



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

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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

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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.

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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.

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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.

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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
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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.

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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.

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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

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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

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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.

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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.

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.

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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.

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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
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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 – 15/17: 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.

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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.

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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
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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.

ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2020

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.

ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2020

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>

ST MARY'S STUDENTS' UNION
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2020

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>

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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.