

**REGISTERED CHARITY NUMBER: 1191019**

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2023  
FOR  
ST AIDAN'S JCR CIO**

Ribchesters  
Chartered Accountants  
Finchale House  
Belmont Business Park  
Durham  
DH1 1TW



**ST AIDAN'S JCR CIO**

**CONTENTS OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2023**

	<b>Page</b>
<b>Operating and Financial Review</b>	<b>1</b>
<b>Report of the Trustees</b>	<b>2 to 5</b>
<b>Independent Examiner's Report</b>	<b>6</b>
<b>Statement of Financial Activities</b>	<b>7</b>
<b>Balance Sheet</b>	<b>8</b>
<b>Notes to the Financial Statements</b>	<b>9 to 12</b>
<b>Detailed Statement of Financial Activities</b>	<b>13</b>



## **ST AIDAN'S JCR CIO**

### **OPERATING AND FINANCIAL REVIEW FOR THE YEAR ENDED 31 JULY 2023**

As the financial statements below indicate, The Charity has a sound financial base. One of the aims of The Trustees is to secure the long-term future of The Charity by careful and prudent management of its assets. As of 31 July 2023, the Charity has net assets of £131,654. At the beginning of the financial year the Charity received £36,202 from Durham University upon taking on the functions of an independent Junior Common Room (CIO).

It is our intention to avoid running a deficit at all costs and while for the financial year 2023-24, projections show financial pressures, the current reserves and reserves policy cover the minor projected deficit. The forecasts for the following years place the finance in a healthier position.

During the year the Charity's income was £295,284. The Charity's expenditure was £163,630. This meant that the Charity has a surplus of £131,654 for the year. At the end of the year the Charity held £131,654 in Reserves.

The Charity's main sources of income were Associate Member levies, the University Composition Fee, Clubs and Society subscriptions and income from the shop, tech hire and events. The main sources of expenditure were the President's salary, running of sports, Events, Merchandise and Committees.

Overall, the Charity operated on a sound financial basis during the year. There were no significant financial challenges during the year. Further details of the finances are included in the Independent Examiner's Report Below.



**ST AIDAN'S JCR CIO**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2023**

The Trustees present their report with the financial statements of The Charity for the year ended to 31 July 2023. The Trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities, preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

**TERMINOLOGY**

"The JCR", "The Charity" and "The CIO" all refer to St Aidan's JCR CIO.

"Student" refers to anyone who is a student at St.Aidan's College, a college of Durham University, whether or not they are formally an associate member of The JCR.

"The Trustees" and "The Board" both refer to The Board of Trustees of The Charity,

"The University" refers to Durham University.

"The President" refers to the elected President of The JCR, a full time employee of The Charity,

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

The object of the CIO is the advancement of education of Students at St Aidan's College, Durham University for the public benefit by:

- Promoting the interests and welfare of Students at St Aidan's College during the course of study and representing, supporting and advising students.
- The CIO is the recognised representative channel between Students and St Aidan's College and any other external bodies
- The CIO provides social, sporting, cultural and recreational activities and forums for discussions and debate for the personal development of its Students.

**Significant activities**

The CIO reinvigorated the activity of the JCR after a significant lull following the COVID 19 Pandemic. Large scale social events were held for students including freshers week activities at the start of September, a Winter ball in December and a Summer ball in June. Live lounges were introduced as small scale events as social and recreational opportunities for students.

The JCR reintroduced a network of active societies, including those to support and resource Performing Arts, LGBTQ+ Students, International Students and the environment and sustainability.

**Public benefit**

The Charity helped to support students during the housing crisis in Durham, by hosting a speaker from "Get My Deposit Back" and providing useful information on how to secure student housing.

A sub-executive participation committee was established to award participation funds to students, who can apply for small grants to help them afford aspects of the wider student experience.

**FINANCIAL REVIEW**

**Reserves policy**

In general, the JCR will aim to hold an amount roughly equivalent to 1/3 of its annual turnover in reserve each year. Should the budgeted or actual reserve amount in a given financial year fall below 25% of annual turnover, or exceed 40% of annual turnover, the Trustee Board will consider and pass a resolution as to whether or not budgetary changes need to be made.





**ST AIDAN'S JCR CIO**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2023**

**FUTURE PLANS**

The JCR will prioritise improving the operational side of the Charity's actions. With the aim of allowing our student volunteers to be more prepared and qualified to deal with the demands of operational responsibility, the JCR will look to improve the training on offer. This will be particularly targeted towards the Executive Committee from the beginning of the academic year, including enrolment on a leadership development and mentorship course for some of the key roles on the Executive Committee, and a team building programme, both offered by Durham University.

On top of continuing this year's efforts at improving financial access for students, the JCR is looking to introduce staggered payments for the Associate Membership levy. This will help students affected by the cost of living crisis to participate in our activities, early on in the year, from a more financially comfortable position.

In further consolidation of effective governance, the charity will aim to implement more robust policies. This will particularly target the area of JCR Associate Member's behaviour at JCR events. These policies will include an umbrella behaviour policy, signed contracts for comperes at events and guidelines relating to socials of sports and societies. Other policies to be introduced in the coming year, in line with Charity Commission guidance, include a policy on political activity and a policy on social media usage. The JCR will also scrutinise and update if need be existing policies covering areas such as GDPR compliance, Trustee expenses and Reserves policy.

The JCR will take a number of steps to improve the quality of student life - a significant component of our Public Benefit - over the coming year. This includes investment in upgrading facilities for the physical Junior Common Room space, including furnishings and repairs of recreational furniture such as pool and ping pong tables. Furthermore, the Charity will look to improve the quality of large events based on feedback collection, this allows us to gauge any changes in preferences that associate members have for events, and tailor them accordingly. One area of improvement that the JCR will target is the quality of food provided at our large events. The charity, ultimately, aims to sustain and further develop the significant activities delivered last year, especially with regards to facilitating the creation of novel student societies.

Many associate members of the Charity are international students who remain living in St Aidan's College during the term breaks, when the majority of members leave Durham. As such, this has typically been a time when JCR activity with regards to events is decreased. This year the Charity will look to host small events in the term breaks to provide social opportunities to those international students and others who remain at St Aidan's College when other students leave.

The JCR's Board of Trustees will be looking to undertake succession planning for external trustees, to sustain governance stability and in order to avoid the Charity being left without a trustee willing to be Chair or without an external trustee with financial experience.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

Throughout this period the charity was controlled by its governing document: the St. Aidan's JCR CIO Constitution. The constitution was originally adopted in October 2020 and revised again in February 2022. In the last year it was updated once on the 25th July 2023 by a vote at a General Meeting of Members. The amendments were made to Clause 10 which had required Trustee appointments for set time periods. This was deemed to be too inflexible due to the difficulty of appointing new trustees. It was resolved to allow appointments 'up to' a certain time period. This was a relatively minor change to the constitution.

**Recruitment and appointment of new trustees**

Student Trustees are elected by a vote of associate members. External trustees are recommended via a recruitment process led by the Chair of Trustees. Both student and external trustees must be approved by the Board. In line with section 3 of the Trustee Operating Policies and Procedures all trustees undertook an induction process led by the Chair of the Board. All new Trustees were required to have access to and read the following documents: Charity Constitution, Charity Commission Guidance: The Essential Trustee, Trustee Board Operating Policies and Procedures and the Associate Members (JCR) Operating Policies and Procedures. Further to this new Trustees have undertaken an in-house training session with the Chair to introduce: the role of trustees, trustee communications, structure and purpose of the charity. On top of this new trustees must complete a declaration of trusteeship, declare conflicts of interest and a registration of interests.



## **ST AIDAN'S JCR CIO**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2023**

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Organisational structure**

The Charity is governed by a Constitution and controlled by a Board of Trustees who make major decisions on the Charity's operations. However many responsibilities and functions of the Charity have been delegated to Associate Members. Those Associate Members take on these responsibilities as a result of democratic elections.

The Executive Committee - made up of some of the elected Associate Members - has responsibility for overseeing most day-to-day business of the JCR. The JCR Executive Committee, which meets weekly during term time, leads the JCR in strategic outlook and direction. Other committees oversee more specific matters such as welfare, financial, socials, outreach ect.

The Charity's finances are managed predominantly by the JCR Treasurer and JCR President with some help from other JCR Officers and Finance Committee. However, the JCR's Financial Regulations are set by the board. Furthermore, major financial decisions must be approved by the board and some significant decisions - such as unplanned expenses over £250 - have to be passed in a motion at a JCR Meeting. The JCR's annual budget is presented to a JCR Meeting for discussion and any recommendations to the Board, who ultimately approve it or not.

##### **Related parties**

The JCR is linked via a service level agreement to Durham University and St. Aidan's College, one of the University's colleges, both of which provide space and facilities to the JCR and its members. We collaborate with St Aidan's College on the organisation of academic and social events, and planning of long-term shared goals for the benefit of students at St Aidan's College. We accept a composition fee (annual grant) as funding from Durham University, based on the number of undergraduate students within St Aidan's College

##### **Risk management**

The President set up a CIO risk register, which is presented to the Board of Trustees at quarterly meetings, who are responsible for evaluating the risks faced by The Charity, as well as ensuring the implementation of suitable measures to reasonably safeguard against financial and strategic risks.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Charity number**

1191019

##### **Principal address**

Windmill Hill  
Durham  
Co. Durham

##### **Trustees**

J Eaton (resigned 31/7/2023)  
E Mortby  
M Richards  
L White (resigned 31/3/2023)  
M Slaven (appointed 1/8/2022) (resigned 31/7/2023)  
E Smith (appointed 22/11/2022)  
G Jackson  
V Dhasmana (appointed 1/7/2023)  
F Laven (appointed 1/7/2023)  
J Xu (resigned 22/11/2022)  
H Trice (appointed 1/8/2023)  
J Wildman (appointed 1/8/2023)





**ST AIDAN'S JCR CIO**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 JULY 2023**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Independent Examiner**

Lesley Stabler BA(HONS) FCCA

Ribchesters

Chartered Accountants

Finchale House

Belmont Business Park

Durham

DH1 1TW

Approved by order of the board of trustees on 24 April 2024 and signed on its behalf by:

A handwritten signature in black ink, appearing to read 'E Mortby', with a stylized flourish at the end.

E Mortby - Trustee



**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
ST AIDAN'S JCR CIO**

**Independent examiner's report to the trustees of St Aidan's JCR CIO**

I report to the charity trustees of the Trust on my examination of the accounts of St Aidan's JCR CIO (the Trust) for the year ended 31 July 2023.

**Responsibilities and basis of report**

As the charity trustees of the Trust 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 Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

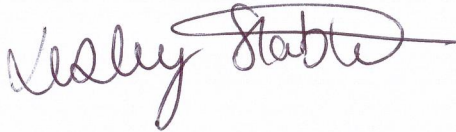
**Independent examiner's statement**

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, 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 the Trust 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 applicable 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.



Lesley Stabler BA(HONS) FCCA  
The Institute of Chartered Accountants in England and Wales

Ribchesters  
Chartered Accountants  
Finchale House  
Belmont Business Park  
Durham  
DH1 1TW

24 April 2024





**ST AIDAN'S JCR CIO**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 JULY 2023**

	Notes	Unrestricted fund £
<b>INCOME AND ENDOWMENTS FROM</b>		
Donations and legacies	2	201,843
Other trading activities	3	93,441
<b>Total</b>		<u>295,284</u>
 <b>EXPENDITURE ON</b>		
<b>Charitable activities</b>	4	
Merchandise		498
Sports and societies		19,917
Events		107,892
Committees		35,323
<b>Total</b>		<u>163,630</u>
 <b>NET INCOME</b>		 131,654
 <b>TOTAL FUNDS CARRIED FORWARD</b>		 <u><u>131,654</u></u>

The notes form part of these financial statements



**ST AIDAN'S JCR CIO**

**BALANCE SHEET  
31 JULY 2023**

	Notes	Unrestricted fund £
<b>FIXED ASSETS</b>		
Tangible assets	7	94,442
<b>CURRENT ASSETS</b>		
Debtors	8	660
Cash at bank		57,729
		<hr/> 58,389
<b>CREDITORS</b>		
Amounts falling due within one year	9	(21,177)
		<hr/>
<b>NET CURRENT ASSETS</b>		37,212
		<hr/>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		131,654
		<hr/>
<b>NET ASSETS</b>		131,654
		<hr/>
<b>FUNDS</b>	10	
Unrestricted funds		131,654
		<hr/>
<b>TOTAL FUNDS</b>		131,654
		<hr/>

The financial statements were approved by the Board of Trustees and authorised for issue on 24 April 2024 and were signed on its behalf by:



E Mortby - Trustee

The notes form part of these financial statements



**ST AIDAN'S JCR CIO**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2023**

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**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.

**Governance costs**

Governance costs include those costs associated with meeting with the constitutional and statutory requirements of the charity and include the independent examination fees and costs linked to the strategic management of the charity.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery	- 25% on reducing balance and straight line over 4 years
Computer equipment	- 33% on cost

**Taxation**

The charity is exempt from tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Grants**

Grants of a revenue nature are credited to income in the period to which they relate.

**Financial instruments**

The charity has elected to apply the provisions of section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.



**ST AIDAN'S JCR CIO**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 JULY 2023**

**1. ACCOUNTING POLICIES - continued**

**Financial instruments**

Financial instruments are recognised in the charity's balance sheet when the company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

**2. DONATIONS AND LEGACIES**

	£
Donations	159,801
Levies	31,290
Grants	10,752
	<u>201,843</u>

Grants received, included in the above, are as follows:

	£
Durham University	<u>10,752</u>

**3. OTHER TRADING ACTIVITIES**

	£
Social events	64,443
Committees	22,169
Sports and societies income	6,340
Merchandise	489
	<u>93,441</u>

**4. CHARITABLE ACTIVITIES COSTS**

	Direct Costs £	Support costs (see note 5) £	Totals £
Merchandise	498	-	498
Sports and societies	12,349	7,568	19,917
Events	66,268	41,624	107,892
Committees	21,449	13,874	35,323
	<u>100,564</u>	<u>63,066</u>	<u>163,630</u>





**ST AIDAN'S JCR CIO**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 JULY 2023**

**5. SUPPORT COSTS**

	Management	Other	Governance costs	Totals
	£	£	£	£
Sports and societies	2,654	4,662	252	7,568
Events	14,596	25,642	1,386	41,624
Committees	4,865	8,547	462	13,874
	<u>22,115</u>	<u>38,851</u>	<u>2,100</u>	<u>63,066</u>

**6. TRUSTEES' REMUNERATION AND BENEFITS**

	£
Trustees' salaries	<u>21,940</u>
<b>Trustees' expenses</b>	
	£
Trustees' expenses	<u>175</u>

**7. TANGIBLE FIXED ASSETS**

	Plant and machinery	Computer equipment	Totals
	£	£	£
<b>COST</b>			
Additions	<u>124,386</u>	<u>1,649</u>	<u>126,035</u>
<b>DEPRECIATION</b>			
Charge for year	<u>31,096</u>	<u>497</u>	<u>31,593</u>
<b>NET BOOK VALUE</b>			
At 31 July 2023	<u>93,290</u>	<u>1,152</u>	<u>94,442</u>

**8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	£
Prepayments	<u>660</u>



**ST AIDAN'S JCR CIO**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 JULY 2023**

**9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	£
Trade creditors	17,327
Other creditors	3,850
	<u>21,177</u>

**10. MOVEMENT IN FUNDS**

	Net movement in funds £	At 31.7.23 £
<b>Unrestricted funds</b>		
General fund	131,654	131,654
<b>TOTAL FUNDS</b>	<u>131,654</u>	<u>131,654</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	295,284	(163,630)	131,654
<b>TOTAL FUNDS</b>	<u>295,284</u>	<u>(163,630)</u>	<u>131,654</u>

**11. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 July 2023.



**ST AIDAN'S JCR CIO**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 JULY 2023**

£

**INCOME AND ENDOWMENTS**

**Donations and legacies**

Donations	159,801
Levies	31,290
Grants	10,752
	<hr/> 201,843

**Other trading activities**

Social events	64,443
Committees	22,169
Sports and societies income	6,340
Merchandise	489
	<hr/> 93,441

<b>Total incoming resources</b>	<hr/> 295,284
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**EXPENDITURE**

**Charitable activities**

Committees	21,449
Merchandise	498
Sports and societies	12,349
Events costs	66,268
	<hr/> 100,564

**Support costs**

**Management**

Trustees' salaries	21,940
Trustees' expenses	175
	<hr/> 22,115

**Other**

Subscriptions	442
Telephone	1,988
Insurance	3,935
Postage and stationary	106
Website costs	787
Plant and machinery	31,096
Computer equipment	497
	<hr/> 38,851

**Governance costs**

Independent examiner fee	2,100
	<hr/>

Total resources expended	<hr/> 163,630
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<b>Net income</b>	<hr/> <hr/> 131,654
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This page does not form part of the statutory financial statements

