

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

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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.

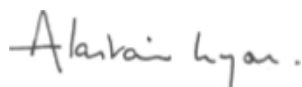
INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE UNIVERSITY OF SURREY STUDENTS' UNION (CONTINUED)

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				
	Usage	Staff £	Other £	Total £
<i>Charitable activities</i>				
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

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

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

10 Debtors

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

11 Creditors: Amounts falling due within one year

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