

Charity registration number: 1184182

Leeds Trinity Students' Union

Annual Report and Financial

Statements for the Year Ended 31 July

2023

Leeds Trinity Students' Union

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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 2023. 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 1 Centenary Square Birmingham B1 1HQ

Trustees and officers

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

Trustees:	A Blunt M S L Vyse K Howard-Mathews K Clarke (resigned 2 January 2023) S Wright (resigned 8 August 2022) K Cecilia (resigned 11 August 2022) C Kiley (appointed 9 September 2022) M Goodhand (appointed 26 October 2022) S Sabri (appointed 23 February 2023) R McCallion (appointed 2 March 2023)
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Leeds Trinity Students' Union

Trustees' Report (continued)

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.

LTSU provides activities and services for use by members and to support work delivered by Leeds Trinity University on behalf of students. These include:

- 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 the Student Bar, Sports Clubs and Societies and one-off activities such as Welcome Week, Awards and Give it a Go activity.

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

This has been a challenging year for LTSU, re-establishing the new norm for students post-COVID and re-establishing our commercial services which has proven difficult. We have adapted alongside our members to the 'new normal' of post-pandemic life, changing our engagement methods through our engagement and commercial teams to give students the best experience at Leeds Trinity, for all students.

This year has been a year of change in our staffing structure, bringing about new management positions to support coordinators and more investment in our commercial arm.

This year has been the first full year of our new strategy, 'Shape your Union'. The original launch of the Strategy was delayed because of Covid. The Strategy was created through research and consultation with students and came at a key time for LTSU to find out the importance of LTSU to students post-COVID. Our mission is '@LTSU is here for you, run by you' and our Vision is, 'The best experience at Leeds Trinity, for all students'. This is delivered through 4 Commitments, Representing, Belonging, Developing, and Supporting. This Strategic plan can be downloaded here: [Leeds Trinity - Version 3b \(ltsu.co.uk\)](https://ltsu.co.uk)

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

The commitments of LTSU's Strategic Plan; Representing, Belonging, Developing, and Supporting are illustrated below with information about our achievements and impact in all areas.

Leeds Trinity Students' Union

Trustees' Report (continued)

Representing

Students at Leeds Trinity University deserve to feel that they are represented independently, that their voices are heard, that their needs and views are represented, and that they can create change.

By 2025 we will:

- Transform our representation and democratic models so that issues and concerns can easily be raised, and students receive a quick and effective way of resolving course-related issues.
- Use yearly feedback mechanisms to ensure our representative and democratic structures fit the needs of Leeds Trinity students, ensuring their voice is inclusive and diverse.
- We will keep you informed on what we are doing, so we can together achieve a sustainable outcome.

We continue to work in partnership with Leeds Trinity University on establishing and developing our academic representation systems. This year, we have continued by allowing students to nominate themselves to be the course representative for their programme. In total, we recruited and trained 58-course reps and hosted two course rep conferences. We continued to build on the reward and recognition scheme with 13 students received Bronze, 4 Silver, and 6 Gold.

This year was our eighth annual STAR Awards (formerly the Academic Interest Awards) with 134 student nominations over 9 categories.

Our annual elections for our full-time Sabbatical Officers and Student Council were successful with 24 students being recommended for positions and 17 candidates standing in the election. In total 386 students cast 1718 votes, which was a 9.7% turnout.

Students took advantage of the opportunity to submit ideas through Student Say, in total we received 23 Student Say ideas, with one of these turning into policy.

Sustainability

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

- Worked on creating alternative transport routes.
- Provided free menstrual health and hygiene.
- Reduced commercial services impact the environment.
- Ran a successful campaign on energy saving tips.
- Worked with the university on the curriculum of social justice - sustainability strand.
- Achieved National Union of Students (NUS) Green Impact Award 'Very good'

Belonging

Leeds Trinity Students' Union understands the importance of individuals feeling that they belong. We want to build a community that everyone feels part of so that students feel that the Union is at the heart of their university experience and that both physical and online Union spaces are accessible to all.

By 2025 we will:

- Regularly monitoring participation numbers and diversity in all our engagement activities. Creating specific communication messages to target the less engaged.
- Continue to expand the range of societies, sports teams, and other student-led activities so that all students have access to relevant and supportive peer communities.
- Work closely with Leeds Trinity University to build a strong student community for all students.

The Activities team has continued to rebuild engagement within clubs and societies and has worked closely with Trinity Fitness and Trinity Sport to support our Sports teams. In total, we supported 10 clubs and 10 societies with 373 memberships which was built at our Welcome Fair that 804 students attended. We provided online and physical volunteer training to help develop our sports and societies. In total, our Sports Teams competed in 99 BUCs games. To celebrate the successes of our clubs and societies we held our annual Union Awards which 135 students attended, and 177 students nominated in 14 Awards.

Leeds Trinity Students' Union

Trustees' Report (continued)

Developing

Making sure that students at Leeds Trinity can develop new skills and fulfil their potential is a fundamental aspect of who we are. We will make sure that we support students at Leeds Trinity with what they are passionate about and offer opportunities to help them prepare for their future after they graduate.

By 2025 we will:

- Collaborate with the University to inform and drive the development and delivery of employability services that meet students' needs.
- We will provide all student staff with the ability to confidently articulate their skills and experiences using the STAR method.
- We will offer work opportunities for students within our union structures that provide security and development.

This year the bar was rebranded from StUdio to the Student Bar. Some difficulties were faced with the bar caused by staff turnover and lower-than-expected engagement numbers however plans have been put in place to rectify this moving forward. This year the Student Bar 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. In total, we invested £40,000 into student wages. In total, we had 1905 Instagram and 3866 Facebook followers.

Supporting

It is imperative that students are provided with independent advice and support that is accessible when they need it and that it can be trusted. We will provide trusted, confidential, and independent advice to students where and when they need it to support all their wellbeing that being financial, housing, and mental health as examples.

By 2025 we will:

- We will expand our online self-help support, focusing on issues that affect students at Leeds Trinity so that students can access support 24/7.
- Work with the university to improve its services targeted at improving the wellbeing of students and deliver activities ourselves in pursuit of this.
- Delivering a high-quality accredited advice service that is available when you need it most.

The number of students we support is continuing to grow with 131 seen through the advice centre. With Academic Support and Misconduct-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. 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 Hazlehurst Centre, Unipol, Forward Leeds, and the No Regrets campaign.

In total 100% of our student council and 100 students in Psychology received Mental Health Leaders Training.

Plans for future periods

Next year is an opportunity for LTSU to continue to grow and develop into its new Strategic Plan.

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

Our Annual Report, which forms part of this documentation, highlights the key successes of the year 2022-23, which we are keen to build on this coming year.

Leeds Trinity Students' Union

Trustees' Report (continued)

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. The President and Vice President are full-time paid posts and remunerated as authorised by the 1994 Education Act. Other Trustee roles are volunteers. The Board of Trustees has delegated the day-to-day running of the Union to the Chief Executive Officer, Lisa Burton through a Statement of Delegated Authority (SODA). The Trustees of the Charity receive regular reports from the Chief Executive and review the Union's performance.

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

Risk Management

The Board of Trustees have examined the major strategic business and operational risks faced by the Union which they monitor at each Trustee Board Meeting through the risk register. Where appropriate, LTSU has established systems or procedures to mitigate the risks the charity faces. Budgetary, fraud and internal control risks are minimised by the implementation of procedures for the authorisation of all transactions and projects. Procedures are in place to ensure compliance with health & safety of staff, volunteers, and participants in all the activities organised by LTSU. These procedures are reviewed periodically to ensure they are effective and continue to meet the needs of the charity.

Leeds Trinity Students' Union

Trustees' Report (continued)

Relationships with related parties

Leeds Trinity University

Leeds Trinity University's Code of Practice in relation to LTSU and the Union's Articles of Association approved by both organisations regulate the relationship between LTSU and Leeds Trinity University.

LTSU receives a subvention from Leeds Trinity University and part-occupies a building owned by the University. The University also pays for utilities, caretaking, cleaning staff as well as providing support for IT networks and health & safety advice.

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

Affiliation to other bodies

LTSU affiliates to several organisations to benefit from training, professional development opportunities and information as follows:

- Advice UK, which is a national, independent advice organisation. We are recognised as a member of an appropriate and established national body through AdviceUK.
- BUCS is the British Universities & Colleges Sports which is the national governing body for higher education sport in the UK.
- NUS is the National Union of Students and our affiliation to them means that we can work collectively with Students' Unions across the UK. NUS also provide us with much of the expertise, support, and knowledge so that we can make change for Leeds Trinity University students. LTSU is an active participant in, NUS UK and NUS Charity and their related companies to ensure that the organisation continues to function effectively on behalf of members.

Financial report

The financial report represents a year still affected by the impacts of Covid 19. Savings have been made wherever possible to strengthen reserves for the years ahead. We have delivered an excellent service, coping with an increase in demand, as we fulfilled our role as the independent voice of the students.

Total incoming resources were £477,348 (2022 - £413,333). Total resources expended were £425,960 (2022 - £422,959)

Principal funding sources

Principal funding sources LTSU received a Block Grant of £292,000 in 2022/23. LTSU receives restricted funding of £57,600 to run the Student Bar on behalf of the University. This year LTSU also received £11,700 interim money to provide consultancy support for the bar and £22,000 interim monies for 2022/23 staff costs.

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 LTSU are expended following 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 Chief Executive of LTSU.

The Financial Memorandum provides that LTSU shall ensure that it has a sound system of internal financial management control, keeps proper accounting records such that it remains 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 (continued)

Funds held as custodian trustee on behalf of others

LTSU acts as a custodian for funds raised by Clubs and Societies. At the year-end £20,508 (2022 - £30,892) were held by the Union on Clubs & Societies behalf.

The annual report was approved by the trustees of the charity on 7 December 2023 and signed on its behalf by:

.....

K Howard-Mathews
Trustee



Annual Report

2022- 2023

Let's do this! →

What is LTSU?

and advocate for our student members at Leeds Trinity University and provides a range of



**Our
Values**

Our Ultimate Goal

Mission and Vision of LTSU

LTSU is **The best experience for all Leeds Trinity**
Here for you, Run by you **students**



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



Democracy and Representation



- 22 Student Say Ideas Submitted
- Awarded Very Good Green Impact Award
- 58 course reps
- Course reps
- awards -
 - 13 Bronze, 4 Silver and 6 Gold

386 Students cast a total of 1,718 individual votes in this year's election

- 9.7% turnout
- 24 students recommended for positions
- 17 candidates stood

Star Awards



We held our eighth annual student-led awards ceremony with (134) student nominations submitted over the 9 categories:

- Inspiring Teaching
- Tutor of the Year
- Equality, Diversity and Inclusion
- Sustainability Champion of the Year
- Outstanding Commitment to Student Welfare
- Student Experience Award
- Staff Member of the Year (Non- academic)
- Staff Member of the Year (Academic)
- Student Staff Member of the Year

Student Advice

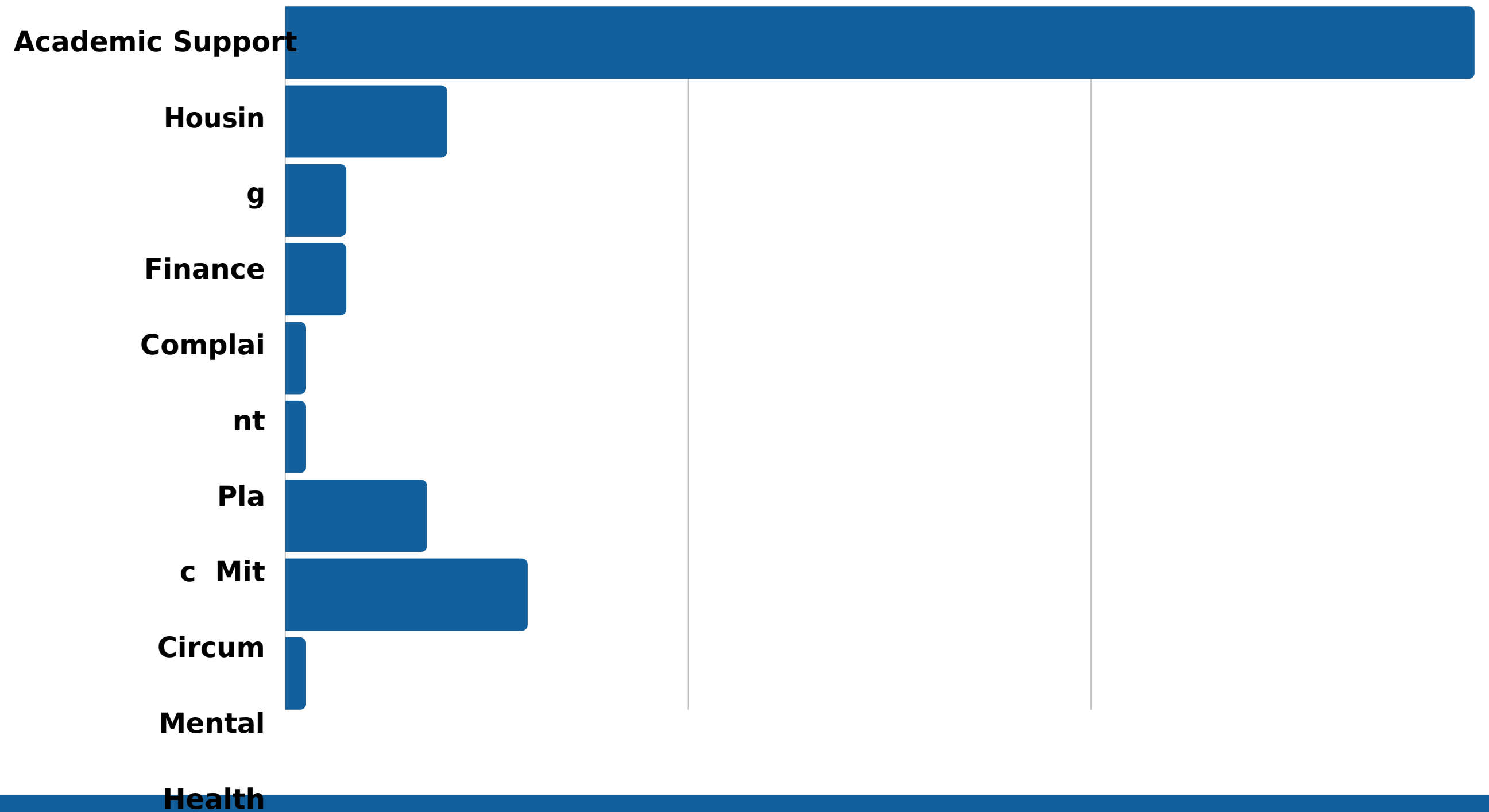


100% Student Council members trained in

Promoted and supported University Ment

131 students seen through the Advice Serv

Student Interactions



Miscondu
ct

Sexual Health

0

20

40

60

Student Advice Worked With

We have established connections with Yorkshire MESMAC, one of the oldest and largest sexual health organisations in the UK.



We have worked with GamCare who are the leading provider of information, advice and support for anyone affected by gambling. We have featured them on our social media channels.



Student Advice Worked With



Established a new relationship with SARCS (Sexual Assault Referral Centres) 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.

None fee paying status. Now supporting the Rate Your Landlord Service for students in Leeds. Closer working with students facing misconduct allegations).

unipol[®]

Student Advice Worked With

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. They help people choose not to misuse alcohol and drugs and reduce



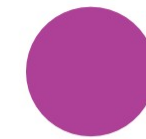
No Regrets Leeds (an organisation run in partnership by Leeds City Council and the NHS aimed at addressing pro



Events

- 135 attendees to Sport and Societies Awards Evening with 14 Awards and 177 Nominations
- 26 Events at Freshers
- 804 Attendees at Freshers
- 134 S.T.A.R Award nominations
- 71 events in total

893 Attendees in total
Awarded Gold Best Bar None achieving the





Societies

- ISOC raised £1385 for Turkey- Syria Earthquake
- Enactus - Student Champion Nominee at UK National Expo
- 4 New societies to be formed:
 - Apprenticeship
 - Society Table Top
 - Role Play
 - LTU Arts Society

- Our newest society is Craft'N'Chat
- CathSoc has reformed and working closely
- Building a relationship with societies and





Sports

Basketball - 1st Place in their league

-
- Women's Football - 3rd Place in their
- Men's Football 2s - 4th Place in their
- Men's Football 4s - 4th Place in their

Clubs

- Men's Rugby Union - 1/4 Finalist of the
 - Men's Football 3s -
1/4 Finalist of the Cup
 - Received England Football Accreditation
 - 373 members of clubs and societies
- 

Our President

- **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 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 chair the Board of Trustees in the Union and sit on the University Board of Governors alongside other academic committees within the University.**

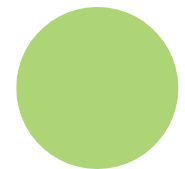


Kelsey Howard-Matthews

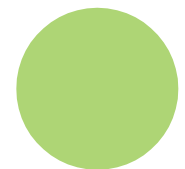
Kelsey's Wins

- Easier accessiblity to the 'Student Fund'
- £60 University funded laundry cards
- 1-2-1 sessions with Part Time Officers
- Raised awareness for Breast Cancer
- Campaigned for reducing library fines
- Non-Binary People Day campaign
- Pronoun badges
- Waste reduction at the SU Shop - free giveaways
- Reviwed Course Rep Award System
- Presented and was a guest speaker at numerous events
- Awarded LTSU Presidents Award 2022
- Arranged Course Rep Awards and Student Council Dinner
- Green Impact Award Excellent
- Represented LTSU at NUS conferences
- Supported recruitment for LTSU Trustee Board

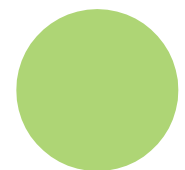
Kelsey's work with the Uni



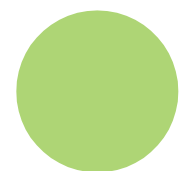
Supported recruitment



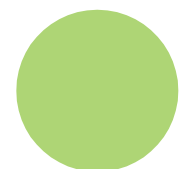
Represented Students at Board meetings



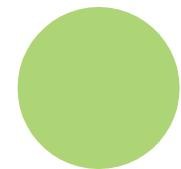
Co-chaired LTSE with Pro Vice Chancellor of Education & Experience



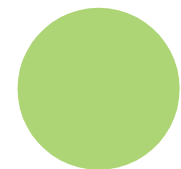
Represented LTSU at NUS conferences



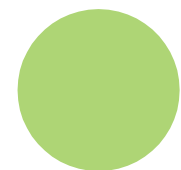
Collaborated on Personal Training Handbook



Helped CELT with Evaluation method for Personal Tutoring



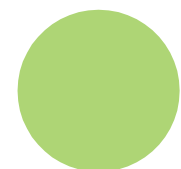
Regular Catchups with Deans for Student Voice



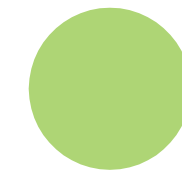
Created the crash course for course reps for teaching staff engaging with ICE



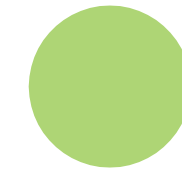
Engaged with potential students on Open Days



Celebrated 2022 and 2023 Graduates



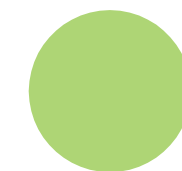
Awarded Course reps with bronze, silver, gold awards



Arranged Course Rep awards and Student Council Dinner



Completed Student Charter



Completed TEF and APP student submission



Campaigned for the Grub Hub

Our Vice President

- **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**



Kieran Clarke

Kieran's Wins

- **Movember Campaigning**
- **Show Racism the Red Card Campaign**
- **Collaborated on Cost of Living Campaign**
- **You do You Campaign to highlight womens success stories**
- **Supported Activities Co-ordinator with events**
- **Welcomed Association of Commonwealth to campus**
- **Collaborated to plan Welcome Week**
- **Arranged for Andy's Man Club to host a talk on campus.**
- **Regularly ran socials in the Student Bar.**
- **Participated and promoted the Colour Run**
- **Work alongside Student Advice to drive campaigns**
- **Worked with Sports Teams to help engagement**
- **Attended BUCS confrences and events.**
- **Attended meetings with University Stakeholders**
- **Chairs the Student Activities Committee.**

Disability Students Officer

"The Students' Union helped me to develop my personal skills and understand how to thrive while at University. I was given the opportunity to raise awareness relating to disabled students. I was able to push for Sign Language workshops, through Student Say and open opportunities for additional communication and employability.

Helping to make a change, I felt heard and valued as a student. I am very thankful that LTSU helped me throughout the entire process. It's great to see my ideas becoming a reality. The SU provided me with so many opportunities to get involved and make my university experience the best it can be. From being a Course Representative to becoming a member of the student council, these were all wonderful experiences that I can utilise throughout my professional career." Caitlin Fieldhouse



School Representative for BCDI

'I enjoyed gathering student feedback to help enhance and improve the student experience. I also enjoyed the Christmas party in 2022 where all the course reps caught up and chatted about the year and had food. I really enjoyed seeing the difference our feedback has made, especially when having discussions with the academic quality and standards committee and lecturers and seeing how they are adapting the way they teach and try their best to make students happy has made me feel very proud of the difference the student council has made for the students through gathering feedback. Overall I have had a great time on student council and have really enjoyed seeing the positive differences we have made. Thank you!'

- Sophie Strangeway



Sustainability

In my time as a sustainability officer, I have relished every moment, finding immense joy and fulfillment in the pursuit of positive change. Planting flowers with the president and fellow students in the planters outside LTSU Bar was a delightful experience, not only for the enhancement of mental health and well-being but also for the promotion of active involvement in creating a better future. Witnessing the impact we made inspired me even more, and I firmly believe that more students should join this incredible journey. This year has allowed everyone together alongside myself to utilise platforms like student council and LTSE, and collectively push for the agenda encouraging a greater number of passionate individuals to partake in shaping a greener and more responsible world."

Rachel Ward



Students' Union Employment

- Paid £40,000 last year to students in wages – growth in student opportunities this year

- Introduce a “Taste of Work” programme for students to gain experience in commercial and marketing

- Provide students with opportunities for development and prepare for life after



Hear from Our Bar Staff

"When I began working as Student Staff Team Leader for

really love



Rachel Meridith - Senior Supervisor

Hear from Our Bar Staff

"I applied for this job because I wanted to get a part-time job on campus when I first started university and it was the best decision for me to apply to since I have lived on campus for my time at university. I also wanted to work specifically within the bar to gain more experience and I thought it would be good to challenge myself! What makes it great working at the bar is how you're able to put yourself forward for shifts you're able to work when you're not busy with university work and socialising with friends. I have enjoyed working at the bar especially more this year being my final year at university, the staff make it worthwhile and I have enjoyed working with half of the staff that I have had a pleasure working alongside with this year! It's a friendly atmosphere and it makes work enjoyable to have a laugh whilst also doing the job."

Damaya Williams - Staff Member

Itsu

Here for
you. Run
by You!



@leedstrinitysu

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 2023.

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

7 December 2023

Leeds Trinity Students' Union

Statement of Financial Activities for the Year Ended 31 July 2023 (Including Income and Expenditure Account)

		Unrestricted funds			
	Note	General £	Restricted funds £	Total 2023 £	Total 2022 £
Income from					
Donations and legacies	3	329,998	91,300	421,298	324,386
Investments	4	759	-	759	24
Charitable activities	5	17,272	38,019	55,291	88,756
Other	6	-	-	-	167
Total income		<u>348,029</u>	<u>129,319</u>	<u>477,348</u>	<u>413,333</u>
Expenditure					
Raising funds		-	-	-	(44)
Charitable activities	8	(26,823)	(59,924)	(86,747)	(90,833)
Other	10	(264,497)	(74,716)	(339,213)	(332,082)
Total expenditure		<u>(291,320)</u>	<u>(134,640)</u>	<u>(425,960)</u>	<u>(422,959)</u>
Net income/(expenditure)		56,709	(5,321)	51,388	(9,626)
Transfers between funds		3,642	(3,642)	-	-
Net movement in funds		<u>60,351</u>	<u>(8,963)</u>	<u>51,388</u>	<u>(9,626)</u>
Reconciliation of funds					
Total funds brought forward		110,014	10,762	120,776	130,402
Total funds carried forward		<u>170,365</u>	<u>1,799</u>	<u>172,164</u>	<u>120,776</u>

The funds breakdown for 2022 is shown in note 16.


Leeds Trinity Students' Union

(Registration number: 1184182)

Balance Sheet as at 31 July 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	13	21,888	32,918
Current assets			
Stocks		9,711	10,467
Debtors	14	11,166	8,600
Cash at bank and in hand		<u>175,873</u>	<u>119,661</u>
		196,750	138,728
Creditors: Amounts falling due within one year	15	<u>(46,474)</u>	<u>(50,870)</u>
Net current assets		<u>150,276</u>	<u>87,858</u>
Net assets		<u>172,164</u>	<u>120,776</u>
Funds of the charity:			
Restricted income funds			
Restricted funds		1,799	10,762
Unrestricted income funds			
Unrestricted funds		<u>170,365</u>	<u>110,014</u>
Total funds	16	<u>172,164</u>	<u>120,776</u>

The financial statements on pages 36 to 48 were approved by the trustees, and authorised for issue on 7 December 2023 and signed on their behalf by:



K Howard-Mathews
Trustee

The notes on pages 38 to 48 form an integral part of these financial statements.

Leeds Trinity Students' Union

Notes to the Financial Statements for the Year Ended 31 July 2023

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.

Donated services and facilities

Leeds Trinity Students' Union

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 2023 (continued)

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:

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).

Leeds Trinity Students' Union

Notes to the Financial Statements for the Year Ended 31 July 2023 (continued)

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 £21,888 (2022 -£32,918).

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 2023 (continued)

3 Donations and legacies

	Unrestricted funds General £	Restricted funds £	Total 2023 £	Total 2022 £
Governors' subvention				
Governors' subvention	296,066	91,300	387,366	283,290
Services donated and expenses paid on behalf of the union by the university				
Accommodation provided for sabbaticals	10,564	-	10,564	13,500
Office space	19,520	-	19,520	17,745
Marketing, IT and cleaning	1,025	-	1,025	931
Rates	1,723	-	1,723	1,723
Insurance	1,100	-	1,100	1,000
Assets	-	-	-	6,153
Donations				
Donations from individuals	-	-	-	44
	<u>329,998</u>	<u>91,300</u>	<u>421,298</u>	<u>324,386</u>

4 Income from investments

	Unrestricted funds General £	Total 2023 £	Total 2022 £
Interest receivable and similar income;			
Interest receivable on bank deposits	<u>759</u>	<u>759</u>	<u>24</u>

5 Income from Charitable activities

	Unrestricted General £	Restricted £	Total 2023 £	Total 2022 £
NUS extra online sales	481	-	481	403
Advertising and sponsorship	8,279	-	8,279	6,440
Entertainments	888	-	888	787
Sundry	988	-	988	2,395
Sports awards	4,138	-	4,138	3,787
Varsity income	-	-	-	1,583
Student Bar/Cafe Income	-	38,019	38,019	62,472
SU Shop (Income)	998	-	998	9,389
SU Shop (Advertising Income)	1,500	-	1,500	1,500
	<u>17,272</u>	<u>38,019</u>	<u>55,291</u>	<u>88,756</u>

Leeds Trinity Students' Union

Notes to the Financial Statements for the Year Ended 31 July 2023 (continued)

6 Other income

	Total 2023 £	Total 2022 £
Rental income	-	167

7 Expenditure on raising funds

a) Costs of generating voluntary income

	Total 2023 £	Total 2022 £
Donations	-	44

8 Expenditure on Charitable Activities

	Unrestricted funds General £	Restricted funds £	Total 2023 £	Total 2022 £
Other direct costs	19,864	59,924	79,788	83,452
Sports clubs and societies costs	4,859	-	4,859	4,781
Examination of the financial statements	2,100	-	2,100	2,600
	<u>26,823</u>	<u>59,924</u>	<u>86,747</u>	<u>90,833</u>

Leeds Trinity Students' Union

Notes to the Financial Statements for the Year Ended 31 July 2023 (continued)

9 Grant-making

Analysis of grants

	Grants to institutions		Grants to individuals	
	2023	2022	2023	2022
	£	£	£	£
Analysis				
Sports clubs	1,100	2,008	-	-
Funding for events	-	-	590	360
	<u>1,100</u>	<u>2,008</u>	<u>590</u>	<u>360</u>

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

Name of institution	Activity	2023 £
Basketball	Other direct costs	500
Cheerleading	Other direct costs	600
Grants less than £300	Other direct costs	<u>590</u>
		<u>1,690</u>

10 Other resources expended

	Unrestricted funds	Restricted funds	Total 2023	Total 2022
	General £	funds £	£	£
Staff costs				
Wages and salaries	152,357	71,859	224,216	224,880
Social security	9,987	2,091	12,078	9,153
Pension costs	3,420	431	3,851	3,317
Other staff costs	3,600	-	3,600	2,573
Trustees remuneration and expenses	44,213	-	44,213	48,460
Marketing and publicity	2,039	-	2,039	1,815
Depreciation	4,108	335	4,443	4,242
Establishment costs	27,517	-	27,517	25,867
Printing, postage and stationery	1,968	-	1,968	2,396
Sundry and other costs	8,026	-	8,026	7,734
Transaction fees	475	-	475	756
Loss on sale of fixed assets held for the charity's own use	6,787	-	6,787	889
	<u>264,497</u>	<u>74,716</u>	<u>339,213</u>	<u>332,082</u>

Leeds Trinity Students' Union

Notes to the Financial Statements for the Year Ended 31 July 2023 (continued)

11 Trustees remuneration and expenses

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

K Howard-Mathews

K Howard-Mathews received remuneration of £20,268 (2022: £1,791) and £81 (2022: £Nil) of expenses were reimbursed to K Howard-Mathews during the year.

During the year pension contributions of £421 (2022: £38) were paid for the benefit of the trustee.

During the year accommodation costs of £5,282 (2022: £Nil) were paid on behalf of K Howard-Mathews as acting president for 2022/23.

K Clarke

K Clarke received remuneration of £8,411 (2022: £1,791) during the year.

During the year pension contributions of £170 (2022: £38) were paid for the benefit of the trustee.

During the year accommodation costs of £5,282 (2022: £Nil) were paid on behalf of K Clarke as acting vice president for 2022/23.

R Ward

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

During the year pension contributions of £Nil (2022: £Nil) were paid for the benefit of the trustee.

During the year accommodation costs of £Nil (2022: £6,750) were paid on behalf of R Ward as acting vice president for 2021/22.

R Ward resigned on 30 June 2022.

C Grooby

C Grooby received remuneration of £Nil (2022: £12,313) and £Nil (2022: £220) of expenses were reimbursed to C Grooby during the year.

During the year pension contributions of £Nil (2022: £251) were paid for the benefit of the trustee.

During the year accommodation costs of £Nil (2022: £6,750) were paid on behalf of C Grooby as acting president for 2021/22.

C L Grooby resigned on 8 April 2022.

M Goodhand

£1 (2022: £Nil) of expenses were reimbursed to M Goodhand during the year.

K Cecilia

£Nil (2022: £11) of expenses were reimbursed to K Cecilia during the year.

K Cecilia resigned on 11 August 2022.

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

Leeds Trinity Students' Union

Notes to the Financial Statements for the Year Ended 31 July 2023 (continued)

Key Management Personnel

S Law

S Law received remuneration of £Nil (2022: £17,252) during the year.

During the year pension contributions of £Nil (2022: £393) were paid for the benefit of S Law.

S Law resigned on 10 June 2022.

L Burton

L Burton received remuneration of £41,059 (2022: £11,333) during the year.

During the year pension contributions of £1,027 (2022: £278) were paid for the benefit of L Burton.

12 Staff costs

The aggregate payroll costs were as follows:

	2023 £	2022 £
Staff costs during the year were:		
Wages and salaries	254,829	257,139
Social security costs	14,489	11,527
Pension costs	4,476	3,644
Other staff costs	3,600	2,573
	<u>277,394</u>	<u>274,883</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:

	2023 No	2022 No
Charitable activities	<u>20</u>	<u>29</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 £71,356 (2022 - £61,842).

Leeds Trinity Students' Union

Notes to the Financial Statements for the Year Ended 31 July 2023 (continued)

13 Tangible fixed assets

	Office improvements £	Bar & disco equipment £	Fixtures, fittings & equipment £	Total £
Cost				
At 1 August 2022	7,550	33,174	17,223	57,947
Additions	-	200	-	200
Disposals	-	(8,562)	(2,591)	(11,153)
At 31 July 2023	<u>7,550</u>	<u>24,812</u>	<u>14,632</u>	<u>46,994</u>
Depreciation				
At 1 August 2022	5,053	11,984	7,992	25,029
Charge for the year	1,679	1,622	1,142	4,443
Eliminated on disposals	-	(2,486)	(1,880)	(4,366)
At 31 July 2023	<u>6,732</u>	<u>11,120</u>	<u>7,254</u>	<u>25,106</u>
Net book value				
At 31 July 2023	<u>818</u>	<u>13,692</u>	<u>7,378</u>	<u>21,888</u>
At 31 July 2022	<u>2,497</u>	<u>21,190</u>	<u>9,231</u>	<u>32,918</u>

14 Debtors

	2023 £	2022 £
Trade debtors	1,757	544
Prepayments and accrued income	7,611	6,454
Other debtors	1,798	1,602
	<u>11,166</u>	<u>8,600</u>

15 Creditors: amounts falling due within one year

	2023 £	2022 £
Trade creditors	14,977	10,861
Other taxation and social security	5,115	2,861
Other creditors	20,872	31,616
Accruals and deferred income	5,510	5,532
	<u>46,474</u>	<u>50,870</u>

Included in the other creditors above is £20,508 (2022 - £30,892) 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 £19,736 (2022 - £19,864) and paid funds of £30,120 (2022 - £17,906) on behalf of the students' clubs and societies.

Leeds Trinity Students' Union

Notes to the Financial Statements for the Year Ended 31 July 2023 (continued)

16 Funds

	Balance at 1 August 2022 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 July 2023 £
Unrestricted					
General	110,014	348,029	(291,320)	3,642	170,365
Restricted funds					
Subvention for Student Bar/Cafe	7,483	129,319	(134,640)	(2,162)	-
Subvention for sports	1,480	-	-	(1,480)	-
Yorkshire Sports Foundation	1,799	-	-	-	1,799
Restricted	10,762	129,319	(134,640)	(3,642)	1,799
Total funds	120,776	477,348	(425,960)	-	172,164
	Balance at 1 August 2021 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 July 2022 £
Unrestricted					
General	129,498	287,129	(300,301)	(6,312)	110,014
Restricted funds					
Subvention for Student Bar/Cafe	-	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	-	44	(44)	-	-
Total restricted funds	904	126,204	(122,658)	6,312	10,762
Total funds	130,402	413,333	(422,959)	-	120,776

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

Restricted funds:

- Subvention for Student Bar/Cafe represents amounts received to pay for costs relating to the Student Bar/Cafe. Subvention plus income received from the Student Bar/Cafe is combined to cover costs.
- Subvention for sports represented 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 2023 (continued)

17 Analysis of net assets between funds

	Unrestricted funds General funds £	Restricted funds £	Total funds £
Tangible fixed assets	20,450	1,438	21,888
Current assets	196,389	361	196,750
Current liabilities	(46,474)	-	(46,474)
Total net assets	<u>170,365</u>	<u>1,799</u>	<u>172,164</u>

18 Commitments

Other financial commitments

The total amount of other financial commitments not provided in the financial statements was £Nil (2022 - £285). The financial commitments are in respect of operating leases.

The amount of lease payments recognised as an expense was £285 (2022 - £1,165).

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 (2022 - £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 £383,300 (2022 - £283,290) was received from Leeds Trinity University.

During the year Leeds Trinity University donated services and paid expenses to the value of £33,932 (2022 - £34,899).

During the year the charity invoiced £7,214 (2022 - £6,371), including recharges, to Leeds Trinity University and purchases of £1,185 (2022 - £253) were made from Leeds Trinity University. At 31 July 2023 the charity was owed £720 (2022 - £444) from Leeds Trinity University and the charity owed £432 (2022 - £nil) to Leeds Trinity University.