

Josephine Butler Junior Common Room CIO
Unaudited Financial Statements
31 July 2023

HARRISON HOLT
Chartered Accountants
High Park Farm
Kirkbymoorside
York
YO62 7HS

Josephine Butler Junior Common Room CIO

Financial Statements

Period from 31 January 2022 to 31 July 2023

	Page
Trustees' annual report	1
Independent examiner's report to the trustees	5
Statement of financial activities	6
Statement of financial position	7
Notes to the financial statements	8

Josephine Butler Junior Common Room CIO

Trustees' Annual Report

Period from 31 January 2022 to 31 July 2023

The trustees present their report and the unaudited financial statements of the charity for the period ended 31 July 2023.

The Trustees present their report with the financial statements of the charity for the 18 month period ended 31 July 2023 following incorporation on 31 January 2022. Prior to this, the charity formed part of the wider Durham University framework. 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 (FRS 102) (effective 1 January 2019).

Reference and administrative details

Registered charity name Josephine Butler Junior Common Room CIO

Charity registration number 1197721

Principal office Josephine Butler College
South Road
Durham
DH1 3DF

The trustees

Ms G M Calvert	(Served from 31 January 2022 to 31 July 2023)
Ms E P Dewar	(Served from 31 January 2022 to 31 July 2022)
Mr D A Evans	(Appointed 31 January 2022)
Ms R I Gibbons	(Appointed 1 August 2022)
Mr K Hepak	(Served from 31 January 2022 to 31 July 2022)
Ms U Mirza	(Served from 1 July 2022 to 30 June 2023)
Ms H E Murther	(Appointed 31 January 2022)
Mr D J Stuart	(Appointed 1 July 2023)

Independent examiner Philip J H Holt FCA FCIE
High Park Farm
Kirkbymoorside
York
YO62 7HS

Josephine Butler Junior Common Room CIO

Trustees' Annual Report *(continued)*

Period from 31 January 2022 to 31 July 2023

Structure, governance and management

Governing document

The Josephine Butler Junior Common Room CIO ("the Charity", "the CIO" or "the JCR") is a charitable incorporated organisation controlled by the rules of its governing document, the Josephine Butler College JCR Standing Orders, ratified and adopted on 25 January 2022.

The JCR was registered with the Charity Commission in England and Wales with a Foundation Constitution on 31 January 2022.

Recruitment and appointment of new Trustees

The JCR appoints members as trustees either to fill a vacancy or as an addition to the existing trustees. The rules for trustee appointments are contained in the Constitution. The Constitution divides trustees into two types: those who are not current students of Durham University ('external'); and those who are current students of Durham University who are Associate Members of the charity i.e. those who have paid a membership levy ('student'). There should be between two and five external trustees and between one and four student trustees. As of 31 July 2023 there were three external trustees and two student trustees.

Appointment for a student trustee is made for the period of one year and, provided that the student trustee remains a member of the JCR, the trustee is eligible for re-election annually, subject to approval from the existing trustees that their appointment adds sufficient skills, knowledge and experience to the trustees. Three such appointments were made in the period, with three retirements.

Appointment for an external trustee is made for a period of four years (save for the first trustees who were appointed on staggered terms to support effective transition) by ordinary resolution of the trustees. External trustees recruitment processes are devised ad-hoc as and when required. No such appointments were made in the period, with one retirement.

Induction and training of new Trustees

After new trustees have been elected, they receive induction information which includes relevant documentation including a copy of the Josephine Butler College JCR Constitution, and Accounts and minutes of recent meetings. The role of each trustee, their duties and responsibilities are laid out within the JCR Constitution. Trustees are signposted to and encouraged to read helpful documents made available by the Charity Commission such as 'CC3: The Essential Trustee' and safeguarding guidance.

Organisational structure

The JCR elects members to serve on the JCR Executive Committee which acts as a Management Committee. The JCR Executive meets at least bi-termly and there are various sub committees including those for finance, arts, environment and ethics, student welfare etc. In total, there are approximately 250 volunteers who deliver the various functions of the JCR.

Roles and responsibilities are detailed in a Standing Orders document and organisational policy framework, with volunteer positions supported and overseen by relevant members of the JCR Executive. All policy, planning and major financial or strategic decisions must be ratified by the JCR at large having been discussed by the JCR Executive who may seek guidance from the trustees when appropriate or required. Operational decisions on a day to day basis are made by the appropriate people who have responsibility for their areas of activity.

Josephine Butler Junior Common Room CIO

Trustees' Annual Report *(continued)*

Period from 31 January 2022 to 31 July 2023

Structure, governance and management *(continued)*

Related parties

The JCR is intrinsically linked with Durham University. The University currently provides a number of administration services for the JCR, such as the collection of membership fees, provision of office space, operation of payroll and human resource services. The JCR is also intrinsically linked to Josephine Butler College. All members of the JCR are assigned to Josephine Butler College for the duration of their studies on enrolment at Durham University. The JCR Office is located within the College building and the vast majority of the JCR's functions (e.g. meetings, events and operations) occur within the Josephine Butler College site. Furthermore, many of the JCR's operations, such as its events, require considerable liaison with Josephine Butler College staff.

Risk management

The trustees have a duty to identify and review the risk to which the Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. Risks and controls are recorded in a Risk Register and the Risk Register is reviewed on an annual basis.

Objectives and activities

Charitable object

The charitable object of the CIO is the advancement of education of Students at Josephine Butler College, Durham University ("the Students") for the public benefit by:

- promoting the interests and welfare of the Students during the course of study and representing, supporting and advising the Students;
- being the recognised representative channel between the Students and Josephine Butler College and any other external bodies; and
- providing social, sporting, cultural and recreational activities and forums for discussions and debate for the personal development of the Students.

Activities

The JCR is a democratic students' union run by students with two elected sabbatical officers. The JCR oversees its own affairs, including budgets, elected officers and events. All members can vote on issues, use the JCR's facilities and get involved in the wide range of activities that are run by the JCR.

The JCR provides members with opportunities to learn new skills, experience new perspectives and become student leaders, taking control of their JCR to change it for the betterment of their fellow students. There are regular JCR meetings which allow JCR members to vote upon matters ranging from the creation of a new club or society, through to the redevelopment of facilities. These meetings also allow for the election of new members to the Executive Committee and other delegated roles. Those elected are dedicated to the running of the JCR and representing the interests of JCR members.

The JCR manages Josephine Butler College students' involvement in sports, societies, committees, the arts and the organisation of a wide range of events and activities.

Josephine Butler Junior Common Room CIO

Trustees' Annual Report *(continued)*

Period from 31 January 2022 to 31 July 2023

Objectives and activities *(continued)*

Public benefit

Section 4 of the Charities Act 2011 requires all charities to meet the legal requirement that its aims are for the public benefit. The Trustees confirm that they have complied with the duty to have due regard to the Charity Commission's general guidance on public benefit. The Charity Commission states that there are two principles to be met in order to show that an organisation's aims are for the public benefit:

1. There must be an identifiable benefit or benefits;
2. That the benefit must be to the public, or a sufficient section of the public.

The Trustees are satisfied that the aims and objectives of the charity, and the activities reported on above, meet these principles. The Trustees have reviewed the outcomes and achievements for the year to ensure that they remain focused on our charitable aims and continue to deliver benefits to the public. We have complied with the duty under the Charities Act 2011 to have due regard to public benefit guidance published by the Commission.

Achievements and performance

The JCR provided a significant number of opportunities for students' involvement in sports, societies, committees, the arts and the organisation of a wide range of events and activities during the period under review.

There were two College Balls in this reporting period. June 2022 was Alice in Wonderland themed and deemed a great success following the one in 2021 which was enjoyed by many students.

Financial review

During the period, the Charity received donations amounting to £145, related Gift Aid claims of £–, a gift of cash and tangible fixed assets amounting to £130,156 to provide the seed capital for the Charity and grant funding from Durham University totalling £14,243. In addition, the charitable activities of the CIO and other sponsorship generated £139,344 .

Expenditure on raising funds amounted to £672.

The total expenditure on charitable activities amounted to £250,979 with governance and other resources expensed totalled £1,700 during the period.

The overall surplus for the period amounted to £30,537.

The total reserves at the period end stand at £30,537. The total fixed assets of the charity amounted to £5,547 following the transfer of assets and operations to the Charity by Durham University.

The trustees' annual report was approved on 29 April 2024 and signed on behalf of the board of trustees by:

MR D A EVANS
Trustee

MS H E MURTER
Trustee

Josephine Butler Junior Common Room CIO

Independent Examiner's Report to the Trustees of Josephine Butler Junior Common Room CIO

Period from 31 January 2022 to 31 July 2023

I report to the trustees on my examination of the financial statements of Josephine Butler Junior Common Room CIO ('the charity') for the period ended 31 July 2023.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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.

PHILIP J H HOLT FCA FCIE

Independent Examiner

High Park Farm
Kirkbymoorside
York
YO62 7HS

29 April 2024

Josephine Butler Junior Common Room CIO

Statement of Financial Activities

Period from 31 January 2022 to 31 July 2023

		Period from 31 Jan 22 to 31 Jul 23	
	Note	Unrestricted funds £	Total funds £
Income and endowments			
Donations and legacies	4	144,544	144,544
Charitable activities	5	139,344	139,344
Total income		<u>283,888</u>	<u>283,888</u>
Expenditure			
Expenditure on raising funds:			
Costs of raising donations and legacies	6	(672)	(672)
Expenditure on charitable activities	7,8	(252,679)	(252,679)
Total expenditure		<u>(253,351)</u>	<u>(253,351)</u>
Net income and net movement in funds		<u>30,537</u>	<u>30,537</u>
Reconciliation of funds			
Total funds brought forward		—	—
Total funds carried forward		<u>30,537</u>	<u>30,537</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 8 to 15 form part of these financial statements.

Josephine Butler Junior Common Room CIO

Statement of Financial Position

31 July 2023

	Note	31 Jul 23 £
Fixed assets		
Tangible fixed assets	14	5,547
Current assets		
Stocks	15	1,875
Debtors	16	5,463
Cash at bank and in hand		75,441
		<u>82,779</u>
Creditors: amounts falling due within one year	17	(43,810)
Net current assets		<u>38,969</u>
Total assets less current liabilities		<u>44,516</u>
Creditors: amounts falling due after more than one year	18	(13,979)
Net assets		<u>30,537</u>
Funds of the charity		
Unrestricted funds		<u>30,537</u>
Total charity funds	20	<u>30,537</u>

These financial statements were approved by the board of trustees and authorised for issue on 29 April 2024, and are signed on behalf of the board by:

MR D A EVANS
Trustee

MS H E MURTER
Trustee

The notes on pages 8 to 15 form part of these financial statements.

Josephine Butler Junior Common Room CIO

Notes to the Financial Statements

Period from 31 January 2022 to 31 July 2023

1. General information

The charity is a public benefit entity and a registered charity in England and Wales and is unincorporated. The address of the principal office is Josephine Butler College, South Road, Durham, DH1 3DF.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity and rounded to the nearest £1.

Going concern

There are no material uncertainties about the charity's ability to continue.

Disclosure exemptions

The charity does not include a cash flow statement on the grounds that it is applying the Charities SORP (FRS 102) for smaller charities.

Judgements and key sources of estimation uncertainty

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

The charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities, within the next financial year, are the levels of future funding and expenditure on charitable activities.

Josephine Butler Junior Common Room CIO

Notes to the Financial Statements *(continued)*

Period from 31 January 2022 to 31 July 2023

3. Accounting policies *(continued)*

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Josephine Butler Junior Common Room CIO

Notes to the Financial Statements *(continued)*

Period from 31 January 2022 to 31 July 2023

3. Accounting policies *(continued)*

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

Depreciation

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

Technical equipment	-	12% straight line
Fixtures and fittings	-	20% straight line
Sports equipment	-	25% straight line

Stocks

Stocks are measured at the lower of cost and estimated selling price less costs to complete and sell. Cost includes all costs of purchase, costs of conversion and other costs incurred in bringing the stock to its present location and condition.

Josephine Butler Junior Common Room CIO

Notes to the Financial Statements *(continued)*

Period from 31 January 2022 to 31 July 2023

3. Accounting policies *(continued)*

Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

4. Donations and legacies

	Unrestricted Funds £	Total Funds 2023 £
Donations		
Donations from individuals	145	145
Gifts		
Gift from Durham University	130,156	130,156
Grants		
Grants from Durham University	14,243	14,243
	<u>144,544</u>	<u>144,544</u>

5. Charitable activities

	Unrestricted Funds £	Total Funds 2023 £
Merchandise and gowns	10,558	10,558
MCR contributions	912	912
Membership levies	13,979	13,979
Sport, Society and Committee income	8,244	8,244
Social events income	104,433	104,433
Income from hire of equipment	1,218	1,218
	<u>139,344</u>	<u>139,344</u>

6. Costs of raising donations and legacies

	Unrestricted Funds £	Total Funds 2023 £
Subscriptions	672	672

Josephine Butler Junior Common Room CIO

Notes to the Financial Statements *(continued)*

Period from 31 January 2022 to 31 July 2023

7. Expenditure on charitable activities by fund type

	Unrestricted Funds	Total Funds
	£	2023
	£	£
Advancement of Education	204,725	204,725
Support costs	47,954	47,954
	<u>252,679</u>	<u>252,679</u>

8. Expenditure on charitable activities by activity type

	Activities undertaken directly	Support costs	Total funds
	£	£	2023
	£	£	£
Advancement of Education	204,725	46,254	250,979
Governance costs	–	1,700	1,700
	<u>204,725</u>	<u>47,954</u>	<u>252,679</u>

9. Analysis of support costs

	Advancement of Education	Governance costs	Total 2023
	£	£	£
Staff costs	43,681	–	43,681
General office	1,239	–	1,239
Finance costs	55	–	55
Depreciation	1,279	–	1,279
Independent Examiner's fees	–	1,700	1,700
	<u>46,254</u>	<u>1,700</u>	<u>47,954</u>

10. Net income

Net income is stated after charging/(crediting):

	31 Jul 23
	£
Depreciation of tangible fixed assets	<u>1,279</u>

11. Independent examination fees

	Period from 31 Jan 22 to 31 Jul 23
	£
Fees payable to the independent examiner for:	
Independent examination of the financial statements	420
Other financial services	<u>1,280</u>
	<u>1,700</u>

Josephine Butler Junior Common Room CIO

Notes to the Financial Statements *(continued)*

Period from 31 January 2022 to 31 July 2023

12. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	Period from 31 Jan 22 to 31 Jul 23 £
Wages and salaries	40,498
Social security costs	3,183
	<u>43,681</u>

The average head count of employees during the period was 2. The average number of full-time equivalent employees during the period is analysed as follows:

	31 Jul 23 No.
Student President	1
Student FACSO	1
	<u>2</u>

No employee received employee benefits of more than £60,000 during the period.

Key Management Personnel

Key management personnel include all persons that have authority and responsibility for planning, directing and controlling the activities of the charity. The total compensation paid to key management personnel for services provided to the charity was £40,498.

13. Trustee remuneration and expenses

During the current period, remuneration and other benefits from employment with the charity or a related entity were received by two of the trustees, relating to one student trustee for the period from January 2022 to June 2022 and a further one student trustee from July 2022 to June 2023.

Trustees were paid in line with the Constitution, as amended and approved by the Charity Commission. The student trustees remunerated during the period were Urwah Mirza and Emily Dewar. These student trustees were employed by the charity to run the day to day operations of the student body and were therefore remunerated accordingly. Both trustees opted out of the pension scheme and no additional benefits were paid.

During the period, none of trustees claimed expenses.

Josephine Butler Junior Common Room CIO

Notes to the Financial Statements *(continued)*

Period from 31 January 2022 to 31 July 2023

14. Tangible fixed assets

	Technical equipment £	Fixtures and fittings £	Sports equipment £	Total £
Cost				
At 31 January 2022	—	—	—	—
Additions	2,442	525	3,859	6,826
At 31 July 2023	<u>2,442</u>	<u>525</u>	<u>3,859</u>	<u>6,826</u>
Depreciation				
At 31 January 2022	—	—	—	—
Charge for the period	305	105	869	1,279
At 31 July 2023	<u>305</u>	<u>105</u>	<u>869</u>	<u>1,279</u>
Carrying amount				
At 31 July 2023	<u>2,137</u>	<u>420</u>	<u>2,990</u>	<u>5,547</u>

15. Stocks

	31 Jul 23
	£
Finished goods and goods for resale	<u>1,875</u>

16. Debtors

	31 Jul 23
	£
Trade debtors	<u>5,463</u>

17. Creditors: amounts falling due within one year

	31 Jul 23
	£
Trade creditors	28,131
Accruals and deferred income	<u>15,679</u>
	<u>43,810</u>

18. Creditors: amounts falling due after more than one year

	31 Jul 23
	£
Accruals and deferred income	<u>13,979</u>

19. Deferred income

	31 Jul 23
	£
Amount deferred in period	<u>27,958</u>

Josephine Butler Junior Common Room CIO

Notes to the Financial Statements *(continued)*

Period from 31 January 2022 to 31 July 2023

19. Deferred income *(continued)*

Income deferred relates to student Membership Levies which cover a three-year or four-year undergraduate degree. Recognition of this income has been spread over the degree course period on a straight line basis.

20. Analysis of charitable funds

Unrestricted funds

	At 31 January 2022	Income	Expenditure	At 31 July 2023
	£	£	£	£
General funds	—	283,888	(253,351)	30,537

21. Analysis of net assets between funds

	Unrestricted Funds	Total Funds
	£	£
Tangible fixed assets	5,547	5,547
Current assets	82,779	82,779
Creditors less than 1 year	(43,810)	(43,810)
Creditors greater than 1 year	(13,979)	(13,979)
Net assets	30,537	30,537