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University of Central Lancashire  
**Students'  
Union**

**UNIVERSITY OF CENTRAL LANCASHIRE  
STUDENTS' UNION**

**FINANCIAL STATEMENTS**

**31 JULY 2022**

# UNIVERSITY OF CENTRAL LANCASHIRE STUDENTS' UNION

## FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2022

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# UNIVERSITY OF CENTRAL LANCASHIRE STUDENTS' UNION

## TRUSTEE BOARD AND UNION INFORMATION

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### BOARD OF TRUSTEES 2022/23

Raham Ejiro Odjegba	President (appointed 1 <sup>st</sup> July 2022)
Nitam Himmath Kumar Mehta	Vice President Welfare (appointed 1 <sup>st</sup> July 2022)
Nikita Nilesh Patel	Vice President Education (appointed 1 <sup>st</sup> July 2022)
Katie Sandison	Vice President Activities (re-appointed 1 <sup>st</sup> July 2022)
Rufus Onetufo	Student Trustee (appointed 21st September 2021)
Dana Hemsley	Student Trustee (appointed 16 <sup>th</sup> March 2022)
Aicha Khan	Student Trustee (appointed 17th February 2022)
Anita Wanjiru Muathe	Student Trustee (appointed 17th February 2022)
Emma Katherine Sims	External Trustee (appointed 1st June 2018 term ended 30 May 2022, Final term appointed 1st June 2022)
Jill Deborah Wells	External Trustee (appointed 24th December 2019)
Geoff Birch	External Trustee (appointed 17th February 2022)
Nicola Mason	External Trustee (appointed 17th February 2022)
Jose Sedano-Martinez	External Trustee (appointed 17th February 2022)

### BOARD OF TRUSTEES 2021/22

Zuleikha Chikh	President (resigned 30th June 2022)
Usman Kasaba	Vice President Education (resigned 30th June 2022)
Katie Sandison	Vice President Activities (resigned 30th June 2022)
Odette Yende	Vice President Welfare (resigned 30th June 2022)
Rufus Onetufo	Student Trustee (appointed 21st September 2021)
Dana Hemsley	Student Trustee (appointed 16th March 2022)
Aicha Khan	Student Trustee (appointed 17th February 2022)
Anita Wanjiru Muathe	Student Trustee (appointed 17th February 2022)
Dean Kamitsis	Student Trustee (resigned 7th December 2021)
Yattichia Malcolm	Student Trustee (resigned 19 <sup>th</sup> July 2022)
Emma Katherine Sims	External Trustee (appointed 1st June 2018)
Jill Deborah Wells	External Trustee (appointed 24th December 2019)
Geoff Birch	External Trustee (appointed 17th February 2022)
Nicola Mason	External Trustee (appointed 17th February 2022)
Jose Sedano-Martinez	External Trustee (appointed 17th February 2022)
Peter Hyett	External Trustee (resigned 17th February 2022)

### KEY MANAGEMENT PERSONNEL

Chief Executive Officer	S Hartley (appointed 7th February 2022)
Director of Operations & Activities	J Russ
Director of Finance and Performance	L M Stott
Director of Communications & Performance	AWF Bone (resigned 16th August 2022)

# UNIVERSITY OF CENTRAL LANCASHIRE STUDENTS' UNION

## TRUSTEE BOARD AND UNION INFORMATION

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<b>REGISTERED OFFICE</b>	24 Fylde Road Preston Lancashire PR1 7BY
<b>AUDITORS</b>	Haines Watts Statutory Auditor 3 <sup>rd</sup> Floor Pacific Chambers 11-12 Victoria Street Liverpool L2 5QQ
<b>BANKERS</b>	HSBC PO Box 70, 40 Fishergate Preston PR1 2AD

# **UNIVERSITY OF CENTRAL LANCASHIRE STUDENTS' UNION**

## **REPORT OF THE TRUSTEES**

### **YEAR ENDED 31 JULY 2022**

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

This year has been one of significant change for the Union. We have adapted alongside our members to the 'new normal' of post-pandemic life and worked hard to provide connection points for students in an uncertain time. We have also been through significant changes in leadership this year. Our previous Chief Executive Officer, Pete Shilton-Godwin, left the organisation shortly before this academic year began after 15 years of service to the Union. Jon Russ, Director of Operations and Activities, was appointed from July 2021 as interim CEO whilst we undertook a period of recruitment. We appointed a new permanent Chief Executive Officer, Stefanie Hartley, in March 2022. We also appointed 3 Lay Trustees and 5 Student Trustees this year who have brought new perspectives and useful knowledge and experience.

We were able to re-open more of our space this year and bring more life back to our buildings and our campuses. However, we maintained some of the positive lessons we learned from having to pivot to remote engagement during the pandemic. We have continued to use digital engagement tools such as the Umii app to connect with a wider range of students whilst re-focussing on in person events such as our SU awards ceremonies. It has been a year of measured transition back to in person engagement and our teams have risen to the occasion.

The report includes the information set out on page 1 of this report, together with an account of activities and impact and the audited accounts for that year.

#### **OUR MISSION**

The Union's mission is 'to make student life the best it can be' with the following long-term aims: -

- a) To promote the interests of students during their course of study.
- b) To represent, support and advise students.
- c) To provide social and recreational activities for students and, by so doing, advance the education of the students at the University of Central Lancashire for the benefit of the public.

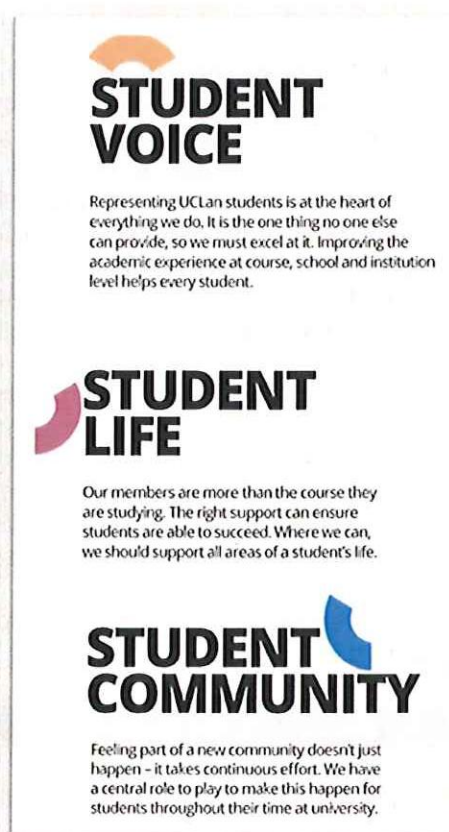
The Union has activities and services for use by members and to support work with the University and other organisations on behalf of students. These include support for student representation throughout the University, the Union's independent Student Advice Centre, the Union's Activities Office supporting club, society and volunteering activities, Pulse Student Media, induction activities including 'Welcome Week' and connecting students to discounts through Totum. The Union also offers space for students to socialise, relax and purchase food and drinks via our social enterprise outlets and social spaces.

# UNIVERSITY OF CENTRAL LANCASHIRE STUDENTS' UNION

## REPORT OF THE TRUSTEES

YEAR ENDED 31 JULY 2022

### THE UNION PLAN – TO MAKE STUDENT LIFE THE BEST IT CAN BE



This year was the first full year of our new strategy. The original launch was delayed due to the pandemic.

Our strategic mission is 'to make student life the best it can be' through three key strategic themes, Student Voice, Student Life and Student Community.

This plan was the culmination of research and consultation with students with the objective of ensuring that the Union is meeting the needs of students. In support of this objective, the Union undertook a major review of student and stakeholder views and identified three key themes and a series of objectives to ensure we achieve our vision that 'every student is able to take the opportunities that UCLan offers; be inspired, succeed and achieve their goals'.

These themes are supported by our enabling objectives that set out how the Union will ensure it can achieve the theme objectives. The Union Plan can be downloaded here:

[www.uclansu.co.uk/union/about/strategy/](http://www.uclansu.co.uk/union/about/strategy/)

The Union, when reviewing or planning its activities, considers the Charity Commission's general and relevant guidance on public benefit and has complied with the duty in Section 4 of the 2006 Charities Act to have due regard to guidance on public benefit published by the Charity Commission.

### UNION ACHIEVEMENTS

The Elected Officers and staff teams worked hard to support and represent students this year; both with the issues they faced due to the Covid-19 pandemic and its continuing impact, as well as the officer mandated priorities, and delivery of the Union Plan. The themes of the Union Plan 2021 – 2024 are Student Voice, Life and Community and our achievements and impact in each of these themes is set out below.



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### STUDENT VOICE

*"Representing UCLan students is at the heart of everything we do. It is the one thing no one else can provide, so we must excel at it. Improving the academic experience at course, school and institution level helps every student."* (Union Strategy document)

#### Academic Representation

##### **Our Strategic Commitments:**

- We will allow students to raise concerns and feedback across all levels of the University.
- We always seek student opinion and deliver academic change that benefits students.
- We will educate students and their representatives in academic processes, including their rights and responsibilities.

##### **Progress:**

We continue to work in partnership with the University on developing academic representation and ensuring the Course Rep system is working effectively. We have worked closely with colleagues to develop a new system for electing Course Reps, and will continue to lead on the induction, ongoing support and recognition of our Course Reps. In the Union Survey this year, 79% (respondents - 796) of respondents strongly agreed or agreed that the 'Students' Union effectively represents students' academic interests' and 74% (respondents - 742) of respondents said that they 'trust that the Students' Union acts on the feedback they provide'.

This year we held our annual Course Rep Conference in person for the first time since the pandemic. We had 60 Course Reps attend throughout the day to hear plenaries from the NUS VP Higher Education, attend workshops and network with each other.

Our officer team this year led a campaign around decolonising the curriculum, which included developing a toolkit for students to use to review their course and curriculum as well as promotional material around campus including posters and bookmarks highlighting the issue and raising awareness. Our VP Education this year led a workshop on this at the Course Rep conference and fed into University projects; 'Curriculum for all' and the pilot taking place on decolonising the curriculum in three Schools.

In this year's Union survey, 82% of students agreed that we kept them informed about the work we do to promote student interests. This result demonstrates that even with competing interests for student attention and focus, we can cut through and inform students about the important work we do to support them. A large part of this information sharing is provided through emails and website updates, in addition to our continually active social media presence. The 2021 rebrand has also allowed us to develop a range of distinctive visual assets, which make our communications consistent and more recognisable to students.

This year also saw the work that our previous VP Education (Stephanie Lomas) had been heavily involved in regarding essay mills become law, with the government announcing their plans to make it a criminal offence "to provide, arrange or advertise these cheating services for financial gain to students taking a qualification at any institution in England providing post-16 education including universities."

# UNIVERSITY OF CENTRAL LANCASHIRE STUDENTS' UNION

## REPORT OF THE TRUSTEES

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### University Transparency

#### ***Our Strategic Commitments:***

- We will take a collaborative approach to resolve concerns and clearly articulate the student voice to the University.
- We will work closely with the University to increase transparency of information to students, provide our own interpretation, where required, and ensure students are clear on our opinion of University decisions.
- We will implement easy-to-use systems so students can provide quick opinions on University services and we will provide feedback on these, in academic processes, including their rights and responsibilities.

#### **Progress:**

This year we have supported students by keeping them informed about key issues that are ongoing within the university and local community. For example, we wrote articles about the UCU [Strike action](#) to explain key dates, terms and implications on students' academic experience. You can find the report here [www.uclansu.co.uk/news/article/6013/UCLan-Students-Union-UCU-statement-Nov21/](http://www.uclansu.co.uk/news/article/6013/UCLan-Students-Union-UCU-statement-Nov21/).

We released statements about the [spiking](#) incidents to raise awareness amongst students and signpost to appropriate support. We also worked with Lancashire Police and UCLan's Wellbeing Team to support Operation Night Guardian. You can find the report here [www.uclansu.co.uk/news/article/6013/Taking-Action-Against-Spiking/](http://www.uclansu.co.uk/news/article/6013/Taking-Action-Against-Spiking/)

This is a key area of development for the Union, and as stated above we are starting a thorough review of how our feedback systems work together to enable us to channel student issues directly to the University in as useful and timely a manner as possible to enable change to happen.

### School Connections

#### ***Our Strategic Commitments:***

- We will implement a programme of school-specific support that is relevant and important to students in that school that includes strengthening relations with school leads.
- We will work to build stronger, more effective representative structures to create impact and presence at a school level for students and support our representatives.
- It will be a priority to develop further academic societies and school based social events.

#### **Progress:**

We have appointed a Union Engagement Project Lead this year who started work at the SU in June 2022 and has identified five Schools within the University to focus on increasing their students' engagement with the SU.

The project will give the students in the schools a more bespoke SU experience, focusing on engagement with extra-curricular activities like academic societies, sports and volunteering as well as working with School Presidents and Course Reps in these Schools to enhance the student voice.



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This year was the first year in which there were two School Presidents elected per School to ensure effective student voice at School level. This was one of the outcomes of the Student Voice and Involvement Project led by the Students' Union and University in partnership.

The Vice President Education this year has set up monthly meetings with a number of Schools bringing together the SU, heads of schools, deputy heads of students and teaching and School Presidents to enable ongoing conversations around student feedback and the subsequent action being taken.

### STUDENT LIFE

*"Our members are more than the course they are studying. The right support can ensure students are able to succeed. Where we can, we should support all areas of student life"* (Union Strategy document)

#### Stresses and struggles

##### ***Our Strategic Commitments:***

- We will work closely with the University to deliver preventative and informative campaigns and work on schemes to build confidence and resilience.
- We will empower students to support each other and signpost friends to services.
- We will expand our mental health first aid training and support programme to our employees and volunteers.

##### **Progress:**

In this years' Union Survey, 96% (respondents - 241) of respondents said that they would recommend the Advice Service to others. This is incredibly positive and is a testament to the hard work of our Advice team. Numbers of enquires have risen exponentially since the pandemic and remained high; from August 2021 - the end of April 2022, our Advice Service had a total of 4274 enquiries from students.

We continue to work on preventative campaigns in partnership with the University to support students while at UCLan. Study Good Feel Good continued this year, helping to support students through the assessment period. We had a presence at the library for the 4 weeks around the exam period, giving out snacks, water and tea/coffee and having conversations with students about how they were feeling, offering encouragement and signposting to support services where needed.

This year we have also worked closely with student services and developed a partnership with Lancashire Victim Support, to work to tackle sexual violence, support victim-survivors and educate students around consent. Our VP Welfare led a 'survivor stories' campaign and commissioned a mural in the Students' Union building which gives space for people to write messages of support for victim-survivors and to signpost to support services. One student successfully put a Big Idea through Students' Council to get consent training delivered to sports and societies committees and we have got agreement from Lancashire Victim Support to hold drop-ins for students in the upcoming academic year. We will also be working with them on a joint campaign to educate students about consent, and hopefully develop a victim-survivor support group to enable peer support.

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Our VP Education this year also developed work on academic integrity and educating students about what it means, what support services are available and some top tips for avoiding falling foul of academic misconduct. The full article can be viewed [here](http://www.uclansu.co.uk/news/article/8316/Yes-to-Academic-Honesty/).  
[www.uclansu.co.uk/news/article/8316/Yes-to-Academic-Honesty/](http://www.uclansu.co.uk/news/article/8316/Yes-to-Academic-Honesty/)

In terms of students identifying themselves as members of the Students' Union, there is more work to do. In the Union Survey, 44% of respondents said that they identify themselves as a member of the Students' Union and 37% said that they can name two benefits of being a member of the Students' Union. The number of students responding 'neither agree nor disagree' to the question of identifying as a member of the SU remains high at 33% this year.

### **Part-time work**

#### ***Our Strategic Commitments:***

- We will work closely with the University services to provide more support to students searching for and obtaining suitable part-time jobs.
- We will work with final year students to ensure they have access to experiences and opportunities that can strengthen their employability prospects through leading on projects.

#### ***Progress:***

We employed 50 student staff in part-time roles at the SU this year and will be looking to boost this number further next year as we re-open more of our commercial outlets. We are committed to offering more part-time roles for students across our organisation in more areas than ever before in the next year, not just in our outlets but as part of our core workstreams. We recognise that we have an important part to play in offering roles that support students' ability to generate income and build new skills and experience that they can translate into wider future career goals.

We have also had positive conversations with the Careers team and have embedded their offers into our Welcome and induction plans. This includes a dedicated fair in the first few weeks of term which will be geared towards supporting access to graduate opportunities.

### **Benefits**

#### ***Our Strategic Commitments:***

- We will work to ensure our outlets are high quality and fit the needs of students.
- We will work with local and national partners to bring discounts and promotions that support students in their everyday needs and allow them to enjoy themselves.
- We will implement loyalty schemes that reward students for everyday purchases.

#### ***Progress:***

Our commercial outlets have been in a state of flux this year whilst we re-built after the pandemic closure and with restricted access to our building due to the central spine works. We have ensured we kept our shop and café open throughout term-time and continued to provide low-cost options for food and essentials on our Preston campus. We have begun a review of our social enterprise outlets and due to significant student feedback we will be re-opening another venue in our building (previously Source Bar) for September 2022, giving our members another space to socialise, relax and access low-cost food and drink.

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We continue to provide Totum student discount cards via the app and have increased our promotion of this. We have also appointed a Media Sales and Events Co-ordinator this year whose role will be to connect with local and national businesses and secure beneficial deals for our students and create a new income stream for the Union.

We continue to be involved in discussions with the University Sport team about the Move app and we are excited about the potential this has to enhance student wellbeing through incentivising movement.

### STUDENT COMMUNITY

*"Feeling part of a new community doesn't just happen – it takes continuous effort. We have a central role to play to make this happen for students throughout their time at University"* (Union Strategy document)

#### Sense of Belonging

##### ***Our Strategic Commitments:***

- We will develop and celebrate student leaders to enable them to create and run activities for others to attend, participate in and represent UCLan.
- We will champion opportunities to build a sense of belonging around participation in societies, sports and voluntary activity at all levels.
- We will create inclusive events to welcome students to the University and the City.

##### **Progress:**

In 2021-22 over 1200 students have been involved in volunteering across the Union, with 145 actively logging their volunteering hours this year towards the Students' Union's Livesey Award. We awarded 12 students with their Gold Award for volunteering over 90 hours to SU

volunteering at this year's Union Awards, with one graduating student having logged a massive 1135 hours over her 4 years at UCLan.

Over 60 students have been involved in volunteering across a number of Inspiring Projects. One new project this year was our Hedgehog Friendly Campus project which involved students taking part in activities and events including entering a national litter pick competition and winning second place. This all resulted in us being rewarded an official bronze accreditation from the British Hedgehog Preservation Society.

Another student-led project that continues to go from strength to strength is our Craft and Food Fair. During November we collaborated with the Education and Leadership hub on their exciting new business festival "Northern Lights". The purpose of the festival was to drive footfall back into Preston after its decline due to Covid-19. For the first time, we worked with student volunteers to run Craft and Food Fairs on two consecutive days as part of the programme of events. The Craft and Food Fairs helped bring a vibrant atmosphere to the new student square and showcased its use as an event space, as well as developing volunteers' skills and providing events planning experience. The Education and Leadership hub has since approached us to work with them again this coming November.

Our Societies have exceeded all expectations this year. Pulse Media now have over 80 members, who have worked incredibly hard to get our radio station live again for 2021/22.

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From radio to tv, our Pulse Media group were able to come together and live stream the UCLan Fencing Club's tournament with live commentary, as well as supporting other Societies such as Drama by using their skills to record their performances to reach a wider audience.

We are proud to say that the Students' Union currently offers 111 societies, and that number keeps growing. There's something for almost everybody, and if not, students can do what the 54 newly affiliated societies did this year and create their own.

Our societies have hit the ground running post-Covid and have put on some incredible events, including the Medical Society's Med ball and international night, the Chinese Society's singing competition, and the Islamic Society's charity week, just to name a few.

The 2021/22 Students' Union League season came to its conclusion in May with the return of the 'UCLan SU World Cup'. Nine teams, representing the likes of Nigeria, the Middle East, Jamaica and the People's Republic of Preston (amongst others) battled it out in a 7-a-side football format. The tournament wraps up what has been a great season of social sport for UCLan Students' Union, with around 400 students taking part including matches in 11, 7 and 5-a-side football, Basketball 5v5, Table Tennis, Futsal and Pool.

Varsity was our biggest sporting fixture this year. Our students went head-to-head in a range of sports against Edge Hill with each fixture contributing to the final, overall score. Some fantastic sporting performances were displayed on the day. 350 students made the trip to Edge Hill wearing our 2022 varsity t-shirts to participate in their sport and support their

friends and teammates. We narrowly missed bringing the cup home by one point, however, this event brought the whole sporting community together and is definitely an event that students will remember as a key part of their University journey.

### Help on Your Journey

#### ***Our Strategic Commitments:***

- We will continue to invest in our Advice Centre to provide independent student representation.
- Through insight and dialogue, we will develop a deep understanding of students' lives to be aware of their needs, particularly of the most marginalised student groups.
- We will target events and services to students based on year of study and will lobby the University based on the needs of each student's year of study.

#### **Progress:**

Our Advice Service has again been inundated with student enquiries (4274 enquiries from students from August 2021-end of April 2022) over the past year. The focus of the service has been on providing students with academic advice and representation due to the number of cases we are seeing and current levels of resource.

One of the Union's priorities this year was international student experience. Over the past few years, we have noticed an increase in the number of international students facing a variety of issues including a disproportionate number of academic misconduct cases. We conducted research surveying international students and launched an international student's forum that took place every 4-6 weeks, to ensure that we were hearing from international students directly and regularly about their experiences and creating spaces for them to come together and network. Our international student research was presented to the University Students,



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Teaching and Quality Committee as well as to faculty level STQCs. We also fed into each of the University workstreams around creating action plans to tackle each of the issues that international students face and look forward to continuing this work in partnership with the institution.

This year we, again, worked with our student reps on their campaign ideas. We worked with the disabled students' representative to relaunch the 'This is Me' campaign, encouraging students to disclose their disabilities to the University to ensure they are properly supported while studying. We also worked with our trans\* students' representative on holding drop ins for trans\* students and our annual Pride event.

Our VP Welfare also continued our work on student hardship by running a survey around food hardship specifically. We will be launching a community fridge in September which will offer support to all students, including those in hardship. Additionally, she relaunched our 'Talking Matters' campaign which aims to encourage students from BAME backgrounds to access mental health support.

### Friendship

#### ***Our Strategic Commitments:***

- We will work closely with club and society committees to drive first year recruitment and involvement in their groups.
- We will ensure processes and help are in place to make this easier for students to create, join and participate in student groups and projects.
- We will provide opportunities for students to meet and build friendships through safe and inclusive social events in all our venues at key points during the academic year.

#### **Progress:**

This academic year has seen the number of sport club memberships rising above what they were in 2019-20, showing that sports are back with a bang after the pandemic. Men's Basketball first team remained undefeated all season, which led to them winning both the league and the cup. Also undefeated in their league, Men's Rugby League were promoted into Tier 1, as were Golf third team. Women's Football 1st team got all the way to the final in the Conference Cup, only narrowly missing out on the title against a strong University of Newcastle team. Additional League promotions included both Women's Badminton 1st and Men's Badminton 3rd Team. Over 250 sports volunteers were instrumental in building lasting bonds this year with their peers and ensuring that their teams have a strong sense of community.

It's also been a strong year for our social sports programme (Student Union League). Macclesfield FC International Academy U19s won the Students' Union League/Cup double in the 11-a-side and UCLan Strikers continued their 5-a-side dominance. We saw the emergence of our Medics Sports Clubs with the Basketball Team winning the SU league and Medics FC winning the 7-a-side league for the first time. Medics FC also ran 'Coupe de Medicines' for the first time and were given the accolade of 'Event of the Year' at the Students' Union Awards. Our volunteer led mixed Futsal sessions have been well received, including an excellent tournament during the University's Mental Health Week initiative.

Our partnership with Umii (formed in October 2020) continues to provide some fantastic results. The partnership allows us to promote the Umii App which connects UCLan students

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with other UCLan students based on course of study and shared interests. Due to our financial commitment to the partnership this is all provided to students for free.

Over the last 18 months nearly 2,000 students have used the App making over 9,000 connections with other students. We've seen strong uptake of the App with first year students and high number of users are commuting students, who typically don't have the time to engage with our traditional face-face activities.

### STRUCTURE AND GOVERNANCE

For the period represented by these accounts the UCLan Students' Union operated as a company limited by guarantee (Company No. 7623917) and this company registered as a charity (Registered Charity No. 1142616). The Governance of the Union and its powers are set out in the Articles of Association. The Union operates on democratic principles with a Students' Council having the powers to approve the general policy of the Union and to represent the voice of students at the University. The Students' Council membership comprises the Union's Elected Officer team, together with representatives of student communities, demographics, and academic schools.

In the period covered by this report the Union was governed by its Board of Trustees comprising four elected students, six students appointed by the Board and six External (Lay) Trustees. This arrangement ensures that the Board has the diverse range of skills, knowledge and experience needed in order to carry out its role effectively. The elected officer roles of Union President, Vice President Education, Vice President Welfare and Vice President Activities are full-time paid posts and remunerated as authorised by the 1994 Education Act. Other Trustee roles are volunteers. Attendance at meetings is set out below.

Board Members	Trustee Category	Meetings attended (% Attendance)
Zuleikha Chikh	Officer - Union President	2 (of 4) (50%)
Usman Kasaba	Officer - Vice President Education	4 (of 4) (100%)
Katie Sandison	Officer - Vice President Activities	4 (of 4) (100%)
Odette Yende	Officer - Vice President Welfare	3 (of 4) (75%)
Emma Sims	External	3 (of 4) (75%)
Jill Wells	External	3 (of 4) (75%)
Geoff Birch	External	2 (of 2) (100%)
Nicola Mason	External	2 (of 2) (100%)
Jose Sedano-Martinez	External	2 (of 2) (100%)
Peter Hyett	External	2 (of 2) (100%)
Dana Hemsley	Student	0 (of 2) (0%)
Aicha Khan	Student	2 (of 2) (100%)
Yattichia Malcolm	Student	2 (of 4) (50%)
Anita Muathe	Student	2 (of 2) (100%)
Rufus Onetufo	Student	1 (of 4) (25%)
Dean Kamitsis	Student	2 (of 2) (100%)

# **UNIVERSITY OF CENTRAL LANCASHIRE STUDENTS' UNION**

## **REPORT OF THE TRUSTEES**

**YEAR ENDED 31 JULY 2022**

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The Board of Trustees receive an induction into their legal and administrative responsibilities from the National Council for Voluntary Organisations (NCVO) of which the Union is a member, participate in learning and development opportunities offered by the

National Union of Students (NUS) and others and have on-going training to ensure they are sufficiently well informed to carry out their responsibilities.

The Board of Trustees serve on the Sub-Committees and has delegated the day-to-day running of the Union to the Interim Chief Executive Officer, Jon Russ, until the permanent CEO, Stefanie Hartley, joined in March 2022 through a Statement of Delegated Authority (SODA). The Trustees of the Charity receive regular reports from Chief Executive and senior managers and review the Union's performance.

The relationship between the Board and the Chief Executive is fundamental to effective governance and management of the Union. It is the responsibility of the Board to ensure that the Chief Executive has clear objectives, to review performance and consider the development of their employees alongside that of the charity. One element of this is to ensure that the CEO is appropriately remunerated, and that the basis of this remuneration is understood by the Board and CEO. The Board has undertaken a review of salaries and benefits paid to CEOs in Students' Unions and the voluntary sector in order to establish a suitable level of remuneration.

### **RISK MANAGEMENT**

The Board of Trustees have examined the major strategic business and operational risks faced by the Union and established an Audit, Risk & Governance Committee to monitor the major risks to which the charity is exposed. The Union has a risk register that is reviewed and updated at least annually. Where appropriate the Union has established systems or procedures to mitigate the risks the charity faces.

Budgetary, fraud and internal control risks are minimised by the implementation of procedures for the authorisation of all transactions and projects. Procedures are in place to ensure compliance with health & safety of staff, volunteers, and participants in all the activities organised by the Union. These procedures are reviewed periodically to ensure they are effective and continue to meet the needs of the charity. The Union suffered a serious incident which was reported to the Charity Commission in the current year regarding salary fraud. As a result of this incident, internal controls have been reviewed and adjusted accordingly. This was an isolated incident, but it has provided a timely reminder that Fraud is a continuous threat.

### **THE RELATIONSHIP BETWEEN THE UNION AND UCLan**

The University of Central Lancashire's Code of Practice in relation to the Students' Union and the Union's Articles of Association approved by both organisations regulate the relationship between the Union and the University of Central Lancashire.

The Union receives a grant from the University and occupies buildings owned by the University. The University also pays for utilities, caretaking and cleaning staff as well as providing support for ICT networks, health & safety advice, HR advice and telecommunications. This non-monetary support is integral to the success of the Union and to the relationship between the University and the Union. In the current year, reflecting the requirements of the SORP, this non-monetary support is included in the Union's Accounts.

# **UNIVERSITY OF CENTRAL LANCASHIRE STUDENTS' UNION**

## **REPORT OF THE TRUSTEES**

**YEAR ENDED 31 JULY 2022**

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In order to strengthen and deepen our partnership in 2017 the President of the Union, Chair of the Board of the University, the University Vice-Chancellor, and Union's Chief Executive Officer signed a Partnership Agreement. Based on guidance from the NUS (National Union of Students) and Association of University Chairs the partnership agreement codifies how the two bodies will work together in their mutual interest.

### **AFFILIATIONS TO OTHER BODIES**

The Union affiliates to several organisations in order to benefit from training, professional development opportunities and information as follows: Child Poverty Action Group (CPAG), Advice UK, National Association of Housing Advisory Services (NHAS), Money Advice Trust, National Association of Student Money Advisers (NASMA).

We also affiliate to the British Universities and Colleges Sports Association (BUCS) and the national and local governing bodies (NGBs) of the following sports, American Football, Archery, Association Football, Athletics, Basketball, Fencing, Golf, Hockey, Jiu-Jitsu, Lawn Tennis, Netball, Rugby Football Union, Rugby Football League, Tae Kwon-do and Volleyball to facilitate student sport participation and inter University competition.

The Union also affiliates to the NUS (National Union of Students) (NUS UK) for the national representation of student's interests and the wider range of benefits, support, and cost savings it receives. The Union is an active participant in, NUS UK and NUS Charity and their related companies to ensure that the organisation continues to function effectively on behalf of members. The Trustees have reviewed the cost and benefit of NUS membership and are content that there is significant net benefit from our involvement.

### **FINANCIAL REPORT**

The financial report represents a year still affected by Covid-19 restrictions. Campus life reflected the blended learning, spine works around the Union and our own employees adopted a hybrid approach to working. We have delivered an excellent service, coping with a major increase in demand, as we fulfilled our role as the independent voice of the student.

#### **Net Operating result for the year 2021/22**

The year on campus has been quiet as activity has been restricted until the latter part of the year enabling an operating surplus of £105k. Savings have been made wherever possible to strengthen reserves from the years ahead. We do look forward to the next year where activity will return for the entire year. Exceptional items include funds lost due to an isolated fraudulent incident and Stock write off due to the closure of the SU shop as disclosed in note 11.

Accounting for the Union's share of the Students' Union Superannuation Scheme (SUSS) causes transactions to be high when factors change around the whole value of the deficit. This year, due to the high Cost of Inflation, the value of the pension deficit has fallen by £172.5k which is reported as income after net operational results for the year.

Recruitment of casual staff has increased our average from 55 to 72, as trading areas reopened with minimal levels of casual staff. Staff costs, reported in note 12, fell to £1.08m



# UNIVERSITY OF CENTRAL LANCASHIRE STUDENTS' UNION

## REPORT OF THE TRUSTEES

### YEAR ENDED 31 JULY 2022

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(2020/21 £1.11m) and represented 48% of operating expenditure (2020/21, 52%). Casual labour expenditure increased from £74k to £86.8k as most casual roles within the Union are front line services or activity roles which have come back as a face-to-face service over the year.

The Students' Union Superannuation Scheme is a closed pension scheme, and all eligible staff are in an auto-enrolled scheme in which contributions have remained at 5%. The Union's policy is to match employee contributions up to 6%, which is higher than the legal minimum employer contribution of 3%.

The financial statements reflect the value attributed to the accommodation and services provided to the Union by the University in 2021/22 of £430,548 (2020/21 £562,814) as a benefit in kind which is reported as both restricted charitable income and charitable expenditure.

The Union's Clubs and Societies operate within agreed delegated authorities though the Union is responsible for reporting income collected and spent. In the year Clubs and Societies deposited £152k and expended £162k and the Union archived several inactive groups with net funds of £5.4k adding to the funds. The archived accounts are held in Designated Reserves and now total £44k (Note 20) for Clubs and Societies to bid into for the benefit of their group utilising the funds inclusively. The carried forward balances of £75.7k represents a fall of 16% in Funds for 169 groups, (Last Year 113 groups). Group activity has been a priority this year, encouraging students to venture out again as the pandemic restrictions allowed.

Notes 3 to 12 provided detailed analysis of income and expenditure during the year with previous year's comparisons, however, the following specific comments can be made on the themes included in the Union Plan, Community, Life and Voice. Restricted costs have increased as the apportionment of Benefit in kind has changed, due to the pandemic, to reflect the reduced offer in social enterprise.

Community, Life & Trading services are the responsibility of the Director of Operations bringing together social enterprise, volunteering, and sporting activities to aid cross department working. Unrestricted costs have increased by £68K (8%) due to the return of the Director role part way through the year and physical activity incurring event costs. Voice is managed by the Director of Communications appointed April 2019. Expenditure has increased by 6% as all the support services have been maintained.

Trading Services – The SU Café and Shop have seen a slow return to campus life due to the pandemic, blended learning plus the spine works prohibiting access to the back of the Union building. This has affected unrestricted sales at £383.8k representing 33% of the sales for year ended 31 July 2020. Costs have been managed carefully throughout the year falling by 31% against last year as the SU Bar remained closed due to the spine works.

### **BALANCE SHEET AT 31 JULY 2022**

The Balance Sheet shows negative net funds of £985k (2020/21 £1,257k). The fall in the negative net fund reflects the net surplus of £271k after accounting for exceptional costs of £6.1k and pension discount unwinding income of £172.5k. The Trustees are aware of the issues surrounding the pension liability and recognise it as a long-term issue rather than an immediate risk. The fact that the scheme is closed provides some degree of risk management

# UNIVERSITY OF CENTRAL LANCASHIRE STUDENTS' UNION

## REPORT OF THE TRUSTEES

### YEAR ENDED 31 JULY 2022

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with respect to the liability, however, the Trustees make sure that both Trustees and Officers keep up to date with all issues that impact on the scheme.

Note 20 confirms the accumulated funds held by the Students' Union. Some funds are restricted in their use as they are linked to specific income received in previous years which can only be used for the purposes for which it is given. Restricted funds include Club & Society funds which are held by the Union, on behalf of the groups, for use in their respective groups. The constitution of the groups allows the Union to archive groups which are inactive for 2 years and close those which are inactive for 3 years, all funds are transferred to either an archive designated reserve or a Club/Society bidding designated reserve. This ensures funds are utilised to benefit students and current groups are easily identified and supported. The SUSS pension deficit of £1.28m is a negative restricted fund, which the Union recognises separately for clarity and its unique purpose.

General funds represent uncommitted accumulated funds and provide a measure of financial flexibility should the Union encounter financial challenges in any particular year. This year general reserves have increased from £158k to £173k due to the net operating surplus of £105k less the transfer of the SUSS pension cash payments of £86k. The Union has for several years benefited from a HM Revenue and Customs (HMRC) catering concession which allows for the treatment of catering sales on campus to be exempt from VAT, 0%. Three Unions received official letters from HMRC allowing this treatment and it has been common practise to include all catering sales across most Students' Unions. HMRC have recently said their letters were incorrect and Bar Catering should not be included. NUS, Bates Wells and several other Unions, including ours, have launched a legal challenge. Whilst the dispute continues, we have disclosed a contingent liability of circa £59.7k, based on any payments to HMRC being less than 50% likely to arise and trust the inconsistent treatment across the industry will ensure this does not crystallise into a cost to the Union.

Designated funds are created when the Trustees themselves choose to ring fence funds accumulated, over a period, for a particular project or purpose. Due to the contingent liability all funds remain in the general reserves as Capital investment is put on hold until the contingent liability is concluded or when Trustees decide adequate resources are available to return funds to the Designated fund.

Each year the Trustees consider the accumulated funds to make sure that they are satisfied that the Union is making best use of charitable funds. Note 20 confirms that, at the end of the year, the Union had cash reserves (Unrestricted funds) of £217k, (2020/21 £198k).

The Net Present Value of the SUSS scheme's future payments scheduled in the recovery plan are adjusted every year for the time value of money and every 3 years to include the findings of the Triannual Actuary report, the latter will be included in July 2023 Financial accounts.

The activities in 2020/21 generated cash of £173.3k. After allowing for acquiring fixed assets and financing activity this reduced to an inflow of £82k, which when added to the existing cash balances meant the Union held cash of £325.6k. Note 24 matches the available reserves with the available liquid funds and though these are currently not sufficient, the shortfall is considered manageable as strict procedures are in place to ensure reserves are not committed unless there are available liquid resources.

# **UNIVERSITY OF CENTRAL LANCASHIRE STUDENTS' UNION**

## **REPORT OF THE TRUSTEES**

**YEAR ENDED 31 JULY 2022**

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### **RESERVES POLICY**

The Trustees monitor reserves at a Board and sub-committee level. They consider that free reserves should be equivalent to around 80% of unrestricted funds (including fixed assets and designations) to ensure the Union has sufficient funds to meet any unexpected liabilities and to allow it to develop activities and operations in line with the strategy for the benefit of students. This equates to a target level of free reserves as at the 31st July 2022 of £174,000 (to the nearest thousand pounds).

Total reserves as at the 31st July stood at a deficit of £985,526. Restricted funds (due to the pension liability) were a deficit of £1,288,211, designated funds were £44,359 and unrestricted funds that are fixed assets are £20,420 leaving free reserves as a surplus of £237,906.

Designated reserves of £44,359 (2021 £40,552) relations to Clubs and Societies. The Clubs and Societies designated reserve is held for specific bids and its utilisation will be dependent upon the bids received.

As detailed in the balance sheet review, there are strict procedures in place to ensure reserves are not committed unless there are available liquid funds. The Trustees also have the flexibility to release funds from designated reserves at any time. Commercial operations are

being closely monitored to ensure a return to operational profitability which should generate additional funds to allow free reserves to reach the target level.

### **FUNDRAISING REPORT**

The Union does not make direct fundraising appeals to its members. Our societies, on occasion, carry out fundraising activities for their society funds and for their favourite charities. We provide guidance to students based on the Union's Bye-Law 11 of its Constitution. No complaints were received concerning these fundraising activities.

### **CUSTODIAN ACTIVITIES**

The Union act as custodian for funds raised by the Union's many clubs and societies from their own activities and for their own use.

### **TRUSTEES RESPONSIBILITIES**

Charity law and UCLan Students' Union's Articles of Association require us as Trustees to prepare Annual Financial Statements giving a true and fair view of the state of the affairs of the Union at its year-end and of the Union's income and expenditure for the year. In preparing these 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.

We 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

# UNIVERSITY OF CENTRAL LANCASHIRE STUDENTS' UNION

## REPORT OF THE TRUSTEES

YEAR ENDED 31 JULY 2022

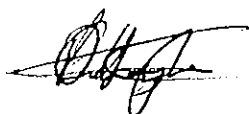
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Financial Statements comply with charity law and the requirements of the Union's Board of Trustees and the University under the 1994 Education Act. We are also responsible for safeguarding the assets of the charity and ensuring their proper application in accordance with charity law, and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### SMALL COMPANIES NOTE

In preparing this report, the Directors (Trustees) have taken advantage of the small companies' regime exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the Board on 5/12/2022 and signed on its behalf.



Raham Odjegba  
President and Chair of the Board of Trustees



Stefanie Hartley  
Chief Executive Officer



# **UNIVERSITY OF CENTRAL LANCASHIRE STUDENTS' UNION**

## **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS YEAR ENDED 31 JULY 2022**

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### **Opinion**

We have audited the financial statements of University of Central Lancashire Students' Union (the 'charity') for the year ended 31 July 2022 which comprise the Statement of Financial Activities, Balance Sheet, Statement of Cash Flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 July 2022 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Basis for opinion**

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

### **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

# **UNIVERSITY OF CENTRAL LANCASHIRE STUDENTS' UNION**

## **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS YEAR ENDED 31 JULY 2022**

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### **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.

In connection with our audit, 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 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 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; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemption in preparing the trustees' report.

# **UNIVERSITY OF CENTRAL LANCASHIRE STUDENTS' UNION**

## **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS YEAR ENDED 31 JULY 2022**

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### **Responsibilities of trustees**

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

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

### **Auditor's responsibilities for the audit of the financial statements**

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

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

We assessed the susceptibility of the company's financial statements to material misstatement, including how fraud might occur. Audit procedures performed by the company engagement team included:

- Identifying and assessing the design effectiveness of controls management has in place to prevent and detect fraud;
- Understanding how those charged with governance considered and addressed the potential for override of controls or other inappropriate influence over the financial reporting process;
- Reviewing financial statements disclosures and testing to supporting documentation to assess compliance with applicable law and regulations;
- Challenging assumptions and judgements made by management in its significant accounting estimates, in particular:
- Depreciation - we carried out a review and recalculation of depreciation to assess its appropriateness for inclusion within the financial statements;
- Identifying and testing journal entries, in particularly any journal entries posted with unusual account combinations.

# UNIVERSITY OF CENTRAL LANCASHIRE STUDENTS' UNION

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS YEAR ENDED 31 JULY 2022

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Despite the audit being planned and conducted in accordance with ISAs (UK) there remains an unavoidable risk that material misstatements in the financial statements may not be detected owing to inherent limitations of the audit, and that by their very nature, any such instances of fraud or irregularity likely involve collusion, forgery, intentional misrepresentations, or the override of internal controls.

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](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

### Use of our report

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



Francis Murphy FCA  
Senior Statutory Auditor  
On behalf of Haines Watts  
3rd Floor Pacific Chambers  
11-13 Victoria Street  
Liverpool  
Merseyside  
L2 5QQ

5 December 2022



# UNIVERSITY OF CENTRAL LANCASHIRE STUDENTS' UNION

## STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)

YEAR ENDED 31 JULY 2022

			2022		2021
	Note	Restrict ed £	Unrestricted £	Total £	Total £
<b>INCOME FROM:</b>					
Voluntary income	3	-	1,324,495	1,324,495	1,287,839
Grants and other funding	4	-	-	-	73,213
Charitable activities	5	590,765	429,659	1,020,424	807,675
Other trading activities	6	-	6,101	6,101	1,230
Investments		-	926	926	36
<b>Income from Operations</b>		<b>590,765</b>	<b>1,761,181</b>	<b>2,351,946</b>	<b>2,169,994</b>
<b>EXPENDITURE ON:</b>					
Charitable activities:					
Membership services	7-9	549,599	1,220,206	1,769,805	1,307,808
Primary purpose trading	7-9	43,055	433,954	477,009	833,218
<b>Expenditure from Operations</b>		<b>592,654</b>	<b>1,654,160</b>	<b>2,246,814</b>	<b>2,141,026</b>
Pension Discount Unwinding Cost	11 / 21	(172,497)	-	(172,497)	(22,976)
Exceptional Expenditure	11	-	6,150	6,150	(33,900)
<b>Total Expenditure</b>		<b>420,157</b>	<b>1,660,310</b>	<b>2,080,467</b>	<b>(2,197,902)</b>
<b>Net Operating Result for the year - Surplus/(Deficit)</b>		<b>(1,889)</b>	<b>107,021</b>	<b>105,132</b>	<b>28,968</b>
<b>Net Result for the year Surplus/(Deficit)</b>		<b>170,608</b>	<b>100,871</b>	<b>271,479</b>	<b>(27,908)</b>
<b>Total funds brought forward</b>		<b>(1,455,461)</b>	<b>198,456</b>	<b>(1,257,005)</b>	<b>(1,229,097)</b>
Reserves Transfer	20	81,949	(81,949)	-	-
<b>Total funds carried forward</b>		<b>(1,202,904)</b>	<b>217,378</b>	<b>(985,526)</b>	<b>(1,257,005)</b>

The charity has no recognised gains or losses other than the results as set out above.  
All of the activities of the charity are classed as continuing.

The notes on pages 26 to 45 form part of these financial statements.

# UNIVERSITY OF CENTRAL LANCASHIRE STUDENTS' UNION

## BALANCE SHEET

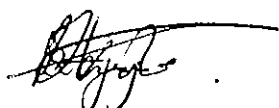
Company No: 07623917

31 JULY 2022

		31/07/2022	31/07/2021
	Note	£	£
<b>FIXED ASSETS</b>			
Tangible fixed assets	13	20,420	41,632
Investments	14	1	1
		<u>20,421</u>	<u>41,633</u>
<b>CURRENT ASSETS</b>			
Stock	15	20,217	26,220
Debtors	16	57,654	101,768
Cash at bank and in hand		<u>325,650</u>	<u>243,452</u>
		<u>403,521</u>	<u>371,441</u>
<b>CREDITORS:</b>			
Amounts due within one year	17	(212,109)	(209,913)
<b>NET CURRENT ASSETS</b>		<u>191,412</u>	<u>161,528</u>
Total assets less current liabilities		<u>211,833</u>	<u>203,161</u>
<b>CREDITORS:</b>			
Amounts due after more than one year	18	(1,197,359)	(1,460,166)
<b>NET ASSETS</b>	24	<u>(985,526)</u>	<u>(1,257,005)</u>
<b>FUNDS</b>			
Restricted funds			
- Pension Deficit Reserve		(1,288,210)	(1,546,464)
- Students' Societies & Club Funds		85,306	91,003
- Total Restricted Funds		<u>(1,202,904)</u>	<u>(1,455,461)</u>
Unrestricted funds			
- General Funds		173,019	157,904
- Designated Funds		44,359	40,552
- Total Unrestricted Funds		<u>217,378</u>	<u>198,456</u>
<b>TOTAL FUNDS</b>	20	<u>(985,526)</u>	<u>(1,257,005)</u>

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved and signed by the Board of Trustees on 5/12/2022



Raham Odjegba  
President and Chair of the Board of Trustees



Stefanie Hartley  
Chief Executive Officer

The notes on pages 26 to 45 form part of these financial statements.

# UNIVERSITY OF CENTRAL LANCASHIRE STUDENTS' UNION

## CASH FLOW STATEMENT

31 JULY 2022

		2022	2021
Net cash (outflow)/inflow from operating activities	27	173,346	66,831
<b><u>Investing activities</u></b>			
Payments to acquire tangible fixed assets		(6,321)	(7,855)
<b><i>Net cash flow from Investing activities</i></b>		<b>(6,321)</b>	<b>(7,855)</b>
<b><u>Financing activities</u></b>			
Repayment of Pension Deficit		(85,756)	(61,065)
Interest received		926	36
<b><i>Net cash flow from/ (used in) financing activities</i></b>			<b>(61,029)</b>
Increase/(Decrease) in cash and cash equivalents		82,195	(2,053)
Cash and cash equivalents at start of year		243,453	245,506
Cash and cash equivalents at end of year		<b>325,649</b>	<b>243,453</b>

The notes on pages 26 to 45 form part of these financial statements.

# UNIVERSITY OF CENTRAL LANCASHIRE STUDENTS' UNION

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2022

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### 1. GENERAL INFORMATION

University of Central Lancashire Students' Union is a registered charity in England and Wales, with the charitable object of advancing the education of students at the University of Central Lancashire.

The charity is a private company limited by guarantee (Co No 07623917), with the registered office and principal address at Fylde Road, Preston, PR1 6BY.

### 2. ACCOUNTING POLICIES

#### (a) Accounting convention

The financial statements are prepared in accordance with the Companies Act 2006, Charities Act 2011, Statement of Recommended Practice 'Accounting and Reporting by Charities' 2019 ('SORP'), and the Financial Reporting Standard 102.

The Trustees consider the charity to be a public benefit entity. The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The Students' Union long term plan 'Union Strategy 2020-23' presents the activities of the Union in Themes: Connected, Inspired, Represented and Supported. To ensure the Union is sustainable there are two other themes which are Business and Central Support Cost. The Trustee's report details progress within the themes and the financial report details the costs associated with this activity. Central Support Costs cannot be allocated directly to a theme, so these are apportioned. Metres squared have been used to allocate Central Support Costs.

#### (b) Incoming resources

All incoming resources are recognised in the Statement of Financial Activities (SOFA) when the Charity is legally entitled to the income and the amount can be quantified with reasonable certainty. Incoming resources are not shown net of expenditure.

#### (c) Grants received

Revenue grants other than the block grant are credited to the SOFA in the year in which they are received. The block grant is credited to the SOFA in the year in which it is receivable. In the SOFA grants are shown as income and the related expenditure disclosed as appropriate.

#### (d) Resources expended

All expenditure is accounted for on an accruals basis and is stated net of VAT.

Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. It includes both costs which can be directly allocated to activities and those costs of an indirect nature necessary to support them.

Costs are allocated between the expenditure categories of the SOFA based on usage of the resource.

# UNIVERSITY OF CENTRAL LANCASHIRE STUDENTS' UNION

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2022

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### 2. ACCOUNTING POLICIES (CONTINUED)

#### (d) Resources expended (continued)

Where costs cannot be directly allocated they are apportioned on an appropriate basis and recognised in SOFA. Governance costs are those incurred in connection with compliance with constitutional and statutory requirements.

#### (e) Tangible fixed assets

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Building costs	– 10% p.a. straight line
Alterations to premises	– 20% - 25% p.a. straight line
Office equipment	– 20% - 25% p.a. straight line
Fixtures and fittings	– 20% p.a. straight line
Motor vehicles	– 25% p.a. straight line

Assets are capitalised if they cost more than £5,000 and are expected to last more than one year.

#### (f) Investments

Fixed asset investments are valued at cost.

#### (g) Stock

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

#### (h) Debtors

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

#### (i) Cash and cash equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

#### (j) Financial Instruments

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

# UNIVERSITY OF CENTRAL LANCASHIRE STUDENTS' UNION

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2022

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### 2. ACCOUNTING POLICIES (continued)

#### (k) Creditors

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

#### (l) Operating lease agreements

Rentals applicable to operating leases where substantially all the benefits and risks of ownership remain with the lessor are charged against profits on a straight-line basis over the period of the lease.

#### (m) Accounting for Accumulated Funds

The Students' Union has three distinct types of accumulated funds in its balance sheet: -

Restricted funds representing unspent funds at the end of the financial year to be spent on particular activities as specified by the donor.

Unrestricted general funds arising from the accumulated surplus from its various activities held to provide a measure of financial flexibility in the future.

Designated Funds are general funds set aside by the Board of Trustees for a specific purpose.

The income and expenditure are shown in the SOFA.

The assets and liabilities representing each fund are shown in the notes to the accounts.

#### (n) Pension costs

The Charity participates in the Students' Union Superannuation Scheme, a multi-employer defined benefit pension scheme. Where it is not possible for the Charity to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme, it accounts for the scheme as a defined contribution scheme.

Where the scheme is in deficit and where the Charity has agreed, with the scheme, to participate in a deficit funding arrangement the Charity recognises a liability for this obligation. The amount recognised is the net present value of the contributions payable under the agreement that relate to the deficit. This amount is expensed in the Statement of Financial Activities and is held on the Balance Sheet as a restricted reserve.

The Union also participates in the NUS Pension Scheme, a defined contribution scheme. A defined contribution plan is a pension plan under which the Charity pays fixed contributions into a separate entity. Once the contributions have been paid the Charity has no further payments obligations.

The contributions are recognised as an expense in the Statement of Financial Activities when they fall due. Amounts not paid are shown in accruals as a liability in the Balance sheet. The assets of the plan are held separately from the Charity in independently administered funds.

**UNIVERSITY OF CENTRAL LANCASHIRE STUDENTS' UNION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 JULY 2022**

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**2. ACCOUNTING POLICIES (CONTINUED)**

**(o) Taxation**

No provision is made in these accounts for corporation tax as the Union is exempt from such taxes as a result of its charitable status.

**(p) Going concern**

The Trustees are aware that the Union is technically insolvent due to the net liability position. However, this is caused by the pension creditor which is largely payable over the next 14 years. The Union is in a net current asset position and the Union continues to seek to generate funding from various trading activities but it will continue to be dependent on the support of the University of Central Lancashire for which the Trustees express their thanks on behalf of the members of the Union. There is no reason for the Union to believe this financial or non-monetary support from the University will not continue for the foreseeable future. In 2011 the Union and University agreed a Memorandum of Understanding between the organisations to support the continuing payment of the block grant and the non-monetary support.

**(q) Judgements in applying accounting policies and key sources of estimation uncertainty**

The charity makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are addressed below.

**(i) Useful economic lives of tangible assets**

The annual depreciation charge for tangible assets is sensitive to changes in the estimated useful economic lives and residual values of the assets. The useful economic lives and residual values are re-assessed annually. They are amended when necessary to reflect current estimates, based on technological advancement, future investments, economic utilisation, and the physical condition of the assets. See note 13 for the carrying amount of the property plant and equipment and note 2 (e) for the useful economic lives for each class of assets.

**(ii) Multi-employer defined benefit pension scheme**

The Charity participated in the Students' Union Superannuation Scheme; a multi-employer defined benefit pension scheme with other Students' Union organisations. In the judgement of the trustees, the Charity does not have sufficient information on the plan's assets and liabilities to be able to reliably account for its share of the defined benefit obligations and plan assets. Therefore, the scheme is accounted for as a defined contribution scheme, see note 21 for further details.

The Charity must measure its defined benefit obligation on a discounted present value basis. The Charity must determine the rate used to discount the future payments by reference to market yields at the reporting date on high quality corporate bonds. The term of the corporate bonds shall be consistent with the estimated period of the future payments.

**(iii) Treatment of Clubs and Societies**

The Charity has significant control over the finances and activities of clubs and societies and therefore considers them to be part of the Charity. As such, it accounts for them as if the Union is the principal in transactions with income and expenditure being presented in the Statement of Financial Activities.



**UNIVERSITY OF CENTRAL LANCASHIRE STUDENTS' UNION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 JULY 2022**

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**3. VOLUNTARY INCOME**

	Restricted	Unrestricted	Total
	£	£	£
Grant Funding	-	1,324,495	1,324,495
		1,324,495	1,324,495

	Restricted	Unrestricted	Total
	£	£	£
Grant Funding	-	1,287,839	1,287,839
	-	1,287,839	1,287,839

**4. GRANTS AND OTHER FUNDS**

	Restricted	Unrestricted	Total
	£	£	£
Job Retention Scheme claims	-	-	-
	-	-	-

	Restricted	Unrestricted	Total
	£	£	£
Job Retention Scheme claims	-	73,213	73,213
	-	73,213	73,213

**UNIVERSITY OF CENTRAL LANCASHIRE STUDENTS' UNION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 JULY 2022**

**5. INCOME FROM CHARITABLE ACTIVITIES**

	Restricted	Unrestricted	Total 2022
	£	£	£
Voice	129,164	7,180	136,344
Life	129,164	(1,251)	127,913
Community	289,382	39,845	329,227
<b>Membership Services</b>	<b>547,710</b>	<b>45,774</b>	<b>593,584</b>
 <b>Primary Purpose Trading Activities</b>	 <b>43,055</b>	 <b>383,885</b>	 <b>426,940</b>
 <b>Total</b>	 <b>590,765</b>	 <b>429,659</b>	 <b>1,020,424</b>
 <b>Charitable activities</b>			
Direct Income from charitable activities	160,217	-	160,217
Benefit in kind – Accommodation & Service	430,548	-	430,548
Clubs and Societies - Income	-	429,659	429,659
	<b>590,765</b>	<b>429,659</b>	<b>1,020,424</b>

	Restricted	Unrestricted	Total 2021
	£	£	£
Voice	102,583	12,500	115,083
Life	73,398	1,950	75,348
Community	111,279	43,883	155,162
<b>Membership Services</b>	<b>287,260</b>	<b>58,333</b>	<b>345,593</b>
 <b>Primary Purpose Trading Activities</b>	 <b>312,855</b>	 <b>149,227</b>	 <b>462,082</b>
 <b>Total</b>	 <b>600,115</b>	 <b>207,560</b>	 <b>807,675</b>
 <b>Charitable activities</b>			
Direct Income from charitable activities	37,301	-	37,301
Benefit in kind – Accommodation & Service	562,814	-	562,814
Clubs and Societies - Income	-	207,560	207,560
	<b>600,115</b>	<b>207,560</b>	<b>807,675</b>

# UNIVERSITY OF CENTRAL LANCASHIRE STUDENTS' UNION

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2022

### 6. OTHER TRADING INCOME

	Restricted	Unrestricted	Total
			2022
	£	£	£
Marketing	-	5,268	5,268
Profit on sale of tangible fixed assets		833	833
	-	6,101	6,101
	Restricted	Unrestricted	Total
			2021
	£	£	£
Marketing	-	1,230	1,230
	-	1,230	1,230

### 7. CHARITABLE ACTIVITIES

#### Restricted and Unrestricted Expenditure by Theme

	Restricted	Unrestricted	Total
			2022
	£	£	£
<b>Membership Services</b>			
Voice	129,164	694,053	823,217
Life	129,164	137,491	266,655
Community	291,067	388,662	679,729
Projects	204	-	204
	549,599	1,220,206	1,769,805
<b>Primary Purpose Trading Activities</b>	43,055	433,954	477,009
	592,654	1,654,160	2,246,814
<b>Direct Costs Plus Benefit in Kind</b>			
Direct expenditure	-	1,654,160	1,654,160
Clubs and Societies - Expenditure	161,902	-	161,902
Benefit in Kind – Accom & Services	430,548	-	430,548
Projects in membership services	204	-	204
	592,654	1,654,160	2,246,814
	Restricted	Unrestricted	Total
			2021
	£	£	£
<b>Membership Services</b>			
Voice	102,583	656,506	759,089
Life	73,398	115,513	188,911
Community	103,468	256,340	359,808
	279,449	1,028,359	1,307,808
<b>Primary Purpose Trading Activities</b>	312,855	520,363	833,218
	592,304	1,548,722	2,141,026

# UNIVERSITY OF CENTRAL LANCASHIRE STUDENTS' UNION

## NOTES TO THE FINANCIAL STATEMENTS

### YEAR ENDED 31 JULY 2022

#### 7. CHARITABLE ACTIVITIES (continued)

##### Direct Costs Plus Benefit In Kind

Direct expenditure on charitable activities	-	1,548,722	1,548,722
Clubs and Societies - Expenditure	29,490	-	29,490
Benefit in Kind – Accom & Services	562,814	-	562,814
	<u>592,304</u>	<u>1,548,722</u>	<u>2,141,026</u>

#### 8. CHARITABLE ACTIVITIES

##### Direct & Support Expenditure by Theme

	Activities undertaken directly £	Support costs £	Total 2022 £
<b>Membership Services</b>			
Voice	733,917	89,300	823,217
Life	177,355	89,300	266,655
Community	590,428	89,301	679,729
Projects	204	-	204
	<u>1,501,904</u>	<u>267,901</u>	<u>1,769,805</u>
<b>Primary Purpose Trading Activities</b>	<u>447,242</u>	<u>29,767</u>	<u>477,009</u>
<b>Total</b>	<u>1,949,146</u>	<u>297,668</u>	<u>2,246,814</u>

	Activities undertaken directly £	Support costs £	Total 2021 £
<b>Membership Services</b>			
Voice	699,703	59,386	759,089
Life	146,421	42,490	188,911
Community	316,982	42,826	359,808
	<u>1,163,106</u>	<u>144,702</u>	<u>1,307,808</u>
<b>Primary Purpose Trading Activities</b>	<u>652,105</u>	<u>181,113</u>	<u>833,218</u>
<b>Total</b>	<u>1,815,211</u>	<u>325,815</u>	<u>2,141,026</u>

# UNIVERSITY OF CENTRAL LANCASHIRE STUDENTS' UNION

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2022

### 9. Charitable activities Charitable expenditure by cost type

	Membership Services £	Primary Purpose Trading Activities £	Central Support Costs £	Total 2022 £
Good for Resale	25,330	201,049	-	226,379
Salaries & Wages	751,608	155,944	176,351	1,083,903
Training, Development & Travel	9,500	-	6,941	16,441
Other Employment Costs	1,433	-	28,011	29,444
NUS Affiliation	29,782	-	-	29,782
Clubs and Societies – Transport, Facilities & Affiliation	71,255	165	7,766	79,186
Insurance	4,134	-	20,933	25,067
Buildings – Repairs and Cleaning		10,646	2,437	13,083
Essential Materials	1,855	10,157	1,695	13,707
Equipment and Software	19,439	6,778	7,831	34,048
Minibus Expenditure	8,517	-	-	8,517
Advertising and Marketing	7,988	628	-	8,616
Finance Expenses	2,819	11,996	1,650	16,465
Professional Expenses	5,540	1,543	17,760	24,843
Administration Charges	13,242	(184)	4,090	17,148
Depreciation - Refurbishment	8,644	689	812	10,145
Depreciation - Equipment	4,135	9,082	4,169	17,386
Benefit in kind - Accommodation and Services	374,577	38,749	17,222	430,548
Restricted Club and Society Costs	161,902	-	-	161,902
Restricted project costs	204	-	-	204
	<b>1,501,904</b>	<b>447,242</b>	<b>297,668</b>	<b>2,246,814</b>
Central Support Cost Allocation	267,901	29,767	(297,668)	-
<b>Total</b>	<b>1,769,805</b>	<b>477,009</b>	<b>-</b>	<b>2,246,814</b>

# UNIVERSITY OF CENTRAL LANCASHIRE STUDENTS' UNION

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2022

### 9. Charitable activities (continued) Charitable expenditure by cost type

	Membership Services £	Primary Purpose Trading Activities £	Central Support Costs £	Total 2021 £
Good for Resale	28,975	74,233	-	103,208
Salaries & Wages	708,999	212,295	194,137	1,115,431
Training, Development & Travel	7,654	405	8,705	16,764
Other Employment Costs	1,193	2,290	22,456	25,939
NUS Affiliation	30,774	-	-	30,774
Clubs and Societies – Transport, Facilities & Affiliation	28,181	123	4,415	32,719
Insurance	5,283	992	23,665	29,940
Buildings – Repairs and Cleaning	-	1,783	3,231	5,014
Essential Materials	580	4,566	12	5,158
Equipment and Software	20,258	12,355	20,861	53,475
Minibus Expenditure	9,780	-	-	9,780
Advertising and Marketing	8,652	1,235	1,000	10,887
Finance Expenses	875	4,097	943	5,915
Professional Expenses	13,293	4,325	21,000	38,618
Administration Charges	11,061	1,252	6,138	18,451
Depreciation - Refurbishment	9,276	10,390	-	19,666
Depreciation - Equipment	6,322	18,294	2,367	26,983
Benefit in kind - Accommodation and Services	242,460	303,469	16,885	562,814
Restricted Club and Society Costs	29,490	-	-	29,490
	<u>1,163,106</u>	<u>652,105</u>	<u>325,815</u>	<u>2,141,026</u>
Central Support Cost Allocation	<u>144,702</u>	<u>181,113</u>	<u>(325,815)</u>	<u>-</u>
<b>Total</b>	<u>1,307,808</u>	<u>833,218</u>	<u>-</u>	<u>2,141,026</u>

# UNIVERSITY OF CENTRAL LANCASHIRE STUDENTS' UNION

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2022

### 10. GOVERNANCE COSTS

	Total 2022 £	Total 2021 £
Audit	8,500	6,000
Insurance	1,333	1,850
Board away day	832	-
Board expenses	1,047	105
NCVO – Consultancy Fees – Governance Review	-	4,875
Training events	8,365	-
Software	5,797	-
Civil Subscription	4,500	550
	<u>30,374</u>	<u>13,380</u>

### 11. EXCEPTIONAL AND SIGNIFICANT ITEMS

	Restricted £	Unrestricted £	Total 2022 £
Salary fraud	-	1,378	1,378
Stock write off	-	4,772	4,772
SUSS Pension Deficit Discount Unwinding	(172,497)	-	(172,497)
	<u>(172,497)</u>	<u>6,150</u>	<u>(166,347)</u>

	Restricted £	Unrestricted £	Total 2021 £
Redundancies and exiting costs	-	28,760	28,760
Working from Home Equipment	-	5,140	5,140
SUSS Pension Deficit Discount Unwinding	22,976	-	22,976
	<u>22,976</u>	<u>33,900</u>	<u>56,876</u>



# UNIVERSITY OF CENTRAL LANCASHIRE STUDENTS' UNION

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2022

### 12. STAFF COSTS AND NUMBERS

	Total 2022 £	Total 2021 £
Wages and salaries	925,861	945,914
National insurance	75,368	79,568
Pension costs	82,674	89,949
	<u>1,083,903</u>	<u>1,115,431</u>

Key management personnel, as disclosed on page 1, received remuneration of £158,346 (2021: £181,937).

For the year ended 31 July 2022 and 31 July 2021 no employee received remuneration in excess of £60,000.

The average number of staff employed by the charity was:

	2022 No.	2021 No.
Full time staff	37	40
Student staff	35	15
	<u>72</u>	<u>45</u>

### 13. FIXED ASSETS

	Building costs £	Motor Vehicles £	Fixtures & Equipment £	Total £
<b>Cost</b>				
As at 1 August 2020	1,054,667	10,911	549,876	1,615,454
Additions	-	-	6,321	6,321
Disposals	-	(10,911)	-	(10,911)
As at 31 July 2021	<u>1,054,667</u>	<u>-</u>	<u>556,197</u>	<u>1,610,864</u>
<b>Accumulated depreciation</b>				
As at 1 August 2021	1,041,139	10,909	521,774	1,573,822
Charge for the year	10,145	-	17,386	27,531
On Disposals	-	(10,909)	-	(10,909)
As at 31 July 2022	<u>1,051,284</u>	<u>-</u>	<u>539,160</u>	<u>1,590,444</u>
<b>Net book value</b>				
31 July 2022	<u>3,383</u>	<u>-</u>	<u>17,037</u>	<u>20,420</u>
31 July 2021	<u>13,528</u>	<u>2</u>	<u>28,102</u>	<u>41,632</u>

**UNIVERSITY OF CENTRAL LANCASHIRE STUDENTS' UNION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 JULY 2022**

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**14. FIXED ASSET INVESTMENT**

	Investment in subsidiaries £	Total £
Cost	1	1
As at 1 August 2021 and 31 July 2022		
	2022	2021
Name of company	Equity held %	Equity held %
Investments in subsidiaries		
53 Degrees Events Limited	100%	100%
	Aggregate of share capital and reserves	Profit for the year
Turnover	£	£
53 Degrees Events Limited - dormant	=	1

**15. STOCK**

	2022 £	2021 £
Bar	5,289	9,618
Shop stock	-	11,016
Atrium stock	3,844	885
Clothing stock	11,084	4,701
	<u>20,217</u>	<u>26,220</u>

**16. DEBTORS**

	2022 £	2021 £
Prepayments and accrued income	31,689	46,827
University debtor	10,902	36,831
Other debtors	15,063	18,110
	<u>57,654</u>	<u>101,768</u>

**UNIVERSITY OF CENTRAL LANCASHIRE STUDENTS' UNION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 JULY 2022**

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**17. CREDITORS: Amounts falling due within one year**

	2022 £	2021 £
Trade creditors	45,189	50,105
Social security and other taxes	21,311	16,724
Other creditors	35,927	36,594
Accruals and deferred income	18,830	20,192
Pension liability	90,852	86,298
	<u>212,109</u>	<u>209,913</u>

**18. CREDITORS: Amounts falling due after more than one year**

	2022 £	2021 £
Pension liability	<u>1,197,359</u>	<u>1,460,166</u>
	<u>1,197,359</u>	<u>1,460,166</u>
Repayment due as follows:		
Due 1-2 Years	186,245	177,516
Due 2-5 Years	315,763	301,940
Due 5+ Years	<u>695,351</u>	<u>980,710</u>
	<u>1,197,359</u>	<u>1,460,166</u>

Please refer to note 21 for further details on the pension liability such as repayment terms and discount rate.

**19. FINANCIAL INSTRUMENTS**

Financial liabilities measured at amortised cost:

	2022 £	2021 £
Financial liabilities measured at present value:		
Pension deficit	<u>1,288,211</u>	<u>1,546,464</u>
	<u>1,288,211</u>	<u>1,546,464</u>

# UNIVERSITY OF CENTRAL LANCASHIRE STUDENTS' UNION

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2022

### 20. RESERVES

	At 1 August 2021	Incoming resources	Resources expended	Transfers	At 31 July 2022
	£	£	£	£	£
<b>Restricted Funds</b>					
Pension Deficit Fund	(1,546,464)	-	172,497	85,756	(1,288,211)
Benefit in kind – Accommodation and Service	-	430,548	(430,548)	-	-
Clubs and Societies	91,003	152,049	(161,902)	(5,460)	75,690
Student Union Projects	-	8,168	(204)	1,653	9,617
<b>Total Restricted Funds</b>	<b>(1,455,461)</b>	<b>590,765</b>	<b>(420,157)</b>	<b>81,949</b>	<b>(1,202,904)</b>
<b>Unrestricted Funds</b>					
Accumulated General Fund	157,904	1,761,181	(1,660,310)	(85,756)	173,019
<b>Total General Funds</b>	<b>157,904</b>	<b>1,761,181</b>	<b>(1,660,310)</b>	<b>(85,756)</b>	<b>173,019</b>
<b>Designated funds</b>					
Film and arts designated fund	5,113	-	-	-	5,113
Sport Ball funds	4,717	-	-	-	4,717
Clubs and Societies bidding reserve	23,177	-	-	(765)	22,412
Clubs and Societies archived	6,945	-	-	5,472	12,417
Homes for Students	600	-	-	(900)	(300)
<b>Total Designated Funds</b>	<b>40,552</b>	<b>-</b>	<b>-</b>	<b>3,807</b>	<b>44,659</b>
<b>Total Unrestricted Funds</b>	<b>198,456</b>	<b>1,761,181</b>	<b>(1,660,310)</b>	<b>81,949</b>	<b>217,678</b>
<b>Total Funds</b>	<b>(1,257,004)</b>	<b>2,351,946</b>	<b>(2,080,467)</b>	<b>-</b>	<b>(985,526)</b>

# UNIVERSITY OF CENTRAL LANCASHIRE STUDENTS' UNION

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2022

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### 20. RESERVES (continued)

#### **Pension Deficit Fund**

The Union is a member of the Student Union Superannuation Scheme, a multi-employer defined benefit pension scheme. The fund value of £1.28m represents the Union's share of the scheme's deficit at a net present value, which has a recovery plan running until 2035. (Note 21 – Pensions, for more details.) Following a full review, the trustees decided to transfer this fund from general funds to restricted funds to illustrate the rules place on the deficit, for which, the trustees are bound.

#### **Benefit in Kind – Accommodation & Services**

The Students' Union occupies two university buildings which are fully maintained and serviced by the University. The non-monetary total for this support is £431k and is reported in the Statement of Financial Activities income and expenditure, page 23 and detailed in notes 4, 6 and 8.

#### **Clubs and Society Funds**

Funds raised by individual clubs and societies are recognised as restricted funds through the Statement of Financial Activities in the year the Union is entitled to the income. Expenditure is recognised against these funds in the year with any unspent funds being recognised as restricted funds available to the individual clubs and societies in future periods.

#### **General Funds**

Unrestricted general funds arising from the accumulated surplus from its various activities held to provide flexibility in the future.

#### **Building designated reserve**

In support of the master plan and the changes that will occur around the Student Unions' buildings, it is the board's strategic plan to set aside some general funds for building investment.

#### **Sports Ball funds**

Made from Sports Ball surpluses, this fund is used to support clubs and societies with a long-term investment need. This fund is continuous.

#### **Clubs/ Societies Designated Bidding/ Archived Reserves**

16 groups which were inactive for two years with balances totalling £5,608 were transferred to an archive reserve. Groups which were inactive for over five years with funds totalling £136 were transferred to a bidding reserve. Groups will be able to bid on these funds for investment into their Club or Society benefiting students on many levels.

#### **Film and Arts Designated Fund**

The Students' Union received a 'one-off' grant of funds from the University in 2008 in order to support the continued presentation of films by the Union's Film Society in the 'Mitchell and Kenyon Cinema' on Campus. As this remains unused the University have lifted their restriction and these funds have been designated for the general film and arts spend.

#### **Student Union Projects**

This is a new fund for 2022 and is needed to ring fence funds externally received for small projects. These include Community Fridge £3,000, Mental Health Matters £1,500, CVCL – Collaboration £1,500, Scran £1,510 plus a few smaller projects of £500 each for Forget me not and Secret Garden. We look forward to putting these funds to good use next year to benefit the Students and the community.

#### **Homes for Students**

Homes for Students kindly sponsored the Netball team's hoodies and kit dresses which was invoiced in 2021 and paid in 2022. Unpaid invoices are held in this reserve until they are paid to ensure the group collects the funds owing.

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**UNIVERSITY OF CENTRAL LANCASHIRE STUDENTS' UNION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 JULY 2022**

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**20. RESERVES (continued)**

**2021 Reserves Movement**

	At 1 August 2020	Incoming resources	Resources expended	Transfers	At 31 July 2021
	£	£	£	£	£
<b>Restricted Funds</b>					
Pension Deficit Fund	(1,584,553)	-	(22,976)	61,065	(1,546,464)
Benefit in kind – Accommodation and Service	-	562,814	(562,814)	-	-
Clubs and Societies	95,105	37,301	(29,490)	(11,913)	91,003
<b>Total Restricted Funds</b>	<b>(1,489,448)</b>	<b>600,115</b>	<b>(615,280)</b>	<b>49,152</b>	<b>(1,455,461)</b>
<b>Unrestricted Funds</b>					
Accumulated General Fund	81,712	1,569,879	(1,582,622)	88,935	157,903
<b>Total General Funds</b>	<b>81,712</b>	<b>1,569,879</b>	<b>(1,582,622)</b>	<b>88,935</b>	<b>157,903</b>
<b>Designated funds</b>					
Building designated reserve	150,000	-	-	(150,000)	-
Film and arts designated fund	5,113	-	-	-	5,113
Sport Ball funds	4,717	-	-	-	4,717
Clubs and Societies bidding reserve	16,125	-	-	7,052	23,177
Clubs and Societies archived	2,684	-	-	4,261	6,945
Homes for students	-	-	-	600	600
<b>Total Designated Funds</b>	<b>178,639</b>	<b>-</b>	<b>-</b>	<b>(138,027)</b>	<b>40,552</b>
<b>Total Unrestricted Funds</b>	<b>260,351</b>	<b>1,569,879</b>	<b>(1,582,622)</b>	<b>(49,152)</b>	<b>198,456</b>
<b>Total Funds</b>	<b>(1,229,097)</b>	<b>2,169,994</b>	<b>(2,197,902)</b>	<b>-</b>	<b>(1,257,005)</b>



# UNIVERSITY OF CENTRAL LANCASHIRE STUDENTS' UNION

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2022

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### 21. PENSIONS

The Charity participates in the Student Union Superannuation Scheme, a multiemployer defined benefit pension scheme whose membership consists of employees of students' unions and related bodies throughout the country. With effect from 30 September 2011 the scheme closed to future accrual.

The employers share the actuarial risks associated with all members of the scheme. The Charity is not legally responsible for the scheme and does not have sufficient information to use defined benefit accounting. Accordingly, the scheme is accounted for as if it is a defined contribution scheme.

The Charity and the other employers are jointly and severally liable for the scheme's deficit. At 30 June 2019, the date of the latest available information, the SUSS scheme deficit was £140,900,000. The 2019 valuation recommended a monthly contribution requirement by each participating Employer expressed in monetary terms intended to clear the ongoing funding deficit. These contributions will be made until 2035 and will increase by at least 5% each year, with a one-off increase of 8% in October 2021.

A liability of £1,288,211 (2021: £1,584,552) has been recognised for UCLan SU, representing the present value of the additional contributions payable between the year-end and 2035, with the resulting movement recognised in the Statement of Financial Activity under the heading of 'Pension Discount Unwinding' reporting a cost of £172,497 (2021: £22,976). The discount rate used to calculate this liability was 3.41%.

As the SUSS is closed to future accrual there were no employer contributions paid into the scheme by the Union for the year ended 31 July 2022; the Union does however continue to pay funding towards the deficit. For the year ended 31 July 2022, these contributions amounted to £85,756 (2021: £61,065).

The Union also participates in two other defined contribution schemes. The assets of the scheme are held separately from those of the company in an independently administered fund. During the year, contributions of £82,674 (2021: £89,949) were paid to the schemes. At 31 July 2022 pension contributions of £ 7,717 (2021: £Nil) were payable and included within other creditors.

### 22. RELATED PARTY TRANSACTIONS

The Union is a registered charity for the purposes of the Charities Act 1993. The Union is in receipt of a recurrent grant from the University of Central Lancashire (UCLan) of £1,320,035 (2021: £1,287,839).

In addition, the Union occupies its building on a rent-free basis under an informal licence subject to the Union maintaining the building in a good state of repair. In accordance with the Charities SORP (2015), the trustees have estimated that the provision of space and associated services is worth £430,548 (2021: £562,814) to the Union and have recognised this amount in the Statement of Financial Activities. Amounts due from the University at 31 July 2022 were £10,902 (2021: £36,831).

The Elected Officers receive remuneration for their services as provided for within the Articles of Association. The aggregate amount payable under such contracts in the year was £84,623 (2021: £84,205). In addition, the Union has paid Trustees' liability insurance of £1,333 (2021: £1,850).

# UNIVERSITY OF CENTRAL LANCASHIRE STUDENTS' UNION

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2022

### 23. CONTROLLING PARTY

Control of the Union rests with the Student Council which is made up of an elected chairperson and elected student representatives. The Council decides on Union policy, mandates the trustees to put policies into action and ensures the Board of Trustees keep standards high across all aspects of the Union.

### 24. NET ASSETS BY FUNDS

	Restricted	Unrestricted	Total 2022
	£	£	£
Tangible Fixed Assets	-	20,420	20,420
Investments	-	1	1
Net Current Assets	(5,546)	196,957	191,411
Liabilities due after more than one year	(1,197,359)	-	(1,197,359)
<b>Total Funds</b>	<b>(1,202,904)</b>	<b>217,378</b>	<b>(985,526)</b>
Available Reserves	85,306	217,378	302,684
Accounting Reserves	(1,288,221)	-	(1,288,211)
<b>Total Reserves</b>	<b>(1,202,904)</b>	<b>217,378</b>	<b>(985,526)</b>

	Restricted	Unrestricted	Total 2021
	£	£	£
Tangible Fixed Assets	-	41,632	41,632
Investments	-	1	1
Net Current Assets/(Liabilities)	4,702	156,826	161,528
Liabilities due after more than one year	(1,460,166)	-	(1,460,166)
<b>Total Funds</b>	<b>(1,455,464)</b>	<b>198,459</b>	<b>(1,257,005)</b>
Available Reserves	4,702	198,459	203,161
Accounting Reserves	(1,460,166)	-	(1,460,166)
<b>Total Reserves</b>	<b>(1,455,464)</b>	<b>198,459</b>	<b>(1,257,005)</b>

# UNIVERSITY OF CENTRAL LANCASHIRE STUDENTS' UNION

## NOTES TO THE FINANCIAL STATEMENTS

### YEAR ENDED 31 JULY 2022

#### 25. COMMITMENTS UNDER OPERATING LEASES

At 31 July 2022 the Students' Union had outstanding obligations under non-cancellable operating leases as set out below.

	2022 £	2021 £
Operating leases due:		
Within 1 year	-	3,362
	<u>-</u>	<u>3,362</u>

#### 26. TRUSTEES' REMUNERATION AND EXPENSES

Each of the Unions 4 Elected Officers are paid £18,924 (2021: £18,644) for the year, as authorised in the union's governing document, for the representation, campaigning, and support work they undertake as distinct from their trustees' responsibilities. This work includes voicing student opinion with the institution and local community, defending and extending the right of the students through petitions, discussion with MPs and also organising and supporting student volunteers and service provision for them. The total salary and NI costs for the elected officer team amounted to £84,623 (2021: £84,205). Included within these totals are employer pension contributions of £3,469 (2021: £3,729).

No other trustee received any benefits during the year.

Trustees were reimbursed a total of £nil (2021 - £nil) for the year in respect of personal travel and subsistence expenses.

#### 27. RECONCILIATION OF OPERATING CASH FLOW

	2022 £	2021 £
<b>Cash flows from operating activities</b>		
Surplus for the financial year	271,479	(27,908)
<i>Adjustments to reconcile profit for the year to net cash from operating activities</i>		
Interest received	(926)	(36)
Depreciation	27,531	46,649
(Increase)/decrease in inventories	6,003	24,350
Decrease in trade and other debtors	44,114	2,359
Increase in trade and other creditors	(2,358)	(1,558)
Add back Pension Discount Unwinding Costs	(172,497)	22,976
<b>Cash generated from operating activities</b>	<u>173,346</u>	<u>66,831</u>

#### 28. CONTINGENT LIABILITY

As detailed in the Trustees' Report on page 16, the Union is subject to a possible claim from HMRC in relation to the treatment of catering sales in some of its commercial trading outlets. The Students' Union, along with other Students' Unions and the NUS, is legally challenging the basis for HMRC's potential claim, which management and the Trustees estimate to be in the region of £59,729 and, as at the reporting date and approval of the financial statements, assess the claim to be possible rather than probable and hence this potential outflow has been disclosed as a contingent liability rather than a provision.

