

Charity registration number: 1184182

# Leeds Trinity Students Union

Annual Report and Financial Statements

for the period from 7 September 2019 to 31 July 2020

Charity registration number; 1184182

Leeds Trinity Students' Union

Financial Statements

Annual reporting period;

During 2019 Leeds Trinity Students' Union became incorporated. As a result, Leeds Trinity Students' Union (1151574) was closed and the new charity (1184182) was set up. Previous accounts cover 1st August 2018 to 6th September 2019.

Due to the financial administration undertaken during the transition the newly incorporated charity (1184182) formally began operating on 7<sup>th</sup> Sept 2019.



C L Grooby

Trustee

# **Leeds Trinity Students Union**

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## **Leeds Trinity Students Union**

### **Reference and Administrative Details**

<b>Charity Registration Number</b>	1184182
<b>Trustees</b>	J Glazzard L Edmonds Z Shah (resigned 30 June 2020) C Dow J Johnson A Blunt A Pandor (resigned 31 July 2020) R Matthews (resigned 31 July 2020) C L Grooby (appointed 1 July 2020) A M Shah (appointed 1 October 2020) N W Bland (appointed 1 October 2020) M S L Vyse (appointed 1 October 2020)
<b>Principal Office</b>	Brownberrie Lane Horsforth Leeds LS18 5HD
<b>Bankers</b>	HSBC Bank Plc 88 Town Street Horsforth Leeds LS18 4AR
<b>Independent Examiner</b>	Watson Buckle Limited Chartered Accountants York House Cottingley Business Park Bradford BD16 1PE

# **Leeds Trinity Students Union**

## **Trustees' Report**

The trustees present their annual report together with the financial statements of the charity for the period ended 31 July 2020. This includes the administrative information as set out below.

### **Objectives and activities**

#### ***Our charitable objectives***

Leeds Trinity Students' Union (LTSU) charitable objectives are as follows:

- To promote the interest and welfare of students at Leeds Trinity University by representing, supporting and advising students
- To be the recognised representative between students and Leeds Trinity University and other external bodies
- To provide social, cultural, sporting and recreational activities and forums for discussion and debate to allow for personal development of students

This is achieved through key activities to support the above:

- Championing student academic interests through effective representation and campaigning led by the Elected Officers, Student Council and Course Reps
- Advice and welfare provision providing support on a range of issues
- Social Opportunities provision through Sport Clubs and Societies and one off activities such as Freshers' Week, Graduation Ball and Give it a Go

#### ***Public benefit***

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

### **Financial review**

Total incoming resources were £441,725 (2019 - £338,345). Total resources expended were £391,279 (2019 - £361,486).

#### ***Principal funding sources***

The Union received a Block Grant of £181,000 in 2019/20. The Union continues to receive £11,000 restricted funding for sport and BUCS activities in addition to its block grant from the university. A further £89,050 restricted funding was provided to support commercial service expansion.

The President is responsible and accountable to the governors of Leeds Trinity University, for ensuring that the funds received from the governors by the Union are expended in accordance with the uses stipulated in the Financial Memorandum, effective from 1 August 1995, and to comply with the conditions attached to them. The President is also responsible for the regularity and propriety of those funds. Day to day financial management is delegated by the Trustees to the General Manager of Leeds Trinity Students' Union.

The Financial Memorandum provides that the Union shall ensure that it has a sound system of internal financial management control, keeps proper accounting records such that it maintains close control of its expenditure and can demonstrate that it has been disbursed exclusively for the purposes intended by the governors.

#### ***Financial Memorandum***

#### **Plans for future periods**

Plans for the future of the organisation can be found in the Annual Report which forms part of this documentation.

# Leeds Trinity Students Union

## Trustees' Report

### Structure, governance and management

#### *Nature of governing document*

Leeds Trinity SU is a constituted Students' Union defined under the Education Act 1994.

It's President and Vice President are elected on an annual cycle by a cross campus ballot. The President is also Chair of the Trustee Board. Both post holders receive training from experienced Union staff and the National Union of Students about their roles. They are supported by a staff team to support them in achieving their goals and the overarching Union strategy.

The Trustee Board comprises of two officer trustees (President and Vice President), three student trustees and up to four external trustees.

Democratic decisions are decided through elections, referenda and an annually elected Student Council as set out in our Constitution and Bye-laws.

#### *Achievements and performance*

Our commitment to student voice has seen continued elections engagement from our members with a record number of nominations for positions.

We launched a new social space, Studio, and continue to support students, whilst on campus, through our shop. They continue to be led and run by students and provides much desired flexible employment opportunities.

At the beginning of the academic year we also launched a new website which has enhanced our ability to support our 148 volunteers. Our 2019-20 volunteer cohort set a record-breaking recruitment of 616 members who took part in our 37 clubs or societies, 8 of which were newly formed during 2019-20.

We continued our commitment to the environment and sustainability achieving NUS Green Impact Excellent accreditation.

The past year has also seen a range of campaigns led by our Officers. Including efforts to simplify registration processes, whether it be for the local GP or for the National Elections. Climate campaigns were also a strong theme along with food choice, food price and social spaces.

The COVID-19 pandemic led to a significant shut-down of both social and economic activity in the UK. The UK government issued lock-down measures in mid-March 2020, and the trustees have been monitoring the impact on demand from customers, the supply chain and the broader impact on charitable aims. At this stage the financial impact cannot be estimated. The trustees have seen impact limited to the loss of events and commercial services due in late March. The cyclical nature of Leeds Trinity Students' Unions calendar (peaking in March) resulted in smaller than expected impact on our financial accounts.

Future planning largely centres around remaining responsive to the pandemic whilst setting out our new long-term strategy for the next three years.

## **Leeds Trinity Students Union**

### **Trustees' Report**

#### **Relationships with related parties**

##### **Leeds Trinity University**

The Students' Union receive a block grant from the University. It part-occupies a building owned by the University that also pays for utilities, caretaking and cleaning staff.

The continued support from the University is invaluable and integral to us achieving our charitable objectives.

##### **Funds held as custodian trustee on behalf of others**

Leeds Trinity SU acts as a custodian for funds raised by Clubs and Societies which includes the block grant of the Union. At the year-end £29,276 were held by the Union on Clubs & Societies behalf.

The annual report was approved by the trustees of the charity on 16 July 2020 and signed on its behalf by:



.....  
C L Grooby  
Trustee

LEEDS TRINITY  
STUDENTS' UNION

2019 - 2020

# ANNUAL REPORT

**ltsu**

SUPPORTING YOU TO REACH YOUR POTENTIAL



**Leeds Trinity Students' Union is a charity.** We exist for the benefit of Leeds Trinity students.

## We do this in five ways:

1. We act as a medium of communication between the members of the Union, the Governors, the University and other bodies.
2. We advance the education of our members and students of the University as a whole.
3. We represent the interest of our members and act as a channel of communication in dealing with the University and other bodies.
4. We promote and protect the welfare of our members through the provision of information, advice and activities.
5. We promote, encourage and co-ordinate student clubs, societies, sports and student activities.

## How is the Union run?

The Union is led by two annual elected Sabbatical Officers - the President and Vice-President. As a charity we are led by nine trustees made up of two elected Sabbatical Officers, three student trustees and up to four external trustees. They are the first and final decision making body of the Union.

Political and policy decisions are made by the annually elected Student Council which includes the President and Vice-President. A staff team support the work of the elected sabbatical officers to support with the day to day running of charity services.

*"As we reflect on the last year of our current strategy we look back at the three-year journey with pride. As a charity we have come a long way.*

*Our commitment to student voice has seen continued elections engagement from our members with a record number of nominations for positions. 'Student Say' continued to flourish with seventeen ideas submitted and the Student Council passing eleven policies.*

*Our commitment to an impartial SU led Advice service continues with students being supported with Wellbeing, Housing and Academic appeals. A further commitment of the service to our core value, personalised, saw over 100 individual students supported one to one by our Student Advisor.*

*We reflect this year on the launching a new social space, StUdio, and continue to support students whilst on campus through our shop. Both 'not for profit' services have our student members at the core of their existence. They were created after student consultation, continue to be led and run by students and provides much desired flexible employment opportunities.*

*At the beginning of the year we also launched a new website which has enhanced our ability to support our 148 volunteers. Congratulations to our 2019-20 volunteer cohort*

*who set a record-breaking recruitment of 616 members who took part in our 37 clubs or societies, 8 of which were newly formed during 2019-20.*

*We continued our commitment to the environment and sustainability achieving NUS Green Impact accreditation for the third year running. The past year has also seen a range of campaigns led by our Officers. Including efforts to simplify registration processes, whether it be for the local GP or for the National Elections. Climate campaigns were also a strong theme along with food choice, food price and social spaces.*

*Our campaigns and services aim to ensure students have the best possible experience whilst at Leeds Trinity University, helping them gain experiences and opportunities like no other. It's our inclusive, personalised, student first approach that means our students will never feel as if they are not represented or left bored.*

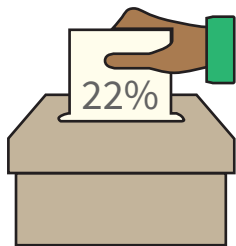
*We continue to work in collaboration with Leeds Trinity University staff and thank them on behalf of students, our officers and staff team.*

*A huge thank you to Chris and Zoha along with all the President and Vice Presidents who have been a part of the Big Plan over the past three years.*

*They have been supported by our incredible staff team, student volunteers and trustees who continue to play an integral role in the charity's success."*

**ZOHA SHAH AND CHRIS DOW**  
STUDENTS' UNION PRESIDENT & VICE-  
PRESIDENT 2019-2020





22% Turnout  
in the SU 2020  
Elections



285 votes through  
'Students Say',  
our online ideas  
zone from 17  
submissions



Academic  
Interest  
Award  
nominations



64  
**Course  
Reps  
Recruited**



11 New  
Council  
Policies  
passed



9 SU on Tours,  
with 246  
Submissions: Our  
way of sampling  
the pulse of  
student opinion



4 student  
led staff  
winners  
awarded

### Course Rep Conference

Student Course Reps met each other in February to discuss themes and share insight with Margaret House (Vice Chancellor, Leeds Trinity University). 15 Course reps were supported to feed back on course effecting topics.

**"The Students' Union has been an amazing help to me this year. From the start of university, Union staff have made themselves known to new students and made the effort to get to know them and build good professional relationships. This has resulted in me feeling comfortable to approach the Union and utilise the support provided by the them. Having participated in many events run by the Union it created opportunities for me to meet new people and develop new skills! This March I campaigned in the elections and Union was very helpful and made sure all the candidates were well briefed and supported through the journey. The Union has made a very positive impact on me and I am sure will continue do so for me and many others alike."**

- Vinay Verma, Primary Education Student



VINAY  
VERMA,  
Student Council  
Chair  
2020-2021

## Chris Combats Climate Change

### Green Impact

Projects that formed our Green Impact accreditation include :

- **‘Go Green & Fairtrade’ Week** - Our SU Shop sold items from Fair Trade.
- **‘Meat Free Monday’** - Reduced meat free meal offers in StUdio.
- **‘People & Planet Workshop’** - A guest speaker led a workshop for students.
- **‘Throw away Thursday’** - 3 Large bin bags of clothing were collected from our venues.

*“Being involved in all the green impact campaigning has been fantastic and it is not just about environmentally driven change through things like recycling and the use of ebooks to reduce our carbon footprint, it’s also about engaging in social change and wellbeing.”*

- Lauren Thomas, 3rd Year Forensic Psychology,  
SU Sustainability Officer 2019-2020.

### Divestment

Divestment is one way we can help to weaken the fossil fuel industry; it also shows the commitment from our University to a greener future. Our University has now pledged to never invest in Fossil Fuel companies and exclude the fossil fuel industry from their investment portfolio whilst introducing publicly accessible ethical investment policy.

*“Getting our University to divest from fossil fuels is such a big achievement I never thought could happen at a small university like ours. This goes to show the impact the SU has and how it cares about the future of us students today and the students of tomorrow.”*

- James Austin, 3rd Year Secondary Physical Education  
and Sports Coaching



CHRIS DOW  
with  
PHILLIP DIXON,  
LTU Chief  
Operating  
Officer

## Chris Combats Dehydration

### Exam Stress

During January exams and deadlines we handed out over 1000 Volvic (recyclable) water bottles with Chris' Top 5 Tips to relieve exam stress. This was to support students during their studies reminding them to take breaks for their mental health and wellbeing.

*"During my January deadline I was stuck in the library constantly and stressing about my deadlines and then comes along Chris with a bottle of water and his top tips. You don't understand how much these helped me relax and realise what I needed to do to help myself. The presence around campus the SU has helps in so many ways that they probably don't realise they have, just from the friendly faces to the freebees."*

- Lucy Povah, 2nd Year Primary Education Early Years

### Emma Stevenson

*(Representative for institute of childhood and education)* provided us feedback from her department's students.

They wanted more water coolers around campus. The idea was posted by her on 'Student Say'.

It got enough likes to be raised at Student Council. It passed and the idea was actioned by the President.

Through discussion and collaboration with University staff the idea became reality.





## Chris Combats Health and Equality

### Cabin Fever & Weekly Quiz

During the Covid-19 pandemic and the UK's lockdown we put together a series of exercise videos for students to join in with and engage with during the lockdown. This gave students a friendly face and daily activity to do. As well as this we produced a weekly interactive live quiz night. The engagement seen over 6,000 views on Facebook from our followers for these activities.

### Rainbow Laces

4 in 10 LGBT\* people don't think sport is welcoming. Sport has an amazing power to bring people together. So, to help bridge this we support all our clubs and societies as inclusive as possible. To support a national campaign the SU purchased over 350 rainbow laces for our members who wore them in support of LGBT\* in Sport.

*"The rainbow laces campaign really helped unite teams throughout sports bringing awareness and inclusivity across the university. Not only did it unite teams but gave individuals the power to let them know it's okay to show their true colours without fear of rejection."*

**- Rachel Ward, 1st year Criminology and Policing Student**

### GP Dual Registration

Was a collaboration with Leeds Citizens to solve students' problems with registering with their local GP's. The campaign achieved a specific "University Students" page, which now has links to the relevant page on LTU and Students' Union website. The practices website was upgraded to allow online registrations and students can now access forms.



## Zoha Addresses Food Choice



### Food Choice & Value

StUdio began to cater for students with inclusive food requirement since September but our new January menu had 22 Halal and 4 different vegan options.

*“As a Muslim student I use to find it hard to eat on campus in my first year, although I lived on campus, I never ate on campus. This year, thanks to Studio, I’ve spent more time on main campus with my friends.”*

**- Fizza Masood, 2nd Year Student**

*“The SU shop is amazing, it’s so cheap compared to the rest of campus and even the local shops, it gives me a place to grab my lunch, a drink and sometimes even essentials. Its saved me so many times with its supplies of stationary!”*

**- Robbie Dyson, 2nd Year Sports Coaching**

*“Being Vegan means it can be hard to eat out sometimes and in recent years it’s been hard to eat on campus, but since the opening of StUdio it has meant I don’t have to worry about not bringing a lunch in as they always have options for me and at a cheap reasonable price.”*

**- Laura Pickering, 2nd Year Primary Education Early Years**

## Chris and Zoha Combat Voting

### National Elections

So many students lose their voice when coming to University by not being able to vote from their new address. We supported our members ability to register at their secondary university address incentivising with 300 advent calendars and 200 muffins all with a handy polling day reminder.

*“Over the Past Year the SU has done a great job at providing more events on campus and to create social spaces, such as StUdio, to help more people feel a part of the Trinity Community. Along with this the campaigns the SU have ran have helped students gain a better understanding of different situations and what part they could play. Chris’ register to vote campaign is a great example of this. Educating students on the importance of their vote and the difference they could make.”*

- Frances Bridgewater, 2nd Year Physical Education

*“The SU helped me realise I could be registered at two addresses and that I could vote here at university as I was worried I would not be able to vote due to me living so far away and not able to get home in time to place my vote. Other incentives such as the Taxis and free food on the polling day helped me get down to vote.”*

- Charlotte Parker, 2nd Year Media and Marketing

### National Elections 2019 (Polling day)

The Union supported voter turnout with taxis to the local polling station with 83 students taking advantage of free food in StUdio for making the walk down the hill to vote.

*“During the National Elections our Students’ Union made a massive push to make sure students were registered and ready to vote. They offered free rewards such as advent calendars and snacks just for registering. I thought it was fantastic that they also educated students on the elections as for many it would be their first General Election where, they were eligible to vote.”*

- Jamie Heron, Journalism Masters





**110**

students supported one to one



**25**

students supported with academic related issues



**2/3rd**

undergraduates trained in mental health awareness



**100+**

students attended Housing Fair



**12**

health related screenings



**New**

Launch of new Sexual health services



**Free**

sanitary products available via SU Shop



**4**

events held Black History Month



**10**

Virtualised Events/Videos/ Posts for Mental Health Awareness Week



**3**

Wellbeing Outreach events



**20**

student referrals through SU Shop



**3**

collaborative events for World Mental Health Day



**5**

students supported with hardship vouchers via the SU Shop

*"The Students' Union have always been there, whether I needed advice, needed help with a lecturer or was hungry! My university experience would not have been the same without the support or these vital and positive members of the team. The support they show is second to none and I'm so grateful for all they do."*

**- Laura Edmonds, SU Student Trustee**

*"The SU has helped me more than I could ever imagine. I am a disabled Student and when the extensions system was updated, I couldn't apply for extensions I was eligible for. Having emailed the SU, Chris (SU Vice President) came out of his way to find me that day on campus to discuss what he could do. The SU team then worked quickly and managed to rectify it before the end of the day. They're amazing and willing to help anyone with any issues!"*

**- Chelsea Tweed, 3rd year Philosophy Ethics and Religion**





*"The welcome packs the SU provided when I first moved to campus really helped me, giving me all the vital information, I needed and where I could go for support! I loved all the freebies they provided too, they all come in handy. The SU ran an amazing Freshers week where it enabled me to meet so many others and helped me make the friends I have today! They did so many events, and a wide range too, so there was something for everyone."*

**- Jack Clarke-Scott, 1st Year Sports**



*"Being involved in a sports team has made my university experience 10x better than what it would have been. Without the SU running and organising games and events I wouldn't have made the amount of friend I have today, and Wednesdays wouldn't be my favourite day if the week!"*

**- Beth Maull,**

**Masters in Mental Health in Children and Young People**

*"Coming to Trinity from another University meant I hardly knew anyone when joining and not living on campus meant it would be hard for me to make friends and meet new people, but with the SU creating so many opportunities through the events they do meant I had no problem in meeting and making new friends, I really owe it to them!"*

**- Hannah Lee, PGCE Primary Education (QTS)**



*"The support and advice I have received from the SU has been brilliant, I am going into my second year as the Chairman of Men's Football and they are part of the reason I decided to run for the role. I feel with the support from Chris (SU Vice President) and Harry (SU staff) I can approach any situation and have played a massive part in helping me run the football club successful on and off the field. The training I have received from them will stay with me throughout my coaching career and it has been a great opportunity."*

**- Bobbie Athey, 2nd Year Sport, Health & Physical Education**

*"The Union has helped me gain confidence at University and has helped me make amazing friends. It provided me with plenty of opportunities to make the most out of my experience. All of that allowed me to enjoy my time at University to the fullest."*

**- Rachael Chapman,  
3rd year Theology and Religious student**

*"Being a Law student can be challenging so to be given the opportunity to unwind and focus on my wellbeing once a week before hitting reality relaxed my body and mind plus the hot chocolate after the session was a yummy bonus!"*

**- Rhiarnae Campbell, 2nd Year Law student, 'Give it a Go' participant**

## 45 students have been employed by the Union

This has put £67,952 back in the pockets of students. You tell us employment is important to you. Our 'not for profit' StUdio and Shop hire and develop our student staff.

## 86 recognised on their Academic transcripts

We value our volunteer impact on the student experience. To support this, we collaborate with the University for recognition on transcripts.

## 'Very Good' Green Impact

Our students' care about the environment. You asked us to reduce our impact, so we undertake NUS Green Impact Award annually.

*"It's been great working for the SU as it has allowed me to have flexible working hours around my studies and gives me some income, the working environment is amazing and I have met so many friends through working here and helped me as a first year feel at home here at Leeds Trinity."*

- Evie Mai Hudson, 1st Year Primary Education, StUdio Staff Member



**Very Good**

**NUS Green Impact  
Students' Unions**

## 1 New social space, StUdio, created on campus

You asked us to make campus more entertaining. We brought you Sky Sports, BT sport, Pub Games and a new area to socialise in.



*“StUdio has been such a great addition to our campus it gives us a place to rest bite whilst on campus. It feels student owned and is so much better than previous years. The food options are cheap and affordable but also tasty and they give me the opportunity to watch Live Sports on Sky & BT!”*

**- Josh Illman,  
3rd year Secondary Physical Education and Sports Education**

*“StUdio is a great social space for everyone at the uni. It is welcoming and has lots to do like play pool, music, sports, food and drinks amongst others. I have enjoyed it as it’s convenient for me and is so cheap compared to other places. When visiting during an open day and when I arrived so much had changed and it has made my first year so much better than I thought it would have been!”*

**- Joshua Harris, 1st year Sports Psychology**

*“Since the SU took over from Lounge and created StUdio the campus feels as if it has a more community and lively atmosphere, giving us Students our own space to work, play and rest in whilst on campus. It’s made me stay around Uni a lot more.”*

**- Laura Holdsworth, 2nd Year Physical Education**

# BIG PLAN TIMELINE

2017

Winner of NUS  
Students' Union of  
the Year  
**nus**  
AWARDS  
2017



2017  
WINNER

Winner of  
Educate  
North  
Students'  
Union of  
the Year

Flagship  
'Big Plan'  
2017-20  
Launched



2018

Inaugural  
Sports Varsity  
vs  
York St John SU



Inaugural 'Quality  
Students' Union'  
award achieved

Volunteers now  
recognised on their  
academic transcripts

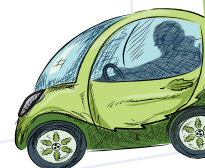
2019

**StUdio**  
FOOD AND DRINK / DAY AND NIGHT

Opened a new  
social space,  
StUdio



Opened the  
**SU SHOP**



Divestment  
Campaign  
achieved



2020

Beyond 2020  
research completed

'Student Say'  
Library lockers achieved

**STUDENTS**  
*say*

'Student Say'  
Microwaves achieved



## What about 2020 and beyond?

Our 'Beyond 2020' research began to inform Leeds Trinity SU's next strategic plan, signalling the end of our previous strategy, 'The Big Plan'. The research undertaken for Beyond 2020 aimed to carry out a modified series of activities so as not to repeat what had gone before.

The areas of inquiry outlined for this project were as follows:

- Understanding what existing Leeds Trinity SU activity is important to students and other key stakeholders.
- Defining the impact of Leeds Trinity SU.
- Student needs and wants.
- Engaging with specific student groups (Mature, BAME, Postgraduates, Foundation, Apprenticeship and Commuting students).
- Developing a student hierarchy of needs and how Leeds Trinity SU's work compliments these.
- Defining membership of the SU and what it means to students.

# BEYOND 2020



*New strategic plan  
coming soon!*

BEYOND 2020



**Find out what  
your Students'  
Union is doing at:**

**[www.LTSU.co.uk](http://www.LTSU.co.uk)**



**leadstrinityunion**



**leadstrinitySU**



**leadstrinitySU**

## Leeds Trinity Students Union

### Independent Examiner's Report to the trustees of Leeds Trinity Students Union

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 July 2020 which are set out on pages 22 to 36.

#### Respective responsibilities of trustees and examiner

As the charity's trustees of Leeds Trinity Students Union you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Leeds Trinity Students Union's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### Independent examiner's statement

Since Leeds Trinity Students Union's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of FCA Watson Buckle Limited, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of Leeds Trinity Students Union as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



.....  
Selina J Armitage  
Watson Buckle Limited  
Chartered Accountants  
York House  
Cottingley Business Park  
Bradford  
BD16 1PE

21 December 2020



# Leeds Trinity Students Union

## Statement of Financial Activities for the Period from 7 September 2019 to 31 July 2020 (Including Income and Expenditure Account)

		Unrestricted funds			Total 1 August 2018 to 6 September 2019 £
	Note	General £	Restricted funds £	Total 31 July 2020 £	
<b>Income from</b>					
Donations and legacies	3	209,153	100,050	309,203	215,651
Investments	4	72	-	72	141
Charitable activities	5	52,616	79,834	132,450	122,553
<b>Total income</b>		<u>261,841</u>	<u>179,884</u>	<u>441,725</u>	<u>338,345</u>
<b>Expenditure</b>					
Charitable activities	6	(41,447)	(72,098)	(113,545)	(123,867)
Other	8	(240,152)	(37,582)	(277,734)	(237,619)
<b>Total expenditure</b>		<u>(281,599)</u>	<u>(109,680)</u>	<u>(391,279)</u>	<u>(361,486)</u>
Net (expenditure)/income		(19,758)	70,204	50,446	(23,141)
Transfers between funds		(26,582)	26,582	-	-
Net movement in funds		<u>(46,340)</u>	<u>96,786</u>	<u>50,446</u>	<u>(23,141)</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		62,887	-	62,887	86,028
Total funds carried forward		<u>16,547</u>	<u>96,786</u>	<u>113,333</u>	<u>62,887</u>

The funds breakdown for 2019 is shown in note 15.

## Leeds Trinity Students Union

**(Registration number: 1184182)**  
**Balance Sheet as at 31 July 2020**

	Note	31 July 2020 £	6 September 2019 £
<b>Fixed assets</b>			
Tangible assets	11	29,318	30,732
<b>Current assets</b>			
Stocks		9,020	6,779
Debtors	12	11,217	23,721
Cash at bank and in hand		104,959	69,783
		125,196	100,283
<b>Creditors: Amounts falling due within one year</b>	13	(41,181)	(68,128)
<b>Net current assets</b>		84,015	32,155
<b>Net assets</b>		113,333	62,887
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted funds		96,786	-
<b>Unrestricted income funds</b>			
Unrestricted funds		16,547	62,887
<b>Total funds</b>	15	113,333	62,887

The financial statements on pages 22 to 36 were approved by the trustees, and authorised for issue on 16 July 2020 and signed on their behalf by:

  
 .....  
 C L Grooby  
 Trustee

## **Leeds Trinity Students Union**

### **Notes to the Financial Statements for the Period from 7 September 2019 to 31 July 2020**

#### **1 General information**

The entity is an incorporated registered charity governed by their constitution.

Their registered address is:  
Brownberrie Lane  
Horsforth  
Leeds  
LS18 5HD

#### **2 Accounting policies**

##### **Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland (effective 1 January 2015) and the Charities Act 2011.

The entity meets the definition of a public benefit entity under FRS 102.

##### **Basis of preparation**

The financial statements have been prepared under the historical cost convention in accordance with applicable United Kingdom Accounting Standards. A summary of the principal accounting policies, which have been applied consistently, except where noted, is set out below.

The charity's functional and presentational currency is pound sterling.

##### **Fund structure**

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

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

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

Further details of each fund are disclosed in note 15.

##### **Income and endowments**

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

##### ***Donations and legacies***

Income from donations and legacies represents the subvention receivable and the monetary value of services and expenses paid on behalf of the union by Leeds Trinity University in respect of the academic year being reported on. The costs of these services and expenses are recognised within resources expended.

## Leeds Trinity Students Union

### Notes to the Financial Statements for the Period from 7 September 2019 to 31 July 2020

#### ***Donated services and facilities***

Donated services are recognised at their open market value in the period in which they are receivable as income, where the benefit to the charity can be reliably measured. An equivalent amount is included as expenditure under the relevant heading in the Statement of Financial Activities.

#### ***Investment income***

Income from investments comprises interest receivable on cash balances held in appropriate interest bearing deposits.

#### ***Charitable activities***

Income from charitable activities represents income from the provision of student services recognised on a receivable basis.

#### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### ***Charitable activities***

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

#### **Disclosure of long or short period**

The financial statements are a 11 month reporting period as a result of a change in the year end, in line with the constitution, from 6 September 2020 to 31 July 2020. This change was to align the year end with the incorporation of the charitable organisation. Therefore, comparative figures will not be entirely comparable.

#### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

#### **Tangible fixed assets**

Individual fixed assets costing £100 or more are initially recorded at cost.

#### **Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Office improvements	10% straight line basis
Bar & disco equipment	10-20% reducing balance basis
Fixtures, fittings and equipment	10-20% reducing balance basis

## **Leeds Trinity Students Union**

### **Notes to the Financial Statements for the Period from 7 September 2019 to 31 July 2020**

#### **Stock**

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

#### **Key sources of estimation uncertainty**

The company 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 the assets and liabilities within the next financial year are addressed below.

#### **Useful economic lives of tangible assets**

The annual depreciation charge for tangible assets and their carrying amount is determined by the estimated useful economic lives and residual values of the assets. The useful economic lives and residual values are re-assessed annually and amended when necessary to reflect current estimates, based on technological advancement, future investments, economic utilisation and the physical condition of the assets. The carrying amount is £29,318 (2019 -£30,732).

#### **Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

#### **Debtors**

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

#### **Creditors**

Creditors are obligations to pay for goods and services that have been acquired by the charity. Creditors are initially recognised at the transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Cash and cash equivalents**

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

#### **Pensions and other post retirement obligations**

The charity operates a defined contribution pension scheme. Contributions are charged in the statement of financial activities as they become payable in accordance with the rules of the scheme.

## Leeds Trinity Students Union

### Notes to the Financial Statements for the Period from 7 September 2019 to 31 July 2020

#### 3 Donations and legacies

	Unrestricted funds			Total 1 August 2018 to 6 September 2019
	General £	Restricted funds £	Total 31 July 2020 £	2019 £
Governors' subvention				
Governors' subvention	181,000	100,050	281,050	192,000
Services donated and expenses paid on behalf of the union by the university				
Accommodation provided for sabbaticals	10,004	-	10,004	5,002
Office space	13,926	-	13,926	13,926
Marketing, IT and cleaning	660	-	660	660
Rates	1,583	-	1,583	1,583
Insurance	700	-	700	700
Utilities	780	-	780	780
Donations				
Donations from companies, trusts and similar proceeds	500	-	500	1,000
	<u>209,153</u>	<u>100,050</u>	<u>309,203</u>	<u>215,651</u>

#### 4 Income from investments

	Unrestricted funds	Total	Total 1 August 2018 to 6 September 2019
	General £	31 July 2020 £	2019 £
Interest receivable and similar income;			
Interest receivable on bank deposits	<u>72</u>	<u>72</u>	<u>141</u>

## Leeds Trinity Students Union

### Notes to the Financial Statements for the Period from 7 September 2019 to 31 July 2020

#### 5 Income from Charitable activities

	Unrestricted			Total 1 August 2018 to 6 September 2019
	General £	Restricted £	Total 31 July 2020 £	£
NUS extra online sales	726	-	726	9,667
Advertising and sponsorship	15,241	-	15,241	15,821
Entertainments	-	-	-	4,524
Freshers week	7,122	-	7,122	18,626
Welfare	1,050	-	1,050	2,930
First Bus Passes	-	-	-	7,644
Sundry	1,707	-	1,707	3,266
Sports awards	-	-	-	6,153
Give it a Go	1,000	-	1,000	-
Give it a Go	-	-	-	82
Funds from dormant society accounts	-	-	-	1,750
Varsity income	1,744	-	1,744	1,316
Studio Bar/Cafe Income	362	79,834	80,196	26,305
SU Shop (Income)	22,414	-	22,414	22,048
SU Shop (Advertising Income)	1,250	-	1,250	1,250
Supplier commissions	-	-	-	1,171
	<u>52,616</u>	<u>79,834</u>	<u>132,450</u>	<u>122,553</u>

#### 6 Expenditure on Charitable Activities

	Unrestricted funds			Total 1 August 2018 to 6 September 2019
	General £	Restricted funds £	Total 31 July 2020 £	£
Other direct costs	38,182	72,098	110,280	114,195
Establishment costs	1,515	-	1,515	7,922
Examination of the financial statements	1,750	-	1,750	1,750
	<u>41,447</u>	<u>72,098</u>	<u>113,545</u>	<u>123,867</u>

# Leeds Trinity Students Union

## Notes to the Financial Statements for the Period from 7 September 2019 to 31 July 2020

### 7 Grant-making

#### Analysis of grants

	Grants to institutions 31 July 2020 £	Grants to individuals 31 July 2020 £
<b>Analysis</b>		
Sports clubs	1,955	-
Funding for events	-	162
	<u>1,955</u>	<u>162</u>

Below are details of material grants made to institutions by the charity

Name of institution	Activity	2020 £
Netball	Other direct costs	650
Cheerleading	Other direct costs	490
Grants less than £300	Other direct costs	815
		<u>1,955</u>



## Leeds Trinity Students Union

### Notes to the Financial Statements for the Period from 7 September 2019 to 31 July 2020

#### 8 Other resources expended

	Unrestricted funds			Total 1 August 2018 to 6 September 2019
	General £	Restricted funds £	Total 31 July 2020 £	2019 £
Staff costs				
Wages and salaries	145,853	33,861	179,714	133,746
Social security	3,047	2,986	6,033	6,398
Pension costs	1,713	735	2,448	1,989
Other staff costs	2,951	-	2,951	8,130
Trustees remuneration and expenses	45,168	-	45,168	46,916
Marketing and publicity	3,380	-	3,380	5,590
Depreciation	3,670	-	3,670	2,414
Establishment costs	6,096	-	6,096	6,352
Office expenses	15,509	-	15,509	15,509
Printing, postage and stationery	6,759	-	6,759	4,960
Sundry and other costs	3,077	-	3,077	2,936
Entertainment	463	-	463	1,186
Transaction fees	2,466	-	2,466	1,221
Loss on sale of fixed assets held for the charity's own use	-	-	-	272
	<u>240,152</u>	<u>37,582</u>	<u>277,734</u>	<u>237,619</u>

## **Leeds Trinity Students Union**

### **Notes to the Financial Statements for the Period from 7 September 2019 to 31 July 2020**

#### **9 Trustees remuneration and expenses**

During the period the charity made the following transactions with trustees:

##### **C Isherwood**

C Isherwood received remuneration of £Nil (2019: £16,202) and £Nil (2019: £1,765) of expenses were reimbursed to C Isherwood during the period.

During the year pension contributions of £nil (2019: £207) were paid for the benefit of the trustee. C Isherwood resigned on 7 September 2019.

##### **Z Shah**

Z Shah received remuneration of £16,090 (2019: £3,263) and £252 (2019: £27) of expenses were reimbursed to Z Shah during the period.

During the year pension contributions of £314 (2019: £nil) were paid for the benefit of the trustee.

##### **C Dow**

C Dow received remuneration of £16,364 (2019: £3,140) and £40 (2019: £34) of expenses were reimbursed to C Dow during the period.

During the year pension contributions of £319 (2019: £25) were paid for the benefit of the trustee.

##### **J Bainbridge**

J Bainbridge received remuneration of £Nil (2019: £16,202) and £Nil (2019: £34) of expenses were reimbursed to J Bainbridge during the period.

During the year pension contributions of £nil (2019: £207) were paid for the benefit of the trustee. J Bainbridge resigned on 7 September 2019.

The above trustees were paid in relation to their roles as president and vice president of the students union for their respective years. They were all paid in accordance with the constitution.

## Leeds Trinity Students Union

### Notes to the Financial Statements for the Period from 7 September 2019 to 31 July 2020

#### 10 Staff costs

The aggregate payroll costs were as follows:

	31 July 2020 £	6 September 2019 £
<b>Staff costs during the period were:</b>		
Wages and salaries	212,168	172,552
Social security costs	8,102	8,959
Pension costs	3,089	2,536
	<u>223,359</u>	<u>184,047</u>

The monthly average number of persons (including senior management team) employed by the charity during the period expressed as full time equivalents was as follows:

	31 July 2020 No	6 September 2019 No
Charitable activities	<u>33</u>	<u>15</u>

No employee received emoluments of more than £60,000 during the period

The total employee benefits of the key management personnel of the charity were £63,930 (2019 - £77,526).

## Leeds Trinity Students Union

### Notes to the Financial Statements for the Period from 7 September 2019 to 31 July 2020

#### 11 Tangible fixed assets

	Office improvements £	Bar & disco equipment £	Fixtures, fittings & equipment £	Total £
<b>Cost</b>				
At 7 September 2019	7,550	22,577	15,243	45,370
Additions	-	2,015	241	2,256
At 31 July 2020	<u>7,550</u>	<u>24,592</u>	<u>15,484</u>	<u>47,626</u>
<b>Depreciation</b>				
At 7 September 2019	3,775	5,250	5,613	14,638
Charge for the year	692	1,929	1,049	3,670
At 31 July 2020	<u>4,467</u>	<u>7,179</u>	<u>6,662</u>	<u>18,308</u>
<b>Net book value</b>				
At 31 July 2020	<u>3,083</u>	<u>17,413</u>	<u>8,822</u>	<u>29,318</u>
At 6 September 2019	<u>3,775</u>	<u>17,327</u>	<u>9,630</u>	<u>30,732</u>

#### 12 Debtors

	31 July 2020 £	6 September 2019 £
Trade debtors	693	15,229
Prepayments and accrued income	9,557	4,832
Other debtors	<u>967</u>	<u>3,660</u>
	<u>11,217</u>	<u>23,721</u>

## Leeds Trinity Students Union

### Notes to the Financial Statements for the Period from 7 September 2019 to 31 July 2020

#### 13 Creditors: amounts falling due within one year

	31 July 2020	6 September 2019
	£	£
Trade creditors	5,751	17,606
Other taxation and social security	1,653	3,230
Other creditors	29,276	21,925
Accruals and deferred income	4,501	25,367
	<u>41,181</u>	<u>68,128</u>

Included in the other creditors above is £29,276 (2019 - £21,925) held on behalf of the students' clubs and societies where the charity acts as custodian for the funds. During the year the charity received funds of £31,453 (2019 - £29,508) and paid funds of £26,058 (2019 - £30,784) on behalf of the students' clubs and societies.

	31 July 2020
	£
Deferred income at 7 September 2019	12,054
Amounts released from previous periods	<u>(12,054)</u>
Deferred income at 31 July 2020	<u>-</u>

#### 14 Pension and other schemes

##### Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the period represents contributions payable by the charity to the scheme and amounted to £3,089 (2019 - £2,536).

## Leeds Trinity Students Union

### Notes to the Financial Statements for the Period from 7 September 2019 to 31 July 2020

#### 15 Funds

	Balance at 7 September 2019 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 July 2020 £
<b>Unrestricted</b>					
General	62,887	261,841	(281,599)	(26,582)	16,547
<b>Restricted funds</b>					
Subvention for sports	-	11,000	(37,582)	26,582	-
Subvention for studio	-	168,884	(72,098)	-	96,786
<b>Restricted</b>	-	179,884	(109,680)	26,582	96,786
<b>Total funds</b>	62,887	441,725	(391,279)	-	113,333
	Balance at 1 August 2018 £	Incoming resources £	Resources expended £	Transfers £	Balance at 6 September 2019 £
<b>Unrestricted</b>					
General	86,028	327,345	(333,284)	(17,202)	62,887
<b>Restricted funds</b>					
Subvention for sports	-	11,000	(28,202)	17,202	-
<b>Total funds</b>	86,028	338,345	(361,486)	-	62,887

The specific purposes for which the funds are to be applied are as follows:

Restricted funds:

- Subvention for sports represents amounts received to pay the sports staff wages. The subvention received did not cover the total cost of the sports staff wages therefore a transfer was done to cover the remaining amount from the general fund.
- Raising and giving represents the amounts raised for other charities.
- Subvention for studio represents amounts received to pay for costs relating to the studio. Subvention plus income received from the studio is combined to cover costs.

## Leeds Trinity Students Union

### Notes to the Financial Statements for the Period from 7 September 2019 to 31 July 2020

#### 16 Analysis of net assets between funds

	Unrestricted General £	Total funds £
Tangible fixed assets	29,318	29,318
Current assets	125,196	125,196
Current liabilities	(41,181)	(41,181)
Total net assets	<u>113,333</u>	<u>113,333</u>

#### 17 Related party transactions

During the period the charity made the following related party transactions:

##### **Leeds Trinity University**

(Significant influence over the charity by virtue of its relationship as sponsoring organisation)

During the year subvention of £281,050 (2019 - £192,000) was received from Leeds Trinity University.

During the year Leeds Trinity University subsidised the sales of First Bus Passes to the value of £nil (2019 - £1,170).

During the year Leeds Trinity University donated services and paid expenses to the value of £27,653 (2019 - £22,651).

During the year the charity made sales of £2,343 (2019 - £30,785) to Leeds Trinity University and purchases of £4,568 (2019 - £1,149) from Leeds Trinity University. At 31 July 2020 the charity was owed £nil (2019 - £480) from Leeds Trinity University and the charity owed £nil (2019 - £23) to Leeds Trinity University.

#### 18 Commitments

	2020 £	2019 £
Not later than one year	570	1,140
Later than one year and not later than five years	-	570
	<u>570</u>	<u>1,710</u>

The amount of lease payments recognised as an expense was £1,140 (2019 - £1,140).