

EDGE HILL STUDENTS' UNION LIMITED

England & Wales · Charity number 1143764

Details

Status Registered

Legal form Charitable company

Company number [07329036](#)

Registered 2011-09-12

Register [View on the Charity Commission register](#)

Contact

Address Edge Hill University
St. Helens Road
Ormskirk
L39 4QP

Phone 01695657200

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Activities

Objects: THE OBJECTS OF THE UNION ARE THE ADVANCEMENT OF EDUCATION OF STUDENTS AT EDGE HILL UNIVERSITY FOR THE PUBLIC BENEFIT BY: PROMOTING THE INTERESTS AND WELFARE OF STUDENTS AT EDGE HILL UNIVERSITY DURING THEIR COURSE OF STUDY AND REPRESENTING, SUPPORTING AND ADVISING STUDENTS; BEING THE RECOGNISED REPRESENTATIVE CHANNEL BETWEEN STUDENTS AND [INSERT NAME OF INSTITUTION] 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: EHSU exists to represent Edge Hill University students effectively as well as provide cultural, social and sporting opportunities to help our students develop personal and life skills.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes
- **Who:** Other Defined Groups

Geography

- Knowsley
- Lancashire
- Liverpool City
- Manchester City
- Sefton
- Shropshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	£1,448,330	£1,696,757	£526,112	50
2024-07-31	£1,587,959	£1,608,313	£774,539	53
2023-07-31	£1,834,208	£1,789,284	£794,893	60
2022-07-31	£1,978,016	£1,755,705	£749,969	76
2021-07-31	£1,180,952	£1,189,564	£527,658	49
2020-07-31	£1,744,178	£1,616,338	£536,270	75

Trustees

Name	Role	Appointed
Sarah Marie Ellis	Chair	2018-06-25
Callum Luke Grady		2025-12-03
Christopher Simon Bull		2024-12-09
Dewi Bloor		2025-07-01
Eri Mountbatten-O'Malley		2019-12-09
Samuel Luca Frank Wood		2025-12-03
Sophie Louise Rowley		2025-07-01
Syed Shahab Ali		2025-07-01

EDGE HILL STUDENTS' UNION LIMITED

England & Wales - Charity number 1143764

Accounts

Edge Hill Students' Union Limited (A Company Limited by Guarantee)

Reference and Administrative Details of the Charity, its Trustees and Advisers For the Year Ended 31 July 2025

Company registered number 07329036

Charity registered number 1143764

Trustees

Christopher Bull (Appointed 9 December 2024)

Dewi Bloor (Appointed 1 July 2025)

Sarah Ellis

Bill Hancox

Maggie Lam (Resigned 30 June 2025)

Eri Mountbatten-O'Malley

Orna Murphy-Horton (Resigned 13 June 2025)

Paige Rivers (Resigned 30 June 2025)

Sophie Rowley (Appointed 1 July 2025)

Ali Syed Shabab (Appointed 1 July 2025)

Registered office

Edge Hill Students' Union
The Hub
St. Helens Road
Ormskirk
Lancashire
L39 4QP

Independent Auditors

Dains Audit Limited Statutory Auditor Suite 2, Albion House 2 Etruria Office Village Forge Lane
Stoke on Trent Staffordshire ST1 5RQ

Solicitors

Weightmans LLP 100 Old Hall Street Liverpool L3 9QJ

Trustees' Report for the Year Ended 31 July 2025

The Trustees present their annual report with the charity's audited financial statements for the year 1 August 2024 to 31 July 2025. The Annual Report serves the purposes of a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019). Since the charity qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Structure, Governance and Management

Edge Hill Students' Union is a student-led educational charity. It is a company limited by guarantee (Registered No. 07329036) with the Trustees as company law members, and a registered charity (Registered No. 1143764).

The Students' Union is 'separate but part of' Edge Hill University and subject to the University's Charter and Statutes. It also owns a trading subsidiary, Edge Hill Students' Union Trading Limited, which is currently dormant.

As a charity we have a Trustee Board which oversees administration, governance and legal compliance. The Trustee Board consists of up to four elected Student Sabbatical Trustees, up to four appointed Student Trustees, and up to four appointed Independent Trustees who offer professional experience, knowledge and expertise. The Trustee Board has delegated the day-to-day running of services and provisions to the Chief Executive (CEO) through an agreed schedule of delegations. Paul Malone was CEO throughout the year under review and left the Union's employment during early September 2025. The Union has engaged an interim CEO pending the recruitment of a permanent replacement for Paul.

The Trustees receive regular reports from the Chief Executive and finance colleagues. The Chief Executive coordinates the staff team of the Students' Union who work closely with the elected student officers to provide services and provisions to benefit our student members. Staff ensure that the strategy and operating plans are delivered in line with agreed budgets. The Students' Union's governing document is its Memorandum and Articles of Association and related bye laws.

The Students' Union operates on democratic principles. The Sabbatical Officers are elected by cross campus ballots annually in accordance with the Education Act 1994. Each officer has a specific portfolio remit as well as being jointly responsible for an effective and clear student voice to the University on issues which matter to students.

Governing Bodies

The Trustee Board has responsibility for overseeing the administration and management of the Union. They are responsible collectively for the overall well-being and strategic direction,

efficient operation, and good governance of the Union, including compliance with legal and financial requirements. The relationship between the Board and Chief Executive is fundamental to effective governance and management of the Union. One element of this is ensuring the Chief Executive is appropriately managed and remunerated. It is the responsibility of the Board to ensure that the Chief Executive has clear objectives, to review performance and consider the development of their employee alongside that of the charity. The Board uses benchmarked salaries and benefits paid to Chief Executives in students' unions and the wider voluntary sector to determine a suitable level of remuneration. The Board has plans to strengthen this area of its responsibility with the establishment of a formal remuneration committee during the next financial year. The Students' Union employs full and part-time staff to ensure the effective management and operation of its wide range of activities. Those employees are accountable to the Chief Executive for the performance of their duties.

Recruiting and Training of Trustees

Whilst there is no formal written policy in place for induction and training of trustees, the Union ensures that all trustees are taken through a specifically organised training programme. For our sabbatical and student trustees this typically takes place within a broader range of induction activities.

Relationship with Edge Hill University

The relationship between Edge Hill University and the Students' Union is established in the Code of Practice approved by both organisations. The Students' Union is grateful for the continued support of the University demonstrated in the 'Block Grant' it receives from the University which is typically based on a proportion of the University's turnover, and in addition to this, the Union receives a 'Rent Grant' to cover space occupied by the Union which is owned by the University. Although the Students' Union aims to generate supplementary funding from various mutual trading activities in its new building, it will always be dependent on the University's support. There is no reason to believe that this or equivalent support from the University will not continue for the foreseeable future. The Union also benefits from other support from the University in the form of services such as facilities management.

The positive relationships that the Union enjoys with senior members of University staff enables the Union to discuss and resolve issues of importance to its members.

Relationship with Edge Hill Students' Union Trading Limited

The Students' Union has one wholly owned trading subsidiary, Edge Hill Students' Union Trading Limited (Company Number 08613438). Since 1 August 2017 there has not been any activity in this company. Edge Hill Students' Union Trading Limited will continue to exist, to address any significant non-primary purpose trading carried out by the Students' Union in the future.

Risk Management

The Union's risk management strategy includes the annual review of the risk policy and a risk register summary update at each Board meeting. The process identifies major risks and assesses their impact and likelihood of occurrence. A risk score is then formulated for each risk so they can be prioritised as low, medium, or high. The risk register identifies the risk owner,

mitigating controls in place, actions required to mitigate further, and the deadline for those actions.

Risks which have recently attracted the attention of trustees, and which continue to be an issue include, ensuring that there is a successful portfolio of commercial activity in the new SU building in the face of local competition. The successful implementation of the recent Higher Education Freedom of Speech Act remains a risk given the diverse range of student groups facilitated by the Union. The nature of students' unions means that they experience a more rapid turnover of trustees than other charities. This brings its own intrinsic risks, and the trustees are keen to mitigate them by ensuring a robust trustee induction process. Finally, both the University and Union have recently undergone changes in senior leadership which represents both risks and opportunities. The Board are keen to ensure that this period of change is used to strengthen our collaborative relationship with the University.

The current financial pressures affecting Higher Education in the UK are well documented. The consequential effects of these pressures for students' unions are becoming increasingly apparent and are evident in the reduction of grants for some unions. The Board are aware of the potential for a similar impact on our students' union. Finally, reputational damage arising from high-profile activity by a student, trustee or staff member remains a risk.

Our plans and strategies for managing risk include maintaining effective internal controls, a risk register, incident reporting and monitoring systems and insurance cover wherever appropriate.

Statement of Public Benefit

The Students' Union's vision is 'to create the best student experience we can for as many Edge Hill students as possible'. The Union exists for the advancement of education of students at Edge Hill University for the public benefit. This is through:

1. Promoting the interests and welfare of students during their course of study and representing, supporting, and advising students.
2. Being the recognised representative channel between students and Edge Hill University and any other external bodies.
3. Providing social, cultural, sporting, and recreational activities and forums for discussion and debate for the personal development of students.

The Students' Union operates within the requirements of the University to satisfy the 1994 Education Act. The Articles state that the Students' Union will always seek to:

1. Ensure that the diversity of its membership is recognised, and that equal access is available to all members of whatever origin or orientation.
2. Pursue its aims and objectives independent of any political party or religious group;
3. and, Pursue equal opportunities by taking positive action within the law to facilitate participation of groups discriminated against by society.

In pursuit of these aims for the public benefit, the Students' Union will ensure the diversity of its membership is recognised, valued, and supported and has established departments and services for use by its members and to support its work with the University and other organisations on behalf of students.

These services include our advice centre, our representation and democracy work, our societies and activities programme, the bar, retail, food, and launderette outlets. Sabbatical Officers of the Students' Union sit on many senior level committees of the University and meet regularly with the Local Authority, members of the Community Safety Partnership and other providers of public services affecting students. In setting our objectives and planning our activities, the trustees have considered the Charity Commission's general guidance on public benefit.

Organisational Changes

The financial challenges confronting Higher Education have been extensively reported. As a students' union we have not been insulated from these financial challenges. These pressures, and issues associated with the new building, were the main drivers for restructuring the students' union staff team during the year. In addition to the redundancies required to ensure that the charity remains sustainable, we have generally experienced a higher level of staff turnover this year than usual. This included the departure of our long-serving CEO, Paul Malone, who resigned from the organisation following the end of the financial year in September.

This year the students' union has fitted out its new building which will be a focal point for student activity and social life on campus. The next financial year will require the Union to re-engage in regular, consistent, primary purpose commercial activity to ensure that this new facility is fully utilised in pursuit of our charitable objectives.

Building

Our new building had a faltering start. An expectation that the building would be practically complete for the start of the 2024/25 academic year was not fulfilled and attempts to operate services in a building which was still under construction were ultimately unsuccessful. Our first successful events in our new spaces were therefore not delivered until graduation 2025. This has had two notable impacts on the students' union.

Firstly, we have experienced a two-year hiatus in our commercial operations, rather than the one-year hiatus we expected. The associated loss of trading colleagues, changes in students' social and commercial habits means that our organisational memory and knowledge associated with our night-time economy on campus is significantly diminished.

Secondly, a significant investment of our reserves has been required to complete the fit out of the building. The magnitude of this contribution to the project was unexpected and the reduction in our reserves will reduce our organisational resilience and flexibility at a time of financial challenge for the sector. A priority therefore, is to rebuild our reserves in the next and subsequent financial years and this is reflected in our Reserves Policy.

Representation

One of the primary roles of any students' union is the representation and amplification of student voices regarding their educational and student experiences. This year there has been

discussion about the future shape and operations of the course representation system at Edge Hill. The Union is keen to reconcile the perspectives of the University and the Union so that the system can be a catalyst for the further improvement of the student experience at Edge Hill. We have continued to amplify student opinion both within the three University faculties, at University-wide committees and at relevant bodies in the wider community.

The National Student Survey (NSS), which is an independently conducted survey of all UK final year undergraduate students, includes a question regarding how well students think their union represents their academic interests. It was excellent to see the Union's score for this question increase this year from 70.9% to 77.3%, reflecting the improved performance of the Union in this area. Edge Hill Students' Union now has a score which exceeds the national benchmark.

1. Representation Framework and Channels

Role of Presidents and SEMs

Students at Edge Hill University, elect three presidents each year by secret ballot to represent them to the University. At Edge Hill, each President is elected with responsibility for one of the three Faculties: Education, Health, Social Care and Medicine and Arts and Science. These elected officers serve for a term of one year and can be re-elected once.

Alongside these elected officers the Union employs permanent Student Engagement Managers. These colleagues offer a range of support to the elected officers, assist with stakeholder management and provide important continuity in our relationships with University colleagues

SSCFs and Programme Boards

Staff Student Consultative Forums (SSCFs) and Boards are formal meetings held in faculties to ensure that student feedback is received, considered and influences the design and delivery of academic programmes and experience of students. These forums provide valuable insights that help shape SU campaigns. Feedback from these groups is carefully fed back to the wider team, fostering a broader understanding of recurring trends across the University.

Our Elected Presidents and Student Engagement Managers attended the vast majority of Faculty based SSCFs throughout the 24/25 academic year alongside Faculty Based Programme Boards. The Union has responded to all faculties which have approached Elected Officers and SEMs to ask for guidance and feedback on how to hold engaging SSCFs and how the format can be improved,

2. Faculty-Based Representation

Faculty of Education (FoE)

Our Faculty of Education President held regular drop ins for students. A popular theme for student feedback was placement experiences. Concerns were raised with faculty staff, who were able to address concerns and ensure students' expectations were realistically managed.

Progress was communicated back to students to provide guidance and reassurance. Later in the year the same elected officer was able to effectively address concerns raised at drop ins regarding timetabling issues, assignment deadlines and car parking issues. This proactive approach increased the SU's visibility, ensuring that the FoE's student body is actively engaged in shaping their academic and professional development.

Working in partnership with the FoE SU team, The Education Society built strong professional links with the FoE Employability team, offering feedback from students regarding issues such as suitable professional placements for BA Education students, appropriate tailored careers guidance and the sharing of good practice that has been witnessed by students whilst on placement.

The SU Marketing & Communications and FoE Communications teams met during the year to discuss suitable collaboration going forwards, how to share best practice on reaching current and potential students and how best to apply communications strategies throughout the student recruitment process.

In the FoE, SSCF themes included the good provision of wellbeing and academic support available for students which was primarily accessed from lecturers, module leads and personal academic tutors. Areas in which improvements could be made included timetables which were sometimes released too close to course starting dates, which students felt left them unable to organise themselves and their commitments such as childcare in a timely manner. Feedback was also gathered about the proximity of placement and assignment deadlines. Potential improvements to post-graduate distance learning provision to address inconsistencies in organisation and delivery were also noted.

Faculty of Health, Social Care and Medicine (FoHSCM)

One of our student advisers now attends the St James campus on a weekly basis. Feedback gathered helps ensure that both campuses' needs are understood and addressed. The information gathered is then communicated to the SEM during regular one-to-one meetings and at weekly team meetings, where it is used to inform reports and feed into faculty discussions through key meetings and forums.

Students at St James campus have raised issues including difficulties in finding suitable student accommodation in Manchester; access to University support services and access to some social opportunities. Raising these issues has resulted in an increased on-campus presence from university support staff.

In the FoHSCM, SSCF themes included dissatisfaction with room allocations and last-minute changes. While these changes can sometimes be unavoidable, for example, when a guest speaker cancels, the faculty is now working to minimize these disruptions. Students requested that PowerPoint presentations be shared in advance to help them prepare for lessons. Concerns were raised and addressed concerning outdated and overused simulation

equipment, which was perceived as limiting effective learning opportunities. Students also felt that more prompt information regarding placements would help them be better prepared.

The FoHSCM President successfully launched the 'Monumental' program in partnership with Edge Hill Sport. This initiative is designed to foster a supportive, inclusive community for male students, encouraging regular engagement in a non-judgmental environment. By focusing on personal development through self-reflection on elements of the 'wellbeing wheel,' participants gain valuable tools and habits to navigate life's challenges.

The Monumental initiative also sparked collaborative student-led events for Movember, including a charity football match and featured in the EHU's "What's in Your Head?" mental health podcast series with Sara Ainscow & Chris Kirkland. Monumental has been rolled out to male staff members as an ongoing mental health peer support network.

We delivered a dedicated winter semester Welcome Fair for 'January Starters' within the FoHSCM foyer. The event provided students and staff with the opportunity to connect with SU services, student societies, external partners and university departments showcasing a wide range of opportunities to enhance their university experience. Feedback suggested that the winter Welcome Fair, alongside the SEM and President guest speaking within lectures, significantly improved awareness of the support, resources, and extra-curricular services available through the SU.

Faculty of Arts and Sciences (FAS)

Student feedback which was gathered and addressed by the Union included changes made to some reading week arrangements which were made at short notice. Some course changes within Sports Psychology were highlighted as a concern by students, while some language modules were under threat in other courses. Discrepancies in how long students waited for feedback which had been noted by students when comparing their courses were also a cause for concern.

Through concise, impactful interviews with staff and students, the campaign aimed to showcase how these initiatives inform teaching and impact the student experience. These interviews were posted on SU social media.

The FAS team supported students within Biosciences and HIGGS to organise end of year celebrations in the new SU building, the first of which took place on the 2nd of May and the latter on the 16th of May. Both were a great success. These events were student led with support from the SU. Students campaigned, fundraised, decorated and marketed these events entirely by themselves. We received great feedback from students who attended and have built a positive collaborative relationship with EHU catering/conferencing team who provided the food and service.

Wider Campaigns

AI in academic work campaign

Officers campaigned for students to be able to use AI safely, positively and appropriately in their academic work, as a response to student concerns around a lack of confidence in its use. Our officer compiled a survey which focused on students' current AI awareness and usage and asked whether students understood and were able to adhere to EHU's policy on using AI in academic work. Over 200 students from the FoE responded, most of whom said they did not feel confident using AI in their academic work and felt EHU's policy guidelines on its use were not easily understandable. This research was supplemented with insight from the union's advice team, who were able to highlight where more support for students was needed based on their casework. This work led to a revised policy, which is more accessible and understandable. Colleagues also agreed to review their session delivery which is aimed at encouraging students to use AI appropriately. These actions were agreed at Academic Board.

Menstrual Health Campaign

One of our Presidents led on a Menstrual Health Campaign to destigmatise conversations surrounding menstrual health by attaining appropriate policies put in place to support students who struggle with their studies and social lives due to menstrual health issues/gynaecological issues such as Endometriosis and Polycystic ovary syndrome (PCOS). She researched the ways in which menstrual health has impacted students' education, asking students what they need to make their university experience successful. She also met with the University's Directorate, ensuring their support for this important cause was given.

Our President met with staff and students from the Manchester St James campus to look at how menstrual health issues such as menopause affected their learning. Staff and students have fully endorsed this campaign.

Healthcare Uniform Campaign

Our officers also set in motion a Healthcare Uniform Campaign, in response to the pressing need for sufficient, affordable healthcare uniforms for students on placement. With many students working up to 40 hours per week, including night shifts, uniforms are quickly worn out and the limited number of uniforms available (students receive 3 tunics and 2 pairs of trousers to last them the entirety of their time at university) often leads to significant stress and logistical challenges. This campaign is a targeted effort to address these concerns, aiming to reduce the physical, financial, and emotional strain on students while ensuring they have the necessary resources to meet professional standards in their placements.

An expanded 'Uniform Campaign' has been advocating for additional mandatory uniforms for healthcare students on placement and necessary adjustments to existing designs, such as nurse paramedics have access to jackets with hoods, allowing them to stay warm and dry in adverse weather conditions—an essential adaptation given that they cannot use umbrellas while providing lifesaving care at the roadside. The campaign has evolved through ongoing discussions with key faculty staff members, particularly as the university reviews its upcoming

uniform tender. This collaboration ensures that student needs and practical considerations are at the forefront of uniform procurement decisions, ultimately improving comfort, safety, and professionalism for students in clinical and emergency settings.

Gender Expression Fund

In addition to the work of our Liberation Officers, one of our Presidents this year has established a Gender Expression Fund (GEF) at EHU, to enable students who would like to express their gender in an individualised way. She contacted colleagues at other Students' Unions across the UK who have established GEFs, who freely offered resources and guidance on how best to pilot and implement a Fund sustainably. A survey was undertaken, asking students if they would appreciate the GEF, how it could help and how they would like it to be promoted. Research revealed that alongside boosting students' wellbeing, the GEF will also help alleviate financial issues for some students. After meeting with colleagues within Student Services, along with EHU EDI Steering Group to discuss the research, the GEF now exists in a pilot form, with an initial fund of £500. The EHSU Trans Students' Officer will take up the campaign this academic year, working in conjunction with EH Student Services.

Liberation and Equality Representation

EHSU employed five part-time staff this year, who are current students representing communities that have traditionally been marginalised in HE. These student leaders – the Women Students' Officer, Black Students' Officer, LGBTQ+ Students' Officer, Trans Students' Officer and Disabled Students' Officer, are fully active in their roles, alongside their academic commitments. Their roles are essential in ensuring that students from under-represented and marginalised communities have a strong voice within the University. Each officer brings experience and insight that enables EHSU to better understand and respond to the needs of diverse student groups. Their work contributes to shaping a more inclusive, equitable, and supportive environment across all areas of University life.

Liberation Officers are advocates for their respective communities. They lead campaigns and initiatives to address barriers and inequalities, provide vital feedback to EHSU and University leadership to ensure policies reflect the true needs of all students and help create safer, more inclusive spaces through awareness, education, and engagement.

All our Liberation Officers have built excellent professional relationships with EHU staff teams including Student Services, Student Casework, Widening Participation, Comms. and Faculty SLTs. Examples of their work, which is based on student feedback they have gathered, included

- Our Trans Student Officer, listened to concerns from FOE Trans students, who have experienced some difficulties whilst on placement, specifically around use of preferred pronouns. The Officer met with Senior Leadership team at FOE, who have since invited them to contribute to the next FOE training programme for mentors within placement providers. They can discuss Student Voice responses and suggestions of these issues can be sensitively rectified.

- Our Disabled Students' Officer has contributed to EHU's AccessAble guides, acted as a student representative in Usability Testing for Greater Manchester NHS trust and delivered a Q&A session based on their experience and professional knowledge during EHU's Disability Awareness event.
- Our LGBTQ+ Students' Officer is working with Student Services to encourage more staff members to visibly show support and allyship with LGBTQ+ students by wearing rainbow lanyards and pin badges. They are also exploring the possibility of LGBTQ+ specific accommodation being available for students living on campus.
- Our Black Students' Officer has made solid professional links with Black Minds Matter, an organisation that brings awareness and support to Black students who struggle with mental health issues. They have ensured that five Black students have now been trained as Ambassadors for Black Minds Matter and they can offer Mental Health First Aid to their peers.
- Our Women's Students' Officer presented a digital campaign for Women's Health Month in May. They are opening conversations around periods, treatments, taboos, empowerment and advocacy.

5. Representation Beyond the University

Our officers have also continued to engage external stakeholders in their representative efforts in the interests of students.

This year we have maintained relationships with local external organisations including for example:

- West Lancashire Borough Council – reinforcing the message of 'students as local residents' whereby the SU can raise awareness of Council services and signpost students appropriately.
- Change Grow Live – a local drug and alcohol service, a councillor from CGL hosts confidential 1-1 bookable appointments on campus on a bi-monthly basis.
- The Liberty Centre/Women's Refuge – working with SU and Student Services to improve support for students who are domestic abuse victims and survivors.
- SWLICAN – local welfare rights service, working with SU A&G to ensure A&G can signpost appropriately.

The SU worked with FoHSCM nursing students to arrange a meeting with Ashley Dalton, MP for West Lancashire and Member of the Health Select Committee, to discuss a loan forgiveness scheme for nurses. Ashley Dalton listened to their concerns and the solutions they offered, promising to take their feedback to Wes Streeting MP, Minister for Health.

SEMs, Faculty presidents and other SU staff members have successfully encouraged students to attend national events e.g. Pride March and March to Eradicate Violence Against Women and Girls.

The Union was also delighted this year that elected FoHSCM President, PR, won the Nursing Times Award for 'Most Inspirational Student of the Year' 24/25. Judges said:

"An inspirational and powerfully articulate individual, she exemplifies the very best of nursing leadership. Her exceptional communication skills shine through in her advocacy for both herself and others, making a real difference across local and national levels. A passionate champion for the profession, students, and patients alike, she leads by example—driving meaningful change and inspiring all those around her with her insight, courage, and conviction." (Student Nursing Times Awards 2025 - 2025 winners)

This award strengthened student representation, inspired peers, and showcased the SU's commitment to excellence, positively impacting engagement and raising the university's national reputation for student leadership and healthcare education.

Advice and Support

The Students' Union Advice Service has continued to play a vital role in supporting students through complex academic, disciplinary, complaints, housing, funding and wellbeing-related challenges. This academic year has seen an increase in both the volume and complexity of student cases, reflecting the growing awareness of our service and the wider pressures affecting our students.

Our approach has remained student-centred, providing free, confidential and impartial advice to empower students to make informed decisions and resolve their concerns effectively.

Students contact the service via email, phone, drop-ins and booked appointments, with a noticeable shift toward in-person engagement. Students are seeking help with drafting personal statements and gathering evidence for a variety of meetings/panels.

During the year 524 students attended 629 appointments with our advisors. These cases fall into several categories:

- Academic cases involve providing support for students navigating academic appeal procedures, personal circumstance procedures, support to study, return to study, fitness to practise panels and DBS panels.
- Complaints cases involve guidance on formal complaints, stage 1-3 university processes and OIA complaints.

- Disciplinary cases focus on supporting students at cause for concern meetings, non-academic misconduct and academic misconduct panels.
- Housing cases address issues with private landlords, tenancy disputes, deposit returns and poor living conditions.
- Our student finance work focuses on CPR applications and cost-of-living issues.

This year the work of the Advice Service secured financial gains for students totalling £116,924.00. As importantly, our service often sees and supports students through crises, meaning that they are able to continue their University studies

This year in our advice service has been characterised by increasing complex case management. This is mainly because of cases which have overlapping issues for example a student in severe financial hardship may also be experiencing mental health difficulties. This has consequently had a positive impact on collaborative working between the Students' Union Advice Service, and University colleagues in the casework team, Academic Registry, faculty managers, money advice team members, mental health & wellbeing services, inclusion and disability support staff. These relationships are essential for the holistic support of students.

There has been increasing demand for representation support at disciplinary meetings and panels particularly from students on professional practice programmes, undergoing 'fitness to practice' procedures.

A Student Advisor now attends St. James Campus every Wednesday to offer a drop-in session and face-to-face appointments, providing students with vital support on a wide range of issues such as housing, academic concerns, and health and wellbeing. These sessions not only offer personalised advice but also give students the opportunity to ask questions about the Student Union and explore ways to enhance their sense of belonging and student experience, through involvement in societies, events, and other campus or campaign activities. Additionally, the drop-in sessions serve as a valuable opportunity to gather student feedback, which is shared with the wider team to highlight areas where students need help or are finding success.

Societies and Student Groups

Our Societies and student groups help to provide social connection for our students, facilitating friendships and helping students connect with their 'tribe'. The Union's societies and student groups are student led and as a result provide a unique environment for informal learning and skills development. A permanent staff member in the union facilitates these groups, training student leaders, supporting events and providing advice and guidance on finance, health and safety and social media.

During the year 44 new societies were created increasing the figure from 57 in April 2024 to 101 in July 2025. There were a total of 4,532 society members of which 1,984 were unique students. We had over 300 society committee members last academic year including the 3 core roles of each society and many new additional roles on some communities including social media coordinators, diversity & inclusion officers and event coordinators.

Societies hold a variety of events during the year which both raise the profile of the societies and enhance student life on campus. Examples include:

A Movember shave off was held in November with several sports teams all raising money for Movember along with a charity Football match in collaboration with Edge Hill Sport

In January, the SU teamed up with Checklist Society, Uni Boob Team and Women's Hockey for a charity Fun Run to raise money for the Uni Boob Team and Coppa Feel!

We supported the Islamic Society set up two education stations in the Hub during February. These stalls aimed to encourage conversations about learning and culture with one stall focusing on the Qur'an and its teachings and the other allowing students to try on religious headwear such as hijabs and niqabs. Students in the Islamic society want to encourage non-Islamic students to join in and get a better understanding of their religion

During March, in collaboration with the Biosciences society, horticultural society and sustainability society we hosted a Green Fair to educate students and promote sustainability. This included information about different companies and initiatives that attendees could engage with, including University departments, as well as our merchandise supplier who showcased environmentally friendly merchandise for their societies and clubs.

We supported the Big Geek Fundraiser event for a 3rd consecutive year in April. This is a collaborative event between the Dungeons & Dragons Society, Social Deduction Society, and TTRPGs Society. Big Geek was a major success delivered on the ground floor of the new SU Building, bringing together over 200 students in celebration of all things related to gaming, anime, and geek sub-culture. The event raised over £1,100 for three charities, beating the amounts raised for this event over the past 2 years. The event showcased the power of student-led initiatives to unite and inspire

We hosted our annual societies awards during May, which included student society performance and awards and recognition to societies. 12 societies shortlisted for the Societies Award and 5 committee members shortlisted for the Individual Award.

Our SU Team organised 'Queer Prom', based on feedback from LGBTQIA+ students who said they had previously felt excluded from their Proms at school and /or college.

Collaboration

Our societies also participate in initiatives with University partners and colleagues. This strengthens relationships on campus and often offers students an opportunity to learn and develop skills and interests outside their formal study programme. Some examples include:

Recruitment Team

We collaborate with EHSU's Recruitment Team on Open and Offer Holder Days and have been developing a programme of inviting student societies to showcase the SU and student experience. This initiative gives prospective students the chance to speak with current students,

gaining real, relatable insights that support informed decisions and strengthen their connection to Edge Hill as their chosen university.

For the societies invited to showcase their offer, it provides valuable opportunities for members to develop skills, such as networking, communication, and leadership, by engaging with current and prospective students, parents, staff, and external professionals. They also enhance graduate attributes like teamwork, problem-solving, and adaptability. Additionally, these experiences boost confidence, helping students build a strong support network for both personal and professional growth.

A key success, demonstrating the impact and desire for these interactions is that some societies now have waiting lists to join for incoming new students, reflecting increased student interest and engagement. A standout example of proactive engagement from open and offer holder days is our Mature Students Society, which has established a WhatsApp group of over 80 incoming students. Even before arriving on campus, these students are building networks, sharing advice, and supporting each other, demonstrating the power of digital community-building and fostering belonging to ease transition and build connections.

Sustainability Team & Business School

The Horticultural and Sustainability societies are working on a collaborative initiative called “The Gardens Project” to revamp the campus allotments and Business School roof garden. One of our officers facilitated a meeting with members of the University’s Sustainability team and together along with students a group was able to create a plan, working alongside FM colleagues, to begin to bring them back to life. She is working with the society on a comms campaign as well as fundraising ideas for equipment and seeds. They have a clear and engaging plan to get their ideas off the ground with the goal of hosting their society taster session for 2025 in the newly refurbished spaces.

Birkenhead Sixth Form Visit

One collaboration the SU participated in over summer 2025 was the Birkenhead Sixth Form visit. This involved welcoming 160 students from Birkenhead Sixth Form College to the SU building for an engaging and informative session about the role of a Students’ Union in university life. The visit was designed to introduce the sixth form students to what an SU is, and how it can support them throughout their academic journey—not just at Edge Hill, but at any university they may choose to attend in the future. During the session, students heard directly from key SU staff members, who delivered an overview of the Union’s core functions and values. Through a series of fun, interactive activities, students explored essential services such as student advocacy and advice, paid employment opportunities within the SU, the power of student voice, and the constitutional purpose of a Students’ Union. The FE students also learned about the importance of democracy in student life, including the role of Elected Presidents and Liberation Officers, and how societies help create a strong sense of belonging and student-led community. The session not only deepened their understanding of university life but also helped demystify the politics of student representation in an accessible, student-centered way. To round off the visit, students had time to socialise with each other and the SU team, enjoying a relaxed

atmosphere with games, pool, and informal conversations, offering a welcoming taste of the vibrant student experience that EHSU proudly champions.

The contribution of our societies and student groups was apparent at the University's Scholarship Awards. Excellence scholarships and University Scholarship citations for 9 students highlighted scholars' involvement in creating societies, leading communities or innovating activities from a wide range of societies including The Law Society, Wine Society, Middle East and North Africa Society, Accessibility Society, Christian Union, Horticultural Society and the Neuropsychiatry Society.

Our societies continue to create opportunities for students' personal development, enhance the student experience and create social cohesion at Edge Hill University.

Future Focus

After a period of significant change, the Union is keen to establish greater stability in its operations and relationships. The appointment of a new CEO and changes in the senior leadership at our University, provide opportunities to refresh our most significant stakeholder relationship, which the Union is keen to embrace. This will also provide an opportunity to establish a new strategic plan for the Union.

A priority for the Union must also be delivering commercial success within the new Union building, which will in turn help restore the Union's depleted financial reserves and enable the strengthening of the Union's staff team.

Finally, the Union will continue to develop its representative capability, ensuring that the voices of its members are amplified and contributing to improving the student experience at Edge Hill. In doing so it will aim to retain the most positive aspects of its current faculty based approach while continuing to strengthen its approach to academic representation at a course and subject level.

EDGE HILL STUDENTS' UNION LIMITED

England & Wales - Charity number 1143764

Accounts

Edge Hill Students' Union Limited

Trustees' Report and Financial Statements

For the Year Ended 31 July 2024

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Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Reference and Administrative Details of the Charity, its Trustees and Advisers
For the Year Ended 31 July 2024

Trustees

Sarah Ellis
Bill Hancox
Eri Mountbatten-O'Malley
Maggie Lam
Paige Rivers (appointed 9 September 2024)
Orna Murphy-Horton
Colin Dyas (resigned 9 September 2024)
Antonnette Mapesa (resigned 30 June 2024)
Iulia David (resigned 1 September 2023)

Company registered number 07329036

Charity registered number 1143764

Registered office

Edge Hill Students' Union
The Hub
St. Helens Road
Ormskirk
Lancashire
L39 4QP

Independent auditors

Dains Audit Limited
Statutory Auditor
Suite 2, Albion House
2 Etruria Office Village
Forge Lane
Stoke on Trent
Staffordshire
ST1 5RQ

Solicitors

Weightmans LLP
100 Old Hall Street
Liverpool
L3 9QJ

Trustees' Report
For the Year Ended 31 July 2024

The Trustees present their annual report with the charity's audited financial statements for the year 1 August 2023 to 31 July 2024. The Annual Report serves the purposes of a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the charity qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Structure, Governance and Management

Edge Hill Students' Union is a student-led educational charity. It is legally a company limited by guarantee (Registered No. 07329036) with the Trustees as company law members, and a registered charity (Registered No. 1143764). The Students' Union is 'separate but part of' Edge Hill University and subject to the University's Charter and Statutes. It also owns a trading subsidiary, Edge Hill Students' Union Trading Limited.

As a charity we have a Trustee Board which oversees administration, governance and legal compliance. The Trustee Board consists of up to four elected Student Sabbatical Trustees, four appointed Student Trustees, and up to four appointed Independent Trustees who offer professional experience, knowledge and expertise. The Trustee Board has delegated the day-to-day running of services and provisions to the Chief Executive, Paul Malone, through an agreed schedule of delegations. The Trustees receive regular reports from the Chief Executive and the Head of Finance.

The Chief Executive coordinates the staff team of the Students' Union who work closely with the elected student officers to provide services and provisions to benefit our student members. Staff ensure that the strategy and operating plans are delivered in line with agreed budgets.

The Students' Union's governing document is its Memorandum and Articles of Association and related bye laws. The Students' Union operates on democratic principles. The Sabbatical Officers are elected by cross campus ballots annually in accordance with the Education Act 1994. Each officer has a specific portfolio remit as well as being jointly responsible for an effective and clear student voice to the University on issues which matter to students.

Governing Bodies

The Trustee Board shall have responsibility for overseeing the administration and management of the Union. They are responsible collectively for the overall well-being and strategic direction, efficient operation, and good governance of the Union, including compliance with legal and financial requirements.

The relationship between the Board and Chief Executive is fundamental to effective governance and management of the Union. One element of this is ensuring the Chief Executive is appropriately managed and remunerated. It is the responsibility of the Board to ensure that the Chief Executive has clear objectives, to review performance and consider the development of their employee alongside that of the charity. The Board uses benchmarked salaries and benefits paid to Chief Executives in students' unions and the voluntary sector to establish a suitable level of remuneration. The Students' Union employs full and part-time staff to ensure the effective management and operation of its wide range of activities. Those employees are accountable to the Chief Executive for the performance of their duties.

Recruiting and Training of Trustees

Whilst there is no policy in place for induction and training of trustees, the Union ensures that all trustees are taken through a specifically organised training programme.

Trustees' Report (continued)
For the Year Ended 31 July 2024

Relationship with Edge Hill University

The relationship between Edge Hill University and the Students' Union is established in the Code of Practice approved by both organisations. The Students' Union receives a 'Block Grant' from the University based on a percentage of the University's turnover, and in addition to this, receives a 'Rent Grant' to cover space occupied by the Union which is owned by the University.

Although the Students' Union continues to generate supplementary funding from various trading activities, it will always be dependent on the University's support. There is no reason to believe that this or equivalent support from the University will not continue for the foreseeable future, as the Education Act 1994 imposes a duty on the University to ensure the financial viability of its student representative body.

Relationship with Edge Hill Students' Union Trading Limited

As previously stated, the Students' Union has one wholly owned trading subsidiary, Edge Hill Students' Union Trading Limited. Since 1 August 2017 there has not been any activity in this company. Edge Hill Students' Union Trading Limited will continue to exist in the event that the Students' Union carries out any significant non-primary purpose trading in the future.

Risk management

The Union's risk management strategy includes the annual review of the risk policy and a risk register summary update at each Board meeting. The process seeks to identify major risks and assesses their impact and likelihood of occurrence. A risk score is then formulated for each risk so they can be prioritised as low, medium, or high. The risk register identifies the risk owner, mitigating controls in place, actions required to mitigate further, and the deadline for those actions.

The principal risks and uncertainties currently facing the Union are:

The possible reduction in funding by the University caused by:

- Their own financial health
- Their perception of the value of the role of the Union

The financial health of the University is itself dependent on funding, which in turn is susceptible to factors beyond the control of the Union, including:

- Government policy in relation to higher education specifically affecting the academic offer at Edge Hill University
- Popularity of the academic offering
- Popularity because of academic standards
- Popularity because of the attractiveness of the campus and its facilities
- Popularity driven by affordability and fee levels
- Other demographic challenges faced by the University
- Competition from other trading services both on campus and in the local proximity from food and beverage operators.
- Reputational damage in the unlikely event of a high-profile activity by a student
- Reputational damage in the unlikely event of a high-profile activity by a trustee.
- Our plans and strategies for managing risk include maintaining effective internal controls, a risk register, incident-reporting and monitoring systems and insurance cover wherever appropriate.

Trustees' Report (continued)
For the Year Ended 31 July 2024

Statement of Public Benefit

The Students' Union's vision is 'to create the best student experience we can for as many Edge Hill students as possible' and exists for the advancement of education of students at Edge Hill University for the public benefit. This is through:

1. Promoting the interests and welfare of students during their course of study and representing, supporting, and advising students.
2. Being the recognised representative channel between students and Edge Hill University and any other external bodies.
3. Providing social, cultural, sporting, and recreational activities and forums for discussion and debate for the personal development of students.

The Students' Union operates within the requirements of the University to satisfy the 1994 Education Act. The Articles state that the Students' Union will always seek to:

1. Ensure that the diversity of its membership is recognised, and that equal access is available to all members of whatever origin or orientation.
2. Pursue its aims and objectives independent of any political party or religious group; and
3. Pursue equal opportunities by taking positive action within the law to facilitate participation of groups discriminated against by society.

In pursuit of these aims for the public benefit, the Students' Union will ensure the diversity of its membership is recognised, valued, and supported and has established departments and services for use by its members and to support its work with the University and other organisations on behalf of students. These services include the advice centre, our representation and democracy work, our societies and activities programme, the bar, retail, food, and launderette outlets. Sabbatical Officers of the Students' Union sit on all senior level committees of the University and meet regularly with the Local Authority, members of the Community Safety Partnership and other providers of public services affecting students. In setting our objectives and planning our activities, the trustees have considered the Charity Commission's general guidance on public benefit.

Charity Governance Code

Throughout the year, the Trustees and Chief Executive of the Students' Union have been working together to adopt the Students' Union Governance Code (this is a specifically adapted version of the Governance Code). The Code is a tool by which Trustee Boards can measure and develop their governance and leadership. It is the Board's intention to continue to work according to the key Principles and associated action plans of this work.

Affiliations

National Union of Students (NUS)	£12,857
Advice UK	£290
Child Poverty Action Group	£172

Trustees' Report (continued)
For the Year Ended 31 July 2024

Objectives and Activities

Elections

Our Spring 2024 Elections process was successful in confirming representation from the student body for all three of our faculties. Our new elected officer team for 24/25 is: Paige Rivers – Faculty of Health, Social Care & Medicine, Maggie Lam – Faculty of Education & Orna Murphy-Horton, Faculty of Arts & Sciences. Paige, Maggie and Orna joined the team on the 1st of July and began their onboarding into the roles. For 24/25 Paige is also filling the role of SU Student Governor for EHU's Board of Governors. As part of our normal annual election process, we ran a campaign on behalf of the University for their Student Governor position and were successful in filling the position. However, unfortunately, the candidate was unable to fill the role, and as such, the Board of Governors asked us to nominate an alternative. Orna will be filling this role as elected Student Governor for the University's Board of Governors.

Faculty of Health, Social Care & Medicine

Following the FoHSCM Faculty Boards earlier in 2024, a number of questions were raised by our student representatives.

- Trauma informed approaches and practice having a place on the curriculum within the Faculty.
- Uniforms for students on placement and whether it would be possible to provide maternity wear which currently isn't offered. Reviewing whether we could increase the amount of uniform items placement students are provided so they don't have the same set for a full 4 years (at the risk of them becoming worn-out and unprofessional when representing the EHU brand while on placement)
- Possibility of looking at breastfeeding rooms within the faculty – currently students are having to use toilet cubicles in the faculty to express, with the only breastfeeding room on site being in the Business School.

FoHSCM President Paige Rivers has completed work on a campaign regarding student parking on-campus during busy exam and simulation periods. The aim is to allow parking permits to guarantee parking for students during specific crucial periods of the year on which these assessments fall. This year the SU, working in collaboration with Paige, took an exciting step in our campaigning calendar. We reached out to our local Labour MP, Ashley Dalton, asking for support and willingness to lobby for a loan forgiveness scheme for students in healthcare professions. Ashley has confirmed that she would be happy to meet with us in October to discuss next steps.

Former FoHSCM President Seyi Joseph completed work on a mental health wellness project in which students committed to write thoughts of appreciation every day for 21 days in a gratitude journal, the aim of which is to nurture a positive outlook and increase mental health wellbeing for the participants. Seyi also spoke with key members of the Facilities Management team to discuss how the university can free up parking spaces on campus for students.

The Student Engagement Manager and Elected Officers have successfully established monthly meetings with key Faculty stakeholders including Student Administration Managers, social media & Marketing Lead for the FoHSCM, and Personal Tutors. Drop-in sessions have enabled flexibility and accessibility to students to share their voice with SU representatives. These meetings have been instrumental in identifying and addressing student concerns in real-time, fostering a culture of open communication.

Trustees' Report (continued)
For the Year Ended 31 July 2024

The Student Engagement Manager has worked closely with academic staff to develop professional relationships that allows a greater understanding of the departments, schools and student cohorts. Early feedback suggests these initiatives are positively impacting student confidence and performance. Joanne Green – Associate Head of Mental Health and Learning Disability Nursing said: *'In the School of Nursing and Midwifery, we are working closely with Shinear and Paige on a range of strategies to improve student voice and experience. We in the school really value the enthusiasm of Shinear and Paige and their desire for close collaboration and feel that our relationship with the Students' Union feels close'*

Collaborative projects have been initiated, including the development of interprofessional learning workshops, events and training. The aim is to bring students together from various disciplines within the Faculty, promoting teamwork and a deeper understanding of different health care roles, specifically these include introduction of Professional Academic Members (PAMs) to replace Course Reps (this includes the cocreation of a handbook, training and upskilling opportunities such as attending conferences or stakeholder meetings) and attending Faculty inductions and showcase events such as the all-day Trade Show at St James in Manchester.

Under the leadership of the Elected Officer several social events were organised aimed at building a sense of community within the faculty. These events have ranged from informal meetups to more structured networking opportunities with alumni. Several campaigns are also aimed at enhancing the student experience in several ways. They include Mental Health Awareness, Student Parking for healthcare students, and Time Poverty.

New channels for student feedback have been introduced, including Faculty led Instagram accounts. These have resulted in a more responsive and adaptive approach to addressing student needs and concerns.

There has been a notable increase in student society membership and participation. The Elected Officer & Student Engagement Manager are committed to playing a crucial role in revitalizing existing societies and supporting the creation of new ones relevant to the faculty.

The Student Engagement Manager in collaboration with the FoHSCM and SU Comms team plan to film stories of students with the aim to significantly enhance the profile of the SU and student engagement in several ways: Inspiration and Motivation, Relatability and Connection, Recognition and Validation, Role Modelling, Peer Influence & Building a Positive Culture. In essence, filming students' stories create a virtuous cycle: as students see others succeed, they become more motivated and engaged, which can lead to their own successes, ultimately contributing to a more engaged and thriving student body.

Faculty of Education

Returning for her second year in office, Maggie Lam – FOE President has organised several lecture drop-ins, to meet with UG and PGCE students who started w/c 2nd September. The purpose of these drop-ins is to establish SU visibility and to ensure students know we are here to help with any of their concerns or to get involved in the work of the SU.

Maggie continues to hold monthly meetings with the Acting PVC Dean, Faculty of Education, discussing the SU's involvement within the faculty, and action planning for the upcoming year. Focus has included discussions around non-QTS Education courses and their outcomes, our partnership schools and colleges and how we can work more closely with them, and the further promotion of Student Voice.

Maggie is already focusing on several campaigns, including the safe, appropriate and beneficial use of AI by students and how the current cost of living crisis is affecting FoE students.

Trustees' Report (continued)
For the Year Ended 31 July 2024

Excellent links have been made with the Education Society, who are proactively planning an exciting year ahead, led by students. They are being fully supported by the SU team.

Faculty of Arts & Sciences

Following a meeting with Pro Vice-Chancellor for Student Experience and her team, former FAS President Antonnette Mapesa was able to secure positive outcomes from her Placement Rise Programme, which looks to remove barriers for students wishing to partake in short term elective placements with specification on how they can be supported by the University financially regarding travel costs. It was agreed that the wording of the Student Opportunity Fund would be amended to provide more clarity regarding short term elective placements. What is meant by "means tested criteria" was explained, and it was decided that this section of the Student Opportunity Fund would also be clarified, and that SU representation would be offered to join the decision panel for SOF.

Since starting in July, FAS President Orna Murphy-Horton and the FAS team have successfully introduced themselves to Head of Departments and attended the Faculty Management Group (FMG). During these events, Orna has discussed her strategy to ensure students across FAS develop a greater sense of belonging and engage meaningfully with the University and the Union.

Academic societies will be organised by and for students within each discipline, providing a platform not only for academic and social engagement but also for gathering valuable feedback. This model will better support students' sense of belonging and community within their academic departments and enhance their overall experience. Currently, there are 8 active Academic Societies within FAS, and at this stage we are working with key Faculty leadership on what good would look like in terms of a metric to aim for in terms of excellent representation for students via academic societies. Over the past month, several new Academic Societies have affiliated with the Union, including the Law Society and the Business Society. The societies will work closely with the department to facilitate feedback channels, host events, and engage students in meaningful ways.

Orna is pleased to support the Musical Theatre Society in establishing a competition team, which will represent the institution in national competitions. In addition, the team is planning to organise a competition event on campus, open to Sixth-form students and the first of its kind in the UK. This initiative presents a significant opportunity for our Musical Theatre student members to showcase their talents, engage with industry professionals and develop essential leadership skills.

Orna is leading on a Menstrual Health Campaign to destigmatise conversations surrounding menstrual health by ensure appropriate policies are put in place by the University to support students who struggle with their studies and social lives due to menstrual health issues/gynecological issues such as Endometriosis and PCOS.

Liverpool Pride March 2024

Despite some gloomy weather, after application of some face-paint and glitter, the streets were bright, and spirits were high as members of our Elected Officer, Membership Services, and Marketing & Comms teams attended the Liverpool Pride March representing student voices. Our team turned out in force, sporting EHSU Pride t-shirts to march through the centre of Liverpool and celebrate Pride 2024.

WonkHE "New Rules" Strategy Event

Earlier in the year, our Head of Membership Services, took part in the "New Rules" strategy event, hosted by Wonkhe at University of Manchester Students' Union. A group of elected student officers and SU staff from across the UK met to collaborate at a working session aimed at taking a radical but realistic view in considering "what good could look like" at a Students' Union.

Trustees' Report (continued)
For the Year Ended 31 July 2024

The delegates were asked to create a new strategic plan for a fictional Students' Union, whilst challenges and opportunities were dropped into the working session throughout the day that mirror some of the scenarios that impact Students' Unions and other campaigning charities in the real world.

Cost of Living Conference - Lancaster University Students' Union

A group of elected officers and staff from the team attended the Cost-of-Living Conference hosted by Lancaster University Students' Union in May.

The day opened with a sobering, but insightful, session on how the cost-of-living crisis is impacting students across the UK. The delegates then split off into themed workshops, and groups of SU staff and students discussed ideas on ways to make meaningful changes to address some of the challenges students are facing. One group focused on how sustainability initiatives can both help combat climate change and keep money in the pockets of students struggling to meet basic needs.

The groups then gathered again for a session on how SUs should be preparing for the General Election, which led to an excellent discussion "back home" at our SU Staff Team Meeting the following day. The team decided on a plan of action involving reaching out to parliamentary party candidates with a list of asks and requesting responses which would then be published on our website and social media channels.

Liberation/Equity Roles

While elections have their place in democratic systems, liberation and protected characteristic roles often require a more targeted and strategic approach. This year we decided to recruit for these incredibly important positions, to replace the election of voluntary officers. Recruitment processes offer numerous advantages, including expertise, diversity, accountability, authenticity, continuity, and empowerment. By prioritising recruitment over election for these critical roles, organisations can ensure more effective advocacy and meaningful representation for marginalised communities. We will be looking to pay student leaders in all these positions as well as students who also want to be part of teams getting involved in the causes they represent. Recruitment for these key positions within our organisation will commence in September 2024.

"The Hive"

The SU Membership Team has been working in partnership with the Facilities Management and Customer Services teams at the University regarding creating a new student customer hub at the centre of campus, adjacent to the new SU building. For us, this is an excellent opportunity to re-locate our student facing services to an area right at the heart of campus, on the ground floor and directly next to our new building. Daniel, alongside key FM stakeholders, attended a meeting with the Directorate team to pitch the below jointly written brief:

"Our aspiration is to design an accessible and inclusive location at the heart of campus for students to acquire solutions, guidance and support delivered by the Membership Services team at the Students' Union. The SU Advice Centre will deliver its services out of this space, making use of a series of confidential and soundproof small meeting rooms. We understand that students' needs are diverse and evolving, and in response to this we need to offer an environment that students engage with positively as they interact with their Students' Union and University Campus Services, feel welcome in, and actively seek out on their journey to get answers for their questions.

We would like the space to be an inviting, open-plan, non-academic/non-corporate environment that makes use of soft furnishings, technology, and intelligent, flexible staff workspaces. The location of the space directly next to the new Students' Union building is ideally placed for creating one location on campus where students can interact, socialise, and work, and which feels like a space for them.

Trustees' Report (continued)
For the Year Ended 31 July 2024

In summary, our aspiration is for a welcoming space founded on the principles of adaptability, excellence in customer service, and technology integration. We aim to create a dynamic, student-centric, solutions-oriented environment that efficiently meets the needs of students and provides a superb experience in doing so."

The brief as above was approved in principle and work has begun on designing the space for use, with a tentative go-live date of November 2024. After taking student feedback, the University has decided the name of the new space will be "The Hive" and will have appropriate branding and design.

SU Awards

In May we hosted our SU Annual awards evening where we celebrated the successes of societies and university staff, as voted for by our students. We handed out 14 awards in total to students and staff, and the evening was punctuated with performances from three of our fantastic societies: Upstage, The EHSU Dance Team and the Music Society. The feedback from attendees and winners has been superb and we received some great comments from students who attended on the night:

"The Dance Society has meant a lot to me this year, we're just one massive family" Emma Parnaby - Winner of Outstanding Contribution to Societies

"I think everyone who actually knows me at Uni knows that I probably wouldn't have made it to this year if it wasn't for my society. I would've dropped out after two weeks."

"The Dance Society means so much to, not only me, but I know to every single person that's in it."

People & Planet

A team of students reached out to us to discuss the Fossil Free campaign by People & Planet – a student network in the UK campaigning for social and environmental justice. The students are asking universities to:

- Exclude the fossil fuel industry from their investment portfolio(s).
- Introduce a publicly accessible ethical investment policy that excludes the fossil fuel industry.
- Commit to and fully divest from all fossil fuels within 3 years.

We have had a series of conversations with the group and have begun meeting with representatives from the university to discuss further.

The General Election 2024

On the run up to the General Election we communicated with students via several channels. We crafted a space on our website providing students with all the information they need to ensure they are eligible to vote, registered to vote and know what they need to do and when. At the 2024 Cost of Living Conference, hosted at Lancaster Students' Union, we worked with delegates from other SUs across the UK, representing half a million voters to produce a series of asks to put to the local political party candidates on behalf of students from Edge Hill. 86% of our students agreed that these asks would improve their student experience, and following this, we sent a letter to each of the 5 candidates asking for responses to our demands. We published the responses on our website on Monday 24th June for our students to review.

Everton Football Club Play on Pitch Event

Our FoHSCM team worked in partnership with Everton Football Club on a student engagement opportunity at a Play on Pitch event at Goodison Park. We were invited to participate in an event that was aimed at healthcare students and sponsored in collaboration with Everton by FIGS (a US based scrubs provider). A mixed gender football match took place at the stadium, and both teams had an amazing day.

Trustees' Report (continued)
For the Year Ended 31 July 2024

Placements

We welcomed a placement student from the Business School who started with us in January 2024. Steph succeeded in her placement with us completing 115 hours working flexibly around her studies and home-life. During her time at the Students' Union, Steph worked with Finance and Human Resources completing essential training in Finance and HR software, on an accounts analysis project and a research project for HR. A video of Steph's experience following her placement can be found here: <https://www.facebook.com/reel/803480581642740>

We will continue to work towards enhancing the range of opportunities on offer for our students which reward them both financially and developmentally and discussions are currently taking place between senior staff in the Students' Union and relevant university representatives.

Advice Team

The majority of our students who have been advised have required a face-to-face appointment, but the flexibility of our service allows phone and Teams appointments also. The most requested form of advice relates to academic matters.

Alongside representing individual students, the advice team have had a presence on consultation working groups reviewing:

- The Misconduct Procedure (formerly known as the malpractice procedure) The proposals have been agreed by the university Regs review Committee and the changes agreed will be implemented in the next academic year
- The Student Pregnancy, Parental Support and Adoption Policy which currently is still under review.
- The Faculty of Education DBS procedure which will see students being contacted for consideration prior to the course commencing, to ensure an improved transition onto their course.

As per the above, the team's knowledge and expertise has contributed to improved and updated policies and procedures that will benefit students in the coming years.

The Advice Team also continue to have a presence on the University Regulation review Committee, ensuring that the SU have a voice for all proposed procedural changes.

The team continues to explore ways to support and empower students and this year they have devised weekly bitesize social media posts to raise the profile of the service whilst empowering students to consider their options and rights. The team are investigating more ways to engage with students including exploring how they can have a presence in each Faculty to enable specialist advice and representation.

Marketing and Communications

Between 1 August 2023 and 31 July 2024, 57,000 users visited the EHSU website. Of those visitors, 33,000 came through organic search, 22,000 came through referral, and 4200 through organic social media marketing, on average our website had 46,000 use interactions per month.

The most popular pages on the EHSU Website during that time (excluding the home page and log-in page) were the groups, societies and E-Shop pages.

Between 1 August 2023 and July 31, 2024, our page and profile reach exceeded 1 million users across three of our platforms (Facebook, Instagram, and LinkedIn), gaining 1,009 new followers, with the total now exceeding 23,500.

Facebook reach was over 44,000 users and our Instagram reach was over 40,000 users. Content interactions across these two channels reached 18,000 with 15500 of these being on Instagram, demonstrating the need to focus our marketing efforts ever more carefully to reach our target audience.

Trustees' Report (continued)
For the Year Ended 31 July 2024

Across the same period, we sent 295k communication emails to our students, with an average open rate of 43.7% and click through rate of 1.92%. The most popular emails we sent were our society newsletters with an open rate of 55%, following closely in second place were our emails to Faculty of Education students with an open rate of 51%.

Commercial Services

The commercial team experienced a challenging year with a transition to multiple temporary premises during the construction of new facilities, hindering service delivery and financial performance.

From September 2023 the bar and events program were relocated to the Red Bar in the University's Arts Centre. Whilst this space was the best available on campus the building layout and overall feel of the space saw a decline in student attendance at our events, with bar revenue, which is closely correlated, suffering. Significant cost control measures were applied in year to limit the financial impact of depleted demand with £127k of savings made on variable costs against budgeted figures.

Bar food suffered similarly to our bar and events program, also being relocated to a temporary facility. The late handover of this facility, lack of footfall and depleted demand in our bar saw the unit close in December 2023.

Our Launderette facilities were also located to temporary premises. Despite this and the late handover of one of the facilities the operation has performed well, only falling slightly short of 22-23's figures and up on budgeted income. Students remain reliant on the service, and we are seeking to improve the offer for 24-25 with an additional centrally located facility, replacement machines for the Lady Margaret facility, and improved accessibility through an updated application and payment methods.

Our clothing and merchandise operation was relaunched to a new e-commerce platform in year and offers a much-improved customer experience. Sales of our wristbands were slow for welcome week with many students opting for the event only wristband, leaving a shortfall in clothing income. Sales were also hindered by a lack of available storage due to the demolition of our old facility. Merchandise income fared well, with new and improved product lines available for graduation resulting in a positive end to the year in July with sales exceeding budget by circa £5.8k for this line.

Subway faced increased competition from a redeveloped university catering offer, resulting in an erosion of traffic of circa 20% vs 2022-23. Despite this and through concentrated efforts on cost control, driving sales, and average transaction value, Subway ended the year ahead of budget. The cost control measures which were employed, new product lines, and a rationalised menu launched in the April of 2024 saw the cost of goods for the operation drop by 3% despite a period of high inflation. Price increases were minimised in year with only one increase of 10p per sub applied in April 2024.

Subway remains highly price competitive, with our unit offering the lowest prices in the region helping to keep food on campus affordable for our students.

Our marketing and communications income remained broadly in line with 22-23 thanks to our contract with Native, however some reliable partners did not have usual budgets for expenditure on marketing and there was a slight decline in uptake. Changes to the staff team in year also meant income generation was not driven as planned, evidenced by the shortfall in media sales and underspend on staff wages at year end.

Despite the above challenges, the team remained focused on delivering for and employing our students.

Trustees' Report (continued)
For the Year Ended 31 July 2024

Highlights included:

16,681 student staff hours paid and logged across our commercial outlets. 3,357 shifts worked by student staff across our commercial outlets.

58% of hours worked were by women.

Our Bar Operation once again retained its Best Bar None Award Gold status for 2023/24, with an overall score of 97%.

We have once again continued our commitment to sustainable and ethical supplies through our membership of NUS Purchasing Consortium. This means all our suppliers and products are vetted to ensure they meet the requirements set out by NUS. Additional organic clothing lines were added to our retail offer in year and all our staff uniform is organic, cruelty free, and fair-trade.

Future Plans

In addition to running our core services (Advice, Representation, Societies), we are entering an exciting period of change and development as a Students' Union.

New Spaces

- **Memberships Services:** The team will be moving to the ground floor of the new halls of residence on the new plaza. This provides a central base for our student facing services, becoming a one-stop shop for all things advice and representation. Visibility on campus is the key to our future, so our team will not be desk-based, delivering our services directly to those who need them.
- **Commercial Services:** The new central facility will provide opportunities to explore several new food and beverage experiences in addition to using it as a flexible venue space to deliver several different types of events. Future growth is one of our strategic goals, along with ensuring the financial sustainability of the Union.
- **Professional Services:** New offices will be re-developed to house finance, HR, comms, and potentially SLT hot desks. These, non-student facing services, do not need to be central but the creation of new office space provides a professional, bespoke space for us to support the rest of the organisation.

Communications Strategy

- A new communications strategy is being developed with the consultancy Grey Fox, the goal is to create a simple strategy with core messages that will be reinforced consistently. We believe this will be a pivotal part of our future growth strategy, garnering further engagement from students, and showing our stakeholders who we are and what we do.

Key Meetings and External Relationships

- The Students' Union is discussing the Code of Practice with the Director of Governance.
- The SLT/Officer Team is meeting with the Chair of Governors and Director of Governance to discuss the Vice-Chancellor's retirement.
- The Students' Union is working with the University Director of HR to develop a Memorandum of Understanding around staff reward and benefits. This is part of a wider project that will focus on our people, developing our offer, with a view to improving recruitment and retention.

Trustees' Report (continued)
For the Year Ended 31 July 2024

Financial Review

Edge Hill Students' Union has generated income from all sources of £1,587,959. Total expenditure incurred in providing the wide-ranging student benefits that we offered was £1,608,313, which generated a deficit of £20,354.

We have continued to benefit from the recognition and support of Edge Hill University this year with an annual block grant of £554,120 (2023: £522,378).

The operating budgets for 2023/24 were compiled by each department Manager in consultation with the Director of Student Engagement, the Chief Executive, and an external Finance Consultant.

The key points considered in the 23/24 budgets were:

- The introduction of further student employment into other areas of the organisation, this demonstrated our commitment to providing employment opportunities for Edge Hill Students.
- Distinct departments within the membership services department were aimed at providing greater focus and increased activity and visibility.
- Operational expenditure was kept largely unchanged on previous year, due to uncertainty around commercial operations.
- Budgeted cost increases were in relation to additional staffing costs, particularly around increased student employment opportunities, along with salary increases for cost of living (CPIH).
- No food offering was budgeted for, due to temporary facility and no fixed kitchen, this was to be dealt with in year.
- Launderette facilities being extended, across two temporary sites.
- Growth forecasted on clothing, and a reduction in merchandise income.
- Sensitivity analysis was accounted for in relation to the uncertainty around our temporary commercial operations.

Term One

Within the first couple of months of term one, it was apparent that commercial income would not be in line with forecast and cost control measures were put in place to mitigate the risk. At the end of term one we had a net deficit of (£7,351) which was primarily driven by a decrease in forecast trading income of £208,405.

At the end of term one, discussions took place with key personnel at the university, around us taking on an additional project, an off-campus accommodation platform, adopted by many other universities in the country. We negotiated a supporting grant of £17,000 in year one and £25,000 in year two to support us with staffing costs and put together a pricing plan.

A further uplift to our block grant of £16,616 was also realised.

Term Two

In term two commercial income for the Red Bar continued to be disappointing, so we put further cost control measures in place. Vacant positions were not advertised and the whole team pulled together to ensure that we delivered as much as possible during a challenging time. Bar related events were scaled back, but we kept the bar open so as not to diminish the student experience.

Studentpad launched and started to generate revenue, which provided further resource and mitigated our losses from other commercial activity.

Cost control measures across all areas ensured we finished term two in a positive position with a net year to date surplus of £32,010 against a budgeted £35,013.

Trustees' Report (continued)
For the Year Ended 31 July 2024

Term Three (to year end 31 July 2024)

Across commercial trading areas we saw some positive results, offset by the deficit from our temporary facility, the Red Bar:

- Retail trading income was on budget, but cost control measures ensured a greater surplus than forecast, with a positive variance of £3,041.
- Subway finished the year with a positive variance of £7,128, despite increased costs from increase in minimum wage.
- Studentpad generated a surplus of £5,733.
- Our Marketing and Comms budget generated a positive variance of £8,623.
- The Red Bar, despite a significant reduction in income (£402,553 under budget) resulted in a deficit of £61,773.
- Following receipt of our rent invoices, we calculated irrecoverable VAT and agreed a supporting grant with the University.

Cost saving measures across all areas of the organisation helped to minimize losses and we finished the financial year with a net surplus, which was extremely positive, given the impact on our trading income.

Going Concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

Reserves level

A robust reserves policy explains to stakeholders, such as students and the University, why the Union is holding a particular number of reserves. It gives confidence that the Union's finances are being responsibly managed and provides an indicator of future income requirements and overall sustainability.

Developing a reserves policy assists in:

- Strategic planning, by considering how new projects/activities will be funded.
- Informing the budget process, by considering whether reserves need to be drawn down or built up.
- Informing the risk register, by identifying uncertainty in future income streams.

The Union's aim, in line with Charity Commission CC19 guidance, is to maintain a policy on reserves which establishes a level of reserves that is right for our charity, is used to manage uncertainty, and if reserves are to be held to fund future purchases/activities, explains how and when reserves will be spent.

A risk-based target reserves level is set through the reserves policy to ensure the Union can continue with its objectives, and this is the level which 'general funds' should not fall below. If there is a shortfall then Trustees need to be aware of why this has happened, whether it is short or long term and what actions will be taken to bring the reserves back into line with the target.

Trustees' Report (continued)
For the Year Ended 31 July 2024

Where there are general funds available more than the target reserves level, and where there is a strategic rationale, these funds can be ring-fenced for a particular purpose by Trustees to be spent over the next few years. These funds then become referred to as 'designated funds'. Funds may be moved between purposes or new ones created, but the overall amount the Trustees have designated will not increase throughout the year. The overall amount can decrease if the Trustees feel it is appropriate to release funds back into unrestricted reserves should they feel it is no longer necessary to have them designated, for example if there were a shortfall in the target reserves level.

When calculating the number of reserves to be held, the Trustees must consider the amount of unrestricted funds that are readily available. This is because spending some of these funds may adversely impact on the Union's ability to deliver its aims. Items that the Trustees should exclude from reserves are:

- Tangible fixed assets (used to carry out the Union's activities, such as commercial equipment)
- Intangible fixed assets and investments (held solely to further the Union's purpose, such as the trading subsidiary)
- Designated funds (set aside to meet future essential spending, such as depreciation of future assets, equipment purchases, a commitment to staff wellbeing, expanding the student engagement service we offer).

The Union receives grant income from the University to spend on its charitable aims, the objects for which it is registered as a charity with the Charity Commission. The Union also receives income from trading activities carried out specifically to fulfil its charitable objectives. This is known as 'primary purpose' trading. The Union's exemption from paying corporation tax on this income is based on the proviso that this income is applied to its charitable purposes. It is therefore a presumption that Union income will be spent rather than retained. This places a requirement on Trustees to use the funds the Union receives or have good reasons for keeping funds back and not spending them. This is where a reserves policy and continual review of where the Union's reserves are in comparison to its target reserves level is crucial.

We continue with our risk-based approach to reserves. Our largest risk will almost certainly be the loss of trading (primary purpose) income. With the new Students' Union building there is a level of uncertainty around ensuring this is open on time and trading. This is not just a financial risk but a reputational one.

Given the risks, reserves will be maintained at a level of £125k and will be considered again after the end of term one, so that we can make informed decisions after seeing the results of the first terms trading.

Financial sustainability

Alternative funding streams may also be considered in 2024/25, allowing the Union to become more sustainable over time, should commercial revenue fall below expectation. No salary increments, other than cost of living rises, have been awarded or budgeted for in 2024/25.

The sensitivity analysis in our 2024/25 budget focused on 5%/10%/15% reductions in commercial income and the subsequent effect on the year end surplus available for reinvestment into our student services. We calculated that even at a 15% reduction, with reserves staying at £125k, (based on our year-end result), would still result in a healthy level of free reserves of £174k.

When considering sustainability, we continue to monitor solvency and liquidity ratios. This determines our ability to meet our debt obligations. We do not carry any long-term debt and short-term liquidity (using the working capital ratio) is 2.8, meaning for every £1 of debt we have £2.80 to cover it. 97% of our current assets are either cash (which is the most liquid asset), or accounts receivables (which can be collected more quickly than stock). This confirms we are in a strong position.

Trustees' Report (continued)
For the Year Ended 31 July 2024

Our free reserves at the 31 July 2024 moved to:

Unrestricted funds:	£774,539
Less Designated reserves:	(£327,680)
Less Investments (Trading Co)	(£100)
Less Tangible Fixed Assets	(£33,677)
Less Reserves Target	(£125,000)
Free Reserves	£288,082

The Union's free reserves show sufficient funds to cover the agreed reserves target of £125k as defined within the reserves policy. This also confirms that there are sufficient funds as required to maintain the financial stability of the Students' Union. The excess of free reserves will be reviewed to determine whether short or long term, and if long term, a recommendation will be put forward to Trustees to designate additional funds against future spend, in line with strategic objectives.

The reserves policy will be reviewed annually, in accordance with Charity Commission (CC19) guidance. The Union is committed to ensuring that the organisation is run in a financially sustainable way. By proactively managing the reserves target, we can ensure that the Union's objectives and strategic aims are met and will be continually reviewed monthly as part of the management accounts process.

Designated funds will be administered where appropriate to comply with accounting standards and to give the clearest information to stakeholders.

Disclosure of information to auditors

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

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

Approved by order of the members of the board of Trustees and signed on their behalf by:

Sarah Ellis
Trustee

Date: 13/01/2025



Statement of Trustees' responsibilities
For the Year Ended 31 July 2024

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

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on its behalf by:

Sarah Ellis
Trustee



Date: 13/01/2025

Independent Auditors' Report to the Trustees of Edge Hill Students' Union Limited

Opinion

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

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 July 2024 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

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

Conclusions relating to going concern

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

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

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

Independent Auditors' Report to the Trustees of Edge Hill Students' Union Limited (continued)

Other information

The other information comprises the information included in the Annual Report other than the financial statements and our Auditors' Report thereon. The Trustees are responsible for the other information contained within the Annual Report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

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

- the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters in relation to which Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' Report and from the requirement to prepare a Strategic Report.

Independent Auditors' Report to the Trustees of Edge Hill Students' Union Limited (continued)

Responsibilities of trustees

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

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

Auditors' responsibilities for the audit of the financial statements

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

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

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the senior statutory auditor ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the charitable company through discussions with directors and other management, and from our commercial knowledge and experience of the sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charitable company, including the financial reporting legislation, Companies Act 2006, taxation legislation, anti-bribery, employment, and environmental and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the charitable company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

Independent Auditors' Report to the Trustees of Edge Hill Students' Union Limited (continued)

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates set out in Note 3 were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation and claims; and
- reviewing correspondence with HMRC, relevant regulators and the charitable company's legal advisors.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

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

Use of our report

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

Independent Auditors' Report to the Trustees of Edge Hill Students' Union Limited (continued)

Simon Hawkins (Senior Statutory Auditor)

for and on behalf of

Dains Audit Limited

Statutory Auditor

Chartered Accountants

Suite 2, Albion House
2 Etruria Office Village
Forge Lane
Stoke on Trent
Staffordshire
ST1 5RQ

Date:

Statement of financial activities (incorporating income and expenditure account)
For the Year Ended 31 July 2024

	Note	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Income from:					
Donations and legacies	4	614,246	261,440	875,686	743,127
Charitable activities	5	671,368	-	671,368	1,063,961
Other trading activities	6	15,105	-	15,105	14,850
Investments	7	25,800	-	25,800	12,270
Total income		1,326,519	261,440	1,587,959	1,834,208
Expenditure on:					
Raising funds	8	4,446	-	4,446	6,009
Charitable activities	9	1,342,427	261,440	1,603,867	1,783,275
Total expenditure		1,346,873	261,440	1,608,313	1,789,284
Net movement in funds		(20,354)	-	(20,354)	44,924
Reconciliation of funds:					
Total funds brought forward		794,893	-	794,893	749,969
Net movement in funds		(20,354)	-	(20,354)	44,924
Total funds carried forward		774,539	-	774,539	794,893

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 27 to 50 form part of these financial statements.

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Balance Sheet
As at 31 July 2024

	Note	2024 £	2023 £
Fixed assets			
Intangible assets	14	-	-
Tangible assets	15	33,677	74,001
Investments	16	100	100
		<u>33,777</u>	<u>74,101</u>
Current assets			
Stocks	17	36,605	30,487
Debtors	18	255,708	46,150
Cash at bank and in hand		872,825	925,003
		<u>1,165,138</u>	<u>1,001,640</u>
Creditors: amounts falling due within one year	19	(424,376)	(280,848)
		<u>740,762</u>	<u>720,792</u>
Net current assets			
		<u>774,539</u>	<u>794,893</u>
Total net assets			
		<u>774,539</u>	<u>794,893</u>
Charity funds			
Restricted funds	20	-	-
Unrestricted funds	20	774,539	794,893
		<u>774,539</u>	<u>794,893</u>
Total funds			
		<u>774,539</u>	<u>794,893</u>

Registered number: 07329036

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Balance Sheet (continued)
As at 31 July 2024

The entity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the entity to obtain an audit for the year in question in accordance with section 476 of the Companies Act 2006.

However, an audit is required in accordance with section 144 of the Charities Act 2011.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

Sarah Ellis

Trustee

Date:



13/01/2025

Registered Number:07329036

Charity Number:1143764

The notes on pages 27 to 50 form part of these financial statements.

Statement of Cash Flows
For the Year Ended 31 July 2024

	2024 £	2023 £
Cash flows from operating activities		
Net cash used in operating activities	(72,476)	284,590
Cash flows from investing activities		
Dividends, interests and rents from investments	25,800	12,270
Purchase of tangible fixed assets	(5,502)	(99,136)
Net cash provided by/(used in) investing activities	20,298	(86,866)
Cash flows from financing activities		
Change in cash and cash equivalents in the year	(52,178)	197,724
Cash and cash equivalents at the beginning of the year	925,003	727,279
Cash and cash equivalents at the end of the year	872,825	925,003

The notes on pages 27 to 50 form part of these financial statements

Notes to the Financial Statements
For the Year Ended 31 July 2024

1. General information

The registered office is Edge Hill Students' Union, The Hub, St Helen's Road, Ormskirk, Lancashire, L39 4QP. The entity is a private company limited by guarantee, incorporated and registered in England and Wales.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Edge Hill Students' Union Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Going concern

The accounts have been prepared on the assumption that the charitable company is able to carry on as a going concern which the directors and trustees consider appropriate. The charitable company has had confirmation from Edge Hill University that grant funding will remain in place for the foreseeable future.

2.3 Income

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

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Notes to the Financial Statements
For the Year Ended 31 July 2024

2. Accounting policies (continued)

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on raising funds includes all expenditure incurred by the charity to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.5 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of Financial Activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of Financial Activities as the related expenditure is incurred.

2.6 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.7 Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Notes to the Financial Statements
For the Year Ended 31 July 2024

2. Accounting policies (continued)

2.8 Intangible assets and amortisation

Intangible assets costing £2,000 or more are capitalised and recognised when future economic benefits are probable, and the cost or value of the asset can be measured reliably.

Intangible assets are initially recognised at cost. After recognition, under the cost model, intangible assets are measured at cost less any accumulated amortisation and any accumulated impairment losses.

Amortisation is provided on intangible assets at rates calculated to write off the cost of each asset on a straight-line basis over its expected useful life.

Amortisation is provided on the following basis:

Trademarks	-	20 %	straight line
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2.9 Tangible fixed assets and depreciation

Tangible fixed assets costing £2,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Bar & Kitchen equipment	-	33%
Stone Willy's Kitchen Equipment	-	33%
Shop equipment	-	33%
Subway shop equipment	-	33%
Subway fixtures and fittings	-	33%
Office equipment	-	33%

2.10 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance Sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the Statement of Financial Activities.

Investments in subsidiaries are valued at cost less provision for impairment.

Notes to the Financial Statements
For the Year Ended 31 July 2024

2. Accounting policies (continued)

2.11 Stocks and work in progress

Stocks and work in progress are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

2.12 Debtors

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

2.13 Cash at bank and in hand

Cash at bank and 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.

2.14 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

2.15 Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.16 Operating leases

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

2.17 Pensions

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

Notes to the Financial Statements
For the Year Ended 31 July 2024

2. Accounting policies (continued)

2.18 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

3. Critical accounting estimates and areas of judgment

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

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

Critical areas of judgment:

Useful economic lives of tangible assets

The annual depreciation charge for tangible assets is sensitive to changes in the estimated useful economic lives and residual values of the assets. The useful economic lives and residual values are re-assessed annually. They are amended when necessary to reflect current estimates, based on technological advancement, future investments, economic utilisation and the physical condition of the assets. See note 15 for the carrying amount of the property, plant and equipment and note 2.9 for the useful economic lives for each class of assets.

Clubs & Societies

The income and expenditure of EHSU Clubs & Societies has not been included in these financial statements, as they are not within the control of the charitable company. The charitable company holds funds as a custodian on behalf of the Clubs & Societies. Grants issued to clubs & societies by EHSU amounted to £700 (2023: £11,449) in the year ended 31 July 2024. Of this they spent £400 (2023: £11,449) and returned £nil (2023: £nil).

Amounts held by the Union on behalf of Clubs & Societies as at 31 July 2024 was £16,425 (2023: £15,781).

Notes to the Financial Statements
For the Year Ended 31 July 2024

4. Income from donations and legacies

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £
Edge Hill University - Core Grant	554,120	-	554,120
Rental grant	-	261,440	261,440
Other grants	60,126	-	60,126
	<u>614,246</u>	<u>261,440</u>	<u>875,686</u>

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Edge Hill University - Core Grant	522,378	-	522,378
Service charge	-	73,893	73,893
Rental grant	-	146,823	146,823
Government grants	33	-	33
	<u>522,411</u>	<u>220,716</u>	<u>743,127</u>

Notes to the Financial Statements
For the Year Ended 31 July 2024

5. Income from charitable activities

	Unrestricted funds 2024 £	Total funds 2024 £
Commercial income	671,368	671,368

	Unrestricted funds 2023 £	Total funds 2023 £
Commercial income	1,063,961	1,063,961

6. Income from other trading activities

Income from non charitable trading activities

	Unrestricted funds 2024 £	Total funds 2024 £
Advertising	15,105	15,105

	Unrestricted funds 2023 £	Total funds 2023 £
Advertising	14,850	14,850

Notes to the Financial Statements
For the Year Ended 31 July 2024

7. Investment income

	Unrestricted funds 2024 £	Total funds 2024 £
Bank interest received	25,800	25,800

	Unrestricted funds 2023 £	Total funds 2023 £
Bank interest received	12,270	12,270

8. Expenditure on raising funds

Fundraising trading expenses

	Unrestricted funds 2024 £	Total funds 2024 £
Staff development	14	14
Subscriptions & affiliations	175	175
Fundraising trading expenses - wages and salaries	4,197	4,197
Fundraising trading expenses - pension costs	60	60
	4,446	4,446

Notes to the Financial Statements
For the Year Ended 31 July 2024

8. Expenditure on raising funds (continued)

Fundraising trading expenses (continued)

	Unrestricted funds 2023 £	Total funds 2023 £
Fundraising trading expenses - wages and salaries	3,704	3,704
Fundraising trading expenses - NI	458	458
Fundraising trading expenses - pension costs	95	95
Allocated centrally incurred fundraising and governance costs	1,752	1,752
	<u>6,009</u>	<u>6,009</u>

9. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Commercial activities	483,242	261,440	744,682
Student Voice	859,185	-	859,185
	<u>1,342,427</u>	<u>261,440</u>	<u>1,603,867</u>

Notes to the Financial Statements
For the Year Ended 31 July 2024

9. Analysis of expenditure on charitable activities (continued)

Summary by fund type (continued)

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Commercial activities	813,582	220,716	1,034,298
Student Voice	748,977	-	748,977
	<u>1,562,559</u>	<u>220,716</u>	<u>1,783,275</u>

10. Analysis of expenditure by activities

	Activities undertaken directly 2024 £	Support costs 2024 £	Total funds 2024 £
Commercial activities	608,494	136,188	744,682
Student Voice	283,956	575,229	859,185
	<u>892,450</u>	<u>711,417</u>	<u>1,603,867</u>

	Activities undertaken directly 2023 £	Support costs 2023 £	Total funds 2023 £
Commercial activities	915,695	118,603	1,034,298
Student Voice	213,629	535,348	748,977
	<u>1,129,324</u>	<u>653,951</u>	<u>1,783,275</u>

Notes to the Financial Statements
For the Year Ended 31 July 2024

10. Analysis of expenditure by activities (continued)

Analysis of support costs

	Total funds 2024 £	Total funds 2023 £
Staff costs	254,045	254,870
Depreciation	2,404	637
Rent	262,067	220,716
Staff development	7,916	3,164
Recruitment costs	477	6,033
Staff recognition	-	150
Office costs	3,595	3,033
Professional fees	17,548	42,111
Finance charges	8,818	12,881
Subscriptions & affiliations	58,697	59,086
Sundry expenses	35	1,781
Advertising and marketing	685	1,713
Governance costs	7,250	7,250
Irrecoverable VAT	46,494	17,546
Insurance	15,170	12,536
Designated reserves - Capital expenditure	21,258	4,702
Designated reserves - Staff wellbeing	4,958	5,742
	711,417	653,951

11. Auditors' remuneration

	2024 £	2023 £
Fees payable to the charity's auditor for the audit of the charity's annual accounts	11,150	7,250

Notes to the Financial Statements
For the Year Ended 31 July 2024

12. Staff costs

	2024 £	2023 £
Wages and salaries	764,928	739,130
Social security costs	44,034	50,153
Contribution to defined contribution pension schemes	10,985	9,235
	<u>819,947</u>	<u>798,518</u>

The average number of persons employed by the charity during the year was as follows:

	2024 No.	2023 No.
Charitable activities	14	10
Trading	35	45
Support	4	5
	<u>53</u>	<u>60</u>

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2024 No.	2023 No.
In the band £70,001 - £80,000	1	1

The total amount of employee benefits received by key management personnel (consisting of salary, employers pension contributions and employer national insurance contributions) is £88,543 (2023: £85,514).

Notes to the Financial Statements
For the Year Ended 31 July 2024

13. Trustees' remuneration and expenses

During the year, one or more Trustees has been paid remuneration or has received other benefits from an employment with the charity. The value of Trustees' remuneration and other benefits was as follows:

		2024 £	2023 £
Maggie Lam	Remuneration	19,940	1,681
	Pension contributions paid	376	-
Antonnette Mapesa	Remuneration	18,653	1,164
	Pension contributions paid	353	-
Iulia David	Remuneration	931	1,164
Orna Murphy-Horton	Remuneration	1,783	-
Paige Rivers	Remuneration	4,595	-
	Pension contributions paid	30	-

During the year ended 31 July 2024, expenses totalling £558 were reimbursed or paid directly to 3 Trustees (2023 - £1,972 to 6 Trustees).

14. Intangible assets

	Trademarks £
Cost	
At 1 August 2023	4,400
At 31 July 2024	4,400
Amortisation	
At 1 August 2023	4,400
At 31 July 2024	4,400
Net book value	
At 31 July 2024	-
At 31 July 2023	-

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 July 2024

15. Tangible fixed assets

	Bar & Kitchen Equip £	Stone Willy's Kitchen Equip £	Shop Equipment £	Subway & Shop Equip £	Subway F&F £	Office equipment £	Total £
Cost or valuation							
At 1 August 2023	46,706	8,000	11,050	45,977	199,084	16,645	327,462
Additions	185	-	-	-	-	5,317	5,502
Disposals	(8,209)	(8,000)	(11,050)	(45,977)	-	(15,943)	(89,179)
At 31 July 2024	38,682	-	-	-	199,084	6,019	243,785
Depreciation							
At 1 August 2023	40,403	8,000	11,050	45,977	131,433	16,598	253,461
Charge for the year	5,683	-	-	-	38,313	1,830	45,826
On disposals	(8,209)	(8,000)	(11,050)	(45,977)	-	(15,943)	(89,179)
At 31 July 2024	37,877	-	-	-	169,746	2,485	210,108

Notes to the Financial Statements
For the Year Ended 31 July 2024

15. Tangible fixed assets (continued)

	Bar & Kitchen Equip £	Stone Willy's Kitchen Equip £	Shop Equipment £	Subway & Shop Equip £	Subway F&F £	Office equipment £	Total £
Net book value							
At 31 July 2024	805	-	-	-	29,338	3,534	33,677
At 31 July 2023	6,303	-	-	-	67,651	47	74,001

Notes to the Financial Statements
For the Year Ended 31 July 2024

16. Fixed asset investments

	Investments in subsidiary companies £
Cost or valuation	
At 1 August 2023	100
At 31 July 2024	100
Net book value	
At 31 July 2024	100
At 31 July 2023	100

Principal subsidiaries

The following was a subsidiary undertaking of the charity:

Name	Company number	Class of shares	Holding	Included in consolidation
Edge Hill Student's Union Trading Limited	08613438	Ordinary	100%	No

The financial results of the subsidiary for the year were:

Name	Net assets £
Edge Hill Student's Union Trading Limited	100

Edge Hill Students' Union Bar Limited was incorporated on 17 July 2013 and commenced trading on 19 September 2013 and is a wholly owned subsidiary of the Union.

On 22 May 2014 the company's name changed to Edge Hill Students' Union Trading Limited.

The subsidiary company number is 08613438 and registered address is The Hub, St Helens Road, Ormskirk, Lancashire, L39 4QP. The company has been dormant during the whole of the reporting period.

Notes to the Financial Statements
For the Year Ended 31 July 2024

17. Stocks

	2024 £	2023 £
Bar stock	12,685	7,443
Shop stock	18,769	17,137
Subway stock	3,846	4,889
Stone Willy's Kitchen stock	1,305	1,018
	<u>36,605</u>	<u>30,487</u>

18. Debtors

	2024 £	2023 £
Due within one year		
Trade debtors	14,800	18,571
Other debtors	230,844	22,167
Prepayments and accrued income	10,064	5,412
	<u>255,708</u>	<u>46,150</u>

Notes to the Financial Statements
For the Year Ended 31 July 2024

19. Creditors: Amounts falling due within one year

	2024	2023
	£	£
Trade creditors	392,208	32,979
Amounts owed to group undertakings	128	128
Other taxation and social security	11,905	10,793
Other creditors	5,326	2,010
Accruals and deferred income	14,809	234,938
	424,376	280,848

Notes to the Financial Statements
For the Year Ended 31 July 2024

20. Statement of funds

Statement of funds - current year

	Balance at 1 August 2023 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 July 2024 £
Unrestricted funds					
Designated funds					
Capital	19,863	-	(5,863)	-	14,000
Wellbeing	13,451	-	(4,958)	-	8,493
Students' Union Building Fit Out	285,000	-	-	(1,823)	283,177
Equipment	19,435	-	(21,258)	1,823	-
Subway remodel	54,482	-	(32,472)	-	22,010
	<u>392,231</u>	<u>-</u>	<u>(64,551)</u>	<u>-</u>	<u>327,680</u>
General funds					
Charity	<u>402,662</u>	<u>1,326,519</u>	<u>(1,282,322)</u>	<u>-</u>	<u>446,859</u>
Total Unrestricted funds	<u>794,893</u>	<u>1,326,519</u>	<u>(1,346,873)</u>	<u>-</u>	<u>774,539</u>
Restricted funds					
Rent grant - Union	<u>-</u>	<u>261,440</u>	<u>(261,440)</u>	<u>-</u>	<u>-</u>
Total of funds	<u><u>794,893</u></u>	<u><u>1,587,959</u></u>	<u><u>(1,608,313)</u></u>	<u><u>-</u></u>	<u><u>774,539</u></u>

Notes to the Financial Statements
For the Year Ended 31 July 2024

20. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 August 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 July 2023 £
Unrestricted funds					
Designated funds					
Capital	25,730	-	(5,867)	-	19,863
Wellbeing	19,188	-	(5,737)	-	13,451
Students' Union Building Fit Out	215,000	-	-	70,000	285,000
Equipment	24,137	-	(4,702)	-	19,435
Subway remodel	85,000	-	(30,518)	-	54,482
	<u>369,055</u>	<u>-</u>	<u>(46,824)</u>	<u>70,000</u>	<u>392,231</u>
General funds					
Charity	<u>380,914</u>	<u>1,613,492</u>	<u>(1,521,744)</u>	<u>(70,000)</u>	<u>402,662</u>
Total Unrestricted funds	<u>749,969</u>	<u>1,613,492</u>	<u>(1,568,568)</u>	<u>-</u>	<u>794,893</u>
Restricted funds					
Rent grant - Union	<u>-</u>	<u>220,716</u>	<u>(220,716)</u>	<u>-</u>	<u>-</u>
Total of funds	<u><u>749,969</u></u>	<u><u>1,834,208</u></u>	<u><u>(1,789,284)</u></u>	<u><u>-</u></u>	<u><u>794,893</u></u>

Notes to the Financial Statements
For the Year Ended 31 July 2024

20. Statement of funds (continued)

Designated funds

We opened the year on 1 August 2023 with designated reserves funds of £392k. This included £154k to spend on equipment, capital depreciation, Subway relocation depreciation and staff wellbeing of which £65k was spent in the year.

As per the five year spend plan in our Reserves Policy, the spend on equipment and staff wellbeing is due to finish in 2024/25. so during the May 2024 reserves policy review we will consider whether to ask Trustees to add to the designated funds in those areas for 2024/25 and 2025/26 or whether this expenditure should get built straight into the P&L's, as normal expenditure going forward.

At the close of 2023/24, there was a balance of £215k to be carried over to 2024/25 in general designated reserves. No additional funds have been designated during the year.

Rent grants

The Union receives funding from the University to pay for the space occupied in the University's buildings.

21. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Unrestricted funds 2024 £	Total funds 2024 £
Tangible fixed assets	33,677	33,677
Fixed asset investments	100	100
Current assets	1,165,138	1,165,138
Creditors due within one year	(424,376)	(424,376)
Total	774,539	774,539

Notes to the Financial Statements
For the Year Ended 31 July 2024

21. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior period

	Unrestricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	74,001	74,001
Fixed asset investments	100	100
Current assets	1,001,640	1,001,640
Creditors due within one year	(280,848)	(280,848)
Total	794,893	794,893

22. Reconciliation of net movement in funds to net cash flow from operating activities

	2024 £	2023 £
Net income/expenditure for the period (as per Statement of Financial Activities)	(20,354)	44,924
Adjustments for:		
Depreciation charges	45,826	37,017
Dividends, interests and rents from investments	(25,800)	(12,270)
Decrease/(increase) in stocks	(6,118)	16,742
Decrease/(increase) in debtors	(209,558)	14,345
Increase in creditors	143,528	183,832
Net cash provided by/(used in) operating activities	(72,476)	284,590

Notes to the Financial Statements
For the Year Ended 31 July 2024

23. Analysis of cash and cash equivalents

	2024 £	2023 £
Cash in hand	872,825	925,003
Total cash and cash equivalents	872,825	925,003

24. Analysis of changes in net debt

	At 1 August 2023 £	Cash flows £	At 31 July 2024 £
Cash at bank and in hand	925,003	(52,178)	872,825
	925,003	(52,178)	872,825

Notes to the Financial Statements
For the Year Ended 31 July 2024

25. Pension commitments

The group operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the group in an independently administered fund. The pension cost charge represents contributions payable by the group to the fund and amounts of £4,562 (2023 - £1,838) were payable to the fund at the balance sheet date and are included in creditors.

26. Operating lease commitments

At 31 July 2024 the charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2024 £	2023 £
Not later than 1 year	1,938	1,938
Later than 1 year and not later than 5 years	2,180	4,119
	<u>4,118</u>	<u>6,057</u>

27. Members' liability

The charitable company has no share capital as it is limited by guarantee.

The liability of each member is limited to £1, being the amount that each member undertakes to contribute to the assets of the charitable company in the event of it being wound up while they are a member or within one year after they cease to be a member, for -

- a) payment of the charitable company's debt and liabilities contracted before they cease to be a member,
- b) payment of the costs, charges and expenses of winding up; and
- c) adjustment of the rights on the contributories among themselves.

28. Related party transactions

The Union is in receipt of a recurrent grant from Edge Hill University of £554,120 (2023: £522,378). The block grant receivable at the year end was £nil (2023: £14,698).

In addition, the Union is in receipt of rental grants of £261,440 (2023: £220,716) for the University space occupied by the Union and its subsidiary. In the current year, this also included service charges of £nil (2023: £73,983). The amount of rent grant receivable at the year end was £161,057 (2023: £Nil). The Union paid the University the equivalent amount for rent. Rent owing at the year end was £380,018 (2023: £220,716).

As at 31 July 2024, the amount owed by the Parent company to the Subsidiary company was £128 (2023: £128). The subsidiary was dormant throughout the period.

EDGE HILL STUDENTS' UNION LIMITED

England & Wales - Charity number 1143764

Accounts

Registered number: 07329036
Charity number: 1143764

Edge Hill Students' Union Limited

Trustees' Report and Financial Statements

For the Year Ended 31 July 2023



Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

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Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Reference and Administrative Details of the Charity, its Trustees and Advisers
For the Year Ended 31 July 2023

Trustees	Sarah Ellis Colin Dyas Bill Hancox Eri Mountbatten-O'Malley Iulia David (appointed 3 July 2023) Maggie Lam (appointed 3 July 2023) Antoinette Mapesa (appointed 3 July 2023) Ben Broadhurst (resigned 30 June 2023) Jack Richardson (resigned 30 June 2023) Doreen Morrin (resigned 19 January 2023) Orna Murphy-Horton Elisha Tax (resigned 11 April 2023) Georgia Ward (resigned 30 June 2023)
Company registered number	07329036
Charity registered number	1143764
Registered office	Edge Hill Students' Union The Hub St. Helens Road Ormskirk Lancashire L39 4QP
Independent auditors	Dains Audit Limited Statutory Auditor Suite 2, Albion House 2 Etruria Office Village Forge Lane Stoke on Trent Staffordshire ST1 5RQ
Solicitors	Weightmans LLP 100 Old Hall Street Liverpool L3 9QJ

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Trustees' Report
For the Year Ended 31 July 2023

The Trustees present their annual report together with the audited financial statements of the charity for the year 01 August 2022 to 31 July 2023. The Annual Report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 01 January 2019).

Since the charity qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Structure, Governance and Management

Edge Hill Students' Union is a student-led educational charity. It is legally a company limited by guarantee (Registered No. 07329036) with the Trustees as company law members, and a registered charity (Registered No. 1143764). The Students' Union is 'separate but part of' Edge Hill University and subject to the University's Charter and Statutes. It also owns a trading subsidiary, Edge Hill Students' Union Trading Limited.

As a charity we have a Trustee Board which oversees administration, governance, and legal compliance. The Trustee Board consists of up to four elected Student Sabbatical Trustees, up to four appointed Student Trustees, in addition to up to four appointed Independent Trustees who offer professional experience, knowledge and expertise. The Trustee Board has delegated the day-to-day running of services and provisions to the Chief Executive, Paul Malone, through an agreed schedule of delegations. The Trustees receive regular reports from the Chief Executive and the Finance Manager.

The Chief Executive coordinates the staff team of the Students' Union who work closely with the elected student officers to provide services and provisions to benefit our student members. Staff ensure that the strategy and operating plans are carried out in line with agreed budgets.

The Students' Union's governing document is its Memorandum and Articles of Association and related bye laws.

The Students' Union operates on democratic principles. The Full Time Sabbatical Officers are elected by cross campus ballots annually in accordance with the Education Act 1994. Each officer has a specific portfolio remit as well as being jointly responsible for an effective and clear student voice to the University on issues which matter to students.

Governing Bodies

The Trustee Board shall have responsibility for overseeing the administration and management of the Union. They are responsible collectively for the overall well-being and strategic direction, efficient operation, and good governance of the Union, including compliance with legal and financial requirements.

The relationship between the Board and Chief Executive is fundamental to effective governance and management of the Union. One element of this is to ensure that the Chief Executive is appropriately performance managed and remunerated. It is the responsibility of the Board to ensure that the Chief Executive has clear objectives, to review performance and consider the development of their employee alongside that of the charity. The Board uses benchmarked salaries and benefits paid to Chief Executives in students' unions and the voluntary sector to establish a suitable level of remuneration. The Students' Union employs full and part-time staff to ensure the effective management and operations of its wide range of activities. Those employees are accountable to the Chief Executive for the performance of their duties.

Recruiting and Training of Trustees

Whilst there is no policy in place for induction and training of trustees, the Union ensures that all trustees are taken through a specifically organised training programme.

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Trustees' Report (continued)
For the Year Ended 31 July 2023

Relationship with Edge Hill University

The relationship between Edge Hill University and the Students' Union is established in the Code of Practice approved by both organisations. The Students' Union receives a 'Block Grant' from the University based on a percentage of the University's turnover, and in addition to this, receives a 'Rent Grant' to cover space occupied by the Union which is owned by the University.

Although the Students' Union continues to generate supplementary funding from various trading activities, it will always be dependent on the University's support. There is no reason to believe that this or equivalent support from the University will not continue for the foreseeable future, as the Education Act 1994 imposes a duty on the University to ensure the financial viability of its student representative body.

Relationship with Edge Hill Students' Union Trading Limited

As previously stated, the Students' Union has one wholly owned trading subsidiary, Edge Hill Students' Union Trading Limited. Since 1 August 2017 there has not been any activity in this company. Edge Hill Students' Union Trading Limited will continue to exist in the event that the Students' Union carries out any significant non-primary purpose trading in the future.

Risk management

The Union's risk management strategy includes the annual review of the risk policy and a risk register summary update at each Board meeting. The process seeks to identify major risks and assesses them about impact and likelihood of occurrence. A risk score is then formulated for each risk so they can be prioritised as low, medium, or high. The risk register identifies the risk owner, mitigating controls in place, actions required to mitigate further, and the deadline for those actions.

The principal risks and uncertainties currently facing the Union are:

The possible reduction in funding by the University caused by:

- Their own financial health
- Their perception of the value of the role of the Union

The financial health of the University is itself dependent on funding, which in turn is susceptible to factors beyond the control of the Union, including:

- Government policy in relation to higher education specifically affecting the academic offer at Edge Hill University
- Popularity of the academic offering
- Popularity because of academic standards
- Popularity because of the attractiveness of the campus and its facilities
- Popularity driven by affordability and fee levels
- Other demographic challenges faced by the University
- Competition from other university and third-party trading services both on campus and in Ormskirk from food and beverage operators.
- Reputational damage in the unlikely event of a high-profile activity by a student
- Reputational damage in the unlikely event of a high-profile activity by a trustee.
- Our plans and strategies for managing risk include maintaining effective internal controls, a risk register, incident-reporting and monitoring systems and insurance cover wherever appropriate.

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Trustees' Report (continued)
For the Year Ended 31 July 2023

Statement of Public Benefit

The Students' Union's vision is 'to create the best student experience we can for as many Edge Hill students as possible' and exists for the advancement of education of students at Edge Hill University for the public benefit. This is through:

1. Promoting the interests and welfare of students during their course of study and representing, supporting, and advising students.
2. Being the recognised representative channel between students and Edge Hill University and any other external bodies.
3. Providing social, cultural, sporting, and recreational activities and forums for discussion and debate for the personal development of students.

The Students' Union operates within the requirements of the University to satisfy the 1994 Education Act. The Articles state that the Students' Union will always seek to:

1. Ensure that the diversity of its membership is recognised and that equal access is available to all members of whatever origin or orientation;
2. Pursue its aims and objectives independent of any political party or religious group; and
3. Pursue equal opportunities by taking positive action within the law to facilitate participation of groups discriminated against by society.

In pursuit of these aims for the public benefit, the Students' Union will ensure the diversity of its membership is recognised, valued, and supported and has established departments and services for use by its members and to support its work with the University and other organisations on behalf of students. These services include the advice centre, our representation and democracy work, our societies and activities programmes, the bar, retail, food, and launderette outlets. Sabbatical Officers of the Students' Union sit on all senior level committees of the University and meet regularly with the Local Authority, members of the Community Safety Partnership and other providers of public services affecting students. In setting our objectives and planning our activities, the trustees have considered the Charity Commission's general guidance on public benefit.

Charity Governance Code

Throughout the year, the Trustees and Chief Executive of the Students' Union have been working together to adopt the Students' Union Governance Code, a Code endorsed by the Charity Commission. The Code is a tool by which Trustee Boards can measure and develop their governance and leadership. It is the Board's intention to continue to work through the key Principles and associated action plans of this work.

Affiliations

National Union of Students (NUS)	£11,881
Advice UK	£276
Child Poverty Action Group	£172

Objectives and Activities

WhatUni Student Choice Awards

This year we came 37th out of approximately 150 Unions with our score dropping only 0.04 points from 3.97 to 3.93. Improving scores at other Students' Unions meant that, despite maintaining a similar score to last year, our ranking suffered a little.

National Student Survey Result (NSS)

In response to the new 2023 NSS question, "how well does the students' union represent student's academic interests?", we scored 75%. This is 3.11% above the national benchmark for students' unions which stands at 71.89%.

We are ranked 4th (from 13 Unions) in the North West region and 37th (from 150 Unions) in the UK.

Office for Students B Regulations – EHSU and EHU Collaboration

Following an initial scoping exercise in late 2022, the university's graduate attributes were successfully integrated into the Students' Union services and data tracking. A reflexive course rep journal allowed students to ascribe a set number of attributes to work they had completed, and our staff track attributes in relation to all Students' Union activity. Using OFS' qualitative measures for regulation (B1, B2, B4, B5) for quality and standards and empowering course representatives with the information that course, and module leaders need to be aware of, means we can deliver more effective, regulatory compliant feedback and interventions to University stakeholders. Over the coming months this system will be further refined allowing a feedback chain to be established. A report detailing the feedback received in the digital journals across the first two semesters of 2022-23 can be viewed [here](#).

As part of our TEF submission to meet B6 regulations we engaged with colleagues across the university to produce a 30 minute video presentation which can be viewed [here](#). The video submission provides authentic student voices through the interviews which were captured.

Student Voice Updates – Communities

All societies are now aligned with the University's Graduate Attributes Framework. In using this framework to highlight how students can build their employability skills and personal attributes through participating in societies, we hope to better integrate societies as a form of student engagement and development into Edge Hill's academic curriculum. In doing so we have been able to begin to measure the effectiveness of our societies in aiding with student retention, progression, and outcomes. Much of the data is in its infancy and requires further development - there is still much to be completed in this area before we can visualise the data we are tracking. To be truly effective and quantifiable, an agreement with the university around receiving progression and retention data is needed.

2022-23 has seen us implement and embed data tracking into the organisation using Microsoft Power BI to visualise the data. We track multiple data points across our services which allow us to better measure how and where students are engaging with us and to disseminate this information to colleagues across the university in an easily accessible format. There are plans in place to extend and further develop this for 2023-24 with the ambition of the Students' Union becoming a data hub for engagement services across campus. The dashboards for 2021-22 are included in each relevant section below.

Student Engagement Team (Societies)

2022/23 saw 2554 memberships and 1366 unique students registered to affiliated societies.

The overall number of active societies in July 2023 stood at 75. Work has continued to minimise the loss of societies and members due to students graduating and a high percentage have elected new committees to allow continuation in 2023-24.

The society grant system introduced in 2021-22 which allows society committees to become more autonomous and to develop their members was continued in 2022-23. 28 grants were issued, 20 of which were based on the number of members and 8 of which were development grants. Spend on society grants totalled £4922 for the year.

32 societies attended our Welcome Fair in person in 2022. There were over 2400 instances of students registering their interest for our societies across registration forms and our Welcome Fair Web-App. In September we delivered our society training day, this saw our team deliver in-person training to 80 society committee members on all aspects of running a society.

Growth in society fundraising continued in 2022-23 with £3,782 being raised by our societies. The Edge Hill Uni Boob Team continued to lead the way raising £2,771, part of which was raised in collaboration with a sports

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Trustees' Report (continued)
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team who completed a 'head shave' donating the proceeds of £1,478 to the society's cause. Other highlights include the big geek fundraiser jointly held between the Anime Society, Edge Hill Queers and the Trading Card Game Society, this event was shortlisted for a National Award at the National Societies and Volunteering Awards.

Student Engagement Team (Course Representatives)

By the end of the 22/23 academic year, we had recruited a total of 592 course representatives across Edge Hill's three faculties. Averaging 27.73 students per representative, 145 of these reps were faculty board reps, trained to attend academic board meetings.

There were 195 individual attendances by our reps at Student Voice Meetings where valuable feedback was provided.

Academic reps were issued bursaries in 2022-23 with each rep compensated for their time spent attending meetings and providing feedback, the total spend for these bursaries was £1,500.

A digital rep journal was introduced in the year, providing a point where reps could log their feedback. A report can be viewed [here](#). Work to refine our digital systems will continue in 2023-24 with the aim of providing a single point where all students can leave feedback.

As part of our end of year strategic review, we decided to overhaul our representation structure. We will pilot delivering academic representation through our academic society structure. Course representatives will cease to exist by name and academic societies will, going forward, be the point of contact for students in terms of providing feedback on their course. This will build on the work of 2022-23 where students received training and increased levels of support from the Students' Union. The aim is to create a sense of belonging and confidence in the representation structure whilst aiding students engage with other activity at course level which the society can provide.

Student Engagement Team (Consultation Work)

Across the year we conducted 7 consultations with our students on issues which they are facing, each of which is detailed below. 1,968 students engaged with us on these issues.

Faculty of Education – Empowering Education Students

Faculty of Education President, Ben Broadhurst, launched his consultation on confidence and student experience, with particular emphasis on placements. The consultation ran in survey form across term one and was followed up by focus group work in term two. Following several successful lecture shouts and social media posts Ben's consultation closed with over 300 responses. Ben held meetings with the Associate Dean: Students and External and the Faculty Regulation and Governance to investigate the data which was collated. Two focus groups took place, with a total of twelve education students participating. The students were asked to explore some of the consultation questions in more depth and this helped to feed into the written report with recommendations from the FOE President to the Faculty.

Faculty of Arts and Sciences – Placements Consultation

FAS President, Jack Richardson, launched his consultation into the availability (and awareness of the availability) of work-based learning and placements within the Arts and Sciences. The consultation received 234 responses. Findings from the consultation revealed that 67% of respondents would like to complete a placement alongside their degree, 76% had not heard of E3i or Work-Related Learning (WRL) and 93% had not to the best of their knowledge engaged with WRL. Jack worked closely with WRL to devise and implement new methods of communication of the opportunities available.

All-Party Parliamentary Group for Students about the Cost of Living

We submitted a response to the inquiry organised by the All-Party Parliamentary Group (APPG) for students about the Cost of Living and its impact on the student experience. Our President team attended webinar drop-in

Trustees' Report (continued)
For the Year Ended 31 July 2023

sessions with the NUS in February 2023. For the purposes of this inquiry, we carried out a survey with our students; we received 330 responses between Friday 10 February and Friday 17 February. The survey was based on a previous study carried out by Save The Student to give a set of localised, comparative results. We also sought feedback from students who have accessed our Advice Service and Food Bank Referral Scheme to inform our response.

Edge Hill student figures include: 84.24% of our students worry about not having enough money to live on, compared to 82% nationally. 56.36% stated that their mental health has suffered as a result, compared to 56% nationally, and 40.3% have considered dropping out of university because of their mental health. Similarly, 36% have considered dropping out because of money worries. 51.21% feel that their maintenance loan is not enough and 12.42% are not entitled to a loan at all. Our visualisations were shared with colleagues within the University's Student Services to highlight the problems students at Edge Hill are facing.

Student Engagement Team (Activities and Celebration Events)

Student Belonging – Queer Prom

For the third consecutive year we successfully hosted a "Queer Prom" event in the SU Bar and Venue. The event was again aimed at students who may have missed out on the opportunity to express their identities at high school prom / leaving ball events. The event was deemed a success with 125 students in attendance.

Student Led Staff Awards

In 2022/23 we again delivered one of our long-standing projects, the Student Led Staff Awards. The project was delivered via a virtual ceremony, premiered live on YouTube to invited staff and students.

Overall, 307 students nominated a staff member for a Student Led Staff Award representing a 51% increase on 2021/22.

The ceremony itself received 265 views.

Feedback from nominees, shortlisted candidates and winners was sought. 77% of respondents felt the experience was a positive one. Some learning points were highlighted in the feedback including ceremony length and recognition of nominees. This feedback will be accounted for in the planning of the 2023/24 event.

Society Awards

For 2022/23 we delivered the Society Awards from the Studio Theatre in the Arts Centre, a space which lends itself well to this kind of event. As usual the event celebrated the achievements of our student communities and was a fantastic end to the year for our societies.

During the ceremony, three societies performed and showcased their work. Eight awards were given out in categories including Best New Society, Most Improved Society, Society of the Year, and Outstanding Contribution to Societies, Collaboration of the Year and Best Event.

The event was mainly attended by those society committees who were nominated, alongside society members from the wider EHSU community. Overall, 109 people were in attendance.

Student Engagement Team (Elections and Democracy)

EHSU President Elections

The election process began on Tuesday 7 February. There were 13 nominations for our 3 full time elected paid officer roles and 22 nominations for our elected volunteer officer roles. Candidates and their manifestos were listed on our website and students had the opportunity to review these prior to voting.

A particular highlight was the increased number of initial nominations for the Manchester Campus President, rising from 1 nomination in 2022 to 5 in 2023. A detailed report on the Elections can be viewed.

Student Engagement Team (Campaigns)

Ask for Johnny

The Union's flagship campaign for 22/23, led by FoHSCM President and supported by the Students' Union's staff team, was our 'Ask for Johnny' Contraceptive Campaign. We began distributing free contraception from our main offices and bar.

Between October 2022 and January 2023, the Students' Union stocked stations at the two collection points monitoring usage to ensure the scheme was being accessed.

In January of 2023 we secured a supply from Lancashire Sexual Health meaning the contraceptive products can continue to be supplied to our students free of charge on an indefinite basis.

Sexual Violence, Safety, and Spiking Campaign Work

Following work in 2021-2022, our team continued to attend the Sexual Violence Working groups and consulted on the University's Sexual Violence Policy. The new Policy was issued for ratification in May 2023 following additional feedback from our advice services team and the Survivors Society.

We continued our collaboration with Lancashire Police and the university, raising awareness of the Spike Aware Campaign. As a result of this collaboration, media was produced and sited around our licensed premises and a video was shot in our Bar & Venue. The video media assets will be available to students throughout 2023-2024.

Communications Team

Between August 2022 and July 2023, 95,000 users visited the EHSU website. Of those visitors, 40,290 came direct to the site, 30,921 through organic search, 11,411 came through referral, and 6,501 through organic social media marketing. The average engagement time with the site was 1 minute and 7 seconds.

The most popular pages on the EHSU Website during that time (excluding the home page and log-in page) were the societies page, the E Shop, and the Registration page.

Between August 2022 and July 2023, our Facebook reach was 73,470 users and our Instagram reach was 27,036 users. The post with the highest reach was about our 'End of an Era Social' focusing on the last ever event in our SU Bar & Venue prior to its demolition, the post reached 10,600 people.

Our Tik Tok channel continued to grow, with a post about our Subway relocation generating over 60,000 plays in August. Another post about our free condom campaign 'Ask for Johnny' generated over 31,000 views.

Advice Service

Our Advice Service has continued to be involved with the University's regulations review committee to ensure regulations are fair and changes which are made are in the best interests of students.

Our Advice Service dashboard for 2022-23 can be viewed [here](#). Across the year over 300 cases were opened by our advisors, with 44% requiring a face-to-face appointment. The most requested category of advice required by students was help with finance. Segmenting by faculty, students from the Faculty of Health, Social Care, and Medicine were the highest participants.

Commercial Team

2022-2023 was a challenging year for our commercial operations in several ways. In the summer of 2022, at short notice at the university's request, we relocated our Subway franchise into a university space in anticipation of the demolition of our premises. An unplanned process was condensed into 3 weeks in order to successfully deliver a fully operational new outlet for the start of September 2022. This could not have happened without the accommodating approach of the central Subway contractors team who schedule work months in advance all around the country.

Edge Hill Students' Union Limited **(A Company Limited by Guarantee)**

Trustees' Report (continued) **For the Year Ended 31 July 2023**

In line with the scheduled demolition of our premises, our bar closed in May of 2023, as did our Stone Willy's Kitchen food outlet. Much of the work of the early part of 2023 focused on establishing a set of interim solutions whilst our new facility is under construction. As part of this, in March 2023, we assumed operational control of the Red Bar situated within the Arts Centre. This premises will serve as our temporary home for 2023-24. Remedial work for the premises was completed over the summer months, with a premises licence submitted to cover the additional activity within the space and enhance the offer available to students.

Additionally, over the same period, working alongside the university's capital development team we established plans for an additional three temporary outlets. One of which will see us replace our SWK food offer (whose menu was based around pizza, chicken products, and fries products), which had its position eroded by university activity, with a Burrito outlet – 'Union Burrito'. The second and third outlet will house our laundry facilities. These have been sited at opposite sides of the campus to reduce student transit times. Some additional capacity has also been included.

Further economic factors have also impacted all our commercial operations, notably student behaviour affected by the cost of living and tightening of budgets, and inflation, most notably food inflation. The hospitality sector reputationally has also been hit and all the above are challenges we will have to be mindful of as we enter 23-24 and beyond.

Despite the challenges faced, our team delivered a profitable year and we continued to invest in students through employment and training.

Highlights Included:

- 28,000 student staff hours worked in our commercial outlets.
- 57% of hours worked were by women.
- 12 student staff trained in First Aid at Work Level 3
- 12 student staff trained in Mental Health First Aid.
- 6 student staff trained in BIIAB Level 2 Award for Personal License Holders.
- Our Subway Manager is an EHU graduate who progressed through our structures.
- Our Assistant Bar & Events Manager is an EHU graduate who progressed through our structures.
- 65,628 Subs were sold from our Subway outlet, with 73,904 sales in total.
- 201,943 drinks were sold from the SU Bar & Venue.
- Over 32,000 visits to the SU Bar & Venue Events.
- Our most popular event was our Halloween 'House of Horrors' event attended by 1,113.
- 13,277 orders were sold through the Stone Willy's Kitchen outlet.

SU Bar & Venue retained its Best Bar None Award status for 2023/24, with an overall score of 97%, finishing as national runner up. The team were also recognised for their work supporting mental health, receiving a special award for this.

We have also continued our commitment to sustainable and ethical supplies through our membership of NUS Purchasing Consortium. This means all our suppliers and products are vetted to ensure they meet the requirements set out by NUS.

Future Plans

Our new Strategic Plan

We will be publishing our new Strategic Plan in term 1 of 2023. The plan will cover the period 2024-2027.

The Plan has been developed from insight and consultations taken from our June planning sessions, in addition to data gathering from primary and secondary research that took place over the course of the 2022-23 academic

year.

Staffing Structure & Departmental Plans

Running in parallel with the development of our strategic plan, our departmental planning process began in June and has been running over the summer to provide direction for each service area. As such Policy and Insight, Activities, Marketing and Communications, Advice, Bar and Events, Subway and Retail all have plans and a set of objectives attached to them. Commercial activity is highly dynamic and applying three-year plans at this stage (given the transition to a temporary facility and anticipated completion of the new build in 2024) would not be prudent.

Departmental plans are now embedded into the working culture of the organisation through the PDR process, goals for staff members flow from the strategic plan and departmental plans. Each staff member has a PDR which includes objectives, success measures, support and development, and progress. The documents are live, review and discussion around progress will be facilitated through one-to-one sessions with line managers. Budget has been allocated to each staff member to facilitate external training and development relevant to achieving individual and organisational goals.

Weekly team meetings will now focus on subject matter and progress against success measures for each department. This will provide focus for the whole team and allow them to see how their work impacts the organisation.

A key focus for all departments across 2023-2024 will be the integration of part-time student employment to broaden the opportunities we offer for our members. Whilst our commercial outlets have always provided employment opportunities for students (circa 21,000 hours so far this year), our other departments have not. As was outlined in our budget paper, a significant investment has been apportioned to these departments for 2023-2024. Our commercial areas currently have two former Edge Hill students in a managerial position, a member of the commercial department's welfare team has commenced employment as a Student Advisor, and our other Student Advisor was a course representative. This demonstrates how, with effective training and development alongside a clear pathway, student staff members can progress through our structures into full-time employment. Bringing more student employment into the organisation will broaden the skills students can gain from their time with us and open avenues for future careers, either within the Union or elsewhere. Furthermore, with more students at the heart of how the organisation operates opportunities for engagement with the wider student body will be enhanced, allowing the Students' Union to become increasingly visible and relevant to our members. For 2023-24 our Policy and Insight Team will focus upon developing, improving, and implementing effective opportunities for students to amplify their voice within the university. We will pilot processes and systems for receiving feedback from students and establish a culture where feedback is freely given by students, reported by the Students' Union, and acted upon by key stakeholders.

Our Activities Team will focus on broadening the number of opportunities available to students through implementing effective structures and systems. This will include but is not limited to developing a 12-month event calendar which seeks to engage with all students, developing a formal structure for recognising student achievement, and engaging with the local community to provide more opportunities for students outside of their studies.

Our Advice Team will focus on improving the accessibility of the service through implementing a triage, gathering meaningful and effective feedback, and developing areas of specialist advice which we do not currently offer. We will also aim to become a source of knowledge for our students, disseminating key information on issues which may be affecting students in a timely and accurate way.

Our Marketing and Communications Team aims to maximise the engagement we receive through our communication channels through developing and improving methods of communication, fostering a culture of dialogue and interaction whilst strengthening the Union's brand. The team will also strive to bring additional income to the Union through advertising partnerships.

Our Commercial Team aims to provide a year of financial stability at a time when student budgets are stretched, the union is without a proper facility and macro-economic conditions are unfavourable. Our team will focus on

Trustees' Report (continued)
For the Year Ended 31 July 2023

continuing to provide the best possible experience for students including delivering great value for money and excellent levels of customer service. We will also continue to provide fantastic training and development opportunities for our student staff. Our team will aim to gain accreditations and recognition for our services where possible.

Representation Structures

A change to our representation structure is the further evolution of our academic societies. Societies have traditionally been our best source of student engagement, by integrating representation as one of their key functions we aim to provide enhanced opportunities for student feedback as well as the other aspects of extra-curricular activity that societies deliver.

New Students' Union Building

Work continues alongside the university's capital development team to finalise plans for the new Students' Union facility which is due to open to students in the summer of 2024. .

The new facility will be a multi-purpose venue and event space which will deliver procured food and beverage and event experiences. Delivered via an open ground floor to external terraces, a first floor, and an upper floor which will include a roof terrace and garden area, our expectation is to use the spaces all year round to provide an exciting and engaging programme of activity to a number of audiences.

We also hope to work alongside FM colleagues in renovating the top floor of the Hub space (phase 3 or 4) in order to enhance and incorporate our other support and confidential spaces such as our advice service.

Financial Review

EHSU's gross income from all sources this year was £1,834,208. Total expenditure of £1,789,284 spent on the wide-ranging student benefits we provided, as well as the modest fundraising and other revenue-generating activities we undertook, created a surplus for the year of £44,924.

EHSU has continued to benefit from the recognition and support of the University this year with an annual block grant received of £522,378 (2022: £526,201).

The operating budgets for 2022/23 were compiled by each department Manager in consultation with the Director of Student Engagement, the Chief Executive and an external Finance Consultant.

The key points considered in the budgets were:

- 2021/22 was being used as the first solid financial year post Covid, and in focusing on maintaining another strong and stable year, this formed the basis of much of our budget.
- Uplift to 21/22 Block Grant of 3% (approx. £14k) was confirmed by the University due to a reforecast of their income from £127m to £130.798m
- Any potential future impact of a new SU building was accounted for in the sensitivity report
- 3.5% increase in 22/23 Block Grant (approx £16.4k) due to forecast University income of £135.393m
- Excluded 10% contribution to EH Sport as this was deducted at source
- Presumed increase to Rent at current RPI of 9% (RPI May22)
- Cost of Living increases budgeted for at 7.8% per CPIH Apr22
- Focus continued on Staff Training/Development, Recognition and Wellbeing
- £32.8k block grant deficit to be met by commercial surplus in addition to the £138.8k already covered for 50% of support staff costs
- SU Shop remained online with additional "pop-up" stalls every week

Term One

We commenced 2022/23 with an actual deficit of £41k against a forecast deficit of £45k with small amounts of income from our online shop and Subway. We invested in £3.5k of new equipment from our designated reserves funds. The end of September welcomed our new students and saw all commercial outlets in operation. A further £2k was invested in equipment from designated reserves funds. We produced a surplus of £31k against a forecast surplus of £15k, with both SU Bar and Subway starting strong during Welcome Week with a combined

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Trustees' Report (continued)
For the Year Ended 31 July 2023

achievement of £25k ahead of forecast income for that month. This strong month was needed as October was not as strong as expected, producing a £42k surplus against a £60k forecast surplus. While Subway continued to thrive, Stone Willy's Kitchen's popularity declined severely and fell well below forecast income.

Again November failed to achieve forecast surplus at just £13k against a £38k forecast. Wet income in particular declined with the commencement of the location transition to the 'Red Bar' in preparation for the old SU commercial building being demolished. Stone Willy's Kitchen continued to fall considerably short against forecast income. We also incurred considerable irrecoverable VAT costs on our purchases relating to the relocation of Subway from our commercial building into the University's 'Hub' building, which pushed our support costs considerably over budget. December showed a further decline with an £11k deficit produced against a forecast surplus of £9k. This was solely due to underperformance against forecast income as opposed to any expenditure overspend. All commercial departments fell short of forecast income except for Subway which continued to outperform forecast and YTD was running £32k ahead of forecast income. At the end of Term 1 the YTD surplus was £34k against a forecast surplus of £79k, a shortfall of £45k. Despite the YTD results, our working capital remained strong, as did our solvency and liquidity ratios, at 23% and 5.6 respectively.

Term Two

Due to the decline in income against original forecast, in January the senior management team produced a reforecast budget for the remainder of 2022/23. This saw all commercial departments achieve above forecast excluding Stone Willy's Kitchen income. It was evident at this point that unlike 2021/22 when Stone Willy's Kitchen surged in popularity and subsequently had a negative impact on Subway income, the relocation of Subway to 'The Hub' in 2022/23 has had the reverse effect. £26k surplus was achieved against a forecast of £10k. February produced a slight deficit on forecast as wet income appeared to decline again with the planned transition to the Red Bar and support and engagement overheads went over budget. March saw the full transition of the SU Bar to the Red Bar which unfortunately failed to perform against wet income reforecast. We moved back to a surplus in the month but still quite short of forecast, which left YTD results at the end of Term 2 at £71k surplus against a reforecast £97k surplus.

Term Three

April brought us back just ahead of breakeven in the month. GP% across the board were strong and overheads were well controlled. Both the online retail shop and Subway income results impacted this positively too. Despite the reforecast, wet income just didn't materialise in its new position in the Red Bar and this continued to year end, which at the very least showed what investment in equipment, time and planning was needed for 2023/24 to make this a success. May brought about a surplus of £14k but still somewhat short of the forecast £18k. June saw another breakeven month at £15k deficit, a month where there is minimal income coming in other than from Subway, which again outperformed their own forecasts. July was unfortunately another disappointing month with an actual deficit of £26k against a forecast surplus of £7k. Graduation Week sales almost met forecast and Subway remained consistent outperforming forecast. Overheads were the main source of the deficit, with more irrecoverable vat incurred and an impact felt from the VAT annual adjustment performed at year end in relation to partially exempt income/expenditure.

At year end we closed £47.3k down on the original budget and £63.2k down on the reforecast budget. Despite this we had very strong closing reserves

Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

Reserves level

A robust reserves policy explains to stakeholders, such as students and the University, why the Union is holding a particular amount of reserves. It gives confidence that the Union's finances are being properly managed, and provides an indicator of future income requirements and overall sustainability.

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Trustees' Report (continued)
For the Year Ended 31 July 2023

Developing a reserves policy assists in:

- strategic planning, by considering how new projects/activities will be funded
- informing the budget process, by considering whether reserves need to be drawn down or built up
- informing the risk register, by identifying uncertainty in future income streams

The Union's aim, in line with Charity Commission CC19 guidance, is to maintain a policy on reserves which establishes a level of reserves that is right for our charity, is used to manage uncertainty, and if reserves are to be held to fund future purchases/activities, explains how and when reserves will be spent.

A risk-based target reserves level is set through the reserves policy to ensure the Union is able to continue with its objectives, and this is the level which 'general funds' should not fall below. If there is a shortfall then Trustees need to be aware of why this has happened, whether it is short or long term and what actions will be taken to bring the reserves back into line with the target.

Where there are general funds available in excess of the target reserves level, and where there is a strategic rationale, these funds can be ring-fenced for a particular purpose by Trustees to be spent over the next few years. These funds then become referred to as 'designated funds'. Funds may be moved between purposes or new ones created, but the overall amount the Trustees have designated will not increase throughout the year. The overall amount can decrease if the Trustees feel it is appropriate to release funds back into unrestricted reserves should they feel it is no longer necessary to have them designated, for example if there were a shortfall in the target reserves level.

When calculating the amount of reserves to be held, the Trustees must consider the amount of unrestricted funds that are readily available. This is because spending some of these funds may adversely impact on the Union's ability to deliver its aims. Items that the Trustees should exclude from reserves are:

- Tangible fixed assets (used to carry out the Union's activities, such as commercial equipment)
- Intangible fixed assets and investments (held solely to further the Union's purpose, such as the trading subsidiary)
- Designated funds (set aside to meet future essential spending, such as depreciation of future assets, equipment purchases, a commitment to staff wellbeing, expanding the student engagement service we offer)

The Union receives grant income from the University to spend on its charitable aims — the objects for which it is registered as a charity with the Charity Commission. The Union also receives income from trading activities carried out specifically to fulfil its charitable objectives. This is known as 'primary purpose' trading. The Union's exemption from paying corporation tax on this income is based on the proviso that this income is applied to its charitable purposes. It is therefore a presumption that Union income will be spent rather than retained. This places a requirement on Trustees to use the funds the Union receives or have good reasons for keeping funds back and not spending them. This is where a reserves policy and continual review of where the Union's reserves are in comparison to its target reserves level is crucial.

We continue with our risk-based approach to Reserves. Our largest financial risk at this time is most certainly loss of trading (primary purpose) income. With the commercial transition period having commenced partially in 2022/23 and fully in 2023/24 (before the planned move into the new SU building in 2024/25), we hope that students will respond loyally throughout this period and continue to use the Union's commercial facilities, maintaining those vital income streams. For 2023/24 Commercial income is budgeted to remain flat against 2022/23 due to the significant uncertainty facing the Union as a result of these changes. We are also redeveloping our food offering after a downturn in Stone Willy's Kitchen popularity, and also need to be mindful of macroeconomic conditions which along with a lack of uplift to student funding from the Government means price rises within our outlets will need to be minimised so as to support student's budgets as far as possible.

Given that there are so many unknowns at present, the reserves are being maintained at the current level of £125k. Once at the end of 2023/24 Term 1 we will have more insight into the effects of the transition and be more informed to carry out a full review of the Reserves Level for the following 12 months. In the meantime, considering the certainty of Block Grant receipt from the University, holding general reserves of £125k will allow the Union time to take up opportunities to diversify income streams, buffer the cash flow requirements of essential expenditure and employee retention, and maintain sustainability should there be a downturn in income.

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Trustees' Report (continued)
For the Year Ended 31 July 2023

The sensitivity analysis in our 2023/24 budget focused on 5%/10%/15% reductions in commercial income and the subsequent effect on year end surplus available for reinvestment into our student services. We calculated that even at a 15% reduction, with reserves staying at £125k, we would still have a healthy level of free reserves of £134k. Now taking into account our actual year end result for 2022/23, this would drop our free reserves to £109k.

When considering sustainability we continue to monitor solvency and liquidity ratios, in order to determine our ability to meet our debt obligations. Acceptable solvency ratios vary from industry to industry, but as a general rule of thumb, a solvency ratio of greater than 20% is considered financially healthy. Our YTD results produced a primary solvency ratio of 17% with regards to our long-term financial health, however as we don't have any long term debts, this slight drop against "normal" is not a concern.

Looking at short-term financial health we reviewed our liquidity ratio, using the working capital ratio of using cash/cash equivalents, marketable securities and accounts receivables to cover liabilities with a maturity rate of one year or less. Again, a general rule of thumb was applied, with a liquidity ratio under 1 indicating that a company's short-term debts are greater than its assets. Our YTD results produced a liquidity ratio of 3.7 meaning that for every £1 of current debt we had, we also had £3.70 available to pay for the debt. What was also positive news was that 97% of our current assets at this stage were either already cash (94%), or were accounts receivables (3%), which could be collected more quickly than stock, confirming we were in a strong liquid and solvent position.

Free reserves at 31 July 2023 moved to:

• Unrestricted funds:	£794,893
• Less Designated reserves:	(£392,231)
• Less Investments (Trading Co)	(£100)
• Less Tangible Fixed Assets	(£74,001)
• Less Reserves Target	(£125,000)
• Free Reserves	£203,561

The Union's free reserves show sufficient funds to cover the agreed reserves target of £125k as defined within the reserves policy. This also confirms that there are sufficient funds as required to maintain the financial stability of the Students' Union moving forward. The excess of free reserves will be reviewed to determine whether short or long term, and if long term, a recommendation will be put forward to Trustees to designate additional funds against future spend (2023/24 onwards) in line with strategic objectives.

The reserves policy will be reviewed annually during the budget process, or sooner if deemed appropriate, in accordance with Charity Commission (CC19) guidance. The Union is committed to ensuring that the organisation is run in a financially sustainable way.

Proactively managing the reserves target will be a valued contribution to achieving the delivery of the Union's objectives and benefits for its students, therefore the target will be reviewed on a monthly basis as part of the management accounts process.

Designated funds will be administered where appropriate to comply with accounting standards and to give the clearest information to stakeholders.

Disclosure of information to auditors

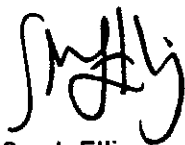
Each of the persons who are trustees at the time when this Trustees' Report is approved has confirmed that:

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

Approved by order of the members of the board of Trustees and signed on their behalf by:

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Trustees' Report (continued)
For the Year Ended 31 July 2023



Sarah Ellis
Trustee

Date: 08/11/2023

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Statement of Trustees' responsibilities
For the Year Ended 31 July 2023

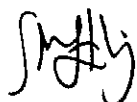
The Trustees (who are also the directors of the charity for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on its behalf by:



Sarah Ellis
Trustee

Date: 08/11/2023

Independent Auditors' Report to the Members of Edge Hill Students' Union Limited

Opinion

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

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 July 2023 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

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

Conclusions relating to going concern

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

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

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

Independent Auditors' Report to the Members of Edge Hill Students' Union Limited (continued)

Other information

The other information comprises the information included in the Annual Report other than the financial statements and our Auditors' Report thereon. The Trustees are responsible for the other information contained within the Annual Report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

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

- the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters in relation to which Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' Report and from the requirement to prepare a Strategic Report.

Responsibilities of trustees

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

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

Independent Auditors' Report to the Members of Edge Hill Students' Union Limited (continued)

Auditors' responsibilities for the audit of the financial statements

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

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

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the senior statutory auditor ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the charitable company through discussions with directors and other management, and from our commercial knowledge and experience of the sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charitable company, including the financial reporting legislation, Companies Act 2006, taxation legislation, anti-bribery, employment, and environmental and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the charitable company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates set out in Note 3 were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation and claims; and
- reviewing correspondence with HMRC, relevant regulators and the charitable company's legal advisors.

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Independent Auditors' Report to the Members of Edge Hill Students' Union Limited (continued)

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

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

Use of our report

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



Simon Hawkins (Senior Statutory Auditor)
for and on behalf of
Dains Audit Limited

Statutory Auditor
Chartered Accountants

Suite 2, Albion House
2 Etruria Office Village
Forge Lane
Stoke on Trent
Staffordshire
ST1 5RQ

Date: 8.11.23

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Statement of financial activities (incorporating income and expenditure account)
For the Year Ended 31 July 2023

	Note	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Income from:					
Donations and legacies	4	522,411	220,716	743,127	771,734
Charitable activities	5	1,063,961	-	1,063,961	1,198,854
Other trading activities	6	14,850	-	14,850	5,420
Investments	7	12,270	-	12,270	2,008
Total income		1,613,492	220,716	1,834,208	1,978,016
Expenditure on:					
Raising funds	8	6,009	-	6,009	10,887
Charitable activities	9	1,562,559	220,716	1,783,275	1,744,818
Total expenditure		1,568,568	220,716	1,789,284	1,755,705
Net movement in funds		44,924	-	44,924	222,311
Reconciliation of funds:					
Total funds brought forward		749,969	-	749,969	527,658
Net movement in funds		44,924	-	44,924	222,311
Total funds carried forward		794,893	-	794,893	749,969

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 24 to 46 form part of these financial statements.

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

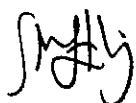
Balance Sheet
As at 31 July 2023

	Note	2023 £	2022 £
Fixed assets			
Intangible assets	14	-	-
Tangible assets	15	74,001	11,882
Investments	16	100	100
		<u>74,101</u>	<u>11,982</u>
Current assets			
Stocks	17	30,487	47,229
Debtors	18	46,150	60,495
Cash at bank and in hand		925,003	727,279
		<u>1,001,640</u>	<u>835,003</u>
Creditors: amounts falling due within one year	19	(280,848)	(97,016)
Net current assets		<u>720,792</u>	<u>737,987</u>
Total net assets		<u><u>794,893</u></u>	<u><u>749,969</u></u>
Charity funds			
Restricted funds	21	-	-
Unrestricted funds	21	794,893	749,969
Total funds		<u><u>794,893</u></u>	<u><u>749,969</u></u>

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



Sarah Ellis
Trustee
Date: 08/11/2023

Registered Number: 07329036
Charity Number: 1143764

The notes on pages 24 to 46 form part of these financial statements.

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Statement of Cash Flows
For the Year Ended 31 July 2023

	2023 £	2022 £
Cash flows from operating activities		
Net cash used in operating activities	284,590	271,403
Cash flows from investing activities		
Dividends, interests and rents from investments	12,270	2,008
Purchase of tangible fixed assets	(99,136)	(17,417)
Net cash used in investing activities	(86,866)	(15,409)
Cash flows from financing activities		
Change in cash and cash equivalents in the year	197,724	255,994
Cash and cash equivalents at the beginning of the year	727,279	471,285
Cash and cash equivalents at the end of the year	925,003	727,279

The notes on pages 24 to 46 form part of these financial statements

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 July 2023

1. General information

The registered office is Edge Hill Students' Union, The Hub, St Helen's Road, Ormskirk, Lancashire, L39 4QP. The entity is a private company limited by guarantee, incorporated and registered in England and Wales.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Edge Hill Students' Union Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Going concern

The accounts have been prepared on the assumption that the charitable company is able to carry on as a going concern which the directors and trustees consider appropriate. The charitable company has had confirmation from Edge Hill University that grant funding will remain in place for the foreseeable future.

2.3 Income

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

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

2. Accounting policies (continued)

2.4 Expenditure (continued)

Expenditure on raising funds includes all expenditure incurred by the charity to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.5 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of Financial Activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of Financial Activities as the related expenditure is incurred.

2.6 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.7 Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

2.8 Intangible assets and amortisation

Intangible assets costing £2,000 or more are capitalised and recognised when future economic benefits are probable, and the cost or value of the asset can be measured reliably.

Intangible assets are initially recognised at cost. After recognition, under the cost model, intangible assets are measured at cost less any accumulated amortisation and any accumulated impairment losses.

Amortisation is provided on intangible assets at rates calculated to write off the cost of each asset on a straight-line basis over its expected useful life.

Amortisation is provided on the following basis:

Trademarks	- 20 % straight line
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2. Accounting policies (continued)

2.9 Tangible fixed assets and depreciation

Tangible fixed assets costing £2,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Bar & Kitchen equipment	-	33%
Stone Willy's Kitchen Equipment	-	33%
Shop equipment	-	33%
Subway shop equipment	-	33%
Subway fixtures and fittings	-	33%
Office equipment	-	33%

2.10 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance Sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the Statement of Financial Activities.

Investments in subsidiaries are valued at cost less provision for impairment.

2.11 Stocks and work in progress

Stocks and work in progress are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

2.12 Debtors

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

2.13 Cash at bank and in hand

Cash at bank and 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.

2. Accounting policies (continued)

2.14 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

2.15 Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.16 Operating leases

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

2.17 Pensions

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

2.18 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

3. Critical accounting estimates and areas of judgment

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

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

Critical areas of judgment:

Useful economic lives of tangible assets

The annual depreciation charge for tangible assets is sensitive to changes in the estimated useful economic lives and residual values of the assets. The useful economic lives and residual values are reassessed annually. They are amended when necessary to reflect current estimates, based on technological advancement, future investments, economic utilisation and the physical condition of the assets. See note 15 for the carrying amount of the property, plant and equipment and note 2.9 for the useful economic lives for each class of assets.

Clubs & Societies

The income and expenditure of EHSU Clubs & Societies has not been included in these financial statements, as they are not within the control of the charitable company. The charitable company holds funds as a custodian on behalf of the Clubs & Societies. Grants issued to clubs & societies by EHSU amounted to £11,449 (2022: £4,536) in the year ended 31 July 2023. Of this they spent £11,449 (2022: £4,536) and returned £nil (2022: £nil).

Amounts held by the Union on behalf of Clubs & Societies as at 31 July 2023 was £15,781 (2021: £16,787).

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 July 2023

4. Income from donations and legacies

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Edge Hill University - Core Grant	522,378	-	522,378
Service charge	-	73,893	73,893
Rental grant	-	146,823	146,823
Government grants	33	-	33
	<u>522,411</u>	<u>220,716</u>	<u>743,127</u>

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Edge Hill University - Core Grant	526,201	-	526,201
Service charge	-	73,986	73,986
Rental grant	-	164,793	164,793
Coronavirus Job Retention Scheme	6,754	-	6,754
	<u>532,955</u>	<u>238,779</u>	<u>771,734</u>

Edge Hill Students' Union Limited furloughed certain staff under the government's Coronavirus Job Retention Scheme (CRJS). Total funding above of £nil (2022: £6,754) was received and relates to claims made in respect of the year. The trustees believe that this income should be reflected within the unrestricted funds.

5. Income from charitable activities

	Unrestricted funds 2023 £	Total funds 2023 £
Commercial income	<u>1,063,961</u>	<u>1,063,961</u>

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 July 2023

5. Income from charitable activities (continued)

	Unrestricted funds 2022 £	Total funds 2022 £
Commercial income	<u>1,198,854</u>	<u>1,198,854</u>

6. Income from other trading activities

Income from non charitable trading activities

	Unrestricted funds 2023 £	Total funds 2023 £
Advertising	<u>14,850</u>	<u>14,850</u>

	Unrestricted funds 2022 £	Total funds 2022 £
Advertising	<u>5,420</u>	<u>5,420</u>

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 July 2023

7. Investment income

	Unrestricted funds 2023 £	Total funds 2023 £
Bank interest received	12,270	12,270

	Unrestricted funds 2022 £	Total funds 2022 £
Bank interest received	2,008	2,008

8. Expenditure on raising funds

Fundraising trading expenses

	Unrestricted funds 2023 £	Total funds 2023 £
Fundraising trading expenses - wages and salaries	3,704	3,704
Fundraising trading expenses - NI	458	458
Fundraising trading expenses - pension costs	95	95
Allocated centrally incurred fundraising and governance costs	1,752	1,752
	6,009	6,009

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 July 2023

8. Expenditure on raising funds (continued)

Fundraising trading expenses (continued)

	Unrestricted funds 2022 £	Total funds 2022 £
Fundraising trading expenses - wages and salaries	4,554	4,554
Fundraising trading expenses - NI	482	482
Fundraising trading expenses - pension costs	112	112
Allocated centrally incurred fundraising and governance costs	5,739	5,739
	<u>10,887</u>	<u>10,887</u>

9. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Commercial activities	1,304,368	220,716	1,525,084
Student Voice	258,191	-	258,191
	<u>1,562,559</u>	<u>220,716</u>	<u>1,783,275</u>

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Commercial activities	1,062,210	238,779	1,300,989
Student Voice	443,829	-	443,829
	<u>1,506,039</u>	<u>238,779</u>	<u>1,744,818</u>

Notes to the Financial Statements
For the Year Ended 31 July 2023

10. Analysis of expenditure by activities

	Activities undertaken directly 2023 £	Support costs 2023 £	Total funds 2023 £
Commercial activities	998,568	526,516	1,525,084
Student Voice	130,756	127,435	258,191
	1,129,324	653,951	1,783,275

	Activities undertaken directly 2022 £	Support costs 2022 £	Total funds 2022 £
Commercial activities	879,318	421,671	1,300,989
Student Voice	221,947	221,882	443,829
	1,101,265	643,553	1,744,818

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 July 2023

10. Analysis of expenditure by activities (continued)

Analysis of support costs

	Total funds 2023 £	Total funds 2022 £
Staff costs	254,870	255,302
Depreciation	637	3,135
Rent	220,716	221,343
Staff development	3,164	6,674
Recruitment costs	6,033	274
Staff recognition	150	1,820
Office costs	3,033	3,482
Professional fees	42,111	17,359
Finance charges	12,881	26,879
Subscriptions & affiliations	59,086	53,674
Sundry expenses	1,781	-
Advertising and marketing	1,713	2,524
Governance costs	7,250	7,250
Irrecoverable VAT	17,546	17,469
Insurance	12,536	11,786
Designated reserves - Capital expenditure	4,702	11,270
Designated reserves - Staff wellbeing	5,742	3,312
	653,951	643,553

11. Auditors' remuneration

	2023 £	2022 £
Fees payable to the charity's auditor for the audit of the charity's annual accounts	7,250	7,250

Notes to the Financial Statements
For the Year Ended 31 July 2023

12. Staff costs

	2023	2022
	£	£
Wages and salaries	739,130	758,258
Social security costs	50,153	51,389
Contribution to defined contribution pension schemes	9,235	8,889
	798,518	818,536

The average number of persons employed by the charity during the year was as follows:

	2023	2022
	No.	No.
Charitable activities	10	13
Trading	45	58
Support	5	5
	60	76

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2023	2022
	No.	No.
In the band £60,001 - £70,000	-	1
In the band £70,001 - £80,000	1	-

The total amount of employee benefits received by key management personnel (consisting of salary, employers pension contributions and employer national insurance contributions) is £85,514 (2022: £78,611).

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 July 2023

13. Trustees' remuneration and expenses

		2023	2022
		£	£
Maggie Lam	Remuneration	1,681	-
Antonnette Mapesa	Remuneration	1,164	-
Iulia David	Remuneration	1,164	-
Ben Broadhurst	Remuneration	18,365	1,539
	Pension contributions paid	273	-
	Other benefits	-	13
Jack Richardson	Remuneration	17,165	1,539
	Pension contributions paid	203	-
	Other benefits	-	117
Doreen Morrin	Remuneration	8,587	-
	Pension contributions paid	81	-
Kathryn Murphy	Remuneration	-	852
	Other benefits	-	13
Rhiannin Muise	Remuneration	-	15,777
	Other benefits	-	143
Georgia Whalley-Smith	Remuneration	-	5,610
	Other benefits	-	52

During the year ended 31 July 2023, expenses totalling £1,972 were reimbursed or paid directly to 6 Trustees (2022 - £686 to 4 Trustees).

Edge Hill Students' Union Limited
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Notes to the Financial Statements
For the Year Ended 31 July 2023

14. Intangible assets

	Trademarks £
Cost	
At 1 August 2022	4,400
At 31 July 2023	<u>4,400</u>
Amortisation	
At 1 August 2022	4,400
At 31 July 2023	<u>4,400</u>
Net book value	
At 31 July 2023	<u>-</u>
At 31 July 2022	<u>-</u>

Edge Hill Students' Union Limited
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Notes to the Financial Statements
For the Year Ended 31 July 2023

15. Tangible fixed assets

	Bar & Kitchen Equip £	Stone Willy's Kitchen Equip £	Shop Equipment £	Subway & Shop Equip £	Subway F&F £	Office equipment £	Total £
Cost or valuation							
At 1 August 2022	44,987	8,000	11,050	45,977	101,667	16,645	228,326
Additions	1,719	-	-	-	97,417	-	99,136
At 31 July 2023	46,706	8,000	11,050	45,977	199,084	16,645	327,462
Depreciation							
At 1 August 2022	33,432	8,000	11,050	45,977	101,667	16,318	216,444
Charge for the year	6,971	-	-	-	29,766	280	37,017
At 31 July 2023	40,403	8,000	11,050	45,977	131,433	16,598	253,461
Net book value							
At 31 July 2023	6,303	-	-	-	67,651	47	74,001
At 31 July 2022	11,555	-	-	-	-	327	11,882

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 July 2023

16. Fixed asset investments

	Investments in subsidiary companies £
Cost or valuation	
At 1 August 2022	100
At 31 July 2023	100
Net book value	
At 31 July 2023	100
At 31 July 2022	100

Principal subsidiaries

The following was a subsidiary undertaking of the charity:

Name	Company number	Class of shares	Holding	Included in consolidation
Edge Hill Student's Union Trading Limited	08613438	Ordinary	100%	Yes

The financial results of the subsidiary for the year were:

Name	Net assets £
Edge Hill Student's Union Trading Limited	100

Edge Hill Students' Union Bar Limited was incorporated on 17 July 2013 and commenced trading on 19 September 2013 and is a wholly owned subsidiary of the Union.

On 22 May 2014 the company's name changed to Edge Hill Students' Union Trading Limited.

The subsidiary company number is 08613438 and registered address is The Hub, St Helens Road, Ormskirk, Lancashire, L39 4QP.

The company has been dormant during the whole of the reporting period.

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 July 2023

17. Stocks

	2023	2022
	£	£
Bar stock	7,443	15,273
Shop stock	17,137	24,298
Subway stock	4,889	4,797
Stone Willy's Kitchen stock	1,018	2,861
	<u>30,487</u>	<u>47,229</u>

18. Debtors

	2023	2022
	£	£
Due within one year		
Trade debtors	18,571	12,579
Other debtors	22,167	42,674
Prepayments and accrued income	5,412	5,242
	<u>46,150</u>	<u>60,495</u>

19. Creditors: Amounts falling due within one year

	2023	2022
	£	£
Trade creditors	32,979	70,013
Amounts owed to group undertakings	128	128
Other taxation and social security	10,793	12,118
Other creditors	2,010	2,907
Accruals and deferred income	234,938	11,850
	<u>280,848</u>	<u>97,016</u>

20. Financial instruments

	2023	2022
	£	£
Financial assets		
Financial assets measured at amortised costs	40,738	55,253
	=====	=====
	2023	2022
	£	£
Financial liabilities		
Financial liabilities measured at amortised cost	270,055	84,898
	=====	=====

Financial assets measured at amortised cost include trade and other debtors.

Financial liabilities measured at amortised cost include trade creditors, accruals, other creditors and amounts due to group companies.

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 July 2023

21. Statement of funds

Statement of funds - current year

	Balance at 1 August 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 July 2023 £
Unrestricted funds					
Designated funds					
Capital	25,730	-	(5,867)	-	19,863
Wellbeing	19,188	-	(5,737)	-	13,451
Students' Union Building Fit Out	215,000	-	-	70,000	285,000
Equipment	24,137	-	(4,702)	-	19,435
Subway remodel	85,000	-	(30,518)	-	54,482
	<u>369,055</u>	<u>-</u>	<u>(46,824)</u>	<u>70,000</u>	<u>392,231</u>
General funds					
Charity	<u>380,914</u>	<u>1,613,492</u>	<u>(1,521,744)</u>	<u>(70,000)</u>	<u>402,662</u>
Total Unrestricted funds	<u>749,969</u>	<u>1,613,492</u>	<u>(1,568,568)</u>	<u>-</u>	<u>794,893</u>
Restricted funds					
Rent grant - Union	<u>-</u>	<u>220,716</u>	<u>(220,716)</u>	<u>-</u>	<u>-</u>
Total of funds	<u>749,969</u>	<u>1,834,208</u>	<u>(1,789,284)</u>	<u>-</u>	<u>794,893</u>

21. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 August 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 July 2022 £
Unrestricted funds					
Designated funds					
Capital	10,801	-	(11,270)	26,199	25,730
Staff	27,984	-	-	(27,984)	-
Wellbeing	3,900	-	(3,312)	18,600	19,188
Students' Union Building Fit Out	-	-	-	215,000	215,000
Equipment	-	-	(5,863)	30,000	24,137
Subway remodel	-	-	-	85,000	85,000
	<u>42,685</u>	<u>-</u>	<u>(20,445)</u>	<u>346,815</u>	<u>369,055</u>
General funds					
Charity	<u>484,973</u>	<u>1,739,237</u>	<u>(1,496,481)</u>	<u>(346,815)</u>	<u>380,914</u>
Total Unrestricted funds	<u>527,658</u>	<u>1,739,237</u>	<u>(1,516,926)</u>	<u>-</u>	<u>749,969</u>
Restricted funds					
Rent grant - Union	<u>-</u>	<u>238,779</u>	<u>(238,779)</u>	<u>-</u>	<u>-</u>
Total of funds	<u>527,658</u>	<u>1,978,016</u>	<u>(1,755,705)</u>	<u>-</u>	<u>749,969</u>

Notes to the Financial Statements
For the Year Ended 31 July 2023

21. Statement of funds (continued)

Designated funds

We opened the year on 1 August 2022 with designated reserves funds of £369k. This included £154k to spend on equipment, capital depreciation, Subway relocation depreciation and staff wellbeing of which £46.8k was spent in the year. It also included £215k ringfenced for the new SU building "fit out" costs which no spend was planned for in 2022/23.

As per the five year spend plan in our Reserves Policy, the spend on equipment and staff wellbeing is due to finish in 2023/24 so during the May 2024 reserves policy review we will consider whether to ask Trustees to add to the designated funds in those areas for 2024/25 and 2025/26 or whether this expenditure should get built straight into the P&L's, as normal expenditure going forward.

At the close of 2022/23, there was a balance of £107k to be carried over to 2023/24 in general designated reserves, and on 1 August 2023 an additional £100k was ringfenced in relation to the new SU building "fit out" costs, bringing the total designated on the new building up to £385k.

Rent grants

The Union receives funding from the University to pay for the space occupied in the University's buildings.

22. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	74,001	74,001
Fixed asset investments	100	100
Current assets	1,001,640	1,001,640
Creditors due within one year	(280,848)	(280,848)
Total	794,893	794,893

Analysis of net assets between funds - prior year

	Unrestricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	11,882	11,882
Fixed asset investments	100	100
Current assets	835,003	835,003
Creditors due within one year	(97,016)	(97,016)
Total	749,969	749,969

Notes to the Financial Statements
For the Year Ended 31 July 2023

22. Analysis of net assets between funds (continued)

23. Reconciliation of net movement in funds to net cash flow from operating activities

	2023 £	2022 £
Net income for the year (as per Statement of Financial Activities)	44,924	222,311
Adjustments for:		
Depreciation charges	37,017	8,998
Dividends, interests and rents from investments	(12,270)	(2,008)
Decrease/(increase) in stocks	16,742	(10,373)
Decrease/(increase) in debtors	14,345	31,854
Increase in creditors	183,832	20,621
Net cash provided by operating activities	284,590	271,403

24. Analysis of cash and cash equivalents

	2023 £	2022 £
Cash in hand	925,003	727,279
Total cash and cash equivalents	925,003	727,279

25. Analysis of changes in net debt

	At 1 August 2022 £	Cash flows £	At 31 July 2023 £
Cash at bank and in hand	727,279	197,724	925,003
	727,279	197,724	925,003

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 July 2023

26. Pension commitments

The group operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the group in an independently administered fund. The pension cost charge represents contributions payable by the group to the fund and amounts of £1,838 (2022 - £1,935) were payable to the fund at the balance sheet date and are included in creditors.

27. Operating lease commitments

At 31 July 2023 the charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2023 £	2022 £
Not later than 1 year	1,938	1,762
Later than 1 year and not later than 5 years	4,119	5,286
	<u>6,057</u>	<u>7,048</u>

28. Members' liability

The charitable company has no share capital as it is limited by guarantee.

The liability of each member is limited to £1, being the amount that each member undertakes to contribute to the assets of the charitable company in the event of it being wound up while they are a member or within one year after they cease to be a member, for -

- a) payment of the charitable company's debt and liabilities contracted before they cease to be a member,
- b) payment of the costs, charges and expenses of winding up; and
- c) adjustment of the rights on the contributories among themselves.

29. Related party transactions

The Union is in receipt of a recurrent grant from Edge Hill University of £522,378 (2022: £526,201). The block grant receivable at the year end was £14,698 (2022: £7,204).

In addition, the Union is in receipt of rental grants of £220,716 (2022: £238,779) for the University space occupied by the Union and its subsidiary. In the current year, this also included service charges of £73,893 (2022: £73,986). The amount of rent grant receivable at the year end was £Nil (2022: £18,063). The Union paid the University the equivalent amount for rent. Rent owing at the year end was £220,716 (2022: £18,063).

As at 31 July 2023, the amount owed by the Parent company to the Subsidiary company was £128 (2022: £128). The subsidiary was dormant throughout the period.

EDGE HILL STUDENTS' UNION LIMITED

England & Wales - Charity number 1143764

Accounts

Registered number: 07329036
Charity number: 1143764

Edge Hill Students' Union Limited

Trustees' Report and Financial Statements

For the Year Ended 31 July 2022



Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

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Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Reference and Administrative Details of the Charity, its Trustees and Advisers
For the Year Ended 31 July 2022

Trustees	Sarah Ellis Colin Dyas Bill Hancox Eri Mountbatten-O'Malley Alex McCann (resigned 9 November 2021) Alykhan Kassam (resigned 28 February 2022) Kathryn Murphy (appointed 1 July 2021, resigned 20 August 2021) Rhiannon Muise (appointed 1 July 2021, resigned 27 May 2022) Georgia Whalley-Smith (appointed 1 July 2021, resigned 6 December 2021) Ben Broadhurst (appointed 1 July 2022) Jack Richardson (appointed 1 July 2022) Doreen Morrin (appointed 25 July 2022) Orna Murphy-Horton (appointed 4 July 2022) Elisha Tax (appointed 28 February 2022) Georgia Ward (appointed 28 February 2022)
Company registered number	07329036
Charity registered number	1143764
Registered office	Edge Hill Students' Union The Hub St Helens Road Ormskirk Lancashire L39 4QP
Independent auditors	Dains Audit Limited Statutory Auditor Suite 2, Albion House 2 Etruria Office Village Forge Lane Stoke on Trent Staffordshire ST1 5RQ
Solicitors	Weightmans LLP 100 Old Hall Street Liverpool L3 9QJ

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Trustees' Report
For the Year Ended 31 July 2022

The Trustees present their annual report together with the audited financial statements of the charity for the year 1 August 2021 to 31 July 2022. The Annual Report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the charity qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Structure, Governance and Management

Edge Hill Students' Union is a student-led educational charity. It is legally a company limited by guarantee (Registered No. 07329036) with the Trustees as company law members, and a registered charity (Registered No. 1143764). The Students' Union is 'separate but part of' Edge Hill University and subject to the University's Charter and Statutes. It also owns a trading subsidiary, Edge Hill Students' Union Trading Limited.

As a charity we have a Trustee Board which oversees administration, governance and legal compliance. The Trustee Board consists of up to four elected Student Sabbatical Trustees, up to four appointed Student Trustees, in addition to up to four appointed Independent Trustees who offer professional experience, knowledge and expertise. The Trustee Board has delegated the day-to-day running of services and provisions to the Chief Executive, Paul Malone, through an agreed schedule of delegations. The Trustees receive regular reports from the Chief Executive and the Finance Manager.

The Chief Executive coordinates the staff team of the Students' Union who work closely with the elected student officers to provide services and provisions to benefit our student members. Staff ensure that the strategy and operating plans are carried out in line with agreed budgets.

The Students' Union's governing document is its Memorandum and Articles of Association and related bye laws. The Students' Union operates on democratic principles. The Full Time Sabbatical Officers are elected by cross campus ballots annually in accordance with the Education Act 1994. Each officer has a specific portfolio remit as well as being jointly responsible for an effective and clear student voice to the University on issues which matter to students.

Governing Bodies

The Trustee Board shall have responsibility for overseeing the administration and management of the Union. They are responsible collectively for the overall well-being and strategic direction, efficient operation, and good governance of the Union, including compliance with legal and financial requirements.

The relationship between the Board and Chief Executive is fundamental to effective governance and management of the Union. One element of this is to ensure that the Chief Executive is appropriately performance managed and remunerated. It is the responsibility of the Board to ensure that the Chief Executive has clear objectives, to review performance and consider the development of their employee alongside that of the charity. The Board uses benchmarked salaries and benefits paid to Chief Executives in students' unions and the voluntary sector to establish a suitable level of remuneration. The Students' Union employs full and part-time staff to ensure the effective management and operations of its wide range of activities. Those employees are accountable to the Chief Executive for the performance of their duties.

Whilst there is no policy in place for induction and training of trustees, the Union ensures that all trustees are taken through a specifically organised training programme.

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Trustees' Report (continued)
For the Year Ended 31 July 2022

Relationship with Edge Hill University

The relationship between Edge Hill University and the Students' Union is established in the Code of Practice approved by both organisations. The Students' Union receives a 'Block Grant' from the University based on a percentage of the University's turnover, and in addition to this, receives a 'Rent Grant' to cover space occupied by the Union which is owned by the University.

Although the Students' Union continues to generate supplementary funding from various trading activities, it will always be dependent on the University's support. There is no reason to believe that this or equivalent support from the University will not continue for the foreseeable future, as the Education Act 1994 imposes a duty on the University to ensure the financial viability of its student representative body.

Relationship with Edge Hill Students' Union Trading Limited

As previously stated, the Students' Union has one wholly owned trading subsidiary, Edge Hill Students' Union Trading Limited. Since 1 August 2017 there has not been any activity in this company. Edge Hill Students' Union Trading Limited will continue to exist in the event that the Students' Union carries out any significant non-primary purpose trading in the future.

Risk management

The Union's risk management strategy includes the annual review of the risk policy and a risk register summary update at each Board meeting. The process seeks to identify major risks and assesses them about impact and likelihood of occurrence. A risk score is then formulated for each risk so they can be prioritised as low, medium, or high. The risk register identifies the risk owner, mitigating controls in place, actions required to mitigate further, and the deadline for those actions.

The principal risks and uncertainties currently facing the Union are:

The possible reduction in funding by the University caused by:

- Their own financial health
- Their perception of the value of the role of the Union

The financial health of the University is itself dependent on funding, which in turn is susceptible to factors beyond the control of the Union, including:

- Government policy in relation to higher education specifically affecting the academic offer at Edge Hill University
- Popularity of the academic offering
- Popularity because of academic standards
- Popularity because of the attractiveness of the campus and its facilities
- Popularity driven by affordability and fee levels
- Other demographic challenges faced by the University
- Competition from other trading services both on campus and in the local proximity from food and beverage operators.
- Reputational damage in the unlikely event of a high-profile activity by a student
- Reputational damage in the unlikely event of a high-profile activity by a trustee.
- Our plans and strategies for managing risk include maintaining effective internal controls, a risk register, incident-reporting and monitoring systems and insurance cover wherever appropriate.

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Trustees' Report (continued)
For the Year Ended 31 July 2022

Statement of Public Benefit

The Students' Union's vision is 'to create the best student experience we can for as many Edge Hill students as possible' and exists for the advancement of education of students at Edge Hill University for the public benefit. This is through:

1. Promoting the interests and welfare of students during their course of study and representing, supporting, and advising students.
2. Being the recognised representative channel between students and Edge Hill University and any other external bodies.
3. Providing social, cultural, sporting, and recreational activities and forums for discussion and debate for the personal development of students.

The Students' Union operates within the requirements of the University to satisfy the 1994 Education Act. The Articles state that the Students' Union will always seek to:

1. Ensure that the diversity of its membership is recognised and that equal access is available to all members of whatever origin or orientation;
2. Pursue its aims and objectives independent of any political party or religious group; and
3. Pursue equal opportunities by taking positive action within the law to facilitate participation of groups discriminated against by society.

In pursuit of these aims for the public benefit, the Students' Union will ensure the diversity of its membership is recognised, valued, and supported and has established departments and services for use by its members and to support its work with the University and other organisations on behalf of students. These services include the advice centre, our representation and democracy work, our societies and activities programmes, the bar, retail, food, and launderette outlets. Sabbatical Officers of the Students' Union sit on all senior level committees of the University and meet regularly with the Local Authority, members of the Community Safety Partnership and other providers of public services affecting students. In setting our objectives and planning our activities, the trustees have considered the Charity Commission's general guidance on public benefit.

Charity Governance Code

Throughout the year, the Trustees and Chief Executive of the Students' Union have been working together to adopt the Students' Union Governance Code (this is a specifically adapted version of the Governance Code released in July 2017 which was endorsed by the Charity Commission in June 2018). The Code is a tool by which Trustee Boards can measure and develop their governance and leadership. It is the Board's intention to continue to work through the key Principles and associated action plans of this work.

Affiliations

National Union of Students (NUS)	£11,099
Advice UK	£263
Child Poverty Action Group	£157

Objectives and Activities

WhatUni Student Choice Awards

We were delighted to be ranked the best Students' Union in the North West and the **fifteenth best in the UK** in the recent WhatUni Student Choice Awards 2022.

The awards, ranked solely on student opinion, mark an ambitious year of successful student projects, campaigns, and community events.

National Student Survey Result

We scored **57.86%** in the 2022 NSS.

We are now the **3rd highest ranked Union in the North West**, an improvement of 4 places compared to 2021.

We are positioned **26th in the UK** out of over 120 Unions attached to Higher Education Providers. By comparison, we were ranked 90th in 2021.

Our score puts us **6% higher than the national average for Students' Unions**.

According to the University's own summary of data, we were **one of only three areas within Edge Hill University to show improvement** between 2021 and 2022 (The SU; Organisation and Management; Learning Community).

All three faculties performed similarly when ranking the work of the SU, reflecting our new approach and an increased parity of focus across the whole of Edge Hill University. Between the three faculties, Faculty of Education gave the SU the highest score (**58.8%**), followed by Faculty of Arts and Sciences (**57.8%**), and then Faculty of Health, Social Care & Medicine (**56.6%**).

Office for Students B3 Regulations – EHSU and EHU Collaboration

We convened a B3 Working Group with meetings scheduled between February and May 2022. The content from those meetings was fed into the Union's strategy fortnight.

Student Voice Updates – Communities

Our Head of Student Voice also attended the University's Student Outcomes Steering Groups on behalf the Students' Union, bringing feedback from the Students' Union's own B3 Working Group and May Strategy Fortnight sessions.

Early outputs from our May Strategy and Planning fortnight, which took place between May 02 – 13, were presented to the steering group in late May. This included an update on the research that will underpin all our projects and services next year: the Pearson report on Belonging; the Handshake Careers 2032 report and how it relates to student confidence; and how OFS' B3 regulations affect how we segment and target SU services.

The Head of Student Voice also presented to the steering group on how the Students' Union intends to address student belonging and confidence, and how the Students' Union can integrate with the University's own graduate attributes framework and reforms to the personal tutor system.

Student Engagement Team (Societies)

In 2021/22, there was a marked growth of societies with **3,081 memberships** and **1613 unique students** registered in June 2022.

The overall number of active societies in June 2022 stood at seventy and the Union will now be trialling new processes to improve society "churn" over summer (or, smaller societies not electing a new committee and therefore ceasing to exist).

In 2021/22, we introduced a new grant system for societies to allow society committees to become more autonomous and to allow them to develop their members. **Twenty-Three Fifty Members Grants and six Development Grants were allocated** with confirmed spend and impact in 21/22.

32 societies attended our Welcome Fair in person on Wednesday 29 September, with societies who couldn't attend available via the Welcome Fair Web-App.

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Trustees' Report (continued)
For the Year Ended 31 July 2022

There were over **2400 instances of students registering their interest for our societies** across registration forms and our Welcome Fair Web-App.

The Engagement Team devised a brand-new programme of society training focusing on running safe events, identifying opportunities that will enhance career prospects, and how to utilise fundraising to meet society objectives. This has been further developed into a large in person training provision for 22/23.

The newly affiliated Edge Hill Uni Boob Team become the first society to trial Just Giving as part of the new "Fundraising @ EHSU" resource for student societies. In their first year, **they raised £2,238.12 for Coppafeel**, and were shortlisted for a national volunteering award in the process.

Student Engagement Team (Course Representatives)

By the end of the 21/22 academic year, **we recruited a total of 558 course representatives** across Edge Hill's three faculties.

As part of our end of year strategic review, we decided to overhaul our course representative strategy to enact feedback that told us that course reps feel isolated and unsupported during their time within the Union. The new Engagement Strategy has a more structured approach training, and provides the representatives with a digital mechanism to report feedback from their course.

Student Engagement Team - Student Networks

At the start of the 21/22 academic year, we integrated our student networks within the Union's account activation process.

Networks will be used to inform key decisions and stances within the Students' Union. The growth of the networks over summer demonstrates the popularity of digital, convenient consultation methods above previously used antiquated systems.

Name of Network	Number of Students at end of 21/22 (Recorded 01/06/2022)
Non-Drinking Student	976
Women Students	821
Mature student	780
Off Campus student	454
LGBQ+	423
Student Parent	330
Disabled Students	176
BAME	144
Student Carer	142
Manchester student	122
Trans and Non-Binary	93

Nursing Mental Health Consultation

Following NSS feedback and feedback from academics in Nursing, we conducted a consultation on mental health in that department. 116 nursing students took part in a combination of online consultations and in-depth focus groups.

The consultation report for nursing has now been finalised and shared with the Wellbeing team and Head of Nursing. The finalised report is currently being designed for wider publication.

Faculty of Education – Map of Support Consultation

Part-Time Officer for Faculty of Education, Amy Fox, worked closely with EHU staff to develop a map of support available to students.

Student Engagement and Campaigning – Sexual Violence Campaign Follow-ups and Staff Student Relationship Policy

We held focus groups to determine student views on Edge Hill University's Sexual Misconduct Policy. Focus Group findings and future recommendations were shared through Edge Hill University's board structure.

We also sought student feedback on Edge Hill University's new Staff-Student Relationship Policy, following a UUK report which itself was criticised by 1752 Research group for perceived weak recommendations and a reluctance to state such relationships reflect behaviour that should be considered as misconduct.

Student Engagement Team (Activities and Celebration Events)

Student Belonging – Queer Prom

Our Trans and Non-Binary Officer, Kai Lambert, successfully hosted and sold out a "Queer Prom" event in SU Bar and Venue. The event was aimed at students who may have missed out on the opportunity to express their identities at high school prom / leaving ball events.

Feedback from attendees showed that the event opened up the SU Bar and Venue space to those who may not feel comfortable in those spaces. We are now looking to programme regular LGBTQ+ inclusive events in SU Bar and Venue throughout our 22-23 calendar.

The event sold out its ticket allotment and was picked up by the Liverpool Echo as a good news story regarding inclusivity at Edge Hill University.

Student Led Staff Awards

In 2021/22 we successfully delivered one of our long-standing projects, the Student Led Staff Awards. The project was again delivered via a virtual ceremony, premiered live on YouTube to invited staff and students.

Overall, **203 students nominated a staff member for a Student Led Staff Award.**

The ceremony itself received over 500 views.

The Union team then conducted a qualitative analysis on all nominations alongside a quantitative analysis which helped to heatmap where votes came from. Subsequent research was presented at Edge Hill University's SOLSTICE conference.

Society Awards

Following two years of COVID-19 related cancellations, we delivered the Society Awards in SU Bar and Venue, celebrating the achievements of our student communities and rounding up a year of growth within societies.

During the ceremony, three societies performed and showcased their work. Six awards were given out in categories including Best New Society, Most Improved Society, Society of the Year, and Outstand Contribution to Societies.

The full committees of 14 societies attended (primarily made up of those on the shortlist) alongside society members from the wider EHSU community. Overall, over 100 attendees came to the event.

Following Uni Boob Team's National Student Volunteering Award Longlist in 21-22, the Union has now committed to nominating all society awards winners across the various categories.

Student Engagement Team (Elections and Democracy)

Autumn Elections

607 students voted in the Autumn elections meaning we started 21/22 with a full Voluntary Officer team for the first time since the COVID-19 pandemic.

EHSU President Elections

Prior to the election, we added a new paid, part-time Student Engagement Officer role for Manchester students. This role will work through 2022-23 to deliver a new suite of engagement services for satellite campus students, including a new EHSU Manchester subsite, and a trial of academic societies.

We elected a student officer within every paid and voluntary role available within the Union. Overall 41 candidates ran across 14 standings, with the most popular standings being Paid Student Engagement Officer in Faculty of Arts and Sciences, the voluntary Disabled Students' Officer, the voluntary Mature and Part-Time Officer, and the voluntary Student Parent and Carer Officer.

During our election day, **11,157 votes were placed by 1169 voters**. In terms of turnout, postgraduate students were the most highly engaged group, with a **16.67%** turnout among eligible voters.

Other key findings from our candidate report included: 64.7% of candidates had been a member of a society and 41.2% had been on a society committee making society engagement the most reliable indicator of future candidates; over a quarter (26.5%) of candidates selected that they were a student parent or had caring responsibilities; over a third (35.3%) of candidates selected that they considered themselves to have a disability.

Student Engagement Team (Campaigns)

Student Engagement and Campaigning – Menstruation Stations

The Union's flagship campaign for 21/22, led by FAS Engagement Officer Rhiannon Muise and supported by the Student Voice staff team, was our Period Poverty Campaign. Between October 2021 and May 2022, the Union stocked Menstruation Stations across branding, delivery statistics on usage and feedback through the Union's board structure and via social media.

In February 2022, Rhiannon presented research to EHU Directorate arguing that the Menstruation Stations should be expanded across campus and funded centrally by the University. This proposal was accepted and, as of 22/23, menstruation stations will be stocked and paid for by the University across campus.

Over the course of 21/22, over 6,000 period products were donated as part of the campaign. We also published our findings in a research report.

Stop Spiking

Following national headlines regarding the prevalence of drink spiking in clubs and venues, we responded to student queries and a local 'Girls Night In' chapter by publishing a strong and clear stance. We emphasised that narratives can no longer focus on teaching people how to avoid spiking and must begin to teach behaviours that stop it happening in the first place. We were clear venues' responsibility in meeting a benchmark of safety and further set out the work we are doing to further improve our already robust procedures in SU Bar and Venue.

Our SU Bar was also quick to respond. Further improvements to our robust safety procedures take place on an ongoing basis. In October, included increased security presence on the door, unadvertised use of drug detection dogs, the purchasing of drink toppers for both bottles and cups, and further staff training on vulnerability awareness.

Sexual Violence, Safety, and Spiking Campaign Work

Following national media coverage of University disciplinary teams using NDAs, we quickly reached out to Edge Hill for clarity. The University gave us an official statement and announced they would also be signing the petition within 24 hours.

We attended new Sexual Violence Working groups and shared initial feedback from Survivors Society on the University's Sexual Violence Policy.

We attended a meeting with Lancashire Police to discuss the Spike Aware Campaign which we are now collaborating on going forwards. We also collaborated with Lancashire police on a survey, on the subject of drink spiking and effective messaging. A further survey with a smaller sample size (16 students) delivered recommendations to FM for how to improve campus safety.

The Student Voice team attended Sexual Violence Reporting training by RASA .

Student Engagement and Campaigning – Real Cost of Studying

At the start of the 21/22 academic year, we informed the University we would be looking into Hidden Costs at Edge Hill. Following subsequent research and feedback from University teams, we altered that stance from hidden costs to real costs: that is, making it more transparent at a course level additional course costs incurred outside of course fees.

We were asked by Edge Hill University's Student Experience Sub-Committee (SESC) to present an update on our Real Costs (formerly Hidden Costs) campaign work.

Communications Team

Between September 2021 and June 2022, **66,000 users visited the EHSU website**. Of those visitors, 23,000 came through organic search, 8700 came through referral, and 7700 through organic social media marketing.

The most popular pages on the EHSU Website during that time (excluding the home page and log-in page) were the societies page, the E Shop, and the Welcome Week page.

Between September 2021 and June 2022, our Facebook reach was over 62,000 users and our Instagram reach was over 38,000 users. During that period, we also became one of the most followed TikTok channels out of all North-West England Unions and continue to grow our video provision in that area.

Our Communications Team has also collaborated with Edge Hill University's Recruitment team to integrate Union account activation into the enrolment process. When a student enrolls, they are now automatically prompted to activate their account and join a society.

Trustees' Report (continued)
For the Year Ended 31 July 2022

Advice Team

Our Advice Centre has been involved in further consultations with University departments regarding significant changes to the Exceptional Mitigating Circumstances (EMC) procedure and the University's Sexual Misconduct Policy.

Due to the pressing nature of the latter, the Advice Centre has amended its casework software to include Sexual Misconduct as its own matter type, allowing the Centre to monitor overall numbers in addition to capturing more granular information including, for example, whether we are advising victims of sexual misconduct or alleged perpetrators. Current University sexual misconduct policies do not advise victims that Students' Union Advice is an option, whereas all alleged perpetrators are referred to the Advice Centre via the disciplinary procedure. As part of its participation in the above consultations, the Advice Centre will be asserting that it can offer valuable, independent assistance to victims in terms of presenting a case against a perpetrator.

Commercial Team

The commercial team experienced an incredibly positive year of growth and innovation, particularly around improving already robust safety procedures.

Highlights included:

- 26,000 student staff hours paid and logged across our commercial outlets.
- 4248 shift worked by student staff across our commercial outlets.
- 51% of hours worked were by women.
- 55% of pay received by all team members was received by women.

SU Bar and Venue once again retained its Best Bar None Award status for 2022/23, with an overall score of 92%.

We have also continued our commitment to sustainable and ethical supplies through our membership of NUS Purchasing Consortium. This means all our suppliers and products are vetted to ensure they meet the requirements set out by NUS.

SU Bar & Venue, Stone Willy's Kitchen, Subway

SU Bar and venue enjoyed one of its most successful years to date. There were over **27,000 visits to SU Bar and Venue events** over the course of the year, with the most popular event being the Varsity Afterparty, which achieved an attendance over 1089 students.

280,000 drinks were sold in SU Bar & Venue this year, with over **14,000 orders** placed in Stone Willy's Kitchen.

Overall, **54,000 subs** were sold in our campus Subway.

We recruited three Alcohol Impact Team Members in January with new staff undergoing training set for completion by the launch the Spike Aware campaign.

As part of our wider move to utilise digital services to improve our accessibility and level of student engagement, a new Electronic Point of Sale system was installed over the course of 2021/22, allowing for integrated technology supplied by Just Eat, Mobile Order, and a range of pay channels.

To further improve student experience, we have also invested in new mobile phone signal boosters across the SU Bar. We have also installed new TVs and media systems, and cashless pool tables.

New vegan menu items have been added to further strengthen the Stone Willy's Kitchen menu, which enjoyed its most popular year to date in 2021/22.

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Trustees' Report (continued)
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Future Plans

In addition to running its core services (Advice, Representation, Societies, and Commercial Services), we are entering an exciting period of change and development as a Students' Union.

Our new Strategic Plan

We will be publishing our new Strategic Plan in term 1 of 2022.

The Plan has been developed from intelligence and consultations taken from our May Strategy Fortnight sessions, in addition to data gathering from primary and secondary research that took place over Summer 2022.

Teaching Excellence Framework (TEF) Student Submission

We have begun to cement our reputation as an organisation led by insight, consultation, and data. As such, we will use our expertise to feed into the University's TEF Student Submission. As per the values set out in our strategic plan, our submission will be collaborative, informed by data, and confident in setting out the authentic views of the student body.

New Students' Union Building

We hope that 2022/23 will bring clarity regarding the future development of a Students' Union building on Edge Hill University's Ormskirk campus. The new building will centralise our engagement with students and provide new opportunities for expanding our impact and reach.

Financial Review

EHSU's gross income from all sources this year was £1,978,016. Total expenditure of £1,755,705 spent on the wide-ranging student benefits we provided, as well as the modest fundraising and other revenue-generating activities we undertook, created a surplus for the year of £222,311.

EHSU has continued to benefit from the recognition and support of the University this year with an annual block grant received of £526,201 (2021: £436,510).

The operating budgets for 2021/22 were compiled by each department Manager in consultation with the Commercial Services Manager, the Head of Student Voice, the Finance Manager and the Chief Executive.

The key points considered in the budgets were:

- 2021/22 was used as the first solid financial year post Covid, and in focusing on maintaining another strong and stable year, this formed the basis of much of our budget
- Uplift to 21/22 Block Grant of 3% (approx. £14k) was confirmed by the University due to a reforecast of their income from £127m to £130.798m
- Any potential future impact of a new SU building was accounted for in the sensitivity report
- 3.5% increase in 22/23 Block Grant (approx £16.4k) due to forecast University income of £135.393m
- Excludes 10% contribution to EH Sport as this is deducted at source
- Presumed increase to Rent at current RPI of 9% (RPI May22)
- Cost of Living increases budgeted for at 7.8% (CPIH Apr22)
- Student Voice team has its largest team to date in order to continue facilitating faculty based support
- Focus continues on Staff Training/Development, Recognition and Wellbeing
- £32.8k block grant deficit to be met by Commercial on top of the £138.8k already covered for 50% of support staff costs
- SU Shop remains online with additional "pop-up" stalls every week

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Trustees' Report (continued)
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Term One

We commenced 2021/22 with a forecast surplus of £74k and an optimistic outlook that the previous impact of Covid restrictions had now passed and that we could return to some semblance of normality. The University reported minimal restrictions and an almost full campus, allowing us to reopen Commercial and Student Voice services fully for the first time in 2021. Term one began with investment in new mobile IT equipment for an expanded Student Voice team. There was a slow start for Subway, with Stone Willy's Kitchen appearing to take favour with students with an increased student targeted offering this year. The Coronavirus Job Retention Scheme closed at the end of September. Final YTD CJRS grants for 2021/22 were £6.7k. October saw the majority of our Welcome Week events take place and all commercial departments had exceeded YTD budget by the end of the month. November continued to go from strength to strength. Rent and Block Grants were confirmed by the University, alongside an uplift to the 2020/21 Block Grant following a strong income performance by the University which in turn increased our funding. Term one closed mid-December allowing for a final two weeks of trading before Christmas. We began to see the increased favouritism of Stone Willy's Kitchen over Subway emerge even more and from an overall commercial turnover perspective we ended £82k ahead of budget. Further investments took place in new staff members and equipment and bottom line result for the first term was £76k ahead of budget.

Term Two

Subway and Retail had a slow start in term two and throughout, as opposed to the rest of commercial, and further equipment investment saw us make only a small surplus in January though February and March's results were much stronger, mainly due to the success of SU Bar & Events and Stone Willy's Kitchen.

By the close of March YTD, total commercial turnover was up on original budget by £99k, with combined net surplus also up by £69.7k. With the strong commercial results in mind, we began to reforecast for the final term at the same time as commencing the 2022/23 budget process. The original year end forecast surplus of £73.4k saw a fairly prudent increase to a surplus of £91.2k.

Term Three

April and May gave disappointing results against the reforecast. A last minute cancellation of the Graduation Ball due to poor ticket sales resulted in our poorest month results in May, with commercial ending in a monthly deficit for the first time in 2021/22. Lessons were learnt and changes have already been put in place for future graduation events so that this is not repeated. In June we were able to reduce the commercial forecast deficit by £15k, which allowed the combined bottom line to break even in the month. Thankfully July saw a positive variance to budget of £60.3k. A good portion of this related to an accrual for additional Block Grant income following increased performance by the University as again for the final month in term three, commercial failed to hit the reforecast targets regarding turnover. Certainly something to reflect on when creating future reforecasts.

At year end we closed £148k up on original budget and £131k up on the reforecast budget.

Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

Reserves level

A robust reserves policy explains to stakeholders, such as students and the University, why the Union is holding a particular amount of reserves. It gives confidence that the Union's finances are being properly managed, and provides an indicator of future income requirements and overall sustainability.

Developing a reserves policy assists in:

- strategic planning, by considering how new projects/activities will be funded
- informing the budget process, by considering whether reserves need to be drawn down or built up
- informing the risk register, by identifying uncertainty in future income streams

The Union's aim, in line with Charity Commission CC19 guidance, is to maintain a policy on reserves which establishes a level of reserves that is right for our charity, is used to manage uncertainty, and if reserves are to be held to fund future purchases/activities, explains how and when reserves will be spent.

A risk-based target reserves level is set through the reserves policy to ensure the Union is able to continue with its objectives, and this is the level which 'general funds' should not fall below. If there is a shortfall then Trustees need to be aware of why this has happened, whether it is short or long term and what actions will be taken to bring the reserves back into line with target.

Where there are general funds available in excess of the target reserves level, and where there is a strategic rationale, these funds can be ring-fenced for a particular purpose by Trustees to be spent over the next few years. These funds then become referred to as 'designated funds'. Funds may be moved between purposes or new ones created, but the overall amount the Trustees have designated will not increase throughout the year. The overall amount can decrease if the Trustees feel it is appropriate to release funds back into unrestricted reserves should they feel it is no longer necessary to have them designated, for example if there were a shortfall in the target reserves level.

When calculating the amount of reserves to be held, the Trustees must consider the amount of unrestricted funds that are readily available. This is because spending some of these funds may adversely impact on the Union's ability to deliver its aims. Items that the Trustees should exclude from reserves are:

- Tangible fixed assets (used to carry out the Union's activities, such as commercial equipment)
- Intangible fixed assets and investments (held solely to further the Union's purpose, such as the Subway franchise and the trading subsidiary)
- Designated funds (set aside to meet future essential spending, such as depreciation of future assets, a commitment to staff wellbeing, expanding the student engagement service we offer)

The Union receives grant income from the University to spend on its charitable aims – the objects for which it is registered as a charity with the Charity Commission. The Union also receives income from trading activities carried out specifically to fulfil its charitable objectives. This is known as 'primary purpose' trading. The Union's exemption from paying corporation tax on this income is based on the proviso that this income is applied to its charitable purposes. It is therefore a presumption that Union income will be spent rather than retained. This places a requirement on Trustees to use the funds the Union receives or have good reasons for keeping funds back and not spending them. This is where a reserves policy and continual review of where the Union's reserves are in comparison to its target reserves level is crucial.

We continue with our risk-based approach to reserves. We analysed the main financial risks to the organisation, which were deemed to be loss of block grant and loss of trading ('primary purpose') income. We scored each risk and identified the requirements to keep the risks to a minimum level. We determined that the main risk presented (in terms of risk assessment and requirement) is loss of trading income through a major incident, affecting Term 1 in particular. On this basis and with the intention of future sustainability and continued activities, the Union will continue to hold general reserves of £125k, in order to allow the Union time to take up opportunities to diversify income streams, buffer the cash flow requirements of essential expenditure and employee retention, and maintain sustainability.

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The last review of our level of reserves considered the effects on block grant, commercial contribution, breach of PCI DSS and HMRC retraction of catering VAT exemption on historical bar food income. There was increased uncertainty around the level of block grant we would receive and whether we would receive a block grant at all in 2020/21, as the University were, understandably, going through the same process as ourselves with regard to reforecasting. Loss of commercial income became a certainty but we were confident that our balance sheet and the measures we were putting into place in terms of minimal expenditure, would support us. The next policy/levels review will be at the November 2022 Board of Trustees meeting.

Both the block grant and commercial income were the focal point in our sensitivity analysis, where we analysed potential changes to income and expenditure to assess what the financial impact could be and whether we could continue with our strategic aims.

When considering sustainability we also looked at solvency and liquidity ratios, in order to determine our ability to meet our debt obligations. Acceptable solvency ratios vary from industry to industry, but as a general rule of thumb, a solvency ratio of greater than 20% is considered financially healthy. Our YTD results produced a primary solvency ratio of 305% which was positive news with regards to our long-term financial health.

Looking at short-term financial health we reviewed our liquidity ratio, using the working capital ratio of using cash/cash equivalents, marketable securities and accounts receivables to cover liabilities with a maturity rate of one year or less. Again a general rule of thumb was applied, with a liquidity ratio under 1 indicating that a company's short-term debts are greater than its assets. Our YTD results produced a liquidity ratio of 11.9 meaning that for every £1 of current debt we had, we also had £11.90 available to pay for the debt. What was also positive news was that 94% of our current assets at this stage were either already cash, or were accounts receivables, which could be collected more quickly than stock, confirming we were in a strong liquid and solvent position.

Free reserves at 31 July 2022 moved to:

• Unrestricted funds:	£749,969
• Less Designated reserves:	(£369,055)
• Less Investments (Franchise/Trading Co)	(£100)
• Less Tangible Fixed Assets	(£11,882)
• Less Reserves Target	(£125,000)
• Free Reserves	£243,932

The Union's free reserves show sufficient funds to cover the agreed reserves target of £125k as defined within the reserves policy. This also confirms that there are sufficient funds as required to maintain the financial stability of the Students' Union moving forward. The excess of free reserves will be reviewed to determine whether short or long term, and if long term, a recommendation will be put forward to Trustees to designate additional funds against future spend (2022/23 onwards) in line with strategic objectives.

The reserves policy will be reviewed annually during the budget process, or sooner if deemed appropriate, in accordance with Charity Commission (CC19) guidance. The Union is committed to ensuring that the organisation is run in a financially sustainable way.

Proactively managing the reserves target will be a valued contribution to achieving the delivery of the Union's objectives and benefits for its students, therefore the target will be reviewed on a monthly basis as part of the management accounts process.

Designated funds will be administered where appropriate to comply with accounting standards and to give the clearest information to stakeholders.

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

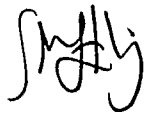
Trustees' Report (continued)
For the Year Ended 31 July 2022

Disclosure of information to auditors

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

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

Approved by order of the members of the board of Trustees and signed on their behalf by:



Sarah Ellis
Trustee
Date: 14/11/2022

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Statement of Trustees' responsibilities
For the Year Ended 31 July 2022

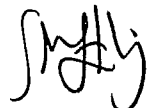
The Trustees (who are also the directors of the charity for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on its behalf by:



Sarah Ellis
Trustee

Date: 14/11/2022

Independent Auditors' Report to the Members of Edge Hill Students' Union Limited

Opinion

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

In our opinion the financial statements:

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

Basis for opinion

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

Conclusions relating to going concern

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

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

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

Independent Auditors' Report to the Members of Edge Hill Students' Union Limited (continued)

Other information

The other information comprises the information included in the Annual Report other than the financial statements and our Auditors' Report thereon. The Trustees are responsible for the other information contained within the Annual Report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

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

- the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters in relation to which Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' Report and from the requirement to prepare a Strategic Report.

Responsibilities of trustees

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

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

Independent Auditors' Report to the Members of Edge Hill Students' Union Limited (continued)

Auditors' responsibilities for the audit of the financial statements

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

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

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the senior statutory auditor ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the charitable company through discussions with directors and other management, and from our commercial knowledge and experience of the sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charitable company, including the financial reporting legislation, Companies Act 2006, Charities Act 2011, taxation legislation, anti-bribery, employment, and environmental and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the charitable company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates set out in Note 3 were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation and claims; and
- reviewing correspondence with HMRC, relevant regulators and the charitable company's legal advisors.

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Independent Auditors' Report to the Members of Edge Hill Students' Union Limited (continued)

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

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

Use of our report

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



Simon Hawkins (Senior Statutory Auditor)
for and on behalf of
Dains Audit Limited

Statutory Auditor
Chartered Accountants

Suite 2, Albion House
2 Etruria Office Village
Forge Lane
Stoke on Trent
Staffordshire
ST1 5RQ

Date: 14-11-22

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Statement of financial activities (incorporating income and expenditure account)
For the Year Ended 31 July 2022

	Note	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Income from:					
Donations and legacies	4	532,955	238,779	771,734	942,525
Charitable activities	5	1,198,854	-	1,198,854	237,802
Other trading activities	6	5,420	-	5,420	270
Investments	7	2,008	-	2,008	355
Total income		1,739,237	238,779	1,978,016	1,180,952
Expenditure on:					
Raising funds	8	10,887	-	10,887	5,949
Charitable activities	9	1,506,039	238,779	1,744,818	1,183,615
Total expenditure		1,516,926	238,779	1,755,705	1,189,564
Net movement in funds		222,311	-	222,311	(8,612)
Reconciliation of funds:					
Total funds brought forward		527,658	-	527,658	536,270
Net movement in funds		222,311	-	222,311	(8,612)
Total funds carried forward		749,969	-	749,969	527,658

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 24 to 47 form part of these financial statements.

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Registered Number: 07329036

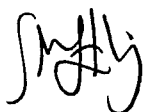
Balance Sheet
As at 31 July 2022

	Note	2022 £	2021 £
Fixed assets			
Intangible assets	14	-	-
Tangible assets	15	11,882	3,463
Investments	16	100	100
		<u>11,982</u>	<u>3,563</u>
Current assets			
Stocks	17	47,229	36,856
Debtors	18	60,495	92,349
Cash at bank and in hand		727,279	471,285
		<u>835,003</u>	<u>600,490</u>
Creditors: amounts falling due within one year	19	(97,016)	(76,395)
Net current assets		<u>737,987</u>	<u>524,095</u>
Total net assets		<u><u>749,969</u></u>	<u><u>527,658</u></u>
Charity funds			
Restricted funds	21	-	-
Unrestricted funds	21	749,969	527,658
Total funds		<u><u>749,969</u></u>	<u><u>527,658</u></u>

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



Sarah Ellis
Trustee
Date: 14/11/2022

The notes on pages 24 to 47 form part of these financial statements.

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Statement of Cash Flows
For the Year Ended 31 July 2022

	2022 £	2021 £
Cash flows from operating activities		
Net cash used in operating activities	271,403	1,446
Cash flows from investing activities		
Dividends, interests and rents from investments	2,008	355
Purchase of tangible fixed assets	(17,417)	-
Net cash (used in)/provided by investing activities	(15,409)	355
Cash flows from financing activities		
Change in cash and cash equivalents in the year	255,994	1,801
Cash and cash equivalents at the beginning of the year	471,285	469,484
Cash and cash equivalents at the end of the year	727,279	471,285

The notes on pages 24 to 47 form part of these financial statements

Notes to the Financial Statements
For the Year Ended 31 July 2022

1. General information

The registered office is Edge Hill Students' Union, The Hub, St Helen's Road, Ormskirk, Lancashire, L39 4QP. The entity is a private company limited by guarantee, incorporated and registered in England and Wales.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Edge Hill Students' Union Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Going concern

The accounts have been prepared on the assumption that the charitable company is able to carry on as a going concern which the directors and trustees consider appropriate. The charitable company has had confirmation from Edge Hill University that grant funding will remain in place for the foreseeable future.

2.3 Income

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

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

2. Accounting policies (continued)

2.4 Expenditure (continued)

Expenditure on raising funds includes all expenditure incurred by the charity to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.5 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of Financial Activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of Financial Activities as the related expenditure is incurred.

2.6 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.7 Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

2.8 Intangible assets and amortisation

Intangible assets costing £2,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Intangible assets are initially recognised at cost. After recognition, under the cost model, intangible assets are measured at cost less any accumulated amortisation and any accumulated impairment losses.

Amortisation is provided on intangible assets at rates calculated to write off the cost of each asset on a straight-line basis over its expected useful life.

Amortisation is provided on the following basis:

Trademarks	- 20 % straight line
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2. Accounting policies (continued)

2.9 Tangible fixed assets and depreciation

Tangible fixed assets costing £2,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Bar & Kitchen equipment	-	33%
Stone Willy's Kitchen Equipment-		33%
Shop equipment	-	33%
Subway shop equipment	-	33%
Subway fixtures and fittings	-	33%
Office equipment	-	33%

2.10 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance Sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the Statement of Financial Activities.

Investments in subsidiaries are valued at cost less provision for impairment.

2.11 Stocks and work in progress

Stocks and work in progress are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

2.12 Debtors

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

2.13 Cash at bank and in hand

Cash at bank and 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.

2. Accounting policies (continued)

2.14 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

2.15 Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.16 Operating leases

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

2.17 Pensions

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

2.18 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

3. Critical accounting estimates and areas of judgment

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

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

Critical areas of judgment:

Useful economic lives of tangible assets

The annual depreciation charge for tangible assets is sensitive to changes in the estimated useful economic lives and residual values of the assets. The useful economic lives and residual values are re-assessed annually. They are amended when necessary to reflect current estimates, based on technological advancement, future investments, economic utilisation and the physical condition of the assets. See note 15 for the carrying amount of the property, plant and equipment and note 2.9 for the useful economic lives for each class of assets.

Clubs & Societies

The income and expenditure of EHSU Clubs & Societies has not been included in these financial statements, as they are not within the control of the charitable company. The charitable company holds funds as a custodian on behalf of the Clubs & Societies. Grants issued to clubs & societies by EHSU amounted to £4,536 (2021: £nil) in the year ended 31 July 2022. Of this they spent £4,536 (2021: £nil) and returned £nil (2021: £nil).

Amounts held by the Union on behalf of Clubs & Societies as at 31 July 2022 was £16,787 (2021: £12,212)

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 July 2022

4. Income from donations and legacies

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Edge Hill University - Core Grant	526,201	-	526,201
Service charge	-	73,986	73,986
Rental grant	-	164,793	164,793
Government grants	6,754	-	6,754
	<u>532,955</u>	<u>238,779</u>	<u>771,734</u>

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Edge Hill University - Core Grant	436,510	-	436,510
Service charge	-	75,440	75,440
Rental grant	-	146,530	146,530
Coronavirus Job Retention Scheme	284,045	-	284,045
	<u>720,555</u>	<u>221,970</u>	<u>942,525</u>

EHSU furloughed certain staff under the government's Coronavirus Job Retention Scheme (CJRS). Total funding above of £6,754 (2021: £284,045) was received and relates to claims made in respect of the year. The trustees believe that this income should be reflected within the unrestricted funds.

5. Income from charitable activities

	Unrestricted funds 2022 £	Total funds 2022 £
Commercial income	<u>1,198,854</u>	<u>1,198,854</u>

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 July 2022

5. Income from charitable activities (continued)

	Unrestricted funds 2021 £	Total funds 2021 £
Commercial income	237,802	237,802

6. Income from other trading activities

Income from non charitable trading activities

	Unrestricted funds 2022 £	Total funds 2022 £
Advertising	5,420	5,420

	Unrestricted funds 2021 £	Total funds 2021 £
Advertising	270	270

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 July 2022

7. Investment income

	Unrestricted funds 2022 £	Total funds 2022 £
Bank interest received	2,008	2,008

	Unrestricted funds 2021 £	Total funds 2021 £
Bank interest received	355	355

8. Expenditure on raising funds

Fundraising trading expenses

	Unrestricted funds 2022 £	Total funds 2022 £
Fundraising trading expenses - wages and salaries	4,554	4,554
Fundraising trading expenses - NI	482	482
Fundraising trading expenses - pension costs	112	112
Allocated centrally incurred fundraising and governance costs	5,739	5,739
	10,887	10,887

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 July 2022

8. Expenditure on raising funds (continued)

Fundraising trading expenses (continued)

	Unrestricted funds 2021 £	Total funds 2021 £
Fundraising trading expenses - wages and salaries	2,174	2,174
Fundraising trading expenses - NI	224	224
Fundraising trading expenses - pension costs	54	54
Allocated centrally incurred fundraising and governance costs	3,497	3,497
	<u>5,949</u>	<u>5,949</u>

9. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Commercial activities	1,062,210	238,779	1,300,989
Student Voice	443,829	-	443,829
	<u>1,506,039</u>	<u>238,779</u>	<u>1,744,818</u>

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Commercial activities	620,574	194,769	815,343
Student Voice	341,071	27,201	368,272
	<u>961,645</u>	<u>221,970</u>	<u>1,183,615</u>

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 July 2022

10. Analysis of expenditure by activities

	Activities undertaken directly 2022 £	Support costs 2022 £	Total funds 2022 £
Commercial activities	879,318	421,671	1,300,989
Student Voice	221,947	221,882	443,829
	<u>1,101,265</u>	<u>643,553</u>	<u>1,744,818</u>

	Activities undertaken directly 2021 £	Support costs 2021 £	Total funds 2021 £
Commercial activities	446,480	368,863	815,343
Student Voice	195,423	172,849	368,272
	<u>641,903</u>	<u>541,712</u>	<u>1,183,615</u>

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 July 2022

10. Analysis of expenditure by activities (continued)

Analysis of support costs

	Total funds 2022 £	Total funds 2021 £
Staff costs	255,302	225,225
Depreciation	3,135	5,250
Rent	221,343	221,970
Staff development	6,674	1,179
Recruitment costs	274	4,384
Staff recognition	1,820	1,500
Office costs	3,482	1,745
Professional fees	17,359	5,093
Finance charges	26,879	650
Subscriptions & affiliations	53,674	21,653
Sundry expenses	-	16
Advertising and marketing	2,524	-
Governance costs	7,250	7,250
Irrecoverable VAT	17,469	16,015
Insurance	11,786	12,410
Designated reserves - Capital expenditure	11,270	4,318
Designated reserves - Staffing	-	7,116
Designated reserves - Staff wellbeing	3,312	5,938
	<u>643,553</u>	<u>541,712</u>

11. Auditors' remuneration

	2022 £	2021 £
Fees payable to the charity's auditor for the audit of the charity's annual accounts	<u>7,250</u>	<u>7,100</u>

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 July 2022

12. Staff costs

	2022 £	2021 £
Wages and salaries	758,258	663,484
Social security costs	51,389	49,475
Contribution to defined contribution pension schemes	8,889	9,162
	<u>818,536</u>	<u>722,121</u>

The average number of persons employed by the charity during the year was as follows:

	2022 No.	2021 No.
Charitable activities	13	8
Trading	58	34
Support	5	7
	<u>76</u>	<u>49</u>

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2022 No.	2021 No.
In the band £60,001 - £70,000	1	1

The total amount of employee benefits received by key management personnel (consisting of salary, employers pension contributions and employer national insurance contributions) is £78,611 (2021: £75,388).

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 July 2022

13. Trustees' remuneration and expenses

During the year, one or more Trustees has been paid remuneration or has received other benefits from an employment with the charity. Trustee remuneration and other benefits was as follows:

		2022	2021
		£	£
Kathryn Murphy	Remuneration	852	1,539
	Other benefits	13	-
Rhiannon Muise	Remuneration	15,777	1,539
	Other benefits	143	-
Georgia Whalley-Smith	Remuneration	5,610	1,211
	Other benefits	52	-
Ben Broadhurst	Remuneration	1,539	-
	Other benefits	13	-
Jack Richardson	Remuneration	1,539	-
	Other benefits	117	-
Molly Smallwood	Remuneration	-	10,539
	Pension contributions paid	-	204
Ellie Pither	Remuneration	-	16,692
	Pension contributions paid	-	63
Callum Chambers	Remuneration	-	16,155
	Pension contributions paid	-	258

During the year ended 31 July 2022, expenses totalling £686 were reimbursed or paid directly to 4 Trustees (2021 - £340 to 3 Trustees).

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 July 2022

14. Intangible assets

	Trademarks £
Cost	
At 1 August 2021	4,400
At 31 July 2022	<u>4,400</u>
Amortisation	
At 1 August 2021	4,400
At 31 July 2022	<u>4,400</u>
Net book value	
At 31 July 2022	<u><u>-</u></u>
At 31 July 2021	<u><u>-</u></u>

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 July 2022

15. Tangible fixed assets

	Bar & Kitchen Equip £	Stone Willy's Kitchen equip £	Shop equipment £	Subway & Shop Equip £	Subway F&F £	Office Equipment £	Total £
Cost or valuation							
At 1 August 2021	27,570	8,000	11,050	45,977	101,667	16,645	210,909
Additions	17,417	-	-	-	-	-	17,417
At 31 July 2022	44,987	8,000	11,050	45,977	101,667	16,645	228,326
Depreciation							
At 1 August 2021	27,267	5,167	11,050	45,977	101,667	16,318	207,446
Charge for the year	6,165	2,833	-	-	-	-	8,998
At 31 July 2022	33,432	8,000	11,050	45,977	101,667	16,318	216,444
Net book value							
At 31 July 2022	11,555	-	-	-	-	327	11,882
At 31 July 2021	303	2,833	-	-	-	327	3,463

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 July 2022

16. Fixed asset investments

	Investments in subsidiary companies £
Cost or valuation	
At 1 August 2021	100
At 31 July 2022	100
Net book value	
At 31 July 2022	100
At 31 July 2021	100

Principal subsidiaries

The following was a subsidiary undertaking of the charity:

Name	Company number	Class of shares	Holding
Edge Hill Student's Union Trading Limited	08613438	Ordinary	100%

The financial results of the subsidiary for the year were:

Name	Net assets £
Edge Hill Student's Union Trading Limited	100

Edge Hill Students' Union Bar Limited was incorporated on 17 July 2013 and commenced trading on 19 September 2013 and is a wholly owned subsidiary of the Union.

On 22 May 2014 the company's name changed to Edge Hill Students' Union Trading Limited.

The subsidiary company number is 08613438 and registered address is The Hub, St Helens Road, Ormskirk, Lancashire, L39 4QP.

The company has been dormant during the whole of the reporting period.

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 July 2022

17. Stocks

	2022 £	2021 £
Bar stock	15,273	11,256
Shop stock	24,298	24,533
Subway stock	4,797	847
Stone Willy's Kitchen stock	2,861	220
	<u>47,229</u>	<u>36,856</u>

18. Debtors

	2022 £	2021 £
Due within one year		
Trade debtors	12,579	7,696
Other debtors	42,674	71,773
Prepayments and accrued income	5,242	12,880
	<u>60,495</u>	<u>92,349</u>

19. Creditors: Amounts falling due within one year

	2022 £	2021 £
Trade creditors	70,013	46,332
Amounts owed to group undertakings	128	130
Other taxation and social security	12,118	18,995
Other creditors	2,907	2,080
Accruals and deferred income	11,850	8,858
	<u>97,016</u>	<u>76,395</u>

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 July 2022

20. Financial instruments

	2022 £	2021 £
Financial assets		
Financial assets measured at amortised costs	<u>55,253</u>	<u>79,469</u>
	2022 £	2021 £
Financial liabilities		
Financial liabilities measured at amortised cost	<u>84,898</u>	<u>57,398</u>

Financial assets measured at amortised cost include trade and other debtors.

Financial liabilities measured at amortised cost include trade creditors, accruals, other creditors and amounts due to group companies.

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 July 2022

21. Statement of funds

Statement of funds - current year

	Balance at 1 August 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 July 2022 £
Unrestricted funds					
Designated funds					
Capital	10,801	-	(11,270)	26,199	25,730
Staff	27,984	-	-	(27,984)	-
Wellbeing	3,900	-	(3,312)	18,600	19,188
Students' Union Building Fit Out	-	-	-	215,000	215,000
Equipment	-	-	(5,863)	30,000	24,137
Subway remodel	-	-	-	85,000	85,000
	<u>42,685</u>	<u>-</u>	<u>(20,445)</u>	<u>346,815</u>	<u>369,055</u>
General funds					
Charity	<u>484,973</u>	<u>1,739,237</u>	<u>(1,496,481)</u>	<u>(346,815)</u>	<u>380,914</u>
Total Unrestricted funds	<u>527,658</u>	<u>1,739,237</u>	<u>(1,516,926)</u>	<u>-</u>	<u>749,969</u>
Restricted funds					
Rent grant - Union	<u>-</u>	<u>238,779</u>	<u>(238,779)</u>	<u>-</u>	<u>-</u>
Total of funds	<u>527,658</u>	<u>1,978,016</u>	<u>(1,755,705)</u>	<u>-</u>	<u>749,969</u>

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 July 2022

21. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 August 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 July 2021 £
Unrestricted funds					
Designated funds					
Capital	9,119	-	(4,318)	6,000	10,801
Staff	11,500	-	(7,116)	23,600	27,984
Wellbeing	3,770	-	(5,938)	6,068	3,900
	<u>24,389</u>	<u>-</u>	<u>(17,372)</u>	<u>35,668</u>	<u>42,685</u>
General funds					
Charity	<u>511,881</u>	<u>958,982</u>	<u>(950,222)</u>	<u>(35,668)</u>	<u>484,973</u>
Total Unrestricted funds	<u>536,270</u>	<u>958,982</u>	<u>(967,594)</u>	<u>-</u>	<u>527,658</u>
Restricted funds					
Rent grant - Union	<u>-</u>	<u>221,970</u>	<u>(221,970)</u>	<u>-</u>	<u>-</u>
Total of funds	<u><u>536,270</u></u>	<u><u>1,180,952</u></u>	<u><u>(1,189,564)</u></u>	<u><u>-</u></u>	<u><u>527,658</u></u>

21. Statement of funds (continued)

Designated funds

During the July 2021 approved review of the Reserves Policy, Trustees ringfenced a further £168.9k from unrestricted reserves, giving an opening designated funds balance of £174.5k. Our reserves policy detailed how this would be spent over the next five years on equipment, capital depreciation, Subway remodel depreciation and staff wellbeing. The spend on equipment and staff wellbeing finishes in 2023/24 so during the May 2024 reserves policy review we will consider whether to ask Trustees to add to the designated funds in those areas for 2024/25 and 2025/26 or whether this expenditure gets built straight into the P&L's, as normal expenditure going forward.

Secondly, with discussions having commenced with the University around a new SU building, which the Union would pay to fit out, we decided to start building up reserves for this purpose also. Although initially the project was not due to start until 2025/26 at the earliest, the project has been brought forward with spend having already started on relocating Subway from the current commercial building into The Hub in August 2022. The designated fund allocation was originally £185k at 31st July 2022, then £100k per year over the next four years, with designations being split between depreciation and equipment spend. This would be reviewed annually during the budget process to ensure we are forecasting enough surplus to meet the annual designation targets.

As well as the opening designated reserves funds of £174.5k on 1 August 2021 and due to the forecast year end results, Trustees approved ring fencing additional unrestricted funds of £215k in relation to the new SU building "fit out" costs.

At the close of 2021/22, there was a balance of £154,055 to be carried over to 2022/23 in general designated reserves, and on 1 August 2022 an additional £70k was ringfenced in relation to the new SU building "fit out" costs, bringing the total designated on the new building up to £285k, something we hadn't expected to get to until 31 July 2023.

Rent grants

The Union receives funding from the University to pay for the space occupied in the University's buildings.

22. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	11,882	11,882
Fixed asset investments	100	100
Current assets	835,003	835,003
Creditors due within one year	(97,016)	(97,016)
Total	749,969	749,969

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 July 2022

22. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	Unrestricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	3,463	3,463
Fixed asset investments	100	100
Current assets	600,490	600,490
Creditors due within one year	(76,395)	(76,395)
Total	527,658	527,658

23. Reconciliation of net movement in funds to net cash flow from operating activities

	2022 £	2021 £
Net income/expenditure for the year (as per Statement of Financial Activities)	222,311	(8,612)
Adjustments for:		
Depreciation charges	8,998	22,218
Amortisation charges	-	1,393
Dividends, interests and rents from investments	(2,008)	(355)
Decrease/(increase) in stocks	(10,373)	7,166
Decrease/(increase) in debtors	31,854	62,188
Increase/(decrease) in creditors	20,621	(82,552)
Net cash provided by operating activities	271,403	1,446

24. Analysis of cash and cash equivalents

	2022 £	2021 £
Cash in hand	727,279	471,285
Total cash and cash equivalents	727,279	471,285

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 July 2022

25. Analysis of changes in net debt

	At 1 August 2021	Cash flows	At 31 July 2022
	£	£	£
Cash at bank and in hand	471,285	255,994	727,279
	<u>471,285</u>	<u>255,994</u>	<u>727,279</u>

26. Pension commitments

The group operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the group in an independently administered fund. The pension cost charge represents contributions payable by the group to the fund and amounts of £1,935 (2021 - £1,852) were payable to the fund at the balance sheet date and are included in creditors.

27. Operating lease commitments

At 31 July 2022 the charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2022 £	2021 £
Not later than 1 year	1,762	1,762
Later than 1 year and not later than 5 years	5,286	7,048
	<u>7,048</u>	<u>8,810</u>

28. Members' liability

The charitable company has no share capital as it is limited by guarantee.

The liability of each member is limited to £1, being the amount that each member undertakes to contribute to the assets of the charitable company in the event of it being wound up while they are a member or within one year after they cease to be a member, for -

- a) payment of the charitable company's debt and liabilities contracted before they cease to be a member,
- b) payment of the costs, charges and expenses of winding up; and
- c) adjustment of the rights on the contributories among themselves.

29. Related party transactions

The Union is in receipt of a recurrent grant from Edge Hill University of £526,201 (2021: £436,510). The block grant receivable at the year end was £7,204 (2021: £39,981).

In addition, the Union is in receipt of rental grants of £238,779 (2021: £221,970) for the University space occupied by the Union and its subsidiary, which this year also included service charges of £73,986 (2021: £75,440). The amount of rent grant receivable at the year end was £18,063 (2021: £15,393). The Union paid the University the equivalent amount for rent. Rent owing at the year end was £18,063 (2021: £15,393).

As at 31 July 2022, the amount owed by the Parent company to the Subsidiary company was £128 (2021: £128). The subsidiary was dormant throughout the period.

30. Post balance sheet events

After the year end, the charitable company began the renovation of the Subway shop.

EDGE HILL STUDENTS' UNION LIMITED

England & Wales - Charity number 1143764

Accounts

Registered number: 07329036
Charity number: 1143764

Edge Hill Students' Union Limited

Trustees' Report and Financial Statements

For the Year Ended 31 July 2021



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Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Reference and Administrative Details of the Charity, its Trustees and Advisers
For the Year Ended 31 July 2021

Trustees	Molly Smallwood (resigned 24 September 2021) Callum Chambers (resigned 30 June 2021) Ellie Pither (resigned 30 July 2021) Colin Dyas Sarah Ellis Alex McCann Bill Hancox Kathryn Murphy, Trustee (appointed 1 July 2021, resigned 20 August 2021) Rhiannon Muise (appointed 1 July 2021) Georgia Whalley-Smith (appointed 1 July 2021) Alykhan Kassam Eri Mountbatten-O'Malley
Company registered number	07329036
Charity registered number	1143764
Registered office	Edge Hill Students' Union The Hub St Helens Road Ormskirk Lancashire L39 4QP
Independent auditors	Dains LLP Statutory Auditor Suite 2, Albion House 2 Etruria Office Village Forge Lane Stoke on Trent Staffordshire ST1 5RQ
Solicitors	Weightmans LLP 100 Old Hall Street Liverpool L3 9QJ

Trustees' Report
For the Year Ended 31 July 2021

The Trustees present their annual report together with the audited financial statements of the charity for the year 1 August 2020 to 31 July 2021. The Annual Report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the charity qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Structure, Governance and Management

Edge Hill Students' Union is a student-led educational charity. It is legally a company limited by guarantee (Registered No. 07329036) with the Trustees as company law members, and a registered charity (Registered No. 1143764). The Students' Union is 'separate but part of' Edge Hill University and subject to the University's Charter and Statutes. It also owns a trading subsidiary, Edge Hill Students' Union Trading Limited.

As a charity we have a Trustee Board which oversees administration, governance and legal compliance. The Trustee Board consists of up to four elected Student Sabbatical Trustees, up to four appointed Student Trustees, in addition to up to four appointed Independent Trustees who offer professional experience, knowledge and expertise. The Trustee Board has delegated the day-to-day running of services and provisions to the Chief Executive, Paul Malone, through an agreed schedule of delegations. The Trustees receive regular reports from the Chief Executive and the Finance Manager.

The Chief Executive coordinates the staff team of the Students' Union who work closely with the elected student officers to provide services and provisions to benefit our student members. Staff ensure that the strategy and operating plans are carried out in line with agreed budgets.

The Students' Union's governing document is its Memorandum and Articles of Association and related bye laws. The Students' Union operates on democratic principles. The Full Time Sabbatical Officers are elected by cross campus ballots annually in accordance with the Education Act 1994. Each officer has a specific portfolio remit as well as being jointly responsible for an effective and clear student voice to the University on issues which matter to students.

Governing Bodies

The Trustee Board shall have responsibility for overseeing the administration and management of the Union. They are responsible collectively for the overall well-being and strategic direction, efficient operation, and good governance of the Union, including compliance with legal and financial requirements.

The relationship between the Board and Chief Executive is fundamental to effective governance and management of the Union. One element of this is to ensure that the Chief Executive is appropriately performance managed and remunerated. It is the responsibility of the Board to ensure that the Chief Executive has clear objectives, to review performance and consider the development of their employee alongside that of the charity. The Board uses benchmarked salaries and benefits paid to Chief Executives in students' unions and the voluntary sector to establish a suitable level of remuneration. The Students' Union employs full and part-time staff to ensure the effective management and operations of its wide range of activities. Those employees are accountable to the Chief Executive for the performance of their duties.

Trustees' Report (continued)
For the Year Ended 31 July 2021

Structure, Governance and Management (continued)

Recruiting and Training of Trustees

Whilst there is no policy in place for induction and training of trustees, the Union ensures that all trustees are taken through a specifically organised training programme.

Relationship with Edge Hill University

The relationship between Edge Hill University and the Students' Union is established in the Code of Practice approved by both organisations. The Students' Union receives a 'Block Grant' from the University based on a percentage of the University's turnover, and in addition to this, receives a 'Rent Grant' to cover space occupied by the Union which is owned by the University.

Although the Students' Union continues to generate supplementary funding from various trading activities, it will always be dependent on the University's support. There is no reason to believe that this or equivalent support from the University will not continue for the foreseeable future, as the Education Act 1994 imposes a duty on the University to ensure the financial viability of its student representative body.

Relationship with Edge Hill Students' Union Trading Limited

As previously stated, the Students' Union has one wholly owned trading subsidiary, Edge Hill Students' Union Trading Limited. Since 1 August 2017 there has not been any activity in this company. Edge Hill Students' Union Trading Limited will continue to exist in the event that the Students' Union carries out any significant non-primary purpose trading in the future.

Risk management

The Union's risk management strategy includes the annual review of the risk policy and a risk register summary update at each Board meeting. The process seeks to identify major risks and assesses them about impact and likelihood of occurrence. A risk score is then formulated for each risk so they can be prioritised as low, medium, or high. The risk register identifies the risk owner, mitigating controls in place, actions required to mitigate further, and the deadline for those actions.

The principal risks and uncertainties currently facing the Union are:

The possible reduction in funding by the University caused by:

- Their own financial health
- Their perception of the value of the role of the Union

The financial health of the University is itself dependent on funding, which in turn is susceptible to factors beyond the control of the Union, including:

- Government policy in relation to higher education specifically affecting the academic offer at Edge Hill University
- Popularity of the academic offering
- Popularity because of academic standards
- Popularity because of the attractiveness of the campus and its facilities
- Popularity driven by affordability and fee levels
- Other demographic challenges faced by the University
- a. Competition from other trading services both on campus and in the local proximity from retail and food and beverage operators.

Trustees' Report (continued)
For the Year Ended 31 July 2021

Structure, Governance and Management (continued)

- b. Reputational damage in the unlikely event of a high-profile activity by a student
- c. Reputational damage in the unlikely event of a high-profile activity by a trustee.
- d. Our plans and strategies for managing risk include maintaining effective internal controls, a risk register, incident-reporting and monitoring systems and insurance cover wherever appropriate.

Statement of Public Benefit

The Students' Union's vision is 'to create the best student experience we can for as many Edge Hill students as possible' and exists for the advancement of education of students at Edge Hill University for the public benefit. This is through:

- 1. Promoting the interests and welfare of students during their course of study and representing, supporting, and advising students.
- 2. Being the recognised representative channel between students and Edge Hill University and any other external bodies.
- 3. Providing social, cultural, sporting, and recreational activities and forums for discussion and debate for the personal development of students.

The Students' Union operates within the requirements of the University to satisfy the 1994 Education Act. The Articles state that the Students' Union will always seek to:

- 1. Ensure that the diversity of its membership is recognised and that equal access is available to all members of whatever origin or orientation;
- 2. Pursue its aims and objectives independent of any political party or religious group; and
- 3. Pursue equal opportunities by taking positive action within the law to facilitate participation of groups discriminated against by society.

In pursuit of these aims for the public benefit, the Students' Union will ensure the diversity of its membership is recognised, valued, and supported and has established departments and services for use by its members and to support its work with the University and other organisations on behalf of students. These services include the advice centre, our representation and democracy work, our societies and activities programmes, the bar, retail, food, and launderette outlets. Sabbatical Officers of the Students' Union sit on all senior level committees of the University and meet regularly with the Local Authority, members of the Community Safety Partnership and other providers of public services affecting students. In setting our objectives and planning our activities, the trustees have considered the Charity Commission's general guidance on public benefit.

Charity Governance Code

Throughout the year, the Trustees and Chief Executive of the Students' Union have been working together to adopt the Students' Union Governance Code (this is a specifically adapted version of the Governance Code released in July 2017 which was endorsed by the Charity Commission in June 2018). The Code is a tool by which Trustee Boards can measure and develop their governance and leadership. It is the Board's intention to continue to work through the key Principles and associated action plans and Quality Students' Union recommendations. This work continues.

Trustees' Report (continued)
For the Year Ended 31 July 2021

Structure, Governance and Management (continued)

External Affiliations

Advice UK	£258.00
Child Poverty Action Group (CPAG)	£120.60
National Association for Student Money Advisors (NASMA)	£240.00
National Union of Students (NUS)	£11,096.00
National Homelessness Advice Service (NHAS)	£0
UK Council for International Students Affairs (UKCISA)	£0

Objectives and activities

Objective: Representing Edge Hill Student Voices

Achievement

- Edge Hill Students' Union put in place extra measures to advertise, facilitate, and review the effectiveness of its Student Council. Following these processes, a full Student Council review was conducted with suggestions for improved mechanisms of representation.
- Edge Hill Students' Union devised a new Fit and Proper system to better prepare candidates for the responsibilities associated with becoming an elected officer and trialed it in its March Elections.

Student Council Review

Throughout the 20/21 academic year, Edge Hill Students' Union placed additional resource into advertising and facilitating its Student Council.

- The Union held six meetings rather than three (as required by the Terms of Reference) to ensure students did not have to wait to raise an issue.
- In the wake of COVID-19, the Union made use of Zoom software, with additional staff support to answer messages submitted via the chat function.
- Preliminary meetings were held between the Secretary and Chair prior to each Council session to triage any incoming items.
- Meetings were scheduled for ninety minutes, usually finishing earlier (as opposed to 2018's meetings which were scheduled for 180 minutes).
- All Council sessions were promoted across social media and student newsletters to encourage wider participation and transparency. All Council sessions were also diarised and published on the Students' Union website for all students to access.

The Union also ensured that attending members were fully informed and trained with regard to their duties and responsibilities:

- Two digital training sessions were offered to Council members made readily accessible via Zoom because of COVID-19 restrictions.
- A written 'Quick Guide to Student Council' was produced for those who were not able to access training but still wished to attend, suitable for both elected members and students.
- Separate training was provided for the Chair on a 1-1 basis.

Trustees' Report (continued)
For the Year Ended 31 July 2021

Objectivites and activities (continued)

Following the review, Student Council was found to be an antiquated structure which was ineffective for capturing student voices. The Students' Union will now focus on its Student Networks, Your Ideas, and Course Feedback function as ways in which Edge Hill Students' Union can represent students.

Edge Hill Students' Union Elections

Edge Hill Students' Union successfully conducted its annual elections, during which candidates were invited to attend digital workshops throughout February to receive information about the election process, the roles themselves, and to clarify changes from previous years.

Changes from previous years' elections included:

- A brand new officer structure, introducing three faculty-led student engagement officer roles.
- Faculty of Arts and Sciences Engagement Officer
- Faculty of Education Engagement Officer
- Faculty of Health, Social Care, and Medicine Engagement Officer
- Delaying the election of the Union's Voluntary Officer team to October 2021 due to the ongoing Student Council review

As opposed to previous years' self-nomination, a new application process was devised placing higher emphasis on 'fit and proper' candidates which included:

- a mandatory self-screening exercise against the Nolan Principles of Public Life;
- self-screening of historic social media activity;
- a University disciplinary record check.

Following the Fit and Proper candidate checks, all candidates were required to attend a 1:1 session with the Students' Union Engagement Manager, during which they were given in-depth information relating to the roles, expected behavioral standards and manifesto advice.

All nominees were reviewed by the Election Committee prior to being announced, with the election committee comprising of Students' Union and University managers and department heads.

- A total of nine candidates took part over three, faculty-led student officer positions and one student governor position.
- 910 total votes were registered over four positions
- Only one complaint was logged during the voting window, which was ultimately not upheld

Objective: Reaching Out and Listening to Student Voices

- Edge Hill Students' Union introduced brand new Student Networks to help it digitally gather feedback from student groups during the COVID-19 pandemic
- High-Level consultations were conducted using digital platforms on matters relating to the University's Equality, Diversity, and Inclusion plans and Access and Participation Plans.
- Course Reps were recruited using digital platforms and then training was delivered through a series of Zoom sessions and pre-recorded materials, in order to ensure COVID protocols were upheld.

Trustees' Report (continued)
For the Year Ended 31 July 2021

Objectivites and activities (continued)

Student Networks

Edge Hill Students' Union created new Student Networks in order to reduce the impact of COVID-19 on its ability to consult students on a variety of topics.

Networks were used across the Union's programme of projects and campaigns and operated on an opt-in basis.

At year 20/21 year end, the Students' Union had 1593 students within its student networks, divided as follows:

Name of Network	Number of Students
Non-Drinking Students	1332
Mental Health and Wellbeing	86
Women Students	54
Postgraduate Research Students	14
Postgraduate Students	13
LGBQ+ Students	34
Student Parents	7
Disabled Students	15
BAME Students	15
Student Carers	3
Trans and Non-Binary Students	20
Total	1593

Consultation Work

Edge Hill Students' Union was pleased to assist the University in gathering student feedback on their Equality, Diversity, and Inclusion Strategy draft.

The Students' Union also assisted with the independent student submission to the Office for Students regarding the University's 2019 APP Plan.

- An initial consultation survey was distributed among student networks.
- Follow-up virtual focus groups were held with respondents with notes taken and submitted to the University for their consideration.

A paper was then submitted to the Office for Students, with the overall findings best summarised as students being generally pleased with the University's APP project, but also providing constructive criticism around how plans are communicated to students and a lack of awareness regarding the project's outputs.

Course Reps

Despite restrictions on in-person recruitment of course reps, a vital part of the Union's strategy to maximise engagement in that area, Edge Hill Students' Union still managed to recruit over 400 course representatives across the University's three faculties.

Trustees' Report (continued)
For the Year Ended 31 July 2021

Objectivites and activities (continued)

In addition to numbers, the Students' Union devised new, digital methods of working with its course representatives, including:

- Representative training being delivered digitally, using a combination of videos and live Zoom sessions.
- Online materials and guides being created for course representatives, made available for them to access at any time.

The accessibility of the digital training has ensured that all representatives are given the support they need, regardless of whether they can attend campus, which has previously been a barrier with in-person training

Objective: Effective Engagement with Edge Hill Students

Achievement

- Edge Hill Students' Union successfully organised a "Virtual Welcome Fair," allowing students to sign up to its existing societies. Further support was then offered to society leaders in terms of adapting their sessions so that they were COVID-safe.
- Despite the many obstacles presented by COVID-19, societies still managed to thrive as the hub of student communities on campus. In 20/21, society leaders were recognised in the University's annual career awards, and societies continued to show innovation in how they collaborated, fundraised, and engaged with students.

Virtual Welcome Fair

Despite restrictions caused by COVID-19 in terms of access to physical space on campus and large in-person gatherings, Edge Hill Students' Union still managed to effectively deliver a Virtual Welcome Fair offering for students.

The aim of the fair was to provide an easy mechanism for students to register an interest in their favourite societies:

- 56 societies took part in the Virtual Welcome Fair across a range of recreational, ideological, and academic interests.
- 975 students registered their interest in a society during the Virtual Welcome Fair open window.

Following Welcome Week, the Students' Union promoted one-to-one digital sessions for society leaders, with the express purpose of providing resource and support for societies having to change from in-person sessions to virtual sessions.

All training for societies during this period was delivered digitally in accordance with COVID-19 restrictions.

Societies

Despite COVID-19 restricting what many societies could achieve and organise during the 20/21 academic year, the Students' Union ended the academic year with 81 affiliated societies.

Trustees' Report (continued)
For the Year Ended 31 July 2021

Objectivites and activities (continued)

Awards for Society Leaders

Several Students' Union society leaders were recognised during Edge Hill University's annual Careers Awards, which took place virtually on Tuesday 27 April.

Winners included:

- President of Students' Union's Integrated Health and Social Care Society
- President of the Multicultural Society
- President of the Queer Society

Of her award, Emma Grady, President of the Union's Integrated Health and Social Care Society said, "Winning an award has made me feel so proud of being a volunteer. I volunteer because it's a passion and don't expect recognition, but receiving it has made me feel like my contribution makes a difference."

Sam Colson, President of the Queer Society, said, "As somebody who has been bullied in the past and still faces discrimination to this day for my sexuality and gender identity, being able to bring meaningful change to the Edge Hill community and for the LGBTQ+ community I love so much has been an honour and privilege I will never forget."

Nuku Somevi, President of the Multicultural Society, said, "My team and I have been working incredibly hard to bring this society to the forefront of the University, so the nomination proves that it is happening, and we hope the society continues to grow and create a safe environment for people from all different backgrounds and walks of life."

Society Good News Stories

Despite clear obstacles, many of our societies thrived during the pandemic and associated lockdowns, providing an essential outlet for students and a network of support on and off campus.

Following Students' Union training on how to innovate and think laterally when presented with lockdown restrictions, society good news stories for the 20/21 academic year included:

- The Queer Society collaborated with Liverpool Hope University's LGBTQ+ Society to celebrate the Trans Day of Visibility by hosting a virtual discussion event.
- The Sign Language Society hosted a virtual workshop as part of the 'Give It A Go' events programme. Over 60 students from the Faculty of Education attended and received training in basic BSL, deaf awareness and deaf culture.
- The Education Society ran a three-part event series of specialist talks sponsored by the National Education Union to support specialist learning.
- The Christian Union ran a series of Easter celebration events including guest talks and a virtual easter egg hunt.
- Raising and Giving Society organised a Foodbank Christmas Appeal. The students collected and delivered four large boxes to local food banks. In addition, they have raised close to £400 this year for their chosen charities through lockdown events and challenges.
- The Medical Society applied for and secured £100 in funding from the Medical Defence Union.
- The Midwifery Society successfully processed an application for a £250 grant to affiliate with the Royal College of Midwives

Trustees' Report (continued)
For the Year Ended 31 July 2021

Objectivites and activities (continued)

Despite the challenging circumstances, students have continued to coordinate virtual events to ensure that their societies provide social and educational opportunities for others.

These events include:

- A virtual sign language flash mob by the Sign Language Society
- Guest speaker workshops organised by the Integrated Health and Social Care Society
- Online study days with the Midwifery Society and a collaborative 'Discussion Evening' held jointly by the Multicultural Society and the Christian Union Society.

Objective: Raising Awareness Through Student Led Campaigns

Achievement

Officer campaigns, projects and celebrations continued over a range of topics from trans rights to mental health, and sexual misconduct to better provisions for performing arts students.

No in-person campaigning? No problem!

Despite the officers' ability to embark on in-person campaigns, engaging with students on the ground at Edge Hill University, being severely inhibited by COVID-19, the full-time and voluntary officer team still enjoyed a productive year of bringing about tangible change for Edge Hill students.

- Allocated time slots were secured within the Arts Centre during the Spring to ensure that performance-based societies have a reserved time to share any work, both informally with family and friends and also with professionals such as agents and casting teams.
- The 'Make a Difference' campaign brought Trans rights to the forefront of both students and staff at Edge Hill. Pronoun workshops were delivered in each department, with the Trans and Non-Binary Elected Officer also directly supporting University staff to solve problems unique to their teams. A resource for students regarding how best to approach University staff about changing their pronouns was created, and can now be accessed directly by the student, or can be shared with staff via the SU team if they prefer. These resources and more have now been built into a guidebook which is due to be shared with all students and staff as an online resource from September.
- 'Let's Talk' put the topic of Mental Health at the forefront of campaigns, with the World Mental Health Day video and the resources for Men's Mental Health Day being accessed by over 2000 students.
- Instigated by news coverage of the Sarah Everard case, the 'Choose to Challenge' campaign and associated consultation engaged over 50 students. The campaign related to safety and sexual violence and following the campaign the SU affiliated a 'Survivors Society' for students who have been affected and want to link in with others who may share similar experiences.

In addition to campaigns, the elected officer team also organised a range of digital projects and celebrations to help celebrate Edge Hill as an inclusive campus:

- Pride week took place in February with digital events planned and facilitated by the Vice President Welfare, the LGBTQ+ Voluntary Officer, and the Trans and Non-Binary Voluntary Officer. The days of the week each focused on different aspects relevant to Pride, culminating in a virtual celebratory experience, 'Queer House Party'. Over 70 students took part.

Trustees' Report (continued)
For the Year Ended 31 July 2021

Objectivites and activities (continued)

- In term one, an issue of note for disabled students was brought to the Union by a student. The student raised the issue that the Wi-Fi available in accommodation is not currently acceptable for smart devices, many of which are essential for disabled students. The Vice President Welfare facilitated a meeting between the student and the University IT and inclusions teams, who were quick to respond and resolved the issue swiftly using a dedicated Wi-Fi point for the student. The IT team welcomed the issue being brought to their attention and moving forward they will supply and install voice-activated smart devices.

Objective - Celebrating Success at Edge Hill

Achievements

- The Students' Union successfully organised a virtual Student Led Staff Awards ceremony, attended by nominated staff and directorate, which received overwhelmingly positive feedback.

Virtual Student Led Staff Awards

Despite teaching disruption over the COVID-19 period, students still voted in large numbers for their staff heroes as part of the Student Led Staff Awards organised by Edge Hill Students' Union.

Key statistics from the award include

- A total of 364 students nominated a staff member for a Student Led Staff Award.
- Students within the Faculty of Education (comparative to Faculty size) to make a nomination for a staff member.
- The award which received the most nominations overall was 'Teaching Staff Hero.'

For the first time, the ceremony was held virtually, with pre-recorded speeches from the full-time elected officers, the voluntary officer team, Edge Hill University's Vice Chancellor John Cater, and Edge Hill University's Pro Vice Chancellor of Student Experience, Lynda Brady.

Feedback from the virtual event included:

- "I think the virtual ceremony worked really well and should replace an in-person event because it was easier to fit in amongst other commitments."
- "I was really excited, and it was so lovely to hear from the SU and other university staff during the ceremony."
- "A real privilege to be involved in such a well organised and inspiring event."
- "I am a both student and staff member at the university, it just meant that all the hard work over the past year trying to juggle both work and my studies was worth it! I am really honoured to have been nominated alone and to win was so unexpected!"
- "I was so proud to have my hard work acknowledged by the people that matter the most!"

Commercial Services

The Students' Union's food, beverage and hospitality outlets including SU Bar and Venue, Stone Willy's Kitchen, and Subway, were forced to close for the majority of the 20/21 academic year due to COVID-19 restrictions.

Trustees' Report (continued)
For the Year Ended 31 July 2021

Objectivites and activities (continued)

In between lockdown periods, the Students' Union did manage to successfully organise and trial:

- A limited capacity offering table service in SU Bar and Venue
- Click and Collect in Stone Willy's Kitchen, serving drinks, hot food, and snacks
- Click and Collect service in Subway

Future Plans

Whilst the Students' Union has been a well-run and financially stable organisation for many years, nothing could have prepared us for COVID-19 and the effects it had from March 2020 onwards.

The virus will undoubtedly affect our approach and services for the foreseeable future and certainly throughout the rest of 2021 and into 2022. Even as I write this, government policy, the Chancellor's next Budget and more importantly the Comprehensive Spending Review in October 2022, regulatory changes, and public health guidance is still not totally consistent. What the next six to twelve months brings us could be anybody's guess.

However, with all that flux going on around us, our priority will still be to sustain ourselves to be operational throughout the short, medium, and longer term. In the first instance, our priority will be to act as a safe and responsible employer, and in that sense, we have an opportunity before us to enhance what we do through cultural change in terms of both how we run as an organisation, and how we operate all our services for our students.

Working from home in addition to being operational across campus, using digital technology to communicate in a time-efficient manner, exploring student participatory models based on convenience and participation rather than bureaucracy is the "new normal" and that term will drive new innovations as we continue to improve. Doing what we've always done and how we've always done it will simply not be good enough nor achieve anything during or post-COVID 19.

I believe these changes will both help improve our relevance, credibility and reputation to our beneficiaries in addition to saving us precious resources in terms of time and money.

Specifically, we will be concentrating our efforts across these areas:

SMART (er) Student Voice

- We will seek to embed our new elected officer faculty structure right across the university by starting to develop new relationships within departments and programmes. Our intention is to better understand the needs and requirements of our students at the 'grass-roots' level in order to have more meaningful conversations internally with faculty leaders.
- We will be developing our customer relationship management (CRM) system and content management system (CMS) to communicate with our students in a much more specific way. Using a data sharing agreement that has been developed in partnership with the University, we will be segmenting our student body into dynamic and customised user groups, networks and listening forums to better inform our campaigns and representative positions to our stakeholders.
- As a result of the above, we will develop student networks based on our student demographic which will become our key groups with which to consult on student issues.
- We will also develop two new grants for our societies based on participation and development as once again we look to embed the value of getting involved in extra-curricular activity.

Trustees' Report (continued)
For the Year Ended 31 July 2021

- The Chief Executive will also continue over the course of the year his ongoing governance work in relation to the Charity Commission Governance Code principles, making recommendations for improvements to the Board as necessary.

Commercial Services

- In relation to our trading services, there is no doubt that COVID-19 provided the greatest challenge yet to our food, beverage, hospitality, and retail areas. All were affected in a major way. We will of course react to all the government, Public Health England, and university guidance that is laid out, but it does remain critical to our future sustainability as an organisation that we try to maintain a level of service and income.
- Demand for our services is unknown as we do not know how students will react and respond once back on campus or what they will be allowed to do. On that basis, we have spent the summer period evolving our service in several areas which has led us to now offer Subway delivery via Just Eat and a Click and Collect service for our Stone Willy's Outlet whilst also moving from a physical to an online retail operation. We have also invested in a new cloud-based EPOS system giving us greater scope to analyse customer data in addition to moving to cashless technology.
- Critically, our bar will be operating 'as normal'. Time will tell whether students continue to want this type of social experience (table service, QR code ordering).

Implementing our plans above must be remain flexible. We know that change is guaranteed and that both new opportunities and challenges will emerge. Agility is needed by the Students' Union if we are to respond to issues that we will have never had to before.

Financial review

EHSU's gross income from all sources this year was £1,180,952. Total expenditure of £1,189,564 spent on the wide-ranging student benefits we provide, as well as the modest fundraising and other revenue-generating activities we undertake, left a deficit for the year of £8,612.

EHSU has continued to benefit from the recognition and support of the University this year with an annual block grant received of £436,510 (2020: £453,097).

To understand the year's performance properly, it would be prudent to address this below.

The operating budgets for 2020/21 were compiled by each Manager in consultation with the Commercial Services Manager, the Finance Manager and the Chief Executive.

The key points considered in the budgets were:

- An 4% reduction in Block Grant (approx. £17k) due to reduction in EHU income.
- The exclusion of the 10% contribution to EH Sport as this was deducted at source in 2020/21.
- Restructure of commercial offering as the bar changed to a takeaway offer until January 2021 with weekly events either cancelled or reduced,
- Subway and Stone Willy's Kitchen staff utilised for click and collect/Just Eat deliveries.
- The Retail shop moved online with no Grab 'n' Go offering and space to be used to assist with social distancing measures.
- Advertising was to be solely digital with no physical Welcome Fairs
- Commercial income subsequently reduced from original 2020/21 budget (used for 2021/22 forecast):
 - August to December income was reduced by 66%.
 - January to July income reduced by 33%.

Trustees' Report (continued)
For the Year Ended 31 July 2021

- A focus was placed on Staff Training, Recognition and Wellbeing.
- Cost of Living salary increases postponed until end of Term 1 based on performance and backdated to 1 August 2020.
- Additions of a new Student Engagement Co-coordinator and HR Co-coordinator from postponed until February 21 from designated reserves as planned.
- Following a review of our Reserves Level £300k to support forecast 2020/21 deficit, Designated Reserves have been ring fenced for Capital (£6k), Staffing (£23.6k) and Staff Wellbeing (£3.9k) expenditure

Term One

We commenced 2020/21 with a forecast deficit of £294k. Term one began with caution as there was so much uncertainty still concerning COVID-19 and how the return of students would be undertaken by the University and cautious students themselves.

By September the original budgeted plan of operating a bar takeaway-only service made way for the allowed socially distanced bar set up involving 'the rule of six'. Likewise, in line with the ever-changing government guidelines for hospitality, a Click and Collect option was added to both Subway and Stone Willy's Kitchen.

The planned move from physical to online retail selling clothing and merchandise was well received.

We continued from the previous year with the government's COVID Job Retention Scheme (CJRS) with most staff initially back from full time Furlough or on Flexible Furlough. With the COVID restrictions in place income was restricted especially in the bar where the seated 'rule of six' with no admissions (no events), pool tables or Fresher's fair.

The annual assessment of the split of customers between student and non-student with regards to our catering partial exemption was conducted within Subway and Stone Willy's Kitchen, allowing us to continue to pay Vat on 2% of Stone Willy's income as opposed to 5%.

Along with the changes to services enforced by government restrictions came additional unforeseen costs and overheads. To enable the click and collect service in Stone Willy's Kitchen and to allow for social distancing measures, we had a window at the rear of the Stone Willy's kitchen converted to a serving hatch allowing for safe collection and no need to enter the building itself.

All commercial areas engaged in a plan of social distancing signage, hand sanitizing areas and screens on all serving points. Additional costs were also from setting up ordering apps for table service in the bar and Stone Willy's Kitchen and the additional part time staff costs to 'table serve' products.

In the Support, Advice and Engagement office spaces, fans for ventilation, designated new chairs for every member of staff and hand sanitizer stations were procured to keep staff safe and feeling confident in their environment.

Due to the restrictions in place and the growing COVID 19 concerns amongst students in the early months, the case for continuing a bar offering became increasingly difficult. The Government then introduced the 'Tier' system for lockdown severity and levels of restrictions from numbers, track and trace and even restrictions on closing times or curfews.

The impact on our student staff numbers was also a concern as the University had sought to have 'halls' or 'class groups' isolate at the first sign of symptoms and not just when there was a positive case. This meant we had staff missing shifts whenever someone in their halls had symptoms. If we had more than one staff member in a hall, then we ran the risk of student staff absence for a week minimum.

Trustees' Report (continued)
For the Year Ended 31 July 2021

This all influenced our decision in mid-November to close the bar at least until after Christmas. Stone Willy's Kitchen and Subway continued for a few weeks until December, whereupon the University started to offer an online teaching option for students meaning campus footfall significantly reduced. Despite the uncertainty of Term One, with the flexibility of our team and services and close managing of overheads across all departments, November ended with a YTD deficit of £14.1k against a forecast deficit of £85.4k, overall income levels £67.2k ahead of budget, gross profit 7% ahead of budget, overhead underspend of £21.7k, free reserves at this point were £369.7k with a liquidity ratio increasing to 4.8.

Term Two

With term two due to start on Monday 4th of January amid rising COVID cases, it was no surprise for the Prime Minister to announce a full national lockdown again from Wednesday 6th January 2021.

Based on this information, most students did not return to campus after the break and the resulting student numbers on campus meant that the launderette and online were the only commercial services to remain open. As a result, many commercial staff were placed on the furlough scheme, whilst a mix of support and engagement staff were placed on either full or flexible furlough.

Following the government guidance, and through updates via the University's COVID-19 working group, we assessed what this would mean for the Students' Union and our staff in the coming months. We began with reducing the hours of staff considered at high risk from contracting the virus, who were asked to work from home and then we decided to move to a skeleton staff structure again in the office spaces to minimize contact. Face to face advice appointments were moved to telephone appointments and remote workers were asked to develop a three-month work plan in conjunction with their line managers, in order to maintain service for the students.

With the commencement of this new stage of lockdown, the budget began to be reviewed monthly with a mix of actuals and reforecasts. From February all commercial income was removed until a reopening date was known for certain. We put a suspension in place on all non-essential spend and rationale had to be provided from any staff members looking to make any purchase, prior to placing orders. A complete halt was also placed on the purchase of capital equipment. We moved from monthly to daily cash flow analysis, taking a proactive approach to protect our strong cash balance.

By March, the government's slow path out of lockdown was developing and led to the decision not to re-open the bar, Subway or Stone Willy's Kitchen until September 2021 when the first term or normality would hopefully resume. Reopening these areas for Term Three, historically the quietest term, was not viable and the CJRS was extended until the end of September 2021 which supported our staff and business during this period.

By the close of March YTD we were up on original budget by £181.6k. At this point the ongoing budget review contained 8 months actuals and 4 months reforecast. The original year end forecast deficit of £294k had reduced to a deficit of £44.2k. The remaining months of the financial year were uneventful with the continued closure of commercial and utilization of CJRS. Stock losses grew as expected within the commercial areas and were reflected in the overhead lines within commercial whilst business interruption insurance sums of £20.9k were received.

Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

Trustees' Report (continued)
For the Year Ended 31 July 2021

Reserves level

A robust reserves policy explains to stakeholders, such as students and the University, why the Union is holding a particular amount of reserves. It gives confidence that the Union's finances are being properly managed, and provides an indicator of future income requirements and overall sustainability.

Developing a reserves policy assists in:

- strategic planning, by considering how new projects/activities will be funded
- informing the budget process, by considering whether reserves need to be drawn down or built up
- informing the risk register, by identifying uncertainty in future income streams

The Union's aim, in line with Charity Commission CC19 guidance, is to maintain a policy on reserves which establishes a level of reserves that is right for our charity, is used to manage uncertainty, and if reserves are to be held to fund future purchases/activities, explains how and when reserves will be spent.

A risk-based target reserves level is set through the reserves policy to ensure the Union is able to continue with its objectives, and this is the level which 'general funds' should not fall below. If there is a shortfall then Trustees need to be aware of why this has happened, whether it is short or long term and what actions will be taken to bring the reserves back into line with target.

Where there are general funds available in excess of the target reserves level, and where there is a strategic rationale, these funds can be ring-fenced for a particular purpose by Trustees to be spent over the next few years. These funds then become referred to as 'designated funds'. Funds may be moved between purposes or new ones created, but the overall amount the Trustees have designated will not increase throughout the year. The overall amount can decrease if the Trustees feel it is appropriate to release funds back into unrestricted reserves should they feel it is no longer necessary to have them designated, for example if there were a shortfall in the target reserves level.

When calculating the amount of reserves to be held, the Trustees must consider the amount of unrestricted funds that are readily available. This is because spending some of these funds may adversely impact on the Union's ability to deliver its aims. Items that the Trustees should exclude from reserves are:

- Tangible fixed assets (used to carry out the Union's activities, such as commercial equipment)
- Intangible fixed assets and investments (held solely to further the Union's purpose, such as the Subway franchise and the trading subsidiary)
- Designated funds (set aside to meet future essential spending, such as depreciation of future assets, a commitment to staff wellbeing, expanding the student engagement service we offer)

The Union receives grant income from the University to spend on its charitable aims – the objects for which it is registered as a charity with the Charity Commission. The Union also receives income from trading activities carried out specifically to fulfil its charitable objectives. This is known as 'primary purpose' trading. The Union's exemption from paying corporation tax on this income is based on the proviso that this income is applied to its charitable purposes. It is therefore a presumption that Union income will be spent rather than retained. This places a requirement on Trustees to use the funds the Union receives or have good reasons for keeping funds back and not spending them. This is where a reserves policy and continual review of where the Union's reserves are in comparison to its target reserves level is crucial.

Trustees' Report (continued)
For the Year Ended 31 July 2021

With consideration to the current impact of COVID-19, we continue with our risk-based approach to reserves. We analyzed the main financial risks to the organization, which were deemed to be loss of block grant and loss of trading ('primary purpose') income. We scored each risk and identified the requirements to keep the risks to a minimum level. We determined that the main risk presented (in terms of risk assessment and requirement) is loss of trading income through a major incident, affecting Term 1 in particular.

What the Union experienced from COVID-19 was an estimated drop in trading income. Not all of this had to be funded immediately because swift cost reduction took place on non-essential expenditure, government finance schemes were utilized and cash was strong.

Should another major event occur nationwide then it wouldn't be unreasonable to assume there would once again be government support, but should a major event impact just the Union, then this is where there would be an immediate funding requirement which would need to come from reserves. On this basis and with the intention of future sustainability and continued activities, the Union will hold general reserves of £125k, in order to allow the Union time to take up opportunities to diversify income streams, buffer the cash flow requirements of essential expenditure and employee retention, and maintain sustainability.

The review of our level of reserves considered the effects on block grant, commercial contribution, breach of PCI DSS and HMRC retraction of catering VAT exemption on historical bar food income. There was increased uncertainty around the level of block grant we would receive and whether we would receive a block grant at all in 2020/21, as the University were, understandably, going through the same process as ourselves with regard to reforecasting. Loss of commercial income became a certainty but we were confident that our balance sheet and the measures we were putting into place in terms of minimal expenditure, would support us.

Both the block grant and commercial income were the focal point in our sensitivity analysis, where we analyzed potential changes to income and expenditure to assess what the financial impact could be and whether we could continue with our strategic aims. We took into account the effects of social distancing and receipt of additional grants from the CJRS.

When considering sustainability we also looked at solvency and liquidity ratios, in order to determine our ability to meet our debt obligations. Acceptable solvency ratios vary from industry to industry, but as a general rule of thumb, a solvency ratio of greater than 20% is considered financially healthy. Our YTD results produced a primary solvency ratio of 17% which was positive news with regards to our long-term financial health.

Looking at short-term financial health we reviewed our liquidity ratio, using the working capital ratio of using cash/cash equivalents, marketable securities and accounts receivables to cover liabilities with a maturity rate of one year or less. Again a general rule of thumb was applied, with a liquidity ratio under 1 indicating that a company's short-term debts are greater than its assets. Our YTD results produced a liquidity ratio of 7.9 meaning that for every £1 of current debt we had, we also had £7.90 available to pay for the debt. What was also positive news was that 94% of our current assets at this stage were either already cash, or were accounts receivables, which could be collected more quickly than stock, confirming we were in a strong liquid and solvent position.

Despite the exceptionally challenging second half of the year, the performance of the first half of the year, combined with cautionary spend and assistance from the CJRS in which we were able to access £268k of grant funding to enable the furlough and retention of our staff, we must still take success from the year. We closed the year £285k up on original budget.

Trustees' Report (continued)
For the Year Ended 31 July 2021

Free reserves at 31 July 2021 are therefore:

	£
• Unrestricted funds:	527,658
• Less Designated reserves:	(42,685)
• Less Investments (Franchise/Trading Co)	(100)
• Less Tangible Fixed Assets	(3,463)
• Less Reserves Target	(110,000)
• Free Reserves	£371,410

The Union's free reserves show sufficient funds to cover the agreed reserves target of £110k as defined within the reserves policy. This also confirms that there are sufficient funds as required to maintain the financial stability of the Students' Union moving forward. The excess of free reserves will be reviewed to determine whether short or long term, and if long term, a recommendation will be put forward to Trustees to designate additional funds against future spend (2021/22 onwards) in line with strategic objectives.

The reserves policy will be reviewed annually during the budget process, or sooner if deemed appropriate, in accordance with Charity Commission (CC19) guidance. The Union is committed to ensuring that the organization is run in a financially sustainable way.

Proactively managing the reserves target will be a valued contribution to achieving the delivery of the Union's objectives and benefits for its students, therefore the target will be reviewed on a monthly basis as part of the management accounts process.

Designated funds will be administered where appropriate to comply with accounting standards and to give the clearest information to stakeholders.

Disclosure of information to auditors

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

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

Approved by order of the members of the board of Trustees and signed on their behalf by:

Sarah Ellis
Trustee
Date:



26/11/2021

Statement of Trustees' responsibilities
For the Year Ended 31 July 2021

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

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on its behalf by:

Sarah Ellis
Trustee
Date:



26/11/2021

Independent Auditors' Report to the Members of Edge Hill Students' Union Limited

Opinion

We have audited the financial statements of Edge Hill Students' Union Limited (the 'charity') for the year ended 31 July 2021 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 July 2021 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

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

Conclusions relating to going concern

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

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

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

Independent Auditors' Report to the Members of Edge Hill Students' Union Limited (continued)

Other information

The other information comprises the information included in the Annual Report other than the financial statements and our Auditors' Report thereon. The Trustees are responsible for the other information contained within the Annual Report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

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

- the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters in relation to which Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' Report and from the requirement to prepare a Strategic Report.

Independent Auditors' Report to the Members of Edge Hill Students' Union Limited (continued)

Responsibilities of trustees

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

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

Auditors' responsibilities for the audit of the financial statements

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

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

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the senior statutory auditor ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the charitable company through discussions with directors and other management, and from our commercial knowledge and experience of the sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charitable company, including the financial reporting legislation, Companies Act 2006, Charities Act 2011, taxation legislation, anti-bribery, employment, and environmental and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the charitable company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

Independent Auditors' Report to the Members of Edge Hill Students' Union Limited (continued)

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates set out in Note 3 were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation and claims; and
- reviewing correspondence with HMRC, relevant regulators and the company's legal advisors.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

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

Use of our report

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

Simon Hawkins (Senior Statutory Auditor)
for and on behalf of
Dains LLP

Statutory Auditor
Chartered Accountants

Suite 2, Albion House
2 Etruria Office Village
Forge Lane
Stoke on Trent
Staffordshire
ST1 5RQ

Date:

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Statement of financial activities (incorporating income and expenditure account)
For the Year Ended 31 July 2021

	Note	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Income from:					
Donations and legacies	4	720,555	221,970	942,525	826,531
Charitable activities	5	237,802	-	237,802	907,964
Other trading activities	6	270	-	270	7,802
Investments	7	355	-	355	1,881
Total income		958,982	221,970	1,180,952	1,744,178
Expenditure on:					
Raising funds	8	5,949	-	5,949	2,933
Charitable activities	9	961,645	221,970	1,183,615	1,613,405
Total expenditure		967,594	221,970	1,189,564	1,616,338
Net movement in funds		(8,612)	-	(8,612)	127,840
Reconciliation of funds:					
Total funds brought forward		536,270	-	536,270	408,430
Net movement in funds		(8,612)	-	(8,612)	127,840
Total funds carried forward		527,658	-	527,658	536,270

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 28 to 51 form part of these financial statements.

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Registered Number: 07329036

Balance Sheet
As at 31 July 2021

	Note	2021 £	2020 £
Fixed assets			
Intangible assets	14	-	1,393
Tangible assets	15	3,463	25,681
Investments	16	100	100
		3,563	27,174
Current assets			
Stocks	17	36,856	44,022
Debtors	18	92,349	154,537
Cash at bank and in hand		471,285	469,484
		600,490	668,043
Creditors: amounts falling due within one year	19	(76,395)	(158,947)
Net current assets		524,095	509,096
Total assets less current liabilities		527,658	536,270
Total net assets		527,658	536,270
Charity funds			
Restricted funds	21	-	-
Unrestricted funds	21	527,658	536,270
Total funds		527,658	536,270

Balance Sheet (continued)
As at 31 July 2021

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

Sarah Ellis

Trustee

Date:



26/11/2021

The notes on pages 28 to 51 form part of these financial statements.

Statement of Cash Flows
For the Year Ended 31 July 2021

	2021 £	2020 £
Cash flows from operating activities		
Net cash used in operating activities	1,446	131,808
Cash flows from investing activities		
Dividends, interests and rents from investments	355	1,881
Purchase of tangible fixed assets	-	(22,283)
Net cash provided by/(used in) investing activities	355	(20,402)
Cash flows from financing activities		
Change in cash and cash equivalents in the year	1,801	111,406
Cash and cash equivalents at the beginning of the year	469,484	358,078
Cash and cash equivalents at the end of the year	471,285	469,484

The notes on pages 28 to 51 form part of these financial statements

Notes to the Financial Statements
For the Year Ended 31 July 2021

1. General information

The registered office is Edge Hill Students' Union, The Hub, St Helen's Road, Ormskirk, Lancashire, L39 4QP. The entity is a private company limited by guarantee, incorporated and registered in England and Wales.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Edge Hill Students' Union Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Going concern

The accounts have been prepared on the assumption that the charitable company is able to carry on as a going concern which the directors and trustees consider appropriate. The charitable company has had confirmation from Edge Hill University that grant funding will remain in place for the foreseeable future.

2.3 Income

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

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources.

Notes to the Financial Statements
For the Year Ended 31 July 2021

2. Accounting policies (continued)

2.4 Expenditure (continued)

Expenditure on raising funds includes all expenditure incurred by the charity to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

Where costs cannot be directly allocated they are apportioned based on the proportion of direct costs and recognised in SOFA. Governance costs are those incurred in connection with compliance with constitutional and statutory requirements.

All expenditure is inclusive of irrecoverable VAT.

2.5 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of Financial Activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of Financial Activities as the related expenditure is incurred.

2.6 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.7 Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

2.8 Intangible assets and amortisation

Intangible assets costing £500 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Intangible assets are initially recognised at cost. After recognition, under the cost model, intangible assets are measured at cost less any accumulated amortisation and any accumulated impairment losses.

Amortisation is provided on intangible assets at rates calculated to write off the cost of each asset on a straight-line basis over its expected useful life.

Amortisation is provided on the following basis:

Trademarks	- 20 % straight line
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Notes to the Financial Statements
For the Year Ended 31 July 2021

2. Accounting policies (continued)

2.9 Tangible fixed assets and depreciation

Tangible fixed assets costing £500 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the following basis.

Depreciation is provided on the following basis:

Bar & Kitchen equipment	-	50% reducing balance and then written off in the 3rd year
Stone Willy's Kitchen Equipment-		50% reducing balance and then written off in the 3rd year
Shop equipment	-	50% reducing balance and then written off in the 3rd year
Subway shop equipment	-	50% reducing balance and then written off in 3rd year
Subway fixtures and fittings	-	50% reducing balance and then written off in 3rd year
Office equipment	-	50% reducing balance and then written off in 3rd year

2.10 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance Sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the Statement of Financial Activities.

Investments in subsidiaries are valued at cost less provision for impairment.

2.11 Stocks and work in progress

Stocks and work in progress are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

2.12 Debtors

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

Notes to the Financial Statements
For the Year Ended 31 July 2021

2. Accounting policies (continued)

2.13 Cash at bank and in hand

Cash at bank and 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.

2.14 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

2.15 Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.16 Operating leases

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

2.17 Pensions

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

Notes to the Financial Statements
For the Year Ended 31 July 2021

2. Accounting policies (continued)

2.18 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

3. Critical accounting estimates and areas of judgment

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

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

Critical areas of judgment:

Useful economic lives of tangible assets

The annual depreciation charge for tangible assets is sensitive to changes in the estimated useful economic lives and residual values of the assets. The useful economic lives and residual values are re-assessed annually. They are amended when necessary to reflect current estimates, based on technological advancement, future investments, economic utilisation and the physical condition of the assets. See note 15 for the carrying amount of the property, plant and equipment and note 2.9 for the useful economic lives for each class of assets.

Clubs & Societies

The income and expenditure of EHSU Clubs & Societies has not been included in these financial statements, as they are not within the control of the charitable company. The charitable company holds funds as a custodian on behalf of the Clubs & Societies. Grants issued to clubs & societies by EHSU amounted to £Nil (2020: £664) in the year ended 31 July 2021. Of this they spent £Nil (2020: £372) and returned £Nil (2020: £292).

Amounts held by the Union on behalf of Clubs & Societies as at 31 July 2021 was £12,212 (2020: £14,877)

Notes to the Financial Statements
For the Year Ended 31 July 2021

4. Income from donations and legacies

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Edge Hill University - Core Grant	436,510	-	436,510
Service charge	-	75,440	75,440
Rental grant	-	146,530	146,530
Government grants	284,045	-	284,045
	<u>720,555</u>	<u>221,970</u>	<u>942,525</u>

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Edge Hill University - Core Grant	453,097	-	453,097
Service charge	-	74,413	74,413
Rental grant	-	146,531	146,531
Coronavirus Job Retention Scheme	152,490	-	152,490
	<u>605,587</u>	<u>220,944</u>	<u>826,531</u>

EHSU furloughed certain staff under the government's Coronavirus Job Retention Scheme (CRJS). Total funding above of £284,045 (2020: £152,490) was received and relates to claims made in respect of the year. The trustees believe that this income should be reflected within the unrestricted funds.

5. Income from charitable activities

	Unrestricted funds 2021 £	Total funds 2021 £
Commercial income	<u>237,802</u>	<u>237,802</u>

Notes to the Financial Statements
For the Year Ended 31 July 2021

5. Income from charitable activities (continued)

	Unrestricted funds 2020 £	Total funds 2020 £
Commercial income	907,964	907,964

Notes to the Financial Statements
For the Year Ended 31 July 2021

6. Income from other trading activities

Income from non charitable trading activities

	Unrestricted funds 2021 £	Total funds 2021 £
Advertising	270	270

	Unrestricted funds 2020 £	Total funds 2020 £
Advertising	7,802	7,802

7. Investment income

	Unrestricted funds 2021 £	Total funds 2021 £
Bank interest received	355	355

	Unrestricted funds 2020 £	Total funds 2020 £
Bank interest received	1,881	1,881

Notes to the Financial Statements
For the Year Ended 31 July 2021

8. Expenditure on raising funds

Fundraising trading expenses

	Unrestricted funds 2021 £	Total funds 2021 £
Fundraising trading expenses - wages and salaries	2,174	2,174
Fundraising trading expenses - NI	224	224
Fundraising trading expenses - pension costs	54	54
Allocated centrally incurred fundraising and governance costs	3,497	3,497
	5,949	5,949

Notes to the Financial Statements
For the Year Ended 31 July 2021

8. Expenditure on raising funds (continued)

Fundraising trading expenses (continued)

	Unrestricted funds 2020 £	Total funds 2020 £
Fundraising trading expense	127	127
Allocated centrally incurred fundraising and governance costs	2,806	2,806
	<u>2,933</u>	<u>2,933</u>

9. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Commercial activities	620,574	194,769	815,343
Student Voice	341,071	27,201	368,272
	<u>961,645</u>	<u>221,970</u>	<u>1,183,615</u>

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Commercial activities	1,003,793	193,740	1,197,533
Student Voice	388,671	27,201	415,872
	<u>1,392,464</u>	<u>220,941</u>	<u>1,613,405</u>

Notes to the Financial Statements
For the Year Ended 31 July 2021

10. Analysis of expenditure by activities

	Activities undertaken directly 2021 £	Support costs 2021 £	Total funds 2021 £
Commercial activities	446,480	368,863	815,343
Student Voice	195,423	172,849	368,272
	<u>641,903</u>	<u>541,712</u>	<u>1,183,615</u>

	Activities undertaken directly 2020 £	Support costs 2020 £	Total funds 2020 £
Commercial activities	838,098	359,435	1,197,533
Student Voice	247,805	168,067	415,872
	<u>1,085,903</u>	<u>527,502</u>	<u>1,613,405</u>

Notes to the Financial Statements
For the Year Ended 31 July 2021

10. Analysis of expenditure by activities (continued)

Analysis of support costs

	Total funds 2021 £	Total funds 2020 £
Staff costs	225,225	204,477
Depreciation	5,250	5,493
Rent	221,970	220,941
Staff development	1,179	1,915
Recruitment costs	4,384	4,144
Staff recognition	1,500	1,744
Office costs	1,745	2,266
Professional fees	5,093	7,974
Finance charges	650	3,510
Subscriptions & affiliations	21,653	27,453
Sundry expenses	16	32
Advertising and marketing	-	49
Irrecoverable VAT	16,015	25,085
Insurance	12,410	6,210
Designated reserves - Capital expenditure	4,318	2,475
Designated reserves - Staffing	7,116	-
Designated reserves - Staff wellbeing	5,938	3,220
Governance costs	7,250	10,514
	541,712	527,502

11. Auditors' remuneration

	2021 £	2020 £
Fees payable to the charity's auditor for the audit of the charity's annual accounts	7,100	7,250

Notes to the Financial Statements
For the Year Ended 31 July 2021

12. Staff costs

	2021 £	2020 £
Wages and salaries	663,484	674,056
Social security costs	49,475	44,272
Contribution to defined contribution pension schemes	9,162	11,604
	<u>722,121</u>	<u>729,932</u>

The average number of persons employed by the charity during the year was as follows:

	2021 No.	2020 No.
Charitable activities	8	16
Trading	34	53
Support	7	6
	<u>49</u>	<u>75</u>

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2021 No.	2020 No.
In the band £60,001 - £70,000	1	1

The total amount of employee benefits received by key management personnel (consisting of salary, employers pension contributions and employer national insurance contributions) is £75,388 (2020: £75,096).

Notes to the Financial Statements
For the Year Ended 31 July 2021

13. Trustees' remuneration and expenses

During the year, one or more Trustees has been paid remuneration or has received other benefits from an employment with the charity. Trustee remuneration and other benefits was as follows:

		2021	2020
		£	£
Molly Smallwood	Remuneration	10,539	20,771
	Pension contributions paid	204	-
Ellie Pither	Remuneration	16,692	1,626
	Pension contributions paid	63	-
Callum Chambers	Remuneration	16,155	1,626
	Pension contributions paid	258	-
Kathryn Murphy	Remuneration	1,539	-
Georgia Whalley-Smith	Remuneration	1,211	-
Rhiannon Muise	Remuneration	1,539	-
Bethany Beaton	Remuneration	-	21,458
Molly Houghton	Remuneration	-	22,187
Kate Vickers	Remuneration	-	20,902

During the year ended 31 July 2021, expenses totalling £340 were reimbursed or paid directly to 3 Trustees (2020 - £2,082 to 4 trustees).

Notes to the Financial Statements
For the Year Ended 31 July 2021

14. Intangible assets

	Trademarks £
Cost	
At 1 August 2020	4,400
At 31 July 2021	<u>4,400</u>
Amortisation	
At 1 August 2020	3,007
Charge for the year	1,393
At 31 July 2021	<u>4,400</u>
Net book value	
At 31 July 2021	<u>-</u>
At 31 July 2020	<u>1,393</u>

Edge Hill Students' Union Limited
(A Company Limited by Guarantee)

Notes to the Financial Statements
For the Year Ended 31 July 2021

15. Tangible fixed assets

	Bar & Kitchen Equip £	Stone Willy's Kitchen equip £	Shop equipment £	Subway & Shop Equip £	Subway F&F £	Office Equipment £	Total £
Cost or valuation							
At 1 August 2020 (Restated)	27,570	8,000	11,050	45,977	101,667	16,645	210,909
At 31 July 2021	27,570	8,000	11,050	45,977	101,667	16,645	210,909
Depreciation							
At 1 August 2020 (Restated)	23,272	2,334	9,522	37,572	101,461	11,067	185,228
Charge for the year	3,995	2,833	1,528	8,405	206	5,251	22,218
At 31 July 2021	27,267	5,167	11,050	45,977	101,667	16,318	207,446
Net book value							
At 31 July 2021	303	2,833	-	-	-	327	3,463
At 31 July 2020	4,298	5,666	1,528	8,405	206	5,578	25,681

Notes to the Financial Statements
For the Year Ended 31 July 2021

Tangible fixed assets (continued)

The balances at 1 August 2020 have been updated to reflect the accounting policies of the charitable company at that date. There has been no effect on the net book value of the tangible assets nor the surplus/deficit of the charitable company due to the restatement.

16. Fixed asset investments

	Investments in subsidiary companies £
Cost or valuation	
At 1 August 2020	100
At 31 July 2021	100
Net book value	
At 31 July 2021	100
At 31 July 2020	100

Principal subsidiaries

The following was a subsidiary undertaking of the charity:

Name	Company number	Class of shares	Holding
Edge Hill Student's Union Trading Limited	08613438	Ordinary	100%

The financial results of the subsidiary for the year were:

Name	Net assets £
Edge Hill Student's Union Trading Limited	100

Edge Hill Students' Union Bar Limited was incorporated on 17 July 2013 and commenced trading on 19 September 2013 and is a wholly owned subsidiary of the Union.

On 22 May 2014 the company's name changed to Edge Hill Students' Union Trading Limited.

Notes to the Financial Statements
For the Year Ended 31 July 2021

16. Fixed asset investments (continued)

The subsidiary company number is 08613438 and registered address is The Hub, St Helens Road, Ormskirk, Lancashire, L39 4QP.

The company has been dormant during the whole of the reporting period.

17. Stocks

	2021 £	2020 £
Bar stock	11,256	7,780
Shop stock	24,533	32,622
Subway stock	847	2,720
Stone Willy's Kitchen stock	220	900
	<u>36,856</u>	<u>44,022</u>

18. Debtors

	2021 £	2020 £
Due within one year		
Trade debtors	7,696	3,221
Other debtors	71,773	135,475
Prepayments and accrued income	12,880	15,841
	<u>92,349</u>	<u>154,537</u>

19. Creditors: Amounts falling due within one year

	2021 £	2020 £
Trade creditors	46,332	129,598
Amounts owed to group undertakings	130	128
Other taxation and social security	18,995	12,630
Other creditors	2,080	8,085
Accruals and deferred income	8,858	8,506
	<u>76,395</u>	<u>158,947</u>

Notes to the Financial Statements
For the Year Ended 31 July 2021

20. Financial instruments

	2021 £	2020 £
Financial assets		
Financial assets measured at amortised costs	79,469	120,772
	<u><u>79,469</u></u>	<u><u>120,772</u></u>
	2021 £	2020 £
Financial liabilities		
Financial liabilities measured at amortised cost	57,398	146,317
	<u><u>57,398</u></u>	<u><u>146,317</u></u>

Financial assets measured at amortised cost include trade and other debtors.

Financial liabilities measured at amortised cost include trade creditors, accruals, other creditors and amounts due to group companies.

Notes to the Financial Statements
For the Year Ended 31 July 2021

21. Statement of funds

Statement of funds - current year

	Balance at 1 August 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 July 2021 £
Unrestricted funds					
Designated funds					
Capital	9,119	-	(4,318)	6,000	10,801
Staff	11,500	-	(7,116)	23,600	27,984
Wellbeing	3,770	-	(5,938)	6,068	3,900
	<u>24,389</u>	<u>-</u>	<u>(17,372)</u>	<u>35,668</u>	<u>42,685</u>
General funds					
Charity	<u>511,881</u>	<u>958,982</u>	<u>(950,222)</u>	<u>(35,668)</u>	<u>484,973</u>
Total Unrestricted funds	<u>536,270</u>	<u>958,982</u>	<u>(967,594)</u>	<u>-</u>	<u>527,658</u>
Restricted funds					
Rent grant - Union	<u>-</u>	<u>221,970</u>	<u>(221,970)</u>	<u>-</u>	<u>-</u>
Total of funds	<u><u>536,270</u></u>	<u><u>1,180,952</u></u>	<u><u>(1,189,564)</u></u>	<u><u>-</u></u>	<u><u>527,658</u></u>

Notes to the Financial Statements
For the Year Ended 31 July 2021

21. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 August 2019 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 July 2020 £
Unrestricted funds					
Designated funds					
Capital	-	-	(16,157)	25,276	9,119
Staff	-	-	(36,126)	47,626	11,500
Wellbeing	-	-	(3,298)	7,068	3,770
	-	-	(55,581)	79,970	24,389
General funds					
Charity	408,430	1,523,234	(1,339,813)	(79,970)	511,881
Total Unrestricted funds	408,430	1,523,234	(1,395,394)	-	536,270
Restricted funds					
Rent grant - Union	-	220,944	(220,944)	-	-
Total of funds	408,430	1,744,178	(1,616,338)	-	536,270

Designated funds

Trustees approved unrestricted funds of £79,970 to be ring-fenced at the start of the 2020-21 financial year. The purpose of this was to provide for future spend on equipment, staffing and staff wellbeing. At the end of the 2020-21 financial year there was an additional ringfencing of £35,500, in addition to an overspend of £2,168. At 31 July 2021, there was a balance of £42,685 to be carried over to 2021-22.

Rent grants

The Union receives funding from the University to pay for the space occupied in the University's buildings.

Notes to the Financial Statements
For the Year Ended 31 July 2021

22. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	3,463	3,463
Fixed asset investments	100	100
Current assets	600,490	600,490
Creditors due within one year	(76,395)	(76,395)
Total	527,658	527,658

Analysis of net assets between funds - prior year

	Unrestricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	25,681	25,681
Intangible fixed assets	1,393	1,393
Fixed asset investments	100	100
Current assets	668,043	668,043
Creditors due within one year	(158,947)	(158,947)
Total	536,270	536,270

Notes to the Financial Statements
For the Year Ended 31 July 2021

23. Reconciliation of net movement in funds to net cash flow from operating activities

	2021 £	2020 £
Net income/expenditure for the year (as per Statement of Financial Activities)	(8,612)	127,840
Adjustments for:		
Depreciation charges	22,218	70,047
Amortisation charges	1,393	-
Dividends, interests and rents from investments	(355)	(1,881)
Loss on the sale of fixed assets	-	4,372
Decrease/(increase) in stocks	7,166	(2,557)
Decrease/(increase) in debtors	62,188	(122,681)
Increase/(decrease) in creditors	(82,552)	56,668
Net cash provided by operating activities	1,446	131,808

24. Analysis of cash and cash equivalents

	2021 £	2020 £
Cash in hand	471,285	469,484
Total cash and cash equivalents	471,285	469,484

25. Analysis of changes in net debt

	At 1 August 2020 £	Cash flows £	At 31 July 2021 £
Cash at bank and in hand	469,484	1,801	471,285
	469,484	1,801	471,285

Notes to the Financial Statements
For the Year Ended 31 July 2021

26. Pension commitments

The group operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the group in an independently administered fund. The pension cost charge represents contributions payable by the group to the fund and amounts of £1,852 (2020 - £38) were payable to the fund at the balance sheet date and are included in creditors.

27. Operating lease commitments

At 31 July 2021 the charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2021 £	2020 £
Not later than 1 year	1,762	1,320
Later than 1 year and not later than 5 years	7,048	3,300
	<u>8,810</u>	<u>4,620</u>

28. Members' liability

The charitable company has no share capital as it is limited by guarantee.

The liability of each member is limited to £1, being the amount that each member undertakes to contribute to the assets of the charitable company in the event of it being wound up while they are a member or within one year after they cease to be a member, for -

- a) payment of the charitable company's debt and liabilities contracted before they cease to be a member,
- b) payment of the costs, charges and expenses of winding up; and
- c) adjustment of the rights on the contributories among themselves.

29. Related party transactions

The Union is in receipt of a recurrent grant from Edge Hill University of £436,510 (2020: £453,097). The block grant receivable at the year end was £39,981 (2020: £nil).

In addition, the Union is in receipt of rental grants of £221,970 (2020: £220,944) for the University space occupied by the Union and its subsidiary, which this year also included service charges of £75,440 (2020: £74,413). The amount of rent grant receivable at the year end was £15,393 (2020: £91,973). The Union paid the University the equivalent amount for rent. Rent owing at the year end was £15,393 (2020: £91,973).

As at 31 July 2021, the amount owed by the Parent company to the Subsidiary company was £128 (2020: £128). The subsidiary was dormant throughout the period.

Edge Hill Students' Union

Year Ended 31 July 2021

Audit Clearance Memorandum

Prepared by

Dains LLP
Suite 2, Albion House
2 Etruria Office Village
Forge Lane
Etruria
ST1 5RQ

Accountancy
& Business
Services

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Business
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& Insolvency

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The Board of Trustees
Edge Hill Students' Union
St Helens Road
Ormskirk
L39 4QP

2 November 2021

Our Ref: ED034/SH/AL

Dear Sirs

This Audit Clearance Memorandum has been prepared in order to highlight and record the most significant matters arising from our audit of the financial statements of Edge Hill Students' Union (the "charity") affecting the results of the charity for the year ended 31 July 2021. It is also used to allow us to meet the mandatory requirements of International Standard on Auditing (UK & Ireland) (ISAUK) 260.

We have discussed our report with Paul Malone and Toby West who confirm its factual accuracy, although the views expressed are those of Dains LLP. This memorandum is strictly confidential and although it has been made available to management to facilitate discussions, it may not be taken as altering our responsibilities to the charity arising under our audit engagement letter. The contents of this document should not be disclosed to third parties without our prior written consent. No responsibility is assumed to any other persons in respect of this report.

We would like to take this opportunity to thank Paul, Toby and other staff and trustees for the co-operation and assistance afforded to us during the course of our audit.

Yours faithfully

Simon Hawkins
Senior Statutory Auditor
shawkins@dains.com
For and on behalf of
Dains LLP

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1. Responsibilities, ethics & status of audit

1.1 Responsibilities of the Trustees

The trustees are responsible for the preparation of the financial statements and for making available to us all the information and explanations we consider necessary. Therefore, it is essential that the trustees confirm that our understanding of all the matters referred to in this document are appropriate, having regard to their knowledge of the particular circumstances.

We would point out that the matters dealt with in this report came to our attention during the conduct of our normal audit procedures which are designed primarily for the purpose of expressing our opinion on the financial statements of the charity.

In consequence, our work did not encompass a detailed review of all aspects of the system and controls and cannot be relied upon necessarily to disclose defalcations or other irregularities, or to include all possible improvements in internal control that a more extensive special examination might develop.

We would be pleased to discuss any further work in this regard with the Board.

1.2 Audit position

Our audit work is substantially complete although we are currently finalising our work in the current areas:

- Specific discussion points as noted in section 3
- Signed letter of representation – proposed draft included in section 6
- October 21 VAT return

1.3 Proposed audit opinion

Subject to the items noted at 1.2 above, we anticipate issuing an unqualified opinion, without modification on the truth and fairness of information presented in the financial statements.

1.4 Independence

As part of our ongoing risk assessment and in accordance with International Standard on Auditing (UK and Ireland) 260 “Communication with those charged with governance”, we continually monitor our relationship with you. This is to ensure that there are no new significant actual or perceived threats identified since issuing our audit engagement summary that could impact on our independence as auditors that we wish to draw to your attention. We have complied with the Financial Reporting Council’s (FRC) Ethical Standards and therefore we confirm that we remain independent and are therefore able to express an objective opinion on the financial statements.

1.5 Audit efficiency and quality

In the conduct of our audit, we have not had to alter our audit plan, which we communicated to you in our planning meeting. During our audit, we have had the full co-operation of management and did not encounter any significant difficulties.

1.6 Fees

We confirm that our fees in respect of our audit services performed on the charity are consistent with those agreed.



Gold



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ACCOUNTANTS

2. Significant risk areas

We adopted a risk-based approach to the audit of the financial statements. Our audit conclusions regarding the significant risks identified and communicated to you at the planning stage are as follows:

2.1 Revenue recognition

Risk

There is a rebuttable presumption that revenue recognition gives rise to a risk of material misstatement due to fraud, therefore revenue recognition is regarded as a significant risk on all audits.

Approach

We documented and evaluated the income processes within the charity to ensure that the capture of income data within the financial records is recorded as complete, accurate and within the correct period. These tests were a series of observations, enquiry and walk-through of the system. We tested the completeness of income from its first point to ensure that it is complete. We reviewed variances from budgets or predictions to actual results, where possible and relevant to ensure this corroborates with other evidence obtained and confirmations from management. Where necessary we have agreed contract/grant amounts with donors through a review of third party signed agreements.

Conclusion

No issues were identified from our audit testing in respect of revenue recognition which indicate that revenue is materially misstated.

2.2 Management Override

Risk

In all entities regardless of size, management are in a unique position to perpetrate fraud by overriding controls. It is therefore considered that there is a risk of misstatement due to fraud and therefore management override is a significant risk on all audits.

Approach

We reviewed accounting estimates, considered identified significant transactions outside the normal course of business and reviewed journals and other adjustments made during the preparation of the financial statements.

Conclusion

No issues were identified from our audit testing in this area which would indicate any material misstatement from management override.

3. Audit discussion points

3.1 Results for the year and current trading performance

Income:	Unrestricted Funds	Restricted Funds	Total 2021 Funds	Total 2020 Funds
	£	£	£	£
Donations and legacies	720,555	221,970	942,525	826,531
Charitable activities	237,802	-	237,802	907,964
Other trading activities	270	-	270	7,802
Investments	355	-	355	1,881
Total income	958,982	221,970	1,180,952	1,744,178
Expenditure on:				
Charitable activities	967,594	221,970	1,189,564	1,616,338
Total expenditure	967,594	221,970	1,189,564	1,616,338
Net (expenditure)/income	(8,612)	-	(8,612)	127,840

Income from charitable activities

- Donations and legacies income has increased by £115,994. This includes £436,510 (2020: £435,097) of core grant from the university, £146,530 (2020: £146,531) rental grant, £75,440 (2020: £74,413) service grant and £284,045 (2020: £152,490) of coronavirus job retention scheme. The increase has been driven by the Union's continued use of the furlough scheme.
- Charitable activities income has reduced by £670,162. This encompasses the Union's commercial income which has been heavily affected by Covid-19 during the period.

Expenditure on charitable activities

Expenditure has decreased by £426,774 during the year. This is line with the reduction in charitable activities during the year. The direct costs of these areas have reduced by £444,000 during the year (see note 9 of the financial statements)

Management to confirm the results are in line with expectations and discuss the current year performance of the Union.

Management Response

Management have confirmed the results for the year are in line with expectations. The trading services opened alongside the return of the students in the 3rd week of September and has started positively.

Positive talks have been held with the University and an uplift to the core block grant amount has been agreed.

3.2 Block Grant

During conversations with management, it was noted that the block grant is not finalised until the university has completed the audit of their financial statements.

Currently, block grant income totalling £436,150 (2020: £453,097) has been reflected within the financial statements.

Management to provide an update of the above and confirm whether any adjustment of the block grant donation is required.

Management Response

Management have confirmed that the block grant has been finalised and that no adjustment is required to the financial statements.

3.3 Fixed Asset depreciation and disposals

Per discussions with management, it is our understanding that all assets with a net book value of less than 15% of the original cost are fully written down to £nil.

In addition to this, it is our understanding that management class an asset as 'disposed' once it has been fully depreciated, regardless of whether or not the physical asset has been disposed of.

In order to match to the prior year financial statement a grossing up exercise is required (i.e. increase to the cost and depreciation brought forward of £79,705), from the charitable company's fixed asset register.

This has been discussed with management and it has been ascertained that the disclosure in previous years does not match the accounting policies of the charitable company. Therefore, the opening cost and depreciation will be matched to the charitable company's fixed asset register.

Management to discuss the above and confirm the treatment of depreciation and disposals going forward.

It was noted during testing that the fixed asset register categories did not agree to the financial statements. To maintain consistency between the fixed asset register and the financial statements, the categories have been aligned.

Management to confirm that the categories included within the financial statements are appropriate.

Management Response

Management have confirmed that they would like the prior period adjustment to be posted, as this will ensure that the financial statements are in line with the financial information presented to the board during the year.

Management have confirmed that the Fixed Asset categories are appropriate.

3.4 Stock provisions

As at the year end the charitable company had stock with a value of £36,856. A summary of this is as follows:

Category	£
Bar	10,997
Stone Willy's	220
Subway	847
Retail	24,533
	36,598

Discussions with management were held to ensure that no provisions are required in relation to the above.

It was noted that:

- All perishable stock had already been written off and none were held as part of the stock valuation.
- All bar items had a long shelf life and were considered saleable once the bar opened.
- Any date sensitive items (i.e Graduation 2020 T-Shirts) were considered saleable as former students would still purchase these a significant period after they had graduated.

The audit revealed that the union had stock of tobacco. At year end, this had a value of circa £1,400. Due to the physical shop being closed, online portals have been utilised to make sales instead. A decision was made to not sell tobacco online as this could give a negative reputation to the students' union. Discussions held with management revealed that they are planning to sell these to another student union or business soon, however this would need to be at a discounted price.

Management to discuss the above and confirm if a stock provision is required within the financial statements.

Management Response

Management have confirmed that no stock provision is required within the financial statements.

3.5 Stock Pricing

During the audit we were unable obtain sales data on the following stock items.

- JSW PF Burgundy Hoodie S
- EHU Reusable Coffee Cup

Management to confirm that at the year end, it is appropriate to assume that the realisable value of these stock items is greater than or equal to their original cost.

Management Response

Management have confirmed that they believe the items above will sell for greater than their cost.

3.6 Edge Hill Students' Union Trading Limited

Management to confirm that no trade has occurred within Edge Hill Students Union Trading Limited and that dormant accounts are to be prepared.

Management Response

Management have confirmed that Edge Hill Students Union Trading Limited is dormant for the year ended 31 July 2021.

3.7 Commitments, contingencies and provisions

Management to confirm that there are no further commitments, contingencies or provisions which require disclosure in the financial statements, other than those currently disclosed in the financial statements.

Management Response

Management have confirmed that there are no further commitments, contingencies and provisions that require disclosing within the financial statements.

3.8 Related parties

Management to confirm that the related party disclosure in the financial statements is complete and they are not aware of any further related party matters that require disclosure in the financial statements.

Management Response

Management have confirmed that all related party transactions have been disclosed within the financial statements.

3.9 Post balance sheet events

Management to confirm that there are no further post balance sheet events that require disclosing in the financial statements.

Management Response

Management have confirmed that there are no post balance sheet events that require disclosing within the financial statements.

4. Summary of adjustments

The Board should review the level of adjustments identified and obtain explanations for any adjustments which may remain unadjusted.

The following adjustments have been processed during the course of our audit of the financial statements.

Deficit per client's trial balance		(8,610)
Audit adjustments		
Correction of Opening balances		(2)
Deficit per draft financial statements		(8,612)

The following are proposed adjustments we would like to bring to management's attention.

Management to confirm whether any of the below proposed adjustments should be processed in the financial statements.

Deficit per draft financial statements	(8,612)
Additional Accruals	(1,260)
Revised deficit per proposed financial statements	(9,872)

5. Internal controls issues

The charity's management is responsible for the identification, assessment, management and monitoring of risk, for developing, operating and monitoring the system of internal control and for providing assurance to the Board that it has done so.

Our audit is not designed to test all internal controls or identify all areas of control weakness. However, where, as part of our testing, we identify any control weaknesses, we will report these to the charity.

In consequence, our work cannot be relied upon necessarily to disclose defalcations or other irregularities, or to include all possible improvements in internal control that a more extensive special examination might develop.

We would be pleased to discuss any further work in this regard with the Board.

Our testing to date has identified the following significant control weaknesses which we consider should be brought to the Board's attention.

We have a system of grading our control weaknesses. Each weakness is graded based on the potential risk level to the charity: -

High	The charity is subject to levels of fundamental risk or inefficiency where immediate action should be taken to implement an agreed action plan;
Medium	Attention should be given to resolving the position as the charity may be subject to significant risks or inefficiency;
Low	Desirable improvements could be made to improve the control framework or strengthen the ability to mitigate against risks and improve efficiency;
Best Practice	Point brought to the attention of management as best practice only and the issue raised does not impact on the overall control environment.

Current Year Points

Risk Rating	Weakness	Risk	Recommendation	Management Response
Medium	Right to work in the UK It was noted that for a sample of employees, identification documentation could not be obtained to show that they have the right to work within the UK.	Employees could be hired that do not have the right to work within the UK, potentially attracting fines.	Sufficient identification documents should be maintained for all employees within their personnel files.	Management noted and confirmed that they are in the process of recruiting a Human Resources manager to develop this area.
Medium	VAT Return Submissions It was noted that during the year a VAT return was submitted and therefore paid late.	This could lead to penalties charged by HMRC.	VAT returns should be submitted and paid within 1 month and 7 days from the VAT return date.	Management noted and will ensure deadlines are met in the future.
Low	Disposal of Assets Assets that have been fully depreciated are shown as 'disposed' on Xero.	The cost and accumulated depreciation figures within the financial statement are not accurate.	Items should only be shown as disposed when the asset is physically sold/scrapped.	Management noted and have implemented a new policy from 1 August 2021.

6 Proposed letter of representation

To be printed on Charity letterhead

Dains LLP
Suite 2 Albion House
2 Etruria Office Village
Forge Lane
Etruria
ST1 5RQ

Dear Sirs

This representation letter is provided in connection with your audit of the financial statements of Edge Hill Students' Union ("the charity") for the year ended 31 July 2021.

- 1 We acknowledge as trustees our responsibility under the Charities Act 2011 for preparing financial statements in accordance with applicable law and United Kingdom Accounting Standards (UK Generally Accepted Accounting Practice), for being satisfied that they give a true and fair view and for making accurate representations to you.
- 2 We confirm that all accounting records have been made available to you for the purpose of your audit and that all the transactions undertaken by the charity have been properly reflected and recorded in the accounting records. All other records and related information, including minutes of all management and trustee' meetings, and all correspondence with The Charity Commission have been made available to you.
- 3 We confirm that the charity has no liabilities, contingent liabilities or guarantees given to third parties other than those disclosed in the financial statements.
- 4 We confirm that there have been no events since the balance sheet date which require disclosing or which would materially affect the amounts in the financial statements, other than those already disclosed or included in the financial statements.
- 5 We confirm that the charity has had, at no time during the year, any arrangement, transaction or agreement to provide credit facilities (including loans, quasi-loans or credit transactions) for trustees, nor to guarantee or provide security for such matters, except as disclosed in the notes to the financial statements.
- 6 We confirm that significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- 7 We confirm that we are aware that a related party of the charity is a person or organisation which either (directly or indirectly) controls, has joint control of, or significantly influences the charity or vice versa and as a result will include: trustees and members (as a guide with more than 20% of the voting rights), trustees, other key management, close family and other business interests of the previous. We confirm that the related party transactions set out in the notes to the financial statements are a complete list of such relationships and transactions and that we are aware of no further related parties or transactions.
- 8 We confirm that all related party relationships and transactions have been accounted for and disclosed in accordance with the UK Generally Accepted Accounting Practices.

- 9 We confirm that the charity has not contracted for any capital expenditure other than as disclosed in the financial statements.
- 10 We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.
- 11 We confirm that there are no laws or regulations that are central to the charity/group's ability to conduct its business.
- 12 We acknowledge our responsibility for the design and implementation of internal controls to prevent and detect fraud. We confirm that we have disclosed to you the results of our own risk assessment that the financial statements may be misstated as a result of fraud.
- 13 We confirm that there have been no actual or suspected instances of fraud involving management or employees who have a significant role in internal control or that could have a material effect on the financial statements.
- 14 We have also disclosed to you all information in relation to allegations of fraud or suspected fraud affecting the entity's financial statements communicated by current or former employees, analysts, regulators or others.
- 15 We confirm that in our opinion the charity's financial statements should be prepared on the going concern basis on the grounds that the current and future sources of funding or support will be more than adequate for the charity/group's needs for a period of at least 12 months from the date of approval of the financial statements. We believe that no further disclosures relating to the charity's ability to continue as a going concern need to be made in the financial statements.
- 16 We confirm that we approve the adjusted items totalling £2 as detailed in the attached appendix.
- 17 We confirm that we are aware of the unadjusted misstatements totalling £1,260 as detailed in the attached appendix, that have been identified in respect of these financial statements and that in our opinion these are immaterial both individually and in total.
- 18 The financial statements are free of material misstatements, including omissions.
- 19 We have no plans or intentions that may materially alter the carrying amount or classification of assets and liabilities reflected in the Annual Report.
- 20 We have no plans to abandon product lines or other plans or intentions that will result in any excess or obsolete inventories.
- 21 No inventories are measured at values exceeding the expected net realisable value.
- 22 The charity has satisfactory title to all assets and there are no liens or encumbrances on the charity's assets, except for those that are disclosed in the notes to the financial statements.
- 23 We have disclosed to you all claims in connection with litigation that have been, or are expected to be, received and such matters, as appropriate, have been properly accounted for and disclosed in the financial statements.
- 24 In particular, we confirm the following:
 - All employees exist and have the right to work within the UK.

We confirm that the above representations are made on the basis of enquiries of management and staff with relevant knowledge and expertise (and, where appropriate, of supporting documentation) sufficient to satisfy ourselves that we can properly make these representations to you and that to the best of our knowledge and belief they accurately reflect the representations made to you by the trustees during the course of your audit.

We acknowledge our legal responsibilities regarding disclosure of information to you as auditors and confirm that so far as we are aware, there is no relevant audit information needed by you in connection with preparing your audit report of which you are unaware.

Each trustee has taken all the steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that you are aware of that information.

Yours faithfully

Signed on behalf of the board of trustees by:

Sarah Ellis
Trustee

A handwritten signature in black ink, appearing to read 'S Ellis'.

Date:

26/11/2021

7 Appendix A -Spring News