

Charity registration number: 1184182

Leeds Trinity Students Union

Annual Report and Financial Statements

for the Year Ended 31 July 2022

Leeds Trinity Students Union

Contents

Trustees' Report	1 to 4
Annual report	5 to 18
Independent Examiner's Report	19
Statement of Financial Activities	20
Balance Sheet	21
Notes to the Financial Statements	22 to 33

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 2022. This includes the administrative information as set out below.

Reference and Administrative Details

Charity Registration Number:	1184182
Principal Office:	Brownberrie Lane Horsforth Leeds LS18 5HD
Independent Examiner:	Watson Buckle Limited Chartered Accountants York House Cottingley Business Park Bradford BD16 1PE
Bankers:	HSBC Bank Plc 88 Town Street Horsforth Leeds LS18 4AR

Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Trustees:	C L Grooby (resigned 08/04/2022)
	R Ward
	A M Shah (resigned 01/08/2021)
	N W Bland (resigned 01/08/2021)
	M S L Vyse
	A Blunt
	J Glazzard (resigned 25/04/2022)
	C Dow (resigned 01/08/2021)
	S Wright (appointed 23 September 2022, resigned 8 August 2022)
	K Cecilia (appointed 23 September 2022, resigned 11 August 2022)
	K Howard-Mathews (appointed 4 July 2022)
	K Clarke (appointed 4 July 2022)
	M Goodhand (appointed 26 October 2022)
	C Kiley (appointed 9 September 2022)

Leeds Trinity Students Union

Trustees' Report

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; and
- 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; and
- 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.

Achievements and performance

Through a challenging year of change and developing into the new normal, the Students' Union has achieved a great deal.

Student Say

Student Say allows students to submit ideas that will be discussed and actioned by the President, Vice President, or student council. The idea must have a minimum of 25 positive interactions within 1 month of it being submitted. The student council then discusses if it is to be actioned. In total we received 26 students say ideas with ten of these going through to our Student Council, 8 of which have been actioned.

Elections

Our annual elections for our full-time Sabbatical Officers and Student Council were a huge success with 803 students casting a total of 3840 votes. This was a 17% turnout and was the highest in Leeds for participation.

StUdio

Continues to grow in engagement with the student population, diversifying its menu and offering to engage more students. This year, StUdio retained its Gold 'Best Bar None' accreditation via the National Union of Students scheme that recognises, promotes, and rewards venues that practice excellent social responsibility.

Activities

This year has been a period of regrowth for Activities, returning to face-to-face engagement and activity. In total, we supported 14 clubs and 17 societies with 409 memberships. We provided online and physical volunteer training to help develop our volunteers. This year's Varsity took place on the 16th of March, and we won 13-8.

In total we held 169 events with 2890 students in attendance, our Freshers Fair was our largest attended event with 1110 and during this week we held 77 events. We hosted 8 events during Refresher's week which had an attendance of 71.

Leeds Trinity Students Union

Trustees' Report

Sustainability

A keen focus of LTSU has been around sustainability practices, and this year under the umbrella of #MakeTrinityGreener we have:

- Worked on eliminating single-use plastics;
- Provided free menstrual health and hygiene;
- Reduced commercial services impact the environment;
- Ran a successful campaign during recycle week;
- Worked with the university on Responsible futures;
- Improved recycling on campus; and
- Achieved National Union of Students (NUS) Green Impact Award 'EXCELLENT'.

Academic Representation

In total, we recruited 106-course reps with 100% of these receiving training in their role. 71.1% of these reps also received mental health leader training. We held two-course rep conferences which had 18 participants. We introduced a reward and recognition scheme which saw in total, 47-course reps achieving Bronze, 12 achieved Silver, and 6 achieved Gold.

We held our seventh annual Academic Interest Awards ceremony with 169 student nominations submitted over 9 categories.

Advice

This year has been a challenging one for students and in total, we supported 58 one-to-one cases, with academic and mental health-related topics being the most pressing areas among our members. To support students in a variety of ways, online resources have been developed and built on and we held an online housing campaign to engage more of our student population. Support campaigns were linked to world mental health day and mental health awareness week. We continue to work in collaboration with external organisations to further support our students including Yorkshire MESMAC, GamCare, The Survivors Trust, Forward Leeds, and the No Regrets campaign.

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

As we head into 2022-23, we are looking forward to implementing our new Strategic Plan and engaging with our ever-changing student population.

Financial review

Total incoming resources were £413,333 (2021 - £336,910). Total resources expended were £422,959 (2021 - £319,841).

Principal funding sources

The Union received subvention of £283,290 in 2021/22. Included within the subvention is an additional £30,000 to support the creation of the new Strategic Plan and marketing and events support.

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.

Leeds Trinity Students Union

Trustees' Report

Plans for future periods

Next year is an opportunity for LTSU to grow and flourish through a new Strategic Plan, which will last from 2022-25. This new plan, which focusses on Representing, Belonging, Developing and Supporting students, will help the organisation provide the best experience at Leeds Trinity, for all students.

Our Annual Report, which forms part of this documentation, highlights the key successes of the year 2021-22, which we are keen to build on this coming year.

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.

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 £30,892 (2021 - £28,934) were held by the Union on Clubs & Societies behalf.

The annual report was approved by the trustees of the charity on 19/01/23 and signed on its behalf by:

K. Howard-Mathews

K Howard-Mathews
Trustee

Leeds Trinity Students' Union

Annual Report

2021-2022

Ltsu



Our Impact summary 2021-2022

Summary and highlights from the year

The Students' Union Team
consisted of:



- 8 Trustees
- 2 Full time officers
- 10 Part time officers
- 6 full time staff, 6 part time staff
- 30 student staff
- 150 volunteers

We achieved National
Union of Students' (NUS)
Green Impact Award
'EXCELLENT'



"2021 Started off with a bang as LTSU welcomed students back to a full physical Welcome & Intro Week. Our students have been active in representative roles across the University, feeding back on the academic experience and leading sports teams to victory in a multitude of competitions and matches with some stand out performances. We've worked harder than ever to support our students through advice, representation and social opportunities whilst recommencing our full commercial services."

**Chelsey Grooby LTSU
President 2021-2022**



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 and activities

We provided key campaigns
throughout the year including:



**Pride Month, International women's
day, Black History Month, Earth day,
Holocaust memorial day and interfaith
week.**

803 students cast a total of 3840
votes

17% turnout, the highest in Leeds

34 students recommended for
positions

30 nominations

16 roles in our Elections.



This year we held:
-197 events
-2880 attendees



**2022 VARSITY
WINNERS**



26 Student say ideas
10 student council motions



StUdio was accredited with a
GOLD award from NUS 'Best
bar none'



Leeds Trinity Student's Union is a charity that exists to support its members

From the officers:

"This year we continued to innovate and transition into a "New Normal" way of working. Our services were presented as walk in and online showing a truly hybrid approach to already existing opportunities. Our Staff team returned to the Office for the first time in 2 years with doors and arms wide open, ready to tackle any challenges which lay ahead. The buzz of students slowly returned to campus, and we saw students eager to get involved with campaigns, representation, sports and societies

We welcomed back 12 of our clubs and societies for Re-Freshers fair in January



We have amassed another huge team of student staff who have supported our StUdio venue, engaged voters during elections and served their peers in our retail outlet day in day out.

We are committed to supporting our students to develop new skills and build on those pre-existing to prepare them for work after their academic studies and will continue to do so especially in times of great need as shown throughout in 2020-2021

Throughout the pandemic our students raised their voices and transformed the way we respond to feedback and celebrate our volunteers. This year we launched our first ever accreditation for our Course Reps and delivered on our promise. We were truly amazed by the resilience and determination and presented our Course Rep Awards periodically throughout the year with the largest celebration taking place at our Student Union Awards.



47 achieved Bronze
12 achieved Silver
6 reps achieving Gold



Collaboration and Co-creation continued to drive our partnership with Leeds Trinity University as we co-chaired meetings, planned events and shared academic feedback to better the experience of all students. We also saw many of our core staff join University Boards to gather information and share views on areas such as Equality, Diversity and Inclusion, Student Voice, Student Experience, Learning and Teaching and many others which informed our practices

This year our President and VP attended the Board of Governors with Rachel Joining in March to further represent the student body at the highest level. They have raised housing, cost of living, wellbeing, communications and advised the University on their next steps to expand in courses and form the next Campus Masterplan.



Student Council



LGBTQ+ Officer

Our LGBTQ+ officer Abi Holden held various campaigns this year including: LGBTQ+ history month, this campaign saw her shining a light on various famous and important people throughout history who were apart of the LGBTQ+ community and what contribution they made throughout their life, these were shared over our LGBTQ+ officers Instagram. This campaign also saw students and staff signing a LGTBQ+ flag to show a united stand with the community.

Pronoun Badges, Abi supported the SU in the promotion of pronoun badges which she requested and pushed for. These badges where handed out through are various services.

Women's Officer

Our Women's Officer Kelsey Howard-Matthews held various campaigns and events this year including: International Women's Day, Kelsey supported the Vice president in setting a plan for international women's day following the theme of break the bias. The day included a game of rounders to bring together all the female sports teams and a collaboration with the university to promote various "breaking the bias" ideas with plaque cards.

Free sanitary products, Kelsey helped to stock toilets with free pads and helped hand out free pads across campus. This created a push for the university to pay for machines on campus that give out free tampons and pads.

Disability Officer

Molly Jopling , held disability history month, which involved handing out sunflower lanyards for those with a hidden impairment and held chats for people who wanted to know more information.



26 Student say ideas

Student Say allows students to submit ideas that will be discussed and actioned by the President, Vice President or student council. The idea has to have a minimum of 25 positive interactions within 1 month of it being submitted. Student council then discuss if it is to be actioned.



LTU Market place

submitted by: Katalin (30 votes)
In progress

Promoting self care apps

Submitted by Emily-Grace (30 votes)
In progress

Pronouns of the system

Submitted by Abigail (30 votes)
Achieved

Council have also voted to retain the following policies

Loud about Being Proud:
LGBT Flag Displayed in the Atrium

In progress

Tackling Sexual Violence
In progress

Trinity Pride

Submitted by: Chelsey (32 votes)
Achieved



8

MOTIONS ACHIEVED

Cut back on Amazon

Submitted by Rachel (30 votes)
Achieved

Self defence sessions

Submitted by Kelsey (44 votes)
In progress

Mental health Crisis team on campus

Submitted by Katie-Cecilia (31 votes)
Achieved

Fairtrade

Submitted by Rachel (32 votes)
Achieved



TAKE ACTION

Chelsey Grooby



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.

Rachel Ward



The Vice President is a full-time employed role that leads on activities and welfare. They work with the Advice service on 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 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

- Lobbied the university to introduce the hidden disabilities scheme
- lobbied the university for 24 hour student support - now in place
- Lobbied the University to include pronoun in the system
- Lobbied the University to run a free shuttle bus to vaccine centres
- lobbied the LTU staff network to organise Trinity Pride
- lobbied the university to pay students on interview panels
- Joined the national 'night in' campaign by hosting a boycott in the StUdio



ENGAGED

- Trained over 100 Academic staff and how to get involved
- Ran fortnightly Course Rep Coffee mornings
- Engaged with our students as host of the Elections, Academic Interest Awards and the Union Awards
- Engaged students in the SU elections and achieved the highest percentage voter turnout in Leeds
- Hosted the first introduction to LTSU for work apprentices in leadership at Weetwood Hall.
- Participated in the President Vx students Mario Kart Tournaments
- Ran engagement activities for students during Freshers week
- Spoken and Co-opened the annual Race, Equity and Social Justice Conference
- Engaged students in setting up Academic Societies
- Engaged students through the first ever joint Black History Month with the University



RECOGNISED

- Sent Craft Packs to all 20/21 Courses reps with a hand signed thank you note
- Celebrated 2 Summer and 1 winter sets of graduations
- Held a staff and Union Council Christmas Social, planned in collaboration with Student Council
- Introduced a buddy scheme for Trustees
- Hosted the first ever Course rep Christmas Social
- Awarded the EDI award at the Academic Interest Awards
- Introduced an Accreditation scheme for course reps



REPRESENTED

- Lobbied for increased representation on the Board off Governors, which the Vice President now attends
- Introduced Impact Report for Student Council
- Represented Leeds Trinity Students at National Conference
- Represented students at Leeds Trinity in meetings with West Yorkshire Police
- Active member of Sexual Misconduct working group to review policy.
- Met and learnt from the first female President of Leeds Trinity
- Attended conferences hosted by WonkHe representing students at Leeds Trinity
- Co-chaired LTSE with the Pro Vice Chancellor for Education and Experience
- Represented students on Board of Governors, Race Equality Charter Board, SU Trustees, Academic Board and LTSE
- Created student liberation networks e.g. LGBTQ+, BAME etc.
- Change SU on tour into termly speak weeks



APPOINTED

- Supported the Recruitment of the Pro Vice Chancellor for Education and Experience



COLLABORATED

- Completed a staff project to advise lecturers in engaging students
- Met with Bradford SU to share Decolonising the curriculum case studies and plans
- Supported the name change project, preferred name displayed in the university system and on emails
- Supported the University with the development of the new estate master plan
- Altered student staff recruitment to include trail shifts and the choice of optional area which increased the number of BAME staff

Rachel Ward's Year



CAMPAIGNED

- Joined the national 'night in' campaign by hosting a boycott in the StUdio
- Lobbied the university to provide free sanitary products on campus
- Led a campaign during Recycle Week around what can and can't be recycled and promoted refill shops in Leeds
- Campaigned for a reduction of plastic use in StUdio which resulted in 100% reduction
- Ran Rainbow laces campaign with the LGBT+ society and Stonewall.
- Ran #BreaktheBias campaign in collaboration with the Women's officer
- lobbied the university for an automatic door to be introduced in StUdio
- Campaigned for the sustainability of Leeds Trinity Students' Union and Leeds Trinity University through #MakeTrinityGreener
- Campaigned and received £3690 from Leeds Trinity University to rent off site facilities for sports clubs
- Campaigned with the Football Association (FA to show Racism the Red Card.
- lobbied the university for 24 hour student support - now in place



ENGAGED

- Engaged with our students as host of the Elections and the Union Awards
- Engaged students in the SU elections and achieved the highest percentage voter turnout in Leeds
- Ran engagement activities for students during Freshers week
- Engaged students through the first ever joint Black History Month with the University
- Launched LTSU's Advice Instagram account, in the first week it reached 1990 accounts
- Engaged students in sports and society groups which has led to an increase in engagement.
- Introduced an area where wild flowers and food can be grown, engaging societies and sports team in its creation and upkeep.



RECOGNISED

- Held a staff and Union Council Christmas Social, planned in collaboration with Student Council
- Led LTSU in this years Varsity against York St John which we won!



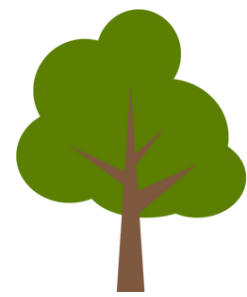
COLLABORATED

- Met with Bradford SU to share Decolonising Cthe curriculum case studies and plans
- Worked with the University on the Mental Health Charter Submission
- Worked with the University on the submission for Responsible Futures
- Collaborated with the University on a Sustainability Strategy



REPRESENTED

- Represented Leeds Trinity Students at National Conference
- Joined the Board of Governors
- Created Advice Videos to support students which can be accessed through myLTU app.
- Researched and secured a new kit provider for sports teams as they raised concerns with timeframes on receiving kit and the cost.
- implemented free sanitary products in all LTSU toilets
- Submitted and achieved Gold in the NUS Green Impact Assessment



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

Eliminating single use plastics
LTSU is committed to eliminating single-use plastic and have had a 100% reduction in single-use plastic freebies and prizes purchased this year.

Menstrual Health and Hygiene
Your student officers have been working on campaigns to ensure that all students have access to free, sustainable sanitary products. Working closely with the University, students are now able to access free sanitary products in toilets across campus.

Food growing on campus

Working with the University an area has been created containing wild flowers and edible plants for students and staff to enjoy. 25 students were in attendance at the Green Space launch event.

Reduce Commercial Services impact on the environment

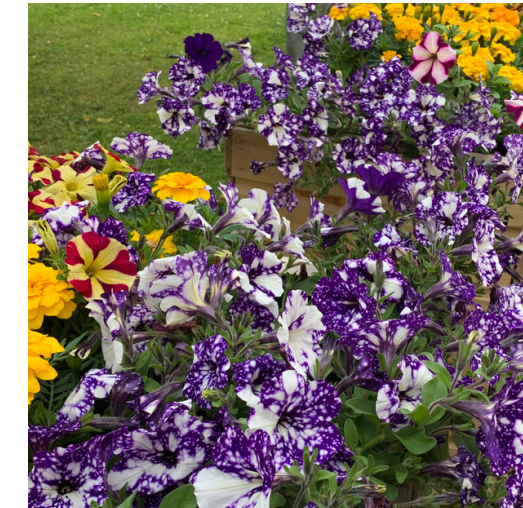
New initiatives have been implemented in commercial outlets to reduce their impact on the environment, including selling sustainable clothing, removing plastic packaging and no individual wrapping on clothing, researching sustainable product lines, lobbying SWP to change their packaging of pizza bases so they are now wrapped in 3's instead of singly and removing sachets of sauce and replacing them with bottles.

Recycle week

A successful campaign was delivered during Recycle week to raise awareness of how to recycle. In total there were 147 views on the main Recycle Week Instagram page. During this campaign, local refill shops in Leeds were promoted to students, with 129 students engaging with the information.

Responsible Futures

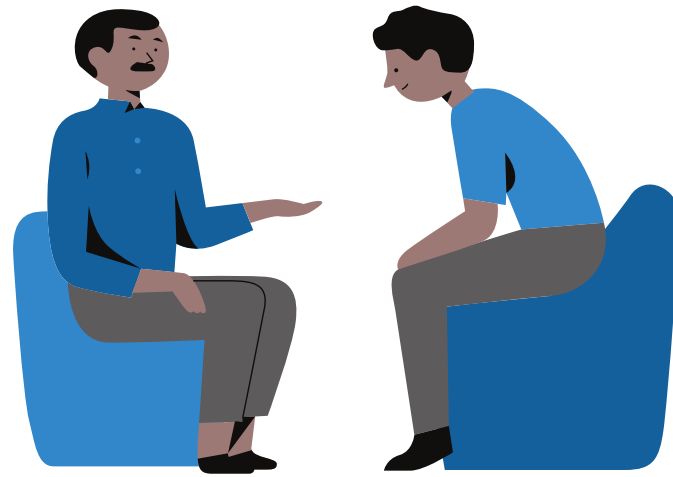
LTSU has worked in partnership with the University to introduce placements linked to the United Nations Sustainable Development Goals through the Professional Challenge Project. We have also worked with the university to attain the Responsible Futures Accreditation



Improved recycling

LTSU raised with the university student concern over the waste provider used and there recycling practices. It has been confirmed that all waste is recycled at the depot and a visit will take place later in the year.

Course Reps



106 course reps

100% trained

71.1% Course reps
Mental Health Leaders
Training

Course Rep Conferences



Held 2 conferences,
with 18 participates

Reward and Recognition



In total, 47 achieved
Bronze, 12 achieved
Silver, and 6 achieved
Gold.

Academic Interest



We held our seventh annual Academic Interest Awards ceremony with 169 student nominations submitted over the 9 categories

- Inspiring Teaching
- Personal Tutor of the Year
- Professional Staff Member
- Student Experience
- Service/Department of the Year
- Student Employer of the Year
- Student Employee of the Year
- Sustainability Champion of the Year
- Equality, Diversity and Inclusion

Campaigns & awareness



GP registration campaign



World Mental Health Day Campaign and Mental Health Awareness Week



Online Student Housing Campaign



"New" – greatly increased publicity drive of SUAdvice online.

Conversations & further support



58

Student One to One cases

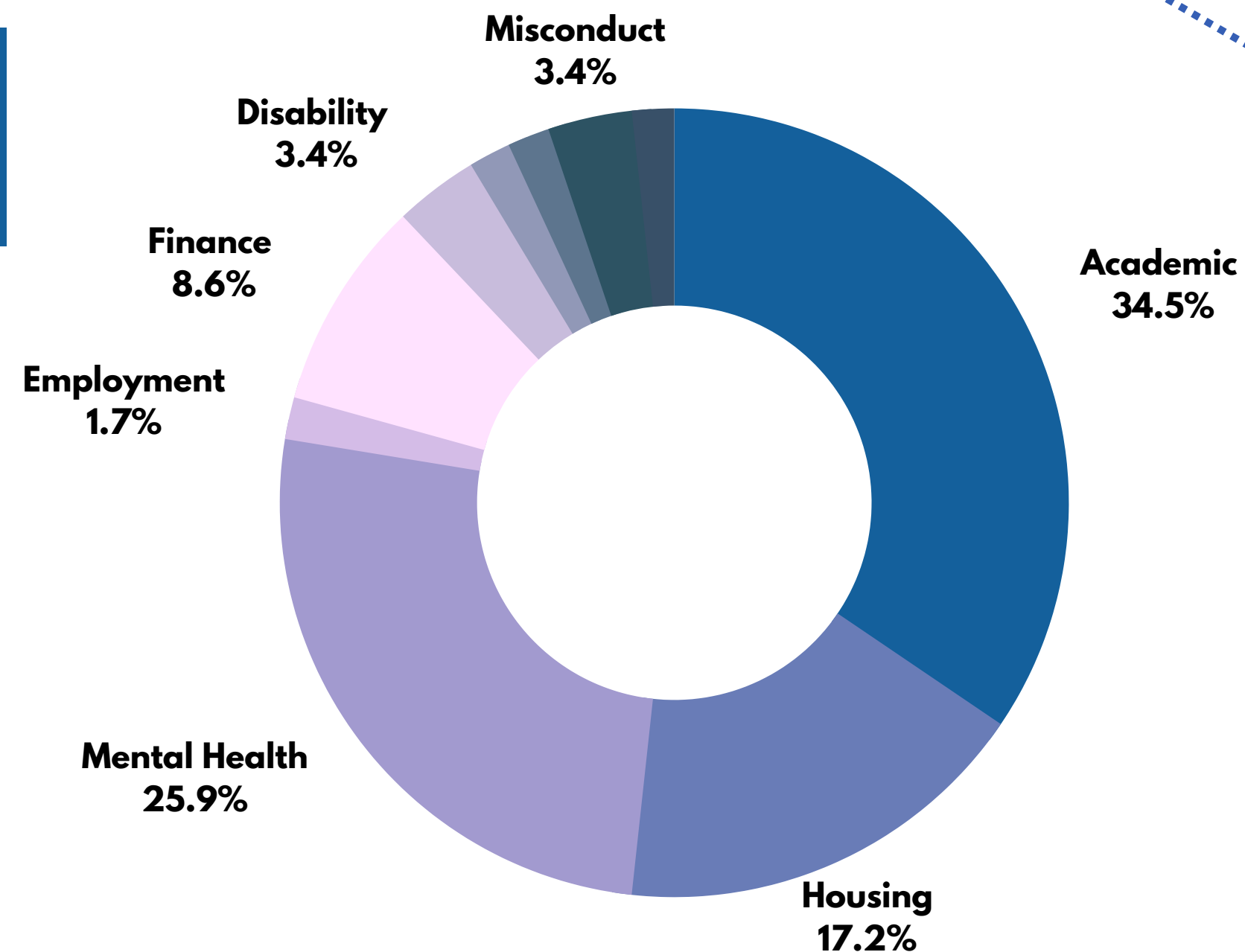
Training and Resources



100% officers received mental health training



Digital resource HUB with annual support plan 7 topics



Collaborations

Yorkshire MESMAC

MESMAC

We have established connections with Yorkshire MESMAC, one of the oldest and largest sexual health organisations in the country. We have collaborated with them on promoting LGBTQ+ marketing and communications through our social media channels and received training from their team.



SARCS (sexual assault referral centres)

We have established a new relationship with SARCS who are specialist medical and forensic services for anyone who has been raped or sexually assaulted.

We are currently establishing a direct self-referral communication system for our student members and hope to have videos and communication guides for students. This new pathway is also working in conjunction with the appropriate staff at the university.



Forward Leeds

We have worked closely with Forward Leeds, who provide support for adults, young people and families needing help with alcohol and drug use in Leeds.

With their direct help, we are working with the university to move from zero tolerance to harm reduction. This is in response to the latest student survey reflecting the current data about drug and alcohol use amongst the student population in England. Our proposal to the university has now been accepted and we plan to reflect this change of message to our existing and new students in the upcoming academic year.



GamCare

We have worked with GamCare who are the leading provider of information, advice and support for anyone affected by gambling harm by sharing their communications with students via our social media channels. Gam Care attended our Wellbeing Day in the last academic year and their video at this event reached over one thousand of our students members



No Regrets

In the last academic year, we have created a strong link with the No Regrets Leeds (an organisation run in partnership by Leeds City Council and the NHS aimed at addressing problematic drinking amongst younger people). They provide us with excellent marketing materials that we share on our social media channels on a monthly basis and are specifically timed to engage with younger people and students throughout the academic year.

In Figures



Freshers Fair
1110 attended
Freshers week
77 events held
Refreshers
8 events
refreshers week
71 attendees



14 Clubs
17 Societies
409 Club
memberships



Online volunteer
training resources
digital volunteer
finance system

169 events

2890 attendees



StUdio, Shop, Activities, Events and Marketing positions



£36,185
into students pockets



Matthew Baxter
Activities Assitant

"I found this role through being involved in the SU as a committee member for the Rugby League team. Having had plenty of contact with Harry (the previous Activities Coordinator) I wanted to give something back to the organisation that had given so much time and effort for myself and for my team in the hope I too could do the same for an individual or a group of people to make their overall student experience better. Throughout my time in this role I have been lucky enough to have a hands-on approach with Varsity against York St. John and with our annual Awards Evening. These for me have been exciting and I have been able to showcase my organisational skills to be able to create and deliver events that students will remember. This role also supports my passion for sport after graduating with a degree in Physical Education. I am excited to see where this role progresses further."

Sindija Bierne
StUdio

"Working in The StUdio I have felt very supported by Management who have helped show me what I know, and what I can learn. Every day I learn something new, sometimes things I didn't realise I could learn. These factors have greatly boosted my confidence in and out of work. Having started my journey anxious, I now feel capable and able to work in The StUdio with very little assistance."

Rachel Meredith
StUdio

"I originally applied to work for the Students' Union as I needed a new job, and as I was living on campus it felt like the perfect fit. I found the post through the SU website, after searching for vacancies. But I quickly discovered that it was more than just a convenient location.

Working within the SU is like working amongst a family, where everyone is warm and welcoming, and treat you like you have always been a part of the team. There are so many opportunities to grow and develop your personal and professional skills, allowing you to discover your personal strengths. Where weaknesses are found, there are plenty of tools available to help you on your journey.

I would highly recommend working with the SU, as I can honestly say that it is the best job I have ever had. During my final year at university, I struggled a lot personally, but management at the SU were always there to listen, even taking time out of their day to help me. This is a role where you are respected, valued, and encouraged to be the best version of yourself, and I don't think I could have graduated university without it."

Leeds Trinity Students Union

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

I report to the trustees on my examination of the accounts of Leeds Trinity Students Union for the year ended 31 July 2022.

Responsibilities and basis of report

As the charity 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.



.....
Selina J Armitage FCA
Independent Examiner
Watson Buckle Limited
Bradford

Date: 19/01/2023

Leeds Trinity Students Union

Statement of Financial Activities for the Year Ended 31 July 2022 (Including Income and Expenditure Account)

		Unrestricted funds			
	Note	General £	Restricted funds £	Total 2022 £	Total 2021 £
Income from					
Donations and legacies	3	262,139	62,247	324,386	277,253
Investments	4	24	-	24	7
Charitable activities	5	24,799	63,957	88,756	33,169
Other	6	167	-	167	26,481
Total income		<u>287,129</u>	<u>126,204</u>	<u>413,333</u>	<u>336,910</u>
Expenditure					
Raising funds		-	(44)	(44)	-
Charitable activities	8	(36,124)	(54,709)	(90,833)	(38,609)
Other	10	(264,177)	(67,905)	(332,082)	(281,232)
Total expenditure		<u>(300,301)</u>	<u>(122,658)</u>	<u>(422,959)</u>	<u>(319,841)</u>
Net (expenditure)/income		(13,172)	3,546	(9,626)	17,069
Transfers between funds		(6,312)	6,312	-	-
Net movement in funds		<u>(19,484)</u>	<u>9,858</u>	<u>(9,626)</u>	<u>17,069</u>
Reconciliation of funds					
Total funds brought forward		129,498	904	130,402	113,333
Total funds carried forward		<u>110,014</u>	<u>10,762</u>	<u>120,776</u>	<u>130,402</u>

The funds breakdown for 2021 is shown in note 16.

The notes on pages 22 to 33 form an integral part of these financial statements.

Leeds Trinity Students Union

(Registration number: 1184182)
Balance Sheet as at 31 July 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	13	32,918	30,054
Current assets			
Stocks		10,467	8,373
Debtors	14	8,600	7,911
Cash at bank and in hand		<u>119,661</u>	<u>125,224</u>
		138,728	141,508
Creditors: Amounts falling due within one year	15	<u>(50,870)</u>	<u>(41,160)</u>
Net current assets		<u>87,858</u>	<u>100,348</u>
Net assets		<u>120,776</u>	<u>130,402</u>
Funds of the charity:			
Restricted income funds			
Restricted funds		10,762	904
Unrestricted income funds			
Unrestricted funds		<u>110,014</u>	<u>129,498</u>
Total funds	16	<u>120,776</u>	<u>130,402</u>

The financial statements on pages 20 to 33 were approved by the trustees, and authorised for issue on 19.09.23, and signed on their behalf by:

K Howard-Mathews
K Howard-Mathews
Trustee

Leeds Trinity Students Union

Notes to the Financial Statements for the Year Ended 31 July 2022

1 General information

The entity is a Charitable Incorporated Organisation 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 16.

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 Year Ended 31 July 2022

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.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

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.

Taxation

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

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

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:

Leeds Trinity Students Union

Notes to the Financial Statements for the Year Ended 31 July 2022

Asset class	Depreciation method and rate
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).

Key sources of estimation uncertainty

The charity makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of 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 £32,918 (2021 -£30,054).

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 2022

3 Donations and legacies

	Unrestricted funds General £	Restricted funds £	Total 2022 £	Total 2021 £
Governors' subvention				
Governors' subvention	222,000	61,290	283,290	249,600
Services donated and expenses paid on behalf of the union by the university				
Accommodation provided for sabbaticals	13,500	-	13,500	10,004
Office space	17,745	-	17,745	13,926
Marketing, IT and cleaning	931	-	931	660
Rates	1,723	-	1,723	1,583
Insurance	1,000	-	1,000	700
Utilities	-	-	-	780
Assets	5,240	913	6,153	-
Donations				
Donations from individuals	-	44	44	-
	<u>262,139</u>	<u>62,247</u>	<u>324,386</u>	<u>277,253</u>

4 Income from investments

	Unrestricted funds General £	Total 2022 £	Total 2021 £
Interest receivable and similar income;			
Interest receivable on bank deposits	<u>24</u>	<u>24</u>	<u>7</u>

Leeds Trinity Students Union

Notes to the Financial Statements for the Year Ended 31 July 2022

5 Income from Charitable activities

	Unrestricted		Total	Total
	General	Restricted	2022	2021
	£	£	£	£
NUS extra online sales	403	-	403	470
Advertising and sponsorship	6,440	-	6,440	3,650
Entertainments	787	-	787	-
Sundry	2,395	-	2,395	9,528
Sports awards	3,787	-	3,787	-
Varsity income	88	1,495	1,583	21
Studio Bar/Cafe Income	10	62,462	62,472	16,195
SU Shop (Income)	9,389	-	9,389	1,805
SU Shop (Advertising Income)	1,500	-	1,500	1,500
	<u>24,799</u>	<u>63,957</u>	<u>88,756</u>	<u>33,169</u>

6 Other income

	Unrestricted funds	Total	Total
	General	2022	2021
	£	£	£
Rental income	167	167	-
Job Retention Scheme grants receivable	-	-	26,481
	<u>167</u>	<u>167</u>	<u>26,481</u>

7 Expenditure on raising funds

a) Costs of generating voluntary income

	Restricted funds	Total
	£	2022
	£	£
Donations	<u>44</u>	<u>44</u>

Leeds Trinity Students Union

Notes to the Financial Statements for the Year Ended 31 July 2022

8 Expenditure on Charitable Activities

	Unrestricted funds	Restricted funds	Total 2022	Total 2021
	General £	£	£	£
Other direct costs	28,743	54,709	83,452	35,636
Sports clubs and societies costs	4,781	-	4,781	523
Examination of the financial statements	2,600	-	2,600	2,450
	<u>36,124</u>	<u>54,709</u>	<u>90,833</u>	<u>38,609</u>

9 Grant-making

Analysis of grants

	Grants to institutions 2022 £	Grants to individuals 2022 £
Analysis		
Sports clubs	2,008	-
Funding for events	<u>-</u>	<u>360</u>
	<u>2,008</u>	<u>360</u>

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

Name of institution	Activity	2022 £
Netball	Other direct costs	415
Grants less than £300	Other direct costs	<u>1,593</u>
		<u>2,008</u>

Leeds Trinity Students Union

Notes to the Financial Statements for the Year Ended 31 July 2022

10 Other resources expended

	Unrestricted funds			
	General	Restricted	Total	Total
	£	funds	2022	2021
		£	£	£
Staff costs				
Wages and salaries	160,852	64,028	224,880	173,503
Social security	6,296	2,857	9,153	7,690
Pension costs	2,750	567	3,317	2,621
Other staff costs	2,573	-	2,573	2,849
Trustees remuneration and expenses	48,460	-	48,460	46,827
Marketing and publicity	1,815	-	1,815	2,408
Depreciation	3,789	453	4,242	3,644
Establishment costs	25,867	-	25,867	23,521
Printing, postage and stationery	2,396	-	2,396	3,310
Sundry and other costs	7,734	-	7,734	14,349
Transaction fees	756	-	756	510
Loss on sale of fixed assets held for the charity's own use	889	-	889	-
	<u>264,177</u>	<u>67,905</u>	<u>332,082</u>	<u>281,232</u>

11 Trustees remuneration and expenses

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

C L Grooby (resigned 08 April 2022)

C L Grooby (resigned 08 April 2022) received remuneration of £12,313 (2021: £17,852) and £220 (2021: £73) of expenses were reimbursed to C L Grooby (resigned 08 April 2022) during the year.

During the year accommodation costs of £6,750 (2021: £5,002) were paid on behalf of C Grooby as acting president for 2020/21 and 2021/22.

During the year pension contributions of £251 (2021: £348) were paid for the benefit of the trustee.

R Ward (resigned 30 June 2022)

R Ward (resigned 30 June 2022) received remuneration of £16,364 (2021: £1,789) and £333 (2021: £Nil) of expenses were reimbursed to R Ward (resigned 30 June 2022) during the year.

During the year accommodation costs of £6,750 (2021: £5,002) were paid on behalf of R Ward as acting vice president for 2020/21 and 2021/22.

During the year pension contributions of £nil (2021: £150) were paid for the benefit of the trustee.

Leeds Trinity Students Union

Notes to the Financial Statements for the Year Ended 31 July 2022

K Howard-Mathews

K Howard-Mathews received remuneration of £1,791 (2021: £Nil) during the year.

During the year pension contributions of £38 (2021: £nil) were paid for the benefit of the trustee.

K Clarke

K Clarke received remuneration of £1,791 (2021: £Nil) during the year.

During the year pension contributions of £38 (2021: £nil) were paid for the benefit of the trustee.

C Dow (resigned 01 August 2021)

C Dow (resigned 01 August 2021) received remuneration of £Nil (2021: £16,364) and £Nil (2021: £10) of expenses were reimbursed to C Dow (resigned 01 August 2021) during the year.

During the year pension contributions of £nil (2021: £319) were paid for the benefit of the trustee.

L Edmonds

£Nil (2021: £12) of expenses were reimbursed to L Edmonds during the year.

K Cecilia (appointed 23 September 2022, resigned 11 August 2022)

£11 (2021: £Nil) of expenses were reimbursed to K Cecilia (appointed 23 September 2022, resigned 11 August 2022) 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 (2021 - £Nil).

12 Staff costs

The aggregate payroll costs were as follows:

	2022	2021
	£	£
Staff costs during the year were:		
Wages and salaries	257,139	209,508
Social security costs	11,527	7,690
Pension costs	3,644	3,439
Other staff costs	2,573	2,849
	<u>274,883</u>	<u>223,486</u>

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

	2022	2021
	No	No
Charitable activities	<u>29</u>	<u>26</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 £61,842 (2021 - £67,536).

Leeds Trinity Students Union

Notes to the Financial Statements for the Year Ended 31 July 2022

13 Tangible fixed assets

	Office improvements £	Bar & disco equipment £	Fixtures, fittings & equipment £	Total £
Cost				
At 1 August 2021	7,550	28,972	15,099	51,621
Additions	-	4,202	3,792	7,994
Disposals	-	-	(1,668)	(1,668)
At 31 July 2022	<u>7,550</u>	<u>33,174</u>	<u>17,223</u>	<u>57,947</u>
Depreciation				
At 1 August 2021	4,775	9,501	7,291	21,567
Charge for the year	278	2,483	1,482	4,243
Eliminated on disposals	-	-	(781)	(781)
At 31 July 2022	<u>5,053</u>	<u>11,984</u>	<u>7,992</u>	<u>25,029</u>
Net book value				
At 31 July 2022	<u>2,497</u>	<u>21,190</u>	<u>9,231</u>	<u>32,918</u>
At 31 July 2021	<u>2,775</u>	<u>19,471</u>	<u>7,808</u>	<u>30,054</u>

14 Debtors

	2022 £	2021 £
Trade debtors	544	1,038
Prepayments and accrued income	6,454	4,755
Other debtors	<u>1,602</u>	<u>2,118</u>
	<u>8,600</u>	<u>7,911</u>

Leeds Trinity Students Union

Notes to the Financial Statements for the Year Ended 31 July 2022

15 Creditors: amounts falling due within one year

	2022 £	2021 £
Trade creditors	10,861	5,360
Other taxation and social security	2,861	1,701
Other creditors	31,616	28,934
Accruals and deferred income	5,532	5,165
	<u>50,870</u>	<u>41,160</u>

Included in the other creditors above is £30,892 (2021 - £28,934) 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 £19,864 (2021 - £3,002) and paid funds of £17,906 (2021 - £3,344) on behalf of the students' clubs and societies.

16 Funds

	Balance at 1 August 2021 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 July 2022 £
Unrestricted					
General	<u>129,498</u>	<u>287,129</u>	<u>(300,301)</u>	<u>(6,312)</u>	<u>110,014</u>
Restricted funds					
Subvention for studio	-	120,975	(119,804)	6,312	7,483
Subvention for sports	-	3,690	(2,210)	-	1,480
Yorkshire Sports Foundation	904	1,495	(600)	-	1,799
Rag	<u>-</u>	<u>44</u>	<u>(44)</u>	<u>-</u>	<u>-</u>
Restricted	<u>904</u>	<u>126,204</u>	<u>(122,658)</u>	<u>6,312</u>	<u>10,762</u>
Total funds	<u><u>130,402</u></u>	<u><u>413,333</u></u>	<u><u>(422,959)</u></u>	<u><u>-</u></u>	<u><u>120,776</u></u>

Leeds Trinity Students Union

Notes to the Financial Statements for the Year Ended 31 July 2022

	Balance at 1 August 2020 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 July 2021 £
Unrestricted					
General	101,781	252,118	(218,759)	(5,642)	129,498
Restricted funds					
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
Total restricted funds	11,552	84,792	(101,082)	5,642	904
Total funds	113,333	336,910	(319,841)	-	130,402

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.

17 Analysis of net assets between funds

	Unrestricted funds General funds £	Restricted funds £	Total funds £
Tangible fixed assets	30,825	2,093	32,918
Current assets	130,059	8,669	138,728
Current liabilities	(50,870)	-	(50,870)
Total net assets	110,014	10,762	120,776

18 Commitments

Other financial commitments

The total amount of other financial commitments not provided in the financial statements was £285 (2021 - £Nil). The financial commitments are in respect of operating leases.

The amount of lease payments recognised as an expense was £1,165 (2021 - £855).

Leeds Trinity Students Union

Notes to the Financial Statements for the Year Ended 31 July 2022

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 (2021 - £3,089).

20 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 £283,290 (2021 - £249,600) was received from Leeds Trinity University.

During the year Leeds Trinity University donated services and paid expenses to the value of £34,899 (2021 - £27,653).

During the year the charity made sales of £6,371 (2021 - £9,528) to Leeds Trinity University and purchases of £253 (2021 - £nil) from Leeds Trinity University. At 31 July 2022 the charity was owed £444 (2021 - £nil) from Leeds Trinity University and the charity owed £nil (2021 - £nil) to Leeds Trinity University.