

Charity registration number: 1151574

Leeds Trinity Students Union

Annual Report and Financial Statements

for the Year Ended 31 July 2017

Leeds Trinity Students Union

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Leeds Trinity Students Union

Reference and Administrative Details

Charity Registration Number	1151574
Trustees	J Clough (resigned 30 June 2017) T Leadbeater (resigned 13 September 2016) S Little (resigned 30 June 2017) A Walker (resigned 31 August 2017) G Wood J Mudge (resigned 30 June 2017) K Mackenzie (appointed 12 September 2016) D Howarth (appointed 12 September 2016) M Robinson (appointed 12 September 2016 and resigned 30 June 2017) C Isherwood (appointed 1 July 2017) J Glazzard (appointed 1 July 2017) I Tanner (appointed 1 July 2017) J Nelson (appointed 1 July 2017) A Knight (appointed 1 July 2017)
Principal Office	Brownberrie Lane Horsforth Leeds LS18 5HD
Bankers	HSBC Bank Plc 88 Town Street Horsforth Leeds LS18 4AR
Auditor	Watson Buckle Limited York House Cottingley Business Park Bradford BD16 1PE

Leeds Trinity Students Union

Trustees' Report

The trustees present the annual report together with the financial statements and auditors' report of the charity for the year ended 31 July 2017.

Objectives and activities

Our charitable objectives

Leeds Trinity Students' Union (LTSU) charitable objectives are as follows:

- To promote the interest and welfare of students at Leeds Trinity University by representing, supporting and advising students
- To be the recognised representative between students and Leeds Trinity University and other external bodies
- To provide social, cultural, sporting and recreational activities and forums for discussion and debate to allow for personal development of students

This is achieved through key activities to support the above:

- Championing student academic interests through effective representation and campaigning led by the Elected Officers, Student Council and Course Reps
- Advice and welfare provision providing support on a range of issues
- Social Opportunities provision through Sport Clubs and Societies and one off activities such as Freshers' Week, Graduation Ball and Give it a Go

Public benefit

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Financial review

Total incoming resources were £317,829 (2016 - £336,187). Total resources expended were £363,381 (2016 - £336,459). The total funds of the charity have decreased from £129,905 to £84,353.

Principal funding sources

The Union received a Block Grant of £166,000 in 2016/17. The Union continues to receive £11,000 restricted funding for sport and BUCs activities in addition to its block grant from the University.

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 those funds. Day to day financial management is delegated by the Trustees to the General Manager of Leeds Trinity Students' Union.

The Financial Memorandum provides that the Union shall ensure that it has a sound system of internal financial management 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.

Plans for future periods

Plans for the future of the organisation can be found in the Annual Report which forms part of this documentation.

Leeds Trinity Students Union

Trustees' Report

Structure, governance and management

Nature of governing document

LTSU is a constituted Students' Union defined under the Education Act 1994.

It's President and Vice President are elected on an annual cycle by a cross campus ballot. The President is also Chair of the Trustee Board. Both post holders receive training from experienced Union staff and the National Union of Students about their roles. They are supported by a staff team to support them in achieving their goals and the overarching Union strategy.

The Trustee Board comprises of two officer trustees (President and Vice President), three student trustees and up to four external trustees.

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

Achievements and performance

The organisation has had an incredibly successful year achieving two national awards for best Students' Union from the National Union of Students (NUS) and Educate North & UK Leadership Awards. The Union also recorded a 34% election turnout which we believe to be one of the highest in the country.

The Trustees also approved after extensive student and other stakeholder consultation a Strategic Plan for the organisation outlining priorities for the next three years. Key successes and future plans are included in further pages in our Annual Report 2016/17.

Relationships with related parties

Leeds Trinity University

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

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

Funds held as custodian trustee on behalf of others

LTSU acts as a custodian for funds raised by Clubs and Societies which includes the block grant of the Union. At the year-end £12,735 were held by the Union on Clubs & Societies behalf.

The Union also supports student RAG (Raising and Giving) activity and £902 at year end was in the process of being distributed to the relevant charities.

Leeds Trinity Students Union

Trustees' Report

Disclosure of information to auditor

Each trustee has taken steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information. The trustees confirm that there is no relevant information that they know of and of which they know the auditor is unaware.

The annual report was approved by the trustees of the charity on 12 October 2017 and signed on its behalf by:



.....
C Isherwood
Trustee

Leeds Trinity Students Union

Statement of Trustees' Responsibilities

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

The law applicable to charities 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 applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 12 October 2017 and signed on its behalf by:



C Isherwood
Trustee

LEEDS TRINITY
STUDENTS' UNION

ANNUAL REPORT

2016 - 2017



north & uk leadership
awards & conference

in association with
The Telegraph

WINNER

Winner of the Students'
Union of the Year

Winner of the
Students' Union Award

NUS Awards 2017

Educate North & UK
Leadership Awards 2017

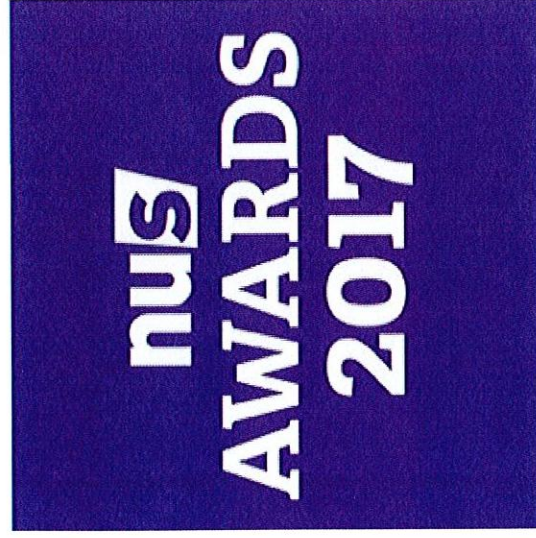
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SUPPORTING YOU TO REACH YOUR POTENTIAL



OUR AWARDS

We're delighted to say that across 2016-2017, we became double Students' Union of the Year award winners!



**Winner of the
Students' Union Award**

NUS Awards 2017



The Telegraph
in association with

WINNER

**Winner of the
Students' Union of the Year**

**Educate North & UK
Leadership Awards 2017**

INTRODUCTION

Leeds Trinity Students' Union is a charity.

As a charity we exist for the benefit of Leeds Trinity students. We do this in five ways:

1. We act as a medium of communication between the members of the Union, the Governors, the University and other bodies.
2. We advance the education of our members and students of the University as a whole
3. We represent the interest of our members and act as a channel of communication in dealing with the University and other bodies
4. We promote and protect the welfare of our members through the provision of information, advice and activities
5. We promote, encourage and co-ordinate student clubs, societies, sports and student activities

How is the Union run?

The Union is led by two annual elected officers - the President and Vice-President. As a charity there are also nine trustees made up of two elected sabbatical officers, three student trustees and up to four external trustees. They are the first and final decision making body of the Union. Political and policy decisions are made by the annually elected Student Council which includes the President and Vice-President.

A small staff team support the work of the elected officers and the overall strategy that has been agreed by the Trustees.

Thank you to Leeds Trinity University for their continued professional and financial support. Also thank you to our sponsors Arrow Cars, Dominos and Endsleigh.

"We've come a long way in the last couple of years at Leeds Trinity Students' Union. We've established a strong foundation for the union by hiring an excellently skilled team of staff to support the sabbatical officers to achieve the goals they set out to better the lives of students here at Leeds Trinity. We've grown and developed our sports teams, our societies, our activities and our representation and we've continued to provide high levels of support through a range of avenues through our welfare department. We've strengthened our brand and our identity helping us reach a record turnout in elections, which ensures we are a union ran by students for students more than ever.

On the next few pages you will see some of our shared key achievements this year. These were part of our Annual Plan which sets out five areas we would focus on this year. Well done to all students and staff involved."

STEPH LITTLE STUDENTS' UNION PRESIDENT 2015-2017

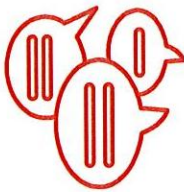



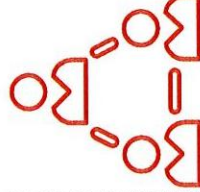

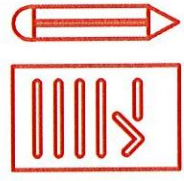

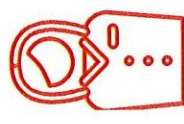


STEPH LITTLE
President
2015-2017



JOSH CLOUGH
Vice-President
2015-2017

STUDENT VOICE

450	126	1 in 3	450	84%	24/7	58%	2	100%
								
450 Respondents to SU on Tour which is one of our key listening and consultation activities led by the President and Vice-President	126 Interactions with 'Students Say', our online ideas zone where you can like or dislike ideas put forward by other students	1 in 3 Students vote in the LTSU elections which has one of the highest turnouts in the country	450 Nominations for our Annual Student-Led Staff Awards	84% of courses have a Course Rep (more than double the previous year!)	24/7 Library trialled after the elected officers asked the University to make it happen.	58% of Course Reps have been trained	2 Student Forums with the University Senior team held	100% of Student Council roles elected for the second year running

"The Students' Union has enabled me to gain more confidence and help me develop new skills. I have met new people through all of different roles and opportunities I have been a part of. The SU has been a major part of my University life and some of my best memories have been because of the things I have done with the SU. I don't think I would be the person I am today without the SU."

Sophie, Postgraduate Student

SOCIAL OPPORTUNITIES

1 New Student Activities Committee devolving funding to students to decide how funding is spent on Societies and Sport Clubs

440 Freshers' Wristbands sold

8 New Societies

1,000+ Welcome Bags handed out to new students

1,500+ Attending Freshers' Fair

92% of Society members vote

468 Members of Sports Clubs and Societies

£569 Raised for charity through student fundraising

66 Events run by your SU

120 Clubs and Society Award nominations

200+ Students attending Graduation Ball

3 Change for Change projects launched

200+ Clubs and Society Award attendees

10 Place increase in BUCS overall rankings to 105th

Sport Club Hall of Fame

- Men's Football 3rd Team promoted
- Athlete in the final of the Men's 400m hurdle final
- Athlete in the final of the Women's 60-65kg boxing final
- Rugby League in the semi-finals of the BUCS Conference Cup
- Women's Rugby Union and Women's Squash in the quarter finals of the BUCS Conference Cup
- First time teams in Men's/Women's Squash and Men's Futsal
- Return of Men's Basketball
- Three athletes in the student Rugby League World Cup in Australia representing Scotland and Wales

5

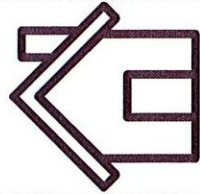
SUPPORTING STUDENTS

£10,452



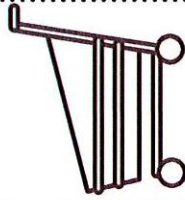
£10,452
of savings to
students
through the
on-campus
discounted
selling of bus
passes

104



104
Housing
enquiries

11



11
Students
supported
with our
Food
Assistance
Fund

81



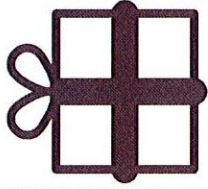
81
First time
house
hunters
attending
advice talks

76



76
Health
related
screenings

419



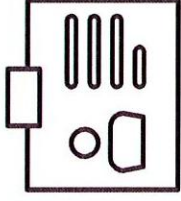
419
Health
related
packs
distributed

43



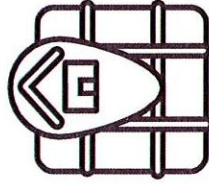
43
Transport
and travel
enquiries

156



156
Discounted
travel passes
handed out

11



11
Home
security visits
helping
students to
be safer

"The Contract Checking service is the best service
the [Students' Union] offer and it took the stress
away from checking personally."

Anonymous

A UNION THAT ADDS VALUE TO STUDENT LIVES



"During my two years at Leeds trinity, every single aspect of my university career has been affected by our Students' Union. They've supported me not only in academia, but through social aspects within sport and activities, all of which are provided by the union. I have also had the pleasure to work alongside the Students' Union as an engagement team member, which has shown me the extent to which the Students' Union support the students at trinity. This not only gave me the ability to live a more financially stable student lifestyle, but gave me more opportunities to make friends and live the student life I have always wanted to."

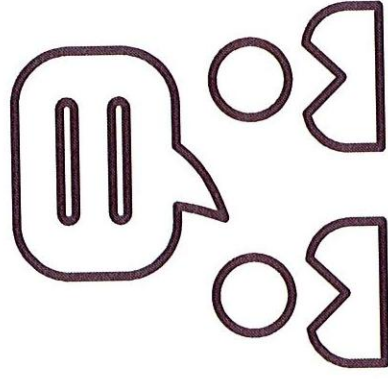
Hannah, 2nd year student

DEVELOPING STUDENT VOLUNTEERS & STAFF

300+

Volunteer roles across
the Union

All Union volunteer roles are
celebrated at annual Award
ceremonies



All staff have personal development
plans and objectives that directly
link back to the Union Annual Plan

570

Nominations across
all awards

£13,000

Back into student pockets
through employing student
staff

8

3

Volunteer Handbooks
created for Course Reps, Sport
Club and Society
Committee members

250+

Students trained
by the Union

1

Student Council
Residential giving full and part-
time officers support
in their roles

WHAT DO WE HAVE PLANNED FOR THE FUTURE?

THE BIG PLAN

You've seen what we've achieved over the last year, now take a look at what we aim to do in the future!

The Big Plan 2017 - 2020 sets out our plans for the next three years. We have set ourselves ambitious goals of how we are going to support you to reach your potential at University.

Much of student feedback in our research told us that social opportunities, academic interests and support for when things go wrong were most important to you. These themes have been reflected in our final plan.

The full plan and our goals for year one of the plan can be read at:

www.LTSU.co.uk/aboutus



VOICE

You elect your President, Vice-President, Students' Council, Course Reps and Sports Club and Society Committee members each year and you can decide what we prioritise through our 'Students Say' and campaigns decided at your Student Council.



ACTIVITIES

We run Freshers' events during Intro Week and Refreshers, as well as organising the students' Grad Ball, Clubs and Societies Awards, Student-Led Staff Awards and one-off social events throughout the year.



FOR YOU

We want every student to have the best academic experience, build relationships and feel empowered to.



SUPPORT

We look out for all students, offering a range of advice and support on issues you may encounter whilst at University.



**CHARLES
ISHERWOOD**
President
2017-2018

**GEORGIA
WOOD**
Vice-President
2017-2018

OUR VISION

Supporting you to reach your potential

OUR MISSION

To ensure you have the best academic experience,
build relationships and feel empowered to succeed

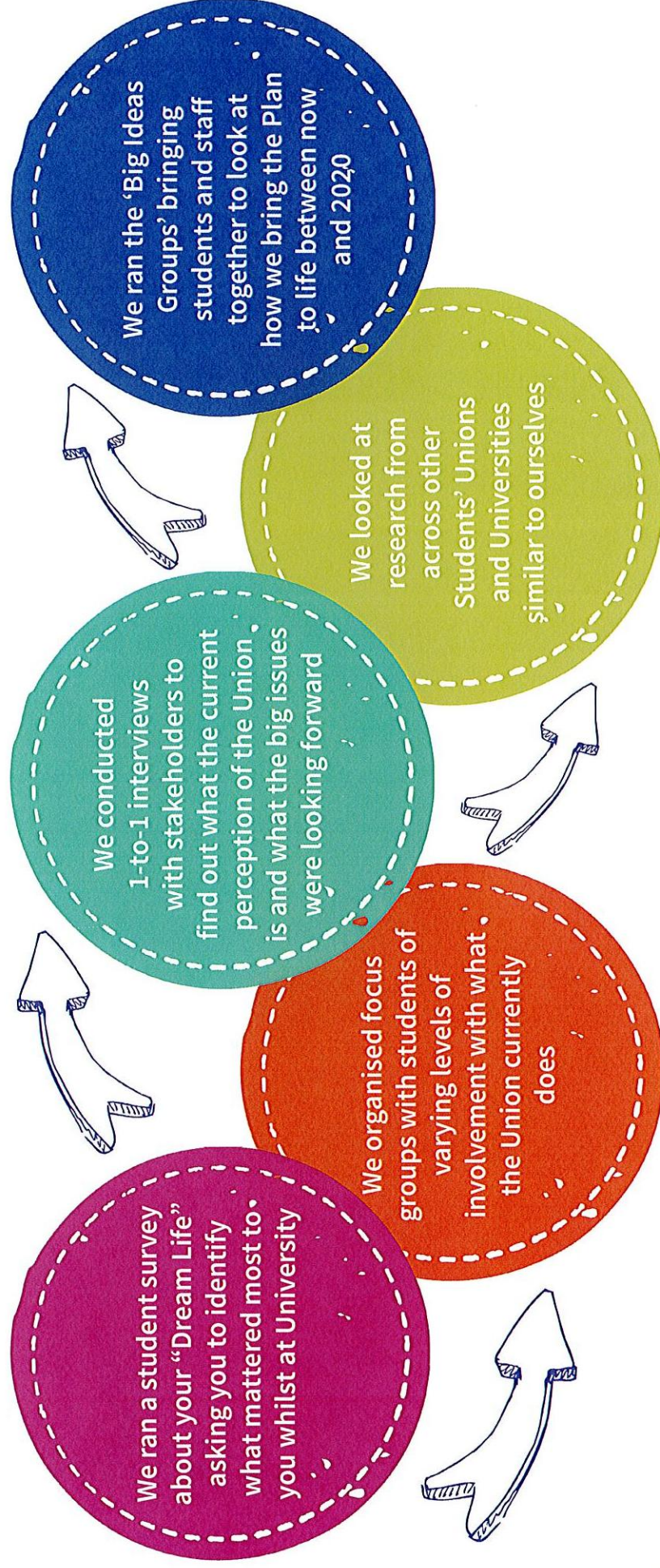
WE HAVE IDENTIFIED 3 PRIORITIES TO ACHIEVE THIS:

1. Advocating
students' academic
success through
support and
representation

2. Developing a sense
of belonging through
inclusive and varied
student communities

3. Becoming an
exceptional, innovative
organisation that
understands students' needs

HOW WE MADE THE BIG PLAN?





Winner of the
Students' Union Award

NUS Awards 2017



north & uk leadership
awards & conference

in association with
The Telegraph

WINNER

Winner of the Students'
Union of the Year

Educate North & UK
Leadership Awards 2017

Find out what
your Students'
Union is doing at:

www.LTSU.co.uk

Leeds Trinity Students Union

Independent Auditor's Report to the Trustees of Leeds Trinity Students Union

Opinion

We have audited the financial statements of Leeds Trinity Students Union (the 'charity') for the year ended 31 July 2017, which comprise the Statement of Financial Activities, Balance Sheet, and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is United Kingdom Accounting Standards, comprising Charities SORP - FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and applicable law (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 July 2017 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the Charities Act 2011.

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 charity 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

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

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

In connection with our audit of the financial statements, 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 there is a material misstatement in the financial statements or a material misstatement of the other information. 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.

We have nothing to report in this regard.

Leeds Trinity Students Union

Independent Auditor's Report to the Trustees of Leeds Trinity Students Union

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept, or 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 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 Statement of Trustees' Responsibilities [set out on page 5], the trustees 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 charity'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 charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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 the basis of these financial statements.

As part of an audit in accordance with ISAs (UK), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the charity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charity to cease to continue as a going concern.

Leeds Trinity Students Union

Independent Auditor's Report to the Trustees of Leeds Trinity Students Union

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the charity to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the charity audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Use of report

This report is made solely to the charity trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our work has been undertaken so that we might state to the Charity's 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 charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

.....
Watson Buckle Limited (Senior Statutory Auditor)
For and on behalf of Watson Buckle Limited, Statutory Auditor

Bradford

Date:.....

Leeds Trinity Students Union

Statement of Financial Activities for the Year Ended 31 July 2017 (Including Income and Expenditure Account)

		Unrestricted funds		Restricted funds	Total 2017	Total 2016
	Note	Designated £	General £	£	£	£
Income from						
Donations and legacies	3	-	194,489	11,000	205,489	212,407
Investments	4	-	35	-	35	44
Charitable activities	5	-	111,403	902	112,305	123,736
Total income		<u>-</u>	<u>305,927</u>	<u>11,902</u>	<u>317,829</u>	<u>336,187</u>
Expenditure						
Charitable activities	6	(725)	(133,327)	(902)	(134,954)	(149,133)
Other	8	-	(208,019)	(20,408)	(228,427)	(187,326)
Total expenditure		<u>(725)</u>	<u>(341,346)</u>	<u>(21,310)</u>	<u>(363,381)</u>	<u>(336,459)</u>
Net expenditure		(725)	(35,419)	(9,408)	(45,552)	(272)
Transfers between funds		(11,391)	1,983	9,408	-	-
Net movement in funds		<u>(12,116)</u>	<u>(33,436)</u>	<u>-</u>	<u>(45,552)</u>	<u>(272)</u>
Reconciliation of funds						
Total funds brought forward		12,116	117,789	-	129,905	130,177
Total funds carried forward		<u>-</u>	<u>84,353</u>	<u>-</u>	<u>84,353</u>	<u>129,905</u>

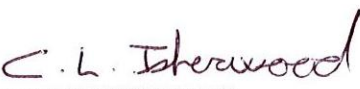
All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2016 is shown in note 15.

Leeds Trinity Students Union
(Registration number: 1151574)
Balance Sheet as at 31 July 2017

	Note	2017 £	2016 £
Fixed assets			
Tangible assets	11	14,818	16,604
Current assets			
Debtors	12	7,011	12,255
Cash at bank and in hand		<u>87,869</u>	<u>122,604</u>
		94,880	134,859
Creditors: Amounts falling due within one year	13	<u>(25,345)</u>	<u>(21,558)</u>
Net current assets		<u>69,535</u>	<u>113,301</u>
Net assets		<u><u>84,353</u></u>	<u><u>129,905</u></u>
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		<u>84,353</u>	<u>129,905</u>
Total funds	15	<u><u>84,353</u></u>	<u><u>129,905</u></u>

The financial statements on pages 21 to 33 were approved by the trustees, and authorised for issue on 12 October 2017 and signed on their behalf by:



 C Isherwood
 Trustee

Leeds Trinity Students Union

Notes to the Financial Statements for the Year Ended 31 July 2017

1 General information

The entity is an unincorporated registered charity governed by their constitution.

Their registered address is:

Brownberrie Lane
Horsforth
Leeds
LS18 5HD

2 Accounting policies

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland (effective 1 January 2015)' and the Charities Act 2011.

The entity meets the definition of a public benefit entity under FRS 102.

Basis of preparation

The financial statements have been prepared under the historical cost convention in accordance with applicable United Kingdom Accounting Standards. A summary of the principal accounting policies, which have been applied consistently, except where noted, is set out below.

Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

Fund structure

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

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

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

Further details of each fund are disclosed in note 15.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

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

Leeds Trinity Students Union

Notes to the Financial Statements for the Year Ended 31 July 2017

Donated services and facilities

Donated services are recognised at their open market value in the period in which they are receivable as income, where the benefit to the charity can be reliably measured. An equivalent amount is included as expenditure under the relevant heading in the Statement of Financial Activities.

Investment income

Income from investments comprises interest receivable on cash balances held in appropriate interest bearing deposits.

Charitable activities

Income from charitable activities represents income from the provision of student services recognised on a receivable basis.

Other income

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

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Tangible fixed assets

Individual fixed assets costing £100 or more are initially recorded at cost.

Depreciation and amortisation

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

Asset class	Depreciation method and rate
Office improvements	10% straight line basis
Bar & disco equipment	10-20% reducing balance basis
Fixtures, fittings and equipment	10-20% reducing balance basis

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Notes to the Financial Statements for the Year Ended 31 July 2017

Key sources of estimation uncertainty

The company makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of the assets and liabilities within the next financial year are addressed below.

Useful economic lives of tangible assets

The annual depreciation charge for tangible assets and their carrying amount is determined by the estimated useful economic lives and residual values of the assets. The useful economic lives and residual values are re-assessed annually and amended when necessary to reflect current estimates, based on technological advancement, future investments, economic utilisation and the physical condition of the assets. The carrying amount is £14,818 (2016 -£16,604).

Debtors

Debtors are recognised initially when they become due at the transaction price. They are subsequently measured at amortised cost using the effective interest rate method, less provision for impairment. A provision for impairment of debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the debtors.

Creditors

Creditors are obligations to pay for goods and services that have been acquired by the charity. Creditors are initially recognised at the transaction price and subsequently measured at amortised cost using the effective interest method.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme. Contributions are charged in the statement of financial activities as they become payable in accordance with the rules of the scheme.

Transition to FRS 102

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was required. No restatements are required as a result of the transition to FRS 102.

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Leeds Trinity Students Union

Notes to the Financial Statements for the Year Ended 31 July 2017

3 Donations and legacies

	Unrestricted funds			
	General £	Restricted funds £	Total 2017 £	Total 2016 £
Governors' subvention				
Governors' subvention	166,000	11,000	177,000	185,000
Services donated and expenses paid on behalf of the union by the university				
Accommodation provided for sabbaticals	9,840	-	9,840	9,758
Office space	13,926	-	13,926	13,926
Marketing, IT and cleaning	660	-	660	660
Rates	1,583	-	1,583	1,583
Insurance	700	-	700	700
Utilities	780	-	780	780
Donations				
Donations from companies, trusts and similar proceeds	1,000	-	1,000	-
	<u>194,489</u>	<u>11,000</u>	<u>205,489</u>	<u>212,407</u>

4 Income from investments

	Unrestricted funds		
	General £	Total 2017 £	Total 2016 £
Interest receivable and similar income;			
Interest receivable on bank deposits	<u>35</u>	<u>35</u>	<u>44</u>

Leeds Trinity Students Union

Notes to the Financial Statements for the Year Ended 31 July 2017

5 Income from Charitable activities

	Unrestricted funds			
	General £	Restricted funds £	Total 2017 £	Total 2016 £
NUS extra online sales	18,454	-	18,454	15,487
Advertising and sponsorship	13,296	-	13,296	3,850
Entertainments	8,922	-	8,922	7,925
Freshers week	21,195	-	21,195	22,916
Welfare	958	-	958	993
Metro card	41,184	-	41,184	63,541
Sundry	1,669	-	1,669	-
Sports awards	-	-	-	900
Change for Change	5,504	-	5,504	5,624
Give it a Go	-	-	-	2,500
Raising and Giving	221	-	221	-
Other direct costs	-	902	902	-
	<u>111,403</u>	<u>902</u>	<u>112,305</u>	<u>123,736</u>

6 Expenditure on Charitable Activities

	Unrestricted funds				
	Designated £	General £	Restricted funds £	Total 2017 £	Total 2016 £
Other direct costs	-	120,466	-	120,466	134,905
Establishment costs	725	6,061	902	7,688	7,428
Auditors' remuneration	-	6,800	-	6,800	6,800
	<u>725</u>	<u>133,327</u>	<u>902</u>	<u>134,954</u>	<u>149,133</u>

7 Grant-making

Analysis of grants

	Grants to institutions 2017 £	Grants to individuals 2017 £
Analysis		
Sports clubs	11,969	-
Societies	690	-
Funding for events	-	600
	<u>12,659</u>	<u>600</u>

Leeds Trinity Students Union

Notes to the Financial Statements for the Year Ended 31 July 2017

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

Name of institution	Activity	2017 £
Football (Men)	Other direct costs	2,108
Hockey (Women)	Other direct costs	920
Rugby League	Other direct costs	1,050
Rugby Union (Men)	Other direct costs	1,170
Rugby Union (Women)	Other direct costs	514
Badminton	Other direct costs	900
Squash	Other direct costs	917
Netball	Other direct costs	1,900
Cheerleading	Other direct costs	650
Cricket	Other direct costs	600
Boxing	Other direct costs	640
Dance Society	Other direct costs	400
Gants less than £320	Other direct costs	890
		<u>12,659</u>

8 Other resources expended

	Unrestricted funds			
	General £	Restricted funds £	Total 2017 £	Total 2016 £
Staff costs				
Wages and salaries	110,598	18,890	129,488	91,971
Social security	5,432	1,392	6,824	4,126
Pension costs	708	126	834	382
Other staff costs	8,190	-	8,190	10,314
Trustees remuneration and expenses	46,956	-	46,956	46,399
Legal and professional fees	-	-	-	225
Marketing and publicity	3,655	-	3,655	-
Depreciation	3,023	-	3,023	3,679
Establishment costs	4,316	-	4,316	2,788
Office expenses	15,509	-	15,509	15,509
Printing, postage and stationery	5,126	-	5,126	5,355
Sundry and other costs	1,924	-	1,924	3,110
Entertainment	465	-	465	451
Bank charges	1,596	-	1,596	691
Bad debt expense	185	-	185	-
Loss on sale of fixed assets held for the charity's own use	336	-	336	2,326
	<u>208,019</u>	<u>20,408</u>	<u>228,427</u>	<u>187,326</u>

Leeds Trinity Students Union

Notes to the Financial Statements for the Year Ended 31 July 2017

9 Trustees remuneration and expenses

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

C Isherwood

C Isherwood received remuneration of £1,458 (2016: £Nil) and £38 (2016: £7) of expenses were reimbursed to C Isherwood during the year.

During the year pension contributions of £13 (2016 - £Nil) were paid for the benefit of the trustee.

G Wood

G Wood received remuneration of £1,458 (2016: £Nil) during the year.

S Little

S Little received remuneration of £16,042 (2016: £17,500) and £97 (2016: £506) of expenses were reimbursed to S Little during the year.

During the year pension contributions of £107 (2016 - £19) were paid for the benefit of the trustee.

J Clough

J Clough received remuneration of £16,042 (2016: £17,500) and £2,205 (2016: £1,634) of expenses were reimbursed to J Clough during the year.

During the year pension contributions of £107 (2016 - £39) were paid for the benefit of the trustee.

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

10 Staff costs

The aggregate payroll costs were as follows:

	2017 £	2016 £
Staff costs during the year were:		
Wages and salaries	164,488	126,971
Social security costs	8,714	5,709
Pension costs	1,060	440
	<u>174,262</u>	<u>133,120</u>

The monthly average number of persons (including senior management team) employed by the charity during the year expressed as full time equivalents was as follows:

	2017 No	2016 No
Charitable activities	<u>16</u>	<u>12</u>

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

The total employee benefits of the key management personnel of the charity were £63,592 (2016 - £46,251).

Leeds Trinity Students Union

Notes to the Financial Statements for the Year Ended 31 July 2017

11 Tangible fixed assets

	Office improvements £	Bar & disco equipment £	Fixtures, fittings & equipment £	Total £
Cost				
At 1 August 2016	7,550	7,401	9,325	24,276
Additions	-	-	1,573	1,573
Disposals	-	-	(632)	(632)
At 31 July 2017	<u>7,550</u>	<u>7,401</u>	<u>10,266</u>	<u>25,217</u>
Depreciation				
At 1 August 2016	1,447	3,309	2,916	7,672
Charge for the year	755	757	1,511	3,023
Eliminated on disposals	-	-	(296)	(296)
At 31 July 2017	<u>2,202</u>	<u>4,066</u>	<u>4,131</u>	<u>10,399</u>
Net book value				
At 31 July 2017	<u>5,348</u>	<u>3,335</u>	<u>6,135</u>	<u>14,818</u>
At 31 July 2016	<u>6,103</u>	<u>4,092</u>	<u>6,409</u>	<u>16,604</u>

12 Debtors

	2017 £	2016 £
Trade debtors	2,282	8,221
Prepayments	2,867	2,670
Other debtors	<u>1,862</u>	<u>1,364</u>
	<u>7,011</u>	<u>12,255</u>

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Notes to the Financial Statements for the Year Ended 31 July 2017

13 Creditors: amounts falling due within one year

	2017 £	2016 £
Trade creditors	2,238	6,840
Other creditors	12,735	8,919
Accruals and deferred income	<u>10,372</u>	<u>5,799</u>
	<u>25,345</u>	<u>21,558</u>

Included in the other creditors above is £12,735 (2016 - £8,919) held of behalf of the students' clubs and societies where the charity acts as custodian for the funds. During the year the charity received funds of £27,416 and paid funds of £36,192 on behalf of the students' clubs and societies.

	2017 £
Deferred income at 1 August 2016	-
Resources deferred in the period	<u>(1,520)</u>
Deferred income at 31 July 2017	<u>(1,520)</u>

Deferred income relates to money received for events to be held during the next financial year.

14 Pension and other schemes

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £1,060 (2016 - £440).

Leeds Trinity Students Union

Notes to the Financial Statements for the Year Ended 31 July 2017

15 Funds

	Balance at 1 August 2016 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 July 2017 £
Unrestricted funds					
General	117,789	305,927	(341,346)	1,983	84,353
Designated	12,116	-	(725)	(11,391)	-
Total unrestricted funds	<u>129,905</u>	<u>305,927</u>	<u>(342,071)</u>	<u>(9,408)</u>	<u>84,353</u>
Restricted funds					
Subvention for sports	-	11,000	(20,408)	9,408	-
Raising and giving	-	902	(902)	-	-
Restricted funds	<u>-</u>	<u>11,902</u>	<u>(21,310)</u>	<u>9,408</u>	<u>-</u>
Total funds	<u>129,905</u>	<u>317,829</u>	<u>(363,381)</u>	<u>-</u>	<u>84,353</u>

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

Designated funds:

The trustees have identified that certain unrestricted funds should be ring-fenced as follows:

- The designated fund included amounts for Change for Change which enabled students to decide where money was spent. However, during the year the trustees decided not to continue this scheme, therefore all remaining funds have been transferred to general funds.

Restricted funds:

- Subvention for sports represents amounts received to pay the sports staff wages. The subvention received did not cover the total cost of the sports staff wages therefore a transfer was done to cover the remaining amount from the general fund.
- Raising and giving represents the amounts raised for other charities.

16 Analysis of net assets between funds

	Unrestricted funds General £	Total funds £
Tangible fixed assets	14,818	14,818
Current assets	94,880	94,880
Current liabilities	<u>(25,345)</u>	<u>(25,345)</u>
Total net assets	<u>84,353</u>	<u>84,353</u>

Leeds Trinity Students Union

Notes to the Financial Statements for the Year Ended 31 July 2017

17 Related party transactions

During the year the charity made the following related party transactions:

Leeds Trinity University

(Significant influence over the charity by virtue of its relationship as sponsoring organisation)

During the year subvention of £177,000 (2016 - £185,000) was received from Leeds Trinity University.

During the year Leeds Trinity University subsidised the sales of Metro cards to the value of £9,672 (2016 - £15,376).

During the year Leeds Trinity University donated services and paid expenses to the value of £27,489 (£2016 - £27,407).

During the year the charity made sales of £1,678 (2016 - £750) to Leeds Trinity University and purchases of £5,447 (2016 - £6,858) from Leeds Trinity University. At 31 July 2017 the charity was owed £1,222 (2016 - £3,072) from Leeds Trinity University and the charity owed £15 (2016 - £629) to Leeds Trinity University.

18 Commitments

	2017	2016
	£	£
Not later than one year	1,140	1,194
Later than one year and not later than five years	2,850	3,990
	<u>3,990</u>	<u>5,184</u>

The amount of lease payments recognised as an expense was £1,194 (2016 - £730).

19 Financial instruments

Categorisation of financial instruments

	2017	2016
	£	£
Financial assets that are debt instruments measured at amortised cost	90,151	130,825
Financial liabilities measured at amortised cost	<u>16,493</u>	<u>15,759</u>