UNIVERSITY OF BRADFORD UNION

England & Wales · Charity number 1148622

Details

Other names	UBU
Status	Registered
Legal form	Other
Registered	2012-08-17
Register	View on the Charity Commission register

Contact

Address	Student Central Richmond Road Bradford West Yorkshire BD7 1DP
Phone	01274233300
Email	ubu@bradford.ac.uk
Website	www.bradfordunisu.co.uk

Activities

Objects: 3.1.THE PRIMARY AIMS AND OBJECTS OF THE UNION SHALL BE THE ADVANCEMENT OF EDUCATION OF STUDENTS AT THE UNIVERSITY OF BRADFORD FOR THE PUBLIC BENEFIT BY:-I. PROMOTING THE GENERAL INTERESTS OF STUDENTS AND MEMBERS.II. BEING A RECOGNISED AND REPRESENTATIVE CHANNEL OF COMMUNICATION BETWEEN ITS MEMBERS, THE UNIVERSITY OF BRADFORD (THE UNIVERSITY) AND OTHER BODIES.III. PROVIDING FOR THE CULTURAL, RECREATIONAL, SPORTING, SOCIAL, WELFARE NEEDS OF ALL ITS MEMBERS.IV. PROVIDING SUCH FACILITIES AS ARE APPROPRIATE AND DESIRABLE TO ACHIEVE THE ABOVE.V. REPRESENTING STUDENTS IN ACADEMIC, DISCIPLINARY OR OTHER MATTERS RELATING TO THE WELFARE OF OUR STUDENTS.VI. ENRICHING AND ENHANCING THE EDUCATIONAL AND SOCIAL EXPERIENCE OF STUDENTS AND TO PROVIDE OPPORTUNITY FOR THE PERSONAL DEVELOPMENT OF STUDENTS;

Activities: Promoting the interests and welfare of students at the University of Bradford.Representing, supporting and advising students.Being the recognised representative channel of communication between students and the University of Bradford or other external bodies.Providing social, cultural, sporting and recreational activitiesand forums for discussion and debate for students.

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Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** Education/training
- **Who:** The General Public/mankind

Geography

- Bradford City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	£1,508,057	£1,404,053	£461,331	20
2024-07-31	£1,623,809	£1,639,000	£357,327	32
2023-07-31	£1,566,933	£1,624,840	£372,518	35
2022-07-31	£1,501,502	£1,526,050	£430,425	31
2021-07-31	£1,366,603	£1,353,180	£484,973	30
2020-07-31	£1,556,784	£1,469,448	£471,550	31

Trustees

Name	Role	Appointed
Abdul Wasay		2025-08-12
Anas Iqbal		2024-07-01
Antony Curry		2024-06-27
Fathima Raizana Mohmad Razeen		2024-07-01
Gwendolen Bradshaw		2021-12-01
Hazmin Ahamed Mohammed Tharicque		2024-01-30
Lloyd Russell-Moyle		2020-11-10
Mohammed Seif Ilyas		2025-08-12
Sanskrity Baraili		2024-07-01
Sanwal Khan		2025-08-12

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UNIVERSITY OF BRADFORD UNION

England & Wales - Charity number 1148622

Accounts

Charity registration number 1148622

UNIVERSITY OF BRADFORD UNION OF STUDENTS

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JULY 2025

Official Name	University of Bradford Union of Students
Working Name	UBU
Charitable Status:	The University of Bradford Union of Students (UBU) is an unincorporated association which was registered with the Charity Commission on 17th August 2012 defined under the Education Act 1994.
Principal Address:	Student Central, Richmond Road, Bradford, BD7 1DP

Current & Former	**Name**	**Role**	**Date Appointed**	**Date Resigned /Ceased***
Trustees:	Lloyd Russell-Moyle	External Trustee	10/11/2020	
	Gwendolen Bradshaw	External Trustee	1/12/2021	
	Hazmin Ahamed	External Trustee	30/1/2024	
	Tony Curry	External Trustee	27/6/2024	
	Sanskrity Baraili	Student Affairs Officer President Campaigns & Welfare	1/7/2024	
	Tilly Evans	Sports & Wellbeing Officer	1/7/2024	30/6/2025
	Raizana Razeen	Education Officer President Education	1/7/2024	
	Anas Iqbal	Community & Activities Officer President Activities	1/7/2024	
	Fatima Khan	Student Trustee President Student & Union Affairs	1/7/2024	15/8/2025*
	*Ceased to be a trustee			
	Hashim Imran	Student Trustee	1/7/2024	30/6/2025
	Ranveer Bhosale	Student Trustee	1/7/2024	30/6/2025
	Seif Ilyas	Student Trustee	12/8/2025	
	Sanwal Khan	Student Trustee	12/8/2025	
	Abdul Wasay	Student Trustee	12/8/2025	

Auditors:	SCC Chartered Accountants Ltd 1 The Square Moy Co. Tyrone BT71 7SG
Bankers:	Cooperative Banking 1 Balloon Street Manchester M4 4BE

The Trustees present their Annual Report for the year ended 31 July 2025, which includes the administrative information, together with the audited accounts for that year.

UNIVERSITY OF BRADFORD UNION OF STUDENTS

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UNIVERSITY OF BRADFORD UNION OF STUDENTS

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 JULY 2025

Structure, Governance and Management

Constitution, Objects and Regulations
UBU is constituted under the Education Act 1994 as a charity with internal regulations and a constitution approved by the governing body of the University of Bradford and members of UBU. UBU's charitable objects under the Act are the advancement of education of students at the University of Bradford for the public benefit by:

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

Senior Staff
UBU employs a Chief Executive Officer (CEO), to work closely with the Trustees to ensure effective management of the charity assisted by a management team as follows:

- CEO – Aleem Bashir
- Health, Safety & Administration Manager – Deborah Moore
- Student Engagement Manager – Michael Allhouse
- Finance Manager – Faisal Mahmood

Trustees
UBU is administered by its Board of Trustees made up of 4 Sabbatical Trustees elected by the membership of UBU, 4 external Trustees, and 3 Student Trustees. For the reporting year of 2024/2025 there were 4 Sabbatical Trustees, 4 External Trustees and 3 Student Trustees.

The flat structure for the period August 2024 to June 2025 consisted of the following Sabbatical Officers: Student Affairs Officer, Education Officer, Sports & Wellbeing Officer, and Community & Activities Officer. These posts are full time Sabbatical posts remunerated as authorised by the UBU Constitution. No individual may serve more than two years as a Sabbatical Officer. From 30th June 2025 the role descriptors were changed to President of Student & Union Affairs, President of Education, President of Activities and President of Campaigns & Welfare.

The full time Sabbatical Officers go through a three-week intensive training period in the month of July. This includes sessions on roles and responsibilities, organisational mission, and values, working in teams, strategic planning, personal development, and introductions to university partners. We also provide bespoke Trustee training days for the four Sabbatical officers and arrange continuous development opportunities throughout their term of office.

Committees and Delegation
The position of the Student Executive is at the heart of the Board of Trustees and all other key sub-committees ensures that the student voice is heard throughout UBU decision making structures and that our decision makers are accountable to the student body. In this reporting year all meetings have been conducted online. Student Officers have a majority on all sub-committees, in summary:

Committee/Delegation Period Responsibilities

Student Union Council
Monthly during term time
Responsible for holding Executive to account, reviewing Executive work, and informing the campaigning and representative work of UBU.

Executive Committee Meets Weekly
Responsible for campaigning and representative functions of UBU.
Responsible for the day-to-day student engagement

Board of Trustees
Meets Quarterly
Responsible for overall strategic direction of UBU

Strategy Committee
Meets Monthly
Reviews strategic direction of UBU, makes recommendations.
Reports into Trustee Board

Finance, Audit and Risk Committee
Meets Monthly
Responsible for review and development of financial procedures, budgets, evaluating investment and general financial risks.
To consider the UBU's risk register(s)

HR & Governance Advisory Committee
Meets Monthly
Review HR areas of UBU.
Reviews Constitution and Byelaws and other governance issues.
Reports into Trustee Board

Engagement Board
Meets Quarterly

Operations Board
Meets Quarterly

Management Committee
Meets Weekly
Responsible for ensuring activity is in line with strategic, operational, and financial plans.

Health & Safety, Events (including Risk)
Meets fortnightly with the University Health & Safety representative.
Responsible for ensuring events from across all areas of UBU are carried out in line with Health and Safety, due diligence, financial constraints.

Sports Assembly
Meets Monthly
To consider matters affecting student sports groups and consider their funding bids and activity plans.

Activities Assembly
Meets Monthly
To consider matters affecting student society groups and consider their funding bids and activity plans.

Academic Representation Assembly
Meets Monthly
To consider matters affecting Academic Representative areas.

Annual budgets and accounts
These are considered on a quarterly basis by the Board of Trustees

UBU operates on democratic principles and the UBU Executive is responsible for the day-to-day development of representation and campaigning policy that affects students. The work of the UBU Executive is supervised by the Student Union Council, which can hold the UBU Executive to account and recall decisions made by the UBU Executive Committee. The Student Union Council makes and approves representational and campaigning policy.

UBU also employs around 15 staff (including Sabbatical Officers) for the sake of continuity in the management and delivery of its many activities. A clear staff structure is in place and staff members are ultimately accountable to the CEO for the performance of their duties. The CEO is accountable to the Board of Trustees and is formally line managed by the Chair of the Board of Trustees.

Relationships with and support of the University of Bradford
The relationship between the University and UBU is based on an equal partnership across strategic functions such as commercial services, sport, representation, and learning and teaching, the aim of which is to provide the best student experience whilst being a student at the University of Bradford.

UBU received a block grant from the University of £1,454,768. UBU occupies a space in Student Central owned by the University of Bradford and pays rent of £553,869 per annum which includes utility and maintenance costs. The University provides support and other services such as IT support and access to facilities (e.g. sports, rooms) which support student activities and volunteering.

There is no reason to believe that financial support from the University will not continue for the foreseeable future, as the Education Act 1994 imposes a duty on the University to ensure the financial viability of its student representative body.

Risk Management
Budgetary and financial risks are minimised by the implementation of procedures for the authorisation of all transactions and projects.

Procedures are in place to ensure compliance with health and safety regulations for staff, volunteers and participants in all activities organised by UBU, including transport provision.

A risk register is in place which is regularly reviewed by the Finance, Audit and Risk Committee.

Aims, Objectives and Activities
The UBU Strategy Plan sets out our Vision, Mission, Values and Strategic Objectives. It does not detail the specific tasks that will be completed in a particular period but sets objectives and describes how we will evidence our success. In this way it provides a plan for UBU to navigate flexibly through the future years.

Operating departments which support UBU's charitable objectives include:

- Administration Area – provides operational support to ensure UBU functions effectively these include reception, finance, health and safety, events, HR and Governance.

- Student Voice Area – Student Advice, Democracy and Development Area supporting UBU Members. The area provides academic and welfare advice to students as well as supporting student representation, democracy, and student campaigns.

- Marketing and Communications Area – operates UBU's website and supports all staff and the Executive with webpage content. Works with Sabbaticals to ensure there is a unified marketing and communications strategy. Works in collaboration with the University open days and other recruitment activities.

- Sports Area - provides support for around 30 sport clubs with their budgets, democracy set-up, facilities requirements, and performance objectives.

- Activities Area – provides support for around 60 societies with their budgets, democracy set-up, facilities requirements, and performance objectives.

- International Student Engagement Area - provides support for international students to improve and practise their English Language skills. Provides social opportunities for international students to engage with English culture and the location of the University.

- Volunteering Area - works with community organisations to provide students with work-based volunteering opportunities. Also works closely with the University to promote the student employability agenda and capture the skills gained through volunteering in sports clubs and societies.

- Other UBU Areas – The Post Graduate Research Lounge which supports University students studying research at the University. Room 101 which support University International Students. TLMC (Tasmin Little Music Centre) supports students who wish to use the rooms for practice, music socials. Ramair rooms for podcasting, radio etc.

Grant Making Policy
Sports Clubs – Since the financial split from the Unique membership last year, UBU now collects money from students direct and then allocates a budget across the clubs on a case-by-case basis. The University still supports through a grant of £90k to be used for those clubs representing the University in sport competition.

Activity groups – An agreed amount from the University Subvention is allocated to societies and media groups at the start of the year depending upon the plans and needs.

In all the relevant Sabbatical Officer and staff members oversee the budgets to ensure sports, societies and media are in line with their forecast. The relevant Sabbatical Officer and staff members report regularly to the Trustee Board on budgets.

Long Term Objectives

Trustee Board
UBU and the University Senior Management team have agreed to pursue the creation of a Memorandum of Understanding to clarify the relationship between the two organisations, particularly in relation to Finance, HR, and Space. A new financial model has been approved, and discussions have taken place regarding a potential HR agreement. However, the agreement concerning the allocation of UBU space is yet to be finalised. The main aim remains to have a signed agreement covering all areas.

Student Voice
The focus of this area remains on serving as the democratic voice of our students through the student council, academic representation, and General Meetings. Our use of social media to engage with students is continually evolving and has demonstrated effectiveness, although we still face challenges in obtaining quality feedback. The main source of student opinions and insights is derived from our social learning activities and democratic forums. Moving forward, we intend to conduct a comprehensive review of how we capture the student voice to ensure that the union is well-equipped for future initiatives.

Student Engagement
UBU has continued to foster student engagement by removing barriers to participation and creating opportunities for students to rebuild their social skills and confidence. However, student engagement in certain areas has been inconsistent and unpredictable, largely influenced by the University's recruitment strategy. Additionally, the increase in student placement programmes has affected student availability, and changes in the cost of living have altered behavioural patterns.

Social/Training Space
Our long-term objective remains for UBU to continue to increase its social learning offer within student central and around campus.

Summary Strategy Plan

Vision

- To be a Union that reaches out to every student in Bradford by providing support, opportunities, life skills, fun and representation.
- To be the focal point on campus for encouraging social learning and understanding

Mission Statement

- To inspire and nurture each student
- To maximise their potential
- To enrich their journey
- To sustain our future

Values

- Democratic and student leadership
- Quality and professional student service
- Respect and listen to all our members
- Transparent, responsive, and accessible for all our members
- To provide opportunities for students additional to their academic studies
- To be a respected partner of the University in improving student academic experience and development
- To be an effective commercial partner in retail and leisure delivery

Public Benefit

The Trustees have had regard to the Charity Commission's guidance on public benefit. The ways in which UBU demonstrates how it provides public benefit are included in its review of achievements and performance as follows.

Student Engagement Area Report 2024/2025

Major Milestones and Events in the 2024.25 year: -

Culture Fest (26/02/2025)

Culture Fest was a fun and lively event that celebrated different cultures at the University. It included a fashion show, dance performances, poetry, singing and cultural food. Alot of students attended and participated. The overall event ran smoothly. There was a lively atmosphere due to good student engagement and the event showcased the University of Bradfords international students and their cultures.

Varsity (02/04/2025)

Varsity was a one-day sports event between Bradford and Huddersfield. This year it was hosted by Huddersfield. The event was radically restructured by Huddersfield, mainly not finishing with the Rugby games, but finishing on campus with Basketball. Also, doing it all in one day has not been attempted before. It worked pretty well and gives us lots to consider for next year when we will be hosts. Our facilities are different however so we will not be able to replicate the Huddersfield format.

UBIES (04/04/2025)

UBIES was a big awards night to celebrate student volunteers, societies, and reps. It was attended by 350 students and included food, performances, and 21 different awards. The awards were given as below: -

Sports Awards:

· Sportsperson of the Year (x2) – Robin Ogle-Skan (Volleyball), Bilal Kasana (Basketball)
· Sports Exec of the Year - Ross Pearson, Callum Wright (Football)
· Team of the Year – Basketball
· Most Improved Club - Boxing
· Club of the Year – Bradford storm (Rugby)

Society & Event Awards:
· Most Improved Society – BOOSA
· Best New Society – Film and TV soc
· Society of the Year – Physiotherapy soc
· Event of the Year- Indian soc
· Exec of the Year- Oscair Brady
· Hamza Butt Community Impact Award – ISOC

Representation & Leadership Awards:
· UBU Team Bradford Award – Hashim Imran
· Campaign of the Year- Maggs Zaffater Brain Tumour Fundraising campaign

Faculty Representative Awards:
· Faculty of Health – Chris Morley
· Faculty of Management, Law and Social Sciences – Joana Kolo
· Faculty of Engineering and Digital Technologies – Cory Haigh
· Faculty of Life Sciences - Boris Burnell-Anderson
· Student Representative of the Year 24/25 - Uchenna Nwachukwu
· Most Impactful Student Representative of the Year 24/25 - Zahra Shahzad

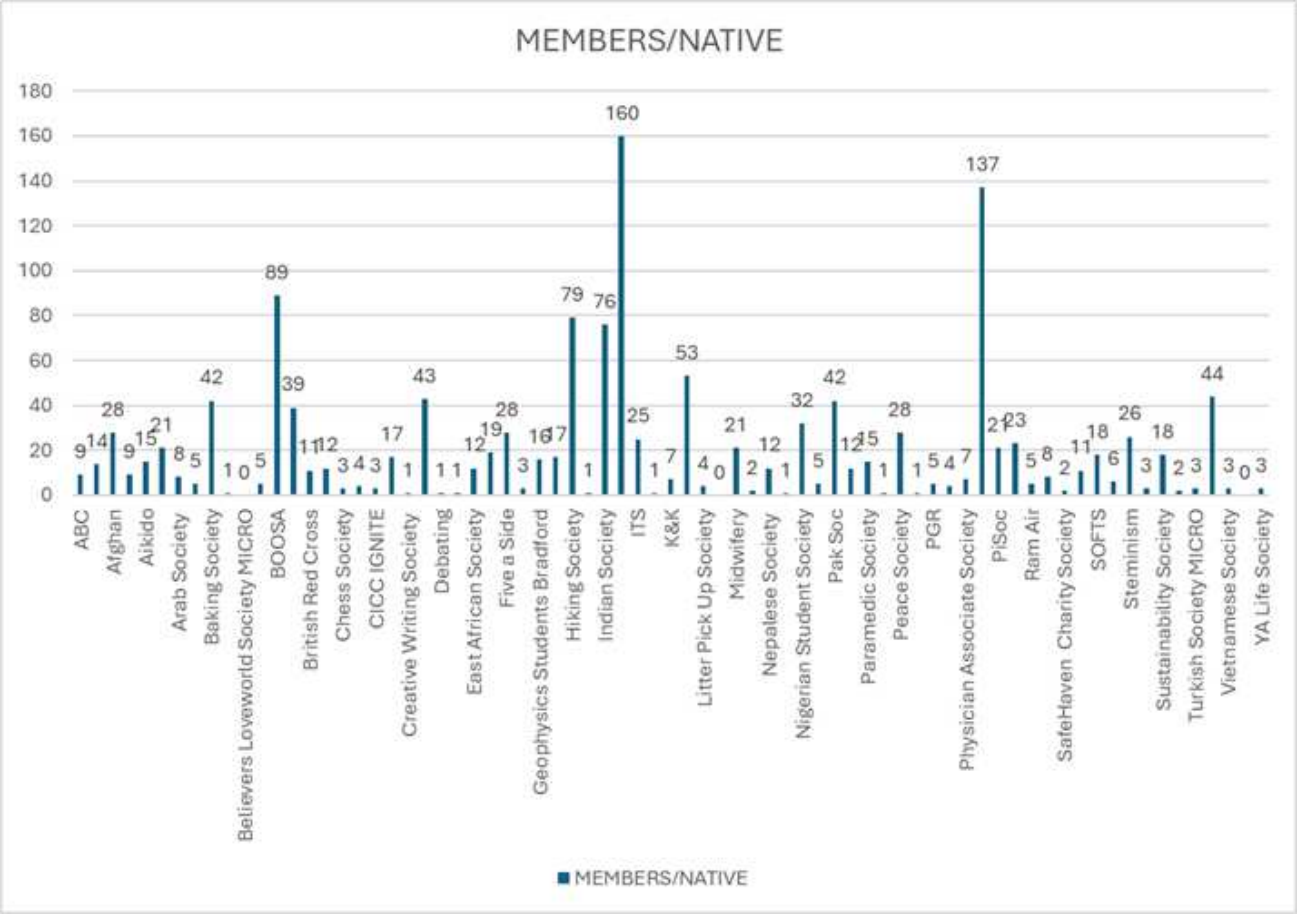
Intramural Weekend (10–11 May 2025)
This was a weekend of sports and fun games. Activities included:

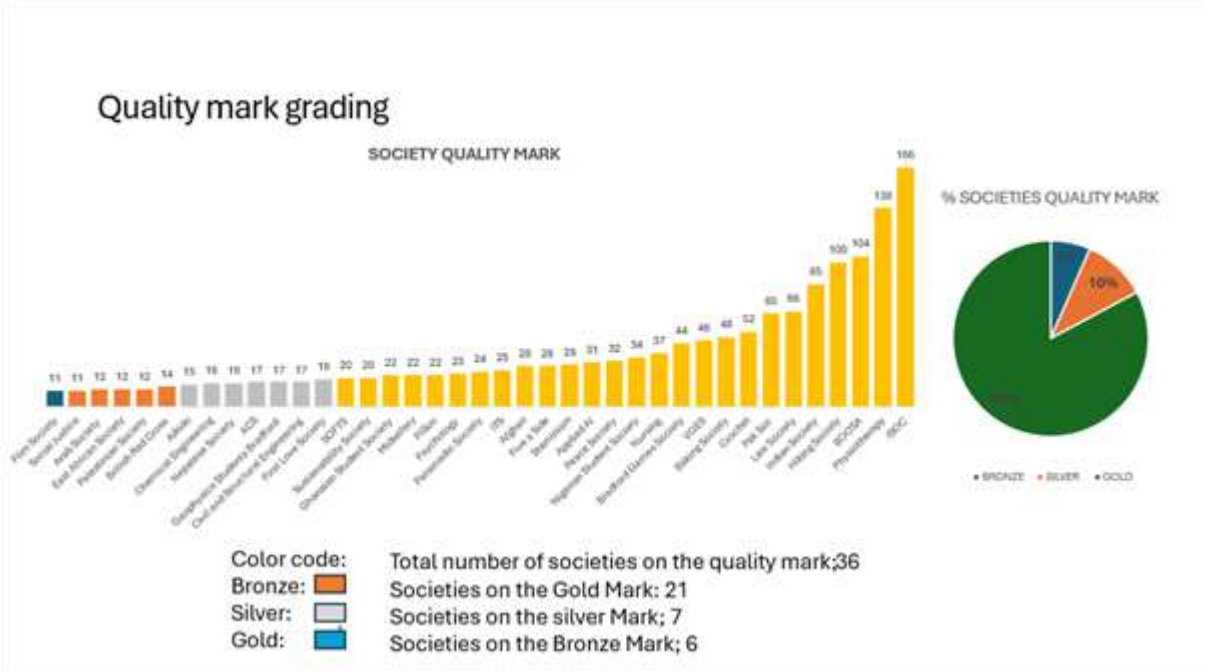
- Fun games: Tug of war, egg and spoon, wheelbarrow race, three-legged race
- Team sports:
  - Football and Tag Rugby
  - Benchball, Danish Long Ball, and Netball
- Extras: Inflatable activities, egg and spoon race, tug of war on Amp.

CAMPAIGNS
There were successful campaigns run by our Campaigning Officers, particularly Black History Month, Women's events, LGBTQ and Disability awareness campaigns, Reclaim the Night and activism around Sustainability and Social Justice.

SOCIETIES
The quality mark has worked well and the UBIES awards perfectly reflect the Quality mark results. This coming year we would like to extend the quality mark to Sports clubs, but we will need to reassure them that it will not be extra work for them.

Society memberships





We intended in this year to focus less on encouraging new societies which do little activity, and to better support societies to do more activities and provide better value for their members. This resulted in more societies doing events.

SPORTS
Our new membership model – with Clubs keeping their memberships which had been their budget previously – whilst initially controversial - has worked reasonably well with clubs successfully staying within their budgets and managing to function as normal.

We used some of the Competitions Budget to buy playing kit for competing teams this year. We feel that we now have a clearer view of which clubs are excelling, and which are not. For example, Boxing have grown and grown in recent years and are looking to enter BUCS. We should assess how viable this is.

Next year we are due to be hosts of two Varsities – Huddersfield and Leeds Trinity. This will have serious considerations for staffing.



UBU VOLUNTEERING
2025 - Union Cloud stats:
• 229 new student registrations
• 359 new student applications for opportunities
• 55 new volunteering opportunities

As we move into 2025.26 the **Key Challenges for Engagement Team are**

- The transition to the MSL platform and new internal events processes.

Marketing
A Graduate Intern and the Marketing team have conducted a survey of all elements of UBU provision. This survey had 1,000 responses and the Intern has almost finished an impact report and analysis of the results. Workshops were also conducted as part of the survey, which are incorporated into the report. This will be reported on in future Trustee reports.

Weekly Email - The UBU Weekly email has emerged as the best way to get information to all students on campus.

Emails opened statistics are high considering student numbers are around 12,000. However, there are 29,000 registered individuals on the mailing list which reflects graduated students. We're currently working with the University IT department to remove graduates and non-students from the mailing list.

In addition to the mail out, the email goes is sent to contacts across the university, i.e., UBIC staff, Erasmus staff, and other key staff who forward the email onto different student groups.

Semester1 Society spotlight email dates and number opened

- Week-1 9-Sep-2024 6012
- Freshers Week 16-Sep-2024 6823
- Week 1 23-Sep-2024 5931
- Week 2 30-Sep-2024 5053
- Week 3 7-Oct-2024 6209
- Week 4 14-Oct-2024 Indian Society 5634
- Week 5 21-Oct-2024 Physiotherapy 5764
- Week 6 28-Oct-2024 ISOC 5414
- Week 7 4-Nov-2024 Hiking Society 5412
- Week 8 11-Nov-2024 VGES 5288
- Week 9 18-Nov-2024 Crochet Society 5185
- Week 10 25-Nov-2024 BGS 4953
- Black Friday Special 29-Nov-24 4785
- Week 11 2-Dec-2024 Paksoc 4793
- Week 12 9-Dec-2024 Chem eng 4594
- End of Year Message 16-Dec-2024 7396
- Semester 2
- Week -1 9-Jan-2025
- Refreshers Week 13-Jan-2025 6814
- Week 1 20-Jan-2025 Art Society 5798

The content of the email provides content for our student social media support to share across social media through the week.

Social media - Posting strategy our student social media support is posting content around the clock daily to Instagram (and automatically to Facebook). The sabbaticals have also been taking a lead in posting content and have been working with our student social media support to produce creative content and in replying to messages.
Tik Tok has the biggest reach in terms of virality and our student social media support is developing ideas and producing videos that have the potential to go viral.

WhatsApp - The UBU WhatsApp community has seen many societies and sports teams linking their groups to the community. There are issues around possible size of group and spamming but we are trying to address these.

Student Voice Report 2024/2025

Student Representation
As of October 2024, 366 programme and 24 faculty representatives have been recruited so far for the 2024/2025 academic year. Despite the decline in student numbers, representation recruitment is continuing to steadily increase with good representation in most areas.

Academic Year	24-25	22-23	21-22	20-21	19-20	18-19
Number of Student Reps	369	421	333	324	350	311

Over 80% of these programme reps have been trained. All Faculty reps have been trained. The training sessions have an average rating of 4.4 out of 5, a slight improvement on last year's rating, with open feedback stating the content was comprehensive and explained the rep role well. UBU had good a very good engagement with attendance.

Training can be improved further by scheduling more online sessions. Students also raised that they would like additional "refresher" training session to check their progress as a representative and would like a simulation of an SSLC meeting built into the training session. Primarily training occurs in 5 x in person training and 3 x online training sessions via teams - however feedback from previous years suggested that there is an appetite for an online training module.

In addition to this UBU have worked with the BRDF team to create representative training tailored towards the Post Graduate Research students so that we are able to relate the experiences directly towards the experience of our research students. This training was specifically delivered within the PGR lounge and the team with the support of Education Officer. Also, end of year award ceremony took place in Norcroft Building for both student representative and Faculty Representative in attendance with UBU Staff and University Staff.

A breakdown of representative cover is as follows:

	Number of Student Representatives
Total	393
Without Faculty Representatives	369
Faculty Representatives	24
PGR Reps	22

	Number of Student Representatives including Faculty Representative
Faculty of Engineering & Digital Technologies	59
Faculty of Health studies	104
Faculty of Life Sciences	56
Faculty of Management, Law and Social Sciences	152
UBIC	22

Advice and Support

Due to staff leaving the advice centre and a member of the advice team being on maternity leave, we were supported by Alchemy. The Alchemy support ended in April 2025 and the advisor on maternity also returned to work. This means that there are now two members of staff in Advice with support from the Student Engagement Manager and student staff. The Alchemy input worked quite well in the end.

Total no. of cases to May 2025: 1177

Accommodation	11
Admissions	1
Appeals	439
Complaints	179
Disability	9
Disciplinary	26
EC's	66
Extension	4
Finance	64

Fitness to Practice	34
Graduation	6
Misconduct	159
OIA	11
Other	72
Pregnancy	3
Registry	7
Visa appeal	6
Visa referral	30
Wellbeing	27
Not specified	4

UBU Democracy
UBU council has met 6 times during the 2024/2025 academic year. This has been a very active council, with 33 members.

Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25
22	29	17	14	20	20

The UBU Council has passed three motions during 2024/2025, with these three motions passing over to policy. The policy being passed are:

- Film Course Closure – support to keep open
- LSP extension
- Closure of UOB – Support to keep open

The UBU in accordance with our constitution hosted a General Meeting in November 2024 with approximately 150 students in attendance during the event. UBU then hosted our AGM in April 2025 with approximately 112 students attending the event.

The Student Union elections for Sabbatical, Executive and Lay members occurred in April 2025 with the voting taking place on the 8th April 2025 and results being announced on the 9th April 2025.

Over 80 nominations were received at the conclusion of the nomination period. Initially, every role within the elections was contested for, however due to student status for the academic year 2024/25 not all students were eligible to continue to run in the elections. 2773 students voted in the elections. 18 complaints were received with 2 requiring consultation with NUS, 1 appeal. To support the elections UBU hosted a husting at the AGM.

Funds held as custodian trustee on behalf of others
UBU acts as custodian for funds raised by the students' many clubs and societies and these funds are separately shown in the accounts. At the year end the balances due to these clubs and societies was £98,121 (2024: £76,312).

Reserves Policy
In accordance with the Charity Commission's guidance on best practice we have targeted our level of reserves as that of 2 months wages costs of £110,000 (previously 4 years and in 2023 it was 3 years).

The amount of the total funds held is £461,331 (2024: £357,327), the amount of restricted funds is £14,340 (2024: £5,074).

The amount of fund that can only be realised by disposing of tangible fixed assets is £0 (2024: £414) The number of reserves after making allowance for the above is £461,331 (2024: £356,913)

The amount of 2 months wages is £120,000 (2024: £120,000 for 2 months) and is greater than our targeted level of reserves.

Full Financial Review
As in previous years the subvention for the year was agreed at a level to allow UBU to meet agreed levels of service provision to students.

UBU presented a budget to its members and the University which showed a £40,482 deficit as can been seen from accounts there is a surplus of £104,004. The aim of such plan was to have the flexibility in the budget and to use our reserves to improve student engagement and consequently reduce the level of reserves back to the agreed amount

The flexibility allows UBU to invest in a wider range of student opportunities as the impact of the pandemic on the student experience is still unfolding.

As is illustrated in the report our levels of student engagement declined in sports and societies they increased slightly in volunteering and remained the same in representation. This influenced the end year financial position as the number of students joining or taking part in our opportunities reduced which then reduced the predicted spend.

These are areas that we will have to continue to scrutinise in the coming year as we will be subject to inflationary pressures, especially in wages costs.

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently.
- observe the methods and principles in the Charities SORP 2015 FRS 102.
- make judgements and estimates that are reasonable and prudent.
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the Charity on 5 May 2026 and signed on its behalf by:

Approved by the Trustees on and signed on their behalf by:



External Trustee
Tony Curry



External Trustee
Raizana Razeen

UNIVERSITY OF BRADFORD UNION OF STUDENTS

STATEMENT OF RESPONSIBILITIES

FOR THE YEAR ENDED 31 JULY 2025

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the and of the incoming resources and application of resources of the for that year.

In preparing these financial statements, the are required to:

- select suitable accounting policies and then apply them consistently;

- observe the methods and principles in the Charities SORP;

- make judgements and estimates that are reasonable and prudent;

- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The law applicable to charities in England and Wales requires the to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the and of the incoming resources and application of resources of the for that year.

In preparing these financial statements, the are required to:
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

UNIVERSITY OF BRADFORD UNION OF STUDENTS

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF UNIVERSITY OF BRADFORD UNION OF STUDENTS

Opinion

We have audited the financial statements of University of Bradford Union of Students (the 'charity') for the year ended 31 July 2025 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 July 2025 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the Charities Act 2011.

Basis for opinion

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

Conclusions relating to going concern

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

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

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

Other information

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

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the statement of responsibilities, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

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

Based on our understanding of the charity, we identified the principal risks of non-compliance with laws and regulations related to general data protection regulations, employment law, health and safety and safeguarding of students. We also considered those laws that have a direct impact on the preparation of the financial statements - the Charities Act 2011 and the Charities SORP (FRS 102).

We evaluated trustees incentives and opportunities for fraudulent manipulation of the financial statements and determined that the principal risks related to fraudulent financial reporting and management bias in accounting estimates. We communicated the identified laws and regulations throughout the audit team and remained alert to any indications of non-compliance throughout the audit. Audit procedures performed by the auditors included, but were no limited to:

- Discussions with management including consideration of known or suspected instances of non-compliance with laws and regulations and fraud;
- Performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud;
- Reading minutes of meetings of those charged with governance;
- Challenging assumptions and judgements made by management in their significant accounting estimates; and
- Identifying and testing of unusual journal entries

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

A further description of our responsibilities is available on the Financial Reporting Council's website at: https://www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Sean Cavanagh

Sean G. Cavanagh (Senior Statutory Auditor)
for and on behalf of SCC Chartered Accountants Ltd 5 May 2026

1 The Square
Moy
Co. Tyrone
BT71 7SG

UNIVERSITY OF BRADFORD UNION OF STUDENTS

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 JULY 2025

	Notes	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Income and endowments from:							
Donations and legacies	**3**	1,361,434	90,000	1,451,434	1,430,610	104,575	1,535,185
Charitable activities	**4**	49,695	-	49,695	73,409	-	73,409
Other income	**5**	6,928	-	6,928	15,215	-	15,215
Total income		1,418,057	90,000	1,508,057	1,519,234	104,575	1,623,809
Expenditure on:							
Charitable activities	**6**	1,323,319	80,734	1,404,053	1,532,230	106,770	1,639,000
Total expenditure		1,323,319	80,734	1,404,053	1,532,230	106,770	1,639,000
Net income/(expenditure)		94,738	9,266	104,004	(12,996)	(2,195)	(15,191)
Transfers between funds		-	-	-	(527)	527	-
Net movement in funds		94,738	9,266	104,004	(13,523)	(1,668)	(15,191)
Reconciliation of funds:							
Fund balances at 1 August 2024		352,253	5,074	357,327	365,776	6,742	372,518
Fund balances at 31 July 2025		446,991	14,340	461,331	352,253	5,074	357,327

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

UNIVERSITY OF BRADFORD UNION OF STUDENTS

BALANCE SHEET

AS AT 31 JULY 2025

	Notes	2025 £	£	2024 £	£
Fixed assets					
Tangible assets	**10**		-		414
Current assets					
Debtors	**11**	188,351		69,437	
Cash at bank and in hand		418,623		459,899	
		606,974		529,336	
Creditors: amounts falling due within one year	**12**	(145,643)		(172,423)	
Net current assets			461,331		356,913
Total assets less current liabilities			461,331		357,327
The funds of the					
Restricted income funds	**13**		14,340		5,074
Unrestricted funds	**14**		446,991		352,253
			461,331		357,327

The financial statements were approved by the on 5 May 2026

A Curry

R Razeen

UNIVERSITY OF BRADFORD UNION OF STUDENTS

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 JULY 2025

	Notes	2025 £	2025 £	2024 £	2024 £
Cash flows from operating activities					
Cash absorbed by operations	**17**		(41,276)		(96,155)
Net cash used in investing activities			-		-
Net cash used in financing activities			-		-
Net decrease in cash and cash equivalents			(41,276)		(96,155)
Cash and cash equivalents at beginning of year			459,899		556,054
Cash and cash equivalents at end of year			418,623		459,899

1 Accounting policies

Charity information
University of Bradford Union of Students is an unincorporated registered charity governed by their constitution.

1.1 Accounting convention
The financial statements have been prepared in accordance with the Charities Act 2011 and "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 (FRS102)" (effective 1 January 2019). The charity is a public benefit entity.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern
At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds
Unrestricted funds are available for use at the discretion of the charity in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income
Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

1.5 Expenditure
Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

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

1 Accounting policies **(Continued)**

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	25% Straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 ‘Basic Financial Instruments’ and Section 12 ‘Other Financial Instruments Issues’ of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

1 Accounting policies **(Continued)**

Derecognition of financial liabilities

Financial liabilities are derecognised when the ’s contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee’s services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the charity’s accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

There are no critical judgements or accounting estimates in applying the company’s accounting policies.

3 Income from donations and legacies

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Subventions	1,361,434	-	1,361,434	1,430,610	-	1,430,610
Grants	-	-	-	-	14,575	14,575
Competition fees income	-	90,000	90,000	-	90,000	90,000
	1,361,434	90,000	1,451,434	1,430,610	104,575	1,535,185

4 Income from charitable activities

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Sport clubs membership fees	7,265	34,300
Trips	10,491	6,572
Events	11,939	14,037
Marketing	20,000	18,500
	49,695	73,409

5 Other income

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Sundry income	6,928	15,215

6 Expenditure on charitable activities

	Unrestricted funds 2025 £	Restricted Funds 2025 £	Total 2025 £	Total 2024 £
Direct costs				
Staff costs	591,114	-	591,114	727,008
Depreciation and amortisation	6,485	-	6,485	7,624
Establishments costs	584,022	-	584,022	584,998
Events	45,654	-	45,654	65,857
Administrative expenses	59,071	-	59,071	47,561
Student representation	8,423	-	8,423	9,556
NUS expenses	(6,988)	-	(6,988)	23,131
Auditors' remuneration	10,841	-	10,841	19,528
Legal fees	-	-	-	285
Marketing and Publicity	5,292	-	5,292	3,808
Trip expenses	19,405	-	19,405	6,628
Clubs and societies	-	1,416	1,416	1,708
Competition expenses	-	79,318	79,318	90,527
Grant funding of activities	-	-	-	36,246
Activies undertaken directly	-	-	-	14,535
	1,323,319	80,734	1,404,053	1,639,000
Analysis by fund				
Unrestricted funds			1,323,319	1,532,230
Restricted funds			80,734	106,770
			1,404,053	1,639,000

7 Trustees

No trustees have received any reimbursed expenses from the charity during the year.

The trustees received remuneration in relation to their role as student union officers, not in their roles as trustees. They are paid in accordance with the constitution.

	2025	2024
	£	£
O Onikan	-	30,485
R Olorunfemi	-	26,781
H P Khan	-	26,781
I Tabassum	-	25,431
F Razeen	27,140	7,117
S Baraili	25,762	3,040
A Iqbal	27,238	3,103
M Evans	30,861	2,678
Total	111,001	125,416

8 Employees

The average monthly number of employees during the year was:

	2025	2024
	Number	Number
	20	32

Employment costs	2025	2024
	£	£
Wages and salaries	508,322	598,902
Social security costs	38,545	49,864
Pension costs	42,132	71,594
Other staff costs	2,115	6,648
	591,114	727,008

The number of employees whose annual remuneration was more than £60,000 is as follows:

	2025	2024
	Number	Number
£60,001 - £70,000	1	-

9 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

10 Tangible fixed assets

	Fixtures and fittings
	£
Cost	
At 1 August 2024	70,381
At 31 July 2025	70,381
Depreciation and impairment	
At 1 August 2024	69,967
Depreciation charged in the year	414
At 31 July 2025	70,381
Carrying amount	
At 31 July 2025	-
At 31 July 2024	414

11 Debtors

	2025	2024
Amounts falling due within one year:	£	£
Trade debtors	18	19,719
Other debtors	4,054	4,054
Prepayments and accrued income	184,279	45,664
	188,351	69,437

Debtors includes £24,286 (2024: £30,357) receivable after more than one year.

	2025	2024
	£	£
Prepayments	24,286	30,357

12 Creditors: amounts falling due within one year

	2025	2024
	£	£
Trade creditors	9,327	30,439
Other creditors	98,121	77,100
Accruals and deferred income	38,195	64,884
	145,643	172,423

12 Creditors: amounts falling due within one year **(Continued)**

Included in the other creditors above are the monies held on behalf of the student clubs and societies amounting to £98,121 (2024 - £76,306).

	2025	2024
	£	£
Deferred income at 1 August	45,372	92,511
Resources (accrued)/deferred in the period	(142,366)	45,372
Amounts released from previous periods	(45,372)	(92,511)
(Accrued)/deferred income at year end	(142,366)	45,372

13 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 August 2024	Incoming resources	Resources expended	Transfers	Gains and losses	At 31 July 2025
	£	£	£	£	£	£
Subvention for competitions	-	90,000	(79,318)	-	-	10,682
Take A Hike Lottery Fund	2,479	-	-	-	-	2,479
Rag	425	-	-	-	-	425
Your Turn Programme	241	-	-	-	-	241
Arthur Williams Creative Fund	304	-	-	-	-	304
Braduate Fund	676	-	-	-	-	676
Funds 4 Runs Womens Cricket	252	-	-	-	-	252
Brad-iCOUNT Fund	697	-	-	-	-	697
	5,074	90,000	(80,734)	-	-	14,340

13 Restricted funds **(Continued)**

Previous year:	At 1 August 2023	Incoming resources	Resources expended	Transfers	Gains and losses	At 31 July 2024
	£	£	£	£	£	£
Subvention for competitions	-	90,000	(90,527)	527	-	-
Take A Hike Lottery Fund	2,439	14,575	(14,535)	-	-	2,479
Rag	425	-	-	-	-	425
Your Turn Programme	241	-	-	-	-	241
Arthur Williams Creative Fund	304	-	-	-	-	304
Braduate Fund	1,530	-	(854)	-	-	676
Funds 4 Runs Womens Cricket	252	-	-	-	-	252
Brad-iCOUNT Fund	1,551	-	(854)	-	-	697
	6,742	104,575	106,770	527	-	5,074

14 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 August 2024	Incoming resources	Resources expended	Transfers	At 31 July 2025
	£	£	£	£	£
General funds	352,253	1,418,057	(1,323,319)	-	446,991

Previous year:	At 1 August 2023	Incoming resources	Resources expended	Transfers	At 31 July 2024
	£	£	£	£	£
General funds	365,776	1,519,234	(1,532,230)	(527)	352,253

15 Analysis of net assets between funds

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £
At 31 July 2025:			
Current assets/(liabilities)	446,991	14,340	461,331
	446,991	14,340	461,331

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
At 31 July 2024:			
Tangible assets	414	-	414
Current assets/(liabilities)	351,839	5,074	356,913
	352,253	5,074	357,327

16 Related party transactions

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

The University of Bradford

The University of Bradford has significant influence over the union by virtue of its relationship as sponsoring organisation.

	2025	2024
Amounts received from The University of Bradford		
Subvention	1,361,434	1,437,910
Competition fees income	90,000	90,000
Other income	-	6,572
Amounts paid to The University of Bradford		
Rent	553,869	553,869
Salaries	570,229	720,360
Amounts due (from)/to The University of Bradford		
Subvention	(142,366)	45,372

17	Cash generated from operations	2025 £	2024 £
	Surplus/(deficit) for the year	104,004	(15,191)
	Adjustments for:		
	Depreciation and impairment of tangible fixed assets	414	1,554
	Movements in working capital:		
	(Increase) in debtors	(118,914)	(10,665)
	(Decrease) in creditors	(26,780)	(71,853)
	Cash absorbed by operations	(41,276)	(96,155)

UNIVERSITY OF BRADFORD UNION

England & Wales - Charity number 1148622

Accounts

Charity registration number 1148622

UNIVERSITY OF BRADFORD UNION OF STUDENTS

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JULY 2024

Official Name University of Bradford Union of Students

Working Name UBU

Charitable Status: The University of Bradford Union of Students (UBU) is an unincorporated association which was registered with the Charity Commission on 17th August 2012 defined under the Education Act 1994.

Principal Address: Student Central, Richmond Road, Bradford, BD7 1DP

Current & Former Trustees:

Name	Role	Date Appointed	Date Resigned
Deborah Cross	External Trustee	1/10/2017	5/9/2023
Ram Saroop	External Trustee	1/10/2017	5/9/2023
Lloyd Russell-Moyle	External Trustee	10/1120/22	
Gwendolen Bradshaw	External Trustee	1/12/2022	
Hazmin Ahamed	External Trustee	30/1/2024	
Tony Curry	External Trustee	27/6/2024	
Iqra Tabassum	Education Officer	1/7/2022	30/6/2024
Hamza Khan	Communities & Activities/Student Affairs Officer	1/7/2022	30/6/2024
Adegboyega Omole	Student Trustee	24/1/2022	16/12/2023
Ajiri Ayokunle	Student Trustee	24/1/2022	16/12/2023
Rotimi Olorunfemi	Community & Activities Officer	1/7/2023	30/6/2024
Oluwaseun Onikan	Sports & Wellbeing Officer	1/7/2023	30/6/2024
Sanskrity Baraili	Student Affairs Officer	1/7/2024	
Tilly Evans	Sports & Wellbeing Officer	1/7/2024	
Raizana Razeen	Education Officer	1/7/2024	
Anas Iqbal	Community & Activities Officer	1/7/2024	
Christian Busse	Student Trustee	1/9/2022	31/5/2023
Sabrina Ali	Student Trustee	31/1/2023	30/6/2024
Tamaradiseere Agama	Student Trustee	22/6/2023	30/6/2024
Umar Taj	Student Trustee	1/7/2023	30/6/2024
Fatima Khan	Student Trustee	1/7/2024	
Hashim Imran	Student Trustee	1/7/2024	
Ranveer Bhosale	Student Trustee	1/7/2024	

Auditors:
SCC Chartered Accountants Ltd
17 College St
Armagh
BT61 9BT

Bankers:
Cooperative Banking
1 Balloon Street
Manchester
M4 4BE

The Trustees present their Annual Report for the year ended 31 July 2024, which includes the administrative information, together with the audited accounts for that year.

UNIVERSITY OF BRADFORD UNION OF STUDENTS

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UNIVERSITY OF BRADFORD UNION OF STUDENTS

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 JULY 2024

Structure, Governance and Management

Constitution, Objects and Regulations
UBU is constituted under the Education Act 1994 as a charity with internal regulations and a constitution approved by the governing body of the University of Bradford and members of UBU. UBU's charitable objects under the Act are the advancement of education of students at the University of Bradford for the public benefit by:

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

Senior Staff
UBU employs a Chief Executive Officer (CEO), to work closely with the Trustees to ensure effective management of the charity assisted by a management team as follows:

- CEO – Andrew Fitzpatrick (Resigned 30.12.23), Aleem Bashir (Started 15.1.24)
- Health, Safety & Administration Manager – Deborah Moore
- Student Engagement Manager – Michael Allhouse
- Finance Manager – Faisal Mahmood
- Student Voice Manager – Daniel Batchelor (Resigned 20.9.2024)

Trustees
UBU is administered by its Board of Trustees made up of 4 Sabbatical Trustees elected by the membership of UBU, 4 external Trustees, and 3 Student Trustees. For the reporting year of 2023/2024 there were 4 Sabbatical Trustees, 4 External Trustees and 3 Student Trustees.

The flat structure for the period August 2023 to June 2024 consisted of the following Sabbatical Officers: Student Affairs Officer, Education Officer, Sports & Wellbeing Officer, and Community & Activities Officer. These posts are full time Sabbatical posts remunerated as authorised by the UBU Constitution. No individual may serve more than two years as a Sabbatical Officer.

The full time Sabbatical Officers go through a three-week intensive training period in the month of July. This includes sessions on roles and responsibilities, organisational mission, and values, working in teams, strategic planning, personal development, and introductions to university partners. We also provide bespoke Trustee training days for the four Sabbatical officers and arrange continuous development opportunities throughout their term of office.

Committees and Delegation
The position of the Student Executive is at the heart of the Board of Trustees and all other key sub-committees ensures that the student voice is heard throughout UBU decision making structures and that our decision makers are accountable to the student body. In this reporting year all meetings have been conducted online. Student Officers have a majority on all sub-committees, in summary:

Committee/Delegation Period Responsibilities

Student Union Council
Monthly during term time
Responsible for holding Executive to account, reviewing Executive work, and informing the campaigning and representative work of UBU.

Executive Committee Meets Weekly
Responsible for campaigning and representative functions of UBU.
Responsible for the day-to-day student engagement

Board of Trustees
Meets Quarterly
Responsible for overall strategic direction of UBU

Strategy Committee
Meets Monthly
Reviews strategic direction of UBU, makes recommendations.
Reports into Trustee Board

Finance, Audit and Risk Committee
Meets Monthly
Responsible for review and development of financial procedures, budgets, evaluating investment and general financial risks.
To consider the UBU's risk register(s)

HR & Governance Advisory Committee
Meets Monthly
Review HR areas of UBU.
Reviews Constitution and Byelaws and other governance issues.
Reports into Trustee Board

Engagement Board
Meets Quarterly

Operations Board
Meets Quarterly

Management Committee
Meets Quarterly
Responsible for ensuring activity is in line with strategic, operational, and financial plans.

Health & Safety, Events (including Risk)
Meets fortnightly.
Responsible for UBU health & safety including the risk register.
Responsible for ensuring events from across all areas of UBU are carried out in line with Health and Safety, due diligence, financial constraints.

Sports Assembly
Meets Monthly
To consider matters affecting student sports groups and consider their funding bids and activity plans.

Activities Assembly
Meets Monthly
To consider matters affecting student society groups and consider their funding bids and activity plans.

Academic Representation Assembly
Meets Monthly
To consider matters affecting Academic Representative areas.

Annual budgets and accounts
These are considered on a quarterly basis by the Board of Trustees

UBU operates on democratic principles and the UBU Executive is responsible for the day-to-day development of representation and campaigning policy that affects students. The work of the UBU Executive is supervised by the Student Union Council, which can hold the UBU Executive to account and recall decisions made by the UBU Executive Committee. The Student Union Council makes and approves representational and campaigning policy.

UBU also employs around 20 staff (including Sabbatical Officers) for the sake of continuity in the management and delivery of its many activities. A clear staff structure is in place and staff members are ultimately accountable to the CEO for the performance of their duties. The CEO is accountable to the Board of Trustees and is formally line managed by the Chair of the Board of Trustees.

Relationships with and support of the University of Bradford
The relationship between the University and UBU is based on an equal partnership across strategic functions such as commercial services, sport, representation, and learning and teaching, the aim of which is to provide the best student experience whilst being a student at the University of Bradford.

UBU received a block grant from the University of £1,437,910. UBU occupies a space in Student Central owned by the University of Bradford and pays rent of £553,869 per annum which includes utility and maintenance costs. The University provides support and other services such as IT support and access to facilities (e.g. sports, rooms) which support student activities and volunteering.

There is no reason to believe that financial support from the University will not continue for the foreseeable future, as the Education Act 1994 imposes a duty on the University to ensure the financial viability of its student representative body.

Risk Management
Budgetary and financial risks are minimised by the implementation of procedures for the authorisation of all transactions and projects.

Procedures are in place to ensure compliance with health and safety regulations for staff, volunteers and participants in all activities organised by UBU, including transport provision.

A risk register is in place which is regularly reviewed by the Finance, Audit and Risk Committee.

Aims, Objectives and Activities
The UBU Strategy Plan sets out our Vision, Mission, Values and Strategic Objectives. It does not detail the specific tasks that will be completed in a particular period but sets objectives and describes how we will evidence our success. In this way it provides a plan for UBU to navigate flexibly through the future years.

Operating departments which support UBU's charitable objectives include:

- Administration Area – provides operational support to ensure UBU functions effectively these include reception, finance, health and safety, events, HR and Governance.

- Student Voice Area – Student Advice, Democracy and Development Area supporting UBU Members. The area provides academic and welfare advice to students as well as supporting student representation, democracy, and student campaigns.

- Marketing and Communications Area (part of Student Voice Area) – operates UBU's website and supports all staff and the Executive with webpage content. Works with Sabbaticals to ensure there is a unified marketing and communications strategy. Works in collaboration with the University open days and other recruitment activities.

- Sports Area - provides support for around 30 sport clubs with their budgets, democracy set-up, facilities requirements, and performance objectives.

- Activities Area – provides support for around 60 societies with their budgets, democracy set-up, facilities requirements, and performance objectives.

- International Student Engagement Area - provides support for international students to improve and practise their English Language skills. Provides social opportunities for international students to engage with English culture and the location of the University.

- Volunteering Area - works with community organisations to provide students with work-based volunteering opportunities. Also works closely with the University to promote the student employability agenda and capture the skills gained through volunteering in sports clubs and societies.

- Other UBU Areas – The Post Graduate Research Lounge which supports University students studying research at the University. Room 101 which support University International Students. TLMC (Tasmin Little Music Centre) supports students who wish to use the rooms for practice, music socials. Ramair rooms for podcasting, radio etc.

Grant Making Policy
Sports Clubs – Since the financial split from the Unique membership last year, UBU now collects money from students direct and then allocates a budget across the clubs on a case-by-case basis. The University still supports through a grant of £90k to be used for those clubs representing the University in sport competition.

Activity groups – An agreed amount from the University Subvention is allocated to societies and media groups at the start of the year depending upon the plans and needs.

In all the relevant Sabbatical Officer and staff members oversee the budgets to ensure sports, societies and media are in line with their forecast. The relevant Sabbatical Officer and staff members report regularly to the Trustee Board on budgets.

Long Term Objectives

Trustee Board
UBU and the University Senior Management team have agreed to pursue the creation of a Memorandum of Understanding to clarify the relationship between the two organisations, particularly in relation to Finance, HR, and Space. A new financial model has been approved, and discussions have taken place regarding a potential HR agreement. However, the agreement concerning the allocation of UBU space is yet to be finalised. The main aim remains to have a signed agreement covering all areas.

Student Voice
The focus of this area remains on serving as the democratic voice of our students through the student council, academic representation, and General Meetings. Our use of social media to engage with students is continually evolving and has demonstrated effectiveness, although we still face challenges in obtaining quality feedback. The main source of student opinions and insights is derived from our social learning activities and democratic forums. Moving forward, we intend to conduct a comprehensive review of how we capture the student voice to ensure that the union is well-equipped for future initiatives.

Student Engagement
UBU has continued to foster student engagement by removing barriers to participation and creating opportunities for students to rebuild their social skills and confidence. However, student engagement in certain areas has been inconsistent and unpredictable, largely influenced by the University's recruitment strategy. Contributing factors include the rise in MSc and international students, who face both financial and cultural barriers to traditional engagement

models. Additionally, the increase in student placement programmes has affected student availability, and changes in the cost of living have altered behavioural patterns. A review of our engagement models, particularly regarding sports membership, is necessary to ensure that the benefits of team sports remain a vital aspect of the student experience.

Social/Training Space
Our long-term objective remains for UBU to continue to increase its social learning offer within student central and around campus. The University have instigated a programme of works to develop the floor below the Students Union (Floor 02) with an improved catering offer which will hopefully increase the footfall through the space and therefore benefit the UBU student engagement.

Student Development Programme
The long-term objective remains the same in terms of attracting increasing numbers of new students into its Kickstart development programme increasing each year to eventually achieve 1500 students by the year 2026. The aims remain the same to:

- Engage students in UBU projects who previously have not engaged.
- Retain students at the University of Bradford
- Give students the opportunity to gain and develop skills and create social networks.
- Give back to the local community through volunteering, fund raising and skill sharing.
- To gain a set of skills which will enhance their CV accompanied by a personal reference from UBU.

To achieve these objectives, strategic alliances with university faculties and halls of residence need to be developed to ensure all students receive information about the programme and have the can sign up for residentials or personal development programmes or to get involved with one of our many opportunities.

Summary Strategy Plan

Vision

- To be a Union that reaches out to every student in Bradford by providing support, opportunities, life skills, fun and representation.
- To be the focal point on campus for encouraging social learning and understanding

Mission Statement

- To inspire and nurture each student
- To maximise their potential
- To enrich their journey
- To sustain our future

Values

- Democratic and student leadership
- Quality and professional student service
- Respect and listen to all our members
- Transparent, responsive, and accessible for all our members
- To provide opportunities for students additional to their academic studies
- To be a respected partner of the University in improving student academic experience and development
- To be an effective commercial partner in retail and leisure delivery

Public Benefit
The Trustees have had regard to the Charity Commission's guidance on public benefit. The ways in which UBU demonstrates how it provides public benefit are included in its review of achievements and performance as follows.

Student Engagement Area Report 2023/2024

Sports
We had a moderately successful year of sports with over 450 members and most teams playing all their fixtures. We decided in 2023/2024 year to restructure sports membership so that students now pay for each sport club individually

and the money goes directly to the club. We have taken this restructured Sports membership model to two Sports Assemblies and Committees, although there were some concerns from some clubs about their own abilities to attract enough members to pay for their costs.

The aim is to give the clubs more ownership of their finances and membership. The clubs would have control of the payments for their sport. We hope this will also encourage clubs to work harder at recruitment and reaching out.

Several clubs who struggled to field teams in 2023/2024 were withdrawn from BUCS, and sports were encouraged to become either 'compete' or 'play' clubs (or both). 'Compete' will compete in BUCS, 'Play' will just be a place to play the sport. The costs for these two models will be considerably different. This should help in several ways – it will incentivise clubs to get more members which should increase their engagement across the board, also helping with inclusivity.

Varsity
Varsity took place 15-17th April 2024 with Bradford hosting, and whilst we did not win, the events all went very well and relatively incident or stress free. Opening ceremony and games took place in Bradford College and closing ceremony at Odsal Stadium, Bradford. There were less fixtures than on previous years with both Bradford and Huddersfield struggling to field teams, in our case mainly due to students having placements.

Ubies
Ubies took place on 19th April 2024 at Rio Grande and had a respectable 320 attendees. The event went smoothly, and we have received good feedback so far.

Societies
At the end of the year, we had approximately 100 societies with many running large numbers of events and making huge impacts on student life. Finances around Societies continued to cause confusion for many execs.
Event forms also continue to be overly complex and time consuming and difficult for students. We have dramatically improved our events system utilising online forms which are more in tune with modern students. This is currently waiting for approval from University of Bradford Health & Safety team, but we hope to have their approval in time for the start of term in September 2024, so that we can make this improvement. In other ways we are also looking at simplifying finances and the events process.

We are also introducing a Quality Mark scheme for societies to encourage them to make more meaningful contributions and to improve their impact. We have previously been concerned we have many societies but that they are not all delivering at the same level. We want to try to improve this through the quality mark which will encourage levels of impact.

Room 101/Engagement Spaces
Some spaces were taken from Room 101 by the University without consultation, but we have since met with the University about this and are hopeful of a better relationship with the university around this and all UBU spaces in future. UBU are currently looking to formalise our space footprint with the university.

Campaigns
One World Week was a huge success, particularly the Cultural Festival in Richmond Atrium. Women's day events also took place. Black History Month and Disability History Month were also well attended and very successful. Other Campaigns took place including LGBTQ events and international events.

Volunteering
UBU is building a robust relationship with Bradford 2025 leads around how UBU Volunteering can facilitate their massive student volunteering offer over the next 1.5 years.

There was Improved uptake in volunteering in 2023.2024. An extra group of popular NHS opportunities came onboard.

Take a Hike
Take a Hike did an end of year hike up Sleve Donnard in Northern Island. Donations from Ubies attendees and small fundraising initiatives have made up for the funding shortfall for this.

Kickstart:
We ran several Kickstart weekends as usual. We also researched the effectiveness of Kickstart weekends. The data we gathered is that students who come on Kickstart weekends are more likely to engage with the union in diverse ways, including Council, Reps, Society Execs, and in many other ways. A lot of our Executive board have been on Kickstart for example.

Student Voice Report 2023/2024

Student Representation
As of May 2024, 406 programme and 24 faculty representatives have been recruited so far for the 2023/2024 academic year. Despite the decline in student numbers, representation recruitment is continuing to steadily increase with good representation in most areas.

Academic Year	23-24	22-23	21-22	20-21	19-20	18-19
Number of Student Reps	430	421	333	324	350	311

Over 71% of these reps have been trained. The training sessions have an average rating of 4.4 out of 5, a slight improvement on last year's rating, with open feedback stating the content was comprehensive and explained the rep role well.

Training can be improved further by students on each course receiving the direct contact details of key staff members. Students also raised that they would like additional "refresher" training session to check their progress as a representative and would like a simulation of an SSLC meeting built into the training session. Primarily training occurs in person or live - via teams - however feedback from previous years suggested that there is an appetite for an online training module.

In addition to this the Union have worked with the BRDF team to create representative training tailored towards the Post Graduate Research students so that we are able to relate the experiences directly towards the experience of our research students. This training was specifically delivered within the PGR lounge.

A breakdown of representative cover is as follows:

	Number of Student Representatives
Total	430
Without Faculty Representatives	406
Faculty Representatives	24
PGR Reps	17

	Number of Student Representatives
Faculty of Engineering & Digital Technologies	59
Faculty of Health studies	104
Faculty of Life Sciences	52
Faculty of Management, Law and Social Sciences	152
UBIC	22

Advice and Support
There was a continued high turnover of casework during the first semester of 2023-24 academic year with the Union supporting unprecedented levels of academic misconduct as well as academic appeals.

Support provided during the first semester on the themes of academic misconduct and academic appeals involved additional complexities for those students from our international student community. Often students had competing deadlines concerning academic progression, and VISAs.

2023/2024	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Total
Accommodation	0	0	1	1	0	1	1	1	1	0	0	0	6
Academic Appeal	84	133	56	99	37	54	40	29	35	46	50	46	709
Academic Misconduct	113	59	37	44	38	66	53	37	39	59	53	15	613
Complaint	3	2	4	3	2	3	4	2	4	6	6	0	39
Extenuating Circumstances	6	7	1	6	4	8	6	5	13	17	5	6	84
Financial	3	6	2	8	1	3	5	6	3	7	4	1	49
Fitness to Practice	0	3	4	5	5	1	4	5	5	0	2	1	35

Marketing
We have been reviewing the UBU's choice of Content Management Systems. We have met with providers including Unioncloud, SUMS, Groupbook, and MLS. This is still work in progress and is now being led by the finance team.

Union Democracy
UBU council has met 6 times during the 2023/2024 academic year. This has been a very active council, with 33 members.

Oct 23	Nov 23	Dec 23	Jan 24	Mar 24	April 24
18	19	13	18	19	16

The Council has passed two motions during the term. Three motions have been passed these being:

- Climate emergency and plant-based food
- Statement on the humanitarian crisis in Gaza in 2023
- January starters in elections

The Union in accordance with our constitution hosted a General Meeting in semester one with approximately 75 students in attendance during the event. UBU then hosted our AGM in March 24 with 100 students attending the vent. At the AGM students passed a motion relating to Commercial Outlets on Campus.

The Student Union elections for Sabbatical, Executive and Lay members occurred in March 2024 with the voting taking place on the 4th and 5th and results being announced on the 6th of March 2024.

Over 80 nominations were received at the conclusion of the nomination period. Initially, every role within the elections was contested for, however due to student status for the academic year 2024/25 not all students were eligible to continue to run in the elections. 2662 students voted in the elections during March.

Funds held as custodian trustee on behalf of others
UBU acts as custodian for funds raised by the students' many clubs and societies and these funds are separately shown in the accounts. At the year end the balances due to these clubs and societies was £76,306 (2023: £81,477).

Reserves Policy
In accordance with the Charity Commission's guidance on best practice we have targeted our level of reserves as that of 2 months wages costs (previously 4 and in 2023 it was 3 years).

The amount of the total funds held is £357,327 (2023: £372,518), the amount of restricted funds is £5,074 (2023: 6,742).

The amount of fund that can only be realised by disposing of tangible fixed assets is £414 (2023:: £1,968).

The amount of reserves after making allowance for the above is £356,913 (2023: £370,550)

The amount of 2 months wages is £120,000 (2023: £172,000 for 3 months) and is greater than our targeted level of reserves.

Full Financial Review
As in previous years the subvention for the year was agreed at a level to allow UBU to meet agreed levels of service provision to students.

UBU presented a budget to its members and the University which showed a £70,812 deficit. As can been seen from the accounts, the actual deficit is £15,191. The aim of such plan was to have the flexibility in the budget and to use our reserves to improve student engagement and consequently reduce the level of reserves back to the agreed amount

The flexibility allows UBU to invest in a wider range of student opportunities as the impact of the pandemic on the student experience is still unfolding.

As is illustrated in the report our levels of student engagement declined in sports and societies, they increased slightly in volunteering and remained the same in representation. This influenced the end year financial position as the number of students joining or taking part in our opportunities reduced, which then reduced the predicted spend.

These are areas that we will have to continue to scrutinise in the coming year as we will be subject to inflationary pressures, especially in wages costs.

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently.
- observe the methods and principles in the Charities SORP 2019.
- make judgements and estimates that are reasonable and prudent.
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008, and the provision of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the Charity on 18 April 2025 and signed on its behalf by:



……..
External Trustee
A Curry



……..
Chair of Trustee Board (Student Affairs Officer) Trustee
S Baraili

UNIVERSITY OF BRADFORD UNION OF STUDENTS

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF UNIVERSITY OF BRADFORD UNION OF STUDENTS

Opinion

We have audited the financial statements of University of Bradford Union of Students (the 'charity') for the year ended 31 July 2024 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 July 2024 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

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

Conclusions relating to going concern

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

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

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

Other information

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

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the statement of responsibilities, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

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

Based on our understanding of the charity, we identified the principal risks of non-compliance with laws and regulations related to general data protection regulations, employment law, health and safety and safeguarding of students. We also considered those laws that have a direct impact on the preparation of the financial statements - the Charities Act 2011 and the Charities SORP (FRS 102).

We evaluated trustees incentives and opportunities for fraudulent manipulation of the financial statements and determined that the principal risks related to fraudulent financial reporting and management bias in accounting estimates. We communicated the identified laws and regulations throughout the audit team and remained alert to any indications of non-compliance throughout the audit. Audit procedures performed by the auditors included, but were no limited to:

- Discussions with management including consideration of known or suspected instances of non-compliance with laws and regulations and fraud;
- Performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud;
- Reading minutes of meetings of those charged with governance;
- Challenging assumptions and judgements made by management in their significant accounting estimates; and
- Identifying and testing of unusual journal entries

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

A further description of our responsibilities is available on the Financial Reporting Council's website at: https://www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Sean G Cavanagh

Sean G. Cavanagh (Senior Statutory Auditor)
for and on behalf of SCC Chartered Accountants Ltd 18 April 2025

17 College Street
Armagh
BT61 9BT

UNIVERSITY OF BRADFORD UNION OF STUDENTS

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 JULY 2024

	Notes	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Income and endowments from:							
Donations and legacies	**3**	1,430,610	104,575	1,535,185	1,402,114	101,657	1,503,771
Charitable activities	**4**	73,409	-	73,409	55,696	-	55,696
Other income	**5**	15,215	-	15,215	7,466	-	7,466
Total income		1,519,234	104,575	1,623,809	1,465,276	101,657	1,566,933
Expenditure on:							
Raising funds	**6**	-	-	-	-	2,570	2,570
Charitable activities	**7**	1,532,230	106,770	1,639,000	1,512,906	109,364	1,622,270
Total expenditure		1,532,230	106,770	1,639,000	1,512,906	111,934	1,624,840
Net expenditure		(12,996)	(2,195)	(15,191)	(47,630)	(10,277)	(57,907)
Transfers between funds		(527)	527	-	(9,233)	9,233	-
Net movement in funds		(13,523)	(1,668)	(15,191)	(56,863)	(1,044)	(57,907)
Reconciliation of funds:							
Fund balances at 1 August 2023		365,776	6,742	372,518	422,639	7,786	430,425
Fund balances at 31 July 2024		352,253	5,074	357,327	365,776	6,742	372,518

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

UNIVERSITY OF BRADFORD UNION OF STUDENTS

BALANCE SHEET

AS AT 31 JULY 2024

	Notes	2024 £	2024 £	2023 £	2023 £
Fixed assets					
Tangible assets	**11**		414		1,968
Current assets					
Debtors	**12**	69,437		58,772	
Cash at bank and in hand		459,899		556,054	
		529,336		614,826	
Creditors: amounts falling due within one year	**13**	(172,423)		(244,276)	
Net current assets			356,913		370,550
Total assets less current liabilities			357,327		372,518
The funds of the					
Restricted income funds	**14**		5,074		6,742
Unrestricted funds	**15**		352,253		365,776
			357,327		372,518

The financial statements were approved by the on 18 April 2025

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UNIVERSITY OF BRADFORD UNION OF STUDENTS

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 JULY 2024

	Notes	2024 £	2024 £	2023 £	2023 £
Cash flows from operating activities					
Cash absorbed by operations	**18**		(96,155)		(582,578)
Net cash used in investing activities			-		-
Net cash used in financing activities			-		-
Net decrease in cash and cash equivalents			(96,155)		(582,578)
Cash and cash equivalents at beginning of year			556,054		1,138,632
Cash and cash equivalents at end of year			459,899		556,054

1 Accounting policies

Charity information
University of Bradford Union of Students is an unincorporated registered charity governed by their constitution.

1.1 Accounting convention
The financial statements have been prepared in accordance with the Charities Act 2011 and "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 (FRS102)" (effective 1 January 2019). The charity is a public benefit entity.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern
At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds
Unrestricted funds are available for use at the discretion of the charity in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income
Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

1.5 Expenditure
Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

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

1 Accounting policies **(Continued)**

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	25% Straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 ‘Basic Financial Instruments’ and Section 12 ‘Other Financial Instruments Issues’ of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

1 Accounting policies **(Continued)**

Derecognition of financial liabilities

Financial liabilities are derecognised when the ’s contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee’s services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the charity’s accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Income from donations and legacies

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Donations	-	-	-	-	1,907	1,907
Subventions	1,430,610	-	1,430,610	1,402,114	-	1,402,114
Grants	-	14,575	14,575	-	9,750	9,750
Competition fees income	-	90,000	90,000	-	90,000	90,000
	1,430,610	104,575	1,535,185	1,402,114	101,657	1,503,771

4 Income from charitable activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Sport clubs membership fees	34,300	28,523
Trips	6,572	1,686
NUS	-	566
Events	14,037	24,921
Marketing	18,500	-
	73,409	55,696

5 Other income

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Sundry income	15,215	7,466

6 Expenditure on raising funds

	Restricted funds 2024 £	Restricted funds 2023 £
Fundraising and publicity		
Other fundraising costs	-	2,570

7 Expenditure on charitable activities

	Unrestricted funds 2024 £	Restricted Funds 2024 £	Total 2024 £	Total 2023 £
Direct costs				
Staff costs	727,008	-	727,008	687,507
Depreciation and amortisation	7,624	-	7,624	8,684
Establishments costs	584,998	-	584,998	581,435
Events	65,857	-	65,857	78,544
Administrative expenses	47,561	-	47,561	39,858
Student representation	9,556	-	9,556	10,627
NUS expenses	23,131	-	23,131	23,412
Auditors' remuneration	19,528	-	19,528	13,020
Legal fees	285	-	285	807
Marketing and Publicity	3,808	-	3,808	6,649
Trip expenses	6,628	-	6,628	3,839
Clubs and societies	-	1,708	1,708	1,871
Competition expenses	-	90,527	90,527	99,233
Grant funding of activities	36,246	-	36,246	60,318
Activies undertaken directly	-	14,535	14,535	7,311
Bad debts written off	-	-	-	(384)
Irrecoverable input VAT	-	-	-	(461)
	1,532,230	106,770	1,639,000	1,622,270
Analysis by fund				
Unrestricted funds			1,532,230	1,512,906
Restricted funds			106,770	109,364
			1,639,000	1,622,270

8 Trustees

No trustees have received any reimbursed expenses from the charity during the year.

The trustees received remuneration in relation to their role as student union officers, not in their roles as trustees. They are paid in accordance with the constitution.

	2024	2023
	£	£
O Onikan	30,485	3,285
R Olorunfemi	26,781	2,107
S S M Akhtar	-	21,640
A S Malik	-	21,640
H P Khan	26,781	23,574
I Tabassum	25,431	23,574
F Razeen	7,117	-
S Baraili	3,040	-
A Iqbal	3,103	-
M Evans	2,678	-
Total	125,416	95,820

9 Employees

The average monthly number of employees during the year was:

	2024	2023
	Number	Number
	32	35

Employment costs	2024	2023
	£	£
Wages and salaries	598,902	560,290
Social security costs	49,864	44,496
Pension costs	71,594	70,010
Other staff costs	6,648	12,711
	727,008	687,507

The number of employees whose annual remuneration was more than £60,000 is as follows:

	2024	2023
	Number	Number
£60,001 - £70,000	-	1

10 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

11 Tangible fixed assets

	Fixtures and fittings
	£
Cost	
At 1 August 2023	70,381
At 31 July 2024	70,381
Depreciation and impairment	
At 1 August 2023	68,413
Depreciation charged in the year	1,554
At 31 July 2024	69,967
Carrying amount	
At 31 July 2024	414
At 31 July 2023	1,968

12 Debtors

	2024	2023
Amounts falling due within one year:	£	£
Trade debtors	19,719	210
Other debtors	4,054	4,054
Prepayments and accrued income	45,664	54,508
	69,437	58,772

Debtors includes £30,357 (2023: £36,428) receivable after more than one year.

	2024	2023
	£	£
Prepayments	30,357	36,428

13 Creditors: amounts falling due within one year

	2024	2023
	£	£
Other taxation and social security	-	37,167
Trade creditors	30,439	18,941
Other creditors	77,100	82,913
Accruals and deferred income	64,884	105,255
	172,423	244,276

13 Creditors: amounts falling due within one year **(Continued)**

Included in the other creditors above are the monies held on behalf of the the student clubs and societies amounting to £76,306 (2023 - £81,477).

	2024	2023
	£	£
Deferred income at 1 August 2023	92,511	630,460
Resources deferred in the period	45,372	92,511
Amounts released from previous periods	(92,511)	(630,460)
Deferred income at year end	45,372	92,511

14 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 August 2023	Incoming resources	Resources expended	Transfers	At 31 July 2024
	£	£	£	£	£
Subvention for competitions	-	90,000	(90,527)	527	-
Take A Hike Lottery Fund	2,439	14,575	(14,535)	-	2,479
Rag	425	-	-	-	425
Your Turn Programme	241	-	-	-	241
Arthur Williams Creative Fund	304	-	-	-	304
Braduate Fund	1,530	-	(854)	-	676
Funds 4 Runs Womens Cricket	252	-	-	-	252
Brad-iCOUNT Fund	1,551	-	(854)	-	697
	6,742	104,575	106,770	527	5,074

Previous year:	At 1 August 2022	Incoming resources	Resources expended	Transfers	At 31 July 2023
	£	£	£	£	£
Subvention for competitions	-	90,000	(99,233)	9,233	-
Take A Hike Lottery Fund	-	9,750	(7,311)	-	2,439
Rag	1,088	1,907	(2,570)	-	425
Your Turn Programme	1,151	-	(910)	-	241
Arthur Williams Creative Fund	1,265	-	(961)	-	304
Braduate Fund	1,530	-	-	-	1,530
Funds 4 Runs Womens Cricket	252	-	-	-	252
Brad-iCOUNT Fund	2,500	-	(949)	-	1,551
	7,786	101,657	111,934	9,233	6,742

15 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 August 2023	Incoming resources	Resources expended	Transfers	At 31 July 2024
	£	£	£	£	£
General funds	365,776	1,519,234	(1,532,230)	(527)	352,253

Previous year:	At 1 August 2022	Incoming resources	Resources expended	Transfers	At 31 July 2023
	£	£	£	£	£
General funds	422,639	1,465,276	(1,512,906)	(9,233)	365,776

16 Analysis of net assets between funds

	Unrestricted funds 2024	Restricted funds 2024	Total 2024
	£	£	£
At 31 July 2024:			
Tangible assets	414	-	414
Current assets/(liabilities)	351,839	5,074	356,913
	352,253	5,074	357,327

	Unrestricted funds 2023	Restricted funds 2023	Total 2023
	£	£	£
At 31 July 2023:			
Tangible assets	1,968	-	1,968
Current assets/(liabilities)	363,808	6,742	370,550
	365,776	6,742	372,518

17 Related party transactions

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

The University of Bradford

The University of Bradford has significant influence over the union by virtue of its relationship as sponsoring organisation.

	2024	2023
Amounts received from The University of Bradford		
Subvention	1,437,910	1,402,114
Competition fees income	90,000	90,000
Other income	6,572	2,252
Amounts paid to The University of Bradford		
Rent	553,869	553,869
Salaries	720,360	674,796
Other costs	-	12,420
Amounts due (to)/from The University of Bradford		
Subvention received in advance	45,372	92,511

18 Cash generated from operations

	2024	2023
	£	£
Deficit for the year	(15,191)	(57,907)
Adjustments for:		
Depreciation and impairment of tangible fixed assets	1,554	2,613
Movements in working capital:		
(Increase)/decrease in debtors	(10,665)	4,581
(Decrease) in creditors	(71,853)	(531,865)
Cash absorbed by operations	(96,155)	(582,578)

UNIVERSITY OF BRADFORD UNION

England & Wales - Charity number 1148622

Accounts

Charity registration number: 1148622

University of Bradford Union

Annual Report and Financial Statements

for the Year Ended 31 July 2023

University of Bradford Union

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REPORT OF THE TRUSTEES

University of Bradford
Union of Students

Year Ended
31 July 2023

University of Bradford Union of Students

Report of the Trustees

Year Ended 31 July 2023

Official Name	University of Bradford Union
Working Name	UBU
Charitable Status	The University of Bradford Union (UBU) is an unincorporated association which was registered with the Charity Commission on 17th August 2012 defined under the Education Act 1994.
Principal Address	Student Central, Richmond Road, Bradford, BD7 1DP

Current & Former Trustees:	**Name**	**Role**	**Date Appointed**	**Date Resigned**
	Deborah Cross	External Trustee	1/10/17	5/9/2023
	Ram Saroop	External Trustee	1/10/17	5/9/2023
	Lloyd Russell-Moyle	External Trustee	10/11/22	
	Gwendolen Bradshaw	External Trustee	1/12/22	
	Safwatt Ahktar	Sports & Wellbeing Officer	1/7/21	30/6/2023
	Ahmed Malik	Community & Activities/Student Affairs Officer	1/7/21	30/6/2023
	Iqra Tabassum	Education Officer	1/7/22	
	Hamza Khan	Community & Activities/Student Affairs Officer	1/7/22	
	Adegboyega Omole	Student Trustee	24/1/22	16/12/2023
	Ajiri Ayokunle	Student Trustee	24/1/22	16/12/2023
	Rotimi Olorunfemi	Community & Activities Officer	1/7/23	
	Oluwaseun Onikan	Sports & Wellbeing Officer	1/7/23	
	Christian Busse	Student Trustee	1/9/22	31/5/23
	Sabrina Ali	Student Trustee	31/1/23	
	Tamaradiseere Agama	Student Trustee	22/6/23	
	Umar Taj	Student Trustee	1/7/23	
	Hazmin Ahamed	External Trustee	30/1/24	

Auditors	Watson and Buckle York House Wool Gate, Cottingley Business Park, Bradford BD16 1PE
Bankers	Cooperative Banking 6 Tyrrel Street Bradford West Yorkshire BD1 1RJ

The Trustees present their Annual Report for the year ended 31 July 2023, which includes the administrative information, together with the audited accounts for that year.

STRUCTURE, **GOVERNANCE** AND MANAGEMENT



Structure, Governance and Management

Constitution, Objects and Regulations

UBU is constituted under the Education Act 1994 as a charity with internal regulations and a constitution approved by the governing body of the University of Bradford and members of UBU. UBU's charitable objects under the Act are the advancement of education of students at the University of Bradford for the public benefit by:

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

Senior Staff

UBU employs a Chief Executive Officer (CEO), to work closely with the Trustees to ensure effective management of the charity assisted by a management team as follows:

- CEO – Andrew Fitzpatrick (Resigned 30.12.23), Aleem Bashir (Started 15.1.24)
- Health, Safety & Administration Manager – Deborah Moore
- Student Engagement Manager – Michael Allhouse
- Finance Manager – Faisal Mahmood
- Student Voice Manager – Daniel Batchelor

Trustees

UBU is administered by its Board of Trustees made up of 4 students elected by the membership of UBU, 4 external Trustees, and 4 Sabbaticals. For the reporting year of 2022/2023 there were 4 student trustees and 4 external trustees on the board.

The flat structure for the period August 2022 to June 2023 consisted of the following Sabbatical Officers: Student Affairs Officer, Education Officer, Sports & Wellbeing Officer and Community & Activities Officer. These posts are full time Sabbatical posts remunerated as authorised by the UBU Constitution. No individual may serve more than two years as a Sabbatical Officer.

The full time Sabbatical Officers go through a three-week intensive training period in the month of June. This includes sessions on roles and responsibilities, organisational mission and values, working in teams, strategic planning, personal development and introductions to University partners. We also provide bespoke Trustee training days for the four Sabbatical officers and arrange continuous development opportunities throughout their term of office.

Committees and Delegation
The position of the Student Executive is at the heart of the Board of Trustees and all other key sub-committees ensures that the student voice is heard throughout UBU decision making structures and that our decision makers are accountable to the student body. In this reporting year all meetings have been conducted online. Student Officers have a majority on all sub-committees; in summary:

Committee/Delegation Period Responsibilities

Student Union Council
Monthly during term time
Responsible for holding Executive to account, reviewing Executive work and informing the campaigning and representative work of UBU

Executive Committee Meets Monthly (at least)
Responsible for campaigning and representative functions of UBU.
Responsible for the day-to-day student engagement

Board of Trustees
Meets Quarterly
Responsible for overall strategic direction of UBU

Finance
Meets Weekly
Responsible for review and development of financial procedures, budgets, evaluating investment and general financial risks.

Governance Advisory Committee
Meets fortnightly
Reviews Constitution and Byelaws and other governance issues. Reports into Trustee Board

Strategy Advisory Committee Meets Monthly
Reviews strategic direction of UBU, makes recommendations.
Reports into Trustee Board

HR Advisory Committee
Meets Quarterly
Review HR areas of UBU. Reports into Trustee Board

Health & Safety, Events (including Risk)
Meets weekly
Responsible for UBU health & safety including the risk register.
Responsible for ensuring events from across all areas of UBU are carried out in line with Health and Safety, due diligence, financial constraints.

Management Committee
Meets Weekly
Responsible for ensuring activity is in line with strategic, operational, and financial plans.

Sports Assembly
Meets Monthly
To consider matters affecting student sports groups and consider their funding bids and activity plans.

Activities Assembly
Meets Monthly
To consider matters affecting student society groups and consider their funding bids and activity plans.

Academic Representation Assembly
Meets Monthly
To consider matters affecting Academic Representative areas.

Annual budgets and accounts
These are considered on a quarterly basis by the Board of Trustees

UBU operates on democratic principles and the UBU Executive is responsible for the day-to-day development of representation and campaigning policy that affects students. The work of the UBU Executive is supervised by the Student Union Council, which can hold the UBU Executive to account and recall decisions made by the UBU Executive Committee. The Student Union Council makes and approves representational and campaigning policy.

UBU also employs around 18 staff (including Sabbatical Officers) for the sake of continuity in the management and delivery of its many activities. A clear staff structure is in place and staff members are ultimately accountable to the CEO for the performance of their duties. The CEO is accountable to the Board of Trustees and is formally line managed by the Chair of the Board of Trustees.

Relationships with and support of the University of Bradford
The relationship between the University and UBU is based on an equal partnership across strategic functions such as commercial services, sport, representation, and learning and teaching, the aim of which is to provide the best student experience whilst being a student at the University of Bradford.

UBU received a block grant from the University of £1,402,114. UBU occupies a space in Student Central owned by the University of Bradford and pays rent of £537,737 per annum which includes utility and maintenance costs. The University provides support and other services such as IT support and access to facilities (e.g., sports, rooms) which support student activities and volunteering.

There is no reason to believe that financial support from the University will not continue for the foreseeable future, as the Education Act 1994 imposes a duty on the University to ensure the financial viability of its student representative body.

Risk Management
Budgetary and financial risks are minimised by the implementation of procedures for the authorisation of all transactions and projects.

Procedures are in place to ensure compliance with health and safety regulations for staff, volunteers and participants in all activities organised by UBU, including transport provision.

A risk register is in place which is regularly reviewed each quarterly.

AIMS, OBJECTIVES AND ACTIVITIES



Aims, Objectives and Activities

The UBU Strategy Plan sets out our Vision, Mission, Values and Strategic Objectives. It does not detail the specific tasks that will be completed in a particular period but sets objectives and describes how we will evidence our success. In this way it provides a plan for UBU to navigate flexibly through the future years.

Operating departments which support UBU's charitable objectives include:

- Administration Area – provides operational support to ensure UBU functions effectively these include reception, finance, health and safety, events, HR and Governance.

- Student Voice Area – Student Advice, Democracy and Development Area supporting UBU Members. The area provides academic and welfare advice to students as well as supporting student representation, democracy and student campaigns.

- Marketing and Communications Area (part of Student Voice Area) – operates UBU's website and supports all staff and the Executive with webpage content. Works with Sabbaticals to ensure there is a unified marketing and communications strategy. Works in collaboration with the University open days and other recruitment activities.

- Sports Area - provides support for around 30 sport clubs with their budgets, democracy set-up, facilities requirements, and performance objectives.

- Activities Area – provides support for around 60 societies with their budgets, democracy set-up, facilities requirements, and performance objectives.

- International Student Engagement Area - provides support for international students to improve and practise their English Language skills. Provides social opportunities for international students to engage with English culture and the location of the University.

- Volunteering Area - works with community organisations to provide students with work-based volunteering opportunities. Also works closely with the University to promote the student employability agenda and capture the skills gained through volunteering in sports clubs and societies.

- Other UBU Areas – The Post Graduate Research Lounge which supports University students studying research at the University. Room 101 which support University International Students. TLMC (Tasmin Little Music Centre) supports students who wish to use the rooms for practice, music socials. Ramair rooms for podcasting, radio etc.

Grant Making Policy

Sports Clubs – Since the financial split from the Unique membership last year, UBU now collects money from students direct and then allocates a budget across the clubs on a case-by-case basis. The University still supports through a grant of £90,000 to be used for those clubs representing the University in sport competition.

Activity groups – An agreed amount from the University Subvention is allocated to societies and media groups at the start of the year depending upon the plans and needs.

In all the relevant Sabbatical Officer and staff members oversee the budgets to ensure sports, societies and media are in line with their forecast. The relevant Sabbatical Officer and staff members report regularly to the Trustee Board on budgets.

LONG TERM
OBJECTIVES



Long Term Objectives

Trustee Board
UBU and the University Senior Management team agreed to pursue the creation of a Memorandum of Understanding to illustrate the relationship between the two organisations, particularly regarding Finance, HR and Space. A new financial model has been approved and a potential HR agreement has been discussed. An agreement around UBU space allocation has yet to be finalised. The main aim remains is to have a signed agreement covering all areas.

Student Voice
This area's objective remains to be the democratic voice of students through student council, academic representation, and General Meetings. Discussion is still ongoing regarding lay members on the student council and increasing academic representation on the council. The student voice use of social media is constantly developing and proving to be an effective engagement tool although quality feedback is still challenging. Our main source of student opinion and thinking remains around our social learning activities and our democratic forums.

Student Engagement
UBU continued to support student engagement through removing barriers to participation and creating opportunities for students to regain their social skills and confidence. Student engagement in some areas has been inconsistent and unpredictable, depending upon the University recruitment strategy. Factors include the increase in MSc and international students, which have both financial and cultural barriers to traditional engagement models. The increase in student placement programmes has impacted student availability and the student cost of living has changed behavioural patterns. A review of our engagement models in particular the sport membership is required so that the benefits of team sport remain a key feature of the student experience.

Social/Training Space
Our long-term objective remains for UBU to continue to increase its social learning offer within student central and around campus. The University have instigated a programme of works to develop the floor below the Students Union (Floor 02) with a improved catering offer which will hopefully increase the footfall through the space and therefore benefit the UBU student engagement.

Student Development Programme
The long-term objective remains the same in terms of attracting 500 new students into its Kickstart development programme increasing each year to eventually achieve 2000 students by the year 2026. The aims remain the same to:

- Engage students in UBU projects who previously have not engaged
- Retain students at the University of Bradford
- Give students the opportunity to gain and develop skills and create social networks
- Give back to the local community through volunteering, fund raising and skill sharing.
- To gain a set of skills which will enhance their CV accompanied by a personal reference from UBU.

To achieve these objectives, strategic alliances with university faculties and halls of residence need to be developed to ensure all students receive information about the programme and have the are able to sign up for residentials or personal development programmes or to get involved with one of our many opportunities.

SUMMARY
STRATEGY
PLAN



Summary Strategy Plan

Vision

- To be a Union that reaches out to every student in Bradford by providing support, opportunities, life skills, fun and representation.
- To be the focal point on campus for encouraging social learning and understanding

Mission Statement

- To inspire and nurture each student
- To maximise their potential
- To enrich their journey
- To sustain our future

Values

- Democratic and student leadership
- Quality and professional student service
- Respect and listen to all our members
- Transparent, responsive and accessible for all our members
- To provide opportunities for students additional to their academic studies
- To be a respected partner of the University in improving student academic experience and development
- To be an effective commercial partner in retail and leisure delivery

Public Benefit

The Trustees have had regard to the Charity Commission's guidance on public benefit. The ways in which UBU demonstrates how it provides public benefit are included in its review of achievements and performance as follows.

STUDENT ENGAGEMENT



Student Engagement Area Report 2022/2023
The Student Engagement team in 2022/23 had a great year with a reinvigorated offer and a reorganised office. We have dramatically increased footfall of sports and societies execs into the office. This has allowed us to better plan for sports and societies in future and has created an inclusive culture within these areas.

Kickstart
This year we dramatically increased the number of Kickstart residentials with the aim of bringing as many students as possible into the development programme. In Semester one we ran six residentials, including one female only weekend. In Semester two we ran a further two residentials for Nigerian Students and ISOC students.

At the Ubies (Kickstart awards) 17 students received Level 3 awards, 10 of them to women. Each level 3 student received the opportunity of either a shadowing opportunity or mentoring experience with one of our Alumni as well as a written reference for job applications.

Volunteering
The Volunteering area experienced a strong Freshers Fair, with 165 student sign-ups for more information. We ran a face-to-face Student Volunteering Fair on 20th October with 30 organisations attending. We had our highest number of volunteer applications ever for October 2022; 112, highest number of volunteer applications ever for Jan 23, Best engagement figures on record; 506 role applications. (Nearest best was in 2017-18 at 381 role applications). Live volunteering opportunities peaked at 202 in January 2023 (highest ever). By comparison, live opportunities peaked at just 96 in 2017-18.

Our strategy in building positive local charity partnerships over time is bearing fruit, yielding more choice and a larger number of volunteering opportunities for our students. The team developed several relationships with faculties including Clinical Sciences who are promoting our health-related opportunities to their students.

Our challenge is to improve the Union Cloud Volunteering Module as the student volunteering registration process can be arduous. We are currently transitioning to using Handshake, but as of Oct 23 are running both systems simultaneously.

Campaigns
UBU ran several successful campaigns this year including Black History Month, Disability History Month, Women's History Month and LGBTQ+ History Month, engaging over 250 students with most of these campaigns.

Our Take a Hike group in which students go hiking with blind or partially sighted people had 150 students attend over 11 hikes. At the end of the year, we ran a residential in the Cairngorms for the students and the other hikers.
Sports and Activities

This year UBU attracted 570 sport members into 27 sport clubs and over 2000 activity group members involved in 125 activity groups. There were around 500 Executive leaders for Sports and Activities.
In Sports, in the 2022/23 Sports season, BUCS was a success with our teams competing in 184 fixtures, with the American Football team exceeding their own expectations and reaching the playoffs, and our women's Volleyball team reaching the cup semi-final. Our men's Hockey and men's Badminton first teams both got promoted into Tier 4B and 3B respectively.

A new social sport 5-a-side football league was trialled, inviting societies and academic courses to take part, which was a massive success. We are implementing a wider social sports program off the back of this. We hope to do this from the start of the year to increase our ability to reach more students and get them active and engaged with the SU and physical activity.

The splitting of the sports membership with Unique had some financial implications for sports funding, as the clubs' budgets are now more dependent on how many members they can bring in, although the University still helps fund the BUCS competitions. We have tried a series of promotions and monitoring to try to get students to sign up and will do likewise in the coming year.

At the end of the year several societies did not have new Execs to take them forward into the next year. This is common and indeed at the start of the year we only had 20 societies with Execs in place. This grew to over 120 and when it shrank again, only shrinking to 50ish this year.

Taking on feedback from executives' officers who run our clubs, the UBU training program needs redesigning for sports and societies in terms of content and delivery. We will be looking to this for next year.

Engagement Spaces
Room 101 – our International Student Space had a particularly good year, being fully embraced by the huge influx of Nigerian students, a great many of whom arrived in Sem 2. It is now perhaps better used than ever before and has celebrated several cultural days throughout the year.

Our Green Moveout in Room 101 where we recycle items from student to student, was also particularly effective running all year round as a sort of swap shop, and we also benefitted students by being given hundreds of duvets from The Green which found good homes.

The Ram Air space has been heavily used throughout the year, particularly for podcasting, with a society forming and various areas from the University using the space. We are rethinking how we manage this space.

STUDENT VOICE



Student Voice Report 2022/2023
Student Representation
During the 2022-2023 academic year The Union supported the election and training of over 450 student representatives. This was the highest number of elected representatives in over five years. Of this number, over 60% of representatives were trained during this period. The highlight for the year was engagement of students in providing evidence for the Students' Union student submission for the University Teaching Excellence Framework (TEF) submission.

Student feedback on improvements to this provision has been positive. The 2023 National Student Survey asks students the question "How well does the students' union (association or guild) represent students' academic interests?". University of Bradford students reported at 72% satisfaction score. This places UBU 2% above the sector average score, and overall, the 43rd ranked HE provider SU within this category. This score has returned UBU to our pre-covid average satisfaction score.

Student Democracy
During the academic year the Unions council met in line with governance requirements. The Union also organised two general meetings, with both meetings being attended by over 150 student attendees. The first meeting in November 2022, utilised a brand-new model for the meeting, with students being encouraged to break-out into conversational groups on key student themes. The second meeting held in February was the UBU AGM, and included a Hustings for the spring elections.

The March 2023 UBU elections resulted in 4 Full Time Sabbatical Officer and 4 Council Executive Officers being elected. 2893 students voted in the election, with 31 candidates participating in the election process. The Union also trialled a 'mop-up election' in May to recruit vacant roles on the executive.

Marketing
This is an area in which constant review is needed. Student consumption of media is ever changing, whilst digital engagement continues to increase in importance in our student initial and continued engagement with the UBU student offer. During the period UBU's social media following increased as follows:

2021 - 2022	2022 -2023
• Facebook: 9,755 likes, 268 new likes. • Twitter: 6849 followers, 246 new follows. • Linkedin: 267 Followers, 65 new follows. • Instagram: 5038 Followers, 982 new follows.	• Facebook: 10,146 likes, 268 new likes • Twitter: 6997 followers, 148 new follows. • Linkedin: 398 Followers, 130 new follows • Instagram: 6524 Followers, 1486 new follows. • Tik Tok 738 (new addition) .

Additionally, UBU have now signed an exclusive commercial agreement with Native. This agreement will guarantee fixed advertising income for UBU as follows:

Academic Year	2023-2024	2024-2025	2025-2026	2026-2027
Fee	£18,500	£20,000	£23,000	£26,500

The team received a significant number of complaints from students regarding our CMS with students reporting troubles purchasing events, and memberships due to glitches with the site. As part of the commercial agreement with Native UBU have also gained access to an events platform that plugs-in to our additional CMS Unioncloud. This new module will provide a short-term fix to this issue. Additionally, Unioncloud have changed their own banking provider with the aim to provide a fix to member complaints.

Advice and Support

The Advice Team now has two new members of staff. Maria Tufail has joined the team as a Student Advisor providing maternity cover for Maarya Adnan. Sidrah Sultana has joined the team as our new full-time Advice and Support coordinator. This new role has provided additional support to the team, with regards to administrative support for student cases, and a triage service for students.

The team continues to provide support to a substantial number of students needed academic support. This includes themes such as academic appeal, academic misconduct, as well as support for complex disciplinary processes including fitness to practice.

The team have been dealing with a significant increase in case work. The University has strategically changed recruitment demographics in recent years, increasing student numbers. There has been an increase off appr. 2-3000 students studying postgraduate study, with this number mainly been made up of international students from Pakistan, Nigeria, and India. There are complexities with how our new students need to be supported, and it is apparent that academic programmes are struggling to adjust to the requirements of these students' groups. In recent months there have been over 1100 academic misconduct cases in the University with the increase being PGT students.

Funds held as custodian trustee on behalf of others
UBU acts as custodian for funds raised by the students' many clubs and societies and these funds are separately shown in the accounts. At the year end the balances due to these clubs and societies was £81,477 (2022: £91,791).

Reserves Policy
In accordance with the Charity Commission's guidance on best practice we have targeted our level of reserves as that of 4 months wages costs.

The amount of the total funds held is £372,518 (2022: £430,425), the amount of restricted funds is £6,742 (2022: £7,786).

The amount of fund that can only be realised by disposing of tangible fixed assets is £1,968 (2022: £4,581).

The charity reserves after making allowance for the above is £370,550 (2022: £425,844).

The amount of 3 months wages cost is £172,000 and is greater than our targeted level of reserves.

Full Financial Review
As in previous years the subvention for the year was agreed at a level to allow UBU to meet agreed levels of service provision to students.

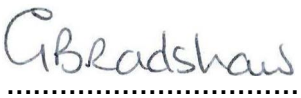
A new model based on student numbers and including inflationary increases was agreed with university which will begin at the start of the academic year 2022/2023.

UBU presented a budget to its members and the University which showed a £90,000 deficit as can been seen from accounts the actual deficit for 2022/23 was £57,907. The aim of such plan was to have the flexibility in the budget and to use our reserves to improve student engagement and consequently reduce the level of reserves back to the agreed amount The flexibility allows UBU to invest in a wider range of student opportunities as the impact of the pandemic on the student experience is still unfolding.

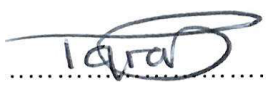
As is illustrated in the report our levels of student engagement declined in sports and societies they increased slightly in volunteering and remained the same in representation. This influenced the end year financial position as the number of students joining or taking part in our opportunities reduced which then reduced the predicted spend.

These are areas that we will have to continue to scrutinise in the coming year as we will be subject to inflationary pressures, especially in wages costs.

Approved by the Trustees on 5 March 2024 and signed on their behalf by:



.....
Gwendolen Bradshaw
External Trustee



.....
Iqra Tabassum
Sabbatical Officer Trustee

University of Bradford Union

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees of the charity on 5 March 2024 and signed on its behalf by:



Trustee



Trustee

University of Bradford Union

Independent Auditor's Report to the Members of University of Bradford Union

Opinion

We have audited the financial statements of University of Bradford Union (the 'charity') for the year ended 31 July 2023, which comprise the Statement of Financial Activities, Balance Sheet, and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is United Kingdom Accounting Standards, comprising Charities SORP - FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and applicable law (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 July 2023 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the Charities Act 2011.

Basis for opinion

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

Conclusions relating to going concern

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

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

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

Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Independent Auditor's Report to the Members of University of Bradford Union (continued)

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the trustees' report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities (set out on page 19), the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

Auditor Responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

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

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

In planning and designing our audit tests, we identify and assess the risks of material misstatement within the financial statements, whether due to fraud or error. Our assessment of these risks includes consideration of the nature of the industry and sector, the control environment and the business performance along with the results of our enquiries of management, about their own identification and assessment of the risks of irregularities. We are also required to perform specific procedures to respond to the risk of management override.

Following this assessment we considered the opportunities and incentives that may exist within the charity for fraud and identified the greatest potential for fraud to be in sales completeness, cut off, and cash and bank balances.

We also obtained an understanding of the legal and regulatory frameworks that the charity operates in, through discussions with trustees and other management, and from our commercial knowledge and experience of the sector in which the charity operates, to enable us to identify the key laws and regulations applicable to the charity. We focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charity, Charities SORP (FRS 102), taxation legislation, data protection, anti-bribery, employment, environmental and health and safety legislation.

Independent Auditor's Report to the Members of University of Bradford Union (continued)

We then performed audit procedures after consideration of the above risks which included the following:

- reviewing third party university documentation to determine income allocated in the correct period;
- confirming that the funds have been correctly accounted for within the accounts;
- reviewing cash and bank reconciliations, and carrying out substantive testing on cash income and cash payment transactions;;
- reviewing systems and controls to ensure they are working effectively;
- enquiring of management concerning actual and potential litigation and claims;
- performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud;
- reviewing correspondence with HMRC, University of Bradford and the charity's legal advisors;
- reading minutes of meetings of those charged with governance; and
- in addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments, assessing whether the judgements made in making accounting estimates are indicative of a potential bias; and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business.

All engagement team members were informed of the relevant laws and regulations and potential fraud risks at the planning stage and reminded to remain alert to any indications of fraud or non-compliance with laws and regulations throughout the audit. The engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify such items.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the trustees and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

A further description of our responsibilities is available on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of report

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed

Watson Buckle Limited

.....
Watson Buckle Limited (Senior Statutory Auditor)
Chartered accountants and Registered auditors
Bradford

5 March 2024

University of Bradford Union

Statement of Financial Activities for the Year Ended 31 July 2023 (Including Income and Expenditure Account)

	Note	Unrestricted funds General £	Restricted funds £	Total 2023 £	Total 2022 £
Income and endowments from					
Donations and legacies	3	1,402,114	101,657	1,503,771	1,447,227
Charitable activities	4	55,696	-	55,696	46,881
Other income	5	7,466	-	7,466	7,394
Total income and endowments		1,465,276	101,657	1,566,933	1,501,502
Expenditure					
Raising funds	6	-	(2,570)	(2,570)	(2,914)
Charitable activities	7	(1,504,222)	(109,364)	(1,613,586)	(1,518,992)
Other	8	(8,684)	-	(8,684)	(4,144)
Total expenditure		(1,512,906)	(111,934)	(1,624,840)	(1,526,050)
Net expenditure		(47,630)	(10,277)	(57,907)	(24,548)
Transfers between funds		(9,233)	9,233	-	-
Net movement in funds		(56,863)	(1,044)	(57,907)	(24,548)
Reconciliation of funds					
Total funds brought forward		422,639	7,786	430,425	454,973
Total funds carried forward		365,776	6,742	372,518	430,425

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2022 is shown in note 16.

University of Bradford Union

(Registration number: 1148622)
Balance Sheet as at 31 July 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	13	1,968	4,581
Current assets			
Debtors	14	58,772	63,353
Cash at bank and in hand		556,054	1,138,632
		614,826	1,201,985
Creditors: Amounts falling due within one year	15	(244,276)	(776,141)
Net current assets		370,550	425,844
Net assets		372,518	430,425
Funds of the charity:			
Restricted income funds			
Restricted funds		6,742	7,786
Unrestricted income funds			
Unrestricted funds		365,776	422,639
Total funds	16	372,518	430,425

The financial statements on pages 23 to 36 were approved by the trustees, and authorised for issue on 5 March 2024 and signed on their behalf by:

.....
I Tabassum
Trustee

.....
G Bradshaw
Trustee

University of Bradford Union

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

1 General information

The entity is an unincorporated registered charity governed by their constitution.

Their registered address is:
Student Central
Richmond Road
Bradford
West Yorkshire
BD7 1DP

2 Accounting policies

Statement of compliance
The charity constitutes a public benefit entity as defined by FRS 102. 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, and UK Generally Accepted Accounting Practice.

Basis of preparation
The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity.

The charity constitutes a public benefit entity as defined by FRS 102.

Fund structure
Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

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.

Deferred income

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Other trading activities

Income from generating funds includes income recognised as earned.

Charitable activities

Income from charitable activities includes income recognised as earned.

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.

Raising funds

These are costs incurred in attracting voluntary income and those incurred in trading activities that raise funds.

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.

Grant expenditure

Grants payable are payments made to third parties in the furtherance of the charitable objectives. Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SOFA once the recipient of the grant has provided the specific service or output.
Grants payable without performance conditions are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.

Grant provisions

Provisions for grants are made when the intention to make a grant has been communicated to the recipient but there is uncertainty about either the timing of the grant or the amount of grant payable.

Going concern

The financial statements have been prepared on a going concern basis which assumes that ongoing financial support will be provided by the University of Bradford and accordingly do not take account of adjustments, if any, which may be necessary if the University of Bradford Union was unable to continue as a going concern.

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 £1,000 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
Furniture and equipment	25% straight line basis

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

Useful economic lives of tangible assets
The annual depreciation charge for tangible assets and their carrying amount is determined by the estimated useful economic lives and residual values of the assets. The useful economic lives and residual values are re-assessed annually and amended when necessary to reflect current estimates, based on technological advancement, future investments, economic utilisation and the physical condition of the assets. The carrying amount is £1,968 (2022 - £4,581).

Impairment of debtors
The charity makes an estimate of the recoverable value of trade and other debtors. When assessing the impairment of trade and other debtors, management considers factors which include the current credit rating of the debtor, the ageing profile of debtors and historical experience. The carrying amount is £210 (2022 - £4,590).

Debtors
Debtors are recognised initially when they become due at the transaction price. They are subsequently measured at amortised cost using the effective interest rate method, less provision for impairment. A provision for impairment of debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the debtors.

Creditors
Creditors are obligations to pay for goods and services that have been acquired by the charity. Creditors are initially recognised at the transaction price and subsequently measured at amortised cost using the effective interest method.

Cash and cash equivalents
Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

3 Donations and legacies

	Unrestricted funds General £	Restricted funds £	Total 2023 £	Total 2022 £
Subvention	1,402,114	-	1,402,114	1,342,904
Competition fees income	-	90,000	90,000	90,000
Donations from individuals	-	1,907	1,907	2,564
Grants	-	9,750	9,750	11,759
	1,402,114	101,657	1,503,771	1,447,227

4 Income from Charitable activities

	Unrestricted funds General £	Total 2023 £	Total 2022 £
Sport clubs membership fees	28,523	28,523	22,237
Trips	1,686	1,686	4,147
NUS	566	566	591
Events	24,921	24,921	19,906
	55,696	55,696	46,881

5 Other income

	Unrestricted funds General £	Total 2023 £	Total 2022 £
Sundry income	7,466	7,466	7,394
	7,466	7,466	7,394

6 Expenditure on raising funds

a) Costs of generating voluntary income

	Restricted funds £	Total 2023 £	Total 2022 £
Donations	2,570	2,570	2,914
	2,570	2,570	2,914

7 Expenditure on Charitable Activities

	Unrestricted funds General £	Restricted funds £	Total 2023 £	Total 2022 £
Activities undertaken directly	-	7,311	7,311	-
Staff costs	686,558	949	687,507	622,322
Clubs and societies	-	1,871	1,871	4,398
Grant funding of activities	60,318	-	60,318	51,770
Marketing and publicity	6,649	-	6,649	4,761
Events	78,544	-	78,544	47,992
Student representation	10,627	-	10,627	8,326
Establishment costs	581,435	-	581,435	570,055
Administrative expenses	39,858	-	39,858	43,620
Bad debts written off	(384)	-	(384)	-
Competition expenses	-	99,233	99,233	102,283
Trips expenses	3,839	-	3,839	21,334
NUS expenses	23,412	-	23,412	21,064
Auditors' remuneration	13,020	-	13,020	9,100
Legal fees	807	-	807	967
Irrecoverable input VAT	(461)	-	(461)	11,000
	1,504,222	109,364	1,613,586	1,518,992

Grant-making

Analysis of grants

Below are details of material grants made to institutions.

Name of institution	2023 £	2022 £
Football - Mens	4,127	5,009
University of Bradford	-	5,000
American Football	10,150	4,751
Volleyball	3,550	4,566
Rugby League	4,310	3,788
Badminton	3,208	2,429
Basketball - Womens	-	2,327
Hockey Mixed	1,726	2,101
Squash	-	2,006
ITS - Islamic Theology	-	1,708
Cheerleading	2,583	1,699
Fencing	-	1,572
Basketball - Mens	3,656	-
Trampolining	4,867	-
Tennis	2,868	-
Individual grants to institutions under £1,600	19,273	14,814
	60,318	51,770

8 Other expenditure

	Unrestricted funds General £	Total 2023 £	Total 2022 £
Depreciation, amortisation and other similar costs	8,684	8,684	4,144
	8,684	8,684	4,144

9 Net incoming/outgoing resources

Net outgoing resources for the year include:

	2023 £	2022 £
Audit fees	13,020	9,100

10 Trustees remuneration and expenses

No trustees have received any reimbursed expenses from the charity during the year.

The trustees received remuneration in relation to their role as a student union officers, not in their role as trustees. They are paid in accordance with the constitution.

	2023 Remuneration	2022 Remuneration
O Onikan	3,285	-
R Olorunfemi	2,107	-
I Ahmad	-	21,214
S S M Akhtar	21,640	22,568
A S Malik	21,640	22,748
A Abdussalam	-	25,069
H P Khan	23,574	3,150
I Tabassum	23,574	3,045
Total	95,818	97,794

11 Staff costs

The aggregate payroll costs were as follows:

	2023 £	2022 £
Recharged staff costs during the year were:		
Wages and salaries	560,290	496,837
Social security costs	44,496	39,467
Pension costs	70,010	75,417
Other staff costs	12,711	10,601
	687,507	622,322

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

	2023 No	2022 No
Average number of staff employed	35	31

The number of employees whose emoluments fell within the following bands was:

	2023 No	2022 No
£60,001 - £70,000	1	1

The total employee benefits of the key management personnel of the charity were £69,460 (2022 - £66,108).

12 Taxation

The organisation is a registered charity and is, therefore, exempt from taxation.

13 Tangible fixed assets

	Furniture and equipment £	Total £
Cost		
At 1 August 2022	70,381	70,381
At 31 July 2023	70,381	70,381
Depreciation		
At 1 August 2022	65,800	65,800
Charge for the year	2,613	2,613
At 31 July 2023	68,413	68,413
Net book value		
At 31 July 2023	1,968	1,968
At 31 July 2022	4,581	4,581

14 Debtors

	2023 £	2022 £
Trade debtors	210	4,590
Prepayments	54,508	54,709
Other debtors	4,054	4,054
	58,772	63,353

Debtors includes £36,428 (2022: £42,499) receivable after more than one year.

	2023	2022
	£	£
Prepayments	36,428	42,499

15 Creditors: amounts falling due within one year

	2023	2022
	£	£
Trade creditors	18,941	3,282
Other taxation and social security	37,167	38,547
Other creditors	82,912	91,784
Accruals	12,745	12,068
Deferred income	92,511	630,460
	244,276	776,141

Included in the other creditors above are the monies held on behalf of the student clubs and societies amounting to £81,477 (2022 - £91,791). During the year the charity received funds of £81,236 and paid funds of £70,520 on behalf of the clubs and societies.

	2023	2022
	£	£
Deferred income at 1 August 2022	630,460	1,330
Resources deferred in the period	92,511	629,880
Amounts released from previous periods	(630,460)	(750)
Deferred income at year end	92,511	630,460

16 Funds

	Balance at 1 August 2022 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 July 2023 £
Unrestricted funds					
General funds	422,639	1,465,276	(1,512,906)	(9,233)	365,776
Restricted funds					
Subvention for competitions	-	90,000	(99,233)	9,233	-
Take A Hike Lottery Fund	-	9,750	(7,311)	-	2,439
Rag	1,088	1,907	(2,570)	-	425
Your Turn Programme	1,151	-	(910)	-	241
Arthur Williams Creative Fund	1,265	-	(961)	-	304
Braduate Fund	1,530	-	-	-	1,530
Funds 4 Runs Womens Cricket	252	-	-	-	252
Brad-iCOUNT Fund	2,500	-	(949)	-	1,551
Restricted funds	7,786	101,657	(111,934)	9,233	6,742
Total funds	430,425	1,566,933	(1,624,840)	-	372,518

	Balance at 1 August 2021 £ (As restated)	Incoming resources £	Resources expended £	Transfers £	Balance at 31 July 2022 £
Unrestricted funds					
General	435,586	1,397,179	(1,395,648)	(14,478)	422,639
Designated funds					
Take A Hike	5,413	-	-	(5,413)	-
Total unrestricted funds	440,999	1,397,179	(1,395,648)	(19,891)	422,639
Restricted funds					
Subvention for competitions	-	90,000	(102,283)	12,283	-
Athletic Union	1,509	-	(1,509)	-	-
Rag	1,438	2,564	(2,914)	-	1,088
Your Turn Programme	1,980	-	(829)	-	1,151
Arthur Williams Creative Fund	1,490	-	(225)	-	1,265
Braduate Fund	2,428	-	(898)	-	1,530
Funds 4 Runs Womens Cricket	2,698	-	(2,446)	-	252
Climate Action Fund	2,431	-	(2,431)	-	-
WYCA - Walking & Hiking	-	4,259	(11,867)	7,608	-
WYCA - Safer Streets	-	5,000	(5,000)	-	-
Brad-iCOUNT Fund	-	2,500	-	-	2,500
Restricted funds	13,974	104,323	(130,402)	19,891	7,786
Total funds	454,973	1,501,502	(1,526,050)	-	430,425

17 Analysis of net assets between funds

	Unrestricted funds General funds £	Restricted funds £	Total funds £
Tangible fixed assets	1,968	-	1,968
Current assets	608,084	6,742	614,826
Current liabilities	(244,276)	-	(244,276)
Total net assets	365,776	6,742	372,518

18 Related party transactions

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

The University of Bradford

The University of Bradford has significant influence over the union by virtue of its relationship as sponsoring organisation.

	2023	2022
Amounts received from The University of Bradford		
Subvention	1,402,114	1,342,902
Competition fees income	90,000	90,000
Other income	2,252	17,013
Amounts paid to The University of Bradford		
Rent	553,869	537,737
Salaries	674,796	609,402
Other costs	12,420	20,029
Amounts due (to)/from The University of Bradford		
Amount due from	-	4,974
Subvention received in advance	92,511	-

UNIVERSITY OF BRADFORD UNION

England & Wales - Charity number 1148622

Accounts

Charity registration number: 1148622

University of Bradford Union

known as

UBU

Annual Report and Financial Statements

for the Year Ended 31 July 2021

University of Bradford Union

known as UBU

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REPORT OF THE TRUSTEES



YEAR ENDED 31 JULY 2021

UNIVERSITY OF BRADFORD STUDENTS' UNION

University of Bradford Students' Union

Report of the Trustees

Year Ended 31 July 2021

Official Name	University of Bradford Union		
Working Name	UBU		
Charitable Status	The University of Bradford Union (UBU) is an unincorporated association which was registered with the Charity Commission on 17th August 2012 defined under the Education Act 1994.		
Principal Address	Student Central, Richmond Road, Bradford, BD7 1DP		
Trustees:	**Name**	**Role**	**Date Appointed**
	Deborah Cross	External Trustee	1/10/17
	Ram Saroop	External Trustee	1/10/17
	Jona Schmidt	Chair of Student Council	1/7/20
	Abdoulraouf Abdussalam	Education Officer	1/7/20
	Inshaal Ahmad	Community & Activities Officer Student Affairs Officer	1/7/20
	Safwatt Ahktar	Sports & Wellbeing Officer	1/7/21
	Ahmed Malik	Community & Activities Officer	1/7/21

Former Trustees	Holding Office in reporting period		
	Name	**Role**	**Date of Tenure**
	Peter Anderson	Student Trustee	Resigned 31/12/20
	Zain Abdin	Sports & Wellbeing Officer	Resigned 30/6/21
	Samera Shabir	Student Affairs Officer	Resigned 30/5/21
	Jona Schmidt	Chair of Student Council	Resigned 30/6/21

Auditors	Watson and Buckle York House Wool Gate, Cottingley Business Park, Bradford BD16 1PE
Bankers	Cooperative Banking 6 Tyrrel Street Bradford West Yorkshire BD1 1RJ

The Trustees present their Annual Report for the year ended 31 July 2021, which includes the administrative information, together with the audited accounts for that year.

STRUCTURE, GOVERNANCE AND MANAGEMENT



Structure, Governance and Management

Constitution, Objects and Regulations

UBU is constituted under the Education Act 1994 as a charity with internal regulations and a Constitution approved by the governing body of the University of Bradford and members of UBU. UBU's charitable objects under the Act are the advancement of education of students at the University of Bradford for the public benefit by:

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

Senior Staff

UBU employs a Chief Executive Officer (CEO), to work closely with the Trustees to ensure effective management of the charity assisted by a management team as follows:

- CEO – Andrew Fitzpatrick
- Administration Manager – Deborah Moore
- Student Engagement Manager – Michael Allhouse
- Finance Manager – Carmel Stocks
- Student Voice Manager – Daniel Batchelor

Trustees

UBU is administered by its Board of Trustees made up of 4 students elected by the membership of UBU, 4 external Trustees, and 4 Sabbaticals. For the reporting year of 2020/2021 there were 2 student trustees and 3 external trustees on the board. UBU are in the process of recruiting a 4th external trustee.

The flat structure for the period August 2020 to June 2021 consisted of the following Sabbatical Officers: Student Affairs Officer, Education Officer, Sports & Wellbeing Officer and Community & Activities Officer. These posts are full time Sabbatical posts remunerated as authorised by the UBU Constitution. No individual may serve more than two years as a Sabbatical Officer.

The full time Sabbatical Officers go through a three-week intensive training period in the month of July. This includes sessions on roles and responsibilities, organisational mission and values, working in teams, strategic planning, personal development and introductions to University partners. We also provide bespoke Trustee training days for the four Sabbatical officers and arrange continuous development opportunities throughout their term of office.

Committees and Delegation
The position of the Student Executive is at the heart of the Board of Trustees and all other key sub-committees ensures that the student voice is heard throughout UBU decision making structures and that our decision makers are accountable to the student body. In this reporting year all meetings have been conducted online. Student Officers have a majority on all sub-committees; in summary:

Committee/Delegation Period Responsibilities

Student Union Council
Monthly during term time
Responsible for holding Executive to account, reviewing Executive work and informing the campaigning and representative work of UBU

Executive Committee Meets Monthly (at least)
Responsible for campaigning and representative functions of UBU.
Responsible for the day to day student engagement

Board of Trustees
Meets Quarterly
Responsible for overall strategic direction of UBU

Finance
Meets Weekly
Responsible for review and development of financial procedures, budgets, evaluating investment and general financial risks.

Governance Advisory Committee
Meets fortnightly
Reviews Constitution and Byelaws and other governance issues. Reports into Trustee Board

Strategy Advisory Committee Meets Monthly
Reviews strategic direction of UBU, makes recommendations.
Reports into Trustee Board

HR Advisory Committee
Meets Monthly
Review HR areas of UBU. Reports into Trustee Board

Health & Safety, Events and Covid (including Risk)
Meets weekly
Responsible for UBU health & safety including the risk register. Covid review.
Responsible for ensuring events from across all areas of UBU are carried out in line with Health and Safety, due diligence, financial constraints.

Management Committee
Meets Monthly
Responsible for ensuring activity is in line with strategic, operational and financial plans.

Sports Assembly
Meets Monthly
To consider matters affecting student sports groups and consider their funding bids and activity plans.

Activities Assembly
Meets Monthly
To consider matters affecting student society groups and consider their funding bids and activity plans.

Academic Representation Assembly
Meets Monthly
To consider matters affecting Academic Representative areas.

Annual budgets and accounts
These are considered on a quarterly basis by the Board of Trustees

UBU operates on democratic principles and the UBU Executive is responsible for the day-to-day development of representation and campaigning policy that affects students. The work of the UBU Executive is supervised by the Student Union Council, which can hold the UBU Executive to account and recall decisions made by the UBU Executive Committee. The Student Union Council makes and approves representational and campaigning policy.

UBU also employs around 16 staff for the sake of continuity in the management and delivery of its many activities. A clear staff structure is in place and staff members are ultimately accountable to the CEO for the performance of their duties. The CEO is accountable to the Board of Trustees and is formally line managed by the Chair of the Board of Trustees.

Relationships with and support of the University of Bradford
The relationship between the University and UBU is based on an equal partnership across strategic functions such as commercial services, sport, representation, and learning and teaching, the aim of which is to provide the best student experience whilst being a student at the University of Bradford.

UBU received a block grant from the University of £1,345,302. UBU occupies a space in Student Central owned by the University of Bradford and pays rent of £537,737 per annum which includes utility and maintenance costs. The University provides support and other services such as IT support and access to facilities (e.g. sports, rooms) which support student activities and volunteering.

There is no reason to believe that financial support from the University will not continue for the foreseeable future, as the Education Act 1994 imposes a duty on the University to ensure the financial viability of its student representative body.

Risk Management
Budgetary and financial risks are minimised by the implementation of procedures for the authorisation of all transactions and projects.

Procedures are in place to ensure compliance with health and safety regulations for staff, volunteers and participants in all activities organised by UBU, including transport provision.

A risk register is in place which is regularly reviewed each quarterly.

AIMS, OBJECTIVES AND ACTIVITIES



Aims, Objectives and Activities

The UBU Strategy Plan sets out our Vision, Mission, Values and Strategic Objectives. It does not detail the specific tasks that will be completed in a particular period but sets objectives and describes how we will evidence our success. In this way it provides a plan for UBU to navigate flexibly through the future years.

Operating departments which support UBU's charitable objectives include:

- Administration Area – provides operational support to ensure UBU functions effectively these include reception, finance, health and safety, events, HR and Governance.

- Student Voice Area – Student Advice, Democracy and Development Area supporting UBU Members. The area provides academic and welfare advice to students as well as supporting student representation, democracy and student campaigns.

- Marketing and Communications Area (part of Student Voice Area) – operates UBU's website and supports all staff and the Executive with webpage content. Works with Sabbaticals to ensure there is a unified marketing and communications strategy. Works in collaboration with the University open days and other recruitment activities.

- Sports Area - provides support for 34 sport clubs with their budgets, democracy set-up, facilities requirements, and performance objectives.

- Activities Area – provides support for over 60 societies with their budgets, democracy set-up, facilities requirements, and performance objectives.

- International Student Engagement Area - provides support for international students to improve and practise their English Language skills. Provides social opportunities for international students to engage with English culture and the location of the University.

- Volunteering Area - works with community organisations to provide students with work-based volunteering opportunities. Also works closely with the University to promote the student employability agenda and capture the skills gained through volunteering in sports clubs and societies.

- Other UBU Areas – The Post Graduate Research Lounge which supports University students studying research at the University. Room 101 which support University International Students. These spaces were closed during the reporting period due to Covid restrictions.

Grant Making Policy

Sports Clubs – Joint membership scheme with the University sport department, an agreed amount is ring-fenced each year for sports clubs' budgets from the membership fee. As a result of the Covid Pandemic there were no sports fixtures for 2020/2021. UBU agreed with the University not to take any funds from the membership agreement for the academic year.

Activity groups – An agreed amount from the University Subvention is allocated to societies and media groups at the start of the year. As result of the Covid Pandemic these agreed amounts were subject to change depending upon the restrictions placed upon us by the University and Government.

In all the relevant Sabbatical Officer and staff members oversee the budgets to ensure sports, societies and media are in line with their forecast. The relevant Sabbatical Officer and staff members report regularly to the Trustee Board on budgets.

LONG TERM OBJECTIVES



Long Term Objectives

Trustee Board
UBU and the University Senior Management team agreed to pursue the creation of a memorandum of agreement to illustrate the relationship between the two organisations particularly regarding Finance, HR and Space. As a result of Covid the support for students and encouragement for them to be tested and vaccinated took priority over the discussion about the agreement. The University have agreed to make it priority for the next academic year.

Student Voice
This area's main objective remains to be the democratic voice of students through student council, academic representation, and market research. The UBU council still intends to review the role of lay members while this year it focused on the University Academic quality and service and supported students with improving their course through the democratic process.

Student Opportunities
This area was severely affected due to covid with all residentials having to be cancelled and no campus contact allowed. The engagement team transferred all the kick start personal development opportunities online achieving considerable success. The objective this year is re-introduce the residentials with a focus on promoting our internal opportunities to rejuvenate our sports clubs and societies. As UBU progresses through the year we will build up the external fundraising and campaigning opportunities.

Social/Training Space
Our long-term objective remains for UBU to continue to increase its social learning offer within student central and around campus. Also, we now have ambitious to create a student training centre to be the base for the UBU student development plan.

Student Development Programme
The Long term objective remains the same in terms of attracting 500 new students into its Kickstart development programme increasing each year to eventually achieve 2000 students by the year 2026. The aims remain the same to:

- Engage students in UBU projects who previously have not engaged
- Retain students at the University of Bradford
- Give students the opportunity to gain and develop skills and create social networks
- Give back to the local community through volunteering, fund raising and skill sharing.
- To gain a set of skills which will enhance their CV accompanied by a personal reference from UBU.

To achieve these objectives, strategic alliances with University faculties and halls of residence need to be developed to ensure all students receive information about the programme and have the opportunity to sign up for residentials or personal development programmes or to get involved with one of our many opportunities.

Summary Strategy Plan

Vision
- To be a Union that reaches out to every student in Bradford by providing support, opportunities, life skills, fun and representation.
- To be the focal point on campus for encouraging social learning and understanding

Mission Statement
- To inspire and nurture each student
- To maximise their potential
- To enrich their journey
- To sustain our future

Values
- Democratic and student leadership
- Quality and professional student service
- Respect and listen to all our members

- Transparent, responsive and accessible for all our members
- To provide opportunities for students additional to their academic studies
- To be a respected partner of the University in improving student academic experience and development
- To be an effective commercial partner in retail and leisure delivery

Public Benefit
The Trustees have had regard to the Charity Commission's guidance on public benefit. The ways in which UBU demonstrates how it provides public benefit are included in its review of achievements and performance as follows:

UBU Response to Covid 19
UBU initially embarked on a process of using all our resources to engage our student body virtual attempting to offer a diary of events as we would do in a normal academic year. The experience of the previous lockdowns and having more time to plan allowed the team to deliver a package of entertainment, personal development and presentation evenings.

The UBU team maintained a presence on campus through adopting a strict rota and covid safety measures to ensure the safety of our staff. Through consultation and agreement each member of the team contributed to the operation of UBU either through a blended approach of virtual and physical or choice between working at home or in the office.

Together with the University the UBU team ran campaigns to encourage students to be regularly tested and then get themselves vaccinated.

As the restrictions lifted, we focused on delivering activities that were within the covid guidelines which were mainly hiking and outdoor sports training. This is involved a thorough understanding of governing body rules and then applying them to the UK Government Covid guidelines. This had a major impact on improving students' wellbeing especially students who were unable to travel home over the lock down period.

STUDENT ENGAGEMENT AREA



Student Engagement Area

Kick Start
Online opportunities included: Make a Child Smile at Christmas; Meet the Paralympian (Disability History Month), University Challenge, scavenger hunts, LGBTQ Month online events, Unify Festival, Skill Share, Gardening group, Students with dependents group, and Football Scouting Training Programme engaged many students.

Several new opportunities presented themselves this year such as Covid Ambassadors, BLM Ambassadors, volunteering in vaccination centres and testing centres, online Boxing training, language classes, survival training, comedy improv, storytelling sessions and many others.

The Kickstart Training Programme ran several events each week, with sessions ranging from Being the Best You, disability awareness, public speaking, productivity ninja, LGBTQ + awareness, Improving your thinking abilities and Laughter yoga and conflict and resolution. This year's online training programme increased in size and participation and lessons learned will be carried forward into next year.

The UBU team and the University Erasmus team developed and delivered a two 2-week online development programme in Sept and Jan to the students unable to travel to Bradford for their international student experience.

As the Covid restrictions relaxed and outdoor activities with restrictions were permitted the team offered a range of physical outdoor activities to develop students and improve their wellbeing.

Firstly, UBU ran a major project to climb Ben Nevis with students and young people from our blind community. The student team trained over 4 months to support five blind students to reach the top of Ben Nevis and raised £4,000 for the project.

The UBU team supported a kick start student to raise £7,000 for a charity supporting a child of a Bradford Graduate who has a life limiting disease. The student organised a virtual running project attracting 30 entries to run their own challenging distance.
A range of wellbeing outdoor activities included over 30 hikes, 15 cycling trips, canoeing, and Dragon boating attracting students mainly living on campus who were isolated from their families.

The covid period allowed the UBU staff team to develop the Kick start recognition scheme across the different areas within UBU. This is the administration process which students move through the levels of the scheme as they collect volunteering hours and skills. This year over 1000 kickstart forms were entered into the process with 20 students reaching Level 3 awards and 300 Level 2 awards.

Volunteering
The Volunteering Department provides brokerage, volunteering events, RAG and micro volunteering opportunities as well as been part of the Kickstart scheme.

Approximately 900 students registered for volunteering this year with 231 doing regular volunteering roles. This demonstrates that wider UBU publicity for volunteering (the "Lockdown Volunteering" web page and mail outs to all students) plus offering the correct opportunities has had a big impact on student registrations. We have also produced departmental focused promotion which has met with good success.

The volunteering team run a Bradford Volunteer Managers Forum; Volunteer Managers and Coordinators from local third sector organisations.

We have 152 live opportunities currently, 64 new volunteering opportunities registered this year, and 416 total opportunities (with many on pause, waiting to restart)

Due to Covid and the restrictions lots of volunteering opportunities had to close in 2020, this was a national situation in the voluntary sector.

Throughout the Covid lockdowns, we developed a working partnership with Bradford Council and Volunteering Bradford. Promoting 16 emergency Covid-related student opportunities supported by a dedicated Lockdown Volunteering page on the UBU site. Particularly popular amongst these were - Vaccination Volunteering (31 students), Covid Community Support Volunteer (38 students), Telephone befriending (30 students), Covid Community Champions (8 students). 18 students also completed a national BSL qualification.

One of our students was nominated for the Bradford Community Stars for contributing 300 plus hours. Our Volunteer of the Year Award was presented to a student contributing 170 hrs to Centrepoint, wholly online, during the pandemic.

Campaigns

A campaigns calendar was developed which details the campaigns UBU follows yearly. UBU ran several successful campaigns including Black History Month, Disability History Month, LGBTQ+ History Month, engaging over 250 students in each campaign. There were also campaigns such as Hedgehog friendly campus which saw significant student engagement.

Working alongside the Women's Officer and University stake holders UBU have restarted the union harassment network and have successfully improved lighting across the city. The network will continue meeting monthly and working with students to improve their safety in the city.

We raised just under £800 for RAG nominated charities throughout the year and around £1,800 for other charities.

Sports and Activities

This year there were 37 Activity Groups and 30 sport groups, with almost 1500 students joining up. Sports clubs and activity groups were brought together this year, in terms of integrating admin processes, adopting Kickstart as their development programme and even working together to organise a ball and Intermural. Sports clubs and some activity groups were able to train and meet. Some teams even managed to compete in friendlies. Socials ran both online and physically. Committees and Assemblies functioned very well online.

Major sporting events like BUCS and Varsity did not go ahead (the latter at the request of Huddersfield Union). Intermural was a big success taking place later in the year than usual but with just as much enthusiasm as usual. 144 students took part. The end of year ball was also a big event taking place at Bradford City Football Club with 100 in attendance for an evening of awards attended by the Vice-Chancellor. Many awards were given out, including Special Colours Awards, which recognises 4 years of dedication in exec roles across sports, activity groups or both. We gave out 15 this year to students who continued to work hard despite covid-19.

We also gave out 10 Special Colours for students who got it the previous year but wanted to attend Colours to collect their award. The joint awards committee got permission from the Captain Tom Foundation (Captain Sir Tom Moore) to use his name for the Unsung Hero Award which went to two students, Elspeth Jackson and Zoya Naz Raja, who have gone above and beyond with dedication to their clubs and UBU.

STUDENT VOICE



Student Voice Trustee Report
The Student Voice department within UBU provides strategic oversight for several of the charities key support services including

- Advice and Support
- Democracy and Governance
- Student Representation
- Organisational Communications

The department provides support to student leaders in achieving manifesto aims and communicating key messages to partners within the University and local community.

The 2020-2021 academic year was a tough period for students, and the department had to radically transform its traditional working methods to engage with the student body in line with covid-19 lockdowns and social distancing measures.

Student Representation Update
Student Representation was moved online during the academic year. UBU working in partnership with university faculty staff recruited 307 representatives. Of this number UBU staff delivered 21 training sessions via Zoom and trained 63% of elected student representatives.

All activities for student representatives were moved online including key departmental meetings between students and programme staff.

As well as this the Unions three main meetings with engaged students and faculty staff were moved online with engagement increasing from the previous academic year. In November

156 students attended the first faculty-based forum event in which reps met with key faculty staff to discuss the University experience.

At the beginning of February 2021 UBU supported the second faculty forum of the year, with 133 student representatives in attendance, in addition to 20 staff from academic faculties. In April UBU hosted the final Faculty Forum which was attended by just under 60 student representatives.

Additionally, the Unions faculty representatives actively engaged with their role, attending faculty-based meetings, as well as meeting with senior faculty staff. As a group they met monthly holding assemblies (UBU committee meeting) across the academic year.

Council
Over the course of the academic year UBU council met eight times in a formal setting, with the council choosing to also meet informally a further three times.

28 students engaged with the Union's online training this year, with the total membership being 30 students taking part in various roles. Council was delivered entirely online and has had much more engagement than previous years. The typical attendance is averaging around 24 students which is a big improvement over physical meetings where this has in recent years been circa 12.

Motions that were passed by Council are as follows:

- Splitting the BME Officers role into two individual roles; Black Students Officer, and Minority Ethnic Officer
- New Trans & Non-binary Officer
- Sustainable materials on campus
- Campus safety
- Enablement of fee-free Activities

One of the key discussions that council has discussed throughout the year has been around equality & diversity which is part of an ongoing consultation that feeds into the Sabbatical Structure review.

Advice and Support
The Advice Centre moved its services online during the academic year. The Union introduced various methods for students to access our support staff, with students being able to book meetings directly into the diaries of our advice team via the revamped website.

Students can also access the Union's support team via the teams well publicised email address Our advice team will then provide students with support via email or arrange to meet the student virtually to provide either academic, financial, welfare, or housing support to students.

During this period the team were able to engage with over 600 cases, with students utilising the communication channels mentioned to access key advice and support.

The team has now started to use a brand-new case management system which in the coming years will enable the service to provide more in-depth reporting on cases.

The Advice Team also launched a brand-new outreach activity with Unipol (external housing charity) and University support services to launch a brand-new virtual Housing and Student Support Fayre in August. During the event over 320 new students were able to engage with local landlords and housing advisors to make informed housing choices, as well learning more about support on offer before arriving in Bradford.

Student Communications
This academic year has involved considerable change, with investment in staff support to enhance the Unions communications and marketing provision. UBU employed two student interns focusing on the delivery and enhancement of the organisation's social media channels, and the website respectively.

The Union recently introduced a brand-new LinkedIn page in April as part of our Kickstart project. With regards to other channels current followers are as follows:

- Instagram – 3.9k followers
- Facebook – 9,586 fans
- Twitter – 6.6k followers
- LinkedIn – 187 followers

During the academic year the team have redeveloped the Union's website which had become outdated and had been making poor use of the underlying content management systems capabilities. The project is near completion, with the team engaging a small number of students to assist with testing the site before the project can be completed.

Since the beginning of term, we have had over 260,000 page views, with 182,430 of these being unique page views. Our most popular page, apart from the home and sign in pages, was Freshers 2020 with 13,290 views total. Freshers itself on Wednesday the 30th of September saw the site hit 37,507 views within one day, which is over 3000% increase from the regular number of page views (around 1200 - 1500 on non-event days).

Our active user stats also reflect the large events of the academic year, with 1-day active users increasing from around 300 to 2000 the day of freshers, and again going from 200 to 2500 the day of the elections. 61% of our page demographics are in the 18 - 34 age range, with a 45.85% female 54.15% male gender split.

UBU Elections
UBU Elections took place during March 2021. At the close of the nomination period UBU received 29 self-nominations from students.

To encourage election activity the Union utilised the election budget to migrate normal election activities into the virtual environment. The included hosting a virtual candidates fayre stylised on the model successfully introduced for Septembers Freshers fayre.

This event was attended by just under 500 students. Additionally, UBU supported virtual hustings events which were well attended, with over 80 students attending our main AGM, and then an average of 30-40 students attending our minor hustings for Student Representatives, Sports Executives, and Activities.

To support the promotion of elections the Union ran several online competitions that were linked to all online activities to incentivise student engagement with the event. At the close of elections 1627 Students voted, with the Union receiving 0 election complaints for the third year running. The election numbers were slightly short of 150 votes down from last year.


9
8
SHEFFIELD
23
5

Funds held as custodian trustee on behalf of others
UBU acts as custodian for funds raised by the students' many clubs and societies and these funds are separately shown in the accounts. At the year end the balances due to these clubs and societies was £97,063 (2020: £85,200).

Reserves Policy
In accordance with the Charity Commission's guidance on best practice we have targeted our level of reserves as that of 3 months wages costs.

The amount of the total funds held is £484,973 the amount of restricted funds is £21,440. The amount of fund that can only be realised by disposing of tangible fixed assets is £7,044.

The number of reserves after making allowance for the above is £477,929.

The amount of 3 months wages is £145,000 and is greater than our targeted level of reserves.

Full Financial Review
As in previous years the subvention for the year was agreed at a level to allow UBU to meet agreed levels of service provision to students. This year UBU has delayed the recruitment process to fill vacancies and this has enabled us to achieve a further surplus whilst still being able to carry out our activities.

At the start of the year, we decided to reduce our expenditure in the potentially area of entertainments. This enabled us to increase the resources made available to the expanding Student Voice area.

We have also closely monitored the spending by the UBU's clubs and activities to ensure that the allocated budgets are being spent correctly.

These are areas that we will have to continue to scrutinise in the coming year as we will be subject to inflationary pressures, especially in wages costs.

Approved by the Trustees on 25/01/22 and signed on their behalf by:

Trustee

Trustee

University of Bradford Union

known as UBU

Statement of Trustees' Responsibilities

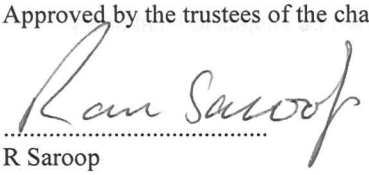
The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 FRS 102;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 25 January 2022 and signed on its behalf by:



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R Saroop
Trustee

University of Bradford Union

known as UBU

Independent Auditor's Report to the Members of University of Bradford Union

Opinion

We have audited the financial statements of University of Bradford Union (the 'charity') for the year ended 31 July 2021, which comprise the Statement of Financial Activities, Balance Sheet, and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is United Kingdom Accounting Standards, comprising Charities SORP - FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and applicable law (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 July 2021 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the Charities Act 2011.

Basis for opinion

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

Conclusions relating to going concern

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

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

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

Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor’s report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Independent Auditor's Report to the Members of University of Bradford Union

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities (set out on page 20), the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

Auditor’s responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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

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

In planning and designing our audit tests, we identify and assess the risks of material misstatement within the financial statements, whether due to fraud or error. Our assessment of these risks includes consideration of the nature of the industry and sector, the control environment and the business performance along with the results of our enquiries of management, about their own identification and assessment of the risks of irregularities. We are also required to perform specific procedures to respond to the risk of management override.

Following this assessment we considered the opportunities and incentives that may exist within the company for fraud and identified the greatest potential for fraud in evaluating the assets and cash balances etc.

We also obtained an understanding of the legal and regulatory frameworks that the company operates in, through discussions with directors and other management, and from our commercial knowledge and experience of the sector in which the company operates, to enable us to identify the key laws and regulations applicable to the company. We focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the company, Charities SORP (FRS 102), taxation legislation, data protection, anti-bribery, employment, environmental and health and safety legislation.

We then performed audit procedures after consideration of the above risks which included the following:

- reviewing 3rd party university documentation to determine income allocated in the correct period;
- confirming that the funds have been correctly accounted for within the accounts;
- reviewing systems and controls to ensure they are working effectively;
- enquiring of management concerning actual and potential litigation and claims;
- performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud;
- reviewing correspondence with HMRC, University of Bradford and the charity's legal advisors;
- in addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments, assessing whether the judgements made in making accounting estimates are indicative of a potential bias; and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business.

All engagement team members were informed of the relevant laws and regulations and potential fraud risks at the planning stage and reminded to remain alert to any indications of fraud or non-compliance with laws and regulations throughout the audit. The engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify such items.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities is available on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of report

This report is made solely to the charity trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Watson Buckle Limited

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Watson Buckle Limited (Senior Statutory Auditor)

Bradford

25 January 2022

University of Bradford Union

known as UBU

Statement of Financial Activities for the Year Ended 31 July 2021
(Including Income and Expenditure Account)

	Note	Unrestricted funds: Designated £	Unrestricted funds: General £	Restricted funds £	Total 2021 £	Total 2020 £
Income and endowments from						
Donations and legacies	3	4,525	1,345,302	8,586	1,358,413	1,381,829
Charitable activities	4	-	1,025	-	1,025	171,881
Other trading activities	5	-	7,165	-	7,165	3,074
Total income and endowments		4,525	1,353,492	8,586	1,366,603	1,556,784
Expenditure						
Raising funds		-	(23,173)	-	(23,173)	(43,753)
Charitable activities		(8,085)	(1,264,794)	(57,128)	(1,330,007)	(1,425,695)
Total expenditure		(8,085)	(1,287,967)	(57,128)	(1,353,180)	(1,469,448)
Net (expenditure)/income		(3,560)	65,525	(48,542)	13,423	87,336
Transfers between funds		-	(9,278)	9,278	-	-
Net movement in funds		(3,560)	56,247	(39,264)	13,423	87,336
Reconciliation of funds						
Total funds brought forward		8,973	401,873	60,704	471,550	384,214
Total funds carried forward	14	5,413	458,120	21,440	484,973	471,550

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2020 is shown in note 14.

University of Bradford Union

known as UBU

(Registration number: 1148622)
Balance Sheet as at 31 July 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	11	7,044	12,102
Current assets			
Debtors	12	593,140	597,859
Cash at bank and in hand		318,567	296,136
		911,707	893,995
Creditors: Amounts falling due within one year	13	(433,778)	(434,547)
Net current assets		477,929	459,448
Net assets		484,973	471,550
Funds of the charity:			
Restricted income funds			
Restricted funds		21,440	60,704
Unrestricted income funds			
Unrestricted funds		463,533	410,846
Total funds	14	484,973	471,550

The financial statements on pages 24 to 37 were approved by the trustees, and authorised for issue on 25 January 2022 and signed on their behalf by:

.....

R Saroop
Trustee

1 General information

The entity is an unincorporated registered charity governed by its constitution.

Their registered address is:
Student Central
Richmond Road
Bradford
West Yorkshire
BD7 1DP

2 Accounting policies

Statement of compliance
The charity constitutes a public benefit entity as defined by FRS 102. 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

The entity meets the definition of a public benefit entity under FRS 102.

Basis of preparation
The financial statements have been prepared under the historical cost convention 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

The company's functional and presentation currency is pound sterling.

Fund structure
Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Further details of each fund are disclosed in note 14.

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.

Other trading activities

Income from generating funds includes income recognised as earned.

Charitable activities

Income from charitable activities includes income recognised as earned.

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.

All resources expended are inclusive of irrecoverable VAT.

Raising funds

These are costs incurred in attracting voluntary income and those incurred in trading activities that raise funds.

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.

Grant expenditure

Grants payable are payments made to third parties in the furtherance of the charitable objectives. Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SOFA once the recipient of the grant has provided the specific service or output.

Grants payable without performance conditions are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.

Grant provisions

Provisions for grants are made when the intention to make a grant has been communicated to the recipient but there is uncertainty about either the timing of the grant or the amount of grant payable.

Going concern

The financial statements have been prepared on a going concern basis which assumes that ongoing financial support will be provided by the University of Bradford and accordingly do not take account of adjustments, if any, which may be necessary if the University of Bradford Union was unable to continue as a going concern.

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 £1,000 or more are initially recorded at cost.

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
Furniture and equipment	25% straight line basis

Debtors
Debtors are recognised initially when they become due at the transaction price. They are subsequently measured at amortised cost using the effective interest rate method, less provision for impairment. A provision for impairment of debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the debtors.

Creditors
Creditors are obligations to pay for goods and services that have been acquired by the charity. Creditors are initially recognised at the transaction price and subsequently measured at amortised cost using the effective interest method.

Cash and cash equivalents
Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

3 Donations and legacies

	Designated £	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
Subvention	-	1,345,302	-	1,345,302	1,345,302
Donations	-	-	8,586	8,586	13,833
Grants, including capital grants;					
Choices 4 All	-	-	-	-	9,654
Take A Hike	4,525	-	-	4,525	13,040
	4,525	1,345,302	8,586	1,358,413	1,381,829

4 Income from Charitable activities

	Unrestricted funds £	Total 2021 £	Total 2020 £
Entertainment income	1,000	1,000	5,121
Athletic Union membership fees	-	-	70,000
Trips income	25	25	2,959
Competition fees income	-	-	90,000
Braduate income	-	-	3,801
	1,025	1,025	171,881

5 Other trading activities

	Unrestricted funds £	Total 2021 £	Total 2020 £
Advertising income	-	-	783
NUS extra	519	519	668
Sundry other income	3,228	3,228	1,241
Events income;			
Other events income	3,418	3,418	382
	7,165	7,165	3,074

6 Expenditure on raising funds

	Unrestricted funds £	Total 2021 £	Total 2020 £
Wages and salaries recharged	-	-	6,308
Telephone and fax	-	-	183
Printing, postage and stationery	-	-	215
Sundry expenses	-	-	1,615
Travel and subsistence	-	-	108
NUS expenses	23,173	23,173	35,324
	23,173	23,173	43,753

7 Expenditure on Charitable Activities

	Designated £	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
Entertainment	-	11,310	-	11,310	14,596
Clubs and societies	-	99,247	51,849	151,096	243,912
Student representation	-	52,194	-	52,194	57,798
Welfare services	-	116,751	100	116,851	115,274
Marketing and communication	-	44,269	-	44,269	20,752
Volunteering	8,085	110,804	-	118,889	93,034
Administrative expenses	-	830,219	5,179	835,398	879,087
Duke of Edinburgh	-	-	-	-	1,242
	8,085	1,264,794	57,128	1,330,007	1,425,695

	Unrestricted funds			
	General £	Restricted funds £	Total 2021 £	Total 2020 £
Clubs and societies	93,971	17,442	111,413	161,050
Grant funding of activities	5,276	34,407	39,683	82,862
	99,247	51,849	151,096	243,912

Grant-making

	Grants to institutions £
Analysis	
Clubs and societies	39,512

During the year, grants of £34,599 (2020 - £70,081) were paid to 29 (2020 - 26) sports clubs and grants of £4,913 (2020 - £8,614) were paid to 39 (2020 - 17) culturally diverse societies.

Name of institution	**£**
Volleyball	4,316
American Football	3,928
Football - Mens	3,136
Cricket	2,520
Netball	2,443
Rugby Union - Men	2,180
Rugby Union - Women	1,845
Basketball - Mens	1,750
Hockey Mixed	1,726
Lacrosse	1,719
Rugby League	1,665
Baking Society	1,614
Individual grant to institutions under £1,350	10,670
	39,512

8 Trustees remuneration and expenses

	2021		2020	
	Remuneration	Expenses	Remuneration	Expenses
S Shabir	18,788	-	21,628	239
A Malik	-	-	23,749	22
A Ahmed	-	-	20,490	170
Z Abdin	21,111	-	22,233	35
A Abdussalam	25,706	-	2,671	-
I Ahmad	22,001	-	2,353	85
S S M Akhtar	2,429	-	-	-
A S Malik	2,429	-	-	-
M Yasin	-	-	-	18
Total	92,464	-	93,124	551

The trustees received remuneration in relation to their role as a students union officer, not as their role as a trustees. They are paid in accordance with the constitution.

9 Staff costs

The aggregate payroll costs were as follows:

	2021 £	2020 £
Recharged staff costs during the year were:		
Wages and salaries	493,710	487,887
Social security costs	35,937	35,601
Pension costs	52,370	51,880
	582,017	575,368

The number of employees whose emoluments fell within the following bands was:

	2021 No	2020 No
£60,001 - £70,000	1	1

The total employee benefits of the key management personnel of the charity were £65,129 (2020 - £65,023).

10 Auditors' remuneration

	2021 £	2020 £
Audit of the financial statements	8,750	8,250

11 Tangible fixed assets

	Furniture and equipment £	Total £
Cost		
At 1 August 2020	64,167	64,167
Additions	4,533	4,533
At 31 July 2021	68,700	68,700
Depreciation		
At 1 August 2020	52,065	52,065
Charge for the year	9,591	9,591
At 31 July 2021	61,656	61,656
Net book value		
At 31 July 2021	7,044	7,044
At 31 July 2020	12,102	12,102

12 Debtors

	2021 £	2020 £
Trade debtors	268,699	317,399
Prepayments and accrued income	318,542	273,888
Other debtors	5,899	6,572
	593,140	597,859

Debtors includes £48,570 (2020: £54,642) receivable after more than one year.

13 Creditors: amounts falling due within one year

	2021	2020
	£	£
Trade creditors	276,592	328,027
Other creditors	97,055	85,192
Accruals and deferred income	60,131	21,328
	433,778	434,547

Included in the other creditors above are monies held on behalf of student clubs and societies amounting to £97,063 (2020: £85,200). During the year the charity received funds of £29,738 and paid funds of £21,024 on behalf of the students' clubs and societies.

	2021	2020
	£	£
Deferred income at 1 August 2020	1,804	12,906
Amounts released from previous periods	(474)	(11,102)
Deferred income at year end	1,330	1,804

14 Funds

	Balance at 1 August 2020 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 July 2021 £
Unrestricted					
Unrestricted general funds					
General funds	401,873	1,353,492	(1,287,967)	(9,278)	458,120
Designated	8,973	4,525	(8,085)	-	5,413
Total unrestricted	410,846	1,358,017	(1,296,052)	(9,278)	463,533
Restricted funds					
Athletic Union	35,736	-	(34,227)	-	1,509
Competition fees	8,264	-	(17,442)	9,178	-
Choices 4 All	7,466	-	-	-	7,466
RAG fund	3,160	3,457	(5,179)	-	1,438
Crisis fund	-	-	(100)	100	-
Your Turn Programme	1,980	-	-	-	1,980
Arthur Williams Creative Fund	1,670	-	(180)	-	1,490
Braduate Fund	2,428	-	-	-	2,428
Funds 4 Runs Womens Cricket	-	2,698	-	-	2,698
Climate Action Fund	-	2,431	-	-	2,431
Restricted	60,704	8,586	(57,128)	9,278	21,440
Total funds	471,550	1,366,603	(1,353,180)	-	484,973

	Balance at 1 August 2019 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 July 2020 £
Unrestricted funds					
General	335,718	1,356,456	(1,290,033)	(268)	401,873
Designated	-	13,040	(4,067)	-	8,973
Total unrestricted funds	335,718	1,369,496	(1,294,100)	(268)	410,846
Restricted funds					
Athletic Union	35,768	70,000	(70,032)	-	35,736
Competitions	-	90,000	(81,736)	-	8,264
Choices 4 All	6,635	9,654	(8,823)	-	7,466
RAG	853	12,633	(10,326)	-	3,160
Crisis fund	-	-	(268)	268	-
Your Turn Programme	3,160	1,200	(2,380)	-	1,980
Arthur Williams Creative Fund	2,080	-	(410)	-	1,670
Braduate Fund	-	3,801	(1,373)	-	2,428
Restricted funds	48,496	187,288	(175,348)	268	60,704
Total funds	384,214	1,556,784	(1,469,448)	-	471,550

The specific purposes for which the funds are to be applied are as follows:

Athletics Union membership fees must be used to provide grants to sports clubs.

Competition fee income must be used to pay for competition entry fees for the sports clubs.

Choices 4 All income must be used to meet the costs of delivering the scheme.

RAG fund income must be used to donate fundraising monies to the two annually nominated Union charities.

Crisis fund income must be used to support students experiencing financial hardship.

Your turn programme income must be used to engage non-active students, women and other liberation groups through free campus sports.

Arthur Williams Creative Fund must be used in respect of the arts.

Braduate Fund covered the Child Play and Palestine Awareness week, Sustrans, a sustainable cycling organisation, and a Community Safety Project run by the Police.

Funds 4 Runs to be used in the promotion of participation in womens cricket from the ECB.

Climate Action Fund from the national lottery to focus on addressing waste and consumption.

15 Analysis of net assets between funds

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £
Tangible fixed assets	7,044	-	-	7,044
Current assets	884,854	5,413	21,440	911,707
Current liabilities	(433,778)	-	-	(433,778)
Total net assets	458,120	5,413	21,440	484,973

16 Related party transactions

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

The University of Bradford
(The University of Bradford has significant influence over the union by virtue of its relationship as sponsoring organisation.)

	2021	2020
Amounts received from The University of Bradford		
Athletic Union membership contributions	-	70,000
Competition expense contributions	-	90,000
Subvention	1,345,302	1,345,302
Grants	8,800	-
Amounts paid to The University of Bradford		
Rent	(537,737)	(537,737)
Salaries	(577,500)	(582,349)
Other costs	(10,729)	(17,441)
Amounts due (to)/from The University of Bradford		
Amount due to	(316,552)	(317,782)
Amount due from	525,318	524,596

UNIVERSITY OF BRADFORD UNION

England & Wales - Charity number 1148622

Accounts

Charity registration number: 1148622

University of Bradford Union

known as

UBU

Annual Report and Financial Statements

for the Year Ended 31 July 2020

University of Bradford Union

known as UBU

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Report of the Trustees

Year Ended 31 July 2020

University of Bradford Students' Union

UBU

Official Name	University of Bradford Union
Working Name	UBU
Charitable Status	The University of Bradford Union (UBU) is an unincorporated association which was registered with the Charity Commission on 17th August 2012 defined under the Education Act 1994.
Principal Address	Student Central, Richmond Road, Bradford, BD7 1DP

Trustees:

Name	Role	Date Appointed
Deborah Cross	External Trustee	01/10/17
Ram Saroop	External Trustee	01/10/17
Samera Shabir	Student Affairs Officer	01/07/19
Zain Abdin	Sports & Wellbeing Officer	01/07/19
Peter Anderson	Student Trustee	09/12/19
Qasim Saleem	Chair of Student Council	12/12/19
Abdoulraouf Abdussalam	Education Officer	01/07/20
Inshaal Ahmad	Community & Activities Officer	01/07/20

Former Trustees Holding Office in reporting period

Name	Role	Date of Tenure
Ayman Malik	Education Officer	Resigned 30/6/20
Awais Ahmed	Community & Activities Officer	Resigned 30/6/20
Qasim Saleem	Chair of Student Council	Resigned 30/6/20

Auditors

Watson Buckle Limited
York House
Wool Gate
Cottingley Business Park
Bradford
BD16 1PE

Bankers

Cooperative Banking
6 Tyrrel Street
Bradford
West Yorkshire
BD1 1RJ

The Trustees present their Annual Report for the year ended 31 July 2020, which includes the administrative information, together with the audited accounts for that year.



Structure, Governance and Management

Constitution, Objects and Regulations

UBU is constituted under the Education Act 1994 as a charity with internal regulations and a Constitution approved by the governing body of the University of Bradford and members of UBU. UBU's charitable objects under the Act are the advancement of education of students at the University of Bradford for the public benefit by:

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

Senior Staff

UBU employs a Chief Executive Officer (CEO), to work closely with the Trustees to ensure effective management of the charity assisted by a management team as follows:

- CEO – Andrew Fitzpatrick
- Administration Manager – Deborah Moore
- Student Engagement Manager – Michael Allhouse
- Finance Manager – Carmel Stocks
- Student Voice Manager – Daniel Batchelor

Trustees

UBU is administered by its Board of Trustees made up of 4 students elected by the membership of UBU, 4 external Trustees, the Chair of the Student Union Council and 2 student Trustees who are regarded as the Charity Trustees of UBU for the purposes of the Charities Act.

The flat structure for the period August 2019 to June 2020 consisted of the following Sabbatical Officers: Student Affairs Officer, Education Officer, Sports & Wellbeing Officer and Community & Activities Officer. These posts are full time Sabbatical posts remunerated as authorised by the UBU Constitution. No individual may serve more than two years as a Sabbatical Officer.

The full time Sabbatical Officers go through a three-week intensive training period in the month of July. This includes sessions on roles and responsibilities, organisational mission and values, working in teams, strategic planning, personal development and introductions to University partners. We also provide bespoke Trustee training days for the four Sabbatical officers and arrange continuous development opportunities throughout their term of office.



Committees and Delegation

Responsible for holding Executive to account, reviewing Executive work and informing the campaigning and representative work of UBU

Executive Committee Meets Monthly (at least)
Responsible for campaigning and representative functions of UBU.
Responsible for the day to day student engagement

Board of Trustees
Meets Quarterly
Responsible for overall strategic direction of UBU

Finance
Meets Weekly
Responsible for review and development of financial procedures, budgets, evaluating investment and general financial risks.

Governance Advisory Committee
Meets Weekly
Reviews Constitution and Byelaws and other governance issues. Reports into Trustee Board

Strategy Advisory Committee Meets Monthly
Reviews strategic direction of UBU, makes recommendations.
Reports into Trustee Board

HR Advisory Committee
Meets Monthly
Review HR areas of UBU. Reports into Trustee Board

Health & Safety (including Risk)
Meets Monthly
Responsible for UBU health & safety including the risk register.

Management Committee
Meets Monthly
Responsible for ensuring activity is in line with strategic, operational and financial plans.

Event Management Committee
Meets Weekly
Responsible for ensuring events from across all areas of UBU are carried out in line with Health and Safety, due diligence, financial constraints.

Sports Assembly
Meets Monthly
To consider matters affecting student sports groups and consider their funding bids and activity plans.

Activities Assembly
Meets Monthly
To consider matters affecting student society groups and consider their funding bids and activity plans.
Academic Representation Assembly
Meets Monthly
To consider matters affecting Academic Representative areas.

Annual budgets and accounts
These are considered on a quarterly basis by the Board of Trustees

UBU operates on democratic principles and the UBU Executive is responsible for the day-to-day development of representation and campaigning policy that affects students. The work of the UBU Executive is supervised by the Student Union Council, which can hold the UBU Executive to account and recall decisions made by the UBU Executive Committee. The Student Union Council makes and approves representational and campaigning policy.

UBU also employs around 16 staff for the sake of continuity in the management and delivery of its many activities. A clear staff structure is in place and staff members are ultimately accountable to the CEO for the performance of their duties. The CEO is accountable to the Board of Trustees and is formally line managed by the Chair of the Board of Trustees.

Relationships with and support of the University of Bradford
The relationship between the University and UBU is based on an equal partnership across strategic functions such as commercial services, sport, representation, and learning and teaching, the aim of which is to provide the best student experience whilst being a student at the University of Bradford.

UBU received a block grant from the University of £1,345,302. UBU occupies a space in Student Central owned by the University of Bradford and pays rent of £537,737 per annum which includes utility and maintenance costs. The University provides support and other services such as IT support and access to facilities (e.g. sports, rooms) which support student activities and volunteering.

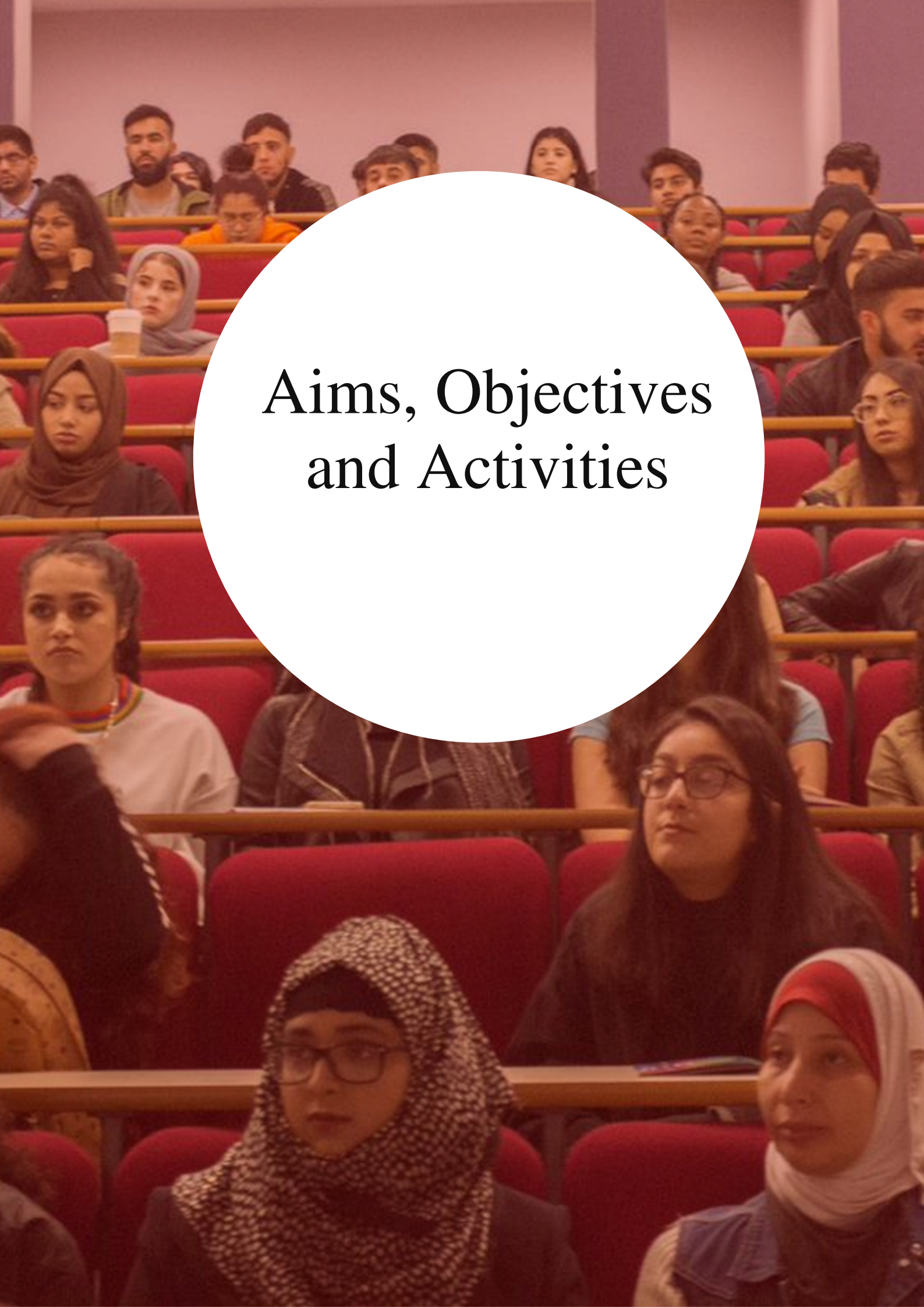
There is no reason to believe that financial support from the University will not continue for the foreseeable future, as the Education Act 1994 imposes a duty on the University to ensure the financial viability of its student representative body.

Risk Management
Budgetary and financial risks are minimised by the implementation of procedures for the authorisation of all transactions and projects.

Procedures are in place to ensure compliance with health and safety regulations for staff, volunteers and participants in all activities organised by UBU, including transport provision.

A risk register is in place which is regularly reviewed each month.

The UBU Strategy Plan sets out our Vision, Mission, Values and Strategic Objectives. It does not detail the specific tasks that will be completed in a particular period but sets objectives and describes how we will evidence our success. In this way it provides a plan for UBU to navigate flexibly through the future years.



Aims, Objectives and Activities

Operating departments which support UBU's charitable objectives include:

- Administration Area – provides operational support to ensure UBU functions effectively these include reception, finance, health and safety, events, HR and Governance.

- Student Voice Area – Student Advice, Democracy and Development Area supporting UBU Members. The area provides academic and welfare advice to students as well as supporting student representation, democracy and student campaigns.

- Marketing and Communications Area (part of Student Voice Area) – operates UBU's website and supports all staff and the Executive with webpage content. Works with Sabbaticals to ensure there is a unified marketing and communications strategy. Works in collaboration with the University open days and other recruitment activities.

- Sports Area - provides support for 34 sport clubs with their budgets, democracy set-up, facilities requirements, and performance objectives.

- Activities Area – provides support for over 60 societies with their budgets, democracy set-up, facilities requirements, and performance objectives. Also supports the student radio station, student paper, TV station and cinema

- International Student Engagement Area - provides support for international students to improve and practise their English Language skills. Provides social opportunities for international students to engage with English culture and the location of the University.

- Volunteering Area - works with community organisations to provide students with work-based volunteering opportunities. Also works closely with the University to promote the student employability agenda and capture the skills gained through volunteering in sports clubs and societies.

- Other UBU Areas – The Post Graduate Research Lounge which supports University students studying research at the University. Room 101 which support University International Students.

Grant Making Policy
Sports Clubs – Joint membership scheme with the University sport department, an agreed amount is ring-fenced each year for sports clubs' budgets from the membership fee.

Activity groups – An agreed amount from the University Subvention is allocated to societies and media groups.

In all the relevant Sabbatical Officer and staff members oversee the budgets to ensure sports, societies and media are in line with their forecast. The relevant Sabbatical Officer and staff members report regularly to the Trustee Board on budgets.

Long Term Objectives

Trustee Board
UBU and the University agreed to move away from a secondment model of the relationship after careful consideration of the VAT implications. The goal now is to create a Memorandum of Agreement which describes the relationship in all areas such HR, funding, space, and the various partnerships.

Student Voice
This area's main objective remains to be the democratic voice of students through student council, academic representation, and market research. The UBU council still intends to review the role of lay members while this year it focused on the University Academic quality and service and supported students with improving their course through the democratic process.

Student Opportunities
This year the team created over 15 new opportunities as part of the development programme called Kick start. The team targeted 50 new 1st year students into the pilot. The team attracted over 150 students. The next target will be to increase this number to 500 students and then to offer the programme to all new students in 2022.

Social/Training Space
Our long-term objective remains for UBU to continue to increase its social learning offer within student central and around campus. Also, we now have ambitious to create a student training centre to be the base for the UBU student development plan.

Student Development Programme
The University of Bradford student's union intends to attract 500 new students into its Kickstart development programme. The aims remain the same to:

- Engage students in UBU projects who previously have not engaged
- Retain students at the University of Bradford
- Give students the opportunity to gain and develop skills and create social networks
- Give back to the local community through volunteering, fund raising and skill sharing.
- To gain a set of skills which will enhance their CV accompanied by a personal reference from UBU.

Student Opportunities
To continually provide challenging opportunities for students to enrich and maximise their potential. The recent development of UBU as a Duke of Edinburgh centre and the wide range of RAG to all students are examples of how we deliver new opportunities every year.

Summary Strategy Plan

Vision
- To be a Union that reaches out to every student in Bradford by providing support, opportunities, life skills, fun and representation.
- To be the focal point on campus for encouraging social learning and understanding

Mission Statement
- To inspire and nurture each student
- To maximise their potential
- To enrich their journey
- To sustain our future

Values
- Democratic and student leadership
- Quality and professional student service
- Respect and listen to all our members
- Transparent, responsive and accessible for all our members
- To provide opportunities for students additional to their academic studies
- To be a respected partner of the University in improving student academic experience and development
- To be an effective commercial partner in retail and leisure delivery

Public Benefit
The Trustees have had regard to the Charity Commission's guidance on public benefit. The ways in which UBU demonstrates how it provides public benefit are included in its review of achievements and performance as follows:

UBU's Response to Covid 19

UBU and the trustees decided not to apply for any furlough support and instead focused all its staff resource on supporting students in whatever capacity the students required.

The staff team created social media routes into all student halls and formed groups with the those unable to return home. This gave students an outlet to ask for support and a way to connect them together. In the early weeks, the team provided food, travel advice and IT equipment.

The team then looked at how we could support the students socially through organised activities such quizzes and virtual team challenges. Then we encouraged students to be active through taking regular walks and cycle rides around the local area. The team provided videos tours of the all the local parks in the area and access to bikes for student to use.

The Student Advice team supported students virtually through all their accommodation queries and welfare issues. The team wrote to all the accommodation providers urging them to adopt a sympathetic approach to rent costs and worked closely with the University to supporting students with financial hardships caused by Covid virus.

The sabbaticals officers shared social media platform with the University senior management communicating to students how their studies would continue online and how they would progress through for the rest of the academic year. The Sabbaticals went online every week over this period providing information, answering queries, and signposting students who needed support.

In replace of all the award ceremonies for sport, societies and kickstart students the team ran virtual events to ensure that as many of our students could be recognised for their efforts. Wherever possible we posted awards out to all the students.



Student Engagement Area

Engagement spaces: Room 101 / PGRL
Room 101 is UBU's International Student Centre. It is a space dedicated to internationalism, encouraging students to teach each other their language and culture. In 2019/20 Room 101 had over 35 hours of extra, student-led language teaching, each week. People could learn Japanese, Spanish, German, Arabic, French, Portuguese, Korean and many more, each week, all organised by a team of over 70 dedicated student volunteers. One of the highlights of the year was a particularly popular Japanese class which also organised a series of events celebrating Japanese culture and resulted in the student teacher winning Language Teacher of the Year and getting her Kickstart Level 2 award.

In Semester 2 Room 101 worked quite closely with the Erasmus students and organised a successful series of national takeovers with students running quizzes, intros to their country and food sessions. These proved popular w attendees and with students wanting to run them.

When the University went into lockdown some of our language classes moved to Zoom. Room 101 continued to organise weekly discussion clubs and international student quizzes throughout lockdown, into June. In the discussion groups a mixture of topics were discussed from religion, cultural, to amusing and irreverent.

Room 101 also organised art competitions with the Arthur Williams Fund and Theatre in the Mill throughout the entirety of the summer. This was very successful with very many entrants.

The PGR Lounge continued to engage with PGR students with some success.

We appointed a member of student staff to lead on PGR activities and she had success around regular Research Brunches.

Students also formed a PGR society, and several socials were organised in the PGRL, including some for families. PGR students also organised conferences and presentations.

Volunteering
The Volunteering Department initiated a series of one-off events for students to volunteer at (micro-volunteering opportunities). Students who had not previously been engaged with the union attended these events and, in many cases, continued volunteering for the charity partner.

Events included running sign language classes for children from disadvantaged backgrounds, assisting at an animal therapy alpaca farm and litter picking along the River Aire, as well as many more.

Student engagement with the brokerage system has been down a little this year with approximately 50 students registering and applying for opportunities. In the upcoming year UBU plan on registering more charities on the system and having more appealing opportunities listed to try to encourage students to register.

RAG
This year UBU had their first really functioning RAG committee for some years and better engagement from Sports and Activity groups in our events. Engagement continues to rise and UBU are developing more challenges and events for the year to come. The total raised for RAG was £6,000.

Choices 4 All (C4A):
Choices 4 All (C4A) has been folded into the Kickstart programme. C4A led activities saw a lot of students signing up who had never engaged with the union before, coming on hikes, bike rides and assisting with volunteering events.

The Take a Hike project which sees students assisting blind people on hikes, had a particularly good year. The international partnership visit with Hamm University in Germany was combined with an event for people who suffer from Alstrom syndrome, and whilst a lot of planning was done by our students the physical event was postponed.
UBU also planned and trained for a coast 2 coast bike ride with students attending weekly bike rides and spin sessions to prepare for the event.

This year the Kickstart team worked hard to engage with Erasmus students who particularly enjoyed the environmental projects and working with an elderly people care home in Bingley.

We also developed a dragon boating club which met each week training along the Leeds - Liverpool canal.

Kickstart
The Kickstart programme ran successfully in 2019.20 with many students reaching Levels 1 and 2, and a lot from Activities and Sports reaching Level 3, for making a significant social impact in a community. There were approximately 5 other students who achieved Level 3 in other projects.

Kickstart admin has been worked on extensively over the year and into the summer with the requirements for the different levels more clearly defined.

There are 3 levels – with Level One being easy to achieve with approximately 25 hours of engagement, including some training, and some reflection; Level Two stepping this up to a 50 hour equivalent, but Level Three requiring reflection which demonstrates significant social impact. Kickstart opportunities have also been Gamified to encourage students to take a greater lead in each opportunity.

Sports and Activity Groups
UBU started the 2019/20 academic year with 50 activity groups. This peaked at 75

Sports had 34 clubs in 2019.20.

2946 students joined a club or group in 19/20, 885 in sports, 2061 in activities. This is in line with our annual member recruitment as a percentage of the university student population.

UBU registered 486 execs (197 in sports, 289 in activities) and 264 engaged with some form of training (online modules, on campus workshops, residentials). There were150+ elections and by-elections run throughout the year which is the most successful UBU has been engaging students with our online elections.

Many Level 1 and 2 Kickstart awards were given out to group members. 23 Kickstart Level 3 awards were given to Sport and Activity Execs.

2019.20 was the first year both Sports and Activities Committees felt a true part of the students' union. Every day, they were in the union office engaging with students and staff and representing their cohorts at UBU council. We feel the Sports Committee engaged with UBU very closely so that it feels we have made a huge leap in terms of feeling that Sports is now fully part of the UBU family.

The student Committees ran Sports Person of the Week, Exec of the Month and Group/Club of the Month award schemes for the execs on top of organising the Sports Colours and Activities Awards.

The Committees came together to read and vote on the 250 award nominations for Colours and Activities Ball Events and recognised more individual execs for their dedication than ever before. The awards were announced online with more than 500 students engaging with social media posts, website articles and via email.

The Committees also engaged with the Governance bodies to write motions and draw attention to the experience they felt Sabbatical candidates should have. This resulted in hustings coming back in their Assembly meetings where execs could ask questions to the candidates.

The Activities Committee dealt with a record number of new group applications – 48 submitted over the academic year with 25 groups being successful and setting up.

There were some significant achievements amongst Sports and Activity groups: -

- The Ale, Beer and Cider society set up in December and had 50 people show up to one of their events, mostly Erasmus and international students. They helped promote local business and took members to the Bradford CAMRA beer festival
- The Chemical Engineering Society came back from dormancy after Freshers week and worked so hard they were awarded with Most Improved Activity Group by the Committees.
- Bradford Student Cinema had 1048 attendees at their free weekly film screenings
- Volleyball Womens reached the final in London, their most successful year of competitions on record
- Bollywood Dance had 150 people attend their free Bollywood night in the amp bar which also won Event of the Year. The execs also went into the local community to take part in an International Women's Day event

- The Peace Society won Activity Group of the Year for their amazing hard work all year engaging their members and getting involved. They ran an artwork workshop and then auctioned off the items members had made for local charity. They also worked with BSC to run a film screening and Q&A session which had 50 students attend. Their President, Ariane, also won Exec of the Year for Activities.
- Henna Society ran a workshop on campus in collaboration with Salam Charity and invited local members of the community to attend. This raised over £600 for their charity
- Cheerleading organised De Stress Fest in the union mall and got other clubs and activity groups to come down and run fun, engaging stalls for the day to promote wellbeing to all students
- Rugby League organised a virtual triathlon around the University of the distance from Bradford to Calais to raise money for State of Mind. This club also won Club of the Year and their president Matthew won Exec of the Year for Sports.
- Neeleeny, a Baking Society executive, represented Bradford at the UK and European Tae Kwando championships and medalled in all the tournaments she represented us in.



UBU Student Voice Area

350 students volunteered as Student Representatives for their academic programme of study, with positive engagement reported. 205 students accessed UBU's training at the beginning of the year with students attending key meeting including SSLC's and Faculty Forums. UBU also elected 16 Faculty Representatives, all who were trained by UBU and engaged in attending senior Faculty based University committees throughout the academic year.

Just before the lockdown we were able to deliver our annual spring elections. Nominations opened on 21st January 2020 and closed on the 14th February 2020. Student Voice team staff then delivered training to nominated candidates, and at the close of this period 25 students were able to stand for election. The Union reintroduced hustings for candidates utilising the Unions General Meeting and Activities, Sports, and Academic Assemblies. At the close of elections 1798 Students voted, which was over 50% more students than the previous year.

Advice & Support
The Advice Centre has seen steady engagement with over 600 students assisted with Academic Appeals and Misconduct cases, and a smaller number involved in other welfare issues. There was a lot of outreach work to support students during the beginning of lockdown, with accommodation issues.

We are extremely pleased to have received new Case Management software which we anticipate will enable much more detailed and actionable reporting. We hope to be able to build a body of evidence to draw attention to the alarmingly disproportionate number of black students who are accused of misconduct.

Marketing & Comms
Our data sharing agreement with the University has finally been approved this coincides with an updated contract for our website software and content management system. We anticipate being able to do more online with the enhanced options now available to us.

Our website had 8652 users of which 7,863 new users. Student users averaged 3.64 views per sessions, with a total of 54,187-page views.

Our social media reach totalled

- 3,789 followers on instagram
- 6510 followers on twitter
- 9524 followers on facebook

Moving forward bringing in recent ex-students as comms interns has enabled us to begin to redesign the website and radically enhance the quality of our social media engagement.

Funds held as custodian trustee on behalf of others
UBU acts as custodian for funds raised by the students' many clubs and societies and these funds are separately shown in the accounts. At the year end the balances due to these clubs and societies was £87,628 (2019: £84,341).

Reserves Policy
In accordance with the Charity Commission's guidance on best practice we have targeted our level of reserves as that of 3 months' wages costs.

The amount of the total funds held is £471,550 the amount of restricted funds is £60,704 the amount of fund that can only be realised by disposing of tangible fixed assets is £12,102.

The amount of reserves after making allowance for the above is £459,448

The amount of 3 months' wages is £145,000 and is greater than our targeted level of reserves.

Full Financial Review

As in previous years the subvention for the year was agreed at a level to allow UBU to meet agreed levels of service provision to students. This year UBU has delayed the recruitment process to fill vacancies and this has enabled us to achieve a further surplus whilst still being able to carry out our activities.

At the start of the year we decided to reduce our expenditure in the potentially area of entertainments. This enabled us to increase the resources made available to the expanding Student Voice area.

We have also closely monitored the spending by the UBU's clubs and activities to ensure that the allocated budgets are being spent correctly.

These are areas that we will have to continue to scrutinise in the coming year as we will be subject to inflationary pressures, especially in wages costs.

Approved by the Trustees on 12th January 2021and signed on their behalf by:

Ram Saroop
Trustee

Samera Shabir
Trustee

University of Bradford Union

known as UBU

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 FRS 102;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 12th January 2021 and signed on its behalf by:



R Saroop
Trustee

University of Bradford Union

known as UBU

Independent Auditor's Report to the Members of University of Bradford Union

Opinion

We have audited the financial statements of University of Bradford Union (the 'charity') for the year ended 31 July 2020, which comprise the Statement of Financial Activities, Balance Sheet, and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is United Kingdom Accounting Standards, comprising Charities SORP - FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and applicable law (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 July 2020 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the Charities Act 2011.

Basis for opinion

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

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity’s ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor’s report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities (set out on page 18), the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

Auditor’s responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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

As part of an audit in accordance with ISAs (UK), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the charity’s internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor’s report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor’s report. However, future events or conditions may cause the charity to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the charity to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the charity audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Use of report

This report is made solely to the charity trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Watson Buckle Limited

Watson Buckle Limited (Senior Statutory Auditor)

Bradford

Date: 12 January 2021

University of Bradford Union

known as UBU

Statement of Financial Activities for the Year Ended 31 July 2020
(Including Income and Expenditure Account)

	Note	Unrestricted funds: Designated £	Unrestricted funds: General £	Restricted funds £	Total 2020 £	Total 2019 £
Income and endowments from						
Donations and legacies	3	13,040	1,345,302	23,487	1,381,829	1,438,688
Charitable activities	4	-	8,080	163,801	171,881	178,323
Other trading activities	5	-	3,074	-	3,074	58,528
Total income and endowments		13,040	1,356,456	187,288	1,556,784	1,675,539
Expenditure						
Raising funds	6	-	(35,324)	(8,429)	(43,753)	(119,400)
Charitable activities	7	(4,067)	(1,254,709)	(166,919)	(1,425,695)	(1,470,603)
Total expenditure		(4,067)	(1,290,033)	(175,348)	(1,469,448)	(1,590,003)
Net income		8,973	66,423	11,940	87,336	85,536
Transfers between funds		-	(268)	268	-	-
Net movement in funds		8,973	66,155	12,208	87,336	85,536
Reconciliation of funds						
Total funds brought forward		-	335,718	48,496	384,214	298,678
Total funds carried forward	14	8,973	401,873	60,704	471,550	384,214

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2019 is shown in note 14.

University of Bradford Union

known as UBU

(Registration number: 1148622)
Balance Sheet as at 31 July 2020

	Note	2020 £	2019 £
Fixed assets			
Tangible assets	11	12,102	20,366
Current assets			
Debtors	12	597,859	702,770
Cash at bank and in hand		296,136	154,354
		893,995	857,124
Creditors: Amounts falling due within one year	13	(434,547)	(493,276)
Net current assets		459,448	363,848
Net assets		471,550	384,214
Funds of the charity:			
Restricted income funds			
Restricted funds		60,704	48,496
Unrestricted income funds			
Unrestricted funds		410,846	335,718
Total funds	14	471,550	384,214

The financial statements on pages 22 to 35 were approved by the trustees, and authorised for issue on 12th January 2021 and signed on their behalf by:

R Saroop
Trustee

1 General information

The entity is an unincorporated registered charity governed by its constitution.

Their registered address is:
Student Central
Richmond Road
Bradford
West Yorkshire
BD7 1DP

2 Accounting policies

Statement of compliance
The charity constitutes a public benefit entity as defined by FRS 102. 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

The entity meets the definition of a public benefit entity under FRS 102.

Basis of preparation
The financial statements have been prepared under the historical cost convention 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

The company's functional and presentation currency is pound sterling.

Fund structure
Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Further details of each fund are disclosed in note 14.

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.

Other trading activities

Income from generating funds includes income recognised as earned.

Charitable activities

Income from charitable activities includes income recognised as earned.

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.

All resources expended are inclusive of irrecoverable VAT.

Raising funds

These are costs incurred in attracting voluntary income and those incurred in trading activities that raise funds.

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.

Grant expenditure

Grants payable are payments made to third parties in the furtherance of the charitable objectives. Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SOFA once the recipient of the grant has provided the specific service or output.

Grants payable without performance conditions are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.

Grant provisions

Provisions for grants are made when the intention to make a grant has been communicated to the recipient but there is uncertainty about either the timing of the grant or the amount of grant payable.

Going concern

The financial statements have been prepared on a going concern basis which assumes that ongoing financial support will be provided by the University of Bradford and accordingly do not take account of adjustments, if any, which may be necessary if the University of Bradford Union was unable to continue as a going concern.

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 £1,000 or more are initially recorded at cost.

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
Furniture and equipment	25% straight line basis

Debtors
Debtors are recognised initially when they become due at the transaction price. They are subsequently measured at amortised cost using the effective interest rate method, less provision for impairment. A provision for impairment of debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the debtors.

Creditors
Creditors are obligations to pay for goods and services that have been acquired by the charity. Creditors are initially recognised at the transaction price and subsequently measured at amortised cost using the effective interest method.

Cash and cash equivalents
Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

3 Donations and legacies

	Designated £	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
Subvention	-	1,345,302	-	1,345,302	1,345,302
Donations	-	-	13,833	13,833	20,287
Grants, including capital grants;					
Choices 4 All	-	-	9,654	9,654	73,099
Take A Hike	13,040	-	-	13,040	-
	13,040	1,345,302	23,487	1,381,829	1,438,688

4 Income from Charitable activities

	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
Entertainment income	5,121	-	5,121	3,556
Athletic Union membership fees	-	70,000	70,000	77,212
Trips income	2,959	-	2,959	7,421
Competition fees income	-	90,000	90,000	88,253
Duke of Edinburgh	-	-	-	1,881
Braduate income	-	3,801	3,801	-
	8,080	163,801	171,881	178,323

5 Other trading activities

	Unrestricted funds £	Total 2020 £	Total 2019 £
Advertising income	783	783	12,385
NUS extra	668	668	17,578
Sundry other income	1,241	1,241	335
Events income;			
Other events income	382	382	28,230
	3,074	3,074	58,528

6 Expenditure on raising funds

	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
Wages and salaries recharged	-	6,308	6,308	55,873
Repairs and maintenance	-	-	-	2,080
Telephone and fax	-	183	183	698
Printing, postage and stationery	-	215	215	48
Sundry expenses	-	1,615	1,615	1,223
Travel and subsistence	-	108	108	8,941
Equipment	-	-	-	1,309
Advertising	-	-	-	1,959
NUS expenses	35,324	-	35,324	47,269
	35,324	8,429	43,753	119,400

The above costs all relate to generating voluntary income.

7 Expenditure on Charitable Activities

	Designated £	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
Entertainment	-	14,596	-	14,596	30,624
Clubs and societies	-	87,981	155,931	243,912	310,485
Student representation	-	57,798	-	57,798	65,121
Welfare services	-	115,006	268	115,274	120,082
Marketing and communication	-	20,752	-	20,752	19,404
Volunteering	4,067	88,967	-	93,034	42,590
Administrative expenses	-	868,761	10,326	879,087	879,449
Duke of Edinburgh	-	848	394	1,242	2,848
	4,067	1,254,709	166,919	1,425,695	1,470,603

	Unrestricted funds General £	Restricted funds £	Total 2020 £	Total 2019 £
Clubs and societies	79,314	81,736	161,050	211,148
Grant funding of activities	8,667	74,195	82,862	99,337
	87,981	155,931	243,912	310,485

Grant-making

	Grants to institutions £
Analysis	
Clubs and societies	78,695

During the year, grants of £70,081 (2019 - £75,612) were paid to 29 (2019 - 31) sports clubs and grants of £8,614 (2019 - £13,144) were paid to 39 (2019 - 40) culturally diverse societies.

Name of institution	**£**
Basketball - Mens	4,514
Football - Mens	4,586
Hockey Mixed	2,238
Volleyball	3,430
Boxing	2,673
Waterpolo	2,379
Fencing	4,608
Basketball - Womens	3,662
Cricket	2,879
Cheerleading	8,212
Squash	2,431
Swimming	3,097
Rugby Union - Women	1,594
American Football	7,208
Lacrosse	2,822
Rugby League	2,724
Varsity	1,839
Individual grant to institutions under £1,550	17,799
	78,695

8 Trustees remuneration and expenses

	2020		2019	
	Remuneration	Expenses	Remuneration	Expenses
S Shabir	21,628	239	2,640	-
A Malik	23,749	22	2,640	-
A Ahmed	20,490	170	2,720	32
Z Abdin	22,233	35	2,620	-
A Abdussalam	2,671	-	-	-
I Ahmad	2,353	85	-	-
F Ilyas	-	-	21,683	34
S Khan	-	-	25,093	-
M Ahmed	-	-	21,504	-
M Yasin	-	18	21,658	18
Total	93,124	551	100,558	84

The trustees received remuneration in relation to their role as a students union officier, not as their role as a trustees. They are paid in accordance with the constitution.

9 Staff costs

The aggregate payroll costs were as follows:

	2020 £	2019 £
Recharged staff costs during the year were:		
Wages and salaries	487,887	509,522
Social security costs	35,601	37,088
Pension costs	51,880	54,047
	575,368	600,657

The number of employees whose emoluments fell within the following bands was:

	2020 No	2019 No
£60,001 - £70,000	1	1

The total employee benefits of the key management personnel of the charity were £65,023 (2019 - £62,826).

10 Auditors' remuneration

	2020 £	2019 £
Audit of the financial statements	8,250	9,500

11 Tangible fixed assets

	Furniture and equipment £	Total £
Cost		
At 1 August 2019	61,913	61,913
Additions	2,254	2,254
At 31 July 2020	64,167	64,167
Depreciation		
At 1 August 2019	41,551	41,551
Charge for the year	10,514	10,514
At 31 July 2020	52,065	52,065
Net book value		
At 31 July 2020	12,102	12,102
At 31 July 2019	20,362	20,362

12 Debtors

	2020 £	2019 £
Trade debtors	317,399	439,391
Prepayments and accrued income	273,888	256,932
Other debtors	6,572	6,447
	597,859	702,770

Debtors includes £54,642 (2019: £60,713) receivable after more than one year.

13 Creditors: amounts falling due within one year

	2020	2019
	£	£
Trade creditors	328,027	377,450
Other creditors	85,192	84,468
Accruals and deferred income	21,328	31,358
	434,547	493,276

Included in the other creditors above are monies held on behalf of student clubs and societies amounting to £87,628 (2019: £84,341). During the year the charity received funds of £110,785 and paid funds of £97,985 on behalf of the students' clubs and societies.

	2020	2019
	£	£
Deferred income at 1 August 2019	12,906	9,262
Resources deferred in the period	-	8,013
Amounts released from previous periods	(10,472)	(4,369)
Deferred income at year end	2,434	12,906

14 Funds

	Balance at 1 August 2019 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 July 2020 £
Unrestricted					
Unrestricted general funds					
General funds	335,718	1,356,456	(1,290,033)	(268)	401,873
Designated	-	13,040	(4,067)	-	8,973
Total unrestricted	335,718	1,369,496	(1,294,100)	(268)	410,846
Restricted funds					
Athletic Union	35,768	70,000	(70,032)	-	35,736
Competition fees	-	90,000	(81,736)	-	8,264
Choices 4 All	6,635	9,654	(8,823)	-	7,466
RAG fund	853	12,633	(10,326)	-	3,160
Crisis fund	-	-	(268)	268	-
Your Turn Programme	3,160	1,200	(2,380)	-	1,980
Arthur Williams Creative Fund	2,080	-	(410)	-	1,670
Braduate Fund	-	3,801	(1,373)	-	2,428
Restricted	48,496	187,288	(175,348)	268	60,704
Total funds	384,214	1,556,784	(1,469,448)	-	471,550

	Balance at 1 August 2018 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 July 2019 £
Unrestricted					
Unrestricted general funds					
General funds	248,799	1,417,003	(1,327,965)	(2,119)	335,718
Restricted funds					
Athletic Union	35,581	77,212	(77,025)	-	35,768
Competition fees	-	88,253	(89,361)	1,108	-
Choices 4 All	5,667	73,099	(72,131)	-	6,635
RAG fund	8,631	6,987	(14,765)	-	853
Crisis fund	-	255	(1,266)	1,011	-
Your Turn Programme	-	10,800	(7,640)	-	3,160
Arthur Williams Creative Fund	-	2,500	(420)	-	2,080
Restricted	49,879	259,106	(262,608)	2,119	48,496
Total funds	298,678	1,676,109	(1,590,573)	-	384,214

The specific purposes for which the funds are to be applied are as follows:

Athletics Union membership fees must be used to provide grants to sports clubs.

Cycling 4 All income must be used to meet the costs of delivering the scheme.

Competition fee income must be used to pay for competition entry fees for the sports clubs.

Choices 4 All income must be used to meet the costs of delivering the scheme.

RAG fund income must be used to donate fundraising monies to the two annually nominated Union charities.

Crisis fund income must be used to support students experiencing financial hardship.

Your turn programme income must be used to engage non-active students, women and other liberation groups through free campus sports.

Arthur Williams Creative Fund must be used in respect of the arts.

Braduate Fund covered the Child Play and Palestine Awareness week, Sustrans, a sustainable cycling organisation, and a Community Safety Project run by the Police.

15 Analysis of net assets between funds

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £
Tangible fixed assets	12,102	-	-	12,102
Current assets	836,349	8,973	60,704	906,026
Current liabilities	(446,578)	-	-	(446,578)
Total net assets	401,873	8,973	60,704	471,550

16 Related party transactions

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

The University of Bradford
(The University of Bradford has significant influence over the union by virtue of its relationship as sponsoring organisation.)

	2020	2019
Amounts received from The University of Bradford		
Athletic Union membership contributions	70,000	77,212
Competition expense contributions	90,000	88,253
Subvention	1,345,302	1,345,302
Amounts paid to The University of Bradford		
Rent	(537,737)	(537,737)
Salaries	(582,349)	(596,691)
Other costs	(17,441)	(23,099)
Amounts due (to)/from The University of Bradford		
Amount due to	(317,782)	(366,292)
Amount due from	524,596	622,209