

Northumbria Students' Union

Final Management Report

For the period ended 31 July 2024

This document is strictly private and confidential



Armstrong Watson LLP is a limited liability partnership registered in England and Wales, number OC415608. The registered office is James Watson House, Montgomery Way, Rosehill, Carlisle, CA1 2UU where a list of members is kept. Armstrong Watson LLP is regulated by the Institute of Chartered Accountants in England and Wales for a range of investment business activities. Unless otherwise indicated, either expressly or by the context, we use the word "partner" to describe a member of Armstrong Watson LLP or an employee of Armstrong Watson LLP in their capacity as such.

Armstrong Watson Audit Limited is registered to carry on audit work in the UK by the Institute of Chartered Accountants in England and Wales. Registered as a limited company in England and Wales, number 8800970. The registered office is James Watson House, Montgomery Way, Rosehill, Carlisle, CA1 2UU.

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a. INTRODUCTION

a. Purpose

This report has been prepared for the Trustees of Northumbria Students' Union to bring attention to various matters arising from the audit of Northumbria Students' Union for the period ended 31 July 2024.

b. Responsibilities

Details of the responsibilities of the Trustees of Northumbria Students' Union are set out in our engagement terms dated 21 August 2024.

Armstrong Watson Audit Limited, as auditor to Northumbria Students' Union, is responsible for forming an opinion on the financial statements. Details of our responsibilities are set out in our engagement terms. The audit of the financial statements does not relieve management or those charged with governance of their responsibilities.

c. Limitations

Our audit procedures, which have been designed to enable us to express an opinion on the financial statements, have included the examination of the transactions and the controls thereon of Northumbria Students' Union. The International Standards on Auditing (UK) do not require us to design audit procedures for the purpose of identifying supplementary matters to communicate with those charged with governance.

Our audit included consideration of internal controls relevant to the preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for expressing an opinion on the effectiveness of internal control or to identify any significant deficiencies in their design or operation.

We have included in this report only those matters that have come to our attention as a result of our normal audit procedures and, consequently, our comments should not be regarded as a comprehensive record of all deficiencies that may exist or improvements that could be made.

This report is to be regarded as confidential to the Trustees of Northumbria Students' Union and is intended for use by them and staff of Northumbria Students' Union only. No responsibility is accepted to any other person in respect of the whole or part of its contents. Before this report, or any part of it, is disclosed to a third party our written consent must be obtained.

d. Independence

Based on the information provided by you and our own internal procedures to safeguard our independence as auditors, we confirm that there are no relationships between us and any of our related or subsidiary companies and you and your related entities creating an actual or perceived threat to our independence within the regulatory or professional requirements governing us as your auditors.

2. AUDIT RISK AREAS

a. Significant Audit Risks

Significant audit risks highlighted in the Audit Strategies Memorandum

Significant risk	Our response	Findings
Revenue Recognition The ISA's prescribe that revenue recognition is the area of the financial statements most likely to perpetuate fraud.	We have performed testing procedures to determine the occurrence, classification, measurement and completeness of income.	No issues noted.
Management Override In addition to fraud by revenue the ISA's prescribe that all audits remain sceptical for evidence of management override or bias.	We have performed journals testing to consider journals most likely to be indicative of management override of controls, as well as maintained professional scepticism throughout the audit as we have performed our testing procedures, remaining alert to transactions indicating a management override of controls.	No issues noted.

b. Key Audit Focus Areas

Key audit focus areas highlighted in the Audit Strategies Memorandum

Key area of focus	Our response	Findings
Classification of income and expenditure	We have performed testing to consider the nature of income and expenditures incurred in the year	No issues were identified.

c. Additional Risks Identified

We have not identified any additional risks during the audit process and therefore we have not had to amend our planned audit procedures.

3. SUMMARY OF ADJUSTMENTS

a. Late Adjustments (following receipt of information)

The Trustees have identified the below year end accounting adjustments. These have been approved by the board and posted to the nominal ledger in the year to 31 July 2024 and therefore they are recognised in the profit reconciliation from the opening position as presented at the start of the audit work.

	£
Surplus per management accounts presented for audit	81,244
Late client adjustment – increase accruals	(5,000)
Surplus per financial statements	<u>76,244</u>

b. Unadjusted Audit Difference

No audit differences have been identified which remain unadjusted.

4. AUDIT FINDINGS

a. Matters Identified To Bring To Your Attention

Related party transactions

We noted that historically the entity has not recorded transactions with the University. Whilst there is no overlap off individuals on the board, given the very nature that all University are required to have a separately operated student union, then we consider this to be a related party. We would therefore recommend that transactions between the two parties are disclosed within the financial statements. Following agreement with management, this has been inserted within the financial statements in the accounts to 31 July 2024.

b. Key Audit Judgements

None noted.

c. Qualitative Aspects of Financial Statements

There are no qualitative aspects which we would like to bring to you attention..

5. INTERNAL CONTROLS

a. Significant Deficiencies In Internal Controls

We have not identified any significant deficiencies in the internal controls. However please refer to the section below for recommendations on improvements in internal systems identified during the course of the audit.

b. Systems Improvements

These controls have been assessed on the following basis:

Recommendation Rating / Colour		Definition
Red Priority		Recommendations which are fundamental to the system and upon which the organisation should take immediate action.
Amber Priority		Recommendations which, although not fundamental to the system, provide scope for improvements to be made.
Green Priority		Recommendations concerning issues which are considered to be of a minor nature, but which nevertheless need to be addressed.
Improved System Potential		Issues concerning potential opportunities for management to improve the operational efficiency and/or effectiveness of the system.

Observation	Risk Arising	Recommended Actions	Management Response
Red Priority			
None			
Amber Priority			
None			
Green Priority			
Society expenditure We noted that from a sample of claim forms submitted by societies for expenditure incurred, a number were incorrectly completed.	Risk that the expenditure incurred is fraudulent, or that the expenditure relates to a prior or future year.	We recommend that claim forms submitted by societies are rejected/returned where they are incomplete. Only complete forms should be accepted.	Noted. Following the year end, we have introduced a new system (Sums) which is an electronic system to record expenditure and will eliminate the issues noted within testing.
Improved System Potential			
None			

6. AUDIT CONCLUSIONS

- a. Significant Difficulties Encountered During The Audit**

No significant difficulties were encountered during the audit. We would like to thank all members of staff for their assistance throughout the engagement.
- b. Written Representations**

A Letter of Representation will be signed on behalf of the Trustees prior to the audited accounts being issued. Please note that we will not be seeking any specific representations.
- c. Audit Opinion**

We anticipate that we will issue an unmodified audit report on the financial statements of Northumbria Students’ Union, subject to the Trustees approving the accounts as presented to us.
- d. Acknowledge of Final Report**

I/We acknowledge receipt of the final management report on behalf of those charged with governance

Arushi Sinha

Arushi Sinha (Jan 10, 2025 10:51 GMT)

Signed:.....

Arushi Sinha

Name

NSU President

Position:.....

10/01/2025

Date:.....

APPENDIX 1

a. Cyber & Data Protection

We would like to bring to your attention some recent developments in this important area.

It is clear from recent well publicised cyber-attacks on UK entities that data breaches are of a major concern and risk to companies both financially and reputationally.

Most companies are data controllers under the Data Protection Act (2018) which was applicable in the UK from May 2018. Whilst this is over five years ago, a company's responsibility remains to have all appropriate protocols and procedures in place, demonstrating that your risks continue to be appropriately managed and regularly reviewed and that your outsourced activities are similarly covered.

We recommend you consider regularly reviewing and if necessary, refreshing existing cyber security policies, procedures and checklists. In addition, updating your Risk Register for the methodology you use to ensure your company's protocols are sufficiently robust in this area. These should be kept under regular review. Raise awareness and train staff. The most common types of breaches can be linked to human factors, such as unwittingly clicking on a malicious link. Staff awareness and vigilance are essential to a business' cyber security alongside any technical and software protections. Raising awareness and education across all staff - not just specialist IT staff - is essential.

On the next page are the ten steps to cyber security as issued by the National Cyber Security Centre



b. Upcoming changes to FRS102

Following consultations under exposure draft (FRED82) in March 2024 a revised FRS102 was issued.

There are a number of extensive changes to update the standard to align it more closely with International Financial Reporting Standards (IFRS). The changes apply to accounting periods commencing 1 January 2026 onwards.

The main changes include:

Revenue

A new model for revenue recognition is now mandated.

This model is based on the five step model for revenue recognition in IFRS15 with a small number of simplifications.

Revenue will be largely recognised based on promises included in contracts with customers and whether these are satisfied over time or at a point in time.

This may mean that revenue will be recognised in a different accounting period to which it is now.

Leasing

A new on-balance sheet model has been adopted. This model is based on the IFRS16 leasing requirements with a small number of simplifications.

Lessees with significant operating leases will be the most affected by the new arrangements as most leased assets and lease liabilities will come onto the balance sheet.

Exceptions are available for small value leases and for short term leases (those with a lease term of 12 months and under at commencement)

There is no monetary limit stated in the standard in determining what are small value leases.

The disclosures under the new standard are significantly more extensive both in volume and complexity.

There is not much of an impact on lessors.

Other

Following Brexit, there has been changes to disclosures for small companies. Disclosures in Appendix E to section 1A, which currently are encouraged, will become mandatory. This means that full related party disclosures and dividend notes will be required again.

The revisions will affect accounting periods commencing on 1st January 2026 although early adoption will be permitted if all changes to the standard are applied at the same time.

c. Employment taxes risk factors

Employment taxes red flags

All of these scenarios present significant tax risk to clients and it is important to recognise when it is an issue for you.

Fact pattern	Risks
<ul style="list-style-type: none"> High contractor/consultancy expenditure (e.g. £50k+ for smaller clients, £100k+ for larger clients) 	<ul style="list-style-type: none"> Non-compliance with employment status rules Not completing statutory IR35 processes Exposure for both can be significant
<ul style="list-style-type: none"> Payments to employment agencies or labour providers 	<ul style="list-style-type: none"> PAYE/NIC liabilities can often be transferred if agency is non-compliant IR35 responsibilities for end client if off-payroll labour exists
<ul style="list-style-type: none"> Trustees or board members being paid off-payroll (excluding dividends) 	<ul style="list-style-type: none"> Almost certainly going to be a compliance failure that needs to be fixed Risk of reputational damage as well as financial cost
<ul style="list-style-type: none"> Construction Industry Scheme tax paid or received 	<ul style="list-style-type: none"> Non-compliance with CIS (also links to employment status)
<ul style="list-style-type: none"> Significant expenditure on redundancy or other pay-offs 	<ul style="list-style-type: none"> May have wrongly applied £30k exemption (not automatic) May not be following statutory formula for Post Employment Notice Pay
<ul style="list-style-type: none"> Double-cab pickups or vans owned or leased by the business 	<ul style="list-style-type: none"> Vehicles may be incorrectly classified as vans for tax purposes (following leading case law) Incorrect use of the commuting exemption for vans
<ul style="list-style-type: none"> Accommodation costs (rent or purchase), excluding commercial premises 	<ul style="list-style-type: none"> May not be reporting BIKs correctly (or at all). Strict rules can bring many accommodation into a charge to tax Incorrect use of (limited) work-related exemptions
<ul style="list-style-type: none"> Overdrawn director loan accounts 	<ul style="list-style-type: none"> S.455 CT position irrelevant to employment tax position – is this being reported correctly on P11Ds? Overdrawn accounts often indicate other bad practices which can give rise to tax/NIC charges
<ul style="list-style-type: none"> Significant expenditure on travel and subsistence 	<ul style="list-style-type: none"> Rules are complex and may give rise to additional tax/NIC charges around Permanent Workplace rules
<ul style="list-style-type: none"> Family members receiving salaries 	<ul style="list-style-type: none"> Tax avoidance if not genuine employments with robust records kept to evidence this

d. Holiday pay entitlement reforms

The UK government has introduced reforms to simplify holiday entitlement and holiday pay calculations. These changes, effective from 1 January 2024, include:

1. **Defining irregular hours workers and part-year workers:** This relates to the introduction of the holiday entitlement accrual method and rolled-up holiday pay.
2. **Calculating statutory holiday entitlement for irregular hours and part-year workers:** A method has been introduced to determine holiday entitlement for these workers.
3. **Accrued leave calculation:** When irregular hour or part-year workers take maternity or family-related leave or are off sick, a method is used to calculate their accrued leave.
4. **Removal of COVID-19 carryover accrual:** The Working Time (Coronavirus) (Amendment) Regulations 2020, which affected COVID-19 carryover of leave, have been removed.
5. **Holiday pay rates:** The current rates remain unchanged, with 4 weeks paid at the normal rate of pay and 1.6 weeks paid at the basic rate of pay. Two distinct pots of leave are retained.
6. **Definition of 'normal remuneration':** This is clarified in relation to the 4 weeks of statutory annual leave.
7. **Rolled-up holiday pay:** An alternative method for calculating holiday pay for irregular hours workers and part-year workers.

Calculating holiday pay for irregular workers and part-year workers

What is an irregular worker?

A worker is an irregular hours worker, in relation to a leave year, if the number of paid hours that they will work in each pay period during the term of their contract in that year is, under the terms of their contract, wholly or mostly variable. This could be a 'casual' contract or a zero hours contract.

What is a part-year worker?

A worker is a part-year worker, in relation to a leave year, if, under the terms of their contract, they are required to work only part of that year and there are periods within that year (during the term of the contract) of at least a week which they are not required to work and for which they are not paid. This includes part-year workers who may have fixed hours.

What is the change in calculating holiday pay?

For leave years beginning on or after 1 April 2024, there is a new accrual method for irregular hour workers and part-year workers in the first year of employment and beyond. Holiday entitlement for these workers will be calculated as 12.07% of actual hours worked in a pay period.

Worked example:

Mr Watson works 70 hours in May 2024.

1. Divide the hours worked in that pay period by 100 - $70/100 = 0.70$
2. Multiply by 12.07% - $0.70 \times 12.07 = 8.449$
3. Round up to the nearest hour – 9 hours of holiday accrued for the month of May

Changes to maternity or family related leave or off sick leave

Leave is accrued in these instances using the same method outlined above, but using a 52 week relevant period to calculate an average for hours worked. This 52 week period works backwards from the first date of leave. The employer is only required to calculate this one pay period of leave.

Worked example:

Mrs Watson is a part-year worker who is entitled to the minimum 5.6 weeks statutory holiday entitlement. Over a 52 week period, she worked 25 weeks for a total of 900 hours. She then took the following 40 weeks as maternity leave:

1. Calculate average hours per week during the relevant 52 week period leading up to the first day of maternity leave – 52 weeks – 5.6 holiday pay = 46.4 weeks.
 - $900 \text{ hours} / 46.4 \text{ weeks} = 19.397 \text{ hours (3dp)}$
2. Calculate the number of hours of annual leave accrued per week of the maternity period
 - $19.397 / 100 \times 12.07\% = 2.341$
3. Calculate the total number of hours of annual leave accrued whilst on maternity
 - $2.341 \times 40 \text{ weeks} = 93.64$

In this example Mrs Watson would have 94 hours holiday entitlement accrued under the new rules.

Holiday pay rates

Regulation 13 of the Working Time Regulations now states that 4 of the 5.6 weeks paid statutory holiday entitlement for the year must be paid at a worker's 'normal' rate of pay. The remaining 1.6 weeks' can be paid at 'basic' rate of pay.

From 1 January 2024, 'Normal rate' of pay is defined as:

- Payments, including commission payments, intrinsically linked to the performance of tasks which a worker is contractually obliged to carry out.
- Payments relating to length of service, professional status or professional qualifications.
- Other payments, such as overtime payments, which have regularly been paid to a worker in the 52 weeks preceding the calculation date.

Basic pay = a workers wages that they would have earned had they been working (not including bonuses, commission and other additional payments).

For leave years beginning on or after 1 April 2024, part-year and irregular hours workers are legally entitled up to a maximum amount of 5.6 weeks of paid statutory holiday entitlement per year, calculated according to actual hours worked using the 12.07% accrual method. If their employer chooses to use rolled-up holiday pay, then the entire amount of their leave for irregular hours and part-year workers will be paid at the 'normal' rate of pay.

Rolled-up holiday pay for irregular hour and part-year workers only

Employers have an option which allows them to include an additional amount with every payslip to cover a worker's holiday pay, rather than paying it whilst the worker is on annual leave.

This can only be used on leave years beginning on or after 1 April 2024.

Holiday pay is still calculated using the 12.07% based on a workers total pay in a pay period. If employers want to opt to use this method, they will need to revisit contracts of employment and their HR team to ensure that variations are made where required. Holiday pay will also need to be separated out on a workers payslip, and paid at the same time as their normal pay.

To: Armstrong Watson

Dear Sirs

The following representations are made on the basis of enquiries of management and staff with relevant knowledge and experience such as we consider necessary in connection with your audit of the company's financial statements for the year ended 31 July 2024. These enquiries have included inspection of supporting documentation where appropriate and are sufficient to satisfy ourselves that we can make each of the following representations. All representations are made to the best of our knowledge and belief.

GENERAL

1. We have fulfilled our responsibilities as directors, as set out in the terms of your engagement letter dated 21st August 2024 under the Companies Act 2006, for preparing financial statements in accordance with applicable law and United Kingdom Accounting Standards (UK Generally Accepted Accounting Practice), for being satisfied that they give a true and fair view and for making accurate representations to you.
2. All the transactions undertaken by the company have been properly reflected and recorded in the accounting records.
3. All the accounting records have been made available to you for the purpose of your audit. We have provided you with unrestricted access to all appropriate persons within the company, and with all other records and related information requested, including minutes of all management and shareholder meetings.
4. The financial statements are free of material misstatements, including omissions.
5. The effects of uncorrected misstatements (as set out in the appendix to this letter) are immaterial both individually and in total.

INTERNAL CONTROL AND FRAUD

6. We acknowledge our responsibility for the design, implementation and maintenance of internal control systems to prevent and detect fraud and error. We have disclosed to you the results of our risk assessment that the financial statements may be misstated as a result of fraud.
7. We have disclosed to you all instances of known or suspected fraud affecting the entity involving management, employees who have a significant role in internal control or others that could have a material effect on the financial statements.
8. We have also disclosed to you all information in relation to allegations of fraud or suspected fraud affecting the entity's financial statements communicated by current or former employees, analysts, regulators or others.

ASSETS AND LIABILITIES

9. The company has satisfactory title to all assets and there are no liens or encumbrances on the company's assets, except for those that are disclosed in the notes to the financial statements.
10. All actual liabilities, contingent liabilities and guarantees given to third parties have been recorded or disclosed as appropriate.
11. We have no plans or intentions that may materially alter the carrying value and, where relevant, the fair value measurements or classification of assets and liabilities reflected in the financial statements.

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Email su.enquiries@northumbria.ac.uk

www.mynsu.co.uk

Northumbria Students' Union is registered in England as a Company Limited by Guarantee (No. 10807853) and as a charity (No. 1174053) VAT Number 177 9400 34

ACCOUNTING ESTIMATES

12. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

LOANS AND ARRANGEMENTS

13. The company has not granted any advances or credits to, or made guarantees on behalf of, directors other than those disclosed in the financial statements.

LEGAL CLAIMS

14. We have disclosed to you all claims in connection with litigation that have been, or are expected to be, received and such matters, as appropriate, have been properly accounted for and disclosed in the financial statements.

LAWS AND REGULATIONS

15. We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.

RELATED PARTIES

16. Related party relationships and transactions have been appropriately accounted for and disclosed in the financial statements. We have disclosed to you all relevant information concerning such relationships and transactions and are not aware of any other matters which require disclosure in order to comply with the requirements of company law or accounting standards.

SUBSEQUENT EVENTS

17. All events subsequent to the date of the financial statements which require adjustment or disclosure have been properly accounted for and disclosed.

GOING CONCERN

18. We believe that the company's financial statements should be prepared on a going concern basis on the grounds that current and future sources of funding or support will be more than adequate for the company's needs. We have considered a period of twelve months from the date of approval of the financial statements.

We believe that no further disclosures relating to the company's ability to continue as a going concern need to be made in the financial statements.

We acknowledge our legal responsibilities regarding disclosure of information to you as auditors and confirm that so far as we are aware, there is no relevant audit information needed by you in connection with preparing your audit report of which you are unaware.

Each director has taken all the steps that he ought to have taken as a director in order to make himself aware of any relevant audit information and to establish that you are aware of that information.

Yours faithfully

Arushi Sinha

Arushi Sinha (Jan 10, 2025 10:51 GMT)

Signed on behalf of the board of directors

Date 10/01/2025

2 Sandyford Road
Newcastle upon Tyne
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NORTHUMBRIA STUDENTS' UNION
(A Company Limited by Guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2024

NORTHUMBRIA STUDENTS' UNION
(A Company Limited by Guarantee)

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NORTHUMBRIA STUDENTS' UNION
(A Company Limited by Guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITABLE COMPANY, ITS TRUSTEES AND
ADVISERS
FOR THE YEAR ENDED 31 JULY 2024**

Trustees	N Shah, Chair of Trustees (resigned 1 July 2024) L Bird (resigned 1 July 2024) M Hasmuja (resigned 1 July 2024) H Moore (resigned 1 July 2024) K Tanna (resigned 1 July 2024) E A Kelly, Deputy Chair of Trustees C E Long A Sinha (appointed 1 August 2023) S G K R Maram (appointed 1 August 2023) S Pearson (appointed 1 August 2023) S L Steadman (appointed 1 August 2023) K Kanchi (appointed 1 August 2023) P Jobes (appointed 1 August 2023) H Burn (appointed 1 August 2023) S Ali (appointed 1 July 2024) N Groombridge Westacott (appointed 1 July 2024) I Mccrory (appointed 1 July 2024) T N Orji (appointed 1 July 2024) N Udeze (appointed 1 July 2024)
Company registered number	10807853
Charity registered number	1174053
Registered office	Finance Department Northumbria Student Union 2 Sandyford Road Newcastle upon Tyne NE1 8SB
Secretary	N Sweby
Key management personnel	N Sweby, Chief Executive C Kersey, Deputy Chief Executive N Anjum, Head of Finance

NORTHUMBRIA STUDENTS' UNION
(A Company Limited by Guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITABLE COMPANY, ITS TRUSTEES AND
ADVISERS (CONTINUED)**
FOR THE YEAR ENDED 31 JULY 2024

Independent auditors	Armstrong Watson Audit Limited Chartered Accountants and Statutory Auditors Newcastle First Floor One Strawberry Lane Newcastle upon Tyne NE1 4BX
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Bankers	NatWest 16 Northumberland Street Newcastle upon Tyne NE1 7EL
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Solicitors	Ward Hadaway Sandgate House 102 Quayside Newcastle Upon Tyne NE1 3DX
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	Popplestone Allen 37 Stoney Street The Lace market Nottingham NG1 1LS
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NORTHUMBRIA STUDENTS' UNION
(A Company Limited by Guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 JULY 2024

The Trustees, who are directors for the purposes of company law, present their annual report together with the consolidated financial statements of the charity as well as the auditors' report for the charitable company for the year ended 31 July 2024.

The financial statements comply with the Charities Act 2011, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Ireland (FRS 102) (effective January 2019)

Objectives and activities

The Students' Union's charitable objectives are set out in its Memorandum and Articles of Association as *the advancement of education of students at Northumbria University for the public benefit by:*

- *promoting the interests and welfare of students at Northumbria University during their course of study and representing, supporting and advising students;*
- *being the recognised representative channel between students and Northumbria University and any other external bodies; and*
- *providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its students.*

The Students' Union will pursue these aims independently of any political party or religious group and will strive for equal opportunities and take positive action within the law to facilitate the participation of groups discriminated against by society.

In pursuit of these aims, the Students' Union organises its work to provide a wide range of services to students in person and online. Physical activities are delivered through our principal premises and across all campuses attended by Northumbria students. Online activities are delivered through both the University's teaching platform (Blackboard), the Students' Union's own CRM system SUMS and a diverse range of social media and video. Sabbatical Officers of the Students' Union sit on every major committee of the University and meet regularly with Newcastle City Council and other local organisations to represent the interest of all students at the University.

NORTHUMBRIA STUDENTS' UNION
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2024

Overall performance

The cost-of-living challenges facing students in 2022/23 continued to dominate in 2023/24. This was marked by continued challenges in our commercial activity aimed at students as well as developing and delivering services to support students to meet these challenges.

The impact of cost of living goes beyond purely financial, impacting students' wellbeing, their free time to engage in social and extracurricular activities (due to increased need to work) and their sense of community, all of which can impact their academic achievement.

In response to this we have seen an increase in demand for low cost and free activities and community activities particularly society membership and are on track to return to pre-covid levels of engagement.

Our Freshers' activities were also extremely popular with some community focused events being repeated throughout the year.

The Students' Union responded through opening a range of new services to students to support them through this year, funded by the University. This included re-opening the food bank as the food pantry and delivering grant support for students to help them cover the cost of extra-curricular activities and graduations.

The education of students remains our core focus and we continue to perform well in the National Student Survey, the principal metric for comparison across Students' Unions. Through increasingly effective use of data and communications we are able to build a better picture of student participation in academic representation and diversify the different routes for student voice through which we can support students to engage in their academic experience.

Awards and recognition

The positive impact of the Students' Union has been recognised through regional and national awards, accreditation schemes and surveys of the student experience.

NUS Services Best Bar None Award [Gold] - recognises the quality of licensed premises operational management in terms of health and safety, corporate social responsibility and community relations and impact. We received an additional Wellbeing Award for the number of staff trained as Mental Health First Aiders..

Investors in People [Silver] - 2023/24 is mid-way through our accreditation cycle with the next audit due in January 2025.

High Level Key Performance Indicator Performance

The Union has a range of metrics to assess our impact of services on students. The Board have identified a set of ten high level Key Performance Indicators which give the best insight into our positive impact. These ten are underpinned by a robust series of secondary metrics, all of which have a five year horizon and are reviewed annually by the Board together with a set of annual targets aimed at driving change and improvement in student experience and organisational effectiveness.

- (1) **National Student Survey:** This annual survey across all Higher Education providers for final year undergraduates, commissioned by the Office for Students, includes a question "How well does the students' union (association or guild) represent students' academic interests" and is one of the few national indicators for Students' Unions.

In 2024 students scored us **74.9% satisfaction**. This is up 0.8% on 2023 and above the national benchmark for institutions comparable to Northumbria University and as well as against our target.

- (2) **Students engage in our democratic processes:** 3,245 students voted in this year's elections, This was just above our target of 3,200 and the seventh highest over the past eighteen years, although down on the previous two years where turnout exceeded 4,000. Our other key metric, number of candidates running for Sabbatical, was also slightly down to 29 candidates, the principal driver of turnout.

NORTHUMBRIA STUDENTS' UNION
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2024

Overall performance (continued)

- (3) **Students participate in Students' Union activities:** 10,946 students had at least one interaction (voting, society purchase, purchase in Habita, etc) in our CRM system, SUMS. This was a decline from 13,704 in the previous year, partly explained by the move of catering to Chartwells. We continue to expand our data capture to include all areas of activity from student representation to events attendance to accurately capture student participation.
- (4) **Student wellbeing improved through access to our services:** 473 students undertook at least one of our wellbeing training courses, from Mental Health First Aid to Active Bystander. This is above our target of 300 and the previous year's performance of 215.
- (5) **Students able to reflect on how involvement with the Union improves their employability:** 91 students took part in our employability award, below our target of 150 and leading to a review of our offering for 2024/25.
- (6) **Positive Impact on lives of all our students:** Gathered from survey data of students we scored 85% above our target of 80% and 7% increase from 2023.
- (7) **Percentage of students who feel the Union communicates well with them:** Gathered from survey data of students with 84% satisfaction, 12% above target and down on 2023's 94%.
- (8) **Union manages its resources effectively:** Measured by performance against budget which was achieved this year with a moderate surplus.
- (9) **Union generates income:** Measured by percentage increase in self-generated income compared to previous year with a target of 2%. 2024 saw a drop in that amount by 7%.
- (10) **Union is a great place to work:** Measured by response to the question "I would recommend the Students' Union as a great place to work" in the annual survey. Staff scored 91%, down from 2023 94% and our target of 93%.

NORTHUMBRIA STUDENTS' UNION
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2024

Overall performance (continued)

a. Corporate plan

The Students' Union's Corporate Plan 2022 – 2026 sets out five strategic pillars.

1. Education,
2. Wellbeing,
3. Community,
4. Career,
5. Sustainability.

These pillars are underpinned by a set of five-year Key Performance Indicators (KPI), reviewed annually by the Board and the addition of cross-cutting annual targets around pieces of work that introduce a step change or accelerate or support the achievement of a KPI. Each KPI and cross-cutting work is aligned to a pillar.

Education

1. Representing students' academic interests, NSU will.

1. Ensure every programme has a trained student representative, a member of a cross-campus network of effective student representation.
2. Publish an Education Policy, setting out students' aspirations for their education at Northumbria and campaign for its implementation.
3. Work with the University to build a strong culture of student engagement, leading to high-quality education for every student.
4. Programme design and delivery will reflect student interest in issues of sustainability and human development within those subjects.

Achievements and Progress towards these goals

- Goal 1: Recruited 1,087 academic reps in 2023/24 and trained 55%. The Union has put in place improved data capture and dashboards to better share with University and colleagues coverage of student representation and to help identify and address gaps.
- Goal 2: Submitted our annual Quality Review of the University's teaching and learning in 2022/23 against the Office for Students' Conditions of Registration which forms the core of our Education Policy. This is reported to the University's Education Committee with an agreed action tracker through the year.
- Goal; 3: Collated over 1,809 pieces of feedback through our Student Engagement Forums on issues such as induction experience, views of experiential learning and satisfaction and confidence with academic skills. These were reported to the University to inform policy and service planning.

Launched trial of Coursemate, a new mechanism for students to submit feedback.

Undertook consultation piece with leadership representatives to understand their experience of partnership working within the University and how Students' Union and University can better collaborate to support student representatives.

Redesign of engagement forums between senior University staff and student representative leaders.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2024

Overall performance (continued)

Ran our annual Student Led Teaching Awards receiving the highest level of nominations ever for this Awards at 1,342.

Goal 4: Supported student involvement in four programme reviews.

2. Campaigning for better higher education and value for money, NSU will.

- (5) Support every student to campaign on the education issues they face and where they want to see change.
- (6) Campaign to ensure barriers and limitations to participation and achievement in higher education are challenged.
- (7) Offer every student access to free, independent academic advice.

Students will be able to say we effectively represent their academic interests and are aware of the services we provide.

Achievements and Progress towards these goals

Goal 5: Lobbied University to move ahead with a Lecture Capture policy.

Represented international student concerns over the structure of fee payments and student experience during exclusions and agreeing individual repayment schedule.

Recruited 1,087 academic reps in 2023/24 and trained 55%. The Union has put in place improved data capture and dashboards to better share with University and colleagues coverage of student representation and to help identify and address gaps.

Goal 6: In 2023/24 we identified financial constraints and cost of living as the key barriers limiting participation.

- (i) 153 students accessed our laptop loan service to give them access to IT equipment they lacked and secured funding for additional laptops for 2024/25.
- (ii) Costs of graduation: 66 students received £2,108.
- (iii) Cost of participation in extracurricular activities: 46 students received £5,363.
- (iv) Launched Food Pantry to address financial hardship including breakfast offer, subsidised soup and lobbied for free soup to be provided in London campus.
- (v) Free wellbeing products continue to be supplied across all campuses. Period products are stocked in every university bathroom whilst condoms, pregnancy tests, sexual testing kits and anti-spiking products are available at SU hubs.
- (vi) Secured funding from the University Alumni Fund to provide mental health first aid training free of charge for all participants.
- (vii) Lobbied University in respect to international student access to hardship funds.

Goal 7: Saw a 13% increase in advice cases to 1,107. The most significant themes are exam board results academic misconduct and finance concerns/appeals.

WELLBEING

Student safety, NSU will

- (8) Work with the University, Police, Council and others to keep students safe on and off campus.
- (9) Campaign against any institutional policy or procedure that can cause harm to students on or off campus

NORTHUMBRIA STUDENTS' UNION
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2024

Overall performance (continued)

(see Community).

(10) Campaign for high-quality affordable student accommodation (see Community).

Achievements and Progress towards these goals

Goal 8: Lobbied for expansion of Safezone app to include all relevant accommodation and areas students frequent.

Goal 10: 69 housing advice cases and offered students free legal advice through external legal provider for five cases of disrepair.

Student wellbeing, NSU will

(11) Work with University services to ensure every student, undergraduate and postgraduate, can access the support they need.

(12) Campaign on issues affecting students' health and well-being. Our principal campaigns will be

- a. mental health
- b. a green, healthy environment
- c. sexual health and wellbeing
- d. drugs and alcohol
- e. disability and access
- f. sexual violence.

(13) Always support any student to campaign on the wellbeing issues they face and where they want to see change.

(14) Help students build connections with each other, in person and online and provide information that helps students improve their wellbeing.

Achievements and Progress towards these goals

Goal 11: Launched a Wellbeing Network with staff across the institution including University wellbeing and sports staff as well as Sodexo, the University accommodation partner to collaborate on larger wellbeing projects, information share and cross promote events.

Ran awareness campaign to highlight University's reporting platform for harassment and other unacceptable behaviour and encourage student use.

Undertook research with male students to understand their views on how they can be best and supported to around their mental health.

Goal 12: Ran following campaigns

- Awareness campaign around harassment to encourage students to report incidents to the University.
- In collaboration with the University delivered Mental Health Day awareness campaign with over 700 students attending events across campuses.
- 50 students took part in Autism Awareness day to engage with education opportunities and benefit from a neurodiverse safe space to meet others and have fun.
- In partnership with Sexual Health 4 Newcastle ran Sexual Health and Guidance (SHAG) week with

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2024

Overall performance (continued)

over 500 students.

- 355 students received training in areas of Mental Health Language, Make Every Contact Count and Active Bystander.
- 118 students attended Mental Health First Aid courses both online and in person.

Goal 14: Building community on campus is vital part of our work in this area with 4,024 students joining societies and thousands using Habita and our social spaces as well as delivery of a wide range of free and low cost events to bring students together. See Community.

More money, less stress, NSU will

(15) Work with the University to ensure the campus offers healthy, cheap eating options.

(16) Offer services to help students manage their money.

(17) Campaign on price on and off campus.

(18) Secure and make students aware of better-quality deals/offers for them.

(19) Work with the University careers to inform students of part-time jobs that fit their needs.

Achievements and Progress towards these goals

Goal 15 Worked with Chartwells, the University's catering provider, to build new inclusive menu for Habita for 2024/25 including Halal options.

Goal 16 Collaborated with University's Welfare and Finance Team to hold series of budgeting breakfast events.

Launched Clothing Swap Shop used by 383 students through the year.

Launched Food Pantry to address financial hardship including breakfast offer, subsidised soup and lobbied for free soup to be provided in London campus.

Goal 18 Provided students with access to great value Freshers' night time events through partnership with Voodoo events and organised series of commercial offers and deals throughout the year, from our Freshers' Fairs, giving 11,042 students who attended access to preferential and value for money offers.

Goal 19 Delivered our first volunteering fair with over 200 students and 25 charities in attendance.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2024

Overall performance (continued)

COMMUNITY

On Campus, NSU will

- (20) Provide communal spaces popular with a wide range of students
- (21) Offer programmes of social activities that cater for the diversity of students
- (22) Support societies that reflect the diversity of student interests and are easy to join and fun to be part of.
- (23) Ensure students at Coach Lane, London and Amsterdam have a programme of social activities and services which reflect the individual nature of those campuses.
- (24) Communicate in a way students want so that they know what is available and can easily participate.

Achievements and Progress towards these goals

- Goal 20 To address student financial concerns we have invested in increasing options for social activity across all campuses including for example more pool tables, improved seating, lights and TVs as well as other social events such as photo booth. This is part of our annual work to ensure the Union's social spaces are accessible and connect with students.
- We created a Students with Caring Responsibilities network to provide a social space dedicated to these students who meet regularly in person in the Union and online.
- Regular therapy dog visits at City campus and Pets as Therapy sessions at Coach Lane, with over 1400 students accessing the therapy dogs over the year.
- Ran monthly art therapy classes in the Union in partnership with Converge Art Therapy attended by 69 students.
- Goal 21 Our Freshers' week programme included a programme of low-cost daytime events with introduction of four main evening events. Throughout the year we supported the delivery of Diwali, Halloween and Christmas Lights Switch On as well as weekly quiz and karaoke.
- Goal 22 4,024 students joined at least one of 110 societies in 2023/24 covering a wide range of interests from academic to cultural to recreational sport to political. Overall the Union granted over £70,000 in funding to support extracurricular activity in the year.
- Goal 23 We delivered a bespoke series of social and wellbeing events for both London and Amsterdam campuses with over 400 students participating as well as supported student led activities with five dedicated London societies and one Amsterdam society. We supported 20 Amsterdam students to visit the Newcastle campus.
- Goal 24 Student satisfaction with our communication remains high. To improve student experience we have invested in our website development to improve accessibility and use of SUMS, our CRM system, to give society committees more tools and resources to deliver society events and manage society funds.
- 12,000 followers on Instagram, 20% increase.
- Just under 1 million page views and 300k sessions on our website.

Where students live, NSU will

- (25) Work to ensure every student has access to accommodation that suits their needs.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2024

Overall performance (continued)

- (26) Provide students with information and access to advice on their rights as a tenant.
- (27) Campaign on issues around student accommodation from cost to quality to sustainability.
- (28) Help build strong community relations in Newcastle working with students, politicians, and local residents
- (29) Campaign against discrimination and racism.

Achievements and Progress towards these goals

- Goal 25 Delivered an annual housing fair with range of housing providers who meet our standards in terms of their offer and service to students.
- Goal 26 Managed 69 housing advice cases and offered students free legal advice through external legal provider for five cases of disrepair as well as providing information hub on housing rights through website.
- Goal 27 North East Students' Manifesto includes commitment to lobby the Northeast Mayor on issues of student accommodation and improving condition and access to good quality affordable housing.
- Goal 28 With Newcastle Students Union lobbied for a complete review of the Students' in Newcastle Forum which has ceased to function as an effective body for student voice and issues.

In concert with the regional Students' Unions created a student manifesto for the Northeast Mayor. Hosted hustings for the Northeast Mayor candidates at which all committed to support the actions in the manifesto.

Societies raised over £16,000 for charitable causes in the region and nationally in 2023/24.

In every course, NSU will work to ensure.

- (30) Every course has an academic society.
- (31) Every student feels part of their course.

Achievements and Progress towards these goals

- Goal 30 23 academic societies in place this year, going into 2024/25 with this as a core objective.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2024

Overall performance (continued)

Career

(32) Working with University we will ensure every student has access to

- Networking opportunities and masterclasses
- Career workshops and employer talks
- Study Skills support
- Information on part-time jobs that can help students' careers.
- Information on the sustainability issues within different careers to choose from in line with their values.

(33) The Union will offer.

- Hundreds of volunteering opportunities that help students develop the skills and experiences employers want.
- Information on these opportunities and benefits to careers will be easy to access.
- All volunteering opportunities will align with the Northumbria graduate outcomes.
- All volunteering opportunities can be entered on the Higher Education Achievement Record.
- Students can use their volunteering as meaningful work based learning within their course.
- NSU and the University will agree on a means to have a volunteering credit bearing module.
- Programme of skills training in areas such as Finance, managing events and activities and teamwork.

We will campaign to ensure value for money in any fees students pay for any placement or work based opportunities.

Achievements and Progress towards these goals

Goal 32 Worked with QA in London campus to push for improved student experience around careers opportunities and service.

Received 451 applications for student staff roles in the Union.

Goal 33 Supported 91 students through our employment recognition scheme to develop their ability to sell their experiences in job applications. 97 students attended training on these areas.

Higher Education Achievement Report: 2,063 students had their volunteering and/or awards recorded on the HEAR.

We trained 15 Students' Union staff as mentors to support student volunteers in their professional development.

Launched the first ever Women In Leadership conference as part of the annual programme timed to celebrate International Women's Day.

SUSTAINABILITY

The Union acknowledges the climate crisis and its responsibilities to reduce its impact and to be part of campaign and awareness raising amongst and with students. It also recognises the fiduciary obligations that the Union exists for the benefit of students today and in the future.

(35) Increase percentage of self-generated income

(36) Achieve stable reserves policy.

(37) As part of the University campus community support the University's work towards net zero.

(38) Annually review and develop a sustainability plan for Union operations.

NORTHUMBRIA STUDENTS' UNION
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2024

Overall performance (continued)

Achievements and Progress towards these goals

- | | |
|---------|--|
| Goal 35 | As noted in the KPIs, the Union did not meet this goal this year with the current cost of living challenges facing students. |
| Goal 36 | See Financial Review below. |
| Goal 37 | Sabbaticals and senior staff participate in the University's sustainability work. |
| Goal 38 | Our focus for 2023/24 was promoting use of our recyclable foodware and encouraging students to bring their own cups to avoid use of disposables. |
- Launched Clothing Swap Shop to help students reuse and recycle clothing, used by 383 students through the year.

b. Business model

The Board has identified the following areas it sees as giving us advantages in delivery of our business.

- **Price:** For students in terms of drink and social activities. This is a core factor for students.
- **Student led:** NSU is perhaps the only organisation in students' lives that deliberately seeks to give them power over structures and activities and to act on their behalf to improve their experience. Success means structures that enable this while also delivering services to students.
- **Venue:** Few venues in the city similar to ours in size allowing us to serve a specific scale of audience. Related to this our commitment is to provide an outstanding customer experience to both students and non-students.
- **Niche:** Many of our student facing activities have no other comparison or significant barriers to entry. For example, students can seek to represent themselves to the University in issues they have but it is often easier and with better outcomes to use the representation or advice services.

The Board agreed that long term investment in customer relationship management will help develop more of a relationship model with students, using data and segmentation to engage with different groups of students and their needs but recognise this will take several years to get right.

Growing student participation, both number of students and how many services they access, will come from doing more with what we have and focusing on what works.

Financial review

Total income declined slightly against budget to £4,148,723 largely due to continued trading conditions as the cost-of-living crisis impacted students. Despite this the Students' Union ended the year with an overall surplus of £76,244 against a budget of £Nil. This was largely achieved through rigorous cost controls, improved performance in Events and Conferences as well as Greenhouse.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2024

a. Reserves policy

Scope of Reserves Policy and Definition of “Free Reserves”: The reserve policy covers all free reserves held by the Students’ Union Charity.

Free reserves

The remaining balance of total reserves after removing commitments of restricted funds, designated funds, fixed assets, and stock is the unrestricted ‘free’ reserves, available for any use in line with our charitable objectives.

Reasons for Holding Reserves: NSU maintains reserves to achieve the following objectives:

1. to provide financial stability by acting as a buffer against adverse economic conditions and to face unexpected operational challenges.
2. to designate funds for capital replacement or refurbishment.
3. to designate funds for specific projects and to meet our future legal and financial liabilities.

Calculation of Required Reserves: The policy for activities run by NSU is based on its two major unrestricted income streams affecting the level of free reserves:

1. The core source for the Union is the block grant from the University which constitutes over 71% of NSU income (2023 66%). The risk associated with block grant funding is moderate recognising the increased financial uncertainty with the Higher Education sector.
2. Income from our Commercial operations constitutes 29% of NSU income (2023 34%).

The target for the Free Reserve is calculated as: The target minimum free reserves for the financial year 2024/2025 is set at £250k, being 50% of overheads related to our commercial operations. This will provide the NSU with approximately 6 months of cover, or cover for a 50% increase in net costs, sustained for a year.

Funding Free Reserves

The target minimum for the free reserves will be calculated each year as part of the annual budgeting process. The free reserves will be funded annually with surplus unrestricted operating funds.

Using Free Reserves

The Chief Executive and senior staff will identify reasons for accessing the free reserves and seek Board approval that the use is consistent with the purpose of the free reserves and the charitable purposes.

In making this decision the Union will consider:

- the reason for the needed funds,
- assess the availability of any other sources of funds before using free reserves; and
- evaluate the time period that the funds will be required, and then replenished.

A request will be submitted to the Audit & Risk Committee which will include the analysis and determination of the use of funds and plans for replenishment.

Audit & Risk Committee will then approve, reject or modify the request.

The Head of Finance will be responsible for ensuring that:

- free reserves are maintained and used only as described in this policy,

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2024

- records of the use of reserves and plan for replenishment are maintained.

Where free reserves are used, there will be regular reports to the Audit & Risk Committee to report progress to restore the fund to the target minimum amount.

Relationship to other policies

The Union's following policies may contain provisions that affect the creation and management of the designated funds.

- Financial and budgetary policy
- Risk Management policy (Risk Register)
- Contingency and Disaster preparedness plan

Review of Policy

This policy will be reviewed every year by the Audit & Risk Committee, or sooner if warranted by internal or external events or changes.

Structure, governance and management

a. Governing documents

Northumbria Students' Union (hereafter referred to as the Students' Union) falls under the definition of a "students' union" in section 20(1) of the Education Act 1994. The Students' Union is a Company Limited by Guarantee (No.10807853) and a Registered Charity (No.1174053).

The University of Northumbria at Newcastle (hereafter referred to as the University) exercises its duty under the Education Act 1994 to take such steps as are reasonably practicable to secure that the Students' Union operates fairly and democratically and is accountable for its finances.

The Students' Union is governed by its Memorandum and Articles of Association and is responsible for providing representation and support to the students of the University.

b. Recruitment of trustees

The Students' Union is constituted in accordance with its Memorandum and Articles of Association and managed by the Trustees who are elected or appointed from time to time. Non-student (External) Trustees are appointed to serve for a period of four years. Student Trustees are appointed to serve for a period of one year.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2024

Structure, governance and management (continued)

c. Organisational structure

The Students' Union's Board of Trustees consists of 14 trustees. There are six full-time or 'sabbatical' positions and they receive remuneration as authorised by the Education Act, these are the President, Vice President Education, Vice President Welfare, Vice President Activities, Vice President Sport and Vice President Postgraduate. No one can be on a sabbatical for more than two years. There are also four appointed Student Trustees and four appointed Non-Student (External) Trustees.

Subject to the provisions of Company Law, Charity Law, the Education Act, the Memorandum and Articles of Association and any Bye-Laws in force from time to time, the business of the Students' Union shall be managed by the Trustees who may exercise all the powers of the Students' Union.

The Trustees set the Students' Union's budget, develop the Students' Union's strategic plan, oversee the performance of the Students' Union, manage risk effectively and ensure compliance with the law.

Memorandum and Articles identify Student Council as the principal representation policy making forum of the Students' Union.

The Sabbatical Officers and Senior Managers oversee the day-to-day running of the Students' Union and are accountable to the Trustee Board. Sabbatical Officers receive an induction and training into their legal and administrative responsibilities, with an ongoing programme of development during their term of office.

The Students' Union employs non-student full-time staff to ensure effective management of its many activities and to implement the policy decisions made by the Trustee Board and Student Council. There is delegated authority, through the Chief Executive, for operational decision making and accountability within the departments of the Students' Union, in accordance with an annually reviewed delegation of authority.

Governance

The President is ex officio Chair of the Board and Trustees. There is also a Deputy Chair, appointed by the Trustees in accordance with their rules of business who will always be an external trustee.

Through 2023/24 the Board saw through an action plan arising from a governance review conducted in April 2023 using the national governance code as adapted to Students' Unions with NUS.

d. Relationship with the University of Northumbria at Newcastle

The Students' Union receives a Block Grant from the University and part-occupies buildings owned by the University, which also pays for utilities. This support is intrinsic to the relationship between the University and the Students' Union and has not been valued. Although the Students' Union successfully runs various mutual trading activities it will always be dependent on the support of the University. There is no reason to believe that this support will not continue for the foreseeable future as the Students' Union is an integral part of the University structure and of value to the overall student experience at the University.

e. Pay policy for key management personnel

The salary of the Chief Executive is determined by the Board of Trustees. The salary grade for the Deputy Chief Executive and the Head of Finance is determined by the Board of Trustees.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2024

Structure, governance and management (continued)

f. Public Benefit

The Union's charitable objectives are the advancement of the education of students at Northumbria University for the public benefit by providing sporting, social, cultural and recreational opportunities and facilities for students to further the educational purpose of Northumbria University.

Our services provide opportunities for the expression of student opinion and actively representing the interests of the students.

g. Risk Management

The Trustees have examined the major strategic, business and operational risks that the Students' Union faces and confirm that systems have been established to enable periodic reports to be produced so that the necessary steps can be taken to reduce and manage these risks.

h. Trustee induction and training

The Trustees receive comprehensive induction into the Students' Union and their role and responsibilities including Charity Law and other legal responsibilities, Corporate and Fiduciary Duties, Governance, Strategy, Health & Safety and identifying/managing conflicts of interest. The training is delivered in a structured manner and delivered through a combination of sessions led by the Students' Union's experienced senior managers. Trustees may also attend training events provided through charitable support bodies and access information from NUS and WonkHE, both experts in Higher Education Policy.

Statement of Trustees' responsibilities

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

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and the financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2024

Disclosure of information to auditors

Each of the persons who are Trustees at the time when this Trustees' Report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charity's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Auditors

During the year, Armstrong Watson Audit Limited were appointed auditors, replacing Azets Audit Services Limited.

The auditors, Armstrong Watson Audit Limited, have indicated their willingness to continue in office. The designated Trustees will propose a motion reappointing the auditors at a meeting of the Trustees.

Approved by order of the members of the board of Trustees and signed on their behalf by:

Arushi Sinha

Arushi Sinha (Jan 10, 2025 10:51 GMT)...

A Sinha

President and Chair of Trustees

Date: **10/01/2025**

Ita McCrory

Ita McCrory (Jan 10, 2025 10:54 GMT)...

I McCrory

Vice President Education

NORTHUMBRIA STUDENTS' UNION
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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF NORTHUMBRIA STUDENTS' UNION

Opinion

We have audited the financial statements of Northumbria 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 the related notes, 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 incoming resources and application of resources, including 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 Auditors' 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 United Kingdom, including the Financial Reporting Council'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.

NORTHUMBRIA STUDENTS' UNION
(A Company Limited by Guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF NORTHUMBRIA STUDENTS' UNION
(CONTINUED)

Other information

The other information comprises the information included in the Annual Report other than the financial statements and our Auditors' Report thereon. The Trustees are responsible for the other information contained within the Annual Report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

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 for the financial year for which the financial statements are prepared is consistent with the financial statements.
- 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 our 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 Trustees' Report.

We have nothing to report in respect of the following matters in relation to which 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.

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 charitable company or to cease operations, or have no realistic alternative but to do so.

NORTHUMBRIA STUDENTS' UNION
(A Company Limited by Guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF NORTHUMBRIA STUDENTS' UNION
(CONTINUED)

Auditors' 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 Auditors' 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:

- Enquiries with management about any known or suspected instances of non-compliance with laws and regulations and fraud;
- Reviewing board minutes;
- Challenging assumptions and judgements made by management in their significant accounting estimates; and
- Auditing the risk of management override of controls, including through testing journal entries and other adjustments for appropriateness.

Because of the field in which the client operates, we identified the following areas as those most likely to have a material impact on the financial statements: Health and Safety; employment laws; and compliance with the UK Companies Act and Charities Act.

Owing to the inherent limitations of an audit, there is an unavoidable risk that some material misstatements in the financial statements may not be detected, even though the audit is properly planned and performed in accordance with ISAs (UK). For instance, the further removed non-compliance is from the event and transactions reflected in the financial statements, the less likely the auditor is to become aware of it or to recognise the non-compliance.

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 Auditors' Report.

NORTHUMBRIA STUDENTS' UNION
(A Company Limited by Guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF NORTHUMBRIA STUDENTS' UNION
(CONTINUED)

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 Auditors' 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 its members, as a body, for our audit work, for this report, or for the opinions we have formed.



[Karen Rae \(Feb 21, 2025 09:49 GMT\)](#)

Karen Rae (Senior Statutory Auditor)

for and on behalf of

Armstrong Watson Audit Limited

Chartered Accountants and Statutory Auditors

Newcastle

First Floor

One Strawberry Lane

Newcastle upon Tyne

NE1 4BX

Date: **21/02/2025**

NORTHUMBRIA STUDENTS' UNION
(A Company Limited by Guarantee)

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 JULY 2024

	Note	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Income from:					
Donations and legacies	3	2,960,100	-	2,960,100	2,845,727
Charitable activities	4	1,125,077	-	1,125,077	1,392,214
Other income	5	63,546	-	63,546	62,363
Total income		4,148,723	-	4,148,723	4,300,304
Expenditure on:					
Charitable activities	6	4,060,685	11,794	4,072,479	4,182,742
Total expenditure		4,060,685	11,794	4,072,479	4,182,742
Net movement in funds		88,038	(11,794)	76,244	117,562
Reconciliation of funds:					
Total funds brought forward		597,349	11,794	609,143	491,581
Net movement in funds		88,038	(11,794)	76,244	117,562
Total funds carried forward		685,387	-	685,387	609,143

All of the charity's activities derive from continuing operations during the above two periods.

The notes on pages 26 to 44 form part of these financial statements.

NORTHUMBRIA STUDENTS' UNION
(A Company Limited by Guarantee)
REGISTERED NUMBER: 10807853

BALANCE SHEET
AS AT 31 JULY 2024

	Note	2024 £	2023 £
Fixed assets			
Intangible assets	13	2,658	4,083
Tangible assets	14	162,016	80,461
Investments	15	-	3
		164,674	84,547
Current assets			
Stocks	16	28,659	24,459
Debtors	17	1,270,259	948,859
Cash at bank and in hand		454,223	939,468
		1,753,141	1,912,786
Creditors: amounts falling due within one year	18	(1,092,122)	(1,247,463)
Net current assets		661,019	665,323
Total assets less current liabilities		825,693	749,870
Creditors: amounts falling due after more than one year	19	(140,306)	(140,727)
Total net assets		685,387	609,143
Charity funds			
Restricted funds	20	-	11,794
Unrestricted funds	20	685,387	597,349
Total funds		685,387	609,143

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

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

Arushi Sinha
Arushi Sinha (Jan 10, 2025 10:51 GMT)
.....
A Sinha
President and Chair of Trustees
Date: **10/01/2025**

Ita McCrory
Ita McCrory (Jan 10, 2025 10:54 GMT)
.....
I McCrory
Vice President Education

The notes on pages 26 to 44 form part of these financial statements.

NORTHUMBRIA STUDENTS' UNION
(A Company Limited by Guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 JULY 2024

	2024 £	2023 £
Cash flows from operating activities		
Net cash used in operating activities	(348,873)	(215,231)
Cash flows from investing activities		
Purchase of tangible fixed assets	(136,372)	(40,924)
Net cash used in investing activities	(136,372)	(40,924)
Cash flows from financing activities		
Net cash provided by financing activities	-	-
Change in cash and cash equivalents in the year	(485,245)	(256,155)
Cash and cash equivalents at the beginning of the year	939,468	1,195,623
Cash and cash equivalents at the end of the year	454,223	939,468

The notes on pages 26 to 44 form part of these financial statements

NORTHUMBRIA STUDENTS' UNION
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2024

1. Charity status

The charity is limited by guarantee, incorporated in England and Wales, and consequently does not have Share capital. Each of the trustees is liable to contribute an amount not exceeding £Nil towards the assets of the charity in the event of liquidation.

The address of its registered office is: Finance Department, Northumbria Students Union, 2 Sandyford Road, Newcastle upon Tyne, NE1 8SB.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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

2.2 Going concern

The trustees consider that there are no material uncertainties about the group's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the group.

The charity's forecasts and projections for the next twelve months show that the charity should be able to continue in operational existence for that period, taking into account reasonable possible changes in trading performance. The charity has strong positive cash balances and is forecasting for this to continue to be the case. The trustees have stress tested their forecasts, taking into account various scenarios, and remain confident that the uncertainties do not cast significant doubt on the company's ability to continue as a going concern.

The Union is dependent, in the absence of other funding, on the continued financial support of the University of Northumbria. The Trustees believe, on the basis of discussions held, that further support will continue to be made available from the University.

2.3 Estimation uncertainty and judgements

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. Beyond the normal prepayments, accruals and depreciation estimates, there are no further judgements or uncertainties.

2.4 Income and endowments

All income is recognised once the charitable company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2024

2. Accounting policies (continued)

2.5 Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

2.6 Deferred income

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

2.7 Donated services and facilities

Donated services and facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met and the receipt of economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time is not recognised and refer to the trustees report for more information about their contribution.

Donated services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent benefit on the open market; a corresponding amount is then recognised in the expenditure for the period.

2.8 Charitable activities

Income from charitable activities includes income received under contract or where entitlement to grant funding is subject to specific performance conditions and is recognised as earned. Grant income included in this category provides funding to support performance activities and is recognised where there is entitlement, certainty of receipt and the amount can be measured with reasonable certainty. Income received to deliver services over a specific period covering more than one financial year is accounted for over the specific period; related expenditure is accounted for when incurred.

2.9 Expenditure

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

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charitable company's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

NORTHUMBRIA STUDENTS' UNION
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2024

2. Accounting policies (continued)

2.9 Expenditure (continued)

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

2.10 Grant provisions

Provisions for grants are made when the intention to make a grant has been communicated to the recipient but there is uncertainty about either the timing of the grant or the amount of grant payable.

2.11 Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

2.12 Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

2.13 Government grants

Government grants are recognised based on the performance model and are measured at the fair value of the asset received or receivable. Grants are recognised in income when performance conditions, which would otherwise prevent the recognition of income, are met. Where performance conditions are not met then income is deferred and recognised as deferred income within creditors.

2.14 Taxation

The charitable company is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charitable company is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

2.15 Intangible assets and amortisation

Intangible assets are stated in the Balance Sheet at cost less accumulated amortisation and impairment. They are amortised on a straight line basis over their estimated useful lives.

Amortisation is provided on intangible assets at rates calculated to write off the cost of each asset on a straight-line basis over its expected useful life.

Amortisation is provided on the following basis:

Website Costs	- 25 % Straight Line
---------------	----------------------

NORTHUMBRIA STUDENTS' UNION
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2024

2. Accounting policies (continued)

2.16 Tangible fixed assets and depreciation

Individual fixed assets costing £0.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives.

Depreciation is provided on the following bases:

Leasehold Improvements	- Over the life of the lease
Furniture and Equipment	- 10% and 25% straight line
Computer equipment	- 25% straight line
Equipment	- 25% straight line

2.17 Stocks

Stock is valued at the lower of cost and estimated selling price less costs to complete and sell, after due regard for obsolete and slow moving stocks. Cost is determined using the first-in, first-out (FIFO).

2.18 Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

2.19 Cash at bank and in hand

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

2.20 Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

NORTHUMBRIA STUDENTS' UNION
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2024

2. Accounting policies (continued)

2.21 Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

2.22 Society Balances

Society Balances are monies held on behalf of student societies. This money belongs to the society itself and is held within other creditors.

2.23 Pensions and other post retirement obligations

University of Northumbria Students' Union participates in the Students' Union Superannuation Scheme, a defined benefit scheme which is externally funded and contracted out of the State Second Pension. The fund is valued at least every three years by a professionally qualified independent actuary with the rates of contribution payable being determined by the trustees on the advice of the actuary. The Scheme operates as a pooled arrangement, with contributions paid at a centrally agreed rate. As a consequence, no share of the underlying assets and liabilities can be directly attributed to Northumbria Students' Union. Under the terms of FRS102 in these circumstances contributions are accounted for as if the Scheme were a defined contribution scheme based on actual contributions paid through the year.

In line with FRS 102 any additional contributions required as part of a recovery plan need to be recognised in full at net present value at the balance sheet date.

NORTHUMBRIA STUDENTS' UNION
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2024**

3. Income from donations and legacies

	Unrestricted funds 2024 £	Total funds 2024 £
Grants		
University of Northumbria block grant	1,735,100	1,735,100
University of Northumbria block facilitation grant	25,000	25,000
University of Northumbria establishment grant	1,200,000	1,200,000
	<hr/> 2,960,100 <hr/>	<hr/> 2,960,100 <hr/>

	Unrestricted funds 2023 £	Total funds 2023 £
Grants		
University of Northumbria block grant	1,620,727	1,620,727
University of Northumbria block facilitation grant	25,000	25,000
University of Northumbria establishment grant	1,200,000	1,200,000
	<hr/> 2,845,727 <hr/>	<hr/> 2,845,727 <hr/>

4. Income from charitable activities

	Unrestricted funds 2024 £	Total funds 2024 £
Commercial Income	924,651	924,651
Membership Income	79,829	79,829
Service Income	120,597	120,597
	<hr/> 1,125,077 <hr/>	<hr/> 1,125,077 <hr/>

NORTHUMBRIA STUDENTS' UNION
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2024**

4. Income from charitable activities (continued)

	Unrestricted funds 2023 £	Total funds 2023 £
Commercial Income	1,197,582	1,197,582
Membership Income	61,881	61,881
Service Income	132,751	132,751
	<u>1,392,214</u>	<u>1,392,214</u>

5. Other income

	Unrestricted funds 2024 £	Total funds 2024 £
Fees and supplies	<u>63,546</u>	<u>63,546</u>

	Unrestricted funds 2023 £	Total funds 2023 £
Fees and supplies	<u>62,363</u>	<u>62,363</u>

6. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Commercial costs	2,308,502	-	2,308,502
Membership costs	1,527,367	11,794	1,539,161
Service costs	210,431	-	210,431
Governance costs	14,385	-	14,385
	<u>4,060,685</u>	<u>11,794</u>	<u>4,072,479</u>

NORTHUMBRIA STUDENTS' UNION
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2024

6. Analysis of expenditure on charitable activities (continued)

Summary by fund type (continued)

	Unrestricted funds 2023 £	Total 2023 £
Commercial costs	2,518,516	2,518,516
Membership costs	1,455,817	1,455,817
Service costs	199,701	199,701
Governance costs	8,708	8,708
	<u>4,182,742</u>	<u>4,182,742</u>

	Activities undertaken directly 2024 £	Support costs 2024 £	Total funds 2024 £
Commercial costs	953,857	1,354,645	2,308,502
Membership costs	686,855	852,306	1,539,161
Service costs	183,898	26,533	210,431
Governance costs	-	14,385	14,385
	<u>1,824,610</u>	<u>2,247,869</u>	<u>4,072,479</u>

	Activities undertaken directly 2023 £	Support costs 2023 £	Total funds 2023 £
Commercial costs	1,215,215	1,303,301	2,518,516
Membership costs	804,166	651,651	1,455,817
Service costs	65,762	133,939	199,701
Governance costs	-	8,708	8,708
	<u>2,085,143</u>	<u>2,097,599</u>	<u>4,182,742</u>

NORTHUMBRIA STUDENTS' UNION
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2024**

Analysis of expenditure by activities (continued)

In addition to the expenditure analysed above, there are also governance costs of £14,385 (2023 - £8,708) which relate directly to charitable activities. see note 7 for further details.

During the year grants of £155,299 (2023 - £107,660) were paid to societies.

7. Analysis of governance and support costs

	Governance costs	Other support costs	Total 2024
	£	£	£
Establishment	-	1,200,000	1,200,000
Salary and wage costs	-	852,306	852,306
Printing and stationery	-	70	70
Publicity	-	21,951	21,951
Equipment	-	7,420	7,420
Cleaning	-	17,811	17,811
Professional fees	14,075	81,443	95,518
Travel and subsistence	310	1,302	1,612
Training	-	38,288	38,288
Sundries	-	12,893	12,893
	<u>14,385</u>	<u>2,233,484</u>	<u>2,247,869</u>

	Governance costs	Other support costs	Total 2023
	£	£	£
Establishment	-	1,200,000	1,200,000
Salary and wage costs	-	763,692	763,692
Printing and stationery	-	28	28
Publicity	-	23,740	23,740
Equipment	-	638	638
Cleaning	-	18,108	18,108
Professional fees	8,350	34,452	42,802
Travel and subsistence	358	3,211	3,569
Training	-	37,986	37,986
Sundries	-	7,036	7,036
	-	-	-
	<u>8,708</u>	<u>2,088,891</u>	<u>2,097,599</u>

NORTHUMBRIA STUDENTS' UNION
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2024

8. Net incoming/outgoing resources

Net incoming/(outgoing) resources for the year include:

	2024 £	2023 £
Audit fees	11,500	7,500

9. Auditors' remuneration

	2024 £	2023 £
Fees payable to the charitable company's auditor for the audit of the charitable company's annual accounts	11,500	7,500
Fees payable to the charitable company's auditor in respect of: All non-audit services not included above	1,925	-

10. Staff costs

	2024 £	2023 £
Wages and salaries	1,578,258	1,608,300
Social security costs	123,061	116,783
Contribution to defined contribution pension schemes	62,334	60,230
	1,763,653	1,785,313

The average number of persons employed by the charitable company during the year was as follows:

	2024 No.	2023 No.
Commercial services	17	25
Membership services	21	22
Senior management	3	3
Finance	3	3
Facilities	3	3
Student staff	69	94
	116	150

NORTHUMBRIA STUDENTS' UNION
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2024

10. Staff costs (continued)

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2024	2023
	No.	No.
In the band £60,001 - £70,000	1	1
In the band £70,001 - £80,000	1	-
	<u><u>1</u></u>	<u><u>-</u></u>

The total employee benefits of the key management personnel of the charity were £202,422 (2023 - £184,584).

The chief executive officer, as the highest paid member of staff, received benefits totalling £79,695 (2023 - £77,334).

11. Trustees' remuneration and expenses

The trustees are made up of external trustees and sabbatical officers. Sabbatical trustees were paid £164,092 (2023 - £146,497) as permitted by Students' Union's Memorandum and Articles of Associations.

No Trustees received payment for professional or other services supplied to the charity (2023 - £NIL).

During the year ended 31 July 2024, trustees were reimbursed £310 (2023 - £358) for travel and accommodation expenses.

12. Taxation

The charity is exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

NORTHUMBRIA STUDENTS' UNION
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2024

13. Intangible assets

	Website £
Cost	
At 1 August 2023	5,700
At 31 July 2024	5,700
Amortisation	
At 1 August 2023	1,617
Charge for the year	1,425
At 31 July 2024	3,042
Net book value	
At 31 July 2024	2,658
At 31 July 2023	4,083

Website costs have been capitalised in accordance with FRS102 as the website provides an enduring benefit.

Development costs

Development costs have been capitalised in accordance with FRS 102 Section 18 Intangible Assets other than Goodwill and are therefore not treated as a deficit to the charity.

NORTHUMBRIA STUDENTS' UNION
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2024**

14. Tangible fixed assets

	Furniture and equipments £	Computer equipment £	Leasehold improvements £	Equipment £	Total £
Cost or valuation					
At 1 August 2023	103,975	74,018	337,294	502,254	1,017,541
Additions	-	5,047	-	131,325	136,372
Disposals	-	-	-	(1,262)	(1,262)
At 31 July 2024	<u>103,975</u>	<u>79,065</u>	<u>337,294</u>	<u>632,317</u>	<u>1,152,651</u>
Depreciation					
At 1 August 2023	99,396	59,038	312,384	466,262	937,080
Charge for the year	4,579	9,178	6,218	34,842	54,817
On disposals	-	-	-	(1,262)	(1,262)
At 31 July 2024	<u>103,975</u>	<u>68,216</u>	<u>318,602</u>	<u>499,842</u>	<u>990,635</u>
Net book value					
At 31 July 2024	<u>-</u>	<u>10,849</u>	<u>18,692</u>	<u>132,475</u>	<u>162,016</u>
At 31 July 2023	<u>4,579</u>	<u>14,980</u>	<u>24,910</u>	<u>35,992</u>	<u>80,461</u>

15. Fixed asset investments

	Subsidiary undertakings £
At 1 August 2023	3
Amounts written off	(3)
Net book value	
At 31 July 2023	<u>3</u>

NORTHUMBRIA STUDENTS' UNION
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2024**

15. Fixed asset investments (continued)

Details of the investments in which the charity held 20% or more of the nominal value of any class of share capital were as follows and these investments were written off as dissolved in the current accounting year: :

Undertaking	Country of incorporation	Holding	Proportion of voting rights and shares held 2024 2023	Principal activity
Subsidiary undertakings				
Naturally Northumbria Limited	England and Wales	Ordinary	100%	Dormant
Northumbria Students' Union Lettings Limited	England and Wales	Ordinary	100%	Dormant

16. Stocks

	2024	2023
	£	£
Stocks	28,659	24,459
	<u><u> </u></u>	<u><u> </u></u>

17. Debtors

	2024	2023
	£	£
Due within one year		
Trade debtors	787,730	882,222
Other debtors	983	337
Prepayments and accrued income	481,546	66,300
	<u><u>1,270,259</u></u>	<u><u>948,859</u></u>

NORTHUMBRIA STUDENTS' UNION
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2024

18. Creditors: Amounts falling due within one year

	2024	2023
	£	£
Trade creditors	401,933	133,122
Other taxation and social security	32,894	55,913
Other creditors	138,597	168,887
Accruals and deferred income	518,698	889,541
	1,092,122	1,247,463

The Students' Union acts as custodian trustee on behalf of societies. Assets held are in the form of cash. The balance owing to the societies at the year end included in other creditors is £69,111 (2023 - £68,264).

	2024	2023
	£	£
Deferred income at 1 August 2023	783,419	764,882
Resources deferred during the year	85,523	783,419
Amounts released from previous periods	(783,419)	(764,882)
	85,523	783,419

19. Creditors: Amounts falling due after more than one year

	2024	2023
	£	£
Other creditors	140,306	140,727

Other creditors due more than one year represents the pension scheme deficit payments liability.

NORTHUMBRIA STUDENTS' UNION
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2024**

20. Statement of funds

Statement of funds - current year

	Balance at 1 August 2023 £	Income £	Expenditure £	Balance at 31 July 2024 £
Unrestricted funds				
General Funds	597,349	4,148,723	(4,060,685)	685,387
Restricted funds				
Restricted Fund	11,794	-	(11,794)	-
Total of funds	609,143	4,148,723	(4,072,479)	685,387

Statement of funds - prior year

	Balance at 1 August 2022 £	Income £	Expenditure £	Balance at 31 July 2023 £
Unrestricted funds				
General funds	479,787	4,300,304	(4,182,742)	597,349
Restricted funds				
Restricted Funds	11,794	-	-	11,794
Total of funds	491,581	4,300,304	(4,182,742)	609,143

NORTHUMBRIA STUDENTS' UNION
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2024

21. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Unrestricted funds 2024 £	Total funds 2024 £
Tangible fixed assets	162,016	162,016
Intangible fixed assets	2,658	2,658
Current assets	1,753,141	1,753,141
Creditors due within one year	(1,092,122)	(1,092,122)
Creditors due in more than one year	(140,306)	(140,306)
Total	<u>685,387</u>	<u>685,387</u>

Analysis of net assets between funds - prior period

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	80,461	-	80,461
Intangible fixed assets	4,083	-	4,083
Fixed asset investments	3	-	3
Current assets	1,900,992	11,794	1,912,786
Creditors due within one year	(1,247,463)	-	(1,247,463)
Creditors due in more than one year	(140,727)	-	(140,727)
Total	<u>597,349</u>	<u>11,794</u>	<u>609,143</u>

NORTHUMBRIA STUDENTS' UNION
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2024

22. Reconciliation of net movement in funds to net cash flow from operating activities

	2024 £	2023 £
Net income for the period (as per Statement of Financial Activities)	76,244	117,562
Adjustments for:		
Depreciation charges	54,817	57,421
Amortisation charges	1,425	1,425
Loss on investments	3	-
Decrease/(increase) in stocks	(4,200)	15,107
Increase in debtors	(321,400)	(440,738)
Increase in creditors	542,133	15,455
Increase in deferred income	(697,895)	18,537
Net cash used in operating activities	(348,873)	(215,231)

23. Analysis of cash and cash equivalents

	2024 £	2023 £
Cash in hand	7,145	7,690
Cash at bank	447,078	931,778
Total cash and cash equivalents	454,223	939,468

24. Analysis of changes in net debt

	At 1 August 2023 £	Cash flows £	At 31 July 2024 £
Cash at bank and in hand	939,468	(485,245)	454,223
	939,468	(485,245)	454,223

NORTHUMBRIA STUDENTS' UNION
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2024**

25. Pension commitments

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contribution payable by the charity to the scheme and amounted to £62,334 (2023 - £60,230).

Contributions totalling £1,449 (2023 - £3,138) were payable to the scheme at the end of the year and are included in creditors.

26. Obligations under leases and hire purchase contracts

At 31 July 2024 the charitable company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2024 £	2023 £
Land and buildings		
Within one year	1,200,000	1,200,000
	<hr/>	<hr/>
	2024 £	2023 £
Other Leases		
Within one year	40,902	25,261
Between one and five years	30,073	2,192
	<hr/>	<hr/>
	70,975	27,453
	<hr/>	<hr/>

The lease commitment categorised as land and buildings relates to the buildings in which the Student Union operate within. These are leased to the Student Union from Northumbria University. The lease is for a period of 12 months from the year end and is renewed annually.

The lease cost is covered by the receipt of an annual establishment grant from the University of the same value.

27. Related party transactions

Northumbria University is considered to be a related party, given the very nature of the relationship between the two entities.

During the year, the university provided funding of £2,960,100 to the Union in the form of a block grant amounting to £1,760,100 and an establishment grant amounting to £1,200,000. In addition other income was received from the University for services offered amounting to £254,456.

During the year, the union paid rent of £1,200,000 to the University and have other costs amounting to £36,053.

At the year end, the amount owed to the union from the university amounted to £474,931.

Northumbria Student Union - Final Signature Pack

Final Audit Report

2025-02-21


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