# Charity Registration No. 1153573 Registered Company No. 8659862 (England and Wales)

# **BOLTON STUDENTS' UNION**

(A company limited by guarantee)

# TRUSTEES' REPORT AND FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 JULY 2014

F MAZLOOMIAN & CO

**CHARTERED ACCOUNTANTS** 

#### **LEGAL AND ADMINISTRATIVE INFORMATION**

**Trustees** N Myerson

A Kaddu P Chapman Dr A Banerjee S Conn S Kay W Morris

**Directors** N Myerson

W Morris

General Manager E Moloney

Registered Charity number 1153573

**Registered Company number** 8659862 (England and Wales)

Registered office Deane Road

Bolton BL3 5AB

Auditors F Mazloomian & Co

73-75 Princess Street

Manchester M2 4EG

Bankers The Co-operative Bank Plc

19 Knowsley Street

Bolton BL1 2AS

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#### **TRUSTEES' REPORT**

#### FOR THE PERIOD ENDED 31 JULY 2014

The trustees, two of whom are also directors for the purposes of the Companies Act, present their report and financial statements for the period ended 31 July 2014.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Union's constitution, and the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities", issued in March 2005.

#### Structure, governance and management

The Union was incorpoprated as a company limited by guarantee, as defined by the Companies Acts 2006, on 21 August 2013 - Company No 8659862. The Union is governed in accordance with its constitution, as set out in its Memorandum and Articles of Association, and registered with the Charity Commission on 29 August 2013 - Charity Registration No 1153573. Prior to incorporation the Union operated as an unincorporated association. The assets and liabilities of the unincorporated body were transferred to the new charitable company with effect from incorporation.

Bolton Students' Union (the "Union") is a Students Union within the meaning of the Education Act 1994. The Union is an incorporated association and as such is distinct and separate from the University of Bolton Higher Education Corporation ("the University"). The Union is devoted to the educational interests and welfare of its members.

The Union will seek at all times to: (i) ensure that the diversity of its membership is recognised and that equal access is available to all members of whatever origin or orientation; (ii) pursue its aims and objectives independent of any political party or religios group; and (iii) pursue equal opportunities by taking positive action within the law to facilitate participation of groups disciminated against by society.

The consitution has been structured to give the Board of Trustees reasonable authority to manage the affairs of the Union in a professional mannner. The members enjoy the right, which must be exercised in accordance with charity law, to elect a propotion of the Trustees and to dismiss all of the trustees. The Board of Trustees will give the utmost consideration to the views of members.

Under the Education Act 1994, the University of Bolton has a statutory duty to ensure that the Union operates in a fair and democratic manner and is held to proper account for its finances. The Union therefore works alongside the University of Bolton in ensuring that the affairs of the Union are properly conducted and that the educational and welfare of the Union's members are met.

The University has no obligation whether direct or indirect in respect of debts and liabilities of the Union, nor does it have any obligation to contribute in any winding up or dissolution of the Union. The requirement of The Governors to approve and periodically review (at intervals of not more than 5Years) the Constitution does not in any way imply that there is a common identity of the parties.

The trustees who served during the period were:

N Myerson

A Kaddu (Appointed 1 July 2014)

P Chapman

A Johnson (Resigned 30 June 2014)

Dr A Banerjee

S Conn

S Kay

W Morris

The term of office for Mr A Johnson, the President, came to an end on 30 June 2014. Mr A Kaddu, was elected as the new President, from 1 July 2014.

#### TRUSTEES' REPORT (CONTINUED)

#### FOR THE PERIOD ENDED 31 JULY 2014

The trustees shall be made up of the following persons: (a) the President (elected full time officer) who shall, by virtue of that presidency, be the Sabbatical trustee. (b) No more than two elected Student Trustees. (c) Not more than five University Trustees, and (d) Not more than one NUS Trustee.

In accordance with the consititution the Union has established the following: (1) The Board of Trustees - Responsible for the management and administration of the Union. (2) The Student Council - Sets policy of the Union and refer policy to Referenda and recommends strategic direction to the Board of Trustees.

The Students' Union receives a block grant from the University of Bolton and occupies part of a University building. The University pays for certain utilities, security and cleaning staff. The Students' Union continues to generate funds from various trading activities. However, the Union is dependent on the University's support.

#### Risk management

The trustees have assessed the major risks to which the Union is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

#### Objectives and activities

The Union's objects are the advancement of education of students at the University of Bolton for the public benefit by: (1) Promoting the interests and welfare of students at the University of Bolton during their course of study and representing, supporting and advising students; (2) Being the recognised representative channel between students and the University of Bolton and any other external bodies; and (3) Providing social, cultural, sporting and recreational activites and forums for discussions and debate for the personal development of its students.

The policies adopted in furtherance of these objects are (1) To provide services and facilities for Members; (2) Establish, support, promote and operate a network of student activities for members. There have been no changes in these policies during the year.

#### **Public benefit**

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the Union should undertake.

#### Achievements and performance

The anticipated level of Block Grant income from the University, allowed the Union to continue to provide a full range of activities including commercial activities, sporting clubs and societies, advice, welfare and representation for the benefit of the students.

#### **Financial review**

It is the policy of the Union that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Union's current activities while consideration is given to ways in which additional funds may be raised.

#### Plans for the future

The Union aims to: Help students to acquire new skills and discover new experienes; Create and maintain a social space for students; Provide support to students; Listen to members and react to the issues that affect them; Be financially responsible.

#### **Auditors**

In accordance with the Union's articles, a resolution proposing that F Mazloomian & Co be reappointed as auditors of the charitable company will be put at a General Meeting.

#### TRUSTEES' REPORT (CONTINUED)

#### FOR THE PERIOD ENDED 31 JULY 2014

#### Statement of trustees' responsibilities

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 Union and of the incoming resources and application of resources of the Union 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 operation.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the Union and enable them to ensure that the financial statements comply with the Companies Act 2006. They 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.

#### Statement of disclosure to auditors

So far as the trustees are aware, there is no relevant audit information of which the charitable company's auditors are unaware. Additionally, the trustees have taken all the necessary steps that they ought to have taken as trustees in order to make themselves aware of all relevant audit information and to establish that the charitable company's auditors are aware of that information.

On behalf of the board of trustees

#### A Kaddu

Trustee

Dated: 12 November 2014

#### INDEPENDENT AUDITORS' REPORT

#### TO THE TRUSTEES OF BOLTON STUDENTS' UNION

We have audited the financial statements of Bolton Students' Union for the period ended 31 July 2014 set out on pages 6 to 15. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members 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 charitable company's members, as a body, for our audit work, for this report, or for the opinions we have formed

#### Respective responsibilities of trustees and auditors

As explained more fully in the statement of trustees' responsibilities, the trustees are responsible for the preparation of financial statements which give a true and fair view. Two of the trustees are also directors of the charitable company for the purposes of company law.

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 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 charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

#### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 July 2014 and of its incoming resources and application of resources, including income and expenditure, for the period then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
   and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Annual Report for the financial period for which the financial statements are prepared is consistent with the financial statements.

#### **INDEPENDENT AUDITORS' REPORT (CONTINUED)**

#### TO THE TRUSTEES OF BOLTON 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 Companies Act 2006 requires us to report to you if, in our opinion:

- adequate 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.or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime.

Farid Mazloomian (Senior Statutory Auditor) for and on behalf of F Mazloomian & Co

Chartered Accountants Statutory Auditor 73-75 Princess Street Manchester M2 4EG

Dated: 12 November 2014

# STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

#### **FOR THE PERIOD ENDED 31 JULY 2014**

Incoming resources	Notes	2014 £ Unrestricted
_		funds
Incoming resources from generated funds	_	
Voluntary income	2	296,068
Activities for generating funds Investment income	3	261,634 25
THE STATE OF THE S		
		557,727
Incoming resources from charitable activities		1,012
Other incoming resources		3,828
Total incoming resources		562,567
Pasauraes expended		
Resources expended		
Costs of generating funds Fundraising trading: Trading costs and expenses	4	343,892
Turidialsing trading. Trading costs and expenses	4	343,092
Charitable activities		
Student activities		38,120
Representation		62,729
Advice and welfare		40,176
Total charitable expenditure	4	141,025
Governance costs		6,300
		<del></del> .
Total resources expended		491,217
Net income/(expenditure) for the period/		
Net incoming/(outgoing) resources		71,350
Other recognised gains and losses		
Net movement in funds		71,350
not motomore in fullido		7 1,000
Fund balances at 21 August 2013		_
Fund balances at 31 July 2014		71,350
•		

All results derive from continuing activities.

# **BALANCE SHEET**

# **AS AT 31 JULY 2014**

		2014	
	Notes	£	£
Fixed assets			
Tangible assets	11		19,817
			19,817
Current assets			
Stocks		8,518	
Debtors	12	22,892	
Cash at bank and in hand		40,485	
		71,895	
Creditors: amounts falling due within one year	13	(20,362)	
Net current assets			51,533
Total assets less current liabilities			71,350
Income funds			
Unrestricted funds			71,350
			71,350

The financial statements were approved by the Trustees on 12 November 2014

N Myerson

Trustee

#### NOTES TO THE ACCOUNTS

#### FOR THE PERIOD ENDED 31 JULY 2014

#### 1 Accounting policies

#### 1.1 Basis of preparation

The financial statements have been prepared under the historical cost convention.

The financial statements have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006.

#### Going concern

The Students' Union receives a block grant from the University of Bolton and occupies part of a University building. The University pays for certain utilities, security and cleaning staff. Although the Students' Union continues to generate funds from various trading activities, it will always be dependent on the University's support.

There is no reason to believe that this or equivalent support from the University will not continue for the foreseeable future, as the Education Act 1994 imposes a duty on the University to ensure the financial viability of its student representative body. The financial statements have therefore been prepared on the going concern basis.

#### 1.2 Company status

The charity is a company limited by guarantee. The two members of the company are also the two directors of the company. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

#### 1.3 Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

#### 1.4 Incoming resources

All incoming resources are recognised in the Statement of Financial Activities (SOFA) when the Charity is legally entitled to the income and the amount can be quantified with reasonable certainty. Incoming resources are not shown net of expenditure.

Donated facilities provided by the University of Bolton are included at the estimated cost/value to the charity where this can be quantified.

#### 1.5 Resources expended

All expenditure is accounted for on an accrual basis and is stated net of VAT.

Costs are allocated between the expenditure catergories of the SOFA based on usage of the resource.

#### 1.6 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Fixtures, fittings & equipment

15%-33% per annum

#### 1.7 Investments

Fixed asset investments are stated at cost less provision for diminution in value.

#### 1.8 Stock

Stock is valued at the lower of cost and net realisable value.

#### NOTES TO THE ACCOUNTS (CONTINUED)

#### FOR THE PERIOD ENDED 31 JULY 2014

#### 1 Accounting Policies

(continued)

#### 1.9 Pensions

The Union participates in the Students' Union Superannuation Scheme, a defined benefit scheme which is externally funded and contracted out of the State Second Pension. The fund is valued at least every three years by a professionally qualified independent actuary with the rates of contribution payable being determined by the Trustees on the advice of the Actuary. The Scheme operates as a pooled arrangement, with contributions paid at a centrally agreed rate. As a consequence, no share of the underlying assets and liabilities can be directly attributed to the Union. Under the terms of FRS17, in these circumstances contributions are accounted for as if the Scheme were a defined contribution scheme based on actual contributions paid through the year.

#### 2 Voluntary income

	2014 £
Donations and gifts	88,328
Grants receivable for core activities	207,740
	296,068
Donations and gifts	
Unrestricted funds:	
Facilities in kind	21,000
Transfer from unincorporated Students' Union	67,328
	88,328 =====
Grants receivable for core activities	
Unrestricted funds: Recurrent grant from University of Bolton	207,740
	207,740

# 3 Activities for generating funds

2014 £

Income from trading activities

261,634

# NOTES TO THE ACCOUNTS (CONTINUED)

# FOR THE PERIOD ENDED 31 JULY 2014

4	Total resources expended				
a)	Fundraising trading: Trading costs and expenses				Total 2014
a)	runuraising traumg. Traumg costs and expenses				£
	Trading activities  Direct costs:				252,150
	Support costs: Staff costs				32,794
	Depreciation				1,025
	Other				57,923
					343,892
		Staff	Depreciation	Other	Total 2014
		costs £	£	costs £	2014 £
b)	Charitable activities				
	Student activities				
	Activities undertaken directly Support costs	14,170	-	13,781	27,951
	Total	3,635 17,805	113 113	6,421 20,202	10,169 38,120
	iotai	17,005	113	20,202	30,120
	Representation				
	Activities undertaken directly	30,181	-	15,813	45,994
	Support costs	5,982	187	10,566	16,735
	Total	36,163	187	26,379	62,729
	Advice and welfare				
	Activities undertaken directly	28,182	-	1,276	29,458
	Support costs	3,831	120	6,767	10,718
	Total	32,013	120	8,043	40,176
	Events and media				
		85,981 ————	420	54,624	141,025
5	Support costs				
					2014
	Staff conta				£
	Staff costs Depreciation				46,242 1,445
	Other costs				81,677
					129,364

# NOTES TO THE ACCOUNTS (CONTINUED)

#### FOR THE PERIOD ENDED 31 JULY 2014

# 6 Governance costs 2014 £ Other governance costs comprise: Audit 6,300 6,300

#### 7 Trustees

The full time Sabbatical Officers were the only members of the Board of Trustees to receieve any remuneration. Their remuneration during the period, amounted to £15,333. During the period travel expenses were reimbursed to trustees.

#### 8 Employees

#### **Number of employees**

The average monthly number of employees during the period was:

The average monthly humber of employees during the period was.	2014 Number
Administration and management	3
Advice unit	1
Representation	1
Sabbatical officers	1
Student activities	1
Trading activities	13
	20

# NOTES TO THE ACCOUNTS (CONTINUED)

#### FOR THE PERIOD ENDED 31 JULY 2014

Employees	(continu	(baı
	Employees	Employees (continu

Employment costs	2014 £
Wages and salaries Social security costs Other pension costs	171,525 9,871 18,951
	200,347

There were no employees whose annual remuneration was £60,000 or more.

#### 9 Taxation

For tax puposes, the Union has charitable status and as such is exempt from corporation tax on its charitable activities. Accordingly, there is no taxation charge in these accounts.

#### 10 Net incoming/(outgoing) resources

normiga (oungoing) rooturos	2014
	_*
This has been stated after charging/(crediting):	£
Auditors' remuneration	6,300
Depreciation of tangible assets - owned assets	24,469
Operating lease rentals - equipment	920
Affiliation fee - National Union of Students	12,620

# NOTES TO THE ACCOUNTS (CONTINUED)

# FOR THE PERIOD ENDED 31 JULY 2014

11	Tangible fixed assets	Eivhuree
		Fixtures, fittings &
		equipment
		£
	Cost	
	At 21 August 2013 and at 31 July 2014	174,391
	Depreciation	
	At 21 August 2013	130,105
	Charge for the period	24,469
	At 31 July 2014	154,574
	Net book value	
	At 31 July 2014	19,817
	At 21 August 2013	44,286
12	Debtors	2014 £
	T. 1. 11:	0.704
	Trade debtors Other debtors	3,721
	Prepayments and accrued income	1,228 17,943
	repayments and accided income	——————————————————————————————————————
		22,892 ———
13	Creditors: amounts falling due within one year	2014
		£
	Trade creditors	2,725
	Taxes and social security costs	2,789
	Other creditors	4,653
	Accruals	10,195
		20,362

#### NOTES TO THE ACCOUNTS (CONTINUED)

#### FOR THE PERIOD ENDED 31 JULY 2014

#### 14 Pension and other post-retirement benefit commitments

The Union participates in the Students' Union Superannuation Scheme, which is a defined benefit scheme whose membership consists of employees of students' unions and related bodies throughout the country. Benefits in respect of service up to 30 September 2003 are accrued on a "final salary" basis, with benefits in respect of service from 1 October 2003 accruing on a Career Average Revalued Earnings (CARE) basis. With effect from 30 September 2011 the Scheme closed to future accrual.

The most recent Valuation of the Scheme was carried out as at 30 June 2013 and showed that the market value of the Scheme's assets was £80,910,623 with these assets representing 52% of the value of benefits that had accrued to members after allowing for expected future increases in earnings. The deficit on an ongoing funding basis amounted to £73,849,000.

The assumptions which have the most significant effect upon the results of the Valuation are those relating to the rate of return on investments and the rates of increase in salaries and pensions. The following assumptions applied at 30 June 2013:-

- The investment return would be 6.1% per annum before retirement and 4.1% per annum after retirement
- Pensions accruing on the CARE basis would revalue at 3.6% per annum.
- Present and future pensions would increase at rates specified by Scheme rules with appropriate assumptions where these are dependent on inflation.

The 2013 Valuation recommended a monthly contribution requirement by each Participating Employer expressed in monetary terms intended to clear the ongoing funding deficit over a period of 17 years and will increase by at least 5% each year. These contributions also include an allowance for the cost of the ongoing administrative and operational expenses of running the Scheme. These rates applied with effect from 1 October 2014 and will be formally reviewed following completion of the next Valuation due with an effective date of 30 June 2016. Surpluses or deficits which arise at future valuations will also impact on the Union's future contribution commitment. In addition to the above contributions, the Union also pays its share of the Scheme's levy to the Pension Protection Fund.

The total contributions paid into the Scheme by the Union in respect of eligible employees for the period ended 31 July 2014 amounted to £18,951.

#### 15 Contingent liabilities

If the Union, as an employer, leaves the Students Union Superannuation Scheme the 'debt' on employer' rules will apply whereby an immediate payment will be required equal to the Union's share of the deficit of the Scheme (calculated on a basis specific for that purpose). The point at leaving the scheme is defined as when the last contributing employee leaves service. The estimated statutory debt for the Union as at 1 October 2010 was £677,770.

# NOTES TO THE ACCOUNTS (CONTINUED)

#### FOR THE PERIOD ENDED 31 JULY 2014

#### 16 Commitments under operating leases

At 31 July 2014 the company had annual commitments under non-cancellable operating leases as follows:

2014 £

Expiry date:

Between two and five years

7,110

#### 17 Ultimate controlling party

The ultimate control of the Union is vested under the Constitution in the members in General Meetings. As such no single person or entity controls the Union.

#### 18 Related parties

The Union receives its block grant of £207,740 from the University of Bolton. The Union occupies the University's buildings on a rent free basis under informal arrangements. In accordance with the Charities SORP 2005 the trustees have estimated the use of the buildings and the utilities at £21,000. At the balance sheet date, The Union was owed £278 by the University of Bolton.

#### 19 Post balance sheet events

Subsequent to the period end, HM Revenue and Customs confirmed the Union's charitable status. No other post balance sheet events have occurred since the period end which require reporting or disclosing in these accounts.