

Charity number 1194635
Company number 13275949

OXFORD BROOKES STUDENTS' UNION LIMITED
REPORT AND FINANCIAL STATEMENTS
FOR THE PERIOD ENDED
30 JUNE 2022

OXFORD BROOKES STUDENTS' UNION LIMITED

FINANCIAL STATEMENTS

PERIOD ENDED 30 JUNE 2022

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OXFORD BROOKES STUDENTS' UNION LIMITED

REPORT OF THE TRUSTEES

PERIOD ENDED 30 JUNE 2022

Legal & Administrative Information

The Sabbatical Team of the Union are Charity Trustees and directors of Oxford Brookes Students' Union Limited. The Board of the Union also comprises Lay and Student Trustees.

Trustees

Sabbatical Trustees

Tannah Collier: President

Sarah Tammadge-Wall: Vice-President Student Voice

Hugo Stewart: Vice-President Student Wellbeing

Saskia Clubb: Vice-President Student Activities and Employability

Erika Allaissem Toguy

Phoebe Parr

Student Trustees

Rebecca Pollock

Aminul Islam

Lay Trustees

Jill Finney

Professor Anne-Marie Kilday

Adrian White

Tom Flynn

Aduke Onafowokan

Key Management Personnel

Emilie Tapping

Helen Bristow

Nicola Poole

Andrew Pedersen

Paula Austin

Val Price

Rebecca Turton

OXFORD BROOKES STUDENTS' UNION LIMITED

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PERIOD ENDED 30 JUNE 2022

Charity Registration Number 1194635

Company Registration Number 13275949

Chief Executive Emilie Tapping

Principal Office John Henry Brookes Building
Gipsy Lane Campus
Headington
Oxford
OX3 0BP

Auditors Crowe U.K. LLP
Aquis House
49-51 Blagrove Street
Reading
RG1 1PL

Bankers: National Westminster Bank PLC
91 London Road
Headington
Oxford
OX3 9AF

Solicitors:

Freeths LLP Davy Avenue Knowlhill Milton Keynes MK5 8HJ	Blake Morgan LLP Apex Plaza Forbury Road Reading RG1 1AX
Wrigleys Solicitors LLP 19 Cookridge Street Leeds LS2 3AG	

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Financial Statements

The Trustee Board present their report and financial statements for the period ended 30 June 2022. This is a ten month period as the activities, assets and liabilities of the Union were transferred to Oxford Brookes Students' Union Limited on 3 September 2021. As a consequence of the transfer the trustees closed down the residual charity without liability or gain during 2022.

Status and Administration

Oxford Brookes Students' Union is a company limited by guarantee registered in England and Wales (company number 13275949) which was formally registered as a charity with the Charity Commission in June 2021 (registration number 1194635).

The Charity is constituted in accordance with its constitution, and is administered and managed by the Trustee Board appointed from time to time. General meetings of the student body are held at least once each academic year.

The Full Time Elected Officers are elected by the membership to take office on 1 July in the year in which they are elected and hold office for one year until the following 30 June.

Charitable Objects

The Union's objects are the advancement of education of Students at Oxford Brookes University for the public benefit by:

- promoting the interests and welfare of Students at Oxford Brookes University during their course of study and representing, supporting and advising Students;
- being the recognised representative channel between Students and Oxford Brookes University and any other external bodies; and
- providing social, cultural and recreational activities and forums for discussions and debate for the personal development of its Students.

Oxford Brookes Students' Union seeks to enhance the student experience by providing representation, welfare services, recreation facilities and opportunities for student development within the Union, the University and the local community.

In furtherance of these aims the trustees have complied with their duty in s.17(5) of the Charities Act 2011 to have due regard to the Charity Commission's published general guidance concerning the operation of the public benefit requirement under that Act.

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Board of Trustees Report

The Board of Trustees, who are also directors of the Company for the purposes of the Companies Act, present their combined director's report, trustee's annual report and financial statements for the period ended 30 June 2022. The Board of Trustees confirms that the annual report and financial statements of the Company comply with current statutory requirements, the requirements of the Company's governing document and the provisions of the Statement of Recommended Practice (FRS 102).

Statement of the Trustee Board's responsibilities

The Trustees (who are also directors of Oxford Brookes Students Union Ltd for the purposes of Company Law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards).

The law applicable to companies and charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and the group of both the incoming resources and application of resources of the group for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgement and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions, disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008, the Companies Act 2006 as well as the provisions of the charity's constitution. They are also responsible for safeguarding the assets of the charitable company and the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.


The Board of Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Disclosure of information to auditors:

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- So far as that Trustee is aware, there is no relevant audit information which the charitable company's auditors are unaware, and
- That Trustee has taken all of the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information.

This report was approved and authorised for issue by the Board of Trustees signed on its behalf by:

 (Jill Finney)

1 December 2022

OXFORD BROOKES STUDENTS' UNION LIMITED

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Structure, Governance & Management

Oxford Brookes Students' Union (hereafter referred to as the Students' Union) falls under the definition of a "students' union" in section 20(1) of the Education Act 1994. The Students' Union is an unincorporated association with charitable status.

Oxford Brookes University (hereafter referred to as the University) exercises its duty under the Education Act 1994 to take such steps as are reasonably practicable to ensure that the Students' Union operates in a fair and democratic manner and is accountable for its finances.

The Students' Union is governed by its Constitution and responsible for providing representation and support to the students of the University. The Constitution and bye-laws were reviewed in 2021 in order for the organisation to become an incorporated company limited by guarantee. The next review date is in 2026 as agreed with the University Board of Governors.

The Students' Union Trustee Board has provision for a minimum of nine and a maximum of twelve members. The constitution allows for a maximum of six of each category of trustee/director: sabbatical, student and lay. Currently, the composition is as follows:

- four of the trustees are full time student officers of the Union elected by cross-campus secret ballot for a one-year sabbatical term of office. These are full-time or 'sabbatical' positions and they receive remuneration as authorised by the Education Act; Sabbatical Officers can serve a maximum of two terms.
- six members of the board are external or lay Trustees. These are persons invited to join the board having been selected for their skills, knowledge and experience. These trustees are recruited externally and include ex officio spaces of Chair, Treasurer and one space reserved for a University member of staff.
- two members of the Board are student trustees. One of these positions are ex-officio reserved for the Chair of the General Meeting. All other student trustees are recruited and appointed through the membership.

All trustees are provided with a handbook, a code of conduct and opportunities for training through external organisations. Specifically, student and sabbatical officer trustees are provided with a full day training with a sector specialist.

The Students' Union is a democratic organisation with the ultimate decision making power being vested in the Trustee Board which is the sovereign body. The Trustee Board has four subcommittees including Finance & Audit, Health & Safety, People & Culture and Executive Committee. The Executive Committee includes a number of part-time elected officers as well as five student/sabbatical trustees. The work of the Executive Committee is informed by the General Meeting of students. TheSU.Com, the Union's trading subsidiary shares 4 sabbatical officer directors with the main charity alongside 1 external director.

Strategic Management

The Board delegates to the Chief Executive the power to manage the day to day running of the Students' Union by implementing the policy and strategy adopted by and within a budget approved by the Trustees, and to advise the Trustees in relation to such policy, strategy and budget. The Students' Union employs full time staff to ensure effective management of its activities and to implement the policy decisions made by the Student Council and other bodies. There is delegated authority, through the Chief Executive, for operational decision making and accountability within the departments of the Students' Union.

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Within this current period, the CEO took a period of maternity leave between August 2021 and January 2022 during which the Head of Finance & Resources and the Head of Income Generation & Business Development took on roles as interim CEOs. The organisation thanks both for their effort and contribution, which enabled the organisation to continue to succeed and develop.

Public Benefit Statement

The Union's objects are the advancement of education of Students at Oxford Brookes University for the public benefit by:

- promoting the interests and welfare of Students at Oxford Brookes University during their course of study and representing, supporting and advising Students;
- being the recognised representative channel between Students and Oxford Brookes University and any other external bodies; and
- providing social, cultural and recreational activities and forums for discussions and debate for the personal development of its Students.

In furtherance of these aims the trustees have complied with their duty in s.17(5) of the Charities Act 2011 to have due regard to the Charity Commission's published general guidance concerning the operation of the public benefit requirement under that Act.

Our Strategy

In order to deliver our charitable aims, we have set a strategic plan which focuses on building Community, Representation and Advocacy.

Our Vision: All Brookes students will achieve their full potential on campus and beyond, driving positive change and having a valuable impact on society.

Our Mission: We work with students to create spaces and opportunities to build strong communities around common interests and identities. We support students in their personal and academic growth by providing resources, funding and expertise and equipping them with the confidence and skills to effectively represent themselves and others. We want our members to have fun, and enjoy themselves whilst at Oxford Brookes University.

This report relates to year 1 of our 2021-24 strategic plan, here's our progress so far:

Representation: Our Elected Officers will be respected by our members as the legitimate representatives of Brookes Union and trusted to work in partnership with senior leaders within the university and within Brookes Union itself. We will be delivering high-impact campaigns which transform the lives of our members across the whole of Brookes Union.

In 2021/22 we:

- Conducted cross-campus research on the experiences of black students at Brookes, creating a rich evidence-base for understanding the barriers to engagement and attainment for these students. The recommendations of this research were presented to various university stakeholder groups including the Race Equity Forum.
- Officers lead the 'Brookes Together' campaign highlighting solutions to improve campus culture including successfully campaigning for an ISVA and the increased publication of sexual misconduct

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information. This campaign also successfully campaigned for mandatory consent education for all students across the University. This campaign brought together members of the student community to campaign together on something which affects all students - at least 8 societies were actively involved in organising the campaign including Brookes Radio who took on a coordinating role

- Officers organised an annual 'Speak Week', giving the representatives a chance to find out what really matters to students across each campus
- Unfortunately our elections and democratic turnout reduced significantly this year to 7.5% from 10% previously

Our Plan for 2022-23:

- Significant investment has been made into our representation function for 2022/23 including the addition of new staff capacity to generate evidence-based policy as well as focussing on increasing the inclusivity and accessibility of our democratic processes.

Advocacy - Student Representation: Our Student Representatives will be valued members of the university governance, who achieve demonstrable, high-impact results for our members.

In 2021/22 we:

- Recruited, trained and supported over 500 Academic Representatives across the institution
- Our reps secured high-impact wins including a complete review of how Group Work is conducted across the institution. The main overall campaign from student reps related to returning to face-to-face teaching and the re-opening of collaborative spaces which many students wanted and was achieved quickly
- This area of our work provides rich and impactful stories of student representatives supporting each other and doing great work. Below are some stories taken from our 'Rep of the Year' nominations where we recognise the great work our Reps do.
- "As another positive the working relationship between the Programme and Reps has significantly improved. We now have 6 weekly or so meetings which provides an arena to raise issues/positive items as well."
- "YS identified a gap in the skills days offered for Social Work students and organised an LGBTQ+ skills day in collaboration with the faculty. This was a great example of Reps working collaboratively with University staff to deliver for students"
- "BS has consistently represented the student body here in Swindon and has done this by aligning herself with both the students and the teaching team. She understands things from both perspectives, is able to articulate this and does so with diplomacy and tact."

Advocacy - Advice

Every Brookes student will have access to the expert advice and guidance they need to understand their rights and responsibilities; students will feel confident and equipped to successfully navigate policies and procedures.

In 2021/22 we:

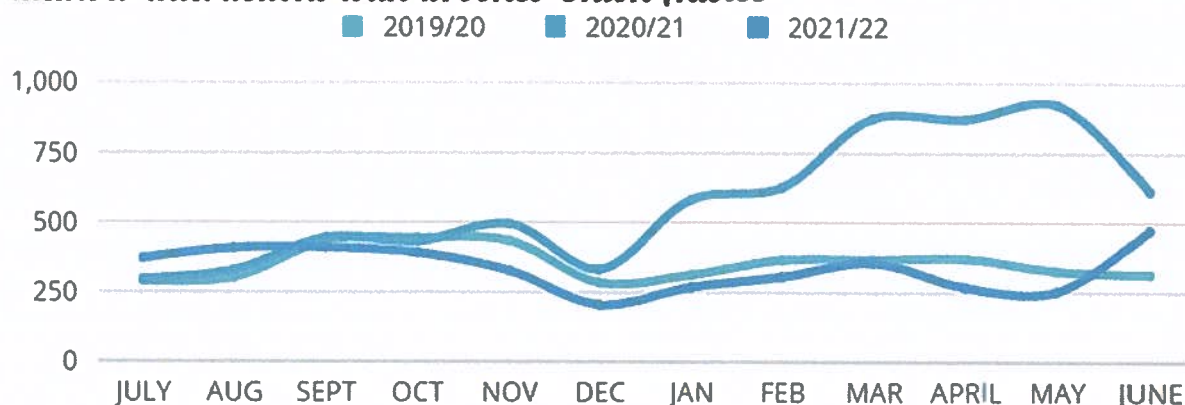
- Numbers of students interacting with the Advice Service have reduced back to pre-pandemic levels as to be expected. Over the past 3 years, the proportion of queries on Academic issues has increased year on year and due to staffing issues other queries have been signposted to external organisations.
- Our Advice Service support students through some of their most difficult times - around 50% of the total number of interactions with Advice are 'repeat contacts' (graph on following page)

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Member Interactions with Brookes Union Advice



- "Thank you for all the help, support and advice you have given me, I'm pleased to report that as a result I'm now in a much better place mentally and enjoying the course and on top of this semester's work."
- "I hope you have a good summer and manage to rest and recharge your batteries so you can continue to support more students in need. Your work is invaluable and I hope you realise the the difference you have made to my life"
- "Can't tell you how grateful I am with you helping me with this."
- "Thank you so much for all your help, you've been an absolute star."

In 2022/23 we plan to:

- Focus on the interaction between the Student Representative system and advice, strengthening our policy positions and using the rich data gathered from the Advice Service in our campaigning and policy development work.

Community

Every student will have the opportunity to find and actively engage in a community through our societies.

In 2021/22 we:

- This year focussed on rebuilding society membership following covid - the grant application process was amended to attempt to increase activity however covid health & safety restrictions remained in place at Brookes until May 2022, significantly reducing on-site activity
- Society and sports club committees each took part in intensive inclusivity training with an organisation called Beyond Equality - a successful pilot which has been continued into the following year
- Society memberships hit an all-time high of 5137 active members at the end of September 2021, meaning that one in 3.5 students at Brookes was a member of a society at that point
- 23 new societies started in 2021-22, including the Korean Hallyu society who organised a very popular Squid Game event.
- The Occupational Therapy Society organised a series of events working on decolonisation of their course, and worked closely with the staff in their department.
- A number of societies, lead by the Slavic society worked together to raise funds for Ukraine and were very vocal about educating students on the situation, as well as supporting students from that area.
- Indian Society held a Holi event and a Diwali event in our covid-secure marquee which enabled our

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international students to find their community at Brookes

Plan for 2022-23:

- We undertook research which enabled us to define what interventions contribute to a sense of community on campus and in 2022 we will be appointing a new Head of Community to take this work forward.

The Trustees have determined that it is appropriate to adopt a more risk tolerant approach to the level of reserves the charity maintains, seeking to make a distinction between its operating reserves, and its cash position. Having considered the risk profile of the Union's income which it determined to be low risk the board determined to maintain an operating reserve

Relationship with Oxford Brookes University

The Students' Union receives a Block Grant from the University and part-occupies buildings owned by the University, which also pays for utilities. Members of staff working within the union are normally jointly employed by the University and are provided with HR support. This support is intrinsic to the relationship between the University and Students' Union and has not been valued. Following the financial year to which these accounts relate, a TUPE transfer of all staff took place on 1 October 2022, meaning that all staff working within the union will be directly employed by the union moving forward.

Although the Students' Union runs limited trading activities it will for the foreseeable future be financially dependent on the support of the University. There is no reason to believe that this support will not continue for the foreseeable future as the Students' Union is an integral part of the University structure and of value to the overall student experience at the University.

Risk Management

The Trustee Board delegates the management of operational risk to the Chief Executive and the Management Team. The Management Team reviews and manages risk within their individual areas of responsibility, escalating issues if required to the Management Group meeting, and if needed to the Board for consideration and action.

The Board considers the issues and items it receives in the context of any strategic risk that they may pose to the organisation and discuss and agree such mitigation as is appropriate to manage the risks that arise through the course of the year. Generally the Union operates in a relatively low risk environment with well-established management processes to address the known risks.

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Principal risks and uncertainties

Within the period the board has discussed several principal risks, including the residual risks surrounding the covid-19 pandemic. Below are the key risks this pandemic presented and the Union's mitigation of that risk:

Income	On-site income generation was significantly adjusted due to H&S considerations until February 2022.	Adjustments to income generation were made but income was largely sustained throughout the year.
Activity	Government and local guidelines were in place until February 22. On-site activity was difficult to sustain particularly in the first term. The risk highlighted was largely to the Union's ability to engage with its members and further have a positive impact on those who have engaged.	Staff and volunteers had clear plans to swiftly move all activity online at short notice and will continued to plan for a majority online activity in the following period. Relationships with the University H&S team were greatly strengthened and additional training provided to Union staff in order to ensure in-person activity was provided where possible. Engagement numbers remained low throughout this period, however.
Staffing	Staff morale, capacity and health whilst working from home has been impacted. The removal of all mitigations in February 2022 lead to increased staff sickness.	Digital solutions have been pursued, meeting structure reformatted to include more meetings and regular check-ins. A new policy asking staff to stay home if unwell (whether covid or other) was implemented
Future Plans	The Union and the SU sub-sector as a whole is likely to face a number of financial, reputational and legal challenges over the next 3 years as a result of coronavirus.	The Union's strategy has been refreshed, and proofed for any future pandemic outbreaks. The union will continue to engage with other SUs and the wider HE sector.

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Outside of coronavirus, the Union has considered the following to be principal risks:

National Student Survey (NSS) Score	The Union's NSS score for Q26 "The students' union (association or guild) effectively represents students' academic interests" decreased.	The union refined its strategy within this year to focus on 3 outcomes: Community, Representation & Advocacy. This was combined with a restructure and a new people & culture strategy to increase engagement with students.
Financial Sustainability & Reserves	Whilst the SU operates in a relatively safe financial environment, the SU's financial sustainability is reliant on the University continuing to fund its' block grant annually and its ability to diversify external income streams. Were either of these two streams disrupted, the SU would not be able to meet its expenditure, however this is unlikely to happen in-year beyond the reserves or reforecasting capability.	The SU has finished with a surplus again, resulting in reserves ahead of the reserves policy. In addition to continuing to grow external income, the Board has identified areas for organisational development which would enable further financial freedom from the University. The university has confirmed block grant amount projections for the next 5 years.
Impact	A combination of the above two points, the Union's risk averse approach to its finances and activity has resulted in low engagement but high underspends. This presents a risk in terms of ability to show impact and providing reasons to continue funding at current levels.	The Union's strategy has been rationalised and a staffing restructure has redistributed strategic responsibility across the organisation. Measures have been put in place to ensure expenditure to budget aligned with operating plans.
Students Union Superannuation Scheme (SUSS) Pensions Deficit	Central to the Union's financial instability is the SUSS Pensions deficit described in more detail throughout this report. Repayments are currently equivalent to c.8% of income, posing a strategic risk through diverting valuable funds away from beneficiaries.	The Union has been in discussion with SUSS Trustees and legal firms to consider what options are available for managing the Union's liability longer-term. The Union also became an incorporated legal entity on 1 Sept 2022 to which these accounts relate.
Staffing/HR arrangements	Following incorporation, legal advice was received that the arrangement regarding the Union/University joint contracts was no longer tenable.	The Board agreed to seek a TUPE transfer of the staff team which began in August 2022 and completed in October 2022.

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Reserves Policy

The Trustees have determined that it is appropriate to adopt a more risk tolerant approach to the level of reserves the charity maintains, seeking to make a distinction between its operating reserves, and its cash position. Having considered the risk profile of the Union's income which it determined to be low risk the board determined to maintain an operating reserve equivalent to 3 months operating expenditure with additional funds being held as free reserves. This provision enables the Union to be able to cope with any short term disruption to its cash flow and to maintain its operations during this period.

Clearly the position is now distorted as a result of the application of FRS 102 to the Union's annual accounts. As such the balance sheet position reflects the pension liability and makes the Union's financial position appear weak. Such accounting principles are a recognition of a potential liability not an actual liability and as such do not impact the cash position of the Union.

Consequently, current total funds of the Union stand at a deficit of £340,135. This position is a consequence of the recognition on the Union's balance sheet of the pension deficit liability. This is the liability that the Union faces as a result of its previous participation in the Students' Union Superannuation Scheme (SUSS).

The liability has decreased in this period due to no scheme valuation changes (the next valuation is due with an effective date of 30 June 2022) and any adjustments representing annual contributions and the application of a discount rate of 3.7%. The liability represents a sum of £1,108,470 as at 30 June 2022. The Trustees are satisfied that the annual contributions have been appropriately budgeted for and will continue to be paid for the foreseeable future, so there is no expectation that the union will be expected to pay for the total liability at any point in the near future.

If the Pension Liability is disregarded the Union's position is £768,097 in reserves. £74,141 of this is held in restricted funds. This leaves £693,956 in unrestricted funds, of which £250,000 are operating reserves and £438,558 remain as free reserves as defined by the Charity Commission (unrestricted funds less fixed assets). The Trustee Board has agreed to review the reserves policy in 2022/23 and delegate a strategic investment fund for any surplus identified.

Affiliations

Oxford Brookes Students' Union is currently affiliated only to the NUS, for which our total subscription costs amounted to £25,355 for the period, and no donations were made during the year to any external institutions out of the Union's own resources

Fundraising

The Union had no fundraising activities requiring disclosure under S162A of the Charities Act 2011.

Remuneration policy for the Union's key management personnel:

The majority of the Union's key management personnel are employed on University contracts and as such their roles and remuneration are assessed through the HERA grading system.

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The Chief Executive and the Sabbatical Officers are employed on Union only contracts and their remuneration is assessed against a benchmark group from the Students' Union sector when reviewed by the board.

Finance Review

It is very important to begin this review of the financial performance of the organisation by looking at both the extraordinary period that preceded these statements but also the one that is covered here.

The start point for these statements is the culmination of the Union's process of incorporation to become a company limited by guarantee, as well as a registered charity. The main driver for this was that the SUSS (Students' Union Superannuation Scheme) pension liability on the Union's balance sheet was a concern in terms of exposure to personal liability for individual trustees.

In order to legally be able to incorporate and not trigger the debt with the scheme trustees, the Union had to do this in a window set by SUSS, where the scheme liability would transfer from the existing to new entity. Unfortunately this window meant that the transfer could not take place at the end/beginning of a financial year. The transfer date was 3rd September, which meant that the first two months of our financial year 2021/22 had to remain in the unincorporated Union.

So, whilst we have been looking at 12 month financial year periods in terms of Management information, the transfer date changed the audit scope to two periods - one of 14 months and one of 10 months. These comprised the financial year July 20- June 21, plus July and August 2021 for the unincorporated Union and September 21 - June 22 (post transfer) for the incorporated Union. These statements look at this latter period. So that we may relate the activities of the Union during the audit period to these accounts, we need to pull out the management information for those 10 months. We will then be able to compare the management accounts with the statements presented here. In order to do this, we will need to look at how the management information differs from the financial statements and we will do this below. Firstly though it is also important to begin by explaining the reporting standards used in order to produce these statements.

In 2016/17 the organisation adopted the FRS102 accounting standards into its accounts, meaning that the pension liability for SUSS (Students' Union Superannuation Scheme) is recognised in the statements. In accordance with FRS102, the liability appears under the Non- Current Liabilities heading in the balance sheet. As these statements are for a new legal entity, there is no prior period comparative figure shown as yet.

The Net Present Value (the assumed total amount owing, based on what we currently know) of the SUSS liability has been recalculated taking into account annual increases for the deficit payments, less the payments in the period, as well as a change in the discount rate. The discount rate applied in this period (3.7%) represents the typical yield of high quality corporate bonds. The results of the last actuarial valuation showed an increase in the scheme deficit and was due partially to the effect that bond yields have had on the liabilities but due mainly to identified unfunded liabilities. This meant that there needed to be a one-off increase in deficit payments of 17% in 2021, and thereafter 5% annually until the planned end of the deficit recovery period in 2035. The recalculation means that there is a difference between the NPV of the liability transferred from the unincorporated Union at September 2021 (£1,513,776) and that shown on the balance sheet at June 2022 (£1,108,470), specifically a reduction of £405,306.

The recognition of the pension liability also forms part of information in the Statement of Financial Activities (SoFA). In order to unwind (amend) the SUSS liability to take account of the re-calculation as shown above, the difference is applied to expenditure. As the liability has decreased this year, the total expenditure within unrestricted funds has too.

In general, the SoFA will differ from the management accounts in other ways too, for example the addition of a notional rent (in both income and expenditure within unrestricted funds) and the inclusion of restricted funds. The restricted fund which represents a difference between the SoFA and

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Management Accounts is the Societies' balance. The amount of £10,822 is the difference between the opening amount (total of society balances) at the beginning of the year (£50,411) and the closing balance at year end (£60,936). This amount is shown in the SoFA as net income under the Restricted Funds heading, the result of movements in both income and expenditure. We do not show this in the Management Accounts as they are held in the balance sheet in order to allow the individual totals to pass into the next financial period. These are removed from profit and loss at the moment of year or period end, and re-entered at the beginning of the next year/period. Each Society will begin the next year/period with the previous year or period closing balance. Also included in the restricted fund column are amounts for grants and their related expenditure. These were for an additional grant from the University to allow us to set up a new CRM system (£38.1k) and the grant from the Department of Work & Pensions (DWP) towards the Kickstarter employment scheme contracts (£14.2k). All grants had expenditure that was at least equal to the income, so the figures in the income and expenditure sections of the SoFA balance each other out.

The balance for the period in the Management Accounts was a surplus of £88,626. In comparison the SoFA net income/expenditure is a positive balance of £504,762. The difference between the two is made up of the movements within the pension liability and society funds (£405,306 and £10,822, respectively), less any small adjustments/round of figures made at audit (<£10).

The format of the SoFA is also very different in the way it expresses income and expenditure and pulls information into main headings. Whilst this usefully allows comparison across the charity sector, this doesn't fully tell the story of what the Union accomplished in the reporting period and the financial performance required to achieve what it did. It also doesn't immediately pinpoint any big changes or events that had an effect on the final result.

It should be mentioned at this point that the expression of results for retail operations create the picture that the costs far outweighed the income, something that might at first seem surprising. It should be remembered, however, that the SORP layout apportions other costs (notional rent, support staff and other similar costs) to the retail area. For example, whilst there are some specific income areas for letting of space and advertising, the related costs for these areas are apportioned to retail operations. Moreover, the SoFA consolidates income and expenditure from both the charity and trading subsidiary.

Trustees, funders and stakeholders should therefore be assured that all charitable funds are being used wisely and appropriately. Trustees routinely receive management information as well as having regular dialogue with the Union Management and this allows them to be abreast of the financial situation and to be able to make the necessary decisions to alter, restrict or halt operations, should any difficulties arise.

Income Generation

External income generating activities were now far less impacted by the pandemic compared with the previous period, although there was still a sense that things were not 'normal' as yet, in terms of allowed activities, but also with how potential customers were managing the financial effects of Covid. Whilst in 2020/21 the focus had to be on digital income generation, the following academic year saw customers starting to come back on campus for physical activations. The fact that companies started to have bigger budgets and resources, coupled with less restrictions helped to ensure that the generation was higher in this period, even comparing the 14 month period with the 10 month period we are looking at. Income generated from sales of advertising, space and marketing agreements was £66.5k, compared with £48k in the previous period. It should be noted that the total generated was 10% higher than first budgeted through the work of the Head of Income Generation & Business Development. They were quickly able to see how things were changing and made the most out of the developing opportunities. They were also able to continue their work begun in 2020/21 building partnerships within the University and supporting the University to reinforce and develop their income streams.

OXFORD BROOKES STUDENTS' UNION LIMITED

REPORT OF THE TRUSTEES

PERIOD ENDED 30 JUNE 2022

Freshers': It was fortunately confirmed that Brookes Union would be able to once again host the Annual freshers' fair physically in September 2021. This was not allowed in 2020 and this had to take place on an online platform, which greatly reduced the income compared with previous years.

The income generated (£41k) was much improved compared with the previous year's income (£15.5k) which had been generated against the online platform, but still not reaching the £73k the previous year's 'normal' Fair. It should be noted, however, that there were a number of Covid restrictions in place and this wasn't to be a standard fair. This had to take place over a number of days, in a much smaller venue and with attendance monitored. Brands were also recovering from the effects of the pandemic themselves and many still had reduced budgets and teams, which prevented a number of bookings.

Other Commercial Income: Increased activity also saw a return of some regular commission based contracts. We received income for commission from the sales of branded clothing (£2.1k) and from UniKitOut student packs (£1.2k). High value annual sponsorship agreements with our key partners Domino's and 001 Taxis were also retained. Commission from the sales of the Totum Card, previously branded as the NUS Extra Card, was also received, although this dropped to £600. This is something we cannot truly control, other than promoting to members. Sales have recently dwindled, so whilst we can conservatively estimate what we might receive (10% from each card), we cannot see this as a reliable income stream.

Entertainments: No entertainments programme was run by the Students' Union in the year. 'This is Oxford', a festival style Summer Ball, postponed from May 2021 due to the pandemic, eventually took place in September 2021 and was followed in May 2022 by the event returning to its usual time. As always this was very well received by the attendees.

Brookes Union works with a local promoter, OxEvents, to provide Freshers' social activity in local bars and clubs in the Oxford area. Fortunately any covid restrictions in place the previous year had been lifted so activity in the Fresher's period was able to take place as agreed, resulting in income of £6k from the contract.

Expenditure on Activities and Administration

Another big area where Covid was still having an impact, especially early in the period are the events, services and activities run for our members. For example, society events could not run exactly as they had pre-pandemic due to restrictions on space and numbers of attendees, although fortunately this was easing in Semester 2. We were, for example, very pleased to have been able to run an in person Union Awards event in the spring, which was very well received by all attendees. Planned activity in areas of representation, insight and student-led activities also ended up costing less due to having to alter what was planned both in terms of scope or how the activities were facilitated. The team, now experienced at having to remain agile in this area due to almost 18 months of a pandemic, was able to look ahead and alter planned events and activities where required. This was done whilst ensuring that we provided activities and resources that engaged and benefited our members, but that often cost much less than those originally planned. This reduction in costs led to a reforecast that gave a year end position that was financially more favourable overall than originally anticipated.

Another large contributory factor towards a surplus higher than we had envisioned was staffing costs and changes to the team. Within the period, a number of staff members left the team to pursue opportunities elsewhere or, in one case, retire. The difference between our original budget and the actual results is due to how and when the roles were replaced. Whilst we strived to ensure that we had enough staff resources to do what we needed and wanted to do in terms of service delivery, it was not easy to replace all gaps in the team immediately. One major factor in

OXFORD BROOKES STUDENTS' UNION LIMITED

REPORT OF THE TRUSTEES

PERIOD ENDED 30 JUNE 2022

this was the changes in the job market and that there were occasionally more jobs than candidates. We were however clear with ourselves that we had to have the right people for the roles and that we may need to wait for these. In this period we welcomed staff through employment schemes such as Kickstart and Charityworks and whilst the candidates joining us were fantastic and great assets to the team, the scheme meant that these roles cost much less than employing via existing methods. This led to a further reduction in staffing costs, especially with the Kickstart grant via the DWP. During the first half of the period the Union CEO was on maternity leave and this also had an effect on budgeted salary costs. We were able to reclaim most of the statutory maternity pay paid and the salary reduced after the initial 13 week period. The CEO duties were covered during the leave period by two members of the management team, splitting the role and jointly acting up as interim CEO, both receiving a temporary increase in salary for those duties.

We spent less than we were anticipating on equipment and repairs due to a delayed and staggered return to the office. At the end of this period many people were still working a hybrid pattern, with most in the office at least two days per week. It is envisioned that as more people work from the office more regularly, we'll assess the team's needs in terms of IT and other equipment and look at what is required to help everyone do their job as they need. We spent more this year in legal costs (£11.2k) due to the costs of incorporation, although the costs were as we had anticipated and services provided were exactly as required to ensure we successfully completed the process.

One area that has once more made a big impact is pensions and specifically the amounts paid as scheme deficits. The Union still pays deficit payments into the Student's Union Superannuation Scheme (SUSS), which has closed to further accrual, and these increased (as predicted) by 17% for the most part of the period - £6,906 in September 2021, then £8,078 per month. We were notified in May 2020 of the results of the actuarial valuation, which gave a new expected end date to the recovery plan of August 2035. It was also confirmed that deficit payments will face a one-off 17% increase in October 2021, and then back to 5% every October onwards. These measures were put in place to deal with the unfunded liabilities identified in the valuation.

These monthly deficit costs, it should be noted, are physical costs in the period to the Union, as opposed to the aforementioned apportioned amount in the SoFA. The PPF levy share is also a real time cost to the Union, which decreased to £6,997 in 2021/22, down from £11,638 in 2020/21.

The Union also continued to pay deficit payments for the Local Government Pension Scheme (LGPS). Members of Union staff paid via the University payroll are able to be part of the scheme and LGPS had to introduce deficit payments from July 2014, and these continue to cost the Union approximately £1.3k per month.

Balance Sheet

As this is the 6th period that the Union (1st by the new legal entity) adopted FRS102 in its accounts, the large deficit balance caused by the inclusion of the pension liability will not come as so much of a shock to existing stakeholders. It does warrant mention, however, for those new to this style of accounts.

At first glance it might appear that the Union has negative reserves. Of course this is not the case and looking at the figures before the liability is added shows that the Union is a going concern and will be able to pay its debts as they fall due. Reserves have actually increased from the totals transferred from the unincorporated entity, which is to be expected with a surplus position at period end. Moreover, looking at the cash at bank and in hand, most reserves are cash, aiding the organisation's liquidity. Having the pension liability in the balance sheet has an effect on our Pension Protection Fund Levy insolvency score and, therefore, the amount we will be liable to pay in the forthcoming year. A negative change in the balance sheet will cause the Union to be

OXFORD BROOKES STUDENTS' UNION LIMITED

REPORT OF THE TRUSTEES

PERIOD ENDED 30 JUNE 2022

liable for a greater share of the levy payment, so being able to afford this, as well as future deficit increases is very important and the SUSS pension remains our biggest financial concern.

After the 2020/21 levy share calculation, the score calculation moved from Experian to Dun and Bradstreet. The effect of their different calculations meant that the levy for 21/22 was reduced to £7k, compared with £11.6k in 20/21 and despite an increase in the deficit. Whilst this might have led us to assume that because the liability was reduced on the balance sheet at August 2021 the levy could drop further, we continued to monitor our score on their calculation portal as the levy overall could increase. In fact, at the time of writing the levy share for 22/23 has been confirmed as £8.7k, a 24% increase.

The Creditors' liability is as expected as we are able to pay companies in a timely manner, whilst also taking advantage of trade credit periods. The overall Debtors' balance is much lower than the amount at transfer but this consisted of prepayments and accrued income due to the addition of July and August 2021 into the 14 month reporting period. The current balance is much more in line with what we would normally expect to see at the end of the financial year.

The trading company debtors' balance related to early Freshers sales for September 2022 but was as expected for this period and the sales were put into deferred income. All payments for these debtor balances have now been received.

The financial result for this reporting period, looking at the figures behind the SoFA, indicates that the Union has once more focussed its efforts on the support and representation of its members as part of its core values. Despite remaining covid restrictions continuing to have an effect on Union activities, coupled with a stretch on staff resources, the team was prepared and able to adapt itself. The Union always looks to achieve a service delivery that will most benefit its members and to be agile in deciding what this should look like.

The Union has once again been proactive in looking at risk and monitoring its spending in terms of horizon-scanning to ensure that we are aware of any exposure to risks, whilst also using our funding to the best effect. The Union looks to grow income to help with any future risk to core funding and continues to make the most of its resources to further its dedication to improving students' lives. These efforts will allow the continuation of the work to extend its reach and to ensure that the experience of its student membership is enhanced by both new and existing projects. There are, of course, some factors beyond our control that are providing the biggest financial risk to the Union. The SUSS deficit situation continues to be the largest risk and with another actuarial valuation due to get underway with an effective date of June 2022, this is a situation the Union will actively monitor and engage with scheme trustees to ensure proper management of the liabilities.

The Union hopes that its relationships with both the University as a whole and individual collaborative projects continue to flourish and that we will continue to be supported in our work to provide service delivery vital to and valued by our members.

This report was approved and authorised for issue by the Board of Trustees signed on its behalf by:

Jill Finney



Chair of the Trustee Board

1 December 2022

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF

OXFORD BROOKES STUDENTS' UNION LIMITED PERIOD ENDED 30 JUNE 2022

Opinion

We have audited the financial statements of Oxford Brookes Students' Union Limited and its subsidiary ('the group') for the period ended 30 June 2022 which comprise the consolidated statement of financial activities, consolidated and company balance sheets, cash flow statement and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the group's and the parent charity's affairs as at 30 June 2022 and of the group's income and expenditure, for the period then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the group and the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information contained within the annual report. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF OXFORD BROOKES STUDENTS' UNION LIMITED PERIOD ENDED 30 JUNE 2022

Other information (continued)

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion based on the work undertaken in the course of our audit

- the information given in the trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In light of the knowledge and understanding of the group and charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement on page 4 the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the group's or the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF

OXFORD BROOKES STUDENTS' UNION LIMITED PERIOD ENDED 30 JUNE 2022

Auditor's responsibilities for the audit of the financial statements (continued)

the basis of these financial statements.

Details of the extent to which the audit was considered capable of detecting irregularities, including fraud and non-compliance with laws and regulations are set out below.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Extent to which the audit was considered capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We identified and assessed the risks of material misstatement of the financial statements from irregularities, whether due to fraud or error, and discussed these between our audit team members. We then designed and performed audit procedures responsive to those risks, including obtaining audit evidence sufficient and appropriate to provide a basis for our opinion.

We obtained an understanding of the legal and regulatory frameworks within which the group and the charitable company operates, focusing on those laws and regulations that have a direct effect on the determination of material amounts and disclosures in the financial statements. The laws and regulations we considered in this context were the Companies Act 2006 and the Charities Act 2011 together with the Charities SORP (FRS 102). We assessed the required compliance with these laws and regulations as part of our audit procedures on the related financial statement items.

In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which might be fundamental to the group or charitable company's ability to operate or to avoid a material penalty. We also considered the opportunities and incentives that may exist within the group or charitable company for fraud. The laws and regulations we considered in this context were General Data Protecting Regulations, Health and Safety and Safeguarding of students.

Auditing standards limit the required audit procedures to identify non-compliance with these laws and regulations to enquiry of the Trustees and other management and inspection of regulatory and legal correspondence, if any

We identified the greatest risk of material impact on the financial statements from irregularities, including fraud, to be within the provision of the present value of the pension scheme contributions and the override of controls by management. Our audit procedures to respond to these risks included enquiries of management, and the Trustees about their own identification and assessment of the risks of irregularities, sample testing on the posting of journals, reviewing accounting estimates for biases, including the pension scheme contributions, and reading minutes of meetings of those charged with governance.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it. In addition, as with any audit, there remained a higher risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.



**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF
OXFORD BROOKES STUDENTS' UNION LIMITED
PERIOD ENDED 30 JUNE 2022**

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members and trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company, the charitable company's members as a body and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

A handwritten signature in dark ink that reads 'Alastair Lyon'.

**Alastair Lyon
Senior Statutory Auditor**

For and on behalf of
Crowe U.K. LLP
Statutory Auditor

Reading

12 December 2022

OXFORD BROOKES STUDENTS' UNION LIMITED

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES *(incorporating an Income and Expenditure Account)*

PERIOD ENDED 30 JUNE 2022

		Unrestricted funds 2022 £	Restricted funds 2022 £	Period ended 30 June 2022 £
	Note			
INCOME AND ENDOWMENTS FROM:				
Voluntary Income:				
Donations, Block Grants, etc.	3	991,293	52,433	1,043,726
Other Trading Activities				
Letting of space		14,505	-	14,505
Advertising income		51,983	-	51,983
Freshers' week		40,653	-	40,653
Investment income		234	-	234
Charitable activities				
Retail operations		1,620	-	1,620
Student representation		-	-	-
Clubs and societies		-	85,928	85,928
NUS Extra commission		599	-	599
Other income		<u>13,508</u>	<u>-</u>	<u>13,508</u>
Total income and endowments		<u>1,114,395</u>	<u>138,361</u>	<u>1,252,756</u>
EXPENDITURE ON:				
Raising funds				
Freshers' week		16,086	-	16,086
Charitable activities				
Retail operations		54,525	-	54,525
Clubs and societies		122,822	75,106	197,928
Student representation		276,312	52,433	328,745
Welfare services		120,231	-	120,231
External representation	15	<u>30,479</u>	<u>-</u>	<u>30,479</u>
Total expenditure	4-6	<u>620,455</u>	<u>127,539</u>	<u>747,994</u>
Net income/(expenditure)				
Transfers between funds	17-18	<u>493,940</u>	<u>10,822</u>	<u>504,762</u>
Net movements in funds				
Funds transferred on Incorporation		<u>(908,454)</u>	<u>63,319</u>	<u>(845,135)</u>
Funds as at 30 June 2022		<u>(414,514)</u>	<u>74,141</u>	<u>(340,373)</u>

The statement of financial activities includes all gains and losses recognised in the period.

All amounts derive from continuing activities.

OXFORD BROOKES STUDENTS' UNION LIMITED

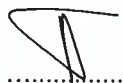
CONSOLIDATED BALANCE SHEET

AS AT 30 June 2022

Company Number 13275949

	Note	30 June 2022 £	£
FIXED ASSETS			
Tangible assets	8		5,398
CURRENT ASSETS			
Stock		-	
Debtors	10	27,916	
Cash at bank and in hand		<u>892,785</u>	
		920,701	
CREDITORS: Amounts falling due within one year	11	<u>(158,002)</u>	
NET CURRENT ASSETS			<u>762,699</u>
Total assets less current liabilities			768,097
NON CURRENT LIABILITIES			
Pension scheme funding deficit	12	<u>(1,108,470)</u>	
NET LIABILITIES			<u><u>(340,373)</u></u>
CAPITAL AND FUNDS			
Unrestricted funds:	17		
General funds			443,956
Pension deficit fund			(1,108,470)
Operating fund			<u>250,000</u>
			(414,514)
Restricted funds	18		<u>74,141</u>
			<u><u>(340,373)</u></u>

These financial statements were approved and authorised for issue by the Trustees and were signed on their behalf on 1st December 2022.....



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Jill Finney
Chair of the Trustee Board

OXFORD BROOKES STUDENTS' UNION LIMITED

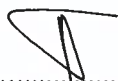
UNION BALANCE SHEET

AS AT 30 June 2022

Company Number 13275949

	Note	30 June 2022	£
FIXED ASSETS			
Tangible assets	8		5,398
Investments	9		<u>100</u>
			5,498
CURRENT ASSETS			
Stock			-
Debtors	10		15,433
Cash at bank and in hand			<u>819,824</u>
			835,257
CREDITORS: Amounts falling due within one year	11		<u>(131,409)</u>
NET CURRENT ASSETS			<u>703,848</u>
Total assets less current liabilities			709,346
NON CURRENT LIABILITIES			
Pension scheme funding deficit	12		<u>(1,108,470)</u>
NET LIABILITIES			<u>(399,124)</u>
CAPITAL AND FUNDS			
Unrestricted funds:	17		
General funds			385,205
Pension deficit fund			(1,108,470)
Operating fund			<u>250,000</u>
			(473,265)
Restricted funds	18		<u>74,141</u>
			<u>(399,124)</u>

These financial statements were approved and authorised for issue by the Trustees and were signed on their behalf on 1st December 2022.



Jill Finney
Chair of the Trustee Board

OXFORD BROOKES STUDENTS' UNION LIMITED

CASH FLOW STATEMENT

FOR THE PERIOD ENDED 30 June 2022

	Notes	2022 £
Cash flows from operating activities:		
Net (expenditure)/income		504,762
Interest receivable		(234)
Depreciation		832
Decrease/(increase) in stock		-
Decrease/(increase) in debtors		205,599
Increase/(decrease) in creditors		<u>15,041</u>
Net cash provided by/(used in) operating activities		<u>320,694</u>
Cash flows from investing activities		
Interest receivable		234
Purchase of tangible fixed assets		<u>(5,982)</u>
Net cash provided by/(used in) investing activities		<u>(5,748)</u>
Change in cash and cash equivalents in the period		314,946
Cash and cash equivalents introduced on Incorporation		<u>577,839</u>
Total cash and cash equivalents at the end of the period		<u>£ 892,785</u>
		2022 £
Cash at Bank		<u>892,785</u>
		<u>£ 892,785</u>

OXFORD BROOKES STUDENTS' UNION LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD ENDED 30 June 2022

1. ACCOUNTING POLICIES

Oxford Brookes Students' Union Ltd is an incorporated charity registered in the UK (Charity number 1194635. Company Number: 13275949) with its registered office at John Henry Brookes Building Headington Campus, Gipsy Lane, Oxford, United Kingdom, OX3 0BP.

The Principal activities are campaigning, representation, provision of social activities and the organisation of sporting and recreational activities and opportunities.

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 the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Oxford Brookes Students' Union meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Consolidated financial statements ('group accounts') have been prepared in respect of the charity and its wholly owned subsidiary, The SU.Com Limited. The parent has taken exemption from presenting its unconsolidated profit and loss account under section 408 of the Companies Act 2006, and as permitted by FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

Going concern

The Union is in a net liability position as a result of the pension scheme deficit liability. This liability represents the net present value of deficit contributions over the agreed funding plan to 2035, and does not represent an immediate cash outflow. Before the pension scheme deficit liability, the Union has positive funds of £709,346 (2021: £668,641).

The charity has cash resources and is supported by the University. Having reviewed budgets, forecasts and cash-flows, the trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. They continue to believe the going concern basis of accounting appropriate in preparing the annual financial statements.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Fixtures & fittings	- 33% - 100% straight line per annum
Computer equipment	- 25% - 33% straight line per annum

Fixed assets costing more than £750 are capitalised at the time of acquisition.

Investments

Investments are stated at the market value or where no market value is readily available, at net asset value.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

OXFORD BROOKES STUDENTS' UNION LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD ENDED 30 June 2022

Income

All income and capital resources are recognised in the accounts when the Charity is legally entitled to the income and the amount can be quantified with reasonable certainty. The University grant of free serviced accommodation on the campus is accounted for as income and expenditure of the year at an estimated value to Oxford Brookes Students' Union.

Expenditure

Expenditure includes irrecoverable VAT. Charitable expenditure comprises the direct and indirect costs of delivering public benefit. Governance costs are those incurred for compliance with constitutional and statutory requirements, such as the annual audit, annual elections and training for sabbatical officers. The value of free serviced campus accommodation is apportioned on estimated floor space occupied. Other central overhead costs are apportioned to charitable and other projects/activities on a usage basis, pro rata to the total costs of each project or activity undertaken.

Governance costs are those relating to the charity itself, not its objects and include external audit, any legal advice for the Union and any costs associated with complying with constitutional and statutory requirements.

Staff and support costs that are classified as administrative for internal purposes are allocated proportionately based on time and the nature of work undertaken.

Pension costs

The Union participates in the Students' Union Superannuation Scheme, a defined benefit scheme which is externally funded and contracted out of the State Second Pension. The fund is valued at least every three years by a professionally qualified independent actuary with the rates of contribution payable being determined by the trustees on the advice of the actuary. The scheme operates as a pooled arrangement, with contributions paid at a centrally agreed rate. The financial statements reflect at fair value the assets and liabilities arising from the Union's retirement benefit obligations and any related funding. The operating costs of providing retirement benefits to employees are recognised in the accounting period(s) in which the benefits are earned by the employees, and the related finance costs and any other changes in value of the assets and liabilities are recognised in the accounting periods in which they arise.

The Union (through the University) is also a member of the Oxfordshire Pension Scheme, which operates within the Local Government Pension Scheme, providing defined benefits based on pay and service. The scheme is a multi-employer pension scheme and it is not possible to identify the assets and liabilities of the scheme which are attributable to the Union. The expected cost to the Union of this pension is charged to the Statement of Financial Activities so as to spread the cost of pensions over the service lives of employees.

The Union now operates a defined contribution pension scheme including an auto enrolment arrangement and the pension charge represents the amounts payable by the company to the fund in respect of the year.

Differences between contributions payable in the year and contributions actually paid are shown as either accruals or prepayments in the balance sheet.

Taxation

No provision is made in these accounts for corporation tax as the Union is exempt from such taxes as a result of having derived its charitable status from its parent governing body, Oxford Brookes University.

OXFORD BROOKES STUDENTS' UNION LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD ENDED 30 June 2022

Financial instruments

Basic financial instruments include debtors and creditors. Debtors and creditors are initially recognised at transaction value and subsequently measured at amortised cost. Note 19 provides more information on financial instruments where future cash flows are anticipated, with financial assets referring to fixed asset investments and debtor balances excluding prepayments, and financial liabilities referring to all creditor balances excluding deferred income

Fund accounting

The Union administers and accounts for a number of charitable funds, as follows:-

- (i) **Unrestricted Funds** representing unspent income which may be used for any activity/purpose at the Executive Committee's own discretion;
- (ii) **Restricted funds** raised and administered by the Union for specific purposes as determined by students, such as Club and Societies Accounts, as well as revenue received for purposes specified by the donor and also (if not material enough to require a separate column in the SoFA) any small capital grants received from the University.

2. JUDGEMENTS IN APPLYING ACCOUNTING POLICIES AND KEY SOURCES OF ESTIMATION UNCERTAINTY

Preparation of the financial statements requires management to make judgements and estimates. The key sources of estimation uncertainty that have a significant effect on the amounts recognised in the financial statements are that of the SUSS pension scheme deficit. A discount rate of 1.75% has been used in line with industry standards.

3. VOLUNTARY INCOME

	Period ended 30 June 2022 £
University block grant	866,293
University grant for rent	125,000
Other grants	<u>52,433</u>
	<u><u>1,043,726</u></u>

4. EXPENDITURE

2022

	Cost of Sales £	Staff Wages £	Rent £	Other Costs £	Total £
Raising Funds					
Freshers' week	-	-	-	16,086	16,086
Charitable activities					
Retail operations	-	37,360	6,458	10,707	54,525
Clubs and societies	-	68,263	39,792	89,873	197,928
Student representation	-	188,424	39,583	100,738	328,745
Welfare services	-	67,191	39,167	13,873	120,231
External representation (note 15)	-	-	-	30,479	30,479
Total resources expended	<u>-</u>	<u>361,238</u>	<u>125,000</u>	<u>261,756</u>	<u><u>747,994</u></u>

Included in other costs are governance costs of £32,736

OXFORD BROOKES STUDENTS' UNION LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD ENDED 30 June 2022

5. CENTRAL OVERHEAD COSTS INCLUDED IN NOTE 4

2022

	Usage	Staff Wages £	Rent £	Other Costs £	Total £
Charitable activities					
Retail operations	5%	11,079	6,458	4,997	22,534
Clubs and societies	32%	68,263	39,792	30,786	138,841
Student representation	32%	67,906	39,583	30,625	138,114
Welfare services	31%	<u>67,191</u>	<u>39,167</u>	<u>30,303</u>	<u>136,661</u>
Totals	<u>100%</u>	<u>214,439</u>	<u>125,000</u>	<u>96,711</u>	<u>436,150</u>

The Union's policy is to allocate these costs on the basis of assessed consumption.

6. STAFF COSTS

	Period ended 30 June 2022 £
Wages and salaries	571,916
Social security	48,493
Pension - contributions paid	139,137
Pension - actuarial liability movement	<u>(398,308)</u>
	<u>361,238</u>

The number of higher paid employees:

	2021 No
In the band £60,000 - £70,000	<u><u>-</u></u>

For the 10-month period for which the company had employees, no employees received remuneration of more than £60,000. However, in a usual 12-month period the number of individuals receiving remuneration in this bracket would be one.

The total employment benefits including employers pension contributions of the key management personnel for 2022 was £396,533.

Included within staff costs for the year are severance payments of £nil.

Included within staff costs for the year is an ex-gratia payment of £nil in respect of a goodwill gesture where conditions for redundancy payment had not been met.

OXFORD BROOKES STUDENTS' UNION LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD ENDED 30 June 2022

The average staffing was as follows:-

	Period ended 30 June 2022 £
Full time	13
Students – term time	23
	<u>36</u>

7. NET INCOME/EXPENDITURE FOR THE PERIOD

	2022 £
Net expenditure for the period is stated after charging:	
Depreciation	831
Auditors Remuneration:	
- Parent charity	13,160
- Subsidiary company	5,600
- Other non-audit services	<u>925</u>

8. TANGIBLE FIXED ASSETS (GROUP AND CHARITY)

	Fixtures & fittings £	Computer equipment £	Total £
COST			
Transferred on 1 September 2021	31,533	26,434	57,967
Additions	2,975	3,007	5,982
Disposals	-	-	-
At 30 June 2022	<u>34,508</u>	<u>29,441</u>	<u>63,949</u>
DEPRECIATION			
Transferred on 1 September 2021	31,533	26,187	57,720
Charge for the period	83	748	831
At 30 June 2022	<u>31,616</u>	<u>26,935</u>	<u>58,551</u>
NET BOOK VALUE			
At 30 June 2022	<u>2,892</u>	<u>2,506</u>	<u>5,398</u>

OXFORD BROOKES STUDENTS' UNION LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD ENDED 30 June 2022

9. INVESTMENTS

	Group £	Charity £
COST:		
At 1 September 2021 and 30 June 2022	<u>-</u>	<u>100</u>
NET BOOK VALUE		
At 30 June 2022	<u>-</u>	<u>100</u>

At 30 June 2022 the Union held investments in the following companies which are incorporated in the United Kingdom.

Name of Company	Main Trading Activity	Equity Held
The SU.com Trading Limited	Entertainment management	100.00%

All Investments are held primarily for the public benefit and not to provide an investment return and are therefore held at cost.

The subsidiary company, The SU.Com Trading Limited, which is consolidated in these accounts, had turnover in the period of £118,402 and a profit before gift aid donations of £52,888. £5,862 was gift aided to the Union in the period. The net assets of the subsidiary at the period end was £58,851.

10. DEBTORS

	Group 2022 £	Charity 2022 £
Trade debtors	16,043	1,052
Amount due by subsidiary	-	2,739
Other debtors	11,496	11,484
Prepayments and accrued income	<u>377</u>	<u>158</u>
	<u>27,916</u>	<u>15,433</u>

11. CREDITORS: Amounts falling due within one year

	Group 2022 £	Charity 2022 £
Trade creditors	20,254	19,144
PAYE and social security	7,632	2,581
Other creditors	63,976	63,976
Accruals and deferred income	<u>66,140</u>	<u>45,708</u>
	<u>158,002</u>	<u>131,409</u>

OXFORD BROOKES STUDENTS' UNION LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD ENDED 30 June 2022

12. PENSIONS

SUSS

The Union participates in the Students' Union Superannuation Scheme, which is a defined benefit scheme whose membership consists of employees of students' unions and related bodies throughout the country. Benefits in respect of service up to 30 September 2003 are accrued on a "final salary" basis, with benefits in respect of service from 1 October 2003 accruing on a Career Average Revalued Earnings (CARE) basis. With effect from 30 September 2011 the Scheme closed to future accrual. The most recent valuation of the Scheme was carried out as at 30 June 2019 and showed that the market value of the Scheme's assets was £119.1m with these assets representing 46% of the value of benefits that had accrued to members after allowing for expected future increases in earnings. The deficit on an ongoing funding basis amounted to £140.9m.

The 2019 valuation recommended a monthly contribution requirement by each Participating Employer expressed in monetary terms intended to clear the ongoing funding deficit over a period of 15 years and will increase by 17% from 1 October 2021 and by a further 5% in each subsequent year. These contributions also include an allowance for the cost of the ongoing administrative and operational expenses of running the Scheme. These rates applied with effect from 1 October 2020 and will be formally reviewed following completion of the next valuation due with an effective date of 30 June 2022. Surpluses or deficits which arise at future valuations will also impact on the Union's future contribution commitment. In addition to the above contributions, the Union also pays its share of the Scheme's levy to the Pension Protection Fund.

In accordance with FRS102, the net present value of the future contributions required over 15 years to clear the funding deficit is £1,108,470. In calculating this net present value, a one-off increase of 17% in 2021 and then an annual increases of 5% thereafter have been made and a discount rate of 3.7% representing the typical yield of high quality corporate bonds has then been applied.

For the period 1 July 2020 to 31 August 2021, the Union made monthly payments as part of the deficit reduction plan. This is expecting to clear the Union's deficit over the coming 15 years. The total contributions paid into the scheme by the Union in respect of eligible employees for the period ended 31 June 2022 amounted to £79,608. The movement in the deficit contribution liability in the period was credit £405,306.

Oxfordshire Local Government Pension Scheme

The Union (through the University) is a member of the Oxfordshire Pension Scheme, which operates within the Local Government Pension Scheme. This is a multi-employer pension scheme and it is not possible to identify the assets and liabilities of the scheme which are attributable to the Union. Contributions are at a rate of 19.44% for the employer and between 5.5% and 7.5% for the employee. The Union's cost of contribution in the period amounted to £55,230, inclusive of deficit contributions.

The Union also operates a defined contribution scheme. The assets of the scheme are held separately from those of the Union by an independently administered fund. The Union uses NEST (National Employment Savings Trust) to manage its scheme. The pension cost charge represents contributions payable by the Union to the fund and amounted to £4,299.

OXFORD BROOKES STUDENTS' UNION LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD ENDED 30 June 2022

13. DONATIONS

The Union made no donations to external bodies during the period except where collections were made on behalf of various charities and lodged with the Union prior to payment to the charities.

14. RELATED PARTY TRANSACTIONS

The following are considered to be related parties for the reasons stated. The transactions with these related parties are set out below:-

Oxford Brookes University

The Union is in receipt of a recurrent grant from the University of £1,039,551.

Transactions throughout the period resulted in a trading balance as at 30 June 2022 of £2,155 owed to the University.

All permanent staff are jointly employed by the University and the Student Union under standard University contracts and are recharged to the Union at cost. The charges for the period ended 30 June 2022 excluding pension contributions amounted to £386,018. The management charge relating to this totalled £41,371.

Trustee Remuneration and Expenses

The Union's sabbatical officers received £74,813 for the period 1 September 2021 to 30 June 2022, as authorised in the Union's governing document.

There were no other trustee-benefits for the period.

Four members of the Executive Committee were reimbursed a total of £807 for the period in respect of personal travel and subsistence expenses.

The SU.com Trading Limited

The company has taken advantage of the exemption in Financial Reporting Standard 102 'Related Party Disclosures' not to disclose transactions with other members of the group on the grounds that 100% of the voting rights are controlled within the group.

15. EXTERNAL REPRESENTATION

	2022 £
NUS affiliation	25,355
Other	<u>5,124</u>
	<u>30,479</u>

OXFORD BROOKES STUDENTS' UNION LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD ENDED 30 June 2022

16. ANALYSIS OF NET ASSETS

**Group
2022**

	Unrestricted funds £	Restricted funds £	Total funds £
Tangible fixed assets	5,398	-	5,398
Net current assets	688,558	74,141	762,699
Non-current liabilities	<u>(1,108,470)</u>	<u>-</u>	<u>(1,108,470)</u>
	<u>(414,514)</u>	<u>74,141</u>	<u>(340,373)</u>

**Charity
2022**

	Unrestricted funds £	Restricted funds £	Total funds £
Tangible fixed assets	5,398	-	5,398
Investments	100	-	100
Net current assets	629,707	74,141	703,848
Non-current liabilities	<u>(1,108,470)</u>	<u>-</u>	<u>(1,108,470)</u>
	<u>(473,265)</u>	<u>74,141</u>	<u>(399,124)</u>

17. UNRESTRICTED FUNDS

2022

	<i>Introduced on 1 September 2021</i> £	Income £	Expenditure £	As at 30 June 2022 £
Operating fund	250,000	-	-	250,000
Pension deficit	(1,513,776)	-	405,306	(1,108,470)
General fund	<u>355,322</u>	<u>1,114,395</u>	<u>(1,025,761)</u>	<u>443,956</u>
	<u>(908,454)</u>	<u>1,114,395</u>	<u>(620,455)</u>	<u>(414,514)</u>

Operating fund

The Trustees wish to develop an operating fund sufficient to meet 3 months' operating expenditure in order to responsibly manage the impact of a downturn in commercial activities or timings of funding income.

OXFORD BROOKES STUDENTS' UNION LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD ENDED 30 June 2022

18. RESTRICTED FUNDS

2022

	<i>Introduced on 1 September 2021 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>As at 30 June 2022 £</i>
Governance and Quality	13,205	-	-	13,205
University Grant for New				
CRM System	-	38,134	(38,134)	-
Kickstart grant	-	14,299	(14,299)	-
Societies	<u>50,114</u>	<u>85,928</u>	<u>(75,106)</u>	<u>60,936</u>
	<u>63,319</u>	<u>138,361</u>	<u>(127,539)</u>	<u>74,141</u>

Governance and Quality fund (formerly Student Union Evaluation Initiative fund)

In the financial year 2008-2009 funds were received from Oxford Brookes University to allow the Student Union to participate in the Student Union Evaluation Initiative. The Union was not in a position to engage fully with SUEI at that time and withdrew, pending completion at a later date.

SUEI is no longer in existence and therefore OBSU are retaining these funds in order to work towards gaining accreditation in either Quality Students' Unions or PQASSO Level 1; accordingly this has been renamed the 'Governance and Quality' fund.

Societies' fund

Societies' funds represent amounts raised by the clubs and societies of the Union for their own use.

OXFORD BROOKES STUDENTS' UNION LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD ENDED 30 June 2022

19. FINANCIAL INSTRUMENTS

	2022 £
Group	
Financial liabilities measured at fair value	<u>1,108,470</u>

The group's income, expense, gains and losses in respect of financial instruments are summarised below:

	2022 £
Interest income and expense:	
Total interest income for financial assets held at amortised cost	<u>234</u>

	2022 £
Charity	
Financial liabilities measured at fair value	<u>1,108,470</u>

The charity's income, expense, gains and losses in respect of financial instruments are summarised below:

	2022 £
Interest income and expense:	
Total interest income for financial assets held at amortised cost	<u>234</u>

Included within financial instruments held at fair value is the pension scheme liability.