

**UNIVERSITY FOR THE CREATIVE ARTS
STUDENTS' UNION**

Charity Registration No. 1165619

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED

31 JULY 2021

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Legal and Administrative Information

Registered Charity Name University For The Creative Arts Students' Union

Charity Number 1165619

Trustees

Admire Ncube	Resigned 14 June 2021	} Sabbatical Officers
Stefan Gutierrez Yildirim	Resigned 4 February 2021	
Sol Gjoines	Appointed 15 June 2021	
Gaebriel Wilson	Appointed 15 June 2021	
Karabo Magooa	Resigned 29 June 2021	} Student Trustees
Julia Seco Lopez de Ávila	Resigned 29 June 2021	
Aaliyah Khan	Appointed 4 June 2020	
Julia Pentz	Appointed 4 June 2020	
Sabina Otelea	Appointed 30 June 2021	
Tiffany Sahili	Appointed 30 June 2021	
Amanda Francis	Appointed 30 June 2021	} External Trustees
Andrew Fisher	Appointed 31 January 2019	
Roosevelt Avi	Appointed 31 January 2019	

Chief Executive Andy Squire

Principle office UCA Students' Union
Farnham Campus
Falkner Road
FARNHAM
GU9 7DS

Independent Auditors Moore Kingston Smith LLP
Devonshire House
60 Goswell Road
London
EC1M 7AD

Bankers National Westminster Bank Plc
39 The Borough
Farnham
Surrey
GU9 7NR

Trustees' Annual Report

The trustees present their annual report for the year ended 31 July 2021 under the Charities Act 2011, together with the audited financial statements for the year.

University for the Creative Arts Students' Union (UCASU) is an unincorporated charity.

REFERENCE AND ADMINISTRATIVE DETAILS

Reference and administrative details are shown in the schedule of members of the board and professional advisers on page 3 of the financial statements.

THE TRUSTEES

The trustees who served the charity during the period are noted on page 3.

KEY MANAGEMENT PERSONNEL

UCASU employs a Chief Executive to work closely with the Executive Officers and ensure effective management of the charity as head of a senior management team as follows:-

Chief Executive	Andy Squire
Deputy Chief Executive (Membership Engagement)	Sophie Jackson

Throughout the year 2020-2021, UCASU's senior management team consisted of just these two individuals.

STRUCTURE, GOVERNANCE AND MANAGEMENT

UCASU is constituted under the Education Act 1994 as a charity, with internal regulations or Rules approved by the governing body of the University for the Creative Arts (the University). UCASU's charitable objectives are:

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

The Full Time Officers are elected annually by cross-campus secret ballot of the UCASU membership. These are President Kent and President Surrey. The Full Time Officers began their term of office on 15 June 2020. These roles are full-time posts remunerated as authorised by the Education Act 1994 and cannot exceed two years duration for each holder. The two full-time, five volunteer Student Trustees and two volunteer External Trustees are regarded as the charity Trustees of UCASU for the purposes of the Charities Act. The External Trustees may serve a term of two years, with an opportunity for their term to be renewed for an additional two years.

All Sabbatical Officer Trustees are elected via a cross campus ballot in our election. This is according to the election regulations set out in the Education Act 1994. Student Trustees are appointed by Sabbatical Officer Trustees with ratification by the full Board of Trustees.

All External Trustees are selected by the Union's Sabbatical Trustees. To ensure continuity, we appoint up to four External Trustees on a two-year term with an option for an additional two years (maximum four years per Trustee). Our current external Trustees, Andrew Fisher and Roosevelt Avi have served on the board since January 2019. There is a system in place to recruit new Trustees to ensure continuity of board make up for the future.

ORGANISATIONAL MANAGEMENT

The structure for 2020-2021 was that the Executive Committee and Sabbatical Officers were responsible for suggesting and approving the general policy of the Union.

The Board of Trustees meets quarterly to receive reports from individual Sabbatical Officers and the Chief Executive, to review the charity's performance and administration generally, and to decide policy issues arising. UCASU also employs a number of non-student full-time staff for the sake of continuity in the management of its many activities. Those staff are accountable to the Chief Executive for the performance of their duties. The staff team consists of 10 full-time staff (not including the paid Sabbatical Trustees), including and led by the Chief Executive.

The charity has a wider network within the National Union of Students, who we affiliate to as a national body, and provide us with support and training to support staff in their role.

The remuneration of key management personnel is set by the Board, with the policy objective of ensuring that they are provided with appropriate incentives to encourage enhanced performance and are, in a fair and responsible manner, rewarded for their individual contributions to the Union's success.

We currently do not have any exemptions from disclosure. The appropriateness and relevance of the remuneration policy is reviewed annually including reference to comparisons with other Unions to ensure that the Union remains sensitive to the broader issues of pay and employment conditions elsewhere. We aim to recruit, subject to experience, at the lower to medium point within a band, providing scope to be rewarded for excellence. Delivery of the Union's charitable vision and purpose is primarily dependent on our key management personnel and staff costs are the largest single element of our charitable expenditure.

RELATIONSHIP WITH UNIVERSITY FOR THE CREATIVE ARTS

The relationship between the University and UCASU is established in the Regulations of the University and detailed in UCASU Rules approved by both organisations. UCASU receives a Block Grant from the University that is agreed annually. UCASU part-occupies buildings owned by the University, which also pays for utilities, caretaking and cleaning staff. This non-monetary support is intrinsic to the relationship between the University and UCASU. Although UCASU continues to generate supplementary funding from various mutual trading activities, it will always be dependent on the University's support.

The Trustees consider it reasonable to anticipate that this or equivalent support from the University will continue for the foreseeable future, as the Education Act 1994 imposes a duty on the University to ensure the financial viability of its student representative body in one form or another. The Trustees therefore consider the Union to be financially viable for the foreseeable future.

PRINCIPAL RISKS AND UNCERTAINTIES

The Board reviews the Union's current and planned future activities in the light of any major risks arising from time to time and the effectiveness of systems and procedures designed to manage them. The Board of Trustees takes reasonable steps to be informed of, and assess in order to mitigate, the strategic and

operational risks that face UCASU, and is responsible for maintaining a risk register that has allocated risk owners alongside them. The principal risks and uncertainties currently facing the Union are considered to be;

- Overreliance on the university block grant
- Not meeting income targets
- Failing to recruit and retain high calibre staff
- Inequitable provision of SU activities across the four campuses

Our current financial position places heavy reliance on the university's block grant given to us. In challenging economic times, it is a risk to place such emphasis on one source of income. We are therefore working to diversify our income streams in order to support our financial position. The success of these new income streams will affect our position and performance going forward.

With these risks being considered, the Trustees considered that there are no principal uncertainties for the charity as a going concern.

AIMS, OBJECTIVES AND ACTIVITIES

The Board of Trustees have identified the following as the mission, vision and values of the union. This is part of the Union's strategic plan that was agreed from July 2020.

AIMS

Change the world

We will enable and inspire our members to make a positive impact on the creative industries and the world around them.

Students owning their experience

We will amplify the student voice at every opportunity to cultivate an inclusive and transformative learning experience.

Development

We will provide every member with opportunities that develop them as individuals and creatives, prepared and excited for their futures.

Relevance

We will be viewed as relevant and trustworthy by every member, playing an active and diverse role in their lives.

Community and wellbeing

We will foster a sense of belonging within our members and an environment of empowerment, collaboration, and support.

VISION

We will be recognised as the heart of the student experience at UCA, enabling our members to make a positive impact on the world around them.

MISSION

We will create extraordinary experiences and celebrate individuality, amplifying the student voice and fostering a sense of belonging.

VALUES

Shaped by Students

Empathy

Sustainable

Radical

Vibrant

The following are themes and objectives as part of the main strategy;

Theme 1 – Change the world: We will enable and inspire our members to make a positive impact on the creative industries and the world around them.

Objectives:

We will take action to lessen our impact on the environment and use our influence to encourage sustainable behaviour on and off campus.

We will work to make UCA campuses a place where all members feel safe, respected, and valued.

We will respond quickly to emerging issues and matters that affect students.

We will enable students to support our campaigns.

Theme 2 – Students owning their experience: We will amplify the student voice at every opportunity to cultivate an inclusive and transformative learning experience.

Objectives:

We will ensure representatives are equipped to communicate and stand up for students' interests and views at every level of the university structure. UCASU will ensure 100% attendance at University committees it sits on, and Course Reps will take a greater role in the improvement of the learning experience.

We will work with the university to ensure that every student has fair and equal access to high quality provision and are able to fully support themselves through their academic journey.

We will provide high quality and caring support to students by improving the referral processes within the University and attaining a high level of engagement with online triage materials.

Our elections and other democratic activities will be representative of our membership and achieve strong engagement, resulting in all positions being contested and healthy turnout.

We will provide a strong and clear platform for the student voice within the University but publishing a Student Voice report with the input of 25% of the student population.

Theme 3 – Development: We will provide every member with opportunities that develop them as individuals and creatives, prepared and excited for their futures.

Objectives:

We will run events that provide opportunities for students to collaborate, show, or sell their work, such as Makers Markets, Crafts Fairs, and a Creative Collaboration Club.

We will build our relationship with community groups and organisations, guided by a Community Engagement Strategy and linking with at least one community group per campus.

We will create a process that aids our work to improve paths of engagement with our activities by writing engagement plans for all activities.

We will ensure our student employees consider their work with us as developmental, while experiencing support and respect at work. 85% will say they are more employable as a result of working at UCASU and would recommend working with UCASU to a friend.

We will provide opportunities for students to take a lead on the delivery of our work within clubs, societies, communities, campaigns, and the representative model. This will be achieved by having over 150 students taking a leading role, with three-quarters feeling as though they have developed skills and would recommend the experience to a friend.

Theme 4 – Relevance: We will be viewed as relevant and trustworthy by every member, playing an active and diverse role in their lives.

Objectives:

We will increase our relevance to our members and students will say they know what UCASU is doing and how they can participate.

We will undertake research to have a comprehensive understanding of student experiences, providing UCASU the context in which its members live and study.

We will create a series of strategies that underpin our work to provide support, opportunities and activities to all students. Specifically, this will produce strategies focusing on community engagement, marketing, and student leader development.

We will ensure Glasshouse events reflect the membership of the students' union and appeal to a diverse range of students.

We will position ourselves so students feel they know and can relate to us. This will be achieved by establishing a brand personality that communicates our beliefs and values.

Theme 5 – Community and wellbeing: We will foster a sense of belonging within our members and an environment of empowerment, collaboration, and support.

Objectives:

We will have active identity communities on each campus, comprising LGBTQ+, BAME, Women and Disabled students.

We will build our relationships with pre-degree and International students.

We will observe key assigned months and days associated with identity and faith relevant to our members.

We will ensure students at all campuses have SU-run activities they can participate in.

We will work to ensure that Rochester students are not disadvantaged as a result of the 2023 campus closure.

FUTURE PLANS

UCASU introduced a new strategy in summer 2020, which creates an Annual Plan each Spring that supports the overall Aims of the Union. This will allow the Union to be more responsive to the needs and interests of its members and avoid tying student representatives and future Boards to the priorities of previous members.

The dominant factor affecting our activity over 2021/22 will be enhancing the student experience following the effects of the coronavirus Covid-19 pandemic. This is a challenge we are ready for and will endeavour to provide a safe and inclusive experience for all students, sensitive to the realities of students' experiences during remote learning and an isolated social life.

New commercial streams have been set up to support the Union's development, and a 13.5% increase to our block grant will help provide more and better activities for students at all campuses.

Our Freshers activities will improve in quality of offer, building on the foundation of commercial reconfiguration started in 2016. Following this, we will continue to create opportunities within the local community, through which at least 50 members will contribute to building links between students and the campus town or city.

Our work to represent marginalised or under-represented groups will expand, making our activity in this area more visible and impactful.

When things aren't going to plan, we will provide a supportive hand to students who need it. Our advice service is key to this and will assist over 200 students through the year.

FINANCIAL REVIEW

UCASU has completed the 2020-21 financial year with a £8.6k surplus against a budgeted surplus of £6.2k. Income has remained relatively static in the year, with total income of £442k (2020: £453k). Total expenditure was £433k (2020: £459k) which is the main reason for the surplus generated in the year, compared to a deficit in 2020.

Commercial income fell to its lowest figure in recent history, with our largest commercial activity unable to operate due to Covid regulations. UCA supported our activity during the year with additional funding, and we made use of the Covid Job Retention Scheme (furlough) to protect the Union against financial loss.

The Trustees have asked management to aim for balanced budgets over coming periods, building on the investment made particularly in clubs and societies and capital expenditure for events to ensure financial sustainability in future budgets.

RESERVES POLICY

Reserves of unrestricted funds stood at £112,860 at the year-end (compared to £104,463 at year-end 2019-20). The Trustees agreed in 16-17 a reserves policy for three months of the Union's budgeted income so it is necessary that spending remains under close control.

Our restricted funds level stands at £19,640 (compared to £19,402 at year-end 2019-20) and these restricted funds are used for our clubs and societies accounts.

CUSTODIAN ACTIVITIES: CLUBS' & SOCIETIES' FUNDS AND THE ANNUAL RAG

UCASU is custodian of the annual RAG proceeds from fundraising events organised by the students under UCASU auspices for distribution to the intended charities. We currently do not have a RAG programme and therefore no funds have been raised under RAG for 2020-21.

POLICY ON GRANT MAKING

UCASU has made no grants in 2020-21 and currently has no plans to in the future. We therefore do not have a grant making policy. UCASU does not engage external professional fundraisers or commercial participators to undertake any fundraising activities and has received no complaints about fundraising practices in the year of review or subsequently.

POLICY ON SOCIAL INVESTMENT INCLUDING PROGRAM RELATED INVESTMENT

UCASU has no social investments as defined by the Charity SORP.

CONTRIBUTION MADE BY VOLUNTEERS

The charity relies heavily on the work of our volunteers in order to drive the student experience. Our volunteers are made up entirely from the student body and we have over 5% of our student population who are active volunteers within our core activities such as course reps, clubs and societies, campaigners and democratic engagement. We are greatly appreciative of all of the hard work undertaken by our volunteers and without their work, we would not be able to operate effectively as a student led organisation.

STATEMENT OF TRUSTEE RESPONSIBILITIES

The trustees are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and regulations and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and

the provisions of the Student's Union 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.

Approved by the Board of Trustees and signed on its behalf by

A handwritten signature in black ink, appearing to read 'SOL' with a stylized flourish above the letters.

Sol Gjoines

Date: 04 / 04 / 2022

Independent Auditors' Report To The Trustees Of The University For The Creative Arts Students' Union

Opinion

We have audited the financial statements of The University for the Creative Arts Students' Union for the year ended 31 July 2021 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 'The Financial Reporting Standard Applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

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

Basis for opinion

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

Conclusions relating to going concern

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

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

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

Other information

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

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

We have nothing to report in this regard.

Matters on which we are required to report by exception

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

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
- the charity has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we required for our audit.

Responsibilities of the Trustees

As explained more fully in the trustees' responsibilities statement set out on page 10, 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 determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

Auditor's Responsibilities for the audit of the financial statements

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

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

As part of an audit in accordance with ISAs (UK) we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the charity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Explanation as to what extent the audit was considered capable of detecting irregularities, including fraud

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

The objectives of our audit in respect of fraud, are; to identify and assess the risks of material misstatement of the financial statements due to fraud; to obtain sufficient appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses to those assessed risks; and to respond appropriately to instances of fraud or suspected fraud identified during the audit. However, the primary responsibility for the prevention and detection of fraud rests with both management and those charged with governance of the charity.

Our approach was as follows:

- We obtained an understanding of the legal and regulatory requirements applicable to the charity and considered that the most significant are the Charities Act 2011, the Charity SORP, and UK financial reporting standards as issued by the Financial Reporting Council
- We obtained an understanding of how the charity complies with these requirements by discussions with management and those charged with governance.
- We assessed the risk of material misstatement of the financial statements, including the risk of material misstatement due to fraud and how it might occur, by holding discussions with management and those charged with governance.
- We inquired of management and those charged with governance as to any known instances of non-compliance or suspected non-compliance with laws and regulations.
- Based on this understanding, we designed specific appropriate audit procedures to identify instances of non-compliance with laws and regulations. This included making enquiries of management and those charged with governance and obtaining additional corroborative evidence as required.

There are inherent limitations in the audit procedures described above. We are less likely to become aware of instances of non-compliance with laws and regulations that are not closely related to events and transactions reflected in the financial statements. Also, the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentations, or through collusion.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with Chapter 3 of Part 8 of the Charities Act 2011. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to any party other than the charity and charity's trustees as a body, for our audit work, for this report, or for the opinion we have formed.

Moore Kingston Smith LLP.

James Saunders (Senior Statutory Auditor)
For and on behalf of Moore Kingston Smith LLP,
Statutory auditor

Devonshire House
60 Goswell Road
London
EC1M 7AD

Date: 06/04/2022

Moore Kingston Smith LLP is eligible to act as auditor in terms of 1212 of the Companies Act 2006.

UNIVERSITY FOR THE CREATIVE ARTS STUDENTS' UNION

Statement of Financial Activities for the Year Ended 31 July 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Income from:					
Charitable activities	2	367,500	-	367,500	415,130
Other trading activities	3	-	-	-	953
Investments	4	10	-	10	161
Other income	5	73,877	238	74,115	36,688
Total Income		441,387	238	441,625	452,932
Expenditure on:					
Other expenditure	6	45,915	-	45,915	57,504
Charitable activities	7	387,075	-	387,075	401,369
Total Expenditure		432,990	-	432,990	458,873
Net (expenditure)/income and net movement in funds		8,397	238	8,635	(5,941)
Reconciliation of Funds					
Fund balances brought forward at 1st August 2020		104,463	19,402	123,865	129,806
Fund balances carried forward at 31st July 2021	16	112,860	19,640	132,500	123,865

All amounts related to continuing activities.

All recognised gains and losses are included in the Statement of Financial Activities.

The notes on pages 20 to 30 form part of these financial statements.

UNIVERSITY FOR THE CREATIVE ARTS STUDENTS' UNION

Balance Sheet as at 31 July 2021

	Notes	2021 £	2021 £	2020 £	2020 £
Fixed Assets					
Tangible assets	10		11,794		12,014
Intangible assets	11		-		3,870
			<u>11,794</u>		<u>15,884</u>
Current Assets					
Stocks		3,144		5,107	
Debtors	12	11,829		12,110	
Cash at bank and in hand		<u>141,221</u>		<u>118,392</u>	
		156,194		135,609	
Creditors: Amounts falling due within one year	13	<u>(35,488)</u>		<u>(27,628)</u>	
Net Current Assets			<u>120,706</u>		<u>107,981</u>
Net Assets			<u><u>132,500</u></u>		<u><u>123,865</u></u>
Represented by:					
Funds of the Charity					
Restricted funds	15		19,640		19,402
Unrestricted funds	15		<u>112,860</u>		<u>104,463</u>
			<u><u>132,500</u></u>		<u><u>123,865</u></u>

The financial statements were approved and authorised for issue by the Trustees and were signed on their behalf by:



.....
Sol Gjoines
Trustee

04 / 04 / 2022

.....
Date

The notes on pages 20 to 30 form part of these financial statements.

UNIVERSITY FOR THE CREATIVE ARTS STUDENTS' UNION

Statement of Cash Flows

	Notes	2021 £	2020 £
Cash generated from operating activities:			
Net cash provided by operating activities	see below	28,937	26,903
Cash flows from investing activities:			
Gain on disposal of fixed assets		272	-
Purchase of tangible fixed assets		(6,380)	(4,036)
Purchase of intangible fixed assets		-	(3,870)
Net cash provided by/ (used in) investing activities		<u>(6,108)</u>	<u>(7,906)</u>
Change in cash and cash equivalents in the reporting period		<u>22,829</u>	<u>18,997</u>
Cash and cash equivalents at the beginning of the reporting period		118,392	99,395
Cash and cash equivalents at the end of the reporting period		<u>141,221</u>	<u>118,392</u>
Reconciliation of net surplus to net cash flow from operating activities			
		2021 £	2020 £
Net deficit (per the income and expenditure account)		8,635	(5,941)
Adjustments for:			
Depreciation charges		10,198	4,001
(Increase)/decrease in debtors		281	30,352
(Increase)/decrease in stocks		1,963	3,046
(Decrease)/increase in creditors		7,860	(4,555)
Net cash provided by operating activities		<u>28,937</u>	<u>26,903</u>
Analysis of cash and cash equivalents			
		2021 £	2020 £
Opening balance		118,392	99,395
Cash flows		<u>22,829</u>	<u>18,997</u>
Closing balance		<u>141,221</u>	<u>118,392</u>

UNIVERSITY FOR THE CREATIVE ARTS STUDENTS' UNION

Notes to the Financial Statements

1 Accounting Policies

Basis of accounting

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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) including Update Bulletin 2, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

University for the Creative Arts Students' Union meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

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

Going Concern Basis

The trustees have assessed whether the use of going concern is appropriate and made this assessment for a period of at least one year from the date of the approval of these financial statements.

The trustees have given due consideration for the effects of the Covid-19 outbreak, which occurred before these financial statements were signed. The charity is largely sheltered from the expected effects of this due to its major income stream being a block grant from the University of Creative Arts. Although the total amount of this grant for 2022/23 and the timing of its receipt has not been formally approved by the University at the date of signing these financial statements, the Education Act 1994 imposes a duty on the University to ensure the financial viability of its student representative body in one form or another and therefore the Trustees are confident of its receipt. Events and society programmes that were expected to take place throughout the 2022/23 financial year will be affected, although it is anticipated that whilst these income streams will fall they will be offset by a fall in associated expenditure.

The Trustees are therefore confident that the charity will continue to meet its obligations as they fall due and that the financial statements are prepared on a going concern basis continues to be appropriate.

Income

All income is recognised when there is evidence of entitlement, the receipt is probable and the amount can be measured reliably.

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Income from trading, including merchandising, retailing and entertainment services, is derived from the Students Union's primary purpose trading activities. Income is recognised as receivable excluding VAT.

1 Accounting Policies (continued)

Grants, where entitlement is conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

Subvention grant

The subvention grant represents the block grant receivable from the university for the year and is reviewed annually. It is recognised in the period for which it falls due.

Investment income

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the Students' Union.

Governance costs, included within support costs, relate to those costs incurred in connection with the administration of the Students' Union and compliance with statutory and constitutional matters.

Fixed assets

Tangible fixed assets costing £500 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

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Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

1 Accounting Policies (continued)

Depreciation

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following bases:

Commercial & charity equipment	- between 25% and 50% straight line
Computers and office equipment	- 25% straight line
Intangible assets	- 50% straight line

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense.

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

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

Pension costs

The Union operates a defined contribution scheme for certain of its employees. The assets of the scheme are held separately from those of the Union. The annual contributions payable are charged to the income and expenditure account.

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

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Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements. Restricted funds represent monies held on behalf of the Clubs and Societies of the union, who have discretion to spend the funds they have raised at their discretion.

Investment income and gains and losses are allocated to the appropriate fund.

1 Accounting Policies (continued)

Basic Financial instruments

The charity only holds basic financial instruments as defined by FRS 102. Financial instruments receivable or payable within one year of the reporting date are carried at their transaction price.

Cash and Cash Equivalents

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Critical accounting estimates and areas of judgement

In preparing the financial statements it is necessary to make certain judgements, estimates and assumptions that affect the amounts recognised in the financial statements.

In the opinion of the trustees in applying the accounting policies adopted, there are no judgements or estimates they consider to have a significant effect on the amounts recognised in the financial statements, nor do any estimates or assumptions made carry a significant risk of material adjustments in the next financial year.

2 Income from charitable activities	Unrestricted	Unrestricted
	Funds	Funds
	2021	2020
	£	£
Subvention grant	369,000	369,230
Entertainment income	(1,500)	23,155
Entertainment fundraising income	-	22,745
	<u>367,500</u>	<u>415,130</u>

There were no restricted funds included in income from charitable activities in 2021 and 2020.

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3 Other trading activities	Unrestricted Funds 2021 £	Unrestricted Funds 2020 £
Amusement machine income	-	953
	<u>-</u>	<u>953</u>

There were no restricted funds included in income from 'other trading' in 2021 and 2020.

4 Investment income	Unrestricted Funds £ 2021	Unrestricted Funds £ 2020
Bank interest receivable	9	161
	<u>9</u>	<u>161</u>

5 Other Income	Unrestricted Funds £	Restricted Funds £	Total 2021 £
Advertising income	110	-	110
Merchandising	2,601	-	2,601
Market stalls	1,297	-	1,297
Membership income	456	-	456
Clubs and societies subscriptions	-	238	238
Other income	69,413	-	69,413
	<u>73,877</u>	<u>238</u>	<u>74,115</u>

	Unrestricted Funds £	Restricted Funds £	Total 2020 £
Advertising income	5,449	-	5,449
Merchandising	1,345	-	1,345
Market stalls	5,209	-	5,209
Membership income	1,306	-	1,306
Clubs and societies subscriptions	-	11,523	11,523
Other income	11,856	-	11,856
	<u>25,165</u>	<u>11,523</u>	<u>36,688</u>

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6 Cost of other trading activities

	Unrestricted Funds £	Restricted Funds £	Total 2021 £
Fundraising	216	-	216
Commercial services	45,158	-	45,158
Entertainment	540	-	540
	<u>45,915</u>	<u>-</u>	<u>45,915</u>

	Unrestricted Funds £	Restricted Funds £	Total 2020 £
Bars and fundraising	903	-	903
Commercial services	15,140	-	15,140
Entertainment	41,461	-	41,461
	<u>57,504</u>	<u>-</u>	<u>57,504</u>

7 Costs of charitable activities by activity type

	Unrestricted Funds £	Restricted Funds £	Total 2021 £
Students' Union	370,976	-	370,976
Support costs	16,099	-	16,099
	<u>387,075</u>	<u>-</u>	<u>387,075</u>

	Unrestricted Funds £	Restricted Funds £	Total 2020 £
Students' Union	382,422	497	382,919
Support costs	18,450	-	18,450
	<u>400,872</u>	<u>497</u>	<u>401,369</u>

8 Auditors remuneration

	Total 2021 £	Total 2020 £
Audit Fee	9,800	9,800
	<u>9,800</u>	<u>9,800</u>

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9 Staff costs and emoluments	2021	2020
	£	£
Wages and salaries	278,784	275,127
Social security costs	15,614	17,235
Other pension costs	9,452	13,662
	303,850	306,024
	2021	2020
	No	No
The average number of staff employed during the year was:	11	8

Total staff

No employee received emoluments of £60,000 or above in the year to 31st July 2021 (2020: nil).

Key management personnel include the Trustees, Chief Executive and senior staff reporting directly to the Chief Executive. The total employee benefits of the charity's key management personnel were £76,929 (2020: £81,992). The salaries of sabbatical officers (who are also Trustees) are not included in this total and are disclosed below.

Trustees' Expenses

Expenses for travel, subsistence and accommodation amounting to £0 (2020: £2,032) were reimbursed to £nil (2020: two) trustees during the year.

Four Trustees (2020: four) received remuneration totalling £32,032 (2020: £26,160) as permitted by the Constitution and By-Laws for services as sabbatical officers in the period.

At the year end, nil Trustees were owed a total of £nil (2020: nil Trustees £nil).

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10 Tangible fixed assets

	Computer and office equipment	Charity & commercial equipment £	Total £
Cost			
At 1 August 2020	35,539	13,966	49,505
Additions	6,380	-	6,380
Disposals	(14,051)	-	(14,051)
At 31 July 2021	27,868	13,966	41,834
Depreciation			
At 1 August 2020	31,028	6,463	37,491
Charge for the year	2,753	3,575	6,328
On disposals	(13,779)	-	(13,779)
At 31 July 2021	20,002	10,038	30,040
Net Book Value			
At 31 July 2021	7,866	3,928	11,794
At 1 August 2020	4,511	7,503	12,014

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11 Intangible fixed assets

	Online Platform	Total
	£	£
Cost		
At 1 August 2020	3,870	3,870
Additions	-	-
Disposals	-	-
At 31 July 2021	3,870	3,870
Amortisation		
At 1 August 2020	-	-
Charge for the year	3,870	3,870
On disposals	-	-
At 31 July 2021	3,870	3,870
Net Book Value		
At 31 July 2021	-	-
At 1 August 2020	3,870	3,870

12 Debtors

	2021	2020
	£	£
Trade debtors	1,982	5,785
Other debtors	4,626	4,626
Prepayments and accrued income	5,221	1,699
	11,829	12,110

13 Creditors: Amounts falling due within one year

	2021	2020
	£	£
Trade creditors	7,726	8,897
Taxation and social security	13,646	8,341
Other creditors	4,116	390
Accruals and deferred income	10,000	10,000
	35,488	27,628

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14 Pension commitments

The union operates a defined contribution pension scheme for certain of its employees. The assets of the scheme are held separately from those of the group in an independently administered fund. The pension cost charge represents contributions payable by the union to the fund and amounted to £10,845 (2020: £13,662) during the year. Pension contributions totalling £2,688 (2020: £2,936) were payable to the fund at the balance sheet date and are included in creditors.

There were no pension payments made in respect of the Trustees for the year (2020: £Nil).

15 Analysis of Funds

	Balance Brought 1/8/2020 £	Income £	Expenditure £	Transfers £	Balance Carried 31/7/2021 £
Unrestricted					
General	104,463	441,386	(432,990)	-	112,860
Total unrestricted	104,463	441,386	(432,990)	-	112,860
Restricted					
Clubs and Societies	19,402	238	-	-	19,640
	19,402	238	-	-	19,640
	Balance Brought 1/8/2019 £	Income £	Expenditure £	Transfers £	Balance Carried 31/7/2020 £
Unrestricted					
General	121,430	441,409	(458,376)	-	104,463
Total unrestricted	121,430	441,409	(458,376)	-	104,463
Restricted					
Clubs and Societies	8,376	11,523	(497)	-	19,402
	8,376	11,523	(497)	-	19,402

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16 Analysis of net assets between funds

	Tangible & Intangible fixed assets £	Net current assets £	2021 Total £
Unrestricted	11,794	101,066	112,860
Restricted	-	19,640	19,640
	<u>11,794</u>	<u>120,706</u>	<u>132,500</u>

	Tangible & Intangible fixed assets £	Net current assets £	2020 Total £
Unrestricted	15,884	88,579	104,463
Restricted	-	19,402	19,402
	<u>15,884</u>	<u>107,981</u>	<u>123,865</u>

17 Related party transactions

During the year ended 31 July 2021, the Union received a subvention grant totalling £369,000 (2020: £369,230) from the University for the Creative Arts (UCA).

As at 31 July 2021 UCA owed the Union £Nil (2020: £Nil).

18 Controlling party

The ultimate control of the Student Union rests with its membership, represented by the Board of Trustees.