

The Union of UEA Students Limited
Annual Report and Accounts
for the year ended 31st July 2023

Company No. 09664303

Annual Report and Accounts for the year ended 31st July 2023

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Executive and Union Information

Address: Union House, University of East Anglia, Norwich, Norfolk, NR4 7TJ

Charitable Status: The Union was founded in 1963, registered in England and Wales, number 1139778 on the 11 January 2011

The Union became the Union of UEA Students Limited, a company limited by guarantee, company registration number 09664303, at the end of the financial year 2014-15. All of the operations and assets of the Unincorporated Union were transferred to the company at this date and continued under the new company. At this time the Charity received a new registered number 11162866.

Charity Trustees: The Union's Constitution, approved by Union Council on 18 April 2013 approved by University Council, 20th May 2013 and amended by a Committee of University Council, 20 January 2014, continued from the previous Constitution, approved by a committee of University Council on 23 March 2010, the establishment of a Board of Trustees comprising

- the 5 elected Full Time Officers,
- not more than 2 Part-time Student officers elected by and from the Part-time Student Officers,
- 1 Postgraduate Student elected by the Postgraduate Assembly
- not more than 4 Student Trustees elected by Union Council and
- not more than 6 External trustees appointed by the Appointments Committee (the Constitution was amended by Union Council on the 6 December 2018, approved by a committee of University Council on 20 January 2019 to increase the number of External Trustees from 4 to 6)

Trustees	Appointments/Retirements	Term of Office Ends
Elected Full Time Officers		
Aaron Campbell	Resigned 30 th June 2023	
Evie Drennan	Resigned 30 th June 2023	
Elise Page		30-Jun-24
Serene Shibli Sexton		30-Jun-24
Taylor Sounes		30-Jun-24
Luke Johnson	Appointed 1 st July 2023	30-Jun-24
Nathan Wyatt	Appointed 1 st July 2023	30-Jun-24
Elected Part Time Officers		
Holly Summers		30-Jun-24
Nathan Wyatt	Resigned 30 th June 2023	
Liz Bigalke	Appointed 19-Oct-2023	30-Jun-24
Elected Student Trustees		
Paige Skevington	Resigned 14 th January 2023	
Katie Rayner	Resigned 30 th June 2023	
Megan Anderson	Resigned 30 th June 2023	
Adediran Oladipo	Resigned 30 th June 2023	
Chikaosolu Emeka	Appointed 16 th October 2023	30-Jun-24
Ivo Garnham	Appointed 16 th October 2023	30-Jun-24
Catriona Lee	Appointed 16 th October 2023	30-Jun-24
Megan Powley	Appointed 16 th October 2023	30-Jun-24
Elected PG Trustee		
Oluwafemi Adeyemi	Resigned 30 th June 2023	
External Trustees		
Dev Aditya		31-Dec-23
Ruby Ashogun	Resigned 15 th May 2023	
Anwar Azari		30-Nov-24
Jeremy Clayton	Resigned 30 th June 2023	
Frances Fay	Resigned 4 th September 2023	
Simon George	Appointed 1 st July 2023	30-Jun-26
Ben Soper		28-Feb-25

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Organisational Management

Chief Executive Officer - Toby Cunningham – Resigned 20th March 2023

Interim Chief Executive Officer / Director of HR & Shared Services – Caroline Wilson

Assistant Director, Finance – Tim Cave

Assistant Director, Charity / Interim Director and Deputy C.E.O. – Claire Boothby-Barnbrook

Assistant Director, Social Enterprise – Richard Hunter

Interim Assistant Director of Marketing, Communications and Insight – Digby Gordon-George

Group Structure

The Union has two wholly owned non-charitable subsidiaries, Students' Union Services (East Anglia) Limited, which carries out the trading activities of the Union based on campus at UEA, and The Waterfront – Student Union Services Limited. Their trading results are consolidated in these financial statements.

Auditors Crowe U.K. LLP, Aquis House, 49-51 Blagrove Street, Reading, Berks, RG1 1PL

Bankers Co-operative Bank, 69 London Street, Norwich, NR2 1HT

Solicitors Eversheds, Kett House, Station Road, Cambridge, CB1 2J

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The Union of UEA Students Annual Report and Accounts for the year ended 31st July 2023

Trustees Report

The Trustees of the Union of UEA Students for the purposes of the Companies Act 2006, present their annual report in compliance with that Act, together with the financial statements, including the Trustees Report and Strategic Report, for the year ended 31 July 2023.

Structure, Governance and Management

The Union of UEA Students is governed by its Constitution dating from 1963, which was substantially revised in 1996 to incorporate the requirements of the 1994 Education Act, amended in 2008 and re-written in 2009 and 2013. The major officeholders are elected by a cross campus ballot of ordinary members of the Union on an annual basis and receive comprehensive training from the National Union of Students and the Union's management team.

The sabbatical posts are remunerated as authorised in the constitution in accordance with the Education Act 1994 and cannot exceed two years duration for each holder. Each officer has specific responsibility for aspects of the Union's activities and is supported by permanent staff who are organised in departments.

The Union operates on democratic principles. The Union Council has the power to set policy statements, reviews annual budgets and accounts of the Union and oversees the election of students to serve on Union and University committees. Union Council's membership comprises the Union's Student Officer Committee, together with representatives of all Union clubs, societies and peer support groups and representatives of students in every school of study.

The Student Officer Committee operates as the main representative/leadership body in the Union. The Trustee Board can set aside decisions of Union Council if it incurs significant risk to the finances, legal standing or reputation of the organisation but Union Council can ultimately remove trustees or officers from office.

The post of external trustee is advertised on the Union website and applications invited from relevant contacts and associated bodies, in particular current trustees. External trustees are appointed by a panel based on skills and knowledge. Lay students apply in a similar fashion but are appointed by Union council when it sits.

All trustees of the Union are required to attend training. Trustees receive this based on NUS' good governance guide, which revolves heavily around Charity Commission and best practice advice.

The Union operates policies for the full and fair consideration of applications, continuing employment and training while employed and training, career development and promotion for disabled persons.

The Union maintains arrangements aimed at systematic provision of employee information, regular consultations so that employees' views can be considered, encouraging employees' involvement in the entity's performance and achieving a common awareness of the financial and economic factors affecting the entity's performance.

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Relationship with the University of East Anglia

The Union of UEA Students receives Grants from and occupies a building owned by the University of East Anglia. A formal lease is in place between the University and the Union of UEA Students governing the use of Union House. This creates an annual charge of £438,000 payable by the Union for which specific additional grant funding is received.

Whilst the Union continues to generate funding from trading activities, it remains dependent on the University's support. There is no reason to believe that this or equivalent support from the University will not continue for the foreseeable future as the Education Act 1994 imposes a duty on the University to support a student representative body.

Fundraising

The charity had no fundraising activities requiring disclosure under S162A of the Charities Act 2011.

Charitable Objects as set out in our Constitution

The Union's object is the advancement of education of students at the University of East Anglia for the public benefit by:

- promoting the interests and welfare of students at the University of East Anglia during their course of study and representing, supporting and advising students;
- being the recognised representative channel between students and the University of East Anglia 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.

The trustees confirm that, in exercising their powers and duties, they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission.

Trustee Board Responsibilities

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

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK 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 charitable company will continue in business.

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

Provision of information to Auditors

Each of the persons who are directors at the time when this Directors' report is approved has confirmed that:

- so far as that director is aware, there is no relevant audit information of which the Company's auditors are unaware, and
- that each director has taken all the steps that ought to have been taken as a director in order to be aware of any information needed by the Company's auditors in connection with preparing their report and to establish that the Company's auditors are aware of that information

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Strategic Report

Review of achievements and performance of the Group for the period

Within the year the Union undertook activity to secure the interests of and improve the experience of students at UEA. Whilst the academic experience had largely returned to normal after the covid period, student behaviour showed a significant shift, with fewer students going out to bars and clubs. This shift was further exacerbated by the cost of living crisis and the fact that students are not eligible for much of the support being offered to those struggling with rising costs and stagnating income. Many students told us that they were worried about paying their bills, staying warm and staying on top of their studies. Our officer team focused on elevating the voices of our members and lobbying the university for further support resulting in a range of cost of living support and introducing warm banks on campus.

Officers also worked closely with students, the University and Colleges Union and UEA staff in response to proposed cuts, supporting industrial action in line with our policy and lobbying for no redundancies due to the impact on student academic experience. We also worked closely with UEA on the development of their submission for the Teaching Excellence Framework and developed our own independent student submission.

Diversity and inclusion were key priorities this year – for example in developing Spectrum, a new regular evening event for LGBTQ+ members, and the Black Business Brunch. Several officers also worked on lobbying the university to improve accessibility on campus which resulted in commitments to

- Look into a live system with updates on where repairs are needed so that there is real-time information available to disabled students.
- Identify alternative access routes and make lift users aware of these at the point of the broken lift so they're aware of how they can get to where they are going in a safe manner.
- Including how to report issues of repair in PEEPs.
- Develop an action plan for if someone gets stuck in a lift on campus.
- Work with other areas to raise awareness of disability awareness communication such as the accommodation office.
- Ascertain whether the Congregation Hall lift can be altered to be more accessible in how it operates.
- Monitor statistics of where and when certain lifts on campus break down.
- Review information provided on inside and outside of lifts including posters with contact information for helpdesk and a QR code for updated information.

We additionally successfully lobbied and worked with the University to improve student experience in the following areas;

- Protection for students during strikes and marking boycotts
- Safety on campus
- Improvements to extenuating circumstances and timetabling
- Using more inclusive language
- Ethical investments and banking
- Accessibility of gender-neutral toilets on campus
- Reintroducing a quiet space
- Developing a blended learning policy
- Sharing pronouns on Blackboard
- Protecting postgraduate spaces on campus
- University civic responsibilities

The internal focus for this year was addressing the combined impact of changed student behaviour and the cost of living crisis on our commercial income. Since we transferred ownership of our café and shop to UEA during the Covid period as part of the renegotiation of our block grant, our commercial income is now entirely derived from our bars and clubs, which are some of the hardest hit on the high street.

Having already reviewed non-staff costs at the start of the year, in the Spring, the Board approved a plan that focused on restructuring our staff costs, keeping other operational costs down, diversifying our income and maximizing current income by refreshing our programme to keep it relevant and diverse. Towards the end of the year we instigated the three year plan to improve our financial sustainability, starting with the staff restructure, introducing a new approach to programming and investing in a Business Development Manager role to help explore new income opportunities. We continue to work on the plan in a challenging and unpredictable external environment.

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This year we also embarked on a new three year strategy based on consultation with a wide range of stakeholders, including our members, elected officers, trustees and staff. We brought together our strategic priorities into three themes:

- Your SU works for you
- Safe Spaces for all
- Skills for Life

The foundations of the strategy were embedding equality, diversity and inclusion in everything that we do, making our democratic structures more inclusive and accessible, increasing transparency, upskilling students and improving our understanding of and response to organisational risk.

This was the second year that we ran our Alterline Student Survey to understand member awareness of and satisfaction with our services as well as gaining insight into member priorities. We aligned the key performance indicators for the strategic plan with the data we were gaining through the survey and were pleased to make progress almost across the board in year one.

Your SU Works For You

1. We effectively represent student interests around education

We were proud to achieve positive feedback in the National Student Survey, where we achieved a score of 73.3% positive response above the UK average of 71.9% and the sector benchmark of 69.8% for how well the Student Union represents students' academic interests. We successfully completed consultation with students around our student submission to the Teaching Excellence Framework for the Office for Students, which contributed to UEA being awarded a Silver rating. We prioritised training and support to our 386 course reps and convenors and having been reviewing how we communicate their work. For example, we increased awareness of course reps from 78% to 89%. We also increased the percentage of students who know what we are doing to represent their interest from 32% to 44% and those who agree that we effectively represent their interests on academic issues from 51% to 61%. Across the life of the strategy, we expect to see better engagement across the SU as a result of promoting clear routes of communication between schools, course reps, convenors, students, academic societies and elected officers. We continued to deliver the students of colour ambassador scheme across a number of schools and the officers continued to ensure that all students, including postgraduate students, feel like their voices are heard in our academic representation system. We increased the percentage of students who agree we represent their interests around postgraduate issues from 47% to 58% the We supported the work of our part-time officers to raise issues impacting student from different backgrounds and increased the proportion of students who agreed we represent their interests in disability issues from 64% to 76%.

2. Our democratic and governance processes are transparent and accessible

We have been reviewing our democratic structures and processes to ensure they are more accessible, inclusive, streamlined, meaningful and easily understood. We want to remove unnecessary bureaucracy and barriers to enable more grassroots student activity and empower students to do more. To this end we have researched different SU models and learning from the sector to understand what works and what doesn't. We expect that when complete this work will lead to increased involvement in our democracy at all levels and we will ensure that our democracy is joined up with the delivery of services. We have already increased the percentage of students who feel that SU decisions are driven by student voice from 20% to 65%. We maintained an 11% election turnout, which is consistent with the sector average and we increased our engagement score (the average number of elections each voter voted in) from 6 to 7.2.

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	2019	2020	2021	2022	2023	% change
Individual votes	1,977	2,750	2,140	1815	1858	+2.4%
Unique votes	9,560	16,733	14,902	10,750	13,332	+24%
Engagement score	4.84	6.08	6.96	6.0	7.2	

3. We provide high quality, relevant advocacy and support

This year we focused on updating the Advice website to ensure that students and stakeholders are provided clear information about how to report different concerns and how to access support. This includes upskilling students to understand their rights and access support and information for themselves. We continue to provide high quality, fully independent support for students, but due to increased demand we have revised the areas that we support on, focusing primarily on support and advocacy for students in difficulty over their course or with university regulations and therefore going through disciplinary and appeal processes. We are also starting to use data and insight to be more preventative and plan the advice service effectively. As a result of the above, we have increased the proportion of students who agree that the SU provides useful advice from 59% to 76% and increased satisfaction with the service from 71% to 79%.

4. Communicating with our members & Community

We regularly use data and insight, particularly that gathered through our annual pulse survey and through our student representatives to understand the needs and interests of different student groups. We now have a more consistent approach to recording management information. Taking a sophisticated, targeted approach to communications and marketing has resulted in higher engagement across our web channels both among students and our customers in the wider community – we hit 10,000 followers on Instagram. As a result we have increased the proportion of students who know what is going on at the SU from 30% to 55%. We created a Web Developer role which has enabled a full review of our website, introducing better hygiene and consistency, improving customer journeys and decreasing bounce rates. We have also achieved greater brand differentiation between ourselves and UEA. As part of our plans to manage risk and have a clear policy to limit brand and reputational damage we worked with an external PR agency to review our crisis management approach.

5. Balancing profit and charity outcome

Given the decline in commercial income this past year we have been focusing on improving and diversifying our programme to counteract the impact of the cost of living and post-Covid changes in student socialising behaviour. We have trialed a series of one off Friday night events aimed at different audiences and these have proved popular. We have also been exploring expanding the use of our venues and working closely with UEA on the re-development of the Street.

We continued to offer a range of fun and safe events and activities for all students, with welfare support on the night and campaigns supporting behaviour change. We have updated our recruitment and training processes for our Alcohol Impact Crew and are looking into how we replicate this good practice in the Waterfront venue. We continually monitor behaviour and incidents to ensure our response is appropriate and to understand trends, which are discussed with our safety and welfare partners at UEA. We have delivered new safeguarding training to our security staff. We have increased the proportion of students who agree that the SU has a positive impact on their social life from 53% to 67%, who agree that the SU provides social and recreational spaces that meet students' needs from 69% to 81%. We have also explored ways of keeping our costs low with tighter stock control, negotiating new deals with suppliers.

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Safe Spaces For All

1. We commit to creating a community where all women feel safe because discrimination and harassment by men has become taboo

This year we have reviewed our code of conduct to ensure it is consistent and manageable and updated our ACAS training for managers. We have introduced and promoted spiking testing kits in our venues in partnership with Norfolk and Norwich University Hospital and Norfolk Constabulary. We have increased the proportion of students who agree the SU represents their interests in gender issues from 70% to 75%.

2. We commit to creating a more equitable and inclusive organisation for our staff and members

We put a lot of emphasis this year on our History Month events programme as the focal point for our member facing equity and inclusion work. We have increased the proportion of students who agree that the SU is welcoming and inclusive to all types of students from 71% to 83% and the proportion of students who agree the SU represents their interests around equality and diversity issues from 72% to 84%. We have increased the percentage of students who say that the SU represents their interests around disability issues from 64% to 76% and around LGBTQ+ issues from 72% to 79%. Internally, we have focused on training and upskilling our staff. 70% of our management team have completed the NUS Leadership in Race Equity course and the wider staff team have been trained in disability, antisemitism and LGBTQ+ awareness and further training has been offered around unconscious bias.

3. We will further embed a harm reduction approach in our services and activities

We aim to change drinking culture so that students drink more responsibly - shifting the perception that drinking alcohol is a fundamental part of the university experience and showing that social activity that doesn't involve drinking is normal. We have been working on ensuring our welcome programme is inclusive and offers a range of fun, social events that are welcoming to all. We have also been promoting safety and welfare in our venues, increasing awareness of our alcohol impact crew from 59% to 73% and satisfaction with the alcohol impact crew from 78% to 84%.

4. Risk, compliance and health and safety

Having undertaken an external review of our health & safety processes we have spent time this year further standardising our Event health and safety procedures. Our senior management team undertook risk management training for leaders to shift our approach to risk management to a broader and more strategic approach to organisational risk. We undertake regular meetings with key stakeholders within UEA and locally with a focus on openness, transparency and collaboration. We have increased financial transparency with updates to the way we share information with our members and we have increased the proportion of students who are aware that any profits made through our commercial services are used by the SU to fund services that directly benefit students from 29% to 47%.

Skills for Life

1. Students are better equipped to deal with the rising cost of living

This year responding to the impact of the cost of living crisis on students and their academic and social experience was a key focus. Our members and officers successfully lobbied union council and UEA to approve funding for a range of measures including the creation of 'warm banks' on campus to help tackle fuel poverty during the winter months. We published our research on the real cost of sport in order to improve transparency for members joining sports clubs and between this and our programme of free to access activities, we increased the proportion of students who agree the SU makes it is easy for them to get involved in activities from 61% to 75%. Our officers and Advice

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team worked closely with UEA's welfare services to ensure information and support was readily available and easy to access both via self service on our website and through signposting to appropriate face to face support. We supported students across 955 cases on issues such as housing, academic appeals and student conduct.

2. Supporting students to find their communities and gain a sense of belonging

We continued to help students find their communities by supporting 286 student groups covering a wide range of sports clubs, interest-based societies and peer support groups with 9497 members, which means 54% of students are a member of at least one SU community. We also offered a UEA-funded programme of low commitment activities to help combat loneliness by helping students to build social skills and confidence. Across this programme we delivered 506 events resulting in 3731 attendances. We facilitated nine large scale student-led events. For those first years who wanted a bit more support we delivered our Buddy programme. Overall we have increased the proportion of students who agree that the SU offers a wide range of sports, clubs and societies they can get involved in from 80% to 85%.

3. Skills development for life

We promote skills development and recognition for student volunteers and staff, ensuring they feel confident and competent in their roles. This year we worked directly with 22 Sports and Societies Executives to improve the experience of club and society membership. We also delivered course rep training to 225 course reps and convenors and delivered a comprehensive programme of training to our student officer team. We also provided social and informal events attended by 126 reps. During this period we employed 635 student staff providing them both with paid work and work experience that will benefit them in their future career. We increased the proportion of student who feel they have gained skills by getting involved with the SU from 48% to 66% and increased awareness of part-time work from 79% to 85%. We have also supported our management team and management group to develop their skills and knowledge through providing the Koreo leadership programme and ILM accredited management training, whilst Linked In learning was provided to all staff.

4. Disabled persons

We actively encourage the participation of disabled persons in all aspects of the Union's activities, guided by dedicated part-time Officer roles for visible and non-visible disabilities. Full and fair consideration is given to all applications for employment, having particular regard to their particular aptitudes and abilities and ongoing support is provided for relevant training, career development and opportunities for promotion.

5. Employee Information

Employees are kept informed of developments on matters of concern including policy developments and the financial position of the Union through regular briefings and engagement with an employee forum which represents views of colleagues and provides an opportunity for feedback and discussion. During the year actions to address the challenging financial position resulted in a formal process where employees put at risk of redundancy were informed and consulted as to changes in roles.

Financial Review and results for the period of the Group

The financial statements for the period ended 31 July 2023 have been prepared on a consolidated basis. The companies concerned are Students' Union Services (East Anglia) Limited and Waterfront - Student Union Services Limited. These companies undertake activities, which for commercial reasons, are more appropriately channeled through trading companies rather than being undertaken directly by the Union.

The Union emerged from the pandemic with its financial position underpinned by a combination of Covid support measures and long-term funding from Bank and University loans to be serviced over 10 years. Alongside a strong net Income on unrestricted funds in the year to July 2022 this substantially strengthened the reserves position going into the current year. However the year to July 2023 was widely expected to be a challenging period, with cost of living and inflationary pressures impacted both the cost base and the purchasing power of members for the venues operation. This is exactly what

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transpired, with bar incomes down around 20% on the previous year as student behaviours and spending power changed.

Total Net Income on Unrestricted Funds was £6,367,000, a reduction of £1,072,000 on the 2021/22 year, reflecting a reduction in Income from Trading Operations of £1,060,000 (from £5,445,000 to £4,385,000).

This resulted in a Net Expenditure before revaluation charges on Pensions Schemes of £50,000 compared to Net Income of £579,000 in 2021/22.

With the Union still heavily dependent on income from its venues, this reduction triggered a restructure exercise to reduce staff costs and re-align roles in support of a reduced staff structure. This in addition to a wage freeze for career staff, allowed the Trustees to approve a budget for 2023/24 which assumes some recovery in incomes alongside a reduced staff cost whilst allowing the Union to maintain its current operation and provision of services to members. If, however, trading does not improve, more radical change may be required to make the financial position sustainable.

Going Concern

The charity has cash resources that exceed its reserves. The trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. They continue to believe the going concern basis of accounting appropriate in preparing the annual financial statements.

The trustees have anticipated uncertainties around reduced demand in the venues alongside cost inflation and supply issues of material and labour and sensitised the financial forecast accordingly. There remain reasonable grounds for confidence that the Charity will remain solvent and meet all financial obligations as they fall due.

Having regard to the above, the trustees believe it appropriate to adopt the going concern basis of accounting in preparing the financial statements.

Reserves policy

The Union's reserves policy was adopted by the Trustee Board to ensure the level held is consistent with good practice and appropriate for the Union's size and range of activities.

The reserves policy previously recognised that a substantial amount of cash is locked up by the favourable consolidated working capital position, effectively guaranteeing trading liabilities. This has the consequence of restricting funds available for capital investment in those trading activities that generate the substantial share of funding for the Union's charitable purpose. The policy therefore excluded direct trading liabilities. The experience of the pandemic has been to limit this exclusion to the proceeds of advanced ticket sales which proved to be robust whilst other liabilities required settlement. The adjustment in respect of the value of these liabilities has been capped at a historically normalised level of £400,000. Long-term liabilities such as the pension liability and loans repayable after one year are also excluded as these are in practice funded from future income rather than current funds.

The reserves policy of the Union of UEA Students group is to maintain a level of unrestricted funds, not committed or invested in tangible assets, which will enable the Union to

1. Ensure the SU has sufficient cash during periods of non-trade;
2. Provide a buffer to weather short term dips in commercial performance;
3. Enable the Charity to maintain a current net asset position to discharge its current liabilities at all times

This remainder should be focused on improving the Union's student-facing facilities, information technology and maintaining and developing the asset base of the Social Enterprises in support of improved profit contributions, which remains a key constituent of the funding of the Union.

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Free reserves are calculated as follows:-

	£'000	£'000
Unrestricted reserves		(2,134)
Add back		
long term pension liabilities		2,658
Long term loans		847
liability for advanced tickets (normalised)		400
Less		
NBV of tangible fixed assets	(4,271)	
excluding fixed assets from restricted funds	3,308	
Free Reserves		<u>(963)</u> 808

The target level of free reserves has been calculated as three months salary and pensions costs for career staff, which is £481,000 at July 2023. This gives rise to a surplus of £327,000, which is a reduction of £191,000 in the year.

The Trustees will seek to restore reserves to the target level over a period of time within the budgeting process by amortising the surplus or deficit over a rolling 5 year period.

Principle risks and uncertainties

The Union's Trustee Board is responsible for the management of the risks faced by the Union. The board has established a Risk and Oversight sub-committee and approved a new Risk management policy. The CEO undertook training in risk management provided by the Institute of Risk Management.

Detailed considerations of risk are delegated to the heads of each department. Risks are identified, assessed and controls established throughout the year, with the risk register considered at each meeting. The key controls used by the charity include:

- Formal agendas for all Committee and Board activity;
- Terms of reference for all Committees;
- Comprehensive strategic planning, budgeting and management accounting;
- Established organisational structure and lines of reporting;
- Formal written policies;
- Clear accountability and budgetary control over expenditure.
- Risk Management Policy
- Health and Safety Policy
- Established a new Risk and Oversight Committee

Through the risk management processes established for the Union, the Union's Trustee Board is satisfied that the major risks identified and reported by the Chief Executive Officer have been adequately mitigated where necessary. It is recognized that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed.

The major risks identified are as follows:-

Cost of Living Crisis and economic situation

- Financial – inability to raise revenues due to impact on student and wider community incomes and impact of inflation and energy crisis on costs.
- The impact of cost-of living pressures on students has led to a reduced demand in the Union Venues and this will result in reduced Income going forward. Union management has been tasked with identifying new commercial opportunities alongside a reduced cost base to ensure continuing financial sustainability for the organization.
- Staffing – loss of working capacity due to staff seeking better paid roles with the Union unable to match market wage increases

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Legislative - Governmental changes in funding for higher education and the role of Students Unions.

- Strong relationships are nurtured within the University with a view to reinforcing the role of the SU and its activities. Officers and staff attend committees and meetings with key University staff to lobby for students and influence decision making
- The Officers and CEO meet frequently with the Vice Chancellor and other senior university staff raising key concerns for students.
- Key Union personnel maintain relationships with senior managers in other Unions attend conferences and events to remain abreast of sector changes and the Union plays a lead role in Southern SU's
- Subscribed to WONKE, a HE policy advice and training service for staff and officers
- CEO attends regular NUS and Southern SU CEO events
- CEO attending UEA emergency Silver and Operational Management groups

Governance – engaging the board and supporting trustees. Student Union board have a high turnover and a low average age.

- Ensure that newly recruited external trustee meet the skills gap required by the board
- Reviewed and improved agenda structure to engage board on key issues
- Trustee training available to all new trustees
- Chair training for chair of the board and sub-committees
- Chair of board has regular updates with lay student trustees and external trustees
- Developed a legal compliance checklist to ensure all legislation considered and identify skills gaps

Operations - Licensing issues if bars and venues fail to hold or comply with appropriate licensing arrangements.

- Strengthened Management structure with Head of Venues reporting to Assistant Director of Venues appointed to improve general operational management and drive Health & Safety processes
- Events Safety training undertaken by all events staff and senior bar staff.
- Undertook unconscious bias training for the security team
- Regular meetings are held with local police, licensing authorities and University personal to maintain licensing objectives and improve campus safety
- Licensing police train security and student bar staff
- All staff undertake licensing and Good Night Out training

Key Management Personnel

These are persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director.

In this year the management committee of the Union consisted of the five elected sabbatical officers and the Senior Management team. The elected officers are remunerated at a level that allows them to meet costs of living during their sabbatical year and as such are on a fixed salary point, which is uprated for inflation each year. The Senior Managers are defined as Senior Post-holders in a dedicated policy approved by the Board.

The Senior Management team consisted of Chief Executive, Director of HR and Support Services, and Assistant Directors of Venues, Charity Services and Finance.

Future Plans

In the second half of this year we have been working to understand the priorities of students in order to shape our new three year strategy for 2022-2025. We have worked with an external provider to survey students about what they think we should be working on for them and what they currently think of our services. This data was then reviewed by our Board and senior management to shape our strategic plan.

The Union is engaging with the University to agree a Memorandum of Understanding to formalise various aspects of the funding arrangement, including the provision of services, to ensure that responsibilities are clear and opportunities identified where it is possible to work effectively in partnership on matters of mutual interest.

Annual Report and Accounts for the year ended 31st July 2023

This Annual Report, under the Charities Act 2011, and the Companies Act 2006, was approved by the Board of Trustees; including in their capacity as company directors approving the strategic report contained therein, and is signed as authorised on its behalf by



Taylor Sounes – Chair

dated 22 April 2024

Annual Report and Accounts for the year ended 31st July 2023

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE UNION OF UEA STUDENTS LIMITED

Opinion

We have audited the financial statements of The Union of UEA Students Limited for the year ended 31 July 2023 which comprise the Consolidated Statement of Financial Activities, the Consolidated and Company Balance Sheets, the Consolidated Cash Flow Statement and the related notes. 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 group's and the charitable company's affairs as at 31 July 2023 and of the group's deficit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group 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 group's or the Charitable Company'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.

Annual Report and Accounts for the year ended 31st July 2023

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF THE UNION OF UEA STUDENTS LIMITED (CONTINUED)

Other information

The Trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

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.

Opinion on other matter prescribed by the Companies Act 2006

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

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

Matters on which we are required to report by exception

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

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

- adequate accounting records have not been kept; 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 the Trustees

As explained more fully in the Trustees' Responsibilities Statement set out on page 24, 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.

Annual Report and Accounts for the year ended 31st July 2023

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF THE UNION OF UEA STUDENTS LIMITED (CONTINUED)

Responsibilities of the Trustees (continued)

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

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an 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.

Extent to which the audit was considered capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We identified and assessed the risks of material misstatement of the financial statements from irregularities, whether due to fraud or error, and discussed these between our audit team members. We then designed and performed audit procedures responsive to those risks, including obtaining audit evidence sufficient and appropriate to provide a basis for our opinion.

We obtained an understanding of the legal and regulatory frameworks within which the charity operates, focusing on those laws and regulations that have a direct effect on the determination of material amounts and disclosures in the financial statements. The laws and regulations we considered in this context were the Companies Act 2006, Charities Act 2011 together with the Charities SORP (FRS 102). We assessed the required compliance with these laws and regulations as part of our audit procedures on the related financial statement items.

In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which might be fundamental to the charity's ability to operate or to avoid a material penalty. We also considered the opportunities and incentives that may exist within the charity for fraud. The laws and regulations we considered in this context for the charity were Health and Safety, Safeguarding, Charity Commission regulations and General Data Protection Regulation (GDPR). Auditing standards limit the required audit procedures to identify non-compliance with these laws and regulations to enquiry of the Trustees and other management and inspection of regulatory and legal correspondence, if any.

We identified the greatest risk of material impact on the financial statements from irregularities, including Fraud and the override of controls by management. Our audit procedures to respond to this risk included enquiries of management about their own identification and assessment of the risks of irregularities, sample testing on the posting of journals, reviewing accounting estimates for biases, reviewing regulatory correspondence with the Charity Commission and reading minutes of meetings of those charged with governance. Our audit procedures to respond to revenue recognition risks include

Annual Report and Accounts for the year ended 31st July 2023
INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF THE UNION OF UEA STUDENTS LIMITED (CONTINUED)

testing a sample of income across the year to supporting documentation, and reviewing income received either side of the year end to ensure this has been recognised correctly.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations. These inherent limitations are particularly significant in the case of misstatement resulting from fraud as this may involve sophisticated schemes designed to avoid detection, including deliberate failure to record transactions, collusion or the provision of intentional misrepresentations.

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

Use of our report

This report is made solely to the Charitable Company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the Charitable Company's members those matters we are required to state to them in an 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 Charitable Company and the Company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Janette Joyce

Senior Statutory Auditor

For and on behalf of

Crowe U.K. LLP

Statutory Auditor

Reading

Date: 22 April 2024

Annual Report and Accounts for the year ended 31st July 2023

Consolidated Statement of Financial Activities for the year ended 31 July 2023

			2023			2022
	Notes	Unrestricted Funds	Restricted Building projects	Restricted Funds Other	Total Funds	Year ended 31 July
		£'000	£'000	£'000	£'000	£'000
Income and Endowments from:						
<i>Donations</i>						
University Grants		898	-	-	898	880
Provision of accommodation		447	-	-	447	438
Compensation for transferred businesses	4	494	-	-	494	494
Other funding from University		72	-	-	72	109
<i>Charitable activities for students</i>						
Contributions from Club & society members	4	-	-	737	737	717
Commercial trading operations	5	4,385	-	-	4,385	5,445
Income from Govt. support schemes and Insurance claims	6	-	-	-	-	34
Other operating income		71	-	-	71	39
Total Income		6,367	-	737	7,104	8,156
Expenditure on Resources						
<i>Charitable activities for students</i>	8	(1,652)	-	-	(1,652)	(1,442)
Club & society expenses		-	-	(775)	(775)	(729)
Expenditure against grants			(325)	(1)	(326)	(321)
Commercial Trading Operations	4/5	(4,763)	-	-	(4,763)	(5,418)
Total Expenditure		(6,415)	(325)	(776)	(7,516)	(7,910)
(Increase) /Decrease in Pension deficit		(291)	-	-	(291)	403
Net income / (Expenditure)		(339)	(325)	(39)	(703)	649
Funds brought forward at 31 July 2022/ (2021)		(1,793)	3,686	376	2,269	1,620
Fund balances at 31 July 2023 /2022		(2,132)	3,361	337	1,566	2,269

The statement of financial activities includes all gains and losses recognised in the year. All incoming resources and resources expended derive from continuing activities


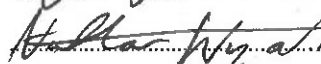
Annual Report and Accounts for the year ended 31st July 2023

Union and Consolidated Balance Sheet as at 31 July 2023
Company No. 09664303

		Group		Union	
		2023	2022	2023	2022
	Note	£'000	£'000	£'000	£'000
FIXED ASSETS:					
Tangible assets	16	4,271	4,683	3,339	3,661
Investments	13	-	-	525	750
		<u>4,271</u>	<u>4,683</u>	<u>3,864</u>	<u>4,411</u>
CURRENT ASSETS					
Stocks	17	64	65	-	-
Debtors	18	230	278	1,476	1,853
Cash at bank and in hand		1,965	2,065	328	134
		<u>2,259</u>	<u>2,408</u>	<u>1,804</u>	<u>1,987</u>
CURRENT LIABILITIES					
Amounts falling due within one year	19	(1,460)	(1,340)	(732)	(961)
NET CURRENT ASSETS		<u>799</u>	<u>1,068</u>	<u>1,072</u>	<u>1,026</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		5,070	5,751	4,937	5,437
LIABILITIES FALLING DUE AFTER MORE THAN ONE YEAR					
Bank Loans	20	(188)	(227)	(188)	(227)
Loans from University	20	(659)	(659)	(659)	(659)
UUEAS Pension deficit	20	(44)	(22)	(44)	(22)
SUSS Pension deficit	20	(2,614)	(2,574)	(2,614)	(2,574)
		<u></u>	<u></u>	<u></u>	<u></u>
TOTAL NET ASSETS		<u>1,566</u>	<u>2,269</u>	<u>1,431</u>	<u>1,955</u>
RESTRICTED FUNDS					
Club and Society Funds	21	312	350	312	350
Other Grant funding		25	26	25	26
Capital Projects funded by Grant		3,361	3,686	3,361	3,686
UNRESTRICTED FUNDS					
Accumulated Funds		(2,132)	(1,793)	(2,267)	(2,107)
		<u></u>	<u></u>	<u></u>	<u></u>
		<u>1,566</u>	<u>2,269</u>	<u>1,431</u>	<u>1,955</u>

The deficit for the financial year dealt with in the accounts of the parent company was £(524,000) (2022: £718,000 surplus).

Approved by the Trustee Board on behalf of the Union of UEA Students on 22 April 2024
and signed on their behalf by

 Taylor Sounes
 Nathan Wyatt

Officer and Chair of Trustee Board

Officer and Chair of Finance Committee

Annual Report and Accounts for the year ended 31st July 2023

Consolidated Cash Flow Statement

		Year ended 31.7.23	Year ended 31.7.22
	Notes	£'000	£'000
Net Cash Flow from operating activities	A	27	589
Returns on investments and servicing of finance	B	(49)	212
Capital Expenditure	B	(78)	(71)
(Decrease) / Increase in cash in the period		(100)	730
Reconciliation of net cash flow to movement in net funds			
(Decrease) / Increase in cash in the period	C	(100)	730
Decrease / (increase) in Bank Loans in period		49	53
Net funds at 31 July 2022/ (31 July 2021)		1,773	990
Net Funds at 31 July 2023 / (31 July 2022)		1,722	1,773

Annual Report and Accounts for the year ended 31st July 2023

Notes to the consolidated cash flow statement

	Year ended 31.7.23	Year ended 31.7.22
Note A		
Reconciliation of operating profit to net cash inflow from operating activities		
	£'000	£'000
Total net income / (expenditure) on ordinary activities	(705)	649
Interest received	(-)	(-)
Net Income / (Expenditure)	(705)	649
Add back depreciation charges	490	532
Loss on disposal of Fixed assets	-	-
(Increase) / Decrease in stocks	1	(11)
Decrease in debtors	48	214
Increase / (Decrease) in creditors	129	(180)
Increase / (Decrease) in long term liabilities	62	(615)
Net cash inflow / (outflow) from unrestricted activities	27	589

Note B

Analysis of cash flows for headings netted in the cash flow statement

	£'000	£'000
Returns on investments and servicing of finance		
Bank Loans acquired	-	-
Bank Loans repaid	(49)	(53)
Loans from University	-	265
Interest received	-	-
Net Cash inflow on investments and servicing of finance	(49)	212
Capital expenditure		
Purchase of tangible fixed assets – unrestricted funds	(78)	(71)
Purchase of tangible fixed assets – restricted funds	-	-
Net cash outflow for capital expenditure	(78)	(71)

Note C

Analysis of changes in net funds

	1.8.22 £'000	Cash Flow £'000	31.7.23 £'000
Net Cash	2,065	(100)	1,965
Bank Loans	(292)	49	(243)
Total	1,773	(51)	1,722
Analysed in balance sheet			
Cash at bank and in hand	2,065		1,965
Creditors within 1 year	(65)		(55)
Creditors falling due after more than 1 year	(227)		(188)
	1,773		1,722

Annual Report and Accounts for the year ended 31st July 2023

Notes to the Accounts – Accounting policies

1. Charity Information

The principal activities of the Union are campaigning, representation, provision of social activities and the organisation of recreational activities and opportunities. It is a Public Benefit Entity. The Union of UEA Students Limited is an incorporated charity (limited by guarantee). The charity registration number is 11162866. It is incorporated and domiciled in the UK. The company registration number is 09664303. The address of the principal office is Union House, University of East Anglia, Norwich, Norfolk, NR4 7TJ.

2. Notes to the Accounts

Accounting Convention

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) – Charities SORP, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

The Union meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognized at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Recognition of Income

All income from Specific Donations, Grants, Contracts and Other Services Rendered is included in the SOFA on an accruals basis. All income from short-term deposits is credited to the Income and Expenditure Account on a receivable basis.

Revenue in respect of ticket sales received on behalf of 3rd party promoters and then remitted to them is not recognised as Income or expenditure in the commercial trading operations. Income is recognised for charges made to the promoter for the use of the premises to stage the event.

Resources Expended and Liabilities Incurred

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any irrecoverable VAT. Charitable expenditure comprises the direct and indirect costs of delivering public benefit. Governance costs are those incurred for compliance with constitutional and statutory requirements such as the annual audit, annual elections and training for sabbatical officers. Central overhead costs are apportioned to charitable and other activities pro rata to the full-time staff equivalents in each department.

Going concern

The charity has cash resources that exceed its reserves. The trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. They continue to believe the going concern basis of accounting appropriate in preparing the annual financial statements.

The Charity emerged from the Covid crisis with a considerable increase in long-term debt which will have relatively modest repayment requirements in the next 4 years..

The cost of Living crisis has impacted the spending power of customers in our venues and trustees have anticipated uncertainties around sales and cost inflation, and sensitised the financial forecast accordingly. There remain reasonable grounds for confidence that the Charity will remain solvent and meet all financial obligations as they fall due.

Having regard to the above, the trustees believe it appropriate to adopt the going concern basis of accounting in preparing the financial statements.

Annual Report and Accounts for the year ended 31st July 2023

Notes to the Accounts – Accounting policies, continued

Pension Schemes

The Union of UEA Students participates in the Student Union Superannuation Scheme (SUSS), a multi-employer defined benefit pension scheme whose membership consists of employees of students' unions and related bodies throughout the country. The Charity is therefore exposed to actuarial risks associated with other employers' employees and is unable to identify its share of the underlying assets and liabilities of the schemes on a consistent and reasonable basis. As required by Section 28 of FRS 102 "Employee benefits", the Charity therefore accounts for the schemes as if they were wholly defined contribution schemes. As a result, the amount charged to the profit and loss account represents the contributions payable to the scheme. Since the Charity has entered into an agreement (the Recovery Plan) that determine how each employer within the schemes will fund the overall deficit, the Charity recognises a liability for the contributions payable that arise from the agreement (to the extent that they relate to the deficit) with related expenses being recognised through the profit and loss account.

The Union has also participated in the University of East Anglia Staff Superannuation Scheme (UEASSS). Benefits in respect of service accrue on a "final salary" basis. The valuation of the scheme dated 31 July 2021 provided an updated schedule of contributions over the period to August 2028. This extension of the period increases the liability which is included on the Balance Sheet whilst maintaining the level of contributions paid annually.

Redundancy or Settlement Agreements

Cost arising from redundancy or settlement agreements are recognised and charged in the financial year at which the commitment was agreed with the Trustee Board and employee.

Improvements to Buildings

Improvements to buildings are stated at cost.

Leasehold Property

Waterfront Student Union Services Limited occupies premises leased from Norwich City Council. The current lease was signed in March 2021 for a term of 6 years ending in August 2026

Leased Assets

Rentals payable under operating leases are charged as expenditure on a straight-line basis over the period of the lease.

Depreciation of Fixed Assets

The Union capitalises items with a useful life of more than one year. Capitalised equipment is stated at cost and depreciated over its expected useful life, as follows:

New Building	2% straight line
Property Improvements – Union House, SUS (EA) Ltd	5 - 10% straight line
Property Improvements – Waterfront SUS Ltd	20% straight line
Motor Vehicles	25% straight line
Fixtures, Fittings and Equipment	10 - 25% straight line
Computers and I.T.	25% straight line

The cost of new building works represents an extension to the floor area of Union House, which is occupied under an agreement with the University of East Anglia. The rate of 2% for the depreciation of the new building work is deemed appropriate by the trustees, in accordance with the anticipated period of tenure being at least 50 years. Assets under the course of construction are not depreciated until the asset is in use.

Investments

Investments are included in the Balance Sheet at their cost, less provision for impairment. In 2015, Student Union Services (East Anglia) Limited converted £2,650,000 of an original share capital of £3,750,000 into general reserves. In accordance with a policy of recognising any impairment in Investment value to reflect the Net assets of Student Union Services (East Anglia) Limited, there have been subsequent charges to the reserves of £2,125,000 and the carrying value of the Investment in Student Union Services (East Anglia) Limited is therefore £525,000 at 31 July 2023.

Stocks and Work in Progress

The stocks are valued at the lower of cost and net realisable value.

Debtors

Short term debtors are measured at transaction price, less any impairment.

Creditors

Short term creditors are measured at the transaction price.

Annual Report and Accounts for the year ended 31st July 2023

Notes to the Accounts – Accounting policies, continued

Maintenance of Premises & Equipment

The cost of routine corrective maintenance is charged to the income and expenditure account as it is incurred.

Taxation Status

No provision has been made in these accounts for corporation tax on the profits attributable to the Union, which is exempt from such taxes due to its charitable status.

Unrestricted Funds

Representing unspent income which may be used for any activity/purpose at the Trustees' own discretion.

Restricted Funds

Restricted funds have been analysed into two categories:-

- Funds made available in the forms of capital grants for the purpose of improvements to the Union House and the retail premises on the Norwich campus.
- The accumulated funds of Clubs & Societies and additional non-capital grants made for specific purposes.

The Club and Society Funds

The balance is the total of the balances on the subscriptions accounts of each of the individual clubs, societies and peer support groups. The Union acts as "banker" for the clubs, societies and peer support groups, who are required to pay all their income into the Union's bank account and request withdrawals, duly authorised by the elected committee members, if they wish to spend the money. The Union acquires control of the funds if the club, society or peer support group ceases to have members. The trustees do not consider that this is a purely custodial arrangement and hence the income and expenditure are included in the Union's Statement of Financial Activities.

Capital Projects funded by specific grants

These are shown separately from operating assets. All Income is shown under a specific heading under restricted funds in the SOFA whilst the costs of these capital expenditures will be depreciated through the restricted fund expenditure account over their estimated useful lives.

Financial Instruments

The charity holds only financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments include debtors, cash and creditors. Debtors and creditors are initially recognised at transaction value and subsequently measured at amortised cost. The pension liability is valued at fair value with the movement processed through the Statement of Financial Activities.

3. Judgments in applying accounting principles and key sources of estimation uncertainty.

Preparation of the financial statements requires management to make judgements and estimates. The key sources of estimation uncertainty that have a significant effect on the amounts recognised in the financial statements are that of the SUSS pension scheme deficit.

FRS 102 makes the distinction between a group plan and a multi-employer scheme. A group plan consists of a collection of entities under common control typically with a sponsoring employer. A multi-employer scheme is a scheme for entities not under common control such as the Student Union Superannuation Scheme. The accounting for a multi-employer scheme where the employer has entered into an agreement with the scheme that determines how the employer will fund a deficit results in the recognition of a liability for the contributions payable that arise from the agreement (to the extent that they relate to the deficit) and the resulting expense in profit or loss in accordance with section 28 of FRS 102. The Trustees are satisfied that SUSS meets the definition of a multi-employer scheme and the Charity has therefore recognised the discounted fair value of the contractual contributions under the recovery plan in existence at the date of approving these financial statements.

Annual Report and Accounts for the year ended 31st July 2023

Notes to the Accounts, continued

4. Financial performance of the Union

The consolidated statement of financial activities includes the results of the Union's wholly owned subsidiaries, Students' Union Services (East Anglia) Limited and Waterfront Student Union Services Limited. The Union has taken exemption from presenting its unconsolidated profit and loss account under section 408 of Companies Act 2006.

The summary financial performance of the Union alone is:

	Year ended 31.7.23 £'000	Year ended 31.7.22 £'000
Incoming resources		
University Block grant	728	739
Grant for repairs and utilities	170	167
Grant for / donation of accommodation	447	438
Payments in respect of transferred business	494	494
INTO and Easton College fees	16	-
Income from catering operations commercial trading	-	-
Income from Covid Support schemes	-	20
Other operating income	55	39
Gift aid payable from subsidiaries	26	110
Other UEA departmental grants	72	109
	<hr/> 2,008	<hr/> 2,090
Contributions from Club and Society members	737	717
Rent & service charges from subsidiary companies	651	724
	<hr/> 3,396	<hr/> 3,531
Expenditure on charitable activities	(1,653)	(1,443)
Expenditure recharged to subsidiary companies	(651)	(724)
Club and Society expenses	(775)	(729)
Restricted fund expenditure against capital grants	(326)	(320)
(Increase) /Decrease in pension deficits	(291)	403
Write down in value of Investment	(225)	-
	<hr/> (525)	<hr/> 718
Net Incoming / (Outgoing) resources		
Total funds brought forward	1,955	1,237
	<hr/> 1,431	<hr/> 1,955
Total funds carried forward		
Represented by		
Restricted funds	3,698	4,062
Unrestricted funds	(2,267)	(2,107)
	<hr/> 1,431	<hr/> 1,955

Annual Report and Accounts for the year ended 31st July 2023

Notes to the Accounts, continued

5. Incoming resources from activities to generate funds

The wholly owned subsidiary companies Students' Union Services (East Anglia) Limited, Company No. 01524381 (SUS) and Waterfront Student Union Services Limited, Company No. 02834353, (WF) are incorporated in the United Kingdom and pay all of their taxable profits to the Union under gift aid. The subsidiary companies operate the bars, shops, live entertainment, club nights and all commercial operations carried on by the Union. The registered office of both Subsidiaries is the same as for the Union of UEA Students Limited, which is Union House, University of East Anglia, Norwich, Norfolk, NR4 7TJ.

The summary financial performance of the subsidiary companies is:

	Year ended 31.7.2023		Year ended 31.7.2022	
	SUS £'000	WF £'000	SUS £'000	WF £'000
Turnover	3,031	1,355	3,904	1,541
Cost of Sales and Administrative Costs	(2,757)	(1,356)	(3,342)	(1,467)
Rent and Service Charges allocated from the Union	(582)	(70)	(649)	(76)
Interest receivable	-	-	-	-
Other income from Covid Support schemes	-	-	116	12
Profit / (Loss) for the year	(308)	(71)	29	10
Brought forward	738	226	709	325
Payments under gift-aid to the Union	-	(26)	-	(110)
Retained in subsidiary companies	430	128	738	226

The assets and liabilities of the companies were:

	31 July 2023		31 July 2022	
	SUS £'000	WF £'000	SUS £'000	WF £'000
Fixed Assets	769	161	851	169
Current Assets	1,794	671	2,182	710
Current Liabilities	(2,033)	(702)	(2,195)	(652)
Long term liabilities	-	-	-	-
	530	130	838	227
Aggregate share capital and reserves	530	130	838	227

Annual Report and Accounts for the year ended 31st July 2023

Notes to the Accounts, continued

6. Income from Govt. support schemes and Insurance claims – Covid-19

The Group received no further income in the form of grants, support payments and insurance recoveries in the year to compensate for the impact of Covid-19

	2022/23 £'000	2021/22 £'000
Furlough Scheme	-	26
Arts Council England grants (Venues)	-	2
Insurance recoveries	-	-
Local Authority grants	-	6
Other	-	-
Total	-	34

7. Investment Income

All of the group's investment income arises from money held in interest bearing deposit accounts.

8. Analysis of expenditure on charitable activities

	Year ended 31.7.23 £'000	Year ended 31.7.22 £'000
Representation & governance		
Employment costs	370	387
Internal democracy	9	5
Postgraduate activities	3	6
Conferences	3	5
Subscriptions and licences	4	-
NUS affiliation	13	13
Schools / teaching awards	1	-
Campaigns	5	5
Other Administration	9	-
Central overhead costs	380	250
	797	671
Student support services		
Employment costs	178	164
Miscellaneous expenses	2	2
Subscriptions and licences	16	12
Welfare projects	4	-
Professional fees	-	-
Central overhead costs	189	114
	389	292
Sports Association, Clubs and Societies		
Employment costs	189	239
Individual clubs & societies	58	63
Postgraduate activities	1	7
Employability	5	-
Other Administration	5	-
Central overhead costs	210	169
	468	478
Total Expenditure on charitable activities	1,652	1,441

Governance costs included within Representation & governance costs are £32,000 (2022: £24,000).

Annual Report and Accounts for the year ended 31st July 2023

Notes to the Accounts, continued

9. Central Overhead Costs

A fixed proportion of administration staff costs are allocated to the 2 subsidiary companies. A fixed proportion of premises staff and cleaning costs are allocated to Students Union Services (East Anglia) Ltd. This company shares the premises with the Union. The balance of central support costs have been allocated on the basis of staff employed in the relative areas.

2023	%	Staff costs £'000	Premises costs £'000	Other costs £'000	Total £'000
Representation	48.8	229	102	49	380
Student Support Services	24.2	114	51	24	189
Sports Association, Clubs & Societies	26.9	126	57	27	210
Catering operations	-	-	-	-	-
Recharged to subsidiary companies		216	381	55	652
		<u>685</u>	<u>591</u>	<u>155</u>	<u>1,431</u>
2022	%	Staff costs £'000	Premises costs £'000	Other costs £'000	Total £'000
Representation	47.1	141	57	53	251
Student Support Services	21.3	64	26	24	114
Sports Association, Clubs & Societies	31.6	95	39	35	169
Catering operations	-	-	-	-	-
Recharged to subsidiary companies		243	407	74	724
		<u>543</u>	<u>529</u>	<u>186</u>	<u>1,258</u>

10. Total resources expended

The total resources expended includes the following expenses

	Year ended 31.7.23 £'000	Year ended 31.7.22 £'000
Depreciation	490	532
Auditors Remuneration – Consolidated accounts	8	8
Subsidiary companies accounts	18	15
Tax and other services	4	4

Annual Report and Accounts for the year ended 31st July 2023

Notes to the Accounts, continued

11. Analysis of Staff Costs

	Year ended 31.7.23 £'000	Year ended 31.7.22 £'000
Group		
Salaries and Wages	2,935	2,846
Social Security Costs	172	171
Pension Costs	135	130
Union		
Salaries and Wages	1,137	984
Social Security Costs	78	85
Pension Costs	75	79

The average number of employees in the year was 410 (2022 - 492). This splits between salaried staff and staff on short term contracts, the majority of whom are students who work varying hours according to demand and availability and are generally limited to 15 hours per week. The average numbers employed across the year in each category were as follows:-

	Group		Union	
	2023	2022	2023	2022
Career Staff	70	72	35	38
Staff on short-term contracts	340	420	31	39
Total	410	492	66	77

During the year, costs of £110,000 were incurred relating to redundancy and severance payments.

The Union has identified as key management personnel the 5 full time sabbatical officers and the senior leadership team, comprising the Chief Executive Officer, Director of HR and Shared Services, and Assistant Directors of Social Enterprise, Advocacy and Finance. During the year, due to the absence of the Chief Executive Officer, the senior leadership team operated an interim structure with the Director of HR and Shared Services acting as Interim Chief Executive and the Assistant Director of Shared Services as Director and Interim Deputy Chief Executive Officer, joined also by the acting Assistant Director of Insight, Marketing and Communications.

The combined remuneration, including payments in lieu of notice, employer's N.I. and pension costs, accrued holiday and severance of these key management personnel was £606,000 in the year to July 2023 (2022: £409,000)

	2023 No.	2022 No.
The number of higher paid employees in the Union and the group at the end of the period under review was:		
Total emoluments band		
£60,001- £70,000	-	1
£70,001-£80,000	1	-
£80,001-£90,000	-	-
£90,001-£100,000	-	-
£100,001-£110,000	-	-
£110,001-£120,000	1	-

The above employees were members of a defined contributions pension scheme and group contributions during the period were £14,590 (2022: £9,764)

Annual Report and Accounts for the year ended 31st July 2023

Notes to the Accounts, continued

12. Trustees' Remuneration and Expenses

The full-time officers elected in March 2022 took office from 1st July 2022. Each of the 5 full-time officers in office for the period 1st July 2022 to 31st June 2023 received a basic salary of £20,433 p.a. (2022: £20,433) and participated in the Union's salary sacrifice defined contribution scheme.

Their salaries are for the representation, campaigning and support work they undertake, as authorised by the Union's Constitution. The total salary costs for the full-time officers was £115,000 (2022: £117,000), plus cost of pension contributions £4,000 (2022, £4,000) which includes a period of overlap between incoming and outgoing officers. Expenses for travel and accommodation when attending Board meetings of £523 were reimbursed to 1 Trustee (2022: £203 for 2 Trustees).

13. Investments

	2023 £	2022 £
Students' Union Services (East Anglia) Limited	525,000	750,000
Waterfront Student Union Services Limited	4	4

In accordance with a policy of recognising any impairment in Investment value to reflect the Net assets of Student Union Services (East Anglia) Limited, the carrying value of the Investment has been reduced to £525,000 at 31 July 2023.

14. Control

The Board of Trustees is responsible for the management and administration of the Union (as described in section 57 of the Constitution). The Trustees are appointed and may be removed by Union Council, which consists of representatives elected by the membership.

15. Pensions

SUSS Pension

Movements on the deficit contribution liability in line with s21 of FRS 102 are as shown below.

	2023 £'000	2022 £'000
Provision as at 01 July	2,781	3,374
Unwinding of discount	6	3
Deficit contributions paid	(206)	(191)
Remeasurements	250	(406)
Provision as at 30 June	2,831	2,781

The Union participates in the Student Union Superannuation Scheme, a multi-employer defined benefit pension scheme whose membership consists of employees of students' unions and related bodies throughout the country. Benefits in respect of service up to 30 September 2003 are accrued for on a "final salary" basis, with benefits in respect of service from 1 October 2003 accruing on a Career Average Revalued Earnings (CARE) basis. With effect from 30 September 2011 the scheme closed to future accrual. The fund is valued at least every three years by a professionally qualified independent actuary with the rate of contribution payable being determined by the trustees on the advice of the actuary.

The employers share the actuarial risks associated with all members of the scheme. The Union is not legally responsible for the scheme and does not have sufficient information to use defined benefit accounting. Accordingly the scheme is accounted for as if it is a defined contribution scheme.

The most recent valuation of the Scheme was carried out as at 30 June 2022 and showed that the market value of the Scheme's assets was £106,697,000 with these assets representing 44% of the value of benefits that had accrued to members after allowing for expected future increases in earnings. The deficit on an ongoing funding basis amounted to £127,640,000. The assumptions which have the most significant effect upon the results of the valuation are those relating to the rate of return on investments and the yield on government bonds.

The following assumptions applied at 30 June 2022:

- Discount rate – Gilts curve + 1.5% pa, linearly changing over a term of 13 years to gilts curve + 0.25% pa
- Retail price inflation (RPI) – Merrill Lynch swap-implied inflation curve
- Consumer price inflation pre 2030 (CPI) – RPI inflation less 0.7% pa
- Consumer price inflation post 2030 (CPI) – RPI inflation less 0.1% pa

Annual Report and Accounts for the year ended 31st July 2023

Notes to the Accounts, continued

- Pension increases – A model of each increase, allowing for insurers' relative pricing of different caps and collars

The 2022 Valuation recommended a monthly contribution requirement by each Participating Employer expressed in monetary terms intended to clear the ongoing funding deficit over a period of 13 years 7 months and will increase by at least 5% each year

Surpluses or deficits which arise at future valuations will also impact on the Union's future contribution commitment. In addition to the above contributions, the Union also pays its share of the Scheme's Levy to the Pension Protection Fund.

FRS102 and the Charities SORP (FRS102), require that the charitable company share of past service shortfall is reflected in the financial statements. Based on the most recent valuation, the charitable company contribution to eliminating the shortfall was £206,000 for the year ended 2023 (2022: £191,000).

At 31 July 2023, the balance sheet of the Charitable company includes a liability of £2,831,000 (2022: £2,781,000), which represents the net present value of all future contributions towards eliminating this shortfall.

The discount rate used is 5.2% (2022: 3.7%) which is comparable to that of the Bank of England Gilt Curve plus 1.5% per annum, changing over a term of 13 years + 0.25% per annum. The estimated liability is based on the 2022 triannual valuation of the Scheme and will necessarily require revision after subsequent revaluations.

In addition, the Charitable company paid Pension Protection Fund Levy of £13,470 (2022: £18,304) during the year."

UEASSS Pension

The Union also participated in the University of East Anglia Staff Superannuation Scheme, (UEASSS). Benefits in respect of service accrue on a "final salary" basis.

Under the latest triennial valuation, dated 31 July 2021, contributions continued at the previous rate but over an increased period extended from 31 December 2022 to 31 August 2028.

At 31 July 2023, the value of the deficit was £54,595 (2022 - £31,000). The value of the deficit has not been discounted over the period of repayment.

The contribution rate during the period ended 31 July 2023 applicable to this Union remained at 8.0% of Earnings for the employee and 27.4% of Earnings for the Union (35.4% in aggregate).

The contributions excluding deficit paid into the scheme in respect of eligible employees for the period ended 31 July 2023 amounted to £7,842 (2022 - £7,012).

After the year end date, the last active member of the UEASSS Pension scheme ceased to be employed by the Union, triggering an end to the Union's participation in the scheme and the issue after the Balance Sheet date of an S75 Certificate of Debt under the Pensions Act 1995. This increased value reflects a 'buy-out' valuation of £353,000. However it is the intention of all parties that the Scheme and University will enter an apportionment arrangement whereby the liability will be transferred to the University as principle Employer and a subsequent arrangement put in place between the Union and University which reflects a value similar to that currently reflected in the Accounts.

Annual Report and Accounts for the year ended 31st July 2023

Notes to the Accounts, continued

16. Tangible Fixed Assets

Group	New Property	Property Improve- ments	Fittings, Equipment & I.T.	Motor Vehicles	Totals
	£'000	£'000	£'000	£'000	£'000
Cost					
At 1 August 2022	1,000	7,957	2,545	-	11,502
Additions	-	32	46	-	78
Transfer	-	-	-	-	-
Disposals	-	-	-	-	-
At 31 July 2023	1,000	7,989	2,591	-	11,580
Depreciation					
At 1 August 2022	360	4,228	2,231	-	6,819
Charge for the year	20	357	113	-	490
Transfer	-	-	-	-	-
Eliminated on disposal	-	-	-	-	-
At 31 July 2023	380	4,585	2,344	-	7,309
Net Book Value					
At 31 July 2023	620	3,404	247	-	4,271
At 31 July 2022	640	3,729	314	-	4,683

Union	Property Improve- ments	Fittings, Equipment & I.T.	Motor Vehicles	Totals
	£'000	£'000	£'000	£'000
Cost				
At 1 August 2022	5,462	881	-	6,343
Additions	-	17	-	17
Transfer	-	-	-	-
Disposals	-	-	-	-
At 31 July 2023	5,462	898	-	6,360
Depreciation				
At 1 August 2022	1,971	711	-	2,682
Charge for the year	278	61	-	339
Transfer	-	-	-	-
Eliminated on disposal	-	-	-	-
At 31 July 2023	2,249	772	-	3,021
Net Book Value				
At 31 July 2023	3,213	126	-	3,339
At 31 July 2022	3,491	170	-	3,661

Annual Report and Accounts for the year ended 31st July 2023

Notes to the Accounts, continued

17. Stocks

	Group		Union	
	31.7.23	31.7.22	31.7.23	31.7.22
	£'000	£'000	£'000	£'000
Goods for resale	64	65	-	-

18. Debtors: Amounts falling due within on year

	Group		Union	
	31.7.23	31.7.22	31.7.23	31.7.22
	£'000	£'000	£'000	£'000
Trade debtors	98	84	56	68
Amounts due from group undertakings	-	-	1,397	1,747
Prepayments and Accrued Income	132	194	23	38
	<u>230</u>	<u>278</u>	<u>1,476</u>	<u>1,853</u>

19. Creditors: Amounts falling due within one year

	Group		Union	
	31.7.23	31.7.22	31.7.23	31.7.22
	£'000	£'000	£'000	£'000
Trade Creditors	64	185	19	106
VAT	78	115	78	115
Taxes and Social Security Costs	95	12	95	12
Bank Loans	55	65	55	65
Accruals and Deferred Income	941	745	182	168
Pension Deficit contributions	227	218	227	218
Amounts owed to group undertakings	-	-	76	277
	<u>1,460</u>	<u>1,340</u>	<u>732</u>	<u>961</u>

Deferred Income represents ticket sales for events in the nightclubs and venues paid for in advance prior to the year end and income received in advance from stallholders and sponsors in respect of Welcome Week.

Group	31.7.22	Released in year	Additions in year	31.7.23
	£'000	£'000	£'000	£'000
Net advanced tickets sales for future events	492	(492)	685	685
Income and outlet vouchers for Welcome week	14	(5)	-	9
	<u>506</u>	<u>(497)</u>	<u>685</u>	<u>694</u>

Annual Report and Accounts for the year ended 31st July 2023

Notes to the Accounts, continued

Deferred Income

Union	31.7.22	Released in year	Additions in year	31.7.23
	£'000	£'000	£'000	£'000
Income for Welcome week	9	(1)	-	8

20. Creditors: Amounts falling due after one year

	Group		Union	
	31.7.23	31.7.22	31.7.23	31.7.22
	£'000	£'000	£'000	£'000
Bank Loans	188	227	188	227
Loans from university	659	659	659	659
SUSS Pension Deficit	2,614	2,574	2,614	2,574
UEASSS Pension Deficit	44	22	44	22
	<u>3,505</u>	<u>3,482</u>	<u>3,505</u>	<u>3,482</u>

Bank Loans represent CBIL loans taken out in June 2021 and payable over 6 years.

	Group		Union	
	31.7.23	31.7.22	31.7.23	31.7.22
	£'000	£'000	£'000	£'000
Bank Loan ageing				
Due within one year	55	49	55	49
Within two to five years inclusive	188	242	188	242
Greater than five years	-	-	-	-
	<u>243</u>	<u>291</u>	<u>243</u>	<u>291</u>

Bank Loans represent CBIL loans taken out in June 2021 and payable over 6 years. Interest charges were met by the Government for the first 12 months. A debenture is held in the name of Union of UEA Students Limited, incorporating a fixed and floating charge over the assets of the company, including a cross company guarantee between the Union of UEA Students Limited, Waterfront-Student Union Services Limited and Students' Union Services (East Anglia) Limited.'

The liability for SUSS is payable in increasing instalments over 13 years. The liability is discounted at a factor of 5.2% p.a. (2022: 3.7%)

Annual Report and Accounts for the year ended 31st July 2023

Notes to the Accounts, continued

21. Analysis of charitable funds

Analysis of movements in unrestricted funds of the Union

UNION	Balance 1.8.22 £'000	Incoming resources £'000	Resources expended £'000	Funds at 31.7.23 £'000
Current year movements on ordinary activities	(2,106)	2,659	(2,529)	(1,976)
Movement on long term pensions deficit	-	-	(291)	(291)
Current year movement on Fund	(2,106)	2,659	(2,820)	(2,267)

Analysis of movements in unrestricted funds of the Group

GROUP	Balance 1.8.22 £'000	Incoming resources £'000	Resources expended £'000	Funds at 31.7.23 £'000
Current year movements on ordinary activities	(1,793)	6,367	(6,417)	(1,841)
Movement on long term pensions deficit	-	-	(291)	(291)
Current year movement on Fund	(1,793)	6,367	(6,708)	(2,132)

Analysis of movements in restricted funds of Group – current year

	Balance 1.8.22 £'000	Incoming resources £'000	Resources expended £'000	Funds 31.7.23 £'000
Clubs and Societies Funds	350	737	(775)	312
Capital assets funded by specific grants				
Union House refurbishment	3,686	-	(325)	3,361
Other assets funded by specific grants	26		(1)	25
	<u>4,062</u>	<u>737</u>	<u>(1,101)</u>	<u>3,698</u>

Analysis of movements in restricted funds of Group – prior year

	Balance 1.8.21 £'000	Incoming resources £'000	Resources expended £'000	Funds 31.7.22 £'000
Clubs and Societies Funds	362	717	(729)	350
Capital assets funded by specific grants				
Union House refurbishment	4,006	-	(320)	3,686
Other assets funded by specific grants	27		(1)	26
	<u>4,395</u>	<u>717</u>	<u>(1,050)</u>	<u>4,062</u>

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Notes to the Accounts, continued

The Clubs and Society funds can only be expended by the elected committee of the club or society for the benefit of the members of that club or society in accordance with the club or society aims.

Assets funded by capital grants are matched against specific non-discretionary funding and not available for general expenditure. As these assets are for long-term use, they are recorded as fixed assets in the balance sheet and the resources expended represents the depreciation charge to the SOFA in the period.

22 Net Assets of the Funds

The Net assets of the **UNION at 31.7.23** belong to the various funds as follows

	Fixed Assets	Investments	Net Current Assets	Long Term Liabilities	Funds Balance
	£'000	£'000	£'000	£'000	£'000
<u>Restricted Funds</u>					
Club and Society Funds	-	-	312	-	312
Capital Assets Funded by specific grants	3,308	-	53	-	3,361
Other assets funded by specific grants	-	-	25	-	25
<u>Unrestricted funds</u>					
General funds	31	525	682	(3,506)	(2,267)
Union	3,339	525	1,072	(3,506)	1,431

The Net assets of the **GROUP at 31.7.2023** belong to the various funds as follows

	Fixed Assets	Investments	Net Current Assets	Long Term Liabilities	Funds Balance
	£'000	£'000	£'000	£'000	£'000
<u>Restricted Funds</u>					
Club and Society Funds	-	-	312	-	312
Capital Assets Funded by specific grants	3,308	-	53	-	3,361
Other assets funded by specific grants	-	-	25	-	25
<u>Unrestricted funds</u>					
General funds	963	-	409	(3,506)	(2,134)
Group	4,271	-	799	(3,506)	1,566

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Notes to the Accounts, continued

23. Leasing Commitments

At 31 July 2023, the Union and its subsidiary companies had future minimum lease payments under non-cancellable operating leases as detailed below:-

	31.7.23 £'000	31.7.22 £'000
Other operating assets		
Due within one year	76	77
Within two to five years inclusive	150	293

Waterfront Student Union Services Limited occupies premises leased from Norwich City Council. The current lease was signed in March 2021 for a term of 6 years ending in August 2026. Rent paid under the lease in the year was £72,000.

24. Capital Commitments

Students Union Services (EA) Ltd is investing in a new box office system with an expected implementation in the new year. The remaining capital costs of this project are expected to be £14,000.

25. Related Party Transactions and Ultimate Controlling Party

The Union of UEA Students owns 100% of the issued share capital of Students Union Services (East Anglia) Limited, company no. 01524381 and Waterfront - Students Union Services Limited, company no. 02834353, which are companies incorporated in England & Wales. During the year, the Union entered into the following transactions:-

	Student Union Services		Waterfront	
	2023 £'000	2022 £'000	2023 £'000	2022 £'000
Provision of staff	1,412	1,451	540	549
Management charges	257	321	69	78
Rent on Union House and retail unit	325	325	-	-
Covenanted payment in respect of taxable profits	-	-	26	-

The ultimate controlling party of the Union is its Trustee Board. The directors of the subsidiary companies are also directors of the Union and members of the Trustee Board.

The Union and its trading subsidiary, Student Union Services (East Anglia) Limited engages in a number of transactions with the University of East Anglia. In addition to the block grant of £898,000 the University provided additional grants and funding for Joint initiatives and clubs & society grants of £93,000 (2022, £97,000).

Under the funding arrangement an additional grant of £474,000 was paid in compensation for the transfer of the Union's retail and catering operations.

The Union owes the University £394,000 in respect of unpaid rent on Union House during the first Covid-19 lockdown and a further loan of £265,000 relating to ongoing funding needs. Both Loans are held as long-term liabilities on the Balance Sheet.

The Union paid rent on the use of Union House of £446,000 (2023, £438,000), which was funded by a corresponding grant payment. In addition the Union paid £144,000 for utilities (2022, £89,000), £1,000 for repairs and maintenance (2022, £3,000), £6,000 for IT equipment and licences (2022, £25,000), £2,000 in relation to capital expenditure (2022, £38,000) and £6,000 for use of other campus services and facilities (2022, £7,000). In addition, the Union made deficit contributions into the UEASSS pension scheme of £11,000 (2022, £11,000).

Annual Report and Accounts for the year ended 31st July 2023

Notes to the Accounts, continued

The Union and its subsidiary, Students Unions Services (EA) limited, made sales relating to venues and security services of £14,000 to the University (2022, £1,000)

26. Affiliations

The Union, on behalf of the generality of the students, is currently affiliated to, and paid affiliation fees during the year to, the following external organisations:

	£'000s
Advice UK	1
National Union of Students	13
	<u>14</u>

27. Financial Instruments.

	31.7.23 £'000	31.7.22 £'000
Group		
Financial assets measured at amortised cost	2,063	2,149
Financial liabilities measured at amortised cost	(1,099)	(942)
Financial assets measured at fair value	-	-
Financial liabilities measured at fair value	(3,018)	(3,858)

The group's income, expense, gains and losses in respect of financial instruments are summarised below:

	31.7.23 £'000	31.7.22 £'000
Interest income and expense		
Total interest income for financial assets held at amortised cost	-	-

	31.7.23 £'000	31.7.22 £'000
Union		
Financial assets measured at amortised cost	1,781	201
Financial liabilities measured at amortised cost	(372)	(2,148)
Financial assets measured at fair value	525	750
Financial liabilities measured at fair value	(3,018)	(3,743)

The Union's income, expense, gains and losses in respect of financial instruments are summarised below:

	31.7.23 £'000	31.7.22 £'000
Interest income and expense		

Total interest income for financial assets held at amortised cost

Included within financial instruments held at amortised cost are trade debtors, intercompany balances, cash at bank and in hand, trade creditors, accruals, other creditors and social security and other taxes and bank loans.

Included within financial instruments held at fair value are investments and pension scheme liabilities.

Annual Report and Accounts for the year ended 31st July 2023

Notes to the Accounts, continued

28. Contingent liabilities

HMRC is currently challenging the application of the catering concession by Students Unions if they consider the establishment to be a pub or bar. Whilst the Union believes it has complied with the concession in good faith, the subjective nature of the interpretation of the concession could mean that HMRC take a different view. No contingent liability has been quantified.

29. Post Balance Sheet Events

After the year end date, the last active member of the UEASSS Pension scheme ceased to be employed by the Union, triggering an end to the Union's participation in the scheme and the issue after the Balance Sheet date of an S75 Certificate of Debt under the Pensions Act 1995. This increased value reflects a 'buy-out' valuation of £353,000. However it is the intention of all parties that the Scheme and University will enter an apportionment arrangement whereby the liability will be transferred to the University as principle Employer and a subsequent arrangement put in place between the Union and University which reflects a value similar to that currently reflected in the Accounts.

This is subject to a final agreement between The Trustees of the Scheme and the University and subsequently the University and Union, failing which the full S75 liability would be payable to the Scheme.

Whilst no formal written confirmation of the intended arrangement is currently in place, the University have acknowledged that is a significant sum for the Union, they are considering options in respect of this debt and that the Pension Trustee Company do not anticipate payment for this liability within the next 12 months following the date of approval of these accounts.

Annual Report and Accounts for the year ended 31st July 2023

Notes to the Accounts, continued

29. Comparative 2022 Statement of Financial Activities

Consolidated Statement of Financial Activities for the year ended 31 July 2022

	Notes	Unrestricted Funds	2022 Restricted Building projects	Restricted Funds Other	Total Funds	2021 Year ended 31 July
		£'000	£'000	£'000	£'000	£'000
Income and Endowments from:						
<i>Donations</i>						
University Grants		880	-	-	880	530
Provision of accommodation		438	-	-	438	788
Compensation for transferred businesses	4	494	-	-	494	597
Other funding from University		109	-	-	109	214
<i>Charitable activities for students</i>						
Contributions from Club & society members	4	-	-	717	717	217
Commercial trading operations	5	5,445	-	-	5,445	2,258
Income from Govt. support schemes and Insurance claims	6	34	-	-	34	1,546
Other operating income		39	-	-	39	26
Total Income		7,439	-	717	8,156	6,176
Expenditure on Resources						
<i>Charitable activities for students</i>	8	(1,442)	-	-	(1,442)	(1,204)
Club & society expenses		-	-	(729)	(729)	(165)
Expenditure against grants		-	(320)	(1)	(321)	(335)
Commercial Trading Operations	4/5	(5,418)	-	-	(5,418)	(4,804)
Total Expenditure		(6,860)	(320)	(730)	(7,910)	(6,508)
Decrease in Pension deficit		403	-	-	403	42
Net income / (Expenditure)		982	(320)	(13)	649	(290)
Funds brought forward at 31 July 2021/ (2020)		(2,775)	4,006	389	1,620	1,909
Fund balances at 31 July 2022 / 2021		(1,793)	3,686	376	2,269	1,619

The statement of financial activities includes all gains and losses recognised in the year. All incoming resources and resources expended derive from continuing activities