

Leeds Trinity Union of Students

Executive Committee's Report and Financial Statements
for the year ended 31 July 2014

Charity registration number: 1151574

Leeds Trinity Union of Students

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**Leeds Trinity Union of Students
Charity Information**

Trustees Michaela Vyse
Tim Leadbeater
Stephen Knowles (resigned 11 October 2013)

Registered Office Brownberrie Lane
Horsforth
Leeds
LS18 5HD

Bankers HSBC Bank plc
88 Town Street
Horsforth
Leeds
LS18 4AR

Auditors Watson Buckle Limited
Chartered Accountants and Statutory Auditors
York House
Cottingley Business Park
Bradford
BD16 1PE

Leeds Trinity Union of Students

Charity Information

The Trustees present their Annual Report for the year ended 31st July 2014, which includes the administrative information set out below, together with the audited accounts for that year.

Principal activity

The principal activity of the organisation is that of a student union.

Structure, Governance and Management

LTSU is constituted as a Students' Union within the meaning of the Education Act 1994 and is devoted to the educational interests and welfare of its Members.

The President was a member of the LTSU Trustee Board by virtue of the elected position held, post began on 1st July 2013 and as the President was reappointed, this post will be held until 31st July 2015.

As part of the new governance structure, the LTSU Board of Trustees will be increasing the number of Trustees currently registered with the Charities Commissioner. A recruitment process has begun with the aim of appointing during 2014/15.

Officer Trustees are elected by ballot of all members of LTSU and serve for a maximum of two years and one month. Student Trustees and External Trustees are appointed by interview by a selected panel consisting of LTSU representatives and the President of the Union.

The Presidential Officer Trustee received training regarding their responsibilities and duties from NUS and received an induction into their legal and administrative responsibilities. This is supported by an ongoing training programme as and when needed for issues arising during their term of office.

Organisation

The Trustee Board has held overall responsibility for the affairs of LTSU during the year. The board has met at regular intervals throughout the year. Responsibility for operational and day-to-day management of LTSU has been delegated to the President and Vice President.

During 2013/14, a full organisational review was undertaken to ensure that LTSU can continue to support and represent students in the context of the changing HE environment and in line with the growth and development plan of Leeds Trinity University. This led to a new governance structure to be brought in place for 2014/15 with the operational management delegated to the newly appointed General Manager who will lead the development of the new strategic planning process.

Relationship with Leeds Trinity University (LTU)

The Students' Union receive a block grant from the University and part-occupies a building owned by the University, which also pays for utilities, caretaking and cleaning staff.

The support received from the University is invaluable in developing and supporting the Students' Union.

Although LTSU generate supplementary funding from its trading activities it will always be dependent on the support of the University. There is no reason to believe this support from the University will not be continued in the foreseeable future.

LTSU and LTU have a well-established relationship and LTSU have been involved in the consultation, planning and decision making process at all levels within the University.

Risk Management

The Executive Committee have discussed the major strategic, business and operational risks faced by LTSU, which led to the decision to appoint a General Manager to ensure risks are mitigated during the year.

Leeds Trinity Union of Students Charity Information

The development of a formal Risk Register is a priority for 2014-15 to ensure appropriate systems and procedures are in place to mitigate the risks the charity faces. Budgetary and internal controls risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure LTSU comply with the Health & Safety Policy of the University and LTSU have worked closely with University Staff to ensure that all risks involved in activities undertaken by LTSU have been considered and appropriately managed.

Aims, Objectives and Activities

LTSU's charitable objectives under the Act are:

- To act as a medium of communication between the members of the Union, the Governors, the University and other bodies.
- To advance the education of its members and students of the University as a whole.
- To represent the interests of its members and act as a channel of communication in dealing with the University and other bodies.
- To promote and protect the welfare of its members through the provision of information, advice and activities.
- To promote, encourage and co-ordinate student clubs, societies, sports and social activities.
- These aims and objectives shall be practised without discrimination, in line with the Equality Act 2010.

LTSU's key areas of activities to achieve the above objectives are:

- Student representation – through the work of the Sabbaticals, Executive Office and Student Council.
- Welfare – to provide support, advice and guidance through the LTSU Welfare Service.
- Clubs & Societies – to encourage students to participate in Sports and Societies.
- Entertainment – to provide appropriate social, cultural and recreational activities for the personal development of LTSU members.

LTSU continues to represent students of this university on relevant local, national and international issues by maintaining student representatives who are members of various committee boards within the university.

A strategic plan is being drafted with the help of NUS. This will be developed with feedback and involvement from students.

Financial Review

LTSU's gross income from all sources this year totalled £344,327. Total expenditure of £335,589 on the wide range of membership services provided along with revenue generating activities left a favourable net movement of £8,738, increasing LTSU's reserves from £137,623 to £146,361.

Income was up 28% from 2012/2013 predominantly due to the increase in marketing and sponsorship deals undertaken and from income raised during entertainment events held around Leeds and on campus. LTSU sold All year Bus Passes which generated no net surplus for the Union although sales of these were double the 2012/2013 figure.

Expenditure for the year was in excess of 34% more than 2012/2013 due to the additional funding provided to Sports Team in terms of equipment and playing kits. Changes to the Union branding and offices resulted in additional operational costs.

During the strategic planning phase, a formal Reserves Policy will be produced to ensure our free reserves represent a justifiable level. The Executive Committee confirm that the LTSU has sufficient funding to meet its obligations for 2014/15.

Custodian Activities: Clubs & Societies' Funds and the Annual RAG

LTSU acts as Custodian for funds raised by Students for Clubs & Societies which includes the grant received from the Union. At the year-end £6,900 were held by the Union on Clubs & Societies behalf.

Funds raised by RAG which were undistributed amounted to £437.

Leeds Trinity Union of Students Charity Information

Future Funding

The Block Grant for 2014/15 has been confirmed at £145,000, representing an increase of 16% on the current year, to develop the Sports Teams and to improve the services the Union offers.

Trustees' responsibilities in relation to the financial statements

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to 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 charity and of the incoming resources and application of resources of the charity 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 judgements 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that 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 Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection fraud and other irregularities.

Financial memorandum

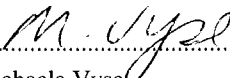
The president is responsible and accountable to the governors of Leeds Trinity University, for ensuring that the funds received from the governors by the union are expended in accordance with the uses stipulated in the Financial Memorandum, effective from 1 August 1995, and to comply with the conditions attached to them. The president is also responsible for the regularity and propriety of expenditure of those funds.

The Financial Memorandum provides that the union shall ensure that it has a sound system of internal financial management and control, keeps proper accounting records such that it maintains close control of its expenditure and can demonstrate that it has been disbursed exclusively for the purposes intended by the governors.

Reappointment of auditors

On 1 December 2014, Watson Buckle Limited succeeded to the appointment of Watson Buckle LLP. Accordingly, Watson Buckle Limited will be proposed for reappointment at the AGM.

Approved by the Executive Committee and signed on its behalf by:


.....
Michaela Vyse
President

Date: 05/02/15
.....

Leeds Trinity Union of Students Independent Auditors' Report

We have audited the financial statements of Leeds Trinity Union of Students for the year ended 31 July 2014, set out on pages 6 to 14. These financial statements have been prepared in accordance with the accounting policies set out therein.

This report is made solely to the union's members, as a body. Our audit work has been undertaken so that we might state to the union's members those matters we are required to state to them in an auditors' 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 union and the union's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the executive committee members and auditors

As explained more fully in the Statement of the Executive Committee's Responsibilities set out on page 2, the executive committee members are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the union's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the executive committee members, and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Executive Committee's Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on the financial statements

In our opinion the financial statements:

- give a true and fair view of the union's affairs as at 31 July 2014 and of its result for the year then ended; and;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice.

Opinion on other matters

In our opinion the information given in the Executive Committees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters that we are required to report to you on if, in our opinion:

- returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of remuneration required by law have not been made; or
- we were unable to determine whether adequate accounting records have been kept; or
- we have not obtained all the information and explanations that we considered necessary for the purpose of our audit.

Watson Buckle Limited

Watson Buckle Limited
Chartered Accountants and Statutory Auditors
Bradford

5th February 2015

Leeds Trinity Union of Students
Statement of Financial Activity for the Year Ended 31 July 2014

	Note	2014		(As restated) 2013	
		£	£	£	£
Incoming resources from generated funds					
Voluntary income: donations, gifts & grants	3		160,170		120,000
Incoming resources from union activities					
Student activities	4		109,040		77,744
Other incoming resources					
Employment agency income			75,063		69,685
Investment income					
Bank interest received			54		54
Total incoming resources			<u>344,327</u>		<u>267,483</u>
 Resources expended					
Employment agency costs	5	71,894		66,869	
Student activities	6	127,653		72,627	
Other administrative expenses	7	128,342		102,981	
Governance costs	8	7,700		6,630	
Total resources expended			<u>(335,589)</u>		<u>(249,107)</u>
Net incoming resources			8,738		18,376
Total funds brought forward	18		137,623		119,247
Total funds carried forward	18		<u><u>146,361</u></u>		<u><u>137,623</u></u>

All incoming resources and resources expended derive from continuing activities.

The charity has no recognised gains or losses for the year other than the results above.

The notes on pages 8 to 14 form an integral part of these financial statements.

**Leeds Trinity Union of Students
Balance Sheet as at 31 July 2014**

	Note	2014		(As restated) 2013	
		£	£	£	£
Fixed assets					
Tangible assets	12		8,717		4,546
Current assets					
Stocks			2,706	-	
Debtors	13		43,502	26,520	
Cash at bank and in hand			122,772	128,783	
			<u>168,980</u>	<u>155,303</u>	
Creditors: Amounts falling due within one year					
	14		<u>(31,336)</u>	<u>(22,226)</u>	
Net current assets			<u>137,644</u>	<u>133,077</u>	
Net assets			<u>146,361</u>	<u>137,623</u>	
Total charity funds	18		<u>146,361</u>	<u>137,623</u>	

Approved by the Executive Committee on 5-02-15 and signed on its behalf by:

M. Vyse

 Michaela Vyse
 President

The notes on pages 8 to 14 form an integral part of these financial statements.

Leeds Trinity Union of Students
Notes to the Financial Statements for the Year Ended 31 July 2014

1. Accounting policies

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities (SORP 2005)', issued in March 2005, applicable accounting standards and the Charities Act 2011.

Fund accounting policy

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Going concern

These accounts have been prepared on a going concern basis.

Incoming resources

Incoming resources from generated funds represents the subvention receivable and the monetary value of services and expenses paid on behalf of the union by Leeds Trinity University in respect of the academic year being reported on. The costs of these services and expenses are recognised within resources expended.

Incoming resources from union activities represents income from the provision of student services recognised on a receivable basis.

Other incoming resources represents income generated from the charity's employment agency along with any other sundry income, recognised on a receivable basis.

Investment income comprises interest receivable on cash balances held in appropriate interest bearing deposits.

Resources expended

Resources expended are split between student activities, other administrative expenses and governance costs. Governance costs represent the Executive Committee's expenses and audit fees.

All expenditure is accounted for on an accruals basis and is recognised when there is a legal or constructive obligation to pay.

Irrecoverable VAT

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Bar	10% reducing balance basis
Laundry equipment	20% reducing balance basis
Disco equipment	20% reducing balance basis
Office equipment	10% reducing balance basis
Hub equipment	10% reducing balance basis
Shop equipment	10% reducing balance basis
Computer equipment	20% reducing balance basis

Leeds Trinity Union of Students
Notes to the Financial Statements for the Year Ended 31 July 2014

Stock

Stock is valued at the lower of cost and net realisable value, after due regard for obsolete and slow moving stocks. Net realisable value is based on selling price less anticipated cost to completion and selling costs. Items donated for resale or distribution are not included in the financial statements until they are sold or distributed.

Operating leases

Rentals payable under operating leases are charged in the profit and loss account on a straight line basis over the lease term.

2. Executive committee's remuneration

The executive committee's remuneration for the year are as follows:

	Note	2014 £	2013 £
Officers' salaries and associated employer's NI		<u>33,421</u>	<u>27,807</u>

Travel and other expenses amounting to £Nil (2013 - £Nil) were reimbursed.

3. Incoming resources from generated funds

	Note	2014 £	2013 £
Governors' subvention		125,000	120,000
Services donated and expenses paid on behalf of the union	11	<u>35,170</u>	-
		<u>160,170</u>	<u>120,000</u>

All items above are donated by Leeds Trinity University and are recognised at their cost to Leeds Trinity University.

4. Incoming resources from student activities

	2014 £	2013 £
Launderette	4,236	10,792
Gaming and vending machines	1,188	1,855
Advertising and sponsorship	10,506	4,200
Entertainments	14,174	7,737
Freshers Week	29,540	28,721
Welfare	2,040	325
Shop income	1,087	-
Metro card income	44,833	21,439
Dental cover income	1,350	1,825
Sundry income	86	850
	<u>109,040</u>	<u>77,744</u>

5. Employment agency costs

	2014 £	2013 £
Bar staff wages	17,916	18,913
Security staff wages	874	742
Fitness staff wages	52,824	46,866
Associated employer's NI	280	348
	<u>71,894</u>	<u>66,869</u>

Leeds Trinity Union of Students
Notes to the Financial Statements for the Year Ended 31 July 2014

6. Resources expended: student activities

	Note	2014 £	2013 £
Deficit from student membership fees	9	3,801	5,892
Entertainments		23,504	14,024
Freshers Week		26,102	22,191
Sports clubs and societies		13,662	2,374
Clubs and societies		(625)	1,047
Welfare		6,451	2,944
Representation		190	28
Insurance		545	454
Travel and transport		910	(238)
Sundry expenses		1,649	713
Shop merchandise		1,330	-
Metro card expenses		44,833	21,373
Dental cover expenses		1,350	1,825
Launderette expenses		3,951	-
		<u>127,653</u>	<u>72,627</u>

7. Resources expended: other administrative expenses

	2014 £	2013 £
Officers' salaries and employer's national insurance	33,421	27,807
Administration salaries and employer's national insurance	23,134	20,989
Welfare salaries and employer's national insurance	21,092	14,534
Student staff salaries	906	-
Accommodation and living expenses	8,814	-
Staff training	6,295	1,140
Trustee expenses	60	-
Clothing	662	-
Fines and penalties	100	-
Office costs	15,509	-
Light and heat	750	-
Staff recruitment	1,000	-
Printing, postage, stationery and publications	3,816	1,811
Website maintenance costs	2,100	-
Telephone	-	(2,400)
Insurance	3,161	3,249
Sundry	5,070	2,226
Repairs and maintenance	710	-
Depreciation of tangible fixed assets	970	3,622
Loss on disposal of assets	-	29,041
Bank charges	497	250
Legal and professional fees	275	712
Corporation tax paid	-	-
	<u>128,342</u>	<u>102,981</u>

The Executive Committee consider that all administrative expenses contribute to the provision of charitable activities, with the exception of those identified separately in notes 5 and 7.

Leeds Trinity Union of Students
Notes to the Financial Statements for the Year Ended 31 July 2014

8. Resources expended: governance costs

	2014	2013
	£	£
The audit of the charity's accounts	7,700	6,630
	7,700	6,630

9. Deficit from student membership fees

	2014	2013
	£	£
Income:		
NUS Extra online sales income	8,455	4,679
Expenditure:		
NUS annual affiliation fees	8,251	7,975
NUS Extra charges and commission	4,005	2,596
	12,256	10,571
Deficit arising in year	(3,801)	(5,892)

10. Employees' Remuneration

The average number of persons employed by the charity (including trustees) during the year was as follows:

	2014	2013
	£	£
Charitable activities	5	4
	5	4

The aggregate payroll costs of these persons were as follows:

	2014	2013
	£	£
Wages and salaries	74,669	59,414
Social security	3,885	3,916
	78,554	63,330
	78,554	63,330

No employee received emoluments of more than £60,000 during the year.

11. Services donated and expenses paid on behalf of the union

During the year Leeds Trinity University donated services and paid for expenses as follows:

	2014	2013
	£	£
BUCS subscription	1,638	-
Accommodation provided for sabbaticals	8,814	-
Office space	13,926	-
Rates	1,583	-
Insurance	700	-
Utilities	750	-
Marketing, IT and cleaning	540	-
Sub TV	3,093	-
Red Bus	175	-
Launderette	3,951	-
	35,170	-
	35,170	-

Leeds Trinity Union of Students
Notes to the Financial Statements for the Year Ended 31 July 2014

13. Debtors

	2014	2013
	£	£
Trade debtors	18,280	14,846
Other debtors	485	11
Prepayments and accrued income	24,737	11,663
	<u>43,502</u>	<u>26,520</u>

14. Creditors: Amounts falling due within one year

	Note	2014	(As restated) 2013
		£	£
Trade creditors		7,488	788
Amounts due to clubs and societies	14	3,420	5,232
Amounts due to sports clubs	15	3,480	1,530
Social security and other taxes		1,222	4,014
Other creditors		437	15
Accruals and deferred income		15,289	10,647
		<u>31,336</u>	<u>22,226</u>

15. Amounts due to clubs and societies

	2014	2013
	£	£
Cheerleaders	771	1,610
Christian society	250	250
Creative writing society	20	20
Gaelic football	-	890
Islamic society	-	394
Journalism society (Trinity Times)	-	546
LGB society	211	460
Mature students	449	149
Film society	27	22
Psychology society	479	179
LTSAC	102	102
Theatre Society	-	410
Socialist Students	500	200
History society	11	-
Dance society	300	-
Vine society	300	-
	<u>3,420</u>	<u>5,232</u>

16. Amounts due to/(from) sports clubs

	2014	2013
	£	£
Basketball (men)	540	(192)
Cricket	130	19
Football (men)	1,136	30
Football (women)	437	(129)
Netball	235	455
Rugby League (men)	504	(420)
Rugby Union (women)	55	37
Pro Evo	-	39
TV society	-	70
OAA	-	220
Boxing Society	-	167
Rugby Union (men)	164	(237)
Hockey (men)	-	891
Hockey (women)	279	-
Scuba diving	-	580
	<u>3,480</u>	<u>1,530</u>

Leeds Trinity Union of Students
Notes to the Financial Statements for the Year Ended 31 July 2014

17. Commitments

Operating lease commitments

As at 31 July 2014 the charity had annual commitments under non-cancellable operating leases as follows:

Operating leases which expire:	2014	2013
	£	£
Other		
Within two to five years	<u>1,300</u>	<u>1,140</u>

18. Accumulated funds

	Opening balance	Prior year adjustment	Surplus/ (deficit)	Transfers	Closing balance
	£	£	£	£	£
Reserves					
General reserve	142,153	(4,530)	8,738	-	146,361
	<u>142,153</u>	<u>(4,530)</u>	<u>8,738</u>	<u>-</u>	<u>146,361</u>

19. Prior year adjustment

The prior year adjustment relates to errors in accruing costs for items included in the expenses during the year to 31 July 2014 which related to the prior year.

20. Related parties

Leeds Trinity University has significant influence over the charity by virtue of its relationship as sponsoring organisation.

During the year a subvention of £125,000 (2013: £120,000) was received from Leeds Trinity University.

During the year Leeds Trinity University donated services and paid expenses to the value of £35,170.

During the year the charity made sales of £75,063 (2013: £69,685) to Leeds Trinity University. At 31 July 2014 the charity was owed £15,939 (2013: £14,067) by Leeds Trinity University and the charity owed £2,781 (2013: £nil) to Leeds Trinity University.

21. Control

The charity is controlled by the trustees.