

UNIVERSITY COLLEGE BIRMINGHAM STUDENTS' UNION (THE GUILD OF STUDENTS)



**UNIVERSITY COLLEGE BIRMINGHAM STUDENTS' UNION
(THE GUILD OF STUDENTS)**

CHARITY NO. 1177734

TRUSTEES' REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 JULY 2022

Reference and Administrative Details

Registered Charity number

1177734

Principal Address

UCB Guild of Students University
College Birmingham Summer
Row
Birmingham
B3 1JB

Trustees

Andrew Neil Parsons	Appointed 21/02/18		Chair
Lorraine Teague	Appointed 21/02/2018		
Alice Young	Appointed 01/07/2020	Resigned 30/06/2022	Deputy-Chair
Blessing Osasogie	Appointed 01/07/2021	Resigned 03/05/2022	
Kiforan Willis	Appointed 16/07/2021	Resigned 30/06/2022	
Natalie Jordan	Appointed 13/07/2021		
Ashlea-Jayne Mallet	Appointed 01/07/2019	Resigned 30/06/2022	
Bubbacar Kanyi	Appointed 01/02/2022		
Tom Hillen	Appointed 01/07/2022		
Leilani-Gabrielle Courtney	Appointed 01/07/2022	Resigned 01/04/2023	Deputy-Chair

Senior staff member

Sarah Kerton – Guild Director

Independent Examiner

– Birmingham Voluntary Service Council

**Trustees Report
FOR THE YEAR ENDED 31 JULY 2022**

The trustees present their report with the financial statements for the year ended 31 July 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document 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 Republic of Ireland, including the adoption of the amendments issued in December 2017 (FRS 102)".

The trustees confirm that they complied with the duty in Section 4 of the Charities Act 2011 to have due regard to the Charity's Commission general guidance on public benefit "Charities and Public Benefit". The Trustees' Report clearly sets out the charitable objectives, our current activities and how they benefit the public.

Trustees Report (Continued)

FOR THE YEAR ENDED 31 JULY 2022

Deputy Chair's Report for the Year Ended 31 July 2022

2021 - 2022 has been a year with both immense challenges, exciting opportunities and fantastic results.

As we are ending our year, we can finally say the Covid-19 pandemic is easing, however, throughout the year, this still caused our students and ourselves uncertainty. I believe we will still feel the effect of the pandemic in the future. Although the impact of Covid-19 has been felt numerous times throughout the year, we have been resilient; we came back to campus and did all we could to support our students and get our organisation through this, and we have stayed positive throughout.

We have been working on some significant foundational projects this year to establish the longer-term vision and future of the Guild of Students (known throughout this document as the Guild). Building on our full policy review, we are implementing our new People & Culture Strategy, working towards Thrive at Work and Investors in People accreditations. We are excited about the work we have been doing this year to establish ourselves as a strong, independent organisation that includes working towards our strategic vision, which will be in place by the end of the year and at the heart of our work for the next three years.

This year, we have made significant moves to ensure an inclusive and accessible organization. We have introduced different funding offers for all students at UCB to access for activities, we also delivered over 100 events in October to work towards building pockets of community, and we are currently doing forums that focus on what makes our students feel at home on campus.

We can confidently say our relationship with our UCB has grown; so well that we now have an excellent partnership agreement between the Guild and UCB. We will use this document to set out the continued great relationship between both organisations, mainly focusing on leading with our strengths.

We believe we have set some great foundations to grow our organisation and continue to exceed. We are proud to be UCB Guild of Students and continue to be the recognised home for UCB students. Together, we forge a better future for all through strong student communities; we build a vibrant, inclusive, and welcoming home for every student, so UCB students leave at their personal best.

Alice Young

Vice President 2020-21; President 2021-22

Trustees Report (Continued)

FOR THE YEAR ENDED 31 JULY 2022

OBJECTIVES AND ACTIVITIES

Charitable Objects and the Advancement of Public Benefit

The Trustees have had regard to the Charity Commission's guidance on public benefit. The Charity's objects are the advancement of the education of students at University College Birmingham for the public benefit by:

- promoting the interests and welfare of Students at University College Birmingham during their course of study and representing, supporting and advising students;
- being the recognised representative channel between students and University College Birmingham 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 trustees act on advice and information from the senior management team which is responsible for the day to day management of the charity.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

ACHIEVEMENT AND PERFORMANCE

Coronavirus continued to have a broad impact on University and Student life, but 2021-22 provided us with the opportunity to deliver in our "new normal", with far greater on-campus presence and engagement.

Having spent time learning and reflecting in the previous year, we identified work to deliver change-making, building a sense of community and tackling barriers to engagement as our core delivery for the year ahead.

The Guild achieved the following outcomes in 2021-22:

Impacting Student Life

We further developed our Officer development program, with a focus on delivering impactful campaigns and positive change to the student experience. For the first time, our student leaders launched an Officer Manifesto to let students know what they were working towards and bring focus to their delivery.

Our students recognized our work having a positive impact on their academic experience.

Building an Inclusive Classroom

We continued to develop our partnership with the University and became an active participant in the Universities BAME awarding gap action plan. We provided our knowledge and expertise, "passing the mic" to our student leaders to share their experiences of racism on campus. This work influencing the action plan received positive feedback from our students and centered the voice of BAME students on campus.

Developing an inclusive campus

We ran a city-wide campaign focused on tackling gender-based violence. We developed positive connections across the city with other Students' Unions and the National Union of Students. Delivering consent training to hundreds of students on campus, we sparked conversations with students of all genders about the importance of nighttime safety, consent and tackling violence on and off campus. As part of this, we marched through

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Birmingham in the Guild's first ever Reclaim the Night.

Building student spaces

We opened and launched our Student Spaces to students across campus, with hundreds of students making use of our FE and HE common rooms every day. We ran a diverse program of activity within the spaces, to foster connections and build friendships with students who may have never met otherwise. The work delivering the Find Your People program saw the start of our Indian Society, who within it's first year had nearly 100 members and won our New Starter Society Award.

Data & Insight

We shifted our approach to change-making and influencing, developing our data understanding and knowledge within the team. We used this data and insight to drive campaigning and influencing, making positive change for students.

A great place to work

Developing on our strong People and Culture foundations, alongside implementing our workplace values and our performance management system, we applied for formal accreditation to recognize the Guild as a great place to work. We were successful and achieved Investors in People accreditation, with a report provided to take us to the next level in the next academic year.

Strategic Vision

Working with stakeholders in the Trustee Board, Senior Leadership Team, the University and our student leaders, we developed the Guild's long-term strategic plan. We listened to students about what they wanted from the Guild in order to cement the future for the Guild moving forward, we look forward to implementing this as we move forward into 2022-23.

Since our last annual plan, we have increased our participation in societies year on year, from 150 in 2019, to 450 in 2020, 620 in 2021 and 681 in 2022.

Financial Review

FOR THE YEAR ENDED 31 JULY 2022

Overview

The financial statements presented cover the year to 31 July 2022.

The Statement of Financial Activities for the year to 31 July 2022 shows total income of £174,487.41.

The principal income source for the Guild on an annual basis is the block grant provided by the University. For the year to 31 July 2022 this was £148,716. This income was supplemented by our trading income of £6,709.94, from the sale of Guild branded clothing to students and advertising/promotional campaigns.

This year our income from charity activities, specifically society membership and activity, was £10,592.28. This is an excellent achievement and a proxy measure for our increase in society engagement on the previous year which had £0 income from charitable activities due to COVID-19.

The Guild also received £8,433.12 in Grant Funding as part of the Government Kickstart Scheme, which provided funds to recruit staff currently on benefits and looking for employment.

Expenditure for the year was £191,710 on charitable activities. The net movement of funds in the year was -£17,222.

Financial Review (Continued)

FOR THE YEAR ENDED 31 JULY 2022

Reserves Policy

The Board of Trustees have approved UCB Guild's Reserves Policy in February 2019 which determines the levels of unrestricted reserves required to enable UCB to:

- fund working capital
- fund unexpected expenditure when unplanned events occur
- fund shortfalls in anticipated income

The minimum unrestricted reserves required are calculated as 6 months operating costs (as defined by the annual budgeted organisational expenditure) and designated as the 'Operating Reserve'.

Unrestricted reserves in excess of the required reserves are held as 'free reserves'. If an amount in excess of this is held in reserve by the Guild, then the Trustees in consultation with stakeholders will draw up a plan to spend these additional funds. If reserves fall below 6 months' operating costs for more than 6 months, the Trustees should ask management to formulate a recovery plan to be submitted to the Board of Trustees for approval.

The reserves at 31 July 2022 were £91,671.

STRUCTURE, GOVERNANCE AND MANAGEMENT

University College Birmingham Students' Union (The Guild of Students) is a charity with the ultimate decision making power vested in the Board of Trustees. The Board of Trustees meet at least 3 times a year and receive reports from the Executive Team and the Guild Director.

UCB Guild is a democratic organisation and the Board of Trustees delegate their authority to the membership through the Annual General Meeting and Student Council, subject to legal safeguards. These bodies have powers to direct the work of the charity and the organisation within its charitable objects.

The Executive Committee oversee the day to day running of the Guild and are accountable to its membership. They are responsible for ensuring Guild activities follow correct process, align with UCB Guild's policy and annual plan, and work toward the aims and objects set out in its constitution. The Executive Committee are elected annually through a cross-campus ballot. All Executive Committee members receive full and regular training and support to enable them to successfully fulfil their duties.

Day to day management of the organisation is delegated to the Guild Director. UCB Guild also employs other non-student staff to ensure effective management of the organisations' activities who have delegated authority within their roles through the Guild Director.

UCB Guild also has a committee structure with delegated authority within specific fields, to ensure effective controls are in place across the organisation, namely a Finance Subcommittee and HR Subcommittee to the Board of Trustees. All committees have at least one external and one officer trustee as a member.

Financial Review (Continued)

FOR THE YEAR ENDED 31 JULY 2022

Type of governing document

UCB Guild is governed by its Constitution dated 21 February 2018 and its supporting Bye Laws.

How the charity is constituted

UCB Guild is an unincorporated association established under the Education Act 1994 and registered with the Charity Commission (No. 1143073) since 28 March 2018.

Trustee selection methods

UCB Guild has provision for up to 12 Trustees. These trustees have a varied background, including students (members) as well as externally sourced 'professionals'. The post holders have a varied term of office to suit the nature of the position. These are:

- Two Officer Trustees – Ex-Officio serves for one year term in line with their elected position
- Up to 4 student trustees appointed by the Board of Trustees upon recommendation by the Appointments Committee.
- Up to 3 appointed trustees appointed by a simple majority vote of the Appointments Committee, and ratified by Student Council.

Trustee induction process

The Guild Director organises annual trustee training. We offer training to both new and current trustees annually. In 2021-22 we partnered with Newman Students' Union to take this training with NCVO.

Relationships with other organisations

Relationship with University College Birmingham: UCB Guild receives an annual block grant from the University, and occupies office space owned by the University. As of 2021-22, the University has provided two rooms to act as Common Rooms for the Guild to deliver activity in. The University also supplies, free of charge, utilities, facilities such as desktop computers and printers, cleaning and caretaking services. In addition, the University provides spaces for key student group activities, including meeting rooms and a sports hall, with no charges levied. This support is intrinsic to the relationship between UCB Guild and the University. Although UCB Guild runs a small number of commercial activities, it is heavily dependent upon the support of the University. There is no reason to believe that this support will not continue for the foreseeable future as the Education Act 1994 places a duty on the institution to take such steps as are reasonably practical to ensure that the Guild operates in a fair and democratic manner, for the benefit of the membership. UCB Guild works closely with the University to provide the best possible experience of students, ensuring its affairs are properly conducted and that the needs of its members are met.

Other relationships

UCB Guild is a member of the National Union of Students to which it pays an annual affiliation fee. In return it receives support and training in a variety of areas, notably with regard to elections, executive training, governance support and inductions. UCB Guild actively works with other Students' Unions across the sector to share best practice and offer learning and development opportunities to members and staff.

Financial Review (Continued)

FOR THE YEAR ENDED 31 JULY 2022

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The Trustees have considered major risks and have put in place appropriate measures to manage these, including regular reporting systems to ensure that necessary steps can be taken to lessen these risks. The Trustees delegate responsibility to the Finance Committee and Guild Director for monthly finance management.

UNIVERSITY COLLEGE BIRMINGHAM STUDENTS' UNION (THE GUILD OF STUDENTS)

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees, of University College Birmingham Students' Union (The Guild of Students) 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).

Charity law in England and Wales and UCB Guild's constitution require us, as the charity trustees, to prepare annual finance statements giving a true and fair view of the state of affairs of UCB Guild at its financial year end and of its income and expenditure for the year then ended. In preparing those financial statements, we are required to:

- Select the most suitable accounting policies and apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on a going concern basis unless it is not appropriate to presume that UCB Guild will continue in business

We are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable us to ensure that the financial statements comply with charity law and the particular requirements of UCB Guild and the University under the Education Act 1994.

We are also responsible for safeguarding the assets of the charity and ensuring their proper application in accordance with charity law, and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the Board of Trustees on 5th April 2023 and signed on its behalf by:


Thomas Hillen (May 26, 2023 22:28 GMT+1)

Andy Parsons, Chair and Tom Hillen, Vice-Chair

UNIVERSITY COLLEGE BIRMINGHAM STUDENTS' UNION (THE GUILD OF STUDENTS)

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 JULY 2022

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
INCOME FROM:					
Grants and Donations	2	148,716	8,433	157,149	148,716
Charitable Activities	3	6,175	4,418	10,592	0
Other Trading Activities	4	6,710	-	6,710	8,811
Other	5	36	-	36	10,874
Total		161,637	12,851	174,487	168,400
Raising Funds		-	-	-	76,603
Charitable Activities		178,859	12,851	191,710	96,992
Total	6	178,859	12,851	191,710	173,596
Net deficit for the year		-17,222	0	-17,222	-5,196
Gross transfers between funds		-	-	-	-
NET MOVEMENT IN FUNDS AFTER TRANSFERS		-17,222	0	-17,222	-5,196
RECONCILIATION OF FUNDS					
Balance brought forward at 1 August (SOY)		108,893	-	108,893	114,089
Balance carried forward at 31 July (EOY)		91,671	0	91,671	108,893

All amounts relate to continuing activities.

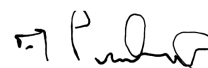
The charity has no recognised gains and losses other than the net movement in funds for the year to 31 July 2022.

UNIVERSITY COLLEGE BIRMINGHAM STUDENTS' UNION (THE GUILD OF STUDENTS)


Balance sheet as at 30th July 2022

		2021-22	2020-21
	Notes	Unrestricted Funds £	Unrestricted Funds £
FIXED ASSETS			
Fixtures & Fittings	10	2,686	4,988
Computer Equipment	10	1,577	3,153
Investment assets	10	60	60
		4,322	8,201
CURRENT ASSETS			
Stock (clothing)		1,333	1,250
Debtors & other assets	11	10,772	9,018
Cash at bank and in hand		90,885	113,934
		102,990	124,202
CURRENT LIABILITIES			
Creditors	11	-15,642	-23,510
		-15,642	-23,510
NET Assets		91,671	108,893
Represented by:			
Unrestricted funds	13		8,755
Unrestricted designated funds: Operating reserves	13	91,671	100,138
		91,671	108,893

The notes on pages 14 to 21 form part of the financial statements. Approved by the trustees of the University College Birmingham Students' Union (The Guild of Students) 5th April 2023.



Andy Parsons



Thomas Hillen (May 26, 2023 22:28 GMT+1)

Thomas Hillen

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JULY 2022

1 Accounting Policies

Charity information

UCB Guild is an unincorporated association established under the Education Act 1994 and registered with the Charity Commission (No. 1143073) since 28 March 2018. The registered office is University College Birmingham, Summer Row, Birmingham, B3 1JB.

Accounting convention

The financial statements have been prepared in accordance with the charity's constitution, the Charities Act 2011 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 Republic of Ireland, including the adoption of the amendments issued in December 2017 (FRS 102)" and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

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

Going concern

At the time of approving the financial statements and in spite of the ongoing Covid-19 pandemic, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus, the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Income

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably. Grants of a general nature that are not conditional on delivering certain levels of service are included in donations and legacies.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JULY 2022

1 Accounting Policies (continued)

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Expenditure

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for its expenditure. All costs have been directly attributed or proportionally charged to the functional categories of resources expended in the SOFA. Expenditure includes any VAT which cannot be fully recovered and is reported as part of the expenditure to which it relates.

Expenditure on charitable activities comprises the costs of clubs and societies activities. These costs are classified as direct charitable expenses.

Governance costs comprise costs related to the governance of the charity, to allow it to operate and to generate information for public accountability. Direct costs will include independent examination fees, legal advice and costs of trustees' meetings.

All remaining costs are classified as support costs. Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office and admin costs and supporting marketing costs which are allocated to activity based on the proportion of that activity's direct costs to total costs.

Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses. Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings – straight line over 4 years

Computer equipment – straight line over 4 years

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset and is recognised in net income/(expenditure) for the year.

Stocks

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

Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JULY 2022

1 Accounting Policies (continued)

Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised. Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received. Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

UNIVERSITY COLLEGE BIRMINGHAM STUDENTS' UNION (THE GUILD OF STUDENTS)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JULY 2022

2 GRANTS AND DONATIONS

	2022 £	2021 £
University College Birmingham – Block Grant	148,716	148,716
Total unrestricted	148,716	148,716
Restricted grant and donations	8,433	0
Total grants and donations	157,149	148,716

3 INCOME FROM CHARITABLE ACTIVITIES

	2022 £	2021 £
Student Services e.g. Society memberships	6,174	0
Total unrestricted	0	0
Restricted grant and donations	4,418	0
Total income from charitable activities	10,592	0

4 INCOME FROM TRADING ACTIVITIES

	2022 £	2021 £
Clothing sales	1,249	2,432
Advertising & promotion/campaigns	5,461	6,376
Total unrestricted	6,710	8,811
Restricted grant and donations	-	-
Total income from trading activities	6,710	8,811

5 OTHER INCOME

	2022 £	2021 £
Bank interest	36	9
Total unrestricted	36	9
Restricted grant and donations	-	-
Total income from trading activities	36	9

UNIVERSITY COLLEGE BIRMINGHAM STUDENTS' UNION (THE GUILD OF STUDENTS)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 JULY 2021

6 ANALYSIS OF EXPENDITURE

Operations

Finance Support	8799.59	Management Salary & Employers	
Payroll	600.00	Cost	48782.37
Software & Web Services	753.35	Staff Training	893.77
Audit and Professional Fees	600.00	Staff Conferences & Support	56.25
Stationery	285.20	Trustee Board	317.28
Banking Costs	365.33	Hospitality / HR costs	1486.30
Depreciation	3878.68	Equipment	532.53
Total Operations	15282.15	Total Management	52068.50

Communications & Insight

Salaries	6874.89
Welcome 2021	655.80
Website & Software	5398.35
Total Communications & Insight	12,929.04

Student Leadership

Salaries	39743.72
Strategic Development	216.50
Officer Training	6594.62
Officer/Rep Conferences	521.91
Officer-led campaigns	641.21
Trustees' Training & Expenses	1009.64
Total Student Leadership	48727.60

Student Experience

Salaries	48355.99
Kickstart Training	0.00
Student Voice & Experience Initiatives	1537.90
Student Leader Training	1261.11
Elections	2452.34
Societies Direct Funding	6610.57
Membership Spend	332.34
Celebration Budget	179.45
Societies Insurance	1972.66
Total Student Experience	62702.36

UNIVERSITY COLLEGE BIRMINGHAM STUDENTS' UNION (THE GUILD OF STUDENTS)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 JULY 2021

7. Staffing Cost analysis:

	Salaries & Wages	Pension Costs	NIS & TAX
Aug-21	9516.67	482.3	2856.23
Sep-21	8831.4	473.94	2932.43
Oct-21	8645.36	627.29	2904.1
Nov-21	8643.58	671.09	2932.63
Dec-21	8767.83	606.88	2932.63
Jan-22	8534.99	689.45	2816.2
Feb-22	8737.07	818.15	2951.45
Mar-22	9116.86	749.62	3212.99
Apr-22	10672.84	824.75	2591.85
May-22	8692.83	640.96	2284.63
Jun-22	8167.35	646.3	1700.2
Jul-22	10680.68	537.62	940.38
	109007.5	7768.35	31055.72

No members of staff received remuneration (excluding non-taxable benefits in kind) of more than £60,000.

The average number of employees (head count based on number of staff employed) during the year was as follows:

	2022 No.	2021 No.
Raising funds	0	1
Student services	3	4
Support services	7	1
Total	10	6

UNIVERSITY COLLEGE BIRMINGHAM STUDENTS' UNION (THE GUILD OF STUDENTS)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 JULY 2021

8 TRUSTEES REMUNERATION AND EXPENSES

	2022	2021
	£	£
Trustees remuneration and employer's NI	39,743.72	43,080
Trustees expenses & admin costs	317.28	1,328
Total	40,061	44,408

Two sabbatical officers received a salary as authorised in the governing document of the Guild for representation, campaigning and support work they undertake as distinct from their trustee responsibilities. The work includes voicing student opinion with the University and local community, defending and extending the rights of students through petitions and discussions with local MP's.

9 NET MOVEMENT IN FUNDS

Net movement in funds is stated after charging/(crediting):

	2022	2021
	£	£
Accountancy & Independent Examiner Fees	300	3,000
Depreciation of owned tangible fixed assets	3,879	3,495

10 FIXED ASSET INVESTMENTS

The Guild has a holding of 60 'A' shares of £1.00 in NUS Services Ltd.

TANGIBLE FIXED ASSETS

	Fixtures & Fittings £	Computer Equipment £	Total £
Cost or Valuation			
As at 31st July 2021	9,209	6,306	15,515
Additions	-	-	-
Disposals	-	-	-
As at 31st July 2022	9,209	6,306	15,515
Depreciation			
As at 31st July 2021	4,221	3,153	7,374
Charge for the year	2,302	1,577	3,879
Eliminated on disposals	-	-	-
As at 31st July 2022	6,523	4,730	11,253
Net book value			
As at 31st July 2022	2,686	1,576	4262
As at 31st July 2021	4,988	3,153	8141

11 DEBTORS & OTHER ASSETS

	2022 £	2021 £
Trade debtors	3,141	3,136
Prepayments and accrued income	-	5,882
Other debtors	7,631	
	10,772	9,018

12 CREDITORS (AMOUNTS FALLING DUE WITHIN ONE YEAR)

	2022 £	2021 £
Trade Creditors	1,797	
Social security and other taxes	9,272	12,641
VAT	-576	130
Accruals and deferred income	5,149	7,516
	15,642	23,510

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 JULY 2021

13 MOVEMENT IN FUNDS

Reserves Analysis

	End of Year
	£
Opening Reserves	108,893
Total Income	174,487
Total Expenditure	191,710
Net Movement	-17,222
Closing Reserves	91,671

	Balance at 1 August 2021	Incoming resources	Resources expended	Transfers	Balance at 31 July 2022
Unrestricted funds	8,755		8755		0
Unrestricted designated funds: Operating Reserve	100,138	161,637	170,104		91,671
Restricted funds	-	12,851	12851		-
	108,893	174,487	191,710		91,671

	Balance at 1 August 2020	Incoming resources	Resources expended	Transfers	Balance at 31 July 2021
	£	£	£	£	£
Unrestricted funds	13,951	168,400	(173,596)		8,755
Unrestricted designated funds: Operating Reserve	100,138				100,138
	114,089	168,400	(176,596)		108,893

14 RELATED PARTIES

The following have been identified as related party transactions per the requirements of FRS 102:

- University College Birmingham: The Guild received block grant of £148,716 from the University during the year.

UNIVERSITY COLLEGE BIRMINGHAM STUDENTS' UNION (THE GUILD OF STUDENTS)

- Trustees of University College Birmingham Students' Union (The Guild of Students): see note 8 Trustees Remuneration and Expenses.

15 PENSIONS

The charity operates a workplace pension to provide pension arrangements for staff and remunerated trustees that become eligible.

16 LEGAL STATUS OF THE CHARITY

The charity is an unincorporated association

UNIVERSITY COLLEGE BIRMINGHAM STUDENTS' UNION (THE GUILD OF STUDENTS)

INDEPENDENT EXAMINERS REPORT

FOR THE YEAR ENDED 31 JULY 2022

TO THE TRUSTEES OF UNIVERSITY COLLEGE BIRMINGHAM STUDENTS' UNION (THE GUILD OF STUDENTS)

I report to the trustees on my examination of the financial statements of University College Birmingham Students' Union (the Guild of Students) for the year ending 31 July 2022.

Respective Responsibilities of Trustees and Examiner

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

It is my responsibility to:

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

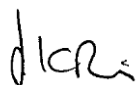
Basis of Independent Examiner's Statement

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

Independent Examiner's Statement

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

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



25/05/2023

BVSC -Accountancy Services
Livery Place
35 Livery Street
Birmingham
B32BP

Guild ac AP Sig

Final Audit Report


2023-05-26

Created:	2023-05-26
By:	Catherine O'Boyle (cassie@ucbguild.co.uk)
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