

ST MARY'S STUDENTS' UNION

England & Wales · Charity number 1173502

Details

Other names	ST MARYÆS STUDENTSÆ UNION, SMSU
Status	Registered
Legal form	Charitable company
Company number	10780795
Registered	2017-06-20
Register	View on the Charity Commission register

Contact

Address	St. Marys University Waldegrave Road Twickenham TW1 4SX
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Website	www.stmaryssu.ac.uk

Activities

Objects: THE ADVANCEMENT OF EDUCATION OF STUDENTS AT ST MARY'S UNIVERSITY FOR THE PUBLIC BENEFIT BY: 1 PROMOTING THE INTERESTS AND WELFARE OF STUDENTS AT ST MARY'S UNIVERSITY DURING THEIR COURSE OF STUDY AND REPRESENTING, SUPPORTING AND ADVISING STUDENTS; 2 BEING THE RECOGNISED REPRESENTATIVE CHANNEL BETWEEN STUDENTS AND ST MARY'S UNIVERSITY AND ANY OTHER EXTERNAL BODIES; AND 3 PROVIDING SOCIAL, CULTURAL, SPORTING AND RECREATIONAL ACTIVITIES AND FORUMS FOR DISCUSSIONS AND DEBATE FOR THE PERSONAL DEVELOPMENT OF ITS STUDENTS.

Activities: Promoting the interests and welfare of Students at St Mary's University during their course of study; representing, supporting & advising Students;.being the representative channel between Students & the University; providing social, cultural, sporting & recreational activities and forums for personal development.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Education/training
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin

Geography

- Richmond Upon Thames

Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	£684,190	£726,836	£128,585	8
2024-07-31	£491,920	£560,554	-	-
2023-07-31	£486,318	£546,464	-	-
2022-07-31	£512,585	£509,062	£300,011	1
2021-07-31	£433,528	£380,591	-	-
2020-07-31	£629,012	£574,931	£243,551	10

Trustees

Name	Role	Appointed
David James		2024-07-01
LAURA QUINN-WILLIS		2023-10-10
MX LOCKE BELL		2023-10-10
Roger Clark		2023-10-10
Shelley Carey		2024-07-01

ST MARY'S STUDENTS' UNION

England & Wales - Charity number 1173502

Accounts



St Mary's
University
Students'
Union

ST MARY'S STUDENTS' UNION

TRUSTEES' REPORT AND FINANCIAL
STATEMENTS

FOR THE FINANCIAL PERIOD

1 AUGUST 2024 – 31 JULY 2025

Charity No: 1173502

Company No: 10780795

**ST MARY'S STUDENTS' UNION
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2025**

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**ST MARY'S STUDENTS' UNION
TRUSTEES' REPORT
YEAR ENDED 31 JULY 2025**

REFERENCE AND ADMINISTRATIVE DETAILS

Charitable Status:

St Mary's Students' Union is a registered incorporated charity (Charity No: 1173502, Company No: 10780795)

Principal Address and Registered Office:

Students' Union Building (K Block), St Mary's University, Waldegrave Road, Twickenham, London, TW1 4SX

Bankers: HSBC Bank Plc, 69 Pall Mall, London SW1 5EY

Auditors: Knox Cropper LLP, 65/68 Leadenhall Street, London, EC3A 2AD

The Board of Trustees:

Officer Trustees: The Officers were elected into office via election by the student population to hold office from 1 July 2024 to 30 June 2025.

External Trustees: The External Trustees are appointed onto the board by the Appointments Committee of St Marys' Students' Union. External Trustees are appointed for a maximum of 4 years per term.

Student Trustees: The Student Trustees are appointed to the board by the Appointments Committee of St Mary's Students' Union. Student Trustees are appointed to office from 1 August 2024 to 31 July 2025.

Board Members 2024/25	Position/Title Held
Miss Shelley Carey	Education President/Officer Trustee
Mr David James	Student Life President/Officer Trustee (Chair)
Mx Locke Bell	Student Trustee
Mr Roger Clark	External Trustee
Mrs Laura Quinn-Willis	External Trustee

The Board for 2025/26, are as follows:

Board Members 2025/26	Position/Title Held
Miss Matilda Copley	Education President/Officer Trustee
Miss Chloe Ela Plum	Student Life President/Officer Trustee (Chair)
Mx Locke Bell	Student Trustee
Mr Roger Clark	External Trustee (retired 19 th September 2025)
Mrs Laura Quinn-Willis	External Trustee
Mrs Rachel Ho	External Trustee (appointed 27 th September 2025)

**ST MARY'S STUDENTS' UNION
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St Mary's Students' Union employs a CEO to work closely with the Officer Trustees to ensure effective governance and management of the charity. The Trustees delegate the day to day operations of the charity to the CEO and the SMSU senior staff team. During 2024/25, the SMSU senior team were as follows:

James Turnbull	Chief Executive Officer
Sarah Redman	Membership Services Manager (Resigned 1 st November 2024)
Jordan Baker	Interim Membership Services Manager (from 1 st November 2024)

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YEAR ENDED 31 JULY 2025**

Officer Trustee Team Report 2024/25

Shelley Blake Carey: End of Year Report

The 2024/25 academic year has been one of remarkable growth and achievement for our Students' Union. A standout moment was the launch of the 1850 Bar — a student-led space fostering connection and community. The Union also saw major wins working with the university on the new discount policy and updates to the EC policy.

Semester One brought energy and excitement with Welcome Fest, Freshers Fayre, and the launch of the 1850 and Advice Service, which provided vital, confidential support to students. Events like Black History Month, Smart Study Week, the Law Fayre, and the Simmie Snowball reflected our commitment to inclusivity and wellbeing.

Semester Two focused on growth through events like Reconnect Week, World Week, and the Ramadan Iftar, celebrating our diverse community. We collaborated with the university on key student petitions, securing 50-week postgraduate tenancies and extended Christmas Hall stays. The Teaching Fair and Student Volunteering Week further encouraged personal and professional development.

Semester Three wrapped up with a celebration of success and community spirit — from the 175 Fest and Varsity win to the Sports Dinner, SU Awards, and Summer Ball. These moments reflect the vibrancy and strength of our student body. I'm deeply grateful to university staff for their ongoing dedication and collaboration in making this year exceptional

**ST MARY'S STUDENTS' UNION
TRUSTEES' REPORT
YEAR ENDED 31 JULY 2025**

TRUSTEES REPORT 2024/25

The Trustees present their annual report together with the audited financial statements of St Mary's Students' Union (SMSU) for the period 1 August 2024 – 31 July 2025.

STRUCTURE, GOVERNANCE AND MANAGEMENT

a. Organisational Structure and Decision Making

SMSU is a registered incorporated charity under the Charities Act 2011. The 'membership' of SMSU is all students of St Mary's University.

SMSU's principal governing document is its Articles of Association, agreed by the members of SMSU via Annual General Meeting and reviewed on an annual basis. Copies of the Articles of Association (and Byelaws) are available from the offices of SMSU and also via the 'How we work' section of the charity's website (www.stmaryssu.co.uk).

The Trustee Board is made up of 2 Officer Trustees, 2 Student Trustees, and 2 External Trustees. Officer Trustees are elected by a secret ballot of all members of SMSU and take office for one academic year. In order to stand for election as an Officer Trustee, candidates must be members of the Students' Union. Student Trustees are appointed by application to, and interview by the Appointments Committee. External Trustees are appointed by application to the Appointments Committee. The Appointments Committee is made up of one Officer Trustees, the SU CEO, one External Trustee. The experiences and expertise held by the External Trustees in the areas of finance and audit, higher education policy and enterprise provides risk management and continuity. The Trustee Board structure also includes two appointed Student Trustees to improve the voice of students at SMSU on the board.

The Officer Trustee roles are remunerated as authorised by the Education Act and cannot exceed two years duration (after re-election) for each post holder. Officer Trustees are required to take a 'sabbatical year' away from their studies (or straight after studies) and are paid by SMSU during this period. The Officer Trustees undergo a formal process of induction and training on taking up their post. This is organised by the staff of SMSU and utilises external training providers as well as the National Union of Students and staff from St Mary's University.

The Trustee Board delegate the day to day operations of the charity to the CEO who works alongside the Officer Trustees and operational staff team to ensure the charity meets the requirements of its charitable objects.

b. Risk Management

The major strategic, business, and operational risks, to which the charity is exposed, as identified by the trustees, are regularly reviewed and systems or procedures are put in place to mitigate those risks. Identified operational risks are reported to the Trustee Board.

In 2022, SMSU developed a new strategy for 2022-25 which took effect from 1st August 2022. The new strategy outlines four key priorities:

- Growing student representation so that we are on the pulse of student opinion, enabling students to shape their experience whilst realising their full potential

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- Building our student communities so that every student can make meaningful connections throughout their university experience
- Supporting student wellbeing so that all students have access to the right support whenever they need it
- Being a proactive partner of the University ensuring that the student experience is always put first by being a critical friend of the University

We also introduced a new vision and mission:

Our vision: A university experience where every student gets the best out of their time at St Mary's and beyond.

Our mission: SMSU will be at the heart of a growing inclusive, empowering and supportive community at St Mary's.

Procedures are in place to ensure all activities organised by SMSU are compliant with health and safety regulations. An internal University Health and Safety Committee (University Group 5) meets at least three times a year to review that all procedures are being upheld and are adapted as required with changes in law and changes in the organisation so that they continue to meet the needs of the charity. This Health and Safety Group 5 feeds directly into the St Mary's University Health and Safety Committee and is chaired by the SMSU CEO. The SMSU CEO also has a seat on the main University Health and Safety Committee.

**ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
YEAR ENDED 31 JULY 2025**

OBJECTIVES AND ACTIVITIES

a. Strategy, Policies and Objectives

The charitable objectives of SMSU are for the advancement of the education of St Mary's University students for the public benefit by:

- i. promoting the interests and welfare of students at St Mary's University by providing advice, representation and support during their course of study
- ii. being the recognised representative channel between Students and St Mary's University and any other external bodies; and
- iii. providing social, cultural, sporting and recreational activities and forums for the personal development of students at St Mary's University.

SMSU has an established 2022-25 Strategy with Vision and Values encompassing what our students feel that their Students' Union should do for them.

The new strategy outlines four key priorities:

- Growing student representation so that we are on the pulse of student opinion, enabling students to shape their experience whilst realising their full potential
- Building our student communities so that every student can make meaningful connections throughout their university experience
- Supporting student wellbeing so that all students have access to the right support whenever they need it
- Being a proactive partner of the University ensuring that the student experience is always put first by being a critical friend of the University

We also introduced a new vision, mission and values:

Our vision: A university experience where every student gets the best out of their time at St Mary's and beyond.

Our mission: SMSU will be at the heart of a growing inclusive, empowering and supportive community at St Mary's.

Our values: inclusive, collaborative, informed and empowering

b. Relationship with St Mary's University

SMSU received a Block Grant from St Mary's University of £404,250 (for the financial year 1 August 2024 – 31 July 2025). The Students' Union block grant was also inflated to accommodate the uplift necessary in staff salaries.

SMSU is continually grateful to the University for the continued use of space within their Estate and support from their HR and Payroll functions to support our staff operations. However, most importantly, SMSU continues to benefit from positive relationships with University staff at all levels. SMSU aspires to make a continued positive contribution to the lives of our members

**ST MARY'S STUDENTS' UNION
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and the campus community, and operates positive relationships with the Sport St Mary's and Campus Services teams in order to deliver safe events.

The Students' Union is considered part of the Operations team at St Mary's University, and as such the CEO works with and receives ongoing support from the Deputy Vice Chancellor as well as the wider university senior leadership team, via regular meetings and project work.

The Students' Union forms a key part of the University's Operations portfolio, with the CEO working in close partnership with the Deputy Vice-Chancellor and the wider senior leadership team. Within the current structure, the CEO operates with dual dotted reporting lines — to both the Deputy Vice-Chancellor and the Students' Union Board — ensuring strong alignment between University strategy and the independent governance of the Union. The CEO actively participates in all meetings within the Deputy Vice-Chancellor's Operations portfolio, ensuring that St Mary's Students' Union is strategically integrated into the University's operational effectiveness and plays an influential role in shaping institutional priorities.

c. How SMSU Achieves Public Benefit

The Trustees have complied with section 2(1)(b) of the Charities Act 2011 and have had due regard to the Charity Commission guidance on public benefit. In the pursuit of our charitable purpose for the public benefit, SMSU seeks to achieve its charitable objectives in the following ways:

d. The Advancement of Education

SMSU provides a range of support and advice, from individual one-to-one advice and advocacy for our students, to welfare campaigning and academic programme-based representation. Over 30% of our advice cases this year were supporting students through appeals, this has allowed students to be able to continue their academic programmes or have achieved a higher grade than they were initially credited with.

In 2024/25 SMSU continued to coordinate the university wide representative system. SMSU reviewed the entire representation system to ensure that course reps were suitably supported to provide the best feedback possible. We restructured our Subject Chairs system to stay in line with the universities academic structure, subject chairs are paid student staff who were empowered to progress and escalate course based feedback. All course reps were offered online, in-person and 'in your own time' training. St Mary's University continues to have student representation on every major committee of the university, via both the Officer Trustees and Subject Chairs.

e. The Advancement of Community and Citizenship

Societies have grown to 36 affiliated student-led groups covering a range of activities including academic, faith and culture and hobby and special interest. The societies are active, providing regular networks and events for their membership. SMSU also builds marketing and sponsorship links with local independent businesses which mutually benefits students and the local economy. SMSU liaises with the local police and local residents to ensure that the Borough of Richmond remains a safe, pleasant place for students and residents to co-reside.

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OVERVIEW OF ACTIVITIES, ACHIEVEMENTS AND PERFORMANCE

Activities and achievements from 2024/25 are highlighted below and are listed in relation to Strategic Aims.

- a. Priority 1: growing student representation

Subject Chairs

We recruited 7 Subject Chairs- this was in line with the University School Structure. Subject chairs are senior academic representatives that collate feedback from their school and feed back to University staff. Subject Chairs gather feedback from course reps and then attend faculty level meetings to communicate this feedback to Deans of Faculty, Heads of School and Student Experience Leads. They also work closely with the Education President to close the feedback loop.

Campaigns

We delivered 13 campaigns across a variety of issues that were important to students. This included Smart Study Week; Simmie Safety Week; Trans Day of Remembrance; RAG Week and World Week. Smart study week was held 3 times throughout the year in line with reading weeks and exam periods and during RAG week societies, clubs and the Student Life President raised money for the charity Refuge.

Petitions

Students created 14 petitions through our website, across a variety of issues. Over 400 signatures were received. One of these petitions was to allow students to stay in halls over the Christmas break, which passed the Union Council Meeting and was completed- as the university agreed to allow students to stay during the holiday season. In addition, accommodation now have more 51 week contracts available to students.

Surveys

We received 1,105 responses to our surveys- our most to date, including our Big Student Survey, Graduation Survey, Summer Ball, and our annual Big Student Survey in line with our 22-25 SMSU Strategy. These surveys helped us better understand the events we offered to students and how we can support making their Student Life and Academic experience the best it can be. The Summer Ball survey helped us plan what the event looked like, and 70% of the students that shaped the event, attended.

Elections

We elected our student leadership team for the 25/26 academic year, achieving a record-breaking turnout of 27.5% of the student body voting. This was an increase of 2% from the previous year. Throughout the 22-25 Strategy, the elections turnout has continually increased. In 2022 we had 17.6% turnout, 2023 we achieved 23% and 2024 saw 25.5%. we are extremely proud that this figure is not only increasing year to year but has remained above the sector average which is 16.3%. 21 students nominated themselves in the election across 6 roles. (2 Full-Time Officers and 4 Part-Time Vice Presidents)

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b. Priority 2: building our student communities

When asked in our recent survey, 81% of students agree that they feel part of a community of staff and students at St Mary's.

Fundraising

Students, clubs and societies fundraised over £10,000 for charity. From fundraising events in campaigns such as Movember and RAG Week (raise and giving, where Students raised money for the Student Life President's chosen charity- Refuge). We facilitated student fundraising events which included, Bake Sales, Club and Society Takeover events in our venue, endurance challenges and "the big shave" to mark the start and end of Movember. We also collaborated with the University to host a stall raising money for Switchboard during LGBTQIA+ History Month.

Societies

The total number of Societies in 24/25 was 36, This included 75% of courses studied at St Mary's having an Academic Society to support. Those societies hosted 130 events and activities over the year with an increase of new international societies with the creation of The Irish Society, Turkish Society and Nepalese Society.

Varsity & Sports Dinner

The West London Varsity was held on campus this year. Simmies competed in 30 sports against Brunel. Sports Dinner recognised the achievements of sports clubs and individuals. Over 350 nominations were received, and 10 students were awarded 'Full Blues', the most prestigious award, recognising outstanding contribution to sport at St Mary's. This marked 3 years in a row Simmies had won this day of fixtures and lifted the cup with the Sabbatical Officers.

Ramadan Unity Fast

Ramadan Unity Fast took place for the fourth year in a row. It was a chance for students to come together in celebration and to break their fast together, this event saw SMSU collaborate with SMU and the Islamic Society, with a representative from each making a speech at the celebration. The event reached 100% capacity and took place in the brand new 1850 Snug.

Volunteering Week

To mark Student Volunteering Week, a volunteering fayre took place in the 1850 with local organisations, and a volunteering workshop. This event was in collaboration with SMU employability services and saw students from each level of study attend. We also relaunched our Buddy System under the new name, "Simmies Connect". We saw 60 international students sign up to support new international students settle into the Academic and Student Life.

Each year

c. Priority 3: supporting student wellbeing.

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When asked in our recent survey, 86% of students agree that they know where to go to access the right support and 73% of students agreed that SMSU is a source of support.

Advice Service

Our advice service supported 147 cases over the year, and launched a new case management system for our the service to ensure that it runs efficiently and effectively.

Brew at 2

Sabbatical officers continued Brew at 2, a coffee and tea initiative where they could speak with students and help answer their questions and queries. We also had additional themed Brew at 2 sessions hosted by our Wellbeing Vice-President and International Vice-President.

Smart Study Week

Shelley successfully ran three Smart Study Weeks. This week saw students attend workshops and sessions to help them study in the most effective way for them. Workshops included AI, referencing and relevant revision. To help support student wellbeing on the lead up to exam periods. Our student Advisor also supported on these events to further visibility of the service.

- d. Priority 4: being a proactive partner of the University

Big Student Survey

We launched our annual survey, asking students for feedback on SMSU activity and a special topic. This year's special topic was about our new event space "The 1850". In 24/25 we hosted four times as many events to the previous year, with over 350 events in total. These events had a total of 15705 attendees. So, insight into how we can continue to improve student life on campus was invaluable. Over 70% of students that have visited "The 1850" agree that it has enhanced their sense of community at St Mary's.

SU Awards

We hosted our Third SU Awards where we recognised all the outstanding contributions our students have made both at St Mary's and beyond!

These awards included:

- Undergraduate Course Rep of the year
- Postgraduate course rep of the year
- Subject chair of the year
- Outstanding contribution to inclusion
- Society of the year
- Most improved society of the year
- Most charitable society of the year
- Outstanding contribution to fundraising
- Outstanding contribution to volunteering
- EDI Chair of the year
- Student Leaders Award

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- Changemaker of the year
- Outstanding contribution to the St Mary's community
- Student staff member of the year

FINANCIAL REVIEW

Overview

St Mary's Students' Unions' ("SMSU") gross income from all sources during the financial year 2024/25 totalled £684,190 (2024: £491,920) and total expenditure was £726,836 (2024: £560,554). Income is generated from a wide-range of membership services, as well as revenue generating commercial services such as the 1850 Bar and marketing/advertising sales.

Total funds carried forward at 31 July 2025 are £128,585 (2024: £171,231) of which £107,298 (2024: £151,685) is unrestricted funds and £21,287 (2024: £19,546) is restricted funds (societies accounts).

Future Funding

SMSU continues to be supported financially by St Mary's University via a 'Block Grant' to aid operations and new projects. SMSU has a Block Grant of £416,000 for 2025/26.

Going Concern

St Mary's University has confirmed it will continue to provide financial support to St Mary's University Students Union so as to ensure that it has sufficient funds continue to operate effectively for the foreseeable future.

Reserves Policy

As a professional, charitable organisation, St Marys' University Students' Union (SMSU hereafter) believes it is important that a certain amount of unspent income should be held in reserve. As a 'not for profit' organisation, it is SMSU's aim that the majority of income should be returned to the membership in the form of the representation, commercial services, development opportunities.

SMSU have to be realistic when planning for the future and safeguarding the organisation and have identified a range of finance related strengths, weaknesses, opportunities and threats which may occur over the next three years.

Strengths: Event sales, communications and advertising of events, more efficient financial processes, financial training for officers and staff, fully functional Trustee Board and sub-committees.

Weaknesses: Small team, current limited access to external funding, location of commercial services (visibility).

Opportunities: Source marketing revenue internally, good working relationships with event organisers and talent management companies (for events), development of J Block (Student Centre) – possible increased footfall.

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Threats: Cost of living in London increasing, decrease in access to student funding, decrease in student availability to attend events, end of current website contract, rising expectations of students in relation to service provision.

POLICY: The reserve would ensure a level of sustainability should any unforeseen circumstance occur which would affect the organisation financially, invest in resources and/or capital projects, or if the charity, SMSU should need to dissolve. It is prudent for SMSU to budget to create a small surplus each year to ensure that the charity is firstly, prepared for unforeseen circumstances, and secondly, to invest in the development of the organisation. This is a principle that SMSU expects to continue into the future.

This policy explains how much money we aim to hold in our reserves, why SMSU would require holding this level, and how this policy will be reviewed.

1. Usage: holding reserve

1.1 As a charity, it is expected that SMSU should use all of its income to benefit members. It is also clear that sensible planning for mitigating risk and future development is important. Therefore, cash should only be kept in reserve for the following specific reasons only:

1.1.1 Approximately three months operational costs should be held in reserves in case of a major (unforeseen) issues

1.1.2 Once the lower limit has been achieved, SMSU may invest any funds over the lower limit in capital investment and/or resourcing (via agreement of the Trustee Board)

1.1.3 Reserves can be used (via agreement of the Trustee Board) to fund special or specific projects/resources (which are time sensitive) and would see a long term benefit to the charity and/or its members.

2. Level of reserve

2.1 SMSU believes that an aim of a **lower limit** of unspent income held in reserves should be **£110,000**. This amount of money provides SMSU with approximately 90 days of essential spending (based on staffing and overheads).

3. Capital investment and resourcing

3.1 All capital expenditure over the cost of **£10,000** will require sign off by the SMSU Trustee Board. Capital expenditure or major equipment purchases can only be agreed when the Trustee Board are in agreement that the investment has a long term benefit to the charity and/or its members.

3.2 SMSU will be able to use the end of year surplus in the following way:

3.2.1 70% to be held in reserve to invest in long term capital projects/resourcing

3.2.2 30% to be used for immediate resourcing and development of SMSU

4. Arrangements for reviewing this policy

4.1 This policy can be reviewed at any time should the chair of the Trustee Board receive official notice from either two Trustees, or by mandate by members of the SU Council. The policy should be an agenda item on the first meeting of the Trustee Board each year to agree. The policy should be officially reviewed by the Trustee board every three academic years – making the next review date no later than September 2026.

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Currently, SMSU's free reserves (unrestricted funds not representing tangible fixed assets) amount to £106,923 (2024: £150,101).

TRUSTEES' RESPONSIBILITIES

The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed 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, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed subject to any material departures disclosed and explained in the financial statements;
- prepare 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 which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 11/12/25 and signed on their behalf by:

Chloe Hocking

Trustee



Date: (11/12/2025)

REPORT OF THE INDEPENDENT AUDITORS FOR THE YEAR ENDED 31 JULY 2025 TO THE MEMBERS OF ST MARY'S STUDENTS' UNION

Opinion

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

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 July 2025 and of its income and expenditure 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 charitable company 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 charitable company'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.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

**REPORT OF THE INDEPENDENT AUDITORS FOR THE YEAR ENDED 31 JULY 2025
TO THE MEMBERS OF ST MARY'S STUDENTS' UNION**

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 matters prescribed by the Companies Act 2006

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

- the information given in the trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

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

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors of the charitable company for the purposes of company law) 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.

REPORT OF THE INDEPENDENT AUDITORS FOR THE YEAR ENDED 31 JULY 2025 TO THE MEMBERS OF ST MARY'S STUDENTS' UNION

In preparing the financial statements, the trustees are responsible for assessing 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 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.

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 Charitable Company is required to comply with both company law and charity law and, based on our knowledge of its activities, we identified that the legal requirement to accurately account for restricted funds was of key significance.
- We gained an understanding of how the charitable company complied with its legal and regulatory framework, including the requirement to properly account for restricted funds, through discussions with management and a review of the documented policies, procedures and controls.
- The audit team, which is experienced in the audit of charities, considered the charitable company's susceptibility to material misstatement and how fraud may occur. Our considerations included the risk of management override.
- Our approach was to check that all restricted income was properly identified and separately accounted for and to ensure that only valid and appropriate expenditure was charged to restricted funds. This included reviewing journal adjustments and unusual transactions.

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.

**REPORT OF THE INDEPENDENT AUDITORS FOR THE YEAR ENDED 31 JULY 2025
TO THE MEMBERS OF ST MARY'S STUDENTS' UNION**

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 charitable company's members as a body, for our audit work, for this report or for the opinions we have formed.

Liv Burrell ACA CTA
Senior Statutory Auditor
for and on behalf of Knox Cropper LLP
Statutory Auditor
65 Leadenhall Street
London EC3A 2AD

**ST MARY'S STUDENTS' UNION
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 JULY 2025**

	Notes	Unrestricted Funds 2025 £	Restricted Funds 2025 £	Total 2025 £	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total 2024 £
INCOME AND ENDOWMENTS FROM							
Grants and Donations	1	404,659	-	404,659	408,956	-	408,956
Charitable activities	2	245,166	4,270	249,436	55,044	3,847	58,891
Other trading activities	3	26,184	-	26,184	21,624	-	21,624
Investments	4	2,084	-	2,084	2,449	-	2,449
Other income		1,827	-	1,827	-	-	-
TOTAL		679,920	4,270	684,190	488,073	3,847	491,920
EXPENDITURE ON							
Raising funds	5	30,178	-	30,178	13,544	-	13,544
Charitable activities	6	694,129	2,529	696,658	546,426	584	547,010
TOTAL		724,307	2,529	726,836	559,970	584	560,554
NET INCOME / (EXPENDITURE)		(44,387)	1,741	(42,646)	(71,897)	3,263	(68,634)
NET MOVEMENT IN FUNDS		(44,387)	1,741	(42,646)	(71,897)	3,263	(68,634)
Reconciliation of funds:							
Total Funds Brought Forward		151,685	19,546	171,231	223,582	16,283	239,865
Total Funds Carried Forward		107,298	21,287	128,585	151,685	19,546	171,231

All activities reported above represent continuing activities.

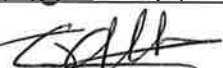
The notes form part of these financial statements

ST MARY'S STUDENTS' UNION
BALANCE SHEET
AS AT 31 JULY 2025

	Notes	£	2025	£	£	2024	£
FIXED ASSETS							
Tangible Assets	10			375			1,584
CURRENT ASSETS							
Stock	11		6,473			-	
Debtors	12		156,333			211,920	
Cash at bank and in hand			116,476			338,585	
Total Current Assets			<u>279,282</u>			<u>550,505</u>	
LIABILITIES							
Creditors : Amounts falling due within one year	13		<u>(151,072)</u>			<u>(380,858)</u>	
NET CURRENT ASSETS				128,210			169,647
TOTAL NET ASSETS	15			<u>128,585</u>			<u>171,231</u>
FUNDS							
Unrestricted General Fund	14			107,298			151,685
Restricted Funds	14			21,287			19,546
TOTAL FUNDS				<u>128,585</u>			<u>171,231</u>

The notes form part of these financial statements

The financial statements were approved by the Board of Trustees and signed on its behalf by:

Chloe Hocking
Trustee 

Date: 11/12/2025

Registered Company Number: 10780795

**ST MARY'S STUDENTS' UNION
STATEMENT OF CASH FLOWS
YEAR ENDED 31 JULY 2025**

	2025 £	2024 £
CASH FLOWS FROM OPERATING ACTIVITIES		
Net cash flows provided by (used in) operating activities	<u>(224,193)</u>	<u>121,030</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Dividends, interest and rents from investments	<u>2,084</u>	<u>2,449</u>
Net cash provided by (used in) investing activities	<u>2,084</u>	<u>2,449</u>
NET CHANGE IN CASH AND CASH EQUIVALENTS	<u>(222,109)</u>	<u>123,479</u>
 Cash and cash equivalents at the start of the year	 <u>338,585</u>	 <u>215,106</u>
Cash and cash equivalents at the end of the year	<u>116,476</u>	<u>338,585</u>

RECONCILIATION OF OPERATING SURPLUS TO NET CASH INFLOW FROM OPERATING ACTIVITIES

	2025 £	2024 £
Net income/(expenditure) for the financial year	(42,646)	(68,634)
Adjustments for:		
Depreciation charge	1,209	460
Dividends, interest and rents from investments	(2,084)	(2,449)
(Increase)/decrease in stock	(6,473)	-
(Increase)/decrease in debtors	55,587	(170,378)
Increase/(decrease) in creditors	(229,786)	362,031
Net cash provided by (used in) operating activities	<u>(224,193)</u>	<u>121,030</u>

A) Components of cash and cash equivalents

Cash at bank and in hand	<u>116,476</u>	<u>338,585</u>
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B) Analysis of changes in net debt

	At 1 August 2024	Cashflows	Non-Cash Changes	At 31 July 2025
Cash and Cash Equivalents				
Cash	338,585	(222,109)	-	116,476

**ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2025**

PRINCIPAL ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and with the Statement of Recommended Practice "Accounting and reporting by Charities" (SORP FRS 102 second edition - effective 1 January 2019) in all material respects. The charity meets the definition of a public benefit entity under FRS 102.

Going concern

The trustees have assessed whether the use of the going concern assumption is appropriate in preparing these financial statements. The trustees have made this assessment in respect to a period of one year from the date of approval of these financial statements.

The trustees of the charity have concluded that there are no material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern.

The trustees are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due.

Funds structure

Restricted funds are funds which are to be used for specific restrictions applied by the donors.

Unrestricted funds comprise those funds which the trustees are free to use for any purpose in furtherance of the Student Union's objectives

Incoming resources

All incoming resources are recognised once the charity has entitlement to the resources, it is probable that the resources will be received, and the monetary value of incoming resources can be measured with sufficient reliability. Income that must be expended in accordance with the requirements of the donor is included as restricted income. Income generated by sports and social clubs is accounted for as restricted income. Relevant expenditure is charged against the resultant restricted fund.

Intangible income and gifts in kind are recognised to the extent that another party has borne the cost and the benefit is quantifiable on a normal commercial basis. The rent free accommodation provided by the University is difficult to quantify and has therefore not been recognized as income in the accounts. The value of services provided by volunteers is not incorporated into these financial statements. Details of the contribution made by volunteers can be found in the Trustees' report.

Income from charitable trading activities

Income from charitable trading activities represents invoiced amounts excluding VAT.

**ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2025**

Resources expended

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Costs of raising funds

Costs of raising funds are those costs incurred in undertaking functions or events the primary purpose of which is to raise funds for the Union

Charitable activities

Charitable expenditure comprises those costs incurred in the delivery of the charity's activities and services. It includes both the direct and non-direct costs and support costs relating to those activities.

Tangible fixed assets

Tangible fixed assets are capitalised and accounted for at historic cost. Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

- Office equipment – 25%

Basis of funding

The Students' Union is funded primarily by an annual grant from St. Mary's University.

Deficits and surpluses arising on Students' Union activities are carried forward and taken into account in considering levels of grant for the following year.

1. INCOME FROM GRANTS AND DONATIONS

	2025	2024
	£	£
<i>Unrestricted Funds</i>		
Block Grant from St Mary's University	404,250	404,250
Additional Funding	-	3,000
Donations	409	1,706
	<u>404,659</u>	<u>408,956</u>

The University also provides the Union with rent free serviced accommodation. The value of this in-kind benefit has not been valued and included in the accounts.

ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2025

2. INCOME FROM CHARITABLE ACTIVITIES

	2025	2024
	£	£
<i>Unrestricted:</i>		
Shop sales	15,091	17,740
Bar sales	179,633	-
Events sales	6,153	-
Rag Week	6,735	114
AU Dinner	17,005	18,167
Launderette income	9,760	9,070
Marketing	9,464	5,283
Refreshers Week	63	570
Miscellaneous	1,262	4,100
	<u>245,166</u>	<u>55,044</u>
<i>Restricted:</i>		
Social clubs	4,270	3,847
	<u>4,270</u>	<u>3,847</u>
	<u>249,436</u>	<u>58,891</u>

3. INCOME FROM OTHER TRADING ACTIVITIES

	2025	2024
	£	£
<i>Unrestricted:</i>		
Freshers' Week	18,511	19,508
Summer Ball	7,673	2,116
	<u>26,184</u>	<u>21,624</u>

4. INCOME FROM INVESTMENTS

	2025	2024
	£	£
<i>Unrestricted:</i>		
Bank Interest receivable	2,084	2,449
	<u>2,084</u>	<u>2,449</u>

5. EXPENDITURE ON RAISING FUNDS

	2025	2024
	£	£
<i>Unrestricted:</i>		
Official Functions	30,178	13,544
	<u>30,178</u>	<u>13,544</u>

ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2025

6. EXPENDITURE ON CHARITABLE ACTIVITIES

	2025	2024
	£	£
<i>Unrestricted:</i>		
Salaries, national insurance and pensions	370,973	329,810
Other staff costs	9,674	9,618
Shop cost of sales	9,655	11,712
Bar cost of sales	148,568	-
Official functions	21,327	28,790
Security	8,558	5,530
Depreciation	1,209	460
NUS Levy and external relations	9,625	11,404
Legal and Professional	350	20,740
Administration	89,936	88,172
Irrecoverable VAT	8,679	31,505
Accountancy	8,240	1,350
Auditors remuneration	7,335	7,335
	<u>694,129</u>	<u>546,426</u>
<i>Restricted</i>		
Social clubs	2,529	584
	<u>696,658</u>	<u>547,010</u>

7. STAFF COSTS AND REMUNERATION

	2025	2024
	£	£
The aggregate payroll costs were:		
Wages and salaries	320,291	288,620
National insurance costs	33,738	25,946
Pension contributions	16,944	15,244
	<u>370,973</u>	<u>329,810</u>

The staff are all employees of St Mary's University, who are seconded to work for the Students' Union.

	Number	Number
Average number of staff	<u>6</u>	<u>8</u>

In addition to the number of employees, 2 members of sabbatical staff were employed (2024: 2).

The number of employees earning more than £60,000 a year was nil (2024: Nil).

**ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2025**

7. STAFF COSTS AND REMUNERATION (continued)

The sabbatical officers were paid the following remuneration in accordance with clause 44 of the SMSU Constitution:

	2025 £	2024 £
Education President Salary	25,589	24,616
Student Life President Salary	25,589	24,616
	<u>51,178</u>	<u>49,232</u>

In addition, the Union paid £2,000 towards the accommodation costs of each sabbatical officer (2024: £2,000). No trustee expenses were reimbursed during the current or prior year.

With the exception of the sabbatical officers, no trustees received or waived any emoluments during the year.

8. KEY MANAGEMENT PERSONNEL

The key management personnel of the Union are those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any directors of the entity. They comprise the CEO and Membership Services Manager. The total employees' benefits, including employer pension contributions of the key management personnel amounted to £124,833 (2024: £104,537).

9. TAXATION

St Mary's Students' Union is a charity and is able to take advantage of the exemptions available to charities from income tax and capital gains tax provided such income or gains are applied exclusively to charitable purposes.

No tax charge arose during the year.

ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2025

10. TANGIBLE FIXED ASSETS

	Office Equipment	Total
Cost	£	£
As at 1 August 2024	4,063	4,063
At 31 July 2025	<u>4,063</u>	<u>4,063</u>
Accumulated Depreciation		
As at 1 August 2024	2,479	2,479
Charge for the year	1,209	1,209
At 31 July 2025	<u>3,688</u>	<u>3,688</u>
Net Book Value 31 July 2025	<u>375</u>	<u>375</u>
Net Book Value 31 July 2024	<u>1,584</u>	<u>1,584</u>

11. STOCK

	2025 £	2024 £
Finished Goods	6,473	-
	<u>6,473</u>	<u>-</u>

12. DEBTORS

	2025 £	2024 £
Trade Debtors	4,445	2,825
St Mary's University	107,306	161,540
VAT Recoverable	44,582	47,555
	<u>156,333</u>	<u>211,920</u>

13. CREDITORS

	2025 £	2024 £
Amounts falling due within one year		
Trade Creditors	13,943	7,628
St Mary's University	127,803	364,537
Accruals and Deferred Income	8,900	8,100
Other Creditors	426	593
	<u>151,072</u>	<u>380,858</u>

ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2025

14. MOVEMENT ON FUNDS

	Brought Forward	Incoming resources	Outgoing resources	Transfer between funds	Carried Forward
	£	£	£	£	£
<i>Restricted funds</i>					
Sports clubs	115	-	-	-	115
Social clubs	19,431	4,270	(2,529)	-	21,172
	<u>19,546</u>	<u>4,270</u>	<u>(2,529)</u>	<u>-</u>	<u>21,287</u>
<i>Unrestricted funds</i>					
General funds	<u>151,685</u>	<u>679,920</u>	<u>(724,307)</u>	<u>-</u>	<u>107,298</u>
	<u>171,231</u>	<u>684,190</u>	<u>(726,836)</u>	<u>-</u>	<u>128,585</u>

Purpose of restricted funds:

Within the Students' Union there exists a number of Sports and Social clubs which receive a grant from the Students' Union, raise their own membership subscriptions and carry out their own activities. At the year end, all overspends are reimbursed from unrestricted funds, and all underspends of the Student Union's grant are restricted for the Club to be used in the next year. Restricted funds remaining to be carried forward represent unspent income raised directly by each society or club which has not been spent by the year end.

At the beginning of 2021/22, the Sports Club balances were transferred to St Mary's University.

Grants may also be provided to benefit student development in instances where beneficial activities are not performed as part of a club or society.

Prior year

	Brought Forward	Incoming resources	Outgoing resources	Transfer between funds	Carried Forward
	£	£	£	£	£
<i>Restricted funds</i>					
Sports clubs	115	-	-	-	115
Social clubs	16,168	3,847	(584)	-	19,431
	<u>16,283</u>	<u>3,847</u>	<u>(584)</u>	<u>-</u>	<u>19,546</u>
<i>Unrestricted funds</i>					
General funds	<u>223,582</u>	<u>488,073</u>	<u>(559,970)</u>	<u>-</u>	<u>151,685</u>
	<u>239,865</u>	<u>491,920</u>	<u>(560,554)</u>	<u>-</u>	<u>171,231</u>

ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2025

15. ANALYSIS OF NET ASSETS

	Unrestricted £	Restricted £	Total £
Tangible fixed assets	375	-	375
Current assets	257,995	21,287	279,282
Current liabilities	(151,072)	-	(151,072)
	<u>107,298</u>	<u>21,287</u>	<u>128,585</u>

Prior year

	Unrestricted 2024 £	Restricted 2024 £	Total 2024 £
Tangible fixed assets	1,584	-	1,584
Current assets	530,959	19,546	550,505
Current liabilities	(380,858)	-	(380,858)
Total	<u>151,685</u>	<u>19,546</u>	<u>171,231</u>

16. MEMBERS LIABILITY

The company is limited by guarantee and has no share capital. The liability of each company law member in the event of winding up is limited to £1.

17. RELATED PARTY TRANSACTIONS

There were no related party transactions during the year (2024: nil).

Accounts



St Mary's
University
Students'
Union

ST MARY'S STUDENTS' UNION

TRUSTEES' REPORT AND FINANCIAL
STATEMENTS

FOR THE FINANCIAL PERIOD

1 AUGUST 2023 – 31 JULY 2024

Charity No: 1173502

Company No: 10780795

**ST MARY'S STUDENTS' UNION
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2024**

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**ST MARY'S STUDENTS' UNION
TRUSTEES' REPORT
YEAR ENDED 31 JULY 2024**

REFERENCE AND ADMINISTRATIVE DETAILS

Charitable Status:

St Mary's Students' Union is a registered incorporated charity (Charity No: 1173502, Company No: 10780795)

Principal Address and Registered Office:

Students' Union Building (K Block), St Mary's University, Waldegrave Road, Twickenham, London, TW1 4SX

Bankers: HSBC Bank Plc, 69 Pall Mall, London SW1 5EY

Auditors: Knox Cropper LLP, 65/68 Leadenhall Street, London, EC3A 2AD

The Board of Trustees:

Officer Trustees: The Officers were elected into office via election by the student population to hold office from 1 July 2023 to 30 June 2024

External Trustees: The External Trustees are appointed onto the board by the Appointments Committee of St Marys' Students' Union. External Trustees are appointed for a maximum of 4 years per term.

Student Trustees: The Student Trustees are appointed to the board by the Appointments Committee of St Mary's Students' Union. Student Trustees are appointed to office from 1 August 2023 to 31st July 2024.

Board Members 2023/24	Position/Title Held
Mr George Chaplin	Education President/Officer Trustee
Miss Caitlin Finn	Student Life President/Officer Trustee (Chair)
Mx Locke Bell	Student Trustee
Mr Roger Clark	External Trustee
Mrs Laura Quinn-Willis	External Trustee
Miss Kaitlin Youens-Brown	Student Trustee

The Board for 2024/25, are as follows:

Board Members 2024/25	Position/Title Held
Miss Shelley Carey	Education President/Officer Trustee
Mr David James	Student Life President/Officer Trustee (Chair)
Mx Locke Bell	Student Trustee
Mr Roger Clark	External Trustee
Mrs Laura Quinn-Willis	External Trustee

**ST MARY'S STUDENTS' UNION
TRUSTEES' REPORT
YEAR ENDED 31 JULY 2024**

St Mary's Students' Union employs a CEO to work closely with the Officer Trustees to ensure effective governance and management of the charity. The Trustees delegate the day to day operations of the charity to the CEO and the SMSU senior staff team. During 2023/24, the SMSU senior team were as follows:

James Turnbull	Chief Executive Officer
Sarah Redman	Membership Services Manager

**ST MARY'S STUDENTS' UNION
TRUSTEES' REPORT
YEAR ENDED 31 JULY 2024**

Officer Trustee Team Report 2023/24

George Chaplin : End of Year Report

Thank you for taking the time to read our annual review.

It's been another busy year for SMSU

We've expanded to strengthen student voice, welcoming 4 new vice-presidents and 7 subject chairs. We've also recruited and trained a record number of course reps.

We stepped up to support our students with unprecedented financial pressures, launching our "SU pantry", a new cost-of-living hub and administering a new transport hardship fund. We've also grown our Advice Service, providing independent and professional advice and support when students need it most.

Serving the students of St Mary's for the last two years has been a huge honour. I wish Shelley and David the very best of luck as they enter their roles next year.

Caitlin Finn: End of Year Report

I can't believe my second year as SLP is coming to an end. I have thoroughly enjoyed my time as a President and am so proud of everything we have accomplished, individually and as a team.

Highlights include attending WonkHE's Secret Life of Students, working with estates to design the new SU Bar, and collaborating with staff from all university areas to improve the student experience.

This year, I prioritised fundraising, wellbeing, inclusion, and the visibility of SMSU and other support services.

None of what we do as presidents could be accomplished without the amazing staff team at SMSU, so I would like to say a massive thank you to James, Sarah, Maryam, Jordan, Matt, Hayden and Jack for everything they do behind the scenes. Finally, I have the immense pleasure of handing over to David James, who I am sure will be a fabulous Student Life President. Good luck David!

In September, many of our training sessions took place. George and Jordan delivered training for subject chairs, which included mental health training. We also delivered a session at SSR training around what SMSU is and about the relationship we expected to have with those students.

I worked with Sports St Mary's to deliver Sports Club Committee Training. I discussed fundraising, the work that SMSU does, and with the help of Matt Doyle delivered Bystander and Sexual Assault and Harassment training.

George and I worked together on Simmie Safety Week. In Simmie Safety Week, we hosted an awareness campaign around campus and collecting survey responses on student safety.

**ST MARY'S STUDENTS' UNION
TRUSTEES' REPORT
YEAR ENDED 31 JULY 2024**

Random Acts of Kindness (RAK) Week – 27 February - 3 March. To encourage students to show kindness in everyday life, something St Mary's is brilliant at anyway, we organised and set up a 'Compliment box' where students could submit a compliment or positive message for other students/staff. This year, staff who received a compliment card were presented with a mug from SMSU. We received nearly 200 compliments!

I was so grateful to be afforded the opportunity once again to speak at Spring Graduations. It was fabulous to see, and be involved in, another celebration of our Simmies.

Ramadan Unity Fast - In collaboration with a small group of students, we organised this wonderful evening as a celebration of unity and alliance with the Muslim community at St Marys, where non- Muslim staff and students were encouraged to fast for one day alongside their Muslim peers, and we all broke the fast together after sundown.

And of course, on 20th March we brought over 500 students to Brunel for Varsity brought the trophy home for the second year in a row! I want to say a massive thank you and well done to all the teams that played on the day. Win, lose or draw, all our wonderful students and staff played a part in making the day as fantastic as it was!

Following the Varsity win, we held Sports Dinner on 22nd March at Kempton Park Racecourse. It was a truly wonderful night spent celebrating the successes of our spectacular sports teams and club members.

In May, we launched our annual Big Student Survey, asking students for feedback on SMSU activity and special topics. This year, these were learning resources and student sport.

**ST MARY'S STUDENTS' UNION
TRUSTEES' REPORT
YEAR ENDED 31 JULY 2024**

TRUSTEES REPORT 2023/24

The Trustees present their annual report together with the audited financial statements of St Mary's Students' Union (SMSU) for the period 1 August 2023 – 31 July 2024.

STRUCTURE, GOVERNANCE AND MANAGEMENT

a. Organisational Structure and Decision Making

SMSU is a registered incorporated charity under the Charities Act 2011. The 'membership' of SMSU is all students of St Mary's University.

SMSU's principal governing document is its Articles of Association, agreed by the members of SMSU via Annual General Meeting and reviewed on an annual basis. Copies of the Articles of Association (and Byelaws) are available from the offices of SMSU and also via the 'How we work' section of the charity's website (www.stmaryssu.co.uk).

The Trustee Board is made up of 2 Officer Trustees, 2 Student Trustees, and 2 External Trustees. Officer Trustees are elected by a secret ballot of all members of SMSU and take office for one academic year. In order to stand for election as an Officer Trustee, candidates must be members of the Students' Union. Student Trustees are appointed by application to, and interview by the Appointments Committee. External Trustees are appointed by application to the Appointments Committee. The Appointments Committee is made up of one Officer Trustees, the SU CEO, one External Trustee. The experiences and expertise held by the External Trustees in the areas of finance and audit, higher education policy and enterprise provides risk management and continuity. The Trustee Board structure also includes two appointed Student Trustees to improve the voice of students at SMSU on the board.

The Officer Trustee roles are remunerated as authorised by the Education Act and cannot exceed two years duration (after re-election) for each post holder. Officer Trustees are required to take a 'sabbatical year' away from their studies (or straight after studies) and are paid by SMSU during this period. The Officer Trustees undergo a formal process of induction and training on taking up their post. This is organised by the staff of SMSU and utilises external training providers as well as the National Union of Students and staff from St Mary's University.

The Trustee Board delegate the day to day operations of the charity to the CEO who works alongside the Officer Trustees and operational staff team to ensure the charity meets the requirements of its charitable objects.

b. Risk Management

The major strategic, business, and operational risks, to which the charity is exposed, as identified by the trustees, are regularly reviewed and systems or procedures are put in place to mitigate those risks. Identified operational risks are reported to the Trustee Board and its associated Finance, Audit and Risk Sub-committee at least four times per year.

In 2022, SMSU developed a new strategy for 2022-25 which took effect from 1st August 2022. The new strategy outlines four key priorities:

**ST MARY'S STUDENTS' UNION
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- Growing student representation so that we are on the pulse of student opinion, enabling students to shape their experience whilst realising their full potential
- Building our student communities so that every student can make meaningful connections throughout their university experience
- Supporting student wellbeing so that all students have access to the right support whenever they need it
- Being a proactive partner of the University ensuring that the student experience is always put first by being a critical friend of the University

We also introduced a new vision and mission:

Our vision: A university experience where every student gets the best out of their time at St Mary's and beyond.

Our mission: SMSU will be at the heart of a growing inclusive, empowering and supportive community at St Mary's.

Procedures are in place to ensure all activities organised by SMSU are compliant with health and safety regulations. An internal University Health and Safety Committee (University Group 6) meets at least three times a year to review that all procedures are being upheld and are adapted as required with changes in law and changes in the organisation so that they continue to meet the needs of the charity. This Health and Safety Group 6 feeds directly into the St Mary's University Health and Safety Committee and is chaired by the SMSU CEO. The SMSU CEO also has a seat on the main University Health and Safety Committee.

**ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
YEAR ENDED 31 JULY 2024**

OBJECTIVES AND ACTIVITIES

a. Strategy, Policies and Objectives

The charitable objectives of SMSU are for the advancement of the education of St Mary's University students for the public benefit by:

- i. promoting the interests and welfare of students at St Mary's University by providing advice, representation and support during their course of study
- ii. being the recognised representative channel between Students and St Mary's University and any other external bodies; and
- iii. providing social, cultural, sporting and recreational activities and forums for the personal development of students at St Mary's University.

SMSU has an established 2022-25 Strategy with Vision and Values encompassing what our students feel that their Students' Union should do for them.

The new strategy outlines four key priorities:

- Growing student representation so that we are on the pulse of student opinion, enabling students to shape their experience whilst realising their full potential
- Building our student communities so that every student can make meaningful connections throughout their university experience
- Supporting student wellbeing so that all students have access to the right support whenever they need it
- Being a proactive partner of the University ensuring that the student experience is always put first by being a critical friend of the University

We also introduced a new vision, mission and values:

Our vision: A university experience where every student gets the best out of their time at St Mary's and beyond.

Our mission: SMSU will be at the heart of a growing inclusive, empowering and supportive community at St Mary's.

Our values: inclusive, collaborative, informed and empowering

b. Relationship with St Mary's University

SMSU received a Block Grant from St Mary's University of £404,250 (for the financial year 1 August 2023 – 31 July 2024). The Students' Union block grant was also inflated to accommodate the uplift necessary in staff salaries.

SMSU is continually grateful to the University for the continued use of space within their Estate and support from their HR and Payroll functions to support our staff operations. However, most importantly, SMSU continues to benefit from positive relationships with University staff at all levels. SMSU aspires to make a continued positive contribution to the lives of our members

**ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
YEAR ENDED 31 JULY 2024**

and the campus community, and operates positive relationships with the Sport St Mary's and Campus Services teams in order to deliver safe events.

The Students' Union is considered part of the Student Operations team at St Mary's University, and as such the CEO works with and receives ongoing support and guidance from the Director of Student Operations, Chief Operating Officer as well as the wider university senior leadership team, via regular meetings and project work.

c. How SMSU Achieves Public Benefit

The Trustees have complied with section 2(1)(b) of the Charities Act 2011 and have had due regard to the Charity Commission guidance on public benefit. In the pursuit of our charitable purpose for the public benefit, SMSU seeks to achieve its charitable objectives in the following ways:

d. The Advancement of Education

SMSU provides a range of support and advice, from individual one-to-one advice and advocacy for our students, to welfare campaigning and academic programme-based representation. SMSU has helped a huge number of students through academic appeals that have meant that they have been able to continue their academic programmes or have achieved a higher grade than they were initially credited with. SMSU this year has brought in house its advice service.

In 2023/24 SMSU continued to coordinate the university wide representative system. SMSU reviewed the entire representation system to ensure that course reps were suitably supported to provide the best feedback possible. We have continued Faculty based Subject Chairs, paid student staff who were empowered to progress and escalate course based feedback. All course reps were offered online or in-person training. St Mary's University continues to have student representation on every major committee of the university, via both the Officer Trustees and Subject Chairs.

e. The Advancement of Community and Citizenship

Societies have grown to 30 affiliated student-led groups covering a range of activities including academic, faith and culture and hobby and special interest. The societies are active, providing regular networks and events for their membership. SMSU also builds marketing and sponsorship links with local independent businesses which mutually benefits students and the local economy. SMSU liaises with the local police and local residents to ensure that the Borough of Richmond remains a safe, pleasant place for students and residents to co-reside.

**ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
YEAR ENDED 31 JULY 2024**

OVERVIEW OF ACTIVITIES, ACHIEVEMENTS AND PERFORMANCE

Activities and achievements from 2023/24 are highlighted below and are listed in relation to Strategic Aims.

- a. Priority 1: growing student representation

Subject Chairs

Introduced four Faculty-based senior academic representatives to collate feedback from their faculty and feed back to University staff.

Campaigns

Launched 13 campaigns across a variety of issues that were important to students. This included Sexual Health and Guidance; Simmie Safety; LGBTQ+ History Month; RAG Week.

Petitions

Students created 29 petitions through our website, across a variety of issues. Over 1078 petitions were received.

Surveys

We received 1,001 responses to our surveys including our Simmie Safety Survey, Student Heart Phase 2 Consultation and our annual Big Student Survey with a hot topic on the Cost of Living Crisis.

Elections

We elected our student leadership team for 24/25 academic year, achieving a record-breaking turnout of 25.5% of the student body (an increase of 2.5%). 14 students nominated themselves in the election across 7 roles, including our new Vice-President positions. Over 8000 votes were cast.

Sport reps

We introduced a new sport representation model alongside Sport St Mary's to help feedback and contribute to the University's sport and wellbeing strategy.

- b. Priority 2: building our student communities

Fundraising

Students, clubs and societies fundraised over £24,244 for charity.

Societies

Increased the number of societies to 44 societies with 414 members.

**ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
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Black Tie Gala

We worked with the University to run a Black Tie Gala to celebrate the achievements of our Black students and mark the end of Black History Month at St Marys.

Varsity & Sports Dinner

The West London Varsity was away this year. Simmies competed in 30 sports against Brunel. Sports Dinner recognised the achievements of sports clubs and individuals. 350 nominations were received, and 13 students were awarded 'Full Blues', the most prestigious award, recognising outstanding contribution to sport at St Mary's.

Ramadan Unity Fast

Ramadan Unity Fast took place for the second year in a row. It was a chance for students to come together in celebration and to break their fast together, whilst fundraising for charity.

Volunteering Week

To mark Student Volunteering Week, we ran a volunteering fayre with local organisations, and a volunteering workshop. Forty students also took on a clean-up of Radnor Gardens in collaboration with the Rugby League and Strawberry Hill Residents Association.

- c. Priority 3: supporting student wellbeing

Launched our advice service

We launched our inhouse advice service offering Advice all all student issues, this service has seen initial number of 163 cases in it's first year.

Brew at 2

Sabbatical officers continued Brew at 2, a coffee and tea initiative where they could speak with students and help answer their questions and queries.

Simmie Safety

George and Caitlin launched their biggest campaign of the year, surveying students about their experiences of safety on campus. Over 400 students responded and the recommendations have fed into lobbying work surrounding the Statement of Expectations and campus development.

- d. Priority 4: being a proactive partner of the University

Big Student Survey

We launched our first annual survey, asking students for feedback on SMSU activity and a special topic.

**ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
YEAR ENDED 31 JULY 2024**

SU Awards

We hosted our second SU Awards where we recognised all the outstanding contributions our students have made both at St Mary's and beyond! Over 100 students attended the awards night to celebrate.

FINANCIAL REVIEW

Overview

St Mary's Students' Unions' ("SMSU") gross income from all sources during the financial year 2023/24 totalled £491,920 (2023: 486,318) and total expenditure was £560,554 (2023: £546,464). Income is generated from a wide-range of membership services, as well as revenue generating commercial services such marketing/advertising sales.

Total funds carried forward at 31 July 2024 are £171,231 (2023: £239,865) of which £151,685 (2023: £223,582) is unrestricted funds and £19,546 (2023: £16,283) is restricted funds (societies accounts).

Future Funding

SMSU continues to be supported financially by St Mary's University via a 'Block Grant' to aid operations and new projects. SMSU has a Block Grant of 404,250 for 2024/25

Going Concern

St Mary's University has confirmed it will continue to provide financial support to St Mary's University Students Union so as to ensure that it has sufficient funds continue to operate effectively for the foreseeable future.

Reserves Policy

As a professional, charitable organisation, St Marys' University Students' Union (SMSU hereafter) believes it is important that a certain amount of unspent income should be held in reserve. As a 'not for profit' organisation, it is SMSU's aim that the majority of income should be returned to the membership in the form of the representation, commercial services, development opportunities.

SMSU have to be realistic when planning for the future and safeguarding the organisation and have identified a range of finance related strengths, weaknesses, opportunities and threats which may occur over the next three years.

Strengths: Event sales, communications and advertising of events, more efficient financial processes, financial training for officers and staff, fully functional Trustee Board and sub-committees.

Weaknesses: Small team, current limited access to external funding, location of commercial services (visibility).

Opportunities: Source marketing revenue internally, good working relationships with event organisers and talent management companies (for events), development of J Block (Student Centre) – possible increased footfall.

**ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
YEAR ENDED 31 JULY 2024**

Threats: Cost of living in London increasing, decrease in access to student funding, decrease in student availability to attend events, end of current website contract, rising expectations of students in relation to service provision.

POLICY: The reserve would ensure a level of sustainability should any unforeseen circumstance occur which would affect the organisation financially, invest in resources and/or capital projects, or if the charity, SMSU should need to dissolve. It is prudent for SMSU to budget to create a small surplus each year to ensure that the charity is firstly, prepared for unforeseen circumstances, and secondly, to invest in the development of the organisation. This is a principle that SMSU expects to continue into the future.

This policy explains how much money we aim to hold in our reserves, why SMSU would require holding this level, and how this policy will be reviewed.

1. Usage: holding reserve

1.1 As a charity, it is expected that SMSU should use all of its income to benefit members. It is also clear that sensible planning for mitigating risk and future development is important. Therefore, cash should only be kept in reserve for the following specific reasons only:

1.1.1 Approximately three months operational costs should be held in reserves in case of a major (unforeseen) issues

1.1.2 Once the lower limit has been achieved, SMSU may invest any funds over the lower limit in capital investment and/or resourcing (via agreement of the Trustee Board)

1.1.3 Reserves can be used (via agreement of the Trustee Board) to fund special or specific projects/resources (which are time sensitive) and would see a long term benefit to the charity and/or its members.

2. Level of reserve

2.1 SMSU believes that an aim of a **lower limit** of unspent income held in reserves should be **£110,000**. This amount of money provides SMSU with approximately 90 days of essential spending (based on staffing and overheads).

3. Capital investment and resourcing

3.1 All capital expenditure over the cost of **£10,000** will require sign off by the SMSU Trustee Board. Capital expenditure or major equipment purchases can only be agreed when the Trustee Board are in agreement that the investment has a long term benefit to the charity and/or its members.

3.2 SMSU will be able to use the end of year surplus in the following way:

3.2.1 70% to be held in reserve to invest in long term capital projects/resourcing

3.2.2 30% to be used for immediate resourcing and development of SMSU

4. Arrangements for reviewing this policy

4.1 This policy can be reviewed at any time should the chair of the Trustee Board receive official notice from either two Trustees, or by mandate by members of the SU Council. The policy should be an agenda item on the first meeting of the Trustee Board each year to agree. The policy should be officially reviewed by the Finance, Audit and Risk Committee every three academic years – making the next review date no later than September 2025.

**ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
YEAR ENDED 31 JULY 2024**

Currently, SMSU's free reserves (unrestricted funds not representing tangible fixed assets) amount to £ 150,101 (2023: £221,538).

TRUSTEES' RESPONSIBILITIES

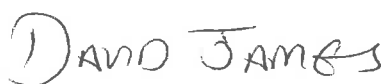
The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed 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, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed subject to any material departures disclosed and explained in the financial statements;
- prepare 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 which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 12/12/24 and signed on their behalf by:



David James
Trustee

Date: 16/12/24

Opinion

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

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 July 2024 and of its income and expenditure 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 charitable company 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 charitable company'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.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

REPORT OF THE INDEPENDENT AUDITORS FOR THE YEAR ENDED 31 JULY 2024 TO THE MEMBERS OF ST MARY'S STUDENTS' UNION

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 matters prescribed by the Companies Act 2006

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

- the information given in the trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

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

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors of the charitable company for the purposes of company law) 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.

REPORT OF THE INDEPENDENT AUDITORS FOR THE YEAR ENDED 31 JULY 2024 TO THE MEMBERS OF ST MARY'S STUDENTS' UNION

In preparing the financial statements, the trustees are responsible for assessing 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 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.

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 Charitable Company is required to comply with both company law and charity law and, based on our knowledge of its activities, we identified that the legal requirement to accurately account for restricted funds was of key significance.
- We gained an understanding of how the charitable company complied with its legal and regulatory framework, including the requirement to properly account for restricted funds, through discussions with management and a review of the documented policies, procedures and controls.
- The audit team, which is experienced in the audit of charities, considered the charitable company's susceptibility to material misstatement and how fraud may occur. Our considerations included the risk of management override.
- Our approach was to check that all restricted income was properly identified and separately accounted for and to ensure that only valid and appropriate expenditure was charged to restricted funds. This included reviewing journal adjustments and unusual transactions.

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.

**REPORT OF THE INDEPENDENT AUDITORS FOR THE YEAR ENDED 31 JULY 2024
TO THE MEMBERS OF ST MARY'S STUDENTS' UNION**

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 charitable company's members as a body, for our audit work, for this report or for the opinions we have formed.

Knox Cropper LLP

20 December 2024

Simon Goodridge
Senior Statutory Auditor
for and on behalf of Knox Cropper LLP
Statutory Auditor
65 Leadenhall Street
London EC3A 2AD

ST MARY'S STUDENTS' UNION
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 JULY 2024

	Notes	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total 2024 £	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total 2023 £
INCOME AND ENDOWMENTS FROM							
Grants and Donations	1	408,956	-	408,956	385,138	-	385,138
Charitable activities	2	55,044	3,847	58,891	56,878	4,472	61,350
Other trading activities	3	21,624	-	21,624	39,806	-	39,806
Investments	4	2,449	-	2,449	24	-	24
TOTAL		488,073	3,847	491,920	481,846	4,472	486,318
EXPENDITURE ON							
Raising funds	5	13,544	-	13,544	35,980	-	35,980
Charitable activities	6	546,426	584	547,010	506,959	3,525	510,484
TOTAL		559,970	584	560,554	542,939	3,525	546,464
NET INCOME / (EXPENDITURE)		(71,897)	3,263	(68,634)	(61,093)	947	(60,146)
NET MOVEMENT IN FUNDS		(71,897)	3,263	(68,634)	(61,093)	947	(60,146)
Reconciliation of funds:							
Total Funds Brought Forward		223,582	16,283	239,865	284,675	15,336	300,011
Total Funds Carried Forward		151,685	19,546	171,231	223,582	16,283	239,865

All activities reported above represent continuing activities.

The notes form part of these financial statements

**ST MARY'S STUDENTS' UNION
BALANCE SHEET
AS AT 31 JULY 2024**

	Notes	2024	2023
		£	£
FIXED ASSETS			
Tangible Assets	10	1,584	2,044
CURRENT ASSETS			
Debtors	11	211,920	41,542
Cash at bank and in hand		338,585	215,106
Total Current Assets		<u>550,505</u>	<u>256,648</u>
LIABILITIES			
Creditors : Amounts falling due within one year	12	<u>(380,858)</u>	<u>(18,827)</u>
NET CURRENT ASSETS		169,647	237,821
TOTAL NET ASSETS	14	<u>171,231</u>	<u>239,865</u>
FUNDS			
Unrestricted General Fund	13	151,685	223,582
Restricted Funds	13	19,546	16,283
TOTAL FUNDS		<u>171,231</u>	<u>239,865</u>

The notes form part of these financial statements

The financial statements were approved by the Board of Trustees and signed on its behalf by:

DAVID JAMES

David James

Trustee

Date: 16/12/24

Registered Company Number: 10780795

**ST MARY'S STUDENTS' UNION
STATEMENT OF CASH FLOWS
YEAR ENDED 31 JULY 2024**

	2024 £	2023 £
CASH FLOWS FROM OPERATING ACTIVITIES		
Net cash flows provided by (used in) operating activities	<u>121,030</u>	<u>(362,883)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Dividends, interest and rents from investments	2,449	24
Purchase of property, plant and equipment	<u>-</u>	<u>(1,498)</u>
Net cash provided by (used in) investing activities	<u>2,449</u>	<u>(1,474)</u>
NET CHANGE IN CASH AND CASH EQUIVALENTS	<u>123,479</u>	<u>(364,357)</u>
 Cash and cash equivalents at the start of the year	 <u>215,106</u>	 <u>579,463</u>
Cash and cash equivalents at the end of the year	<u>338,585</u>	<u>215,106</u>

RECONCILIATION OF OPERATING SURPLUS TO NET CASH INFLOW FROM OPERATING ACTIVITIES

	2024 £	2023 £
Net income/(expenditure) for the financial year	(68,634)	(60,146)
Adjustments for:		
Depreciation charge	460	835
Dividends, interest and rents from investments	(2,449)	(24)
(Increase)/decrease in debtors	(170,378)	(3,523)
Increase/(decrease) in creditors	362,031	(300,025)
Net cash provided by (used in) operating activities	<u>121,030</u>	<u>(362,883)</u>

A) Components of cash and cash equivalents

Cash at bank and in hand	<u>338,585</u>	<u>215,106</u>
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B) Analysis of changes in net debt

	At 1 August 2023	Cashflows	Non-Cash Changes	At 31 July 2024
Cash and Cash Equivalents	215,106	123,479	-	338,585
Cash				

ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2024

PRINCIPAL ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and with the Statement of Recommended Practice "Accounting and reporting by Charities" (SORP FRS 102 second edition - effective 1 January 2019) in all material respects. The charity meets the definition of a public benefit entity under FRS 102.

Going concern

The trustees have assessed whether the use of the going concern assumption is appropriate in preparing these financial statements. The trustees have made this assessment in respect to a period of one year from the date of approval of these financial statements.

The trustees of the charity have concluded that there are no material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern.

The trustees are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due.

Funds structure

Restricted funds are funds which are to be used for specific restrictions applied by the donors.

Unrestricted funds comprise those funds which the trustees are free to use for any purpose in furtherance of the Student Union's objectives

Incoming resources

All incoming resources are recognised once the charity has entitlement to the resources, it is probable that the resources will be received, and the monetary value of incoming resources can be measured with sufficient reliability. Income that must be expended in accordance with the requirements of the donor is included as restricted income. Income generated by sports and social clubs is accounted for as restricted income. Relevant expenditure is charged against the resultant restricted fund.

Intangible income and gifts in kind are recognised to the extent that another party has borne the cost and the benefit is quantifiable on a normal commercial basis. The rent free accommodation provided by the University is difficult to quantify and has therefore not been recognized as income in the accounts. The value of services provided by volunteers is not incorporated into these financial statements. Details of the contribution made by volunteers can be found in the Trustees' report.

Income from charitable trading activities

Income from charitable trading activities represents invoiced amounts excluding VAT.

ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2024

Resources expended

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Costs of raising funds

Costs of raising funds are those costs incurred in undertaking functions or events the primary purpose of which is to raise funds for the Union

Charitable activities

Charitable expenditure comprises those costs incurred in the delivery of the charity's activities and services. It includes both the direct and non-direct costs and support costs relating to those activities.

Tangible fixed assets

Tangible fixed assets are capitalised and accounted for at historic cost. Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

- Office equipment – 25%

Basis of funding

The Students' Union is funded primarily by an annual grant from St. Mary's University.

Deficits and surpluses arising on Students' Union activities are carried forward and taken into account in considering levels of grant for the following year.

1. INCOME FROM GRANTS AND DONATIONS

	2024	2023
	£	£
<i>Unrestricted Funds</i>		
Block Grant from St Mary's University	404,250	385,000
Additional Funding	3,000	-
Donations	1,706	138
	<u>408,956</u>	<u>385,138</u>

The University also provides the Union with rent free serviced accommodation. The value of this in-kind benefit has not been valued and included in the accounts.

ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2024

2. INCOME FROM CHARITABLE ACTIVITIES

	2024	2023
	£	£
<i>Unrestricted:</i>		
Shop sales	17,740	12,723
Rag Week	114	543
AU Dinner	18,167	16,183
Launderette income	9,070	9,618
Marketing	5,283	5,424
Refreshers Week	570	877
Miscellaneous	4,100	11,510
	<u>55,044</u>	<u>56,878</u>
<i>Restricted:</i>		
Social clubs	<u>3,847</u>	<u>4,472</u>
	3,847	4,472
	<u>58,891</u>	<u>61,350</u>

3. INCOME FROM OTHER TRADING ACTIVITIES

	2024	2023
	£	£
<i>Unrestricted:</i>		
Freshers' Week	19,508	24,722
Summer Ball	2,116	15,084
	<u>21,624</u>	<u>39,806</u>

4. INCOME FROM INVESTMENTS

	2024	2023
	£	£
<i>Unrestricted:</i>		
Bank Interest receivable	<u>2,449</u>	<u>24</u>
	2,449	24

5. EXPENDITURE ON RAISING FUNDS

	2024	2023
	£	£
<i>Unrestricted:</i>		
Official Functions	<u>13,544</u>	<u>35,980</u>
	13,544	35,980

ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2024

6. EXPENDITURE ON CHARITABLE ACTIVITIES

	2024	2023
	£	£
<i>Unrestricted:</i>		
Salaries, national insurance and pensions	329,810	286,097
Other staff costs	9,618	11,589
Shop cost of sales	11,712	13,407
Official functions	28,790	26,086
Security	5,530	30,210
Depreciation	460	835
NUS Levy and external relations	11,404	15,526
Legal and Professional	20,740	15,150
Administration	88,172	72,437
Irrecoverable VAT	31,505	27,637
Accountancy	1,350	1,000
Auditors remuneration	7,335	6,985
	<u>546,426</u>	<u>506,959</u>
<i>Restricted</i>		
Social clubs	584	3,525
	<u>547,010</u>	<u>510,484</u>

7. STAFF COSTS AND REMUNERATION

	2024	2023
	£	£
The aggregate payroll costs were:		
Wages and salaries	288,620	251,360
National insurance costs	25,946	22,240
Pension contributions	15,244	12,497
	<u>329,810</u>	<u>286,097</u>

The staff are all employees of St Mary's University, who are seconded to work for the Students' Union.

	Number	Number
	8	9
Average number of staff	<u>8</u>	<u>9</u>

In addition to the number of employees, 2 members of sabbatical staff were employed (2023: 2).

The number of employees earning more than £60,000 a year was nil (2023: Nil).

The sabbatical officers were paid the following remuneration in accordance with clause 44 of the SMSU Constitution:

	2024	2023
	£	£
Education President Salary	24,616	24,154
Student Life President Salary	24,616	23,722
	<u>£49,232</u>	<u>£47,876</u>

ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2024

In addition, the Union paid £2,000 towards the accommodation costs of each sabbatical officer (2023: £2,000). No trustee expenses were reimbursed during the current or prior year.

With the exception of the sabbatical officers, no trustees received or waived any emoluments during the year.

8. KEY MANAGEMENT PERSONNEL

The key management personnel of the Union are those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any directors of the entity. They comprise the CEO and Membership Services Manager. The total employees' benefits, including employer pension contributions of the key management personnel amounted to £104,537 (2023: £97,873).

9. TAXATION

St Mary's Students' Union is a charity and is able to take advantage of the exemptions available to charities from income tax and capital gains tax provided such income or gains are applied exclusively to charitable purposes.

No tax charge arose during the year.

ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2024

10. TANGIBLE FIXED ASSETS

	Office Equipment	Total
Cost	£	£
As at 1 August 2023	4,063	4,063
At 31 July 2024	<u>4,063</u>	<u>4,063</u>
 Accumulated Depreciation		
As at 1 August 2023	2,019	2,019
Charge for the year	460	460
At 31 July 2024	<u>2,479</u>	<u>2,479</u>
Net Book Value 31 July 2024	<u>1,584</u>	<u>1,584</u>
Net Book Value 31 July 2023	<u>2,044</u>	<u>2,044</u>

11. DEBTORS

	2024 £	2023 £
Trade Debtors	2,825	5,401
St Mary's University	161,540	-
VAT Recoverable	47,555	36,141
	<u>211,920</u>	<u>41,542</u>

12. CREDITORS

	2024 £	2023 £
Amounts falling due within one year		
Trade Creditors	7,628	7,867
St Mary's University	364,537	169
Accruals and Deferred Income	8,100	8,250
Other Creditors	593	2,541
	<u>380,858</u>	<u>18,827</u>

ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2024

13. MOVEMENT ON FUNDS

	Brought Forward	Incoming resources	Outgoing resources	Transfer between funds	Carried Forward
	£	£	£	£	£
<i>Restricted funds</i>					
Sports clubs	115	-	-	-	115
Social clubs	16,168	3,847	(584)	-	19,431
	16,283	3,847	(584)	-	19,546
<i>Unrestricted funds</i>					
General funds	223,582	488,073	(559,970)	-	151,685
	239,865	491,920	(560,554)	-	171,231

Purpose of restricted funds:

Within the Students' Union there exists a number of Sports and Social clubs which receive a grant from the Students' Union, raise their own membership subscriptions and carry out their own activities. At the year end, all overspends are reimbursed from unrestricted funds, and all underspends of the Student Union's grant are restricted for the Club to be used in the next year. Restricted funds remaining to be carried forward represent unspent income raised directly by each society or club which has not been spent by the year end.

At the beginning of 2021/22, the Sports Club balances were transferred to St Mary's University.

Grants may also be provided to benefit student development in instances where beneficial activities are not performed as part of a club or society.

Prior year

	Brought Forward	Incoming resources	Outgoing resources	Transfer between funds	Carried Forward
	£	£	£	£	£
<i>Restricted funds</i>					
Sports clubs	115	-	-	-	115
Social clubs	15,221	4,472	(3,525)	-	16,168
	15,336	4,472	(3,525)	-	16,283
<i>Unrestricted funds</i>					
General funds	284,675	481,846	(542,939)	-	223,582
	300,011	486,318	(546,464)	-	239,865

ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
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14. ANALYSIS OF NET ASSETS

	Unrestricted £	Restricted £	Total £
Tangible fixed assets	1,584	-	1,584
Current assets	530,959	19,546	550,505
Current liabilities	(380,858)	-	(380,858)
	<u>151,685</u>	<u>19,546</u>	<u>171,231</u>

Prior year

	Unrestricted 2023 £	Restricted 2023 £	Total 2023 £
Tangible fixed assets	2,044	-	2,044
Current assets	240,365	16,283	256,648
Current liabilities	(18,827)	-	(18,827)
Total	<u>223,582</u>	<u>16,283</u>	<u>239,865</u>

15. MEMBERS LIABILITY

The company is limited by guarantee and has no share capital. The liability of each company law member in the event of winding up is limited to £1.

16. RELATED PARTY TRANSACTIONS

There were no related party transactions during the year (2023: nil).

ST MARY'S STUDENTS' UNION

England & Wales - Charity number 1173502

Accounts

ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
YEAR ENDED 31 JULY 2023



St Mary's
University
**Students'
Union**

ST MARY'S STUDENTS' UNION
TRUSTEES' REPORT AND FINANCIAL
STATEMENTS

FOR THE FINANCIAL PERIOD
1 AUGUST 2022 – 31 JULY 2023

Charity No: 1173502

Company No: 10780795

**ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
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**ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
YEAR ENDED 31 JULY 2023**

REFERENCE AND ADMINISTRATIVE DETAILS

Charitable Status:

St Mary's Students' Union is a registered incorporated charity (Charity No: 1173502),
(Company No: 10780795)

Principal Address and Registered Office:

Students' Union Building (K Block), St Mary's University, Waldegrave Road, Twickenham,
London, TW1 4SX

Bankers:

HSBC Bank Plc, 69 Pall Mall, London SW1 5EY

Auditors:

Knox Cropper LLP, 65/68 Leadenhall Street, London, EC3A 2AD

The Board of Trustees:

Officer Trustees: The Officers were elected into office via election by the student population to hold office from 1 July 2022 to 30 June 2023

External Trustees: The External Trustees are appointed onto the board by the Appointments Committee of St Marys' Students' Union. External Trustees are appointed for a maximum of 4 years per term.

Student Trustees: The Student Trustees are appointed to the board by the Appointments Committee of St Mary's Students' Union. Student Trustees are appointed to office from 1 August 2022 to 31st July 2023.

Board Members 2022/23	Position/Title Held
Mr George Chaplin	Education President/Officer Trustee
Miss Caitlin Finn	Student Life President/Officer Trustee (Chair)
Dr Veronica Fulton	External Trustee

The Board for 2023/24, are as follows:

Board Members 2023/24	Position/Title Held
Mr George Chaplin	Education President/Officer Trustee
Miss Caitlin Finn	Student Life President/Officer Trustee (Chair)
Mx Locke Bell	Student Trustee
Mr Roger Clark	External Trustee
Mrs Laura Quinn-Willis	External Trustee
Miss Kaitlin Youens-Brown	Student Trustee

St Mary's Students' Union employs a CEO to work closely with the Officer Trustees to ensure effective governance and management of the charity. The Trustees delegate the day to day operations of the charity to the CEO and the SMSU senior staff team. During 2022/23, the SMSU senior team were as follows:

James Turnbull	Chief Executive Officer
Sarah Redman	Membership Services Manager from 04/22

**ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
YEAR ENDED 31 JULY 2023**

Officer Trustee Team Report 2022/23

George Chaplin : End of Year Report

This year has been one of significant growth and change for SMSU, as we work towards the goals in our three year strategy.

At the start of the year, we launched a new student advice service, in line with our strategic priority to support student wellbeing. Our advice service represents a big step up in the support we can offer students. This year, our student advisor has supported students with over 125 cases, providing confidential, impartial and professional advice and support. In many instances the input of our student advisor has helped students remain on their courses. The introduction of the advice service also freed up time within my own role, giving me more time to campaign for change on behalf of our students.

In September, we welcomed a new cohort of over 300 course reps. Our course reps benefitted from improved training, led by our newly recruited student voice coordinator. Our training was re-designed to give reps the skills they need to collect balanced and representative feedback, present this feedback effectively to programme teams, and finally report back to their cohort of students.

This year we also introduced the paid "Subject Chair" role. Subject chairs act as senior academic representatives for their faculty, supporting their course reps and building a bigger picture within the faculty by collating feedback from across courses.

At the start of October, I ran our Dyslexia Awareness Week campaign. Students and staff joined us in wearing red to raise awareness of dyslexia and we shared advice and guidance through our social media channels. We also ran a well-attended focus group, to listen to students with dyslexia and better understand their experiences at St Mary's.

This report uncovered significant issues with the support provided to dyslexic students at St Mary's and shone a light on the additional challenges these students face to succeed on their course. The report was presented to a range of senior committees at the university, and we continue to use it when providing feedback on university policies.

In November 2022, we ran our first ever "SIMMIE safety week". We spent the week engaging with students, raising awareness of available support and collecting feedback from students on campus safety and sexual misconduct. We conducted a survey during the week, with 404 students responding. We used the survey data to create our "SIMMIE safety report", our first ever report into student safety and sexual misconduct. The data from the report has helped us campaign on my manifesto point for zero-tolerance to sexual harassment and sexual assault. We have already secured improvements to the "report and support" system, and we continue to lobby for improvements to communications, staff and student training and security provision.

We have also built relationships with external partners during the year to raise awareness of these issues, give students the opportunity to access support and build students' confidence in coming forward. In February 2023 we piloted healthy relationships training with the Alice

**ST MARY'S STUDENTS' UNION
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Ruggles trust and later on in the year we ran a stalking drop-in session with both the trust and specialist officers from the Metropolitan Police.

At the end of January 2023, I submitted our first ever Teaching Excellence Framework (TEF) submission to the Higher Education regulator, the Office for Students. This was a considerable piece of work which gave us a unique and valuable opportunity to put student voice at the heart of the university's progression. Vital to our TEF submission was the feedback from our new "Big Rep" meetings. Introduced at the start of the academic year, these meetings bring course reps together from across the university to discuss university-wide issues. Topics discussed at Big Rep meetings this year have included personal tutoring, the library, the new student app and the cost of living.

In January I also launched our Online Lecture Capture survey. I used the data collected to put forward a case for an "opt-out" policy where lectures are recorded by default, the implementation of which is one of my manifesto points. This proposal was recently approved by the university's academic board, making this change official university policy. A final policy is expected by January 2024.

In March, I attended the National Union of Students (NUS) national conference alongside Mehakdeep, our elected NUS delegate. NUS conference brings SU presidents and elected delegates from across the UK together to discuss national issues affecting students. The five areas discussed this year were the cost of living, education, international student support, housing and NUS democracy. We learnt a lot from the conference, particularly on the Cost of Living, with discussions with other SUs helping us create the "write to your MP" campaign we launched in May.

Finally, In May I spent time promoting our "Big Student Survey". The data we've collected will feed into my upcoming cost of living report and will also help guide the implementation of our three-year strategy, ensuring we provide maximum value for our students.

Looking forward, we have another year of significant growth and development ahead. The whole SU team and I will continue to work hard to build an SU which is more inclusive, representative and effective than ever before.

Caitlin Finn: End of Year Report

I have thoroughly enjoyed my first year as Student Life President, and I am delighted to be heading into my second term having achieved so much for our Simmies.

In September, many of our training sessions took place. George delivered training for subject chairs, which included mental health training. We also delivered a session at SSR training around what SMSU is and about the relationship we expected to have with those students. I introduced monthly meetings so these students felt they had a clear feedback system, that they were informed and that their role is valued. I am pleased that these monthly sessions will continue in the future.

I worked with Sports St Mary's to deliver Sports Club Committee Training on 12th September. I discussed fundraising, the work that SMSU does, and with the help of Maria Mellins, delivered Bystander and Sexual Assault and Harassment training.

**ST MARY'S STUDENTS' UNION
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Making Welcome fest tickets more affordable and delivering better value for money were some of my biggest manifesto aims, and I'm very proud to say that we achieved this. The tickets were up to £25 cheaper than last year, and we had 7 more events plus an extra week! We delivered an inclusive programme of events, with events to cater for all students, with mixers for commuting students, international students and mature students, and these events made several returns throughout the year.

Bringing back a weekly schedule of events for the first time since Covid was another big aim for me this year. We started this during the second week of Welcome Fest, and karaoke was, as ever, a big hit! Since the start of the year, we have held over 25 karaoke nights and pub quizzes which have been fantastic, and it has been wonderful to see students getting involved, growing in confidence and making friends each week.

November

George and I worked together on Simmie Safety Week. In Simmie Safety Week, we hosted bike marking and talks from the local police, as well as an awareness campaign around campus, and holding focus groups with Senior Residents to find out about student experiences on campus. Simmie Safety matters all year every year, so keep your eyes peeled for more events and campaigns to improve the student experience in the coming year!

We collected over 700 responses to our surveys about Student Heart Phase 2 and Simmie Safety, and student's responses have helped us to inform the university on what students feel are the biggest issues for them and what students want from the new space which will open in time for September 2024.

January

We kicked off 2023 with Refreshers Week which ran from 23-27 January. We delivered a fabulous line-up of events for this year's Refreshers Week, including mug painting, wine and cheese night, and Refreshers Fayre for the first time ever. Engagement and feedback was highly positive.

Culture Week – 30 January - 3 February. In response to student feedback, we worked with students to develop Culture Week in celebration of the many different cultures and nationalities of our Simmies. During the week, students were encouraged to thank Staff members in different languages, the Refectory provided meals from many different cultures, and much more!

March

Random Acts of Kindness (RAK) Week – 27 February - 3 March. To encourage students to show kindness in everyday life, something St Mary's is brilliant at anyway, we organised and set up a 'Compliment box' where students could submit a compliment or positive message for other students/staff. We received nearly 200 compliments, with around 10 for staff.

George and I were so grateful to be afforded the opportunity once again to speak at Spring Graduations. It was fabulous to see, and be involved in, another celebration of our Simmies.

Red Nose Day – We encouraged staff and students to wear their PJs to campus on Friday 17th March for Red Nose Day. We also asked for voluntary donations on the day, raising some money for Comic Relief!

Ramadan Unity Fast - In collaboration with a small group of students, we organised this wonderful evening as a celebration of unity and alliance with the Muslim community at St

**ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
YEAR ENDED 31 JULY 2023**

Marys, where non- Muslim staff and students were encouraged to fast for one day alongside their Muslim peers, and we all broke the fast together after sundown.

And of course, on 29 March, for the first time in 5 years, we held Varsity on campus and brought the trophy home! I want to say a massive thank you and well done to all the teams that played on the day. Win, lose or draw, all our wonderful students and staff played a part in making the day as fantastic as it was!

Following the Varsity win, we held Sports Dinner on 31 March at Kempton Park Racecourse. It was a truly wonderful night spent celebrating the successes of our spectacular sports teams and club members.

George and Mehakdeep Arora attended NUS National Conference in Harrogate. Mehakdeep was elected as our NUS Delegate and used her platform to lobby for reduced tuition fees for international students.

May

We launched our first annual survey, asking students for feedback on SMSU activity and a special topic. This year, this is the Cost of Living crisis.

For Deaf Awareness Week, each member of the SMSU team learned how to introduce themselves, signing "Hello, my name is X and my job here is Y". We also worked with our incoming Inclusion VP, Beth Kelly, a deaf student to organise a competition to win 2 summer ball tickets by sending a video signing "Hello my name is X and I'm excited for Summer Ball". Beth also delivered a fantastic presentation on what it means to be deaf, misconceptions about the Deaf community, how it can feel to be excluded as a deaf person, and how to make sure everyone feels included in all activities, from rugby training to eating lunch.

SU Awards - the first ever SU awards were held on 5th May and was a remarkable success. The night was a fabulous showcase of how caring, resilient, and dedicated our Simmies are, and it was wonderful to see the community spirit and support shown by students and staff celebrating the successes of one another. Congratulations and thank you to Simon Williams and Claire McLoughlin who received the first Lifetime Membership awards since 2018.

**ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
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TRUSTEES REPORT 2022/23

The Trustees present their annual report together with the audited financial statements of St Mary's Students' Union (SMSU) for the period 1 August 2022 – 31 July 2023.

STRUCTURE, GOVERNANCE AND MANAGEMENT

a. Organisational Structure and Decision Making

SMSU is a registered incorporated charity under the Charities Act 2011. The 'membership' of SMSU is all students of St Mary's University.

SMSU's principal governing document is its Articles of Association, agreed by the members of SMSU via Annual General Meeting and reviewed on an annual basis. Copies of the Articles of Association (and Byelaws) are available from the offices of SMSU and also via the 'How we work' section of the charity's website (www.stmaryssu.co.uk).

The Trustee Board is made up of 2 Officer Trustees, 2 Student Trustees, and 2 External Trustees. Officer Trustees are elected by a secret ballot of all members of SMSU and take office for one academic year. In order to stand for election as an Officer Trustee, candidates must be members of the Students' Union. Student Trustees are appointed by application to, and interview by the Appointments Committee. External Trustees are appointed by application to the Appointments Committee. The Appointments Committee is made up of one Officer Trustees, the SU CEO, one External Trustee. The experiences and expertise held by the External Trustees in the areas of finance and audit, higher education policy and enterprise provides risk management and continuity. The Trustee Board structure also includes two appointed Student Trustees to improve the voice of students at SMSU on the board.

The Officer Trustee roles are remunerated as authorised by the Education Act and cannot exceed two years duration (after re-election) for each post holder. Officer Trustees are required to take a 'sabbatical year' away from their studies (or straight after studies) and are paid by SMSU during this period. The Officer Trustees undergo a formal process of induction and training on taking up their post. This is organised by the staff of SMSU and utilises external training providers as well as the National Union of Students and staff from St Mary's University.

The Trustee Board delegate the day to day operations of the charity to the CEO who works alongside the Officer Trustees and operational staff team to ensure the charity meets the requirements of its charitable objects.

b. Risk Management

The major strategic, business, and operational risks, to which the charity is exposed, as identified by the trustees, are regularly reviewed and systems or procedures are put in place to mitigate those risks. Identified operational risks are reported to the Trustee Board and its associated Finance, Audit and Risk Sub-committee at least four times per year.

In 2022, SMSU developed a new strategy for 2022-25 which took effect from 1st August 2022. The new strategy outlines four key priorities:

**ST MARY'S STUDENTS' UNION
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- Growing student representation so that we are on the pulse of student opinion, enabling students to shape their experience whilst realising their full potential
- Building our student communities so that every student can make meaningful connections throughout their university experience
- Supporting student wellbeing so that all students have access to the right support whenever they need it
- Being a proactive partner of the University ensuring that the student experience is always put first by being a critical friend of the University

We also introduced a new vision and mission:

Our vision: A university experience where every student gets the best out of their time at St Mary's and beyond.

Our mission: SMSU will be at the heart of a growing inclusive, empowering and supportive community at St Mary's.

Procedures are in place to ensure all activities organised by SMSU are compliant with health and safety regulations. An internal University Health and Safety Committee (University Group 6) meets at least three times a year to review that all procedures are being upheld and are adapted as required with changes in law and changes in the organisation so that they continue to meet the needs of the charity. This Health and Safety Group 6 feeds directly into the St Mary's University Health and Safety Committee and is chaired by the SMSU CEO. The SMSU CEO also has a seat on the main University Health and Safety Committee.

**ST MARY'S STUDENTS' UNION
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YEAR ENDED 31 JULY 2023**

OBJECTIVES AND ACTIVITIES

a. Strategy, Policies and Objectives

The charitable objectives of SMSU are for the advancement of the education of St Mary's University students for the public benefit by:

- i. promoting the interests and welfare of students at St Mary's University by providing advice, representation and support during their course of study
- ii. being the recognised representative channel between Students and St Mary's University and any other external bodies; and
- iii. providing social, cultural, sporting and recreational activities and forums for the personal development of students at St Mary's University.

SMSU has an established 2022-25 Strategy with Vision and Values encompassing what our students feel that their Students' Union should do for them.

The new strategy outlines four key priorities:

- Growing student representation so that we are on the pulse of student opinion, enabling students to shape their experience whilst realising their full potential
- Building our student communities so that every student can make meaningful connections throughout their university experience
- Supporting student wellbeing so that all students have access to the right support whenever they need it
- Being a proactive partner of the University ensuring that the student experience is always put first by being a critical friend of the University

We also introduced a new vision, mission and values:

Our vision: A university experience where every student gets the best out of their time at St Mary's and beyond.

Our mission: SMSU will be at the heart of a growing inclusive, empowering and supportive community at St Mary's.

Our values: inclusive, collaborative, informed and empowering

b. Relationship with St Mary's University

SMSU received a Block Grant from St Mary's University of £385,000 (for the financial year 1 August 2022 – 31 July 2023). The Students' Union block grant was also inflated to accommodate the uplift necessary in staff salaries.

SMSU is continually grateful to the University for the continued use of space within their Estate and support from their HR and Payroll functions to support our staff operations. However, most importantly, SMSU continues to benefit from positive relationships with University staff at all levels. SMSU aspires to make a continued positive contribution to the lives of our members

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and the campus community, and operates positive relationships with the Sport St Mary's and Campus Services teams in order to deliver safe sporting and events.

The Students' Union is considered part of the Student Operations team at St Mary's University, and as such the CEO works with and receives ongoing support and guidance from the Director of Student Operations, via regular meetings and project work.

c. How SMSU Achieves Public Benefit

The Trustees have complied with section 2(1)(b) of the Charities Act 2011 and have had due regard to the Charity Commission guidance on public benefit. In the pursuit of our charitable purpose for the public benefit, SMSU seeks to achieve its charitable objectives in the following ways:

d. The Advancement of Education

SMSU provides a range of support and advice, from individual one-to-one advice and advocacy for our students, to welfare campaigning and academic programme-based representation. SMSU has helped a huge number of students through academic appeals that have meant that they have been able to continue their academic programmes or have achieved a higher grade than they were initially credited with. SMSU has moved to Alkhemy, a more focused advice company for universities, specialising in support for academic misconduct and appeals.

In 2022/23, SMSU continued to coordinate the university wide representative system. SMSU reviewed the entire representation system to ensure that course reps were suitably supported to provide the best feedback possible. We also introduced Faculty based Subject Chairs, paid student staff who were empowered to progress and escalate course based feedback. All course reps were offered online or in-person training. St Mary's University continues to have student representation on every major committee of the university, via both the Officer Trustees and Subject Chairs.

e. The Advancement of Community and Citizenship

Societies have grown to 30 affiliated student-led groups covering a range of activities including academic, faith and culture and hobby and special interest. The societies are active, providing regular networks and events for their membership. SMSU also builds marketing and sponsorship links with local independent businesses which mutually benefits students and the local economy. SMSU liaises with the local police and local residents to ensure that the Borough of Richmond remains a safe, pleasant place for students and residents to co-reside.

OVERVIEW OF ACTIVITIES, ACHIEVEMENTS AND PERFORMANCE

Activities and achievements from 2022/23 are highlighted below and are listed in relation to Strategic Aims.

- a. Priority 1: growing student representation

Subject Chairs

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Introduced four Faculty-based senior academic representatives to collate feedback from their faculty and feed back to University staff.

Campaigns

Launched 16 campaigns across a variety of issues that were important to students. This included Sexual Health and Guidance; Simmie Safety; LGBTQ+ History Month; RAG Week.

Petitions

Students created 17 petitions through our website, across a variety of issues.

Surveys

We received 1,508 responses to our surveys including our Simmie Safety Survey, Student Heart Phase 2 Consultation and our annual Big Student Survey with a hot topic on the Cost of Living Crisis.

Elections

We elected our student leadership team for 23/24 academic year, achieving a record-breaking turnout of 23% of the student body (an increase of 5%). 16 students nominated themselves in the election across 7 roles, including our new Vice-President positions.

Sport reps

We introduced a new sport representation model alongside Sport St Mary's to help feedback and contribute to the University's sport and wellbeing strategy.

- b. Priority 2: building our student communities

Fundraising

Students, clubs and societies fundraised over £10,000 for charity.

Societies

Increased the number of societies by 10, to 30 societies with 414 members.

Black Tie Gala

We worked with the University to run a Black Tie Gala to celebrate the achievements of our Black students and mark the end of Black History Month at St Marys.

Varsity & Sports Dinner

The West London Varsity returned to St Mary's for the first time since 2018. Simmies competed in 30 sports against Brunel, ultimately achieving victory with a score of 17-13. Sports Dinner recognised the achievements of sports clubs and individuals. 350 nominations were received and 13 students were awarded 'Full Blues', the most prestigious award, recognising outstanding contribution to sport at St Mary's.

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Ramadan Unity Fast

Ramadan Unity Fast took place for the second year in a row. It was a chance for students to come together in celebration and to break their fast together, whilst fundraising for charity.

Volunteering Week

To mark Student Volunteering Week, we ran a volunteering fayre with local organisations, and a volunteering workshop. Forty students also took on a clean-up of Radnor Gardens in collaboration with the Rugby League and Strawberry Hill Residents Association.

- c. Priority 3: supporting student wellbeing

Launched our advice service

Partnered with Alkhemy to launch an advice service on Mondays and Thursdays to support students with academic appeals, misconducts and wellbeing and housing advice.

Brew at 2

Sabbatical officers launched Brew at 2, a coffee and tea initiative where they could speak with students and help answer their questions and queries.

Simmie Safety

George and Caitlin launched their biggest campaign of the year, surveying students about their experiences of safety on campus. Over 400 students responded and the recommendations have fed into lobbying work surrounding the Statement of Expectations and campus development.

- d. Priority 4: being a proactive partner of the University

Big Student Survey

We launched our first annual survey, asking students for feedback on SMSU activity and a special topic. This year, this was the Cost of Living crisis.

SU Awards

We hosted our first ever SU Awards where we recognised all the outstanding contributions our students have made both at St Mary's and beyond! Over 100 students attended the awards night to celebrate.

**ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
YEAR ENDED 31 JULY 2023**

FINANCIAL REVIEW

Overview

St Mary's Students' Unions' ("SMSU") gross income from all sources during the financial year 2022/23 totalled £486,318 (2022: £512,585) and total expenditure was £546,464 (2022: £509,062). Income is generated from a wide-range of membership services, as well as revenue generating commercial services such marketing/advertising sales.

Total funds carried forward at 31 July 2022 are £239,865 (2022: £300,011) of which £223,582 (2022: £284,685) is unrestricted funds and £16,283 (2022: £15,336) is restricted funds (societies accounts).

Future Funding

SMSU continues to be supported financially by St Mary's University via a 'Block Grant' to aid operations and new projects. SMSU has a Block Grant of £404,250 for 2023/24.

Going Concern

St Mary's University will continue to provide financial support to St Mary's University Students' Union so as to ensure that it has sufficient funds continue to operate effectively for the foreseeable future.

Reserves Policy

As a professional, charitable organisation, St Marys' University Students' Union (SMSU hereafter) believes it is important that a certain amount of unspent income should be held in reserve. As a 'not for profit' organisation, it is SMSU's aim that the majority of income should be returned to the membership in the form of the representation, commercial services, development opportunities.

SMSU have to be realistic when planning for the future and safeguarding the organisation and have identified a range of finance related strengths, weaknesses, opportunities and threats which may occur over the next three years.

Strengths: Event sales, communications and advertising of events, more efficient financial processes, financial training for officers and staff, fully functional Trustee Board and sub-committees.

Weaknesses: Small team, current limited access to external funding, location of commercial services (visibility).

Opportunities: Source marketing revenue internally, good working relationships with event organisers and talent management companies (for events), development of J Block (Student Centre) – possible increased footfall.

Threats: Cost of living in London increasing, decrease in access to student funding, decrease in student availability to attend events, end of current website contract, rising expectations of students in relation to service provision.

POLICY: The reserve would ensure a level of sustainability should any unforeseen circumstance occur which would affect the organisation financially, invest in resources and/or

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capital projects, or if the charity, SMSU should need to dissolve. It is prudent for SMSU to budget to create a small surplus each year to ensure that the charity is firstly, prepared for unforeseen circumstances, and secondly, to invest in the development of the organisation. This is a principle that SMSU expects to continue into the future.

This policy explains how much money we aim to hold in our reserves, why SMSU would require holding this level, and how this policy will be reviewed.

1. Usage: holding reserve

1.1 As a charity, it is expected that SMSU should use all of its income to benefit members. It is also clear that sensible planning for mitigating risk and future development is important. Therefore, cash should only be kept in reserve for the following specific reasons only:

1.1.1 Approximately three months operational costs should be held in reserves in case of a major (unforeseen) issues

1.1.2 Once the lower limit has been achieved, SMSU may invest any funds over the lower limit in capital investment and/or resourcing (via agreement of the Trustee Board)

1.1.3 Reserves can be used (via agreement of the Trustee Board) to fund special or specific projects/resources (which are time sensitive) and would see a long term benefit to the charity and/or its members.

2. Level of reserve

2.1 SMSU believes that an aim of a **lower limit** of unspent income held in reserves should be **£110,000**. This amount of money provides SMSU with approximately 90 days of essential spending (based on staffing and overheads).

3. Capital investment and resourcing

3.1 All capital expenditure over the cost of **£10,000** will require sign off by the SMSU Trustee Board. Capital expenditure or major equipment purchases can only be agreed when the Trustee Board are in agreement that the investment has a long term benefit to the charity and/or its members.

3.2 SMSU will be able to use the end of year surplus in the following way:

3.2.1 70% to be held in reserve to invest in long term capital projects/resourcing

3.2.2 30% to be used for immediate resourcing and development of SMSU

4. Arrangements for reviewing this policy

4.1 This policy can be reviewed at any time should the chair of the Trustee Board receive official notice from either two Trustees, or by mandate by members of the SU Council. The policy should be an agenda item on the first meeting of the Trustee Board each year to agree. The policy should be officially reviewed by the Finance, Audit and Risk Committee every three academic years – making the next review date no later than September 2025.

Currently, SMSU's free reserves (unrestricted funds not representing tangible fixed assets) amount to £221,538 (2022: £284,675).

ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
YEAR ENDED 31 JULY 2023

TRUSTEES' RESPONSIBILITIES

The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed 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, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed subject to any material departures disclosed and explained in the financial statements;
- prepare 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 which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on

and signed on their behalf by:

Trustee

Date:

**REPORT OF THE INDEPENDENT AUDITORS FOR THE YEAR ENDED 31 JULY 2023
TO THE MEMBERS OF ST MARY'S STUDENTS' UNION**

Opinion

We have audited the financial statements of St Mary's Students' Union (the 'charitable company') for the year ended 31 July 2023 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is 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 charitable company's affairs as at 31 July 2023 and of its income and expenditure 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 charitable company 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 charitable company'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.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

REPORT OF THE INDEPENDENT AUDITORS FOR THE YEAR ENDED 31 JULY 2023 TO THE MEMBERS OF ST MARY'S STUDENTS' UNION

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 matters prescribed by the Companies Act 2006

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

- the information given in the trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

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

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors of the charitable company for the purposes of company law) 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.

REPORT OF THE INDEPENDENT AUDITORS FOR THE YEAR ENDED 31 JULY 2023 TO THE MEMBERS OF ST MARY'S STUDENTS' UNION

In preparing the financial statements, the trustees are responsible for assessing 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 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.

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 Charitable Company is required to comply with both company law and charity law and, based on our knowledge of its activities, we identified that the legal requirement to accurately account for restricted funds was of key significance.
- We gained an understanding of how the charitable company complied with its legal and regulatory framework, including the requirement to properly account for restricted funds, through discussions with management and a review of the documented policies, procedures and controls.
- The audit team, which is experienced in the audit of charities, considered the charitable company's susceptibility to material misstatement and how fraud may occur. Our considerations included the risk of management override.
- Our approach was to check that all restricted income was properly identified and separately accounted for and to ensure that only valid and appropriate expenditure was charged to restricted funds. This included reviewing journal adjustments and unusual transactions.

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.

**REPORT OF THE INDEPENDENT AUDITORS FOR THE YEAR ENDED 31 JULY 2023
TO THE MEMBERS OF ST MARY'S STUDENTS' UNION**

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 charitable company's members as a body, for our audit work, for this report or for the opinions we have formed.

Simon Goodridge
Senior Statutory Auditor
for and on behalf of Knox Cropper LLP
Statutory Auditor
65 Leadenhall Street
London EC3A 2AD

ST MARY'S STUDENTS' UNION
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 JULY 2023

	Notes	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total 2023 £	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total 2022 £
INCOME AND ENDOWMENTS FROM							
Grants and Donations	1	385,138	-	385,138	400,420	-	400,420
Charitable activities	2	56,878	4,472	61,350	45,487	4,501	49,988
Other trading activities	3	39,806	-	39,806	62,177	-	62,177
Investments	4	24	-	24	-	-	-
TOTAL		481,846	4,472	486,318	508,084	4,501	512,585
EXPENDITURE ON							
Raising funds	5	35,980	-	35,980	81,310	-	81,310
Charitable activities	6	506,959	3,525	510,484	408,890	18,862	427,752
TOTAL		542,939	3,525	546,464	490,200	18,862	509,062
NET INCOME / (EXPENDITURE)		(61,093)	947	(60,146)	17,884	(14,361)	3,523
Transfers between funds		-	-	-	-	-	-
NET MOVEMENT IN FUNDS		(61,093)	947	(60,146)	17,884	(14,361)	3,523
Reconciliation of funds:							
Total Funds Brought Forward		284,675	15,336	300,011	266,791	29,697	296,488
Total Funds Carried Forward		223,582	16,283	239,865	284,675	15,336	300,011

All activities reported above represent continuing activities.

The notes form part of these financial statements

ST MARY'S STUDENTS' UNION
BALANCE SHEET
AS AT 31 JULY 2023

	Notes	2023	2022
		£	£
FIXED ASSETS			
Tangible Assets	10	2,044	1,381
CURRENT ASSETS			
Debtors	11	41,542	38,019
Cash at bank and in hand		215,106	579,463
Total Current Assets		256,648	617,482
LIABILITIES			
Creditors : Amounts falling due within one year	12	(18,827)	(318,852)
NET CURRENT ASSETS		237,821	298,630
TOTAL NET ASSETS	14	239,865	300,011
FUNDS			
Unrestricted General Fund	13	223,582	284,675
Restricted Funds	13	16,283	15,336
TOTAL FUNDS		239,865	300,011

The notes form part of these financial statements

The financial statements were approved by the Board of Trustees and signed on its behalf by:

Trustee

Date:

Registered Company Number: 10780795

ST MARY'S STUDENTS' UNION
STATEMENT OF CASH FLOWS
YEAR ENDED 31 JULY 2023

	2023 £	2022 £
CASH FLOWS FROM OPERATING ACTIVITIES		
Net cash flows provided by (used in) operating activities	<u>(362,883)</u>	<u>(13,550)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Dividends, interest and rents from investments	24	-
Purchase of property, plant and equipment	<u>(1,498)</u>	<u>(1,841)</u>
Net cash provided by (used in) investing activities	<u>(1,474)</u>	<u>(1,841)</u>
NET CHANGE IN CASH AND CASH EQUIVALENTS	<u>(364,357)</u>	<u>(15,391)</u>
 Cash and cash equivalents at the start of the year	 <u>579,463</u>	 <u>594,854</u>
Cash and cash equivalents at the end of the year	<u>215,106</u>	<u>579,463</u>

RECONCILIATION OF OPERATING SURPLUS TO NET CASH INFLOW FROM OPERATING ACTIVITIES

	2023 £	2022 £
Net income/(expenditure) for the financial year	(60,146)	3,523
Adjustments for:		
Depreciation charge	835	460
Dividends, interest and rents from investments	(24)	-
(Increase)/decrease in debtors	(3,523)	(3,819)
Increase/(decrease) in creditors	(300,025)	(13,714)
Net cash provided by (used in) operating activities	<u>(362,883)</u>	<u>(13,550)</u>

A) Components of cash and cash equivalents

Cash at bank and in hand	<u>215,106</u>	<u>579,463</u>
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B) Analysis of changes in net debt

	At 1 August 2022	Cashflows	Non-Cash Changes	At 31 July 2023
Cash and Cash Equivalents	579,463	(364,357)	-	215,106

ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2023

PRINCIPAL ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and with the Statement of Recommended Practice "Accounting and reporting by Charities" (SORP FRS 102 second edition - effective 1 January 2019) in all material respects. The charity meets the definition of a public benefit entity under FRS 102.

Going concern

The trustees have assessed whether the use of the going concern assumption is appropriate in preparing these financial statements. The trustees have made this assessment in respect to a period of one year from the date of approval of these financial statements.

The trustees of the charity have concluded that there are no material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern.

The trustees are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due.

Funds structure

Restricted funds are funds which are to be used for specific restrictions applied by the donors.

Unrestricted funds comprise those funds which the trustees are free to use for any purpose in furtherance of the Student Union's objectives

Incoming resources

All incoming resources are recognised once the charity has entitlement to the resources, it is probable that the resources will be received, and the monetary value of incoming resources can be measured with sufficient reliability. Income that must be expended in accordance with the requirements of the donor is included as restricted income. Income generated by sports and social clubs is accounted for as restricted income. Relevant expenditure is charged against the resultant restricted fund.

Intangible income and gifts in kind are recognised to the extent that another party has borne the cost and the benefit is quantifiable on a normal commercial basis. The rent free accommodation provided by the University is difficult to quantify and has therefore not been recognized as income in the accounts. The value of services provided by volunteers is not incorporated into these financial statements. Details of the contribution made by volunteers can be found in the Trustees' report.

Income from charitable trading activities

Income from charitable trading activities represents invoiced amounts excluding VAT.

ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2023

Resources expended

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Costs of raising funds

Costs of raising funds are those costs incurred in undertaking functions or events the primary purpose of which is to raise funds for the Union

Charitable activities

Charitable expenditure comprises those costs incurred in the delivery of the charity's activities and services. It includes both the direct and non-direct costs and support costs relating to those activities.

Tangible fixed assets

Tangible fixed assets are capitalised and accounted for at historic cost. Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

- Office equipment – 25%

Basis of funding

The Students' Union is funded primarily by an annual grant from St. Mary's University.

Deficits and surpluses arising on Students' Union activities are carried forward and taken into account in considering levels of grant for the following year.

1. INCOME FROM GRANTS AND DONATIONS

	2023	2022
	£	£
<i>Unrestricted Funds</i>		
Block Grant from St Mary's University	385,000	400,360
Donations	138	60
	<u>385,138</u>	<u>400,420</u>

The University also provides the Union with rent free serviced accommodation. The value of this in-kind benefit has not been valued and included in the accounts.

ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2023

2. INCOME FROM CHARITABLE ACTIVITIES

	2023	2022
	£	£
<i>Unrestricted:</i>		
Shop sales	12,723	13,853
Rag Week	543	750
AU Dinner	16,183	12,788
Launderette income	9,618	8,686
Marketing	5,424	929
Graduation Ball	-	2,069
Refreshers Week	877	101
Miscellaneous	11,510	6,311
	<u>56,878</u>	<u>45,487</u>
<i>Restricted:</i>		
Social clubs	4,472	4,501
	<u>4,472</u>	<u>4,501</u>
	<u>61,350</u>	<u>49,988</u>

3. INCOME FROM OTHER TRADING ACTIVITIES

	2023	2022
	£	£
<i>Unrestricted:</i>		
Freshers' Week	24,722	44,603
Summer Ball	15,084	17,574
	<u>39,806</u>	<u>62,177</u>

4. INCOME FROM INVESTMENTS

	2023	2022
	£	£
<i>Unrestricted:</i>		
Bank Interest receivable	24	-
	<u>24</u>	<u>-</u>

5. EXPENDITURE ON RAISING FUNDS

	2023	2022
	£	£
<i>Unrestricted:</i>		
Official Functions	35,980	81,310
	<u>35,980</u>	<u>81,310</u>

ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2023

6. EXPENDITURE ON CHARITABLE ACTIVITIES

	2023	2022
	£	£
<i>Unrestricted:</i>		
Salaries, national insurance and pensions	286,097	237,395
Other staff costs	11,589	7,979
Shop cost of sales	13,407	7,548
Official functions	26,086	27,773
Security	30,210	12,035
Depreciation	835	460
NUS Levy and external relations	15,526	10,662
Legal and Professional	15,150	11,768
Administration	72,437	65,090
Irrecoverable VAT	27,637	20,030
Accountancy	1,000	1,500
Auditors remuneration	6,985	6,650
Refund for Cancelled Event	-	-
	<u>506,959</u>	<u>408,890</u>
<i>Restricted</i>		
Sports clubs	-	-
Social clubs	3,525	18,862
	<u>510,484</u>	<u>£427,752</u>

7. STAFF COSTS AND REMUNERATION

	2023	2022
	£	£
The aggregate payroll costs were:		
Wages and salaries	251,360	207,849
National insurance costs	22,240	19,759
Pension contributions	12,497	9,787
	<u>286,097</u>	<u>£237,395</u>

The staff are all employees of St Mary's University, who are seconded to work for the Students' Union.

	Number	Number
Average number of staff	<u>9</u>	<u>1</u>

In addition to the number of employees, 2 members of sabbatical staff were employed (2022: 3).

The number of employees earning more than £60,000 a year was nil (2022: Nil).

ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2023

The sabbatical officers were paid the following remuneration in accordance with clause 44 of the SMSU Constitution:

	2023	2022
	£	£
Sport President Salary	-	20,311
Education President Salary	24,154	20,311
Student Life President Salary	23,722	20,311
	<u>£47,876</u>	<u>£60,933</u>

In addition, the Union paid £2,000 towards the accommodation costs of each sabbatical officer (2022: £2,000). No trustee expenses were reimbursed during the current or prior year.

With the exception of the sabbatical officers, no trustees received or waived any emoluments during the year.

8. KEY MANAGEMENT PERSONNEL

The key management personnel of the Union are those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any directors of the entity. They comprise the CEO, Membership Services Manager and Marketing and Engagement Manager. From 1/08/22 the KMP were the CEO and membership services Manager. The total employees' benefits, including employer pension contributions of the key management personnel amounted to £97,873 (2022: £85,912).

9. TAXATION

St Mary's Students' Union is a charity and is able to take advantage of the exemptions available to charities from income tax and capital gains tax provided such income or gains are applied exclusively to charitable purposes.

No tax charge arose during the year.

ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2023

10. TANGIBLE FIXED ASSETS

	Office Equipment	Total
Cost	£	£
As at 1 August 2022	2,565	2,565
Additions	<u>1,498</u>	<u>1,498</u>
At 31 July 2023	<u>4,063</u>	<u>4,063</u>
 Accumulated Depreciation		
As at 1 August 2022	1,184	1,184
Charge for the year	<u>835</u>	<u>835</u>
At 31 July 2023	<u>2,019</u>	<u>2,019</u>
Net Book Value 31 July 2023	<u>2,044</u>	<u>2,044</u>
Net Book Value 31 July 2022	<u>1,381</u>	<u>1,381</u>

11. DEBTORS

	2023 £	2022 £
Trade Debtors	5,401	2,613
St Mary's University	-	4,290
Prepayments	-	721
VAT Recoverable	<u>36,141</u>	<u>30,395</u>
	<u>41,542</u>	<u>38,019</u>

12. CREDITORS

	2023 £	2022 £
Amounts falling due within one year		
Trade Creditors	7,867	9,410
St Mary's University	169	290,505
Accruals and Deferred Income	8,250	18,000
Other Creditors	<u>2,541</u>	<u>937</u>
	<u>18,827</u>	<u>318,852</u>

ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2023

13. MOVEMENT ON FUNDS

	Brought Forward	Incoming resources	Outgoing resources	Transfer between funds	Carried Forward
	£	£	£	£	£
<i>Restricted funds</i>					
Sports clubs	115	-	-	-	115
Social clubs	15,221	4,472	(3,525)	-	16,168
	<u>15,336</u>	<u>4,472</u>	<u>(3,525)</u>	<u>-</u>	<u>16,283</u>
<i>Unrestricted funds</i>					
General funds	284,675	481,846	(542,939)	-	223,582
	<u>300,011</u>	<u>846,318</u>	<u>(546,464)</u>	<u>-</u>	<u>239,865</u>

Purpose of restricted funds:

Within the Students' Union there exists a number of Sports and Social clubs which receive a grant from the Students' Union, raise their own membership subscriptions and carry out their own activities. At the year end, all overspends are reimbursed from unrestricted funds, and all underspends of the Student Union's grant are restricted for the Club to be used in the next year. Restricted funds remaining to be carried forward represent unspent income raised directly by each society or club which has not been spent by the year end.

At the beginning of 2021/22, the Sports Club balances were transferred to St Mary's University. Further detail is given in Note 17.

Grants may also be provided to benefit student development in instances where beneficial activities are not performed as part of a club or society.

Prior year

	Brought Forward 2021	Incoming resources 2021	Outgoing resources 2021	Transfer between funds	Carried Forward 2021
	£	£	£	£	£
<i>Restricted funds</i>					
Sports clubs	16,027	-	(15,912)	-	115
Social clubs	13,670	4,501	(2,950)	-	15,221
	<u>29,697</u>	<u>4,501</u>	<u>(18,862)</u>	<u>-</u>	<u>15,336</u>
<i>Unrestricted funds</i>					
General funds	266,791	508,085	(490,200)	-	284,675
	<u>296,488</u>	<u>512,586</u>	<u>(509,062)</u>	<u>-</u>	<u>300,011</u>

ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2023

14. ANALYSIS OF NET ASSETS

	Unrestricted £	Restricted £	Total £
Tangible fixed assets	2,044	-	2,044
Current assets	240,365	16,283	256,648
Current liabilities	(18,827)	-	(18,827)
Total	<u>223,582</u>	<u>16,283</u>	<u>239,865</u>

Prior year

	Unrestricted 2022 £	Restricted 2022 £	Total 2022 £
Tangible fixed assets	1,381	-	1,381
Current assets	602,146	15,336	617,482
Current liabilities	(318,852)	-	(318,852)
Total	<u>284,675</u>	<u>15,336</u>	<u>300,011</u>

15. MEMBERS LIABILITY

The company is limited by guarantee and has no share capital. The liability of each company law member in the event of winding up is limited to £1.

16. RELATED PARTY TRANSACTIONS

There were no related party transactions during the year (2022: nil).

17. TRANSFER OF SPORTS CLUB BALANCES

Included in restricted funds at the prior year end is the Sports Club balance, which represents unspent income raised directly by each sports club which has not yet been spent. On 1st August 2021, this balance was transferred to St Mary's University, Twickenham who will now administer these funds on behalf of the students. This was represented as expenditure on the Sports Club balances in Notes 6 and 13.

ST MARY'S STUDENTS' UNION

England & Wales - Charity number 1173502

Accounts



St Mary's
University
Students'
Union

ST MARY'S STUDENTS' UNION
TRUSTEES' REPORT AND FINANCIAL
STATEMENTS

FOR THE FINANCIAL PERIOD
1 AUGUST 2021 – 31 JULY 2022

Charity No: 1173502
Company No: 10780795

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**ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
YEAR ENDED 31 JULY 2022**

REFERENCE AND ADMINISTRATIVE DETAILS

Charitable Status:

St Mary's Students' Union is a registered incorporated charity (Charity No: 1173502),
(Company No: 10780795)

Principal Address and Registered Office:

Students' Union Building (K Block), St Mary's University, Waldegrave Road, Twickenham,
London, TW1 4SX

Bankers:

HSBC Bank Plc, 69 Pall Mall, London SW1 5EY

Auditors:

Knox Cropper LLP, 65/68 Leadenhall Street, London, EC3A 2AD

The Board of Trustees:

Officer Trustees: The Officers were elected into office via election by the student population to hold office from 1 July 2021 to 30 June 2022

External Trustees: The External Trustees are appointed onto the board by the Appointments Committee of St Marys' Students' Union. External Trustees are appointed for a maximum of 4 years per term.

Student Trustees: The Student Trustees are appointed to the board by the Appointments Committee of St Mary's Students' Union. Student Trustees are appointed to office from 1 August 2021 to 31st July 2022.

Board Members 2021/22	Position/Title Held
Miss Tayla Nisbet	Sport President/Officer Trustee (Chair)
Miss Victoria Calvino	Education President/Officer Trustee
Mr Ahmed El Hana	Student Life President/Officer Trustee
Mr Aidan Cavanagh-Parsons	Student Trustee
Dr Veronica Fulton	External Trustee
Ms Sheela Patel	External Trustee
Mr Matthew Courtney	External Trustee

The Board for 2022/23 (taken office as of 1 July 2022), are as follows:

Board Members 2022/23	Position/Title Held
Mr George Chaplin	Education President/Officer Trustee
Miss Caitlin Finn	Student Life President/Officer Trustee (Chair)
Mr Ahmed El Hana	Student Trustee
Miss Megan Jones	Student Trustee
Dr Veronica Fulton	External Trustee
Ms Sheela Patel	External Trustee
Mr Matthew Courtney	External Trustee

**ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
YEAR ENDED 31 JULY 2022**

St Mary's Students' Union employs a CEO to work closely with the Officer Trustees to ensure effective governance and management of the charity. The Trustees delegate the day to day operations of the charity to the CEO and the SMSU senior staff team. During 2021/22, the SMSU senior team were as follows:

James Turnbull	Chief Executive Officer
Sarah Redman	Membership Services Manager from 04/22

**ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
YEAR ENDED 31 JULY 2022**

Officer Trustee Team Report 2021/22

Ahmed El Hana : End of Year Report

This year has been an interesting one, coming from 2 years of COVID-19, and losing many loved ones along the way, I can certainly say that my year as YOUR Student Life President has been an honour. Being able to fight and lobby for every single one of you is certainly a passion of mine that I will continue to pursue. Although we all go through tough times, I can confidently say that I fought all the way to the end and did not give up on my passions of supporting our beautiful and diverse community of students. It was a tough year, especially being understaffed and down to only 3 Sabbatical Officers and James Turnbull, our fine CEO, managed to keep everything and everyone together through a tough period of the year. I can't stress enough the help and support we received during the last semester from our amazing new staff members – Sarah Redman, Maryam Ahmad, Jack Harrison and Isabella Gale - who continue to transition our SU to a more diverse, cohesive, vibrant, strong, and operational student union.

Some of my proudest achievements this year varied but starting from the toughest one being; securing £50,000 from the University to support our COVID-19 Red-List quarantine students that was used to assist with the hotel quarantine costs & testing in order for them to attend University and continue with class. Shortly followed by a successful Black History Month which was the biggest yet ever, including a well-attended Black-Tie Gala, in partnership with the UK:ME society. Helped facilitate Wobble Week alongside the Widening Participation team. Spent countless hours in meetings with University staff to Plan the creation of our new Study Hub. More recently been involved in weekly meetings to help select a student friendly HelpDesk for our students. Assisted with the rebranding and re-strategising of the SU into a diverse, more cohesive and inclusive space. Hosted the first-ever Inter-Faith Week at St Mary's with the help of the interfaith network, raising awareness on our differences which makes us unique. Raised over £3,050.00 for Movember (Campaign), Ukraine Crisis (DEC), and Ramadan Unity Fast - which was donated to "The Orphans Project" Morocco. Hosted an Anti-spiking campaign alongside the Education president and Sports President. Took charge and hosted a Sexual Safety Awareness Week campaign, raising awareness and breaking down certain stigmas. Lobbied and managed to bring back SU Graduation Speeches, showing our students that we are there with them till the end. After 3 years of absence, I managed to bring back Society Awards celebrating student society achievements. Co-hosted Engagement Awards 2022 at the exchange for the first time to highlight our talented, helpful, and overall amazing students. Started our new SMU Music Society, and still lobbying to secure a music room and bring back our traditional "Monday Night Karaoke". Recorded a major success in going from 18 to 31 active societies (with our new Middle Eastern and North African society (MENA), and Asian society) Hitting our targeted demographics that we lack, creating safe spaces for our students.

I look forward to seeing all the work the next Student Life President, Caitlin Finn, continues to do throughout the year!

**ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
YEAR ENDED 31 JULY 2022**

Tayla Nisbet: End of Year Report

As it's come to the end of my year as a sabbatical officer (and the last ever Sports President!), I have shared some of my favourite achievements and memories provided by the Student Union and fantastic staff team. One of my main aims during our freshers and throughout the year was to increase a variety of physical activities to get involved with including paddle boarding, Zumba, yoga, Bike rides, Hallstars and a Colour run.

I have loved working very closely with Sports St Mary's throughout the year to ensure the transition of sport was as seamless as possible for students. This included helping to plan committee training, ordering your kit and setting up the Sports Board with student representation to report directly into the University senior leadership. I also worked to create a sports leaders program for those students that want to further their skills and careers.

It was also amazing to work with all club committees and club members. Having many great successes throughout the year, performance based as well as many great fundraisers and events run by students, a rare but exciting task I was given as a sabbatical officer was to run SMSU Elections - the students that ran all did a phenomenal job and I look forward to seeing what our new sabbatical officers get up to in the next year!

I was also privileged enough to be the Chair of the Trustee Board which holds a lot of responsibility in decision making for SMSU, including approving a staffing restructure as well as new branding and strategy.

All in all, my top memories would have to be Sports Dinner and Varsity which I got to take a lead on planning. I loved watching our clubs perform and support each other as well as celebrating their achievements (including the new Sports Leader's scheme- to celebrate our student leaders and support them with employability after university). We were also able to have an interpreter for Sports Dinner for the first year and I hope this continues in the future.

It has been a pleasure to be the last Sports President at SMSU, but I hope to leave in my legacy a sports committee and to see many familiar faces take on some of my roles and voice the student opinion, in which meetings have been set up.

**ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
YEAR ENDED 31 JULY 2022**

TRUSTEES REPORT 2021/22

The Trustees present their annual report together with the audited financial statements of St Mary's Students' Union (SMSU) for the period 1 August 2021 – 31 July 2022.

STRUCTURE, GOVERNANCE AND MANAGEMENT

a. Organisational Structure and Decision Making

SMSU is a registered incorporated charity under the Charities Act 2011. The 'membership' of SMSU is all students of St Mary's University.

SMSU's principal governing document is its Articles of Association, agreed by the members of SMSU via Annual General Meeting and reviewed on an annual basis. Copies of the Articles of Association (and Byelaws) are available from the offices of SMSU and also via the 'How we work' section of the charity's website (www.stmaryssu.co.uk).

The Trustee Board is made up of 3 Officer Trustees (until 30 June 2022, thereafter 2), 2 Student Trustees, and 3 External Trustees. Officer Trustees are elected by a secret ballot of all members of SMSU and take office for one academic year. In order to stand for election as an Officer Trustee, candidates must be members of the Students' Union. Student Trustees are appointed by application to, and interview by the Appointments Committee. External Trustees are appointed by application to the Appointments Committee. The Appointments Committee is made up of two Officer Trustees, the SU CEO, one External Trustee, and a staff member from St Mary's University (usually the University-nominated External Trustee).

The experiences and expertise held by the External Trustees in the areas of finance and audit, higher education policy and enterprise provides risk management and continuity. The Trustee Board structure also includes two appointed Student Trustees to improve the voice of students at SMSU on the board.

The Officer Trustee roles are remunerated as authorised by the Education Act and cannot exceed two years duration (after re-election) for each post holder. Officer Trustees are required to take a 'sabbatical year' away from their studies (or straight after studies) and are paid by SMSU during this period. The Officer Trustees undergo a formal process of induction and training on taking up their post. This is organised by the staff of SMSU and utilises external training providers as well as the National Union of Students and staff from St Mary's University. This year, this training was more comprehensive and included a large variety of topics including, 'Finance for Trustees' and 'Running Successful Campaigns'.

The Trustee Board delegate the day to day operations of the charity to the CEO who works alongside the Officer Trustees and operational staff team to ensure the charity meets the requirements of its charitable objects.

b. Risk Management

The major strategic, business, and operational risks, to which the charity is exposed, as identified by the trustees, are regularly reviewed and systems or procedures are put in place to mitigate those risks. Identified operational risks are reported to the Trustee Board and its associated Finance, Audit and Risk Sub-committee at least four times per year.

**ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
YEAR ENDED 31 JULY 2022**

2021/22 was the last year of the 2018-21 strategic plan. The plan has given some much-needed direction to SMSU and highlights the vision of SMSU. The four themes of the strategy are;

- To create an inclusive space for all students
- To be innovative, transparent and relevant
- To provide representation for all
- To be a catalyst for change

In 2022, SMSU developed a new strategy for 2022-25, this will take effect from 1st August 2022.

Procedures are in place to ensure all activities organised by SMSU are compliant with health and safety regulations. An internal University Health and Safety Committee (University Group 6) meets at least three times a year to review that all procedures are being upheld and are adapted as required with changes in law and changes in the organisation so that they continue to meet the needs of the charity. This Health and Safety Group 6 feeds directly into the St Mary's University Health and Safety Committee, and is chaired by the SMSU CEO. The SMSU CEO also has a seat on the main University Health and Safety Committee.

The Officer Trustees attended training from NUS and a host of privately sort training. SMSU coordinated a two-week handover period from the previous Officer Trustees to the current Officer Trustee team in June of 2022. This involved handing over ongoing work streams and committee placements within the University, specific meetings with both University and Students' Union members of staff, and team building activities. This helped the new Officer Team to settle into their new roles and also helped maintain stability throughout the changing period.

**ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
YEAR ENDED 31 JULY 2022**

OBJECTIVES AND ACTIVITIES

a. Strategy, Policies and Objectives

The charitable objectives of SMSU are for the advancement of the education of St Mary's University students for the public benefit by:

- i. promoting the interests and welfare of students at St Mary's University by providing advice, representation and support during their course of study
- ii. being the recognised representative channel between Students and St Mary's University and any other external bodies; and
- iii. providing social, cultural, sporting and recreational activities and forums for the personal development of students at St Mary's University.

SMSU has an established Strategic Plan with Vision and Values encompassing what our students feel that their Students' Union should do for them. The SMSU Strategic Plan for 2018-2021 ("Our Plan") has a mission which is;

'To support, develop and represent students at St Mary's University; to make the student experience the best it can possibly be – a positive, self-defining era providing a firm foundation for the rest of students' personal and professional lives'

The SMSU 'Our Plan' has five key values which are;

- Passionate
- Student Led
- Unique
- Supportive
- Inclusive

The SMSU 'Our Plan' is also organised into four key strategic aims. These themes were developed to reflect the needs of our students and to ensure that the Students' Union is representative of these needs in everything that it does. The themes are as follows;

Strategic Aim 1: To create an inclusive space for all students

Strategic Aim 2: To be innovative, transparent and relevant

Strategic Aim 3: To provide representation for all

Strategic Aim 4: To be a catalyst for change

b. Relationship with St Mary's University

SMSU received a Block Grant from St Mary's University of £400,360 (for the financial year 1 August 2021 – 31 July 2022). The Students' Union block grant was also inflated to accommodate the uplift necessary in staff salaries. Following confirmation of the block grant allocation and budgeting process, the Trustee Board approved a budget due to end break even.

**ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
YEAR ENDED 31 JULY 2022**

SMSU is continually grateful to the University for the continued use of space within their Estate and support from their HR and Payroll functions to support our staff operations. However, most importantly, SMSU continues to benefit from positive relationships with University staff at all levels. SMSU aspires to make a continued positive contribution to the lives of our members and the campus community, and operates positive relationships with the Sport St Mary's and Campus Services teams in order to deliver safe sporting and events.

The Students' Union is considered part of the Student Operations team at St Mary's University, and as such the CEO works with and receives ongoing support and guidance from the Director of Student Operations, via regular meetings and project work.

c. How SMSU Achieves Public Benefit

The Trustees have complied with section 2(1)(b) of the Charities Act 2011 and have had due regard to the Charity Commission guidance on public benefit. In the pursuit of our charitable purpose for the public benefit, SMSU seeks to achieve its charitable objectives in the following ways:

d. The Advancement of Education

SMSU provides a range of support and advice, from individual one-to-one advice and advocacy for our students, to welfare campaigning and academic programme-based representation. SMSU has helped a huge number of students through academic appeals that have meant that they have been able to continue their academic programmes or have achieved a higher grade than they were initially credited with. SMSU has moved to Alkhemy, a more focused advice company for universities, specializing in support for academic misconduct and appeals.

In 2021/22, SMSU continued to coordinate the university wide representative system. SMSU reimaged the training for all Programme Reps to ensure that they were suitably supported to provide the best feedback possible. This involved working in partnership with the University to include further information and guidance for these representatives, including an increased understanding of University committee structures, and a dedicated Careers session to help the Programme Reps to translate the skills gained in their roles on to their CVs and into their graduate careers. This training was also replicated more times than previously, both throughout the day and into the evening to accommodate education students, and online for those that could not attend in person. This was well received and will be continued into the upcoming year. St Mary's University continues to have student representation on every major committee of the university, via both the Officer Trustees and Programme Reps.

The Education President has worked with the University on a variety of projects to better the educational offer for students, including working on the Timetabling and Induction working groups.

**ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
YEAR ENDED 31 JULY 2022**

e. The Advancement of Community and Citizenship

SMSU provides approximately 20 active societies to St Mary's University students including cultural, religious and course related societies. The societies are active, providing regular networks and events for their membership. SMSU also builds marketing and sponsorship links with local independent businesses which mutually benefits students and the local economy. SMSU liaises with the local police and local residents to ensure that the Borough of Richmond remains a safe, pleasant place for students and residents to co-reside.

OVERVIEW OF ACTIVITIES, ACHIEVEMENTS AND PERFORMANCE

In 2021/22, SMSU developed the charity and developed a new 3-year strategy and rebranded. Activities and achievements are highlighted below and are listed in relation to Strategic Aims.

a. Strategic Aim 1: To create an inclusive space for all students

Commuter Lounge:

The Commuter Lounge continues to be used by a large variety of students, for relaxing, making hot drinks, eating meals, and storing bulky items in lockers.

Development of Societies

In 2021/22, there were 306 society members across 20 societies. Engagement with societies dropped on the previous year, linked to the coronavirus pandemic.

The Societies Awards ran successfully and was held in the SMSU Lounge with five award categories and over 50 nominations, enabling SMSU to recognise our student leaders.

b. Strategic Aim 2: To be innovative, transparent and relevant

Summer Ball:

The Summer Ball is the end of year event planned annually for all students to celebrate their successes of the year, and for those graduating to have one last celebration before they leave. This year's event was successful and well-received by attendees. Numbers were lower than in previous years linked to the engagement impact of the pandemic.

c. Strategic Aim 3: To provide representation for all

Democracy and Student Voice

The Officer Trustee Elections occurred in March 2022. The Elections included four candidates for two positions and both posts were contested. There was one male and three female candidates, of which one candidate was international. There were 2,044 votes cast by 1,105 individual students, meaning a turnout of 17.7%.

Advice and Advocacy

The Education President has supported and advised a large number of students in 20/21 who have had academic or welfare related issues. Issues have included academic misconduct allegations (including plagiarism, cheating and academic fraud), bullying allegations, complaints about university services and behavioural misconduct allegations. SMSU continued the partnership with Advent Advocacy, an organisation which provides mental health advocacy to individuals.

**ST MARY'S STUDENTS' UNION
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YEAR ENDED 31 JULY 2022**

Student Representation on University Committees

The Education President, Sport President and the Student Life President represented all students at St Mary's via attending over 40 university committees and groups. These include Board of Governors, Academic Development Committee, Academic Board, Senior Management Team Meeting, Faculty Academic Development Committee, Health and Safety Sub-Committee, and various Project Boards for projects that impact on students. Students' Union staff representatives are also members of various working groups throughout the university. The Students' Union representatives ensure that all decisions made at all levels of the university are for the benefit of students.

Changes as a result of membership of university committees include:

- The Equality & Inclusion Student group has developed a number of actions to improve different parts of student life
- Achieved the introduction of sanitary products in all University toilets to reduce period poverty amongst students
- Supported the development of the Sports Strategy
- Secured funding to introduce Subject Chairs to support course reps and the academic representation structure

d. Strategic Aim 4: To be a catalyst for change

Media Sales and Advertising

SMSU continued to manage its own income stream via advertising and media sales, in particular linked to Freshers Fayre.

Campaigns

SMSU supports students and sabbatical officers to run campaigns each year to improve the student experience both at St Mary's and further afield. This year SMSU ran the following campaigns:

- Sustainability Week
- Period Poverty
- Ramadan Unity Fast
- Interfaith Week
- Wobble Week

Overview of Varsity and Sports Dinner:

Varsity and Sports Dinner are two very well attended events in our events calendar, and this year a significant amount of work was conducted to develop these events even further. This included a joint 'respect' campaign delivered in collaboration with Brunel University to encourage community and respect not only amongst St Mary's students but amongst students from both Universities throughout the day

The Sports Awards Dinner took place at Twickenham Stoop and is where we can celebrate our best teams, clubs, coaches and club members. There were 8 awards in total recognising

**ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
YEAR ENDED 31 JULY 2022**

clubs and individuals for their outstanding achievements. The event was well attended and successful.

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FINANCIAL REVIEW

Overview

St Mary's Students' Unions' ("SMSU") gross income from all sources during the financial year 2021/22 totalled £512,585 and total expenditure was £509,062. Income is generated from a wide-range of membership services, as well as revenue generating commercial services such as marketing/advertising sales.

Total funds carried forward at 31 July 2022 are £300,011 of which £284,685 is unrestricted funds and £15,336 is restricted funds (societies accounts).

Future Funding

SMSU continues to be supported financially by St Mary's University via a 'Block Grant' to aid operations and new projects. SMSU has a Block Grant of £385,000 for 2022/23.

Going Concern

St Mary's University will continue to provide financial support to St Mary's University Students' Union so as to ensure that it has sufficient funds continue to operate effectively for the foreseeable future.

Reserves Policy

As a professional, charitable organisation, St Marys' University Students' Union (SMSU hereafter) believes it is important that a certain amount of unspent income should be held in reserve. As a 'not for profit' organisation, it is SMSU's aim that the majority of income should be returned to the membership in the form of the representation, commercial services, development opportunities.

SMSU have to be realistic when planning for the future and safeguarding the organisation and have identified a range of finance related strengths, weaknesses, opportunities and threats which may occur over the next three years.

Strengths: Event sales, communications and advertising of events, more efficient financial processes, financial training for officers and staff, fully functional Trustee Board and sub-committees.

Weaknesses: Small team, current limited access to external funding, location of commercial services (visibility).

Opportunities: Source marketing revenue internally, good working relationships with event organisers and talent management companies (for events), development of J Block (Student Centre) – possible increased footfall.

Threats: Cost of living in London increasing, decrease in access to student funding, decrease in student availability to attend events, end of current website contract, rising expectations of students in relation to service provision.

POLICY: The reserve would ensure a level of sustainability should any unforeseen circumstance occur which would affect the organisation financially, invest in resources and/or capital projects, or if the charity, SMSU should need to dissolve. It is prudent for SMSU to

**ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
YEAR ENDED 31 JULY 2022**

budget to create a small surplus each year to ensure that the charity is firstly, prepared for unforeseen circumstances, and secondly, to invest in the development of the organisation. This is a principle that SMSU expects to continue into the future.

This policy explains how much money we aim to hold in our reserves, why SMSU would require holding this level, and how this policy will be reviewed.

1. Usage: holding reserve

1.1 As a charity, it is expected that SMSU should use all of its income to benefit members. It is also clear that sensible planning for mitigating risk and future development is important. Therefore, cash should only be kept in reserve for the following specific reasons only:

1.1.1 Approximately three months operational costs should be held in reserves in case of a major (unforeseen) issues

1.1.2 Once the lower limit has been achieved, SMSU may invest any funds over the lower limit in capital investment and/or resourcing (via agreement of the Trustee Board)

1.1.3 Reserves can be used (via agreement of the Trustee Board) to fund special or specific projects/resources (which are time sensitive) and would see a long term benefit to the charity and/or its members.

2. Level of reserve

2.1 SMSU believes that an aim of a **lower limit** of unspent income held in reserves should be **£110,000**. This amount of money provides SMSU with approximately 90 days of essential spending (based on staffing and overheads).

3. Capital investment and resourcing

3.1 All capital expenditure over the cost of **£10,000** will require sign off by the SMSU Trustee Board. Capital expenditure or major equipment purchases can only be agreed when the Trustee Board are in agreement that the investment has a long term benefit to the charity and/or its members.

3.2 SMSU will be able to use the end of year surplus in the following way:

3.2.1 70% to be held in reserve to invest in long term capital projects/resourcing

3.2.2 30% to be used for immediate resourcing and development of SMSU

4. Arrangements for reviewing this policy

4.1 This policy can be reviewed at any time should the chair of the Trustee Board receive official notice from either two Trustees, or by mandate by members of the SU Council. The policy should be an agenda item on the first meeting of the Trustee Board each year to agree. The policy should be officially reviewed by the Finance, Audit and Risk Committee every three academic years – making the next review date no later than September 2025.

Currently, SMSU's free reserves (unrestricted funds not representing tangible fixed assets) amount to £284,675.

**ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
YEAR ENDED 31 JULY 2022**

**ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
YEAR ENDED 31 JULY 2022**

TRUSTEES' RESPONSIBILITIES

The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed 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, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed subject to any material departures disclosed and explained in the financial statements;
- prepare 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 which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 1/12/22

and signed on their behalf by: Caitlin Finn



Trustee

Date: 12/01/23

REPORT OF THE INDEPENDENT AUDITORS FOR THE YEAR ENDED 31 JULY 2022 TO THE MEMBERS OF ST MARY'S STUDENTS' UNION

Opinion

We have audited the financial statements of St Mary's Students' Union (the 'charitable company') for the year ended 31 July 2022 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is 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 charitable company's affairs as at 31 July 2022 and of its income and expenditure 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 charitable company 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 charitable company'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.

REPORT OF THE INDEPENDENT AUDITORS FOR THE YEAR ENDED 31 JULY 2022 TO THE MEMBERS OF ST MARY'S STUDENTS' UNION

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

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

- the information given in the trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

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

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors of the charitable company for the purposes of company law) 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

REPORT OF THE INDEPENDENT AUDITORS FOR THE YEAR ENDED 31 JULY 2022 TO THE MEMBERS OF ST MARY'S STUDENTS' UNION

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 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 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.

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 Charitable Company is required to comply with both company law and charity law and, based on our knowledge of its activities, we identified that the legal requirement to accurately account for restricted funds was of key significance.
- We gained an understanding of how the charitable company complied with its legal and regulatory framework, including the requirement to properly account for restricted funds, through discussions with management and a review of the documented policies, procedures and controls.
- The audit team, which is experienced in the audit of charities, considered the charitable company's susceptibility to material misstatement and how fraud may occur. Our considerations included the risk of management override.
- Our approach was to check that all restricted income was properly identified and separately accounted for and to ensure that only valid and appropriate expenditure was charged to restricted funds. This included reviewing journal adjustments and unusual transactions.

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

**REPORT OF THE INDEPENDENT AUDITORS FOR THE YEAR ENDED 31 JULY 2022
TO THE MEMBERS OF ST MARY'S STUDENTS' UNION**

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 charitable company's members as a body, for our audit work, for this report or for the opinions we have formed.

Simon Goodridge
Senior Statutory Auditor
for and on behalf of Knox Cropper LLP
Statutory Auditor
65 Leadenhall Street
London EC3A 2AD

ST MARY'S STUDENTS' UNION
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 JULY 2022

	Notes	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total 2022 £	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total 2021 £
INCOME AND ENDOWMENTS FROM							
Grants and Donations	1	400,420	-	400,420	406,967	-	406,967
Charitable activities	2	45,487	4,501	49,988	22,829	1,622	24,451
Other trading activities	3	62,177	-	62,177	2,108	-	2,108
Investments	4	-	-	-	2	-	2
TOTAL		508,084	4,501	512,585	431,906	1,622	433,528
EXPENDITURE ON							
Raising funds	5	81,310	-	81,310	2,769	-	2,769
Charitable activities	6	408,890	18,862	427,752	376,512	1,310	377,822
TOTAL		490,200	18,862	509,062	379,281	1,310	380,591
NET INCOME / (EXPENDITURE)		17,884	(14,361)	3,523	52,625	312	52,937
Transfers between funds		-	-	-	-	-	-
NET MOVEMENT IN FUNDS		17,884	(14,361)	3,523	52,625	312	52,937
Reconciliation of funds:							
Total Funds Brought Forward		266,791	29,697	296,488	214,166	29,385	243,551
Total Funds Carried Forward		284,675	15,336	300,011	266,791	29,697	296,488

All activities reported above represent continuing activities.

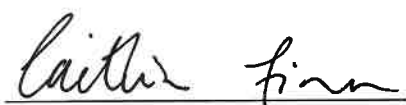
The notes form part of these financial statements

**ST MARY'S STUDENTS' UNION
BALANCE SHEET
AS AT 31 JULY 2022**

	Notes	£	2022	£	£	2021	£
FIXED ASSETS							
Tangible Assets	10			1,381			-
CURRENT ASSETS							
Debtors	11		38,019			34,200	
Cash at bank and in hand			579,463			594,854	
Total Current Assets			<u>617,482</u>			<u>629,054</u>	
LIABILITIES							
Creditors : Amounts falling due within one year	12		<u>(318,852)</u>			<u>(332,566)</u>	
NET CURRENT ASSETS				298,630			296,488
TOTAL NET ASSETS	14			<u>300,011</u>			<u>296,488</u>
FUNDS							
Unrestricted General Fund	13			284,675			266,791
Restricted Funds	13			15,336			29,697
TOTAL FUNDS				<u>300,011</u>			<u>296,488</u>

The notes form part of these financial statements

The financial statements were approved by the Board of Trustees and signed on its behalf by:



Trustee

Date: 1/2/22

Registered Company Number: 10780795

**ST MARY'S STUDENTS' UNION
STATEMENT OF CASH FLOWS
YEAR ENDED 31 JULY 2022**

	2022 £	2021 £
CASH FLOWS FROM OPERATING ACTIVITIES		
Net cash flows provided by (used in) operating activities	(13,550)	33,874
CASH FLOWS FROM INVESTING ACTIVITIES		
Dividends, interest and rents from investments	-	2
Purchase of property, plant and equipment	(1,841)	-
Net cash provided by (used in) investing activities	(1,841)	2
NET CHANGE IN CASH AND CASH EQUIVALENTS	(15,391)	33,876
Cash and cash equivalents at the start of the year	594,854	560,978
Cash and cash equivalents at the end of the year	579,463	594,854

RECONCILIATION OF OPERATING SURPLUS TO NET CASH INFLOW FROM OPERATING ACTIVITIES

	2022 £	2021 £
Net income/(expenditure) for the financial year	3,523	52,937
Adjustments for:		
Depreciation charge	460	248
Dividends, interest and rents from investments	-	(2)
(Increase)/decrease in debtors	(3,819)	(2,806)
Increase/(decrease) in creditors	(13,714)	(16,503)
Net cash provided by (used in) operating activities	(13,550)	33,874

A) Components of cash and cash equivalents

Cash at bank and in hand	579,463	594,854
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B) Analysis of changes in net debt

	At 1 August 2021	Cashflows	Non-Cash Changes	At 31 July 2022
Cash and Cash Equivalents				
Cash	594,854	(15,391)	-	579,463

**ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2022**

PRINCIPAL ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and with the Statement of Recommended Practice "Accounting and reporting by Charities" (SORP FRS 102 second edition - effective 1 January 2019) in all material respects. The charity meets the definition of a public benefit entity under FRS 102.

Going concern

The trustees have assessed whether the use of the going concern assumption is appropriate in preparing these financial statements. The trustees have made this assessment in respect to a period of one year from the date of approval of these financial statements.

The trustees of the charity have concluded that there are no material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern.

The trustees are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due.

Funds structure

Restricted funds are funds which are to be used for specific restrictions applied by the donors.

Unrestricted funds comprise those funds which the trustees are free to use for any purpose in furtherance of the Student Union's objectives

Incoming resources

All incoming resources are recognised once the charity has entitlement to the resources, it is probable that the resources will be received, and the monetary value of incoming resources can be measured with sufficient reliability. Income that must be expended in accordance with the requirements of the donor is included as restricted income. Income generated by sports and social clubs is accounted for as restricted income. Relevant expenditure is charged against the resultant restricted fund.

Intangible income and gifts in kind are recognised to the extent that another party has borne the cost and the benefit is quantifiable on a normal commercial basis. The rent free accommodation provided by the University is difficult to quantify and has therefore not been recognized as income in the accounts. The value of services provided by volunteers is not incorporated into these financial statements. Details of the contribution made by volunteers can be found in the Trustees' report.

Income from charitable trading activities

Income from charitable trading activities represents invoiced amounts excluding VAT.

Resources expended

**ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2022**

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Costs of raising funds

Costs of raising funds are those costs incurred in undertaking functions or events the primary purpose of which is to raise funds for the Union

Charitable activities

Charitable expenditure comprises those costs incurred in the delivery of the charity's activities and services. It includes both the direct and non-direct costs and support costs relating to those activities.

Tangible fixed assets

Tangible fixed assets are capitalised and accounted for at historic cost. Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

- Office equipment – 25%

Basis of funding

The Students' Union is funded primarily by an annual grant from St. Mary's University.

Deficits and surpluses arising on Students' Union activities are carried forward and taken into account in considering levels of grant for the following year.

1. INCOME FROM GRANTS AND DONATIONS

	2022	2021
	£	£
<i>Unrestricted Funds</i>		
Block Grant from St Mary's University	400,360	405,000
Additional Funding	-	1,967
Donations	60	-
	<u>400,420</u>	<u>406,967</u>

The University also provides the Union with rent free serviced accommodation. The value of this in-kind benefit has not been valued and included in the accounts.

2. INCOME FROM CHARITABLE ACTIVITIES

ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2022

	2022	2021
	£	£
<i>Unrestricted:</i>		
Shop sales	13,853	6,204
Rag Week	750	554
AU Dinner	12,788	-
Launderette income	8,686	7,611
Marketing	929	2,423
Graduation Ball	2,069	-
Refreshers Week	101	-
Miscellaneous	6,311	6,037
	<u>45,487</u>	<u>22,829</u>
<i>Restricted:</i>		
Sports clubs	-	434
Social clubs	4,501	1,188
	<u>4,501</u>	<u>1,622</u>
	<u>49,988</u>	<u>24,451</u>

3. INCOME FROM OTHER TRADING ACTIVITIES

	2022	2021
	£	£
<i>Unrestricted:</i>		
Freshers' Week	44,603	2,108
Summer Ball	17,574	-
	<u>62,177</u>	<u>2,108</u>

4. INCOME FROM INVESTMENTS

	2022	2021
	£	£
<i>Unrestricted:</i>		
Bank Interest receivable	-	2
	<u>-</u>	<u>2</u>

5. EXPENDITURE ON RAISING FUNDS

	2022	2021
	£	£
<i>Unrestricted:</i>		
Official Functions	81,310	2,769
	<u>81,310</u>	<u>2,769</u>

6. EXPENDITURE ON CHARITABLE ACTIVITIES

ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2022

	2022	2021
	£	£
<i>Unrestricted:</i>		
Salaries, national insurance and pensions	237,395	253,658
Other staff costs	7,979	9,048
Shop cost of sales	7,548	147
Official functions	27,773	8,032
Security	12,035	-
Depreciation	460	248
NUS Levy and external relations	10,662	16,885
Sports clubs	-	2,305
Legal and Professional	11,768	24,231
Administration	65,090	33,248
Irrecoverable VAT	20,030	30,820
Accountancy	1,500	3,640
Auditors remuneration	6,650	6,500
Refund for Cancelled Event	-	(12,250)
	<u>408,890</u>	<u>376,512</u>
<i>Restricted</i>		
Sports clubs	-	641
Social clubs	18,862	669
	<u>£427,752</u>	<u>£377,822</u>

7. STAFF COSTS AND REMUNERATION

	2022	2021
	£	£
The aggregate payroll costs were:		
Wages and salaries	207,849	220,756
National insurance costs	19,759	21,098
Pension contributions	9,787	11,904
	<u>£237,395</u>	<u>£253,758</u>

The staff are all employees of St Mary's University, who are seconded to work for the Students' Union. During the prior year staff members were furloughed under the Government Job Retention Scheme (JRS). The above figures for 2021 are the amounts charged to the Students' Union after deduction of the government JRS grant of £1,071.

	Number	Number
Average number of staff	<u>1</u>	<u>5</u>

In addition to the number of employees, 3 members of sabbatical staff were employed (2021: 3).

The number of employees earning more than £60,000 a year was nil (2021: Nil).

The sabbatical officers were paid the following remuneration in accordance with clause 44 of the SMSU Constitution:

ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2022

	2022	2021
	£	£
Sport President Salary	20,311	20,214
Education President Salary	20,311	20,214
Student Life President Salary	20,311	20,214
	<u>£60,933</u>	<u>£60,642</u>

In addition, the Union paid £2,000 towards the accommodation costs of each sabbatical officer (2021: £2,000). No trustee expenses were reimbursed during the current or prior year.

With the exception of the sabbatical officers, no trustees received or waived any emoluments during the year.

8. KEY MANAGEMENT PERSONNEL

The key management personnel of the Union are those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any directors of the entity. They comprise the CEO, Membership Services Manager and Marketing and Engagement Manager. From 1/08/22 the KMP are the CEO and membership services Manager. The total employees' benefits, including employer pension contributions of the key management personnel amounted to £85,912 (2021: £134,468).

9. TAXATION

St Mary's Students' Union is a charity and is able to take advantage of the exemptions available to charities from income tax and capital gains tax provided such income or gains are applied exclusively to charitable purposes.

No tax charge arose during the year.

ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2022

10. TANGIBLE FIXED ASSETS

	Office Equipment	Total
Cost	£	£
As at 1 August 2021	9,759	9,759
Additions	1,841	1,841
Disposals	(9,035)	(9,035)
At 31 July 2022	<u>2,565</u>	<u>2,565</u>

Accumulated Depreciation

As at 1 August 2021	9,759	9,759
Charge for the year	460	460
Disposals	(9,035)	(9,035)

At 31 July 2022	<u>1,184</u>	<u>1,184</u>
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Net Book Value 31 July 2022	<u>1,381</u>	<u>1,381</u>
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Net Book Value 31 July 2021	<u>-</u>	<u>-</u>
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11. DEBTORS

	2022 £	2021 £
Trade Debtors	2,613	-
St Mary's University	4,290	10,732
Prepayments	721	1,440
VAT Recoverable	30,395	22,028
	<u>38,019</u>	<u>34,200</u>

12. CREDITORS

	2022 £	2021 £
Amounts falling due within one year		
Trade Creditors	9,410	449
St Mary's University	290,505	307,148
Accruals and Deferred Income	18,000	23,967
Other Creditors	937	1,002
	<u>318,852</u>	<u>332,566</u>

ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2022

13. MOVEMENT ON FUNDS

	Brought Forward	Incoming resources	Outgoing resources	Transfer between funds	Carried Forward
	£	£	£	£	£
<i>Restricted funds</i>					
Sports clubs	16,027	-	(15,912)	-	115
Social clubs	13,670	4,501	(2,950)	-	15,221
	<u>29,697</u>	<u>4,501</u>	<u>(18,862)</u>	<u>-</u>	<u>15,336</u>
<i>Unrestricted funds</i>					
General funds	266,791	508,085	(490,200)	-	284,675
	<u>296,488</u>	<u>512,586</u>	<u>(509,062)</u>	<u>-</u>	<u>300,011</u>

Purpose of restricted funds:

Within the Students' Union there exists a number of Sports and Social clubs which receive a grant from the Students' Union, raise their own membership subscriptions and carry out their own activities. At the year end, all overspends are reimbursed from unrestricted funds, and all underspends of the Student Union's grant are restricted for the Club to be used in the next year. Restricted funds remaining to be carried forward represent unspent income raised directly by each society or club which has not been spent by the year end.

At the beginning of 2021/22, the Sports Club balances were transferred to St Mary's University. Further detail is given in Note 18.

Grants may also be provided to benefit student development in instances where beneficial activities are not performed as part of a club or society.

Prior year

	Brought Forward 2021	Incoming resources 2021	Outgoing resources 2021	Transfer between funds	Carried Forward 2021
	£	£	£	£	£
<i>Restricted funds</i>					
Sports clubs	16,234	434	(641)	-	16,027
Social clubs	13,151	1,188	(669)	-	13,670
	<u>29,385</u>	<u>1,622</u>	<u>(1,310)</u>	<u>-</u>	<u>29,697</u>
<i>Unrestricted funds</i>					
General funds	214,166	431,096	(379,281)	-	266,791
	<u>243,551</u>	<u>433,528</u>	<u>(380,591)</u>	<u>-</u>	<u>296,488</u>

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NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2022

14. ANALYSIS OF NET ASSETS

	Unrestricted £	Restricted £	Total £
Tangible fixed assets	1,381	-	1,381
Current assets	602,146	15,336	617,482
Current liabilities	(318,852)	-	(318,852)
Total	284,675	15,336	300,011

Prior year

	Unrestricted 2021 £	Restricted 2021 £	Total 2021 £
Tangible fixed assets	-	-	-
Current assets	599,357	29,697	629,054
Current liabilities	(332,566)	-	(332,566)
Total	266,791	29,697	296,488

15. MEMBERS LIABILITY

The company is limited by guarantee and has no share capital. The liability of each company law member in the event of winding up is limited to £1.

16. RELATED PARTY TRANSACTIONS

There were no related party transactions during the year (2021: nil).

17. TRANSFER OF SPORTS CLUB BALANCES

Included in restricted funds at the prior year end is the Sports Club balance, which represents unspent income raised directly by each sports club which has not yet been spent. On 1st August 2021, this balance was transferred to St Mary's University, Twickenham who will now administer these funds on behalf of the students. This is represented as expenditure on the Sports Club balances in Notes 6 and 13.

Accounts



ST MARY'S STUDENTS' UNION

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE FINANCIAL PERIOD
1 AUGUST 2020 – 31 JULY 2021

Charity No: 1173502

Company No: 10780795

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**ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
YEAR ENDED 31 JULY 2021**

REFERENCE AND ADMINISTRATIVE DETAILS

Charitable Status:

St Mary's Students' Union is a registered incorporated charity (Charity No: 1173502), (Company No: 10780795)

Principal Address and Registered Office:

Students' Union Building (K Block), St Mary's University, Waldegrave Road, Twickenham, London, TW1 4SX

Bankers:

HSBC Bank Plc, 69 Pall Mall, London SW1 5EY

Auditors:

Knox Cropper, 65/68 Leadenhall Street, London, EC3A 2AD

The Board of Trustees:

Officer Trustees: The Officers were elected into office via election by the student population to hold office from 1 August 2020 to 31 June 2021

External Trustees: The External Trustees are appointed onto the board by the Appointments Committee of St Marys' Students' Union. External Trustees are appointed for a maximum of 4 years per term.

Student Trustees: The Student Trustees are appointed to the board by the Appointments Committee of St Mary's Students' Union. Student Trustees are appointed to office from 1 August 2020 to 31 July 2021.

Board Members 2020/21	Position/Title Held
Miss Maisie Ward	Sport President/Officer Trustee (Chair)
Miss Niamh Moore	Education President/Officer Trustee
Mr Charlie Canning	Student Life President/Officer Trustee
Miss Maya Cuthbert**	Student Trustee
Mr Aidan Cavanagh-Parsons**	Student Trustee
Dr Veronica Fulton	External Trustee
Ms Sheela Patel***	External Trustee
Mr Matthew Courtney**	External Trustee

**Position held from 01/09/20

*** Position held from 14/09/20

The Board for 2021/22 (taken office as of 1 July 2021), are as follows:

Board Members 2021/22	Position/Title Held
Miss Tayla Nisbet	Sport President/Officer Trustee (Chair)
Miss Vic Calvino	Education President/Officer Trustee
Mr Ahmed El Hana	Student Life President/Officer Trustee
Miss Maya Cuthbert**	Student Trustee

**ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
YEAR ENDED 31 JULY 2021**

Mr Aidan Cavanagh-Parsons	Student Trustee
Miss Nelly Kibirige	Student Trustee
Dr Veronica Fulton	External Trustee
Ms Sheela Patel	External Trustee
Mr Matthew Courtney	External Trustee

St Mary's Students' Union employs a CEO to work closely with the Officer Trustees to ensure effective governance and management of the charity. The Trustees delegate the day to day operations of the charity to the CEO and the SMSU senior staff team. During 2020/21, the SMSU senior team were as follows:

Catherine Bodin	Chief Executive Officer (08/20-12/20)
Joe Garvey	Marketing and Communications Manager
James Turnbull	Finance and Business Development Manager/ Chief Executive Officer (01/21-onwards)

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TRUSTEES REPORT
YEAR ENDED 31 JULY 2021**

Officer Trustee Team Report 2020/21

Maisie Ward: End of Year Report

I never would have predicted my year as a Sport President would have gone how it did. I started off the year very positive and grateful the students had elected me into the position however Covid unfortunately was going to change everything. I had to adapt and take a broader approach this year and focus on things that in a normal year would be outside of my remit. Looking back, I would say although it may not have been the year I had hoped for it allowed me to explore avenues I may not have been down in a "normal year" I have been able to create new strong relationships with the wider university using sport as a platform for social change and expanding the scope the Sport President has.

At the start of the year I wanted to stay optimistic about sport returning come September however the closer it came the more unlikely it seemed. Despite this, we spent most of the summer planning for how sport if it went ahead would look like – I found this very difficult as the goal posts from government were constantly changing and this meant planning was very hard. All my time was spent around Covid planning and not working on my manifesto points which was again frustrating as I couldn't work on things I was passionate about and where I could see room for development in the previous year as a final year student. Covid planning carried on into the academic year and throughout, we nearly had it going in December and all the extensive planning we were going to see an end result however the second lockdown hit us and again we were back at square one. At this point I know we wouldn't be having a Varsity and Sport Dinner which were two events I was so excited to plan and deliver on and ultimately, I was disappointed for our students!

Therefore, I decided to try and make the most of my sabbatical year and started getting involved in more campaigns and working with the wider university on issues important to our student body. Here are some of the campaigns I am most proud of this year:

Hidden Disabilities Sunflower Scheme

I have worked this year alongside Student Services to introduce the sunflower scheme at St Mary's. The sunflower lanyards, wristbands and pin badges provide a discreet way for students to indicate they have a hidden disability and may need additional support, help or a little more time. The products are available from the SU Office, Student Services, Main Reception, HR and Registry. Alongside this a successful week of hidden disability events were run by student services in conjunction with the myself to aid the launch of the sunflower on campus.

SIMMIE Girls Can

Alongside Sport St Marys I ran the annual Simmie Girls Can events celebrating its 5th birthday this year. The campaign aims to highlight female participation in sport and physical activity, facilitating additional opportunities for students and staff to be active, and help motivate individuals to lead a healthier, more active lifestyle. We had great success in engaging our female population through this campaign in this year and it was even more important this year to help support the health and wellbeing of our students and staff.

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Introduction of the Student Engagement Fund

It was great to announce to the students this year the launch of the Student Engagement fund in partnership with Widening Participation. This fund was created as a result of student's feedback and cost being a barrier to them participating in sport and physical activity. The fund ensures students can engage further in activities such as the gym, sports teams, required DBS checks and much further. I have been working on this over the past few months and feel very proud to leave this legacy behind me.

Period Poverty Campaign

I am so pleased the University has recognised this as an important campaign as I was so passionate alongside Niamh (Education President) about addressing this issue from the very moment we stepped into office. It's great the university has recognised our work and are now committed to supporting our students and their periods for the future.

To summarise, this year had a many positives experiences however I do think I as a sport sabbatical officer covid had changed my role the most. Ultimately, I wasn't able to have the Sabb year I had wanted.

Niamh Moore: End of Year Report

Working at SMSU as a sabbatical officer was something I always wanted to do since seeing Jess Carey and Conall Baxter in these positions in my first year of University. Is it what I expected? No, absolutely not. Did I enjoy it? There were ups and downs but it is an opportunity I will never forget.

Beginning in SMSU June 2020, I felt I was able to jump straight into the role. My degree prepared me well for the large amounts of reports I have written, I spent a lot of hours in the SU in my second year as Gaelic President completing accreditation with the support of Liam Burnett and Aly Hughes. I also sat on boards such as the board for equality and inclusion as well as the student engagement committee so had begun to form relationships with future colleagues before starting this role.

Starting this role was difficult from Ireland, and like all staff I am sure, would have rather been in the office, however this was not possible due to COVID-19. From the get-go, I engaged in all aspects of my remit and often get involved in other areas also. I worked hard to create a Black History Month Campaign, LGBTQ+ History Month Campaign and Sexual Assault Awareness Campaign. I found myself having to undertake these campaigns due to the Student Life President not showing up for work continuously.

I was particularly involved with the Black, Asian and Minority Ethnic Student Network and worked closely with them to address the concerns of students who had come forward to them. The network ran a launch event during Black History Month, and we jointly held an open forum for students to come speak about their experiences. Whilst we had plans to hold another forum before the end of the academic year, this did not happen as the network was keen to sort other important topics.

I was grateful to be able to complete several my manifesto points including introducing additional power points around the university, introducing an anonymous reporting system as well as working on diversifying the curriculum. Both these final points will need to be

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continued to be worked on, however I have high hopes that the incoming sabbatical officers will take this on.

I would like to express my sincere thanks to James Turnbull, who stepped into the CEO position during a time when there were so many changes happening within the student union. It is absolutely not an easy task to oversee the finances, staff and sabbatical officer and I have nothing but the utmost praise for him.

I hope to see the Union move in a direction of leading the University in areas of social change and I believe we are on the right path to do so. We must continue to look at areas of inequalities within our University community (and beyond) and reviewing the roles of our sabbatical officers is a great place to begin this. I hope that within this review there will be an opportunity to consider the role of chairs for underrepresented groups and further encourage such individuals to run for sabbatical positions. I wholeheartedly believe the area of Equality, Diversity and Inclusion should be strong focus of all areas of our work and hope this will only continue to grow.

I wish nothing but the best for the entire SMSU team and Board of Trustees, which hopefully one day I will return too!

Go Raibh Mile Maith Agat,
Niamh

**ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
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TRUSTEES REPORT 2020/21

The Trustees present their annual report together with the audited financial statements of St Mary's Students' Union (SMSU) for the period 1 August 2020 – 31 July 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

a. Organisational Structure and Decision Making

SMSU is a registered incorporated charity under the Charities Act 2011. The 'membership' of SMSU is all students of St Mary's University.

SMSU's principal governing document is its Articles of Association, agreed by the members of SMSU via Annual General Meeting and reviewed on an annual basis. Copies of the Articles of Association (and Byelaws) are available from the offices of SMSU and also via the 'Documents' section of the charity's website (www.stmaryssu.co.uk).

The Trustee Board is made up of 3 Officer Trustees, 2 Student Trustees, and 3 External Trustees. Officer Trustees are elected by a secret ballot of all members of SMSU and take office for one academic year. In order to stand for election as an Officer Trustee, candidates must be members of the Students' Union. Student Trustees are appointed by application to, and interview by the Appointments Committee. External Trustees are appointed by application to the Appointments Committee. The Appointments Committee is made up of two Officer Trustees, the SU CEO, one External Trustee, and a staff member from St Mary's University (usually the University-nominated External Trustee).

The experiences and expertise held by the External Trustees in the areas of finance and audit, higher education policy and enterprise provides risk management and continuity. The Trustee Board structure also includes two appointed Student Trustees to improve the voice of students at SMSU on the board.

The Officer Trustee roles are remunerated as authorised by the Education Acts and cannot exceed two years duration (after re-election) for each post holder. Officer Trustees are required to take a 'sabbatical year' away from their studies (or straight after studies) and are paid by SMSU during this period. The Officer Trustees undergo a formal process of induction and training on taking up their post. This is organised by the staff of SMSU and utilises external training providers as well as the National Union of Students and staff from St Mary's University. This year, this training was more comprehensive and included a large variety of topics including 'Understanding Privilege', 'Finance for Trustees' and 'Running Successful Campaigns'.

The Officer Trustees are held to account by a democratic structure which provides a variety of opportunities to hear the student voice. Within the Democracy Review that took place last year, it was established that going forward, there would be a network of Zone Committees and Forums to increase the opportunities for students to scrutinise the work of the Officer Trustees, in a more nuanced way. Firstly, the Education Zone provides students with the opportunity to specifically scrutinise the Education President. The Sport Zone provides students with the opportunity to specifically scrutinise the Sport President. The Societies Zone and the Student Life Forum will both offer students the opportunity to scrutinise the Student Life President. All

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four of the Zone meetings were planned to meet three times per year and also provide students with the chance to raise motions and debate about these specific areas of student life. However, what was found this year was that students weren't always receptive to attending forums and committees as it was such a new process. As such, the Sports Zone and Societies Zone in semester one were attended by students with relatively good attendance, however we struggled to generate student attendance at the other Zone and forum meetings. Once the Covid-19 situation arose and led us into lockdown, this compounded this issue and the Zone meetings were unable to take place in the second semester. In the upcoming year, there is a plan to coordinate these meetings virtually, something that we did not have the capacity to facilitate quickly in semester two of this year.

The Trustee Board delegate the day to day operations of the charity to the CEO who works alongside the Officer Trustees and operational staff team to ensure the charity meets the requirements of its charitable objects.

b. Risk Management

The major strategic, business and operational risks, to which the charity is exposed, as identified by the trustees, are regularly reviewed and systems or procedures put in place to mitigate those risks. Identified operational risks are reported to the Trustee Board and its associated Finance, Audit and Risk Sub-committee at least four times per year.

2020/21 was the third year of the 2018-21 strategic plan. The plan has given some much-needed direction to SMSU and highlights the three-year vision of SMSU. The four themes of the strategy are;

- To create an inclusive space for all students
- To be innovative, transparent and relevant
- To provide representation for all
- To be a catalyst for change

Procedures are in place to ensure all activities organised by SMSU are compliant with health and safety regulations. An internal University Health and Safety Committee (University Group 6) meets at least three times a year to review that all procedures are being upheld and are adapted as required with changes in law and changes in the organisation so that they continue to meet the needs of the charity. This Health and Safety Group 6 feeds directly into the St Mary's University Health and Safety Committee, and is chaired by the SMSU CEO. The SMSU CEO also has a seat on the main University Health and Safety Committee.

SMSU's three Trustee Board sub-committees enable an extra layer of scrutiny of all SMSU strategy and operations by Trustee Board members and staff before approval by the Board. The three sub-committees consist of the following: Finance, Audit and Risk Committee, People and Places Committee and Service Development Committee.

The Officer Trustees attended training from NUS and BUCS. SMSU coordinated a two-week handover period from the previous Officer Trustees to the current Officer Trustee team in June of 2021. This involved handing over ongoing work streams and committee placements within the University, specific meetings with both University and Students' Union members of staff,

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TRUSTEES REPORT
YEAR ENDED 31 JULY 2021**

and team building activities. This helped the new Officer Team to settle into their new roles and also helped maintain stability throughout the changing period.

OBJECTIVES AND ACTIVITIES

a. Strategy, Policies and Objectives

The charitable objectives of SMSU are for the advancement of the education of St Mary's University students for the public benefit by:

- i. promoting the interests and welfare of students at St Mary's University by providing advice, representation and support during their course of study
- ii. being the recognised representative channel between Students and St Mary's University and any other external bodies; and
- iii. providing social, cultural, sporting and recreational activities and forums for the personal development of students at St Mary's University.

SMSU has an established Strategic Plan with Vision and Values encompassing what our students feel that their Students' Union should do for them. The SMSU Strategic Plan for 2018-2021 ("Our Plan") has a mission which is;

'To support, develop and represent students at St Mary's University; to make the student experience the best it can possibly be – a positive, self-defining era providing a firm foundation for the rest of students' personal and professional lives'

The SMSU 'Our Plan' has five key values which are;

- Passionate
- Student Led
- Unique
- Supportive
- Inclusive

The SMSU 'Our Plan' is also organised into four key strategic aims. These themes were developed to reflect the needs of our students and to ensure that the Students' Union is representative of these needs in everything that it does. The themes are as follows;

Strategic Aim 1: To create an inclusive space for all students

Strategic Aim 2: To be innovative, transparent and relevant

Strategic Aim 3: To provide representative for all

Strategic Aim 4: To be a catalyst for change

SMSU's 'Our Plan' can be found on the SMSU website at www.stmaryssu.co.uk

b. Relationship with St Mary's University

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SMSU received a Block Grant from St Mary's University of £388,000 (for the financial year 1 August 2020 – 31 July 2021). The Students' Union block grant was also inflated to accommodate the uplift necessary in staff salaries. Following confirmation of the block grant allocation and budgeting process, the Trustee Board approved a budget due to end with £31K deficit.

SMSU is continually grateful to the University for the continued use of space within their Estate and support from their HR and Payroll functions to support our staff operations. However, most importantly, SMSU continues to benefit from positive relationships with University staff at all levels. SMSU aspires to make a continued positive contribution to the lives of our members and the campus community, and operates positive relationships with the Sport St Mary's and Campus Services teams in order to deliver safe sporting and events.

The Students' Union is considered part of the Student Operations team at St Mary's University, and as such the CEO works with and receives ongoing support and guidance from the Director of Student Operations, via regular meetings and project work.

c. External Affiliations

There are a number of organisations that SMSU formally affiliates with through the payment of membership fees. These are approved annually at the Annual General Meeting and listed below:

- National Union of Students (NUS)
- British Universities & Colleges Sports (BUCS)
- Women's Rugby Football Union
- Rugby Football Union
- England Badminton
- English Cricket (ECB)
- NUS Services Limited (NUSSL)
- English Basketball Association
- England Netball
- English Football Association
- England Hockey
- Rugby Football League (RFL)
- England Athletic

d. How SMSU Achieves Public Benefit

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The Trustees have complied with section 2(1)(b) of the Charities Act 2011 and have had due regard to the Charity Commission guidance on public benefit. In the pursuit of our charitable purpose for the public benefit, SMSU seeks to achieve its charitable objectives in the following ways:

i. The Advancement of Education

SMSU provides a range of support and advice, from individual one-to-one advice and advocacy for our students, to welfare campaigning and academic programme-based representation. SMSU has helped a huge number of students through academic appeals that have meant that they have been able to continue their academic programmes or have achieved a higher grade than they were initially credited with. Following the pilot partnership with Advent Advocacy last year, this year, SMSU further developed this arrangement and doubled the provision available, going from one day per week last year, to two days per week this year. Advent Advocacy is an organization that provides independent mental health advocacy services in a variety of settings, and St Mary's Students' Union is proudly the first Students' Union that embarked on a partnership with Advent Advocacy. This work was rapidly progressed throughout the Coronavirus (Covid-19) lockdown in the latter part of the year, where Advent Advocacy developed online support for students and hosted mental health and wellbeing sessions directly with our sports clubs and societies. This partnership will continue into the 2020/21 year too.

In 2020/21, SMSU continued to coordinate the university wide representative system. SMSU reimagined the training for all Programme Reps to ensure that they were suitably supported to provide the best feedback possible. This involved working in partnership with the University to include further information and guidance for these representatives, including an increased understanding of University committee structures, and a dedicated Careers session to help the Programme Reps to translate the skills gained in their roles on to their CVs and into their graduate careers. This training was also replicated more times than previously, both throughout the day and into the evening to accommodate education students, and online for those that could not attend in person. This was well received and will be continued into the upcoming year. St Mary's University continues to have student representation on every major committee of the university, via both the Officer Trustees and Programme Reps.

The Education President has worked with the University on a variety of projects to better the educational offer for students, including working on the Timetabling and Induction working groups and taking on a key role in supporting the development and launch of the Teaching and Learning Capture project. Throughout the second semester, the Coronavirus (Covid-19) pandemic led the University to shut for a lockdown. This had a large impact on teaching arrangements for students and the Education President lobbied and worked with the University to ensure that these students would not experience detriment to their grades, attendance, or learning as a result of Coronavirus (Covid-19). A large amount of academic advice was also provided to students when navigating these new policies and the difficult circumstances too.

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ii. The Advancement of Amateur Sport

SMSU has a well-established culture of sporting and recreational engagement. SMSU has 24 different sports clubs encompassing a various range of activities and interests. Over 780 students are supported as members of these groups which are led by student volunteers who are supported centrally by SMSU, in partnership with the University's Sport St Mary's department. The Presidents and committees of these groups are elected annually and trained twice, in June and September to give them the best guidance and support possible for their roles. The club committees are given controlled autonomy to direct and lead activities; gaining employability skills and experience. This year, due to Coronavirus (Covid-19), the latter part of the year experienced national issues in needing to halt leagues and pause sport, however thankfully the students had already completed most of their competitions for the year when this occurred. The Sport President worked closely with the Sport St Mary's department to develop a more comprehensive elections process for our committee members, which we were able to partially put in place however will come to fruition more entirely in the upcoming year. SMSU has from 01/08/21 handed student activities over to the university.

iii. The Advancement of Community and Citizenship

SMSU provides approximately 25 active societies to St Mary's University students including cultural, religious and course related societies. The number of societies increased this year, with more demand from students for more societies. The societies are active, providing regular networks and events for their membership. SMSU also builds marketing and sponsorship links with local independent businesses which mutually benefits students and the local economy. SMSU liaises with the local police and local residents to ensure that the Borough of Richmond remains a safe, pleasant place for students and residents to co-reside. Due to the Coronavirus (Covid-19) ongoing situation, some societies activity was paused in semester two, however there was still good online engagement with their memberships and there is hope that many will continue next year.

OVERVIEW OF ACTIVITIES, ACHIEVEMENTS AND PERFORMANCE

In 2020/21, SMSU developed the charity and had many achievements in accordance with the Strategic Plan ('Our Plan') 2018-21. Activities and achievements are highlighted below and are listed in relation to Strategic Aims.

a. Strategic Aim 1: To create an inclusive space for all students

Home Comforts Café

SMSU received feedback in previous years from students around the lack of non-drinking social spaces on campus. SMSU continued to host 'Home Comforts Café' in collaboration with the Chaplaincy this year, to provide students with a social space to play games, drink tea and coffee, chat and watch films. Home Comforts Café occurred regularly throughout the year and proved to be popular with students living in Halls. This activity is being reimaged in the upcoming year, to incorporate a wider remit of activities in a different format, in response to varying student demand.

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Commuter Lounge:

In the previous year, the Officer Trustees campaigned for, and secured the creation of a Commuter Lounge for students living offsite. This was opened this year, to a great reception from students. The Commuter Lounge is used by a large variety of students, for relaxing, making hot drinks, eating meals, and storing bulky items in lockers.

Development of Societies

This year, student societies fall into the role of the Student Life President role. This move meant that the Students' Union had a renewed focus on societies development and activity, and this helped to grow the number of societies from 20 last year, to 27 at one point this year. There were over 308 members engaged with Societies this year which is hoped to increase further, especially with the need for community building as a result of Coronavirus (Covid-19) restrictions in the upcoming year, and societies meetings being able to be virtual online. Our largest society was the International Students Society, which was great to see as we have a rapidly growing international student demographic.

This year, the Societies Awards event was developed by the Student Life President, who noted that as it had been free to students in previous years it had been quite lowkey and not always well attend. The event was planned to have a small fee associated for tickets, which allowed us to book a larger venue with catering and purchase awards for the winners. Unfortunately Coronavirus (Covid-19) meant these plans had to be cancelled, however an online alternative was hosted, which students appreciated in the current climate.

b. Strategic Aim 2: To be innovative, transparent and relevant

Community Partnership Committee

The Student Life President and CEO are all members of the Strawberry Hill Residents Association which is coordinated by the University in tandem with the local community and meets regularly to provide a forum for discussion and development. The committee continues to be a forum to enable the strengthening of the relationship between students and residents within the local community.

Summer Ball:

The Summer Ball is the end of year event planned annually for all students to celebrate their successes of the year, and for those graduating to have one last celebration before they leave. This year's event was planned to be inclusive of feedback from the previous year however could not go ahead due to the Coronavirus (Covid-19) pandemic.

At Home Together

As a result of the Coronavirus (Covid-19) pandemic and changes needed to working patterns because of this, the marketing team within the Students' Union developed the "At Home Together" campaign. "At Home Together" covers a wide scope of activities and material and amplified the SMSU digital community to replace the physical office support environment as much as possible, the results of which were tremendously positive. There

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was huge variety in the digital events, including Netflix 'watch-a-longs', Instagram Talent Shows, 'Ask a Sabb' on Instagram and Zoom, 'Are You Smarter Than A Lecturer?' quizzes and lots more. The activities were both supportive and fun, and the feedback was overwhelmingly positive from both the student community and the University's senior management.

Comparatively in the sector, SMSU carved a clear and defiant path early on in the lockdown, and whereas lots of Students' Unions were also doing some events, lots did not have such a developed brand for this work.

c. Strategic Aim 3: To provide representation for all

Democracy and Student Voice

The Officer Trustee Elections occurred throughout the weeks of 2 March to 13 March 2021. The Elections included six candidates for three positions, and two of the three Officer Trustee posts were contested. There were two female and four male candidates, of which two candidates were international. There were 4010 votes cast by 1392 individual students.

Advice and Advocacy

The Education President has supported and advised a large number of students in 20/21 who have had academic or welfare related issues. Issues have included academic misconduct allegations (including plagiarism, cheating and academic fraud), bullying allegations, complaints about university services and behavioural misconduct allegations. SMSU continued the partnership with Advent Advocacy, an organisation which provides mental health advocacy to individuals. This service has been well received by the student body.

Student Representation on University Committees

The Education President, Sport President and the Student Life President represented all students at St Mary's via attending over 40 university committees and groups. These include Board of Governors, Academic Development Committee, Academic Board, Senior Management Team Meeting, Faculty Academic Development Committee, Health and Safety Sub-Committee, and various Project Boards for projects that impact on students. Students' Union staff representatives are also members of various working groups throughout the university. The Students' Union representatives ensure that all decisions made at all levels of the university are for the benefit of students.

Changes as a result of membership of university committees include:

- Ensuring a 'No Detriment Policy' was implemented at the University throughout the Coronavirus (Covid-19) pandemic
- The Equality & Inclusion Student group has developed a number of actions to improve different parts of student life
- Revised policies and procedures surround sexual violence and hate crime on campus
- The development of a mental health strategy for students

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d. Strategic Aim 4: To be a catalyst for change

RAG and Fundraising

Various fundraising events were hosted throughout the year, both centrally by the Students' Union and by individual clubs and societies. Due to the changes made to RAG to include all fundraising conducted by students within the recorded fundraising totals, this year SMSU recorded approximately £6,000 in fundraising for various charities, a new high for the Union.

Marketing and Communications

SMSU works hard to ensure that all event, activities and operations are inclusive, innovative and consistently develop. A considerable amount of progress has been made on measuring impact, and to date outcomes and impact include:

- Increase in engagement in the elections – 15/16: 1038, 16/17: 1588 , 17/18: 1058, 18/19: 1142, 19/20: 1584, 20/21 :1350
- 783 Club members 2019/20
- 308 Societies members 2019/20
- Due to the Covid – 19 pandemic clubs and societies did not run in 20/21.

Impact Reporting

The Marketing and Communications Manager creates regular impact reports to ascertain which students are attending our events and engaging with our activities. This data informs the progression of these activities to make sure that SMSU is consistently relevant to its membership. Student numbers are taken for all events to determine this information.

Media Sales and Advertising

SMSU continued to manage its own income stream via advertising and media sales. In the second year of providing this service to external companies – especially targeting local, independent businesses.

Overview of Varsity and Sports Dinner:

Varsity and Sports Dinner are two very well attended events in our events calendar, and this year a significant amount of work was conducted to develop these events even further. Unfortunately, due to the Coronavirus (Covid-19) outbreak, both of these events could not go ahead, however there were some key developments worth highlighting that would have taken place, including:

- A new, community 'festival' approach taken to the Varsity event, implemented to encourage more students than just sports students to attend.
- Food trucks from external companies both to increase revenue and to encourage the community festival feel

**ST MARY'S STUDENTS' UNION
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- A ban on alcohol for spectators at fixtures, with newly implemented zones for alcohol consumption, to limit anti-social behaviour
- A joint 'respect' campaign delivered in collaboration with Brunel University to encourage community and respect not only amongst St Mary's students but amongst students from both Universities throughout the day

The Sports Awards Dinner was planned to take place at Twickenham Stoop however when it was cancelled, it was instead delivered as a virtual event. The Students' Union worked with the University Marketing team to approach and secure Kate Shanahan, St Mary's alumni and BBC Sport and Premier League journalist to host the event, which was extremely well received by students.

Coronavirus (Covid-19) Impact

The Coronavirus (Covid-19) pandemic had a significant impact on the Students' Union, as it did for individuals and businesses all over the globe. For SMSU, we rely on campus-based, community engagement for our members and the pandemic meant that this quickly had to change.

The most visible change to our membership was the move entirely online for enquiries and operational delivery. However, this was quickly adopted and adapted to well via an initiative developed by the marketing team named 'At Home Together'. This campaign adopted a variety of activities including wellbeing support, online activities, information and signposting, and opportunities to hear the student voice, in order to ensure that the membership were aware that SMSU were still relevant and working for them. The engagement with this initiative was good and the project was well-received by both the membership and key stakeholders. The pandemic also meant that key commercial events needed to be cancelled, including Freshers week, Varsity, Sports and Societies Awards Dinners, and Summer Ball. This was disappointing for both our members and our staff team who had. The main losses have been a lack of income from these events, however due to the cancellation of student sports fixtures and therefore less expenditure on this operation, the SMSU financial year has ended in surplus rather than deficit.

In terms of infrastructure, the main impact of the pandemic has been ensuring that our processes can all be conducted online, if they were not already conducted as such. There were minor teething problems with this however all processes can now sufficiently be managed without the need for physical presence on campus. The staff team returned to the office with a reduced capacity at the beginning of June and continue to do so to ensure that members living onsite are sufficiently supported.

**ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
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FINANCIAL REVIEW

Overview

St Mary's Students' Unions' ("SMSU") gross income from all sources during the financial year 2019/20 totalled £433,528 (2019/20: £629,012) and total expenditure was £380,591 (2019/20: £574,931). Income is generated from a wide-range of membership services, as well as revenue generating commercial services such marketing/advertising sales.

Staff salaries fallen by £19,949 to £253,758 in 2021.

Total funds carried forward at 31 July 2021 are £296,488 (2019/20: £243,551) of which £266,791 (2019/20: £214,166) is unrestricted funds and £29,697 (2019/20: £29,385) is restricted funds (sports clubs and societies accounts).

Future Funding

SMSU continues to be supported financially by St Mary's University via a 'Block Grant' to aid operations and new projects. SMSU has a Block Grant of £398,000 for 2021/22 .

Going Concern

St Mary's University will continue to provide financial support to St Mary's University Students' Union so as to ensure that it has sufficient funds continue to operate effectively for the foreseeable future.

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Reserves Policy

As a professional, charitable organisation, St Marys' University Students' Union (SMSU hereafter) believes it is important that a certain amount of unspent income should be held in reserve. As a 'not for profit' organisation, it is SMSU's aim that the majority of income should be returned to the membership in the form of the representation, commercial services, development opportunities.

SMSU have to be realistic when planning for the future and safeguarding the organisation and have identified a range of finance related strengths, weaknesses, opportunities and threats which may occur over the next three years.

Strengths: Event sales, communications and advertising of events, more efficient financial processes, financial training for officers and staff, fully functional Trustee Board and sub-committees.

Weaknesses: Small team, current limited access to external funding, location of commercial services (visibility).

Opportunities: Source marketing revenue internally, good working relationships with event organisers and talent management companies (for events), development of J Block (Student Centre) – possible increased footfall.

Threats: Cost of living in London increasing, decrease in access to student funding, decrease in student availability to attend events, end of current website contract, rising expectations of students in relation to service provision.

POLICY: The reserve would ensure a level of sustainability should any unforeseen circumstance occur which would affect the organisation financially, invest in resources and/or capital projects, or if the charity, SMSU should need to dissolve. It is prudent for SMSU to budget to create a small surplus each year to ensure that the charity is firstly, prepared for unforeseen circumstances, and secondly, to invest in the development of the organisation. This is a principle that SMSU expects to continue into the future.

This policy explains how much money we aim to hold in our reserves, why SMSU would require holding this level, and how this policy will be reviewed.

1. Usage: holding reserve

1.1 As a charity, it is expected that SMSU should use all of its income to benefit members. It is also clear that sensible planning for mitigating risk and future development is important. Therefore, cash should only be kept in reserve for the following specific reasons only:

1.1.1 Approximately three months operational costs should be held in reserves in case of a major (unforeseen) issues

1.1.2 Once the lower limit has been achieved, SMSU may invest any funds over the lower limit in capital investment and/or resourcing (via agreement of the Trustee Board)

1.1.3 Reserves can be used (via agreement of the Trustee Board) to fund special or specific projects/resources (which are time sensitive) and would see a long term benefit to the charity and/or its members.

ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
YEAR ENDED 31 JULY 2021

2. Level of reserve

2.1 SMSU believes that an aim of a **lower limit** of unspent income held in reserves should be **£110,000**. This amount of money provides SMSU with approximately 90 days of essential spending (based on staffing and overheads).

3. Capital investment and resourcing

3.1 All capital expenditure over the cost of **£5000** will require sign off by the SMSU Trustee Board. Capital expenditure or major equipment purchases can only be agreed when the Trustee Board are in agreement that the investment has a long term benefit to the charity and/or its members.

3.2 SMSU will be able to use the end of year surplus in the following way:

3.2.1 70% to be held in reserve to invest in long term capital projects/resourcing

3.2.2 30% to be used for immediate resourcing and development of SMSU

4. Arrangements for reviewing this policy

4.1 This policy can be reviewed at any time should the chair of the Trustee Board receive official notice from either two Trustees, or by mandate by members of the SU Council. The policy should be an agenda item on the first meeting of the Trustee Board each year to agree. The policy should be officially reviewed by the Finance, Audit and Risk Committee every three academic years – making the next review date no later than September 2022.

Currently, SMSU's free reserves (unrestricted funds not representing tangible fixed assets) amount to £266,791 (2019/20: £213,918) which is in accordance with the plan outlined above.

**ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
YEAR ENDED 31 JULY 2021**

TRUSTEES' RESPONSIBILITIES

The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed 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, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed subject to any material departures disclosed and explained in the financial statements;
- prepare 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 which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on

and signed on their behalf by:

Trustee

Date:

REPORT OF THE INDEPENDENT AUDITORS FOR THE YEAR ENDED 31 JULY 2021 TO THE MEMBERS OF ST MARY'S STUDENTS' UNION

Opinion

We have audited the financial statements of St Mary's Students' Union (the 'charitable company') for the year ended 31 July 2021 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is 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 charitable company'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 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 charitable company 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 charitable company'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.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

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

- the information given in the trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

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

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 19, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that

they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the 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 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.

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 Charitable Company is required to comply with both company law and charity law and, based on our knowledge of its activities, we identified that the legal requirement to accurately account for restricted funds was of key significance.
- We gained an understanding of how the charitable company complied with its legal and regulatory framework, including the requirement to properly account for restricted funds, through discussions with management and a review of the documented policies, procedures and controls.
- The audit team, which is experienced in the audit of charities, considered the charitable company's susceptibility to material misstatement and how fraud may occur. Our considerations included the risk of management override.
- Our approach was to check that all restricted income was properly identified and separately accounted for and to ensure that only valid and appropriate expenditure was charged to restricted funds. This included reviewing journal adjustments and unusual transactions.

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 charitable company's members as a body, for our audit work, for this report or for the opinions we have formed.

Simon Goodridge
Senior Statutory Auditor
for and on behalf of Knox Cropper LLP
Statutory Auditor
65 Leadenhall Street
London EC3A 2AD

ST MARY'S STUDENTS' UNION
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 JULY 2021

	Notes	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total 2021 £	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total 2020 £
INCOME AND ENDOWMENTS FROM							
Grants and Donations	1	406,967	-	406,967	416,000	-	416,000
Charitable activities	2	22,829	1,622	24,451	130,781	30,897	161,678
Other trading activities	3	2,108	-	2,108	51,205	-	51,205
Investments	4	2	-	2	129	-	129
TOTAL		431,906	1,622	433,528	598,115	30,897	629,012
EXPENDITURE ON							
Raising funds	5	2,769	-	2,769	10,614	-	10,614
Charitable activities	6	376,512	1,310	377,822	534,746	29,572	564,318
TOTAL		379,281	1,310	380,591	545,360	29,572	574,932
NET INCOME / (EXPENDITURE)		52,625	312	52,937	52,755	1,325	54,080
Transfers between funds		-	-	-	(1,421)	1,421	-
NET MOVEMENT IN FUNDS		52,625	312	52,937	51,334	2,746	54,080
Reconciliation of funds:							
Total Funds Brought Forward		214,166	29,385	243,551	162,832	26,639	189,471
Total Funds Carried Forward		266,791	29,697	296,488	214,166	29,385	243,551

All activities reported above represent continuing activities.

The notes form part of these financial statements

ST MARY'S STUDENTS' UNION
BALANCE SHEET
AS AT 31 JULY 2021

	Notes	2021	2020
		£	£
FIXED ASSETS			
Tangible Assets	10	-	248
CURRENT ASSETS			
Debtors	11	34,200	31,394
Cash at bank and in hand		594,854	560,978
Total Current Assets		629,054	592,372
LIABILITIES			
Creditors : Amounts falling due within one year	12	(332,566)	(349,069)
NET CURRENT ASSETS		296,488	243,303
TOTAL NET ASSETS	14	296,488	243,551
FUNDS			
Unrestricted General Fund	13	266,791	214,166
Restricted Funds	13	29,697	29,385
TOTAL FUNDS		296,488	243,551

The notes form part of these financial statements

The financial statements were approved by the Board of Trustees and signed on its behalf by:

Trustee

Date:

Registered Company Number: 10780795

ST MARY'S STUDENTS' UNION
STATEMENT OF CASH FLOWS
YEAR ENDED 31 JULY 2021

	2021 £	2020 £
CASH FLOWS FROM OPERATING ACTIVITIES		
Net cash flows provided by (used in) operating activities	<u>33,874</u>	<u>292,444</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Dividends, interest and rents from investments	<u>2</u>	<u>129</u>
Net cash provided by (used in) investing activities	<u>2</u>	<u>129</u>
NET CHANGE IN CASH AND CASH EQUIVALENTS	<u><u>33,876</u></u>	<u><u>292,573</u></u>
 Cash and cash equivalents at the start of the year	 <u>560,978</u>	 <u>268,405</u>
Cash and cash equivalents at the end of the year	<u>594,854</u>	<u>560,978</u>

RECONCILIATION OF OPERATING SURPLUS TO NET CASH INFLOW FROM OPERATING ACTIVITIES

	2020 £	2019 £
Net income/(expenditure) for the financial year	52,937	54,080
Adjustments for:		
Depreciation charge	248	540
Dividends, interest and rents from investments	(2)	(129)
(Increase)/decrease in debtors	(2,806)	(5,546)
Increase/(decrease) in creditors	(16,503)	243,499
Net cash provided by (used in) operating activities	<u>33,874</u>	<u>292,444</u>

A) Components of cash and cash equivalents

Cash at bank and in hand	<u>594,854</u>	<u>560,978</u>
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B) Analysis of changes in net debt

	At 1 August 2020	Cashflows	Non-Cash Changes	At 31 July 2021
Cash and Cash Equivalents	560,978	33,876	-	594,854
Cash				

ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2021

PRINCIPAL ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and with the Statement of Recommended Practice "Accounting and reporting by Charities" (SORP FRS 102 second edition - effective 1 January 2019) in all material respects. The charity meets the definition of a public benefit entity under FRS 102.

Going concern

The trustees have assessed whether the use of the going concern assumption is appropriate in preparing these financial statements. The trustees have made this assessment in respect to a period of one year from the date of approval of these financial statements.

The trustees of the charity have concluded that there are no material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. As detailed in note 17, in forming this opinion, they have considered the impact of the COVID-19 pandemic on both its income and expenditure for at least a period of twelve months from the date of approval of these financial statements.

The trustees are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due.

Funds structure

Restricted funds are funds which are to be used for specific restrictions applied by the donors.

Unrestricted funds comprise those funds which the trustees are free to use for any purpose in furtherance of the Student Union's objectives

Incoming resources

All incoming resources are recognised once the charity has entitlement to the resources, it is probable that the resources will be received, and the monetary value of incoming resources can be measured with sufficient reliability. Income that must be expended in accordance with the requirements of the donor is included as restricted income. Income generated by sports and social clubs is accounted for as restricted income. Relevant expenditure is charged against the resultant restricted fund.

Intangible income and gifts in kind are recognised to the extent that another party has borne the cost and the benefit is quantifiable on a normal commercial basis. The rent free accommodation provided by the University is difficult to quantify and has therefore not been recognized as income in the accounts. The value of services provided by volunteers is not incorporated into these financial statements. Details of the contribution made by volunteers can be found in the Trustees' report.

Income from charitable trading activities

ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2021

Income from charitable trading activities represents invoiced amounts excluding VAT.

Resources expended

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Costs of raising funds

Costs of raising funds are those costs incurred in undertaking functions or events the primary purpose of which is to raise funds for the Union

Charitable activities

Charitable expenditure comprises those costs incurred in the delivery of the charity's activities and services. It includes both the direct and non-direct costs and support costs relating to those activities.

Tangible fixed assets

Tangible fixed assets are capitalised and accounted for at historic cost. Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

- TV equipment – 25%
- Hall and Student Union refurbishment – 10%
- Office equipment – 25%

Basis of funding

The Students' Union is funded primarily by an annual grant from St. Mary's University.

Deficits and surpluses arising on Students' Union activities are carried forward and taken into account in considering levels of grant for the following year.

1. INCOME FROM GRANTS AND DONATIONS

	2021	2020
	£	£
<i>Unrestricted Funds</i>		
Block Grant from St Mary's University	405,000	408,500
Additional Funding	1,967	7,500
	<u>406,967</u>	<u>416,000</u>

The University also provides the Union with rent free serviced accommodation. The value of this in-kind benefit has not been valued and included in the accounts.

ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2021

2. INCOME FROM CHARITABLE ACTIVITIES

	2021	2020
	£	£
<i>Unrestricted:</i>		
Shop sales	6,204	1,827
Rag Week	554	2,483
AU Dinner	-	12,628
Sports Clubs	-	91,026
Launderette income	7,611	6,561
Marketing	2,423	5,528
Refreshers Week	-	5,173
Miscellaneous	6,037	5,555
	<u>22,829</u>	<u>130,781</u>
<i>Restricted:</i>		
Sports clubs	434	26,856
Social clubs	1,188	4,041
	<u>1,622</u>	<u>30,897</u>
	<u>24,451</u>	<u>161,678</u>

3. INCOME FROM OTHER TRADING ACTIVITIES

	2021	2020
	£	£
<i>Unrestricted:</i>		
Freshers' Week	2,108	51,205
	<u>2,108</u>	<u>51,205</u>

4. INCOME FROM INVESTMENTS

	2021	2020
	£	£
<i>Unrestricted:</i>		
Bank Interest receivable	2	129
	<u>2</u>	<u>129</u>

5. EXPENDITURE ON RAISING FUNDS

	2021	2020
	£	£
<i>Unrestricted:</i>		
Official Functions	2,769	10,614
	<u>2,769</u>	<u>10,614</u>

ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2021

6. EXPENDITURE ON CHARITABLE ACTIVITIES

	2021	2020
	£	£
<i>Unrestricted:</i>		
Salaries, national insurance and pensions	262,706	275,129
Shop cost of sales	147	(3,874)
Official functions	8,032	31,481
Security	-	1,385
Depreciation	248	540
NUS Levy and external relations	16,885	30,378
Sports clubs	2,305	108,599
Legal and Professional	24,231	-
Administration	33,248	42,129
Irrecoverable VAT	30,820	36,783
Auditors remuneration	10,140	12,196
Refund for Cancelled Event	(12,250)	-
	<u>376,512</u>	<u>534,746</u>
<i>Restricted</i>		
Sports clubs	641	26,385
Social clubs	669	3,186
	<u>£377,822</u>	<u>£564,317</u>

7. STAFF COSTS AND REMUNERATION

	2021	2020
	£	£
The aggregate payroll costs were:		
Wages and salaries	220,756	238,783
National insurance costs	21,098	22,014
Pension contributions	11,904	12,910
	<u>£253,758</u>	<u>£273,707</u>

The staff are all employees of St Mary's University, who are seconded to work for the Students' Union. During the year staff members were furloughed under the Government Job Retention Scheme (JRS). The above figures are the amounts charged to the Students' Union after deduction of the government JRS grant of £1,071 (2020: £11,123).

	Number	Number
Average number of staff	<u>5</u>	<u>8</u>

In addition to the number of employees, 3 members of sabbatical staff were employed (2020: 3)
The number of employees earning more than £60,000 a year was nil (2020: Nil).
The sabbatical officers were paid the following remuneration in accordance with clause 44 of the SMSU Constitution:

	2021	2020
	£	£
Students' Union President Salary	20,214	19,750
Vice President Sports and Societies Salary	20,214	19,750
Vice President Community Salary	20,214	19,750
	<u>£60,642</u>	<u>£59,250</u>

ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2021

In addition, the Union paid £2,000 towards the accommodation costs of each sabbatical officer (2020: £2,000). No trustee expenses were reimbursed during the current or prior year.

With the exception of the sabbatical officers, no trustees received or waived any emoluments during the year.

8. KEY MANAGEMENT PERSONNEL

The key management personnel of the Union are those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director of the entity. They comprise the CEO, Finance and Business Development Manager, Marketing and Communications Manager and Officer Trustees. In 20/21, the Finance and Business Development Manager acted as interim CEO to cover maternity leave. The total employee benefits, including employer pension contributions of the key management personnel amounted to £134,468 (2020: £189,832).

9. TAXATION

St Mary's Students' Union is a charity and is able to take advantage of the exemptions available to charities from income tax and capital gains tax provided such income or gains are applied exclusively to charitable purposes.

No tax charge arose during the year.

10. TANGIBLE FIXED ASSETS

	Office Equipment	Total
Cost	£	£
As at 1 August 2020	9,759	9,759
At 31 July 2021	9,759	9,759
Accumulated Depreciation		
As at 1 August 2020	9,511	9,511
Charge for the year	248	248
At 31 July 2021	9,759	9,759
Net Book Value 31 July 2021	-	-
Net Book Value 31 July 2020	248	248

ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2021

11. DEBTORS

	2021	2020
	£	£
St Mary's University	10,732	8,532
Prepayments	1,440	1,046
VAT Recoverable	22,028	21,816
	<u>34,200</u>	<u>31,394</u>

12. CREDITORS

	2021	2020
	£	£
Amounts falling due within one year		
Trade Creditors	449	10,902
St Mary's University	307,148	329,937
Accruals and Deferred Income	23,967	8,000
Other Creditors	1,002	230
	<u>332,566</u>	<u>349,069</u>

13. MOVEMENT ON FUNDS

	Brought Forward	Incoming resources	Outgoing resources	Transfer between funds	Carried Forward
	£	£	£	£	£
<i>Restricted funds</i>					
Sports clubs	16,234	434	(641)	-	16,027
Social clubs	13,151	1,188	(669)	-	13,670
	<u>29,385</u>	<u>1,622</u>	<u>(1,310)</u>	<u>-</u>	<u>29,697</u>
<i>Unrestricted funds</i>					
General funds	214,166	431,906	(379,281)	-	266,791
	<u>243,551</u>	<u>433,528</u>	<u>(380,591)</u>	<u>-</u>	<u>296,488</u>

Purpose of restricted funds:

Within the Students' Union there exists a number of Sports and Social clubs which receive a grant from the Students' Union, raise their own membership subscriptions and carry out their own activities. At the year end, all overspends are reimbursed from unrestricted funds, and all underspends of the Student Union's grant are restricted for the Club to be used in the next year. The transfers in 2019/20 related to a net overspend in Sports Clubs, and a net underspend in Social Clubs. Restricted funds remaining to be carried forward represent unspent income raised directly by each society or club which has not been spent by the year end. At the beginning of 2021/22, these balances were transferred to St Mary's University. Further detail is given in Note 18.

ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2021

Grants may also be provided to benefit student development in instances where beneficial activities are not performed as part of a club or society.

Prior year

	Brought Forward 2020 £	Incoming resources 2020 £	Outgoing resources 2020 £	Transfer between funds £	Carried Forward 2020 £
<i>Restricted funds</i>					
Sports clubs	15,019	26,856	(26,386)	745	16,234
Social clubs	11,620	4,041	(3,186)	676	13,151
	<u>26,639</u>	<u>30,897</u>	<u>(29,572)</u>	<u>1,421</u>	<u>29,385</u>
<i>Unrestricted funds</i>					
General funds	<u>162,832</u>	<u>598,115</u>	<u>(545,360)</u>	<u>(1,421)</u>	<u>214,166</u>
	<u>189,471</u>	<u>629,012</u>	<u>(574,931)</u>	<u>-</u>	<u>243,551</u>

14. ANALYSIS OF NET ASSETS

	Unrestricted £	Restricted £	Total £
Tangible fixed assets	-	-	-
Current assets	599,357	29,697	629,054
Current liabilities	(332,566)	-	(332,566)
Total	<u>266,791</u>	<u>29,697</u>	<u>296,488</u>

Prior year

	Unrestricted 2020 £	Restricted 2020 £	Total 2020 £
Tangible fixed assets	248	-	248
Current assets	562,987	29,385	592,372
Current liabilities	(349,069)	-	(349,069)
Total	<u>214,166</u>	<u>29,385</u>	<u>243,551</u>

15. MEMBERS LIABILITY

The company is limited by guarantee and has no share capital. The liability of each company law member in the event of winding up is limited to £1.

ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2021

16. RELATED PARTY TRANSACTIONS

There were no related party transactions during the year (2020: nil).

17. IMPACT OF COVID-19 PANDEMIC

The Trustees anticipate that the COVID-19 outbreak in February 2020 and the subsequent events will have a long-term impact on the Charity's incoming resources and resources expended in the coming years and on the fair value of its assets and liabilities. They have considered the likely impact on its incoming resources and how the charity can react to that impact and are confident that it has sufficient reserves and enough flexibility to ensure that it can continue to exist for the foreseeable future.

18. POST BALANCE SHEET EVENT

Included in restricted funds at the year end is the Sports Club balance, which represents unspent income raised directly by each sports club which has not yet been spent. On 1st August 2021, this balance was transferred to St Mary's University, Twickenham who will now administer these funds on behalf of the students.

ST MARY'S STUDENTS' UNION

England & Wales - Charity number 1173502

Accounts



ST MARY'S STUDENTS' UNION

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE FINANCIAL PERIOD
1 AUGUST 2019 – 31 JULY 2020

Charity No: 1173502

Company No: 10780795

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**ST MARY'S STUDENTS' UNION
OFFICER TRUSTEE TEAM REPORT
YEAR ENDED 31 JULY 2020**

Charitable Status:

St Mary's Students' Union is a registered incorporated charity (Charity No: 1173502),
(Company No: 10780795)

Principal Address and Registered Office:

Students' Union Building (K Block), St Mary's University, Waldegrave Road, Twickenham,
London, TW1 4SX

Bankers:

HSBC Bank Plc, 69 Pall Mall, London SW1 5EY

Auditors:

Knox Cropper, 65/68 Leadenhall Street, London, EC3A 2AD

The Board of Trustees:

Officer Trustees: The Officers were elected into office via election by the student population to held office from 1 August 2019 to 31 June 2020.

External Trustees: The External Trustees are appointed onto the board by the Appointments Committee of St Marys' Students' Union. External Trustees are appointed for a maximum of 4 years per term.

Student Trustees: The Student Trustees are appointed to the board by the Appointments Committee of St Mary's Students' Union. Student Trustees are appointed to office from 1 August 2019 to 31 July 2020.

Board Members 2019/20	Position/Title Held
Miss Rebecca Coade	Sport President/Officer Trustee (Chair)
Mr Jack Ritchie	Student Life President/Officer Trustee
Miss Natalie Hobkirk	Education Officer/Officer Trustee
Miss Niamh Moore	Student Trustee
Miss Zsuzsanna Toth*	Student Trustee
Dr Veronica Fulton	External Trustee
Ms Sukhi Panesar	External Trustee
Dr Catherine Quinn	External Trustee

*Position held until 31/07/20

The Board for 2020/21 (taken office as of 1 July 2020), are as follows:

Board Members 2020/21	Position/Title Held
Miss Maisie Ward	Sport President/Officer Trustee (Chair)
Miss Niamh Moore	Education President/Officer Trustee
Mr Charlie Canning	Student Life President/Officer Trustee
Miss Maya Cuthbert**	Student Trustee
Mr Aidan Cavanagh-Parsons**	Student Trustee
Dr Veronica Fulton	External Trustee
Ms Sheela Patel***	External Trustee

**ST MARY'S STUDENTS' UNION
OFFICER TRUSTEE TEAM REPORT
YEAR ENDED 31 JULY 2020**

Mr Matthew Courtney**	External Trustee
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**Position held from 01/09/20

*** Position held from 14/09/20

St Mary's Students' Union employs a CEO to work closely with the Officer Trustees to ensure effective governance and management of the charity. The Trustees delegate the day to day operations of the charity to the CEO and the SMSU senior staff team. During 2019/20, the SMSU senior team were as follows:

Catherine Bodin	Chief Executive Officer
Joe Garvey	Marketing and Communications Manager
James Turnbull	Finance and Business Development Manager

**ST MARY'S STUDENTS' UNION
OFFICER TRUSTEE TEAM REPORT
YEAR ENDED 31 JULY 2020**

Officer Trustee Team Report 2019/20

Rebecca Coade: End of Year Report

What one crazy year in my post as SU Sport President, definitely one that started off so well and unfortunately ended in a way that no one could predict. I have been very grateful to the students at St Mary's for electing me into this position as it allowed me to create positive changes within Student Sport Programme and Students' Union as a charitable organisation, but most importantly has caught me a lot about my personal strengths and areas of improvement.

After a really informative handover with my predecessor Aly Hughes, my summer consisted of planning for the year ahead, formalising ways to implement parts of my manifesto such as altering the sports club's accreditation scheme and planning physical activity lifestyle campaigns. Over this period, we also had the fantastic addition of the multi-sport wheelchairs which offered an opportunity to provide more inclusivity and diversity to our Student Sport Programme and I was lucky enough to attend both the BUCS Conference and Lead & Change Conference. More so, I started the huge project of build our partnerships with our new kit suppliers, Kukri Sports and therefore I designed this year's kit and effectively communicated the changes of the kit ordering process to the students. Lastly, I begun planning for our Home Varsity with our new fundraising and events officer, confirming a date for the event with Brunel.

September arrived and it was an annual 2 weeks of Freshers, but between these events I was also a panellist for a number of our sport club coaching interviews, hosted an afternoon of Committee Training, which for the first time included Active Bystander training and lead upon the Sport Club Taster Session afternoon – what a busy and tiring 2 weeks that was. Additionally, I hosted with staff the first round of club development meetings to get an update on specific aspects of our sports clubs, for example:

- Membership Numbers
- Training Sessions
- Coaches
- Social Cohesion of the Club
- Accreditation scheme
- Setting Seasonal Targets, on and off the pitch.

Next, in November the Students' Union run the Movember Campaign which was one of my highlights of this year. During this month the Sabbatical Officer team ran a series of different activities to raise the awareness of Men's physical and mental health. I took lead of leading our Movember Mental Health Charity Walk to contribute towards our BUCS Active Project participation numbers. We encouraged students and staff to join our mission of walking 1,440 laps to support male suicide rates and we completed this with 20 minutes to spare

Progressing onto December, I ran our first Sport Zone within the students' union, allowing the students to question my work as their student sport representative and I asked them for feedback for my semester two planning.

**ST MARY'S STUDENTS' UNION
OFFICER TRUSTEE TEAM REPORT
YEAR ENDED 31 JULY 2020**

In February, I then had some personal matters raise, however work keep me very much distracted with SimmieGirlsCan week and Varsity very much fast approaching. Also, worked with both Men's and Women's Football & Futsal club to support a charity called Football vs Homophobia and we are now the first university to be placed on their Champions Page on their website. At the beginning of March, I delivered our SimmieGirlsCan Week, it was a very successful week with 184 attendees and showcased the importance of physical activity and sport to inactive females, the weekdays events were very well attended especially our Yoga and Female-Only Sessions. Also, I formalised our club committee elections, by creating a SU Elections booklet asking clubs to fill in the positions available for elections and these positions responsibility. From here, I ran a workshop to inform students about the changes and provided guidance on how to run a fair and democratic election, to which some clubs took up our offer of Sports St Mary's producing anonymous surveys. More so, we began our final round of club committee meetings so we could reflect on the year and discussing plans for next year, meanwhile, I was also organising the final bits for Varsity, for example ensuring our Varsity Agreements were signed by both St Mary's and Brunel Club Presidents and we were building the general hype of the event.

Then Covid-19 graced us with its presence, from here I knew my sabbatical year was going to end very differently from what I had imagined it to do. I was experiencing the same challenges as every other sport sabbatical officer in the country, hard work and months of planning being wasted as events such as Varsity and Sports Dinner were cancelled. I began planning for our transformed Virtually Sports awards and with BUCS finalising leagues was celebrating 10 leagues titles and 5 cup titles.

I worked on transforming our Sports Dinner into an online Sports Awards which is due to take place next week (8th July). The behind the scenes work has involved finding pictures of shortlisted nominees, meeting with our special guest for the evening, Katie Shanahan who is a St Mary's Alumni working for BBC Sport and Sky News and organising the pre-recording videos. Additionally, I reviewed our clubs' accreditation schemes, confirming with clubs their achievements from this year's work and I wrote a paper expressing the importance of Physical Activity and Sport.

To summarise this year has included many positive experiences and I have learnt so much about myself, the sport development sector and how charitable organisations operate, all of which I can take forward into my next steps in life. Like all jobs though there were challenges I had to deal with but these I believe are all part of a very big learning curve for both myself and the students' union.

**ST MARY'S STUDENTS' UNION
OFFICER TRUSTEE TEAM REPORT
YEAR ENDED 31 JULY 2020**

Natalie Hobkirk: End of Year Report

This year was my second term in office as Education President at SMSU. There were many things I had started within my first year that I wanted to see through and continue, so felt running in the election was the right thing to do, and fortunately I got in. This year, both Jack, Rebecca and I were all unbelievably passionate in our own respective areas and wanted to continue the great work that had been done in SMSU previously, and keep building the Students' Union to become strong, better and even more inclusive and diverse.

Much like last year, academic representation is continuing to develop and grow and was even more of a focus this year within my job role. The Course Rep system has developed and become better utilised, but still has some way to go in being fit for purpose. This year has definitely been a teething year for the developments made to the Course Rep system.

Academic and pastoral advice has continued this year, seeing a rise in the pastoral cases coming through to the SU, mostly around the themes of assault and sexual misconduct. Our partnership with Advent Advocacy has increased to two days provision this year, which saw an increase in cases being referred to them. I continued to work closely with them this year on cases that involved both the SU and Advent Advocacy, and I hope that their provision is continued in the future within SMSU.

This year was the first where the officer team went from having one President and two Vice's, to all three posts being Presidents of their own remits. Personally, I feel that the previous structure of one President and two Vice's worked better than the current structure, but the split of remits definitely has helped with streamlining the roles and workloads.

I continued working with the University on many projects this year, namely writing the Sexual Misconduct Policy as well as being a key stake holder in the implementation of our Teaching and Learning Capture software, providing lecturers with the ability to record and upload their lectures for their students. This has been a great success and with the pandemic limiting face to face teaching, it has been a real step change to how St Mary's approached pedagogy, but also its support and resources for students.

For the month of October, we ran a Black History Month Campaign which was the first of its kind. Subsequent to a lot of work done by the Union staff and the Trustee Board to look at our engagement and strategy for the future, it became apparent we were not engaging a diverse and broad demographic of students. This helped inform the planning and delivery of our campaigns. I led on this project by which we engaged our black students within our community so that as three white sabbatical officers we were actively listening to and acting upon the advice of those around us, in order to make our campaign inclusive and a celebration of diversity on our Campus. Within the campaign we worked with a photographer and graphics and printing agency to produce an Exhibition which showed a diverse range of our students and staff, holding up a picture of someone within the black community who had inspired them. Each person wrote a brief extract on how the person had empowered them. This project was a great success with over 1,500 people viewing the Exhibition.

**ST MARY'S STUDENTS' UNION
OFFICER TRUSTEE TEAM REPORT
YEAR ENDED 31 JULY 2020**

Another notable event the SU held this year was a General Election Hustings for our student and staff community at St Mary's. We invited in the Twickenham constituents to give speeches and answer questions from the audience about their manifestos and their plans for the future if they were to win the Election. This was another great success for the Union and something I really enjoyed compering and hosting.

This year saw us reduce from 3 Office Assistants to 1 Marketing Assistant. This role has broadened our marketing expertise but also the quality and effectiveness of our marketing outputs. Students have fed back to us that they felt our marketing had increased and that they were more aware of what was going on within the Union because of the social media posts and the frequency they were being put out. I think all the Union staff can agree that this job post has been a blessing to us and that the person who fulfils it is amazing at what she does.

During the second half of my last term as Education President, the unfortunate circumstances of Covid-19 took hold of the University and the Union, meaning the last 4 months of my post as Education President was spent working from home. Despite the difficulties that the pandemic has posed upon Students' Unions across the country, I think it is testament to the excellent staff team at SMSU that we have managed to still provide an excellent service to students' and continued supporting and advocating for them.

As a Trustee Board the pandemic has posed some difficult discussions and decisions having to be made, but it has shown its strength and adaptability profoundly at such a trying time.

As an Officer Team completing our posts this year, I would like to extend our gratitude to those we have worked with at SMSU and St Mary's University, as we have had such a fruitful and amazing year. We wish the next Office Team the best of luck in their new roles and cannot wait to see what is next for SMSU.

**ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
YEAR ENDED 31 JULY 2020**

The Trustees present their annual report together with the audited financial statements of St Mary's Students' Union (SMSU) for the period 1 August 2019 – 31 July 2020.

STRUCTURE, GOVERNANCE AND MANAGEMENT

a. Organisational Structure and Decision Making

SMSU is a registered incorporated charity under the Charities Act 2011. The 'membership' of SMSU is all students of St Mary's University.

SMSU's principal governing document is its Articles of Association, agreed by the members of SMSU via Annual General Meeting and reviewed on an annual basis. Copies of the Articles of Association (and Byelaws) are available from the offices of SMSU and also via the 'Documents' section of the charity's website (www.stmaryssu.co.uk).

The Trustee Board is made up of 3 Officer Trustees, 2 Student Trustees, and 3 External Trustees. Officer Trustees are elected by a secret ballot of all members of SMSU and take office for one academic year. In order to stand for election as an Officer Trustee, candidates must be members of the Students' Union. Student Trustees are appointed by application to, and interview by the Appointments Committee. External Trustees are appointed by application to the Appointments Committee. The Appointments Committee is made up of two Officer Trustees, the SU CEO, one External Trustee, and a staff member from St Mary's University (usually the University-nominated External Trustee).

The experiences and expertise held by the External Trustees in the areas of finance and audit, higher education policy and enterprise provides risk management and continuity. The Trustee Board structure also includes two appointed Student Trustees to improve the voice of students at SMSU on the board.

Within the 2019/20 year, the new democratic system developed from the democracy review in 2018/19 was first in motion. The biggest impact to this, and the impact most visible to students and stakeholders was the new roles of Education President, Sport President Student Life President. The Officer Trustee roles are remunerated as authorised by the Education Acts and cannot exceed two years duration (after re-election) for each post holder. Officer Trustees are required to take a 'sabbatical year' away from their studies (or straight after studies) and are paid by SMSU during this period. The Officer Trustees undergo a formal process of induction and training on taking up their post. This is organised by the staff of SMSU and utilises external training providers as well as the National Union of Students and staff from St Mary's University. This year, this training was more comprehensive and included a large variety of topics including 'Understanding Privilege', 'Finance for Trustees' and 'Running Successful Campaigns'.

The Officer Trustees are held to account by a democratic structure which provides a variety of opportunities to hear the student voice. Within the Democracy Review that took place last year, it was established that going forward, there would be a network of Zone Committees and Forums to increase the opportunities for students to scrutinise the work of the Officer Trustees, in a more nuanced way. Firstly, the Education Zone provides students with the opportunity to specifically scrutinise the Education President. The Sport Zone provides students with the opportunity to specifically scrutinise the Sport President. The Societies Zone and the Student Life Forum will both offer students the opportunity to scrutinise the Student Life President.

**ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
YEAR ENDED 31 JULY 2020**

All four of the Zone meetings were planned to meet three times per year and also provide students with the chance to raise motions and debate about these specific areas of student life. However, what was found this year was that students weren't always receptive to attending forums and committees as it was such a new process. As such, the Sports Zone and Societies Zone in semester one were attended by students with relatively good attendance, however we struggled to generate student attendance at the other Zone and forum meetings. Once the Covid-19 situation arose and led us into lockdown, this compounded this issue and the Zone meetings were unable to take place in the second semester. In the upcoming year, there is a plan to coordinate these meetings virtually, something that we did not have the capacity to facilitate quickly in semester two of this year.

The Trustee Board delegate the day to day operations of the charity to the CEO who works alongside the Officer Trustees and operational staff team to ensure the charity meets the requirements of its charitable objects.

b. Risk Management

The major strategic, business and operational risks, to which the charity is exposed, as identified by the trustees, are regularly reviewed and systems or procedures put in place to mitigate those risks. Identified operational risks are reported to the Trustee Board and its associated Finance, Audit and Risk Sub-committee at least four times per year.

2019/20 was the second year of the 2018-21 strategic plan. The plan has given some much-needed direction to SMSU and highlights the three-year vision of SMSU. The four themes of the strategy are;

- To create an inclusive space for all students
- To be innovative, transparent and relevant
- To provide representation for all
- To be a catalyst for change

Procedures are in place to ensure all activities organised by SMSU are compliant with health and safety regulations. An internal University Health and Safety Committee (University Group 6) meets at least three times a year to review that all procedures are being upheld and are adapted as required with changes in law and changes in the organisation so that they continue to meet the needs of the charity. This Health and Safety Group 6 feeds directly into the St Mary's University Health and Safety Committee, and is chaired by the SMSU CEO. The SMSU CEO also has a seat on the main University Health and Safety Committee, and the University Operating Board.

SMSU's three Trustee Board sub-committees enable an extra layer of scrutiny of all SMSU strategy and operations by Trustee Board members and staff before approval by the Board. The three sub-committees consist of the following: Finance, Audit and Risk Committee, People and Places Committee and Service Development Committee.

**ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
YEAR ENDED 31 JULY 2020**

The Officer Trustees attended training from NUS and BUCS. SMSU coordinated a two-week handover period from the previous Officer Trustees to the current Officer Trustee team in June of 2019. This involved handing over ongoing work streams and committee placements within the University, specific meetings with both University and Students' Union members of staff, and team building activities. This helped the new Officer Team to settle into their new roles and also helped maintain stability throughout the changing period.

OBJECTIVES AND ACTIVITIES

a. Strategy, Policies and Objectives

The charitable objectives of SMSU are for the advancement of the education of St Mary's University students for the public benefit by:

- i. promoting the interests and welfare of students at St Mary's University by providing advice, representation and support during their course of study
- ii. being the recognised representative channel between Students and St Mary's University and any other external bodies; and
- iii. providing social, cultural, sporting and recreational activities and forums for the personal development of students at St Mary's University.

SMSU has an established Strategic Plan with Vision and Values encompassing what our students feel that their Students' Union should do for them. The SMSU Strategic Plan for 2018-2021 ("Our Plan") has a mission which is;

'To support, develop and represent students at St Mary's University; to make the student experience the best it can possibly be – a positive, self-defining era providing a firm foundation for the rest of students' personal and professional lives'

The SMSU 'Our Plan' has five key values which are;

- Passionate
- Student Led
- Unique
- Supportive
- Inclusive

The SMSU 'Our Plan' is also organised into four key strategic aims. These themes were developed to reflect the needs of our students and to ensure that the Students' Union is representative of these needs in everything that it does. The themes are as follows;

Strategic Aim 1: To create an inclusive space for all students

Strategic Aim 2: To be innovative, transparent and relevant

Strategic Aim 3: To provide representative for all

Strategic Aim 4: To be a catalyst for change

SMSU's 'Our Plan' can be found on the SMSU website at www.stmaryssu.co.uk

**ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
YEAR ENDED 31 JULY 2020**

b. Relationship with St Mary's University

SMSU received a Block Grant from St Mary's University of £408,500 (for the financial year 1 August 2019 – 31 July 2020). Despite the University needing to cut budgets universally across all areas, the Students' Union was protected from receiving a cut, which the Students' Union is extremely grateful for. The Students' Union block grant was also inflated to accommodate the uplift necessary in staff salaries. Following confirmation of the block grant allocation and budgeting process, the Trustee Board approved a budget due to end with £3K deficit.

SMSU is continually grateful to the University for the continued use of space within their Estate and support from their HR and Payroll functions to support our staff operations. However, most importantly, SMSU continues to benefit from positive relationships with University staff at all levels. SMSU aspires to make a continued positive contribution to the lives of our members and the campus community, and operates positive relationships with the Sport St Mary's and Campus Services teams in order to deliver safe sporting and events.

The Students' Union is considered part of the Student Operations team at St Mary's University, and as such the CEO works with and receives ongoing support and guidance from the Director of Student Operations, via regular meetings and project work.

c. External Affiliations

There are a number of organisations that SMSU formally affiliates with through the payment of membership fees. These are approved annually at the Annual General Meeting and listed below:

- National Union of Students (NUS)
- British Universities & Colleges Sports (BUCS)
- Women's Rugby Football Union
- Rugby Football Union
- England Badminton
- English Cricket (ECB)
- NUS Services Limited (NUSSL)
- English Basketball Association
- England Netball
- English Football Association
- England Hockey
- Rugby Football League (RFL)
- England Athletic

**ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
YEAR ENDED 31 JULY 2020**

d. How SMSU Achieves Public Benefit

The Trustees have complied with section 2(1)(b) of the Charities Act 2011 and have had due regard to the Charity Commission guidance on public benefit. In the pursuit of our charitable purpose for the public benefit, SMSU seeks to achieve its charitable objectives in the following ways:

i. The Advancement of Education

SMSU provides a range of support and advice, from individual one-to-one advice and advocacy for our students, to welfare campaigning and academic programme-based representation. SMSU has helped a huge number of students through academic appeals that have meant that they have been able to continue their academic programmes or have achieved a higher grade than they were initially credited with. Following the pilot partnership with Advent Advocacy last year, this year, SMSU further developed this arrangement and doubled the provision available, going from one day per week last year, to two days per week this year. Advent Advocacy is an organization that provides independent mental health advocacy services in a variety of settings, and St Mary's Students' Union is proudly the first Students' Union that embarked on a partnership with Advent Advocacy. This work was rapidly progressed throughout the Coronavirus (Covid-19) lockdown in the latter part of the year, where Advent Advocacy developed online support for students and hosted mental health and wellbeing sessions directly with our sports clubs and societies. This partnership will continue into the 2020/21 year too.

In 2019/20, SMSU continued to coordinate the university wide representative system. SMSU reimaged the training for all Programme Reps to ensure that they were suitably supported to provide the best feedback possible. This involved working in partnership with the University to include further information and guidance for these representatives, including an increased understanding of University committee structures, and a dedicated Careers session to help the Programme Reps to translate the skills gained in their roles on to their CVs and into their graduate careers. This training was also replicated more times than previously, both throughout the day and into the evening to accommodate education students, and online for those that could not attend in person. This was well received and will be continued into the upcoming year. St Mary's University continues to have student representation on every major committee of the university, via both the Officer Trustees and Programme Reps.

The Education President has worked with the University on a variety of projects to better the educational offer for students, including working on the Timetabling and Induction working groups and taking on a key role in supporting the development and launch of the Teaching and Learning Capture project. Throughout the second semester, the Coronavirus (Covid-19) pandemic led the University to shut for a lockdown. This had a large impact on teaching arrangements for students and the Education President lobbied and worked with the University to ensure that these students would not experience detriment to their grades, attendance, or learning as a result of Coronavirus (Covid-19). A large amount of academic advice was also provided to students when navigating these new policies and the difficult circumstances too.

**ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
YEAR ENDED 31 JULY 2020**

ii. The Advancement of Amateur Sport

SMSU has a well-established culture of sporting and recreational engagement. SMSU has 24 different sports clubs encompassing a various range of activities and interests. Over 780 students are supported as members of these groups which are led by student volunteers who are supported centrally by SMSU, in partnership with the University's Sport St Mary's department. The Presidents and committees of these groups are elected annually and trained twice, in June and September to give them the best guidance and support possible for their roles. The club committees are given controlled autonomy to direct and lead activities; gaining employability skills and experience. This year, due to Coronavirus (Covid-19), the latter part of the year experienced national issues in needing to halt leagues and pause sport, however thankfully the students had already completed most of their competitions for the year when this occurred. The Sport President worked closely with the Sport St Mary's department to develop a more comprehensive elections process for our committee members, which we were able to partially put in place however will come to fruition more entirely in the upcoming year.

iii. The Advancement of Community and Citizenship

SMSU provides approximately 25 active societies to St Mary's University students including cultural, religious and course related societies. The number of societies increased this year, with more demand from students for more societies. The societies are active, providing regular networks and events for their membership. SMSU also builds marketing and sponsorship links with local independent businesses which mutually benefits students and the local economy. SMSU liaises with the local police and local residents to ensure that the Borough of Richmond remains a safe, pleasant place for students and residents to co-reside. Due to the Coronavirus (Covid-19) ongoing situation, some societies activity was paused in semester two, however there was still good online engagement with their memberships and there is hope that many will continue next year.

OVERVIEW OF ACTIVITIES, ACHIEVEMENTS AND PERFORMANCE

In 2019/20, SMSU developed the charity and had many achievements in accordance with the Strategic Plan ('Our Plan') 2018-21. Activities and achievements are highlighted below and are listed in relation to Strategic Aims.

a. Strategic Aim 1: To create an inclusive space for all students

Home Comforts Café

SMSU received feedback in previous years from students around the lack of non-drinking social spaces on campus. SMSU continued to host 'Home Comforts Café' in collaboration with the Chaplaincy this year, to provide students with a social space to play games, drink tea and coffee, chat and watch films. Home Comforts Café occurred regularly throughout the year and proved to be popular with students living in Halls. This activity is being reimaged in the upcoming year, to incorporate a wider remit of activities in a different format, in response to varying student demand.

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Commuter Lounge:

In the previous year, the Officer Trustees campaigned for, and secured the creation of a Commuter Lounge for students living offsite. This was opened this year, to a great reception from students. The Commuter Lounge is used by a large variety of students, for relaxing, making hot drinks, eating meals, and storing bulky items in lockers.

Sporting Successes:

2019/20 was the third year of delivery of the Student Sport Strategy. During the 2019/20 year, the following occurred:

- 783 club members
- 10 BUCS League Titles Won, including 6 promotions
- 39 coaches recruited and 3, 653 hours of professional coaching delivered to student sport clubs
- 133 club committee members
- At least 50 club development meetings have taken place and initial meetings took place for the new Student Sport Strategy 2020 – 2025

Development of Societies

This year, student societies fell into the remit of the newly created Student Life President role. This move meant that the Students' Union had a renewed focus on societies development and activity, and this helped to grow the number of societies from 20 last year, to 27 at one point this year. There were over 308 members engaged with Societies this year which is hoped to increase further, especially with the need for community building as a result of Coronavirus (Covid-19) restrictions in the upcoming year, and societies meetings being able to be virtual online. Our largest society was the International Students Society, which was great to see as we have a rapidly growing international student demographic.

This year, the Societies Awards event was developed by the Student Life President, who noted that as it had been free to students in previous years it had been quite lowkey and not always well attend. The event was planned to have a small fee associated for tickets, which allowed us to book a larger venue with catering and purchase awards for the winners. Unfortunately Coronavirus (Covid-19) meant these plans had to be cancelled, however an online alternative was hosted, which students appreciated in the current climate.

b. Strategic Aim 2: To be innovative, transparent and relevant

Bus2Club:

Bus2Club continues to thrive and make a positive impact on the local community, through the work done to help reduce noise following late-night events and respect messaging. Obviously due to current circumstances, this initiative only ran until the Coronavirus (Covid-19) restrictions meant that it could not run.

**ST MARY'S STUDENTS' UNION
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Community Partnership Committee

The Student Life President and CEO are all members of the Strawberry Hill Residents Association which is coordinated by the University in tandem with the local community and meets regularly to provide a forum for discussion and development. The committee continues to be a forum to enable the strengthening of the relationship between students and residents within the local community.

Freshers Fortnight 2019:

The 2019 Fresher's Fortnight was a success. It was important to SMSU that the Welcome programme was diversified to include events for all. Instead of just the usual 'club events', SMSU introduced daytime and early evening events into the Freshers programme included a Fresher's Fair, Quiz, Film Nights, a plant sale,

The SMSU Welcome Fair was for the third time hosted in the Tennis Centre allowing both commercial and sports and societies stalls to be part of one large fair. The Fair included a large variety of different external stall holders including Sport St Mary's, Careers, Languages, Study Abroad, local charities, Nando's, Dominos, local nightclubs and bars and educational unions such as the NUT. The Fresher's Fayre had the biggest turnout yet that we have achieved and received great reviews from both students and clients.

The Students' Union were praised by both the University and local community for the quietest, and tidiest Fresher's Fortnight in many years.

Summer Ball:

The Summer Ball is the end of year event planned annually for all students to celebrate their successes of the year, and for those graduating to have one last celebration before they leave. This year's event was planned to be inclusive of feedback from the previous year however could not go ahead due to the Coronavirus (Covid-19) pandemic.

At Home Together

As a result of the Coronavirus (Covid-19) pandemic and changes needed to working patterns because of this, the marketing team within the Students' Union developed the "At Home Together" campaign. "At Home Together" covers a wide scope of activities and material and amplified the SMSU digital community to replace the physical office support environment as much as possible, the results of which were tremendously positive. There was huge variety in the digital events, including Netflix 'watch-a-longs', Instagram Talent Shows, 'Ask a Sabb' on Instagram and Zoom, 'Are You Smarter Than A Lecturer?' quizzes and lots more. The activities were both supportive and fun, and the feedback was overwhelmingly positive from both the student community and the University's senior management.

Comparatively in the sector, SMSU carved a clear and defiant path early on in the lockdown, and whereas lots of Students' Unions were also doing some events, lots did not have such a developed brand for this work.

**ST MARY'S STUDENTS' UNION
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c. Strategic Aim 3: To provide representation for all

Democracy and Student Voice

The Officer Trustee Elections occurred throughout the weeks of 2 March to 13 March 2020. The Elections included seven candidates (initially eight, however one student withdrew) for three positions, and all three Officer Trustee posts were contested. There were five female and two male candidates, of which two candidates were international. There were 4456 votes cast by 1584 individual students. This number of voters was approximately 27% of the student population, the highest percentage turnout SMSU have recorded (2019: 1142 voters, 2018: 1082 voters).

Advice and Advocacy

The Education President has supported and advised a large number of students in 2019/20 who have had academic or welfare related issues. Issues have included academic misconduct allegations (including plagiarism, cheating and academic fraud), bullying allegations, complaints about university services and behavioural misconduct allegations. SMSU continued the partnership with Advent Advocacy, an organisation which provides mental health advocacy to individuals. This service has been well received by the student body.

Student Representation on University Committees

The Education President, Sport President and the Student Life President represented all students at St Mary's via attending over 40 university committees and groups. These include Board of Governors, Academic Development Committee, Academic Board, Senior Management Team Meeting, Faculty Academic Development Committee, Health and Safety Sub-Committee, and various Project Boards for projects that impact on students. Students' Union staff representatives are also members of various working groups throughout the university. The Students' Union representatives ensure that all decisions made at all levels of the university are for the benefit of students.

Changes as a result of membership of university committees include:

- Ensuring a 'No Detriment Policy' was implemented at the University throughout the Coronavirus (Covid-19) pandemic
- The Equality & Inclusion Student group has developed a number of actions to improve different parts of student life
- Revised policies and procedures surround sexual violence and hate crime on campus
- The development of a mental health strategy for students

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The Sports Awards Dinner was planned to take place at Twickenham Stoop however when it was cancelled, it was instead delivered as a virtual event. The Students' Union worked with the University Marketing team to approach and secure Kate Shanahan, St Mary's alumni and BBC Sport and Premier League journalist to host the event, which was extremely well received by students.

Coronavirus (Covid-19) Impact

The Coronavirus (Covid-19) pandemic had a significant impact on the Students' Union, as it did for individuals and businesses all over the globe. For SMSU, we rely on campus-based, community engagement for our members and the pandemic meant that this quickly had to change.

The most visible change to our membership was the move entirely online for enquiries and operational delivery. However, this was quickly adopted and adapted to well via an initiative developed by the marketing team named 'At Home Together'. This campaign adopted a variety of activities including wellbeing support, online activities, information and signposting, and opportunities to hear the student voice, in order to ensure that the membership were aware that SMSU were still relevant and working for them. The engagement with this initiative was good and the project was well-received by both the membership and key stakeholders.

The pandemic also meant that key commercial events needed to be cancelled, including Varsity, Sports and Societies Awards Dinners, and Summer Ball. This was disappointing for both our members and our staff team who had worked hard to deliver these, however where possible they were adapted to take place online. The Sports and Societies awards were both hosted on Instagram, and the Sports Dinner was hosted by Kate Shanahan, an alumnus of St Mary's and BBC Sport and Premier League television presenter. In terms of the commercial impact of these events being cancelled, thankfully expenditure had been minimal or where it was significant such as for the Sports Dinner venue, these reservations have been honoured for future events. The main losses have been a lack of income from these events, however due to the cancellation of student sports fixtures and therefore less expenditure on this operation, the SMSU financial year has ended in surplus rather than deficit.

In terms of infrastructure, the main impact of the pandemic has been ensuring that our processes can all be conducted online, if they were not already conducted as such. There were minor teething problems with this however all processes can now sufficiently be managed without the need for physical presence on campus. The staff team returned to the office with a reduced capacity at the beginning of September and continue to do so to ensure that members living onsite are sufficiently supported.

**ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
YEAR ENDED 31 JULY 2020**

d. Strategic Aim 4: To be a catalyst for change

RAG and Fundraising

Various fundraising events were hosted throughout the year, both centrally by the Students' Union and by individual clubs and societies. Due to the changes made to RAG to include all fundraising conducted by students within the recorded fundraising totals, this year SMSU recorded approximately £6,000 in fundraising for various charities, a new high for the Union.

Marketing and Communications

SMSU works hard to ensure that all event, activities and operations are inclusive, innovative and consistently develop. A considerable amount of progress has been made on measuring impact, and to date outcomes and impact include:

- Increase in engagement in the elections – 15/17: 1038, 16/17: 1588 , 17/18: 1058, 18/19: 1142, 19/20: 1584
- 783 Club members 2019/20
- 308 Societies members 2019/20

Impact Reporting

The Marketing and Communications Manager creates regular impact reports to ascertain which students are attending our events and engaging with our activities. This data informs the progression of these activities to make sure that SMSU is consistently relevant to its membership. Student numbers are taken for all events to determine this information.

Media Sales and Advertising

SMSU continued to manage its own income stream via advertising and media sales. In the second year of providing this service to external companies – especially targeting local, independent businesses, SMSU raised £ 5,528 through income generation that has been used to fund core SMSU operations and student activities.

Overview of Varsity and Sports Dinner:

Varsity and Sports Dinner are two very well attended events in our events calendar, and this year a significant amount of work was conducted to develop these events even further. Unfortunately, due to the Coronavirus (Covid-19) outbreak, both of these events could not go ahead, however there were some key developments worth highlighting that would have taken place, including:

- A new, community 'festival' approach taken to the Varsity event, implemented to encourage more students than just sports students to attend.
- Food trucks from external companies both to increase revenue and to encourage the community festival feel
- A ban on alcohol for spectators at fixtures, with newly implemented zones for alcohol consumption, to limit anti-social behaviour
- A joint 'respect' campaign delivered in collaboration with Brunel University to encourage community and respect not only amongst St Mary's students but amongst students from both Universities throughout the day

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In terms of the 2020/21 year, the pandemic has significantly changed how SMSU plans for campaigns, events, and engagement activities. The negatives from this are that there is more work needed to ensure that there is optionality for whichever situation is viable at time of delivery, whether that is virtual or on-campus. However, the pandemic has also meant that we have to 'break the mould' on some of our usual activities that we had been delivering without change for a long time, and take calculated risks on new objectives and ways of working. From this we have found a variety of new engagement means and thought in newly creative ways about events and initiatives that we have delivered before. Finally, and most importantly, our campaigning activity has increased, which is always of benefit to our membership.

FINANCIAL REVIEW

Overview

St Mary's Students' Unions' ("SMSU") gross income from all sources during the financial year 2019/20 totalled £629,012 and total expenditure was £574,931. Income is generated from a wide-range of membership services, as well as revenue generating commercial services such as marketing/advertising sales.

Staff salaries increased by £21,559 to reach £273,707 in 2020.

Total funds carried forward at 31 July 2020 are £243,551 of which £214,166 is unrestricted funds and £29,385 is restricted funds (sports clubs and societies accounts).

Future Funding

SMSU continues to be supported financially by St Mary's University via a 'Block Grant' to aid operations and new projects. Due to university wide financial cuts, SMSU has a Block Grant of £388,000 for 2020/21 which is a cut of £20,500.

Going Concern

St Mary's University will continue to provide financial support to St Mary's University Students' Union so as to ensure that it has sufficient funds continue to operate effectively for the foreseeable future.

Reserves Policy

As a professional, charitable organisation, St Mary's University Students' Union (SMSU hereafter) believes it is important that a certain amount of unspent income should be held in reserve. As a 'not for profit' organisation, it is SMSU's aim that the majority of income should be returned to the membership in the form of the representation, commercial services, development opportunities.

SMSU have to be realistic when planning for the future and safeguarding the organisation and have identified a range of finance related strengths, weaknesses, opportunities and threats which may occur over the next three years.

Strengths: Event sales, communications and advertising of events, more efficient financial processes, financial training for officers and staff, fully functional Trustee Board and sub-committees.

**ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
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Weaknesses: Small team, current limited access to external funding, location of commercial services (visibility).

Opportunities: Source marketing revenue internally, good working relationships with event organisers and talent management companies (for events), development of J Block (Student Centre) – possible increased footfall.

Threats: Cost of living in London increasing, decrease in access to student funding, decrease in student availability to attend events, end of current website contract, rising expectations of students in relation to service provision.

POLICY: The reserve would ensure a level of sustainability should any unforeseen circumstance occur which would affect the organisation financially, invest in resources and/or capital projects, or if the charity, SMSU should need to dissolve. It is prudent for SMSU to budget to create a small surplus each year to ensure that the charity is firstly, prepared for unforeseen circumstances, and secondly, to invest in the development of the organisation. This is a principle that SMSU expects to continue into the future.

This policy explains how much money we aim to hold in our reserves, why SMSU would require holding this level, and how this policy will be reviewed.

1. Usage: holding reserve

1.1 As a charity, it is expected that SMSU should use all of its income to benefit members. It is also clear that sensible planning for mitigating risk and future development is important. Therefore, cash should only be kept in reserve for the following specific reasons only:

1.1.1 Approximately three months operational costs should be held in reserves in case of a major (unforeseen) issues

1.1.2 Once the lower limit has been achieved, SMSU may invest any funds over the lower limit in capital investment and/or resourcing (via agreement of the Trustee Board)

1.1.3 Reserves can be used (via agreement of the Trustee Board) to fund special or specific projects/resources (which are time sensitive) and would see a long term benefit to the charity and/or its members.

2. Level of reserve

2.1 SMSU believes that an aim of a **lower limit** of unspent income held in reserves should be **£110,000**. This amount of money provides SMSU with approximately 90 days of essential spending (based on staffing and overheads).

3. Capital investment and resourcing

3.1 All capital expenditure over the cost of **£5000** will require sign off by the SMSU Trustee Board. Capital expenditure or major equipment purchases can only be agreed when the Trustee Board are in agreement that the investment has a long term benefit to the charity and/or its members.

**ST MARY'S STUDENTS' UNION
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3.2 SMSU will be able to use the end of year surplus in the following way:

3.2.1 70% to be held in reserve to invest in long term capital projects/resourcing

3.2.2 30% to be used for immediate resourcing and development of SMSU

4. Arrangements for reviewing this policy

4.1 This policy can be reviewed at any time should the chair of the Trustee Board receive official notice from either two Trustees, or by mandate by members of the SU Council. The policy should be an agenda item on the first meeting of the Trustee Board each year to agree. The policy should be officially reviewed by the Finance, Audit and Risk Committee every three academic years – making the next review date no later than September 2022.

Currently, SMSU's free reserves (unrestricted funds not representing tangible fixed assets) amount to £213,918 which is in accordance with the plan outlined above.

**ST MARY'S STUDENTS' UNION
TRUSTEES REPORT
YEAR ENDED 31 JULY 2020**

TRUSTEES' RESPONSIBILITIES

The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed 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, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed subject to any material departures disclosed and explained in the financial statements;
- prepare 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 which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on

and signed on their behalf by:

MAWIE WARD

Trustee

MAWIE WARD

Date:

3.12.20

REPORT OF THE INDEPENDENT AUDITORS FOR THE YEAR ENDED 31 JULY 2020 TO THE MEMBERS OF ST MARY'S STUDENTS' UNION

Opinion

We have audited the financial statements of St Mary's Students' Union (the 'charitable company') for the year ended 31 July 2020 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is 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 charitable company's affairs as at 31 July 2020 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the 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 charitable company 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 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.

Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

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

- the information given in the trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

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

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 17, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is

necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the 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 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.

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 charitable company's members as a body, for our audit work, for this report or for the opinions we have formed.

Simon Goodridge
Senior Statutory Auditor
for and on behalf of Knox Cropper LLP
Statutory Auditor
65 Leadenhall Street
London EC3A 2AD

ST MARY'S STUDENTS' UNION
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 JULY 2020

	Notes	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total 2020 £	Unrestricted Funds 2019 £	Restricted Funds 2019 £	Total 2019 £
INCOME AND ENDOWMENTS FROM							
Grants and Donations	1	416,000	-	416,000	477,726	-	477,726
Charitable activities	2	130,781	30,897	161,678	127,835	70,180	198,015
Other trading activities	3	51,205	-	51,205	105,927	-	105,927
Investments	4	129	-	129	525	-	525
TOTAL		598,115	30,897	629,012	712,013	70,180	782,193
EXPENDITURE ON							
Raising funds	5	10,614	-	10,614	46,168	-	46,168
Charitable activities	6	534,746	29,572	564,317	600,389	76,509	676,898
TOTAL		545,360	29,572	574,931	646,557	76,509	723,066
NET INCOME / (EXPENDITURE)		52,755	1,325	54,080	65,456	(6,329)	59,127
Transfers between funds		(1,421)	1,421	-	137	(137)	-
NET MOVEMENT IN FUNDS		51,334	2,746	54,080	65,593	(6,466)	59,127
Reconciliation of funds:							
Total Funds Brought Forward		162,832	26,639	189,471	97,239	33,105	130,344
Total Funds Carried Forward		214,166	29,385	243,551	162,832	26,639	189,471

All activities reported above represent continuing activities.

The notes form part of these financial statements

**ST MARY'S STUDENTS' UNION
BALANCE SHEET
AS AT 31 JULY 2020**

	Notes	2020	2019
		£	£
FIXED ASSETS			
Tangible Assets	10	248	788
CURRENT ASSETS			
Debtors	11	31,394	25,848
Cash at bank and in hand		560,978	268,405
Total Current Assets		592,372	294,253
LIABILITIES			
Creditors : Amounts falling due within one year	12	(349,069)	(105,570)
NET CURRENT ASSETS		243,303	188,683
TOTAL NET ASSETS	14	243,551	189,471
FUNDS			
Unrestricted General Fund	13	214,166	162,832
Restricted Funds	13	29,385	26,639
TOTAL FUNDS		243,551	189,471

The notes form part of these financial statements

The financial statements were approved by the Board of Trustees and signed on its behalf by:

Trustee



Date:

3.12.20

Registered Company Number: 10780795

**ST MARY'S STUDENTS' UNION
STATEMENT OF CASH FLOWS
YEAR ENDED 31 JULY 2020**

	2020 £	2019 £
CASH FLOWS FROM OPERATING ACTIVITIES		
Net cash flows provided by (used in) operating activities	292,444	(281,757)
CASH FLOWS FROM INVESTING ACTIVITIES		
Dividends, interest and rents from investments	129	525
Net cash provided by (used in) investing activities	129	525
NET CHANGE IN CASH AND CASH EQUIVALENTS	292,573	(281,232)
Cash and cash equivalents at the start of the year	268,405	549,637
Cash and cash equivalents at the end of the year	560,978	268,405

RECONCILIATION OF OPERATING SURPLUS TO NET CASH INFLOW FROM OPERATING ACTIVITIES

	2020 £	2019 £
Net income/(expenditure) for the financial year	54,080	59,127
Adjustments for:		
Depreciation charge	540	2,050
Carrying amount of tangible fixed asset disposals	-	5,657
Dividends, interest and rents from investments	(129)	(525)
(Increase)/decrease in stocks	-	790
(Increase)/decrease in debtors	(5,546)	34,041
Increase/(decrease) in creditors	243,499	(382,897)
Net cash provided by (used in) operating activities	292,444	(281,757)

A) Components of cash and cash equivalents

Cash at bank and in hand	560,978	268,405
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B) Analysis of changes in net debt

	At 1 August 2019	Cashflows	Non-Cash Changes	At 31 July 2020
Cash and Cash Equivalents				
Cash	268,405	292,573	-	560,978

ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2020

PRINCIPAL ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and with the Statement of Recommended Practice "Accounting and reporting by Charities" (SORP FRS 102 second edition - effective 1 January 2019) in all material respects. The charity meets the definition of a public benefit entity under FRS 102.

Going concern

The trustees have assessed whether the use of the going concern assumption is appropriate in preparing these financial statements. The trustees have made this assessment in respect to a period of one year from the date of approval of these financial statements.

The trustees of the charity have concluded that there are no material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. As detailed in note 17, in forming this opinion, they have considered the impact of the COVID-19 pandemic on both its income and expenditure for at least a period of twelve months from the date of approval of these financial statements.

The trustees are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due.

Funds structure

Restricted funds are funds which are to be used for specific restrictions applied by the donors.

Unrestricted funds comprise those funds which the trustees are free to use for any purpose in furtherance of the Student Union's objectives

Incoming resources

All incoming resources are recognised once the charity has entitlement to the resources, it is probable that the resources will be received, and the monetary value of incoming resources can be measured with sufficient reliability. Income that must be expended in accordance with the requirements of the donor is included as restricted income. Income generated by sports and social clubs is accounted for as restricted income. Relevant expenditure is charged against the resultant restricted fund.

Intangible income and gifts in kind are recognised to the extent that another party has borne the cost and the benefit is quantifiable on a normal commercial basis. The rent free accommodation provided by the University is difficult to quantify and has therefore not been recognized as income in the accounts. The value of services provided by volunteers is not incorporated into these financial statements. Details of the contribution made by volunteers can be found in the Trustees' report.

Income from charitable trading activities

Income from charitable trading activities represents invoiced amounts excluding VAT.

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Resources expended

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Costs of raising funds

Costs of raising funds are those costs incurred in undertaking functions or events the primary purpose of which is to raise funds for the Union

Charitable activities

Charitable expenditure comprises those costs incurred in the delivery of the charity's activities and services. It includes both the direct and non-direct costs and support costs relating to those activities.

Tangible fixed assets

Tangible fixed assets are capitalised and accounted for at historic cost. Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

- TV equipment – 25%
- Hall and Student Union refurbishment – 10%
- Office equipment – 25%

Basis of funding

The Students' Union is funded primarily by an annual grant from St. Mary's University.

Deficits and surpluses arising on Students' Union activities are carried forward and taken into account in considering levels of grant for the following year.

1. INCOME FROM GRANTS AND DONATIONS

	2020	2019
	£	£
<i>Unrestricted Funds</i>		
Block Grant from St Mary's University	408,500	401,000
Waiver of Prior Year Management Charges	-	52,726
Additional Funding	7,500	24,000
	<u>£416,000</u>	<u>£477,726</u>

The University also provides the Union with rent free serviced accommodation. The value of this in-kind benefit has not been valued and included in the accounts.

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2. INCOME FROM CHARITABLE ACTIVITIES

	2020	2019
	£	£
<i>Unrestricted:</i>		
Shop sales	1,827	11,482
Rag Week	2,483	1,101
AU Dinner	12,628	23,089
Sports Clubs	91,026	66,681
Launderette income	6,561	9,286
Marketing	5,528	6,015
Refreshers Week	5,173	4,221
Miscellaneous	5,555	5,960
	<u>130,781</u>	<u>127,835</u>
<i>Restricted:</i>		
Sports clubs	26,856	58,232
Social clubs	4,041	11,948
	<u>30,897</u>	<u>70,180</u>
	<u>£161,678</u>	<u>£198,015</u>

3. INCOME FROM OTHER TRADING ACTIVITIES

	2020	2019
	£	£
<i>Unrestricted:</i>		
Freshers' Week	51,205	59,411
Summer Ball	-	46,516
	<u>£51,205</u>	<u>£105,927</u>

4. INCOME FROM INVESTMENTS

	2020	2019
	£	£
<i>Unrestricted:</i>		
Bank Interest receivable	129	525
	<u>£129</u>	<u>£525</u>

5. EXPENDITURE ON RAISING FUNDS

	2020	2019
	£	£
<i>Unrestricted:</i>		
Official Functions	10,614	46,168
	<u>£10,614</u>	<u>£46,168</u>

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6. EXPENDITURE ON CHARITABLE ACTIVITIES

	2020 £	2019 £
<i>Unrestricted:</i>		
Salaries, national insurance and pensions	275,129	257,063
Shop cost of sales	(3,874)	8,565
Official functions	31,481	23,589
Security	1,385	1,466
Loss on disposal of fixed assets	-	5,657
Depreciation	540	2,050
NUS Levy and external relations	30,378	21,836
Sports clubs	108,599	163,732
Administration	42,129	79,184
Irrecoverable VAT	36,783	31,397
Auditors remuneration	12,196	5,850
	<u>534,746</u>	<u>600,389</u>
<i>Restricted</i>		
Sports clubs	26,385	67,732
Social clubs	3,186	8,777
	<u>£564,317</u>	<u>£676,898</u>

7. STAFF COSTS AND REMUNERATION

	2020 £	2019 £
The aggregate payroll costs were:		
Wages and salaries	238,783	221,803
National insurance costs	22,014	20,583
Pension contributions	12,910	9,762
	<u>£273,707</u>	<u>£252,148</u>

The staff are all employees of St Mary's University, who are seconded to work for the Students' Union. During the year staff members were furloughed under the Government Job Retention Scheme (JRS). The above figures are the amounts charged to the Students' Union after deduction of the government JRS grant of £11,123.

	Number	Number
Average number of staff	<u>10</u>	<u>8</u>

In addition to the number of employees, 3 members of sabbatical staff were employed (2019: 3). The number of employees earning more than £60,000 a year was nil (2019: Nil). The sabbatical officers were paid the following remuneration in accordance with clause 44 of the SMSU Constitution:

	2020 £	2019 £
Students' Union President Salary	19,750	18,617
Vice President Sports and Societies Salary	19,750	18,617
Vice President Community Salary	19,750	18,617
	<u>59,250</u>	<u>£55,851</u>

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In addition, the Union paid £2,000 towards the accommodation costs of each sabbatical officer (2019: £2,000). The following expenses were reimbursed to trustees during the year:

	2020 £	2019 £
Trustees expenses	-	-

With the exception of the sabbatical officers, no trustees received or waived any emoluments during the year.

8. KEY MANAGEMENT PERSONNEL

The key management personnel of the Union are those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director of the entity. They comprise the CEO, Finance and Business Development Manager, Marketing and Communications Manager and Officer Trustees. The total employee benefits, including employer pension contributions of the key management personnel amounted to £189,832 (2019: £185,514).

9. TAXATION

St Mary's Students' Union is a charity and is able to take advantage of the exemptions available to charities from income tax and capital gains tax provided such income or gains are applied exclusively to charitable purposes.

No tax charge arose during the year.

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10. TANGIBLE FIXED ASSETS

	Hall & SU Refurbishment	Office Equipment	TV Equipment	Total
Cost	£	£	£	£
As at 1 August 2019	-	9,759	-	9,759
Additions	-	-	-	-
At 31 July 2020	-	9,759	-	9,759
Accumulated Depreciation				
As at 1 August 2019	-	8,791	-	8,791
Charge for the year	-	540	-	540
At 31 July 2020	-	9,511	-	9,511
Net Book Value 31 July 2020	-	248	-	248
Net Book Value 31 July 2019	-	788	-	788

11. DEBTORS

	2020 £	2019 £
Trade Debtors	-	10,474
St Mary's University	8,532	3,459
Prepayments	1,046	1,398
VAT Recoverable	21,816	10,517
Other Debtors	-	-
	<u>31,394</u>	<u>£25,848</u>

12. CREDITORS

	2020 £	2019 £
Amounts falling due within one year		
Trade Creditors	10,902	5,826
St Mary's University	329,937	84,518
Accruals and Deferred Income	8,000	13,907
Other Creditors	230	1,319
	<u>349,069</u>	<u>£105,570</u>

ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2020

13. MOVEMENT ON FUNDS

	Brought Forward	Incoming resources	Outgoing resources	Transfer between funds	Carried Forward
	£	£	£	£	£
<i>Restricted funds</i>					
Sports clubs	15,019	26,856	(26,385)	745	16,235
Social clubs	11,620	4,041	(3,186)	676	13,151
	<u>26,639</u>	<u>30,897</u>	<u>(29,572)</u>	<u>1,421</u>	<u>29,385</u>
<i>Unrestricted funds</i>					
General funds	<u>162,832</u>	<u>598,115</u>	<u>(545,360)</u>	<u>(1,421)</u>	<u>214,166</u>
	<u>189,471</u>	<u>629,012</u>	<u>(574,931)</u>	<u>-</u>	<u>243,551</u>

Purpose of restricted funds:

Within the Students' Union there exists a number of Sports and Social clubs which receive a grant from the Students' Union, raise their own membership subscriptions and carry out their own activities. At the year end, all overspends are reimbursed from unrestricted funds, and all underspends of the Student Union's grant are restricted for the Club to be used in the next year. The transfers in 2019/20 relate to a net overspend in Sports Clubs, and a net underspend in Social Clubs. Restricted funds remaining to be carried forward represent unspent income raised directly by each society or club which has not been spent by the year end.

Grants may also be provided to benefit student development in instances where beneficial activities are not performed as part of a club or society.

Prior year

	Brought Forward 2019	Incoming resources	Outgoing resources	Transfer between funds	Carried Forward 2019
	£	£	£	£	£
<i>Restricted funds</i>					
Sports clubs	23,466	58,232	(67,732)	1,052	15,019
Social clubs	9,639	11,948	(8,777)	(1,189)	11,620
	<u>33,105</u>	<u>70,180</u>	<u>(76,509)</u>	<u>(137)</u>	<u>26,639</u>
<i>Unrestricted funds</i>					
General funds	<u>97,239</u>	<u>659,287</u>	<u>(593,831)</u>	<u>137</u>	<u>162,832</u>
	<u>130,344</u>	<u>729,467</u>	<u>(670,340)</u>	<u>-</u>	<u>189,471</u>

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14. ANALYSIS OF NET ASSETS

	Unrestricted £	Restricted £	Total £
Tangible fixed assets	248	-	248
Current assets	562,987	29,385	592,372
Current liabilities	(349,069)	-	(349,069)
Total	214,166	29,385	243,551

Prior year

	Unrestricted £	Restricted £	Total 2019 £
Tangible fixed assets	788	-	788
Current assets	267,614	26,639	294,253
Current liabilities	(105,570)	-	(105,570)
Total	162,832	26,639	189,471

15. MEMBERS LIABILITY

The company is limited by guarantee and has no share capital. The liability of each company law member in the event of winding up is limited to £1.

16. RELATED PARTY TRANSACTIONS

There were no related party transactions during the year (2019: nil).

17. IMPACT OF COVID-19 PANDEMIC

The Trustees anticipate that the COVID-19 outbreak in February 2020 and the subsequent events will have a long-term impact on the Charity's incoming resources and resources expended in the coming years and on the fair value of its assets and liabilities. They have considered the likely impact on its incoming resources and how the charity can react to that impact and are confident that it has sufficient reserves and enough flexibility to ensure that it can continue to exist for the foreseeable future.