

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



Locke Williams Associates LLP
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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

Trustees	Office (if any)	Dates of changes if not for whole year	Name of person (or body) entitled to appoint (if any)
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:

Chris Black

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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



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Registered in England and Wales.
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David Williams FCA FCCA

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Newman Students' Union

**Statement of Financial Activities
for the Year Ended 31 July 2021**

		31.7.21 Unrestricted funds £	31.7.20 Total funds £
INCOME AND ENDOWMENTS FROM	Notes		
Charitable activities	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	1	-
Total		161,557	186,102
 EXPENDITURE ON			
Raising funds		12,073	15,489
Charitable activities	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
Total		171,900	193,627
 NET INCOME/(EXPENDITURE)		(10,343)	(7,525)
 RECONCILIATION OF FUNDS			
Total funds brought forward		52,157	59,682
 TOTAL FUNDS CARRIED FORWARD		<u>41,814</u>	<u>52,157</u>

The notes form part of these financial statements

Newman Students' Union

Balance Sheet
31 July 2021

	Notes	31.7.21 Unrestricted funds £	31.7.20 Total funds £
FIXED ASSETS			
Tangible assets	9	219	328
CURRENT ASSETS			
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
CREDITORS			
Amounts falling due within one year	12	(23,859)	(7,144)
NET CURRENT ASSETS		<u>41,595</u>	<u>51,829</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>41,814</u>	<u>52,157</u>
NET ASSETS		<u>41,814</u>	<u>52,157</u>
FUNDS	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>
TOTAL FUNDS		<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:

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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
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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	31.7.20
	Activity	£	£
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	31.7.20
	£	£
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 Costs £	Support costs £	Totals £
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	<u>-</u>	<u>36</u>	<u>36</u>
	<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>
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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.

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

7. STAFF COSTS

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

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

	31.7.21	31.7.20
Full time	<u>6</u>	<u>5</u>

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

9. TANGIBLE FIXED ASSETS

	Plant and machinery £	Fixtures, fittings and equipment £	Computer equipment £	Totals £
COST				
At 1 August 2020 and 31 July 2021	<u>2,706</u>	<u>1,078</u>	<u>4,374</u>	<u>8,158</u>
DEPRECIATION				
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>
NET BOOK VALUE				
At 31 July 2021	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>219</u></u>	<u><u>219</u></u>
At 31 July 2020	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>328</u></u>	<u><u>328</u></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
	£	£	£
Unrestricted funds			
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>
TOTAL FUNDS	<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 resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	161,330	(171,864)	(10,534)
Societies and clubs - total funds	227	(36)	191
	161,557	(171,900)	(10,343)
TOTAL FUNDS	161,557	(171,900)	(10,343)

Comparatives for movement in funds

	At 1.8.19 £	Net movement in funds £	Transfers between funds £	At 31.7.20 £
Unrestricted funds				
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>
TOTAL FUNDS	<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 resources £	Resources expended £	Movement in funds £
Unrestricted funds			
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>
TOTAL FUNDS	<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 1.8.20 £	Transfers £	Incoming resources £	Resources 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.