

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**

Contents

	Page
Reference and Administrative Details	1
Trustees and Officers' Report	2 to 8
Independent Examiner's Report	9
Statement of Financial Activities	10
Balance Sheet	11
Notes to the Financial Statements	12 to 20

**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 st July 2024, re-elected 1 st July 2025)
Vice President:	Ms Sandra Suresh (elected 1 st July 2024, re-elected 1 st July 2025)
Association Secretary:	Ms Shalini Shankar (elected 1 st July 2024, resigned 30 th June 2025)
Association Secretary:	Ms Shubham Verma (elected 1 st July 2025)
Student Trustee:	Mr Zahid Islam (elected 15 th November 2024, resigned 30 th June 2025)
Student Trustee:	Mr Abdullah Lekan Abikan (elected 1 st July 2025)
External Trustees:	Mr David James Mr Robert Meredith (appointed 19 th December 2022) Dr Becky Bowler (appointed 31 st August 2022) Ms Xihui Chen (appointed 17 th 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 28th 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 £
Income and Endowments from:					
Donations and legacies	2	206,833	1,175	208,008	200,795
Charitable Activities	3	571,831	0	571,831	751,426
Total Income		<u>778,664</u>	<u>1,175</u>	<u>779,839</u>	<u>952,221</u>
Expenditure on:					
Charitable Activities	4	762,064	1,175	763,239	985,612
Total Expenditure		<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)
Reconciliation of funds					
Total Funds Brought forward		83,765	0	83,765	117,156
Total Funds Carried Forward		<u>100,365</u>	<u>0</u>	<u>100,365</u>	<u>83,765</u>

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

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

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:

Asset class	Depreciation method and rate
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 £
2. Income from donations and legacies					
Donations and legacies; Donations from companies, trusts and similar proceeds	17	52,861	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>
3. Income from charitable activities					
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 £
4. Expenditure on charitable activities					
Charitable Activities					
Purchases		265,409		265,409	378,681
Staff Costs	9	196,247	140,355	336,602	421,464
Training & Governance Consultancy	9	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	5	4,500	1,437	5,937	10,405
Bank Charge and Interest			12,881	12,881	15,205
Student support	6		10,817	10,817	13,630
Bad Debt		0		0	0
Depreciation	7	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 £
5. Analysis of governance and support costs				
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
	<u>5,937</u>	<u>0</u>	<u>5,937</u>	<u>10,405</u>

6. Grant Making

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

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

7. Net incoming/outgoing resources

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

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:

	2025	2024
	£	£
Staff costs during the year were:		
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:

	2025	2024
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**

	Furniture and Equipment £	Total £
11. Tangible Fixed Assets		
Cost		
As at 1 August 2024	29,705	29,705
Additions	1,098	1,098
Disposals	0	0
At 31 July 2025	<u>30,803</u>	<u>30,803</u>
Depreciation		
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	<u>24,748</u>	<u>24,748</u>
Net book Value		
At 31 July 2025	<u>6,055</u>	<u>6,055</u>
At 31 July 2024	<u>8,164</u>	<u>8,164</u>

12. Stock	2025 £	2024 £
Stocks	<u>12,780</u>	<u>8,626</u>

13. Debtors	2025 £	2024 £
Prepayments	0	0
Other Debtors	<u>7,862</u>	<u>35,786</u>
	<u>7,862</u>	<u>35,786</u>

14. Creditors: amounts falling due within on year	2025 £	2024 £
Trade Creditors	10,824	17,727
Other Taxation and Social Security	20,429	20,381
Deferred income	0	0
Accruals	<u>6,609</u>	<u>10,673</u>
	<u>37,862</u>	<u>48,781</u>

**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 £
15. Funds				
Unrestricted funds				
<i>Unrestricted general funds</i>				
General funds	83,765	778,664	(762,064)	100,365
Restricted funds				
Keele University	0	2104	0	2104
Government Grants	0	0	0	0
Total restricted funds	0	2104	0	2,104
Total funds	83,765	780,768	(762,064)	102,469

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

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

16. Analysis of net assets between funds

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

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).