable value.

(j) **Fund accounting**

(i) **Unrestricted Funds** representing unspent income which may be used for any activity/purpose at the Executive Committee's own discretion;

(ii) **Capital Grant Funds** are released annually in line with the depreciation policy on the capital spend;

(iii) **Restricted funds** raised and administered by USSU for specific purposes, such as Club and Societies Accounts, as well as revenue received for purposes specified by the donor. The costs of raising and administering such funds are charged against the specific fund.

(k) **Taxation**

The Union meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the Union is potentially exempt from taxation in respect of income or capital gains received within categories covered by part 11, chapter 3 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.

(l) **Financial instruments**

Basic financial instruments include debtors and creditors. Debtors and creditors are initially recognised at transaction value and subsequently measured at amortised cost. Note 14 provides more information on financial instruments where future cash flows are anticipated, with financial assets referring to trade debtors, amount owed by group undertakings, other debtors and cash equivalents, and financial liabilities referring to all creditor balances excluding deferred income and payments on account.

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2023

2 Critical Accounting Judgements and Key Sources of Estimation Uncertainty

Preparation of the financial statements requires management to make judgements and estimates. The directors consider that there are no material judgements in applying accounting policies or key sources of estimation uncertainty.

3 Grants Receivable and Donations

	2023 £	2022 £
University Block Grant (Subvention)	1,272,096	1,217,650
CJRS Grant	-	18,040
Additional University Grant	<u>31,674</u>	<u>-</u>
Total	<u>1,303,770</u>	<u>1,235,690</u>

4a) Charitable and Other Activity Costs- 2023

	Cost of sales £	Staff costs £	Rent £	Other costs £	Total £
Charitable activities					
Activity	-	190,984	20,004	974,513	1,185,501
Central	-	133,597	10,515	139,003	283,115
Community	454,904	503,034	40,003	399,459	1,397,400
Support	-	241,213	20,004	38,093	299,310
Voice	<u>-</u>	<u>203,503</u>	<u>20,004</u>	<u>44,315</u>	<u>267,822</u>
Total costs	<u>454,904</u>	<u>1,272,331</u>	<u>110,530</u>	<u>1,595,383</u>	<u>3,433,148</u>

Included in the above costs is the annual audit fee of £21,000 (2022: £18,250).

Affiliation fees included in the above amounts to £nil (2022: £nil)

2022 Comparative Information- Charitable and Other Activity Costs

	Cost of sales £	Staff costs £	Rent £	Other costs £	Total £
Charitable activities					
Activity	-	188,429	20,004	796,828	1,005,261
Central	-	107,278	10,518	237,166	354,962
Community	582,788	448,872	40,000	539,782	1,611,442
Support	-	266,121	20,004	40,273	326,398
Voice	<u>-</u>	<u>178,462</u>	<u>20,004</u>	<u>40,082</u>	<u>238,548</u>
Total costs	<u>582,788</u>	<u>1,189,162</u>	<u>110,530</u>	<u>1,654,131</u>	<u>3,536,611</u>

Included in the above costs is the annual audit fee of £18,250 (2021: £15,875).

Affiliation fees included in the above amounts to £nil (2021: £nil)

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2023

4b) Central Overhead Costs Included in Note 4a

All central overhead costs have been apportioned on a usage basis, pro rata to the total costs of each project or activity undertaken as per the below breakdown.

Overheads used evenly by all zones represent the following cost:

2023		Usage	Staff £	Other £	Total £
Charitable activities					
Central	20%	14,583	50,153	64,736	
Voice	20%	14,583	50,153	64,736	
Activity	20%	14,583	50,153	64,736	
Support	20%	14,583	50,153	64,736	
Community	20%	14,583	50,153	64,736	
Total costs		100%	72,915	250,765	323,680
<i>2022 Comparative information</i>					
		<i>Usage</i>	<i>Staff £</i>	<i>Other £</i>	<i>Total £</i>
Charitable activities					
Central	20%	47,719	24,660	72,379	
Voice	20%	47,719	24,660	72,379	
Activity	20%	47,719	24,660	72,379	
Support	20%	47,719	24,660	72,379	
Community	20%	47,719	24,660	72,379	
Total costs		100%	238,595	123,300	361,895

5 Staff Costs

	2023 £	2022 £
Wages and salaries	1,106,231	1,037,417
Social security	92,452	87,330
Pension costs	73,648	64,415
	1,272,331	1,189,162

One (2022: one £60,000 - £70,000) employee earned between £70,000 - £80,000 per annum. Defined contribution pension scheme costs for this employee amounted to £5,205 for the year to 31 July 2022 (2022: £9,694). It should be noted that the current year and prior year employees involved were two different members of staff.

The key management personnel of the Union comprise the Trustees, the Chief Executive Officer, the Deputy CEO and the Head of People and Representation.

The aggregate employee benefits of key management personnel were £ 352,981 (2022: £343,261).

The average staffing was as follows:-

Full time	26	27
Students – term time only	91	92
	117	119

Settlement payments of £12.5k (2022: £nil) were made during the year.

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2023

6 Trustees' Remuneration and Expenses

The Union's sabbatical officers received the following amounts in accordance with the Union's articles of association in respect of qualifying services:

	Total remuneration
	£
Diana Dakik	19,525
Oriana Savvidi	24,513
Jo Yau	24,013
Cameron Tooke	24,590
Megan Simmonds	<u>25,563</u>
Total	<u><u>118,294</u></u>

Reimbursed expenses to Trustees totalled £nil (2022: £nil).

7 Tangible Fixed Assets – Group and Union

	Fixtures & Fittings	Equipment	Computer Hardware	Computer Software	Total
	£	£	£	£	£
COST					
At 1 August 2022	896,352	211,137	135,307	91,804	1,334,600
Additions	<u>-</u>	<u>13,935</u>	<u>-</u>	<u>-</u>	<u>13,935</u>
At 31 July 2023	<u>896,352</u>	<u>225,072</u>	<u>135,307</u>	<u>91,804</u>	<u>1,348,535</u>
DEPRECIATION					
At 1 August 2022	804,556	62,587	129,027	91,804	1,087,974
Charge for the year	<u>21,230</u>	<u>33,929</u>	<u>6,280</u>	<u>-</u>	<u>61,439</u>
At 31 July 2023	<u>825,786</u>	<u>96,516</u>	<u>135,307</u>	<u>91,804</u>	<u>1,149,413</u>
NET BOOK VALUE					
At 31 July 2023	<u>70,566</u>	<u>128,556</u>	<u>-</u>	<u>-</u>	<u>199,122</u>
At 1 August 2022	<u>91,796</u>	<u>148,550</u>	<u>6,280</u>	<u>-</u>	<u>246,626</u>

8 Investments

	Group	Union
	£	£
COST:		
1 August 2022	-	1
Disposals	<u>-</u>	<u>-</u>
At 31 July 2023	<u>-</u>	<u>1</u>

During the year the Union held investments in the following companies which are incorporated in the United Kingdom.

Name of Company	Main Trading Activity	Equity Held
Origin Events Limited	Bar and shop trading	100.00%

Origin Events Limited (Company Number: 05048518) a fully owned subsidiary has net assets as at 31 July 2023 of £144,153 (2022: £58,601). Income of £1,237,566 (2022: £1,662,897) and expenditure of £1,093,414 (2022: 1,355,954) and a profit/(loss) of £144,152 (2022: £266,943).

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2023

9 Stock

	2023		2022	
	Group	Union	Group	Union
	£	£	£	£
Finished Goods	<u>38,229</u>	<u>-</u>	<u>37,821</u>	<u>-</u>

10 Debtors

	2023		2022	
	Group	Union	Group	Union
	£	£	£	£
Trade debtors	144,637	41,701	41,669	2,862
Amounts owed by group undertakings	-	114,583	-	185,714
Other debtors	2,965	2,965	14,100	47
Prepayments and accrued income	<u>135,423</u>	<u>123,012</u>	<u>105,809</u>	<u>73,911</u>
	<u>283,025</u>	<u>282,261</u>	<u>161,578</u>	<u>262,534</u>

11 Creditors: Amounts falling due within one year

	2023		2023	
	Group	Union	Group	Union
	£	£	£	£
Trade creditors	207,935	162,981	195,380	96,538
Social security & other taxes	15,219	15,219	8,873	8,873
Other creditors	27,755	25,406	16,452	16,452
Accruals	<u>58,472</u>	<u>47,586</u>	<u>121,658</u>	<u>113,658</u>
	<u>309,381</u>	<u>251,192</u>	<u>342,363</u>	<u>235,521</u>

12 Restricted Funds held for Student Societies & Clubs – Group and Union

	£
Funds held at 1 August 2022	198,261
Income	757,396
Expenditure	<u>(768,053)</u>
Funds held at 31 July 2023	<u>187,604</u>

Restricted funds represent amounts raised by the Student Societies and Clubs of the Union for their own use.

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2023

13 Analysis of Net Assets between Funds 2023

Group	Unrestricted Funds £	Restricted Income Funds £	Total £
Fixed assets	199,122	-	199,122
Net current assets	<u>409,983</u>	<u>187,604</u>	<u>597,587</u>
	<u>609,105</u>	<u>187,604</u>	<u>796,709</u>

Union	Unrestricted Funds £	Restricted Income Funds £	Total £
Fixed assets	199,123	-	199,123
Net current assets	<u>265,832</u>	<u>187,604</u>	<u>453,436</u>
	<u>464,955</u>	<u>187,604</u>	<u>652,559</u>

Prior Year Comparative Analysis of Net Assets between Funds 2022

<i>Group</i>	<i>Unrestricted Funds £</i>	<i>Restricted Income Funds £</i>	<i>Total £</i>
<i>Fixed assets</i>	244,967	-	244,967
<i>Net current assets</i>	<u>403,598</u>	<u>198,261</u>	<u>601,859</u>
	<u>648,565</u>	<u>198,261</u>	<u>846,826</u>

<i>Union</i>	<i>Unrestricted Funds £</i>	<i>Restricted Income Funds £</i>	<i>Total £</i>
<i>Fixed assets</i>	244,968	-	244,968
<i>Net current assets</i>	<u>344,999</u>	<u>198,261</u>	<u>543,260</u>
	<u>589,967</u>	<u>198,261</u>	<u>788,228</u>

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2023

14 Financial Instruments

	2023 £	2022 £
Group		
Financial assets measured at amortised cost	733,316	800,592
Financial liabilities measured at amortised cost	<u>(294,162)</u>	<u>(333,490)</u>

The group's income, expense, gains and losses in respect of financial instruments are summarised below:

	2023 £	2022 £
Interest income and expense:		
Total interest income for financial assets held at amortised costs	(4,983)	(218)
Total interest expense for financial liabilities held at amortised cost	<u>13,034</u>	<u>12,196</u>

	2023 £	2022 £
Charity		
Financial assets measured at amortised cost	581,616	704,870
Financial liabilities measured at amortised cost	<u>(235,973)</u>	<u>(226,648)</u>

The charity's income, expense, gains and losses in respect of financial instruments are summarised below:

	2023 £	2022 £
Interest income and expense:		
Total interest income for financial assets held at amortised costs	(4,983)	(218)
Total interest expense for financial liabilities held at amortised cost	<u>13,034</u>	<u>12,196</u>

Financial instruments held at amortised cost are trade debtors, intercompany, other debtors, cash at bank, trade creditors, accruals and other creditors. They exclude prepayments and other taxes and social security.

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2023

15 Leasing Commitments – Group and Union

At 31 July 2023 the Union had annual commitments under non-cancellable operating leases as detailed below:

	2023 £	2022 £
Plant and machinery		
Operating leases expiring within one year	121,832	126,837
Operating leases expiring within one to two years	55,261	119,717
Operating leases expiring within two to five years	-	54,403
Operating leases expiring greater than five years	<u>-</u>	<u>-</u>

Lease payments during the year were £126,837 (2022: £109,438)

16 Control Relationship

Ultimate control of the University of Surrey Students' Union rests with its membership, represented by the Union Trustee board.

17 Related Parties

The Union is in receipt of a recurrent grant from the University of Surrey of £1,272,096 (2022: £1,217,650), as well as an additional grant of £31,674 (2022: £nil). The year end net balance owed to the University was £31,942 (2022: £2,086 owed from). The sabbatical members of the executive committee receive remuneration for their services as provided for within the Constitution. The aggregate amount payable under such contracts in the year was £118,294 (2022: £120,394).

Origin Events Limited is considered to be a related party of the Union as it is a wholly owned subsidiary. The company made a payment under gift aid to the Union of £nil during the year (2022: £nil). A recharge of £18,463 (2022: £38,528) to Origin Events Limited for use of fixed assets is included within these figures. The intercompany balance due from the company to the Union at the year-end was £114,583 (2022: £185,714). The year end net balance owed by the University to Origin Events Limited was £87,994 (2022: nil).

18 Pension Costs

In 2011 the Union moved from a defined benefit to a defined contribution retirements benefit scheme. As part of the arrangement, the liability for deficits relating to past service of TUPE employees remained with the University. The Union pays contributions for TUPE employees at a rate of 16% of pensionable salary for former members of USS and 16.4% for former members of LGPS. The pension contribution rate for staff commencing employment after 1st August 2011 is 4% and the rate for those on the auto enrolment scheme is 3%. However, from January 2023 employer contributions for all staff who were not TUPE employees was 8%. The total pension cost for the year was £73,648 (2022: £64,415).

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2023

19 Prior Year Comparatives

	<i>Unrestricted Funds £</i>	<i>Restricted Funds £</i>	<i>Total 2022 £</i>
<i>Gross Income</i>			
<i>Donations:</i>			
- <i>Donations, University Grant, etc.</i>	1,235,690	-	1,235,690
<i>Income from other trading activities</i>			
- <i>Activity</i>	26,420	-	26,420
- <i>Central</i>	35,166	-	35,166
- <i>Community</i>	111,535	-	111,535
<i>Charitable activities for students:</i>			
- <i>Activity</i>	-	670,446	670,446
- <i>Community</i>	1,476,414	-	1,476,414
	<u>2,885,225</u>	<u>670,446</u>	<u>3,555,671</u>
<i>Expenditure on:</i>			
<i>Charitable activities for students:</i>			
- <i>Activity</i>	361,972	643,289	1,005,261
- <i>Central</i>	354,962	-	354,962
- <i>Community</i>	1,611,442	-	1,611,442
- <i>Support</i>	326,398	-	326,398
- <i>Voice</i>	238,548	-	238,548
	<u>2,893,322</u>	<u>643,289</u>	<u>3,536,611</u>
<i>Net Movement in funds</i>	(8,097)	27,157	19,060
<i>Fund balances brought forward</i>	656,662	171,104	827,766
<i>Fund balances carried forward</i>	<u>648,565</u>	<u>198,261</u>	<u>846,826</u>

Accounts

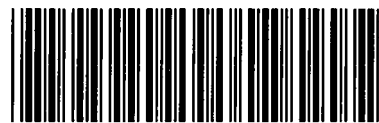
Registered Charity No: 1142479
Registered Company No: 07470232

UNIVERSITY OF SURREY STUDENTS' UNION

**TRUSTEES' REPORT AND CONSOLIDATED FINANCIAL
STATEMENTS**

FOR THE YEAR ENDED 31 JULY 2022

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COMPANIES HOUSE

UNIVERSITY OF SURREY STUDENTS' UNION

Contents

	PAGE
Administrative information	1 - 2
Report of the Trustees (including Trustees' Responsibilities statement)	3 - 14
Auditors' Report	15 - 18
Statement of Consolidated Financial Activities	19
Consolidated Balance Sheet	20
Union Balance Sheet	21
Consolidated Statement of Cash Flows	22
Notes to the Financial Statements	23 - 32

UNIVERSITY OF SURREY STUDENTS' UNION

ADMINISTRATIVE INFORMATION

Charitable Status

The University of Surrey Students' Union (USSU) is an incorporated charity (Company Limited by Guarantee) established under the Education Act 1994 and registered with the Charity Commission (No. 1142479) and Companies House (No. 07470232).

Principal Address

Union House, Stag Hill, University of Surrey, Guildford, Surrey, GU2 7XH.

Charity Trustees

	<u>July 2021/22</u>	<u>July 2022/23</u>
Full-time (Sabbatical) Officers		
President & Chair of Trustees	Ajisola Ajimobi	Diana Dakik (wef 01/08/22)
VP Community	Nathaniel Nelson-Williams	Jo Ting Yau (wef 01/08/22)
VP Support	Leri Francis	Oriana Savvidi (wef 01/08/22)
VP Activity	James Barlow	Cameron Tooke (wef 01/08/22)
VP Voice	Megan Simmons	Megan Simmons (wef 01/08/22)
Part-time (Non-sabbatical) Officer		
Union Chair	Adesuwa Obasohan	David Dobrotvorskij
External Trustees		
	Matthew Dutton	Matthew Dutton
	Amanda Massie	Amanda Massie
	Jeremy Pattison (Res. 31/05/22)	
	Anne Milton	Anne Milton
	Martine Carter	Martine Carter
	Tom Marsh (Res. 29/07/22)	
Part-time Executive Officers (Non-trustees)		
	Community Exec Officer	Dan Hood
	Community Exec Officer	Theodora Plati Loverdou
	Support Exec Officer	Ami Tudorache
	Support Exec Officer	Numa Begum
	Voice Exec Officer	Michelle Ching
	Voice Exec Officer	Aleksandria Rusimova
	Activity Exec Officer	Diana Dakik
	Activity Exec Officer	Puljit Juneja

Voice zone officers:

Kiara Kataike-Lunani
Deni Addis
Harsh Sodhani
Luana Vasconcelos
Hugo Montford

Support zone officers:

Samantha Buss
Numa Begum
Liam White
Letty Raby
Mowisha Srikuberan

Activity zone officers:

Team Surrey Chair - Nick Green
Societies chair - Ami Tudorache
Activity zone:
Hannah McAuley
Izzy Holland
Phoebe Blackmore

Community Zone officers:

Oyinkan Carrena
Tash Jones
Emily O'Grady
Elena Quevedo Santana
RAG Chair - Theodora Plati Loverdou

UNIVERSITY OF SURREY STUDENTS' UNION ADMINISTRATIVE INFORMATION

Auditors

Crowe U.K. LLP
Statutory Auditor
49-51 Blagrove Street
Reading
Berkshire
RG1 1PL

Bankers

National Westminster
Bank Plc
151 High Street
Guildford
Surrey
GU1 3AH

Solicitors

Goodyear Blackie
Herrington Law Limited
7 & 8 Innovation Place
Douglas Drive
Godalming
Surrey
GU7 1JX

USSU employs a Chief Executive Officer to work closely with the Executive Officers and ensure effective management of the charity as head of a senior management team as follows: -

Chief Executive Officer

Alan Sutherland (Res. 28/01/22)
Debra Rideout (Interim CEO Jan-July 22)
Alex McKee (App. 25/07/22)

Deputy CEO

Debra Rideout
Kath Phillips (Interim Deputy CEO Jan-July 22)

Human Resources & Staff Development Manager

Caroline Royle (Retired 31/08/22)

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 JULY 2022

The Board of Trustees present their Annual Report for the year ended 31 July 2022 which includes the administrative information set out on page 1, together with the audited accounts for that year.

Structure, Governance and Management

USSU is constituted under the Education Act 1994 as a charity (see page 1) with internal regulations or Rules approved by the governing body of the University of Surrey. The Union is a Company Limited by Guarantee. The Charitable Company's Memorandum and Articles of Association are the primary governing documents. Each member of the Charitable Company undertakes to contribute to the owners of the Charitable Company in the event of it being wound up, while they are a member, such amount as may be required, and not exceeding £1.

USSU charitable Objects under the Act, to advance the Universities' educational purposes by providing representation and support for the students of the University, are supplemented by the further Object of helping members to develop their own charitable activities as active participants in civil society.

USSU is administered by its Executive Committee of fourteen students elected annually by cross-campus ballot of the USSU membership. The five posts of President, VP Voice, VP Support, VP Community and VP Activity are full-time, or 'sabbatical', posts remunerated as authorised by the Education Acts and cannot exceed two years' duration for each holder. The five full-time Officers, Union Chairperson, University Trustee and four external trustees are regarded as the charity trustees of USSU for the purposes of the Charities Acts.

It should be noted that, due to COVID-19, the period of office for the 2020/21 sabbatical team was extended and ended on 31st July 2021, with the new team taking over with effect from 1st August 2021. This has continued into 2022.

Change to the Union's student-facing committees

During our annual election process, Surrey Decides, we held an additional referendum asking students if they wanted to adopt our new student facing committee structure, which removed our hierarchical Executive Committee.

The referendum passed with a 78% majority. The previous Executive level of policy setting in the Union will remain, but will be referred to as Union Forum, and all elected Union officers will be voting members. We made this change following several years of low student engagement with our Executive Committee, a trend which developed pre-pandemic.

It is important to respond to student trends to ensure that we remain relevant, and that our members feel they can influence our decision-making. We find that students actively engage in our work when there are prevalent issues to discuss, for example our work on women's safety or the crisis in Ukraine. Therefore, the Union Forum will be triggered in response to student issues and needs, as well as holding at least one meeting per semester to hold all elected officers to account. The Union Chairperson continues to oversee this new committee.

Recruitment of new Union Chief Executive Officer

This year saw the start of a period of change in the Union's staff team after the CEO, Alan Sutherland, announced his resignation in November 2021 and left the Union in January 2022 to take up the new role of Director of Campus Services in the University. We thank Alan for his many years of dedication to the Students' Union and wish him the best with his new venture. Alan's departure meant that the Union entered a period of recruitment for a new CEO, led by the Union President as chair of the Nominations Committee, a subcommittee of the Union's Board of Trustees

During the interim period while recruitment was ongoing, the Union's Deputy CEO, Debra Rideout, assumed the role of Interim CEO, supported by Kath Phillips (previously the Voice Manager) as Interim Deputy CEO.

The process has now concluded, and we are pleased to announce that the new Chief Executive Officer is Alex McKee, who previously led Communications and Engagement at the Students' Union UCL. Alex began his new role at the end of July 2022, and we are looking forward to working with him and seeing the impact he can have on our members.

UNIVERSITY OF SURREY STUDENTS' UNION TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 JULY 2022

August 2022 also saw the retirement of Caroline Royle, Human Resources and Staff Development Manager, after 37 years of service to Surrey Students' Union. Following her retirement, Alex McKee CEO has appointed Kath Phillips as Interim Head of People and Representation as of 1st September 2022.

Arrangements for setting pay and remuneration of key management personnel

Pay and remuneration of key management personnel is determined by a variety of contributory factors, such as, the size of the Students' Union, the pay scales for each role e.g., sabbaticals, CEO etc., and the level of experience of the staff member. In addition to this, levels of pay may be affected by the ability to recruit key management personnel and retain them in post, which all coincides with the student union's appointment and pay policies. All amendments to the pay and remuneration policy for the key management personnel is discussed and agreed by the trustees. The day to day running of the Union is delegated to the Chief Executive Officer and the Deputy CEO.

Risk Management

The Finance Committee has examined the major strategic, business and operational risks faced by USSU in particular those relating to governance, finance, student experience, health and safety, organisation, operations, reputation, HR and ICT. A risk register has been established and is updated at least annually.

The Students' Union prime risks are:

- Failure to manage costs improve efficiency and maintain financial stability. Current mitigation: is Annual budgets detailed monitoring and production of monthly finance reports. Monthly finance meeting with quarterly trustee meetings.
- Loss or reduction in annual subvention. Current mitigation: Continuing cooperation with the university encouragement of positive links from Sabbatical officers to key University personnel. Transparency of the USSU core aims and objectives
- Failure to improve the student experience. Current mitigation: Implementation of the Zone structure enabling VP's to complete their manifestos.

Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Budgetary and internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers and participants on all activities organised by the Union. Staff training and development are in place to ensure staff are aware of the risks and have the necessary skills and ability to complete the designated role. KPI's are regularly reviewed to pick up any early warning signs that issues may be these occurring. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

The Union continues to analyse the risk of Covid 19, and its impact is considered on a rolling and future basis. The Union's plans and response to the pandemic were quickly delivered and were adaptable. The Union team continue to give particular attention to Rubix nightclub, and the adaptations needed in order to deliver a Covid secure venue and social experience for the students.

Procedures and Policies of Trustee Induction and Training

Induction training was provided for new trustees which included both internal and external training. On-going training will be made available to the trustees during their office including attendance at conferences, specific training events and access to website training materials.

Group structure

The Student Union has a wholly owned subsidiary, Origin Events Limited. See Note 8 for further details.

Aims, Objectives and activities

The Board of Trustees has identified The University of Surrey Students' Union's vision and mission as "To be a leading UK Students' Union that has a positive impact on every University of Surrey student - To enrich students' lives, the community in which they live and the University of Surrey by creating the changes they want and to enable them to achieve their ambitions". During 2016/17, the board of trustees agreed a new five-year strategy for the Students' Union. This strategy was put to members for approval during the annual elections and 1847 members voted, with 89.5% approving the strategy. The key aims from the strategy are as follows

**UNIVERSITY OF SURREY STUDENTS' UNION
TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2022**

- **The Union will be proactive in learning what our members want:** By talking more to our members, giving them the opportunity to talk to us – easier and quicker, and doing quality research without the burden of endless lengthy surveys, the sabbaticals, and Union executive will have a closer and more relevant understanding of what our students think, and what is important to them.
- **Student leaders will be supported to take action in response to the student voice:** To create change, and enrich the lives of our members, we must react to what we know. Although it is important to acknowledge that we are constrained by our charitable objectives. Student leaders are not just elected to deliver on election promises, but to react to the voice of students.
- **Elected student officers will be supported to deliver on key manifesto pledges:** With a solid foundation of student opinion to support elected student officers in their decision making, it is also vital that student officers do not simply become messengers, reporting through committee what the latest survey results are. The diversity of ideas comes from the annual election process and the resultant manifestos. The representative democracy of the Students' Union will be supported by enabling elected officers, not only to develop their election manifestos, but to deliver on them.
- **Students will be well informed on the work of the Union and their representatives:** We will not just listen silently to our membership but will inform them of what their Union has been doing in their name, and what it continues to do following what they have told us. By hearing about the impact their voice has made, and how they have been listened to, the credibility of the Union will be enhanced and continue a virtuous circle of student engagement.
- **Students will recognise the Union as an organisation that is true to their values:** The way the Students' Union collectively operates is important, for the credibility of the organisation and the relationships that exist with external stakeholders as well as with our members. Our values will be rooted in what we do, elected officers, signatories, staff, and all active members will be expected to know what is expected of them in the living realisation of our values.

In pursuit of these aims for public benefit, The University of Surrey Students' Union will ensure the diversity of its membership is recognised, valued and supported and has established services for use by its members and to support its work with the University and other organisations on behalf of students. These include the Students' Union support service, volunteering and training, diverse student activities, and support for student sports clubs and societies, alongside our commercial activities which include our Rubix nightclub. The Executive Officers of the Union sit on the majority of the committees of the University of Surrey and meet regularly with department and central service heads on campus.

The charity trustees have complied with their duty as determined by Section 17(5) of the Charities Act 2011 having due regard to the Charity Commission's published general guidance concerning the operation of the public benefit requirement.

Exam timetabling

During the COVID-19 pandemic, all exams and assessments became digital. This academic year, we have begun to make the transition back to in-person teaching with most assessments remaining digital. The Union President worked in partnership with the University to prohibit assessment clashes to minimise the impact on student wellbeing, one of the President's manifesto points.

This has been successfully achieved, in the summer exam period there have been no examination clashes. Additionally, a comprehensive policy has been introduced within a new Code of Practice which specifies an 18-hour gap between exams of less than 24 hours, resulting in reality with a 20-hour gap between each 4 hour long online exam. This will ensure that students have adequate rest between exams, safeguarding student outcomes.

Graduation tickets

One of the Union President's manifesto objectives was to lower the cost of graduation, introducing free tickets for student and their guests, removing financial barriers. This is particularly important this year given that the cost-of-living crisis has impacted students and their families.

The President worked with the University on this project and introduced free graduation ceremony tickets for students and two guests. This will continue for the foreseeable future and is a positive change we can celebrate – that all students will have equal access to a graduation ceremony which recognises their achievements.

UNIVERSITY OF SURREY STUDENTS' UNION TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 JULY 2022

Central-led campaigning

The Union President championed Equality, Diversity and Inclusion and spearheaded the Union's campaigns and projects.

Additionally, the Union President introduced a brand-new campaign on Islamophobia Awareness. A video was created by the Union featuring students and staff explaining their personal experiences of Islamophobia while educating others on what it truly means to be Muslim.

In late February, the world faced the sudden upheaval of the conflict between Russia and Ukraine, which impacted several of our members and the wider student body. The Union organised a peace vigil on the University Plaza, led by the President who delivered a speech and held a one-minute silence. We also heard from several people, students, and staff alike, who were affected. The Union in collaboration with the University provided support for students who were impacted, for example access to the hardship fund.

We also participated in the University's collection of items to send to the conflict zone and invited all students from Ukraine for a meal and discussion at the Union to show solidarity and provide support.

Student Union Pulse Outcomes

At the time of writing, we have seen two results from our Student Life Pulse survey, which is conducted by our research partners, Alterline. The Pulse survey is led by the Union's Student Voice Manager.

The Pulse 1 period results were particularly positive compared to the same period in the previous academic year, with our five key opportunities (the Students' Union is making me more employable, I can influence Union decision making, the Union has a positive impact on my wellbeing, a positive impact on my social life, and Students' Union communications are relevant to me) all improving.

In our Pulse 2 period results we saw a slight decline in the five opportunities, and consequently our overall satisfaction. Therefore, we are conscious that as more services become available to students and campus life returns to face-to-face, there is a growing sense of competition for students' time and attention. We have seen a reduction in the numbers of students who declare that they are aware of what the Union's Sabbatical Officers do. This is a challenge for the incoming Officer team and Chief Executive to tackle.

Student Union Complaints Summary

Following the University's Quinquennial Review of the Students' Union's governing documents, several recommendations were made. One recommendation was that we review our complaints and disciplinary procedures in line with the OIA best practice guidelines, and this review concluded in August 2021.

This year to date, we have received 9 complaints, all of which concerned incidents that have taken place in our traded venues, and all resolved locally under the early resolution stage of our new Complaints Procedure. We have had no complaint panel hearings under the terms of our new procedure, and no appeals.

Ongoing Projects

The Students' Union will be opening a new social space at Manor Park, replacing the previous Heart and Soul venue, providing students living on the Manor Park campus somewhere close by to connect with others. We aim to have this project completed in January 2023.

ZONE ACTIVITY

The work of the Union is presented in four zones, Voice, Activity, Support and Community. Each zone is led by a VP with the President in overall leadership of the Union.

VOICE ZONE

Course Representatives

This year, we have focused on a number of improvements to the Course Rep scheme. Firstly, we digitised and standardised PGR Course Rep elections, to ensure all Reps across all levels are appointed democratically. We have passed a proposal to introduce Head Reps, a change designed to increase support for new Reps and bridge communication between Course Reps, the Voice Zone, and senior University leadership. This role will be introduced for 22/23.

UNIVERSITY OF SURREY STUDENTS' UNION TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 JULY 2022

We have been working to deliver more relevant communications, both to students and to Reps themselves, so have undertaken projects with University communications, including how we proactively communicate with Reps. In semester 2, we ran a Course Rep party to give volunteers a chance to meet and socialise, which saw higher attendance than previous Rep socials pre-pandemic.

Student Voice Forum

We continued to run our Student Voice Forum events online via Microsoft Teams Live Events, which again saw a higher level of attendance than pre-pandemic forum events. Running three sessions between November – May, we were joined by over 200 students in February, with attendance at our other sessions averaging at 130. Topics focused around student issues, including hybrid learning and the Women's Safety on Campus campaign.

In February, we also gathered data on personal tutors and shared this with the ongoing personal tutor review and discussed value for money and the BAME Awarding Gap. In May, we welcomed the Provost to help present our Course Rep Awards. We discussed assessment and feedback and barriers to student engagement, which both help to inform our ongoing research as part of the TEF student submission.

Democracy

AGMs & EGMs: With an unprecedented number of EGMs taking place in semester 1, over 60, the start of the year saw a doubling of the number of EGMs we facilitated in semester 1. All AGMs during AGM season took place utilising online voting, which we will propose to continue next year due to the ease of auditing results. In collaboration with the Activity Zone, we successfully piloted allowing outgoing committee members to facilitate their own AGM voting. This reduced the number of AGMs requiring an officer by roughly 30%, as around 40 groups opted into the pilot. We received 0 complaints about self-run AGMs, and considering the benefits of this option, the recommendation is to continue with this approach.

Make Your Change: This vote took place in October. Students were asked to choose between 5 ideas which had been submitted by their peers and shortlisted by the sabbatical team. Turnout was lower than the previous year, with 652 votes cast, and 53% of voters choosing 'Women's Safety on Campus'. Campaign "wins" included improvements to lighting on and off campus, and additional safety measures being taken in Rubix.

Surrey Decides: Our Officer elections ran in February – March, with all officer positions being filled for the coming year. Some elections went uncontested, including Activity Zone and RAG Chair. Our voter turnout, however, was strong, especially in comparison to last year, with 3659 students casting their vote.

Our charitable incentive of adopting a stag with local wildlife charity, Wildlife Aid, was well received.

Correlating to turnout, we adopted 12 deer and donated £360 to Wildlife Aid. 93% of candidates who took part in our candidate survey were glad that they stood in the election.

Liberation

After it's reform at last year's Annual Members' Meeting, the Liberation Network has met multiple times this year with a number of new volunteers joining. The network is open to any student to join and is a group of volunteers who work together on events and campaigns to help break down barriers.

The first Liberation Network event was Empowered Surrey in November, an interactive fayre of stalls representing areas of the University and Union which can help students get the most out of their experience. Attendance at the event was good and feedback was positive.

The Zone is also ran a Liberation Week in March, focused on the concepts of inclusivity and intersectionality. We have also recorded an Inclusive Education Podcast, featuring the PVC Education Osama Khan and the VP Voice talking about the past, present and future of inclusivity. Featured voices include the Union President, and one of our Liberation Network volunteers who has been named in the Top 50 Influential Neurodivergent Women in the UK 2022. Both Library Curator Projects this year have been run by Liberation Network volunteers.

UNIVERSITY OF SURREY STUDENTS' UNION TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 JULY 2022

We have also begun work on a Cost-of-Living campaign, working to disseminate information about tax rebates in partnership with Hoods Residential. Next year, we plan to increase engagement with the Liberation Network by introducing 'Liberation Leaders.'

Decolonising Surrey/Inclusive Education

The VP Voice has set up and chaired a new working group originally focusing on decolonising the curriculum but since broadening to discuss decolonising all elements of the University experience with a focus on inclusive education. The Decolonising Surrey Working Group brings together interested parties from the University, the Union and students. Members include the Pro-Vice-Chancellor Education and other key stakeholders in the inclusive education remit, alongside interested students.

One major project emerging from the group has been to develop a toolkit for students and staff on the practical steps that can be taken to decolonise education, and ultimately to lower the attainment gap between BME and white students. Other work arising from the group include our contributions to the Race Equality Charter application, the promotion of the library's student curator project, and discussions around disproportionate academic appeal rates from the BAME student community.

In consultation with Esat Alpay, current lead for Inclusive Education, we are considering that this group may be formalised into the University's educational governance. The Zone is very pleased that this group has had such a significant impact on the University's approach to inclusive learning.

Academic Interests and Student Journey Projects

Acting on widely felt concerns about the quality and consistency of hybrid learning, the VP Voice has worked with the University to pass their Hybrid Learning Principles, a Captured Content Procedure, and a new Code of Practice for Scheduling of Teaching and Assessment.

We've also contributed to the review of a new Learning Analytics Code of Practice, and the CoP for Student Engagement. Learning Analytics and Attendance Monitoring platforms are due to launch in the next academic year, with the Zone contributing to the design and implementation of these tools.

We have represented students' interests on the development of both alternative study spaces to mitigate the impact of the summer Library overnight closures, and in the renovations of new teaching spaces, including how to minimise disruption during exams to nearby accommodation, gathering student feedback on innovative furnishing, and ensuring the consideration of accessibility.

Teaching Excellence Framework

The Zone has begun work on the student submission for the TEF. We are partnering with Alterline to conduct research for the submission, via the Pulse survey and by conducting an online research community with Black students over the summer. We are currently also collating data from the past 3 years from Pulse, Student Voice Forum, and other insights we have gathered in order to ensure a detailed and accurate submission. Our research is framed around three key themes – assessment and feedback, student voice, and value for money. The VP Voice sits on the University's TEF Governance Panel.

ACTIVITY ZONE

Clubs and Societies

The Activity Zone's clubs, and societies have continued to impress us with their valuable contribution to the student experience at Surrey. Membership numbers this year have hit a new record, with the highest number of individual membership sign ups we have on record, with over 11,537+ memberships bought and 5,272+ students signed up to a club or society! Anime and Manga have topped the record with a huge 500 sign ups to their society alone. We also saw the successful return of many major events, including Varsity, Union/Colours Ball, Gradsport (with thanks to Team Surrey!), and more.

Highlights for Team Surrey clubs include:

The President of the Swimming Club Co founding The British University Swimming League (BUSL). An impressive total of 52 teams signed up to the BUSL in its inaugural year which means more than 1,300 swimmers have competed across the league's 13 conferences since October 2021. Surrey was placed in Conference 11 where they came out on top against Oxford, Oxford Brookes and Brunel while breaking 12 BUSL records in the process.

UNIVERSITY OF SURREY STUDENTS' UNION TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 JULY 2022

Societies have equally impressed in their efforts this year -

Islamic Society raised an incredible £35,000 in partnership with Islamic Relief for their charity week. This year the charity focused on emergency healthcare and education in countries such as Rohingya, Gaza, Chechnya, Bosnia, and Turkey.

Stage Crew have continued their hard work helping to run a huge range of events, not only for the Union but also for our clubs and societies as well as the University. Stage Crew are consistently upskilling their members which is evident in the number of alumni who now have careers in the entertainment industry.

Consulting society has proved to be proactive, managing to secure investments from a local firm and KPMG. They also represented the university in the Bright Network case studies link up, aimed at helping their members to become more employable.

Employable Me

This year we partnered with the Employability and Careers team to try and work on a continued regular and consistent EmployableMe message going out to our students. As the Employability and Careers team have new staff members it was a great time to refresh our ideas and come up with new ways to ensure our students were understanding the idea of the EmployableMe campaign.

We also held an EmployableMe week in which we had some on campus, in-person events, such as CV Workshops/ headshot workshops whereby students could come and get their LinkedIn headshot photos done for free, these proved to be extremely popular with all slots booked up. Furthermore, clubs and societies were able to become more involved than ever in employability by completing the "EmployableMe STARS Badge".

Finally, Activity Zone officer, Eimantas Budrys, collated a list of all the employability services that the University offers, which will allow students to easily access all the employability and careers content straight from the Union's Employable Me webpage. Once uploaded, this will help students to access the services available.

Female Takeover/Women-only sessions

The 27th of November 2021 the return of Female Takeover, for the first time since 2019. This free event created a fun, friendly and safe space for female students at University of Surrey to exercise at SSP while the building is closed to the public.

The event saw 192 women sign up, and between 7-9pm, the SSP team of female instructors and coaches ran sessions covering a range of activities including Netball, Badminton, Self-Defence, Squash, Swimming and Yoga. There was also open gym access and lifting workshops that took place during this time slot, and a Glow Aerobics finale to round off the event!

For the first time ever, the VP Activity secured free public bus travel across Guildford for women attending the event, courtesy of Stagecoach and with thanks to Chief Operating Officer, Andy Chalklin and Transport Manager, Ed Nelson.

Part of the VP Activity's manifesto was to establish a second Female Takeover in semester 2, however this plan was adapted and changed to focus on creating continuous women-only sessions at SSP and highlighting the opportunities for women in sport. With the help of Team Surrey and part-time Activity Zone officer, Ami Tudorache, SSP hosted women-only Self Defence classes and women-only yoga, which had a rough average attendance of 20 students throughout the two months per event.

STARS Awards

This year, the VP Activity revamped the club and societies "STARS awards" system. This saw the introduction of five brand-new "STARS badges" which could be collected, via achieving and submitting KPI's relating to that badge. The five badges are: Community, Collaboration, EDI, EmployableMe, Wellbeing. By collecting all five badges, the society would achieve "Gold STARS", which highlights them as a group that went above and beyond.

UNIVERSITY OF SURREY STUDENTS' UNION TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 JULY 2022

Give It A Go week:

The VP Activity revamped 'Get Involved' week in November and remarketed it as 'Give It A Go' week; an opportunity for students to have another 'first' attempt at joining sports clubs and societies, promoting inclusion and participation. 45 clubs/societies took part, and a sell-out Rubix laser tag also took place.

Club/Society Space:

This year the VP Activity successfully challenged the University to relinquish their use of Arena C at SSP for COVID testing. This was a massive win as it allowed some clubs, such as Archery, to restart their sessions, but also allowed for more BUCS competition to resume at SSP. The Activity Zone Manager ensured that all clubs and societies had space to successfully host sessions and restart post-pandemic, which included an increased use of GSA space for student activity. Finally, with thanks to Education Programme Manager, Steve Hoole and the VP Voice, the VP Activity ensured that societies were not forgotten in the plans for renovation around the University, and this saw a successful negotiation for more sprung flooring in renovated spaces. This allows for more physical activity to safely take place on the Stag Hill campus. The Union's Activity Coordinator was instrumental in relocating societies whilst building works took place.

Varsity

This year as a key manifesto point, the VP Activity worked hard with Chief Student Officer, Lucy Evans, to establish a day off for Varsity. The University has now included in their timetabling legislation that the impact on student studies on days of major events, such as Varsity, should be minimal. This could also apply for large scale University/Union events, but also Big BUCS Wednesday should this occur. Therefore, captured content is now encouraged, thus allowing students to catch up on their missed study and allowing them a day off.

In addition to this, Team Surrey was again successful at Varsity and convincingly beat Royal Holloway to reclaim the Varsity trophy. In the future, we would like to work with the University to assist students balancing their studies with representing the University in a sporting capacity.

Departmental Societies:

The VP Activity and VP Voice have worked closely this year with Pro-Vice-Chancellor, Osama Khan on departmental societies. The aim is to link Departmental Societies more closely with their department, their course reps, and university staff. We have 9 societies in the trial run, and feedback has been very positive. We have had additional wins for other societies that could be in our scheme who have worked with their departments: such as both Women in Engineering and ChemEng Societies receiving funds from their departments to support their society.

SUPPORT ZONE

Academic Advice

The Support Zone once again has seen an increase in the number of students it has supported in academic advice, with more PGRs than ever seeking support on processes such as UAPs. Overall, there has been an 19% increase in the number of students accessing the advice service (from 2460 in 20/21 to 3023 in 21/22).

The advice team, together with the Sabbatical officers, have also provided representative consultation on some of the Universities proposed changes to the regulations. We are pleased to see that these changes include the Students' Unions proposal to implement changes to the Regulations for Academic Integrity. Last year, we submitted the proposal to widen the range of penalties given for misconduct to students. The University have partially accepted this proposal and have added an additional, less severe penalty to the regulations which should support more students with their progression.

Housing Advice

This year we have also introduced housing advice to the service, which has been slow and steady with 84 students reaching out for housing support. We also supported students through a Housing Advice week, which introduced our Speed-Mating event to find housemates and meet new people.

UNIVERSITY OF SURREY STUDENTS' UNION TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 JULY 2022

Welfare Watch

Welfare Watch relaunched this year in Fresher's week and supported 94 students throughout the year on Wednesdays and Fridays. Due to volunteer numbers, they were unable to open every night, however, had good numbers and contacts on the nights they were open. We continue to foster a good relationship with Risk Solutions, to support students when they aren't allowed into Rubix, or for those who are asked to leave. Additionally, Welfare Watch supported events associated with NoMore week such as 'Light up the Night', and the Priority Campaign.

Student Minds

Student Minds have continued their support offering this academic year for students with low mood and depression at University, through a range of group facilitation sessions, which focus on different themes for recovery. Following the success of Positive Minds, this year we launched a second support group aimed at students experiencing Eating Difficulties. Whilst the launch of the face-to-face Eating Difficulties Support Group saw low numbers, we are pleased to say that the online support groups have been very well attended by students, and we will continue this online provision into the next academic year.

Nightline

Following the pandemic, Nightline have been able to re-engage students via telephone and Instant Messaging service this year. We welcomed four training cycles in the first semester, to increase volunteer numbers, alongside an additional semester two training cycle. Despite efforts to increase volunteer numbers, Nightline failed to open as consistently as we would have liked. There are plans for the new training officers and committee to look at the recruitment and training process to ensure more dedicated and well-trained volunteers for the next academic year, to increase the consistency of opening times.

No More to Sexual Violence and Misconduct

One of the more memorable Support Zone campaigns is #NoMore Week, which says 'No More' to sexual violence and misconduct on campus. We ran this in collaboration with the whole Union as part of the Priority Campaign: Women's Safety. Once again, the campaign was a huge success and saw hundreds of students take part in our 'Light Up The Night' march, culminating in 'Light up the Lake' with testimonies and speeches.

One of the highlights of the campaign was installing a 'washing line' through the Lecture Theatre Concourse, hanging 78 individual pieces of underwear: one for each student who reported harassment, bullying or sexual misconduct, through Report+Support in the last year.

Following the campaign, the University and local Council have committed to look at campus and community lighting to make areas safer. The University have also agreed to an additional five SVLOs, working with security to support students locked out of their accommodation, and are looking into the survivor experience of reporting. The Union have also made commitments to ensure more bystander training for those attending iLoveTour and ensuring that testing equipment is available in Rubix to check drink spiking.

Work continues with the University in ensuring that the Consent Course is more accessible to students. We continue to lobby the University to make the course compulsory for all students at pre-registration.

SHAG Campaign

As part of the VP Support manifesto, Sexual Health and Guidance on campus was bigger and better this year, with four SHAG Days celebrated throughout the year. Each day focused on key themes such as Sexual Safety, Consent, LGBTQ+ and STIs. Freebies were given out, as well as sex education and safety information.

Period Poverty

A manifesto point of the VP Support was to make sanitary products available to all students and staff that need them. The Period Poverty Project successfully launched on the 30th March 2022 in 8 locations across all 3 University of Surrey campuses. The Library and the Hive are proving to be the two most popular locations to retrieve products with the library using 50% of its original stock within 2 days of the launch.

UNIVERSITY OF SURREY STUDENTS' UNION TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 JULY 2022

COMMUNITY ZONE

To ensure that the 2021-22 academic year was successful following COVID-19's after-effects: we've worked tirelessly to advance Surrey's overall student experience by bringing even more students together and ensuring all feel part of our community here. Amid ever-changing student trends and macro uncertainties: we have focused on our Zone's core remits by building on previous successes, whilst 'trying new things' across entertainment and events; fundraising; sustainability; volunteering; and more.

Moving-In Weekend and Freshers' Week

We delivered another successful Moving-in Weekend. Supported by 140+ strong volunteers: this operation ran smoothly, with support and safety guidance carefully communicated to all. An 'Angels Party' was further arranged in Hari's Bar for our volunteers with awards presented to recognise outstanding effort welcoming students arriving to Surrey during uncertain times. This party was very well attended and, alongside Moving-in Weekend, was very well received.

Freshers' Fair was held in The Marquee to strong attendance and participation from students. There were fewer restrictions compared to last year, with our one-way walking system, ensuring more Clubs and Societies benefited from a presence on PATS Field.

Feedback regarding the Fair was very positive overall, and we welcomed the most Club and Society memberships sign-ups ever achieved – coupled with the most Clubs and Societies running activity on PATS Field also. (Many other UK universities did not match our level of in-person Freshers' Fair engagement).

Living Off-Campus Guide 2022

We created an informative living off-campus guide in partnership with the Public Engagement Team, and jointly also launched the local Surrey '#LetGuildfordSleep' campaign. Both support students living locally and our continual work to build relationships with the local community.

Highlight Events

We have hosted many showcase events throughout the year. The list below is not exhaustive.

Univision – the UK's largest inter-university song contest – successfully sold-out University Hall and streamed to many more online. 600+ public votes were given during only a 20-minute voting window, alongside judges' scores, where the University of Southampton won. We welcomed, and accommodated, colleagues from the University of Oxford, Academy of Contemporary Music, University for the Creative Arts, Cardiff University, University of Reading, and University of Southampton on Stag Hill for rehearsals, main show, and an afterparty.

One World Gala – our showcase extravaganza of dance and music from our very own cultural Societies – successfully returned to G Live with strong attendance and viewership online. Gala this year featured the Univision 2022 trailer debut, as Lexie Dufficy (Surrey's chosen Univision act) was reintroduced to audiences by the Vice President, Community. We featured 13 other performances and, externally, a local Thiruvathira dance group then performed.

Winter Ball - The Vice President, Community – as a key manifesto point – designed, and co-hosted, the Unions' first Winter Ball with Surrey ABACUS President, Jo Yau; the Community Team; and Stage Crew. Surrey Dance Squad; Ballroom and Latin Dance Club; Japanese Society; and Korean International Students' Society, performed in The Marquee. We sold out within three days.

Free Fest - This free festival returned this year in line with The Queen's Platinum Jubilee Central Weekend. There was an outdoor cinema on the Saturday, and student music performances on the Sunday. There were food vendors, decorations and attractions across both days, and it was well attended by public.

Union Ball and Colours Ball - Our annual balls returned to G Live to strong attendance from students, despite a lack of annual event continuity due to COVID-19. This year's show embraced new RAG (Raising and Giving) Awards to reflect our work this year to wholly establish a 'RAG Culture' at Surrey.

UNIVERSITY OF SURREY STUDENTS' UNION TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 JULY 2022

Raising and Giving (RAG)

To ensure we create a 'RAG Culture' across Surrey, we've made many internal structural changes to RAG such as widening the remit of Treasurer to include RAG Representative duties:

'Attending RAG Committee twice a year (once a semester).'

'Ensuring all fundraising income is reported through RAG.'

'Liaising with the Union's RAG Chair for any concerns over donations or fundraising.'

'Supporting the Union with the organisation and promotion of RAG events and campaigns.'

For RAG Week we held a new Dance Festival in The Marquee, with the University's Kilimanjaro Team, featuring performances by Ballroom & Latin Dance; Surrey Angels Cheerleading Team; Surrey Dance Squad and Lexie Dufficy. We also hosted a karaoke night at The Bench in Surrey Sports Park ('Ka-RAG-oke') attended by 50+ students in support of partner charities Rainbow Trust and Alzheimer's Society. We then ran a 'Sleep Out' to bring awareness to homelessness.

Kelly's Guildford 10K and 5K Run:

Kelly's Guildford 10K and 5K run is a collaboration between Kelly's Storage [Charity Events] and the Students' Union. This year marked return following COVID-19 restrictions. We began from Austin Peace Plaza. The run supported Alzheimer's Society and the Rainbow Trust (our two partner charities) in addition to Oakleaf Enterprise. The event went well and 300+ runners registered to join – with many students doing so on behalf of their respective Club or Society.

Safety on Campus:

We've introduced 'Ask for Angela' into Rubix, and Welfare Watch continues to operate on Rubix nights, with our first aid team remaining dedicated to providing on-site assistance if needed. Security conduct searches randomly and the Vice President Community co-chaired this year's Late Night Safety Forum, featuring Pubwatch, the police, and Vice President, Support.

We contacted Surrey County Council to successfully ensure that the streetlights behind GSA on route to Southway remain lit between 1am and 5am. We also lobbied for light installations on the Lake's walkway; and we supported the Support Zone with our 'Light up the Night' walk, in recognition of every student who has experienced sexual assault or harassment walking home.

#SustainableSurrey:

The #SustainableSurrey hashtag was this year used to identify and consolidate sustainability-related comms by the Union and University. The Union also coordinated litter picks to support Surrey's work to become a hedgehog-friendly campus and held community shelf discussions.

Volunteering Awards:

We further recognised and celebrated many outstanding volunteering achievements through the Union's first-ever 'Volunteering Awards and End of Year Show Pre-Party' in Hari's Bar. In addition to 'Citizenship Awards' – awarded for 'making us a closer part of the community at Surrey' – Bronze Awards were awarded for 100+ approved volunteering hours, Silver for 250+ hours, Gold for 500+ hours, and Platinum lastly for 1000+ hours. 180+ awards were presented.

Fundraising

The Union itself had no fundraising activities requiring disclosure under S162A of the Charities Act 2011.

Future Plans

The strategy agreed by members in February 2017 was successfully embedded within the Union structure and remains in place until the end of 2022. With the introduction of a new CEO to the Union; Alex McKee is looking at future plans and a new strategy which will be implemented in 2023.

Financial review

USSU has continued to benefit from the recognition and support of the University, and this year received an annual Block Grant of £1,272,000. There has been less Covid impact this year which has resulted in income generated from the Rubix nightclub increasing to near pre-pandemic levels.

The net movement for the year is £19,060 (2021: £6,034).

**UNIVERSITY OF SURREY STUDENTS' UNION
TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2022**

Reserves Policy

The Board of Trustees reviews the Student Unions' Reserve Policy annually. The Board of Trustees have determined that the appropriate level of reserves should be £300,000 cash (which is approximately 3 months salaries), however this will face further ongoing review. The reason for this reserve is to provide enough working capital and to deal with unexpected emergencies. In future years capital maintenance and development projects may be considered in the reserves policy review.

After deducting the carrying value of tangible fixed assets held for the Student Union's own use there were free reserves as defined by the Charity Commission of £403,598 (2021: £497,102).

The Students' Union cash reserves as of 31 July 2021 were £682,483. The cash reserve as at the 31 July 2022 is £744,823 (an increase of £62,340).

The key management personnel understand that the Students' Union needs to maintain an appropriate level of reserves, in order to provide sufficient capital to cover delays which can occur between spending and receipt of income.

Custodian Activities: Clubs' & Societies' Funds

USSU acts as custodian for funds raised by the students' amounting to £198,261 on 31 July 2022. £670,446 paid in and £643,289 paid out of the clubs and societies own funds; made up of a total of 20,096 transactions for the year. These funds are represented in the financial accounts system under separate Restricted Income Fund cost codes, so Clubs' & Societies balances are known at all times.

In addition to the grant-support funds it disburses to them, as shown in the accounts, USSU is also custodian of the annual RAG proceeds from fundraising events organised by the students under USSU auspices for distribution to the intended charities.

Future Funding

The Board of Trustees remain in consultation of evaluating sufficient funding for USSU to meet all its obligations.

Trustees' Responsibilities

Charity law require us as the charity Trustees to prepare annual financial statements giving a true and fair view of the state of affairs of the Students' Union and of the surplus or deficit for that year.

In preparing those financial statements we are required to:-

- select the most suitable accounting policies and apply them consistently.
- make judgements and estimates that are reasonable and prudent.
- prepare the financial statements on a going concern basis unless it is not appropriate to presume that the Union will continue in business.
- State if the trustees were not entitled to take advantage of the small companies' exemption from the requirement to prepare a strategic report.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable us to ensure that the financial statements comply with charity law and the particular requirements of Surrey Students' Union under the Education Act 1994. The Trustees are also responsible for safeguarding the assets of the charity and ensuring their proper application in accordance with charity law, and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.


Trustee On Behalf of the Board – Diana Dakik

Date: 03.11.22



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

Opinion

We have audited the financial statements of University of Surrey Students' Union for the year ended 31 July 2022 which comprise the Group Statement of Financial Activities, the Group and Company Balance Sheets, the Group Cash Flow Statement and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the group's and the charitable company's affairs as at 31 July 2022 and of the group's incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the 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 group and 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 group and 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.



INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE UNIVERSITY OF SURREY STUDENTS' UNION (CONTINUED)

Other information

The trustees are responsible for the other information contained within the annual report. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. 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 audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

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

- the information given in the trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In light of the knowledge and understanding of the group and charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' 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 and proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement on page 14 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.



INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE UNIVERSITY OF SURREY STUDENTS' UNION (CONTINUED)

In preparing the financial statements, the trustees are responsible for assessing the group's or 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.

Details of the extent to which the audit was considered capable of detecting irregularities, including fraud and non-compliance with laws and regulations are set out below.

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

Extent to which the audit was considered capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We identified and assessed the risks of material misstatement of the financial statements from irregularities, whether due to fraud or error, and discussed these between our audit team members. We then designed and performed audit procedures responsive to those risks, including obtaining audit evidence sufficient and appropriate to provide a basis for our opinion.

We obtained an understanding of the legal and regulatory frameworks within which the group and the charitable company operates, focusing on those laws and regulations that have a direct effect on the determination of material amounts and disclosures in the financial statements. The laws and regulations we considered in this context were the Companies Act 2006 and the Charities Act 2011 together with the Charities SORP (FRS 102). We assessed the required compliance with these laws and regulations as part of our audit procedures on the related financial statement items.

In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which might be fundamental to the group or charitable company's ability to operate or to avoid a material penalty. We also considered the opportunities and incentives that may exist within the group or charitable company for fraud. The laws and regulations we considered in this context were General Data Protecting Regulations, Health and Safety and Safeguarding of students.

Auditing standards limit the required audit procedures to identify non-compliance with these laws and regulations to enquiry of the Trustees and other management and inspection of regulatory and legal correspondence, if any.



INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE UNIVERSITY OF SURREY STUDENTS' UNION (CONTINUED)

We identified the greatest risk of material impact on the financial statements from irregularities, including fraud, to be within the timing of recognition of income and the override of controls by management. Our audit procedures to respond to these risks included enquiries of management, and the Trustee Committee about their own identification and assessment of the risks of irregularities, sample testing on the posting of journals and income, reviewing accounting estimates for biases, reviewing regulatory correspondence with the Charity Commission, and reading minutes of meetings of those charged with governance.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it. In addition, as with any audit, there remained a higher risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

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 and trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company, the charitable company's members as a body and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

A handwritten signature in black ink that reads "Alastair Lyon".

Alastair Lyon

Senior Statutory Auditor

For and on behalf of

Crowe U.K. LLP

Statutory Auditor

Reading

Dated : 3 November 2022

UNIVERSITY OF SURREY STUDENTS' UNION
STATEMENT OF CONSOLIDATED FINANCIAL ACTIVITIES FOR THE YEAR
(INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 JULY 2022

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Gross Income					
Donations:					
- Donations, University Grant, etc.	3	1,235,690	-	1,235,690	1,707,586
Income from other trading activities					
- Activity		26,420	-	26,420	2,613
- Central		35,166	-	35,166	36,716
- Community		111,535	-	111,535	58,612
Charitable activities for students:					
- Activity		-	670,446	670,446	232,738
- Community		1,476,414	-	1,476,414	756,694
		<u>2,885,225</u>	<u>670,446</u>	<u>3,555,671</u>	<u>2,794,959</u>
Expenditure on:					
Charitable activities for students:					
- Activity		361,972	643,289	1,005,261	531,518
- Central		354,962	-	354,962	251,464
- Community		1,611,442	-	1,611,442	1,464,690
- Support		326,398	-	326,398	278,308
- Voice		238,548	-	238,548	262,945
	4	<u>2,893,322</u>	<u>643,289</u>	<u>3,536,611</u>	<u>2,788,925</u>
Net Movement in funds		(8,097)	27,157	19,060	6,034
Fund balances brought forward		656,662	171,104	827,766	821,732
Fund balances carried forward	13	<u>648,565</u>	<u>198,261</u>	<u>846,826</u>	<u>827,766</u>

The notes on pages 23 to 32 form part of these accounts.

UNIVERSITY OF SURREY STUDENTS' UNION
CONSOLIDATED BALANCE SHEET
AS AT 31 JULY 2022

		2022	2021
		£	£
	Notes		
Fixed Assets			
Tangible fixed assets	7	<u>244,967</u>	<u>159,559</u>
Current Assets			
Stocks	9	37,821	56,893
Debtors & prepayments	10	161,578	189,782
Cash at bank & in hand		<u>744,823</u>	<u>682,483</u>
		<u>944,222</u>	<u>929,158</u>
Current Liabilities			
Creditors: Amounts due within one year	11	<u>(342,363)</u>	<u>(260,951)</u>
Net Current Assets		<u>601,859</u>	<u>668,207</u>
Total Assets less Current Liabilities		<u>846,826</u>	<u>827,766</u>
Representing Charitable Funds:-			
Restricted Income Funds			
Students' Societies & Club Funds	12	198,261	171,105
Unrestricted Income Funds			
Undesignated		<u>648,565</u>	<u>656,661</u>
Total Funds	13	<u>846,826</u>	<u>827,766</u>

The financial statements were approved by the Trustees on 03.11.22
 behalf, by:

and signed on their

President



Trustee: Diana Dakik

The notes on pages 23 to 32 form part of these accounts.

UNIVERSITY OF SURREY STUDENTS' UNION

UNION BALANCE SHEET

AS AT 31 JULY 2022

REGISTERED COMPANY NUMBER: 07470232

		2022		2021	
	Notes	£	£	£	£
Fixed Assets					
Tangible fixed assets	7		244,967		159,559
Investments	8		<u>1</u>		<u>1</u>
			244,968		159,560
Current Assets					
Debtors & prepayments	10	262,534		717,933	
Cash at bank & in hand		<u>516,247</u>		<u>347,109</u>	
		778,781		1,065,042	
Current Liabilities					
Creditors: Amounts due within one year	11	<u>(235,521)</u>		<u>(188,490)</u>	
Net Current Assets			<u>543,260</u>		<u>876,552</u>
Total Assets less Current Liabilities			<u>788,228</u>		<u>1,036,112</u>
Representing Charitable Funds:-					
Restricted Income Funds					
Students' Societies & Club Funds	12	<u>198,261</u>		<u>171,105</u>	
			198,261		171,105
Unrestricted Income Funds					
Free reserves (Undesignated)		<u>589,967</u>		<u>865,007</u>	
			589,967		865,007
Total Funds	14		<u>788,228</u>		<u>1,036,112</u>

The result for the financial year dealt with in the financial statements of the parent company was £247,883 (2021: £323,341).

The financial statements were approved by the Trustees on 03.11.22
behalf, by:

and signed on their

President and Chair



Trustee: Diana Dakik

The notes on pages 23 to 32 form part of these accounts

UNIVERSITY OF SURREY STUDENTS' UNION
CONSOLIDATED CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 JULY 2022

	2022 £	2021 £
Cash flows from operating activities:		
Net incoming resources	19,060	6,034
Depreciation	46,250	49,448
Interest paid	12,196	7,813
Interest received	(218)	(37)
Decrease/(increase) in stock	19,072	(22,977)
Decrease/(increase) in debtors	28,204	3,094
Increase/(Decrease) in creditors	<u>81,412</u>	<u>60,388</u>
Net cash used in operating activities	<u>205,976</u>	<u>103,763</u>
Cash flows from investing activities		
Interest receivable	218	37
Interest payable	(12,196)	(7,813)
Purchase of tangible fixed assets	<u>(131,658)</u>	<u>-</u>
Net cash used in investing activities	<u>(143,636)</u>	<u>(7,776)</u>
Change in cash and cash equivalents in the year	<u>£ 62,340</u>	<u>£ 95,987</u>
Net debt reconciliation of net cash flow to movement in net debt		
Net funds at 1 st August	682,483	586,496
Increase/(Decrease) in cash in the year	<u>62,340</u>	<u>95,987</u>
Net funds at 31st July	<u>£ 744,823</u>	<u>£ 682,483</u>
Analysis of cash and cash equivalents		
Cash in hand	<u>£ 744,823</u>	<u>£ 682,483</u>

The notes on pages 23 to 32 form part of these accounts

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2022

1 Accounting Policies

The University of Surrey Students' Union is an incorporated charity registered in the UK (Charity Number 1142479. Company Number: 07470232) with its registered office at Union House, Guildford, Surrey, GU2 7XH.

The Principal activities are campaigning, representation, provision of social activities and the organisation of sporting and recreational activities and opportunities.

(a) Accounting convention

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 (FRS 102) (effective January 2019) – (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Union meets the definition of a public benefit entity under FRS 102. Assets and Liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

Consolidated financial statements ('group accounts') have been prepared in respect of the charity and its wholly owned subsidiary, Origin Events Limited. The parent has taken exemption from presenting its unconsolidated profit and loss account under section 408 of the Companies Act 2006 and as permitted by FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

(b) Going concern

The charity has cash resources and is supported by the University of Surrey. Having reviewed budgets, forecasts and cash-flows, the trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. They continue to believe the going concern basis of accounting appropriate in preparing the annual financial statements.

(c) Incoming resources

All income including grants and capital resources are recognised in the accounts when the Charity is legally entitled to the income and the amount can be quantified with reasonable certainty, and on an accruals basis.

During the year the Union received £18k (2021: £280k) from the UK Government under the Coronavirus Job Retention Scheme.

(d) Resources expended

Expenditure is accrued as soon as a liability is considered probable, discounted to present value for longer term liabilities. Expenditure includes irrecoverable VAT. Charitable expenditure comprises the direct and indirect costs of delivering public benefit. Other central overhead costs are apportioned to charitable and other projects/activities on a usage basis, pro rata to the amount of staff hours attributable to each project or activity undertaken.

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2022

1 Accounting Policies (continued)

(e) Tangible fixed assets

Fixed assets are stated at cost less accumulated depreciation. Equipment, fixtures and fittings are included at cost. Depreciation is provided at the following annual rates in order to write the cost of assets off over their estimated useful lives.

Fixtures and Fittings	-	10%	per annum straight line
Equipment	-	10-33%	per annum straight line
Computer Hardware	-	20-50%	per annum straight line
Computer Software	-	20-33%	per annum straight line

(f) Cash and cash equivalents

Cash at bank and cash equivalents includes cash and short term highly liquid investments with a short maturity of 3 months or less from the date of acquisition or opening of the deposit or similar account.

(g) Pension costs

The Union now operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year. Differences between contributions payable in the year and paid are shown as accruals or prepayments in the balance sheet.

(h) Leased assets

Rentals payable under operating leases are charged as expenditure on a straight line basis over the period of the lease

(i) Stock

Stock is valued at the lower of the cost and its net realisable value.

(j) Fund accounting

(i) Unrestricted Funds representing unspent income which may be used for any activity/purpose at the Executive Committee's own discretion;

(ii) Capital Grant Funds are released annually in line with the depreciation policy on the capital spend;

(iii) Restricted funds raised and administered by USSU for specific purposes, such as Club and Societies Accounts, as well as revenue received for purposes specified by the donor. The costs of raising and administering such funds are charged against the specific fund.

(k) Taxation

The Union meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the Union is potentially exempt from taxation in respect of income or capital gains received within categories covered by part 11, chapter 3 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.

(l) Financial instruments

Basic financial instruments include debtors and creditors. Debtors and creditors are initially recognised at transaction value and subsequently measured at amortised cost. Note 14 provides more information on financial instruments where future cash flows are anticipated, with financial assets referring to trade debtors, amount owed by group undertakings, other debtors and cash equivalents, and financial liabilities referring to all creditor balances excluding deferred income and payments on account.

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2022

2 Critical Accounting Judgements and Key Sources of Estimation Uncertainty

Preparation of the financial statements requires management to make judgements and estimates. The directors consider that there are no material judgements in applying accounting policies or key sources of estimation uncertainty.

3 Grants Receivable and Donations

	2022 £	2021 £
University Block Grant (Subvention)	1,217,650	1,217,650
CJRS Grant	18,040	280,126
Additional University Grant	-	142,596
Local Council Grants	-	18,241
Donations	-	48,973
Total	<u>1,235,690</u>	<u>1,707,586</u>

4a) Charitable and Other Activity Costs- 2022

	Cost of sales £	Staff costs £	Rent £	Other costs £	Total £
Charitable activities					
Activity	-	188,429	20,004	796,828	1,005,261
Central	-	107,278	10,518	237,166	354,962
Community	582,788	448,872	40,000	539,782	1,611,442
Support	-	266,121	20,004	40,273	326,398
Voice	-	178,462	20,004	40,082	238,548
Total costs	<u>582,788</u>	<u>1,189,162</u>	<u>110,530</u>	<u>1,654,131</u>	<u>3,536,611</u>

Included in the above costs is the annual audit fee of £18,250 (2021: £15,875).

Affiliation fees included in the above amounts to £nil (2021: £nil)

2021 Comparative Information- Charitable and Other Activity Costs

	Cost of sales £	Staff costs £	Rent £	Other costs £	Total £
Charitable activities					
Activity	-	197,781	20,004	313,733	531,518
Central	-	158,035	10,509	82,920	251,464
Community	325,376	476,538	40,000	622,776	1,464,690
Support	-	226,200	20,004	32,104	278,308
Voice	-	212,770	20,004	30,171	262,945
Total costs	<u>325,376</u>	<u>1,271,324</u>	<u>110,521</u>	<u>1,081,704</u>	<u>2,788,925</u>

Included in the above costs is the annual audit fee of £15,875 (2020: £15,275).

Affiliation fees included in the above amounts to £nil (2020: £nil).

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2022

4b) Central Overhead Costs Included in Note 4a

All central overhead costs have been apportioned on a usage basis, pro rata to the total costs of each project or activity undertaken as per the below breakdown.

Overheads used evenly by all zones represent the following cost:

2022		Usage	Staff £	Other £	Total £
Charitable activities					
Central	20%	47,719	24,660	72,379	
Voice	20%	47,719	24,660	72,379	
Activity	20%	47,719	24,660	72,379	
Support	20%	47,719	24,660	72,379	
Community	20%	47,719	24,660	72,379	
Total costs	100%	238,595	123,300	361,895	
2021 Comparative Information					
		Usage	Staff £	Other £	Total £
Charitable activities					
Central	20%	57,028	15,226	72,254	
Voice	20%	57,028	15,226	72,254	
Activity	20%	57,028	15,226	72,254	
Support	20%	57,028	15,226	72,254	
Community	20%	57,028	15,226	72,254	
Total costs	100%	285,140	76,130	361,270	

5 Staff Costs

	2022 £	2021 £
Wages and salaries	1,037,416	1,120,748
Social security	87,330	89,169
Pension costs	64,415	61,407
	1,189,162	1,271,324

One (2021: one) employee earned between £60,000 - £70,000 per annum. Defined contribution pension scheme costs for this employee amounted to £9,694 for the year to 31 July 2022 (2021: £7,442).

The key management personnel of the Union comprise the Trustees, the Chief Executive Officer, the Deputy CEO and the Human Resources and Staff Development manager. The aggregate employee benefits of key management personnel were £343,261 (2021: £326,521).

The average staffing was as follows:-

Full time	27	27
Students – term time only	92	143
	119	170

Redundancy payments of £nil (2021: £19,099) were made during the year.

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2022

6 Trustees' Remuneration and Expenses

Trustees received total remuneration including pension contributions of £120,394 (2021: £109,874). This related to the 5 Sabbatical Officers as noted on page 1. Reimbursed expenses to Trustees totalled £nil (2021: £nil).

7 Tangible Fixed Assets – Group and Union

	Fixtures & Fittings £	Equipment £	Computer Hardware £	Computer Software £	Total £
COST					
At 1 August 2021	859,950	115,881	135,307	91,804	1,202,942
Additions	<u>36,402</u>	<u>95,256</u>	<u>-</u>	<u>-</u>	<u>131,658</u>
At 31 July 2022	<u>896,352</u>	<u>211,137</u>	<u>135,307</u>	<u>91,804</u>	<u>1,334,600</u>
DEPRECIATION					
At 1 August 2021	788,892	41,086	122,240	91,165	1,043,383
Charge for the year	<u>17,682</u>	<u>21,502</u>	<u>6,427</u>	<u>639</u>	<u>46,250</u>
At 31 July 2022	<u>806,574</u>	<u>62,588</u>	<u>128,667</u>	<u>91,804</u>	<u>1,089,633</u>
NET BOOK VALUE					
At 31 July 2022	<u>89,778</u>	<u>148,549</u>	<u>6,640</u>	<u>-</u>	<u>244,967</u>
At 1 August 2021	<u>71,058</u>	<u>74,795</u>	<u>13,067</u>	<u>639</u>	<u>159,559</u>

8 Investments

	Group £	Union £
COST:		
1 August 2021	-	1
Disposals	<u>-</u>	<u>-</u>
At 31 July 2022	<u>-</u>	<u>1</u>

During the year the Union held investments in the following companies which are incorporated in the United Kingdom.

Name of Company	Main Trading Activity	Equity Held
Origin Events Limited	Bar and shop trading	100.00%

Origin Events Limited (Company Number: 05048518) a fully owned subsidiary has net assets (liabilities) as at 31 July 2022 of £58,601 (2021: net liabilities (£208,342)). Income of £1,622,897 (2021: £997,678) and Expenditure of £1,355,954 (2021: 1,206,021) and a profit/(loss) of £266,943 (2021: (£208,343)).

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2022

9. Stock

	2022		2021	
	Group £	Union £	Group £	Union £
Finished Goods	<u>37,821</u>	<u>-</u>	<u>56,893</u>	<u>-</u>

10 Debtors

	2022		2021	
	Group £	Union £	Group £	Union £
Trade debtors	41,669	2,862	66,520	49,222
Amounts owed by group undertakings	-	185,714	-	581,617
Other debtors	14,100	47	39,828	3,660
Prepayments and accrued income	<u>105,809</u>	<u>73,911</u>	<u>83,434</u>	<u>83,434</u>
	<u>161,578</u>	<u>262,534</u>	<u>189,782</u>	<u>717,933</u>

11 Creditors: Amounts falling due within one year

	2022		2021	
	Group £	Union £	Group £	Union £
Trade creditors	195,380	96,538	170,687	106,186
Social security & other taxes	8,873	8,873	33,988	33,988
Other creditors	16,452	16,452	5,064	5,064
Accruals	<u>121,658</u>	<u>113,658</u>	<u>51,212</u>	<u>43,252</u>
	<u>342,363</u>	<u>235,521</u>	<u>260,951</u>	<u>188,490</u>

12 Restricted Funds held for Student Societies & Clubs – Group and Union

	£
Funds held at 1 August 2021	171,104
Income	670,446
Expenditure	<u>(643,289)</u>
Funds held at 31 July 2022	<u>198,261</u>

Restricted funds represent amounts raised by the Student Societies and Clubs of the Union for their own use.

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2022

13 Analysis of Net Assets between Funds 2022

Group	Unrestricted Funds £	Restricted Income Funds £	Total £
Fixed assets	244,967	-	244,967
Net current assets	<u>403,598</u>	<u>198,261</u>	<u>601,859</u>
	<u>648,565</u>	<u>198,261</u>	<u>846,826</u>

Union	Unrestricted Funds £	Restricted Income Funds £	Total £
Fixed assets	244,968	-	244,968
Net current assets	<u>344,999</u>	<u>198,261</u>	<u>543,260</u>
	<u>589,967</u>	<u>198,261</u>	<u>788,228</u>

Prior Year Comparative Analysis of Net Assets between Funds 2021

<i>Group</i>	<i>Unrestricted Funds £</i>	<i>Restricted Income Funds £</i>	<i>Total £</i>
<i>Fixed assets</i>	159,559	-	159,559
<i>Net current assets</i>	<u>497,102</u>	<u>171,105</u>	<u>668,207</u>
	<u>656,661</u>	<u>171,105</u>	<u>827,766</u>

<i>Union</i>	<i>Unrestricted Funds £</i>	<i>Restricted Income Funds £</i>	<i>Total £</i>
<i>Fixed assets</i>	159,560	-	159,560
<i>Net current assets</i>	<u>705,447</u>	<u>171,105</u>	<u>876,552</u>
	<u>865,007</u>	<u>171,105</u>	<u>1,036,112</u>

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2022

14 Financial Instruments

	2022 £	2021 £
Group		
Financial assets measured at amortised cost	800,592	803,836
Financial liabilities measured at amortised cost	<u>(333,490)</u>	<u>(226,963)</u>

The group's income, expense, gains and losses in respect of financial instruments are summarised below:

	2022 £	2021 £
Interest income and expense:		
Total interest income for financial assets held at amortised costs	(218)	37
Total interest expense for financial liabilities held at amortised cost	<u>12,196</u>	<u>(7,813)</u>

	2022 £	2021 £
Charity		
Financial assets measured at amortised cost	704,870	996,613
Financial liabilities measured at amortised cost	<u>(226,648)</u>	<u>(154,502)</u>

The charity's income, expense, gains and losses in respect of financial instruments are summarised below:

	2022 £	2021 £
Interest income and expense:		
Total interest income for financial assets held at amortised costs	(218)	37
Total interest expense for financial liabilities held at amortised cost	<u>12,196</u>	<u>(7,813)</u>

Financial instruments held at amortised cost are trade debtors, intercompany, other debtors, cash at bank, trade creditors, accruals and other creditors. They exclude prepayments and other taxes and social security.

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2022

15 Leasing Commitments – Group and Union

At 31 July 2022 the Union had annual commitments under non-cancellable operating leases as detailed below:

	2022 £	2021 £
Plant and machinery		
Operating leases expiring within one year	126,837	109,438
Operating leases expiring within one to two years	119,717	100,000
Operating leases expiring within two to five years	54,403	147,222
Operating leases expiring greater than five years	<u> </u>	<u> </u>

Lease payments during the year were £109,438 (2021: £154,599)

16 Control Relationship

Ultimate control of the University of Surrey Students' Union rests with its membership, represented by the Union Trustee board.

17 Related Parties

The Union is in receipt of a recurrent grant from the University of Surrey of £1,217,650 (2021: £1,217,650). The year end net balance owed to University was £2,086 (2021: £35,374 owed from). The sabbatical members of the executive committee receive remuneration for their services as provided for within the Constitution. The aggregate amount payable under such contracts in the year was £120,394 (2021: £109,874).

Origin Events Limited is considered to be a related party of the Union as it is a wholly owned subsidiary. The company made a payment under gift aid to the Union of £nil during the year (2021: £108,961). A recharge of £38,528 (2021: £60,000) to Origin Events Limited for use of fixed assets is included within these figures. The intercompany balance due from the company to the Union at the year-end was £185,714 (2021: £581,617).

18 Pension Costs

In 2011 the Union moved from a defined benefit to a defined contribution retirements benefit scheme. As part of the arrangement, the liability for deficits relating to past service of TUPE employees remained with the University. The Union pays contributions for TUPE employees at a rate of 16% of pensionable salary for former members of USS and 16.4% for former members of LGPS. The pension contribution rate for staff commencing employment after 1st August 2011 is 4% and the rate for those on the auto enrolment scheme is 3%. However, from January 2022 employer contributions for all staff who were not TUPE employees was 8%. The total pension cost for the year was £64,415 (2021: £61,407).

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2022

19 Prior Year Comparatives

	<i>Unrestricted Funds £</i>	<i>Restricted Funds £</i>	<i>Total 2021 £</i>
<i>Gross Income</i>			
<i>Donations:</i>			
- Donations, University Grant, etc.	1,707,586	-	1,707,586
<i>Income from other trading activities</i>			
- Activity	2,613	-	2,613
- Central	36,716	-	36,716
- Community	58,612	-	58,612
<i>Charitable activities for students:</i>			
- Activity	-	232,738	232,738
- Central	-	-	-
- Community	756,694	-	756,694
	<u>2,562,221</u>	<u>232,738</u>	<u>2,794,959</u>
<i>Expenditure on:</i>			
<i>Charitable activities for students:</i>			
- Activity	324,992	206,526	531,518
- Central	251,464	-	251,464
- Community	1,464,690	-	1,464,690
- Support	278,308	-	278,308
- Voice	262,945	-	262,945
	<u>2,582,399</u>	<u>206,526</u>	<u>2,788,925</u>
<i>Net Movement in funds</i>	(20,178)	26,212	6,034
<i>Fund balances brought forward</i>	676,839	144,893	821,732
<i>Fund balances carried forward</i>	<u>656,661</u>	<u>171,105</u>	<u>827,766</u>

Accounts

Registered Charity No: 1142479
Registered Company No: 07470232

UNIVERSITY OF SURREY STUDENTS' UNION

**TRUSTEES' REPORT AND CONSOLIDATED FINANCIAL
STATEMENTS**

FOR THE YEAR ENDED 31 JULY 2021

UNIVERSITY OF SURREY STUDENTS' UNION

Contents

	PAGE
Administrative information	1
Report of the Trustees (including Trustees' Responsibilities statement)	2 – 22
Auditors' Report	23 – 26
Statement of Consolidated Financial Activities	27
Consolidated Balance Sheet	28
Union Balance Sheet	29
Consolidated Statement of Cash Flows	30
Notes to the Financial Statements	31 – 40

UNIVERSITY OF SURREY STUDENTS' UNION

ADMINISTRATIVE INFORMATION

Charitable Status

The University of Surrey Students' Union (USSU) is an incorporated charity (Company Limited by Guarantee) established under the Education Act 1994 and registered with the Charity Commission (No. 1142479) and Companies House (No. 07470232).

Principal Address

Union House, Stag Hill, University of Surrey, Guildford, Surrey, GU2 7XH.

Charity Trustees

	<u>July 2020/21</u>	<u>July 2021/22</u>
Full-time (Sabbatical) Officers		
President & Chair of Trustees	Elizabeth Rodulson	Ajisola Ajimobi (wef 01/08/21)
VP Community	Isabel Watkins	Nathaniel Nelson-Williams (wef 01/08/21)
VP Support	Aaron Seabrook	Leri Francis (wef 01/08/21)
VP Activity	Maya Altamimi	James Barlow (wef 01/08/21)
VP Voice	Theo Donnelly	Megan Simmons (wef 01/08/21)
Part-time (Non-sabbatical) Officer		
Union Chair	Rozalyn Ehiobuche-Nagwamma	Adesuwa Obasohan
External Trustees		
	Matthew Dutton	Matthew Dutton
	Amanda Massie	Amanda Massie
	Jeremy Pattison	Jeremy Pattison
	Anne Milton (appointed 9/10/20)	Anne Milton
	Martine Carter	Martine Carter
	Tom Marsh (appointed 24/07/21)	Tom Marsh
Part-time Executive Officers (Non-trustees)		
Community Exec Officer	Adesuwa Obasohan	Dan Hood
Community Exec Officer	Nathaniel Nelson-Williams	Theodora Plati Loverdou
Support Exec Officer	Hussain Al-Khawaja	Ami Tudorache
Support Exec Officer	Martha Feraressi	Numa Begum
Voice Exec Officer	Joel Miller	Michelle Ching
Voice Exec Officer	Megan Simmons	Aleksandria Rusimova
Activity Exec Officer	Diana Dakik	Diana Dakik
Activity Exec Officer	Ellen Parry	Puljit Juneja

Auditors

Crowe U.K. LLP
Statutory Auditor
49-51 Blagrove Street
Reading
Berkshire
RG1 1PL

Bankers

National Westminster
Bank Plc
151 High Street
Guildford
Surrey
GU1 3AH

Solicitors

Goodyear Blackie
Herrington Law Limited
7 & 8 Innovation Place
Douglas Drive
Godalming
Surrey
GU7 1JX

USSU employs a Chief Executive Officer to work closely with the Executive Officers and ensure effective management of the charity as head of a senior management team as follows:-

Chief Executive Officer	Alan Sutherland
Deputy CEO	Debra Rideout
Human Resources & Staff Development Manager	Caroline Royle

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 JULY 2021

The Board of Trustees present their Annual Report for the year ended 31 July 2021 which includes the administrative information set out on page 1, together with the audited accounts for that year.

Structure, governance and management

USSU is constituted under the Education Act 1994 as a charity (see page 1) with internal regulations or Rules approved by the governing body of the University of Surrey. The Union is a Company Limited by Guarantee. The Charitable Company's Memorandum and Articles of Association are the primary governing documents. Each member of the Charitable Company undertakes to contribute to the owners of the Charitable Company in the event of it being wound up, while they are a member, such amount as may be required, and not exceeding £1.

USSU charitable Objects under the Act, to advance the Universities' educational purposes by providing representation and support for the students of the University, are supplemented by the further Object of helping members to develop their own charitable activities as active participants in civil society.

USSU is administered by its Executive Committee of fourteen students elected annually by cross-campus ballot of the USSU membership. The five posts of President, VP Voice, VP Support, VP Community and VP Activity are full-time, or 'sabbatical', posts remunerated as authorised by the Education Acts and cannot exceed two years' duration for each holder. The five full-time Officers, Union Chairperson, University Trustee and four external trustees are regarded as the charity trustees of USSU for the purposes of the Charities Acts.

It should be noted that, due to COVID-19, the period of office for the 2020/21 sabbatical team was extended and ended on 31st July 2021, with the new team taking over with effect from 1st August 2021.

Arrangements for setting pay and remuneration of key management personnel

Pay and remuneration of key management personnel is determined by a variety of contributory factors, such as, the size of the Students' Union, the pay scales for each role e.g. sabbaticals, CEO etc., and the level of experience of the staff member. In addition to this, levels of pay may be effected by the ability to recruit key management personnel and retain them in post, which all coincides with the student union's appointment and pay policies. All amendments to the pay and remuneration policy for the key management personnel is discussed and agreed by the trustees. The day to day running of the Union is delegated to the Chief Executive Officer and the Deputy CEO.

Risk Management

The Finance Committee has examined the major strategic, business and operational risks faced by USSU in particular those relating to governance, finance, student experience, health and safety, organisation, operations, reputation, HR and ICT. A risk register has been established and is updated at least annually.

The Students' Union prime risks are:

- Failure to manage costs improve efficiency and maintain financial stability. Current mitigation: is Annual budgets detailed monitoring and production of monthly finance reports. Monthly finance meeting with quarterly trustee meetings.
- Loss or reduction in annual subvention. Current mitigation: Continuing cooperation with the university encouragement of positive links from Sabbatical officers to key University personnel. Transparency of the USSU core aims and objectives
- Failure to improve the student experience. Current mitigation: Implementation of the Zone structure enabling VP's to complete their manifestos.

Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Budgetary and internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers and participants on all activities organised by the Union. Staff training and development are in place to ensure staff are aware of the risks and have the necessary skills and ability to complete the designated role. KPI's are regularly reviewed to pick up any early warning signs that issues may be these occurring. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2021

This year, the risk of Covid 19 and its impact is considered on a rolling and future basis. The Union's plans and response to the pandemic have been quickly delivered and are adaptable. The Union team are paying particular attention to Rubix nightclub and the adaptations needed in order to deliver a Covid secure venue and social experience for the students. With the onset of Freshers week and the first few weeks of term, the Union has seen the positive impact that the 'Rubix Lounge' is making to students - they have a secure space in which to meet with others. This initiative is reviewed on a regular basis and it should be noted that while we do not have the expenditure associated with hosting acts or entertainment; the costs relevant to staffing and ensuring the venue adheres to the required levels of safety as a secure Covid zone, are very high.

The Unions management team have produced differing scenario forecasts that take account of the Governments tier system. These will be referred to in order to ensure the financial viability of the Union for 2021/22 and onwards.

Procedures and Policies of Trustee Induction and Training

In the year 2020/21 a new external trustee was appointed – Anne Milton and a new student trustee – Tom Marsh was appointed in July 2021. Induction training was provided for the new trustees which included both internal and external training. On-going training will be made available to the trustees during their office including attendance at conferences, specific training events and access to website training materials.

Group structure

The Student Union has a wholly owned subsidiary, Origin Events Limited. See Note 8 for further details.

Aims, Objectives and activities

The Board of Trustees has identified The University of Surrey Students' Union's vision and mission as "To be a leading UK Students' Union that has a positive impact on every University of Surrey student - To enrich students' lives, the community in which they live and the University of Surrey by creating the changes they want and to enable them to achieve their ambitions". During 2016/17, the board of trustees agreed a new five year strategy for the Students' Union. This strategy was put to members for approval during the annual elections and 1847 members voted, with 89.5% approving the strategy. The key aims from the strategy are as follows

- **The Union will be proactive in learning what our members want:** By talking more to our members, giving them the opportunity to talk to us – easier and quicker, and doing quality research without the burden of endless lengthy surveys, the sabbaticals, and Union executive will have a closer and more relevant understanding of what our students think, and what is important to them.
- **Student leaders will be supported to take action in response to the student voice:** To create change, and enrich the lives of our members, we must react to what we know. Although it is important to acknowledge that we are constrained by our charitable objectives. Student leaders are not just elected to deliver on election promises, but to react to the voice of students.
- **Elected student officers will be supported to deliver on key manifesto pledges:** With a solid foundation of student opinion to support elected student officers in their decision making, it is also vital that student officers do not simply become messengers, reporting through committee what the latest survey results are. The diversity of ideas comes from the annual election process and the resultant manifestos. The representative democracy of the Students' Union will be supported by enabling elected officers, not only to develop their election manifestos, but to deliver on them.
- **Students will be well informed on the work of the Union and their representatives:** We will not just listen silently to our membership, but will inform them of what their Union has been doing in their name, and what it continues to do following what they have told us. By hearing about the impact their voice has made, and how they have been listened to, the credibility of the Union will be enhanced and continue a virtuous circle of student engagement.
- **Students will recognise the Union as an organisation that is true to their values:** The way the Students' Union collectively operates is important, for the credibility of the organisation and the relationships that exist with external stakeholders as well as with our members. Our values will be rooted in what we do, elected officers, signatories, staff, and all active members will be expected to know what is expected of them in the living realisation of our values.

UNIVERSITY OF SURREY STUDENTS' UNION TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 JULY 2021

In pursuit of these aims for public benefit, The University of Surrey Students' Union will ensure the diversity of its membership is recognised, valued and supported and has established services for use by its members and to support its work with the University and other organisations on behalf of students. These include the Students' Union support service, volunteering and training, diverse student activities, and support for student sports clubs and societies, alongside our commercial activities which include our Rubix nightclub. The

Executive Officers of the Union sit on the majority of the committees of the University of Surrey and meet regularly with department and central service heads on campus.

The charity trustees, have complied with their duty as determined by Section 17(5) of the Charities Act 2011 having due regard to the Charity Commission's published general guidance concerning the operation of the public benefit requirement.

The University of Surrey Students' Union continues to represent the students of this University on relevant local, national and international issues by maintaining a high proportion of student representatives. The Union facilitates training and communication with 600 student course representatives and has a committee of 15 executive officers contributing across the University from SSLC (student liaison committees) to the highest University committees, Senate and Council. In 2019/20 the Union participated in the Student Life Pulse survey from Alterline Ltd, which surveyed all students for their views on the Union and its activities. This now forms the basis of most KPI measurement.

COVID-19 Student Support

This year, COVID-19 Student Support has been at the heart of the Union President's work, from supporting individual students with personal circumstances, monitoring constantly changing regulations and lobbying changes within the University in the best interests of students. The pandemic has changed the face of the 2020/21 Sabbatical team's year however under the President's leadership they adapted and changed to ensure that the voice of the students was heard in an extremely challenging time. Examples of student-specific support included the President running COVID-19 drop-in sessions, following the January Lockdown announcement, talking to any student who had any worries or concerns and helping them to discover what the Students' Union could do to support individual students.

University Academic Safety Net

Following student concern regarding the change in grade averages, after the move to hybrid and fully online teaching in line with the local and national lockdowns, the Union President worked alongside the University to instigate a Safety Net Policy for students in line with the 2019/20 academic year. This Safety Net subsequently meant that a student's overall mark for the 2020/21 academic year would not be lower than the grade achieved at the end of Semester 1. This came as a relief to many students who had rising concerns about the impact COVID-19 would have on their education and reassured many students that the educational impact that COVID-19 had on them would be effectively minimised.

University Accommodation Rent Rebates

Alongside the news of local and national lockdowns by the Government in January, the news that students were unable to return to their student accommodation came as a potentially huge financial burden for many students, who were concerned they would be paying for University Accommodation that, by law, they were not allowed to return to. The President initiated frequent and in-depth conversations with the University emphasising the financial impact this will have on the community, and the unfairness that by following the law, students are taking the financial impact.

Following successful lobbying and conversations, rent rebates for students in University residences were introduced from the 4th of January 2021. Students in residences that could not return had the opportunity to apply to receive 100% of their rent back for the period that they were not on site. This rebate scheme was agreed to continue until the end of the academic year, providing huge financial support for the Surrey student community in reflection of the government mandated changes.

UNIVERSITY OF SURREY STUDENTS' UNION TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 JULY 2021

University Accountability

Following the University of Surrey's substantial drop in the NSS and Guardian League Tables, the Students' Union took student concerns to the University, explaining that their experience had not been suitable or what students had expected whilst being in Higher Education. A letter from the Students' Union was produced and written to Professor Max Lu (Vice Chancellor) asking for an explanation of the drop and the University's plans to refocus the student experience.

Further examples of University accountability this academic year include continuing to lobby the University to divest from Barclays in line with the Students' Union standpoint on the matter and querying decisions regarding tuition fees and not funding PCR tests for students alongside the decision made surrounding hybrid graduations, just to name a few.

University Accountability has been at the heart of the Officer Team this academic year and has been integrated into all conversations and actions on student voice throughout all meetings, discussions, and conversations.

First Offence Warden Fine Removal

At the start of the 2020/21 Academic Year, authorised personnel within the University can impose a level of discipline on our students which includes the chance to enforce on-the-spot monetary fines. Surrey prides itself on having a hugely diverse community with students from a variety of different cultures and socio-economic backgrounds, and our student support needs to reflect this.

On-the-spot monetary fines provide a disproportionate impact of discipline within our student community. With the potential of £50 fines for students, for some students this represents a small percentage of their weekly spending, however to some students this can equate to 2 weeks' worth of shopping.

It is the duty of the University to safeguard our students and ensure that they are healthy, and that means we must limit significant negative impact, as much as possible.

A proposal was accepted and approved to implement the following as a one-year policy change trial:

The standard position will be that on-the-spot fines will not be issued for 1st offences, with the exception being those of dangerous actions to the student and others where the severity is reflected in escalation.

Any fines for 1st offences will be suspended and only activated if a panel is convened, except for dangerous actions.

Second offences automatically result in activation of a suspended fine or panel referral. A Communal Living Workshop will be introduced in place of a first offence warden fine.

The Communal Living Workshops were incredibly successful this academic year and there has been agreement to continue this proposal for future academic years, a huge success.

Launched the Surrey Sabbcast

A new endeavour for the 2020/21 Academic Year was the introduction of the Surrey Sabbcast, a weekly podcast hosted by the Sabbatical officers (Sabbs). This podcast gave the Sabbatical team the opportunity to highlight specific topics prominent in Higher Education or specifically to Surrey at the time, alongside updating students about what each Sabbatical officer has been working on and continues to work on, on behalf of students.

UNIVERSITY OF SURREY STUDENTS' UNION TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 JULY 2021

Throughout the year, the Sabbs have also had the pleasure of hosting numerous different guests from across the academic and student community. To name just a few, these sabbcasts included:

Return to Campus Special with Lucy Evans, Deborah Lawson, and Stephen Wells
The Rule of Six Explained with Jim Dickinson from WONKHE
The Race Experience at Surrey with Muse Berhe and Dr Alfred Thumser
Safety Net & Extenuating Circumstances with Adam Child, Cathy Derham and Zoe Wilkes
LGBT+ History Month Special with Michael Hassel and Erin Baker
Colourism Special with Catherine Anyanwu

Voice Your Opinion Forums

Student Voice Forums are a core part of the Students' Union and ensuring that students have the opportunity to question senior management and have their voices heard at all levels. With the constantly changing government regulations, the President introduced the Voice Your Opinion Forums to run between Student Voice Forums. These forums focused on specific concerns from students, with the relevant members of academic and support staff from the University present in line with key student concerns. These forums provided a platform for the student voice to be heard, and additional support to be provided, through an incredibly turbulent year.

RAG Committee Introduction

As a Students' Union, Raising and Giving (RAG) should be a staple of our ethos, and everything done to support it. The Students' Union have already made huge strides in the development of RAG at Surrey, with the re-introduction of a RAG Chair as a specific Part-Time Community Zone Position and the encouragement of RAG Reps within our clubs & societies.

The next step is to bring together those reps and students with an interest in RAG and co-ordinate our approach and activities. This will allow us to raise the profile of RAG both on and off campus, and raise as much money as possible for the charities that students have voted to support.

This RAG committee would be similar in structure to the Sport & Society Standing in which our RAG Chair would lead the meeting and all RAG Reps would be invited to attend. This invitation would also be extended to any students within the Surrey community who have a specific interest in raising and giving and are not currently involved in a club or society or are individual charity fundraisers themselves. This committee will commence at the start of the 2021/22 Academic Year.

Part Time Officer Involvement & Awareness

Feedback from part-time officer's in previous years has outlined that involvement and awareness was limited in comparison to Sabbatical officers within the team. This year, the President ensured that alongside the Sabbatical officer introductions at the beginning of their term, part-time officers were also spotlighted to ensure that students knew who they were. Alongside this, part-time officer 'wins' were introduced, so that specific success stories from individual part-time officers could be celebrated and were not incorporated into the zone wins that are published, which are naturally linked to the Sabbatical officer who is leading that zone.

Alongside this, the Union President began mandated and regular catch ups between the part-time officers (PTOs) and key members of the Executive Board. It came to light that Sabbatical officers often had the chance to question members of the Executive Board on a regular basis however our part-time officers often did not. The introduction of regular (minimum once per semester) meetings between these two groups meant that students were able to directly hold senior management to account and subsequently feed responses back to their peer group. On top of this, if PTOs wanted to focus on a specific topic, chances were organised for the interested officers to meet with members of staff that were directly involved in areas concerned.

UNIVERSITY OF SURREY STUDENTS' UNION TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 JULY 2021

Letter to Matt Hancock regarding COVID-19 Student Blame

Subsequent to the announcement by Matt Hancock (MP) in Semester one that it was believed that young people were to blame for the increase in a rise in COVID-19 cases in the UK, the President saw the dissatisfaction expressed by Surrey students and took action in the form of a joint Students' Union letter from Sabbatical officers from around the country to Matt Hancock, disagreeing with these claims.

The letter was sent on behalf of over 30 Students' Union with close to 40 signatures from different Sabbatical officers within those charities. The letter demonstrated the power of coming together as a collective of student representatives and the power that Unions have, to make sure that the Student Voice is heard at government level, regardless of high-level opinion.

Yearly Standing Motion Report Introduction

Feedback from students this academic year expressed a concern that when motions are passed at committees such as the executive committee, in previous years there has been limited updates on the status of different motions and their actions, so the Union President took the initiative to introduce the 'Yearly Standing Motion Report', one which is hoped to continue and roll over year to year.

The report will outline every motion that is currently standing at the Students' Union. Each action will be listed and progress on this action and whether it is complete or still in progress will be outlined. This report will increase the transparency on the workings of the Union and hold officers to account following the mandate that a motion ensues. At the end of the report each year, a list of actions for each zone will be mandated and passed over to the next officer team to achieve.

Armed Forces Covenant

A lot of work this year focused on ensuring students from Widening Participation backgrounds had access to the tailored and sustained support that was required to help them thrive at university; This led to the signing of the Armed Forces Covenant. The signing of this covenant, following lobbying by the Students' Union, represents a commitment that the University makes to ensure that students and staff who have a military connection are not disadvantaged during their further education journey. This commitment includes including deployment evidence as valid grounds for EC's and increased wellbeing support.

Free School Meals & Work within the Community

Following the announcement from the Government that they would not be providing free school meals during the October half term for those children eligible for free school meals, the Students' Union and the University came together to provide free meals for those that need it most at Kings College School in Park Barn. This collaboration demonstrated the way that the University and the Union can come together to support the local community and our Guildford residents.

Miscarriage Policy Introduction

Miscarriage is the most common type of pregnancy loss, affecting 1 in 4 pregnancies and a quarter of a million people in the United Kingdom each year, yet when you explore many employers' parental bereavement and maternity policies, these specifically dictate that they only offer support after 24 weeks. Effectively, support by many employers exists solely for stillbirths, rather than encompassing miscarriages as well.

It is important within institutions that those who have experienced such loss are provided with incremental support. Support is often suggested for those individuals who have been personally impacted, however, the partners who have shared in the journey can all but be forgotten about. Ensuring that a support network is there for the individuals who have suffered such bereavement is imperative, hence the importance of offering support for partners of individuals who have miscarried. Partners should not need to use sick leave to offer support through this.

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2021

Within its maternity policies the University of Surrey Students' Union (USSU) have introduced and codified support for employees should they experience a miscarriage, either directly or as a partner. Pregnant USSU employees who experience a miscarriage are eligible for 6 weeks fully paid sick leave (once the baby is past 12 weeks' gestation). USSU employees whose pregnant partners experience a miscarriage are eligible for 3 weeks fully paid sick leave (once the baby is past 12 weeks' gestation). None of this support will be included in yearly sick pay leave allowance to ensure future circumstances are not impacted.

Period Poverty

Period Poverty within the student population has become a key topic among Higher Education Institutions over the past couple of years and it was vitally important the University of Surrey offered support for those students who may not be able to afford sanitary products, with this came the launch of the Period Poverty Initiative at Surrey.

With approval of funding from the University, four different free vend stations will be placed around both campuses which will offer 24 hours free vend of period products for any student that needs it. These will always endeavour to be in unisex locations to ensure access for everyone. Alongside this, there will be a developed project within the HIVE which will offer free period products alongside items to support students when things may go wrong such as additional underwear.

Following lobbying from the Students' Union, the University have committed to cover all costs for a 6-month trial starting in September 2021 which the Union hopes to continue as a long-term project in the future as a commitment to support our students and their health.

Widening Participation Focus Groups & Report

At Surrey, we are incredibly lucky to have a hugely diverse student community with thousands of students from different backgrounds, however, this means we have thousands of students with different education and holistic needs.

The initiative was taken to run a series of focus groups with different widening participation groups (e.g. commuter students, mature students, LGBT+ Students) to discover more about their experiences, what they would change and what the future student experience of students like them should look like. These recommendations were then formulated to offer recommendations to the University to ensure that the best, tailored and sustained support is offer to all of our students from all different walks of life.

Free Speech

The much publicised bill on freedom of speech was launched in 2021 to combat the perceived "chilling effect" of free speech curbs in higher education. We worked with a small group of other Student Unions and the policy website Wonkhe to produce our answer to what we believe the problem is. In short, we do not believe that there is the so- called "chilling effect", however a very small number of isolated incidents have been misreported in the press for political gain. We did however agree that there are things we could do better, and as a group, produced a proposal for a new code for campus free speech¹. Since the publication of this report we have had, and will continue to have meaningful discussions with the officials in the Dept of Education prior to the final guidance for the act being published.

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2021

ZONE ACTIVITY

The work of the Union is presented in four zones, Voice, Activity, Support and Community. Each zone is led by a VP with the President in overall leadership of the Union.

VOICE ZONE

In a challenging year for student engagement, the Voice Zone has worked closely together to achieve outcomes for students, despite the difficulties we have all experienced working remotely throughout.

Black History Month

At the beginning of the year, the Zone worked to coordinate the Student Union's contribution to Black History Month alongside staff from the University's Equality, Diversity and Inclusion department. A joint calendar of events was produced featuring Union societies and University-led events, including an online panel discussion organised by the VP Voice with participation from members of the black community representing alumni, University academic and professional services staff, and featuring the VP Voice 2019-20, Ajay Ajimobi. The team also produced the content for the Union's channels on Black History, signposting members to further reading.

A New Liberation Network

The VP Voice led discussions within the Union on the future of the Liberation Committee, which had been incomplete in the previous year and was a source of frustration to students and their representatives. Working with the Union Chair and Union's Management Committee, it was agreed that a new Liberation Network would be piloted which brought students together from liberation backgrounds and beyond, to work on campaigns and projects and to take part in activity.

The network successfully formed but was limited in the activity that could take place. At the Union's Annual Members' Meeting in May 2021, it was agreed that the Liberation Network would replace the Liberation Committee, and next year aim to expand and reinvigorate liberation activism and activity on campus, to ensure all sectors of the student body are acknowledged and celebrated.

Democratic Activity

During a challenging year we conducted three main democratic events:

Make Your Change: Students at Surrey vote annually on their 'priority campaign' for the year. This year, although idea submissions from students were lower, turnout for voting (860) was nearly double the previous year. The winning idea was once again Sustainable Surrey and this idea was taken forward by the Community Zone who hosted several successful Sustainability Forum events.

Group AGMs and EGMs: This year all 176 group AGMs and 44 EGMs took place online via Teams using a workflow which enabled officers to officiate them remotely, using online voting. In the light of the pandemic and lack of engagement between some members and their clubs and societies, some temporary changes were made to the Union's rules, including allowing groups to remain active provided they could elect at least 2 signatories rather than the usual 3. This helped enable most student groups to stay active into the next academic year.

Surrey Decides (main election process): Our normal officer elections were postponed due to the pandemic and took place in late April/early May. Rescheduling the election enabled Surrey to be the only Students' Union to host an in-person Question Time event, which took place in the Marquee and live online. Participation in the election reached 71 nominations and a voter turnout of 2257 votes, which compares favourably across the sector during a difficult year. A full officer team was elected for the academic year 2021-22.

UNIVERSITY OF SURREY STUDENTS' UNION TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 JULY 2021

Course Representatives

The Course Representatives (Course Rep) programme underwent numerous significant changes this year. Firstly, due to the pandemic, all Course Rep training had to take place online, and all our Student Voice Forum events similarly were hosted digitally. Continuing the previous success of hosting an online Course Rep nomination process, this year we streamlined the process, culminating in elections running in their smoothest manner this May. During the year, we also transferred Rep training content onto the new Skills Platform, to share the knowledge gained by Reps to other students, supporting the Union's Employability Pulse opportunity. We also wrote and submitted a proposal to standardise PGR Course Rep elections, in order to improve consistency, democracy, and awareness of the PGR Rep role. The hope is that PGR Rep elections will be improved and implemented in October 2021. Finally, we also worked collaboratively with the University Comms team to raise awareness of Course Reps by producing promotional videos and Rep Profiles which were hosted on the Union website and also emailed out in personalised messages to all students.

Course Reps themselves have worked hard to balance the voluntary role alongside their studies in an unusual year, whilst also adapting to hybrid learning, and facing the challenge of not being able to meet all their peers or chat to them face to face to gather feedback. However, Reps have been vital in consulting on changes to modules and assessments for hybrid learning, and helping to create community within departments, with some Reps starting fantastic initiatives such as thank you Christmas cards for academic staff, student buddy schemes, online coffee mornings, and games nights. Finally, Reps have worked hard to adapt to the new student feedback platform, MySurrey Voice (powered by Unitu), and encouraging students to utilise the platform to share their feedback, concerns, and praise.

MySurrey Voice

In August 2020, the Vice-Provost Education, Prof. Osama Khan, aimed to implement a new student feedback platform, Unitu. The Voice Zone were involved in the project group for the implementation of the platform, and in just under 6 weeks, contributed to the successful launch. The Voice Zone was involved in finalising branding, marketing materials, student communications, updating University policies, and numerous other strategic decisions.

The new platform also required a redesign of all our Course Rep promotional materials, training content, and policy documents to account for the new platform. The work of the Zone was highly valued in the implementation of this project. Over the year, the Zone has worked to support Reps in adapting to the new platform and liaised with the University to raise any concerns around student and staff usage of the platform. 98% of Course Reps have activated their accounts, though student activation has been lower. Most recently, the Zone has begun collaboratively evaluating the platform with the aim to increase its impact for 2021/22.

Student Voice Forum

The Student Voice Forum was hosted entirely online through the year and achieved its greatest level of participation, with 370 Course Reps in attendance at the second (February) forum. The forum meetings provided an essential live connection between the student body and University decision makers, and discussed prevalent issues including hybrid learning, rent rebates, the new MySurrey Voice platform and University to student communications.

Continuing with the themed Forum structure, the discussions this year were particularly helpful in addressing bigger issues impacting the wider student body, rather than individual issues with limited relevancy to the full audience. We also continued to utilise interactive polls via Menti to gather live feedback on these topics, which have proved helpful in platforming the student voice on these wider issues. We extend our thanks to our University colleagues Professor Osama Khan, Andy Chalklin and Lucy Evans for their participation in these panel events.

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2021

Zone Member Achievements

Despite the difficulties of operating mainly virtually, the Part-Time Officers within the Voice Zone this year have made significant contributions in promoting the student voice at Surrey:

Collaborated with the Support and Activity Zones on campaigns such as Eating Disorder Awareness and projects such as a Signatory Exit Survey.

Ran dedicated campaigning workshop to educate students on running an effective campaign.

Made substantive contributions to make the Union and University feedback systems such as MySurrey Voice more effective.

Contributed to Course Rep training, including material for Joint Honours students to help them navigate the complexities of their course administration.

Advocated for PGR Course Rep elections to be standardised alongside creating a Postgraduate Engagement Forum chairs forum.

Liaised with University communications team to ensure that students are receiving relevant information from the University, and suggesting how communications can be better tailored for PGR students.

Met with Employability & Careers team regarding improved support for placement students.

Had regular meetings with senior management to hold them to account for their promises at Zone meetings and All Officer meetings on topics including assessments and hybrid learning.

Organised a campaign aimed at increasing voter turnout in Guildford local elections.

Contributed to ensuring SurreyDecides ran smoothly, through chairing debates, promoting elections, and moderating public comments.

VP Voice Achievements

In addition to the projects and successes outlined earlier, the VP Voice has been involved in numerous University projects and working groups and has also worked to implement manifesto points throughout the year. Firstly, with the aim to align Course Reps more closely with departmental societies, the new society role of Departmental Liaison Officer was created. This role exists to expose Course Reps to the society membership to diversify the feedback they gather, and also to provide an opportunity for departmental societies to contribute to feedback discussions. This pilot idea has hopefully set positive groundwork to be built upon in the coming academic year, especially as society activity begins to resume following the lifting of Covid restrictions.

Secondly, the VP Voice also worked to represent accessibility issues to the University and to continue to advocate for improved accessibility across Surrey campuses. This has included policy work throughout the pandemic, securing carer campus cards, and making practical improvements such as accessible ramps and fixing lifts.

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2021

Finally, throughout the year, the VP Voice has contributed to the Learning Analytics project and the Academic Standards and Curriculum Review project, consulted on the Doctoral College's proposal for PhDs by Publication, and has collaborated with the Library team to increase access to online e-textbooks via Bibliu, amongst other work throughout the year.

Pulse Achievements

The Voice Zone has seen some key achievements in Pulse results this year. Agreement that "The Students' Union effectively represents students' academic interests" rose from 58% in 2019/20 to 66% in 2020/21. Similarly, satisfaction and agreement to questions such as "The Students' Union represents students on the right academic issues", "I know what the Students' Union is doing to represent my academic interests", and "The Students' Union represents the views of students effectively" also rose from 19/20 to 20/21. Awareness and use of Course Reps also rose this year, including awareness of how to contact Course Reps, and awareness that Course Reps are part of the SU, both of which have been particular areas of focus. Finally, agreement with the statement "I can influence decisions made by the Students' Union" rose by 7% in Pulse 2 this year.

ACTIVITY ZONE

Clubs and Societies

The Activity Zone's clubs and societies continue to amaze with their valuable contribution to the student experience at Surrey. Despite the majority of activity being on hold for almost 50% of the year, many student groups created online communities and kept morale high with over 9000 student club and society memberships being recorded.

Highlights for Team Surrey clubs included Netball putting on a string of virtual charity events accessible to all and raising much needed funds for Oakleaf, Rape Crisis UK and the Netball Development Trust; Fencing completing a 12 hour lunge-a-thon in aid of Surrey Nightline; Boat Club members covered over 4600km to raise money for Guildford Action and worked closely with AgeUK Surrey to support elderly patients over Christmas and Women's Football organised walking challenges, virtual horse racing and participated in the Tri-Kelly's Challenge to raise money for Movember, Macmillan, The Children's Trust and The Alzheimer's Society.

Some clubs were fortunate enough to be able to compete and had some great results. Triathlon were one of the first clubs to compete in BUCS in 2020/21 and did not disappoint. Roisin Browne came third in April's Duathlon and went even better weeks later at the Standard Triathlon, winning gold in the female event – the first Surrey female to ever do so! The men did well too, gaining three top 30 finishes in the Duathlon and a 9th place for Luke Gwenter in the Standard Triathlon. Boat Club's dedicated athletes had their hard work pay-off at a successful BUCS Regatta in June taking home 2 Gold medals, 8 Silver medals and 1 Bronze medals. Finally, Karting resumed their British University Champs competition and narrowly missed out on the medals claiming a very respectable 5th place out of 40 universities and the Canoe Club achieved an excellent 4th place at the BUCS Canoe Polo Championships; their best finish to date!

Societies have equally impressed in their efforts this year; Islamic Society raised an incredible £30,000 during their Islamic fundraising week; Paramedic Society created a video for mental health awareness which went viral and the president was invited to BBC Surrey to discuss the project; Business Society were shortlisted at the Bright Network Society of the Year Awards 2020 under the category of "Impact on Campus"; Christian Union organised a two-week long event on Zoom called 'Encounter', they invited speakers and interviewees from around the world (US to Africa) to speak which was well attended; Surrey Economics and Finance Society managed to partner with five organizations and secured sponsorships from companies such as Lazard and Charles Stanley, which is definitely a big feat for a society running under the pressures of Covid-19 restrictions and Dodgeball organised 'Operation: Spread Joy', a project set up as a continuation from last year, to give back to the Guildford community and provide those who are struggling on the streets with a bag of essential items including toothbrush, toothpaste, soap, face masks, comb, socks, gloves and some bags had extra items such as scarfs, hairbands and sanitary products for female specific bags.

UNIVERSITY OF SURREY STUDENTS' UNION TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 JULY 2021

COVID-19 Officers

One of Activity's biggest successes of the year was the recruitment, training and implementation of over 400 volunteer COVID-19 Officers. Any society that wanted to resume their core activity or hold a social had to nominate at least one Covid-19 Officer, this involved leading on the health & safety of the group, risk assessing activity and ensuring that all measures put in place were satisfied. This involved extra work for our groups but they fully embraced the new role and complied with our new measures.

Signatory Exit Survey

Working with the Voice Zone, we launched our first Signatory Exit survey for the outgoing 2020/21 committees. We received a response rate of around 15% to questions concerning readiness for signatory roles, club/society feeling valued and employability and wellbeing being supported. We had some really pleasing results, with over 75% of respondents reporting they felt the Union and/or Team Surrey had fully equipped them in feeling ready to run a club or society; 70% strongly agreed or agreed the Union and/or Team Surrey had communicated effectively and nearly 70% believing that the Union and/or Team Surrey had supported the wellbeing of committee and members. The results of the survey will be shared with the incoming Activity Zone with an action plan being created and objectives assigned to the team. We will also continue to use this survey annually and increase the response rate.

Drug & Alcohol Awareness Campaign

This year, VP Activity & VP Community conducted research into student drug use at the University of Surrey by sharing a survey across a range of Union platforms. Over 800 students took part in the survey with the key finding being that drug use is relatively common among Surrey students, with 43% of respondents reported having used drugs while at the university. Many respondents, including those who had not personally partaken in drug use, disclosed an awareness for drug use being a regular occurrence at Surrey. The data from the survey was turned into a drug use report with the intention of reviewing it every couple of years to identify how drug behaviours, experiences and attitudes of students are changing. The student drug report was presented to Management Committee in November 2020 and it was agreed that the Union would form a partnership with drug alcohol & harm reduction group, Neurosight.

Neurosight worked with us to reduce drug-related harm through evidence-based practices by conducting research and delivering educational workshops and webinars to our students and also by helping us review our Students' Union and University drug policies and procedures. We held several meetings with key stakeholders at the University to discuss adopting "harm reduction" as opposed to the current "zero-tolerance" stance on drug use in order to protect students and give them a safe space to feel comfortable enough to ask for help, without having to worry about any repercussions. As a result, the University did a review of their own drug policy and updated it in March 2021. They are planning to launch their first ever drug campaign in September 2021 as a result of these conversations.

One of the objectives of this campaign is continuity, therefore we have opened up an Students for Sensible Drug Policy (SSDP) at Surrey after getting approval from Management Committee. SSDP is a global network of students who lobby for fairer drug policies and greater harm reduction education. Any student can get involved in this group and help organise drug education events, host discussions and be a voice within drug reform activism.

Transgender & Non-Binary Policy

Following feedback from Surrey's transgender community that they felt excluded from sport due to the gender segregation prevalent throughout most clubs, we created the Union's first Transgender & Non-Binary policy. This allowed transgender students to know their rights when joining a club or attending an event with a binary element and also to educate club committees on how to be more inclusive, not only in welcoming all students but with the language and behaviours used.

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2021

As a segue to launching the policy, we invited Loughborough University's Joanna Harper to talk at Sports Standing on the barriers that transgender individuals face when it comes to sport along with the science behind hormone replacement therapy and how it affects athletes. Joanna is an advisor and consultant to several international sporting federations including the International Olympic Committee so to have her speak to Surrey students was a significant coup.

Employable Me

This year we chose to have a more regular and consistent Employable Me message rather than a couple of key events. We implemented Employable Me Mondays on the Union's Instagram stories featuring current students who had held a volunteering position within the Union talking about the skills they'd gained and if/how they had engaged with the University's Careers & Employability platform. This was then followed up with links to any employability related workshops or sessions happening that week and proved successful in increasing the numbers engaged with such sessions.

Tri-Kelly's Challenge

The restrictions didn't prevent us from holding the annual Kelly's Storage charity event; this year in the guise of a virtual three-way challenge where participants could walk, run or cycle to meet a target distance over a three-week period. Over 110 students took part and raised much needed funds for RAG's chosen charities, The Children's Trust and The Alzheimer's Society.

International Women's Day

This year's International Women's Day saw the Union run an online awareness campaign which many clubs and societies got behind with the hashtag #choosetochallenge.

Colours Awards

Despite the lack of sport this year, we still awarded a large number of Club, Half and Full Colours to students who had either gone above and beyond their role in contributing to the organisation of their club or performed at a high level for their university and beyond. We were also able to host an in-person ceremony, joint with Union Ball, in The Marquee much to the delight of hundreds of students!

STARs Awards

This year STARs Awards were changed to incorporate a new badge scheme. We have five badges each with their own criteria that clubs and societies can work towards gaining. This was based upon feedback from students that STARs awards were too broad in the past and clubs and societies wanted to be able to focus on one specific area.

The badges we awarded were:

- Collaboration badge
- Community Outreach, Volunteering and Fundraising badge
- Wellbeing Badge
- Equality, Diversity & Inclusion Badge
- Employable me Badge

Despite the difficulty in being able to achieve some of the criteria due to the pandemic, we were still able to award six societies with Gold Stars Awards (4 or more badges). One Society with Silver (3 badges) and seven Societies with Bronze (1/2 badges). For the Gold Stars winners we presented them with a certificate at the Awards night and also hosted a pizza and prosecco party for them in The Marquee.

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2021

SUPPORT ZONE

Academic Advice

The Support Zone has seen an increasing number of students seeking support from the Academic Advice team, and whilst the overall increase is low (9.2% increase), we have seen a 23.5% increase in the number of more complex student cases coming to the service including Disciplinary, Fitness to Practise and Academic Integrity cases. To accommodate for the increase in students we have recruited another full-time Support Coordinator, to help with the growing advice service and Support Zone projects.

Throughout the pandemic we have continued our online service, providing Teams calls to support students through online Panels and meetings. Additionally, we have continued our drop-in Extenuating Circumstances (ECs) session and academic appeal service through Zoom. Since the success of some of our advice outreach programmes, we have continued our Instagram takeovers "Ask Me Anything" about academic advice. We have also increased our provision for support by introducing "Quick Queries" – 15-minute bookable appointments with a member of the advice team.

This year, we have also submitted a proposal to the University to implement changes to the Regulations for Academic Integrity to increase the range of penalties available to Academic's when giving a penalty of misconduct to students. Currently, the Union believe the penalties are too harsh when looking at the sector and we hope that this proposal will be considered for the new academic year.

Welfare Watch

Welfare Watch ran throughout Fresher's week at the Lake and in The Marquee but with COVID-19 restrictions, they were unable to continue for the remainder of the academic year. They were, however able to support with some of our other Union projects including a campaign for safe alcohol and drug use on campus, 'Light up the Night' and other safety awareness campaigns. Additionally, Welfare Watch members were part of a consultation with Surrey Police and the local community to help raise awareness of lone women on a night out in Guildford. Welfare Watch are looking forward to returning to campus for Fresher's week 2021.

Student Minds

Following the successful launch of the Student Minds: Positive Minds peer support group in the 2019/20 academic year, Student Minds continued their support offering this academic year. The peer support group aims to support students who are experiencing low mood or depression at university, through a range of group facilitation sessions, which focus on different themes for recovery.

The Support Zone and Student Minds committee trained 12 new Peer Support Facilitators who were inducted into the programme in October 2020. Student Minds had a successful first term and were able to provide a 6-week face to face cycle of the support group, as well as offering a 4-week online cycle.

As the University and the UK went into lockdown in January 2021, the Student Minds committee arranged for support through exams, providing an online space for students to revise together.

They also ran a further three cycles of the Positive Minds sessions with good attendance throughout. The success of the online programmes led to consultation with the charity Student Minds, who adopted the online programme at other Universities.

A new committee has been elected for the new academic year 2021/22 with plans to expand the provision of the service to cover more mental health campaigns and running 'Motivate Me', a peer support group for students with eating difficulties.

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2021

Nightline

Nightline have adapted well to the pandemic and although the listening volunteers were unable to access their office to provide phone call and Instant Messaging support to students, they continued to run their 24 hour email service for students who needed a listening ear. The new Nightline committee have been elected for the 21/22 academic year, with plans for additional training cycles in September 2021, before the semester starts, to ensure volunteer engagement ready for Freshers' Week.

Bereavement Support

Following the 'Being Well, Doing Well' wellbeing survey, which identified that 51% of Surrey students experience a loss whilst they are at University, the VP Support manifesto this year focused on ensuring there was more support in place for students who experienced a bereavement or loss at university.

The University agreed to amend the Regulations for Extenuating Circumstances to make it easier for students to confirm a death of a significant other, meaning that you only need to provide evidence of the death and not additional evidence to confirm the relationship to the student. This has made it more accessible for students to access extensions and deferrals on assessments when they are grieving, which has been especially important throughout the pandemic.

The VP Support also worked in collaboration with the Chaplaincy to introduce an online Bereavement Support Group for students who have experienced loss or who are grieving, no matter when the loss happened. A safe space to discuss thoughts and feelings with other students experiencing similar things, the support group has been popular with students and will continue into the next academic year.

No More to Sexual Violence and Misconduct

One of the more memorable Support Zone campaigns this year was "No More Week" which focused on saying 'No More' to sexual violence and misconduct on campus, following alarming statistics from the NUS and our 'Being Well, Doing Well' survey. With a passionate Support Zone this year, their manifestos focused on calling the University and Union to action to change the culture on campus and reduce sexual violence to students. The campaign was a huge success and saw hundreds of students take part in our 'Light Up The Night' COVID-19-secure march on campus to raise awareness and bring together the community.

Additionally, the Consent Course was launched earlier this year, in November 2020 and asked students to sign up to #MakethePledge to educate themselves on consent and bystander behaviour, to make the campus a safer place for everyone. The campaign was launched with a video including sports clubs and societies encouraging their peers to take the course. The 'No More' campaign also included education sessions for men on 'How to be an Ally' and called upon students to once again, #MakethePledge.

Following the campaign, the University and Council have committed to looking at campus and community lighting to make areas safer. The University have also arranged the training of three staff to become SVLO's (Sexual Violence Liaison Officer's), and new policies and support provisions are being developed for our Student Sex Workers.

How to be an Ally

The VP Support introduced a new series of events named "How to be an Ally" and focused on educating Surrey students on how they can be an ally to marginalised or vulnerable groups in society. Collaborating with the zones, societies, and other VP's, 'How to be an Ally' was ran online for a series of topics including: Black culture, LGBTQ+, Women and non-men, autism and invisible disabilities.

Other Campaigns

Throughout the academic year, the Support Zone also ran their usual campaigns including 'SurreyLove', which provided virtual activities to support revision and wellbeing over the examination period. We also ran our Wellbeing Week in week 5 (also known as 'drop-out week') to provide a space for students to relax and opportunities to talk about their experiences at university with a range of activities.

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2021

We also ran our 'Tea, Toast and Talk' breakfast club, yoga sessions, online revision sessions with Student Minds and a host of other events.

COMMUNITY ZONE

Following the COVID-19 restrictions, this year's social activities were heavily affected. Many Students' Unions switched to completely online activity and closed their venues for the duration of the pandemic. We, however, faced the challenges head-on and took every opportunity to offer as much in-person activity that was physically possible whilst adhering to COVID-19 restrictions. We strived to ensure students felt a part of a community at Surrey and we can look back now on this year and know that we did everything in our power to create a real student experience.

Freshers' Week

Against the odds we provided a combination of in-person and online Freshers' experiences for the incoming cohort. Armed with around 140 willing volunteers the Moving-In operation ran smoother than ever, with arrivals sticking strictly to their time slots which were more evenly spread over the weekend.

Whilst the Freshers' Angels and Super Angels were instructed not to *physically* help move belongings they were a great reassuring and supportive energy to students and parents arriving on campus for the first time. This was especially important at a time of uncertainty and additional worry, and their presence was greatly received.

A sample of the feedback we received -

"My wife and I want to thank all of the staff and students who made moving our daughter into the Stag Hill residences such a pleasant and easy task. The organisation was faultless, the students helping out were very friendly and everyone we met went "the extra mile" to help out"

"Our daughter moved into University today and we were very impressed by the arrangements on campus of the Welcome staff, they were enthusiastically (all of them) waving saying hello directing us to where we needed to go."

"We would like to thank everyone for making us feel so welcome yesterday! On arrival it was great to receive such friendly greetings and waves from the yellow shirts! We were impressed with how all was so organised with the car windscreen hangers and parking. Clear directions were given."

"You made us feel very welcome especially during these strange Co-vid times where it was reassuring to see that life at the University of Surrey has not stopped, but people have stepped up to the challenge and really well organised a crucial day in the life of our son."

A socially distanced Freshers' Fair was held in The Marquee. The majority of other Universities only had a virtual Freshers' Fair, however we rose to the challenge and managed to successfully hold both a physical and online Fair. In-person stalls were distanced with a one system in place and students signed up for a free ticketed time slot online. Numbers were limited so the only impact was that only first years could attend.

Overall, feedback was that students had a better experience as the Fair was less crowded and it was easier to see everything properly and talk to people. We have learnt from this experience and in future will continue with ticketed timeslots and a one way system. We also used QR codes and went paperless to avoid handouts for COVID-19 reasons, however we will also continue to do this in future to save wasting paper.

Due to restrictions we were unable to open Rubix as a nightclub, however again we faced this challenge head on and delivered a COVID-19 secure outdoor event by The Lake. A big screen and stage showed entertainment including DJ's, films, live music and performances. There were 100 picnic benches for students to sit in groups of 6 and food and drinks could be ordered via an app. This was hugely successful and provided students with a place to socialise. The lake was enjoyed so much we would like to do something similar in future as it provides an alternative to clubbing.

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2021

Rubix / The Marquee

Following on from a successful COVID-19 safe Freshers' Week and restrictions not allowing clubs to re-open for the foreseeable future, we transformed Rubix into a Lounge. We put pool tables by Hari's Bar, and created a 'speakeasy' style décor on the dancefloor, including extra sofas on the balcony. Lord Falafel also provided a food service.

The seated capacity of Rubix was limited to approx. 250 which unfortunately wasn't big enough for the number of students still wishing to socialise and it was full almost every night. The University recognised this and supported us to turn The Marquee into a COVID-19 safe event space. We moved the picnic benches, bar, screen, décor from the lake into the marquee and it was immediately hugely popular. It did have to shut for a number of months between November 2020 and April 2021 due to another lockdown, however it has been a very popular beer garden from mid-April until July 2021.

We switched to a better app (Served Up) allowing much quicker speed of service and had visiting food traders each week. It was so popular we had to buy more picnic benches, increasing the capacity to over 800 making it the biggest COVID-19 secure events space in the country. After term ended, we kept The Marquee open for a number of students still in Guildford and fortunately showing the Euros worked in our favour. The Marquee closed as an entertainment venue at the beginning of July so it could be set up for Graduations.

We had planned to open Rubix on the 21st June, the initial planned reopening date of nightclubs, however that was delayed by the government, and we regrettably refunded all tickets. Rubix opening on the 19th July for the second week of Graduations and our biggest Grad Ball ever, taking place on the 23rd July 2021. Our first big unrestricted event in 18 months.

Showcase and Cultural Events

In addition to social events we were also able to host a number of key Union and society events in The Marquee. One World Gala was able to take place without an audience and was livestreamed. One World Fashion Show was introduced too and the participating societies had a chance to show off their traditional dress and the fashion society commented. Over the last few weeks Holi Ball, Hellenic Night, Bhangra Night and Spanish Night were also held in The Marquee.

Union and Colours Balls were combined into one event and all nominees and their guests were invited to attend an awards ceremony in the Marquee. Winners collected their awards in person and the ceremony was also livestreamed.

A manifesto pledge of VP Community was to create a 'UniVision Song Contest', to bring together musicians from across UK universities to compete in a Eurovision-style event. The event was organised by a large team of staff and students, including the University's music and media students who used their work on the show for practical assignments. The live finale was a great success, with Alys from ACM being announced as the winner. A playback of the show is available at www.univision.show.

VP Community also organised PrideFest in The Marquee for LGBT+ Pride Month, including performances from local drag queen, Tiana Biscuit and Community Zone-elect member KJ Acolina. During the periods that physical events weren't allowed we continued to Livestream the weekly quiz to keep students engaged and we streamed a special Glitterbomb night for LGBT+ history month.

Over the Christmas period loneliness was a huge concern to the Zone, especially as many students were not able to travel home and shops and services were closed because of lockdown. Supported by the University, we were able to open The Marquee on Christmas Day and Boxing Day and provide a free meal and a free movie to those in need. VP Community also created a calendar of events occurring during the University vacation period, to keep students' entertained.

Following on from Christmas we supported students on campus by serving over 300 free meals from Youngs Kitchen for Lunar New Year. This included a DIY dumpling kit to encourage students to do something interactive, and to enjoy with their household.

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2021

Volunteering

Despite the restrictions imposed on students, they still found many ways to engage with volunteering whilst at home or online. Here are some of the highlights:

72 opportunities applied for

By 976 student volunteers

Who logged 14594 hours of volunteering

We have reached a record number of volunteers registered on the system at 3841; of which 953 joined this year.

We now have 267 partners on the system which splits into 142 charity/non-profit and 125 Socs/Clubs all using the platform to create opportunities or log hours.

Volunteering at Surrey has a vast reach which can take students to Borneo or the Amazon to do conservation volunteering, to a local charity shop to help out The Red Cross, through to Stewarding at Festivals for Marie Curie, mentoring, buddy schemes for the elderly and able bodied and social media marketing volunteers.

772 students volunteered directly for opportunities posted by us as a Union which included Freshers' Angels, Course Reps, Welfare Watch, campus litter picks and the incredible 205 students who became Self-Isolation Buddies since lockdown began.

COVID-19 Volunteering March to June

At the start of the first lockdown we partnered with Surrey County Council and Voluntary Action South West Surrey to provide 30+ students to support services and voluntary organisations across the county/regionally which ranged from helping at a walk-in centre for the homeless in a kitchen in Farnham, to the emergency response and support of Royal Surrey Hospital.

One student even did 280hrs of volunteering assisting their local Citizens Advice Bureau in Southend, meanwhile one of our incoming Sabbs has done 114 hours for Guildford's Citizen Advice Bureau.

We created a cross department opportunity called 'Self-Isolation Buddies'. Student volunteers 'buddied up' with students who were self-isolating. The 'Buddies' delivered shopping or offered any other help with errands etc. that the people in isolation needed. The success of this scheme and take up meant we had universities across the country contacting us to ask for advice about how we did it and how we have developed such an engaged student volunteering audience.

Duke of Edinburgh Awards

The Duke of Edinburgh Awards scheme is a world-renowned volunteer programme for young adults all the way up to 25yrs of age. We have been seeing a steady rise in participants since we started to slowly grow this aspect of our volunteering programme. This year we are proud to report that we have become the first Union/University to help one of our students become a DofE Ambassador. This student will now work with us to lead the DofE programme including leading expeditions with the participants in the award scheme. We are looking forward to helping our student ambassador continue to grow the DofE function here and enable more students to get involved with a peer-to-peer student-led approach.

RAG

To ensure we are supporting local initiatives, the RAG Chair wrote a motion which was passed by the Union Executive, and from 2021/22, at least one of the two RAG charities we fundraise for will be a local charity.

Here are some of their highlights from this year:

Following the explosion in Beirut, Lebanon, in August 2020, RAG fundraised over £1000 for the Lebanon Red Cross thanks to generous student donations.

In November 2020 the RAG Chair and other Union officers supported Surrey Movember and helped raise an amazing £11,490.47 for the Movember charity.

UNIVERSITY OF SURREY STUDENTS' UNION TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 JULY 2021

A successful RAG Week was held in May 2021 and despite COVID-19 restrictions, £1180 was raised.

A special fundraising event 'Sounds of Summer' was organised in The Marquee by events management students and sponsored by Future Generations.

Drug Education and Harm Reduction

In December, the VP Community wrote the 'Student Drug Use Report 2020', analysing survey results gathered by herself and the VP Activity in the months prior. Following this, the VP Community also wrote a new 'Student Drug Use Policy' for the Students' Union which was passed by the Board of Trustees, starting a SSDP (Students for Sensible Drug Policy) group at Surrey. They have also worked with the University and external organisation, NeuroSight, on a harm reduction campaign.

Zone Activity and Achievements

A Zone Committee Members have been active despite the restrictions and have achieved the following-

They have created the monthly 'Citizenship Award' to celebrate students doing good for the community, such as volunteering and charity work.

There is now an additional volunteering initiative for students - The Events Network which will expand on our existing work by further promoting the core components of our Zone (Raising and Giving; Volunteering; community engagement). Volunteers will organise and support student events.

They voiced the concerns of students and initiated conversations with the University about an international guarantor scheme.

Sustainability

A sustainability policy for the Union was passed and implemented this year. The VP Community organised the first 'Sustainability Forum' event, providing an opportunity for students and staff to directly share ideas, concerns or questions surrounding sustainability at Surrey with relevant staff members.

A 'Sustainability Week' was also organised, with content including: a litter pick on campus; guest speakers; and Instagram live discussions with students and organisations.

A Community Zone member, led on the Union's 'Sustainable Surrey' campaign and organised engaging Instagram live events, contributed strongly to University meetings, and organised much of the sustainability week. Towards the end of the year, the VP Community and the Zone Member worked with the University to pilot a food waste app called Olio, in catering outlets on campus.

The VP Community has also introduced a new role to club and society committees, the 'Sustainability Rep'. This role will provide guidance to members on how to reduce our impact on the environment through society and club activity.

A Christmas Tree decorating competition was also held called 'SustainabiliTREE' to encourage students to make a Christmas tree out of waste such as used bottles or cans.

UNIVERSITY OF SURREY STUDENTS' UNION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2021

Fundraising

The Union itself had no fundraising activities requiring disclosure under S162A of the Charities Act 2011.

Future Plans

In the last three years, the Students' Union and the environment in which it operates has seen a tremendous amount of change. A change of direction and democratic structure for the Union and new senior management in many positions at the University. USSU will continue with its core functions of representation and provision of student activities for the foreseeable future.

The strategy agreed by members in February 2017 is now embedded within the Union structure and will be in place until the end of 2022. Further quantitative survey work will be undertaken to understand and measure member satisfaction. USSU will continue its association with almost all external bodies (BUCS, IIV, BII, etc.), unless a popular vote from members deems this unsatisfactory.

Financial review

USSU has continued to benefit from the recognition and support of the University, and this year received an annual Block Grant of £1,217,650.

Due to the impact of Covid, the decision was taken to Furlough full time staff when we could, to ensure that the Union could still operate its core activities over the year. Due to the usage of this scheme, the Union was able to benefit from Furlough payments equating to £280,126.

The usual course of Union income is generated from Rubix nightclub; due to Covid impact this ceased to be generated. However, with the extra grant of £142,596 from the University for us to create student space in the marquee we have been able to give the 20/21 students a student experience. The Union has also received a £18,241 grant from Guildford county council and a Donation of £48,973.

Reserves Policy

The Board of Trustees reviews the Student Unions' Reserve Policy annually. This year due to Coronavirus, the reserves policy will be reviewed on an ongoing basis, with specific regard to retained levels. The Board of Trustees have determined that the appropriate level of reserves should be £300,000 cash (which is approximately 3 months salaries), however this will face further ongoing review. The reason for this reserve is to provide enough working capital and to deal with unexpected emergencies. In future years capital maintenance and development projects may be considered in the reserves policy review, alongside the financial impact of Coronavirus.

After deducting the carrying value of tangible fixed assets held for the Student Union's own use there were free reserves as defined by the Charity Commission of £497,102 (2020: £467,832).

The Students' Union cash reserves as at 31 July 2020 were £586,496. The cash reserve as at the 31 July 2021 is £682,483 (an increase of £95,987).

The key management personnel understand that the Students' Union needs to maintain an appropriate level of reserves, in order to provide sufficient capital to cover delays which can occur between spending and receipt of income.

Custodian Activities: Clubs' & Societies' Funds

USSU acts as custodian for funds raised by the students' amounting to £171,105 at 31 July 2021. £232,738 paid in and £206,526 paid out of the clubs and societies own funds; made up of a total of 8151 transactions for the year. These funds are represented in the financial accounts system under separate Restricted Income Fund cost codes so Clubs' & Societies balances are known at all times.

In addition to the grant-support funds it disburses to them, as shown in the accounts, USSU is also custodian of the annual RAG proceeds from fundraising events organised by the students under USSU auspices for distribution to the intended charities.

**UNIVERSITY OF SURREY STUDENTS' UNION
TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2020**

Future Funding

The Board of Trustees are currently in ongoing consultation as to evaluating sufficient funding for USSU to meet all its obligations.

Trustees' Responsibilities

Charity law require us as the charity Trustees to prepare annual financial statements giving a true and fair view of the state of affairs of the Students' Union and of the surplus or deficit for that year.

In preparing those financial statements we are required to:-

- select the most suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on a going concern basis unless it is not appropriate to presume that the Union will continue in business;
- State if the trustees were not entitled to take advantage of the small companies' exemption from the requirement to prepare a strategic report.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable us to ensure that the financial statements comply with charity law and the particular requirements of Surrey Students' Union under the Education Act 1994. The Trustees are also responsible for safeguarding the assets of the charity and ensuring their proper application in accordance with charity law, and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



.....
Trustee On Behalf of the Board – Ajisola Ajimobi

Date: 27 / 10 / 21

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

Opinion

We have audited the financial statements of University of Surrey Students' Union for the year ended 31 July 2021 which comprise the Group Statement of Financial Activities, the Group and Company Balance Sheets, the Group Cash Flow Statement and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

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

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE UNIVERSITY OF SURREY STUDENTS' UNION (CONTINUED)

Other information

The trustees are responsible for the other information contained within the annual report. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. 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 audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

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

- the information given in the trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In light of the knowledge and understanding of the group and charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' 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 and proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement on page 22 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.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE UNIVERSITY OF SURREY STUDENTS' UNION (CONTINUED)

In preparing the financial statements, the trustees are responsible for assessing the group's or 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.

Details of the extent to which the audit was considered capable of detecting irregularities, including fraud and non-compliance with laws and regulations are set out below.

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

Extent to which the audit was considered capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We identified and assessed the risks of material misstatement of the financial statements from irregularities, whether due to fraud or error, and discussed these between our audit team members. We then designed and performed audit procedures responsive to those risks, including obtaining audit evidence sufficient and appropriate to provide a basis for our opinion.

We obtained an understanding of the legal and regulatory frameworks within which the group and the charitable company operates, focusing on those laws and regulations that have a direct effect on the determination of material amounts and disclosures in the financial statements. The laws and regulations we considered in this context were the Companies Act 2006 and the Charities Act 2011 together with the Charities SORP (FRS 102). We assessed the required compliance with these laws and regulations as part of our audit procedures on the related financial statement items.

In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which might be fundamental to the group or charitable company's ability to operate or to avoid a material penalty. We also considered the opportunities and incentives that may exist within the group or charitable company for fraud. The laws and regulations we considered in this context were General Data Protecting Regulations, Health and Safety and Safeguarding of students.

Auditing standards limit the required audit procedures to identify non-compliance with these laws and regulations to enquiry of the Trustees and other management and inspection of regulatory and legal correspondence, if any.

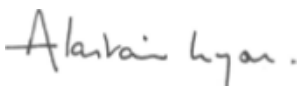
INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE UNIVERSITY OF SURREY STUDENTS' UNION (CONTINUED)

We identified the greatest risk of material impact on the financial statements from irregularities, including fraud, to be within the timing of recognition of income and the override of controls by management. Our audit procedures to respond to these risks included enquiries of management, and the Trustee Committee about their own identification and assessment of the risks of irregularities, sample testing on the posting of journals and income, reviewing accounting estimates for biases, reviewing regulatory correspondence with the Charity Commission, and reading minutes of meetings of those charged with governance.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it. In addition, as with any audit, there remained a higher risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

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 and trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company, the charitable company's members as a body and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Alastair Lyon

Senior Statutory Auditor

For and on behalf of

Crowe U.K. LLP

Statutory Auditor

Reading

Dated : 27 October 2021

UNIVERSITY OF SURREY STUDENTS' UNION
STATEMENT OF CONSOLIDATED FINANCIAL ACTIVITIES FOR THE YEAR
(Incorporating income and expenditure account)
FOR THE YEAR ENDED 31 JULY 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Gross Income					
Donations:					
- Donations, University Grant, etc.	3	1,707,586	-	1,707,586	1,353,846
Income from other trading activities					
- Activity		2,613	-	2,613	19,262
- Central		36,716	-	36,716	28,885
- Community		58,612	-	58,612	129,725
Charitable activities for students:					
- Activity		-	232,738	232,738	670,938
- Central		-	-	-	45,712
- Community		756,694	-	756,694	824,714
		<u>2,562,221</u>	<u>232,738</u>	<u>2,794,959</u>	<u>3,073,082</u>
Expenditure on:					
Charitable activities for students:					
- Activity		324,992	206,526	531,518	1,087,755
- Central		251,464	-	251,464	372,078
- Community		1,464,690	-	1,464,690	1,068,272
- Support		278,308	-	278,308	279,327
- Voice		262,945	-	262,945	255,104
	4	<u>2,582,399</u>	<u>206,526</u>	<u>2,788,925</u>	<u>3,062,536</u>
Net Movement in funds					
		(20,178)	26,212	6,034	10,546
Fund balances brought forward		676,839	144,893	821,732	811,186
Fund balances carried forward	14	<u>656,661</u>	<u>171,105</u>	<u>827,766</u>	<u>821,732</u>

The notes on pages 31 to 40 form part of these accounts.

UNIVERSITY OF SURREY STUDENTS' UNION
CONSOLIDATED BALANCE SHEET
AS AT 31 JULY 2021

		2021	2020
		£	£
Notes			
Fixed Assets			
Tangible fixed assets	7	<u>159,559</u>	<u>209,007</u>
			209,007
Current Assets			
Stocks	9	56,893	33,916
Debtors & prepayments	10	189,782	192,876
Cash at bank & in hand		<u>682,483</u>	<u>586,496</u>
		929,158	813,288
Current Liabilities			
Creditors: Amounts due within one year	11	<u>(260,951)</u>	<u>(200,563)</u>
Net Current Assets		<u>668,207</u>	<u>612,725</u>
Total Assets less Current Liabilities		<u>827,766</u>	<u>821,732</u>
Representing Charitable Funds:-			
Restricted Income Funds			
Students' Societies & Club Funds	12	171,105	144,893
Unrestricted Income Funds			
Undesignated		<u>656,661</u>	<u>676,839</u>
			676,839
Total Funds	14	<u>827,766</u>	<u>821,732</u>

The financial statements were approved by the Trustees on 27 October 2021 and signed on their behalf, by:

President



Trustee: Ajisola Ajimobi

The notes on pages 31 to 40 form part of these accounts.

UNIVERSITY OF SURREY STUDENTS' UNION
UNION BALANCE SHEET
AS AT 31 JULY 2021
REGISTERED COMPANY NUMBER: 07470232

	Notes	£	2021	£	£	2020	£
Fixed Assets							
Tangible fixed assets	7			159,559		209,007	
Investments	8			1		1	
				<u>159,560</u>		<u>209,008</u>	
Current Assets							
Debtors & prepayments	10		717,933		410,800		
Cash at bank & in hand			<u>347,109</u>		<u>280,978</u>		
			1,065,042		691,778		
Current Liabilities							
Creditors: Amounts due within one year	11		<u>(188,490)</u>		<u>(188,015)</u>		
Net Current Assets				<u>876,552</u>		<u>503,763</u>	
Total Assets less Current Liabilities				<u>1,036,112</u>		<u>712,771</u>	
Representing Charitable Funds:-							
Restricted Income Funds							
Students' Societies & Club Funds	12		<u>171,105</u>		<u>144,893</u>		
				<u>171,105</u>		<u>144,893</u>	
Unrestricted Income Funds							
Free reserves (Undesignated)			<u>865,007</u>		<u>567,878</u>		
				<u>865,007</u>		<u>567,878</u>	
Total Funds	14			<u>1,036,112</u>		<u>712,771</u>	

The result for the financial year dealt with in the financial statements of the parent company was £323,341 (2020: £199,771).

The financial statements were approved by the Trustees on 27 October 2021 and signed on their behalf, by:

President and Chair

Trustee: Ajisola Ajimobi



The notes on pages 31 to 40 form part of these accounts

UNIVERSITY OF SURREY STUDENTS' UNION
CONSOLIDATED CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 JULY 2021

	2021 £	2020 £
Cash flows from operating activities:		
Net incoming resources	6,034	10,546
Depreciation	49,448	80,882
Interest paid	7,813	6,378
Interest received	(37)	(596)
(Increase) in stock	(22,977)	(8,369)
Decrease/ (Increase) in debtors	3,094	(6,528)
Increase/(Decrease) in creditors	<u>60,388</u>	<u>(88,830)</u>
Net cash used in operating activities	<u>103,763</u>	<u>(6,517)</u>
Cash flows from investing activities		
Interest receivable	37	596
Interest payable	(7,813)	(6,378)
Purchase of tangible fixed assets	<u>-</u>	<u>(72,017)</u>
Net cash used in investing activities	<u>(7,776)</u>	<u>(77,799)</u>
Change in cash and cash equivalents in the year	<u>£ 95,987</u>	<u>£ (84,316)</u>
Net debt reconciliation of net cash flow to movement in net debt		
Net funds at 1 st August	586,496	670,812
(Decrease)/increase in cash in the year	<u>95,987</u>	<u>(84,316)</u>
Net funds at 31st July	<u>£ 682,483</u>	<u>£ 586,496</u>
Analysis of cash and cash equivalents		
Cash in hand	<u>£ 682,483</u>	<u>£ 586,496</u>

The notes on pages 31 to 40 form part of these accounts

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2021

1 Accounting Policies

The University of Surrey Students' union is an incorporated charity registered in the UK (Charity number 1142479. Company Number: 07470232) with its registered office at Union House, Guildford, Surrey, GU2 7XH.

The Principal activities are campaigning, representation, provision of social activities and the organisation of sporting and recreational activities and opportunities.

(a) Accounting convention

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 (FRS 102) (effective January 2015) – (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Union meets the definition of a public benefit entity under FRS 102. Assets and Liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

Consolidated financial statements ('group accounts') have been prepared in respect of the charity and its wholly owned subsidiary, Origin Events Limited. The parent has taken exemption from presenting its unconsolidated profit and loss account under section 408 of the Companies Act 2006 and as permitted by FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

(b) Going concern

The charity has cash resources and is supported by the University of Surrey. Having reviewed budgets, forecasts and cash-flows, and taken into account Covid19, the trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. They continue to believe the going concern basis of accounting appropriate in preparing the annual financial statements.

(c) Incoming resources

All income including grants and capital resources are recognised in the accounts when the Charity is legally entitled to the income and the amount can be quantified with reasonable certainty, and on an accruals basis.

During the year the Union received £280k (2020: £126K) from the UK Government under the Coronavirus Job Retention Scheme.

(d) Resources expended

Expenditure is accrued as soon as a liability is considered probable, discounted to present value for longer term liabilities. Expenditure includes irrecoverable VAT. Charitable expenditure comprises the direct and indirect costs of delivering public benefit. Other central overhead costs are apportioned to charitable and other projects/activities on a usage basis, pro rata to the amount of staff hours attributable to each project or activity undertaken.

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2021

1 Accounting Policies (continued)

(e) Tangible fixed assets

Fixed assets are stated at cost less accumulated depreciation. Equipment, fixtures and fittings are included at cost. Depreciation is provided at the following annual rates in order to write the cost of assets off over their estimated useful lives.

Fixtures and Fittings	-	10%	per annum straight line
Equipment	-	10-33%	per annum straight line
Computer Hardware	-	20-50%	per annum straight line
Computer Software	-	20-33%	per annum straight line

(f) Cash and cash equivalents

Cash at bank and cash equivalents includes cash and short term highly liquid investments with a short maturity of 3 months or less from the date of acquisition or opening of the deposit or similar account.

(g) Pension costs

The Union now operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year. Differences between contributions payable in the year and paid are shown as accruals or prepayments in the balance sheet.

(h) Leased assets

Rentals payable under operating leases are charged as expenditure on a straight line basis over the period of the lease

(i) Stock

Stock is valued at the lower of the cost and its net realisable value.

(j) Fund accounting

(i) Unrestricted Funds representing unspent income which may be used for any activity/purpose at the Executive Committee's own discretion;

(ii) Capital Grant Funds are released annually in line with the depreciation policy on the capital spend.

(iii) Restricted funds raised and administered by USSU for specific purposes, such as Club and Societies Accounts, as well as revenue received for purposes specified by the donor. The costs of raising and administering such funds are charged against the specific fund.

(k) Taxation

The Union meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the Union is potentially exempt from taxation in respect of income or capital gains received within categories covered by part 11, chapter 3 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.

(l) Financial instruments

Basic financial instruments include debtors and creditors. Debtors and creditors are initially recognised at transaction value and subsequently measured at amortised cost. Note 15 provides more information on financial instruments where future cash flows are anticipated, with financial assets referring to trade debtors, amount owed by group undertakings, other debtors and cash equivalents, and financial liabilities referring to all creditor balances excluding deferred income and payments on account.

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2021

2. CRITICAL ACCOUNTING JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

Preparation of the financial statements requires management to make judgements and estimates. The directors consider that there are no material judgements in applying accounting policies or key sources of estimation uncertainty.

3 Grants Receivable and donations

	2021 £	2020 £
University Block Grant (Subvention)	1,217,650	1,228,217
CJRS Grant	280,126	125,629
Additional University Grant	142,596	-
Local Council Grants	18,241	-
Donations	48,973	-
Total	<u>1,707,586</u>	<u>1,353,846</u>

4a) Charitable and other Activity costs- 2021

	Cost of sales £	Staff costs £	Rent £	Other costs £	Total £
Charitable activities					
Activity	-	197,781	20,004	313,733	531,518
Central	-	158,035	10,509	82,920	251,464
Community	325,376	476,538	40,000	622,776	1,464,690
Support	-	226,200	20,004	32,104	278,308
Voice	-	212,770	20,004	30,171	262,945
Total costs	<u>325,376</u>	<u>1,271,324</u>	<u>110,521</u>	<u>1,081,704</u>	<u>2,788,925</u>

Included in the above costs is the annual audit fee of £15,875 (2020: £15,275).

Affiliation fees included in the above amounts to £nil (2020: £nil)

2020 Comparative information- Charitable and other Activity costs

	Cost of sales £	Staff costs £	Rent £	Other costs £	Total £
Charitable activities					
Activity	-	189,939	24,000	873,816	1,087,755
Central	38,294	247,327	(1,471)	87,928	372,078
Community	295,026	376,480	40,000	356,766	1,068,272
Support	-	211,599	24,000	43,728	279,327
Voice	-	179,791	24,000	51,313	255,104
Total costs	<u>333,320</u>	<u>1,205,136</u>	<u>110,529</u>	<u>1,413,551</u>	<u>3,062,536</u>

Included in the above costs is the annual audit fee of £15,275 (2020: £14,835).

Affiliation fees included in the above amounts to £nil (2020: £nil).

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2021

4b) Central Overhead Costs included in Note 4a

All central overhead costs have been apportioned on a usage basis, pro rata to the total costs of each project or activity undertaken as per the below breakdown.

Overheads used evenly by all zones represent the following cost:

2021	Usage	Staff £	Other £	Total £
Charitable activities				
Central	20%	57,028	15,226	72,254
Voice	20%	57,028	15,226	72,254
Activity	20%	57,028	15,226	72,254
Support	20%	57,028	15,226	72,254
Community	20%	57,028	15,226	72,254
Total costs	100%	285,140	76,130	361,270
<i>2020 Comparative information</i>	<i>Usage</i>	<i>Staff £</i>	<i>Other £</i>	<i>Total £</i>
<i>Charitable activities</i>				
Central	20%	70,125	16,739	86,864
Voice	20%	70,125	16,739	86,864
Activity	20%	70,125	16,739	86,864
Support	20%	70,125	16,739	86,864
Community	20%	70,125	16,739	86,864
Total costs	100%	350,625	83,695	434,320

5 Staff Costs

	2021 £	2020 £
Wages and salaries	1,120,748	1,073,380
Social security	89,169	72,790
Pension costs	61,407	58,966
	1,271,324	1,205,136

One (2020: one) employee earned between £60,000 - £70,000 per annum. Defined contribution pension scheme costs for this employee amounted to £7,442 for the year to 31 July 2021 (2020: £11,904).

The key management personnel of the Union comprise the Trustees, the Chief Executive Officer, the Deputy CEO and the Human Resources and Staff Development manager. The aggregate employee benefits of key management personnel was £326,521 (2020: £332,701).

The average staffing was as follows:-

Full time	27	27
Students – term time only	143	79
	170	105

Redundancy payments of £19,099 (2020: £nil) were made during the year.

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2021

6 Trustees' Remuneration and Expenses

Trustees received total remuneration of £109,874 (2020: £105,386). This related to the 5 Sabbatical Officers as noted on page 1. Reimbursed expenses to Trustees totalled £nil (2020: £nil.)

7 Tangible Fixed Assets – Group and Union

	Fixtures & fittings £	Equipment £	Computer Hardware £	Computer Software £	Total £
COST					
At 1 August 2020	859,950	115,881	135,307	91,804	1,202,942
Additions	-	-	-	-	-
At 31 July 2021	859,950	115,881	135,307	91,804	1,202,942
DEPRECIATION					
At 1 August 2020	769,257	24,566	115,496	84,616	993,935
Charge for the year	19,635	16,520	6,744	6,549	49,448
At 31 July 2021	788,892	41,086	122,240	91,165	1,043,383
NET BOOK VALUE					
At 31 July 2021	71,058	74,795	13,067	639	159,559
At 1 August 2020	66,087	91,315	44,417	7,188	209,007

8 Investments

	Group £	Union £
COST:		
1 August 2020	-	1
Disposals	-	-
At 31 July 2021	-	1

During the year the Union held investments in the following companies which are incorporated in the United Kingdom.

Name of Company	Main Trading Activity	Equity Held
Origin Events Limited	Bar and shop trading	100.00%

Origin Events Limited (Registered number) 5048518 a fully owned subsidiary has net liabilities as at 31 July 2021 of (£208,342) (2020: net assets £108,962). Income of £997,678 (2020: £978,440) and Expenditure of £1,206,021 (2020: 869,479) and a (loss)/profit of (£208,343) (2020: £108,961).

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2021

9 Stock

	2021		2020	
	Group £	Union £	Group £	Union £
Finished Goods	<u>56,893</u>	<u>-</u>	<u>33,916</u>	<u>-</u>

10 Debtors

	2021		2020	
	Group £	Union £	Group £	Union £
Trade debtors	66,520	49,222	55,252	17,331
Amounts owed by group undertakings	-	581,617	-	256,870
Other debtors	39,828	3,660	64	64
Prepayments and accrued income	<u>83,434</u>	<u>83,434</u>	<u>137,560</u>	<u>136,535</u>
	<u>189,782</u>	<u>717,933</u>	<u>192,876</u>	<u>410,800</u>

11 Creditors: Amounts falling due within one year

	2021		2020	
	Group £	Union £	Group £	Union £
Trade creditors	170,687	106,186	110,702	106,917
Social security & other taxes	33,988	33,988	19,370	19,370
Other creditors	5,064	5,064	2,877	2,877
Accruals	<u>51,212</u>	<u>43,252</u>	<u>67,614</u>	<u>58,851</u>
	<u>260,951</u>	<u>188,490</u>	<u>200,563</u>	<u>188,015</u>

12 Restricted Funds held for Student Societies & Clubs – Group and Union

	£
Funds held at 1 August 2020	144,893
Income	232,738
Expenditure	<u>(206,526)</u>
Funds held at 31 July 2021	<u>171,105</u>

Restricted funds represent amounts raised by the Student Societies and Clubs of the Union for their own use.

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2021

13 Capital Grant Fund – Group and Union

	2021	2020
	£	£
Funds held at 1 August 2020	-	3,000
Transfers to unrestricted funds	<u>-</u>	<u>(3,000)</u>
Funds held at 31 July 2021	<u><u>-</u></u>	<u><u>-</u></u>

This Fund represents capital grant funds received from the University. It is amortised to unrestricted funds over the life of the assets in line with the Unions' depreciation policy on the assets.

14 Analysis of Net Assets between Funds 2021

Group	Unrestricted Funds £	Restricted Income Funds £	Total £
Fixed assets	159,559	-	159,559
Net current assets	<u>497,102</u>	<u>171,105</u>	<u>668,207</u>
	<u>656,661</u>	<u>171,105</u>	<u>827,766</u>

Union	Unrestricted Funds £	Restricted Income Funds £	Total £
Fixed assets	159,560	-	159,560
Net current assets	<u>705,447</u>	<u>171,105</u>	<u>876,552</u>
	<u>865,007</u>	<u>171,105</u>	<u>1,036,112</u>

Prior Year Comparative Analysis of Net Assets between Funds 2020

<i>Group</i>	<i>Unrestricted Funds £</i>	<i>Restricted Income Funds £</i>	<i>Total £</i>
<i>Fixed assets</i>	209,007	-	209,007
<i>Net current assets</i>	<u>467,832</u>	<u>144,893</u>	<u>612,725</u>
	<u>676,839</u>	<u>144,893</u>	<u>821,732</u>

<i>Union</i>	<i>Unrestricted Funds £</i>	<i>Restricted Income Funds £</i>	<i>Total £</i>
<i>Fixed assets</i>	209,008	-	209,008
<i>Net current assets</i>	<u>358,870</u>	<u>144,893</u>	<u>503,763</u>
	<u>567,878</u>	<u>144,893</u>	<u>712,771</u>

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2021

15 Financial Instruments

	2021 £	2020 £
Group		
Financial assets measured at amortised cost	803,836	691,812
Financial liabilities measured at amortised cost	<u>(226,963)</u>	<u>(181,193)</u>

The group's income, expense, gains and losses in respect of financial instruments are summarised below:

	2021 £	2020 £
Interest income and expense:		
Total interest income for financial assets held at amortised costs	37	596
Total interest expense for financial liabilities held at amortised cost	<u>(7,813)</u>	<u>(6,378)</u>

	2021 £	2020 £
Charity		
Financial assets measured at amortised cost	996,613	605,243
Financial liabilities measured at amortised cost	<u>(154,502)</u>	<u>(168,645)</u>

The charity's income, expense, gains and losses in respect of financial instruments are summarised below:

	2021 £	2020 £
Interest income and expense:		
Total interest income for financial assets held at amortised costs	37	596
Total interest expense for financial liabilities held at amortised cost	<u>(7,813)</u>	<u>(6,378)</u>

Financial instruments held at amortised cost are trade debtors, intercompany, other debtors, cash at bank, trade creditors, accruals and other creditors. They exclude prepayments and other taxes and social security.

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2021

16 Leasing Commitments – Group and Union

At 31 July 2021 the Union had annual commitments under non-cancellable operating leases as detailed below:

	2021	2020
	£	£
Plant and machinery		
Operating leases expiring within one year	109,438	<i>154,599</i>
Operating leases expiring within one to two years	100,000	<i>122,810</i>
Operating leases expiring within two to five years	147,222	<i>248,611</i>
Operating leases expiring greater than five years	<u>-</u>	<u><i>-</i></u>

17 Control Relationship

Ultimate control of the University of Surrey Students' Union rests with its membership, represented by the Union Trustee board.

18 Related Parties

The Union is in receipt of a recurrent grant from the University of Surrey of £1,217,650 (2020: £1,228,217) and, a one off additional grant this year of £142,596 (2020: *£nil*). The year end net balance owed to University was (£35,374) (2020: *£4,503 owed from*). The sabbatical members of the executive committee receive remuneration for their services as provided for within the Constitution. The aggregate amount payable under such contracts in the year was £109,874 (2020: *£105,386*).

Origin Events Limited is considered to be a related party of the Union as it is a wholly owned subsidiary. The company made a payment under gift aid to the Union of £108,961 during the year (2020: *£298,115*). A recharge of £60,000 (2020: *£60,000*) to Origin Events Limited for use of fixed assets is included within these figures. The intercompany balance due from the company to the Union at the year-end was £581,617 (2020: *£256,870*). The year end net balance owed from the University was £9,313.

19

Pension Costs

In 2011 the Union moved from a defined benefit to a defined contribution retirements benefit scheme. As part of the arrangement, the liability for deficits relating to past service of TUPE employees remained with the University. The Union pays contributions for TUPE employees at a rate of 16% of pensionable salary for former members of USS and 16.4% for former members of LGPS. The pension contribution rate for staff commencing employment after 1st August 2011 is 4% and the rate for those on the auto enrolment scheme is 3%. The total pension cost for the year was £61,407 (2020: *£58,966*).

UNIVERSITY OF SURREY STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2021

20 Prior year comparatives

	<i>Unrestricted Funds £</i>	<i>Restricted Funds £</i>	<i>Capital Grants £</i>	<i>Total 2020 £</i>
<i>Gross Income</i>				
<i>Donations:</i>				
- Donations, University Grant, etc.	1,353,846	-	-	1,353,846
<i>Income from other trading activities</i>				
- Activity	19,262	-	-	19,262
- Central	28,885	-	-	28,885
- Community	129,725	-	-	129,725
<i>Charitable activities for students:</i>				
- Activity	3,156	667,782	-	670,938
- Central	45,712	-	-	45,712
- Community	824,714	-	-	824,714
	<u>2,405,300</u>	<u>667,782</u>	<u>-</u>	<u>3,073,082</u>
<i>Expenditure on:</i>				
<i>Charitable activities for students:</i>				
- Activity	427,028	660,727	-	1,807,755
- Central	372,078	-	-	372,078
- Community	1,068,272	-	-	1,068,272
- Support	279,327	-	-	279,327
- Voice	255,104	-	-	255,104
	<u>2,401,809</u>	<u>660,727</u>	<u>-</u>	<u>3,062,536</u>
<i>Net income</i>	3,491	7,055	-	10,546
<i>Transfer between funds</i>	3,000	-	(3,000)	-
<i>Net Movement in funds</i>	6,491	7,055	(3,000)	10,546
<i>Fund balances brought forward</i>	670,348	137,838	3,000	811,186
<i>Fund balances carried forward</i>	<u>676,839</u>	<u>144,893</u>	<u>-</u>	<u>821,732</u>