

Charity Registration No. 1142687

UNIVERSITY OF BOLTON STUDENTS' UNION
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2013

F MAZLOOMIAN & CO
CHARTERED ACCOUNTANTS

UNIVERSITY OF BOLTON STUDENTS' UNION

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

N Myerson
A Johnson
Dr A Banerjee
S Conn
S Kay
W Morris

Chief Operating Officer

C Minta

Charity number

1142687

Principal address

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

UNIVERSITY OF BOLTON STUDENTS' UNION

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UNIVERSITY OF BOLTON STUDENTS' UNION

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 JULY 2013

The trustees present their report and accounts for the year ended 31 July 2013.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Union's constitution, the Charities Act 1993 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

Structure, governance and management

The Union is governed in accordance with its constitution and registered with the Charity Commission on 4 July 2011.

The University of Bolton Students' Union (the "Union") is a Students Union within the meaning of the Education Act 1994. The Union is an unincorporated association and as such is distinct and separate from the University of Bolton Higher Education Corporation. 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 religious group; and (iii) pursue equal opportunities by taking positive action within the law to facilitate participation of groups discriminated against by society.

The constitution has been structured to give the Board of Trustees reasonable authority to manage the affairs of the Union in a professional manner. The members enjoy the right, which must be exercised in accordance with charity law, to elect a proportion 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 5 Years) the Constitution does not in any way imply that there is a common identity of the parties.

The trustees who served during the year were:

O Williams	(Resigned 30 June 2013)
A Dosunmu	(Resigned 30 June 2013)
N Myerson	
A Johnson	(Appointed 1 July 2013)
Dr A Banerjee	(Appointed 15 March 2013)
S Conn	(Appointed 15 March 2013)
S Kay	(Appointed 15 March 2013)
W Morris	(Appointed 15 March 2013)

The trustees shall be made up of the following persons: (a) Three Officer Trustees who are automatically appointed to the Board of Trustees by virtue of their position as a Sabbatical Officer (elected full-time officers). (b) No more than three elected Student Trustees. (c) Not more than four External Trustees, appointed in accordance with Bye-Law 13: The Appointment Committee.

In accordance with the constitution the Union has established the following: (1) The Board of Trustees - Responsible for the management and administration of the Union. (2) The Senate - Sets policy of the Union and refer policy to Referenda and recommends strategic direction to the Board of Trustees. (3) Sports/Societies Council - To approve sports and societies affiliations.

UNIVERSITY OF BOLTON STUDENTS' UNION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2013

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.

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

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 activities 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.

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

The Union aims to: Help students to acquire new skills and discover new experiences; 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.

Achievements and performance

Despite a significant reduction in the Block Grant income from the University, the Union was able 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 consider 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.

UNIVERSITY OF BOLTON STUDENTS' UNION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2013

Statement of trustees' responsibilities

The trustees are responsible for preparing the Trustees' Report and the accounts 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 accounts 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 year.

In preparing these accounts, 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 accounts; and
- prepare the accounts 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 accounts comply with the Charities Act 1993, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

On behalf of the board of trustees

N Myerson

Trustee

Dated: 8 October 2013

UNIVERSITY OF BOLTON STUDENTS' UNION

INDEPENDENT AUDITORS' REPORT

TO THE TRUSTEES OF UNIVERSITY OF BOLTON STUDENTS' UNION

We have audited the accounts of University of Bolton Students' Union for the year ended 31 July 2013 set out on pages 6 to 14. 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 charity's trustees, as a body, in accordance with section 43 of the Charities Act 1993 and regulations made under section 44 of that Act. Our audit 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 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 charity and its trustees 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 accounts which give a true and fair view.

We have been appointed as auditors under section 43 of the Charities Act 1993 and report in accordance with regulations made under section 44 of that Act. Our responsibility is to audit and express an opinion on the accounts 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 accounts

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts 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 accounts. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited accounts. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on accounts

In our opinion the accounts:

- give a true and fair view of the state of the charity's affairs as at 31 July 2013 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 requirements of the Charities Act 1993.

UNIVERSITY OF BOLTON STUDENTS' UNION

INDEPENDENT AUDITORS' REPORT (CONTINUED)

TO THE TRUSTEES OF UNIVERSITY 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 Charities Act 1993 requires us to report to you if, in our opinion:

- the information given in the Trustees' Report is inconsistent in any material respect with the accounts; or
- sufficient accounting records have not been kept; or
- the accounts are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

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: 8 October 2013

UNIVERSITY OF BOLTON STUDENTS' UNION

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 JULY 2013

	Notes	2013 £	2012 £
<u>Incoming resources from generated funds</u>			
Voluntary income	2	111,000	219,000
Activities for generating funds	3	265,249	316,520
Investment income		365	1,553
		<u>376,614</u>	<u>537,073</u>
Incoming resources from charitable activities		2,555	2,781
Other incoming resources		63	100
		<u>379,232</u>	<u>539,954</u>
<u>Resources expended</u>			
Costs of generating funds			
Fundraising trading: Trading costs and expenses	4	369,472	378,144
Charitable activities			
Student activities		46,774	37,652
Representation		93,670	125,162
Advice and welfare		35,394	36,032
Events and media		253	9,519
		<u>176,091</u>	<u>208,365</u>
Total charitable expenditure	4	176,091	208,365
Governance costs		6,300	6,300
		<u>551,863</u>	<u>592,809</u>
Total resources expended		551,863	592,809
Net expenditure for the year/ Net movement in funds		(172,631)	(52,855)
Fund balances at 1 August 2012		239,959	292,814
Fund balances at 31 July 2013		67,328	239,959

AS AT 31 JULY 2013

A Johnson
Trustee

UNIVERSITY OF BOLTON STUDENTS' UNION

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 JULY 2013

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts 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 Charities Act 1993.

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 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.

1.3 Resources expended

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

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

1.4 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
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1.5 Investments

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

1.6 Stock

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

1.7 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.

UNIVERSITY OF BOLTON STUDENTS' UNION

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2013

2 Voluntary income

	2013 £	2012 £
Donations and gifts	21,000	21,000
Grants receivable for core activities	90,000	198,000
	<u>111,000</u>	<u>219,000</u>
Donations and gifts		
Unrestricted funds:		
Facilities in kind	21,000	21,000
	<u>21,000</u>	<u>21,000</u>
Grants receivable for core activities		
Unrestricted funds:		
Recurrent grant from University of Bolton	90,000	198,000
	<u>90,000</u>	<u>198,000</u>

3 Activities for generating funds

	2013 £	2012 £
Income from trading activities	<u>265,249</u>	<u>316,520</u>

UNIVERSITY OF BOLTON STUDENTS' UNION

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2013

4 Total resources expended

	Total 2013 £	Total 2012 £
a) Fundraising trading: Trading costs and expenses		
Trading activities		
Direct costs:	284,990	287,724
Support costs:		
Staff costs	41,182	43,906
Depreciation	979	1,099
Other	42,321	45,415
	369,472	378,144

	Staff costs £	Depreciation £	Other costs £	Total 2013 £	Total 2012 £
b) Charitable activities					
Student activities					
Activities undertaken directly	13,896	-	22,184	36,080	28,570
Support costs	5,213	124	5,357	10,694	9,082
Total	19,109	124	27,541	46,774	37,652
Representation					
Activities undertaken directly	65,732	-	6,520	72,252	94,896
Support costs	10,441	247	10,730	21,418	30,266
Total	76,173	247	17,250	93,670	125,162
Advice and welfare					
Activities undertaken directly	26,456	-	845	27,301	27,319
Support costs	3,945	94	4,054	8,093	8,713
Total	30,401	94	4,899	35,394	36,032
Events and media					
Activities undertaken directly	-	-	195	195	7,217
Support costs	28	1	29	58	2,302
Total	28	1	224	253	9,519
	125,711	466	49,914	176,091	208,365

5 Support costs

	2013 £	2012 £
Staff costs	60,809	67,688
Depreciation	1,445	1,711
Other costs	62,491	71,384
	124,745	140,783

UNIVERSITY OF BOLTON STUDENTS' UNION

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2013

6 Governance costs

	2013 £	2012 £
Other governance costs comprise:		
Audit	6,300	6,300
Other costs	-	671
	<u>6,300</u>	<u>6,971</u>

7 Trustees

The full time Sabbatical Officers were the only members of the Board of Trustees to receive any remuneration. Their remuneration during the year, amounted to £41,650 (2012: £44,100).

8 Employees

Number of employees

The average monthly number of employees during the year was:

	2013 Number	2012 Number
Administration and management	2	3
Advice unit	1	1
Representation	1	1
Sabbatical officers	3	3
Student activities	1	1
Trading activities	13	15
	<u>21</u>	<u>24</u>

UNIVERSITY OF BOLTON STUDENTS' UNION

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2013

8 Employees

(continued)

Employment costs	2013 £	2012 £
Wages and salaries	224,718	238,661
Social security costs	12,333	15,880
Other pension costs	17,157	14,848
	<u>254,208</u>	<u>269,389</u>

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

9 Taxation

The Union's activities fall within the exemption afforded by the provisions of the Income and Corporation Taxes Act 1988. Accordingly, there is no taxation charge in these accounts.

10 Tangible fixed assets

	Fixtures, fittings & equipment £
Cost	
At 1 August 2012	172,963
Additions	1,428
At 31 July 2013	<u>174,391</u>
Depreciation	
At 1 August 2012	104,458
Charge for the year	25,647
At 31 July 2013	<u>130,105</u>
Net book value	
At 31 July 2013	<u><u>44,286</u></u>
At 31 July 2012	<u><u>68,505</u></u>

UNIVERSITY OF BOLTON STUDENTS' UNION

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2013

11 Fixed asset investments

	Unlisted investments £
Market value at 1 August 2012 and at 31 July 2013	<u>60</u>

Historical cost:

At 31 July 2013 60

At 31 July 2012 60

Investments comprise 60 'A' ordinary shares (0.36%) in NUS Services Limited (providers of purchasing services).

12 Debtors	2013 £	2012 £
Trade debtors	5,980	4,939
Other debtors	192	192
Prepayments and accrued income	18,159	26,494
	<u>24,331</u>	<u>31,625</u>

13 Creditors: amounts falling due within one year	2013 £	2012 £
Trade creditors	9,802	5,322
Taxes and social security costs	4,447	8,071
Other creditors	2,506	-
Accruals	13,426	11,842
	<u>30,181</u>	<u>25,235</u>

UNIVERSITY OF BOLTON STUDENTS' UNION

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2013

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 1 October 2010 and showed that the deficit on an ongoing funding basis amounted to £47,869,000. The 2010 valuation recommended a monthly contribution requirement by each Union expressed in monetary terms intended to clear the ongoing funding deficit over a period of 20 years and will increase by at least 3.2% each year. Pension contributions by the Union to the Scheme during the year amounted to £17,157 (2012: £15,519).

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.

16 Post balance sheet events

On 21 August 2013, a new company limited by guarantee, in the name of Bolton Students' Union (Company Number 8659862), was incorporated and registered at Companies House. On 29 August 2013, the company was registered as a charity at the Charity Commission (Charity Number 1153573). With effect from the 1 October 2013, the assets, liabilities and the business of the existing unincorporated students' union was transferred to the new company. No other post balance sheet events have occurred since the year end which require reporting or disclosing in these accounts.