



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01 Sep 2019 Period start date To 31 Aug 2020 Period end date

Charity name: Ustinov College Graduate Common Room

Charity registration number: 1164865

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The GCR's objectives are outlined as followed by the constitution:</p> <p>"3. The GCR's objects are the advancement of education of Students at Ustinov College for the public benefit by:</p> <p>3.1 promoting the interests and welfare of Students at Ustinov College during their course of study and representing, supporting and advising Students;</p> <p>3.2 being the recognised representative channel between Students and Ustinov College and any other external bodies, including the DSU and Team Durham;</p> <p>3.3 providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its Students;</p> <p>3.4 promoting intercultural understanding among Students, informed by the College motto Diversitate Valemus;</p> <p>and 3.5 promoting ecological awareness among Students, and encouraging</p> <p>sustainable and environmentally-friendly behaviour, with the aim of</p> <p>improving the environment in which Students live, both locally and globally."</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>This year's objectives and activities have primarily revolved around</p> <p>For this academic year, Ustinov has been functioning as a college with 2 sites: Sheraton Park and Dryburn Court, however at the beginning of the academic year 2019/20 another building at Dryburn Court was added, having 34 students extra. This raised some issues concerning the support students get</p>

		<p>from College and University which the GCR has been engaged in helping to solve. Another issue was the relationship with the local community at Sheraton Park, which has increased over the academic year, ensuring that student experience and safety is considered.</p> <p>Activities to keep students informed about issues that will affect them have continued by participating in different subcommittees from the university. The GCR has furthermore provided representation for students at university executive level, sitting on several committees regarding the Business Process Review version 2, wider student experience, and international and student welfare with regards to the process for incoming students during the COVID-19 situation, these in order to ensure that the views of our students are taken into account.</p> <p>In addition to formal events such as general meetings, social events have also been the focus of the GCR. Weekly pub quizzes, film nights and welfare drop-in sessions occur throughout the year for the benefit of our community. In addition, the GCR runs regular office hours for two hours every day (except Fridays) in the evening. Social events have also included formal dinners, parties, open-mic nights, music nights, and online activities during the lockdown.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	

Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Engagement with the GCR has been increased compared with last year, while trying to give support and activities for those students in the new building at Dryburn Court, ensuring to deliver proper student experience over the two sites.</p> <p>Attendance at GCR social events has been well attended despite restricted access to only 200 of our members. In general, this is a sign of strong engagement and successful event-running on behalf of the GCR.</p> <p>The GCR, represented by two ex-officio representatives, the GCR President and the Vice-President, have ensured to smooth the relationship and views from the neighbours at Sheraton park, by participating continually on events and activities with the Sheraton Park Resident Association executive committee, who can liaise with residents and forward issues on to the responsible party within College or within the GCR. In addition, the GCR has engaged with the wider local community within the Neville's Cross Area.</p> <p>This has resulted in several joint events with local residents and helped to engage Ustinov students with local residents through events such as our Children's Halloween party, combining our students with families living at Dryburn Court with the Sheraton Park community. Dog Day where we invited the Wag N Wheel Newfoundlands Working and Fundraising Group to come to Sheraton Park so our community and local residents enjoy a stress free day. The GCR hosted an afternoon tea party at the beginning of</p>

		<p>the academic year in order to introduce local residents and students from Ustinov College.</p> <p>A new campaign was promoted as part of the Road Safety Week 2019 organised by Brake the road safety charity, with the objective to increase the awareness of road safety.</p> <p>The number of trips within the UK which have the objective to introduce students to UK culture and heritage were affected by the COVID-19, which resulted in some disappointment from our members. Further local events to bonfire night celebrations, pancake day, Chinese New Year decorations, and Diwali celebrations have all taken place to promote intercultural understanding and not only celebrate British culture.</p> <p>Further large scale events such as induction week (two-weeks of daily daytime and night-time events) and our first Virtual College Day (replacing the Ustinov Summer BBQ due to restrictions on gatherings) have been planned. Those that have taken place were well attendant with high engagement.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity managed to make a £22,791 surplus, which was designated by the Treasurer of 19-20 to help the Executive committee during the unprecedented times of the COVID-19 pandemic, due to planned reduction of composition fee receipts and unpredictability of membership receipts. The financial situation of the charity, therefore, remains stable.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity's reserves are maintained such that any complication with the GCR's relationship with the university would not result in deficit of the GCR's accounts. This effectively results in a reserve of one year's income, assuming that any dispute would be quickly resolved. Similarly, this would allow the GCR to continue functioning were our receipts to substantially change within the period of one year. Reserves stand at £84,748, with an annual receipts of £70,000, and is currently at the required level.
Amount of reserves held	Para 1.22	£84,748
Reasons for holding zero reserves	Para 1.22	Not applicable.
Details of fund materially in deficit	Para 1.24	Not applicable.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not applicable.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Principal sources of funding include the yearly composition fee granted by the University and levies paid by the charity's members.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

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Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution and Standing Orders
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated Association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Student Trustees and the GCR officers are elected at the Annual General Meeting in the beginning of summer by the wider membership in an election process. The alumni and external trustees are both appointed by a simple majority vote of Board of Trustees provided that the appointment of each Alumni Trustee is ratified by a two thirds majority vote of a general meeting.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	New trustees receive training from the elected chair of the trustee board.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>The trustee board is currently comprised of five officer roles (President, Vice President, Chair, Welfare Officer, and Treasurer). Along with being members of the Trustee board, these officers also sit on the executive committee and head the general GCR committee which governs the day-to-day activities of the GCR.</p> <p>The Trustee board also has space for up to three alumni trustees of which two positions are filled. There is space for up to three external trustees of which we also have two. There are also positions for up to two student of which we have 0. The trustee board meets as needed or at least once per term.</p>
Relationship with any related parties	Para 1.51	The trustee board also meets before the AGM of the GCR each year to approve the accounts before they are presented to the GCR body and ratified by a two thirds majority. Trustees are recruited through the election or through being previously involved, in some way, with GCR activities. Alumni trustees were typically heavily involved in the GCR activities during their time at Ustinov.

		Usually alumni trustees and external trustees are sought out by the trustee board.
Other		The major challenge facing the trustees this year has been managing the impact on the GCRs finances from the reduced number of student memberships this year. This is a consequence of a reduced number of students living within the College this year compared to last year, and a change in the levy collection system imposed by the university.

Reference and Administrative details

Charity name	Ustinov College Graduate Common Room
Other name the charity uses	Ustinov College GCR
Registered charity number	1164865
Charity's principal address	Ustinov College GCR Ustinov College Sheraton Park Durham DH1 4FL

Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
Diana Martinez	President	From beginning to end	Student Body
Alex Hampton	Chair	Beginning – 6/20	Student Body
Connor Armstrong	Vice-President	Beginning – 6/20	Student Body
Connor Armstrong	Chair	6/20 - End	Student Body
Treasurer	Vera Bieber	Beginning – 6/20	Student Body
Bryony Rogers	Welfare Officer	Beginning – 6/20	Student Body
Jake Brooker	Welfare Officer	7/20 – End	Student Body
Nicholas Cresswell	Alumni Trustee	Beginning – End	Board of Trustees
Tom Briton	External Trustee	Beginning – End	Board of Trustees
Ray Mumford	External Trustee	Beginning – End	Board of Trustees
Thom Addinall-Biddulph	Alumni Trustee	Beginning – End	Board of Trustees

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not applicable.
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable.
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable.

Additional information (optional)**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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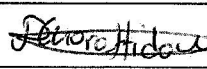
Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Diana Clivia Martinez-Trejo	Dafni Maria Chronidou
Position (eg Secretary, Chair, etc)	President	Vice-President
Date	29/June/2021	



CHARITY COMMISSION
FOR ENGLAND AND WALES

USTINOV COLLEGE GRADUATE COMMON ROOM

1164865

Receipts and payments accounts

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For the period
from

01/09/2019

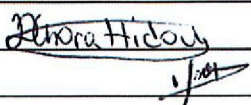
To

31/08/2020

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
UNIVERSITY GRANT	14,927	-	-	14,927	14,112
INTEREST EARNED	78	-	-	78	93
GCR LEVIES	-	10,320	-	10,320	13,332
RECEIPTS FROM ACTIVITIES	-	18,456	-	18,456	41,228
TRANSITIONAL FUND	-	13,617	-	13,617	-
OTHER INCOME	-	3,304	-	3,304	2,000
	-	-	-	-	-
Sub total (Gross income for AR)	15,005	45,697	-	60,702	70,765
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	15,005	45,697	-	60,702	70,765
A3 Payments					
CLUBS AND SOCIETIES	3,068	-	-	3,068	3,077
COMMON ROOM	2,315	-	-	2,315	4,337
ADMIN AND WELFARE	326	-	-	326	1,225
INDUCTION WEEK	3,067	-	-	3,067	3,847
TV AND RADIO	2,979	-	-	2,979	4,378
LICENSING AND INSURANCE	2,632	-	-	2,632	1,828
ACTIVITIES	-	23,272	-	23,272	52,838
MERCHANDISE	-	252	-	252	1,415
EQUIPMENT	-	-	-	-	239
TRAVEL COSTS	-	-	-	-	-
ACCOUNTANCY	-	-	-	-	354
DONATIONS	-	-	-	-	-
BANK CHARGES	-	-	-	-	-
Sub total	14,387	23,524	-	37,911	73,538
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	14,387	23,524	-	37,911	73,538
Net of receipts/(payments)	618	22,173	-	22,791	(2,773)
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	39,968	21,989	-	61,957	64,730
Cash funds this year end	40,586	44,162	-	84,748	61,957

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	CURRENT ACCOUNT	(7,848)	41,970	-
	SAVINGS ACCOUNT	48,434	-	-
	CASH IN HAND		2,192	-
	Total cash funds	40,586	44,162	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	LOAN TO UNIVERSITY	UNRESTRICTED	1,500	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Diana Maria Chareffidou	25.06.21	
		Diana Olivia Martinez-Trejo	25/06/21	



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

USTINOV COLLEGE GRADUATE COMMON ROOM

On accounts for the year
ended

31ST AUGUST 2020

Charity no
(if any)

1164865

Set out on pages

Respective
responsibilities of
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

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

Basis of independent
examiner's statement

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

Independent
examiner's statement

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

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

Signed:

Date:

25/06/2021

Name:

B.H. ACCOUNTANCY LTD

Relevant professional
qualification(s) or body:

THE INSTITUTE OF CHARTERED ACCOUNTANTS
IN ENGLAND AND WALES

Address:

DESIGN WORKS, WILLIAM STREET, FELLING, TYNE & WEAR, NE10 0JP

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.