

Charity registration number: 1184182

# Leeds Trinity Students Union

Annual Report and Financial Statements

for the Year Ended 31 July 2021

# **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 (resigned 19 February 2021) C Dow (resigned 1 August 2021) J Johnson (resigned 21 November 2020) A Blunt C L Grooby A M Shah (appointed 1 October 2020 and resigned 1 August 2021) N W Bland (appointed 1 October 2020 and resigned 1 August 2021) M S L Vyse (appointed 1 October 2020) R Ward (appointed 1 July 2021)
<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 year ended 31 July 2021. 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 £336,910 (2020 - £441,725). Total resources expended were £319,841 (2020 - £391,279).

#### *Principal funding sources*

Principal funding sources The Union received a Block Grant of £181,000 in 2020/21. 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 £73,786 restricted funding was provided to support commercial service.

#### *Financial Memorandum*

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.

### 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 Byelaws.

#### *Achievements and performance*

Our social spaces and activities may have been stalled and restarted in accordance with government restrictions, but our student voice and online events flourished throughout. 'Student Say' saw another excellent year of progress towards supporting change. An 88% increase on the year before in submissions and 11 motions going through our Student Council.

StUdio achieved a UK wide industry standard 'Good to Go' accreditation reassuring our members that our business adhered to Government and public health guidelines. Additionally, StUdio also achieved Gold 'Best Bar None' accreditation via the National Union of Students scheme that recognises, promotes and rewards venues that practice excellent social responsibility.

#LTUnity supported 2563 students connect online. This was made possible through a collaboration with Leeds Trinity University, Leeds Trinity Union and other stakeholders investing in the student experience.

Further collaboration saw the inaugural introduction of the Union President as Co-Chair role on the Student experience and Engagement Committee (SEEC). A position that further supports our charity to achieve its charitable aims.

Important work was undertaken to continue our move to a more sustainable charity. Once again achieving the National Union of Students (NUS) Green Impact Award, Excellent. A United nations award winning programme.

Our support of the NUS #Studentdeservebetter campaign saw students put first with an on-campus test centre and hardship funding available for students.

Academic and housing related topics were the most pressing areas amongst our members through our advice service for which we continued our one-to-one support for.

Representation of students was enhanced through our participation in the COVID19 local government response group, The Leeds Student Medical Practice & The Light Care Partnership', and participation in a pilot NHS transformation bid'.

Our social spaces continued to employ, train and support student staff throughout the pandemic. Having closed StUdio and Shop in November our student staff team supported campus delivery projects for isolating students as well as the onsite test centre.

We extend a huge thank you to our staff team for their dedication despite difficult, and often, short notice changes, our volunteers for persevering with their role whilst balancing their own study, and lastly, to the wider staff of Leeds Trinity University who continue to go above and beyond for Leeds Trinity students.

## Leeds Trinity Students Union

### Trustees' Report

As we head into 2021-22 we look forward to welcoming the return of physical activities as well as engaging with our ever changing student population.

#### 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 £28,934 (2020 - £29,276) were held by the Union on Clubs & Societies behalf.

The annual report was approved by the trustees of the charity on <sup>27/1/2022</sup> 27/1/2022, and signed on its behalf by:

  
.....  
C.L. Grooby  
Trustee

Leeds Trinity  
Students' Union



# ANNUAL REPORT

2020 - 2021



SUPPORTING YOU TO REACH YOUR POTENTIAL

## Our impact summary 2020-21

“During a very difficult year your Students’ Union listened, supported and collaborated to support students. Despite the unprecedented times we have ensured advice, representation, social, recreational and sporting opportunities have remained available for our members.”

CHELSEY GROOBY

## A summary and highlights from the year:

### THE STUDENTS’ UNION TEAM

**CONSISTED OF:** 7 trustees,  
2 full time officers,  
14 part time officers,  
3 full time staff, 6 part time staff,  
25 student staff and 100 volunteers.



### FOR OUR MEMBERS WE:

- Acted as a medium of **COMMUNICATION**
- Advanced the educational experience
- **REPRESENTED** interests
- **PROMOTED AND PROTECTED** welfare
- **CO-ORDINATED** student clubs, societies, sport, & activities



32 **Student Say** ideas  
11 **Student Council** motions.



We provided key campaigns throughout the year including

Interfaith Week, LGBT history month, Black History Month, Disability History month, Menstrual cup hygiene Day & World Cerebral Palsy Day.

We achieved National Union of Students’ (NUS), **Green impact Award ‘Excellent’**.  
A United Nation award winning program



**StUdio** was accredited with a Uk-wide industry standard, ‘Good to go’ for its **COVID19** measures & NUS ‘Best Bar None’ **GOLD Award**.

£36,000 put into the **STUDENT POCKET**.



459 students cast a total of 3730 votes, 36 nomination, 16 roles in our elections.



#LTUnity:  
288 events  
2563 participants

## Leeds Trinity Students' Union is a Charity. We exist to support Leeds Trinity Students.

### From the Officers:

In a time dominated by the pandemic, our charity was no different. Students, volunteers, and our staff all had to adapt to the new normal. Our social spaces and activities may have been stalled and restarted per with government restrictions, but our student voice and online events flourished throughout. 'Student Say' saw another excellent year of progress towards supporting change, with an 88% increase on the year before in submissions and 11 motions going through our Student Council.

#LTUnity supported thousands of students to connect online, which was made possible through collaboration with Leeds Trinity University. Our thanks, are extended to Ruth Wilson (LTU, Director of Student Support and Engagement) for collaborating with the Union and other stakeholders invested in the student experience.

The further collaboration saw the introduction of an inaugural Union Co-Chair role on Leeds Trinity University Student Experience and Engagement Committee (SEEC). Collaboration in the Race Equality Charter committee also continued.

Further important work was undertaken to continue our move to a more sustainable charity. Once again, this year, we achieved Excellent in the National Union of Students (NUS) Green Impact Award.

Our support of the NUS #Studentdeservebetter campaign contributed to the set up of an on-campus test centre and the creation of a student hardship fund. We extend our gratitude to senior Leeds Trinity staff for match funding this grant.

Academic and housing-related topics were the most pressing areas amongst our members through our Advice area. Further support of students was delivered through our participation in the COVID19 local government response group, The Leeds Student Medical Practice (LSMP) & The light care partnership, and an NHS transformation bid.

Our commercial outlets continued to employ, train and support student staff throughout the pandemic. Having closed StUdio and our Shop in November our student staff team supported a campus delivery project for isolating students as well as the support of the onsite test centre.

### We say a huge thank you to:

Our staff team for their dedication despite difficult, and often, short-notice changes.

Our volunteers for persevering with their role whilst balancing their studies.

Lastly, to the wider staff of Leeds Trinity University who continue to go above and beyond for our students.

As we head into 2021-22 we look forward to welcoming the return of physical activities as well as engaging with our ever-changing student population.

### CHELSEY GROOBY & CHRIS DOW

Students' Union President and  
Vice President 2020-21





## Student Council

### 1. Interfaith week Interfaith quiz.



*“It was great being involved in the interfaith video because I loved hearing about different peoples faiths and perspectives and got to share my own.”*

**JOSEPH NESLON**

Mature and Part-time Officer 2020-21

*“The Interfaith Quiz “was interactive, insightful and a good way to learn the basics of different religions during lockdown.”*

**HUBA ALI**

Interfaith Officer 2020-21

### 2. World Cerebral Palsy Day Awareness campaign.



*“During my time at the SU we planned an awareness day For cerebral palsy. It was wonderful to see the team come together to raise awareness and spread positivity.”*

**RACHEL POWEL**

Disabilities Officer 2020-21

### 3. LGBT\* History month Articles and awareness campaign.



*“During LGBT\* history month we shared important figures from the LGBT\* community as well as engaging students in our ongoing campaigns on gender neutral bathrooms and pronoun badges.”*

**BRIONY ENGLISH**

LGBT\* Officer 2020-21

*“Distributing pronoun badges to our volunteers and staff is a great step in the right direction towards creating an inclusive environment for all students and staff.”*

**CHRIS DOW**

SU Vice President 2019-21

## Student Council

### 4. Disability history month 2 videos & awareness campaign.



“For disability history month, we as a team, decided that we would share a number of interesting facts about disability rights and progress has been made throughout history. It was really cool to see the great responses that we got from people.

By the end of the month it felt as though more people had realised that disability rights (with legislation only brought in, in the 90's) were a relatively recent thing and also that a lot of able-bodied people had seen that our struggle is very much still ongoing.”

**RACHEL POWER**

Disabilities Officer 2020-21

### 5. Black History Month 48 submissions to Black History events.



During Black History month we ran an ‘Inspiring Black figures’ project where students submitted images of individuals who inspired them. We also organised a Black author book club where students could discuss and share their favourite authors.



### 6. Menstrual cup hygiene Day Awareness campaign & 2 Student Say submissions.



**LAURA PICKERING**

Sustainability Officer 2020-21

Our Sustainability Officer, Laura Pickering, and our Vice President worked together throughout the year to promote good menstrual health. Together they celebrated Menstrual Hygiene Day, and passed two Student Say submissions. This led to the Union making a range of sanitary products available on campus.

## Student Council



**STUDENT SAY**  
**32 ideas generated**  
 (88% increase)



Allows students to submit ideas that will be discussed and actioned by the President, Vice President, or Student Council. The idea needs to get a minimum of 25 positive interactions within one month of it being submitted. Student Council then discusses the idea and decides if it can be actioned.





## Officers

### Chelsey Grooby, President 2020-21



The President is a full-time employed role that leads on academic matters working closely with staff on the Course Reps and School Reps system to support students. They are also the spokesperson of the Union both within the University and with anyone external. Additionally, they represent the Union to the National Union of Students (NUS). They also chair the Board of Trustees in the Union and sit on the University Board of Governors alongside other academic committees within the University.

### Chris Dow, Vice President 2019-21



The Vice President is a full-time employed role that leads on activities and welfare. They work with the Advice service on issues like mental health support and other wellbeing matters, ensuring that students know where they can get support and advice. They work closely with the staff team on ensuring there are a wide range of developed clubs and societies as well as events in the Union such as Freshers' Week, Grad Ball, and Clubs and Societies Awards. The VP is a member of the Union Trustee Board, Student Council, and Student Executive Committee and chairs the Student Activities Committee.

## Chelsey Grooby's year



### CAMPAIGNED

- Campaigned for Heritage hall renovations. Achieving a £1.8m commitment from Leeds Trinity University (LTU). \*Student Say submission\*
- Campaigned with the National Union of Students (NUS) on #studentsdeservebetter which opened a dialogue with Leeds Trinity University for onsite COVID testing and COVID hardship grants.
- Campaigned and achieved more washers on campus for students.
- Campaigned successfully for Leeds Trinity University to be a member of a hidden disabilities scheme.

### CO-CAMPAIGNED

- Co-Campaigned for Leeds Trinity University to share pronouns in staff emails. Achieving plans for a new name change project in 21/22.
- Co-Campaigned for refunds for students leaving accommodation during lock down 3.
- Co-Campaigned for out of hours crisis support. Achieved a five-hour extension.
- Co-Campaigned Leeds Trinity University to sustain a food service on campus during lockdown.
- Co-Campaigned to address digital poverty during COVID ensuring no student was left without a laptop who needed it.

### REPRESENTED

- Represented students views during safety net discussions.
- Represented changing student voices with Leeds Trinity University decision-makers during successive lockdowns, instead of keeping students informed and ensuring our value of student first was at the centre of Leeds Trinity University's COVID response.
- Represented Leeds Trinity Students at Westminster regarding the relationship between Universities and students during Covid.
- Represented student voice in LTU boards after collecting data at Course Rep conferences.

### APPOINTED

- Appointed through panel, 28 student staff, a Union General Manager, Union StUdio Coordinator, Union StUdio Assistants, Leeds Trinity University Deputy Vice Chancellor, and Leeds Trinity University's Vice Chancellor.
- Appointed as the inaugural Union co-chair of Leeds Trinity University's Student Experience Committee.

### ENGAGED

- Engaged directly with over 500 members via a new President Instagram account.
- Engaged digitally with our students as host of the Union Club and Society Awards and the Academic Interests Awards.

### RECOGNISED

- Recognised by students. Leeds Trinity SU, Winner of Student Experience Award 20/21, Academic Interest Awards.

### COLLABORATED

- Collaborated on the design of a new Peer Support Champion role with Leeds Trinity University.
- Collaborated with LTU on Race Equality Charter.

### INCREASED

- Increased Leeds Trinity Students' Union's organisational support of our LGBT+ community through formal staff training.
- Increased investment in diversifying StUdio's menu. 100% Halal achieved.





## Chris Dow's year



### CAMPAIGNED

- Campaigned for the sustainability of Leeds Trinity Students' Union and Leeds Trinity University through 'Chris Combats the Climate Crisis'.
- Campaigned for, and achieved, plastic free freebies. \*Student Say submission\*
- Campaigned for 30-day notice on student rental agreements.
- Lobbied local MP's regarding 'Rent Relief' and the safety of walkways in Headingley.
- Campaigned and achieved a £13,000 grant, from Leeds Trinity University, to rent off site facilities for sports clubs after facilities were repurposed for a test centre and lecture rooms.
- Campaigned with the Football Association (FA) to show Racism the Red Card. Collaborating with five Union sports clubs.

- Campaigned with Stone Wall through a 'Rainbow Laces' project. Distributing 200 laces.
- Campaigned for gender neutral bathrooms. Achieved

### CO-CAMPAIGNED

- Co-Campaigned for Leeds Trinity University to share pronouns in staff emails. Achieving plans for a new name change project in 21/22.
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### INTRODUCED

- Introduced 'Meat Free Monday' events in StUdio.
- Introduced recycle bins in StUdio.
- Introduced 14 vegan option in StUdio to support sustainability aims.
- Introduced, and achieved, a new Bye Law 5 to Student Council.

### COLLABORATED

- Collaborated with Leeds Trinity University to set up three new social spaces. 'The Deck', 'The Grass', and the converted 'Car Park'.
- Collaborated with Unipol to launch a Facebook room sharing location for Leeds Trinity Students.
- Collaborated with Leeds University Union and Leeds Beckett Student's Union in a city wide 'Rent Relief' campaign highlighting the plight of students to local landlords.

- Collaborated with the National Union of Students campaign, '#Studentsdeservebetter', signing a national letter to MPs.
- Collaborated on Leeds Trinity University's sustainability policy.

### ENGAGED

- Engaged students in 'Bottle Top Recycling' campaign
- Engaged students with a full calendar of events during 'Go Green Week'.
- Engaged student in sustainability through celebrated 'World Health Day'.
- Engaged students in digital 'Clubs and Society' & 'Academic' award evenings.
- Engaged students in 'Dual Registration' campaign ensuring they had the ability to seek medical support home & away.
- Engaged students in 'Mental Health Awareness Week' & 'Mental Health Day' achieving 10 events.

### INVESTED

- Invested in research to support Leeds Trinity Students' Union become carbon neutral.

### SUPPORTED

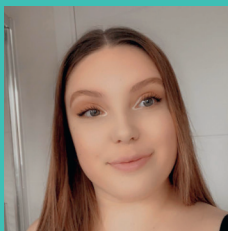
- Supported the Union's Sustainability action plan leading to National Union of Students 'Green Impact Award' Excellent.



## Course reps

### 3 Course rep conferences - 41 participants

*“I loved being involved in the process of helping students with their uni experience and feeling a part of a wonderful team that aims to make the most out of the university for its students.”*



**JESSICA CARR** BA Sociology Rep, 2020-21.

*“I have gained the trust of the students on my course, {and} managed to learn about how to help other people. I have worked with amazing people who have the experience and knowledge on how to help especially within such a difficult year.”*



**CHARLOTTE LISTER**

Working with Children, Young People, and Families Rep, 2020-21.

*“Becoming a course rep was one of the best decisions I made during University. Being able to not only support your own education but the experience of those around you, it's the best feeling.”*



**WILLOW ATKINS** Psychology Rep, 2019-21.

### Academic Interest Awards (AIA) - 70 nominations

AIA is an opportunity for students at Leeds Trinity to recognise those students and staff who make their academic experience worthwhile. By nominating a person, or a whole team, students give those individuals an opportunity to be recognised for their hard work and dedication.

*“Kate is an absolute legend [who always] goes above and beyond to ensure that students are happy and worry-free. Her lectures are fun and engaging and she never fails to bring a smile to the face of her students. She is a credit to the university and deserves to be recognised for this!!”*

**AIA nomination for Kate Lister, Senior Lecturer of English Literature.**





nus

green impact

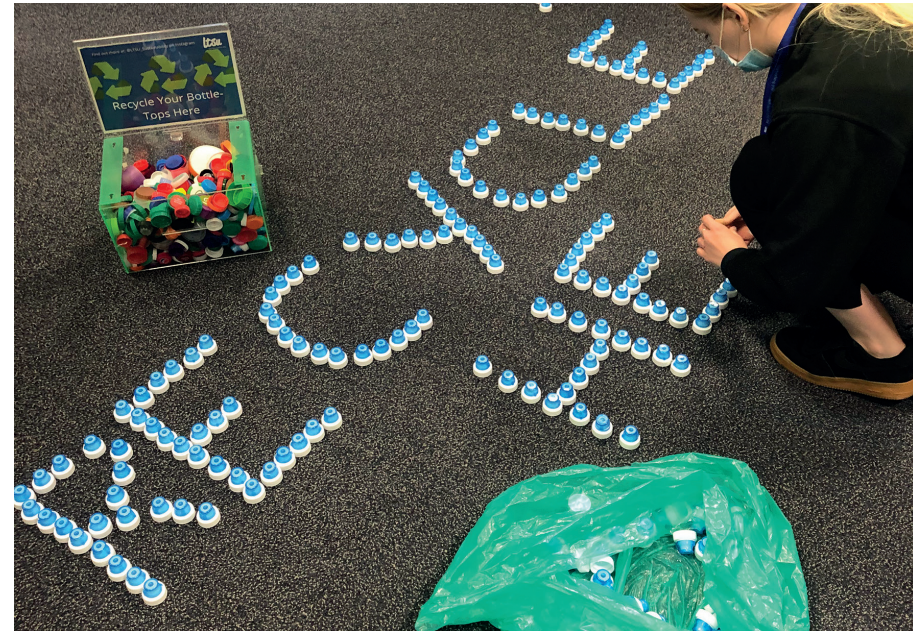
GOOD  
VERY GOOD

EXCELLENT

**NUS green impact Award Excellent developing a sustainable Student Union.**

*“Green Impact is a United Nations award-winning programme designed to support environmentally and socially sustainable practice in your organisation.”*

[Greenimpact.nus.org.uk](https://Greenimpact.nus.org.uk)



## A recap of (some of!) our sustainability works this year

### 1 Menstrual health and hygiene

Your student officers have been working on campaigns to ensure that all students have access to free, sustainable sanitary products. Thanks to a Student Say idea, we'll also be stocking menstrual cups in the SU Shop when it reopens. Plus, we celebrated Menstrual Hygiene Day with our members this year!

### 2 Go Green Week

This year we hosted a completely virtual Go Green Week to engage students with sustainability work. Students were sent seeds to grow their own food, and Chris hosted virtual seed planting and plant pot making workshops.

### 3 Eliminating single-use plastics

This year, because of a Student Say idea, the SU has committed to never handing out single-use plastic freebies. We're also working on reducing our single-use plastics in StUdio and the SU Shop.

### 4 Tracking the SU's CO2 usage

We have started to track the CO2 usage of the SU to make sure we're reducing our carbon footprint wherever we can.

### 5 Sustainability in the Curriculum

This year we ran workshops for Course Reps on how sustainability can be embedded in the curriculum and why it's really important that it is.

### 6 Working with Leeds Trinity University

Chris has worked in collaboration with the University this year supporting their sustainability work as well as ours. This work resulted in Leeds Trinity University including sustainability as a major part of their strategic plan.

### 7 Reducing StUdio's impact on the environment

We've had loads of great conversations and actions to reduce StUdio's impact on the environment. From reducing plastics to introducing recycling bins, to developing green spaces.

## Campaigns & awareness



**Dual GP  
registration  
campaign**  
366 students  
registered



**World mental  
health day  
Digital Campaign**



**Digital resource  
HUB with annual  
support plan**  
6 topics



**\*New\* SU  
Advisor column  
in the monthly  
SU Newsletter.**

## Conversation & further support



**67** Student  
One to one cases

## Training and resources



**88% of Officers  
have received mental  
health training**



**Volunteer Mental Health resources**  
4 videos. 84 watches\*  
(\*3.6 min avg watch time)

## Collaborations



**Leeds Student  
Medical Practice  
& The light care  
partnership**



**COVID19 local  
government  
response group**

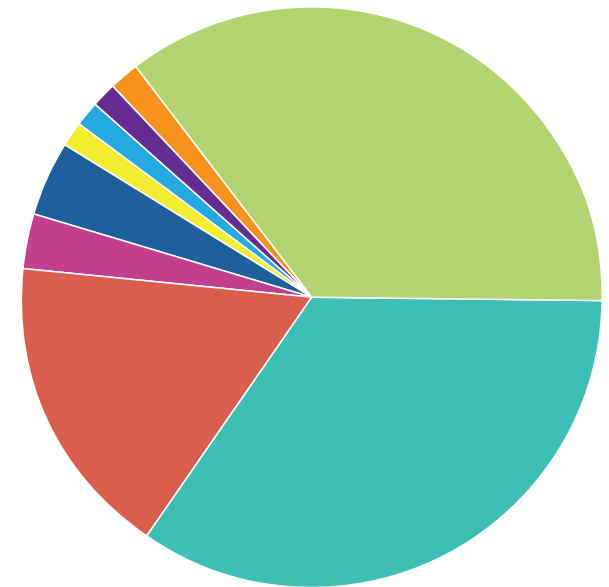


**Community Mental  
Health, NHS  
transformation bid**



**Unipol**

## Advisor one to one cases



1. Academic
2. Housing
3. Mental Health
4. Hardship
5. Complaints
6. Violence
7. Legal
8. Disability
9. Employment

## Collaborations

### What is the LSMP & The light care partnership & why are we involved?

The Leeds Student Medical Practice and the Light, are an NHS consortium in partnership with the Local Care Partnership from Leeds City Council.

This working group aimed to bring together organisations and representatives from the universities in Leeds to support the health needs of students living in the residential areas of Leeds.

*“The Union have demonstrated a strong commitment to addressing health inequalities within the student population and meeting challenges experienced by broader communities through a joined up partnership approach.” They have, “readily engaged in discussions around primary care registration [Dual Registration], mental health and housing, demonstrating knowledge and passion to improve the health and wellbeing of students in Leeds.”*

**KARL WITTY**  
Forum Central.

### What was COVID19 local government response group & why were we involved?

During the most extreme times of the COVID-19 epidemic, we were asked to sit on this Local Government group to mainly work with the elected Councillors of the wards in Leeds that had a high proportion of students living in them.

The aim of this was to look at transmission and related health data in student areas to support us in protecting our members.

### What is the NHS transformation bid & why were we involved?

Involvement in this group was by invitation from the organisers of the Light Working Group. Leeds has been selected as a pilot for the new national transformation of NHS Secondary Care mental health support. The aim of this is to improve access and referral routes to specialist support for our student members in the future.

### UNIPOL

Over the last year, we have developed a good working relationship with UNIPOL. They continue to facilitate discussions with the other Students' Unions in Leeds and we are now planning a more cooperative approach in our Housing support.

Unipol has also assisted with the creation of a Facebook page dedicated to helping students find suitable people to share properties with when they move off-campus.



## In figures



### Freshers week

59 events,  
564 participants,  
96% non alcoholic



### Re-freshers

18 events,  
134 participants

### Events & #LTUnity

88 events,  
2563 participants



### Digital volunteer finance system



### Online volunteer training resources

## Students' Union

### #LTUnity collaboration

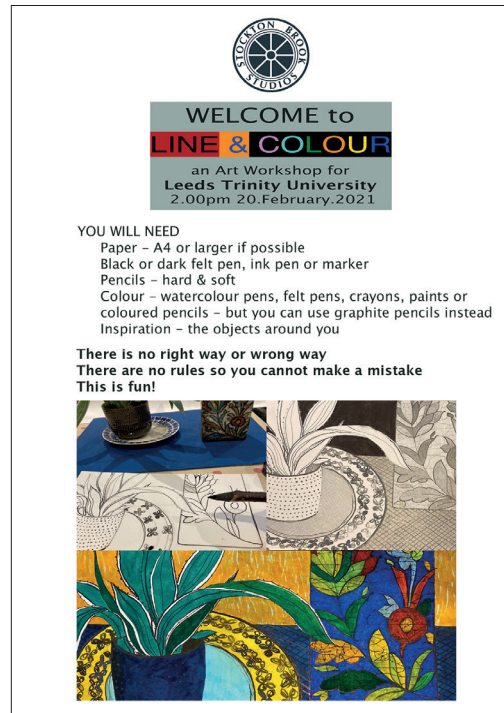
#LTUnity was a collaboration between the Students' Union and the University, aiming to bring student members the best events possible during the pandemic.



One of #LTUnity projects



Chris and Chelsey outside StUdio during freshers week



#LTUnity digital line colour activity



#LTUnity bingo style sing along event



#LTUnity Halloween Disco live on Meta (Facebook)



Chaplaincy cooking class



Chaplaincy pancake party



## StUdio, Shop, Events and Marketing positions.



**£36,000**  
into student pockets.



### StUdio & Shop

*"Our student staff gain qualifications in food handling, health & fire safety, first aid as well as other softer skills. For many, these roles are their first experience of employment before they graduate. It's an important compliment to their academic degree and we often act as a reference for future employment."*

**SIMON LAW**  
SU Interim General Manager.

### Marketing

*"I found out about the role from Liz Cable [Lecturer] and wanted to go for it because gaining experience alongside my degree was really important to me. Over the 2+ years that I worked for the SU I got to put the theoretical knowledge I had from the classroom into practice. Not only that but I was trusted and that enabled me to try new things and have my ideas heard. The role [Marketing Assistant] was the number 1 thing I attribute to helping me getting my first job [Social Media Executive]. Because I had the experience, I was also able to negotiate a higher salary. Overall, the role was amazing and I'm grateful for the opportunity."*

#### **CHARLOTTE PARKER**

SU Marketing Assistant 2019-21 & LTU Media and Marketing student.



### Post room

*"The support provided by the SU on this [Post delivery] effectively enabled provision of a new service providing door to door deliveries, particularly as at it's peak there were 150 students self-isolating."*

#### **DAMON SHAW**

Leeds Trinity University,  
Head of Commercial  
Enterprises (Facilities &  
Commercial Services)

### Test centre

*"Our student staff team welcomed the opportunity to support Leeds Trinity University with the delivery of their onsite test centre in early 2021. Through this collaboration important support of our students was achieved as well as additional income for our student staff impacted by government restrictions on hospitality and retail."*

#### **SIMON LAW**

SU Interim General Manager.



 **Leedstrinityunion**

 **@Leedstrinitysu**

 **@Leedstrinitysu**

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



## 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 2021 which are set out on pages 22 to 34.

#### 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.

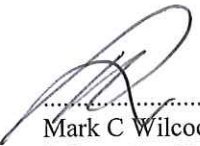
#### Independent examiner's statement

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 the ICAEW, 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.



.....  
Mark C Wilcock FCA  
Independent Examiner  
Watson Buckle Limited  
Bradford

Date: 2/2/2022

## Leeds Trinity Students Union

### Statement of Financial Activities for the Year Ended 31 July 2021 (Including Income and Expenditure Account)

		Unrestricted funds			Total 7 September 2019 to 31 July 2020 £
	Note	General £	Restricted funds £	Total 31 July 2021 £	
<b>Income from</b>					
Donations and legacies	3	208,653	68,600	277,253	309,203
Investments	4	7	-	7	72
Charitable activities	5	16,977	16,192	33,169	132,450
Other	6	26,481	-	26,481	-
<b>Total income</b>		<u>252,118</u>	<u>84,792</u>	<u>336,910</u>	<u>441,725</u>
<b>Expenditure</b>					
Charitable activities	7	(23,181)	(15,428)	(38,609)	(113,545)
Other	9	(195,578)	(85,654)	(281,232)	(277,734)
<b>Total expenditure</b>		<u>(218,759)</u>	<u>(101,082)</u>	<u>(319,841)</u>	<u>(391,279)</u>
Net income/(expenditure)		33,359	(16,290)	17,069	50,446
Transfers between funds		(5,642)	5,642	-	-
Net movement in funds		<u>27,717</u>	<u>(10,648)</u>	<u>17,069</u>	<u>50,446</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		101,781	11,552	113,333	62,887
Total funds carried forward		<u>129,498</u>	<u>904</u>	<u>130,402</u>	<u>113,333</u>

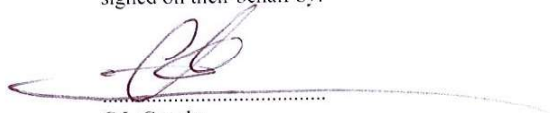
The funds breakdown for 2020 is shown in note 15.

# Leeds Trinity Students Union

(Registration number: 1184182)  
Balance Sheet as at 31 July 2021

	Note	2021 £	2020 £
<b>Fixed assets</b>			
Tangible assets	12	30,054	29,318
<b>Current assets</b>			
Stocks		8,373	9,020
Debtors	13	7,911	11,217
Cash at bank and in hand		<u>125,224</u>	<u>104,959</u>
		141,508	125,196
<b>Creditors: Amounts falling due within one year</b>	14	<u>(41,160)</u>	<u>(41,181)</u>
<b>Net current assets</b>		<u>100,348</u>	<u>84,015</u>
<b>Net assets</b>		<u>130,402</u>	<u>113,333</u>
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted funds		904	11,552
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>129,498</u>	<u>101,781</u>
<b>Total funds</b>	15	<u>130,402</u>	<u>113,333</u>

The financial statements on pages 22 to 34 were approved by the trustees, and authorised for issue on 28/1/2022 and signed on their behalf by:

  
C L Grooby  
Trustee



# **Leeds Trinity Students Union**

## **Notes to the Financial Statements for the Year Ended 31 July 2021**

### **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.

#### ***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.

## Leeds Trinity Students Union

### Notes to the Financial Statements for the Year Ended 31 July 2021

#### *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.

#### **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

#### **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).

# Leeds Trinity Students Union

## Notes to the Financial Statements for the Year Ended 31 July 2021

### Prior period errors

Reclassification of restricted funds

	Relating to the current period disclosed in these financial statements £	Relating to the prior period disclosed in these financial statements £	Relating to prior periods before the prior period disclosed in these financial statements £
Restricted funds	-	85,234	-
Unrestricted funds	-	(85,234)	-

Subvention for studio is a restricted fund that started in the 2020 year end, expenditure in relation to the restricted fund was misclassified as unrestricted expenditure and has therefore been adjusted.

### 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 £30,054 (2020 -£29,318).

### 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 Year Ended 31 July 2021

#### 3 Donations and legacies

	Unrestricted funds			Total 7 September 2019 to 31 July 2020 £
	General £	Restricted funds £	Total 31 July 2021 £	
Governors' subvention				
Governors' subvention	181,000	68,600	249,600	281,050
Services donated and expenses paid on behalf of the union by the university				
Accommodation provided for sabbaticals	10,004	-	10,004	10,004
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
	<u>208,653</u>	<u>68,600</u>	<u>277,253</u>	<u>309,203</u>

#### 4 Income from investments

	Unrestricted funds General £	Total 2021 £	Total 2020 £
Interest receivable and similar income;			
Interest receivable on bank deposits	<u>7</u>	<u>7</u>	<u>72</u>

## Leeds Trinity Students Union

### Notes to the Financial Statements for the Year Ended 31 July 2021

#### 5 Income from Charitable activities

	Unrestricted			Total 7 September 2019 to 31 July 2020
	General £	Restricted £	Total 31 July 2021 £	£
NUS extra online sales	470	-	470	726
Advertising and sponsorship	3,650	-	3,650	15,241
Freshers week	-	-	-	7,122
Welfare	-	-	-	1,050
Sundry	9,528	-	9,528	1,707
Give it a Go	-	-	-	1,000
Varsity income	15	6	21	1,744
Studio Bar/Cafe Income	9	16,186	16,195	80,196
SU Shop (Income)	1,805	-	1,805	22,414
SU Shop (Advertising Income)	1,500	-	1,500	1,250
	<u>16,977</u>	<u>16,192</u>	<u>33,169</u>	<u>132,450</u>

#### 6 Other income

	Unrestricted funds		Total 7 September 2019 to 31 July 2020
	General £	Total 31 July 2021 £	£
Job Retention Scheme grants receivable	<u>26,481</u>	<u>26,481</u>	<u>-</u>

#### 7 Expenditure on Charitable Activities

	Unrestricted funds			Total 7 September 2019 to 31 July 2020
	General £	Restricted funds £	Total 31 July 2021 £	£
Other direct costs	20,208	15,428	35,636	110,280
Establishment costs	523	-	523	1,515
Examination of the financial statements	2,450	-	2,450	1,750
	<u>23,181</u>	<u>15,428</u>	<u>38,609</u>	<u>113,545</u>

# Leeds Trinity Students Union

## Notes to the Financial Statements for the Year Ended 31 July 2021

### 8 Grant-making

#### Analysis of grants

	Grants to institutions		Grants to individuals	
	31 July 2021	31 July 2020	31 July 2021	31 July 2020
	£	£	£	£
<b>Analysis</b>				
Sports clubs	-	1,955	-	-
Funding for events	-	-	-	162
	<u>-</u>	<u>1,955</u>	<u>-</u>	<u>162</u>

### 9 Other resources expended

	Unrestricted funds		Total 7 September 2019 to 31 July 2020	
	General	Restricted funds	Total 31 July 2021	£
	£	£	£	£
Staff costs				
Wages and salaries	92,207	81,296	173,503	179,714
Social security	4,419	3,271	7,690	8,102
Pension costs	1,534	1,087	2,621	2,456
Other staff costs	2,849	-	2,849	2,951
Trustees remuneration and expenses	46,827	-	46,827	43,091
Marketing and publicity	2,408	-	2,408	3,380
Depreciation	3,644	-	3,644	3,670
Establishment costs	8,012	-	8,012	6,096
Office expenses	15,509	-	15,509	15,509
Printing, postage and stationery	3,310	-	3,310	6,759
Sundry and other costs	14,349	-	14,349	3,077
Entertainment	-	-	-	463
Transaction fees	510	-	510	2,466
	<u>195,578</u>	<u>85,654</u>	<u>281,232</u>	<u>277,734</u>

## **Leeds Trinity Students Union**

### **Notes to the Financial Statements for the Year Ended 31 July 2021**

#### **10 Trustees remuneration and expenses**

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

##### **Z Shah**

Z Shah received remuneration of £Nil (2020: £16,090) and £19 (2020: £252) of expenses were reimbursed to Z Shah during the year.

During the year accommodation costs of £nil (2020: £5,004) were paid on behalf of C Grooby as acting president for 2019/20.

During the year pension contributions of £nil (2020: £314) were paid for the benefit of the trustee.

##### **C Dow**

C Dow received remuneration of £16,364 (2020: £16,364) and £10 (2020: £40) of expenses were reimbursed to C Dow during the year.

During the year accommodation costs of £nil (2020: £5,004) were paid on behalf of C Grooby as acting vice president for 2019/20.

During the year pension contributions of £319 (2020: £319) were paid for the benefit of the trustee.

##### **C L Grooby**

C L Grooby received remuneration of £17,852 (2020: £Nil) and £73 (2020: £Nil) of expenses were reimbursed to C L Grooby during the year.

During the year accommodation costs of £5,002 (2020: £nil) were paid on behalf of C Grooby as acting president for 2020/21.

During the year pension contributions of £348 (2020: £nil) were paid for the benefit of the trustee.

##### **R Ward**

R Ward received remuneration of £1,789 (2020: £Nil) and £Nil (2020: £Nil) of expenses were reimbursed to R Ward during the year.

During the year accommodation costs of £5,002 (2020: £nil) were paid on behalf of R Ward as acting vice president for 2020/21.

During the year pension contributions of £150 (2020: £nil) were paid for the benefit of the trustee.

##### **L Edmonds**

£12 (2020: £Nil) of expenses were reimbursed to L Edmonds during the year.

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.

The amount expenses waived by the trustees during the year totalled £Nil (2020 - £Nil).

## Leeds Trinity Students Union

### Notes to the Financial Statements for the Year Ended 31 July 2021

#### 11 Staff costs

The aggregate payroll costs were as follows:

	31 July 2021 £	31 July 2020 £
<b>Staff costs during the year were:</b>		
Wages and salaries	209,508	212,168
Social security costs	7,690	8,102
Pension costs	3,439	3,089
Other staff costs	2,849	2,951
	<u>223,486</u>	<u>226,310</u>

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

	2021 No	2020 No
Charitable activities	<u>26</u>	<u>33</u>

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

The total employee benefits of the key management personnel of the charity were £53,613 (2020 - £63,930).

#### 12 Tangible fixed assets

	Office improvements £	Bar & disco equipment £	Fixtures, fittings & equipment £	Total £
<b>Cost</b>				
At 1 August 2020	7,550	24,592	15,484	47,626
Additions	-	4,380	-	4,380
Disposals	-	-	(385)	(385)
At 31 July 2021	<u>7,550</u>	<u>28,972</u>	<u>15,099</u>	<u>51,621</u>
<b>Depreciation</b>				
At 1 August 2020	4,467	7,179	6,662	18,308
Charge for the year	308	2,322	1,014	3,644
Eliminated on disposals	-	-	(385)	(385)
At 31 July 2021	<u>4,775</u>	<u>9,501</u>	<u>7,291</u>	<u>21,567</u>
<b>Net book value</b>				
At 31 July 2021	<u>2,775</u>	<u>19,471</u>	<u>7,808</u>	<u>30,054</u>
At 31 July 2020	<u>3,083</u>	<u>17,413</u>	<u>8,822</u>	<u>29,318</u>

## Leeds Trinity Students Union

### Notes to the Financial Statements for the Year Ended 31 July 2021

#### 13 Debtors

	31 July 2021	31 July 2020
	£	£
Trade debtors	1,038	693
Prepayments and accrued income	4,755	9,557
Other debtors	2,118	967
	<u>7,911</u>	<u>11,217</u>

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

	31 July 2021	31 July 2020
	£	£
Trade creditors	5,360	5,751
Other taxation and social security	1,701	1,653
Other creditors	28,934	29,276
Accruals and deferred income	5,165	4,501
	<u>41,160</u>	<u>41,181</u>

Included in the other creditors above is £28,934 (2020 - £29,276) 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 £3,002 (2020 - £31,453) and paid funds of £3,344 (2020 - £26,058) on behalf of the students' clubs and societies.

## Leeds Trinity Students Union

### Notes to the Financial Statements for the Year Ended 31 July 2021

#### 15 Funds

	Balance at 1 August 2020 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 July 2021 £
<b>Unrestricted</b>					
General	101,781	252,118	(218,759)	(5,642)	129,498
<b>Restricted funds</b>					
Subvention for studio	11,552	73,786	(81,295)	(4,043)	-
Subvention for sports	-	11,000	(19,547)	8,547	-
Yorkshire Sports Foundation	-	6	(240)	1,138	904
<b>Restricted</b>	11,552	84,792	(101,082)	5,642	904
<b>Total funds</b>	113,333	336,910	(319,841)	-	130,402
	Balance at 7 September 2019 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 July 2020 £
<b>Unrestricted</b>					
General	62,887	261,841	(196,365)	(26,582)	101,781
<b>Restricted funds</b>					
Subvention for studio	-	168,884	(157,332)	-	11,552
Subvention for sports	-	11,000	(37,582)	26,582	-
<b>Total restricted funds</b>	-	179,884	(194,914)	26,582	11,552
<b>Total funds</b>	62,887	441,725	(391,279)	-	113,333

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

Restricted funds:

- 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.
- Subvention for sports represents amounts received to pay the sports staff wages.
- Yorkshire Sports Foundation represents a grant received to be used for the delivery of Yoga aimed at reducing isolation on campus.

## Leeds Trinity Students Union

### Notes to the Financial Statements for the Year Ended 31 July 2021

#### 16 Analysis of net assets between funds

	<b>Unrestricted funds</b>		
	<b>General funds</b>	<b>Restricted funds</b>	<b>Total funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Tangible fixed assets	30,054	-	30,054
Current assets	140,604	904	141,508
Current liabilities	(41,160)	-	(41,160)
Total net assets	<u>129,498</u>	<u>904</u>	<u>130,402</u>

#### 17 Related party transactions

During the year 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 £249,600 (2020 - £281,050) was received from Leeds Trinity University.

During the year Leeds Trinity University donated services and paid expenses to the value of £27,653 (2020 - £27,653).

During the year the charity made sales of £9,528 (2020 - £2,343) to Leeds Trinity University and purchases of £nil (2020 - £4,568) from Leeds Trinity University. At 31 July 2020 the charity was owed £nil (2020 - £nil) from Leeds Trinity University and the charity owed £nil (2020 - £nil) to Leeds Trinity University.

#### 18 Commitments

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Not later than one year	-	570
Later than one year and not later than five years	-	-
	<u>-</u>	<u>570</u>

The amount of lease payments recognised as an expense was £855 (2020 - £1,140).

#### 19 Pension and other schemes

##### **Defined contribution pension scheme**

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £3,439 (2020 - £3,089).