

Charity No: 1183000

Registered Company No: 11937134 (England and Wales)

UNIVERSITY OF CHICHESTER STUDENTS' UNION

FINANCIAL STATEMENTS

31 JULY 2021

UNIVERSITY OF CHICHESTER STUDENTS' UNION

FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2021

CONTENTS	PAGE
Union Information	1
Report of the Trustees	4
Independent Auditors' Report to the Trustees	35
Statement of Financial Activities	39
Balance Sheet	40
Cash Flow Statement	41
Notes to the Financial Statements	42

UNIVERSITY OF CHICHESTER STUDENTS' UNION

UNION INFORMATION

YEAR ENDED 31 JULY 2021

Following the incorporation and transfer of assets and liabilities on 30th August 2019, the unincorporated union remains open but has not traded during the year.

Since the unincorporated union has not traded and is awaiting closure, the outgoing President and current Vice President (who were both already on that Board) have remained on the Board rather than the incoming President joining the Board. Likewise, the extant External Trustees have remained and will continue to remain on the Board of the unincorporated entity until its closure.

The Trustees/Directors that have served in office throughout the year and to the date of this report except where indicated. The Trustees and Directors for 2020/21 are:

UNIVERSITY OF CHICHESTER STUDENTS' UNION

UNION INFORMATION

YEAR ENDED 31 JULY 2021

CHARITY NO 1144960

Officer Trustee:

19/20 & 20/21 President Moyinjesu Ekundayo

External Trustees:

Karen Velasco
Rebecca Vagg

Student Trustee:

Jamel McFarlane
(also elected as Officer
Trustee of the incorporated
Union)

CHARITY NO 1183000 & COMPANY NO 11937134

Officer Trustees/Directors:

19/20 & 20/21 President Moyinjesu Ekundayo (to 30/6/21)

20/21&21/22
Vice President Jamel McFarlane

21/22 President Gemma Hopwood (from 01/07/21)

External Trustees/Directors:

Karen Velasco (to 02/06/21)
Daniel Hill-Roger
Neil Batley (from 02/06/21)

Student Trustees/Directors:

Emily Goss (to 18/8/2021)
Charlotte Smith (from 25/11/20 to 18/8/2021)
Celeste Wintery (from 25/11/20)
Katie Allen (to 30/9/2020)

Key Management

Anne Elliott
John Williams

General Manager
Commercial Services Manager

Principal Office

Students' Union
University of Chichester
College Lane
Chichester
West Sussex
PO19 6PE

UNIVERSITY OF CHICHESTER STUDENTS' UNION

UNION INFORMATION

YEAR ENDED 31 JULY 2021

Auditors	Crowe U.K. LLP Riverside House, 40-46 High Street, Maidstone ME14 1JH
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UNIVERSITY OF CHICHESTER STUDENTS' UNION

TRUSTEES REPORT

YEAR ENDED 31 JULY 2021

The Trustees, who are directors for the purpose of company law, present, for the purpose of the Charities Act 2011 and Companies Act 2006, their annual report and financial statements for the period ended 31st July 2021. The accounts for the year ended 31st July 2021 have been prepared in accordance with the Charities Statement of Recommended Practice (FRS102). They are presented on a merger accounting basis for Charity No 1144960 (which has not traded during the year and will shortly be closed) and Charity No 1183000/Company No 11937134.

Status and Administration

The Students' Union is a charity registered with the Charity Commission; it is also a company limited by guarantee registered in England and Wales.

Until 30th August 2019, the Students' Union operated as an unincorporated entity (Charity Commission no 1144960). Following the vote by our members at our EGM in March 2019, on 30th August 2019, the assets and liabilities of the unincorporated entity (Charity No 1144960) were transferred to the incorporated entity (Charity No 1183000/Company No 11937134) as a going concern. The unincorporated entity ceased trading on 30th August 2019 and will be wound up in due course.

The Students' Union is a member-led organisation, which operates in accordance with its Memorandum and Articles of Association. A formal Trustee Board comprising of up to 3 x Officer Trustees, 2 x External Trustees and 3 x Student Trustees is ultimately responsible for the Union and all of its associated activities, resources and compliance.

Officer Trustees are elected by the membership to take office on 1 July in the year in which they are elected and hold office for one year until the following 30 June. In addition to a 2 week handover from the outgoing sabbatical officer team, Officer Trustees receive training via the NUS annual national training, and locally as part of our internal officer training programme. Officer Trustees may be re-elected for a second term of office.

External Trustees undergo a selection process managed by the Operations Committee and Trustee Board (both of which include the elected sabbatical officers); appointment is subsequently subject to a simple majority vote of the Student Council. External Trustees may usually hold office for up to 9 years, either through consecutive or non-consecutive terms. During the year, we successfully recruited and appointed one new External Trustee.

Student Trustees are appointed by a simple majority vote of the Student Council and join the Board immediately after they are voted in. Student Trustees remain in post for up to two years, or until they cease to be a fully registered student.

Beneath the Trustee Board, the Union has established an internal governance structure to enable student input to policy and practices.

UNIVERSITY OF CHICHESTER STUDENTS' UNION

TRUSTEES REPORT

YEAR ENDED 31 JULY 2021

Charitable Objects

University of Chichester Students' Union seeks to enhance the student experience by providing representation, welfare services, recreation facilities and opportunities for student development within the Union, the University and the local community.

The Trustees have had regard to the Charity Commission's guidance on public benefit and confirm that they feel the Union meets the public benefit test:

"The advancement of education of the students of the University of Chichester for the public benefit by:

- providing the recognised representative channel between members of the University, and between the members and any other body;
- promoting the welfare, wellbeing, and interests of students through representation, advocacy and guidance;
- enhancing the experience of students at the University of Chichester through the provision of cultural, educational, social, recreational, developmental, and sporting opportunities and facilities;
- representing the views and interests of students within the University and the wider community, and
- fostering the values of democracy, openness, inclusivity, and tolerance amongst students."

Statement of Trustees' responsibilities

Charity Law requires the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Students' Union and of its financial activities for that period. In preparing those financial statements, the Board of Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the policies adopted are in accordance with the appropriate SORP on Accounting by Charities and the Accounting Regulations and with applicable Accounting Standards, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business. In assessing going concern for the purpose of preparing the financial statements, the Board of Trustees have paid particular attention to the period of 12 months from the date of signing the balance sheet date, the period covered by the Students' Union business plan.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the Union, and to enable them to ensure that the financial statements comply with applicable

UNIVERSITY OF CHICHESTER STUDENTS' UNION

TRUSTEES REPORT

YEAR ENDED 31 JULY 2021

Accounting Standards. They are also responsible for safeguarding the assets of the Union and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

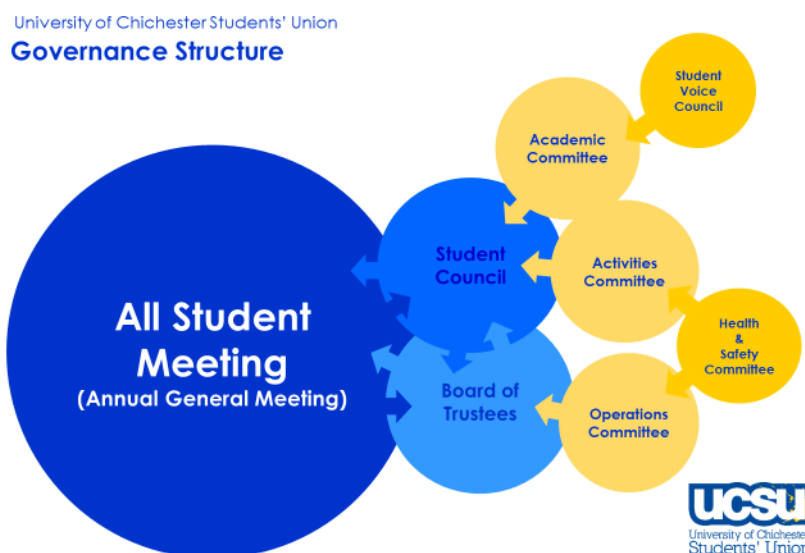
Structure, Governance & Management

The University of Chichester Students' Union (hereafter referred to as the SU) falls under the definition of a "Students' Union" in section 20(1) of the Education Act 1994. The SU is a registered charity and is therefore subject to Charity Commission rules.

The University of Chichester (hereafter referred to as the University) exercises its duty under the Education Act 1994 to take such steps as are reasonably practicable to ensure that the SU operates in a fair and democratic manner.

The Trustee Board complies with and applies the Good Governance Code and the 7 key principles therein.

The following diagram shows the structures that continue to support the day to day operations within the SU for the year ended 31 July 2021. The Trustee Board (whose members are all also Directors for company law purposes) has ultimate legal responsibility for the SU, however internally the Student Council (which comprises elected student officers representing the members of the SU) and the Constitutional Committees (Operations, Academic and Activities are led by the President and Vice-Presidents who are the Officers/Officer Trustees, with other members elected by cross campus ballot) ensure that the SU operates in a democratic manner and continues to recognise the members as the ultimate sovereign body.



The annual All Student Meeting was held in November 2020.

All Officers elected to the Student Council receive an induction and training into their legal and administrative responsibilities, with an ongoing programme of development during their term of office. The Operations Committee oversees the day to day running

UNIVERSITY OF CHICHESTER STUDENTS' UNION

TRUSTEES REPORT

YEAR ENDED 31 JULY 2021

of the SU and is accountable to the Student Council and Trustee Board. The Operations Committee receives reports from its elected officers and the SU Staff Senior Management Team.

The SU employs non-student professional staff to ensure effective management of its many activities and to implement the policy decisions made by the Operations Committee and other bodies. There is delegated authority, through the General Manager, for operational decision making and accountability within the various areas of the SU, in accordance with agreed structures.

Remuneration for all salaried staff and officers is agreed by the Trustee Board and uses the University of Chichester payscales which adopt JNCHES (Joint Negotiating Committee for Higher Education Staff) framework and are agreed by UCEA (University and Colleges Employers Association). Roles are reviewed from time to time, with the support of the University HR Department, under HERA (Higher Education Role Analysis). We have a range of student staff pay rates with an agreed differential according to the role; these are subject to periodic review by the Trustee Board - student staff are employed on zero hours contracts and the minimum pay rate is based on minimum wage at age 21 or National Living wage for those age 25 or over. We have made a conscious decision not to implement living wage due to financial constraints.

Following our incorporation in 2019 and the review of the internal committee and part-time officer structures, this was the first year of operating with the new committee structure. Due to COVID-19 and extended periods of remote operations, it was not possible to assess if/where any further changes to the structure were necessary and therefore the intention is to operate with the same structure for the forthcoming year. It is hoped the next year will be less turbulent and we will start to see a new normal, therefore allowing us to assess/reflect on the effectiveness and appropriateness of the newly implemented committee structures.

Relationship with the University of Chichester

The SU 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 SU and despite efforts being made by the SU to become more financially independent, it remains likely that the SU will remain Block Grant dependant for the foreseeable future, particularly in the short/medium term.

We have been fortunate this year, in that in recognition of the challenges likely to be faced by the SU due to the ongoing COVID-19 global pandemic and its likely impact, the University agreed to an increase in Block Grant Funding for the 20/21 year. At the time of the introduction of the 2nd National Lockdown in November 2020, and the extreme financial challenges we would be facing, the University agreed to further supplement our funding.

The SU is an essential part of the University structure and of value to the overall student experience. The University has confirmed it intends to support the SU for the foreseeable future.

UNIVERSITY OF CHICHESTER STUDENTS' UNION

TRUSTEES REPORT

YEAR ENDED 31 JULY 2021

Both the SU and University recognise it may be necessary to adapt and remodel our operations through the coming months/year whilst the pandemic is ongoing.

We continue to have an excellent working relationship with the University and are working closely together through what continues to be a challenging time.

Risk Management

In late 2019/early 2020 Coronavirus (COVID-19) emerged and was subsequently declared as a global pandemic by the World Health Organisation (WHO).

At the time, as with a number/the majority of businesses, COVID-19 was an unforeseen risk by the SU. As COVID-19's severity and possible impact became clear, the Board and Senior Management Team took immediate actions through regular meetings, contingency planning and continuous review and adaptation of our operations to mitigate risks to the ongoing viability of the SU, and wellbeing of our staff and volunteers, and our members. Following the first set of UK wide emergency measures introduced by the UK Government in mid- March 2020, it was hoped the pandemic would come to an end relatively quickly however this was not the case. In our planning for the start of the year, our priorities continued to focus on health & safety and compliance with government guidance, restrictions and legislation, aiming to mitigate risk to individuals and minimise impact on our organisation's sustainability. We actively supported the NHS track and trace initiatives (before they were a requirement) and implemented, and enhanced our own processes to support track and trace, which we are pleased to report our members embraced, across our wide range of activities.

Throughout the year, our General Manager worked with senior colleagues in the University and took an active role in the University COVID Outbreak Control Group (COCG) which met regularly and acted as a conduit through to the local authority and Public Health Team as well as ensuring a cohesive and balanced approach to risk mitigation and continuance of education and our operations.

Our operations were adapted for the start of the year to enable us to return to some face to face activity and trading, albeit operating with additional measures and restrictions in place to ensure we operated in a compliant and COVID secure way. In November 2020, the UK Government issued a 'Stay At Home' order and instructed all non-essential businesses to close temporarily and to suspend non-essential activities. The Government subsequently issued more detailed and specific instructions for the Higher Education (HE) Sector regarding face to face teaching provision, term dates, support arrangement and travel restrictions; all of which impacted further on our activities and operations. During this time, our officer and staff teams worked with the University to represent our students to ensure they received the best education and support possible, given the challenging situation. Our hospitality operations temporarily closed; we anticipated the closure would last until after Christmas and took appropriate steps to minimise stock losses. Footfall on the University campuses reduced considerably and the majority of students headed home early for Christmas. Our on-campus Shop closed in early December, and efforts were made to dispose of stock holdings that would otherwise go out of date. Due to the anticipated extended

UNIVERSITY OF CHICHESTER STUDENTS' UNION

TRUSTEES REPORT

YEAR ENDED 31 JULY 2021

closure of our hospitality operations, we supported the University with the implementation of Asymptomatic Testing Sites in our venues from January 2021 to early April 2021 (in Chichester) and March 2021 onward (in Bognor Regis) to support the return of students and staff to campuses in a safe manner. This included the provision of some staff to the centre (for which we were reimbursed at an agreed rate).

Following the announcement of the 3rd National Lockdown effective from early January 2021 and the delayed return of the majority of students, we decided to keep our on-campus shop temporarily closed. In line with government and national governing body requirements, all our face to face sports and activities remained suspended.

The University had already agreed to a temporary increase in our Block Grant Funding to help support us through the anticipated challenges in 20/21 and shortly after the Stay at Home Order was made in November, agreed to support us further with additional funding. To minimise our financial losses, we made use of the Coronavirus Job Retention Scheme (CJRS) once it was extended and furloughed a number of staff where workload had been impacted due to the ongoing pandemic; where staff had appropriate skills, they were re-deployed to work in the testing centre rather than being furloughed. During the year, we applied for a grant from the Arts Council Recovery Fund, and from the Chichester District Council Discretionary Grant fund, but both applications were unsuccessful. Our eligibility for local authority grant funding was very limited due to the nature of our business and our occupancy of University premises.

Towards the end of March, as restrictions relaxed, we issued new guidelines to our members to allow some face to face activities to resume. Ahead of the key change on 12th April when hospitality was allowed to resume outdoors, we created a large multi-purpose outdoor space, which was used primarily as a bar in the evenings. We proactively engaged with the local authority COVID Recovery Team to ensure they were satisfied with our intended operations. We operated the venue with strict control measures in place and in a compliant way to minimise risk of spread of COVID.

The further relaxation in restrictions, which took effect from 17th May, allowed us to re-open our hospitality venue indoors on Chichester Campus (Zee Bar), which we operated alongside the newly created temporary outdoor venue until the end of the academic year (for most University of Chichester students, this was the end of May 2021). Again, we operated with strict control measures in place.

Despite the final lifting of the majority of restrictions in the UK on 19th July 2021, there remains a significant level of uncertainty around how and when life in the UK will return to 'normal' and what 'normal' will look like, and therefore the impact on recovery of our operations. In planning for the year ahead, the Trustees have once again undertaken planning and forecasting for a range of possible scenarios, and will continue to monitor and adapt to the situation as the 21/22 academic year progresses. We will continue to work closely with the University.

UNIVERSITY OF CHICHESTER STUDENTS' UNION

TRUSTEES REPORT

YEAR ENDED 31 JULY 2021

A significant risk to the ongoing viability of the SU arises in the event of additional and /or prolonged closures or suspension and the impact of social distancing on our commercial operations, reduced participation by our members in our activities, major variations to the teaching structure and student numbers within the University, or negative changes in Block Grant Funding levels. Further closures or curtailments in either the SU or the University could present a material risk to our current operations and finances. Trustees believe that the positive out-turn from the 20/21 financial year and our ability to adapt rapidly and effectively to changing operational requirements, have put the SU in a much stronger position.

At the current time, whilst the Trustees consider there is not a material risk of uncertainty to the future operations of the SU in its pre COVID-19 or near pre COVID-19 form and levels of operation, they recognise that we are now in very different times and the wants and needs of our members may have changed and therefore potentially impact our operations. Likewise, it is recognised that whilst we are out of National Restrictions, local authorities have powers to enforce temporary closures and curtail operations, currently through to the end of September 2021. Having considered the guidance published by the Charity Commission "Guidance for trustees on what matters may need to be reported as a serious incident during the coronavirus pandemic" and the associated supplementary example tables, as published 3rd June 2020, Trustees have determined that at the current time it is not appropriate to report a Serious Incident as the criteria for doing so are not met. This will however be kept under constant review as we move forward.

To mitigate against the risks posed by the COVID-19 pandemic, the Trustees in planning for our operations for 2021/22 and beyond have and will continue to:

- develop and maintain an awareness of government (and other) legislation that impacts the various areas of our operations;
- consider and access, where appropriate, additional support and funding;
- adhere to government legislation and guidelines and work with the University, local authorities and governing bodies as appropriate;
- implement additional training for all staff and volunteers to ensure best practice in relation to maintain a 'COVID secure' operation;
- revise operating procedures and communicate in a timely and effective manner to our staff, officers, students/members;
- develop and maintain plans to enable us to adapt quickly if/when closures or suspension of services are required; therefore prioritising the safety and wellbeing of our students and staff and ensuring compliance;
- consider any appropriate segregation within the teams to minimise risk of lack of staff cover due to COVID-19 (or symptoms thereof), although due to being such a small team this is proving particularly difficult to achieve;
- continue our close and transparent working relationship with the University;
- implement an increased frequency of Board meetings and financial reviews;

UNIVERSITY OF CHICHESTER STUDENTS' UNION

TRUSTEES REPORT

YEAR ENDED 31 JULY 2021

- minimise our financial exposure through strict cost control, effective resource management and maximising income generation where possible/appropriate.

In addition to the risks posed by COVID-19, the Trustees, in consultation with the senior management team, continue to recognise and review the following strategic, business and operational risks which the SU faces.

Other principal risks identified and the actions to mitigate these are:

- **Health & Safety:** having a dedicated Health & Safety co-ordinator in post (on part time secondment from the University) has continued to work particularly well. At the end of July 2021, the secondee from the University left the employment of the University, and has subsequently taken up employment directly with the SU for equivalent hours to those covered by the secondment. This has ensured we maintain a dedicated Health & Safety expert, which is considered vital at this time due to the ongoing global pandemic and continual adjustment and review of our operations and activities. The appointment is also welcomed by the University Health & Safety Team as it is mutually beneficial that the knowledge of our complex and varied operations and our synergies with the wider University operations are retained. Furthermore, this appointment reduces our dependency on the University team for resources at a time when they are particularly stretched.

During the year we have developed our Health and Safety reporting, carried out regular inspections, and have reviewed our relevant policies and procedures.

As a result of COVID-19, it has been necessary to introduce a number of additional measures within our spaces, and to undertake regular reviews all of our operations and student activities. Risk assessments for all our spaces have been carried out and are subject to regular review as circumstances change and according to use of the space. All staff returning to work since the enforced lock-down have been offered individual risk assessments. Adaptations and increased H&S measures have been introduced and are under constant review.

Training for our student led clubs and societies has been enhanced to increase overall awareness of Health & Safety and to implement additional measures and training due to COVID-19 before student led activities are permitted to take place.

- **Licensing;** maintaining/retaining and upholding our licence is vital to our success and therefore any issues with our licence present us with a significant risk. We have an experienced Licenced Trade Team in place, participate in appropriate schemes such as ChiBAC (Chichester Business Against Crime) and have robust procedures and policies in place. This

UNIVERSITY OF CHICHESTER STUDENTS' UNION

TRUSTEES REPORT

YEAR ENDED 31 JULY 2021

year, we did not participate in the NUS Best Bar None scheme due to the turbulent operating and trading year as a result of the pandemic and the significant paper exercise that would be necessary at a time when we were closed. We would however expect to participate in the scheme again when we return to a more stable operating year. We take very seriously our CSR (Corporate Social Responsibility), and work closely with relevant authorities and the local community. We are in close contact with the relevant parties in regards to our licensed trade operations for the year ahead to ensure we continue to operate in a COVID secure and appropriate way.

- **Single Points of Excellence / Failure;** as with any small organisation we recognise that there can be single points of excellence and therefore potential failure, and we do also recognise that due to the diverse nature of the SU's activities and operations this can lead to greater potential risk and exposure. We are continually reviewing our organisation structure, critical points and systems, and actively take steps to mitigate risks identified by either recruitment or ensuring knowledge transfer to ensure adequate cover can be in place.
- **Ongoing viability;** we are continuing to work with the University to ensure we remain both relevant to our student body and financially viable. We recognise the importance of our commercial income streams as the contribution from these helps to support our core activity; these are particularly constrained and challenged at the current time.

We continue to explore external funding opportunities and are working closely with the University to prioritise our offering and agree Block Grant Funding levels that are appropriate for the level and breadth of offering and commercial income opportunities available to us, and our overall financial position.

Once the impact of COVID-19 has settled, we will actively consider our affiliation to the NUS (National Union of Students); in particular in the context of our purchasing and procurement activities.

- **GDPR (General Data Protection Regulation);** compliance with GDPR is essential and supersedes our compliance with the previous EU Data Protection legislation.

We take all reasonable steps towards compliance and to mitigate risk by reviewing working practices and policies and ensuring relevant policies and notices have been updated. We work with the University Data Protection Officer (DPO) and legal team and have updated our Data Sharing agreement with the University. Contacts with external providers have also been updated where appropriate and we are reviewing insurance options in relation to GDPR. All permanent SU staff

UNIVERSITY OF CHICHESTER STUDENTS' UNION

TRUSTEES REPORT

YEAR ENDED 31 JULY 2021

and full time Officers have undertaken training and a basic level of training is mandatory for all our Club and Society Officials, part time Officers and student staff at the start of each Academic Year.

We have revised our privacy policy to support our approach to supporting Track and Trace within our operations and the GDPR implications to ensure we remain compliant.

- **BREXIT;** whilst the full impact of the outcomes following BREXIT remain unknown, we are experiencing some impacts particularly within some supply chains (used within our commercial operations), some of which have been doubly impacted by BREXIT and COVID. We are mitigating this where possible by effective planning and ordering
- **Social Media;** reputational risk from inappropriate use of social media. We continue to mitigate through our policies and training of officers and staff; we have also recruited an additional part time member of staff to generate and observe social media content.

Objectives and Achievements

Introduction

Following our change of status to an incorporated entity and the transfer of the activities of the Unincorporated Union to the Incorporated Union on 30th August 2019, the final work is underway to wind up the unincorporated Union. This has taken slightly longer than anticipated due to key resources focusing on the current business activity, but it is hoped that the old Unincorporated Union will be closed during the first half of 21/22 as we now only have the final steps outstanding. We have worked with the University to re-draft the Memorandum of Understanding between the University and SU and a Licence agreement and expect to finalise these during the first half of 21/22.

During the year, we recruited one new External Trustee, and two new Student Trustees; albeit one of the new Student Trustees was a final year student and would therefore only serve on the Board for a relatively short period. We are in the process of re-recruiting two new Student Trustees. As part of our ongoing sustainability and financial viability, we entered into early discussions with the University to agree increased funding for the year, explored grant funding opportunities, furloughed staff and secured reimbursement for some staff by supporting the mutually beneficial test centre activity. We also took every opportunity to operate Zee Bar, adapting to offer the best service and experience possible based on restrictions and challenges in force at the time.

At the start of the year, due to the continuing COVID-19 global pandemic, our key priority was to prepare to re-start our operations in a safe and compliant way, and to provide as positive an induction period as possible. This required considerable adaptations to our operational plans and risk assessments to reflect social distancing

UNIVERSITY OF CHICHESTER STUDENTS' UNION

TRUSTEES REPORT

YEAR ENDED 31 JULY 2021

requirements and restrictions. We are incredibly proud of the student experience we delivered at the start of the academic year and the range of activities and events we offered until the government issued the stay at home order in November 2020. Whilst many activities were different to usual, we engaged with a significant number of our members. There were also several 'take-aways' from our approach to operations during the year that we believe may help us enhance our offering and operations in the years ahead.

The Stay At Home order transitioned into a 3rd National Lockdown in early January 2021, which also saw restrictions imposed on face to face teaching of University students other than those on a few courses. Throughout this time, we continued to support our students through representation and campaigning, and contributed to the overall efforts to control and reduce the spread of the virus. Whilst it was once again necessary to suspend our face to face activities and trading, we encouraged our students to engage with extra curricula activities through digital channels.

In March 2021, in line with government and sector specific guidelines, we re-introduced some face to face activities with additional measures in place; these were positively received by our members who were keen to engage and comply with additional requirements.

Due to the various restrictions throughout the year, all our major events planned for the Spring and Summer of 2021 were either cancelled or significantly downsized. The financial losses from any bookings/external contracts was minimised by transferring deposits and dates to future events. Where tickets had been sold to our members, refunds were issued.

In early April 2021, when it was possible to re-open outdoor hospitality, we created an outdoor space by use of a marquee and were able to create Chichester's largest pub garden. We were particularly proud of this as it provided our students with an excellent and safely managed space to socialise, enabled us to re-employ a number of student staff and to generate much needed revenues. Through careful planning and management, the space was also used as a multi- purpose space during the daytime and enabled student groups to meet, and for some of our creative arts students to benefit by using a much-needed performance space.

Throughout the year, the provision of representation for our students both individually and collectively was key to ensure they were all able to achieve the best possible outcomes in these challenging times.

Looking ahead, our priorities for the coming months and years will again focus on organisational sustainability, student representation and engagement as we hopefully establish a new norm. We recognise that our specific operations in achieving these will be under constant review and will inevitably remain fairly fluid. Although the majority of restrictions have now been lifted, there is still much uncertainty caused by the global pandemic.

UNIVERSITY OF CHICHESTER STUDENTS' UNION

TRUSTEES REPORT

YEAR ENDED 31 JULY 2021

Strategic Priorities & Key Objectives up to Summer 2022

To Maintain Organisational Sustainability

- Operate the SU in a COVID- safe way that as a minimum meets our primary objectives of student representation and complies with all relevant legislation;
- Respond promptly and appropriately to changes in guidance or legislation affecting our operations;
- Proceed with closure of the unincorporated entity (charity no 1144960);
- Recruit 2 new Student Trustees;
- With the University, complete the review of the Memorandum of Understanding that exists between the SU and the University and work towards early confirmation of future years' Block Grant Funding;
- Apply for and access appropriate/available grant schemes and explore additional funding sources;
- Review and adapt our commercial performance to ensure it operates in a financially viable way, contributing to the overall SU running costs;
- Review internal/operational structures to provide best possible offering and service provision based on resource available, aiming to minimise our expected in year financial operating loss;
- Review and develop finance and funding policies;
- Review facilities & resources (including HR and technology);
- Develop internal communication and related systems;
- Maintain and improve, where possible, our commitment to the environment, and to minimise our impact on it;
- Develop our relations in the local area to raise the profile of the SU and reputation of students in the community;
- Ensure compliance in all relevant areas (GDPR, H&S, Licensing, Statutory Reporting).

To Maintain the Student Voice & Representation

- Increase democratic involvement & participation in elections;
- Develop academic representation and student representative programme;
- Review all elected positions to ensure revised structure is appropriate;
- Review provision of individual student support & advice (Casework);
- Actively participate in key University committees and other meetings.

To Increase Engagement & Participation

- Develop campaigning and its effectiveness;
- Develop new and existing Clubs & Societies;
- Break down the barriers between Sports Clubs and Societies by identifying synergies and use best practice from both and from the sector;

UNIVERSITY OF CHICHESTER STUDENTS' UNION

TRUSTEES REPORT

YEAR ENDED 31 JULY 2021

- Review and refine membership structures;
- Review and develop RAG/fundraising activities and outcomes;
- Review and develop events and leisure activities;
- Develop alumni & associate membership activity and opportunities;
- Review of digital and social media platforms.

What we have done in 2020/21

Our plans for 20/21 were based on what we considered to be a realistic scenario rather than a full “business as usual” plan – these involved revisions to our commercial operations and student activities to a level that we believed would be realistic and most likely to be achievable, rather than business as pre COVID-19 usual.

In reality, the global pandemic has continued for longer than expected or hoped, and has therefore once again forced us to adapt and operate in a very dynamic and, at times, rapidly changing environment. Whilst this has been challenging, our experiences from the previous year when COVID-19 first emerged, and our planning for a range of scenarios rendered us better placed to respond appropriately and in a timely manner, therefore minimising risks and financial losses and negative impact on our operations and members.

COVID-19 aside, we have made considerable progress towards many of our aims and objectives, maintained and further developed our excellent working relationship with the University and were recognised by our students via the National Student Survey (NSS) and What Uni Student Choice Awards.

Throughout the year we reviewed our risk assessments and operations many times to comply with the rapidly changing guidance and legislation and therefore continuing to operate in the most COVID secure way possible. Examples included adapting our bar operations to use table service with app ordering, implementing social distancing, adopting and promoting the “rule of 6”, increased hand sanitisation of staff and patrons, adjusting opening times, putting on alternative entertainments and implementing enhanced track and trace processes. Within our sports and activities department, we trained volunteer COVID officers within each student led group to act as a key contact, and our staff team developed a variety of roadmaps and guidance notes for return to play which complied with National Governing body rules, Department of Health and Social Care (DHSC) guidance, HE specific guidance and University policies. We reviewed and updated our privacy notices to reflect the use of our own systems, and the NHS app for track & trace purposes.

Our General Manager was active within the University COVID Outbreak Control Group, and we supported the University Asymptomatic Test Centre through use of staff and space to support the return to campus and efforts to keep the University campuses and individuals safe.

In planning for the 21/22 year, we have scrutinised our budget plans to ensure we minimise commercial losses and return to a position of our commercial areas making a positive contribution to overall SU funds. As part of this, we have met with the University and members from Chichester District Council to look at ways of extending

UNIVERSITY OF CHICHESTER STUDENTS' UNION

TRUSTEES REPORT

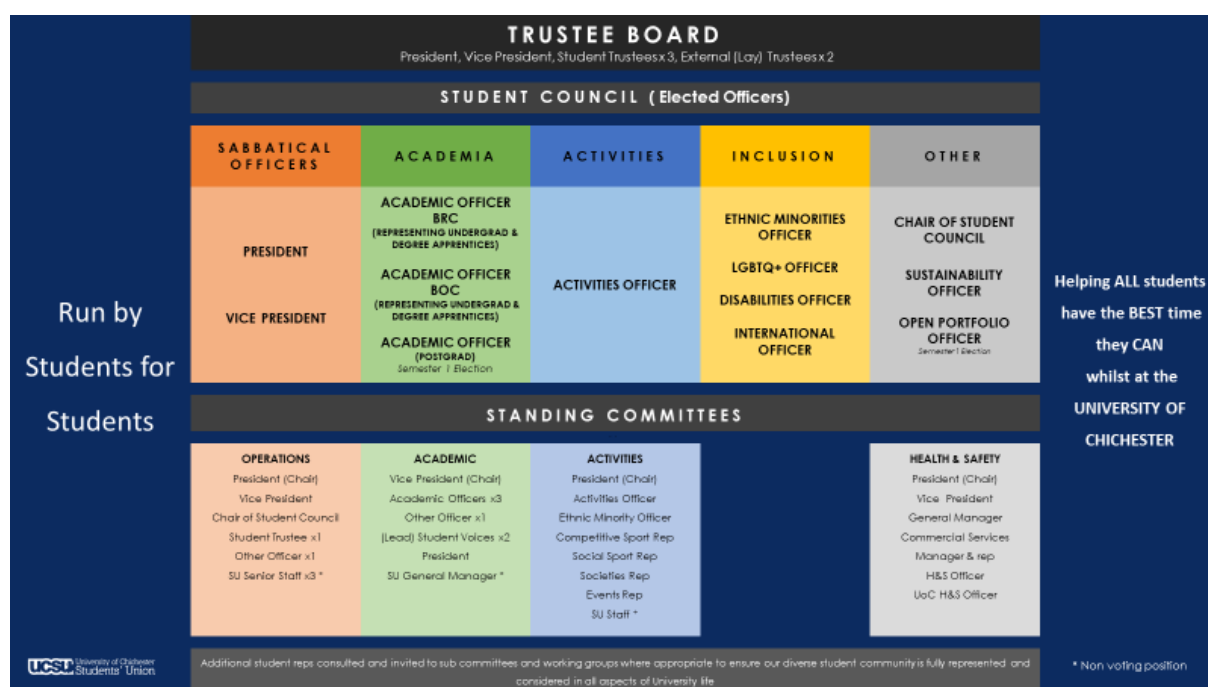
YEAR ENDED 31 JULY 2021

our commercial areas and varying our licence to increase wider community engagement and help us become more financially sustainable whilst operating in line with our aims and objectives, and benefiting the wider community. In addition, we are working with the University with a view to developing our future commercial offering on the Bognor Regis campus to support the expected increase in student numbers on that campus.

Throughout the year, the staff team was led by the General Manager, supported by both the Commercial Services Manager and Marketing & Communications Manager. From November onwards, several permanent and the majority of our zero hours staff were furloughed under the government Coronavirus Job Retention Scheme (CJRS). Due to the ongoing pandemic, the Trustee Board met more frequently during the year, with 7 formal meetings, which were once again supplemented by regular updates being provided by electronic means.

Student Representation:

In January 2020, the Student Council voted to change its structure, reducing the number of part-time officers from 18 to 11, to be effective from the 20/21 Academic Year. Officer roles and titles were also reviewed as part of this process. The 20/21 academic year was the first year operating with the new structure which, despite the challenges presented by COVID on overall operations and activities, appeared to work fairly well. The structure will remain unchanged for the 21/22 academic year and will be subject to further review during the year if necessary. The officer structure for the 21/22 academic year and beyond is:



The SU General Elections (to elect officers for the year from 1st July 2021) took place in March 2021. The combination of timing of the elections, numbers of candidates,

UNIVERSITY OF CHICHESTER STUDENTS' UNION

TRUSTEES REPORT

YEAR ENDED 31 JULY 2021

approach, and the implementation in the prior year of a new, more mobile friendly, elections system, contributed to a successful election despite the additional challenges presented by the ongoing global pandemic.

All eligible positions in the election were filled, and whilst the number of votes was slightly less that would have been hoped for pre COVID-19, we are pleased to report that 15% (slightly above the sector average) of eligible students voted and cast just over 10,000 individual votes across all positions, making this one of our most successful elections ever. As expected due to the many challenges faced by students nationally, the two sabbatical officer positions were contested which helped create positive engagement from the student body. Maintaining a strong officer team to continue the work of the outgoing officers is important, particularly so where the forthcoming year is also likely to have its fair share of challenges due to the ongoing pandemic. Our Vice President and several of our part-time officers were re-elected and are therefore continuing for a second term of office into which has result.

The Commitment Charter signed by both the SU President and the Vice Chancellor was actively promoted to our students.

Once again, the SU was a key stakeholder for promoting the National Student Survey (NSS) to ensure that final year students were aware of the survey and had the opportunity to complete it. Student feedback on their experience from both the University and the representation provided by the SU was even more important this year. We are incredibly proud that the University is now ranked in the top 30 UK HE institutions in the Guardian League tables and, in the NSS, in the top 25. The Students' Union question in the NSS showed an improvement of 1% (from 59.37 in 2020 to 60.37 in 2021) at a time when many other Unions saw satisfaction levels decline; we believe this was an excellent result in a particularly challenging year, and demonstrated the value added by the SU Officers through campaigns and focusing on key matters for students.

COVID-19 and the ongoing pandemic has inevitably impacted how the SU has represented the students. This year we have faced the challenge of lockdowns and with teaching being in a hybrid version. Our officer team were determined to engage with the student body through a variety of means, therefore ensuring that students could reach the team to ask questions or obtain support whether that be over social media (Facebook, Instagram) or through use of teams/zoom calls, or face to face.

During the year, in addition to wide reaching campaigns, our sabbatical officers have supported individual students through:

- One disciplinary (supporting the student)
- Twenty-five student issues around rent rebates around the third lockdown
- Ten student issues around grades (marking)
- Six issues around Private student housing (Asking for rebates, Looking for housing).

UNIVERSITY OF CHICHESTER STUDENTS' UNION

TRUSTEES REPORT

YEAR ENDED 31 JULY 2021

In addition, we have actively contributed to over 35 University Management and Operational Committee/Meetings on a regular basis, ensuring our student views are represented. This has been key this year and making sure our students' thoughts and opinions are fed back to the relevant teams within the University, as the University has been keen to understand student challenges and views, and we have worked together to secure what we consider to be the best/most realistic outcomes.

Other key successes in the year included:

- Officer presence on both campuses' pre-lockdowns;
- Review and input to sexual misconduct and harassment policies;
- Foundation work to relaunch our Student Rep programme;
- Continuing work with the University Deputy Vice Chancellor around de-colonisation of the curriculum;
- Help set up a JCG BAME subgroup which explores/discuss and progress issues relating to the experiences of BAME students and staff at the University;
- Worked with university to agree rent reductions for students in halls of accommodation during COVID lock-down;
- Worked with the University to discuss how the extra hardship funding could be distributed and prioritised;
- BLM (Black lives Matter) – ongoing commitment from University for a truly inclusive environment and further education of staff;
- Provision of help and support to a number of students regarding academic appeals, disciplinary action and mitigating circumstances applications;
- Work with the University to review and help communicate the revised Academic regulations and the introduction of the two calculations for use where COVID impacted assessments.

Engagement and Participation

We decided to run an on-site (socially distanced and slightly reduced scale) freshers fair which was hosted in a marquee and outdoors on Chichester Campus. The event was attended by over 1,600 students and was a very positive day. The marquee was also used by the University music and dance departments for induction talks and performances; therefore enabling these larger scale activities to take place and enhancing the student experience.

During September, through our ticketed Welcome Week events and our footfall at Zee Bar, The Hub and Freshers Fair (above), we engaged with a total of 2,106 (unique) students of which 1,249 were 1st years. We saw 8,209 attendees at events and activities out on or co-ordinated by the SU in September alone, excluding students engaging with our club and society regular activities. As part of our adaptations to enable us to operate in a COVID secure way, we put on a wide range (150+) of non-alcoholic activities and events such as mini golf, art classes, swimming, kayaking and sailing taster sessions, ghost tours and a range of guided walks.

UNIVERSITY OF CHICHESTER STUDENTS' UNION

TRUSTEES REPORT

YEAR ENDED 31 JULY 2021

The SU once again played a significant part in the arrivals process at the start of year for new students by arranging and managing the Welcome Representative scheme which provides a basic support network for all new students. The Welcome Reps are current students and provide a key link for new students joining the University and helping them to settle in to University life during the first 6-8 weeks of term. The welcome reps had a slightly more challenging role than in previous years due to Government restrictions, but nonetheless, offered a valuable service and support network to help new students settle in.

Our levels of engagement remained strong through to late October and early November when the Stay At Home order was issued. Efforts were made to engage with our members through regular communications and digital platforms, although inevitably this was more challenging and was mainly focused around communications and support.

During the year, other key successes included:

- Roll out of new election module for club and society elections;
- Continuation of the Red Box (period poverty) project which delivered free sanitary products for students who may otherwise miss University lectures;
- Black History month had some really good engagement especially from the Afro Caribbean society (ACS);
- Active role in COVID reporting team, including contributing to University wide communications regarding teaching, assessment and all things COVID related;
- Two small end of year celebratory events in the outdoor marquee structure.

The SU has maintained its strong relationship with the University Student Support and Wellbeing; Accommodation Teams and other key professional services in the University and has worked closely together to support students and promote the availability of support services.

As in previous years, there has been an increased level of demand for welfare support, much of which should in reality come from external sources. We have begun working with the University to digitise the wellbeing platform with a view to enabling students' easier access to basic support and offer signposting in complex cases.

The timing of lifting of the majority of restrictions came fairly late in the academic year for most. Due to this, some students chose not to return to the area to complete their year but instead studied remotely, whilst others returned and were keen to participate in as much as possible.

Overall, with the exception of the Stay At Home and National Lockdown periods, we managed to maintain good levels of student engagement including participation in activities, attending our venues or seeking support.

Student Activities

UNIVERSITY OF CHICHESTER STUDENTS' UNION

TRUSTEES REPORT

YEAR ENDED 31 JULY 2021

Volunteering

The SU has continued to focus on providing internal (SU or student led) volunteering opportunities only – these opportunities fall predominantly within our student led groups. Other volunteering opportunities are provided and monitored by the Careers Department within the University.

SU Activities (Union Activities)

This year we introduced a revised structure within the Activities Federation, and implemented a three-tiered membership structure due to the uncertainty around likely levels of engagement and participation. "Standard" membership allows students to join multiple clubs at this level – the aim being to make it easier and more appealing for students to join more than one club, therefore increasing engagement. Due to the additional costs associated with sports clubs, the majority of these are within the higher priced "Premium" and "Plus" membership tiers. Both Plus and Premium memberships allow members to join one club at that particular level, and to purchase a bolt-on fee to join a second club. The new membership structure was introduced to provide consistency across our student led groups and to eliminate the not insignificant sums of designated funds that have been carried forward over several years. The new tiered membership structure assumes a rotation cycle for replenishment of kit and equipment approximately every 3 years for most of our clubs and societies.

Despite the challenges around face to face activities, 1039 memberships were purchased (Standard 490; Plus 402; Premium 147). There have been some partial refunds allowed for within the Plus and Premium membership according to the level of benefit the members have received in the year. We feel the introduction of the new structure was well received as it allows for transparency across our diverse range of activities.

A BUCS bolt-on membership will be introduced in 2021-22 to replace the previous match fees. This will be a standard amount across all sports to ensure consistency across the programme. These fees will help contribute to the costs associated with the competitive sports programme.

UNIVERSITY OF CHICHESTER STUDENTS' UNION

TRUSTEES REPORT

YEAR ENDED 31 JULY 2021

MEMBERSHIP STRUCTURE

2020/21

Minimum Required		
STANDARD	PLUS	PREMIUM
£10.50	£26.50	£48.00
Per year	Per year	Per year
Membership Includes • Join any student group at this level • Social Membership to Plus and Premium Clubs • SU Activities Federation Membership • Ensign Personal Accident Insurance to take part in SU Activities • Voting rights at the SU Activities AGM • Access to SU Activities Events throughout the year* • Access to Engagement and Small Grants funding	Membership Includes • Join a student group at this level • Social Membership to Premium Clubs • SU Activities Federation Membership • Ensign Personal Accident Insurance to take part in SU Activities • Voting rights at the SU Activities AGM • Access to SU Activities Events throughout the year* • Access to Engagement and Small Grants funding • Equipment supplied for essential activities • National Governing Body Affiliation**	Membership Includes • Join a student group at this level • Social membership to Plus Clubs • Ensign Personal Accident Insurance to take part in SU Activities • SU Activities Federation Membership • Voting rights at the SU Activities AGM • Social Membership to groups at all levels • Access to SU Activities Events throughout the year* • Access to Engagement and Small Grants funding • Equipment supplied for essential activities • National Governing Body Affiliation** • Additional support supplied (external facility hire and/or coaching)

BUCS and Non BUCS competition fees are NOT included in the fees and will be a 'bolt on' memberships once the competitive programme for the academic year is finalised.

*Additional costs may be applied to fund the activity **National Governing Body Affiliation requirements are set out by BUCS and therefore is not an essential item for some sports.

UCActivities

UCSU University of Chichester Students' Union

The Activities Team has taken steps to simplify all administration tasks including those for establishing new student led groups. This year the SU Activities committee has ratified 7 new clubs including; Yoga, Conservative Party, and the Physiotherapy society. Overall, the SU Activities department supports 48 student led groups (31 Standard; 13 Plus, and 4 Premium clubs).

It has been a challenging year for the Activities Federation Committee as most of the planned events could not go ahead. These included: Varsity, Alumni Sports Festival, ILoveTour Sports Tour and our own annual Sports Awards event. The committee did however believe it was important to recognise individual club achievements and being able to continue to engage their members. Clubs were able to nominate individuals for specific awards including event of the year, newcomer award and champions of difference.

Student-led activities

A promising start in September showed high level of student interest in clubs and societies, with sign-ups exceeding 100 for some of our smaller societies at Freshers Fair. Implementation of stricter restrictions inhibited many societies to meet in person, therefore limiting the level and nature of activity they could hold/conduct.

Individual clubs have attempted to maintain student engagement by facilitating events and activities online whilst strictly adhering to varying government restrictions. Highlights of many of the online activities ranged from Showcases from Musical Theatre, online Yoga sessions, e-sports tournaments, board games and a Drag Workshop hosted by Joe Black.

In preparation for the next academic year, handovers have been completed remotely. Societies and sports clubs are planning a range of engaging taster activities for Welcome week and have set out 3-year plans for their club. As in the previous year, this year has made it more difficult and limited physical interaction, looking ahead, we hope to return to a more face to face environment for most of our student led groups.

UNIVERSITY OF CHICHESTER STUDENTS' UNION

TRUSTEES REPORT

YEAR ENDED 31 JULY 2021

SU Sport

Due to the impact of COVID-19, the 2020-21 British Universities and Colleges Leagues (BUCS) season was cancelled. All BUCS leagues were frozen allowing continuation of league structures from the 2019/20 season to remain and therefore limiting the impact to institutions.

When guidance allowed, clubs were supported to return to training sessions at periods this year. Throughout the year we have followed National Governing Body Guidance and were proactive in issuing robust guidance to ensure our activities were run safely. Working closely with Portsmouth, Sussex and Brighton Universities, we created an alternative competitive sports league (The South Coast Cup). Unfortunately, due to the extended winter lockdown, the event could not go ahead. As a region, we are revisiting The South Coast Cup and hope to introduce a similar programme in 2021-22 to provide an informal sporting opportunity outside of the BUCS programme.

Although we were not able to support any external sports fixtures, a programme of internal sports fixtures was facilitated in April providing a welcome relief for students.

Overall, it has been a very challenging year for student engagement. However, we believe we have taken steps to introduce positive changes that will enhance student experience moving forward. These changes and re-alignment of our clubs and societies should result in us becoming more efficient, and therefore allow us to broaden the activities we run under our SU Activities banner.

RAG (Raising & Giving)

The student vote for their charity of the year did not take place and due to the impact of COVID-19 on operations, there were no RAG events or activities.

Welfare

The SU continues to have an excellent relationship with the University Student Support and Wellbeing and Accommodation Teams and works closely to support students and promote the availability of support services.

At the start of the year in particular, we worked with the University Accommodation and Students Support teams to agree a minimum level of support for students required to isolate due to the COVID-19 pandemic. The focus was around practical and emotional support (ie food, medicines, provision of testing, daily phone calls etc) as well as academic support such as extensions. The support system established offered a monitored email response service 7 days a week, 18 hours a day. This was particularly well received by our students.

In addition, the SU played a significant part in the start of year for new students by arranging the Freshers Crew (student volunteers who assisted new students to move in) and the Welcome Representative scheme which provides a basic support network for all new students. The Welcome Reps are current students and provide a key link for

UNIVERSITY OF CHICHESTER STUDENTS' UNION

TRUSTEES REPORT

YEAR ENDED 31 JULY 2021

new students joining the University and helping them to settle in to University life during the first weeks of term.

Campaigns

Due to COVID-19, the number of campaigns run by full and part time officers was less than planned. However, there were several very effective and important campaigns, including:

- University Mental Health day – encouraging students to stay connected; therefore aiming to keep the community feel, continued motivation to study, stimulating activities and ideas for engagements and wellbeing during COVID-19.
- Time to Talk - a video encouraging students to talk about their own mental health.
(https://www.youtube.com/watch?fbclid=IwAR1vy_Y9zOkmnVVuCnxvLrYG2KsalrBA52tUuHjpb3DtHFHj53Qayv80jil&v=5qYhLAIe2aU&feature=youtu.be)
- Student Safety – ensuring students feel safer wherever they are in the local area (by handing out safety alarms and campaigning for improved lighting)
- Employability week – encouraging students to think about their next steps after their degrees and to get their CVs checked by the University careers team.
- Identity and Pronouns - to allow students to change their names and pronouns on student records and I.D. This also allows alumni students to change their names on their degree certificates as well.
- Working with the local NHS workers around mental health in West Sussex

In addition to the campaigns listed above, there were also campaigns focusing on LGBTQ+ and Black History Month.

Best Bar None

As a result of the ongoing pandemic, we did not participate in the Best Bar None scheme this year. This was due to the timing of the application, staff being on furlough and the additional content the scheme required for Gold status, that we felt was not realistic, achievable or relevant in the current climate.

We continue to be an active participant in ChiBAC (Chichester Business Against Crime), and our Commercial Services Manager is the current Chair of the Organisation.

FINANCE REVIEW

Introduction

The financial year ending 31 July 2021 has closed with a surplus of £47,811 (FY19/20 deficit £49,917), reducing the net liability position of the SU to £75,286 which we are very pleased with. We recognise that this result would not have been achievable in

UNIVERSITY OF CHICHESTER STUDENTS' UNION

TRUSTEES REPORT

YEAR ENDED 31 JULY 2021

the current climate without the additional financial support from the University, the Coronavirus Job Retention Scheme and the prompt actions and flexible approach taken by our Trustees, Officers and staff to minimise losses and maximise revenues when trading was possible.

Our end of year surplus of £47,811 also includes non-cash adjustments such as the change in holiday pay accrual, pension deficit reduction arising due to a change in discount rate, in year adjustments in funds belonging to our clubs and societies, and a partial release of the VAT provision.

The value of designated funds included within the SOFA for our clubs and societies now amounts to £38,451 (FY20: £42,033). There are no restricted reserves belonging to our clubs and societies.

Our core Block Grant Funding from the University was remained at £300K (2020: £300K); in addition, the University agreed during our budgeting process to provide us with additional grant funding of £50K due to the potential ongoing impact of COVID-19. In early November when it became clear we would be facing further closures and ongoing restrictions and our commercial activities would be unable to operate for a significant part of the year, the University agreed to support us with a further £50K. The Coronavirus Job Retention Scheme was also subsequently extended and where staff were unable to work, we made use of the scheme.

Over the last few years, our financial position has gradually worsened, exacerbated by the impact of COVID-19 and the requirements of FRS102; in particular, recognition of the pension deficit liability. We are therefore very pleased to have reduced our net liability position during what has been a challenging year due to the extended global pandemic.

Despite the net liability position, the SU continues to be able to fund its liabilities as they fall due each year. We have again spent considerable time and undertaken detailed planning to prepare for different scenarios that may arise and impact our operations, particularly with the changing environment, behaviours and legislation due to COVID-19. We work closely with the University, and we are recognised as an integral and important aspect of student life and the student experience at the University. We are now working with the University on how to rebuild and grow our operations to meet the ongoing/new needs of the growing numbers of students; given that the University intake for 21/22 is the largest ever. Whilst our core block grant funding for the 21/22 year will return to its pre COVID-19 level (£300K), we have agreed with the University £12.5K additional funding to support our efforts to re-open and revive The Hub on the Bognor Regis Campus in the first semester, giving us time to assess the student demands for the space.

Our fundraising activity is relatively simple as the majority of our funds come from the University of Chichester via grant funding arrangements, directly from our members, or customers of our services such as our Shop. We had planned to embark on additional fundraising activities, but once again, with the exception of exploring grant funding opportunities, these have largely been hampered by the current pandemic. Our

UNIVERSITY OF CHICHESTER STUDENTS' UNION

TRUSTEES REPORT

YEAR ENDED 31 JULY 2021

prices for our trading outlets (including any advertising/sponsorship) are offering based; prices are set internally or in line with our suppliers' guidelines. Funds generated from memberships and participation in core activities are voluntary; pricing structures for which are set via committee. There have been no complaints about our fundraising in the year and the Trustees confirm that we operate with due regard to Fundraising Regulations.

Bars & Events

The year was challenging for our bars due to the national restrictions and enforced closures. At the start of the academic year in September 2020, we opened both Zee Bar (on Chichester Campus) and The Hub (on Bognor Regis Campus) with table service, ordering via an app, reduced capacity, social distancing and increased hygiene, cleaning and safety measures. Our operations also had to be restricted in terms of patrons mingling and moving around the venue. We were unable to operate any night club/party/DJ events even during freshers (welcome) week. Zee Bar proved popular as a venue and traded well; the main challenge was the additional staff costs associated with the new method of operation. The Hub, however, was once again very under-utilised.

From 5th November 2020 to 11th April 2021 (inclusive), in line with legislation and emergency measures due to the ongoing pandemic, both venues were required to remain closed. Given the closure and high stock levels at the time, a number of flash sales were held to recover cost of stock and minimise potential losses.

As already reported, ahead of restrictions lifting on 12th April 2021 (when outdoor trading was permitted subject to certain rules such as rule of 6), a marquee was erected adjacent to the end of Zee Bar and became used as our Outdoor Inn (also known as Marquee Bar or Chichester's largest pub garden!). Once again, we adhered to all restrictions as student and staff safety and preventing the spread of COVID-19 remained a top priority. We worked with the COVID recovery team at Chichester District Council to ensure they were happy with how we were planning to operate. We are proud of our approach to following guidance and adhering to rules and we were pleased to be complemented on this by the local authority as shown in the following email extract: "It was great to meet with you and your team today and see the control measures you have in place. It was reassuring to witness how seriously you take reducing the risk of Covid transmission."

The outdoor venue was welcomed by students, and although very hard work and with high staffing costs as it was a temporary structure and not an ideal set up for a long-term operation, traded very successfully throughout April and May, generating much needed funds for the SU. There were some challenges with obtaining supplies, use of the ordering app, and the variable weather, but overall the operation, its financial success and positive impact on the student experience were a great success. On 17th May, when permitted to open indoors, we re-opened Zee Bar and for the last 2 weeks of the academic year traded from both Zee Bar and the marquee, again continuing in a socially distanced way and with table service. The pub style concept we offered seemed popular with our students and this is something we hope to take forward into future years, although in a less resource intense way. During this time, we also invited

UNIVERSITY OF CHICHESTER STUDENTS' UNION

TRUSTEES REPORT

YEAR ENDED 31 JULY 2021

our Burger Hut provide onto site to trade, which proved popular and generated some additional income (commission on sales) for us. The Hub on Bognor Regis Campus remained closed and the space continued to be used for Asymptomatic testing.

Due to the timing of restrictions being lifted, we were unable to run our usual end of year summer ball and larger scale events. We did however put on two smaller low-key celebratory events where we had an outside stage and local performers, which were appreciated by attendees. The acts we had booked for our summer ball in 2020 had been rescheduled to freshers 2020, then to summer ball 2021, and now have been rescheduled to next financial year for freshers 2021. By rescheduling, we have minimised any financial losses.

Looking ahead to next year, we hope that licensed trade venues will be subject to less restrictions and that we are not adversely impacted by supply chain issues – we are taking actions to mitigate supply issues by ordering early where possible. We plan to re-open and to some extent re-launch both venues but we approach the year with some caution as we anticipate there may be further updates to HE guidance ahead of the start of the academic year, and potentially legislation around vaccine passports or double jabbing, particularly in the context of nightclubs. This year, we have developed our operations and processes and are well placed to adapt quickly to changes and restrictions; whilst we are hoping for a near pre-COVID norm, we are prepared to operate with more restrictions, if necessary. We have appropriate systems in place such as a table top ordering app, the ability to track and trace and have maintained increased cleaning and hygiene measures. We are regularly monitoring news and legislation updates. We hope that we will not be subject to enforced closures during the year and that Zee Bar will return to making a positive contribution to SU funds. We anticipate The Hub on Bognor Regis Campus will present us with similar challenges to those seen in previous years, due to the small numbers of students located on or near to the campus. We are therefore working with the University on our plans for the first semester as we believe The Hub is likely to continue to operate at a loss due to likely footfall and lack of transport; hence the additional support offered by the University.

Shop

The SHOP remained popular with students and staff alike from September to November 2020, but footfall reduced as restrictions were reintroduced and many students ceased attending campus ahead of the pre-Christmas travel window. The SHOP traded through to early December as an essential service for staff and students on campus but on reduced hours. As with the bars, flash sales were held and efforts made to minimise stock losses that would otherwise arise from stock going out of date.

Due to the ongoing restrictions and delayed return of the majority of students to campus, it was decided to leave the SHOP closed after Christmas; the closure was subsequently extended for the remainder of the academic year once it became clear that the majority of students would only be back on/near campus for 6-8 weeks including the Easter Break and exams periods, which are traditionally quieter periods,

UNIVERSITY OF CHICHESTER STUDENTS' UNION

TRUSTEES REPORT

YEAR ENDED 31 JULY 2021

therefore meaning it would not have been financially viable to operate and to mitigate additional exposure to stock losses.

During the closure period and as part of the budget preparation, a detailed review of SHOP trading patterns for the last full (pre COVID) trading year was carried out to help inform how we should operate the SHOP going forward to generate a positive contribution to SU funds. After analysis, our plans for next year are to open the SHOP for reduced hours, to operate it when footfall on campus is likely to be high and therefore commercially viable. Furthermore, we will refine the product range which will reduce and simplify the administration. The emphasis for the SHOP will be for grab and snack food/snacks/drinks, emergency supplies and branded merchandise; there will be the introduction of a small bench seating area overlooking the courtyard, and during the first few months of the year, a small hot counter offering pasties and sausage rolls to supplement the existing meal deal offering. The coffee offering is also being updated.

Our online shop has proved very successful during the year and we will continue with this in the year ahead.

Other Trading Income

This is income previously generated from pool tables and games machines. These were, and currently remain, removed from our venues due to the pandemic as they are high touch points, take up space and are more difficult to manage in the event social distancing restrictions are in place.

Student Activities

At the end of the financial year, included within our general reserves are £38,451 (2020: £42,033) of designated funds ring fenced for future use by our clubs and societies (Societies £27,260 & Clubs £11,191). There were no restricted funds.

Trustees will be undertaking a further review of club and society designated funds in the forthcoming year following the changes in the membership structures.

UNIVERSITY OF CHICHESTER STUDENTS' UNION

TRUSTEES REPORT

YEAR ENDED 31 JULY 2021

Club	B/fwd from FY19/20	Movement in FY20/21	Funds at 31.07.21
Adv Sports	£0.00	£0.00	£0.00
Athletics	£315.90	£0.00	£315.90
American Football	£1,463.95	-£360.67	£1,103.28
Archery	£196.83	-£193.00	£0.00
Basketball Mens	£1.01	-£586.13	£0.00
Basketball Womens	£1.21	-£547.90	£0.00
Cheerleading	£458.06	£0.00	£458.06
Cricket	£63.70	-£600.06	£0.00
Equestrian	£0.00	£0.00	£0.00
Football Mens	£538.77	-£1,508.66	£0.00
Football Womens	£300.00	-£499.99	£0.00
Futsal	£0.00	£0.00	£0.00
Golf	£0.00	£35.00	£0.00
Handball	£769.29	-£122.64	£646.65
Hockey Mens	£304.60	-£51.97	£252.63
Hockey (Womens)	£421.86	-£32.99	£388.87
Karate	£132.25	£0.00	£132.25
Lacrosse	£1,063.02	-£279.99	£783.03
Netball	-£110.00	-£576.86	£0.00
Raquets	£677.29	-£990.06	£0.00
Roundnet	£20.00	£0.00	£0.00
Rowing	£1,034.43	-£5.20	£1,029.23
Rugby Mens	£2,977.39	£0.00	£2,977.39
Rugby Womens	£1,397.25	£0.00	£1,397.25
Snowsports	£355.52	£0.00	£0.00
Swimming	£594.45	-£1,269.45	£0.00
Ultimate Frisbee	£338.22	-£11.62	£326.60
Volleyball	£291.09	-£686.34	£0.00
Trampoline	£1,380.30	£0.00	£1,380.30
Sports Clubs Funds continuing to 19/20	£14,986.39	-£8,288.53	£11,191.44
Add back overdrawn	£110.00		
	£15,096.39		

UNIVERSITY OF CHICHESTER STUDENTS' UNION

TRUSTEES REPORT

YEAR ENDED 31 JULY 2021

Club	B/twd from FY19/20	Movement in FY20/21	Funds at 31.07.21
Afro Caribbean Society	£262.58	£0.00	£262.58
Art Society	£30.86	£0.00	£30.86
Christian Union	£149.40	£1,024.30	£1,173.70
Film Soc	£379.43	£0.00	£379.43
Drama	£36.00	£0.00	£36.00
Dance Soc	£3,043.40	£0.00	£3,043.40
Debating	£16.00	£0.00	£16.00
Aerial Circus	£475.05	£0.00	£475.05
Poker	£24.47	£0.00	£24.47
CHAOS (History)	£196.60	£0.00	£196.60
LGBT	£212.65	£0.00	£212.65
Music Soc	£723.93	£0.00	£723.93
Live Music	£65.50	£0.00	£65.50
the Hub Soc	£445.12	£0.00	£445.12
Musical Theatre Soc	£15,434.61	-£701.00	£14,733.61
Roleplay Soc	£438.23	£0.00	£438.23
Psychi	£138.59	£0.00	£138.59
Harry Potter soc	£114.84	£0.00	£114.84
S.A.S	£138.27	£0.00	£138.27
Creative Writing soc	£156.19	£0.00	£156.19
Anime	£79.58	£0.00	£79.58
Teachers	£99.35	£0.00	£99.35
SEMAL	£252.53	£0.00	£252.53
Chi & Bognor Young Greens	£8.00	£0.00	£8.00
Parkour	£80.00	£0.00	£80.00
Mathematics	£12.00	£0.00	£12.00
Pole Fitness	£34.58	£0.00	£34.58
Female Empowerment	£475.77	£0.00	£475.77
Scout Network	£14.59	£0.00	£14.59
Big Mix	£279.43	£0.00	£279.43
E Sports	£34.17	£0.00	£34.17
Fitness & Aesthetics	-£3.41	£0.00	-£3.41
Slam Poetry	£5.17	£0.00	£5.17
Trumpet	-£6.41	£0.00	-£6.41
Urban Gaming	-£6.41	£0.00	-£6.41
Acting	£1,801.35	£0.00	£1,801.35
Acapella	£149.88	£0.00	£149.88
HEMA	£15.00	£0.00	£15.00
Chi Veg	£257.31	£0.00	£257.31
Computer Science	£24.00	£0.00	£24.00
Humanities	£41.26	£0.00	£41.26
Paint Balling	£150.00	£0.00	£150.00
Apprentice Society	£55.00	£0.00	£55.00
Film Combat Society	£494.98	£0.00	£494.98
Korean Culture Society	£44.39	£0.00	£44.39
Comedy Society	£17.68	£0.00	£17.68
Rotoract Society	-£2.39	£0.00	-£2.39
Environmental Society	£24.00	£0.00	£24.00
Motor Sport Society	£5.00	£0.00	£5.00
Societies	£26,918.12	£323.30	£27,241.42
Add back overdrawn	£18.62	£0.00	£18.62
	£26,936.74		£27,260.04

UNIVERSITY OF CHICHESTER STUDENTS' UNION

TRUSTEES REPORT

YEAR ENDED 31 JULY 2021

Student Representation

Costs within student representation have reduced, mainly due to the reduction in support staff costs, which have reduced this year due to the unwinding of the interest on pension deficit liability (which has been impacted by the change in gilt rates).

External Representation

Costs within external representation have decreased due to our NUS Affiliation Fee reducing in line with the revised calculation method now being applied by NUS in calculating fees.

Support Costs

Our support costs include a notional amount of £20K for building /space rental, which is offset by recognition of the facilities in kind in Voluntary Income. The SU also receives other donations/facilities in kind such as maintenance of the building, HR support and on-site sports facilities for use by our clubs for training sessions and competitive fixtures. In addition, this year, our support costs include £20K costs associated with the marquee that was hired from April to end of May to support our trading operations and the wider student experience; some of this cost was offset by a contribution from the University (shown as voluntary income) for its share of the usage of the marquee for applicant and open days.

This year, the support costs are suppressed due to the unwinding of the interest on the pension deficit liability of £23K, where last year there was an increase in the liability of £84K, and the release of £19K of the VAT related provision raised in 2017/18.

Balance Sheet

Although our balance sheet remains in a net liability position following the recognition and revision of the pension deficit funding plan and the introduction of FRS102, the SU continues to be able to fund its liabilities as they fall due, including the pension deficit funding which has been re-calculated to 2035.

We also have the continued support of the University in terms of block grant funding, and to continue to work with us to as we try and explore potential new income streams and adapt to meet the changing demographics of our students.

2021/22 Plans

During 2015/16 we reviewed and updated our mission statement, vision and values and these continue to be reflected in our work and delivery of our key strategic objectives and priorities throughout 2021/22:

Our Mission

To help ALL students to have the BEST time THEY can have whilst at the University of Chichester.

UNIVERSITY OF CHICHESTER STUDENTS' UNION

TRUSTEES REPORT

YEAR ENDED 31 JULY 2021

Our Vision

To build, with the University, the best student community in the UK.

Our Values

Our values which are simply reflected in the following words:

Friendly, Enthusiastic, Democratic, Approachable, Supportive, Open-minded.

GOING CONCERN

The unincorporated entity (charity no 1144960) transferred its, activities, assets and liabilities to a new incorporated legal entity of the same name on 30 August 2019 (charity no 1183000, company number 11937134). Since 30th August 2019, the SU has traded in the incorporated entity and the intention is for the old unincorporated entity, which ceased trading on 30th August 2019, to be wound up by the start of 2022.

Through effective management and control and a flexible approach, the SU has demonstrated its continued ability to provide a valuable range of services and support to students at the University of Chichester.

The trading year, whilst turbulent, was largely successful whilst we were permitted to trade, although still with a number of challenges ahead for future years, in particular in relation to student demographics and behaviours/trends. Our plans for our commercial activity in future years draw on what we have learnt from this year and previous knowledge. Operations are adjusted and necessarily include a broader offering which we hope will be positively received by our members. Our commercial plans also are set with a degree of flexibility so we can adapt as required in the event of further restrictions and challenges.

At the time of approval of these accounts, COVID-19 remains designated a global pandemic by the World Health Organisation and continues to impact worldwide. During the year, the UK Government announced multiple emergency measures which resulted in all but non-essential University campus activities being suspended, designated travel windows for students to return home before Christmas and delayed and staggered return after Christmas; teaching was delivered through a blended approach for the majority of the year. The impacts of the rapidly changing situation are not clear, but they are far reaching and high impact across the majority of sectors, HE included. The medium to long-term effects remain unknown as does the speed of economic recovery and the impact on Universities.

As for many organisations, the Trustees consider that there is potential for significant impact on the SU's future activities, in particular in relation to the SU's Commercial operations and Student Engagement Activities. Our Sabbatical Officers and General Manager continue to be involved in detailed planning sessions with the University to keep students safe and well supported, on campus activities and operating with a

UNIVERSITY OF CHICHESTER STUDENTS' UNION

TRUSTEES REPORT

YEAR ENDED 31 JULY 2021

blended approach to teaching. Trustees have developed scenarios and plans with this in mind. Student numbers and the University's blended approach to teaching, combined with SU plans remain positive and aim to ensure the best possible student experience in what continue to be somewhat challenging times.

Trustees continue to meet regularly and continue to closely monitor what remains a dynamic situation. We have confirmed with the University our Block Grant Funding level for 2021/22 (unchanged at £300K), and an agreed amount (£12.5K) of additional funding to help deliver the initial plans we prepared (but were excluded from our original budget) which include our operation on the Bognor Regis Campus during semester 1 of 2021/22.

Our original budget (deficit of £17K) for the forthcoming year was based on a hybrid approach to our commercial activity with the majority (all but 2 of our regular nights each week at Zee Bar) of our bar operations being pub style rather than night club on the basis we believe this will be more popular among students and less likely to be subject to significantly increased restrictions. It also assumed we would not trade from The Hub on Bognor Regis Campus; the additional £12.5K from the University is expected to cover the expected net loss from The Hub during semester 1; operations thereafter at The Hub will be subject to review during October/November 2021. The SHOP is planned to re-open but with reduced hours and a revised offering, which it is anticipated should enable it to trade in a financially viable way. Trustees have planned a series of regular reviews to enable interventions should they be required. The SU has sufficient cash and bank balances to continue to meet its day-to-day working capital requirements and has carried out cash forecasts for the year based on a range of scenarios.

Having assessed the unprecedented circumstances, Trustees have however determined whilst there is uncertainty as to the ability of the SU to continue as a going concern for the foreseeable future it is not material in size and therefore they believe it is appropriate to prepare the financial statements on a going concern basis.

Reserves

In the year 2016/17, the Trustees reviewed and revised the reserves policy in view of the changes in accounting and reporting requirements under FRS102, and sector trends. Our year end position at 31 July 2021 is a net liability position of £75,286 (2020: net liability £123,097). This continues to include the creditor for Pension Deficit Liability Funding, now amounting to £302,489 (2020: £325,538) and a provision for £18.5K (2020: £37.5K)

At the end of July 2021 our accounts also reflect Designated Funds for our clubs and societies of £38,451 (2020: £42,033). Fixed assets made up £12,577 (2020: £23,294), leaving a free reserves figure of negative £126,314 (2020 restated: negative £188,424). The negative free reserves figure arises due to the Pension Deficit Liability Funding, which is repayable over the next 14 years. The SU is in a net current asset

UNIVERSITY OF CHICHESTER STUDENTS' UNION

TRUSTEES REPORT

YEAR ENDED 31 JULY 2021

position of £215,103. Therefore, in the short term, the Trustees accept this position but are looking to move to a free reserve position as outlined below.

Having considered the implications of FRS102, Charity Commission guidance, and the continuing support of the University, our goal is to develop free reserves sufficient to meet 2 months' operating expenditure (approximately £70,000) to manage the impact of a cessation or downturn in trading activities or timings of funding income.

Our aim, in the new incorporated legal entity, is to achieve a zero free reserves position by 31 July 2025, and then to gradually build our reserves over future years to the desired level. We plan to achieve this by maximising commercial opportunities as we emerge from the pandemic and establish what the norm will be, continuing to manage our costs effectively, and continuing to work with the University to deliver an agreed range of services for an appropriate level of Block Grant and other funding.

We anticipate the next 2 or 3 years will continue to present significant challenges, but we are very positive due to our prior actions and planning, and successes over the last 18 months which have seen us weather an unprecedented set of circumstances and learn how to operate effectively in such challenging times. The student numbers at the University are set to increase, with the 2021/22 intake being the highest ever; we have planned our year ahead on a range of scenarios, and Trustees will be reviewing regularly with the staff and officer team progress against plans as we hopefully, finally, emerge from the pandemic in the year ahead.

Disclosure of Information to the Auditor

Each of the persons who are Trustees (who are deemed to be Directors for the purposes of company law) at the time when the Trustees' Report is approved has confirmed that:

- So far as the Trustee is aware, there is no relevant audit information of which the charitable company's auditor is unaware, and
- The Trustee has taken all step that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charitable company's auditor is aware of that information.

Small Companies Note

In preparing the report, the Trustees (who are also the Directors for the purposes of company law) have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the Trustees on 13th September 2021 and signed on its behalf by:



Gemma Hopwood

President



Jamel McFarlane

Vice President

UNIVERSITY OF CHICHESTER STUDENTS' UNION

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF UNIVERSITY OF CHICHESTER STUDENTS' UNION

YEAR ENDED 31 JULY 2021

Opinion

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

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 July 2021 and of its incoming resources and application of resources, 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 Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

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

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

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

Other information

The trustees are responsible for the other information contained within the annual report. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our

The notes on pages 42 to 58 form part of these financial statements.

UNIVERSITY OF CHICHESTER STUDENTS' UNION

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF UNIVERSITY OF CHICHESTER STUDENTS' UNION

YEAR ENDED 31 JULY 2021

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 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.

Opinions on other matters prescribed by the Companies Act 2006

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

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

Matters on which we are required to report by exception

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

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

- adequate accounting records have not been kept; 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 exemption in preparing the trustees' report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on pages 4-35 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

The notes on pages 42 to 58 form part of these financial statements.

UNIVERSITY OF CHICHESTER STUDENTS' UNION

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF UNIVERSITY OF CHICHESTER STUDENTS' UNION

YEAR ENDED 31 JULY 2021

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.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

We obtained an understanding of the legal and regulatory frameworks within which the charitable company operates, focusing on those laws and regulation that have a direct effect on the determination of material amounts and disclosures in the financial statements. The laws and regulation we considered in this context were the Companies Act 2006, Charities Act 2011 and employment legislation.

Auditing standards limit the required audit procedures to identify non-compliance with these laws and regulations to enquiry of the trustees and other management and inspection of regulatory and legal correspondence, if any.

We identified the greater risk of material impact on the financial statements from irregularities, including fraud, to be override of controls by management and completeness of non-block grant income. Our audit procedures to respond to these risks included enquiries of management about their own identification and assessment of the risks of irregularities, sample testing on the posting of journals, reviewing accounting estimates for biases, sample testing of non-block grant income from grant documentation, testing sequentiality of till reports, sample testing of trading income from till reports to cash sheets to banking and the financial statements.

The notes on pages 42 to 58 form part of these financial statements.

UNIVERSITY OF CHICHESTER STUDENTS' UNION

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF UNIVERSITY OF CHICHESTER STUDENTS' UNION

YEAR ENDED 31 JULY 2021

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at:

www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Ian Weekes
Senior Statutory Auditor
For and on behalf of

Crowe U.K. LLP
Statutory Auditor
Riverside House
40-46 High Street
Maidstone
ME14 1JH

29 October 2021

The notes on pages 42 to 58 form part of these financial statements.

UNIVERSITY OF CHICHESTER STUDENTS' UNION

BALANCE SHEET

31 JULY 2021

		Unrestricted funds	Restricted funds	Total funds	Total funds 2020 (restated)
		2021	2021	2021	
	Note	£	£	£	£
INCOME FROM:					
<i>Incoming resources from generated funds</i>					
Voluntary income	4	483,159	-	483,159	381,756
Other trading activities	5	315,465	-	315,465	553,827
Insurance Claim	5A	1,724	-	1,724	15,516
Investments	6	107	-	107	115
<i>Incoming resources from charitable activities</i>					
	7	40,209	-	22,652	140,902
Total incoming resources		<u>840,664</u>	<u>-</u>	<u>840,664</u>	<u>1,092,116</u>
RESOURCES EXPENDED					
<i>Raising Funds</i>					
Fundraising trading	8	502,385	-	502,385	661,586
Furloughed resources	8A	47,673	-	47,673	45,914
<i>Charitable activities</i>					
Clubs/societies & community/volunteering	9	99,995	-	99,995	251,980
Student representation & welfare	10	128,588	-	128,588	159,113
External representation	11	8,269	-	8,269	12,600
Furloughed resources	11A	5,943	-		10,840
		<u>792,853</u>	<u>-</u>	<u>792,853</u>	<u>1,142,033</u>
Net incoming resources		<u>47,811</u>	<u>-</u>	<u>47,811</u>	<u>(49,917)</u>
Funds as at 1 August 2020		<u>(123,097)</u>	<u>-</u>	<u>(123,097)</u>	<u>(73,180)</u>
Funds as at 31 July 2021		<u>(75,286)</u>	<u>-</u>	<u>(75,286)</u>	<u>(123,097)</u>

The notes on pages 42 to 58 form part of these financial statements.

UNIVERSITY OF CHICHESTER STUDENTS' UNION

BALANCE SHEET

31 JULY 2021

	Note	31 July 2021 £	£	31 July 2020 £	£
FIXED ASSETS					
Tangible assets	14		12,577		23,294
			12,577		23,294
CURRENT ASSETS					
Stocks	15	17,519		33,920	
Debtors	16	23,401		52,082	
Cash at bank and in hand		242,391		176,198	
		283,311		262,200	
LIABILITIES					
Creditors Amounts falling due within one year	17	(68,208)		(62,442)	
NET CURRENT ASSETS					
			215,103		199,758
TOTAL ASSETS LESS CURRENT LIABILITIES					
			227,680		223,052
Provisions for liabilities	18		(18,499)		(37,499)
Creditors Amounts falling due In more than one year	20		(284,467)		(308,650)
TOTAL CHARITY FUNDS					
			(75,286)		(123,097)
CAPITAL AND RESERVES					
Restricted reserves	24		-		-
Unrestricted reserves:	25				
General reserves			(75,286)		(123,097)
			(75,286)		(123,097)

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

These financial statements were authorised for release and approved by the Trustees on 13th September 2021 and are signed on their behalf by:



Daniel Hill-Roger
External Trustee



Gemma Hopwood
President

The notes on pages 42 to 58 form part of these financial statements.

UNIVERSITY OF CHICHESTER STUDENTS' UNION

CASH FLOW STATEMENT

31 JULY 2021

		2021	2020
	Note		
Net cash generated by operating activities	29	<u>66,193</u>	<u>(47,978)</u>
Change in cash and cash equivalents in year		66,193	(47,978)
Cash and cash equivalents brought forward		<u>176,198</u>	<u>224,176</u>
Cash and cash equivalents carried forward		<u><u>242,391</u></u>	<u><u>176,198</u></u>

The notes on pages 42 to 58 form part of these financial statements.

UNIVERSITY OF CHICHESTER STUDENTS' UNION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2021

1. GENERAL INFORMATION

University of Chichester Students' Union is a registered charity in England and Wales, with the charitable object of advancing the education of students at the University of Chichester.

The charity is an unincorporated association, with the registered office and principal address at Students' Union, University of Chichester, College Lane, Chichester, West Sussex, PO19 6PE.

The trustees consider the charity to be a public benefit entity.

2. ACCOUNTING POLICIES

Basis of accounting

The financial statements for the year ended 31st July 2021 have been prepared in accordance with the Charities Statement of Recommended Practice (FRS102).

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014.

Going Concern

As explained in note 28 and the Trustee's Annual Report, the old unincorporated charity ceased trading after 30th August 2019, and it is the intention of the Trustees for the old charity (1144960) to be wound up in the near future.

Despite the COVID-19 pandemic continuing for longer than anticipated or hoped, activity and operations continue in the new incorporated charity with appropriate adaptations where necessary, therefore enabling us to continue to support the student journey. The SU is in a net liability position but this is only due to the pension scheme liability which is to be repaid over the next 14 years. The charity meets its ordinary working capital requirements through the block grant and other income streams. Annual forecasts and budgets are reviewed by the Trustees in order that they have sufficient liquidity in place.

The COVID-19 pandemic has had a significant, immediate impact on the charity's operations as detailed in the Trustees' Report and at the present time there is an element of uncertainty around the long-term impact as we emerge from restrictions. The Union secures the majority of its funding from the University and by law the University is required to have a Students' Union. Student recruitment within the University is strong with student numbers set to increase.

UNIVERSITY OF CHICHESTER STUDENTS' UNION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2021

2. ACCOUNTING POLICIES (continued)

As required by UK accounting standards and having regard to the above, the Trustees have prepared the financial statements on the basis that the charity is a going concern.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Fixtures & fittings	- 2-5 years
Motor vehicles	- 33% straight line per annum

During the year as part of consideration of applicable accounting policies, Trustees have increased the capitalisation limit for single fixed assets to £2,500. As such, fixed assets costing more than £2,500 are capitalised at the time of acquisition (no retrospective adjustments shall be made in respect of prior year purchases. Where multiple small assets (ie part of a set) are purchased at the same time and the combined purchase costs exceeds £2,500, Trustees will determine at the time whether the assets should be depreciated or expensed in year, having considered the nature of the asset, expected use and life expectancy.

Stocks

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

Debtors

Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.

Cash and cash equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

Financial Instruments

The charity only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable, loans from banks and other third parties, loans to related parties and investments in non-puttable ordinary shares.

UNIVERSITY OF CHICHESTER STUDENTS' UNION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2021

2. ACCOUNTING POLICIES (continued)

Creditors

Short term creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

Pension costs

The Charity participates in the Students' Union Superannuation Scheme, a multi-employer defined benefit pension scheme. Where it is not possible for the Charity to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme, it accounts for the scheme as a defined contribution scheme.

Where the scheme is in deficit and where the Charity has agreed, with the scheme, to participate in a deficit funding arrangement the Charity recognises a liability for this obligation. The amount recognised is the net present value of the contributions payable under the agreement that relates to the deficit. This amount is expensed in the Statement of Financial Activities.

The Union participates in the NUS Pension Scheme, a defined contribution scheme. A defined contribution plan is a pension plan under which the Charity pays fixed contributions into a separate entity. Once the contributions have been paid the Charity has no further payments obligations.

The contributions are recognised as an expense in the Statement of Financial Activities when they fall due. Amounts not paid are shown in accruals as a liability in the Balance sheet. The assets of the plan are held separately from the Charity in independently administered funds.

Fund accounting

Unrestricted funds

General reserves are expendable at the discretion of the Union's trustees in furtherance of the objects.

Designated funds

Designated funds are funds which are included within our unrestricted funds but are ring fenced for the use of sports clubs or societies.

Restricted funds

Restricted funds are funds subject to certain conditions declared by the funder. Details of the funds and conditions are included in the notes.

Incoming resources

All incoming resources are included in the Statement of Financial Activities when the Union is legally/contractually entitled to the income, the amount can be quantified with reasonable accuracy and receipt is probable.

UNIVERSITY OF CHICHESTER STUDENTS' UNION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2021

2. ACCOUNTING POLICIES (continued)

Donated facilities

The Students' Union occupies its premises free of charge from the University of Chichester on condition that they are maintained at a reasonable standard. In accordance with the Charities SORP (FRS102), these donated facilities have been valued at a rate that the trustees believe the Union would have to pay to occupy similar facilities in the open market.

Resources expended

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Cost of generating funds comprises the costs associated with attracting voluntary income and the costs of other income generation.

Charitable expenditure comprises direct expenditure including direct staff costs attributable to the Union's activities. Where costs cannot be directly attributed, they have been allocated to activities on a basis consistent with the use of resources as detailed below.

Governance costs include those costs incurred in the governance of the Union's assets and are associated with constitutional and statutory requirements. Governance costs are included in Support Costs.

Support costs include the central functions and have been allocated to activity cost categories on a usage basis.

3. JUDGEMENTS IN APPLYING ACCOUNTING POLICIES AND KEY SOURCES OF ESTIMATION UNCERTAINTY

The charity makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are addressed below.

(i) Multi-employer defined benefit pension scheme

The Charity participated in the Students' Union Superannuation Scheme, a multi-employer defined benefit pension scheme with other Students' Union organisations. In the judgement of the trustees, the Charity does not have sufficient information on the plan's assets and liabilities to be able to reliably account for its share of the defined benefit obligations and plan assets. Therefore, the scheme is accounted for as a defined contribution scheme, as detailed in note 21.

UNIVERSITY OF CHICHESTER STUDENTS' UNION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2021

3. JUDGEMENTS IN APPLYING ACCOUNTING POLICIES AND KEY SOURCES OF ESTIMATION UNCERTAINTY (continued)

The Charity must measure its defined benefit obligation on a discounted present value basis. The Charity must determine the rate used to discount the future payments by reference to market yields at the reporting date on high quality corporate bonds. The term of the corporate bonds shall be consistent with the estimated period of the future payments.

(ii) Clubs & Societies

The Union is able to exert significant control over clubs and societies. Trustees therefore consider the charity to act as principal in transactions and thus club and society income and expenditure is included in the SoFA.

4. VOLUNTARY INCOME

	2021 £	2020 £
Block grant	300,000	300,000
Additional Block Grant Funding	50,000	-
Funding from Wellbeing Team	50,000	-
CJRS Grant	53,616	56,754
CDC Discretionary Grant	-	5,000
Other income	1,376	2
Profit on disposal of vehicle	8,167	-
Facilities in kind	20,000	20,000
	483,159	381,756

5. OTHER TRADING ACTIVITIES

	2021 £	2020 £
Shop, Bars & Ents retail operations	285,756	506,740
Summer Ball	-	-
NUS Extra/TOTUM	1,164	1,525
Other trading operations, including games machines & vending	432	1,867
Retrospective discounts receivable	6,223	19,609
Letting of space	10,217	1,863
Advertising income, including Sub TV & other sponsorship	11,673	20,660
Ticket sales	0	1,563
	315,465	553,827

UNIVERSITY OF CHICHESTER STUDENTS' UNION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2021

5A. BUSINESS INTERRUPTION INSURANCE CLAIM

	2021	2020
	£	£
Zee Bar	1,086	9,758
The Hub	69	620
The SHOP	569	5,138
	<u>1,724</u>	<u>15,516</u>

6. INVESTMENT INCOME

	2021	2020
	£	£
Bank interest receivable	<u>107</u>	<u>115</u>

7. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	2021	2020
	£	£
Freshers' week	867	10,057
Safety Bus Income	-	925
Sports clubs & societies	21,785	129,920
Reimbursement re Test Centre Staffing	17,557	
	<u>40,209</u>	<u>140,902</u>

8. RAISING FUNDS

	2021		2020 (restated)	
	£	£	£	£
Shop, Bars & Ents retail operations				
Cost of sales	108,942		231,438	
Staff wages	117,229		132,141	
Student wages	70,292		50,966	
Depreciation	9,717		15,325	
Other costs	<u>89,393</u>		<u>71,819</u>	
		395,573		501,689
Other trading operations				
Cost of sales	2,663		1,825	
Staff wages	11,866		10,332	
Other costs	<u>8,756</u>		<u>15,296</u>	
		23,285		27,453
Support staff costs	52,886		107,222	
Support facilities costs	<u>30,641</u>		<u>25,222</u>	
		83,527		132,444
		<u>502,385</u>		<u>661,586</u>

UNIVERSITY OF CHICHESTER STUDENTS' UNION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2021

8A. RAISING FUNDS (FURLOUGHED RESOURCES)

	2021 £	2020 £
Staff costs recovered through CJRS/Furlough	47,673	45,914

9. CLUBS/SOCIETIES & COMMUNITY/VOLUNTEERING

	2021 £	2020 (restated) £
Grants payable	10,290	85,207
Staff costs	36,683	38,119
Facilities costs	11,258	62,432
	47,941	100,551
Support staff costs	26,443	53,611
Support facilities costs	15,321	12,611
	41,764	66,222
	99,995	251,980

10. STUDENT REPRESENTATION

	2021 £	2020 £
Sabbatical officers' wages	42,808	43,094
Exec office	4,164	3,264
Activities and development	13,196	27,872
Welfare	8,486	4,654
Staff deployed to Test Centre	17,557	-
	86,211	78,884
Safety Bus		
Safety Bus Costs	-	8,654
Staff Wages	-	4,232
	-	12,886
Representatives Co-ordinator		
Other costs	176	24
	176	24

UNIVERSITY OF CHICHESTER STUDENTS' UNION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2021

Conferences and training	437	1,097
Support staff costs	26,443	53,611
Support facilities costs	15,321	12,611
	<u>41,764</u>	<u>66,222</u>
	<u><u>128,588</u></u>	<u><u>159,113</u></u>

11. EXTERNAL REPRESENTATION

	2021	2020
	£	£
NUS affiliation	8,269	12,600
	<u><u>8,269</u></u>	<u><u>12,600</u></u>

11A. CHARITABLE ACTIVITIES (FURLOUGHED RESOURCES)

	2021	2020
	£	(restated)
		£
Staff costs recovered through CJRS/Furlough	5,943	10,840
	<u><u>5,943</u></u>	<u><u>10,840</u></u>

12. SUPPORT COSTS

Staffing and admin costs are allocated 50% (2019: 50%) to trading, 25% (2019: 25%) to Clubs & Societies and 25% (2019: 25%) to Student representation.
Support costs allocated in this way were as follows:

	2021		2020	
	£	£	£	£
Staffing				
Wages and salaries	82,952		85,656	
Student staff	1,359		20,202	
Salaries for governance	23,815		22,596	
Pension deficit funding	(2,794)		84,735	
Recruitment costs	-		830	
Staff travel and subsistence	12		10	
Professional affiliations	428		415	
	<u>428</u>	<u>105,772</u>	<u>415</u>	<u>214,444</u>
Administration costs				
Depreciation	1,000		-	
Cleaning	3,076		2,276	
Insurance	16,646		16,770	
Repairs and renewals	443		2,822	
Printing, postage and stationery	1,003		1,204	

UNIVERSITY OF CHICHESTER STUDENTS' UNION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2021

Rent	20,000	20,000	
General expenses	173	118	
Health and safety	1,792	2,615	
IT	5,531	5,592	
Security	1,028	1,371	
Marquee (additional)	20,470	-	
VAT	572	724	
VAT provision relating to prior year Summer Balls	(19,000)	(18,166)	
Bank charges/loan interest	369	213	
	53,103		35,539
Governance costs			
Audit/VAT Audit Fees	8,180	8,095	
Legal & Prof Fees	-	6,810	
	8,180		14,905
	<u>167,055</u>	<u>264,888</u>	

13. STAFF COSTS AND NUMBERS

	2021	2020
	£	£
Wages & salaries	406,311	412,261
Social security costs	24,113	24,411
Pension costs (excluding deficit funding)	22,397	23,233
	<u>452,821</u>	<u>459,905</u>

The average monthly number of salaried employees (headcount) during the year was as follows:

	2021	2020
	No	No
Trading	4	5
Charitable activities	4	4
Support & Governance	3	3
	<u>11</u>	<u>12</u>

In addition to the salaried staff (headcount shown above), the Students Union employed 97 (2020: 87) student staff during the year, who worked a total of 11,166 (2020: 8,415) hours, amounting to an FTE of 5.8 (2020: 4.37). The values for the years ended July 2020 and July 2021 differ significantly from our usual trends and due to COVID-19 and the closure of venues where the staff were employed.

No employee received remuneration in excess of £60,000 (2020: none)

Senior Management Team remuneration amounted to £157,224 (2020: £154,117).

UNIVERSITY OF CHICHESTER STUDENTS' UNION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2021

14. TANGIBLE FIXED ASSETS

	Motor Vehicles £	Fixtures & Fittings £	Total £
COST			
At 1 Aug 2020	42,540	349,479	392,019
Disposals	(42,540)	-	(42,540)
At 31 July 2021	-	349,479	349,479
DEPRECIATION			
At 1 Aug 2020	42,540	326,185	368,725
Charge for the period	-	10,717	10,717
Disposals	(42,540)	-	(42,540)
At 31 July 2021	-	336,902	336,902
NET BOOK VALUE			
At 31 July 2020	-	23,294	23,294
At 31 July 2021	-	12,577	12,577

15. STOCKS

	31 July 2021 £	31 July 2020 £
Bars	8,524	18,030
Shop	8,995	15,878
Central (Parking/Bus Tickets)	-	12
	17,519	33,920

Amounts expensed on stocks through the Statement of Financial Activity during the year were:

	31 July 2021 £	31 July 2020 £
Bars	74,221	86,671
Shops	34,721	144,767
Central (Parking/Bus Tickets)	-	1,623
	108,942	233,061

UNIVERSITY OF CHICHESTER STUDENTS' UNION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2021

16. DEBTORS

	2021	2020
	£	£
Trade debtors	6,591	5,688
Other debtors	1,490	2,079
Prepayments and accrued income	15,321	23,190
VAT due from HMRC	-	5,609
Insurance Claim (Business Interruption)	-	15,516
	<u>23,402</u>	<u>52,082</u>

There were no bad/doubtful debts written off during the year.

17. CREDITORS: Amounts falling due within one year

	2021	2020
	£	£
Trade creditors	12,221	21,132
Other creditors including HMRC:		
VAT due to HMRC	2,154	-
Other creditors	996	1,352
Accruals and deferred income	34,815	23,070
SUSS Pension Deficit Funding liability	18,022	16,888
	<u>55,987</u>	<u>41,310</u>
	<u>68,208</u>	<u>62,442</u>

18. PROVISIONS

Historically, our Summer Ball, which is our main fundraising event for the year, has for VAT purposes been accounted for as an Exempt Fundraiser. The Summer Ball held in May 2017 was our main fundraising event for the year, and was as usual, promoted and run as such. Following the publication in June 2018 of the tribunal between HMRC and 4 other student unions, whilst satisfied our events were correctly accounted for, Trustees adopted a prudent approach and created a provision in the accounts for any potential retrospective VAT liability in relation to our summer balls between 2015 and 2018. At 31 July 2021, the provision in relation to the 2017 Summer Ball was released.

	£
Provisions at 1/8/2020	37,499
Provision released in year	(19,000)
Provision at 31/7/2021	<u>18,499</u>

UNIVERSITY OF CHICHESTER STUDENTS' UNION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2021

19. DEFERRED INCOME

Deferred income relates predominantly to sales invoices issued in year in relation to Freshers Fair, Advertising and Graduation in the following academic year.

	2021	2020
	£	£
Deferred income at start of period	7,163	13,217
Resources deferred in period	20,327	7,163
Amounts released in period	(7,163)	(13,217)
Deferred income at end of period	20,327	7,163

20. CREDITORS: Amounts falling due in more than one year

	31 July 2021	31 July 2020
	£	£
SUSS Pension Deficit Funding liability	284,467	308,650
	284,467	308,650

21. PENSIONS

The Charity participates in the Students' Union Superannuation Scheme which is a defined benefit pension scheme whose membership consists of employees of students' unions and related bodies throughout the country. Benefits in respect of service up to 30 September 2003 are accrued on a "final salary" basis, with benefits in respect of service from 1 October 2003 accruing on a Career Average Revalued Earnings (CARE) basis. With effect from 30 September 2011 the scheme closed to future accrual.

The most recent valuation of the Scheme was carried out as at 30 June 2019 and showed that the market value of the Scheme's assets was £119.1m (June 16: £101.3m) with these assets representing 46% of the value of benefits that had accrued to members after allowing for expected future increase in earnings. The 2019 shows a scheme deficit of £140.9m. The increase in the deficit is in line with the level expected and previously reported by scheme trustees.

The assumptions which have the most significant effect upon the results of the valuation are those relating to the rate of return on investments and the rates of increase in salaries and pensions.

The following assumptions applied at 30 June 2019:

- The investment return would be 4.0% per annum before retirement and 2.0% per annum after retirement.

UNIVERSITY OF CHICHESTER STUDENTS' UNION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2021

- Pensions accruing on the CARE basis would revalue at 3.6% per annum.
- Present and future pensions would increase at rates specified by the Scheme rules with appropriate assumptions where these are dependent on inflation.

The 2016 valuation recommended a monthly contribution requirement by each participating employer expressed in monetary terms intended to clear the ongoing funding deficit over a period of 17 years and increased by 20% from October 2017 and by a further 5% in each subsequent year. These contributions also include an allowance for the cost of the ongoing administrative and operational expenses of running the Scheme. These rates applied from 28 June 2017.

Following the 2019 triennial revaluation, which also reflected the outcome from the previously identified '7% pension increase' issue affecting some members within the scheme (Chichester members were not directly affected by the pension issue), the Trustees of SUSS concluded that it would be necessary to increase contributions to clear the deficit over the next 15 years. Those Unions with members directly affected by the pension increase issue would be required to pay a greater contribution to the scheme deficit; Chichester does not have any such members. Surpluses or deficits which arise at future valuations will also impact on the Union's future contribution commitment. In addition to the above contributions, the Union also pays its share of the Scheme's levy to the Pension Protection Fund.

In accordance with FRS102, the net present value of the future contributions required over 14 years to clear the funding deficit is £302,489 (2020: £325,538). In calculating this net present value, annual increases of 5% have been made (with the exception of the year 2021/22 where an increase of 8% has been made; 8% being the rate notified by scheme trustees for Unions not impacted by the pension increase issue) and a discount rate of 1.90% representing the typical yield of high-quality corporate bonds has then been applied.

SUSS as a scheme closed to future accrual in 2011, and as such, there were no regular employer contributions paid into the scheme by the Union for the year ended 31 July 2021.

The Union continues to pay funding towards the deficit as part of the deficit reduction plan which is expecting to clear the Unions overall deficit in the next 14 years. For the year ended 31 July 2021, these contributions amounted to £16,888 (2020: £16,084).

Since 1 October 2011, all participating employees have been in a new defined contribution pension scheme, National Union of Students Pension Scheme (NUSPS). Contributions for existing members remain at a variable rate (minimum of 5% for the employee and 3% for the employer. Contributions for new members are in line with Government guidelines at a variable rate (minimum of 5% for the employee and 3% for the employer with effect from April 19).

UNIVERSITY OF CHICHESTER STUDENTS' UNION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2021

During the year, contributions of £20,825 (2020: £20,891) were paid to the scheme. The number of members participating in the scheme has reduced due to the size of the team and staff opt outs. The small reduction in amounts paid to the scheme in 2021 compared to 2020 is also due to the small one-off amounts paid to the scheme in the year ending 31st July 2020 in relation to the transfer of the pension deficit liability following the Unions incorporation in August 2019.

The Union also participates in NEST. During the year, contributions of £2,342 (2020: £1,572) were paid to the scheme. NEST is the scheme selected by the Union to support auto enrolment and is the scheme used for those staff on casual or fixed term contracts and newly appointed staff.

22. RELATED PARTY TRANSACTIONS

The following are considered to be related parties for the reasons stated. The transactions with these related parties are set out below.

University of Chichester

The Union is in receipt of a recurrent grant from the University of £300,000 (2020: £300,000); due to the ongoing pandemic, the University agreed a temporary increase in funding to £350K for the 20/21 year. This was further supplemented with an additional £50K from the University which was transferred from the Student Support and Wellbeing budget to support the Students Union. During the year the University purchased from the Students Union, as part of a Bursary package offered to all eligible incoming undergraduate students a Sports Federation Membership for £NIL (2020: £5,124) and Society Federation Membership for £NIL (2020: £916).

During the year, the Union supported the University with its efforts to implement and run Asymptomatic Testing Sites on both campuses from the start of January 2020 (as per the University agreement with the DHSC due to the ongoing COVID-19 pandemic). The test centres were initially established in our venues (Zee Bar and The Hub), and members of staff from our permanent staff team were re-deployed to oversee and support the testing operation (rather than being furloughed); in addition, a number of our student staff previously employed in our commercial operations were paid to work in the test centres until the University recruited its own staff to work in the centres. The deployment of staff to the test centres and the purchase of some minor incidental items for use in the test centres, resulted in a reimbursement of £17,599 (2020:£NIL). This covered the cost of employment of the relevant student staff, or in the case of our permanent staff that were re-deployed, an amount broadly in line with that we would have recovered had those staff been furloughed during that period instead.

The Union also provided additional support/services to the University resulting in additional payments from the University amount to £13,539 (2020:£6,442). The majority of the increase being related to the extended hire (and associated costs and costs of extra support provided by the Union) of marquees to extend/create much needed additional outdoor spaces for use by the University (thereby maximising use of the temporary structures hired by the Union) due to the COVID-

UNIVERSITY OF CHICHESTER STUDENTS' UNION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2021

19 pandemic.

The University provided the Union with additional admin/IT support amounting to £12,179 (2020: £14,604), Cleaning Services £8,173 (2020: £ 11,773), Health & Safety secondment recharge £6,200 (2020: £6,200) and Bus Tickets amounting to £NIL (2020: £300). The University also administered and paid the Union's net pay during the year; the amount of £235,734 (2020: £245,322) was reimbursed. As a result of transactions in the year there was a trading balance due to the University at 31st July of £NIL (2020 £NIL) plus accrued costs amounting to £NIL.

Chichester Enterprises Ltd

Chichester Enterprises Ltd is a subsidiary of the University. During the year, the Union purchased parking scratch cards amounting to £NIL (2020: £633) and used facilities amounting to £360 (2020: £767).

Sabbatical Officers

During the year, all sabbatical officers were trustees of the Union during their term of office. Sabbatical Officers receive remuneration for their role as elected officers, provided for within the Memorandum and Articles of Association. The aggregate amount payable under such contracts in the period was £42,808 including employer's pension contributions of £2 being £74 contributions less a £72 refund due to opt out (2020 £43,094, including employers pension contributions of £353).

	Salary & EERs NI £	EERs Pension £	2021 Total £	Salary & EERs NI £	EERs Pension £	2020 Total £
VP 19/20	-	-	-	18,410	281	18,691
P 19/20/21	18,404	-	18,404	20,937	-	20,937
VP 20/21/22	20,929	(72)	20,857	3,394	72	3,466
P 21/22	3,473	74	3,547	-	-	-
	42,806	2	42,808	42,741	353	43,094

In addition, the sabbatical officers in post during the financial year, received expenses/allowances amounting to £198 (2020: £832) during the year.

External Trustees

The external trustees were reimbursed with travel and parking costs amounting to £NIL in the year (2020: £ NIL).

23. STATUS

The Union is an incorporated charity registered with the Charity Commission (charity no 1183000) and Companies House (company no 11937134).

24. RESTRICTED RESERVES

There were no restricted reserves.

UNIVERSITY OF CHICHESTER STUDENTS' UNION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2021

25. UNRESTRICTED RESERVES

	At 1 August 2019 £	Incoming resources £	Outgoing expenditure £	At 31 July 2021 £
General reserves	(123,097)	840,664	792,853	(75,286)
	=====	=====	=====	=====

Our designated funds position for our clubs and societies amounts to £38,451 (2020: £42,033). These designated funds have arisen from balances within individual clubs and societies. Historically, they have been made available for future appropriate use by the relevant club or society providing that club or society continues to exist. In the event that a specific club or society ceases to exist for more than one academic year then the funds simply form part of the Unions' General Reserves. The Trustees are however actively reviewing the current designated funds policy to ensure clubs and societies offer maximum value and benefit to their members and do not simply allow funds to accumulate un-necessarily.

26. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Total funds 2021 £	Unrestricted funds 2021 £	Restricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	12,577	12,577	-	23,294
Current assets	283,311	283,311	-	262,200
Creditors due within 1 year	(68,208)	(68,208)	-	(62,442)
Provision for liabilities	(18,499)	(18,499)	-	(37,499)
Creditors due after 1 year	(284,467)	(284,467)	-	(308,650)
	=====	=====	=====	=====
	(75,286)	(75,286)	-	(123,097)

2020 and 2021 are represented solely by unrestricted funds.

27. CONTROLLING PARTY

The Union is controlled by the Student Council which is subject to democratic election by the voting membership of the Union. The ultimate control of the Union is vested under the memorandum and articles of association in the membership. As such no single person or entity controls the Union.

28. MERGER ACCOUNTING

The unincorporated entity (charity no 1144960) transferred its, activities, assets and liabilities to a new incorporated legal entity of the same name on 30 August 2019 (charity no 1183000, company number 11937134).

UNIVERSITY OF CHICHESTER STUDENTS' UNION

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2021

Since 30th August 2019, the Union has traded as the incorporated entity and the intention is for the old unincorporated entity, which ceased trading on 30th August 2019 to be wound up in accordance with the motion passed at the EGM on 28th March 2019. It was hoped to complete the closure of the unincorporated entity by April 2021, but, whilst good progress has been made towards this, it has taken slightly longer than anticipated. It is now hoped that the old unincorporated charity will be closed by 31st December 2021.

All income and expenditure incurred to the year ending 31st July 2021 was incurred within the incorporated charity.

29. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2021	2020
	£	£
Net movement in funds per the SOFA	47,811	(49,917)
Add back depreciation charge	10,717	15,325
Less Fixed Assets purchased	-	(31,144)
(Increase)/ Decrease in debtors	28,681	(1,463)
Decrease/ (Increase) in stock	16,401	(6,260)
(Decrease)/Increase in provision	(19,000)	(18,166)
(Decrease)/ Increase in creditors/pension liability	(18,417)	43,647
Net cash generated by operating activities	66,193	(47,978)

30. FINANCIAL INSTRUMENTS

	2021	2020
	£	£
Financial assets measured at amortised cost	242,301	199,481
Financial liabilities measured at amortised cost	27,705	38,390
Financial liabilities measured at fair value	302,489	325,538

Financial Instruments include assets and liabilities where there is likely to be a funds flow in the future. Amounts due to/from HMRC are not included as Financial Instruments.

Financial assets include trade debtors, other debtors, cash and accrued income.

Financial liabilities include trade creditors, other creditors, and accruals.