

# NEWMAN STUDENTS' UNION

England & Wales · Charity number 1143073

## Details

|             |                                                         |
|-------------|---------------------------------------------------------|
| Other names | NSU                                                     |
| Status      | Registered                                              |
| Legal form  | Other                                                   |
| Registered  | 2011-07-25                                              |
| Register    | <a href="#">View on the Charity Commission register</a> |

## Contact

|         |                                                                          |
|---------|--------------------------------------------------------------------------|
| Address | Newman University<br>Genners Lane<br>Birmingham<br>B32 3NT               |
| Phone   | 01214832225                                                              |
| Email   | <a href="mailto:su-president@newman.ac.uk">su-president@newman.ac.uk</a> |
| Website | <a href="http://www.newmansu.org">www.newmansu.org</a>                   |

## Activities

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

**Activities:** The Union is devoted to the educational interests and welfare of its Members.

## Classification

- **How:** Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body, Other Charitable Activities
- **What:** Other Charitable Purposes
- **Who:** Other Defined Groups

## Geography

- Birmingham City

## Finances

| Period end | Income   | Expenditure | Assets | Employees |
|------------|----------|-------------|--------|-----------|
| 2025-07-31 | £191,435 | £222,775    | -      | -         |
| 2024-07-31 | £184,477 | £201,985    | -      | -         |
| 2023-07-31 | £173,565 | £169,527    | -      | -         |
| 2022-07-31 | £173,984 | £160,898    | -      | -         |
| 2021-07-31 | £186,102 | £193,627    | -      | -         |

## Trustees

| Name                         | Role | Appointed  |
|------------------------------|------|------------|
| Adrian Spence                |      | 2022-10-26 |
| Clare Sharp                  |      | 2024-07-01 |
| Gemma Prange                 |      | 2024-07-01 |
| Lewis John Palin             |      | 2018-03-15 |
| Timothy Richard Hewes-Belton |      | 2021-07-01 |

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# Accounts

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**Report of the Trustees and  
Unaudited Financial Statements  
for the Year Ended 31 July 2025  
for  
Newman Students' Union**

Locke Williams Associates LLP  
Chartered Accountants  
Studio 2  
50-54 St Pauls Square  
Birmingham  
West Midlands  
B3 1QS

**Newman Students' Union**

**Contents of the Financial Statements  
for the Year Ended 31 July 2025**

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**Newman Students' Union**  
**Chair's Report**  
**for the Year Ended 31 July 2025**

As we reflect on 2024/25, Newman Students' Union has continued to support students through a changing higher education environment, ensuring their voices are represented and that they have access to meaningful support, community, and opportunities beyond the classroom. Our priority remains delivering a positive and inclusive student experience for all Birmingham Newman students. During the year, the University community grew and demand for Students' Union services increased in line with that growth.

2024/25 also marked a significant year of progress for the Union, including increased recognition of our work through student feedback and external measures. This year represented an important stage in embedding the Union Strategy 2024-27 and the revised governance framework approved in 2024, strengthening democratic oversight, improving accountability, and supporting more inclusive representation through an expanded range of student officer roles.

During 2024/25, key areas of achievement included:

- **National Student Survey (Q25):** 85.1% positivity (+6pp), ranking 1st in Birmingham for the seventh consecutive year
- **WhatUni Student Choice Awards:** ranked 7th nationally and 1st in the West Midlands (Students' Union category)
- **Advice and support:** 163 advice cases supported (+7.2%), following the appointment of a permanent Student Voice & Advice Co-ordinator
- **Democratic engagement:** increased the number of part-time Student Officers to 10, including liberation and inclusion officer roles.
- **Campaign and inclusion activity:** delivery of key awareness weeks and community initiatives, including Ramadan care packages in partnership with University colleagues
- **Fundraising and awareness:** £930 raised for charitable causes during the year

Looking ahead, the Union will continue to focus on delivering the priorities set out in the Strategy, including strengthening student-led activity, supporting academic engagement and representation, and building a strong sense of community and belonging for all students.

I would like to thank our staff team, elected officers, student representatives, trustees, and University partners for their ongoing commitment and collaboration throughout the year.

Tim Hewes-Belton & Gemma Bowen  
Lay Trustee & President (Co-Chairs of the Board)

**Newman Students' Union**  
**Report of the Trustees**  
**for the Year Ended 31 July 2025**

The trustees present their report with the financial statements of the charity for the year ended 31 July 2025. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

**OBJECTIVES AND ACTIVITIES**

**Objectives and activities**

The Union's objects are the advancement of the education of students at Newman University for the public benefit by: - Promoting the interests and welfare of Students at Newman University, their course of study and representing, supporting and advising Students; - Being the recognised representative channel between students and Newman University and any other external bodies; and - Providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its students.

**Public benefit**

The Trustees of Newman Students' Union have had regard to the public benefit guidance, including that on public benefit and the advancement of education, issued by the Charity Commission. The section of this report entitled 'Achievement and Performance' reports on Newman Students' Union's main activities and successes. Newman Students' Union's work benefits the following public groups:

- All students and recent graduates of Newman University;
- Members of, and others attending, affiliated student group activities; and
- Members of the public who access information and resources on our website, attend Newman Students' Union activities or benefit from charitable fundraising.

## Newman Students' Union

### Report of the Trustees for the Year Ended 31 July 2025

#### ACHIEVEMENTS AND PERFORMANCE

##### Charitable activities

Newman Students' Union undertook a comprehensive strategic and governance review at the end of 2023/24. This process resulted in the adoption of a new organisational Strategy for 2024-27, alongside a revised Constitution and updated supporting governance documents. The Strategy sets out four core areas of the Union's work, **Voice, Support, Community & Wellbeing**, delivered through elected student leadership and supported by the Union's operational staff team. Key developments and achievements during 2024/25 are set out below.

##### Strategy and Governance

In winter 2023, Newman Students' Union undertook a structured consultation exercise to better understand what Birmingham Newman students value in their university experience and how the Students' Union can best support them. Engagement activity included surveys, one-to-one meetings and focus groups, reaching over 14% of the student body, alongside discussions with staff and prospective students at Open Days and feeder colleges.

The findings from this consultation informed the Union Strategy 2024-27. The Strategy sets out four priority areas: Voice, Support, Community and Wellbeing, ensuring the Union's governance, resources and activity are aligned to evidenced student need. The Strategy also reflects the profile of the Birmingham Newman student population, including a high proportion of widening participation students, such as commuter students, mature learners and students with caring responsibilities.

As part of the strategic review, the Students' Union also modernised its governance arrangements in line with sector good practice. A revised Constitution, Bye-Laws, Code of Conduct and Memorandum of Understanding were approved by University Council and the Students' Union Board of Trustees in September 2024. The updated governance structure includes a Student Council supported by two sub-committees: Voice & Support and Community & Wellbeing, strengthening accountability and democratic oversight.

The revised structure also introduced dedicated liberation and inclusion officer roles, including LGBTQ+ Officer, Access & Inclusion Officer, Mature Students Officer and REACH Officer, supporting representative student leadership and contributing to wider institutional priorities around access, inclusion and student success.

In the period from 2023 - 2025, the student population at Birmingham Newman University grew by c.28%, which has had an inevitable impact on demand for services and support provided by the Students' Union. The Officers and Staff of the Union have risen to this challenge with ever narrowing resources.

##### Voice & Support

The Voice & Support functions of the Students' Union include governance and democratic processes, the Union Advice Service, Inclusion and Liberation activity, Academic Representation, and campaigning. Oversight of this area is provided through the Voice & Support Sub-Committee of Student Council. During 2024/25, the Union continued to strengthen delivery across these functions, with progress reflected in student feedback and external measures, including the National Student Survey and recognition through the WhatUni Student Choice Awards.

##### Union Advice Service

Following a six-month period at the end of 2023/24 during which advice provision was maintained by the Union Director and Union President in response to a staffing vacancy, Newman Students' Union recruited a permanent **Student Voice & Advice Co-ordinator** in July 2024. This appointment strengthened the Union's capacity to provide consistent, high-quality academic advice and support to students at Birmingham Newman University.

During the 2024/25 academic year, the Union Advice Service supported **163** cases, representing a **7.2% increase** compared with the previous year. This reflects continued demand for student advice and support, as well as growing awareness and use of the service. The increased role of the Students' Union in supporting students is reflected within the Union Strategy 2024-27.

The Union also maintained a strong focus on early resolution and constructive communication. During 2024/25, no complaints progressed beyond the informal stage, supported by an emphasis on open dialogue between students, the Union and University staff.

## Newman Students' Union

### Report of the Trustees for the Year Ended 31 July 2025

#### Union Democracy

During 2024/25, the Students' Union continued to embed its revised governance framework, approved in 2024 by University Council and the Union Board of Trustees. The new structure established a Student Council and two sub-committees, supported by 10 part-time student officer roles, including dedicated liberation and inclusion posts. Election engagement increased during the year, with voter turnout rising by 15.4% in the 2 years since 2022/23.

Notably, all newly established liberation and inclusion officer roles were filled in 2024/25, with the majority contested. This reflects continued student engagement in inclusive representation and supports the Union's ongoing commitment to equality, diversity and inclusion.

The revised structure also introduced a Co-Chair arrangement for the Board of Trustees. Under this model, the Union President continues to serve as Co-Chair alongside a Lay Trustee. The Lay Trustee additionally assumes line management responsibility for the Union Director within this governance arrangement.

#### Campaigns

Newman Students' Union has continued to focus its campaigning activity on issues affecting students locally, while maintaining affiliation with the National Union of Students to ensure Birmingham Newman students are represented in national policy discussions on matters of importance to them. During 2024/25, the Union also supported both Officer Trustees to attend the **NUS National Lobby Day in Westminster**, where they campaigned on student housing rights, including engaging with MPs on the **Renters' Rights Bill**. In addition to this activity, both Officer Trustees have forged strong working relationships with the Birmingham branch of CitizensUK.

During 2024/25, the Union delivered a programme of campaign weeks and engagement activity for students, including:

- 1 Black History Month
- 2 Disability Awareness Month
- 3 LGBTQ+ History Month
- 4 Green Week
- 5 International Women's Day
- 6 Ramadan Care Packages (in partnership with University Library and Chaplaincy)

#### Academic Representation

Representing students to the University on matters relating to their academic experience remains central to the work of the Students' Union. During 2024/25, the Union built on the Faculty Representative system introduced in the preceding year. This year we recruited, trained and supported 8 Faculty Representatives and 235 Course Representatives. Students taking up these roles receive comprehensive training and support throughout the year to best represent the views of their colleagues to University 'Student Staff Consultative Committees'. It is planned that the Academic Representative system will be augmented by an innovative online portal aimed at giving students better options for delivering feedback on their course and University life.

#### Community & Wellbeing

Alongside the Voice & Support Sub-Committee, the Community & Wellbeing Sub-Committee, led by the Union Vice-President, oversees the remaining core area of the Union's business. This includes the delivery of student-led activities, projects, and initiatives as well as events, wellbeing activities and charity fundraising.

## Newman Students' Union

### Report of the Trustees for the Year Ended 31 July 2025

#### Societies

A key focus of the Union Strategy 2024-27 is to promote community building, wellbeing and a sense of belonging through student-led activity. A central element of this work is the development and support of student societies. While society activity has fluctuated in the period following the pandemic, 2024/25 saw increased stability, with a growing number of groups becoming more established and embedded within student life at Birmingham Newman. The Union concluded 2024/25 with 16 active societies, with over 200 members:

- Anime & Manga
- Gaming
- LGBTQ+
- Steel House
- Warhammer 40K
- Believers LoveWorld
- Flow Fusion
- Music Society
- Music and Drama Society
- Computer Science
- Nursing Society
- Occupational Therapy Society
- Outdoor Art
- Chess Club

#### Charity & Community

During 2024/25, the Union continued to support charity fundraising and community awareness activity. In September 2024, the Union raised **£180** for **Macmillan Cancer Support** through a Coffee Morning delivered in partnership with the University Chaplaincy. In November 2024, the Union delivered awareness activity for World Diabetes Day, including producing a short film highlighting the experiences of students who act as carers for disabled relatives.

In December 2024, the Union raised **£214** for **Birmingham Children's Hospital** through a Christmas raffle. In April 2025, the Union worked with University staff to support fundraising for the **Cystic Fibrosis Trust**, raising awareness and generating **£536**.

In total, the Union helped raise **£930** during the year, representing an increase of £500 compared with the previous year.

#### Union Awards

At the end of each academic year, Newman Students' Union hosts an Awards Celebration to recognise the contributions of students and University staff to the wider student experience. The 2024 Newman Students' Union Awards took place in the University Chapel on Thursday 15th May 2025, with over 100 attendees. The event celebrated achievements across the student body and recognised staff who have supported student experience and engagement at Birmingham Newman University.

#### Training and Development

Newman Students' Union provides annual training for Officer Trustees and members of the Student Council to ensure they are supported to fulfil their roles effectively. During 2024/25, this included a dedicated training programme delivered over a week by Students' Union staff, University colleagues and external provider Blue Edge Training. The Union's full-time Officer Trustees also participated in 360-degree appraisals, facilitated by Blue Edge Training, to support their development and effectiveness in post.

In addition to training for student officers, the Union continued to invest in staff development through ongoing Continuous Professional Development (CPD). This included participation in Level 3 and Level 7 management qualifications, accredited by the Institute of Leadership & Management.

**Newman Students' Union**  
**Report of the Trustees**  
**for the Year Ended 31 July 2025**

**National Student Survey (NSS)**

Students' Unions are assessed through Question 25 of the NSS: "How well does the students' union (association or guild) represent students' academic interests?"

In 2024/25, Newman Students' Union ranked 1st in Birmingham for the seventh consecutive year, achieving 85.1% positivity, an increase of 6 percentage points on the previous year. This result placed the Students' Union:

- 1st in the Midlands
- 1st in the Cathedrals Group
- 3rd in the United Kingdom

While NSS outcomes are one measure of performance, this sustained result provides strong external validation of the Union's representation work and its continued focus on supporting students' academic interests.

**WhatUni Student Choice Awards**

In addition to NSS performance, Newman Students' Union was shortlisted for the WhatUni Student Choice Awards in the Students' Union category. This represents the first year the Students' Union has been recognised independently within these awards, following a history of success for Birmingham Newman University more broadly.

The Students' Union was ranked 7th nationally and 1st in the West Midlands, reflecting continued progress in engagement and student-facing delivery as recognised through student feedback.

**Defecit Budget**

During 2024/25, the Union continued to operate within the agreed transitional funding model, with reserves used to support delivery alongside the Block Grant and supplementary income. This period also coincided with the adoption of the Union Strategy 2024-27 and the implementation of a revised governance framework, providing greater clarity of purpose and strengthened oversight. In total, the Union committed **£28,000** of free reserves during the year.

Reserve use in 2024/25 was higher than initially forecast (£14,884), primarily due to a range of exceptional and one-off costs associated with organisational transition. These included staffing-related costs arising from accrued annual leave payments, costs linked to the University rebrand and associated retail re-stocking, and wider sector cost pressures such as increases in the National Minimum Wage. The Union also incurred external engagement costs through participation in the WhatUni Awards.

The Union additionally increased investment in marketing and communications during the year, in response to student feedback and growing organisational ambition, with the aim of improving visibility, engagement, and access to Union services.

In line with the Union's Reserve Policy target of £25,000, the Union has implemented a pause on non-essential recruitment until Q3 of 2025/26 and maintained a prudent budget position to support reserve recovery.

**FINANCIAL REVIEW**

**Overview**

Total Gross income for 2024/25 (year ended 31 July 2024) was £191,435 of which £167,610 (23/24 - £162,725) was block grant from the institution, £20,285 (23/24 - £19,129) from trading and commercial activity with the remainder raised from student activity and events and other sundry income. In the period Newman Students' Union spent £222,775 (23/24 - £201,986) giving a Net movement of funds of -£31,340 (23/24 - £17,509).

**Custodian activities**

Newman Students' Union is custodian of funds raised under Newman Students' Union auspices by students through Raise and Give, various Societies and Officers, for distribution to designated charities.

**Newman Students' Union**  
**Report of the Trustees**  
**for the Year Ended 31 July 2025**

**FINANCIAL REVIEW**

**Reserves policy**

The Board of Trustees reviewed and approved Newman Students' Union's Reserves Policy in April 2024 which determines the level of reserves required to enable Newman Students' Union to:

- fund working capital
- fund unexpected expenditure when unplanned events occur
- fund shortfalls in anticipated income.

The minimum reserves required are £25,000. Reserves in excess of the required reserves are held as 'free reserves' or 'designated reserves', in accordance with the Trustee Board. If reserves fall below £25,000 for more than 6 months, the Trustees should ask the management to formulate a recovery plan to be submitted to Trustee Board for approval. If there are surplus funds available above the minimum level, the Committee should plan to utilise these within three years.

Total reserves as at 31 July 2022 were £10,089 (22/23 £41,429), of which £8,317 (23/24 £39,675) were free reserves. Free reserves are reserves which do not include designated funds or funds tied up in the fixed assets.

Newman Students' Union has no funds materially in deficit.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Type of governing document**

Newman Students' Union is governed by its Constitution dated 24th September 2024 and its supporting Bye Laws.

**How the charity is constituted**

The charity is an unincorporated association, constituted under the Education Act and the Regulations of Newman University.

**Trustee selection methods**

Newman Students' Union has provision for up to seven Trustees. These Trustees have a varied background, including students (members) as well as externally sourced 'professionals'. The post holders have a varied term of office to suit the nature of the position. These are:

- President - Ex-Officio serves for one year term in line with their elected position.
- Vice-President - Ex-Officio serves for one year term in line with their elected position.
- Two External Trustees are elected at UGM by the membership following recommendations by the Appointments Committee and serve a four year term.
- One External Trustee who is appointed by Newman University Management Group and serves a four year term, unless the University opt out of this selection method, in which case the Board of Trustees shall appoint another External who are also elected at a UGM.
- Two Student Trustees are elected via secret ballot as outlined within the Bye-Laws.
- The Union Chair, a Part-Time Officer position - Ex-Officio serves for one year in line with their elected position.

**Trustee election process**

To ensure Newman Students' Union remains a democratic and student led organisation, it operates both a shortlisting and election process for its trustees. Trustee positions are advertised in an appropriate manner. Applications are reviewed by the Newman Students' Union Trustee Board and Union Director to assess suitability of candidates. The committee then recommend suitable candidates to an Annual / Union General Meeting and, where appropriate, supply the meeting with a 'candidate summary' for each candidate to highlight relevant skills, background and experience. This is to encourage students to select trustees democratically whilst basing their decision on information appropriate to the positions.

**Trustee induction process**

The Union Director organises annual Trustee Training, including training specific to the role at Newman Students' Union along with training provided by the NCVO (National Council for Voluntary Organisations).

## Newman Students' Union

### Report of the Trustees for the Year Ended 31 July 2025

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### Structure governance and management

Newman Students' Union is a charity with the ultimate decision making power being vested with the **Board of Trustees**. The Board of Trustees meet regularly and receive reports from the President, Vice-President and Union Director within their respective fields, as well as receiving minutes and updates as appropriate from Union Committees.

Newman Students' Union is a democratic organisation and the Board of Trustees delegate their authority to the membership through the **Annual General Meeting (AGM)**, Union General Meetings (UGMs) and **Student Council**, subject to safeguards ensuring legality of decisions. These bodies have powers to direct the Executive and the organisation within its charitable objects. AGM, followed by UGM, then Student Forum are the principal policy making forums of Newman Students' Union and all members are invited to attend with full voting and speaking rights.

The **Student Council and its Sub-Committees** oversee the day to day running of Newman Students' Union and are accountable to the membership through the above meetings. They are responsible for ensuring Union activities follow the correct process, comply with Newman Students' Union policy and work towards the aims and objects of the organisation, as set out in its constitution and strategic plan. The Committee members are elected annually through a cross-campus ballot. All Committee members receive training and support to enable them to fulfil their duties.

**Day to day management** of the organisation is delegated to the Union Director. Newman Students' Union also employs other non-student staff to ensure effective management of the organisations' activities who have delegated authority within their job roles through the Union Director.

##### Relationships with other organisations

##### Relationship with Newman University

Newman Students' Union receives an annual block grant from the University through the University's Director of Finance, and occupies an office space owned by the University. The University also supplies, free of charge, utilities, facilities, such as computer and telecommunication equipment, cleaning and caretaking services. In addition the University provides spaces for key student group activities including meeting rooms, performance spaces and sports facilities, with no charge levied. This support is intrinsic to the relationship between Newman Students' Union and the University. Although Newman Students' Union runs some commercial activities, it is heavily dependent on the support of the University. There is no reason to believe that this support will not continue for the foreseeable future as the Education Act 1994 places a duty on the Institution to take such steps as are reasonably practical to ensure that the Union operates in a fair and democratic manner, for the benefit of the membership. Newman Students' Union works with the University to provide the best educational experience possible for its members, ensuring its affairs are properly conducted and that the educational and welfare needs of its members are met.

##### Other relationships

Newman Students' Union is a member of the National Union of Students to which it pays an annual affiliation fee. In return it receives support and training in a variety of areas, notably with regard to holding Elections, Executive training, governance support and Trustee induction.

##### Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The Trustees delegate responsibility to the Union Director, supported by a partnership with Durham Students' Union, providing financial services for monthly finance management.

#### REFERENCE AND ADMINISTRATIVE DETAILS

##### Registered Charity number

1143073

## Newman Students' Union

### Report of the Trustees for the Year Ended 31 July 2025

#### Principal address

Newman University  
Genners Lane  
Bartley Green  
Birmingham  
B32 3NT

#### Trustees

| Trustees            | Office (if any) | Dates of changes if not for whole year | Name of person (or body) entitled to appoint (if any) |
|---------------------|-----------------|----------------------------------------|-------------------------------------------------------|
| Tim Hewes-Belton    | Co-Chair        |                                        | Ex-Officio                                            |
| Gemma Prange        | Co-Chair        | Appointed 01/07/2024                   | UGM                                                   |
| Lewis Palin         |                 |                                        | Ex-Officio                                            |
| Adrian Spence       |                 |                                        | Ex-Officio                                            |
| Poppie-Mai Crampton |                 | Appointed 01/07/2024                   | UGM                                                   |
| Megan Burton        |                 | Resigned 30/06/2024                    | UGM                                                   |
| Amanda Owen-Meehan  |                 | Resigned 14/10/2024                    | Ex-Officio                                            |

#### Independent Examiner

Locke Williams Associates LLP  
Chartered Accountants  
Studio 2  
50-54 St Pauls Square  
Birmingham  
West Midlands  
B3 1QS

#### Senior staff member

Robin Pitt - Newman Students' Union, Union Director

Approved by order of the board of trustees on 02 March 2026

and signed on its behalf by:



T R Hewes-Belton (Mar 2, 2026 13:06:36 GMT)

Tim Hewes-Belton  
Trustee



Gemma Bowen (Mar 2, 2026 11:29:56 GMT)

Gemma Prange  
Trustee

**Independent Examiner's Report to the Trustees of  
Newman Students' Union**

**Independent examiner's report to the trustees of Newman Students' Union**

I report to the charity trustees on my examination of the accounts of Newman Students' Union (the Trust) for the year ended 31 July 2025.

**Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



David Williams FCA FCCA

Locke Williams Associates LLP  
Chartered Accountants  
Studio 2  
50-54 St Pauls Square  
Birmingham  
West Midlands  
B3 1QS

Date: 03 March 2026

Newman Students' Union

Statement of Financial Activities  
for the Year Ended 31 July 2025

|                                        |       | 31.7.25<br>Unrestricted<br>funds<br>£ | 31.7.24<br>Total<br>funds<br>£ |
|----------------------------------------|-------|---------------------------------------|--------------------------------|
|                                        | Notes |                                       |                                |
| <b>INCOME AND ENDOWMENTS FROM</b>      |       |                                       |                                |
| <b>Charitable activities</b>           |       |                                       |                                |
| Trading for charitable objectives      |       | 20,285                                | 19,129                         |
| Societies & sports clubs               |       | 155                                   | 404                            |
| University grants                      |       | 167,610                               | 162,725                        |
| Other trading activities               | 2     | 3,225                                 | 2,000                          |
| Investment income                      | 3     | 160                                   | 219                            |
| <b>Total</b>                           |       | <b>191,435</b>                        | <b>184,477</b>                 |
| <br><b>EXPENDITURE ON</b>              |       |                                       |                                |
| Raising funds                          |       | 43,198                                | 35,510                         |
| <b>Charitable activities</b>           | 4     |                                       |                                |
| Advice & representation                |       | 35,688                                | 30,252                         |
| Opportunities                          |       | 35,992                                | 35,532                         |
| Democracy                              |       | 78,876                                | 73,503                         |
| Training and development               |       | 28,883                                | 27,119                         |
| Societies & sports clubs               |       | 138                                   | 70                             |
| Other resources expended               |       | -                                     | -                              |
| <b>Total</b>                           |       | <b>222,775</b>                        | <b>201,986</b>                 |
| <br><b>NET INCOME/(EXPENDITURE)</b>    |       | <b>(31,340)</b>                       | <b>(17,509)</b>                |
| <br><b>RECONCILIATION OF FUNDS</b>     |       |                                       |                                |
| Total funds brought forward            |       | 41,429                                | 58,938                         |
| <br><b>TOTAL FUNDS CARRIED FORWARD</b> |       | <b>10,089</b>                         | <b>41,429</b>                  |

The notes form part of these financial statements

# Newman Students' Union

## Balance Sheet 31 July 2025

|                                              | Notes | 31.7.25<br>Unrestricted<br>funds<br>£ | 31.7.24<br>Total<br>funds<br>£ |
|----------------------------------------------|-------|---------------------------------------|--------------------------------|
| <b>FIXED ASSETS</b>                          |       |                                       |                                |
| Tangible assets                              | 8     | 5,140                                 | 5,521                          |
| <b>CURRENT ASSETS</b>                        |       |                                       |                                |
| Stocks                                       | 9     | 6,707                                 | 3,408                          |
| Debtors                                      | 10    | 675                                   | 250                            |
| Cash at bank and in hand                     |       | <u>11,019</u>                         | <u>41,306</u>                  |
|                                              |       | <b>18,401</b>                         | 44,964                         |
| <b>CREDITORS</b>                             |       |                                       |                                |
| Amounts falling due within one year          | 11    | <u>(13,452)</u>                       | <u>(9,056)</u>                 |
| <b>NET CURRENT ASSETS</b>                    |       | <u><b>4,949</b></u>                   | <u>35,908</u>                  |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b> |       | <b>10,089</b>                         | 41,429                         |
| <b>NET ASSETS</b>                            |       | <u><b>10,089</b></u>                  | <u>41,429</u>                  |
| <b>FUNDS</b>                                 | 12    |                                       |                                |
| Unrestricted funds:                          |       |                                       |                                |
| General fund                                 |       | 8,317                                 | 39,675                         |
| Societies and clubs - total funds            |       | <u>1,772</u>                          | <u>1,754</u>                   |
|                                              |       | <b>10,089</b>                         | 41,429                         |
| <b>TOTAL FUNDS</b>                           |       | <u><b>10,089</b></u>                  | <u>41,429</u>                  |

The financial statements were approved by the Board of Trustees and authorised for issue on 02 March 2026 and were signed on its behalf by:

  
T R Hewes-Belton (Mar 2, 2026 13:06:36 GMT)

Tim Hewes-Belton  
Trustee

  
Gemma Bowen (Mar 2, 2026 11:29:56 GMT)

Gemma Prange  
Trustee

The notes form part of these financial statements

## Newman Students' Union

### Notes to the Financial Statements for the Year Ended 31 July 2025

#### 1. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The charity meets the definition of a public benefit entity under FRS102.

##### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Expenditure includes irrecoverable VAT.

##### **Allocation and apportionment of costs**

Expenses, including support costs and governance costs, are allocated or apportioned to the applicable expenditure headings in the statement of financial activities. Charitable expenditure comprises the direct and indirect costs of delivering public benefit.

Governance costs are those incurred for compliance with constitutional and statutory requirements, such as annual elections and training for sabbatical officers. Other central overhead costs are apportioned to charitable and other projects/activities on a usage basis.

##### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

|                                  |               |
|----------------------------------|---------------|
| Fixtures, fittings and equipment | - 20% on cost |
|----------------------------------|---------------|

##### **Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

##### **Debtors and creditors receivable / payable within one year**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

##### **Cash at bank and in hand**

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

##### **Taxation**

The charity is exempt from tax on its charitable activities.

##### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

# Newman Students' Union

## Notes to the Financial Statements - continued for the Year Ended 31 July 2025

### 1. ACCOUNTING POLICIES - continued

#### Fund accounting

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

### 2. OTHER TRADING ACTIVITIES

|                                   | 31.7.25      | 31.7.24      |
|-----------------------------------|--------------|--------------|
|                                   | £            | £            |
| Commercial marketing/ sponsorship | <u>3,225</u> | <u>2,000</u> |

### 3. INVESTMENT INCOME

|                          | 31.7.25    | 31.7.24    |
|--------------------------|------------|------------|
|                          | £          | £          |
| Deposit account interest | <u>160</u> | <u>219</u> |

### 4. CHARITABLE ACTIVITIES COSTS

|                          | Direct<br>Costs<br>£ | Support<br>costs<br>£ | Totals<br>£    |
|--------------------------|----------------------|-----------------------|----------------|
| Advice & representation  | 26,842               | 8,846                 | 35,688         |
| Opportunities            | 26,517               | 9,475                 | 35,992         |
| Democracy                | 71,501               | 7,375                 | 78,876         |
| Training and development | 22,152               | 6,731                 | 28,883         |
| Societies & sports clubs | -                    | 138                   | 138            |
|                          | <u>147,012</u>       | <u>32,565</u>         | <u>179,577</u> |

Staff costs and support costs which are not directly attributable to one of the specific activities stated above are apportioned across the activities in the most appropriate manner, usually based upon staff time, equipment or room usage.

Included in the above costs are:

|                                                     |            |            |
|-----------------------------------------------------|------------|------------|
| Fee for the Independent Examination of the accounts | <u>840</u> | <u>780</u> |
|-----------------------------------------------------|------------|------------|

# Newman Students' Union

## Notes to the Financial Statements - continued for the Year Ended 31 July 2025

### 5. TRUSTEES' REMUNERATION AND BENEFITS

The Chair and Vice-Chair (Sabbatical Officers) received remuneration and pension contributions as follows, as authorised in NSU's governing document, for the representation, campaigning and support work they undertook as distinct from their role as a Trustee. This work includes voicing student opinion with the University and local community, defending and extending the right of students through petitions, discussion with MPs and also organising and supporting student volunteers and service provision for them.

|                                   | 31.7.25<br>£  | 31.7.24<br>£  |
|-----------------------------------|---------------|---------------|
| Trustees remuneration in the year | <u>47,574</u> | <u>45,080</u> |

### 6. STAFF COSTS

|                       | 31.7.25<br>£   | 31.7.24<br>£   |
|-----------------------|----------------|----------------|
| Wages and salaries    | 140,224        | 129,368        |
| Social security costs | 7,462          | 6,800          |
| Other pension costs   | <u>1,432</u>   | <u>1,594</u>   |
|                       | <u>149,118</u> | <u>137,762</u> |

The average monthly number of employees during the year was as follows:

|           | 31.7.25  | 31.7.24  |
|-----------|----------|----------|
| Full time | <u>5</u> | <u>5</u> |

No employees received emoluments in excess of £60,000.

### 7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

|                                   | Unrestricted<br>funds<br>£ |
|-----------------------------------|----------------------------|
| <b>INCOME AND ENDOWMENTS FROM</b> |                            |
| <b>Charitable activities</b>      |                            |
| Trading for charitable objectives | 19,129                     |
| Societies & sports clubs          | 404                        |
| University grants                 | 162,725                    |
| Other trading activities          | 2,000                      |
| Investment income                 | <u>219</u>                 |
| <b>Total</b>                      | <u>184,477</u>             |
| <b>EXPENDITURE ON</b>             |                            |
| Raising funds                     | 35,510                     |
| <b>Charitable activities</b>      |                            |
| Advice & representation           | 30,252                     |
| Opportunities                     | 35,532                     |
| Democracy                         | 73,503                     |
| Training and development          | 27,119                     |
| Societies & sports clubs          | 70                         |
| Other resources expended          | -                          |

**Newman Students' Union**

**Notes to the Financial Statements - continued  
for the Year Ended 31 July 2025**

**7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

|                                    |                            |
|------------------------------------|----------------------------|
|                                    | Unrestricted<br>funds<br>£ |
| <b>Total</b>                       | <u>201,986</u>             |
| <b>NET INCOME/(EXPENDITURE)</b>    | (17,509)                   |
| <b>RECONCILIATION OF FUNDS</b>     |                            |
| Total funds brought forward        | 58,938                     |
| <b>TOTAL FUNDS CARRIED FORWARD</b> | <u><u>41,429</u></u>       |

**8. TANGIBLE FIXED ASSETS**

|                       | Plant and<br>machinery<br>£ | Fixtures,<br>fittings<br>and<br>equipment<br>£ | Computer<br>equipment<br>£ | Totals<br>£                |
|-----------------------|-----------------------------|------------------------------------------------|----------------------------|----------------------------|
| <b>COST</b>           |                             |                                                |                            |                            |
| At 1 August 2024      | <b>2,706</b>                | <b>1,078</b>                                   | <b>14,816</b>              | <b>18,600</b>              |
| Additions             | <u>-</u>                    | <u>-</u>                                       | <u><b>3,505</b></u>        | <u><b>3,505</b></u>        |
| At 31 July 2025       | <u><b>2,706</b></u>         | <u><b>1,078</b></u>                            | <u><b>18,321</b></u>       | <u><b>22,105</b></u>       |
| <b>DEPRECIATION</b>   |                             |                                                |                            |                            |
| At 1 August 2024      | <b>2,706</b>                | <b>1,078</b>                                   | <b>9,295</b>               | <b>13,079</b>              |
| Charge for year       | <u>-</u>                    | <u>-</u>                                       | <u><b>3,886</b></u>        | <u><b>3,886</b></u>        |
| At 31 July 2025       | <u><b>2,706</b></u>         | <u><b>1,078</b></u>                            | <u><b>13,181</b></u>       | <u><b>16,965</b></u>       |
| <b>NET BOOK VALUE</b> |                             |                                                |                            |                            |
| At 31 July 2025       | <u><u>-</u></u>             | <u><u>-</u></u>                                | <u><u><b>5,140</b></u></u> | <u><u><b>5,140</b></u></u> |
| At 31 July 2024       | <u><u>-</u></u>             | <u><u>-</u></u>                                | <u><u>5,521</u></u>        | <u><u>5,521</u></u>        |

**9. STOCKS**

|                                          |                            |                     |
|------------------------------------------|----------------------------|---------------------|
|                                          | <b>31.7.25</b>             | 31.7.24             |
|                                          | £                          | £                   |
| Goods for resale - commercial activities | <u><u><b>6,707</b></u></u> | <u><u>3,408</u></u> |

**Newman Students' Union**

**Notes to the Financial Statements - continued  
for the Year Ended 31 July 2025**

**10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|               | <b>31.7.25</b>    | 31.7.24    |
|---------------|-------------------|------------|
|               | £                 | £          |
| Trade debtors | <b>425</b>        | -          |
| Other debtors | <b>250</b>        | 250        |
|               | <u><b>675</b></u> | <u>250</u> |

**11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                              | <b>31.7.25</b>       | 31.7.24      |
|------------------------------|----------------------|--------------|
|                              | £                    | £            |
| Taxation and social security | <b>1,912</b>         | -            |
| Other creditors              | <b>11,540</b>        | 9,056        |
|                              | <u><b>13,452</b></u> | <u>9,056</u> |

**12. MOVEMENT IN FUNDS**

|                                   | At 1.8.24            | Net<br>movement<br>in funds | At<br>31.7.25        |
|-----------------------------------|----------------------|-----------------------------|----------------------|
|                                   | £                    | £                           | £                    |
| <b>Unrestricted funds</b>         |                      |                             |                      |
| General fund                      | <b>39,674</b>        | <b>(31,357)</b>             | <b>8,317</b>         |
| Societies and clubs - total funds | <b>1,755</b>         | <b>17</b>                   | <b>1,772</b>         |
|                                   | <u><b>41,429</b></u> | <u><b>(31,340)</b></u>      | <u><b>10,089</b></u> |
| <b>TOTAL FUNDS</b>                | <u><b>41,429</b></u> | <u><b>(31,340)</b></u>      | <u><b>10,089</b></u> |

Net movement in funds, included in the above are as follows:

|                                   | Incoming<br>resources | Resources<br>expended   | Movement<br>in funds   |
|-----------------------------------|-----------------------|-------------------------|------------------------|
|                                   | £                     | £                       | £                      |
| <b>Unrestricted funds</b>         |                       |                         |                        |
| General fund                      | <b>191,280</b>        | <b>(222,637)</b>        | <b>(31,357)</b>        |
| Societies and clubs - total funds | <b>155</b>            | <b>(138)</b>            | <b>17</b>              |
|                                   | <u><b>191,435</b></u> | <u><b>(222,775)</b></u> | <u><b>(31,340)</b></u> |
| <b>TOTAL FUNDS</b>                | <u><b>191,435</b></u> | <u><b>(222,775)</b></u> | <u><b>(31,340)</b></u> |

Newman Students' Union

Notes to the Financial Statements - continued  
for the Year Ended 31 July 2025

12. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

|                                   | At 1.8.23<br>£       | Net<br>movement<br>in funds<br>£ | At<br>31.7.24<br>£   |
|-----------------------------------|----------------------|----------------------------------|----------------------|
| <b>Unrestricted funds</b>         |                      |                                  |                      |
| General fund                      | 57,518               | (17,843)                         | 39,675               |
| Societies and clubs - total funds | <u>1,420</u>         | <u>334</u>                       | <u>1,754</u>         |
|                                   | <u>58,938</u>        | <u>(17,509)</u>                  | <u>41,429</u>        |
| <b>TOTAL FUNDS</b>                | <u><u>58,938</u></u> | <u><u>(17,509)</u></u>           | <u><u>41,429</u></u> |

Comparative net movement in funds, included in the above are as follows:

|                                   | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|-----------------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b>         |                            |                            |                           |
| General fund                      | 184,073                    | (201,916)                  | (17,843)                  |
| Societies and clubs - total funds | <u>404</u>                 | <u>(70)</u>                | <u>334</u>                |
|                                   | <u>184,477</u>             | <u>(201,986)</u>           | <u>(17,509)</u>           |
| <b>TOTAL FUNDS</b>                | <u><u>184,477</u></u>      | <u><u>(201,986)</u></u>    | <u><u>(17,509)</u></u>    |

## Newman Students' Union

### Notes to the Financial Statements - continued for the Year Ended 31 July 2025

#### 12. MOVEMENT IN FUNDS - continued

The Designated funds represent amounts advanced to, or raised by, less expenditure incurred by, approved Student Societies and clubs.

|                            | At 1.8.24    | Incoming<br>resources | Resources<br>expended | At 31.7.25   |
|----------------------------|--------------|-----------------------|-----------------------|--------------|
|                            | £            | £                     | £                     | £            |
| Anime & Manga              | 154          | -                     | -                     | 154          |
| Asian                      | 59           | -                     | -                     | 59           |
| Blue Sock Salon            | 11           | -                     | -                     | 11           |
| Book club                  | 22           | -                     | -                     | 22           |
| Cakes and Bakes            | 84           | -                     | -                     | 84           |
| Cheerleading               | 76           | -                     | -                     | 76           |
| Christian Union            | 89           | -                     | -                     | 89           |
| Creative Wellbeing Society | 37           | -                     | -                     | 37           |
| Critical Friends Society   | -            | -                     | -                     | -            |
| Dance                      | -            | -                     | -                     | -            |
| Debating Society           | 81           | -                     | -                     | 81           |
| Dramas (Madsoc)            | 139          | -                     | -                     | 139          |
| Gaming                     | 113          | 155                   | (109)                 | 159          |
| History Society            | 37           | -                     | -                     | 37           |
| Islamic                    | 128          | -                     | -                     | 128          |
| LGBT                       | 59           | -                     | (29)                  | 30           |
| Math                       | 30           | -                     | -                     | 30           |
| NEST                       | -            | -                     | -                     | -            |
| Para-Newman Society        | 100          | -                     | -                     | 100          |
| People & Planet            | -            | -                     | -                     | -            |
| Philosophy                 | -            | -                     | -                     | -            |
| Pole Fitness               | -            | -                     | -                     | -            |
| Pool                       | 251          | -                     | -                     | 251          |
| Social Sciences            | 85           | -                     | -                     | 85           |
| Society                    | 180          | -                     | -                     | 180          |
| We Love Film               | 20           | -                     | -                     | 20           |
|                            | <u>1,755</u> | <u>155</u>            | <u>(138)</u>          | <u>,7712</u> |

#### 13. RELATED PARTY DISCLOSURES

NSU transacts with the University on day-to-day matters including the recharge of various activities.

#### 14. ULTIMATE CONTROLLING PARTY

Ultimate control of NSU rests with its membership, represented by Student Forum and General Meetings. Its principal place of business is on the premises of Newman University, Genners Lane, Bartley Green, Birmingham, B32 3NT. NSU is an unincorporated association, registered as a charity with the Charity Commission on 25 July 2011, No. 1143073

## **Newman Students' Union**

### **Notes to the Financial Statements - continued for the Year Ended 31 July 2025**

#### **15. VOLUNTEERS**

NSU operates with a number of unpaid volunteers. There are six part time elected Officers who represent and support students across a number of areas including: societies, equality and diversity, campaigns, course representation, sport, wellbeing and events. Their only commitment to the organisation is the Executive committee meetings which are held once every two weeks, and any other work to fulfil the role is entirely voluntary.

# NEW09-CHA 2025 FINAL

Final Audit Report

2026-03-03

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2026-02-27                                   |
| By:             | DAVID WILLIAMS (davidw@lockewilliams.com)    |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAcUjENu_4LQ4q7jG76MbsvB7Btif1TTxV |

## "NEW09-CHA 2025 FINAL" History

-  Document created by DAVID WILLIAMS (davidw@lockewilliams.com)  
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-  Document emailed to t.r.hewes-belton@lboro.ac.uk for signature  
2026-02-27 - 15:02:06 GMT
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2026-02-27 - 15:02:06 GMT
-  Document emailed to DAVID WILLIAMS (davidw@lockewilliams.com) for signature  
2026-02-27 - 15:02:06 GMT
-  Email viewed by su-president@newman.ac.uk  
2026-03-02 - 11:28:44 GMT
-  Signer su-president@newman.ac.uk entered name at signing as Gemma Bowen  
2026-03-02 - 11:29:54 GMT
-  Document e-signed by Gemma Bowen (su-president@newman.ac.uk)  
Signature Date: 2026-03-02 - 11:29:56 GMT - Time Source: server
-  Email viewed by t.r.hewes-belton@lboro.ac.uk  
2026-03-02 - 13:05:45 GMT
-  Signer t.r.hewes-belton@lboro.ac.uk entered name at signing as T R Hewes-Belton  
2026-03-02 - 13:06:34 GMT
-  Document e-signed by T R Hewes-Belton (t.r.hewes-belton@lboro.ac.uk)  
Signature Date: 2026-03-02 - 13:06:36 GMT - Time Source: server



Document e-signed by DAVID WILLIAMS (davidw@lockewilliams.com)

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Signature Date: 2026-03-03 - 12:48:04 GMT - Time Source: server



Agreement completed.

2026-03-03 - 12:48:04 GMT



**Adobe Acrobat Sign**

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# Accounts

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**Report of the Trustees and  
Unaudited Financial Statements  
for the Year Ended 31 July 2024  
for  
Newman Students' Union**

Locke Williams Associates LLP  
Chartered Accountants  
c/o Blackthorn House  
St Pauls Square  
Birmingham  
West Midlands  
B3 1RL

## **Newman Students' Union**

### **Contents of the Financial Statements for the Year Ended 31 July 2024**

|                                          | <b>Page</b>     |
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| <b>Report of the Trustees</b>            | <b>2 to 9</b>   |
| <b>Independent Examiner's Report</b>     | <b>10</b>       |
| <b>Statement of Financial Activities</b> | <b>11</b>       |
| <b>Balance Sheet</b>                     | <b>12</b>       |
| <b>Notes to the Financial Statements</b> | <b>13 to 19</b> |

**Newman Students' Union**  
**Chair's Report**  
**for the Year Ended 31 July 2024**

As we progress through another year in higher education, addressing the various challenges students encounter, we remain committed to being agile as a Union. Our goal is to continuously support our diverse and evolving student body, ensuring that our services remain relevant and effective. Our priority has always been, and continues to be, delivering the best possible experience for students during their time at Birmingham Newman University. This year, we have reinforced that commitment by developing a new three-year strategy that will guide us from 2024 to 2027.

This academic year, we made a concerted effort to represent all our members and support them throughout their entire student journey. Leveraging the continued growth in engagement within the institution, we actively listened to our members' needs and delivered services that equipped them with the necessary tools for academic success.

During this time, we faced staff turnover and changes in our staffing structure. Our Student Voice and Advice Coordinator was with us for only a few months, which meant the increasing demand for our advice services had to be managed by other team members in the absence of this dedicated role. Despite this, during the 2023/2024 academic year we were able to;

- Successfully recruited 2 Co-ordinators in our new staffing structure.
- Continued our successful partnership with Durham Students' Union to provide financial services support for us.
- Conducted a consultation process with the student body and other stakeholders to draft and approve a new Organisational Strategy for the next three years.
- Host our first ever Academic Representative Conference and Awards Ceremony.
- Helped to support 20 societies, with 111 individual students holding 164 total memberships in total across all societies.
- Placed the number 1 Students' Union in Birmingham in the National Student Satisfaction Survey.
- Dealt with 152 advice cases.
- Established 4 Academic Societies as part of a new initiative with a lot more showing interest for the next academic year.
- Recruited 270 Course Representatives which is a number that has grown year on year.
- Provided Ramadan bags for students in order to break fast whilst on campus in partnership with the University Library and Chaplaincy.
- Held our Annual Awards Ceremony which had around 125 people in attendance.
- During our annual Sabbatical Officer Elections, we saw an increase of 11% voter turnout from the previous year.
- Conducted a comprehensive Governance Review of the Organisation, making recommendations for Constitutional and Structural changes to be implemented in the coming year.

This year, we saw continued growth in engagement and believe it contributed to a successful year overall. We have maintained a positive working relationship with the University and look forward to further strengthening this partnership. Our new strategy presents significant opportunities for learning and development, setting ambitious goals for the Union over the next three years.

Zoe Harrison  
President and Chair of the board (2023/2024)

**Newman Students' Union**  
**Report of the Trustees**  
**for the Year Ended 31 July 2024**

The trustees present their report with the financial statements of the charity for the year ended 31 July 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

**OBJECTIVES AND ACTIVITIES**

**Objectives and activities**

The Union's objects are the advancement of the education of students at Newman University for the public benefit by: - Promoting the interests and welfare of Students at Newman University, their course of study and representing, supporting and advising Students; - Being the recognised representative channel between students and Newman University and any other external bodies; and - Providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its students.

**Public benefit**

The Trustees of Newman Students' Union have had regard to the public benefit guidance, including that on public benefit and the advancement of education, issued by the Charity Commission. The section of this report entitled 'Achievement and Performance' reports on Newman Students' Union's main activities and successes. Newman Students' Union's work benefits the following public groups:

- All students and recent graduates of Newman University;
- Members of, and others attending, affiliated student group activities; and
- Members of the public who access information and resources on our website, attend Newman Students' Union activities or benefit from charitable fundraising.

**Newman Students' Union**  
**Report of the Trustees**  
**for the Year Ended 31 July 2024**

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

Newman Students' Union has a Strategic Plan (2018-2023) setting out key objectives and progression aims over a range of 'themes' devised to meet its charitable objects. These are set out as four promises that we make to students, which provide an overarching title to group our KPI's set within the strategy:

We promise to prepare you for life after Newman

**Advisors**

At the start of the academic year the Union recruited a new Student Voice & Advice Co-ordinator to manage the Union Advice service and to feed into the overall Student Voice provision of the Union. The post-holder stayed with the Union for six months before taking up other career opportunities elsewhere. For the remainder of the year, advice provision was handled by the Union President and Union Director.

In the academic year 2023/24, the student advice service handled 152 cases, which marks a 53% increase year on year. This demonstrated the greater need for Student Support and Advice at Birmingham Newman University and also reflects the quality of service students receive from the Union and the reputation that has been built in recent years. This greater reliance on the Students' Union for support and advice has been reflected in the Union Strategy for the next three years. Last year, no complaints went beyond the informal stage of a complaint and this year we have continued to encourage an open line of dialogue and communication between us, staff and students.

**Awards**

At the end of each academic year, Newman Students' Union traditionally hosts an Awards Celebration. The Newman Students' Union Awards took place in the University Chapel on Thursday 25th of April 2024. We had an estimate of over 100 people in attendance.

**Training and Development**

Every year, Newman Students' Union runs training for our Officer Trustees and Executive Committee to ensure they are supported to fulfil their roles. This year, this included a week of training delivered by a range of Union staff, University staff and Blue Edge Training, including key staff members from the University. Our full time Officer Trustees also received 360-degree appraisals from external partner Blue Edge Training to support them with their growth whilst they are here at Newman.

**We promise to put you at the heart of an exciting Newman Community.**

**Events**

The Union has traditionally hosted a series of social events throughout the year. In the academic year 2023/24 the Union hosted a traditional 'Freshers Fortnight' programme of social events. Attendance at these events was particularly low this year. The movement away from traditional, bar and nighttime focused socialising appears to be a national trend and certainly one that we are feeling at Newman. As a result of poor attendance the Union suffered relatively significant financial losses. In reaction to this, we have continued to run events throughout the year that were either cost neutral to the Union or that provided minimal and acceptable financial risk. The Union entered into a partnership with the University's commercial services division to help shoulder the costs involved with hosting a handful of events for the remainder of the year.

Findings from the Union's consultation programme held with students have further re-enforced our belief that our members do not look to the Union to provide social events in the traditional format that we have historically offered. As a key element of our strategic direction for the next three years, we will support and encourage student led events and provide expertise and assistance to ensure that these events are successful in terms of impact and financially, based on the lessons learned in this academic year.

**Societies**

Societies are student-led groups, who come together based on shared interests. This year we have had up to 20 active societies with 140 society members. The number of societies has fluctuated throughout the year, as some were deemed to be 'development societies' and didn't become fully constituted in this academic year. We closed the year with the following societies in place:

**Newman Students' Union**  
**Report of the Trustees**  
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- Anime and Manga
- Christian Union
- DNS (Disability & Neurodivergence Society)
- Gaming Society
- LGBTQ+ Society
- Mi Familia
- Music and Drama Society
- Music Society
- Warhammer

**We promise to help you be as happy and healthy as possible.**

**Campaigns**

Under the Union's strategic objective to "Develop a calendar of support campaigns in partnership with external organisations", the Executive Committee held a variety of awareness campaigns for students to engage with including:

1. Black History Month (Rep Your Flag Night, Black Owned Business Fayre, Social Media Campaign)
2. Disability Awareness Month (DEAF Society Talent Show, Social Media Campaign)
3. LGBTQ+ History Month
4. Green Week
5. International Women's Day
6. Ramadan Care Packages (in partnership with University Library and Chaplaincy)
7. Wellbeing Day (Free Drinks Vouchers and positive affirmations)

**RAG and Community**

In October, we raised £235 for Breast Cancer Now by holding a fundraising campaign including a bake sale and a sweepstake for a pink Newman Sweatshirt.

In November, we raised £76.50 for Children in Need by holding a fundraising campaign including cakes, a sweepstake for a yellow Newman Hoodie and a Pyjama Party on the evening held by us in the University Bar.

In December we raised £70.50 for Christmas Jumper Day - which was split between Save the Children as a National Charity and Edward's Trust as the local charity. This was achieved through a fundraiser campaign including a bake sale and by people donating £1 by wearing a Christmas themed jumper. In this month, we also held a quiz in aid of Crohn's and Colitis Awareness Week, with all the proceeds going to the relevant charity (we raised £32).

February saw us facilitating a student led quiz which was Disney themed. We raised £38 in doing this, with the money being donated to Mind.

In total, we have raised £452 across the year, which is a significant rise compared to the previous year.

**Academic Representatives**

As part of our commitment to Student Voice at the start of this Academic Year, the Union recruited a Student Voice & Governance Co-ordinator, with responsibility to providing professional support to the Academic Representative system at Birmingham Newman University.

This year we recruited just over 270 Course Representatives, which is a 23% increase on the previous year. Every year we are recruiting more course reps and refining the system as part of our core business as a Students' Union. These recruitment numbers and the impact those representatives have doesn't happen by accident and is down to the Officer Trustee and staff member that look after the Voice system of the Union, but especially down to our Student Voice and Governance Co-Ordinator. They work tirelessly in September, and throughout the year, attending lectures to enthusiastically recruit Course Representatives as well as attending 2 Student-staff consultative committee (SSCC) meetings a year per course to ensure consistency of approach and excellent outcomes.

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In the academic year 2023/23 we piloted a new Faculty Representative system and experienced some success. It was decided to run the system again in this academic year after refining the provision and expectations of these representatives. Last year, we had 2 Faculty Reps for the Faculty of Education and 2 Faculty Reps for the Faculty of Arts, Society and Professional Study. This year we managed to recruit 2 from the Faculty of Education, 5 from the Faculty of Arts, Society and Professional Study - 1 of these reps was specifically from the School of Nursing and Allied Health.

We provided specific training for the Faculty Reps as well as some other sessions and workshops that they requested. They are voting members in our Student Forum and Annual General Meeting (AGM). They have been invited to Faculty Board meetings as well as a number of other University committees. We will build on the successes of the last two years as we continue to refine these invaluable roles.

This year we hosted our first ever Academic Representative Conference and Awards on Thursday 23rd May. This event was aimed at celebrating the achievements of our Academic Reps over the year and providing an opportunity to share experiences and explore the transferrable skills that our reps had gained over the year and how best to use them in the future. The event features a series of talks from guest speakers including University and Union Staff, Academic Reps from Birmingham University, the Vice-President of the NUS and Smile Education.

**National Student Survey (NSS)**

Students' Unions are rated based off of Question 25 in the NSS which states: *"How well does the students' union (association or guild) represent students' academic interests?"*

This year we received the NSS results and Newman Students' Union ranked 1st in Birmingham for the sixth year in a row, with an 79% positivity measure which is 4.2% above the benchmark.

Along with this, we also ranked:

- 1st in the Midlands
- 4th in the Cathedrals Group

As a Students' Union, we know that this is just one measure of our success but we would like to thank last year's officer and staff team for all their hard work that contributed to this outcome. It is a testament to the hard work that Newman Students' Union does to make sure that we are working in the best interest of and supporting our students here at Newman. We aim to provide the best student experience for all Newman students and are proud to be a part of such an amazing community with students at the heart of it.

**Deficit Budget**

The Board of Trustees agreed at the start of the Academic Year that the Union would work to an deficit budget of -£12,801, in order to make use of underspend in previous years and to allow the Union to make necessary changes to its staffing structure in this academic year; introduce new IT and infrastructure and to conduct its strategic review.

**Organisational Developments**

In the final quarter of the last reporting period, the Union recruited a new Union Director. It was highlighted during their first few months and reported in the last report to the Charity Commission that the Organisation had a number of areas for development. The majority of this academic year has been treated a period of transition and transformation; putting in place the foundation elements to ensure the organisation remains compliant and sustainable while also being agile enough to flexible to change and progressive in its outlook. This has included improving our financial procedures and reporting, professionalising our IT infrastructure and digital capabilities and re-structuring the staff team to focus on our core business of Student Voice.

This period culminated in the broadest student engagement consultation in the Organisation's history as we reviewed the Union's purpose and direction for the next three years. We spoke to over 14% of the student population through a blend of online and offline surveys, one to one meetings and interactions, alongside a series of focus groups. The Union emerges from this transitional period with the tools in place to operate effectively, with the trust and support of the University and a strategic plan for the next three years that focuses our energy on four key areas of work; Voice, Support, Community & Wellbeing.

**Newman Students' Union**  
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Some key outputs from this period organisationally are:

- Engaged a third party supplier (MSL) to deliver a new Membership System, Website and online retail facility.
- Reviewed the financial budgeting and reporting structure for the Union, including a review of an aged chart of accounts, fully integrating with a new finance system and producing the first detailed budget in the history of the organisation.
- Revised and implemented financial procedures for staff and officers.
- Re-structured the staff of the Union to include new positions: Student Voice & Governance Co-ordinator and Student Voice & Advice Co-ordinator to make best use of available resources and to focus staff provision on our core business.
- Completed a cross-campus consultation programme culminating in the Union Strategy 2024-27.
- Conducted a comprehensive review of the governance, structures and constitution of the Union with recommendations for implementation of a new structure and constitution in 2024/25.

The Union has a new confidence in its ability to truly represent the needs and views of students at Birmingham Newman University and the organisational structures in place to ensure that it continues to be effective in its delivery.

## **FINANCIAL REVIEW**

### **Overview**

Total Gross income for 2023/24 (year ended 31 July 2024) was £184,476 of which £162,725 (22/23 - £162,725) was block grant from the institution, £19,129 (22/23 - £9,167) from trading and commercial activity with the remainder raised from student activity and events and other sundry income. In the period Newman Students' Union spent £201,985 (22/23 - £169,527) giving a Net movement of funds of -£17,509 (22/23 £4,038).

### **Custodian activities**

Newman Students' Union is custodian of funds raised under Newman Students' Union auspices by students through Raise and Give, various Societies and Officers, for distribution to designated charities.

### **Reserves policy**

The Board of Trustees reviewed and approved Newman Students' Union's Reserves Policy in April 2024 which determines the level of reserves required to enable Newman Students' Union to:

- fund working capital
- fund unexpected expenditure when unplanned events occur
- fund shortfalls in anticipated income.

The minimum reserves required are £25,000. Reserves in excess of the required reserves are held as 'free reserves' or 'designated reserves', in accordance with the Trustee Board. If reserves fall below £25,000 for more than 6 months, the Trustees should ask the management to formulate a recovery plan to be submitted to Trustee Board for approval. If there are surplus funds available above the minimum level, the Committee should plan to utilise these within three years.

Total reserves as at 31 July 2022 were £41,429 (22/23 £57,518), of which £39,675 (22/23 £57,518) were free reserves. Free reserves are reserves which do not include designated funds or funds tied up in the fixed assets.

Newman Students' Union has no funds materially in deficit.

**Newman Students' Union**  
**Report of the Trustees**  
**for the Year Ended 31 July 2024**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Type of governing document**

Newman Students' Union is governed by its Constitution dated 8 April 2011 as amended 02 May 2019 and its supporting Bye Laws.

**How the charity is constituted**

The charity is an unincorporated association, constituted under the Education Act and the Regulations of Newman University.

**Trustee selection methods**

Newman Students' Union has provision for up to seven Trustees. These Trustees have a varied background, including students (members) as well as externally sourced 'professionals'. The post holders have a varied term of office to suit the nature of the position. These are:

- President - Ex-Officio serves for one year term in line with their elected position.
- Vice-President - Ex-Officio serves for one year term in line with their elected position.
- Two External Trustees are elected at UGM by the membership following recommendations by the Appointments Committee and serve a four year term.
- One External Trustee who is appointed by Newman University Management Group and serves a four year term, unless the University opt out of this selection method, in which case the Board of Trustees shall appoint another External who are also elected at a UGM.
- Two Student Trustees are elected via secret ballot as outlined within the Bye-Laws.

**Trustee election process**

To ensure Newman Students' Union remains a democratic and student led organisation, it operates both a shortlisting and election process for its trustees. Trustee positions are advertised in an appropriate manner. Applications are reviewed by the Newman Students' Union Trustee Board and Union Director to assess suitability of candidates. The committee then recommend suitable candidates to an Annual / Union General Meeting and, where appropriate, supply the meeting with a 'candidate summary' for each candidate to highlight relevant skills, background and experience. This is to encourage students to select trustees democratically whilst basing their decision on information appropriate to the positions.

**Trustee induction process**

The Union Director organises annual Trustee Training, including training specific to the role at Newman Students' Union along with training provided by the NCVO (National Council for Voluntary Organisations).

**Structure governance and management**

Newman Students' Union is a charity with the ultimate decision making power being vested with the **Board of Trustees**. The Board of Trustees meet regularly and receive reports from the President, Vice-President and Union Director within their respective fields, as well as receiving minutes and updates as appropriate from Union Committees.

Newman Students' Union is a democratic organisation and the Board of Trustees delegate their authority to the membership through the **Annual General Meeting (AGM)**, Union General Meetings (UGMs) and **Student Forum**, subject to safeguards ensuring legality of decisions. These bodies have powers to direct the Executive and the organisation within its charitable objects. AGM, followed by UGM, then Student Forum are the principal policy making forums of Newman Students' Union and all members are invited to attend with full voting and speaking rights.

The **Executive Committee** oversee the day to day running of Newman Students' Union and are accountable to the membership through the above meetings. They are responsible for ensuring union activities follow the correct process, comply with Newman Students' Union policy and work towards the aims and objects of the organisation, as set out in its constitution and strategic plan. The Committee members are elected annually through a cross-campus ballot. All Committee members receive training and support to enable them to fulfil their duties.

**Day to day management** of the organisation is delegated to the Union Director. Newman Students' Union also employs other non-student staff to ensure effective management of the organisations' activities who have delegated authority within their job roles through the Union Director.

## Newman Students' Union

### Report of the Trustees for the Year Ended 31 July 2024

#### Relationship with Newman University

Newman Students' Union receives an annual block grant from the University through the University's Director of Finance, and occupies an office space owned by the University. The University also supplies, free of charge, utilities, facilities, such as computer and telecommunication equipment, cleaning and caretaking services. In addition the University provides spaces for key student group activities including meeting rooms, performance spaces and sports facilities, with no charge levied. This support is intrinsic to the relationship between Newman Students' Union and the University. Although Newman Students' Union runs some commercial activities, it is heavily dependent on the support of the University. There is no reason to believe that this support will not continue for the foreseeable future as the Education Act 1994 places a duty on the Institution to take such steps as are reasonably practical to ensure that the Union operates in a fair and democratic manner, for the benefit of the membership. Newman Students' Union works with the University to provide the best educational experience possible for its members, ensuring its affairs are properly conducted and that the educational and welfare needs of its members are met.

#### Other relationships

Newman Students' Union is a member of the National Union of Students to which it pays an annual affiliation fee. In return it receives support and training in a variety of areas, notably with regard to holding Elections, Executive training, governance support and Trustee induction.

#### Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

In May 2023, Newman Students' Union reported a 'Serious Incident' to the Charity Commission, relating to financial misappropriation by a former employee. The Union reported that a repayment plan had been put in place for the former employee to repay monies owed. The employee has now repaid the monies owed to the satisfaction of the Board of Trustees and this matter is now resolved.

The Trustees delegate responsibility to the Union Director, supported by a partnership with Durham Students' Union, providing financial services for monthly finance management.

#### REFERENCE AND ADMINISTRATIVE DETAILS

##### Registered Charity number

1143073

##### Principal address

Newman University  
Genners Lane  
Bartley Green  
Birmingham  
B32 3NT

| Trustees           | Office (if any) | Dates of changes if not for whole year | Name of person (or body) entitled to appoint (if any) |
|--------------------|-----------------|----------------------------------------|-------------------------------------------------------|
| Zoe Harrison       | Chair           | Resigned 30/06/2024                    | Ex-Officio                                            |
| Ellie Brace        |                 | Resigned 30/06/2024                    | Ex-Officio                                            |
| Tim Hewes-Belton   | Deputy Chair    |                                        | UGM                                                   |
| Amanda Owen Meehan |                 |                                        | UGM                                                   |
| Lewis Palin        |                 |                                        | UGM                                                   |
| Adrian Spence      |                 |                                        | UGM                                                   |
| Kira Cox           |                 | Resigned 22/04/2024                    | UGM                                                   |
| Gemma Prange       |                 | Appointed 01/07/2024                   | Ex-Officio                                            |
| Cloudy Kerin       |                 | Appointed 01/07/2024                   | Ex-Officio                                            |
| Adele Boterrill    |                 | Resigned 30/06/2024                    | UGM                                                   |
| Courtney Baker     |                 | Resigned 30/06/2024                    | UGM                                                   |
| Hannah Barber      |                 | Resigned 30/06/2024                    | UGM                                                   |
| Megan Burton       |                 | Resigned 30/06/2024                    | UGM                                                   |

**Newman Students' Union**  
**Report of the Trustees**  
**for the Year Ended 31 July 2024**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Independent Examiner**

Locke Williams Associates LLP  
Chartered Accountants  
c/o Blackthorn House  
St Pauls Square  
Birmingham  
West Midlands  
B3 1RL

**Senior staff member**

Robin Pitt - Newman Students' Union, Union Director

Approved by order of the board of trustees on 11 December 2024 and signed on its behalf by:



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Tim Hewes-Belton (Dec 13, 2024 14:21 GMT)

Tim Hewes-Belton

**Independent Examiner's Report to the Trustees of  
Newman Students' Union**

**Independent examiner's report to the trustees of Newman Students' Union**

I report to the charity trustees on my examination of the accounts of Newman Students' Union (the Trust) for the year ended 31 July 2024.

**Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



David Williams FCA FCCA

Locke Williams Associates LLP  
Chartered Accountants  
c/o Blackthorn House  
St Pauls Square  
Birmingham  
West Midlands  
B3 1RL

Date: 13-December-2024

**Newman Students' Union**

**Statement of Financial Activities  
for the Year Ended 31 July 2024**

|                                    | Notes | <b>31.7.24<br/>Unrestricted<br/>funds<br/>£</b> | <b>31.7.23<br/>Total<br/>funds<br/>£</b> |
|------------------------------------|-------|-------------------------------------------------|------------------------------------------|
| <b>INCOME AND ENDOWMENTS FROM</b>  |       |                                                 |                                          |
| <b>Charitable activities</b>       |       |                                                 |                                          |
| Trading for charitable objectives  |       | <b>19,129</b>                                   | 9,167                                    |
| Societies & sports clubs           |       | <b>404</b>                                      | 23                                       |
| University grants                  |       | <b>162,725</b>                                  | 162,725                                  |
| Other trading activities           | 2     | <b>2,000</b>                                    | 1,530                                    |
| Investment income                  | 3     | <b>219</b>                                      | 120                                      |
| <b>Total</b>                       |       | <b><u>184,477</u></b>                           | <b><u>173,565</u></b>                    |
| <b>EXPENDITURE ON</b>              |       |                                                 |                                          |
| Raising funds                      |       | <b>35,510</b>                                   | 20,949                                   |
| <b>Charitable activities</b>       |       |                                                 |                                          |
| Trading for charitable objectives  | 4     | -                                               | 161                                      |
| Advice & representation            |       | <b>30,252</b>                                   | 22,806                                   |
| Opportunities                      |       | <b>35,532</b>                                   | 51,256                                   |
| Democracy                          |       | <b>73,503</b>                                   | 52,786                                   |
| Training and development           |       | <b>27,119</b>                                   | 20,985                                   |
| Societies & sports clubs           |       | <b>70</b>                                       | 584                                      |
| <b>Total</b>                       |       | <b><u>201,986</u></b>                           | <b><u>169,527</u></b>                    |
| <b>NET INCOME/(EXPENDITURE)</b>    |       | <b>(17,509)</b>                                 | 4,038                                    |
| <b>RECONCILIATION OF FUNDS</b>     |       |                                                 |                                          |
| Total funds brought forward        |       | <b>58,938</b>                                   | 54,900                                   |
| <b>TOTAL FUNDS CARRIED FORWARD</b> |       | <b><u>41,429</u></b>                            | <b><u>58,938</u></b>                     |

The notes form part of these financial statements

# Newman Students' Union

## Balance Sheet 31 July 2024

|                                              | Notes | 31.7.24<br>Unrestricted<br>funds<br>£ | 31.7.23<br>Total<br>funds<br>£ |
|----------------------------------------------|-------|---------------------------------------|--------------------------------|
| <b>FIXED ASSETS</b>                          |       |                                       |                                |
| Tangible assets                              | 8     | 5,521                                 | 5,400                          |
| <b>CURRENT ASSETS</b>                        |       |                                       |                                |
| Stocks                                       | 9     | 3,408                                 | 303                            |
| Debtors                                      | 10    | 250                                   | 19,021                         |
| Cash at bank and in hand                     |       | <u>41,306</u>                         | <u>60,111</u>                  |
|                                              |       | <b>44,964</b>                         | <b>79,435</b>                  |
| <b>CREDITORS</b>                             |       |                                       |                                |
| Amounts falling due within one year          | 11    | <u>(9,056)</u>                        | <u>(25,897)</u>                |
| <b>NET CURRENT ASSETS</b>                    |       | <b><u>35,908</u></b>                  | <b><u>53,538</u></b>           |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b> |       | <b><u>41,429</u></b>                  | <b><u>58,938</u></b>           |
| <b>NET ASSETS</b>                            |       | <b><u>41,429</u></b>                  | <b><u>58,938</u></b>           |
| <b>FUNDS</b>                                 | 12    |                                       |                                |
| Unrestricted funds:                          |       |                                       |                                |
| General fund                                 |       | 39,675                                | 57,518                         |
| Societies and clubs - total funds            |       | <u>1,754</u>                          | <u>1,420</u>                   |
|                                              |       | <b><u>41,429</u></b>                  | <b><u>58,938</u></b>           |
| <b>TOTAL FUNDS</b>                           |       | <b><u>41,429</u></b>                  | <b><u>58,938</u></b>           |

The financial statements were approved by the Board of Trustees and authorised for issue on 11 december 2024 and were signed on its behalf by:



Tim Hewes-Belton (Dec 13, 2024 14:21 GMT)

Tim Hewes-Belton

The notes form part of these financial statements

## Newman Students' Union

### Notes to the Financial Statements for the Year Ended 31 July 2024

#### 1. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The charity meets the definition of a public benefit entity under FRS102.

##### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Expenditure includes irrecoverable VAT.

##### **Allocation and apportionment of costs**

Expenses, including support costs and governance costs, are allocated or apportioned to the applicable expenditure headings in the statement of financial activities. Charitable expenditure comprises the direct and indirect costs of delivering public benefit.

Governance costs are those incurred for compliance with constitutional and statutory requirements, such as annual elections and training for sabbatical officers. Other central overhead costs are apportioned to charitable and other projects/activities on a usage basis.

##### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

|                                  |               |
|----------------------------------|---------------|
| Fixtures, fittings and equipment | - 20% on cost |
|----------------------------------|---------------|

##### **Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

##### **Debtors and creditors receivable / payable within one year**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

##### **Cash at bank and in hand**

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

# Newman Students' Union

## Notes to the Financial Statements - continued for the Year Ended 31 July 2024

### 1. ACCOUNTING POLICIES - continued

#### Taxation

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

#### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

### 2. OTHER TRADING ACTIVITIES

|                                   | 31.7.24      | 31.7.23      |
|-----------------------------------|--------------|--------------|
|                                   | £            | £            |
| Commercial marketing/ sponsorship | <u>2,000</u> | <u>1,530</u> |

### 3. INVESTMENT INCOME

|                          | 31.7.24    | 31.7.23    |
|--------------------------|------------|------------|
|                          | £          | £          |
| Deposit account interest | <u>219</u> | <u>120</u> |

### 4. CHARITABLE ACTIVITIES COSTS

|                          | Direct<br>Costs<br>£ | Support<br>costs<br>£ | Totals<br>£    |
|--------------------------|----------------------|-----------------------|----------------|
| Advice & representation  | 21,169               | 9,083                 | 30,252         |
| Opportunities            | 25,665               | 9,867                 | 35,532         |
| Democracy                | 65,653               | 7,850                 | 73,503         |
| Training and development | 19,726               | 7,393                 | 27,119         |
| Societies & sports clubs | -                    | 70                    | 70             |
|                          | <u>132,213</u>       | <u>34,263</u>         | <u>166,476</u> |

Staff costs and support costs which are not directly attributable to one of the specific activities stated above are apportioned across the activities in the most appropriate manner, usually based upon staff time, equipment or room usage.

Included in the above costs are:

|                                                     |            |            |
|-----------------------------------------------------|------------|------------|
| Fee for the Independent Examination of the accounts | <u>780</u> | <u>780</u> |
|-----------------------------------------------------|------------|------------|

# Newman Students' Union

## Notes to the Financial Statements - continued for the Year Ended 31 July 2024

### 5. TRUSTEES' REMUNERATION AND BENEFITS

The Chair and Vice-Chair (Sabbatical Officers) received remuneration and pension contributions as follows, as authorised in NSU's governing document, for the representation, campaigning and support work they undertook as distinct from their role as a Trustee. This work includes voicing student opinion with the University and local community, defending and extending the right of students through petitions, discussion with MPs and also organising and supporting student volunteers and service provision for them.

|                                   | 31.7.24       | 31.7.23       |
|-----------------------------------|---------------|---------------|
|                                   | £             | £             |
| Trustees remuneration in the year | <u>45,080</u> | <u>38,037</u> |

### 6. STAFF COSTS

|                       | 31.7.24        | 31.7.23        |
|-----------------------|----------------|----------------|
|                       | £              | £              |
| Wages and salaries    | 129,368        | 104,226        |
| Social security costs | 6,800          | 8,627          |
| Other pension costs   | <u>1,594</u>   | <u>3,016</u>   |
|                       | <u>137,762</u> | <u>115,869</u> |

The average monthly number of employees during the year was as follows:

|           | 31.7.24  | 31.7.23  |
|-----------|----------|----------|
|           | 5        | 5        |
| Full time | <u>5</u> | <u>5</u> |

No employees received emoluments in excess of £60,000.

### 7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

|                                   | Unrestricted funds<br>£ |
|-----------------------------------|-------------------------|
| <b>INCOME AND ENDOWMENTS FROM</b> |                         |
| <b>Charitable activities</b>      |                         |
| Trading for charitable objectives | 9,167                   |
| Societies & sports clubs          | 23                      |
| University grants                 | 162,725                 |
| Other trading activities          | 1,530                   |
| Investment income                 | <u>120</u>              |
| <b>Total</b>                      | <u>173,565</u>          |
| <b>EXPENDITURE ON</b>             |                         |
| Raising funds                     | 20,949                  |
| <b>Charitable activities</b>      |                         |
| Trading for charitable objectives | 161                     |
| Advice & representation           | 22,806                  |
| Opportunities                     | 51,256                  |
| Democracy                         | 52,786                  |
| Training and development          | 20,985                  |
| Societies & sports clubs          | 584                     |
| Other resources expended          | <u>-</u>                |
| <b>Total</b>                      | <u>169,527</u>          |

**Newman Students' Union**

**Notes to the Financial Statements - continued  
for the Year Ended 31 July 2024**

**7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

Unrestricted  
funds  
£

**NET INCOME**

4,038

**RECONCILIATION OF FUNDS**

Total funds brought forward

54,900

**TOTAL FUNDS CARRIED FORWARD**

58,938

**8. TANGIBLE FIXED ASSETS**

|                       | Plant and<br>machinery<br>£ | Fixtures,<br>fittings<br>and<br>equipment<br>£ | Computer<br>equipment<br>£ | Totals<br>£   |
|-----------------------|-----------------------------|------------------------------------------------|----------------------------|---------------|
| <b>COST</b>           |                             |                                                |                            |               |
| At 1 August 2023      | <b>2,706</b>                | <b>1,078</b>                                   | <b>11,708</b>              | <b>15,492</b> |
| Additions             | <u>-</u>                    | <u>-</u>                                       | <u>3,108</u>               | <u>3,108</u>  |
| At 31 July 2024       | <u>2,706</u>                | <u>1,078</u>                                   | <u>14,816</u>              | <u>18,600</u> |
| <b>DEPRECIATION</b>   |                             |                                                |                            |               |
| At 1 August 2023      | <b>2,706</b>                | <b>1,078</b>                                   | <b>6,308</b>               | <b>10,092</b> |
| Charge for year       | <u>-</u>                    | <u>-</u>                                       | <u>2,987</u>               | <u>2,987</u>  |
| At 31 July 2024       | <u>2,706</u>                | <u>1,078</u>                                   | <u>9,295</u>               | <u>13,079</u> |
| <b>NET BOOK VALUE</b> |                             |                                                |                            |               |
| At 31 July 2024       | <u>-</u>                    | <u>-</u>                                       | <u>5,521</u>               | <u>5,521</u>  |
| At 31 July 2023       | <u>-</u>                    | <u>-</u>                                       | <u>5,400</u>               | <u>5,400</u>  |

**9. STOCKS**

|                                          |                |            |
|------------------------------------------|----------------|------------|
|                                          | <b>31.7.24</b> | 31.7.23    |
|                                          | <b>£</b>       | <b>£</b>   |
| Goods for resale - commercial activities | <u>3,408</u>   | <u>303</u> |

**Newman Students' Union**

**Notes to the Financial Statements - continued  
for the Year Ended 31 July 2024**

**10. DEBTORS**

|                                               | <b>31.7.24</b>    | 31.7.23              |
|-----------------------------------------------|-------------------|----------------------|
|                                               | £                 | £                    |
| Amounts falling due within one year:          |                   |                      |
| Other debtors                                 | <b>250</b>        | 4,394                |
| Prepayments and accrued income                | <u>-</u>          | <u>10,864</u>        |
|                                               | <b><u>250</u></b> | <b><u>15,258</u></b> |
| Amounts falling due after more than one year: |                   |                      |
| Other debtors                                 | <u>-</u>          | <u>3,763</u>         |
| Aggregate amounts                             | <b><u>250</u></b> | <b><u>19,021</u></b> |

**11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                 | <b>31.7.24</b>      | 31.7.23              |
|-----------------|---------------------|----------------------|
|                 | £                   | £                    |
| Trade creditors | -                   | 13,379               |
| Other creditors | <b><u>9,056</u></b> | <u>12,518</u>        |
|                 | <b><u>9,056</u></b> | <b><u>25,897</u></b> |

**12. MOVEMENT IN FUNDS**

|                                   | At 1.8.23            | Net<br>movement<br>in funds | At                   |
|-----------------------------------|----------------------|-----------------------------|----------------------|
|                                   | £                    | £                           | 31.7.24              |
|                                   |                      |                             | £                    |
| <b>Unrestricted funds</b>         |                      |                             |                      |
| General fund                      | <b>57,518</b>        | <b>(17,843)</b>             | <b>39,675</b>        |
| Societies and clubs - total funds | <b><u>1,420</u></b>  | <b><u>334</u></b>           | <b><u>1,754</u></b>  |
|                                   | <b><u>58,938</u></b> | <b><u>(17,509)</u></b>      | <b><u>41,429</u></b> |
| <b>TOTAL FUNDS</b>                | <b><u>58,938</u></b> | <b><u>(17,509)</u></b>      | <b><u>41,429</u></b> |

Net movement in funds, included in the above are as follows:

|                                   | Incoming<br>resources | Resources<br>expended   | Movement<br>in funds   |
|-----------------------------------|-----------------------|-------------------------|------------------------|
|                                   | £                     | £                       | £                      |
| <b>Unrestricted funds</b>         |                       |                         |                        |
| General fund                      | <b>184,073</b>        | <b>(201,916)</b>        | <b>(17,843)</b>        |
| Societies and clubs - total funds | <b><u>404</u></b>     | <b><u>(70)</u></b>      | <b><u>334</u></b>      |
|                                   | <b><u>184,477</u></b> | <b><u>(201,986)</u></b> | <b><u>(17,509)</u></b> |
| <b>TOTAL FUNDS</b>                | <b><u>184,477</u></b> | <b><u>(201,986)</u></b> | <b><u>(17,509)</u></b> |

**Newman Students' Union**

**Notes to the Financial Statements - continued  
for the Year Ended 31 July 2024**

**12. MOVEMENT IN FUNDS - continued**

**Comparatives for movement in funds**

|                                   | At 1.8.22<br>£       | Net<br>movement<br>in funds<br>£ | At<br>31.7.23<br>£   |
|-----------------------------------|----------------------|----------------------------------|----------------------|
| <b>Unrestricted funds</b>         |                      |                                  |                      |
| General fund                      | 52,919               | 4,599                            | 57,518               |
| Societies and clubs - total funds | <u>1,981</u>         | <u>(561)</u>                     | <u>1,420</u>         |
|                                   | <u>54,900</u>        | <u>4,038</u>                     | <u>58,938</u>        |
| <b>TOTAL FUNDS</b>                | <u><u>54,900</u></u> | <u><u>4,038</u></u>              | <u><u>58,938</u></u> |

Comparative net movement in funds, included in the above are as follows:

|                                   | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|-----------------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b>         |                            |                            |                           |
| General fund                      | 173,542                    | (168,943)                  | 4,599                     |
| Societies and clubs - total funds | <u>23</u>                  | <u>(584)</u>               | <u>(561)</u>              |
|                                   | <u>173,565</u>             | <u>(169,527)</u>           | <u>4,038</u>              |
| <b>TOTAL FUNDS</b>                | <u><u>173,565</u></u>      | <u><u>(169,527)</u></u>    | <u><u>4,038</u></u>       |

## Newman Students' Union

### Notes to the Financial Statements - continued for the Year Ended 31 July 2024

#### 12. MOVEMENT IN FUNDS - continued

The Designated funds represent amounts advanced to, or raised by, less expenditure incurred by, approved Student Societies and clubs.

|                            | At 1.8.23<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | At<br>31.7.24<br>£ |
|----------------------------|----------------|----------------------------|----------------------------|--------------------|
| Anime & Manga              | 154            | -                          | -                          | 154                |
| Asian                      | 47             | 12                         | -                          | 59                 |
| Blue Sock Salon            | 11             | -                          | -                          | 11                 |
| Book club                  | 22             | -                          | -                          | 22                 |
| Cakes and Bakes            | 84             | -                          | -                          | 84                 |
| Cheerleading               | 76             | -                          | -                          | 76                 |
| Christian Union            | 89             | -                          | -                          | 89                 |
| Creative Wellbeing Society | 22             | 15                         | -                          | 37                 |
| Critical Friends Society   | -              | -                          | -                          | -                  |
| Dance                      | -              | -                          | -                          | -                  |
| Debating Society           | 81             | -                          | -                          | 81                 |
| Dramas (Madsoc)            | 135            | 4                          | -                          | 139                |
| Gaming                     | 48             | 135                        | (70)                       | 113                |
| History Society            | 37             | -                          | -                          | 37                 |
| Islamic                    | 113            | 15                         | -                          | 128                |
| LGBT                       | 59             | -                          | -                          | 59                 |
| Math                       | 30             | -                          | -                          | 30                 |
| NEST                       | -              | -                          | -                          | -                  |
| Para-Newman Society        | 100            | -                          | -                          | 100                |
| People & Planet            | -              | -                          | -                          | -                  |
| Philosophy                 | -              | -                          | -                          | -                  |
| Pole Fitness               | -              | -                          | -                          | -                  |
| Pool                       | 207            | 44                         | -                          | 251                |
| Social Sciences            | 85             | -                          | -                          | 85                 |
| Society                    | -              | 180                        | -                          | 180                |
| We Love Film               | 20             | -                          | -                          | 20                 |
|                            | <u>1,420</u>   | <u>404</u>                 | <u>(70)</u>                | <u>1,754</u>       |

#### 13. RELATED PARTY DISCLOSURES

NSU transacts with the University on day-to-day matters including the recharge of various activities.

#### 14. ULTIMATE CONTROLLING PARTY

Ultimate control of NSU rests with its membership, represented by Student Forum and General Meetings. Its principal place of business is on the premises of Newman University, Genners Lane, Bartley Green, Birmingham, B32 3NT. NSU is an unincorporated association, registered as a charity with the Charity Commission on 25 July 2011, No. 1143073

#### 15. VOLUNTEERS

NSU operates with a number of unpaid volunteers. There are six part time elected Officers who represent and support students across a number of areas including: societies, equality and diversity, campaigns, course representation, sport, wellbeing and events. Their only commitment to the organisation is the Executive committee meetings which are held once every two weeks, and any other work to fulfil the role is entirely voluntary.

# NEW09-CHA 2024 Final with amendments

Final Audit Report

2024-12-13

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2024-12-12                                   |
| By:             | DAVID WILLIAMS (davidw@lockewilliams.com)    |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAaagofa9gEN7z7IKjnGSejLrDKTpn0w_b |

## "NEW09-CHA 2024 Final with amendments" History

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2024-12-13 - 14:21:11 GMT
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2024-12-13 - 14:24:23 GMT

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# Accounts

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**Report of the Trustees and  
Unaudited Financial Statements  
for the Year Ended 31 July 2023  
for  
Newman Students' Union**

Locke Williams Associates LLP  
Chartered Accountants  
c/o Blackthorn House  
St Pauls Square  
Birmingham  
West Midlands  
B3 1RL

## **Newman Students' Union**

### **Contents of the Financial Statements for the Year Ended 31 July 2023**

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| <b>Report of the Trustees</b>            | <b>2 to 9</b>   |
| <b>Independent Examiner's Report</b>     | <b>10</b>       |
| <b>Statement of Financial Activities</b> | <b>11</b>       |
| <b>Balance Sheet</b>                     | <b>12</b>       |
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**Newman Students' Union**  
**Chair's Report**  
**for the Year Ended 31 July 2023**

As we start to learn how to operate after the COVID-19 pandemic and how that has not only affected our sector but our student body, this year was another year to adapt our services to best fit the needs of our students. Our priority last year and will continue to be providing the best student experience for our students whilst they are here at Birmingham Newman University.

We are pleased to say that despite a turbulent year for our student body, our sector but also our Students' Union, we still made sure that our services were the best they could be and that our engagement didn't fall. At the start of the academic year we were made aware that the University were providing us with a brand new office space. This space was at the heart of campus, right by the reception and the main entrance. Our new space has no doors so it is an open space for students to use as and when they want, we have desks two thirds of the way in the office for the staff to work on and a closed office space at the back for meetings and confidential matters. We spent a lot of time at the front of the office on our laptops on the sofa's so that we are more approachable and students felt more comfortable coming up to us.

Whilst doing this, we also have had a year of staff turnover as we recruited a new Student Communities Coordinator, and Union Director. Despite of these challenges we were able to;

- Successfully recruit a new Union Director and changed the name from General Manager to Union Director to be more in line with our sector.
- Establish a new partnership with Durham Students' Union to provide financial services support.
- Successfully recruit a new Student Communities Coordinator.
- Work with Estates and Student Support to increase signage of hearing loops, increase the number of them and purchase new portable ones.
- Provide free sanitary products for those that menstruate on campus.
- Help support 11 societies.
- Place as the number 1 Students' Union in Birmingham in the National Student Satisfaction Survey.
- Deal with 99 advice cases.
- Work with the University to create a staff and student co-created Student Futures Manifesto.
- Submit our first student submission for the 2023 TEF submission.
- Organise a 'Della's Law' talk with Della Wright and got her book 'Trapped' into our Library.
- Organise an Anti-Spiking campaign alongside our campus bar.
- Host 2 Staff Versus Students Sports Tournaments.
- Recruit over 200 course representatives.
- Provide 100 Ramadan bags for students enable students to break fast whilst on campus in partnership with the University Library.

This year we saw a massive rise in our engagement and we think a lot of this is down to our new and open space in a more prominent location on campus. Not only is this good for us and our students, it shows how our positive relationship with our University Leadership team continues to grow.

**Zoe Harrison**  
**President and Chair of the board (2022/2023)**

**Newman Students' Union**  
**Report of the Trustees**  
**for the Year Ended 31 July 2023**

The trustees present their report with the financial statements of the charity for the year ended 31 July 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

**OBJECTIVES AND ACTIVITIES**

**Objectives and activities**

The Union's objects are the advancement of the education of students at Newman University for the public benefit by: - Promoting the interests and welfare of Students at Newman University, their course of study and representing, supporting and advising Students; - Being the recognised representative channel between students and Newman University and any other external bodies; and - Providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its students.

**Public benefit**

The Trustees of Newman Students' Union have had regard to the public benefit guidance, including that on public benefit and the advancement of education, issued by the Charity Commission. The section of this report entitled 'Achievement and Performance' reports on Newman Students' Union's main activities and successes. Newman Students' Union's work benefits the following public groups: -

- All students and recent graduates of Newman University;
- Members of, and others attending, affiliated student group activities; and
- Members of the public who access information and resources on our website, attend Newman Students' Union activities or benefit from charitable fundraising.

**Newman Students' Union**  
**Report of the Trustees**  
**for the Year Ended 31 July 2023**

## **ACHIEVEMENT AND PERFORMANCE**

### **Charitable activities**

Newman Students' Union has a Strategic Plan (2018-2023) setting out key objectives and progression aims over a range of 'themes' devised to meet its charitable objects. These are set out as four promises that we make to students, which provide an overarching title to group our KPI's set within the strategy:

We promise to prepare you for life after Newman

### **Advisors**

In the academic year 2022/23, the student advice service has handled 99 cases with 36 cases involved students from the Faculty of Education, 54 cases involved the Faculty of Arts, Society and Professional Studies and 9 cases where the students' field of study remains unknown. Of the 39 cases, 39% came to us with specifically course-related complaints. Over the course of the three terms, we carefully identified recurring themes and trends that significantly affected students. Last year, no complaints went beyond the informal stage of a complaint and this year we have continued to encourage an open line of dialogue and communication between us, staff and students.

### **Awards**

At the end of each academic year, Newman Students' Union traditionally hosts an Awards Celebration. The Newman Students' Union Awards took place in the University Chapel on Thursday 27th of April 2023. We had an estimate of over 100 people in attendance with 34 awards given out in total to staff and students.

### **Training and Development**

Every year, Newman Students' Union runs training for our trustees. This year we facilitated this training on site with the majority of trustees in attendance. Alongside this, NSU provides its Executive Committee with training to ensure that they are supported to fulfil their roles. This year, this included a week of training delivered by a range of Union staff, University staff and external partners, including key staff members from the University. Our full time Officer also received 360-degree appraisals from external partner Coole Insights to support them with their growth whilst they are here at Newman.

**We promise to put you at the heart of an exciting Newman Community.**

### **Events**

NSU planned over 20 events from September 2022 - May 2023, engaging a large amount and a wide range of our student population across the range of events. These included (but are not limited to):

- Freshers' week (14 events held)
- Rep your Flag Night with our African Caribbean Society (estimated 80 students in attendance)
- Black History Month Showcase (8 acts in total and 50 in attendance)
- Black Owned Business Fayre (19 businesses in attendance)
- Halloween Event with our Music and Drama Society (estimated 120 students in attendance)
- Halloween Family Fun Day (30 in attendance)
- November Quiz (estimated 50 students in attendance)
- Trapped: Della's Law. External speaker event hosted by our Academic Officer and Della Wright (50 in attendance, mixture of staff and students)
- Karaoke (estimated 50 students in attendance)
- Cost of living stall in partnership with the University (spread across the week, donations of £170 were received. This money went into the community pantry and back into the stall)
- Music and Drama Society Showcase (around 60 in attendance, mixture of students, family, and friends)
- Newman Asian Society (NAS) Movie Night
- DEAF Society Disability History Month Presentation (10 in attendance)
- Christmas Market/Business Fayre (6 businesses in total)
- Christmas Bonanza (67 tickets sold)
- Welcome Back Party (190 wristbands given out, estimated 150 students in attendance)
- Botterill's Bingo (estimated 40 students in attendance)
- LGBTQ+ History Month (130 Pronoun badges given out to staff and students, Drag Act with 30 in attendance, History Walk Through)
- Traffic Light Party (estimated 100 students in attendance)

**Newman Students' Union**  
**Report of the Trustees**  
**for the Year Ended 31 July 2023**

- Music and Drama Society Valentine Karaoke
- Green Week (27th February - 3rd March)
- Book Club World Book Day Quiz (estimated 40 students in attendance)
- International Women's Day (Interactive Board, Music, and Social Media Posts)
- Ramadan Break your Fast Bags (100 given out across the Ramadan Period)
- Election Results Party (30 in attendance)
- Come as Your Name Party (estimated 80-90 students in attendance)
- Wellbeing Day Drinks Vouchers (50 drinks vouchers given out)
- Newman Asian Society (NAS) Business Fayre (10 businesses in total)
- NSU Awards (over 100 in attendance, with 34 awards given out in total to staff and students)
- Neon Rave (160 wristbands given out, estimated 150 students in attendance)
- Staff vs Students (across the day engaged roughly 30 staff and students)

### **Societies**

Societies are student-led groups, who come together based on shared interests. This year we have had 11 active societies with 126 unique society members. Our current Societies include:

- African Caribbean Society
- Anime and Manga
- Book Club
- Christian Union
- Craft Society
- Gaming Society
- LGBTQ+ Society
- Music and Drama Society
- Newman Asian Society
- Newman Deaf Society
- Newman Islamic Society

**We promise to help you be as happy and healthy as possible.**

### **Campaigns**

Under NSU's strategic objective to "Develop a calendar of support campaigns in partnership with external organisations", the Executive Committee held a variety of awareness campaigns for students to engage with including:

1. Black History Month (Rep Your Flag Night, Black Owned Business Fayre, Showcase)
2. Disability Awareness Month (DEAF Society Presentation)
3. LGBTQ+ History Month (Pronoun badges, History Walk Through and Drag Act)
4. Green Week
5. International Women's Day (Interactive Board, Music, and Social Media Posts)
6. Ramadan Care Packages (in partnership with University Library)
7. Della's Law (External speaker event and 'Trapped' in the University library)
8. Free Sanitary Products for Period Poverty (Provided free sanitary products all year round)
9. Wellbeing Day (Free Drinks Vouchers and positive affirmations)
10. Cost of Living Week (Cost of living stall in partnership with the University (spread across the week, donations of £170 were received. This money went into the community pantry and back into the stall)

### **Course Reps**

This year we recruited 218 Course Representatives, over double the number we had last academic year (106) and is the highest amount we have had in the past five years. This surge in recruitment is a testament to the hard-work of our President and Academic Representation Officer who worked tirelessly in September attending lectures to enthusiastically recruit.

Course Representatives attend 2 Student-staff consultative committee (SSCC) meetings a year; one per semester. As always, it is clear from the SSCC meetings that there are running themes across the entire university that are impacting students some of which are Faculty specific and some of which are University-wide.

**Newman Students' Union**  
**Report of the Trustees**  
**for the Year Ended 31 July 2023**

One trend within the Faculty of Education SSCCs seemed to be the distance that students are expected to travel to their placement schools. Whilst students understood that there is an hour and a half distance policy, they voiced that when traffic and waiting for public transport is taken into account, it can easily become a two hour trip - resulting in some students spending four hours of their day commuting to and from placement.

Within the Faculty of Arts, Society and Professional Studies, many Course Reps have requested for more trips to be embedded within the Course. In many cases, this has been requested because students would like to see in action how the content in which they are learning is translated into the day-to-day life of staff within their desired career sector.

Another trend seemed to be for more staff to be employed on specific courses. Many Course Reps have discussed how they have seen a depletion in staff teaching on their course, with staff members moving onto other institutions but not being replaced. Some Course Reps have reflected that this has

had an impact on the general atmosphere of their course with them observing the impact that taking on the additional work-load is having on the remaining staff.

**National Student Survey (NSS)**

Students' Unions are rated on Question 25 in the NSS which asks finalist students: *"How well does the students' union (association or guild) represent students' academic interests?"*

This year we received the NSS results and Newman Students' Union ranked 1st in Birmingham for the fifth year in a row, with an 84.5% positivity measure which is 12.62% above the benchmark.

Along with this, we also ranked:

- 1<sup>st</sup> in the Midlands
- 2<sup>nd</sup> in the Cathedrals Group
- 4<sup>th</sup> in the UK

As a Students' Union, we know that this is just one measure of our success but we would like to thank last year's officer and staff team for all their hard work that contributed to this outcome. It is a testament to the hard work that Newman Students' Union does to make sure that we are working in the best interest of and supporting our students here at Newman. We aim to provide the best student experience for all Newman students and are proud to be a part of such an amazing community with students at the heart of it.

**Organisational Developments**

In the final months of this reporting year, we began an investment programme aimed at improving the organisational effectiveness of Newman Students' Union, with the intention of professionalising our operations and modernising our communications.

The Trustee Board approved the implementation of a new Membership System, Website and Case Management system. This system will streamline and improve how we interact with our members of societies, committees and better record, monitor and analysis data on our impact. These systems will be in place for the next Academic Year and intake of members.

In addition, to further emphasise our commitment to supporting the student voice at Birmingham Newman University, we have undergone a staffing re-structure to see two new positions being created to offer professional support to our governance structures, improve our academic representative system along with providing expert academic advice. These positions will be occupied early in the next reporting year.

Both of these developments, along with a refining of our policies and procedures, will bring us in-line with the rest of the Students' Union sector and assist us in delivering the best possible service to our members.

We look forward to the year ahead and to continue striving to be the best Students' Union for our students.

**Newman Students' Union**  
**Report of the Trustees**  
**for the Year Ended 31 July 2023**

**FINANCIAL REVIEW**

**Overview**

Total Gross income for 2022/23 (year ended 31 July 2022) was £173,565 of which £162,725 (21/22 £162,834) was block grant from the institution, £9,167 (20/21 £10,641) from trading and commercial activity with the remainder raised from student activity and events and other sundry income.

In the period Newman Students' Union spent £169,527 (21/22 £160,898) giving a Net movement of funds of £4,038 (21/22 £13,086).

**Custodian activities**

Newman Students' Union is custodian of funds raised under Newman Students' Union auspices by students through Raise and Give, various Societies and Officers, for distribution to designated charities.

**Reserves policy**

The Board of Trustees approved Newman Students' Union's Reserves Policy in September 2018 which determines the level of reserves required to enable NSU to:

- fund working capital
- fund unexpected expenditure when unplanned events occur
- fund shortfalls in anticipated income

The minimum reserves required are calculated as 3 Months operating costs (as defined by the annual budgeted organisational expenditure), known as the 'operating reserve'. Reserves in excess of the required reserves are held as 'free reserves' or 'designated reserves', in accordance with the Trustee Board. If reserves fall below 3 months' operating costs for more than 6 months, the Trustees should ask the management to formulate a recovery plan to be submitted to Trustee Board for approval. If there are surplus funds available above the minimum level, the Committee should plan to utilise these within three years.

Total reserves as at 31 July 2023 were £58,938 (21/22 £54,900), of which £52,118 (21/22 £52,810) were free reserves. Free reserves are reserves which do not include designated funds or funds tied up in the fixed assets.

Newman Students' Union has no funds materially in deficit.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Type of governing document**

Newman Students' Union is governed by its Constitution dated 8 April 2011 as amended 02 May 2019 and its supporting Bye Laws.

**How the charity is constituted**

The charity is an unincorporated association, constituted under the Education Act and the Regulations of Newman University.

**Trustee selection methods**

Newman Students' Union has provision for up to ten Trustees. These Trustees have a varied background, including students (members) as well as externally sourced 'professionals'. The post holders have a varied term of office to suit the nature of the position. These are:

- President - Ex-Officio serves for one year term in line with their elected position.
- Vice-President - Ex-Officio serves for one year term in line with their elected position.
- Four External Trustees are elected at UGM by the membership following recommendations by the Appointments Committee and serve a four year term.
- One External Trustee who is appointed by Newman University Management Group and serves a four year term, unless the University opt out of this selection method, in which case the Board of Trustees shall appoint another External who are also elected at a UGM.
- Two Student Trustees are elected via secret ballot as outlined within the Bye-Laws.
- One member of the Newman Students' Union Executive Committee, elected at a meeting of the Executive Committee.

**Newman Students' Union**  
**Report of the Trustees**  
**for the Year Ended 31 July 2023**

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Trustee election process**

both a shortlisting and election process for its trustees. Trustee positions are advertised in an appropriate manner. Applications are reviewed by the Newman Students' Union Trustee Board and Union Director to assess suitability of candidates. The committee then recommend suitable candidates to an Annual / Union General Meeting and, where appropriate, supply the meeting with a 'candidate summary' for each candidate to highlight relevant skills, background and experience. This is to encourage students to select trustees democratically whilst basing their decision on information appropriate to the positions.

### **Trustee induction process**

The Union Director organises annual Trustee Training, including training specific to the role at Newman Students' Union along with training provided by the NCVO (National Council for Voluntary Organisations).

### **Structure governance and management**

Newman Students' Union is a charity with the ultimate decision making power being vested with the **Board of Trustees**. The Board of Trustees meet regularly and receive reports from the President, Vice-President and Union Director within their respective fields, as well as receiving minutes and updates as appropriate from Union Committees.

Newman Students' Union is a democratic organisation and the Board of Trustees delegate their authority to the membership through the **Annual General Meeting (AGM)**, Union General Meetings (UGMs) and **Student Forum**, subject to safeguards ensuring legality of decisions. These bodies have powers to direct the Executive and the organisation within its charitable objects. AGM, followed by UGM, then Student Forum are the principal policy making forums of Newman Students' Union and all members are invited to attend with full voting and speaking rights.

The **Executive Committee** oversee the day to day running of Newman Students' Union and are accountable to the membership through the above meetings. They are responsible for ensuring union activities follow the correct process, comply with Newman Students' Union policy and work towards the aims and objects of the organisation, as set out in its constitution and strategic plan. The Committee members are elected annually through a cross-campus ballot. All Committee members receive training and support to enable them to fulfil their duties.

**Day to day management** of the organisation is delegated to the Union Director. Newman Students' Union also employs other non-student staff to ensure effective management of the organisations' activities who have delegated authority within their job roles through the Union Director.

### **Relationships with other organisations**

**Relationship with Newman University** Newman Students' Union receives an annual block grant from the University through the University's Director of Finance, and occupies an office space owned by the University. The University also supplies, free of charge, utilities, facilities, such as computer and telecommunication equipment, cleaning and caretaking services. In addition the University provides spaces for key student group activities including meeting rooms, performance spaces and sports facilities, with no charge levied. This support is intrinsic to the relationship between Newman Students' Union and the University. Although Newman Students' Union runs some commercial activities, it is heavily dependent on the support of the University. There is no reason to believe that this support will not continue for the foreseeable future as the Education Act 1994 places a duty on the Institution to take such steps as are reasonably practical to ensure that the Union operates in a fair and democratic manner, for the benefit of the membership. Newman Students' Union works with the University to provide the best educational experience possible for its members, ensuring its affairs are properly conducted and that the educational and welfare needs of its members are met.

**Other relationships** Newman Students' Union is a member of the National Union of Students to which it pays an annual affiliation fee. In return it receives support and training in a variety of areas, notably with regard to holding Elections, Executive training, governance support and Trustee induction.

**Newman Students' Union**  
**Report of the Trustees**  
**for the Year Ended 31 July 2023**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

In May 2023, Newman Students' Union reported a 'Serious Incident' to the Charity Commission, relating to financial misappropriation by a former employee. Following this incident, the Students' Union has embedded a financial services partnership with Durham Students' Union and has developed its financial processes and procedures to prevent future risk relating to use of the organisations resources. In addition, Newman Students' Union has enlisted the services of Counterculture LLP to recover monies lost during this incident. A repayment plan has been arranged with the ex-employee over a four year period ending in September 2027.

Newman Students' Union has taken this period as an opportunity to review and strengthen it's approach to financial management and stewardship of its charitable resources.

The Trustees have considered major risks and have put in place appropriate procedures to manage these, including regular reporting systems to ensure that necessary steps can be taken to lessen these risks.

The Trustees delegate responsibility to the Union Director, supported by a partnership with Durham Students' Union, providing financial services for monthly finance management.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**

1143073

**Principal address**

Newman University  
 Genners Lane  
 Bartley Green  
 Birmingham  
 B32 3NT

| <b>Trustees</b>    | <b>Office (if any)</b> | <b>Dates of changes if not for whole year</b> | <b>Name of person (or body) entitled to appoint (if any)</b> |
|--------------------|------------------------|-----------------------------------------------|--------------------------------------------------------------|
| Zoe Harrison       | Chair                  |                                               | Ex-Officio                                                   |
| Tim Hewes-Belton   | Deputy Chair           |                                               | UGM                                                          |
| Chantel Melia      |                        | Resigned 30/06/2023                           | Ex-Officio                                                   |
| Amanda Owen Meehan |                        |                                               | UGM                                                          |
| Lewis Palin        |                        |                                               | UGM                                                          |
| Kira Cox           |                        |                                               | UGM                                                          |
| Gemma Prange       |                        | Resigned 30/06/2023                           |                                                              |
| Adele Boterrill    |                        |                                               | UGM                                                          |
| Adrian Spence      |                        | Appointed 01/07/2022                          | UGM                                                          |
| Megan Thomas       |                        | Appointed 01/07/2022                          | UGM                                                          |
|                    |                        | Resigned 30/06/2023                           |                                                              |
| Ellie Brace        |                        | Appointed 01/07/2023                          | UGM                                                          |
| Courtney Baker     |                        | Appointed 01/07/2023                          | UGM                                                          |
| Hannah Barber      |                        | Appointed 01/07/2023                          | UGM                                                          |
| Megan Burton       |                        | Appointed 01/07/2023                          | UGM                                                          |

**Newman Students' Union**  
**Report of the Trustees**  
**for the Year Ended 31 July 2023**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Independent Examiner**

Locke Williams Associates LLP  
Chartered Accountants  
c/o Blackthorn House  
St Pauls Square  
Birmingham  
West Midlands  
B3 1RL

**Senior staff member**

Dominic Anderson - Newman Students' Union, General Manager (Resigned January 2023)  
Robin Pitt - Newman Students' Union, Union Director (Appointed March 2023)

Approved by order of the board of trustees on 21 November 2023 and signed on its behalf by:



Zoe Harrison - Trustee

**Independent Examiner's Report to the Trustees of  
Newman Students' Union**

**Independent examiner's report to the trustees of Newman Students' Union**

I report to the charity trustees on my examination of the accounts of Newman Students' Union (the Trust) for the year ended 31 July 2023.

**Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



David Williams FCA FCCA

Locke Williams Associates LLP  
Chartered Accountants  
c/o Blackthorn House  
St Pauls Square  
Birmingham  
West Midlands  
B3 1RL

Date: 27 November 2023 .....

**Newman Students' Union**

**Statement of Financial Activities  
for the Year Ended 31 July 2023**

|                                    | Notes | <b>31.7.23<br/>Unrestricted<br/>funds<br/>£</b> | <b>31.7.22<br/>Total<br/>funds<br/>£</b> |
|------------------------------------|-------|-------------------------------------------------|------------------------------------------|
| <b>INCOME AND ENDOWMENTS FROM</b>  |       |                                                 |                                          |
| <b>Charitable activities</b>       |       |                                                 |                                          |
| Trading for charitable objectives  |       | <b>9,167</b>                                    | 10,641                                   |
| Societies & sports clubs           |       | <b>23</b>                                       | 504                                      |
| University grants                  |       | <b>162,725</b>                                  | 162,834                                  |
| Other trading activities           | 2     | <b>1,530</b>                                    | -                                        |
| Investment income                  | 3     | <b>120</b>                                      | 5                                        |
| <b>Total</b>                       |       | <b><u>173,565</u></b>                           | <b><u>173,984</u></b>                    |
| <b>EXPENDITURE ON</b>              |       |                                                 |                                          |
| Raising funds                      |       | <b>20,949</b>                                   | -                                        |
| <b>Charitable activities</b>       |       |                                                 |                                          |
|                                    | 4     |                                                 |                                          |
| Trading for charitable objectives  |       | <b>161</b>                                      | 8,862                                    |
| Advice & representation            |       | <b>22,806</b>                                   | 50,995                                   |
| Opportunities                      |       | <b>51,256</b>                                   | 50,743                                   |
| Democracy                          |       | <b>52,786</b>                                   | 36,181                                   |
| Costs to be apportioned            |       | -                                               | -                                        |
| Training and development           |       | <b>20,985</b>                                   | 13,479                                   |
| Societies & sports clubs           |       | <b>584</b>                                      | 638                                      |
| Other resources expended           |       | -                                               | -                                        |
| <b>Total</b>                       |       | <b><u>169,527</u></b>                           | <b><u>160,898</u></b>                    |
| <b>NET INCOME</b>                  |       | <b>4,038</b>                                    | 13,086                                   |
| <b>RECONCILIATION OF FUNDS</b>     |       |                                                 |                                          |
| Total funds brought forward        |       | <b>54,900</b>                                   | 41,814                                   |
| <b>TOTAL FUNDS CARRIED FORWARD</b> |       | <b><u>58,938</u></b>                            | <b><u>54,900</u></b>                     |

The notes form part of these financial statements

# Newman Students' Union

## Balance Sheet 31 July 2023

|                                              | Notes | 31.7.23<br>Unrestricted<br>funds<br>£ | 31.7.22<br>Total<br>funds<br>£ |
|----------------------------------------------|-------|---------------------------------------|--------------------------------|
| <b>FIXED ASSETS</b>                          |       |                                       |                                |
| Tangible assets                              | 8     | 5,400                                 | 109                            |
| <b>CURRENT ASSETS</b>                        |       |                                       |                                |
| Stocks                                       | 9     | 303                                   | 2,166                          |
| Debtors                                      | 10    | 19,021                                | 4,138                          |
| Cash at bank and in hand                     |       | <u>60,111</u>                         | <u>57,983</u>                  |
|                                              |       | <b>79,435</b>                         | <b>64,287</b>                  |
| <b>CREDITORS</b>                             |       |                                       |                                |
| Amounts falling due within one year          | 11    | <u>(25,897)</u>                       | <u>(9,496)</u>                 |
| <b>NET CURRENT ASSETS</b>                    |       | <u><b>53,538</b></u>                  | <u><b>54,791</b></u>           |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b> |       | <u><b>58,938</b></u>                  | <u><b>54,900</b></u>           |
| <b>NET ASSETS</b>                            |       | <u><b>58,938</b></u>                  | <u><b>54,900</b></u>           |
| <b>FUNDS</b>                                 | 12    |                                       |                                |
| Unrestricted funds:                          |       |                                       |                                |
| General fund                                 |       | 57,518                                | 52,920                         |
| Societies and clubs - total funds            |       | <u>1,420</u>                          | <u>1,980</u>                   |
|                                              |       | <u><b>58,938</b></u>                  | <u><b>54,900</b></u>           |
| <b>TOTAL FUNDS</b>                           |       | <u><b>58,938</b></u>                  | <u><b>54,900</b></u>           |

The financial statements were approved by the Board of Trustees and authorised for issue on 23 November 2023 and were signed on its behalf by:



Zoe Harrison

## Newman Students' Union

### Notes to the Financial Statements for the Year Ended 31 July 2023

#### 1. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The charity meets the definition of a public benefit entity under FRS102.

##### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

The University grant of free serviced accommodation on the campus and equipment provided is accounted for as income and expenditure of the year at an estimated value to NSU by reference to the scales of charges provided by the University.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Expenditure includes irrecoverable VAT.

##### **Allocation and apportionment of costs**

Expenses, including support costs and governance costs, are allocated or apportioned to the applicable expenditure headings in the statement of financial activities. Charitable expenditure comprises the direct and indirect costs of delivering public benefit.

Governance costs are those incurred for compliance with constitutional and statutory requirements, such as annual elections and training for sabbatical officers. The value of free serviced campus accommodation is apportioned on estimated floor space occupied. Other central overhead costs are apportioned to charitable and other projects/activities on a usage basis.

##### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

|                                  |               |
|----------------------------------|---------------|
| Fixtures, fittings and equipment | - 20% on cost |
|----------------------------------|---------------|

##### **Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

##### **Debtors and creditors receivable / payable within one year**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

##### **Cash at bank and in hand**

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

# Newman Students' Union

## Notes to the Financial Statements - continued for the Year Ended 31 July 2023

### 1. ACCOUNTING POLICIES - continued

#### Taxation

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

#### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

### 2. OTHER TRADING ACTIVITIES

|                                   | 31.7.23      | 31.7.22  |
|-----------------------------------|--------------|----------|
|                                   | £            | £        |
| Commercial marketing/ sponsorship | <u>1,530</u> | <u>-</u> |

### 3. INVESTMENT INCOME

|                          | 31.7.23    | 31.7.22  |
|--------------------------|------------|----------|
|                          | £          | £        |
| Deposit account interest | <u>120</u> | <u>5</u> |

### 4. CHARITABLE ACTIVITIES COSTS

|                                   | Direct<br>Costs<br>£ | Support<br>costs<br>£ | Totals<br>£    |
|-----------------------------------|----------------------|-----------------------|----------------|
| Trading for charitable objectives | -                    | 161                   | 161            |
| Advice & representation           | 16,486               | 6,320                 | 22,806         |
| Opportunities                     | 42,437               | 8,819                 | 51,256         |
| Democracy                         | 47,563               | 5,223                 | 52,786         |
| Training and development          | 13,479               | 7,506                 | 20,985         |
| Societies & sports clubs          | -                    | 584                   | 584            |
|                                   | <u>119,965</u>       | <u>28,613</u>         | <u>148,578</u> |

Staff costs and support costs which are not directly attributable to one of the specific activities stated above are apportioned across the activities in the most appropriate manner, usually based upon staff time, equipment or room usage.

Included in the above costs are:

|                                                     |            |            |
|-----------------------------------------------------|------------|------------|
| Fee for the Independent Examination of the accounts | <u>780</u> | <u>780</u> |
|-----------------------------------------------------|------------|------------|

# Newman Students' Union

## Notes to the Financial Statements - continued for the Year Ended 31 July 2023

### 5. TRUSTEES' REMUNERATION AND BENEFITS

The Chair and Vice-Chair (Sabbatical Officers) received remuneration and pension contributions as follows, as authorised in NSU's governing document, for the representation, campaigning and support work they undertook as distinct from their role as a Trustee. This work includes voicing student opinion with the University and local community, defending and extending the right of students through petitions, discussion with MPs and also organising and supporting student volunteers and service provision for them.

|                                   | 31.7.23<br>£  | 31.7.22<br>£  |
|-----------------------------------|---------------|---------------|
| Trustees remuneration in the year | <u>38,037</u> | <u>35,810</u> |

### 6. STAFF COSTS

|                       | 31.7.23<br>£   | 31.7.22<br>£   |
|-----------------------|----------------|----------------|
| Wages and salaries    | 104,226        | 101,137        |
| Social security costs | 8,627          | 6,796          |
| Other pension costs   | <u>3,016</u>   | <u>4,975</u>   |
|                       | <u>115,869</u> | <u>112,908</u> |

The average monthly number of employees during the year was as follows:

|           | 31.7.23  | 31.7.22  |
|-----------|----------|----------|
| Full time | <u>5</u> | <u>5</u> |

No employees received emoluments in excess of £60,000.

### 7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

|                                   | Unrestricted<br>funds<br>£ |
|-----------------------------------|----------------------------|
| <b>INCOME AND ENDOWMENTS FROM</b> |                            |
| <b>Charitable activities</b>      |                            |
| Trading for charitable objectives | 10,641                     |
| Societies & sports clubs          | 504                        |
| University grants                 | 162,834                    |
| Investment income                 | <u>5</u>                   |
| <b>Total</b>                      | <u>173,984</u>             |
| <b>EXPENDITURE ON</b>             |                            |
| <b>Charitable activities</b>      |                            |
| Trading for charitable objectives | 8,862                      |
| Advice & representation           | 50,995                     |
| Opportunities                     | 50,743                     |
| Democracy                         | 36,181                     |
| Costs to be apportioned           | -                          |
| Training and development          | 13,479                     |
| Societies & sports clubs          | 638                        |
| Other resources expended          | <u>-</u>                   |
| <b>Total</b>                      | 160,898                    |

**Newman Students' Union**

**Notes to the Financial Statements - continued  
for the Year Ended 31 July 2023**

**7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

Unrestricted  
funds  
£

**NET INCOME**

13,086

**RECONCILIATION OF FUNDS**

Total funds brought forward

41,814

**TOTAL FUNDS CARRIED FORWARD**

54,900

**8. TANGIBLE FIXED ASSETS**

|                       | Plant and<br>machinery<br>£ | Fixtures,<br>fittings<br>and<br>equipment<br>£ | Computer<br>equipment<br>£ | Totals<br>£          |
|-----------------------|-----------------------------|------------------------------------------------|----------------------------|----------------------|
| <b>COST</b>           |                             |                                                |                            |                      |
| At 1 August 2022      | <b>2,706</b>                | <b>1,078</b>                                   | <b>4,374</b>               | <b>8,158</b>         |
| Additions             | <u>-</u>                    | <u>-</u>                                       | <u>7,334</u>               | <u>7,334</u>         |
| At 31 July 2023       | <u><b>2,706</b></u>         | <u><b>1,078</b></u>                            | <u><b>11,708</b></u>       | <u><b>15,492</b></u> |
| <b>DEPRECIATION</b>   |                             |                                                |                            |                      |
| At 1 August 2022      | <b>2,706</b>                | <b>1,078</b>                                   | <b>4,265</b>               | <b>8,049</b>         |
| Charge for year       | <u>-</u>                    | <u>-</u>                                       | <u>2,043</u>               | <u>2,043</u>         |
| At 31 July 2023       | <u><b>2,706</b></u>         | <u><b>1,078</b></u>                            | <u><b>6,308</b></u>        | <u><b>10,092</b></u> |
| <b>NET BOOK VALUE</b> |                             |                                                |                            |                      |
| At 31 July 2023       | <u>-</u>                    | <u>-</u>                                       | <u><b>5,400</b></u>        | <u><b>5,400</b></u>  |
| At 31 July 2022       | <u>-</u>                    | <u>-</u>                                       | <u>109</u>                 | <u>109</u>           |

**9. STOCKS**

|                                          |                   |              |
|------------------------------------------|-------------------|--------------|
|                                          | <b>31.7.23</b>    | 31.7.22      |
|                                          | <b>£</b>          | <b>£</b>     |
| Goods for resale - commercial activities | <u><b>303</b></u> | <u>2,166</u> |

**Newman Students' Union**

**Notes to the Financial Statements - continued  
for the Year Ended 31 July 2023**

**10. DEBTORS**

|                                               | <b>31.7.23</b>       | 31.7.22             |
|-----------------------------------------------|----------------------|---------------------|
|                                               | <b>£</b>             | <b>£</b>            |
| Amounts falling due within one year:          |                      |                     |
| Trade debtors                                 | -                    | 109                 |
| Other debtors                                 | <b>4,394</b>         | 1,362               |
| Prepayments and accrued income                | <b>10,864</b>        | 2,667               |
|                                               | <b><u>15,258</u></b> | <b><u>4,138</u></b> |
| Amounts falling due after more than one year: |                      |                     |
| Other debtors                                 | <b><u>3,763</u></b>  | <u>-</u>            |
| Aggregate amounts                             | <b><u>19,021</u></b> | <b><u>4,138</u></b> |

**11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                 | <b>31.7.23</b>       | 31.7.22             |
|-----------------|----------------------|---------------------|
|                 | <b>£</b>             | <b>£</b>            |
| Trade creditors | <b>13,379</b>        | 124                 |
| Other creditors | <b>12,518</b>        | 9,372               |
|                 | <b><u>25,897</u></b> | <b><u>9,496</u></b> |

**12. MOVEMENT IN FUNDS**

|                                   | At 1.8.22            | Net<br>movement<br>in funds | At                   |
|-----------------------------------|----------------------|-----------------------------|----------------------|
|                                   | <b>£</b>             | <b>£</b>                    | 31.7.23              |
|                                   |                      |                             | <b>£</b>             |
| <b>Unrestricted funds</b>         |                      |                             |                      |
| General fund                      | <b>52,919</b>        | <b>4,599</b>                | <b>57,518</b>        |
| Societies and clubs - total funds | <b>1,981</b>         | <b>(561)</b>                | <b>1,420</b>         |
|                                   | <b><u>54,900</u></b> | <b><u>4,038</u></b>         | <b><u>58,938</u></b> |
| <b>TOTAL FUNDS</b>                | <b><u>54,900</u></b> | <b><u>4,038</u></b>         | <b><u>58,938</u></b> |

Net movement in funds, included in the above are as follows:

|                                   | Incoming<br>resources | Resources<br>expended   | Movement<br>in funds |
|-----------------------------------|-----------------------|-------------------------|----------------------|
|                                   | <b>£</b>              | <b>£</b>                | <b>£</b>             |
| <b>Unrestricted funds</b>         |                       |                         |                      |
| General fund                      | <b>173,542</b>        | <b>(168,943)</b>        | <b>4,599</b>         |
| Societies and clubs - total funds | <b>23</b>             | <b>(584)</b>            | <b>(561)</b>         |
|                                   | <b><u>173,565</u></b> | <b><u>(169,527)</u></b> | <b><u>4,038</u></b>  |
| <b>TOTAL FUNDS</b>                | <b><u>173,565</u></b> | <b><u>(169,527)</u></b> | <b><u>4,038</u></b>  |

**Newman Students' Union**

**Notes to the Financial Statements - continued  
for the Year Ended 31 July 2023**

**12. MOVEMENT IN FUNDS - continued**

**Comparatives for movement in funds**

|                                   | At 1.8.21<br>£       | Net<br>movement<br>in funds<br>£ | At<br>31.7.22<br>£   |
|-----------------------------------|----------------------|----------------------------------|----------------------|
| <b>Unrestricted funds</b>         |                      |                                  |                      |
| General fund                      | 39,700               | 13,220                           | 52,920               |
| Societies and clubs - total funds | <u>2,114</u>         | <u>(134)</u>                     | <u>1,980</u>         |
|                                   | <u>41,814</u>        | <u>13,086</u>                    | <u>54,900</u>        |
| <b>TOTAL FUNDS</b>                | <u><u>41,814</u></u> | <u><u>13,086</u></u>             | <u><u>54,900</u></u> |

Comparative net movement in funds, included in the above are as follows:

|                                   | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|-----------------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b>         |                            |                            |                           |
| General fund                      | 173,480                    | (160,260)                  | 13,220                    |
| Societies and clubs - total funds | <u>504</u>                 | <u>(638)</u>               | <u>(134)</u>              |
|                                   | <u>173,984</u>             | <u>(160,898)</u>           | <u>13,086</u>             |
| <b>TOTAL FUNDS</b>                | <u><u>173,984</u></u>      | <u><u>(160,898)</u></u>    | <u><u>13,086</u></u>      |

## Newman Students' Union

### Notes to the Financial Statements - continued for the Year Ended 31 July 2023

#### 12. MOVEMENT IN FUNDS - continued

The Designated funds represent amounts advanced to, or raised by, less expenditure incurred by, approved Student Societies and clubs.

|                            | At 1.8.22    | Transfers | Incoming<br>resources | Resources<br>expended | At 31.7.23   |
|----------------------------|--------------|-----------|-----------------------|-----------------------|--------------|
|                            | £            | £         | £                     | £                     | £            |
| Anime & Manga              | 153          |           | -                     | -                     | 153          |
| Asian                      | 24           |           | 23                    | -                     | 47           |
| Blue Sock Salon            | 11           |           | -                     | -                     | 11           |
| Book club                  | 48           |           | -                     | (26)                  | 22           |
| Cakes and Bakes            | 84           |           | -                     | -                     | 84           |
| Cheerleading               | 76           |           | -                     | -                     | 76           |
| Christian Union            | 89           |           | -                     | -                     | 89           |
| Creative Wellbeing Society | 22           |           | -                     | -                     | 22           |
| Critical Friends Society   | -            |           | -                     | -                     | -            |
| Dance                      | -            |           | -                     | -                     | -            |
| Debating Society           | 81           |           | -                     | -                     | 81           |
| Dramas (Madsoc)            | 558          |           | -                     | (423)                 | 135          |
| Gaming                     | 183          |           | -                     | (135)                 | 48           |
| History Society            | 37           |           | -                     | -                     | 37           |
| Islamic                    | 113          |           | -                     | -                     | 113          |
| LGBT                       | 59           |           | -                     | -                     | 59           |
| Math                       | 30           |           | -                     | -                     | 30           |
| NEST                       | -            |           | -                     | -                     | -            |
| Para-Newman Society        | 100          |           | -                     | -                     | 100          |
| People & Planet            | -            |           | -                     | -                     | -            |
| Philosophy                 | -            |           | -                     | -                     | -            |
| Pole Fitness               | -            |           | -                     | -                     | -            |
| Pool                       | 207          |           | -                     | -                     | 207          |
| Social Sciences            | 85           |           | -                     | -                     | 85           |
| We Love Film               | 20           |           | -                     | -                     | 20           |
|                            | <u>1,981</u> |           | <u>23</u>             | <u>(584)</u>          | <u>1,420</u> |

#### 13. RELATED PARTY DISCLOSURES

Amounts received from the University in the form of grant and serviced accommodation are detailed in the statement of financial activities. NSU transacts with the University on day-to-day matters including the recharge of various activities.

#### 14. ULTIMATE CONTROLLING PARTY

Ultimate control of NSU rests with its membership, represented by Student Forum and General Meetings. Its principal place of business is on the premises of Newman University, Genners Lane, Bartley Green, Birmingham, B32 3NT. NSU is an unincorporated association, registered as a charity with the Charity Commission on 25 July 2011, No. 1143073

#### 15. VOLUNTEERS

NSU operates with a number of unpaid volunteers. There are six part time elected Officers who represent and support students across a number of areas including: societies, equality and diversity, campaigns, course representation, sport, wellbeing and events. Their only commitment to the organisation is the Executive committee meetings which are held once every two weeks, and any other work to fulfil the role is entirely voluntary.

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# Accounts

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**Report of the Trustees and  
Unaudited Financial Statements  
for the Year Ended 31 July 2022  
for  
Newman Students' Union**

Locke Williams Associates LLP  
Chartered Accountants  
c/o Blackthorn House  
St Pauls Square  
Birmingham  
West Midlands  
B3 1RL

## **Newman Students' Union**

### **Contents of the Financial Statements for the Year Ended 31 July 2022**

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**Newman Students' Union**  
**Chair's Report**  
**for the Year Ended 31 July 2022**

The COVID-19 pandemic changed the way Higher Education and Students' Unions operated, and this year witnessed the transition of students returning to campus.

The priority of both the SU and the University was to ensure a safe transition back onto campus, whilst also providing the best student experience possible. This was key in many of our services and events, and we are pleased with the engagement we've had given the heightened anxiety of both staff and students returning. Whilst doing this, we also have had a year of staff turnover as we recruited a new Student Voice and Casework Coordinator, and General Manager.

Despite of these challenges we were able to;

- Successfully recruit a new General Manager.
- Successfully recruit a new Student Voice and Casework Coordinator.
- Create pivotal accessibility changes across campus, in particular yellow paint on exterior steps for visually impaired students and portable hearing loops being replaced across campus.
- Help support 11 societies, including our first academic society, Psychology and Counselling society.
- Be placed at number 1 students union in Birmingham in the National Student Satisfaction Survey.
- Deal with 39 advice cases, with all complaints being resolved at the informal resolution stage.
- Run an Anti-Spiking campaign alongside our campus bar.
- Host a trip to Cadbury world for our Erasmus Students.
- Make changes to By Law L to make the creation and joining of societies easier for students.
- Host 2 Staff Versus Students Sports Tournaments.

It didn't take long for students to get bored with doing everything online, so our student groups struggled to get members to join for "another" online event. Feedback was that online feels less personable, they wanted face to face.

Students were not as angry as we anticipated as COVID impacted their learning - they understood but will they continue to do so as it impacts 2021/22 in different ways? We need to be here to ensure we listen to students and seek improvements from the University.

All of this has impacted our engagement and student numbers in the year, although we do think we can be proud of what we have achieved.

### **Looking towards the future**

We have so much to look forward to in the future of the Students' Union here at Newman. Our engagement has grown this year and we look forward to continuing to grow that next year. One way in which we aim to do this is the beginning of discussions with the University Leadership Team around getting a newer, bigger office in the University in a more prominent space. This will hopefully continue to increase our engagement as we will have a bigger space for students to reach us in a more accessible place in the University. This also shows the growth of the positive relationship between the Union and the University and hopefully we can continue to build on this next year to do the best for our students and their experience whilst at Newman.

### **Alex Reston**

President and Chair of the Board (2021/22)

**Newman Students' Union**  
**Report of the Trustees**  
**for the Year Ended 31 July 2022**

The trustees present their report with the financial statements of the charity for the year ended 31 July 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

**OBJECTIVES AND ACTIVITIES**

**Objectives and activities**

The Union's objects are the advancement of the education of students at Newman University for the public benefit by:

- Promoting the interests and welfare of Students at Newman University, their course of study and representing, supporting and advising Students;
- Being the recognised representative channel between students and Newman University and any other external bodies; and
- Providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its students.

**Public benefit**

The Trustees of Newman Students' Union have had regard to the public benefit guidance, including that on public benefit and the advancement of education, issued by the Charity Commission. The section of this report entitled 'Achievement and Performance' reports on Newman Students' Union's main activities and successes. Newman Students' Union's work benefits the following public groups:

- All students and recent graduates of Newman University;
- Members of, and others attending, affiliated student group activities; and
- Members of the public who access information and resources on our website, attend Newman Students' Union activities or benefit from charitable fundraising.

**Newman Students' Union**  
**Report of the Trustees**  
**for the Year Ended 31 July 2022**

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

Newman Students' Union has a Strategic Plan (2018-2023) setting out key objectives and progression aims over a range of 'themes' devised to meet its charitable objects. These are set out as four promises that we make to students, which provide an overarching title to group our KPI's set within the strategy:

We promise to prepare you for life after Newman

**Advisors**

In the academic year 2021/22 the student advice service has handled 39 cases across 31 students. Of the 39 cases, 39% came to us with specifically course-related complaints. Of these, 40% were from the Faculty of Education and 60% were from the Faculty of Arts, Society, and Professional Studies. We prided ourselves last year on the fact that no complaints went beyond the informal complaint stage. This year we have actively encouraged a culture of open communication between students and staff and have facilitated these (sometimes challenging) conversations, and in doing so prevented any formal complaints being processed.

**Awards**

At the end of each academic year, Newman Students' Union traditionally hosts an Awards Celebration. The Newman Students' Union Awards took place in the University Chapel on Friday the 29th of April 2022. The capacity of this event was an estimate of 80 people.

**Training and Development**

Alongside the Trustee training, NSU provides its Executive Committee with training to ensure that they are well supported to fulfil their roles. This includes a week-long training delivered by the General Manager and a number of external partners, including key staff members from the University.

Our full time Officers received 360-degree appraisals from external partner Coole Insights to support them and their growth here whilst they are here at Newman.

We promise to put you at the heart of an exciting Newman Community.

**Events**

NSU planned over 60 events from September 2021 - May 2022, engaging approximately 280 students (11% of the population) across the range of events. These included (but are not limited to):

- Freshers' week
- Charity fundraising activities
- Family fun days
- Awards ceremony; and
- Staff vs Student events

**Societies**

Societies are student-led groups, who come together based on shared interests. This year we have had 11 active student societies (four of which were new societies: African Caribbean Society, Newman Asian Society, Newman University Blue Sock Salon, and Psychology and Counselling Society), with 110 unique society members (4% of Student Population who are part of a community).

- Our current Societies include:
- African Caribbean Society
- Baking Society
- Book Club
- Christian Union
- Gaming Society
- LGBTQ+ Society
- Music and Drama Society
- Newman Asian Society
- Newman Islamic Society
- Newman University Blue Sock Salon
- Psychology and Counselling Society

**Newman Students' Union**  
**Report of the Trustees**  
**for the Year Ended 31 July 2022**

We promise to help you be as happy and healthy as possible

**Welfare Campaigns**

Under NSU's strategic objective to "Develop a calendar of support campaigns in partnership with external organisations", the Executive Committee held a variety of awareness campaigns for students to engage with including:

1. October - Black History Month.
2. November - The importance of educating women in Islam (external speaker); Anti - spiking campaign; Scouting for sanitary product providers.
3. March - University Mental Health Day; Ask for Angela training.
4. April - Ramadan care packages.
5. May - Reclaim the night.

NSU continued to run its year-long campaign to give out free sanitary products to students as part of its "Free Periods" campaign.

**Campaigns and Surveys**

We ran 11 campaigns in 2021/22.

Between September 2021 to May 2022, NSU ran 11 campaigns and 2 surveys.

Our campaigns included: Black History Month, Anti-Spiking campaign, Destress Month Campaign, LGBT History Month, Allyship Campaign, Disability Awareness Month, University Mental Health Day, International Women's Day, Ramadan, Reclaim the Night Campaign and Period Poverty Campaign.

Our Surveys were on Period Poverty and Dyslexia Inclusion. For our Dyslexia Inclusion survey, we had 67 respondents with ages ranging from 18-61. Our final finding was that 53% of students did not know about the dyslexia support that the University offers. For our Period Poverty survey, we had 137 responses with respondents age ranging between 18-48. Our final findings were that 25% of respondents had experienced a financial struggle with sanitary products.

**RAG**

We hosted a Charity Car Wash for the charities CALM and OddBalls. During this we raised £236.90. Throughout the year we also raised £17.09 for our charity of the year, the RSPCA.

**Course Reps**

NSU elected 103 Course Reps in 2021/22. This is a decrease in the previous two years which is considered to be a result of still recovering from the impact of the global pandemic on extra-curricular engagement.

Course Representatives attend 2 Student-staff consultative committee (SSCC) meetings a year; one per semester. It is clear from the SSCC meetings that there were running themes across the entire university that impacted students on a course-by-course basis. A key example being the ongoing debate amongst students concerning whether there was a preference for increased on-campus lectures versus blended learning. Whilst the majority of student feedback collated in these meetings suggested a preference for on-campus learning, there was a proportion of students who greatly benefitted from blended learning and the freedom that this allowed. These students often consisted of parent-students and commuting students.

**National Student Survey (NSS)**

In 2022, we were voted the Number 1 Students' Union in Birmingham for the fourth consecutive year. Along with this, we also ranked within the Top 3 out of all the Students' Unions in the West Midlands and in the Cathedrals Group of Universities.

**Newman Students' Union**  
**Report of the Trustees**  
**for the Year Ended 31 July 2022**

**FINANCIAL REVIEW**

**Overview**

Total Gross income for 2021/22 (year ended 31 July 2022) was £173,984 of which £162,834 (20/21 - £137,725) was block grant from the institution, £7085 (20/21 - £1,085) from trading and commercial activity with the remainder raised from student activity and events and other sundry income.

In the period Newman Students' Union spent £160,898 (20/21 - £171,900) giving a Net movement of funds of £13,086 (20/21 £10,343).

**Custodian activities**

Newman Students' Union is custodian of funds raised under Newman Students' Union auspices by students through Raise and Give, various Societies and Officers, for distribution to designated charities.

**Reserves policy**

The Board of Trustees have approved Newman Students' Union's Reserves Policy in September 2018 which determines the level of reserves required to enable NSU to:

- fund working capital
- fund unexpected expenditure when unplanned events occur
- fund shortfalls in anticipated income

The minimum reserves required are calculated as 3 Months operating costs (as defined by the annual budgeted organisational expenditure), known as the 'operating reserve'.

Reserves in excess of the required reserves are held as 'free reserves' or 'designated reserves', in accordance with the Trustee Board. If reserves fall below 3 months' operating costs for more than 6 months, the Trustees should ask the management to formulate a recovery plan to be submitted to Trustee Board for approval. If there are surplus funds available above the minimum level, the Committee should plan to utilise these within three years.

Total reserves as at 31 July 2022 were £54,900 (20/21 £41,814), of which £52,811 (20/21 £41,595) were free reserves. Free reserves are reserves which do not include designated funds or funds tied up in the fixed assets.

Newman Students' Union has no funds materially in deficit.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Type of governing document**

Newman Students' Union is governed by its Constitution dated 8 April 2011 as amended 02 May 2019 and its supporting Bye Laws.

**How the charity is constituted**

The charity is an unincorporated association, constituted under the Education Act and the Regulations of Newman University.

**Trustee selection methods**

Newman Students' Union has provision for up to seven Trustees. These Trustees have a varied background, including students (members) as well as externally sourced 'professionals'. The post holders have a varied term of office to suit the nature of the position. These are:

- President - Ex-Officio serves for one year term in line with their elected position.
- Vice-President - Ex-Officio serves for one year term in line with their elected position.
- Two External Trustees are elected at UGM by the membership following recommendations by the Appointments Committee and serve a four year term.
- One External Trustee who is appointed by Newman University Management Group and serves a four year term, unless the University opt out of this selection method, in which case the Board of Trustees shall appoint another External who are also elected at a UGM.
- Two Student Trustees are elected via secret ballot as outlined within the Bye-Laws.

**Newman Students' Union**  
**Report of the Trustees**  
**for the Year Ended 31 July 2022**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Trustee election process**

To ensure Newman Students' Union remains a democratic and student led organisation, it operates both a shortlisting and election process for its trustees. Trustee positions are advertised in an appropriate manner. Applications are reviewed by Newman Students' Union Appointments Committee to assess suitability of candidates. The committee then recommend suitable candidates to an Annual / Union General Meeting and, where appropriate, supply the meeting with a 'candidate summary' for each candidate to highlight relevant skills, background and experience. This is to encourage students to select trustees democratically whilst basing their decision on information appropriate to the positions.

**Trustee induction process**

The General Manager organises annual Trustee Training.

**Structure governance and management**

Newman Students' Union is a charity with the ultimate decision making power being vested with the **Board of Trustees**. The Board of Trustees meet regularly and receive reports from the President, Vice-President and General Manager within their respective fields, as well as receiving minutes and updates as appropriate from Union Committees.

Newman Students' Union is a democratic organisation and the Board of Trustees delegate their authority to the membership through the **Annual General Meeting (AGM)**, **Union General Meetings (UGMs)** and **Student Forum**, subject to safeguards ensuring legality of decisions. These bodies have powers to direct the Executive and the organisation within its charitable objects. AGM, followed by UGM, then Student Forum are the principal policy making forums of Newman Students' Union and all members are invited to attend with full voting and speaking rights.

The **Executive Committee** oversee the day to day running of Newman Students' Union and are accountable to the membership through the above meetings. They are responsible for ensuring union activities follow the correct process, comply with Newman Students' Union policy and work towards the aims and objects of the organisation, as set out in its constitution and strategic plan. The Committee members are elected annually through a cross-campus ballot. All Committee members receive training and support to enable them to fulfil their duties.

**Day to day management** of the organisation is delegated to the General Manager. Newman Students' Union also employs other non-student staff to ensure effective management of the organisations' activities who have delegated authority within their job roles through the General Manager.

Newman Students' Union also has a **committee structure**, with delegated authority within specific fields, to ensure effective controls are in place within the organisation, in particular within the areas of finance (Finance Committee) and employment and applications processes (Appointments Committee). These committees report regularly to the Executive Committee and the Board of Trustees and are responsible to the Board of Trustees. All Committees have at least one trustee as a member.

**Newman Students' Union**  
**Report of the Trustees**  
**for the Year Ended 31 July 2022**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Relationships with other organisations**

**Relationship with Newman University**

Newman Students' Union receives an annual block grant from the University through the University's Director of Finance, and occupies an office space owned by the University. The University also supplies, free of charge, utilities, facilities, such as computer and telecommunication equipment, cleaning and caretaking services. In addition the University provides spaces for key student group activities including meeting rooms, performance spaces and sports facilities, with no charge levied. This support is intrinsic to the relationship between Newman Students' Union and the University. Although Newman Students' Union runs some commercial activities, it is heavily dependent on the support of the University. There is no reason to believe that this support will not continue for the foreseeable future as the Education Act 1994 places a duty on the Institution to take such steps as are reasonably practical to ensure that the Union operates in a fair and democratic manner, for the benefit of the membership. Newman Students' Union works with the University to provide the best educational experience possible for its members, ensuring its affairs are properly conducted and that the educational and welfare needs of its members are met.

**Other relationships**

Newman Students' Union is a member of the National Union of Students to which it pays an annual affiliation fee. In return it receives support and training in a variety of areas, notably with regard to holding Elections, Executive training, governance support and Trustee induction.

**Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The Trustees have considered major risks and have put in place appropriate procedures to manage these, including regular reporting systems to ensure that necessary steps can be taken to lessen these risks.

The Trustees delegate responsibility to the Finance Committee and General Manager for monthly finance management.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**

1143073

**Principal address**

Newman University  
 Genners Lane  
 Bartley Green  
 Birmingham  
 B32 3NT

**Trustees**

| <b>Trustees</b>    | <b>Office (if any)</b> | <b>Dates of changes if not for whole year</b> | <b>Name of person (or body) entitled to appoint (if any)</b> |
|--------------------|------------------------|-----------------------------------------------|--------------------------------------------------------------|
| Alex Reston        | Chair                  |                                               | Ex-Officio                                                   |
| Matt Bedding       | Deputy Chair           |                                               | UGM                                                          |
| Chantel Melia      |                        |                                               | Ex-Officio                                                   |
| Lewis Palin        |                        |                                               | UGM                                                          |
| Kira Cox           |                        | appointed 01/07/2021                          | UGM                                                          |
| Amanda Owen Meehan |                        | appointed 01/07/2021                          | UGM                                                          |
| Tim Hewes Belton   |                        | appointed 01/07/2021                          | UGM                                                          |
| Gemma Prange       |                        | appointed 01/07/2021                          | UGM                                                          |
| Cheryl Shagan      |                        | appointed 01/07/2021                          | UGM                                                          |
| Zoe Harrison       |                        | appointed 01/07/2021                          | UGM                                                          |

**Newman Students' Union**  
**Report of the Trustees**  
**for the Year Ended 31 July 2022**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Independent Examiner**

Locke Williams Associates LLP  
Chartered Accountants  
c/o Blackthorn House  
St Pauls Square  
Birmingham  
West Midlands  
B3 1RL

**Senior staff member**

Ryan Beasley - Newman Students' Union General Manager (Resigned August 2021)  
Dominic Anderson - Newman Students' Union General Manager (Appointed December 2021)

Approved by order of the board of trustees on **May 4, 2023** and signed on its behalf by:



Zoe Harrison  
Trustee

**Independent Examiner's Report to the Trustees of  
Newman Students' Union**

**Independent examiner's report to the trustees of Newman Students' Union**

I report to the charity trustees on my examination of the accounts of Newman Students' Union (the Trust) for the year ended 31 July 2022.

**Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

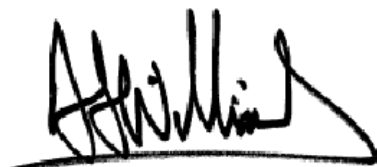
I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



David Williams FCA FCCA  
Institute of Chartered Accountants in England and Wales  
Locke Williams Associates LLP  
Chartered Accountants  
c/o Blackthorn House  
St Pauls Square  
Birmingham  
West Midlands  
B3 1RL

Date: 4 May 2023

Newman Students' Union

Statement of Financial Activities  
for the Year Ended 31 July 2022

|                                    | Notes | 31.7.22<br>Unrestricted<br>funds<br>£ | 31.7.21<br>Total<br>funds<br>£ |
|------------------------------------|-------|---------------------------------------|--------------------------------|
| <b>INCOME AND ENDOWMENTS FROM</b>  |       |                                       |                                |
| <b>Charitable activities</b>       |       |                                       |                                |
| Trading for charitable objectives  |       | 4,313                                 | 5,650                          |
| Advice & representation            |       | -                                     | 7,139                          |
| Opportunities                      |       | -                                     | 7,140                          |
| Societies & sports clubs           |       | 504                                   | 227                            |
| University grants                  |       | 162,834                               | 140,170                        |
| Other trading activities           | 2     | 6,329                                 | 1,230                          |
| Investment income                  | 3     | 4                                     | 1                              |
| <b>Total</b>                       |       | <b>173,984</b>                        | <b>161,557</b>                 |
| <b>EXPENDITURE ON</b>              |       |                                       |                                |
| Raising funds                      |       | -                                     | 12,073                         |
| <b>Charitable activities</b>       |       |                                       |                                |
| Trading for charitable objectives  | 4     | 8,862                                 | 3,513                          |
| Advice & representation            |       | 50,995                                | 51,649                         |
| Opportunities                      |       | 50,743                                | 50,723                         |
| Democracy                          |       | 36,181                                | 36,981                         |
| Costs to be apportioned            |       | -                                     | -                              |
| Training and development           |       | 13,479                                | 16,925                         |
| Societies & sports clubs           |       | 638                                   | 36                             |
| <b>Total</b>                       |       | <b>160,898</b>                        | <b>171,900</b>                 |
| <b>NET INCOME/(EXPENDITURE)</b>    |       | <b>13,086</b>                         | <b>(10,343)</b>                |
| <b>RECONCILIATION OF FUNDS</b>     |       |                                       |                                |
| Total funds brought forward        |       | 41,814                                | 52,157                         |
| <b>TOTAL FUNDS CARRIED FORWARD</b> |       | <b>54,900</b>                         | <b>41,814</b>                  |

The notes form part of these financial statements

# Newman Students' Union

## Balance Sheet 31 July 2022

|                                              | Notes | 31.7.22<br>Unrestricted<br>funds<br>£ | 31.7.21<br>Total<br>funds<br>£ |
|----------------------------------------------|-------|---------------------------------------|--------------------------------|
| <b>FIXED ASSETS</b>                          |       |                                       |                                |
| Tangible assets                              | 8     | 109                                   | 219                            |
| <b>CURRENT ASSETS</b>                        |       |                                       |                                |
| Stocks                                       | 9     | 2,166                                 | 3,512                          |
| Debtors                                      | 10    | 4,138                                 | 18,408                         |
| Cash at bank and in hand                     |       | <u>57,983</u>                         | <u>43,534</u>                  |
|                                              |       | 64,287                                | 65,454                         |
| <b>CREDITORS</b>                             |       |                                       |                                |
| Amounts falling due within one year          | 11    | (9,496)                               | (23,859)                       |
| <b>NET CURRENT ASSETS</b>                    |       | <u>54,791</u>                         | <u>41,595</u>                  |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b> |       | <u>54,900</u>                         | <u>41,814</u>                  |
| <b>NET ASSETS</b>                            |       | <u>54,900</u>                         | <u>41,814</u>                  |
| <b>FUNDS</b>                                 | 13    |                                       |                                |
| Unrestricted funds:                          |       |                                       |                                |
| General fund                                 |       | 52,920                                | 39,700                         |
| Societies and clubs - total funds            |       | <u>1,980</u>                          | <u>2,114</u>                   |
|                                              |       | 54,900                                | 41,814                         |
| <b>TOTAL FUNDS</b>                           |       | <u>54,900</u>                         | <u>41,814</u>                  |

The financial statements were approved by the Board of Trustees and authorised for issue on **May 4, 2023** and were signed on its behalf by:



Zoe Harrison  
Trustee

## Newman Students' Union

### Notes to the Financial Statements for the Year Ended 31 July 2022

#### 1. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The charity meets the definition of a public benefit entity under FRS102.

##### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

The University grant of free serviced accommodation on the campus and equipment provided is accounted for as income and expenditure of the year at an estimated value to NSU by reference to the scales of charges provided by the University.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Expenditure includes irrecoverable VAT.

##### **Allocation and apportionment of costs**

Expenses, including support costs and governance costs, are allocated or apportioned to the applicable expenditure headings in the statement of financial activities. Charitable expenditure comprises the direct and indirect costs of delivering public benefit.

Governance costs are those incurred for compliance with constitutional and statutory requirements, such as annual elections and training for sabbatical officers. The value of free serviced campus accommodation is apportioned on estimated floor space occupied. Other central overhead costs are apportioned to charitable and other projects/activities on a usage basis.

##### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

|                                  |               |
|----------------------------------|---------------|
| Fixtures, fittings and equipment | - 20% on cost |
|----------------------------------|---------------|

##### **Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

##### **Debtors and creditors receivable / payable within one year**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

##### **Cash at bank and in hand**

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

# Newman Students' Union

## Notes to the Financial Statements - continued for the Year Ended 31 July 2022

### 1. ACCOUNTING POLICIES - continued

#### Taxation

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

#### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### Hire purchase and leasing commitments

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

Rentals under operating leases are charged to the statement of financial activities as incurred.

### 2. OTHER TRADING ACTIVITIES

|                                   | 31.7.22      | 31.7.21      |
|-----------------------------------|--------------|--------------|
|                                   | £            | £            |
| Commercial marketing/ sponsorship | <u>6,329</u> | <u>1,230</u> |

### 3. INVESTMENT INCOME

|                          | 31.7.22  | 31.7.21  |
|--------------------------|----------|----------|
|                          | £        | £        |
| Deposit account interest | <u>4</u> | <u>1</u> |

### 4. CHARITABLE ACTIVITIES COSTS

|                                   | Direct<br>Costs<br>£ | Support<br>costs<br>£ | Totals<br>£    |
|-----------------------------------|----------------------|-----------------------|----------------|
| Trading for charitable objectives | 1,853                | 7,009                 | 8,862          |
| Advice & representation           | 41,965               | 9,030                 | 50,995         |
| Opportunities                     | 41,634               | 9,109                 | 50,743         |
| Democracy                         | 29,002               | 7,179                 | 36,181         |
| Training and development          | 6,446                | 7,033                 | 13,479         |
| Societies & sports clubs          | -                    | 638                   | 638            |
|                                   | <u>120,900</u>       | <u>39,998</u>         | <u>160,898</u> |

Staff costs and support costs which are not directly attributable to one of the specific activities stated above are apportioned across the activities in the most appropriate manner, usually based upon staff time, equipment or room usage.

Included in the above costs are:

|                                                     |            |            |
|-----------------------------------------------------|------------|------------|
| Fee for the Independent Examination of the accounts | <u>780</u> | <u>780</u> |
|-----------------------------------------------------|------------|------------|

# Newman Students' Union

## Notes to the Financial Statements - continued for the Year Ended 31 July 2022

### 5. TRUSTEES' REMUNERATION AND BENEFITS

The Chair and Vice-Chair (Sabbatical Officers) received remuneration and pension contributions as follows, as authorised in NSU's governing document, for the representation, campaigning and support work they undertook as distinct from their role as a Trustee. This work includes voicing student opinion with the University and local community, defending and extending the right of students through petitions, discussion with MPs and also organising and supporting student volunteers and service provision for them.

|                                   | 31.7.22<br>£  | 31.7.21<br>£  |
|-----------------------------------|---------------|---------------|
| Trustees remuneration in the year | <u>35,810</u> | <u>36,270</u> |

### 6. STAFF COSTS

|                       | 31.7.22<br>£   | 31.7.21<br>£   |
|-----------------------|----------------|----------------|
| Wages and salaries    | 101,137        | 121,110        |
| Social security costs | 6,796          | 8,847          |
| Other pension costs   | <u>4,975</u>   | <u>4,216</u>   |
|                       | <u>112,908</u> | <u>134,173</u> |

No employees received emoluments in excess of £60,000.

The average monthly number of employees during the year was as follows:

|           | 31.7.22  | 31.7.21  |
|-----------|----------|----------|
| Full time | <u>5</u> | <u>6</u> |

No employees received emoluments in excess of £60,000.

### 7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

|                                   | Unrestricted<br>funds<br>£ |
|-----------------------------------|----------------------------|
| <b>INCOME AND ENDOWMENTS FROM</b> |                            |
| <b>Charitable activities</b>      |                            |
| Trading for charitable objectives | 5,650                      |
| Advice & representation           | 7,139                      |
| Opportunities                     | 7,140                      |
| Societies & sports clubs          | 227                        |
| University grants                 | 140,170                    |
| Other trading activities          | 1,230                      |
| Investment income                 | <u>1</u>                   |
| <b>Total</b>                      | <u>161,557</u>             |
| <b>EXPENDITURE ON</b>             |                            |
| Raising funds                     | 12,073                     |
| <b>Charitable activities</b>      |                            |
| Trading for charitable objectives | 3,513                      |
| Advice & representation           | 51,649                     |

**Newman Students' Union**

**Notes to the Financial Statements - continued  
for the Year Ended 31 July 2022**

**7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

|                                        |                                 |
|----------------------------------------|---------------------------------|
|                                        | Unrestricted funds              |
|                                        | £                               |
| Opportunities                          | 50,723                          |
| Democracy                              | 36,981                          |
| Costs to be apportioned                | -                               |
| Training and development               | 16,925                          |
| Societies & sports clubs               | <u>36</u>                       |
| <b>Total</b>                           | <u><b>171,900</b></u>           |
| <br><b>NET INCOME/(EXPENDITURE)</b>    | <br><b>(10,343)</b>             |
| <br><b>RECONCILIATION OF FUNDS</b>     |                                 |
| Total funds brought forward            | 52,157                          |
|                                        | <u>          </u>               |
| <br><b>TOTAL FUNDS CARRIED FORWARD</b> | <br><u><u><b>41,814</b></u></u> |

**8. TANGIBLE FIXED ASSETS**

|                                   | Plant and machinery<br>£ | Fixtures, fittings and equipment<br>£ | Computer equipment<br>£ | Totals<br>£         |
|-----------------------------------|--------------------------|---------------------------------------|-------------------------|---------------------|
| <b>COST</b>                       |                          |                                       |                         |                     |
| At 1 August 2021 and 31 July 2022 | <u><b>2,706</b></u>      | <u><b>1,078</b></u>                   | <u><b>4,374</b></u>     | <u><b>8,158</b></u> |
| <br><b>DEPRECIATION</b>           |                          |                                       |                         |                     |
| At 1 August 2021                  | <b>2,706</b>             | <b>1,078</b>                          | <b>4,155</b>            | <b>7,939</b>        |
| Charge for year                   | <u>-</u>                 | <u>-</u>                              | <u><b>110</b></u>       | <u><b>110</b></u>   |
| At 31 July 2022                   | <u><b>2,706</b></u>      | <u><b>1,078</b></u>                   | <u><b>4,265</b></u>     | <u><b>8,049</b></u> |
| <br><b>NET BOOK VALUE</b>         |                          |                                       |                         |                     |
| At 31 July 2022                   | <u>-</u>                 | <u>-</u>                              | <u><b>109</b></u>       | <u><b>109</b></u>   |
| At 31 July 2021                   | <u>-</u>                 | <u>-</u>                              | <u>219</u>              | <u>219</u>          |

**9. STOCKS**

|                                          |                     |                     |
|------------------------------------------|---------------------|---------------------|
|                                          | <b>31.7.22</b>      | 31.7.21             |
|                                          | £                   | £                   |
| Goods for resale - commercial activities | <u><b>2,166</b></u> | <u><b>3,512</b></u> |

**Newman Students' Union**

**Notes to the Financial Statements - continued  
for the Year Ended 31 July 2022**

|                                                         |                     |                |
|---------------------------------------------------------|---------------------|----------------|
| <b>10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b> | <b>31.7.22</b>      | <b>31.7.21</b> |
|                                                         | £                   | £              |
| Trade debtors                                           | <b>109</b>          | 3,185          |
| Other debtors                                           | <b>1,362</b>        | 345            |
| Prepayments and accrued income                          | <b><u>2,667</u></b> | <u>14,878</u>  |
|                                                         | <b><u>4,138</u></b> | <u>18,408</u>  |

|                                                           |                     |                |
|-----------------------------------------------------------|---------------------|----------------|
| <b>11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b> | <b>31.7.22</b>      | <b>31.7.21</b> |
|                                                           | £                   | £              |
| Trade creditors                                           | <b>124</b>          | 6,387          |
| Other creditors                                           | <b><u>9,372</u></b> | <u>17,472</u>  |
|                                                           | <b><u>9,496</u></b> | <u>23,859</u>  |

**12. LEASING AGREEMENTS**

Minimum lease payments under non-cancellable operating leases fall due as follows:

|                 |                 |                |
|-----------------|-----------------|----------------|
|                 | <b>31.7.22</b>  | <b>31.7.21</b> |
|                 | £               | £              |
| Within one year | <b><u>-</u></b> | <u>351</u>     |

**13. MOVEMENT IN FUNDS**

|                                   | At 1.8.21<br>£       | Net<br>movement<br>in funds<br>£ | At<br>31.7.22<br>£ |
|-----------------------------------|----------------------|----------------------------------|--------------------|
| <b>Unrestricted funds</b>         |                      |                                  |                    |
| General fund                      | <b>39,700</b>        | <b>13,220</b>                    | <b>52,920</b>      |
| Societies and clubs - total funds | <b><u>2,114</u></b>  | <b><u>(134)</u></b>              | <u>1,980</u>       |
|                                   | <b><u>41,814</u></b> | <b><u>13,086</u></b>             | <u>54,900</u>      |
| <b>TOTAL FUNDS</b>                | <b><u>41,814</u></b> | <b><u>13,086</u></b>             | <u>54,900</u>      |

Net movement in funds, included in the above are as follows:

|                                   | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|-----------------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b>         |                            |                            |                           |
| General fund                      | <b>173,480</b>             | <b>(160,260)</b>           | <b>13,220</b>             |
| Societies and clubs - total funds | <b><u>504</u></b>          | <b><u>(638)</u></b>        | <u>(134)</u>              |
|                                   | <b><u>173,984</u></b>      | <b><u>(160,898)</u></b>    | <u>13,086</u>             |
| <b>TOTAL FUNDS</b>                | <b><u>173,984</u></b>      | <b><u>(160,898)</u></b>    | <u>13,086</u>             |

**Newman Students' Union**

**Notes to the Financial Statements - continued  
for the Year Ended 31 July 2022**

**13. MOVEMENT IN FUNDS - continued**

**Comparatives for movement in funds**

|                                   | At 1.8.20<br>£       | Net<br>movement<br>in funds<br>£ | At<br>31.7.21<br>£   |
|-----------------------------------|----------------------|----------------------------------|----------------------|
| <b>Unrestricted funds</b>         |                      |                                  |                      |
| General fund                      | 50,234               | (10,534)                         | 39,700               |
| Societies and clubs - total funds | <u>1,923</u>         | <u>191</u>                       | <u>2,114</u>         |
|                                   | <u>52,157</u>        | <u>(10,343)</u>                  | <u>41,814</u>        |
| <b>TOTAL FUNDS</b>                | <u><u>52,157</u></u> | <u><u>(10,343)</u></u>           | <u><u>41,814</u></u> |

Comparative net movement in funds, included in the above are as follows:

|                                   | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|-----------------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b>         |                            |                            |                           |
| General fund                      | 161,330                    | (171,864)                  | (10,534)                  |
| Societies and clubs - total funds | <u>227</u>                 | <u>(36)</u>                | <u>191</u>                |
|                                   | <u>161,557</u>             | <u>(171,900)</u>           | <u>(10,343)</u>           |
| <b>TOTAL FUNDS</b>                | <u><u>161,557</u></u>      | <u><u>(171,900)</u></u>    | <u><u>(10,343)</u></u>    |

The Designated funds represent amounts advanced to, or raised by, less expenditure incurred by, approved Student Societies and clubs.

## Newman Students' Union

### Notes to the Financial Statements - continued for the Year Ended 31 July 2022

#### 13. MOVEMENT IN FUNDS - continued

|                            | At 1.8.21<br>£ | Transfers<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | At 31.7.22<br>£ |
|----------------------------|----------------|----------------|----------------------------|----------------------------|-----------------|
| Anime & Manga              | 153            |                | -                          | -                          | 153             |
| Asian                      | -              |                | 45                         | (21)                       | 24              |
| Blue Sock Salon            | -              |                | 11                         | -                          | 11              |
| Book club                  | 48             |                | -                          | -                          | 48              |
| Cakes and Bakes            | 56             |                | 28                         | -                          | 84              |
| Cheerleading               | 76             |                | -                          | -                          | 76              |
| Christian Union            | 89             |                | -                          | -                          | 89              |
| Creative Wellbeing Society | 22             |                | -                          | -                          | 22              |
| Critical Friends Society   | 10             |                | -                          | (10)                       | -               |
| Dance                      | 309            |                | -                          | (309)                      | -               |
| Debating Society           | 81             |                | -                          | -                          | 81              |
| Dramas (Madsoc)            | 391            |                | 229                        | (60)                       | 558             |
| Gaming                     | 119            |                | 120                        | (56)                       | 183             |
| History Society            | 37             |                | -                          | -                          | 37              |
| Islamic                    | 77             |                | 56                         | (20)                       | 113             |
| LGBT                       | 84             |                | -                          | (25)                       | 59              |
| Math                       | 30             |                | -                          | -                          | 30              |
| NEST                       | 24             |                | -                          | (24)                       | -               |
| Para-Newman Society        | 85             |                | 15                         | -                          | 100             |
| People & Planet            | 8              |                | -                          | (8)                        | -               |
| Philosophy                 | 63             |                | -                          | (63)                       | -               |
| Pole Fitness               | 40             |                | -                          | (40)                       | -               |
| Pool                       | 207            |                | -                          | -                          | 207             |
| Social Sciences            | 85             |                | -                          | -                          | 85              |
| We Love Film               | 20             |                | -                          | -                          | 20              |
|                            | <u>2,114</u>   |                | <u>504</u>                 | <u>(637)</u>               | <u>1,980</u>    |

#### 14. RELATED PARTY DISCLOSURES

Amounts received from the University in the form of grant and serviced accommodation are detailed in the statement of financial activities. NSU transacts with the University on day-to-day matters including the recharge of various activities.

#### 15. ULTIMATE CONTROLLING PARTY

Ultimate control of NSU rests with its membership, represented by Student Forum and General Meetings. Its principal place of business is on the premises of Newman University, Genners Lane, Bartley Green, Birmingham, B32 3NT. NSU is an unincorporated association, registered as a charity with the Charity Commission on 25 July 2011, No. 1143073

#### 16. VOLUNTEERS

NSU operates with a number of unpaid volunteers. There are six part time elected Officers who represent and support students across a number of areas including: societies, equality and diversity, campaigns, course representation, sport, wellbeing and events. Their only commitment to the organisation is the Executive committee meetings which are held once every two weeks, and any other work to fulfil the role is entirely voluntary.

NSU also has up to six unpaid voluntary advisors who are on placement as part of their studies. Each advisor does two hour drop sessions and one hour admin work per week, which is managed by the Representation and Activities Coordinator. Each advisor will complete 100 hours as part of their placement commitment.

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# Accounts

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**Report of the Trustees and  
Unaudited Financial Statements  
for the Year Ended 31 July 2021  
for  
Newman Students' Union**



Locke Williams Associates LLP  
Chartered Accountants  
c/o Blackthorn House  
St Pauls Square  
Birmingham  
West Midlands  
B3 1RL

**Newman Students' Union**

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for the Year Ended 31 July 2021**

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## Newman Students' Union

### Chair's Report for the Year Ended 31 July 2021

Government lockdown has changed the way higher education and student's unions can operate with lockdown or other restrictions being in place meaning that students did not have to be on campus most of this financial year.

Both the SU and the institution have sought to move a lot of what we do online and have added complications for us to create a community of students.

We have had a year of staff turnover with the Membership Services Coordinator (Voice) handing in their notice in April and the General Manager in July.

During COVID majority of staff continued working in the office so students could be supported by ensuring COVID measures were met in the office. We made minimum use of the Government furlough scheme.

Despite of these challenges we were able to;

- Be placed in the top 10 of students' unions in the UK for the first time and we were number 1 students' union in Birmingham in the National Student Satisfaction Survey.
- Have 162 achievements were awarded by us on student HEAR awards showing we impact students' lives after university.
- Have 245 students engage with our Leadership & Development Programme with a 91% satisfaction rate
- Plan 44 events despite COVID that included charity networking, a digital fresher's week, festive family fun day
- Have 9 societies who put on digital events for their members through the year
- Deal with 90 student advice cases - 41 from FED, 38 from FASP, 4 joint and 7 unknown - this was a 56% increase on its first year of operation 2018/9
- Elect and train 137 Course Reps despite all lectures being on line
- Sell out the virtual Newman Students' Union Online Awards (100 places) in just one week to celebrate excellence in teaching and student life.

However, **we are most proud** of our work to support students through COVID which we did by

1. Landlord letters - showing students how to have an open conversation with their landlord about rent - this prompted some landlords to provide rent reductions or rent holidays or even early termination of contracts
2. University halls campaign - to seek refunds for students who had paid to live in halls but were stuck at home
3. Covid Care Packages - delivering over 100 packages that contained 5 days' worth of cereal and lunch.
4. Covid Teaching Champions - working with the Faculty of Education to provide placement opportunities to students from education courses to deliver sessions to other students' children during the pandemic

It didn't take long for students to get bored with doing everything online so our student groups struggled to get members to join for "another" online event. Feedback was that online feels less personable, they wanted face to face.

Students were not as angry as we anticipated as COVID impacted their learning - they understood but will they continue to do so as it impacts 2021/22 in different ways? We need to be here to ensure we listen to students and seek improvements from the University.

All of this has impacted our engagement and student numbers in the year, although we do think we can be proud of what we have achieved.

#### Looking towards the future

Next year is a year of renewal as students come back to campus, our Administrator who has been with us for 32 years is retiring and we will be recruiting for a new GM, bringing new people into our small but mighty team. We will be finalising the outcomes of the Strategy & Purpose work that the University has funded to identify what the University and ourselves really want from the union going forward. We hope this will lead our funding being agreed on a 3-year cycle to allow improved planning and budgeting culminating in a new strategic plan from 2022. We also hope to see our student groups rebuilding after COVID as we support student led activity on campus.

**Chris Black**

President and Chair of the Board (2020/21)

## **Newman Students' Union**

### **Report of the Trustees for the Year Ended 31 July 2021**

The trustees present their report with the financial statements of the charity for the year ended 31 July 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and activities**

The Union's objects are the advancement of the education of students at Newman University for the public benefit by:

- Promoting the interests and welfare of Students at Newman University, their course of study and representing, supporting and advising Students;
- Being the recognised representative channel between students and Newman University and any other external bodies; and
- Providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its students.

##### **Public benefit**

The Trustees of Newman Students' Union have had regard to the public benefit guidance, including that on public benefit and the advancement of education, issued by the Charity Commission. The section of this report entitled 'Achievement and Performance' reports on Newman Students' Union's main activities and successes. Newman Students' Union's work benefits the following public groups:

- All students and recent graduates of Newman University;
- Members of, and others attending, affiliated student group activities; and
- Members of the public who access information and resources on our website, attend Newman Students' Union activities or benefit from charitable fundraising.

## **Newman Students' Union**

### **Report of the Trustees for the Year Ended 31 July 2021**

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Charitable activities**

of 'themes' devised to meet its charitable objects. These are set out as four promises that we make to students, which provide an overarching title to group our KPI's set within the strategy:

We promise to prepare you for life after Newman

##### **Leadership & Development Programme**

The Leadership & development programme is a series of training and development sessions hosted by SU staff, external partners and digital programmes on platforms such as Google Digital Garage. The entire project is run by a single staff member as part of their wider portfolio of roles and cost the organisation just £250. Students can choose one officer pathways which offer different modules in order to support the direction of their future careers. They are: Finding a Job, The Third Sector, Education, Business and Personal Development.

- 245 Individual (unique) students signed up to sessions (8.75% student population).
- 540 individual session sign-ups in total.
- Over 50 sessions ran in collaboration with 15 external partners
- Over 300 Hours of Staff time working with externals, creating content for the programme, and delivering/monitoring sessions.
- 141 Sign-Ups for British Sign Language (5% of student population)

90 feedback forms completed from sessions:

- Did the session meet your expectations - 9.1/10
- Did you find the session useful and informative - 9.2/10
- Has the session increased your knowledge and confidence in this area - 8.4/10

##### **Advisors**

The Student Advice Clinic dealt with 90 student cases in the academic year 2020/21. From the 90 cases, in Faculty of Education there were a total of 41 cases, from the Faculty of Arts, Society and Professional Studies there were 38 cases, 4 joint cases across both faculties and 7 unknown.

In comparison with the data collected for the academic year 2019/20, only 50 cases were received, which was a 56% increase on the figures from 2018/19, which saw only 32 cases overall.

##### **Resolution Time**

The average turn-around time for a case to be resolved is 2.5 weeks (this includes non-working days such as weekends).

##### **Satisfaction Rates**

On average, students rate their feelings as 2.8 out of 10 when first accessing the service, compared to 9.5 out of 10 once they've been provided support by the team.

##### **Awards**

At the end of each academic year, Newman Students' Union traditionally hosts two celebration ceremonies- the Excellence Awards, and the Sports and Society Awards. This year, due to Covid-19, it was decided that the two ceremonies should be merged to create one big end of year event.

The Newman Students' Union Awards took place virtually on Thursday 27th May, via Zoom.

The capacity for the event, as it was taking place virtually, was 100 people - which sold out within just one week.

## **Newman Students' Union**

### **Report of the Trustees for the Year Ended 31 July 2021**

#### **Training and Development**

Alongside the LDP and the Trustee training, NSU provides its Executive Committee with training to ensure that they are well supported to fulfil their roles. This includes a week-long residential with training delivered by the General Manager and a number of external partners, including key staff members from the University.

Full time Officers received 360-degree appraisals for the second year which was conducted by a senior manager from another Students' Union. This was then extended to all staff, and used as part of the discussion in their end of year appraisals.

We promise to put you at the heart of an exciting Newman Community

#### **Events**

NSU planned 44 events from September 2020 - May 2021 across seven themes, engaging a total of 365 students across the range of events. These included:

- Digital freshers' week
- Charity networking
- Festive family fun day
- Get up and go; and
- A number of other digital events to keep students entertained and active during the pandemic

#### **Societies**

Societies are student-led groups, who come together based on shared interests. This year we have had 9 active student societies (two of which were new societies Baking Club and Media Society), with 50 unique society members (2% of Student Population who are part of a community).

Our current Societies include:

- Baking Club
- Book Club
- Christian Union
- Gaming Society
- History Society
- Maths Society
- Media Society
- Newman Islamic Society

We promise to help you be as happy and healthy as possible

#### **Welfare Campaigns**

Under NSU's strategic objective to "Develop a calendar of support campaigns in partnership with external organisations", the Executive Committee held monthly awareness campaigns for students to engage with including:

1. October - Black History Month & Breast Cancer Awareness
2. November - Movember; Men's Health Awareness
3. December - Domestic Abuse Awareness
4. January - Dry January; Alcohol Awareness
5. February - LGBTQ+ History Month
6. March - Celebrating Inspirational Women
7. April - World Autism Month & Mental Health & Wellbeing
8. May - Exam Stress Awareness
9. June - Mitigating Circumstances and Extensions

NSU continued to run its year-long campaign to give out free sanitary products to students as part of its "Free Periods" campaign.

## Newman Students' Union

### Report of the Trustees for the Year Ended 31 July 2021

#### Accessibility Report

Following on from the 'Entrance to the Library' motion, in which students requested a review of the Libraries facilities to ensure that they accommodate for students with disabilities, Liam (SU Vice President), undertook a full-scale accessibility review of the campus. This report was then submitted to the University, containing recommendations, to inform the University of the observations made and to make suggestions for improvements around campus. Some of the recommendations made include:

- Ensuring red pull cords located in disabled toilets meet their legal requirements
- Locations of door swipe devices to be in appropriate places
- Adjustments to lecture theatres, such as seating placements
- Ensuring appropriate signage around campus for facilities such as disabled toilets, water facilities and hearing loops
- Repairs to be made to paths and walkways
- The use of Panopto for all sessions

Some of the recommendations made have already been acted upon, where possible, and the University have agreed to review the recommendations list and make reasonable adjustments to the campus.

#### Campaigns

We ran 12 campaigns In 2020/21

Between September 2020 to May 2021, NSU ran 12 campaigns. For each campaign, a Working Task Group was formed, who were responsible for the initial planning stages through to delivery, and a review of the campaign itself. From September 2020 - March 2021, the combined hours worked between staff and part-time officers is approximately 122 hours. This includes WTG meetings, paperwork and processing, design work, website development, Eventbrite formulations, technical rehearsals and the delivery of the campaigns themselves.

122 students took part overall in the 12 events (including streaming podcasts). These statistics do not include engagement across social media platforms including the "comment" or "like" functions on Facebook and Instagram.

Our campaigns included: Black History Month, Transgender Awareness Week, De-Stress Week, Create Change Day, LGBTQ+ History Month, Time to Talk, Mental Health Awareness Day, What's Next Employability, Ramadan, Testicular Cancer Awareness Week and Stop the Stigma.

#### Course Reps

NSU elected 137 Course Reps in 2020/21. This compares to 174 in 2019/20 and 150 in 2018/2019.

The decrease in Course Reps is considered to be a result of the Global Pandemic.

#### Course Rep System Review

The Students' Union began a review of the system in the academic year 2019/20, with the circulation of an all-staff survey, however due to the COVID-19 pandemic the review had to be placed on hold. However, since the effects of the pandemic have begun to lift, NSU re-started the work to review Course Reps and SSCCs.

Below details the planned work for the review:

- Staff Survey: Duration May - June 2020 (39 members of staff responded to the survey)
- Staff Survey 2021 and Student Survey 2021 - Open April - June 2021
- Staff and Student Focus Groups - Semester 1, 2021
- Item on SSCC Agendas for suggestion - Semester 2, 2022

## **Newman Students' Union**

### **Report of the Trustees for the Year Ended 31 July 2021**

#### **National Student Survey (NSS)**

In 2021, we were voted in the TOP 10 Students' Unions in the UK for the first time\*. We were also voted the Number 1 in Birmingham for the third consecutive year.

Number 1 in the West Midlands, in the TOP 3 for the entire Midlands Region, and in the TOP 3 from the Cathedrals Group of Universities.

\*From independent Students' Unions, Student Associations and Guilds as registered charities.

#### **Internal NSU Student Satisfaction Survey\***

A Student Satisfaction Score of 4.03/5 when asked "Does the Students' Union provide a positive Student Experience?"

A Student Satisfaction Score of 3.76/5 when asked "The SU receives roughly £49.29 per year from your annual fees from the University to carry out its business. Based on this figure, does the Students' Union represent Value for Money?"

\*2% of the Population took part- the same amount required for the Union's AGM.

## **FINANCIAL REVIEW**

### **Overview**

Total Gross income for 2020/21 (year ended 31 July 2021) was £161,557 of which £137,725 (19/20 - £137,725) was block grant from the institution, £275 (19/20 - £32,761) the value of services accommodation, £1,230 (19/20 - £4,881) from trading and commercial activity with the remainder raised from student activity and events and other sundry income. In the period Newman Students' Union spent £171,900 (19/20 - £193,627) giving a Net movement of funds of -£10,343 (19/20 - £7,525).

### **Custodian activities**

Newman Students' Union is custodian of funds raised under Newman Students' Union auspices by students through Raise and Give, various Societies and Officers, for distribution to designated charities.

### **Reserves policy**

The Board of Trustees have approved Newman Students' Union's Reserves Policy in September 2018 which determines the level of reserves required to enable NSU to:

- fund working capital
- fund unexpected expenditure when unplanned events occur
- fund shortfalls in anticipated income

The minimum reserves required are calculated as 3 Months operating costs (as defined by the annual budgeted organisational expenditure), known as the 'operating reserve'.

Reserves in excess of the required reserves are held as 'free reserves' or 'designated reserves', in accordance with the Trustee Board. If reserves fall below 3 months' operating costs for more than 6 months, the Trustees should ask the management to formulate a recovery plan to be submitted to Trustee Board for approval. If there are surplus funds available above the minimum level, the Committee should plan to utilise these within three years.

Total reserves as at 31 July 2021 were £41,814 (19/20 £52,157), of which £41,595 (19/20 £51,829) were free reserves. Free reserves are reserves which do not include designated funds or funds tied up in the fixed assets.

Newman Students' Union has no funds materially in deficit.

## **Newman Students' Union**

### **Report of the Trustees for the Year Ended 31 July 2021**

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Type of governing document**

Newman Students' Union is governed by its Constitution dated 8 April 2011 as amended 02 May 2019 and its supporting Bye Laws.

##### **How the charity is constituted**

The charity is an unincorporated association, constituted under the Education Act and the Regulations of Newman University.

##### **Trustee selection methods**

Newman Students' Union has provision for up to seven Trustees. These Trustees have a varied background, including students (members) as well as externally sourced 'professionals'. The post holders have a varied term of office to suit the nature of the position. These are:

- President - Ex-Officio serves for one year term in line with their elected position.
- Vice-President - Ex-Officio serves for one year term in line with their elected position.
- Two External Trustees are elected at UGM by the membership following recommendations by the Appointments Committee and serve a four year term.
- One External Trustee who is appointed by Newman University Management Group and serves a four year term, unless the University opt out of this selection method, in which case the Board of Trustees shall appoint another External who are also elected at a UGM.
- Two Student Trustees are elected via secret ballot as outlined within the Bye-Laws.

##### **Trustee election process**

To ensure Newman Students' Union remains a democratic and student led organisation, it operates both a shortlisting and election process for its trustees. Trustee positions are advertised in an appropriate manner. Applications are reviewed by Newman Students' Union Appointments Committee to assess suitability of candidates. The committee then recommend suitable candidates to an Annual / Union General Meeting and, where appropriate, supply the meeting with a 'candidate summary' for each candidate to highlight relevant skills, background and experience. This is to encourage students to select trustees democratically whilst basing their decision on information appropriate to the positions.

##### **Trustee induction process**

The General Manager organises annual Trustee Training.

## Newman Students' Union

### Report of the Trustees for the Year Ended 31 July 2021

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### Structure governance and management

Newman Students' Union is a charity with the ultimate decision making power being vested with the **Board of Trustees**. The Board of Trustees meet regularly and receive reports from the President, Vice-President and General Manager within their respective fields, as well as receiving minutes and updates as appropriate from Union Committees.

Newman Students' Union is a democratic organisation and the Board of Trustees delegate their authority to the membership through the **Annual General Meeting (AGM)**, **Union General Meetings (UGMs)** and **Student Forum**, subject to safeguards ensuring legality of decisions. These bodies have powers to direct the Executive and the organisation within its charitable objects. AGM, followed by UGM, then Student Forum are the principal policy making forums of Newman Students' Union and all members are invited to attend with full voting and speaking rights.

The **Executive Committee** oversee the day to day running of Newman Students' Union and are accountable to the membership through the above meetings. They are responsible for ensuring union activities follow the correct process, comply with Newman Students' Union policy and work towards the aims and objects of the organisation, as set out in its constitution and strategic plan. The Committee members are elected annually through a cross-campus ballot. All Committee members receive training and support to enable them to fulfil their duties.

**Day to day management** of the organisation is delegated to the General Manager. Newman Students' Union also employs other non-student staff to ensure effective management of the organisations' activities who have delegated authority within their job roles through the General Manager.

Newman Students' Union also has a **committee structure**, with delegated authority within specific fields, to ensure effective controls are in place within the organisation, in particular within the areas of finance (Finance Committee) and employment and applications processes (Appointments Committee). These committees report regularly to the Executive Committee and the Board of Trustees and are responsible to the Board of Trustees. All Committees have at least one trustee as a member.

#### Relationships with other organisations

##### Relationship with Newman University

Newman Students' Union receives an annual block grant from the University through the University's Director of Finance, and occupies an office space owned by the University. The University also supplies, free of charge, utilities, facilities, such as computer and telecommunication equipment, cleaning and caretaking services. In addition the University provides spaces for key student group activities including meeting rooms, performance spaces and sports facilities, with no charge levied. This support is intrinsic to the relationship between Newman Students' Union and the University. Although Newman Students' Union runs some commercial activities, it is heavily dependent on the support of the University. There is no reason to believe that this support will not continue for the foreseeable future as the Education Act 1994 places a duty on the Institution to take such steps as are reasonably practical to ensure that the Union operates in a fair and democratic manner, for the benefit of the membership. Newman Students' Union works with the University to provide the best educational experience possible for its members, ensuring its affairs are properly conducted and that the educational and welfare needs of its members are met.

##### Other relationships

Newman Students' Union is a member of the National Union of Students to which it pays an annual affiliation fee. In return it receives support and training in a variety of areas, notably with regard to holding Elections, Executive training, governance support and Trustee induction. As part of the NUS restructure, NSU's affiliations are set to decrease in 2020/21.

Newman Students' Union actively works with other Students' Unions across the sector to share best practice and offer learning and development opportunities for its members and its staff. NSU specifically entered into an agreement with University College Birmingham (UCB) Guild of Students with a memorandum of understanding (MOU) outlining how the organisations shall work together within this partnership.

**Newman Students' Union****Report of the Trustees  
for the Year Ended 31 July 2021****STRUCTURE, GOVERNANCE AND MANAGEMENT****Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The Trustees have considered major risks and have put in place appropriate procedures to manage these, including regular reporting systems to ensure that necessary steps can be taken to lessen these risks.

The Trustees delegate responsibility to the Finance Committee and General Manager for monthly finance management.

**REFERENCE AND ADMINISTRATIVE DETAILS****Registered Charity number**

1143073

**Principal address**

Newman University  
Genners Lane  
Bartley Green  
Birmingham  
B32 3NT

**Trustees**

| <b>Trustees</b> | <b>Office (if any)</b> | <b>Dates of changes if not for whole year</b> | <b>Name of person (or body) entitled to appoint (if any)</b> |
|-----------------|------------------------|-----------------------------------------------|--------------------------------------------------------------|
| Gareth Hughes   | Deputy Chair           |                                               | UGM                                                          |
| Lewis Palin     |                        |                                               | UGM                                                          |
| Matthew Bedding |                        |                                               | UGM                                                          |
| Christian Black | Chair                  |                                               | Ex-Officio                                                   |
| Liam Rogers     |                        |                                               | Ex-Officio                                                   |
| Samantha Baynes |                        |                                               | UGM                                                          |
| Karen Seleshe   |                        |                                               | UGM                                                          |

**Independent Examiner**

Locke Williams Associates LLP  
Chartered Accountants  
c/o Blackthorn House  
St Pauls Square  
Birmingham  
West Midlands  
B3 1RL

**Senior staff member**

Ryan Beasley - Newman Students' Union General Manager

Approved by order of the board of trustees on 26 May 2022 and signed on its behalf by:

DocuSigned by:

  
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Christian Black - Trustee

## Independent Examiner's Report to the Trustees of Newman Students' Union

### Independent examiner's report to the trustees of Newman Students' Union

I report to the charity trustees on my examination of the accounts of Newman Students' Union (the Trust) for the year ended 31 July 2021.

### Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

David Williams FCA FCCA  
Institute of Chartered Accountants in England and Wales  
Locke Williams Associates LLP  
Chartered Accountants  
c/o Blackthorn House  
St Pauls Square  
Birmingham  
West Midlands  
B3 1RL

Date: .....



TRUSTED ACCOUNTING SOLUTIONS



Registered number: OC350146  
Registered in England and Wales.  
Katrina Williams FCA CTA TEP  
David Williams FCA FCCA

Locke Williams Associates LLP  
Blackthorn House, St Pauls Square  
Birmingham B3 1RL T: 0121 262 3980

## Newman Students' Union

Statement of Financial Activities  
for the Year Ended 31 July 2021

|                                        |       | 31.7.21<br>Unrestricted<br>funds<br>£ | 31.7.20<br>Total<br>funds<br>£ |
|----------------------------------------|-------|---------------------------------------|--------------------------------|
| <b>INCOME AND ENDOWMENTS FROM</b>      | Notes |                                       |                                |
| <b>Charitable activities</b>           | 4     |                                       |                                |
| Trading for charitable objectives      |       | 5,650                                 | 9,408                          |
| Advice & representation                |       | 7,139                                 | -                              |
| Societies & sports clubs               |       | 227                                   | 1,327                          |
| Opportunities                          |       | 7,140                                 | -                              |
| University grants                      |       | 140,170                               | 170,486                        |
| Other trading activities               | 2     | 1,230                                 | 4,881                          |
| Investment income                      | 3     | <u>1</u>                              | <u>-</u>                       |
| <b>Total</b>                           |       | <b>161,557</b>                        | <b>186,102</b>                 |
| <br><b>EXPENDITURE ON</b>              |       |                                       |                                |
| Raising funds                          |       | 12,073                                | 15,489                         |
| <b>Charitable activities</b>           | 5     |                                       |                                |
| Trading for charitable objectives      |       | 3,513                                 | -                              |
| Advice & representation                |       | 51,649                                | 54,317                         |
| Opportunities                          |       | 50,723                                | 70,976                         |
| Democracy                              |       | 36,981                                | 32,533                         |
| Training and development               |       | 16,925                                | 18,737                         |
| Other resources expended               |       | 36                                    | 1,575                          |
| <b>Total</b>                           |       | <b>171,900</b>                        | <b>193,627</b>                 |
| <br><b>NET INCOME/(EXPENDITURE)</b>    |       | <b>(10,343)</b>                       | <b>(7,525)</b>                 |
| <br><b>RECONCILIATION OF FUNDS</b>     |       |                                       |                                |
| <b>Total funds brought forward</b>     |       | <b>52,157</b>                         | <b>59,682</b>                  |
| <br><b>TOTAL FUNDS CARRIED FORWARD</b> |       | <b><u>41,814</u></b>                  | <b><u>52,157</u></b>           |

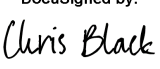
The notes form part of these financial statements

## Newman Students' Union

Balance Sheet  
31 July 2021

|                                              | Notes | 31.7.21<br>Unrestricted<br>funds<br>£ | 31.7.20<br>Total<br>funds<br>£ |
|----------------------------------------------|-------|---------------------------------------|--------------------------------|
| <b>FIXED ASSETS</b>                          |       |                                       |                                |
| Tangible assets                              | 9     | 219                                   | 328                            |
| <b>CURRENT ASSETS</b>                        |       |                                       |                                |
| Stocks                                       | 10    | 3,512                                 | 3,006                          |
| Debtors                                      | 11    | 18,408                                | 7,751                          |
| Cash at bank and in hand                     |       | <u>43,534</u>                         | <u>48,216</u>                  |
|                                              |       | 65,454                                | 58,973                         |
| <b>CREDITORS</b>                             |       |                                       |                                |
| Amounts falling due within one year          | 12    | (23,859)                              | (7,144)                        |
| <b>NET CURRENT ASSETS</b>                    |       | <u>41,595</u>                         | <u>51,829</u>                  |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b> |       | <u>41,814</u>                         | <u>52,157</u>                  |
| <b>NET ASSETS</b>                            |       | <u>41,814</u>                         | <u>52,157</u>                  |
| <b>FUNDS</b>                                 | 14    |                                       |                                |
| Unrestricted funds:                          |       |                                       |                                |
| General fund                                 |       | 39,700                                | 50,234                         |
| Societies and clubs - total funds            |       | <u>2,114</u>                          | <u>1,923</u>                   |
|                                              |       | <u>41,814</u>                         | <u>52,157</u>                  |
| <b>TOTAL FUNDS</b>                           |       | <u>41,814</u>                         | <u>52,157</u>                  |

The financial statements were approved by the Board of Trustees and authorised for issue on 26 May 2022 and were signed on its behalf by:

DocuSigned by:  
  
 A8C1C0C4C79A48B...

Christian Black - Trustee

The notes form part of these financial statements

## Newman Students' Union

### Notes to the Financial Statements for the Year Ended 31 July 2021

#### 1. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The charity meets the definition of a public benefit entity under FRS102.

##### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

The University grant of free serviced accommodation on the campus and equipment provided is accounted for as income and expenditure of the year at an estimated value to NSU by reference to the scales of charges provided by the University.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Expenditure includes irrecoverable VAT.

##### **Allocation and apportionment of costs**

Expenses, including support costs and governance costs, are allocated or apportioned to the applicable expenditure headings in the statement of financial activities. Charitable expenditure comprises the direct and indirect costs of delivering public benefit.

Governance costs are those incurred for compliance with constitutional and statutory requirements, such as annual elections and training for sabbatical officers. The value of free serviced campus accommodation is apportioned on estimated floor space occupied. Other central overhead costs are apportioned to charitable and other projects/activities on a usage basis.

##### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

|                                  |               |
|----------------------------------|---------------|
| Fixtures, fittings and equipment | - 20% on cost |
|----------------------------------|---------------|

##### **Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

##### **Debtors and creditors receivable / payable within one year**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

##### **Cash at bank and in hand**

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

# Newman Students' Union

## Notes to the Financial Statements - continued for the Year Ended 31 July 2021

### 1. ACCOUNTING POLICIES - continued

#### Taxation

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

#### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### Hire purchase and leasing commitments

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

Rentals under operating leases are charged to the statement of financial activities as incurred.

#### Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

### 2. OTHER TRADING ACTIVITIES

|                                   | 31.7.21      | 31.7.20      |
|-----------------------------------|--------------|--------------|
|                                   | £            | £            |
| Commercial marketing/ sponsorship | <u>1,230</u> | <u>4,881</u> |

### 3. INVESTMENT INCOME

|                          | 31.7.21  | 31.7.20  |
|--------------------------|----------|----------|
|                          | £        | £        |
| Deposit account interest | <u>1</u> | <u>-</u> |

# Newman Students' Union

## Notes to the Financial Statements - continued for the Year Ended 31 July 2021

### 4. INCOME FROM CHARITABLE ACTIVITIES

|                                   |                                   | 31.7.21<br>£   | 31.7.20<br>£   |
|-----------------------------------|-----------------------------------|----------------|----------------|
| Trading for charitable objectives | Trading for charitable objectives | 5,650          | 9,408          |
| Grants                            | Advice & representation           | 7,139          | -              |
| Societies & sports clubs          | Societies & sports clubs          | 227            | 1,327          |
| Grants                            | Opportunities                     | 7,140          | -              |
| Grants                            | University grants                 | <u>140,170</u> | <u>170,486</u> |
|                                   |                                   | <u>160,326</u> | <u>181,221</u> |

Grants received, included in the above, are as follows:

|                                 | 31.7.21<br>£   | 31.7.20<br>£   |
|---------------------------------|----------------|----------------|
| University grant                | 137,725        | 137,725        |
| Grant of serviced accommodation | 275            | 32,761         |
| Other grants                    | 2,170          | -              |
| HMRC CJRS                       | <u>14,279</u>  | <u>-</u>       |
|                                 | <u>154,449</u> | <u>170,486</u> |

### 5. CHARITABLE ACTIVITIES COSTS

|                                   | Direct<br>Costs<br>£ | Support<br>costs<br>£ | Totals<br>£    |
|-----------------------------------|----------------------|-----------------------|----------------|
| Trading for charitable objectives | -                    | 3,513                 | 3,513          |
| Advice & representation           | 46,487               | 5,162                 | 51,649         |
| Opportunities                     | 46,842               | 3,881                 | 50,723         |
| Democracy                         | 25,833               | 11,148                | 36,981         |
| Training and development          | 16,097               | 828                   | 16,925         |
| Other resources expended          | -                    | 36                    | 36             |
|                                   | <u>135,259</u>       | <u>24,568</u>         | <u>159,827</u> |

Staff costs and support costs which are not directly attributable to one of the specific activities stated above are apportioned across the activities in the most appropriate manner, usually based upon staff time, equipment or room usage.

Included in the above costs are:

|                                                     |            |            |
|-----------------------------------------------------|------------|------------|
| Fee for the Independent Examination of the accounts | <u>780</u> | <u>780</u> |
|-----------------------------------------------------|------------|------------|

# Newman Students' Union

## Notes to the Financial Statements - continued for the Year Ended 31 July 2021

### 6. TRUSTEES' REMUNERATION AND BENEFITS

The Chair and Vice-Chair (Sabbatical Officers) received remuneration and pension contributions as follows, as authorised in NSU's governing document, for the representation, campaigning and support work they undertook as distinct from their role as a Trustee. This work includes voicing student opinion with the University and local community, defending and extending the right of students through petitions, discussion with MPs and also organising and supporting student volunteers and service provision for them.

|                                  | <b>31.7.21</b>       | 31.7.20              |
|----------------------------------|----------------------|----------------------|
|                                  | £                    | £                    |
| C. Black (2019/20 Chair)         | <b>18,135</b>        | 17,316               |
| L. Rogers (2020/2021 Vice-Chair) | <b>18,185</b>        | 17,316               |
|                                  | <b><u>36,270</u></b> | <b><u>34,632</u></b> |

### 7. STAFF COSTS

|                       | <b>31.7.21</b>        | 31.7.20               |
|-----------------------|-----------------------|-----------------------|
|                       | £                     | £                     |
| Wages and salaries    | <b>121,110</b>        | 111,530               |
| Social security costs | <b>8,847</b>          | 7,791                 |
| Other pension costs   | <b>4,216</b>          | 3,679                 |
|                       | <b><u>134,173</u></b> | <b><u>123,000</u></b> |

The average monthly number of employees during the year was as follows:

|           | <b>31.7.21</b>  | 31.7.20         |
|-----------|-----------------|-----------------|
| Full time | <b><u>6</u></b> | <b><u>5</u></b> |

No employees received emoluments in excess of £60,000.

## Newman Students' Union

Notes to the Financial Statements - continued  
for the Year Ended 31 July 2021

## 8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

|                                    | Unrestricted<br>funds<br>£ |
|------------------------------------|----------------------------|
| <b>INCOME AND ENDOWMENTS FROM</b>  |                            |
| <b>Charitable activities</b>       |                            |
| Trading for charitable objectives  | 9,408                      |
| Societies & sports clubs           | 1,327                      |
| University grants                  | 170,486                    |
| Other trading activities           | <u>4,881</u>               |
| <b>Total</b>                       | 186,102                    |
| <b>EXPENDITURE ON</b>              |                            |
| Raising funds                      | 15,489                     |
| <b>Charitable activities</b>       |                            |
| Advice & representation            | 54,317                     |
| Opportunities                      | 70,976                     |
| Democracy                          | 32,533                     |
| Training and development           | 18,737                     |
| Other resources expended           | 1,575                      |
| <b>Total</b>                       | <u>193,627</u>             |
| <b>NET INCOME/(EXPENDITURE)</b>    | (7,525)                    |
| <b>RECONCILIATION OF FUNDS</b>     |                            |
| <b>Total funds brought forward</b> | 59,682                     |
| <b>TOTAL FUNDS CARRIED FORWARD</b> | <u><u>52,157</u></u>       |

## 9. TANGIBLE FIXED ASSETS

|                                   | Plant and<br>machinery<br>£ | Fixtures,<br>fittings<br>and<br>equipment<br>£ | Computer<br>equipment<br>£ | Totals<br>£  |
|-----------------------------------|-----------------------------|------------------------------------------------|----------------------------|--------------|
| <b>COST</b>                       |                             |                                                |                            |              |
| At 1 August 2020 and 31 July 2021 | <u>2,706</u>                | <u>1,078</u>                                   | <u>4,374</u>               | <u>8,158</u> |
| <b>DEPRECIATION</b>               |                             |                                                |                            |              |
| At 1 August 2020                  | 2,706                       | 1,078                                          | 4,046                      | 7,830        |
| Charge for year                   | <u>-</u>                    | <u>-</u>                                       | <u>109</u>                 | <u>109</u>   |
| At 31 July 2021                   | <u>2,706</u>                | <u>1,078</u>                                   | <u>4,155</u>               | <u>7,939</u> |
| <b>NET BOOK VALUE</b>             |                             |                                                |                            |              |
| At 31 July 2021                   | <u>-</u>                    | <u>-</u>                                       | <u>219</u>                 | <u>219</u>   |
| At 31 July 2020                   | <u>-</u>                    | <u>-</u>                                       | <u>328</u>                 | <u>328</u>   |

## Newman Students' Union

Notes to the Financial Statements - continued  
for the Year Ended 31 July 2021

## 10. STOCKS

|                                          | 31.7.21      | 31.7.20      |
|------------------------------------------|--------------|--------------|
|                                          | £            | £            |
| Goods for resale - commercial activities | <u>3,512</u> | <u>3,006</u> |

## 11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

|                                | 31.7.21       | 31.7.20      |
|--------------------------------|---------------|--------------|
|                                | £             | £            |
| Trade debtors                  | 3,185         | 2,023        |
| Other debtors                  | 345           | 1,172        |
| Prepayments and accrued income | <u>14,878</u> | <u>4,556</u> |
|                                | <u>18,408</u> | <u>7,751</u> |

## 12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

|                 | 31.7.21       | 31.7.20      |
|-----------------|---------------|--------------|
|                 | £             | £            |
| Trade creditors | 6,387         | 5,164        |
| Other creditors | <u>17,472</u> | <u>1,980</u> |
|                 | <u>23,859</u> | <u>7,144</u> |

## 13. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

|                            | 31.7.21    | 31.7.20      |
|----------------------------|------------|--------------|
|                            | £          | £            |
| Within one year            | 351        | 702          |
| Between one and five years | <u>-</u>   | <u>351</u>   |
|                            | <u>351</u> | <u>1,053</u> |

## 14. MOVEMENT IN FUNDS

|                                   | At 1.8.20     | Net movement in funds | At 31.7.21    |
|-----------------------------------|---------------|-----------------------|---------------|
|                                   | £             | £                     | £             |
| <b>Unrestricted funds</b>         |               |                       |               |
| General fund                      | 50,234        | (10,534)              | 39,700        |
| Societies and clubs - total funds | <u>1,923</u>  | <u>191</u>            | <u>2,114</u>  |
|                                   | <u>52,157</u> | <u>(10,343)</u>       | <u>41,814</u> |
| <b>TOTAL FUNDS</b>                | <u>52,157</u> | <u>(10,343)</u>       | <u>41,814</u> |

**Newman Students' Union**

**Notes to the Financial Statements - continued  
for the Year Ended 31 July 2021**

**14. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

|                                   | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|-----------------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b>         |                            |                            |                           |
| General fund                      | <b>161,330</b>             | <b>(171,864)</b>           | <b>(10,534)</b>           |
| Societies and clubs - total funds | <u><b>227</b></u>          | <u><b>(36)</b></u>         | <u><b>191</b></u>         |
|                                   | <u><b>161,557</b></u>      | <u><b>(171,900)</b></u>    | <u><b>(10,343)</b></u>    |
| <b>TOTAL FUNDS</b>                | <u><b>161,557</b></u>      | <u><b>(171,900)</b></u>    | <u><b>(10,343)</b></u>    |

**Comparatives for movement in funds**

|                                   | At 1.8.19<br>£ | Net<br>movement<br>in funds<br>£ | Transfers<br>between<br>funds<br>£ | At<br>31.7.20<br>£ |
|-----------------------------------|----------------|----------------------------------|------------------------------------|--------------------|
| <b>Unrestricted funds</b>         |                |                                  |                                    |                    |
| General fund                      | 57,180         | (7,277)                          | 331                                | 50,234             |
| Societies and clubs - total funds | <u>2,502</u>   | <u>(248)</u>                     | <u>(331)</u>                       | <u>1,923</u>       |
|                                   | <u>59,682</u>  | <u>(7,525)</u>                   | <u>-</u>                           | <u>52,157</u>      |
| <b>TOTAL FUNDS</b>                | <u>59,682</u>  | <u>(7,525)</u>                   | <u>-</u>                           | <u>52,157</u>      |

Comparative net movement in funds, included in the above are as follows:

|                                   | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|-----------------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b>         |                            |                            |                           |
| General fund                      | 184,775                    | (192,052)                  | (7,277)                   |
| Societies and clubs - total funds | <u>1,327</u>               | <u>(1,575)</u>             | <u>(248)</u>              |
|                                   | <u>186,102</u>             | <u>(193,627)</u>           | <u>(7,525)</u>            |
| <b>TOTAL FUNDS</b>                | <u>186,102</u>             | <u>(193,627)</u>           | <u>(7,525)</u>            |

## Newman Students' Union

### Notes to the Financial Statements - continued for the Year Ended 31 July 2021

#### 14. MOVEMENT IN FUNDS - continued

The Designated funds represent amounts advanced to, or raised by, less expenditure incurred by, approved Student Societies and clubs.

|                            | At<br>1.8.20 | Transfers | Incoming<br>resources | Resources<br>expended | At 31.7.21   |
|----------------------------|--------------|-----------|-----------------------|-----------------------|--------------|
|                            | £            | £         | £                     | £                     | £            |
| Christian Union            | 56           | -         | 36                    | (3)                   | 89           |
| Pool                       | 207          | -         | -                     | -                     | 207          |
| Music & Drama              | 391          | -         | -                     | -                     | 391          |
| People & Planet            | 8            | -         | -                     | -                     | 8            |
| LGBT                       | 78           | -         | 20                    | (14)                  | 84           |
| Dance                      | 309          | -         | -                     | -                     | 309          |
| Islamic                    | -            | -         | 80                    | (3)                   | 77           |
| Philosophy                 | 63           | -         | -                     | -                     | 63           |
| Anime & Manga              | 153          | -         | -                     | -                     | 153          |
| Book club                  | 26           | -         | 35                    | (13)                  | 48           |
| Cakes and Bakes            | 56           | -         | -                     | -                     | 56           |
| Pole Fitness               | 40           | -         | -                     | -                     | 40           |
| Gaming                     | 98           | -         | 21                    | -                     | 119          |
| Cheerleading               | 76           | -         | -                     | -                     | 76           |
| Para-Newman Society        | 85           | -         | -                     | -                     | 85           |
| Critical Friends Society   | 10           | -         | -                     | -                     | 10           |
| History Society            | 20           | -         | 20                    | (3)                   | 37           |
| Social Sciences            | 85           | -         | -                     | -                     | 85           |
| Debating Society           | 66           | -         | 15                    | -                     | 81           |
| Creative Wellbeing Society | 22           | -         | -                     | -                     | 22           |
| Math                       | 30           | -         | -                     | -                     | 30           |
| N.E.S.T. Society           | 24           | -         | -                     | -                     | 24           |
| We Love Film               | 20           | -         | -                     | -                     | 20           |
|                            | <u>1,923</u> | <u>-</u>  | <u>227</u>            | <u>(36)</u>           | <u>2,114</u> |

#### 15. RELATED PARTY DISCLOSURES

Amounts received from the University in the form of grant and serviced accommodation are detailed in the statement of financial activities. NSU transacts with the University on day-to-day matters including the recharge of various activities.

#### 16. ULTIMATE CONTROLLING PARTY

Ultimate control of NSU rests with its membership, represented by Student Forum and General Meetings. Its principal place of business is on the premises of Newman University, Genners Lane, Bartley Green, Birmingham, B32 3NT. NSU is an unincorporated association, registered as a charity with the Charity Commission on 25 July 2011, No. 1143073

#### 17. VOLUNTEERS

NSU operates with a number of unpaid volunteers. There are six part time elected Officers who represent and support students across a number of areas including: societies, equality and diversity, campaigns, course representation, sport, wellbeing and events. Their only commitment to the organisation is the Executive committee meetings which are held once every two weeks, and any other work to fulfil the role is entirely voluntary.

NSU also has up to six unpaid voluntary advisors who are on placement as part of their studies. Each advisor does two hour drop sessions and one hour admin work per week, which is managed by the Representation and Activities Coordinator. Each advisor will complete 100 hours as part of their placement commitment.