

# KEELE POSTGRADUATE ASSOCIATION

England & Wales · Charity number 1143888

## Details

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**Other names** KPA

**Status** Registered

**Legal form** Other

**Registered** 2011-09-21

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

## Contact

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**Address** Room 97  
Keele Hall  
Keele University  
Keele  
Stafford

**Phone** 01782733542

**Email** [kpa.chair@keele.ac.uk](mailto:kpa.chair@keele.ac.uk)

**Website** <http://kpa.org.uk>

## Activities

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**Objects:** THE FOLLOWING OBJECTIVES ARE ESTABLISHED FOR POSTGRADUATE STUDENTS DURING THEIR PROGRAMME OF STUDY AT KEELE UNIVERSITY FOR THE PUBLIC BENEFIT:- 2.1 TO RELIEVE FINANCIAL HARDSHIP; 2.2 TO ADVANCE EDUCATION; 2.3 TO PROMOTE AND PROTECT GOOD HEALTH; AND 2.4 TO PROVIDE FACILITIES FOR RECREATION AND LEISURE TIME OCCUPATION OF THOSE WHO HAVE NEED OF SUCH FACILITIES IN THE INTERESTS OF SOCIAL WELFARE WITH THE OBJECT OF IMPROVING THEIR CONDITION OF LIFE.

**Activities:** Postgraduate student representation and welfare / safeguarding at Keele University, Raising awareness and campaigning on postgraduate student issues both locally and nationally, Providing events and entertainment for postgraduate students at Keele University, Raising the profile of postgraduate education at Keele University, Fostering a sense of a postgraduate community at Keele University.

## Classification

- **How:** Makes Grants To Individuals, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Sponsors Or Undertakes Research
- **What:** Education/training
- **Who:** Other Defined Groups

## Geography

- Staffordshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	£779,839	£763,239	£100,365	59
2024-07-31	£952,221	£985,612	£83,765	59
2023-07-31	£971,438	£996,082	£117,156	38
2022-07-31	£805,309	£753,330	£141,800	29
2021-07-31	£427,134	£408,031	-	-
2020-07-31	£383,688	£387,435	-	-

## Trustees

Name	Role	Appointed
<b>Anne George</b>	Chair	2024-07-01
Abdullah Lekan Abikan		2025-07-01
David James		2018-07-19
Dr Rebecca Mary Bowler		2022-08-31
Dr Robert Adam Jackson		2026-05-28
Sandra Suresh		2024-07-01
Shubham Verma		2025-07-01
Xihui Chen		2024-06-17

**KEELE POSTGRADUATE ASSOCIATION**

England & Wales - Charity number 1143888

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# Accounts

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**Keele Postgraduate Association**

**Statement of Financial Activities**

**for the year ended 31 July 2025**

**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2025**

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**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2025**

**Reference & Administrative Details for 2024-25 KPA Annual Report**

**Trustees & Officers**

Chair & President: Ms Anne George (elected 1<sup>st</sup> July 2024, re-elected 1<sup>st</sup> July 2025)

Vice President: Ms Sandra Suresh (elected 1<sup>st</sup> July 2024, re-elected 1<sup>st</sup> July 2025)

Association Secretary: Ms Shalini Shankar (elected 1<sup>st</sup> July 2024, resigned 30<sup>th</sup> June 2025)

Association Secretary: Ms Shubham Verma (elected 1<sup>st</sup> July 2025)

Student Trustee: Mr Zahid Islam (elected 15<sup>th</sup> November 2024, resigned 30<sup>th</sup> June 2025)

Student Trustee: Mr Abdullah Lekan Abikan (elected 1<sup>st</sup> July 2025)

External Trustees:

Mr David James

Mr Robert Meredith (appointed 19<sup>th</sup> December 2022)

Dr Becky Bowler (appointed 31<sup>st</sup> August 2022)

Ms Xihui Chen (appointed 17<sup>th</sup> June 2024)

**Principal Office:** Room 97, Keele Hall, Keele University, Staffordshire, ST5 5BG

**Charity Registration Number:** 1143888

**Bankers:** Santander Bank (Clubhouse) and Co-op Bank (Activity Account)

**Independent Examiner:** Claire Slater  
Slaters & Co Accountants  
Lymore Villa  
162A London Road  
Chesterton  
Newcastle Under Lyme  
Staffordshire  
ST5 7JB

**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2025**

## **Trustees' and Officers' Report 2024 – 2025**

The Trustees and Officers of Keele Postgraduate Association (KPA) are honoured to present their Annual Report for the year ending 31 July 2025.

### **Introduction**

It is with great pleasure that I present the Annual Report of the Keele Postgraduate Association (KPA) for the academic year 2024-2025. This period has been one of remarkable growth, resilience, and community building for our association. Under the guiding principle of enhancing every aspect of postgraduate life, the KPA has executed a robust portfolio of initiatives focused on academic support, well-being, cultural inclusion, and strategic development. This report provides a comprehensive overview of our key activities, achievements, and the tangible impact we have made on the postgraduate community at Keele University.

### **The KPA's Charitable Objects**

Our commitment to the postgraduate community at Keele University is anchored in these foundational objects:

- **To relieve financial hardship:** Ensuring, where possible, that financial barriers do not hinder the academic and personal growth of postgraduate students
- **To advance education:** Facilitating academic workshops, seminars, and collaborative projects to enrich the learning experience
- **To promote and protect good health:** Implementing programs that focus on mental, emotional, and physical well-being
- **To provide facilities for recreation and leisure time occupation of those who have need of such facilities in the interests of social welfare with the object of improving their condition of life:** Creating spaces and opportunities for students to relax, socialise, and build a sense of community

### **Strategic Initiatives and Achievements**

1. Postgraduate Advocacy and Representation
2. Community Building and Engagement
3. Governance and Structural Evolution
4. Clubhouse Operations and Staffing
5. Financial Stewardship

**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2025**

**Trustees and Officers Report**

**1. Postgraduate Advocacy and Representation**

Participating in meetings of the University Committee, our full-time elected KPA Officers, who represent a variety of academic disciplines, have made sure that the special needs and goals of post graduate students are taken into consideration.

To increase postgraduate representation and support, the KPA Committee has actively worked with partners including Keele University, the KDA (Keele Doctoral Academy), and Keele SU throughout the past year.

To provide a platform for members who live in remote areas or have families, we started Tuesday Drop-in sessions in March 2024. This allowed students who were unable to visit the university on a regular basis, such as online PG students or PhD candidates, to feel more connected to the university. Additionally, many students who were unable to participate in the evening KPA activities because of their commitments to their families were able to connect with us and share their concerns. For us, this was a great success, and some people came back time and time again just to take advantage of the chance to socialize with other fellow students.

Finally, but just as importantly, we have put a lot of effort into a number of case studies tailored to particular postgraduate students, ensuring that they make the most of their time at Keele; communicating their opinions and concerns to the University and guiding them to the right resources when they have particular concerns. Many of our members benefited from these resources, as we have discussed them in all our induction sessions and other get-togethers with members.

The KPA committee was actively involved in the development of new postgraduate modules and programs, which were heavily promoted at open days and through international recruitment. We also contributed to the development of the revised plans for international induction and Welcome Week for the incoming class of international undergraduate and postgraduate students in September 2024.

Workshops on academic writing and research methodology were provided, focusing on research methodologies, and academic writing, thus equipping students with crucial skills for their scholarly pursuits. Additionally, weekly Coffee Mornings were organised, offering students a relaxed environment to discuss their research and share experiences. Furthermore, our KPA Bursary Program has continued to be actively promoted, providing financial assistance of between £50 and £500 to postgraduate students seeking to enhance their academic endeavours.

We appreciate the time and effort the Bursary Committee puts into assessing applications from students who need financial assistance to advance their studies or further develop their research. We extend our heartfelt thanks to them for their dedication to the KPA and its members.

**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2025**

**Trustees and Officers Report**

Through the Bursary awards we make, we assist our members to participate in various conferences, seminars and training courses that are relevant to their study area. Recipients have given us positive feedback on how the Bursary has helped them to advance, both academically and personally. This demonstrates our ongoing commitment to enhance the academic experience of the Keele postgraduate community.

We sincerely appreciate everyone's assistance in helping us to spread the word about the Bursary programme and ensure that it remains relevant for our members. We would also like to thank the Keele Alumni Team for contributing additional funding of **£1,175** to support our Bursary scheme this year.

This year has been a particularly successful one for our Bursary Scheme. We have made awards totalling just under £13,115 and are on target to reach our maximum budget of £13,175 by the end of the academic year. We have supported 47 postgraduates so far, to take part in a variety of stimulating and enriching activities.

For the last couple of years, we have been very fortunate to receive additional funding towards our Bursary Scheme from Keele Alumni. They have passed on to us donations made by previous students who specifically want to support postgraduates at Keele. This has enabled us to expand our Bursary budget and benefit many more students.

**2. Community Building and Engagement**

Academic symposiums, social events, and cultural gatherings were interspersed throughout the year. This was done with the intention of serving our postgraduate community's varied interests and backgrounds. In response to concerns about postgraduates experiencing social isolation, highlighted in our September survey, we organized a wide variety of events. We held regular "PG Study Sessions" on Mondays and Thursdays additional to the "Coffee- Mornings". Regular "Wellbeing Workshops", "Sports Days" and "PG Trips" have been successful additions this year. In addition, we provided a weekly online drop-in session so that students who would otherwise be reluctant to speak with us or unable to commit to an in-person meeting could do so. Our members were able to feel a greater sense of belonging and community as a result. We have also launched a variety of cultural events, including Afro-Night, Chinese New Year, Various trips, Halloween events, movie trips, and Diwali, which were the well-attended events of the year. This was a success because of the postgraduate students' involvement as volunteers.

**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2025**

**Trustees and Officers Report**

These events enjoyed robust participation, offering members a chance to engage with the committee and address their concerns. We continued offering Tuesday quiz evenings, as well as chocolate tasting, online cookie decorating, cheese and wine evenings, mindfulness creative workshops, future teachers' night, separate welcome session for the PhDs, speed dating events, survey socials, craft sessions and yoga, amongst others. We are deeply thankful to the KPA Clubhouse management team and team leaders for their unwavering support and assistance in orchestrating these events throughout the year. Their commitment and diligence have been pivotal in ensuring the success of these initiatives and in realising the KPA's goals.

We also hosted hot meals and mulled wine Christmas Eve celebrations, Christmas Day brunches, woodland walks and football gatherings. We also took our students on the woods walk with the committee, providing them with a free coffee on their journey. This encouraged students to make connections with the campus and committee, incorporate an active lifestyle into their days, take breaks from their busy schedules, and generally improve their well-being.

The KPA had a fruitful year, curating events that resonated with diverse interests while emphasizing well-being, diversity, and community engagement. Our priority is to continue creating a supportive and welcoming atmosphere for all postgraduate students at Keele.

We also held our annual Postgraduate Celebration Evening and Bob Beattie Awards on 28<sup>th</sup> July 2025. This event, brimming with unity and camaraderie, highlighted the significant achievements of the KPA and the postgraduate community during the year. It was heartening to see our community unite to acknowledge and celebrate our shared accomplishments. We extend our sincere thanks to all attendees; your support was crucial to the event's success and our milestones this past year.

**3. Governance and Structural Evolution**

The governance framework underwent a review, including plans for the introduction of new roles and responsibilities for our Officers and Student Trustee. This was aimed at enhancing efficiency and responsiveness. Role descriptions were added as updated by the previous committee, for each of the elected Officer roles and we have created a "Q&A Guide" to assist KPA Officers in better understanding and carrying out their roles.

The Trustees along with our Co-ordinator have worked on the changes for the change of the legal status of the KPA to CIO and the new constitution was finally submitted to the Charity Commission and approved. The President was in continuous touch with the Council and the Governance team in this regard and the President along with the Co-ordinator were timely involved in discussion with the Lawyer in this respect so that our task could be finished finally. The President contributed to the University's review of KPA's governance and strategy.

**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2025**

**Trustees and Officers Report**

**4. Clubhouse Operations and Staffing**

The KPA Clubhouse continues to serve as a central hub for postgraduate students, offering both social and study spaces. The venue remains well-used during peak times, particularly evenings and weekends, when demand for seating and service is highest.

Staffing levels are generally stable, with team members managing day-to-day operations effectively. Charlotte's (Clubhouse Manager) presence continues to be particularly valuable, ensuring smooth coordination and strong support for both staff and students. Recruitment and shift coverage was adequate.

Looking ahead, it may be beneficial to review shift patterns to ensure consistent cover during peak times and to consider whether additional training or casual staff support would further strengthen operations. Overall, the clubhouse remains a reliable and welcoming space, underpinned by dedicated staff efforts.

**5. Financial Stewardship**

Financial transparency and accountability remained our top priorities. Regular financial reviews were conducted and financial reports were made available to our members. We reported on a 6-monthly basis to the University's Business Review Committee.

The committee has learnt the lesson from previous couple of years, and we have been vigilant enough to have sufficient finances for our student activities till the end of the year. The annual grant from Keele University ensured that we remained financially robust.

**Trustee Board**

The governance structure of the KPA encompasses three types of trustees; Officer Trustees (elected), Student Trustee (elected), and External Trustees (appointed). The latter are selected by the existing board of trustees, through an Appointments Committee.

One more external trustee appointment is in progress. I am Extremely thankful to them to be our big support throughout the year.

**Staff Members**

The KPA has three permanent salaried staff positions:

1. KPA Finance and Administration Coordinator: Alison Tansey (part time) (Resigned on 31st March 2025)
2. Senior Clubhouse Bar and Entertainments Manager: Charlotte Davies (full time)
3. Deputy Clubhouse Bar and Entertainments Manager: Kyle (full time)

We also have a series of Bar and Kitchen Team Leaders and Casual Staff employed at the Clubhouse on flexible contracts.

**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2025**

**Trustees and Officers Report**

**Coordinator Role Update**

The coordinator role could not be filled immediately following the vacancy earlier this year. Recruitment has taken longer than anticipated due to various pressures in decision making by the VC, but progress is being made to ensure the right candidate is appointed. We are actively working on finalising the process and are hopeful that the new Coordinator will be in post and able to begin by 1st October 2025.

**Funds held as custodian trustee on behalf of others**

The KPA does not hold funds for third parties.

Receiving an annual grant from Keele University, paid in instalments, the KPA continues to hold and manage its own funds.

**Fostering Academic Excellence and Personal Support**

A cornerstone of the KPA's mission is to provide unwavering academic and personal support to both Postgraduate Taught (PGT) and Postgraduate Research (PGR) students. This year, we successfully institutionalized a framework of support services that have become a vital resource for our community.

Our **weekly study sessions** (Mondays) offered structured, quiet spaces for focused work, while our **drop-in sessions** (Tuesdays) provided an informal, accessible platform for peer advice and discussion. Beyond these group settings, we provided **personalized one-to-one support**, guiding students through complex challenges related to dissertation writing, assessments, and personal well-being. This holistic approach ensured that students not only received academic guidance but also felt heard and supported on an individual level. Furthermore, the KPA actively facilitated dialogue between PGR students and university leadership to address community concerns, ensuring the postgraduate voice was represented in significant institutional discussions.

**Building a Vibrant and Inclusive Community**

The KPA believes a strong sense of community is essential for student success and well-being. We curated a diverse and dynamic events calendar designed to cater to a wide array of interests and backgrounds.

Highlights from the year included:

- **Cultural Celebrations:** Events such as our Diwali Festival, Afro Night, Ramadan Iftar, and a major Cultural Celebration event allowed students to share their heritage through traditional attire, food, music, and dance, fostering profound intercultural understanding and exchange.
- **Well-being and Social Events:** We hosted a well-attended "Coping with Anxiety" workshop, a Valentine's Day social, themed movie nights, and a variety of sports events including badminton and volleyball. Initiatives like the "Squid Game" social combined fun with practical financial advice during Student Money Week.

**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2025**

**Trustees and Officers Report**

- **Community Excursions:** Trips to Trentham Gardens and Mow Cop provided students with much-needed opportunities to relax, socialize, and explore the local region outside of the academic environment.

*The **KPA Clubhouse** served as the physical heart of this community, functioning as a central hub for networking, socializing, and event hosting. The introduction of a new, diverse menu further enhanced its appeal and utility for students.*

**Enhancing Representation and Strategic Governance**

The KPA has strengthened its role as the representative body for all postgraduates at Keele. Our officers actively participated in over 15 university committees, including Senate, Council, Education Committee, and the University Doctoral Academy Committee (UDAC), ensuring the postgraduate perspective was integral to institutional decision-making.

A landmark achievement this year was the successful approval of our application to become a **Charitable Incorporated Organisation (CIO)** by the Charity Commission. This transition marks a significant step forward for the KPA, enhancing our legal standing, governance robustness, and long-term financial sustainability.

Our **annual elections and by-elections** were conducted transparently, welcoming a new cohort of dedicated officers ensuring continued passionate advocacy for the student body.

**Conclusion and Acknowledgements**

The 2024-2025 academic year has been a period of exceptional progress for the Keele Postgraduate Association. We have solidified our role as an essential pillar of the postgraduate experience at Keele, providing critical support, fostering an inclusive community, and ensuring effective student representation at the highest levels of university governance.

None of this would have been possible without the tireless efforts of the KPA Committee, our dedicated volunteers, the support of Keele University staff, and the enthusiastic participation of our postgraduate community. As we look to the future, we are committed to building on this momentum, deepening our engagement with all student demographics, and continuing to innovate in our support for the scholars who are so vital to Keele's academic mission.

**We extend our profound gratitude to Keele University for its continued support and collaboration.**

## Keele Postgraduate Association

### Independent examiner's report to the Trustees and Officers of Keele Postgraduate Association (Charity no : 1143888)

I report on accounts for the year ended 31 July 2025, which are set out on Pages 10 to 20.

#### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of The Association of Certified Chartered Accountants.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

#### Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

#### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Signed:**

**Date:**

27 October 2025

**Name:**

Claire Slater FCCA

**Address:**

Slaters & Co Accountants, Lymore Villa,  
London Road, Chesterton, Staffs  
ST5 7JB

**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2025**

	<i>Note</i>	Unrestricted Funds £	Restricted Funds £	2025 Total Funds £	2024 Total Funds £
<b>Income and Endowments from:</b>					
Donations and legacies	<b>2</b>	206,833	1,175	208,008	200,795
Charitable Activities	<b>3</b>	571,831	0	571,831	751,426
<b>Total Income</b>		<u>778,664</u>	<u>1,175</u>	<u>779,839</u>	<u>952,221</u>
<b>Expenditure on:</b>					
Charitable Activities	<b>4</b>	762,064	1,175	763,239	985,612
<b>Total Expenditure</b>		<u>762,064</u>	<u>1,175</u>	<u>763,239</u>	<u>985,612</u>
Net movement in funds		16,600	0	16,600	(33,391)
Gains/(Losses) on disposal of Assets		0	0	0	0
Net movement in funds		16,600	0	16,600	(33,391)
<b>Reconciliation of funds</b>					
Total Funds Brought forward		83,765	0	83,765	117,156
<b>Total Funds Carried Forward</b>		<u><u>100,365</u></u>	<u><u>0</u></u>	<u><u>100,365</u></u>	<u><u>83,765</u></u>

**Keele Postgraduate Association  
Balance Sheet  
at 31 July 2025**

	<i>Note</i>	<b>2025</b>		<b>2024</b>	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible Assets	<b>11</b>	6,055		8,164	
Total fixed Assets			6,055		8,164
<b>Current Assets</b>					
Stocks	<b>12</b>	12,780		8,626	
Debtors	<b>13</b>	7,862		35,786	
Cash at Bank and in hand		111,530		79,970	
Total Current Assets		132,172		124,382	
<b>Creditors: Amounts falling due in one year</b>	<b>14</b>	(37,862)		(48,781)	
<b>Net Current Assets</b>			94,310		75,601
<b>Net Assets</b>		100,365		83,765	
<b>The funds of the Charity</b>					
Unrestricted income funds		100,365		83,765	
Restricted income funds		0		0	
<b>Total Funds</b>	<b>15</b>	100,365		83,765	

The financial statements on pages 10 to 20 were approved by the Trustees and Officers, and authorised for issue on 30th October 2025 and signed on their behalf by

.....  
Anne George  
Trustee

**Keele Postgraduate Association**  
**Notes to the Financial Statements**  
**for Year Ended 31 July 2025**

**1. Accounting Policies**

**Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

**Basis of preparation**

Keele Postgraduate Association 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 notes.

**Exemption from preparing a cash flow statement**

The Charity opted to early adopt Bulletin I published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

**Going concern**

The Trustees and Officers consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

**Income and endowments**

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the Charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

**Donations and legacies**

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

**Grants receivable**

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

**Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

**Keele Postgraduate Association  
Notes to the Financial Statements  
for Year Ended 31 July 2025**

**Charitable activities**

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

**Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

**Governance costs**

These include the costs attributable to the Charity's compliance with constitutional and statutory requirements, including audit, strategic management and Trustee's meetings and reimbursed expenses.

**Taxation**

The Charity is considered to pass the tests set out in Paragraph I 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.

**Tangible fixed assets**

Individual fixed assets costing £500 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses

**Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Fixtures, Fittings and Equipment	25% on cost

**Stock**

Stock is valued at the lower of cost and estimated selling price less costs to complete and sell, after due regard for obsolete and slow moving stocks. Cost is determined using the first-in, first-out (FIFO).

**Fund structure**

Unrestricted income funds are general funds that are available for use at the trustee's discretion in furtherance of the objectives of the Charity.

**Keele Postgraduate Association  
Notes to the Financial Statements  
for Year Ended 31 July 2025**

	<i>Note</i>	Unrestricted Funds £	Restricted Funds £	2025 Total Funds £	2024 Total Funds £
<b>2. Income from donations and legacies</b>					
Donations and legacies; Donations from companies, trusts and similar proceeds	<b>17</b>	<b>52,861</b>	1,175	54,036	53,861
Government grants		0	0	0	0
Grants, including capital grants; Grants from other charities		153,972	-	153,972	146,934
		<u>206,833</u>	<u>1,175</u>	<u>208,008</u>	<u>200,795</u>
<b>3. Income from charitable activities</b>					
Bar Sales		410,263	0	410,263	516,955
Catering Sales		147,230	0	147,230	204,864
Bar snacks and Tobacco		0	0	0	762
Sundry Other Income		14,338	0	14,338	28,845
		<u>571,831</u>	<u>0</u>	<u>571,831</u>	<u>751,426</u>

**Keele Postgraduate Association**  
**Notes to the Financial Statements**  
**for Year Ended 31 July 2025**

	<i>Note</i>	Activity undertaken directly £	Activity support costs £	2025 Total £	2024 Total £
<b>4. Expenditure on charitable activities</b>					
<b>Charitable Activities</b>					
Purchases		265,409		265,409	378,681
Staff Costs	<b>9</b>	196,247	140,355	336,602	421,464
Training & Governance Consultancy	<b>9</b>	1,440		1,440	5,446
Rent and Utilities		52,861		52,861	52,861
Agency - Security		7,679		7,679	13,566
Insurance		2,800		2,800	3,658
Equipment hire and rental		2,092		2,092	3,324
Equipment		6,966	941	7,907	6,926
Repairs and Renewals		0		0	1,033
Events Fees / Exps		19,359		19,359	19,603
Conference Fees/Expenses		0	0	0	0
Media / Marketing		0	301	301	606
Stationary, printing and postage		938		938	2,430
Travel		1,694		1,694	1,377
Licences		1,692		1,692	1,255
Cleaning		22,737		22,737	16,598
Computer costs		3,020		3,020	4,348
Sundry Other Expenditure		543	1,730	2,273	7,445
Subscriptions		1,593		1,593	1,991
Accountancy fees	<b>5</b>	4,500	1,437	5,937	10,405
Bank Charge and Interest			12,881	12,881	15,205
Student support	<b>6</b>		10,817	10,817	13,630
Bad Debt		0		0	0
Depreciation	<b>7</b>	3,207		3,207	3,760
		<u>594,777</u>	<u>168,462</u>	<u>763,239</u>	<u>985,612</u>

£762,064 (2024 - £980,612) of the above expenditure was attributable to unrestricted funds and £1,175 (2024 - £5,000) to restricted funds.

Included in the expenditure analysed above, are governance costs of £1,200 (2024 - £1,185). See Note 5 for further details.

**Keele Postgraduate Association  
Notes to the Financial Statements  
for Year Ended 31 July 2025**

	Unrestricted Funds £	Restricted Funds £	2025 Total Funds £	2024 Total Funds £
<b>5. Analysis of governance and support costs</b>				
Governance costs				
Independent Examiner's remuneration	1,200	0	1,200	1,185
Management accounts & FRS102 financial statements	4,737		4,737	9,220
Other governance costs	0	0	0	0
	5,937	0	5,937	10,405
	5,937	0	5,937	10,405

**6. Grant Making**

	<b>Grants to individuals</b>	
	<b>2025</b>	<b>2024</b>
	£	£
<b>Analysis</b>		
Student Support	10,817	13,630
	10,817	13,630
	10,817	13,630

The support costs associated with grant-making are £Nil (2024 - £Nil)

**7. Net incoming/outgoing resources**

	<b>2025</b>	<b>2024</b>
	£	£
Depreciation of Fixed Assets	3,207	2,870
	3,207	2,870
	3,207	2,870

**8. Trustees' remuneration and expenses**

No Trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No Trustees were reimbursed any expenses during the year. No Trustees received benefits from the charity during the year.

**Keele Postgraduate Association  
Notes to the Financial Statements  
for Year Ended 31 July 2025**

**9. Staff Costs**

The aggregate payroll costs were as follows:

	<b>2025</b>	<b>2024</b>
<b>Staff costs during the year were:</b>	<b>£</b>	<b>£</b>
Wages and Salaries	290,990	361,855
Social Security Costs	45,612	59,609
Training	1,440	5,446
	<u>338,042</u>	<u>426,910</u>

The monthly average number of persons (including senior management team) employed by the Charity during the year expressed as full time equivalents were as follows:

	<b>2025</b>	<b>2024</b>
Administration and Supervisory Staff	3	3
Bar Staff	56	56
	<u>59</u>	<u>59</u>

No employee received emoluments of more than £60,000 during the year.

**10. Taxation**

The Charity is a registered charity and is therefore potentially exempt from taxation.

**Keele Postgraduate Association  
Notes to the Financial Statements  
for Year Ended 31 July 2025**

	<b>Furniture and Equipment</b>	<b>Total</b>	
	<b>£</b>	<b>£</b>	
<b>11. Tangible Fixed Assets</b>			
<b>Cost</b>			
As at 1 August 2024	29,705	29,705	
Additions	1,098	1,098	
Disposals	0	0	
At 31 July 2025	30,803	30,803	
<b>Depreciation</b>			
As at 1 August 2024	21,541	21,541	
Charge for year	3,207	3,207	
Elimination on Disposals	0	0	
At 31 July 2025	24,748	24,748	
<b>Net book Value</b>			
At 31 July 2025	6,055	6,055	
At 31 July 2024	8,164	8,164	
<b>12. Stock</b>			
		<b>2025</b>	<b>2024</b>
		<b>£</b>	<b>£</b>
Stocks		12,780	8,626
<b>13. Debtors</b>			
		<b>2025</b>	<b>2024</b>
		<b>£</b>	<b>£</b>
Prepayments		0	0
Other Debtors		7,862	35,786
		7,862	35,786
<b>14. Creditors: amounts falling due within on year</b>			
		<b>2025</b>	<b>2024</b>
		<b>£</b>	<b>£</b>
Trade Creditors		10,824	17,727
Other Taxation and Social Security		20,429	20,381
Deferred income		0	0
Accruals		6,609	10,673
		37,862	48,781

**Keele Postgraduate Association  
Notes to the Financial Statements  
for Year Ended 31 July 2025**

	Balance at 1 August 2024 £	Incoming resources £	Resources expended £	Balance at 31 July 2025 £
<b>15. Funds</b>				
<b>Unrestricted funds</b>				
<i><b>Unrestricted general funds</b></i>				
General funds	83,765	778,664	(762,064)	100,365
<b>Restricted funds</b>				
Keele University	0	2104	0	2104
Government Grants	0	0	0	0
<b>Total restricted funds</b>	<u>0</u>	<u>2104</u>	<u>0</u>	<u>2,104</u>
<b>Total funds</b>	<u><u>83,765</u></u>	<u><u>780,768</u></u>	<u><u>(762,064)</u></u>	<u><u>102,469</u></u>

Comparative Funds	Balance at 1 August 2023 £	Incoming resources £	Resources expended £	Balance at 31 July 2024 £
<b>Unrestricted funds</b>				
<i><b>Unrestricted general funds</b></i>				
General funds	117,156	947,221	(980,612)	83,765
<b>Restricted funds</b>				
Keele University	0	5,000	(5,000)	0
Other	0	0	0	0
<b>Total restricted funds</b>	<u>0</u>	<u>5,000</u>	<u>(5,000)</u>	<u>0</u>
<b>Total funds</b>	<u><u>117,156</u></u>	<u><u>952,221</u></u>	<u><u>(985,612)</u></u>	<u><u>83,765</u></u>

**Keele Postgraduate Association  
Notes to the Financial Statements  
for Year Ended 31 July 2025**

**16. Analysis of net assets between funds**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total funds</b>
	<b>General funds</b>	<b>General funds</b>	
	<b>£</b>	<b>£</b>	<b>£</b>
Fixed assets	6,055	0	6,055
Current assets	132,172	0	132,172
Current liabilities	(37,862)	0	(37,862)
	100,365	0	<b>100,365</b>

**17. Related party transactions**

During the year the Charity made the following related party transactions:

**Keele University**

(KPA is the Postgraduate Association for Keele University)

KPA received grants from Keele University of £129,972, during the year (2024 £118,934). In addition KPA bought goods and services from Keele University to the value of £3,182 (2024 £3,182) on commercial terms.

KPA occupies the University's buildings on a rent free basis under an informal agreement. The value of donated rent and overheads amounted to £52,861 in the year under review (2024 £52,861).

A donation from Keele Alumni for KPA Bursaries was received totalling £1,175.

At the balance sheet date the amount due to Keele University was nil (2024 nil).

**KEELE POSTGRADUATE ASSOCIATION**

England & Wales - Charity number 1143888

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# Accounts

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**Keele Postgraduate Association**

**Statement of Financial Activities**

**for the year ended 31 July 2024**

**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2024**

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**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2024**

**Reference & Administrative Details for 2023-24 KPA Annual Report**

**Trustees & Officers**

Chair & President: Ms Rachana Dhaka (elected 1<sup>st</sup> July 2023, resigned 30<sup>th</sup> June 2024)  
Chair & President: Ms Anne George (elected 1<sup>st</sup> July 2024)  
Vice President: Mr Michel Ghrayeb (elected 1<sup>st</sup> July 2023, resigned 30<sup>th</sup> June 2024)  
Vice President: Ms Sandra Suresh (elected 1<sup>st</sup> July 2024)  
Association Secretary: Mr Aayush Batra (elected 1<sup>st</sup> July 2023, resigned 14<sup>th</sup> March 2024)  
Association Secretary: Ms Shalini Shankar (elected 1<sup>st</sup> July 2024)  
Student Trustee: Mr Harshit Mishra (elected 1<sup>st</sup> July 2023, resigned 30<sup>th</sup> June 2024)  
Student Trustee: Position currently vacant

External Trustees: Mr David James  
Mr Robert Meredith (appointed 19<sup>th</sup> December 2022)  
Dr Becky Bowler (appointed 31<sup>st</sup> August 2022)  
Ms Xihui Chen (appointed 17<sup>th</sup> June 2024)

**Principal Office:** Room 97, Keele Hall, Keele University, Staffordshire, ST5 5BG

**Charity Registration Number:** 1143888

**Bankers:** Santander (Clubhouse) and Co-op Bank (Activity Account)

**Independent Examiner:** Claire Slater  
Slaters & Co Accountants  
Lymore Villa  
162A London Road  
Chesterton  
Newcastle Under Lyme  
Staffordshire  
ST5 7JB

**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2024**

## **Trustees' and Officers' Report 2023 – 2024**

The Trustees and Officers of Keele Postgraduate Association (KPA) are honoured to present their Annual Report for the year ending 31 July 2024.

### **The KPA's Charitable Objects**

Our commitment to the postgraduate community at Keele University is anchored in these foundational objects:

- **To relieve financial hardship:** Ensuring, where possible, that financial barriers do not hinder the academic and personal growth of postgraduate students
- **To advance education:** Facilitating academic workshops, seminars, and collaborative projects to enrich the learning experience
- **To promote and protect good health:** Implementing programs that focus on mental, emotional, and physical well-being
- **To provide facilities for recreation and leisure time occupation of those who have need of such facilities in the interests of social welfare with the object of improving their condition of life:** Creating spaces and opportunities for students to relax, socialise, and build a sense of community

### **Strategic Initiatives and Achievements**

1. Postgraduate Advocacy and Representation
2. Community Building and Engagement
3. Governance and Structural Evolution
4. Clubhouse Operations and Staffing
5. Financial Stewardship

#### **1. Postgraduate Advocacy and Representation**

Participating in meetings of the University Committee, our full-time elected KPA Officers, who represent a variety of academic disciplines, have made sure that the needs and goals of post graduate students are taken into consideration.

To increase postgraduate representation and support, the KPA Committee has actively worked with partners including Keele University, the KDA (Keele Doctoral Academy), and Keele SU throughout the past year. We have developed a training plan for PGR Reps and shared the document with the KDA. We have asked the PVC for Education, and shared with the KDA as well, that the SU arrange training for them, along with the training of the other PG reps by SU.

We further requested, for the benefit of students, that the University and UCU (University and College Union) continue with their negotiations. Throughout the UCU Strikes, we stood by our position and provided updates to our members on the issue, including its cause and courses of action available to them.

**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2024**

**Trustees and Officers Report**

The most noteworthy accomplishment was the significantly higher number of students who had one-on-one meetings with our officers. This year, hundreds of students have come to see us; some met at the office, while others met at the KPA, Chapel, Central Cafe, SU or via the Teams platform. Their faith in us was immense, but as most of them were international students, this revealed to us that there was not enough staff at KPA to even direct them to the appropriate resources or explain how they work. Helping and advising the students is our primary responsibility in order to make their PG experience at the Keele enjoyable.

A significant number of students from Asia and Africa have approached the President to accompany them in speaking with their professors or student misconduct officers because they appeared unwilling to hear or comprehend the problems faced by international students. In this way, many of them were able to explain their circumstances to the authorities, which would have been difficult for them otherwise because of fear, reluctance, or language barriers.

On a number of fronts, including the University Council, Senate, Education Committee, and Quality Assurance platforms for several Faculties, as well as the Race and Equality Committee, Penal talks for international students, Keele 100 platform, and KPA Sabbatical Officer drop-ins, our officers have spoken on behalf of our members. In order to make sure that the voices of our PG community were heard at all levels, in the most efficient way possible, we participated in the Focus Group for the appointment of the Director of Student Futures, as well as the Cost-of-Living-Crisis Consultation Group, International Student Feedback Group, and Race and Equality Support Group.

Just as importantly, we have put a lot of effort into a number of case studies tailored to particular postgraduate students, ensuring that they make the most of their time at Keele; communicating their opinions and concerns to the University and guiding them to the right resources when they have particular concerns. Additionally, the Keele Career team drafted some informative documents at our request, which were posted on the KPA website. Many of our members benefited from these resources, as we have discussed them in all of our induction sessions and other get-togethers with members, both individually and in groups. At the end of the year, the Write Direction team also agreed to support our members during the vacation times, as that is the time when our members need them the most, due to the fast-approaching dissertation deadlines. Additionally, the President met with the new Head of Immigration and PVC International, who both agreed that our members would no longer need to wait and could now visit the Tawney Building directly during work hours on weekdays, with prompt support provided.

Furthermore, the International PVC has been informed about the problems that arise for international students, such as visas, admissions, assignments, and other matters, and he will be especially watchful of these matters as well as the discrimination cases that have surfaced this year. Additionally, the President has shared a specific list of issues and subsequently sent an email to those involved, explaining what else needs to be done and how, in order to make our members feel more welcome on campus. Moreover, they have taken some views from our

**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2024**

**Trustees and Officers Report**

regular visiting local and overseas members about how they might feel more connected to each other and have shared the same with the Race and Equality Team. The KPA Committee was actively involved in the development of new postgraduate modules and programs, which were heavily promoted at open days and through international recruitment. We also contributed to the development of the revised plans for international induction and Welcome Week for the incoming class of international undergraduate and postgraduate students in September 2024.

The KPA Bursary Committee has continued to consider Bursary applications from postgraduate students for amounts between £50 and £500, to engage in extra-curricular activities related to their studies. This year we were significantly over-subscribed. We appreciate the time and effort the Bursary Committee puts into assessing applications from students who need financial assistance to advance their studies or further develop their research. We extend our heartfelt thanks to them for their dedication to the KPA and its members.

Through the Bursary awards we make, we assist our members to participate in various conferences, seminars and training courses that are relevant to their study area. Recipients have given us positive feedback on how the Bursary has helped them to advance, both academically and personally. This demonstrates our ongoing commitment to enhance the academic experience of the Keele postgraduate community.

We sincerely appreciate everyone's assistance in helping us to spread the word about the Bursary programme and ensure that it remains relevant for our members. We would also like to thank the Keele Alumni Team for contributing additional funding of **£1,000** to support our Bursary scheme this year.

In the year 2023-24 we awarded bursaries to 41 postgraduate students and the total amount awarded was **£13,630**.

**2. Community Building and Engagement**

Academic symposiums, social events, and cultural gatherings were interspersed throughout the year. This was done with the intention of serving our postgraduate community's varied interests and backgrounds. In response to concerns about postgraduates experiencing social isolation, highlighted in our September survey, we organized a wide variety of events. We held regular "PG Study Sessions" on Mondays and Thursdays additional to the "Coffee- Mornings". Regular "Wellbeing Workshops", "Sports Days" and "PG Trips" have been successful additions this year.

Workshops on academic writing and research methodology were provided, focusing on research methodologies and academic writing, thus equipping students with crucial skills for their scholarly pursuits. Additionally, weekly Coffee Mornings were organised, offering students a relaxed environment to discuss their research and share experiences.

**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2024**

**Trustees and Officers Report**

In addition, we provided a weekly online drop-in session so that students who would otherwise be reluctant to speak with us or unable to commit to an in-person meeting could do so. Our members were able to feel a greater sense of belonging and community as a result. We have also launched a variety of cultural events, including Afro-Night, Chinese New Year, Harlech Beach trip, Halloween evening, participation in Diversity Festival, movie trips, and Diwali, which were the most well-attended events of the year. These were a success because of the postgraduate students' involvement as volunteers.

KPA members provided some direct written feedback during our events, because they found this easy to do without disclosing their identity. They specified areas for improvement as well as some areas where they were satisfied, and we adjusted our event plans in response to the feedback we collected. The purpose of these surveys is to pinpoint areas in which postgraduate support requires enhancement. We have worked hard to provide the best support we can to our members.

On the request of our regular visiting members who could no longer attend Monday study sessions, we extended the study sessions to Thursdays after the coffee mornings in October 2023. In November 2023, we also launched the "KPA Talks" initiative, which provides a forum for students to share their experiences and rehearse their presentations in advance of their seminars or impending Vivas. Presenters expressed genuine satisfaction with the feedback we received. The study sessions were beneficial, but the KPA talks attracted less interest over time, therefore were paused.

In order to provide a platform for members who live in remote areas or have families, we started Tuesday Drop-in sessions in March 2024. This allowed students who were unable to visit the university on a regular basis, such as online PG students or PhD candidates, to feel more connected to the university. Additionally, many students who were unable to participate in the evening KPA activities because of their commitments to their families were able to connect with us and share their concerns. For us, this was a great success, and some people came back time and time again just to take advantage of the chance to socialize with other fellow students.

These events enjoyed robust participation, offering members a chance to engage with the committee and address their concerns. We continued offering Tuesday quiz evenings, as well as chocolate tasting, online cookie decorating, cheese and wine evenings, mindfulness creative workshops, future teachers' night, separate welcome session for the PhDs, speed dating eves, survey socials, craft sessions and yoga, amongst others. We are deeply thankful to the KPA Clubhouse management team and team leaders for their unwavering support and assistance in orchestrating these events throughout the year. Their commitment and diligence have been pivotal in ensuring the success of these initiatives and in realising the KPA's goals.

**Keele Postgraduate Association  
Statement of Financial Activities  
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**Trustees and Officers Report**

We also hosted hot meals and mulled wine Christmas Eve celebrations, Christmas Day brunches, woodland walks and football gatherings. We also took our students on the woods walk with the Committee, providing them with a free coffee on their journey. This encouraged students to make connections with the campus and Committee, incorporate an active lifestyle into their days, take breaks from their busy schedules, and generally improve their well-being.

We have acted in the best manner possible within our jurisdiction, balancing the needs of all of our members and upholding their rights rather than catering to the interests of a select few, despite some setbacks and resistance from certain members who wanted us to make some political statements with regard to global matters. In the best interests of our members, the constitutional goals were consistently upheld and every decision made this academic year was supported by our governing documents.

The KPA had a fruitful year, curating events that resonated with diverse interests while emphasizing well-being, diversity, and community engagement. Our priority is to continue creating a supportive and welcoming atmosphere for all postgraduate students at Keele.

We also held our annual Postgraduate Celebration Evening and Bob Beattie Awards on 13<sup>th</sup> June 2024. This event, brimming with unity and camaraderie, highlighted the significant achievements of the KPA and the postgraduate community during the year. It was heartening to see our community unite to acknowledge and celebrate our shared accomplishments. We extend our sincere thanks to all attendees; your support was crucial to the event's success and our milestones this past year. Your involvement truly enriched the cherished memories of that special evening.

The success of the event and our accomplishments this past year would not have been possible without the support of all the guests, the Keele Chapel team, Alison Tansey the KPA Co-ordinator, Michel Grayeb, Vice President, and the amazing Clubhouse team under the able guidance of Charlotte Davies, Clubhouse Manager. The treasured recollections of that wonderful occasion were genuinely improved by the collective efforts.

**3. Governance and Structural Evolution**

The governance framework underwent a review, including plans for the introduction of new roles and responsibilities for our Officers and Student Trustee. This was aimed at enhancing efficiency and responsiveness. Role descriptions were added as updated by the previous committee, for each of the elected Officer roles and we have created a "Q&A Guide" to assist KPA Officers in better understanding and carrying out their roles.

The Trustees, along with our Co-ordinator, have worked on the changes for the transfer of the legal status of the KPA to Charitable Incorporated Organisation (CIO) and a new CIO Constitution has been submitted to the Charity Commission for their approval. The President was in

**Keele Postgraduate Association  
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**Trustees and Officers Report**

continuous touch with the Council and the Governance team in this regard and the President, along with the Co-ordinator, were regularly involved in discussion with the KPA's legal advisor.

The President also contributed to the University's review of KPA's governance and strategy.

**Trustee Board**

The governance structure of the KPA encompasses three types of trustees; Officer Trustees (elected), Student Trustee (elected), and External Trustees (appointed). The latter are selected by the existing board of trustees, through an Appointments Committee.

During this year there have been notable changes within our governing board. As anticipated, we welcomed several new Officer Trustees through our annual election process. We also welcomed one new external trustee at the end of the year, Ms Xihui Chen, who is qualified in the finance field and has previous experience as a Student Union Officer. Her expertise will prove invaluable in future years.

Recruitment of one more external trustee is in progress.

The dedication and commitment of the trustee board, particularly those involved as volunteers, is very much valued and appreciated.

**Staffing**

The Clubhouse has had a large increase in staffing this year, due to the increase of demand in the return to campus by students.

The KPA has three permanent salaried staff positions:

KPA Finance and Administration Coordinator: Alison Tansey (part time)

Clubhouse Bar and Entertainments Manager: Charlotte Davies (full time)

Deputy Clubhouse Bar and Entertainments Manager: Kyle Oliver-Davies (full time)

We also have several Bar and Kitchen Team Leaders and casual staff, who are employed at the Clubhouse on flexible contracts.

**4. Clubhouse Operations and Staffing**

With the influx of students returning to campus, the KPA Clubhouse expanded its operations. New thematic nights, such as Cultural Exchange Evenings and Academic Workshops were introduced.

Training programmes were organised for our Clubhouse staff; including customer service, conflict resolution, First Aid and event management.

**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2024**

**Trustees and Officers Report**

We appointed a new Clubhouse Manager, Charlotte Davies, and Deputy Manager Kyle Oliver-Davies. The new team has been as efficient as the old team. The new leadership has helped the KPA to be more vibrant and have greater visibility amongst the PG community on Campus.

**5. Financial Stewardship**

Financial transparency and accountability remained our top priorities. Regular financial reviews were conducted and financial reports were made available to our members. We reported on a 6-monthly basis to the University's Business Review Committee.

The committee has learnt lessons from previous couple of years and we have been vigilant enough to have sufficient finances for our student events up to the end of the year. Only one event was partly contributed by the members as this was a trip to Wales on members' demand and it was costing way more than our estimated budget, but that was just an £11pp contribution and all the other events were free of cost for our members.

The annual grant from Keele University ensured that we remained financially robust. The KPA continues to hold and manage its own funds. **We extend our profound gratitude to Keele University for its continued support and collaboration.**

**Funds held as custodian trustee on behalf of others**

The KPA does not hold funds for third parties.

## Keele Postgraduate Association

### Independent examiner's report to the Trustees and Officers of Keele Postgraduate Association (Charity no : 1143888)

I report on accounts for the year ended 31 July 2024, which are set out on Pages 10 to 20.

#### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of The Association of Certified Chartered Accountants.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

#### Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

#### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: *Claire Slater*

Date: 24 October 2024

Name: Claire Slater FCCA

Address: Slaters & Co Accountants, Lymore Villa,  
London Road, Chesterton, Staffs  
ST5 7JB

**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2024**

	<i>Note</i>	Unrestricted Funds £	Restricted Funds £	2024 Total Funds £	2023 Total Funds £
<b>Income and Endowments from:</b>					
Donations and legacies	<b>2</b>	195,795	5,000	200,795	152,404
Charitable Activities	<b>3</b>	751,426	0	751,426	819,034
<b>Total Income</b>		<u>947,221</u>	<u>5,000</u>	<u>952,221</u>	<u>971,438</u>
<b>Expenditure on:</b>					
Charitable Activities	<b>4</b>	980,612	5,000	985,612	996,082
<b>Total Expenditure</b>		<u>980,612</u>	<u>5,000</u>	<u>985,612</u>	<u>996,082</u>
Net movement in funds		(33,391)	0	(33,391)	(24,644)
Gains/(Losses) on disposal of Assets		0	0	0	0
Net movement in funds		(33,391)	0	(33,391)	(24,644)
<b>Reconciliation of funds</b>					
Total Funds Brought forward		117,156	0	117,156	141,800
<b>Total Funds Carried Forward</b>		<u><b>83,765</b></u>	<u><b>0</b></u>	<u><b>83,765</b></u>	<u><b>117,156</b></u>

**Keele Postgraduate Association  
Balance Sheet  
at 31 July 2024**

	<i>Note</i>	2024		2023	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible Assets	<b>11</b>	8,164		4,335	
Total fixed Assets			8,164		4,335
<b>Current Assets</b>					
Stocks	<b>12</b>	8,626		14,862	
Debtors	<b>13</b>	35,786		47,835	
Cash at Bank and in hand		79,970		101,062	
Total Current Assets		124,382		163,759	
<b>Creditors: Amounts falling due in one year</b>	<b>14</b>	(48,781)		(50,938)	
<b>Net Current Assets</b>			75,601		112,821
<b>Net Assets</b>			83,765		117,156
<b>The funds of the Charity</b>					
Unrestricted income funds			83,765		117,156
Restricted income funds			0		0
<b>Total Funds</b>	<b>15</b>		83,765		117,156

The financial statements on pages 9 to 19 were approved by the Trustees and Officers, and authorised for issue on 24th October 2024 and signed on their behalf by



.....  
Anne George  
Trustee

**Keele Postgraduate Association  
Notes to the Financial Statements  
for Year Ended 31 July 2024**

**1. Accounting Policies**

**Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

**Basis of preparation**

Keele Postgraduate Association 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 notes.

**Exemption from preparing a cash flow statement**

The Charity opted to early adopt Bulletin I published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

**Going concern**

The Trustees and Officers consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

**Income and endowments**

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the Charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

**Donations and legacies**

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

**Grants receivable**

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

**Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

**Keele Postgraduate Association  
Notes to the Financial Statements  
for Year Ended 31 July 2024**

**Charitable activities**

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

**Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

**Governance costs**

These include the costs attributable to the Charity's compliance with constitutional and statutory requirements, including audit, strategic management and Trustee's meetings and reimbursed expenses.

**Taxation**

The Charity is considered to pass the tests set out in Paragraph I 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.

**Tangible fixed assets**

Individual fixed assets costing £500 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses

**Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Fixtures, Fittings and Equipment	25% on cost

**Stock**

Stock is valued at the lower of cost and estimated selling price less costs to complete and sell, after due regard for obsolete and slow moving stocks. Cost is determined using the first-in, first-out (FIFO).

**Fund structure**

Unrestricted income funds are general funds that are available for use at the trustee's discretion in furtherance of the objectives of the Charity.

**Keele Postgraduate Association  
Notes to the Financial Statements  
for Year Ended 31 July 2024**

	<i>Note</i>	Unrestricted Funds £	Restricted Funds £	2024 Total Funds £	2023 Total Funds £
<b>2. Income from donations and legacies</b>					
Donations and legacies; Donations from companies, trusts and similar proceeds	<b>17</b>	52,861	1,000	53,861	55,248
Government grants		0	0	0	0
Grants, including capital grants; Grants from other charities		142,934	4,000	146,934	97,156
		<u>195,795</u>	<u>5,000</u>	<u>200,795</u>	<u>152,404</u>
<b>3. Income from charitable activities</b>					
Bar Sales		516,955	0	516,955	557,532
Catering Sales		204,864	0	204,864	239,403
Bar snacks and Tobacco		762	0	762	2,033
Sundry Other Income		28,845	0	28,845	20,066
		<u>751,426</u>	<u>0</u>	<u>751,426</u>	<u>819,034</u>

**Keele Postgraduate Association  
Notes to the Financial Statements  
for Year Ended 31 July 2024**

	<i>Note</i>	Activity undertaken directly £	Activity support costs £	2024 Total £	2023 Total £
<b>4. Expenditure on charitable activities</b>					
<b>Charitable Activities</b>					
Purchases		378,681		378,681	443,286
Staff Costs	<b>9</b>	282,778	138,686	421,464	367,917
Training & Governance Consultancy	<b>9</b>	5,446		5,446	5,188
Rent and Utilities		52,861		52,861	52,861
Agency - Security		13,566		13,566	19,153
Insurance		3,658		3,658	2,596
Equipment hire and rental		3,324		3,324	3,010
Equipment		2,508	4,418	6,926	9,372
Repairs and Renewals		1,033		1,033	5,155
Events Fees / Exps		19,603		19,603	27,659
Conference Fees/Expenses		0	0	0	654
Media / Marketing		330	276	606	315
Stationary, printing and postage		2,430		2,430	1,546
Travel		1,377		1,377	2,903
Licences		1,255		1,255	396
Cleaning		16,598		16,598	14,619
Computer costs		4,348		4,348	0
Sundry Other Expenditure		1,922	5,523	7,445	3,644
Subscriptions		1,991		1,991	0
Accountancy fees	<b>5</b>	9,220	1,185	10,405	5,530
Bank Charge and Interest			15,205	15,205	17,401
Student support	<b>6</b>		13,630	13,630	9,086
Bad Debt		0		0	0
Depreciation	<b>7</b>	3,760		3,760	3,791
		<u>806,689</u>	<u>178,923</u>	<u>985,612</u>	<u>996,082</u>

£980,612 (2023 - £970,343) of the above expenditure was attributable to unrestricted funds and £5,000 (2023 - £25,739) to restricted funds.

Included in the expenditure analysed above, are governance costs of £1,185 (2023 - £900). See Note 5 for further details.

**Keele Postgraduate Association  
Notes to the Financial Statements  
for Year Ended 31 July 2024**

	Unrestricted Funds £	Restricted Funds £	2024 Total Funds £	2023 Total Funds £
<b>5. Analysis of governance and support costs</b>				
Governance costs				
Independent Examiner's remuneration	1,185	0	1,185	1,150
Management accounts & FRS102 financial statements	9,220		9,220	4,380
Other governance costs	0	0	0	0
	10,405	0	10,405	5,530

**6. Grant Making**

	<b>Grants to individuals</b>	
	<b>2024</b>	<b>2023</b>
	£	£
<b>Analysis</b>		
Student Support	13,630	9,086
	13,630	9,086

The support costs associated with grant-making are £Nil (2023 - £Nil)

**7. Net incoming/outgoing resources**

	<b>2024</b>	<b>2023</b>
	£	£
Depreciation of Fixed Assets	2,870	3,848
	2,870	3,848

**8. Trustees' remuneration and expenses**

No Trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No Trustees were reimbursed any expenses during the year. No Trustees received benefits from the charity during the year.

**Keele Postgraduate Association  
Notes to the Financial Statements  
for Year Ended 31 July 2024**

**9. Staff Costs**

The aggregate payroll costs were as follows:

	<b>2024</b>	<b>2023</b>
<b>Staff costs during the year were:</b>	<b>£</b>	<b>£</b>
Wages and Salaries	361,855	321,756
Social Security Costs	59,609	46,161
Training	5,446	5,188
	<u>426,910</u>	<u>373,105</u>

The monthly average number of persons (including senior management team) employed by the Charity during the year expressed as full time equivalents were as follows:

	<b>2024</b>	<b>2023</b>
Administration and Supervisory Staff	3	3
Bar Staff	56	35
	<u>59</u>	<u>38</u>

No employee received emoluments of more than £60,000 during the year.

**10. Taxation**

The Charity is a registered charity and is therefore potentially exempt from taxation.

**Keele Postgraduate Association  
Notes to the Financial Statements  
for Year Ended 31 July 2024**

	<b>Furniture and Equipment</b>	<b>Total</b>	
	<b>£</b>	<b>£</b>	
<b>11. Tangible Fixed Assets</b>			
<b>Cost</b>			
As at 1 August 2023	22,116	22,116	
Additions	7,589	7,589	
Disposals	0	0	
At 31 July 2024	29,705	29,705	
<b>Depreciation</b>			
As at 1 August 2023	17,781	17,781	
Charge for year	3,760	3,760	
Elimination on Disposals	0	0	
At 31 July 2024	21,541	21,541	
<b>Net book Value</b>			
At 31 July 2024	8,164	8,164	
At 31 July 2023	4,335	4,335	
<b>12. Stock</b>			
		<b>2024</b>	<b>2023</b>
		<b>£</b>	<b>£</b>
Stocks		8,626	14,862
<b>13. Debtors</b>			
		<b>2024</b>	<b>2023</b>
		<b>£</b>	<b>£</b>
Prepayments		0	0
Other Debtors		35,786	47,835
		35,786	47,835
<b>14. Creditors: amounts falling due within on year</b>			
		<b>2024</b>	<b>2023</b>
		<b>£</b>	<b>£</b>
Trade Creditors		17,727	13,467
Other Taxation and Social Security		20,381	29,750
Deferred income		0	0
Accruals		10,673	7,721
		48,781	50,938

**Keele Postgraduate Association  
Notes to the Financial Statements  
for Year Ended 31 July 2024**

	Balance at 1 August 2023 £	Incoming resources £	Resources expended £	Balance at 31 July 2024 £
<b>15. Funds</b>				
<b>Unrestricted funds</b>				
<i>Unrestricted general funds</i>				
General funds	117,156	947,221	(980,612)	83,765
<b>Restricted funds</b>				
Keele University	0	5,000	(5,000)	0
Government Grants	0	0	0	0
<b>Total restricted funds</b>	<u>0</u>	<u>5,000</u>	<u>(5,000)</u>	<u>0</u>
<b>Total funds</b>	<u><u>117,156</u></u>	<u><u>952,221</u></u>	<u><u>(985,612)</u></u>	<u><u>83,765</u></u>

Comparative Funds	Balance at 1 August 2022 £	Incoming resources £	Resources expended £	Balance at 31 July 2023 £
<b>Unrestricted funds</b>				
<i>Unrestricted general funds</i>				
General funds	141,800	945,699	(970,343)	117,156
<b>Restricted funds</b>				
Keele University	0	25,739	(25,739)	0
Other	0	0	0	0
<b>Total restricted funds</b>	<u>0</u>	<u>25,739</u>	<u>(25,739)</u>	<u>0</u>
<b>Total funds</b>	<u><u>141,800</u></u>	<u><u>971,438</u></u>	<u><u>(996,082)</u></u>	<u><u>117,156</u></u>

**Keele Postgraduate Association  
Notes to the Financial Statements  
for Year Ended 31 July 2024**

**16. Analysis of net assets between funds**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total funds</b>
	<b>General funds</b>	<b>General funds</b>	
	<b>£</b>	<b>£</b>	<b>£</b>
Fixed assets	8,164	0	8,164
Current assets	124,382	0	124,382
Current liabilities	(48,781)	0	(48,781)
	<b>83,765</b>	<b>0</b>	<b>83,765</b>
	<b>83,765</b>	<b>0</b>	<b>83,765</b>

**17. Related party transactions**

During the year the Charity made the following related party transactions:

**Keele University**

(KPA is the Postgraduate Association for Keele University)

KPA received grants from Keele University of £118,934, during the year (2023 £73,804). In addition KPA bought goods and services from Keele University to the value of £3,182 (2023 £17,918) on commercial terms.

KPA occupies the University's buildings on a rent free basis under an informal agreement. The value of donated rent and overheads amounted to £52,861 in the year under review (2023 £52,861).

A donation from Keele Alumni for KPA Bursaries was received totalling £1,000.

At the balance sheet date the amount due to Keele University was nil (2023 nil).

**KEELE POSTGRADUATE ASSOCIATION**

England & Wales - Charity number 1143888

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# Accounts

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**Keele Postgraduate Association**

**Statement of Financial Activities**

**for the year ended 31 July 2023**

**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2023**

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**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2023**

**Reference & Administrative Details for 2022-23 KPA Annual Report**

**Trustees & Officers**

Chair & President: Mr Abdelrhman Rayis (elected 1<sup>st</sup> July 2022, resigned 30<sup>th</sup> June 2023)  
Chair & President: Ms Rachana Dhaka (elected 1<sup>st</sup> July 2023)  
Vice President: Ms Rachana Dhaka (elected 1<sup>st</sup> July 2022, resigned 30<sup>th</sup> June 2023)  
Vice President: Mr Michel Ghrayeb (elected 1<sup>st</sup> July 2023)  
Association Secretary: Ms Bethany Edge (elected 22<sup>nd</sup> November 2021, resigned 18<sup>th</sup> November 2022)  
Association Secretary: Mr Rajkaran Singh (elected 30<sup>th</sup> November 2022, resigned 30<sup>th</sup> June 2023)  
Association Secretary: Mr Aayush Batra (elected 1<sup>st</sup> July 2023)  
Student Trustee: Mr Rohan Tiwari (elected 21<sup>st</sup> November 2022, resigned 30<sup>th</sup> June 2023)  
Student Trustee: Mr Harshit Mishra (elected 1<sup>st</sup> July 2023)

External Trustees: Dr Rachel Bright (resigned 23<sup>rd</sup> September 2022)  
Mr Robert Meredith (appointed 19<sup>th</sup> December 2022)  
Mr David James  
Dr Becky Bowler (appointed 31<sup>st</sup> August 2022)

**Principal Office:** Room 97, Keele Hall, Keele University, Staffordshire, ST5 5BG

**Charity Registration Number:** 1143888

**Bankers:** Santander (Clubhouse) and Co-op Bank (Activity Account)

**Independent Examiner:** Claire Slater  
Slaters & Co Accountants  
Lymore Villa  
162A London Road  
Chesterton  
Newcastle Under Lyme  
Staffordshire  
ST5 7JB

**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2023**

## **Trustees' and Officers' Report 2022 – 2023**

The Trustees and Officers of Keele Postgraduate Association (KPA) are honoured to present their Annual Report for the year ending 31 July 2023.

### **The KPA's Charitable Objectives**

Our commitment to the postgraduate community at Keele University is anchored in these foundational objectives:

- **To relieve financial hardship:** Ensuring, where possible, that financial barriers do not hinder the academic and personal growth of postgraduate students
- **To advance education:** Facilitating academic workshops, seminars, and collaborative projects to enrich the learning experience
- **To promote and protect good health:** Implementing programs that focus on mental, emotional, and physical well-being
- **To provide facilities for recreation and leisure time occupation of those who have need of such facilities in the interests of social welfare with the object of improving their condition of life:** Creating spaces and opportunities for students to relax, socialise, and build a sense of community

### **Strategic Initiatives and Achievements**

1. Postgraduate Advocacy and Representation
2. Elevating Postgraduate Research and Learning
3. Community Building and Engagement
4. Governance and Structural Evolution
5. Clubhouse Operations and Staffing
6. Financial Stewardship

#### **1. Postgraduate Advocacy and Representation**

Our full-time elected KPA Officers, representing a diverse range of academic disciplines, have actively participated in University Committee meetings, ensuring that the unique challenges and aspirations of postgraduate students are addressed.

**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2023**

**Trustees and Officers Report**

Over the past year, the KPA Committee has actively collaborated with partners such as Keele University, the KDA (Keele Doctoral Academy), and Keele SU to strengthen postgraduate representation and support. We have developed a training plan for PGR Reps and initiated a Postgraduate Membership Survey in collaboration with KDA and ILAS (Institute of Liberal Arts and Sciences). This survey aims to identify areas of postgraduate support that need improvement. Recognising the disruption students have faced due to the pandemic and other challenges, we have supported the Temporary Amendment to Regulation E1.

We also urged the University and UCU (University and College Union) to continue their negotiations, in the best interests of students. We maintained our position during the UCU Strikes and kept our members informed about the cause, action, and updates related to the situation.

In September 2022 we introduced the "Postgraduate Voice" initiative, a platform for students to share their experiences, challenges, and suggestions. The feedback we have received through this platform has been instrumental in shaping our programs and policies.

Our officers have represented our members on various fronts such as University Council, Senate, Education Committee and Quality Assurance platforms for different Faculties. We were part of the Focus Group for the appointment of the Director of Student Futures, as well as the Cost-of-Living Crisis Consultation Group, International Student Feedback Group and Race and Equality Support Group, to ensure that the voices of our PG community were heard at all levels, in the most effective way possible.

Last but not least, we have also worked hard on a number of case studies for specific postgraduate students, making sure they get the most out of their time at Keele; conveying their views and concerns to the University and directing them to the appropriate resources where they have specific issues of concern.

## **2. Elevating Postgraduate Research and Learning**

The KPA committee was actively involved in the development of new postgraduate modules and programs, which were heavily promoted at open days and through international recruitment. We also contributed to the development of the revised plans for international induction and Welcome Week for the incoming class of international undergraduate and postgraduate students in September 2023.

During the Researcher Summer School 2022 and Keele Research Month 2023, our collaboration with the Keele Doctoral Academy (KDA) showcased the research of our postgraduate students. This not only highlighted their work but also furthered their development as researchers and provided them with enhanced networking opportunities.

Workshops on academic writing and research methodology were provided, focusing on research methodologies, and academic writing, thus equipping students with crucial skills for their scholarly pursuits. Additionally, weekly Coffee Mornings were organised, offering students a relaxed environment to discuss their research and share experiences.

**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2023**

**Trustees and Officers Report**

Furthermore, our KPA Bursary Program has continued to be actively promoted, providing financial assistance of between £50 and £500 to postgraduate students seeking to enhance their academic endeavours.

We appreciate the time and effort the Bursary Committee puts into assessing applications from students who need financial assistance to advance their studies or further develop their research. We extend our heartfelt thanks to them for their dedication to the KPA and its members.

Through the Bursary awards we make, we assist our members to participate in various conferences, seminars and training courses that are relevant to their study area. Recipients have given us positive feedback on how the Bursary has helped them to advance, both academically and personally. This demonstrates our ongoing commitment to enhance the academic experience of the Keele Postgrad Community.

We sincerely appreciate everyone's assistance in helping us to spread the word about the Bursary programme and ensure that it remains relevant for our members. We would also like to thank the Keele Alumni Team for contributing funding of £2,387.50 to support our Bursary scheme this year.

In the year 2022-23 we awarded bursaries to 29 students and the total amount awarded was **£9,085.53**. The average award was £313.

### **3. Community Building and Engagement**

The year witnessed a blend of academic symposiums, social gatherings, and cultural events. These were designed to cater to the diverse interests and backgrounds of our postgraduate community. In response to concerns about postgraduates experiencing social isolation, highlighted in our September survey, we organized a wide variety of events.

We held more in-person versions of our "Productive Postgrads" sessions, as well as coffee mornings, mindfulness workshops and craft sessions. In addition, we provided a weekly online drop-in session so that students who would otherwise be reluctant to speak with us or unable to commit to an in-person meeting could do so. Our members were able to feel a sense of belonging and community as a result.

We have also launched a variety of cultural events, including Afro-Night and Diwali, which were the most well-attended events of the year. This was a success because of the postgraduate students' involvement as volunteers.

These events enjoyed robust participation, offering members a chance to engage with the committee and address their concerns. We continued offering Tuesday quiz evenings, as well as chocolate tasting, online cookie decorating, cheese and wine evenings, mindfulness creative workshops, and yoga, amongst others. We are deeply thankful to the KPA Clubhouse management team and team leaders for their unwavering support and assistance in orchestrating these events throughout the year. Their commitment and diligence have been pivotal in ensuring the success of these initiatives and in realising the KPA's goals.

**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2023**

**Trustees and Officers Report**

We organized an Easter egg decoration craft session within Keele's Great Hall and an elf hunt around the grounds of Keele Hall over the holiday break, when our PG students eagerly volunteered. We also hosted hot meals and mulled wine Christmas Eve celebrations, Christmas Day brunches, woodland walks and movie clubs. We also took our students on the woods walk with the committee, providing them with a free coffee on their journey. This encouraged students to make connections with the campus and committee, incorporate an active lifestyle into their days, take breaks from their busy schedules, and generally improve their well-being.

The KPA had a fruitful year, curating events that resonated with diverse interests while emphasizing well-being, diversity, and community engagement. Our priority is to continue creating a supportive and welcoming atmosphere for postgraduate students at Keele. Along with the trips we have taken care of their dietary requirements and provided them with food.

We also held our annual Postgraduate Celebration Evening and Bob Beattie Awards on 20<sup>th</sup> June 2023. This event, brimming with unity and camaraderie, highlighted the significant achievements of the KPA and the postgraduate community during the year. It was heartening to see our community unite to acknowledge and celebrate our shared accomplishments. We extend our sincere thanks to all attendees; your support was crucial to the event's success and our milestones this past year. Your involvement truly enriched the cherished memories of that special evening.

The success of the event and our accomplishments this past year would not have been possible without the support of all the guests, the Keele Chapel team, Alison Tansey the KPA Co-ordinator, Bethany Edge (previous Association Secretary), Rachana Dhaka, Vice President, and the amazing Clubhouse team under the able guidance of Julia Lawton, Clubhouse Manager. The treasured recollections of that wonderful occasion were genuinely improved by the collective efforts.

#### **4. Governance and Structural Evolution**

The governance framework underwent a review, including plans for the introduction of new roles and responsibilities for our Officers and Student Trustee. This was aimed at enhancing efficiency and responsiveness.

Role descriptions were updated for each of the elected Officer roles and we have created a "Q&A Guide" to assist KPA Officers in better understanding and carrying out their roles.

A special group was formed to review and update our Constitution and Bye-Laws, ensuring they reflect the evolving needs and aspirations of our community. The President contributed to the University's review of KPA's governance and strategy.

A Strategic Planning Day was held on 5<sup>th</sup> October 2022, where the KPA trustee board set their priorities for the year, based on feedback from our members' survey. Priorities included providing opportunities for PGs to socialise and network, and helping PGs to prepare for the next steps on their career journey.

**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2023**

**Trustees and Officers Report**

**5. Clubhouse Operations and Staffing**

With the influx of students returning to campus, the KPA Clubhouse expanded its operations. New thematic nights, such as Cultural Exchange Evenings and Academic Workshops were introduced.

Training programmes were organised for our Clubhouse staff; including customer service, conflict resolution, First Aid and event management.

**6. Financial Stewardship**

Financial transparency and accountability remained our top priorities. Regular financial reviews were conducted and financial reports were made available to our members. We reported on a 6-monthly basis to the University's Business Review Committee.

The annual grant from Keele University ensured that we remained financially robust.

**Governance**

During this year there have been notable changes to our governing board structure. As anticipated, we welcomed several new Officer and Student Trustees through our annual election process. We also welcomed two new external trustees, Dr Becky Bowler and Robert Meredith, both of whom have made a significant contribution to the organisation as a result of their valued previous experience.

Our sub-committees have been meeting with increased regularity to ensure that the challenges we face are thoroughly discussed, with actionable recommendations being made to the board.

We have continued our focus on refining our Constitution and By-Laws. In-depth discussions were held to determine how these foundational documents could be improved, simplified, and made more accessible for our members and other stakeholders. This work is set to continue into the next academic year (2023-2024).

We recognize the importance of having a current constitution that accurately represents our identity as a charity and our future aspirations, and we are dedicating significant time and resources to this endeavour.

**Trustee Board**

The governance structure of the KPA encompasses three types of trustees: Officer Trustees (elected), Student Trustees (elected), and External Trustees (appointed). The latter are selected by the existing board of trustees through an Appointments Committee.

When suitable opportunities arise, induction and training are provided to all new trustees and officers, covering various aspects of our operations.

**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2023**

**Trustees and Officers Report**

**Staffing**

The Clubhouse has had a large increase in staffing this year, due to the increase of demand in the return to campus by students.

**Staff Members**

The KPA has three permanent salaried staff positions:

KPA Finance and Administration Coordinator: Alison Tansey (part time)

Senior Clubhouse Bar and Entertainments Manager: Julia Lawton (full time)

Deputy Clubhouse Bar and Entertainments Manager: Charlotte Davies (full time)

We also have a series of Bar and Kitchen Team Leaders and Casual Staff employed at the Clubhouse on flexible contracts.

**Funds held as custodian trustee on behalf of others**

The KPA does not hold funds for third parties.

Receiving an annual grant from Keele University, paid in instalments, the KPA continues to hold and manage its own funds.

**We extend our profound gratitude to Keele University for its continued support and collaboration.**

## Keele Postgraduate Association

### Independent examiner's report to the Trustees and Officers of Keele Postgraduate Association (Charity no : 1143888)

I report on accounts for the year ended 31 July 2023, which are set out on Pages 9 to 19.

#### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of The Association of Certified Chartered Accountants.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

#### Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

#### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Date:

31 October 2023

Name:

Claire Slater FCCA

Address:

Slaters & Co Accountants, Lymore Villa,  
London Road, Chesterton, Staffs  
ST5 7JB

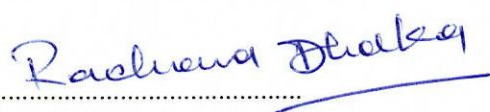
**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2023**

	<i>Note</i>	Unrestricted Funds £	Restricted Funds £	2023 Total Funds £	2022 Total Funds £
<b>Income and Endowments from:</b>					
Donations and legacies	<b>2</b>	126,665	25,739	152,404	114,692
Charitable Activities	<b>3</b>	819,034	0	819,034	690,617
<b>Total Income</b>		<u>945,699</u>	<u>25,739</u>	<u>971,438</u>	<u>805,309</u>
<b>Expenditure on:</b>					
Charitable Activities	<b>4</b>	970,343	25,739	996,082	753,330
<b>Total Expenditure</b>		<u>970,343</u>	<u>25,739</u>	<u>996,082</u>	<u>753,330</u>
Net movement in funds		(24,644)	0	(24,644)	51,979
Gains/(Losses) on disposal of Assets		0	0	0	0
Net movement in funds		(24,644)	0	(24,644)	51,979
<b>Reconciliation of funds</b>					
Total Funds Brought forward		141,800	0	141,800	89,821
<b>Total Funds Carried Forward</b>		<u><u>117,156</u></u>	<u><u>0</u></u>	<u><u>117,156</u></u>	<u><u>141,800</u></u>

**Keele Postgraduate Association  
Balance Sheet  
at 31 July 2023**

	<i>Note</i>	2023		2022	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible Assets	<b>11</b>	4,335		4,747	
Total fixed Assets			4,335		4,747
<b>Current Assets</b>					
Stocks	<b>12</b>	14,862		13,676	
Debtors	<b>13</b>	47,835		29,681	
Cash at Bank and in hand		101,062		140,833	
Total Current Assets		163,759		184,190	
<b>Creditors: Amounts falling due in one year</b>	<b>14</b>	(50,938)		(47,137)	
<b>Net Current Assets</b>			112,821		137,053
<b>Net Assets</b>			117,156		141,800
<b>The funds of the Charity</b>					
Unrestricted income funds			117,156		141,800
Restricted income funds			0		0
<b>Total Funds</b>	<b>15</b>		117,156		141,800

The financial statements on pages 9 to 19 were approved by the Trustees and Officers, and authorised for issue on 9th November 2023 and signed on their behalf by



.....  
Ms Rachana Dhaka  
Trustee

**Keele Postgraduate Association  
Notes to the Financial Statements  
for Year Ended 31 July 2023**

## **1. Accounting Policies**

### **Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

### **Basis of preparation**

Keele Postgraduate Association 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 notes.

### **Exemption from preparing a cash flow statement**

The Charity opted to early adopt Bulletin I published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

### **Going concern**

The Trustees and Officers consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

### **Income and endowments**

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the Charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

### **Donations and legacies**

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

### **Grants receivable**

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

**Keele Postgraduate Association  
Notes to the Financial Statements  
for Year Ended 31 July 2023**

**Charitable activities**

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

**Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

**Governance costs**

These include the costs attributable to the Charity's compliance with constitutional and statutory requirements, including audit, strategic management and Trustee's meetings and reimbursed expenses.

**Taxation**

The Charity is considered to pass the tests set out in Paragraph I 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.

**Tangible fixed assets**

Individual fixed assets costing £500 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses

**Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Fixtures, Fittings and Equipment	25% on cost

**Stock**

Stock is valued at the lower of cost and estimated selling price less costs to complete and sell, after due regard for obsolete and slow moving stocks. Cost is determined using the first-in, first-out (FIFO).

**Fund structure**

Unrestricted income funds are general funds that are available for use at the trustee's discretion in furtherance of the objectives of the Charity.

**Keele Postgraduate Association  
Notes to the Financial Statements  
for Year Ended 31 July 2023**

	<i>Note</i>	Unrestricted Funds £	Restricted Funds £	2023 Total Funds £	2022 Total Funds £
<b>2. Income from donations and legacies</b>					
Donations and legacies; Donations from companies, trusts and similar proceeds	<b>17</b>	52,861	2,387	55,248	46,124
Government grants		0	-	0	1,776
Grants, including capital grants; Grants from other charities		73,804	23,352	97,156	66,792
		<u>126,665</u>	<u>25,739</u>	<u>152,404</u>	<u>114,692</u>
<b>3. Income from charitable activities</b>					
Bar Sales		557,532	0	557,532	497,223
Catering Sales		239,403	0	239,403	192,532
Bar snacks and Tobacco		2,033	0	2,033	862
Sundry Other Income		20,066	0	20,066	0
		<u>819,034</u>	<u>0</u>	<u>819,034</u>	<u>690,617</u>

**Keele Postgraduate Association**  
**Notes to the Financial Statements**  
**for Year Ended 31 July 2023**

	<i>Note</i>	Activity undertaken directly £	Activity support costs £	2023 Total £	2022 Total £
<b>4. Expenditure on charitable activities</b>					
<b>Charitable Activities</b>					
Purchases		443,286		443,286	343,566
Staff Costs	<b>9</b>	253,832	114,085	367,917	252,322
Training & Governance Consultancy	<b>9</b>	5,188		5,188	180
Rent and Utilities		52,861		52,861	46,124
Agency - Security		19,153		19,153	8,435
Insurance		2,596		2,596	1,755
Equipment hire and rental		3,010		3,010	4,983
Equipment		9,121	251	9,372	8,098
Repairs and Renewals		5,155		5,155	9,076
Events Fees / Exps		27,659		27,659	26,580
Conference Fees/Expenses		0	654	654	312
Media / Marketing			315	315	175
Stationary, printing and postage		1,546		1,546	1,722
Travel		2,903		2,903	3,365
Licences		396		396	1,346
Cleaning		14,619		14,619	12,392
Sundry Other Expenditure		3,555	89	3,644	2,200
Independent Examination Fees	<b>5</b>	4,000	1,530	5,530	750
Bank Charge and Interest			17,401	17,401	14,581
Student support	<b>6</b>		9,086	9,086	11,747
Bad Debt		0		0	0
Depreciation	<b>7</b>	3,791		3,791	3,621
		<u>852,671</u>	<u>143,411</u>	<u>996,082</u>	<u>753,330</u>

£981,278(2022 - £751,554) of the above expenditure was attributable to unrestricted funds and £25,739 (2022 - £1,776) to restricted funds.

Included in the expenditure analysed above, are governance costs of £900 (2022 - £750). See Note 5 for further details.

**Keele Postgraduate Association  
Notes to the Financial Statements  
for Year Ended 31 July 2023**

	Unrestricted Funds £	Restricted Funds £	2023 Total Funds £	2022 Total Funds £
<b>5. Analysis of governance and support costs</b>				
Governance costs				
Independent Examiner's remuneration	900	0	900	750
Management accounts & FRS102 financial statements	4,480		4,480	
Other governance costs	0	0	0	0
	5,380	0	5,380	750
	5,380	0	5,380	750

**6. Grant Making**

	Grants to individuals	
	2023 £	2022 £
<b>Analysis</b>		
Student Support	9,086	11,747
	9,086	11,747
	9,086	11,747

The support costs associated with grant-making are £Nil (2022 - £Nil)

**7. Net incoming/outgoing resources**

	2023 £	2022 £
Depreciation of Fixed Assets	3,848	3,621
	3,848	3,621
	3,848	3,621

**8. Trustees' remuneration and expenses**

No Trustees, nor any persons connected with them, have received any remuneration from the charity during the year

No Trustees were reimbursed any expenses during the year. No Trustees received benefits from the charity during the year.

**Keele Postgraduate Association  
Notes to the Financial Statements  
for Year Ended 31 July 2023**

**9. Staff Costs**

The aggregate payroll costs were as follows:

	<b>2023</b>	<b>2022</b>
<b>Staff costs during the year were:</b>	<b>£</b>	<b>£</b>
Wages and Salaries	321,756	240,968
Social Security Costs	46,161	11,354
Training	5,188	180
	<u>373,105</u>	<u>252,502</u>

The monthly average number of persons (including senior management team) employed by the Charity during the year expressed as full time equivalents were as follows:

	<b>2023</b>	<b>2022</b>
Administration and Supervisory Staff	3	3
Bar Staff	35	26
	<u>38</u>	<u>29</u>

No employee received emoluments of more than £60,000 during the year.

**10. Taxation**

The Charity is a registered charity and is therefore potentially exempt from taxation.

**Keele Postgraduate Association  
Notes to the Financial Statements  
for Year Ended 31 July 2023**

	<b>Furniture and Equipment</b>	<b>Total</b>	
	£	£	
<b>11. Tangible Fixed Assets</b>			
<b>Cost</b>			
As at 1 August 2022	18,736	18,736	
Additions	3,380	3,380	
Disposals	0	0	
At 31 July 2023	22,116	22,116	
<b>Depreciation</b>			
As at 1 August 2022	13,990	13,990	
Charge for year	3,791	3,791	
Elimination on Disposals	0	0	
At 31 July 2023	17,781	17,781	
<b>Net book Value</b>			
At 31 July 2023	4,335	4,335	
At 31 July 2022	4,746	4,746	
<b>12. Stock</b>		<b>2023</b>	<b>2022</b>
		£	£
Stocks		14,862	13,676
<b>13. Debtors</b>		<b>2023</b>	<b>2022</b>
		£	£
Prepayments		0	0
Other Debtors		47,835	29,681
		47,835	29,681
<b>14. Creditors: amounts falling due within on year</b>		<b>2023</b>	<b>2022</b>
		£	£
Trade Creditors		13,467	13,900
Other Taxation and Social Security		29,750	27,630
Deferred income		0	0
Accruals		7,721	5,607
		50,938	47,137

**Keele Postgraduate Association**  
**Notes to the Financial Statements**  
**for Year Ended 31 July 2023**

	Balance at 1 August 2022 £	Incoming resources £	Resources expended £	Balance at 31 July 2023 £
<b>15. Funds</b>				
<b>Unrestricted funds</b>				
<i>Unrestricted general funds</i>				
General funds	141,800	945,699	(970,343)	117,156
<b>Restricted funds</b>				
Keele University	0	0	0	0
Government Grants	0	0	0	0
<b>Total restricted funds</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total funds</b>	<u>141,800</u>	<u>945,699</u>	<u>(970,343)</u>	<u>117,156</u>

Comparative Funds	Balance at 1 August 2021 £	Incoming resources £	Resources expended £	Balance at 31 July 2022 £
<b>Unrestricted funds</b>				
<i>Unrestricted general funds</i>				
General funds	89,821	803,533	(751,554)	141,800
<b>Restricted funds</b>				
Keele University	0	-	0	0
Other	0	1,776	(1,776)	0
<b>Total restricted funds</b>	<u>0</u>	<u>1,776</u>	<u>(1,776)</u>	<u>0</u>
<b>Total funds</b>	<u>89,821</u>	<u>805,309</u>	<u>(753,330)</u>	<u>141,800</u>

**Keele Postgraduate Association  
Notes to the Financial Statements  
for Year Ended 31 July 2023**

**16. Analysis of net assets between funds**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total funds</b>
	<b>General funds</b>	<b>General funds</b>	
	<b>£</b>	<b>£</b>	<b>£</b>
Fixed assets	4,335	0	4,335
Current assets	163,759	0	163,759
Current liabilities	(50,938)	0	(50,938)
	<b>117,156</b>	<b>0</b>	<b>117,156</b>

**17. Related party transactions**

During the year the Charity made the following related party transactions:

**Keele University**

(KPA is the Postgraduate Association for Keele University)

KPA received grants from Keele University of £73,804, during the year (2022 £66,792). In addition KPA bought goods and services from Keele University to the value of £17,918 (2022 £14,769) on commercial terms.

KPA occupies the University's buildings on a rent free basis under an informal agreement. The value of donated rent and overheads amounted to £52,861 in the year under review (2022 £46,124).

A donation from Keele Alumni for KPA Bursaries was received totalling £2,387.

At the balance sheet date the amount due to Keele University was nil (2022 £817).

**KEELE POSTGRADUATE ASSOCIATION**

England & Wales - Charity number 1143888

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# Accounts

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**Keele Postgraduate Association**

**Statement of Financial Activities**

**for the year ended 31 July 2022**

**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2022**

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**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2022**

**Reference & Administrative Details for 2021-22 KPA Annual Report**

**Trustees & Officers**

Chair & President: Ms Elisia Narbett (elected 1<sup>st</sup> July 2021, resigned 14<sup>th</sup> September 2021)  
Chair & President: Ms Sarah Hammond (elected 22<sup>nd</sup> November 2021, resigned 30<sup>th</sup> June 2022)  
Chair & President: Mr Abdelrhman Rayis (elected 1<sup>st</sup> July 2022)  
Vice President: Mr Atieme Ogbolosingha (elected 1<sup>st</sup> July 2021, resigned 5<sup>th</sup> January 2022)  
Vice President: Ms Rachana Dhaka (elected 1<sup>st</sup> July 2022)  
Association Secretary: Ms Ellie Ralph (elected 1<sup>st</sup> July 2021, resigned 6<sup>th</sup> August 2021)  
Association Secretary: Ms Bethany Edge (elected 22<sup>nd</sup> November 2021)  
Student Trustee: Ms Bethany Edge (appointed 1<sup>st</sup> July 2021, resigned 22<sup>nd</sup> November 2021)  
Student Trustee: Position currently vacant

External Trustees: Dr Rachel Bright (resigned 23<sup>rd</sup> September 2022)  
Mr Danny Walker (resigned 4<sup>th</sup> July 2022)  
Mr David James  
Mx Ashley Storer-Smith (appointed 17<sup>th</sup> June 2021, resigned 1<sup>st</sup> May 2022)  
Dr Becky Bowler (appointed 31<sup>st</sup> August 2022)

**Principal Office:** Room 97, Keele Hall, Keele University, Staffordshire, ST5 5BG

**Charity Registration Number:** 1143888

**Bankers:** Santander (Clubhouse), Lloyds Bank (Activity Account)

**Independent Examiner:** Claire Slater  
Slaters & Co Accountants  
Lymore Villa  
162A London Road  
Chesterton  
Newcastle Under Lyme  
Staffordshire  
ST5 7JB

**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2022**

## Trustees' and Officers' Report 2021 – 2022

The Trustees and Officers present the annual report, together with the financial statements of the Charity (no. 1143888) for the year ended 30 July 2022.

### KPA's Charitable Objectives

The following objectives are established for postgraduate students during their programme of study at Keele University, for the public benefit:

- To relieve financial hardship
- To advance education
- To promote and protect good health
- To provide facilities for recreation and leisure time occupation of those who have need of such facilities in the interests of social welfare, with the object of improving their condition of life

### Charitable Aims and Activities

- Postgraduate student representation and welfare/safeguarding at Keele University
- Raising awareness and campaigning on postgraduate student issues both locally and nationally
- Providing accessible events and entertainment for postgraduate students at Keele University
- Raising the profile of postgraduate education and research at Keele University
- Fostering a sense of community for postgraduate students at Keele University

**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2022**

**Trustees and Officers Report**

## Key Achievements in 2021 – 2022

### 1. Postgraduate student representation, support and welfare at Keele University

Our full-time sabbatical officers continued to attend a wide range of university committee meetings, where they were able to raise any concerns to the senior leadership team surrounding postgraduate education, wellbeing, and community.

Throughout the year, the Association were able to support students with a number of pressing issues; particularly mental health and wellbeing provision, the movement from online to in-person activities and teaching and the war in Ukraine.

This year, our officer's focused heavily on increasing awareness of mental health and wellbeing on campus and online, due to the lasting effects of the pandemic. During lockdown, we moved our mental health initiatives online, including virtual yoga sessions, mindfulness workshops, craft sessions and coffee mornings. This enabled our students to maintain a sense of community, put in place coping mechanisms for isolation and through study. We continued these events throughout the academic year and moved some of them back face-to-face such as our coffee mornings.

Our officers have also worked closely with the Keele SU Officers to create a Mental Health and Wellbeing strategy, alongside the University, to ensure all students are able to access the information and support they need from the services that are offered at Keele. We have ensured that postgraduates will be recognised within this strategy and will be able to access the support they need.

In February 2022 Russia launched a full-scale assault on Ukraine. At Keele we had/have many international students from Ukraine who were scared, alone and left vulnerable, along with students from Russia who found themselves scapegoated, isolated and with no access to funds. At the KPA we became heavily involved in supporting these students and representing them at meetings throughout the university to guide the support plans in place and providing an all-important listening and empathetic ear.

We have also represented postgraduate students on many other issues. One of our officers worked in conjunction with the university on the Whalley's Quarry Landfill dispute, ensured that it was kept on the university's agenda and acted as a 'witness' which involved write a statement about the impact of landfill site on postgraduate students at Keele (this was then sent to the local council). We held an Emergency General Meeting on Tuesday 30<sup>th</sup> November in response to announced strike action from the UCU. This was a forum where postgrads could ask questions regarding the strikes and receive support with any concerns they were facing regarding the industrial action by UCU. The officer team continued to meet with senior management within the University, and with UCU, to understand the situation and represent postgraduate student issues and concerns.

**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2022**

**Trustees and Officers Report**

We have also undertaken a lot of casework on behalf of individual postgraduates, ensuring they have access to the correct funding, signposting them to the correct people, and ensuring that their voices are heard across the university.

KPA Bursary applications and awards have also increased significantly in this academic year, as conferences and face-to-face training courses have started up again, postgraduates have been able to use the Bursary scheme to fund their participation. Throughout the 2021/22 academic year, we had many applications to our KPA Bursary fund from a range of PGT and PGR students looking to engage in extra-curricular activities. We received significant positive feedback from recipients of the Bursary, who had used their allocated sum to attend workshops and conferences relevant to their study. The total amount awarded in KPA bursaries this year was £11,747.

2. Providing accessible events and entertainment for postgraduate students at Keele University

The KPA has been committed to running a wide range of activities and events for the postgraduate community, both in-person and online.

During lockdown periods, the KPA held a range of online events for students including cheese and wine evenings, pyjama parties, craft events, mindfulness workshops, drop-in sessions with the KPA Committee and staff (among many others!). Our online events were well received by our student body and in particular our international, commuter, and vulnerable (shielding)/ self-isolating students.

This was especially important when we faced the Omicron variant in November 2021, when restrictions were once again tightened and universities across the country found themselves in a situation that due to isolation rules many of their students had to remain on campus here over the festive period. The KPA Clubhouse was also asked by the University to provide catering to all students remaining on campus over the Christmas period 2021. This included anyone self-isolating due to Covid-19, which meant we were the only organisation providing a lifeline to students at that time. We also committed to offering a series of online/virtual events which included: Xmas quiz, chocolate tasting, online cookie decorating, cheese and wine evening, mindfulness creative workshops, and yoga (amongst others). By hosting online events, we were also able to reach our distance learners who would not usually attend our events. This allowed for further engagement, which ultimately diversified our events this year.

As we began moving out of lockdown, we were able to host some in-person events, utilising our KPA Clubhouse space. Over the festive break, we held an Elf Hunt around the grounds of Keele Hall, which had over 800 attendees, many of which were postgraduate students with children. We also held a Christmas eve celebration with hot food and mulled wine, Christmas day brunches, woodland walks, and film clubs. We also held an Easter Egg hunt during the holidays which fell as lockdown restrictions eased further after the winter period. We also encouraged our students to go springtime strolling around campus, providing them with a free coffee on their journey and walking routes around Keele woods.

**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2022**

**Trustees and Officers Report**

This not only persuaded students to reconnect with campus but also encouraged them to incorporate active lifestyle into their days, taking breaks out of their schedules and bettering their wellbeing.

Following the pandemic, the KPA Clubhouse has become one of the most popular and attractive eating and drinking venues at Keele, thanks to the hard work of the Clubhouse Manager and staff. It is worth noting that several catering outlets on campus remained closed, which further increased demand on the KPA's resources. Often the Clubhouse staff find that they become the bridge between undergraduate and postgraduate students and are there to lend a listening and supportive ear to students who are struggling, the Clubhouse represents a consistent space, a consistent presence all year round where postgraduates feel like they have a home to go to, someone to talk to and somewhere they feel like they belong.

As an association, we have continued to provide a wide range of social, academic and wellbeing events on a regular basis, including a comprehensive programme of events for Welcome Week, as well as continuing with mindfulness and yoga sessions. Whilst some activities take place in the Clubhouse upstairs space, we have also organized various activities outside campus, including a Black History Month event at the Wedgwood Museum and social trips to Trentham Gardens and Betley Bonfire.

We also launched initiatives such as 'Productive Postgrads' on Mondays to provide an informal, open-office style working environment for postgraduate students to meet each other and seek support from others while encouraging their productivity and focus. This event has been particularly well received as students have been able to meet each other, support one another with queries and network.

This year we were delighted to be able to host our annual Postgraduate Celebration Evening in person in Keele Chapel, which was a chance to celebrate and thank our postgraduate community after a few difficult and challenging years. Our officers, with the help of our Administrative Coordinator Alison, created a fantastic in-person ceremony to celebrate our postgraduate students and their achievements, and to thank those who have actively supported postgraduate students and the community, across the year. We also collaborated with ILAS and the KDA to host the final of the Three Minute Thesis competition at the evening, which highlighted some of the thought-provoking research taking place at Keele by our students.

### 3. Raising the profile of postgraduate education and research at Keele University

The KPA committee have been involved in the development of new postgraduate modules and programmes that have been widely advertised at open days and through international recruitment. We were also involved in the creation of the new international induction and welcome week plans for September 2022 for the next new intake of international students, both postgraduate and undergraduate.

**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2022**

**Trustees and Officers Report**

The officers worked closely with the Keele Doctoral Academy (KDA) on their Researcher Summer School in Summer 2022, to ensure that the needs of postgraduate researchers are heard, represented, and met. We also supported ILAS and the KDA at the Keele Postgraduate Conference in June 2022 encouraging students to get involved, supporting them in the making of their presentations/posters and being there to cheer them on.

The officers have been involved in leading on a Student Partnership vision with colleagues from the University, focusing on broadening and diversifying student voice, student engagement and student leadership. Two additional postgraduate students are also involved in this endeavour, and this has been a fantastic opportunity for all of us to shape postgraduate experience within the university. In addition, one of our officers sat on an external scrutiny panel for the University of Nottingham's sabbatical team, to better understand the experiences of their students, and to also share our knowledge about how better to support postgraduate students.

The officers have been involved in Education Leadership Group meetings, where Covid-19 mitigations for exceptional circumstances, exam procedures and support offered to postgraduate students over the Christmas period and beyond were discussed. Following this, the officers have working closely with the Pro Vice Chancellor for Education, to ensure that postgraduate students get a tailored induction package when they start at Keele. In conjunction with Keele SU and UNIAC, the independent auditor, we carried out a focus group which gave us excellent insight into what postgraduates wanted from their induction period.

4. Fostering a sense of community for postgraduate students at Keele University

Throughout the year, the KPA has been deeply committed to maintaining a sense of community for postgraduate students, which we feel has been particularly important due to the lasting effects of the pandemic. We have had significant uptake at our online and in-person events (as described earlier), which proves just how valuable the KPA's work in maintaining a sense of community has been for our postgraduate student body.

We also had several students run for our annual election and by-election this year, which was extremely encouraging. The number of nominations received proved that our student body found the work of the KPA important, wanting to support and represent their peers. We ensured that all election events and promotions were delivered online, to ensure that members had the opportunity to meet their candidates and understand their manifesto pledges. The online hustings event meant that students isolating or living away from campus were able to engage with the candidates, posing questions about their manifesto and ideas for the upcoming academic year.

**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2022**

**Trustees and Officers Report**

## Governance

During this year, we have had some changes to our current governing board. As expected, we had several new Officer and Student Trustees through our annual election and November by-election, and we also recruited a new external/lay trustee member – see: Reference & Administrative Details for 2021-22 KPA Annual Report.

We have been ensuring that our sub-committees now meet regularly to ensure that challenges that we face are clearly discussed, with recommendations being made to the board.

During this year we continued to prioritise amending our Constitution and By-Laws and had in-depth discussions about how these could be improved and made simpler and more accessible for the membership and other stakeholders to understand. This work is continuing into the next academic year (2022-2023) when we plan to enlist an external NUS registered consultant to help us to rewrite our governing documents. We have been investing a large amount of time and resource to this work as we acknowledge how significant and important it is that we have an up-to-date constitution which reflects everything that we are as a charity and where we want to go.

### Trustee Board

The governance structure of the KPA allows for three types of trustees: Officer trustees (elected); Student Trustee (elected); External trustees (appointed), the latter being appointed by the existing board of trustees via an Appointments Committee.

Where appropriate and available, induction and training are offered to all new trustees and officers on a variety of different parts of our work.

## Staffing

The Clubhouse has had a large increase in staffing this year, due to the increase of demand in the return to campus by students.

**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2022**

**Trustees and Officers Report**

Staff Members

The KPA has three salaried staff positions:

Administrative Coordinator: Alison Tansey (part time)

Clubhouse Bar and Entertainments Manager: Julia Lawton (full time)

Deputy Clubhouse Bar and Entertainments Manager: Charlotte Davies (full time)

*We also have a series of Bar and Kitchen Team Leaders and Casual Staff employed at the Clubhouse on flexible contracts.*

Funds held as custodian trustee on behalf of others

The KPA does not hold funds for third parties.

Receiving an annual grant from Keele University, paid in instalments, the KPA continues to hold and manage its own funds.

The KPA would like to extend its gratitude and appreciation to Keele University for all the support provided over the last year.

**Keele Postgraduate Association**

**Independent examiner's report to the Trustees and Officers of Keele Postgraduate Association  
(Charity no : 1143888)**

I report on accounts for the year ended 31 July 2022, which are set out on Pages 10 to 20.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of The Association of Certified Chartered Accountants.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: *C. Slater*

Date: 22 November 2022

Name: Claire Slater FCCA

Address: Slaters & Co Accountants, Lymore Villa,  
London Road, Chesterton, Staffs  
ST5 7JB

**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2022**

	<i>Note</i>	Unrestricted Funds £	Restricted Funds £	2022 Total Funds £	2021 Total Funds £
<b>Income and Endowments from:</b>					
Donations and legacies	<b>2</b>	112,916	1,776	114,692	205,966
Charitable Activities	<b>3</b>	690,617	0	690,617	221,168
<b>Total Income</b>		<u>803,533</u>	<u>1,776</u>	<u>805,309</u>	<u>427,134</u>
<b>Expenditure on:</b>					
Charitable Activities	<b>4</b>	751,554	1,776	753,330	408,031
<b>Total Expenditure</b>		<u>751,554</u>	<u>1,776</u>	<u>753,330</u>	<u>408,031</u>
Net movement in funds		51,979	0	51,979	19,103
Gains/(Losses) on disposal of Assets		0	0	0	0
Net movement in funds		51,979	0	51,979	19,103
<b>Reconciliation of funds</b>					
Total Funds Brought forward		89,821	0	89,821	70,718
<b>Total Funds Carried Forward</b>		<u><u>141,800</u></u>	<u><u>0</u></u>	<u><u>141,800</u></u>	<u><u>89,821</u></u>

**Keele Postgraduate Association  
Balance Sheet  
at 31 July 2022**

	<i>Note</i>	2022		2021	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible Assets	<b>11</b>	4,747		7,499	
Total fixed Assets			4,747		7,499
<b>Current Assets</b>					
Stocks	<b>12</b>	13,676		5,472	
Debtors	<b>13</b>	29,681		9,891	
Cash at Bank and in hand		140,833		94,892	
Total Current Assets		184,190		110,255	
<b>Creditors: Amounts falling due in one year</b>	<b>14</b>	(47,137)		(27,933)	
<b>Net Current Assets</b>			137,053		82,322
<b>Net Assets</b>			<u>141,800</u>		<u>89,821</u>
<b>The funds of the Charity</b>					
Unrestricted income funds			141,800		89,821
Restricted income funds			0		0
<b>Total Funds</b>	<b>15</b>		<u>141,800</u>		<u>89,821</u>

The financial statements on pages 9 to 19 were approved by the Trustees and Officers, and authorised for issue on 11th November 2021 and signed on their behalf by

  
 .....  
 Mr Abdelrhman Rayis  
 Trustee

**Keele Postgraduate Association  
Notes to the Financial Statements  
for Year Ended 31 July 2022**

**1. Accounting Policies**

**Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

**Basis of preparation**

Keele Postgraduate Association 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 notes.

**Exemption from preparing a cash flow statement**

The Charity opted to early adopt Bulletin I published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

**Going concern**

The Trustees and Officers consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

**Income and endowments**

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the Charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

**Donations and legacies**

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

**Grants receivable**

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

**Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

**Keele Postgraduate Association  
Notes to the Financial Statements  
for Year Ended 31 July 2022**

**Charitable activities**

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

**Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

**Governance costs**

These include the costs attributable to the Charity's compliance with constitutional and statutory requirements, including audit, strategic management and Trustee's meetings and reimbursed expenses.

**Taxation**

The Charity is considered to pass the tests set out in Paragraph I 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.

**Tangible fixed assets**

Individual fixed assets costing £500 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses

**Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Fixtures, Fittings and Equipment	25% on cost

**Stock**

Stock is valued at the lower of cost and estimated selling price less costs to complete and sell, after due regard for obsolete and slow moving stocks. Cost is determined using the first-in, first-out (FIFO).

**Fund structure**

Unrestricted income funds are general funds that are available for use at the trustee's discretion in furtherance of the objectives of the Charity.

**Keele Postgraduate Association  
Notes to the Financial Statements  
for Year Ended 31 July 2022**

	<i>Note</i>	Unrestricted Funds £	Restricted Funds £	2022 Total Funds £	2021 Total Funds £
<b>2. Income from donations and legacies</b>					
Donations and legacies; Donations from companies, trusts and similar proceeds	<b>17</b>	46,124	0	46,124	43,488
Government grants		0	1,776	1,776	42,725
Grants, including capital grants; Grants from other charities		66,792		66,792	119,753
		<u>112,916</u>	<u>1,776</u>	<u>114,692</u>	<u>205,966</u>
<b>3. Income from charitable activities</b>					
Bar Sales		497,223	0	497,223	143,789
Catering Sales		192,532	0	192,532	75,435
Pool Table and Tobacco		862	0	862	1,944
Sundry Other Income		0	0	0	0
		<u>690,617</u>	<u>0</u>	<u>690,617</u>	<u>221,168</u>

**Keele Postgraduate Association  
Notes to the Financial Statements  
for Year Ended 31 July 2022**

	<i>Note</i>	Activity undertaken directly £	Activity support costs £	2022 Total £	2021 Total £
<b>4. Expenditure on charitable activities</b>					
<b>Charitable Activities</b>					
Purchases		343,566		343,566	123,845
Staff Costs	<b>9</b>	182,261	70,241	252,502	183,419
Rent and Utilities		46,124		46,124	43,488
Agency - Security		8,435		8,435	0
Insurance		1,755		1,755	1,197
Equipment hire and rental		4,983		4,983	2,292
Equipment		8,047	51	8,098	3,347
Repairs and Renewals		9,076		9,076	15,416
Events Fees / Exps		26,580		26,580	11,495
Conference Fees/Expenses		0	312	312	0
Media / Marketing			175	175	1,296
Stationary, printing and postage		1,722		1,722	1,827
Travel		3,365		3,365	584
Licences		1,346		1,346	678
Cleaning		12,392		12,392	4,295
Sundry Other Expenditure		524	1,676	2,200	1,584
Independent Examination Fees	<b>5</b>		750	750	720
Bank Charge and Interest			14,581	14,581	4,806
Student support	<b>6</b>		11,747	11,747	4,039
Bad Debt		0		0	0
Depreciation	<b>7</b>	3,621		3,621	3703
		<u>653,797</u>	<u>99,533</u>	<u>753,330</u>	<u>408,031</u>

£751,554 (2021 - £351,046) of the above expenditure was attributable to unrestricted funds and £1,776 (2021 - £56,985) to restricted funds.

Included in the expenditure analysed above, are governance costs of £750 (2021 - £720). See Note 5 for further details.

**Keele Postgraduate Association  
Notes to the Financial Statements  
for Year Ended 31 July 2022**

	Unrestricted Funds £	Restricted Funds £	2022 Total Funds £	2021 Total Funds £
<b>5. Analysis of governance and support costs</b>				
Governance costs				
Independent Examiner's remuneration	750	0	750	720
Other governance costs	0	0	0	0
	750	0	750	720
	750	0	750	720

**6. Grant Making**

	Grants to individuals	
	2022 £	2021 £
<b>Analysis</b>		
Student Support	11,747	4,039
	11,747	4,039
	11,747	4,039

The support costs associated with grant-making are £Nil (2020 - £Nil)

**7. Net incoming/outgoing resources**

	2022 £	2021 £
Depreciation of Fixed Assets	3,621	3,703
	3,621	3,703
	3,621	3,703

**8. Trustees' remuneration and expenses**

No Trustees, nor any persons connected with them, have received any remuneration from the charity during the year

No Trustees were reimbursed any expenses during the year. No Trustees received benefits from the charity during the year.

**Keele Postgraduate Association  
Notes to the Financial Statements  
for Year Ended 31 July 2022**

**9. Staff Costs**

The aggregate payroll costs were as follows:

	<b>2022</b>	<b>2021</b>
<b>Staff costs during the year were:</b>	<b>£</b>	<b>£</b>
Wages and Salaries	240,968	174,044
Social Security Costs	11,354	9,375
Training	180	0
	<u>252,502</u>	<u>183,419</u>

The monthly average number of persons (including senior management team) employed by the Charity during the year expressed as full time equivalents were as follows:

	<b>2022</b>	<b>2021</b>
Administration and Supervisory Staff	3	3
Bar Staff	26	25
	<u>29</u>	<u>28</u>

No employee received emoluments of more than £60,000 during the year.

**10. Taxation**

The Charity is a registered charity and is therefore potentially exempt from taxation.

**Keele Postgraduate Association  
Notes to the Financial Statements  
for Year Ended 31 July 2022**

	<b>Furniture and Equipment</b>	<b>Total</b>	
	<b>£</b>	<b>£</b>	
<b>11. Tangible Fixed Assets</b>			
<b>Cost</b>			
As at 1 August 2021	17,867	17,867	
Additions	869	869	
Disposals	0	0	
At 31 July 2022	<u>18,736</u>	<u>18,736</u>	
<b>Depreciation</b>			
As at 1 August 2021	10,368	10,368	
Charge for year	3,621	3,621	
Elimination on Disposals	0	0	
At 31 July 2022	<u>13,989</u>	<u>13,989</u>	
<b>Net book Value</b>			
At 31 July 2022	<u>4,747</u>	<u>4,747</u>	
At 31 July 2021	<u>7,499</u>	<u>7,499</u>	
<b>12. Stock</b>			
		<b>2022</b>	<b>2021</b>
		<b>£</b>	<b>£</b>
Stocks		<u>13,676</u>	<u>5,472</u>
<b>13. Debtors</b>			
		<b>2022</b>	<b>2021</b>
		<b>£</b>	<b>£</b>
Prepayments		0	500
Other Debtors		29,681	9,391
		<u>29,681</u>	<u>9,891</u>
<b>14. Creditors: amounts falling due within on year</b>			
		<b>2022</b>	<b>2021</b>
		<b>£</b>	<b>£</b>
Trade Creditors		13,900	13,925
Other Taxation and Social Security		27,630	9,468
Deferred income		0	0
Accruals		5,607	4,540
		<u>47,137</u>	<u>27,933</u>

**Keele Postgraduate Association  
Notes to the Financial Statements  
for Year Ended 31 July 2022**

	Balance at 1 August 2021 £	Incoming resources £	Resources expended £	Balance at 31 July 2022 £
<b>15. Funds</b>				
<b>Unrestricted funds</b>				
<i>Unrestricted general funds</i>				
General funds	89,821	803,533	(751,554)	141,800
<b>Restricted funds</b>				
Keele University	0	0	0	0
Government Grants	0	1,776	(1,776)	0
<b>Total restricted funds</b>	<u>0</u>	<u>1,776</u>	<u>(1,776)</u>	<u>0</u>
<b>Total funds</b>	<u>89,821</u>	<u>805,309</u>	<u>(753,330)</u>	<u>141,800</u>

Comparative Funds	Balance at 1 August 2020 £	Incoming resources £	Resources expended £	Balance at 31 July 2021 £
<b>Unrestricted funds</b>				
<i>Unrestricted general funds</i>				
General funds	70,718	370,149	(351,046)	89,821
<b>Restricted funds</b>				
Keele University	0	14,260	(14,260)	0
Other	0	42,725	(42,725)	0
<b>Total restricted funds</b>	<u>0</u>	<u>56,985</u>	<u>(56,985)</u>	<u>0</u>
<b>Total funds</b>	<u>70,718</u>	<u>427,134</u>	<u>(408,031)</u>	<u>89,821</u>

**Keele Postgraduate Association  
Notes to the Financial Statements  
for Year Ended 31 July 2022**

**16. Analysis of net assets between funds**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	
	<b>General funds</b>	<b>General funds</b>	<b>Total funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Fixed assets	4,747	0	4,747
Current assets	184,190	0	184,190
Current liabilities	(47,137)	0	(47,137)
	<u>141,800</u>	<u>0</u>	<u>141,800</u>

**17. Related party transactions**

During the year the Charity made the following related party transactions:

**Keele University**

(KPA is the Postgraduate Association for Keele University)

KPA received grants from Keele University of £66,792, during the year (2021 £101,572). In addition KPA bought goods and services from Keele University to the value of £14,769 (2021 £2,871) on commercial terms.

KPA occupies the University's buildings on a rent free basis under an informal agreement. The value of donated rent and overheads amounted to £46,124 in the year under review (2021 £43,488).

At the balance sheet date the amount due to Keele University was £817 (2021 £845).

**KEELE POSTGRADUATE ASSOCIATION**

England & Wales - Charity number 1143888

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# Accounts

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**Keele Postgraduate Association**  
**Statement of Financial Activities**  
**for the year ended 31 July 2021**

**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2021**

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**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2021**

**Reference & Administrative Details for 2020-21 KPA Annual Report**

**Trustees & Officers**

Chair & President: Miss Katie Charlton (appointed 1<sup>st</sup> July 2020, resigned 30<sup>th</sup> June 2021)  
Chair & President: Ms Elisia Narbett (appointed 1<sup>st</sup> July 2021, resigned 14<sup>th</sup> September 2021)  
Chair & President: Position currently vacant  
Vice President: Mr Parker Robinson (appointed 1<sup>st</sup> July 2020, resigned 12<sup>th</sup> November 2020 )  
Vice President: Ms Elisia Narbett (appointed 23<sup>rd</sup> November 2020, resigned 30<sup>th</sup> June 2021)  
Vice President: Mr Atieme Ogbolosingha (appointed 1<sup>st</sup> July 2021)  
Association Secretary: Mr Atieme Ogbolosingha (appointed 1<sup>st</sup> July 2020, resigned 30<sup>th</sup> June 2021)  
Association Secretary: Ms Ellie Ralph (appointed 1<sup>st</sup> July 2021, resigned 6<sup>th</sup> August 2021)  
Association Secretary: Position currently vacant  
Student Trustee: Ms Sophia Taha (appointed 1<sup>st</sup> July 2020, resigned 30<sup>th</sup> June 2021)  
Student Trustee: Ms Bethany Edge (appointed 1<sup>st</sup> July 2021)

External Trustees:  
Dr Rachel Bright  
Mr Danny Walker  
Mr David James  
Mr Jonathan Grosskopf (stood down 4<sup>th</sup> November 2020)  
Ms Ashley Storer-Smith (appointed 17<sup>th</sup> June 2021)

**Principal Office:** Room 97, Keele Hall, Keele University, Staffordshire, ST5 5BG

**Charity Registration Number:** 1143888

**Bankers:** Santander (Clubhouse), Lloyds Bank (Activity Account)

**Independent Examiner:** Claire Slater  
Slaters & Co Accountants  
Lymore Villa  
162A London Road  
Chesterton  
Newcastle Under Lyme  
Staffordshire  
ST5 7JB

**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2021**

**KPA Trustee's and Officer's Report 2020 – 2021**

The Trustees and Officers present the annual report, together with the financial statements of the Charity (no. 1143888) for the year ended 31 July 2021.

**KPA's Charitable Objectives**

The following objectives are established for postgraduate students during their programme of study at Keele University, for the public benefit: -

- To relieve financial hardship;
- To advance education;
- To promote and protect good health;
- To provide facilities for recreation and leisure time occupation of those who have need of such facilities in the interests of social welfare, with the object of improving their condition of life

**Charitable Aims and Activities**

1. Postgraduate student representation and welfare/safeguarding at Keele University;
2. Raising awareness and campaigning on postgraduate student issues both locally and nationally;
3. Providing accessible events and entertainment for postgraduate students at Keele University;
4. Raising the profile of postgraduate education and research at Keele University;
5. Fostering a sense of community for postgraduate students at Keele University;

**Key Achievements in 2020 – 2021**

**1. Postgraduate student representation and welfare/safeguarding at Keele University**

- Our full-time sabbatical officers continued to attend a wide range of university committee meetings, where they were able to raise any concerns to the senior leadership team surrounding postgraduate education, wellbeing and community.
- Throughout the year, the Association were able to support students with a number of pressing issues; PGR supervision, deadline extensions and extenuating circumstances in light of COVID-19, PGT module fees and access to robust safety net policy, online support and provision for PG students, mental health and wellbeing provision, access to library services online, raising issues with postgraduate poverty and inability to work due to the pandemic, providing a range of online activities to students to maintain connections and community support.
- This year, our officer's focused heavily on increasing awareness of mental health and wellbeing on campus and online, due to the pandemic. During lockdown, we moved our mental health initiatives online, including virtual yoga sessions, mindfulness workshops, craft sessions and coffee mornings. This enabled our students to maintain a sense of community, put in place coping mechanisms for isolation and through study. When lockdown measures were reduced in September 2020, we were able to host sessions outdoors for our students including yoga and mindful walks. We were

**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2021**

**Trustees and Officers Report**

also able to run a range of online writing retreats for our students that included group study and scheduled breaks. Throughout the month of January 2021, we ran a mental health campaign and hosted a variety of different workshops online. With the support from the postgraduate student support officer at Keele University, we were able to deliver journaling workshops, themed mindfulness sessions, body positivity crafts and weekly yoga sessions. We also partook in a University wide national mental health awareness programs where we worked collaboratively to support our student body.

- We were able to deliver our annual Postgraduate Celebration Evening virtually this year. Our officers created a virtual ceremony and watch party for students to celebrate postgraduate achievements. The focus of this year's "Postgraduate Student of the Year" awards was centred around support for the community and peers in the context of COVID-19.
- In light of the pandemic, we altered the terms of our KPA Bursary to capture further requirements that students needed to support their studies. We opened the criteria up so that students could apply for the costs of books required for their course that they could not access via the library, attendance at more diverse training and conferences, rental of office space if home offices were not conducive to working, noise cancelling headphones necessary for online meetings or quiet study, suit purchase/hire for virtual or in person interviews and costs related to membership fees. We had a range of PGT and PGR applications and carried out further promotional work to encourage our postgraduate students to apply. We received significant positive feedback from recipients of the Bursary, who had used their allocated sum to support them with the struggles that they had encountered as a direct result of the pandemic. We were also able award Bursaries to students undertaking online conferences throughout lockdown. The total amount awarded in KPA bursaries this year was **£4,039**.

**2. Raising awareness and campaigning on postgraduate student issues both locally and nationally**

- This year, the KPA worked closely with Keele Students' Union to lobby for postgraduate student provisions to be put in place in light of the pandemic. We also worked with student unions across the country to ensure that appropriate safety net measures were implemented, to protect student grades and teaching. We also worked alongside the Keele Doctoral Academy (KDA) to ensure that PGR students were captured within an appropriate safety-net policy. This policy supported them with extensions, enabled them to add a COVID protection statement to their theses and ensure that monetary support was in place for students requiring a leave of absence. The feedback from our students was tantamount in working collaboratively with the (KDA) to support the PGR student body at Keele.
- Our officers continued to work alongside the University and Keele Students' Union on the 'Start to Success Project', an initiative focused on raising awareness of mental health and bettering wellbeing at university. The Postgraduate Student Support Officer, with help and feedback from the KPA officers, was able to develop

**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2021**

**Trustees and Officers Report**

a range of resources for postgraduate students including advice on bereavement, PGR studies and relieving isolation and managing the transition from undergraduate to postgraduate study. We also raised the issue of postgraduate poverty, which significantly impacts students across the country. We worked alongside the University Senior Leadership Team to understand postgraduate student fees and also ensured that our University's Hardship Fund was spread equally between the undergraduate and postgraduate student body.

- As a result of COVID-19, the government distributed funds to universities for them to support their student population. The money received by Keele formed part of the Hardship Fund, money used to support students facing financial difficulties. The KPA helped to streamline the process of applying for money from the hardship fund, which can often be extremely intrusive and demanding. Our work ensured that students felt confident in the application process and our promotion of the fund encouraged further students in need to apply. The University were therefore able to award funds widely to members of the postgraduate student population who had struggled with financial hardship as a result of the pandemic.

**3. Providing accessible events and entertainment for postgraduate students at Keele University**

- Throughout the pandemic, the KPA has been committed to running a blend of in-person and online activities for our postgraduate student body. During lockdown periods, the KPA held a range of online events for students including; cheese and wine evening, pyjama parties, craft events, mindfulness workshops, pub night's in with live music, themed music evenings, virtual cocktail classes, yoga classes, active fitness sessions, quiz nights, wine and ale tasting, crafts and baking for students with children, ballet classes, chocolate tasting workshops, writing retreats, pizza making, ready steady cook competitions, afternoon tea and drop in sessions with the KPA Committee and staff. Our online events were well received by our student body, particularly international students who were unable to return home due to lockdown and postgraduate students who were isolating.
- As we began moving out of lockdown, we were able to host some in-person events, utilising our KPA Clubhouse space. Over Christmas, we held an Elf Hunt around the grounds of Keele Hall, which had over 800 attendees, many of which were postgraduate students with children. We also held an Easter Egg hunt during the holidays which fell as lockdown restrictions eased further after the winter period. We also encouraged our students to go springtime strolling around campus, providing them with a free coffee on their journey and walking routes around Keele woods. This not only persuaded students to reconnect with campus but also encouraged them to incorporate active lifestyle into their days, taking breaks out of their schedules and bettering their wellbeing. We also held picnics on Keele Lawn in groups of 6 so that students could reconnect whilst staying safe and following COVID guidelines.
- As our KPA Clubhouse reopened, we were able to do sit down events. This included a sit-down Gin Festival, Ale tasting, cheese and wine and themed food nights. We were also able to host live music in our beer garden in line with

**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2021**

**Trustees and Officers Report**

government guidelines. We also continued to host events online for students who were nervous to come back to campus, were shielding due to health issues, or were distance learners who did not return to campus. By hosting online events, we were also able to reach our distance learners who would not usually attend our events. This allowed for further engagement, which ultimately diversified our events this year.

- We also continued to use our social media pages to circulate helpful resources for postgraduate students on maintaining their mental health and wellbeing, top tips for increasing focus when working from home and how to relieve isolation and intrusive thoughts during lock down. We used our social media profiles to generate more engagement with the KPA elected Officers, running a Committee spotlight throughout February. This meant that students were able to contact our officers more regularly, giving them a better understanding of what officer was most suited to deal with their query. We also did Instagram takeovers with our officers so that students could pose any questions that they had about the role of the sabbatical and part-time officer team, find out more about what support systems were in place at the University and to promote the unique postgraduate student union on campus.

**4. Raising the profile of postgraduate education and research at Keele University**

- This year, Keele University have been running virtual postgraduate open days for prospective students. They have also held several postgraduate open days, which they have asked the KPA committee to attend. At the online postgraduate open day, our officers answered questions about postgraduate study at Keele, promoting the services on campus and the uniqueness of the postgraduate student union. The online open days were accessible on the website for a number of days, which encouraged further engagement and more views. Students were prompted to get in touch with the KPA with any further questions that they may have had about studying at Keele.
- We additionally continued to promote postgraduate successes in the KPA Presidents' monthly report. This section encouraged postgraduate students with their achievements so that we were able to share this with the wider university community. Many success stories were in relation to the progression of PGR study, published papers, breakthroughs in research, artistic pieces that had been featured in the local community and awards that had been given to our students.
- The KPA committee were also involved in the development of new postgraduate modules and programmes that have been widely advertised at open days and through international recruitment.
- We also widely promoted our Postgraduate of the Year Awards; the virtual ceremony being widely shared across social media channels and by the University. The University have also supported us in sharing our virtual events in communications with the wider campus community, via their own social media outlets and in the Keele app.

**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2021**

**Trustees and Officers Report**

**5. Fostering a sense of community for postgraduate students at Keele University**

- Throughout the year, the KPA has been deeply committed to maintaining a sense of community for postgraduate students, which we feel has been particularly important due to the pandemic. We have continued to run events online when we have not been able to meet in person and have ensured that students have been able to contact us throughout the pandemic so that they are supported and represented. We have had significant uptake at our online and in person events, which proves just how valuable the KPA's work in maintaining a sense of community has been for our postgraduate student body. We have received encouraging feedback from our events, where students felt that they were still a part of the Keele community, even if they were living in a different part of the country.
- Our Postgraduate of the Year student awards also have proven the sense of community at Keele University. The theme of our awards this year was based on community spirit during lockdown. We therefore offered one Postgraduate of the Year Award of £500.00 and two highly commended awards of £100.00 each. The contributions of the awardees during lockdown were commendable, the ceremony offering a space for students to share their successes with the wider postgraduate community. Many of the nominations we received commented on the personal impact of the work of postgraduate students at Keele in keeping the community feel strong throughout the pandemic. The number of nominations we received was pleasing to see, with postgraduate students going above and beyond for their peers. The watch party that we held for the online ceremony also enabled us to maintain a sense of postgraduate community, our students watching and celebrating each other's achievements together.
- We also had several students run for our annual election this year, which was extremely encouraging. The number of nominations received proved that our student body found the work of the KPA important, wanting to support and represent their peers. We ensured that all elections events and promotions were delivered online to ensure that members were able to meet their candidates and understand their manifesto pledges. The online hustings event meant that students isolating or living away from campus were able to engage with the candidates, posing questions about their manifesto and ideas for the upcoming academic year.

**Governance**

During this year, we have had some changes to our current board. As expected, we had several new Officer and Student Trustees through our annual election and we also recruited a new external/lay trustee member. We have been ensuring that our sub-committees now meet regularly to ensure that challenges that we face are clearly discussed with recommendations being made to the board.

**Trustee Board**

The governance structure of the KPA allows for three types of trustee: Officer trustees (elected); Student Trustee (elected); External trustees (appointed), the latter being appointed by the existing board of trustees via an Appointments Committee. Where appropriate and available, induction and training are offered to all new trustees and officers.

**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2021**

**Trustees and Officers Report**

**Staffing**

During the year in question, we have had a change in staffing. Our Bar Supervisor, Nick Jobling, resigned in September 2020. Nick was replaced by Sebastian Ridgway on an interim basis from September 2020. There have been no further staffing changes to report.

**Staff Members**

The KPA has two salaried staff positions:

Administrative Coordinator: Alison Tansey (part time)

Clubhouse and Entertainments Manager: Julia Lawton (full time)

It also employs a Bar Supervisor, Sebastian Ridgway, and a Kitchen Supervisor, Charlotte Davies, at min 25 hours p/wk.

**Funds held as custodian trustee on behalf of others**

The KPA does not hold funds for third parties.

Receiving an annual grant from Keele University, paid in instalments, the KPA continues to hold and manage its own funds.

**The KPA would like to extend its gratitude and appreciation to Keele University for all the support provided over the last year.**

**This includes the transfer of £3,681.25 from the Keele Alumni and Supporter Engagement Team, donated for the benefit of postgraduates by Keele Alumni and ringfenced for KPA Bursaries.**

**Keele Postgraduate Association**

**Independent examiner's report to the Trustees and Officers of Keele Postgraduate Association  
(Charity no : 1143888)**

I report on accounts for the year ended 31 July 2021, which are set out on Pages 9 to 19.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of The Association of Certified Chartered Accountants.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: 

Date: 2 November 2021

Name: Claire Slater FCCA

Address: Slaters & Co Accountants, Lymore Villa,  
London Road, Chesterton, Staffs  
ST5 7JB

**Keele Postgraduate Association  
Statement of Financial Activities  
for the year ended 31 July 2021**

	<i>Note</i>	Unrestricted Funds £	Restricted Funds £	2021 Total Funds £	2020 Total Funds £
<b>Income and Endowments from:</b>					
Donations and legacies	<b>2</b>	148,981	56,985	205,966	143,674
Charitable Activities	<b>3</b>	221,168	0	221,168	240,014
<b>Total Income</b>		<u>370,149</u>	<u>56,985</u>	<u>427,134</u>	<u>383,688</u>
<b>Expenditure on:</b>					
Charitable Activities	<b>4</b>	351,046	56,985	408,031	387,435
<b>Total Expenditure</b>		<u>351,046</u>	<u>56,985</u>	<u>408,031</u>	<u>387,435</u>
Net movement in funds		19,103	0	19,103	(3,747)
Gains/(Losses) on disposal of Assets		0	0	0	(524)
Net movement in funds		19,103	0	19,103	(4,271)
<b>Reconciliation of funds</b>					
Total Funds Brought forward		70,718	0	70,718	74,989
<b>Total Funds Carried Forward</b>		<u><u>89,821</u></u>	<u><u>0</u></u>	<u><u>89,821</u></u>	<u><u>70,718</u></u>

**Keele Postgraduate Association  
Balance Sheet  
at 31 July 2021**

	<i>Note</i>	2021		2020	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible Assets	<b>11</b>	7,499		9,178	
Total fixed Assets			7,499		9,178
<b>Current Assets</b>					
Stocks	<b>12</b>	5,472		2,791	
Debtors	<b>13</b>	9,891		9,983	
Cash at Bank and in hand		94,892		82,951	
Total Current Assets		110,255		95,725	
Creditors: Amounts falling due in one year	<b>14</b>	(27,933)		(34,185)	
Net Current Assets			82,322		61,540
Net Assets			89,821		70,718
<b>The funds of the Charity</b>					
Unrestricted income funds			89,821		70,718
Restricted income funds			0		0
Total Funds	<b>15</b>		89,821		70,718

The financial statements on pages 9 to 19 were approved by the Trustees and Officers, and authorised for issue on 11th November 2021 and signed on their behalf by



.....  
Atieme Ogbolosingha  
Trustee

**Keele Postgraduate Association  
Notes to the Financial Statements  
for Year Ended 31 July 2021**

**1. Accounting Policies**

**Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

**Basis of preparation**

Keele Postgraduate Association 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 notes.

**Exemption from preparing a cash flow statement**

The Charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

**Going concern**

The Trustees and Officers consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

**Income and endowments**

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the Charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

**Donations and legacies**

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

**Grants receivable**

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

**Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

**Charitable activities**

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

**Keele Postgraduate Association  
Notes to the Financial Statements  
for Year Ended 31 July 2021**

**Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

**Governance costs**

These include the costs attributable to the Charity's compliance with constitutional and statutory requirements, including audit, strategic management and Trustee's meetings and reimbursed expenses.

**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.

**Tangible fixed assets**

Individual fixed assets costing £500 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses

**Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Fixtures, Fittings and Equipment	25% on cost

**Stock**

Stock is valued at the lower of cost and estimated selling price less costs to complete and sell, after due regard for obsolete and slow moving stocks. Cost is determined using the first-in, first-out (FIFO).

**Fund structure**

Unrestricted income funds are general funds that are available for use at the trustee's discretion in furtherance of the objectives of the Charity.

**Keele Postgraduate Association  
Notes to the Financial Statements  
for Year Ended 31 July 2021**

	<i>Note</i>	Unrestricted Funds £	Restricted Funds £	2021 Total Funds £	2020 Total Funds £
<b>2. Income from donations and legacies</b>					
Donations and legacies; Donations from companies, trusts and similar proceeds	<b>17</b>	43,488	0	43,488	44,455
Government grants		0	42,725	42,725	36,171
Grants, including capital grants; Grants from other charities		105,493	14,260	119,753	63,048
		<u>148,981</u>	<u>56,985</u>	<u>205,966</u>	<u>143,674</u>
<b>3. Income from charitable activities</b>					
Bar Sales		143,789	0	143,789	193,957
Catering Sales		75,435	0	75,435	45,802
Pool Table and Tobacco		1,944	0	1,944	255
Sundry Other Income		0	0	0	0
		<u>221,168</u>	<u>0</u>	<u>221,168</u>	<u>240,014</u>

**Keele Postgraduate Association  
Notes to the Financial Statements  
for Year Ended 31 July 2021**

	<i>Note</i>	Activity undertaken directly £	Activity support costs £	2021 Total £	2020 Total £
<b>4. Expenditure on charitable activities</b>					
<b>Charitable Activities</b>					
Purchases		123,845		123,845	139,267
Staff Costs	<b>9</b>	135,278	48,141	183,419	160,654
Rent and Utilities		43,488		43,488	44,455
Insurance		1,197		1,197	1,320
Equipment hire and rental		2,292		2,292	1,551
Equipment		3,347		3,347	2,743
Repairs and Renewals		1,156	14,260	15,416	1,752
Events Fees / Exps		11,495		11,495	13,015
Conference Fees/Expenses		0		0	7
Media / Marketing			1,296	1,296	1,720
Stationary, printing and postage		704	1,123	1,827	314
Travel		584		584	418
Licences		678		678	379
Cleaning		4,295		4,295	5,248
Telephones				0	0
Sundry Other Expenditure		665	919	1,584	2,056
Independent Examination Fees	<b>5</b>		720	720	720
Bank Charge and Interest			4,806	4,806	5,080
Student support	<b>6</b>		4,039	4,039	3,493
Bad Debt	<b>7</b>	0		0	220
Depreciation		3,703		3,703	3023
		<u>332,727</u>	<u>75,304</u>	<u>408,031</u>	<u>387,435</u>

£351,046 (2020 - £343,564) of the above expenditure was attributable to unrestricted funds and £56,985 (2020 - £43,871) to restricted funds.

Included in the expenditure analysed above, are governance costs of £720 (2020 - £720). See Note 5 for further details.

**Keele Postgraduate Association  
Notes to the Financial Statements  
for Year Ended 31 July 2021**

	Unrestricted Funds £	Restricted Funds £	2021 Total Funds £	2020 Total Funds £
<b>5. Analysis of governance and support costs</b>				
Governance costs				
Independent Examiner's remuneration	720	0	720	720
Other governance costs	0	0	0	0
	720	0	720	720
	720	0	720	720

**6. Grant Making**

	Grants to Individuals	
	2021 £	2020 £
<b>Analysis</b>		
Student Support	4,039	3,493
	4,039	3,493
	4,039	3,493

The support costs associated with grant-making are £Nil (2020 - £Nil)

**7. Net Incoming/outgoing resources**

	2021 £	2020 £
Depreciation of Fixed Assets	3,703	3,023
	3,703	3,023
	3,703	3,023

**8. Trustees' remuneration and expenses**

No Trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No Trustees were reimbursed any expenses during the year. No Trustees received benefits from the charity during the year.

**Keele Postgraduate Association  
Notes to the Financial Statements  
for Year Ended 31 July 2021**

**9. Staff Costs**

The aggregate payroll costs were as follows:

	<b>2021</b>	<b>2020</b>
<b>Staff costs during the year were:</b>	<b>£</b>	<b>£</b>
Wages and Salaries	174,044	151,800
Social Security Costs	9,375	8,164
Training	0	630
	<u>183,419</u>	<u>160,594</u>

The monthly average number of persons (including senior management team) employed by the Charity during the year expressed as full time equivalents were as follows:

	<b>2021</b>	<b>2020</b>
Administration and Supervisory Staff	3	3
Bar Staff	25	19
	<u>28</u>	<u>22</u>

No employee received emoluments of more than £60,000 during the year.

**10. Taxation**

The Charity is a registered charity and is therefore potentially exempt from taxation.

**Keele Postgraduate Association  
Notes to the Financial Statements  
for Year Ended 31 July 2021**

	<b>Furniture and Equipment</b>	<b>Total</b>	
	£	£	
<b>11. Tangible Fixed Assets</b>			
<b>Cost</b>			
As at 1 August 2020	15,843	15,843	
Additions	2,024	2,024	
Disposals	0	0	
At 31 July 2021	17,867	17,867	
<b>Depreciation</b>			
As at 1 August 2020	6,665	6,665	
Charge for year	3,703	3,703	
Elimination on Disposals	0	0	
At 31 July 2021	10,368	10,368	
<b>Net book Value</b>			
At 31 July 2021	7,499	7,499	
At 31 July 2020	9,178	9,178	
<b>12. Stock</b>			
		<b>2021</b>	<b>2020</b>
		£	£
Stocks		5,472	2,791
<b>13. Debtors</b>			
		<b>2021</b>	<b>2020</b>
		£	£
Prepayments		500	409
Other Debtors		9,391	9,574
		9,891	9,983
<b>14. Creditors: amounts falling due within on year</b>			
		<b>2021</b>	<b>2020</b>
		£	£
Trade Creditors		13,925	10,034
Other Taxation and Social Security		9,468	6,682
Deferred income		0	14,260
Accruals		4,540	3,209
		27,933	34,185

Deferred income relates to monies received from Key fund grant for clubhouse decoration costs that has now been transferred to income and spent during the year.

**Keele Postgraduate Association  
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	Balance at 1 August 2020 £	Incoming resources £	Resources expended £	Balance at 31 July 2021 £
<b>15. Funds</b>				
<b>Unrestricted funds</b>				
<i>Unrestricted general funds</i>				
General funds	70,718	370,149	(351,046)	89,821
<b>Restricted funds</b>				
Keele University	0	14,260	(14,260)	0
Government Grants	0	42,725	(42,725)	0
<b>Total restricted funds</b>	<b>0</b>	<b>56,985</b>	<b>(56,985)</b>	<b>0</b>
<b>Total funds</b>	<b>70,718</b>	<b>427,134</b>	<b>(408,031)</b>	<b>89,821</b>

Comparative Funds	Balance at 1 August 2019 £	Incoming resources £	Resources expended £	Balance at 31 July 2020 £
<b>Unrestricted funds</b>				
<i>Unrestricted general funds</i>				
General funds	74,989	339,817	(344,088)	70,718
<b>Restricted funds</b>				
Keele University	0	7,700	(7,700)	0
Other	0	36,171	(36,171)	0
<b>Total restricted funds</b>	<b>0</b>	<b>43,871</b>	<b>(43,871)</b>	<b>0</b>
<b>Total funds</b>	<b>74,989</b>	<b>383,688</b>	<b>(387,959)</b>	<b>70,718</b>

**Keele Postgraduate Association  
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**16. Analysis of net assets between funds**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total funds</b>
	<b>General funds</b>	<b>General funds</b>	
	<b>£</b>	<b>£</b>	<b>£</b>
Fixed assets	7,499	0	7,499
Current assets	110,255	0	110,255
Current liabilities	(27,933)	0	(27,933)
	<b>89,821</b>	<b>0</b>	<b>89,821</b>

**17. Related party transactions**

During the year the Charity made the following related party transactions:

**Keele University**

(KPA is the Postgraduate Association for Keele University)

KPA received grants from Keele University of £101,572 during the year (2020 £56,870). In addition KPA bought goods and services from Keele University to the value of £2,871 (2020 £3,691) on commercial terms.

KPA occupies the University's buildings on a rent free basis under an informal agreement. The value of donated rent and overheads amounted to £43,488 in the year under review (2020 £44,455).

At the balance sheet date the amount due to Keele University was £845 (2020 £783).