

The Union of UEA Students  
Annual Report and Accounts  
for the year ended 30<sup>th</sup> April 2013



**The Union of UEA Students  
Annual Report and Accounts  
for the year ended 30<sup>th</sup> April 2013**



**Index**

	Page
Executive and Union Information	1 -3
Annual Report	
Structure Governance and Management	4
Relationship with the University of East Anglia	4
Risk Management	5
Charitable Objects	5
Activities to Further the Objects of the Union	5
Future Plans	9
Financial Review	10
Reserves Policy	10
Future Funding	11
Executive Committee's Responsibilities	11
Independent Auditors report	12 & 13
Statement of Financial Activities for the year	14
Balance Sheet as at 30 <sup>th</sup> April 2013	15
Cash Flow Statement	16
Notes to the Accounts	18-31
including	
Accounting Policies	18
Financial Performance of the Union	21
Incoming Resources from activities to generate funds	22
Analysis of expenditure on charitable activities	23
Central Overhead Costs	24
Analysis of staff costs	25
Tangible Fixed Assets	28
Profit and Loss Accounts of the subsidiary companies	32

# The Union of UEA Students Annual Report and Accounts for the year ended 30<sup>th</sup> April 2013



## Executive and Union Information

- Address:** Union House, University of East Anglia, Norwich, Norfolk, NR4 7TJ
- Charitable Status** The Union was founded in 1963, registered in England and Wales, number 1139778 11 January 2011
- Charity Trustees** The Union's Constitution, approved by Union Council on 14 January 2010 and a committee of University Council on 23 March 2010, established a Board of Trustees comprising
- o the 4 elected Full Time Officers,
  - o not more than 2 Part-time Student officers elected by and from the Part-time Student Officers,
  - o not more than 4 Student Trustees elected by Union Council and
  - o not more than 4 External trustees appointed by the Appointments Committee

## Full-time Officers elected to hold office to 31 July 2012

Academic Officer	Megan Evans
Communications Officer	Matthew Myles
Finance Officer	Robert Bloomer (re-elected)
Community & Student Rights Officer	Natasha Ross

## Full-time Officers elected to hold office from 1 August 2012

Academic Officer	Josh Bowker
Communications Officer	Matthew Myles (re-elected)
Finance Officer	Joe Levell
Community & Student Rights Officer	Sam Clark

## Part-time Officers elected to hold office from May 2012

Environment Officer	Benjamin Brown
Ethical Issues Officer	Rosie Rawle
International Officer	Astrid Heidemann Simonson
LGBT Officer	Richard Laverick
Mature Students' Officer	Trevor Killeen
Ethnic Minorities Officer	Hussam Hussein
Post Graduate Students' Officer	John Taylor
Students with Disabilities Officer	Kim Jenkins
Women's Officer	Tess Gilder-Smith
Non Portfolio Officer	Abbi Forsyth
Non Portfolio Officer	Eliot Fallows
Non Portfolio Officer	Jess Lewis
Non Portfolio Officer	Bintu Foday

# The Union of UEA Students Annual Report and Accounts for the year ended 30<sup>th</sup> April 2013



## Trustees

### For the period 1 May to 31 July 2012

4 elected Full Time Officers	Robert Bloomer Matthew Myles	Megan Evans Natasha Ross
2 Part-time Student officers	Liam McCafferty,	Duncan Smith
4 Student Trustees	Elizabeth Blake Ben Fairall	Georgina Dods Claire Harrison
4 External trustees	Tom Flynn Andrew Wood	Peter Roy Sarah Shirtcliff

### For the period 1 August to 30 April 2013

4 elected Full Time Officers	Josh Bowker Joe Levell	Sam Clark Matthew Myles
2 Part-time Student officers	Bintu Foday	Jessica Lewis
4 Student Trustees	Ben Dougan Steven Garrett	Jessica Freeman Ben Tatum
4 External trustees	Tom Flynn Andrew Wood	Peter Roy Sarah Shirtcliff (to 4.10.12)

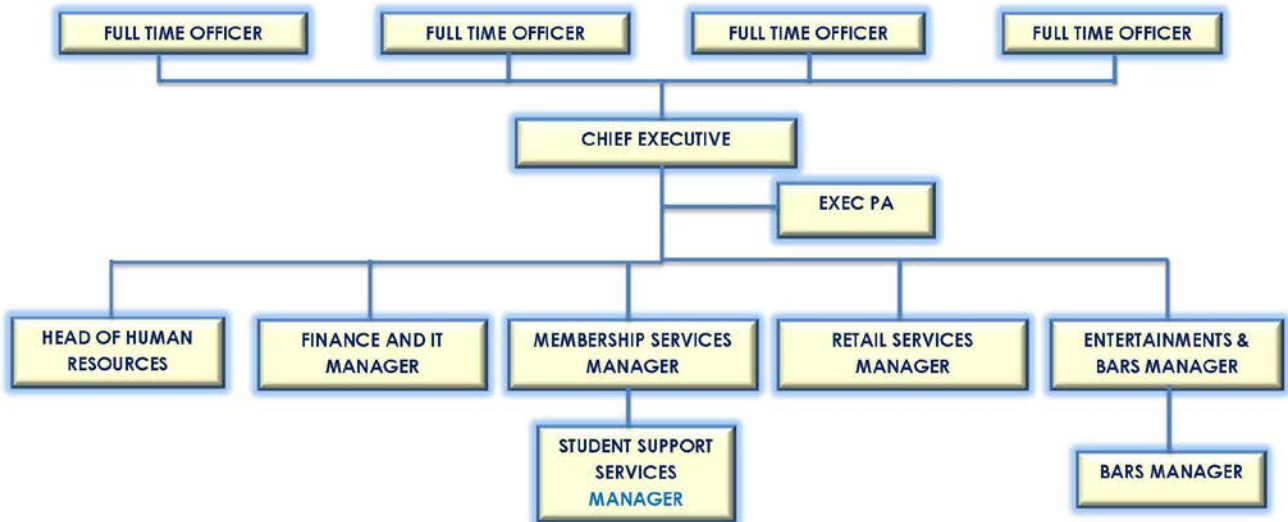
## Organisational Management

Chief Executive	Derek Bowden to 31.3.13
Finance and IT Manager	Lesley Hanner
Head of Human Resources	Jackie Saville
Membership Services Manager	Toby Cunningham
Student Support Services Manager	Jo Spiro
Entertainments and Bars Manager	Nick Rayns (deceased 18.4.13) post currently vacant
Retail Services Manager	Fran Poole
Bars Manager	Rich Alderson

# The Union of UEA Students Annual Report and Accounts for the year ended 30<sup>th</sup> April 2013



## UUEAS SENIOR MANAGEMENT TEAM



### Group Structure

The Union has two wholly owned non-charitable subsidiaries, Students' Union Services (East Anglia) Limited, which carries out the trading activities of the Union, and The Waterfront – Student Union Services Limited. Their trading results are consolidated in these financial statements.

**Auditors** Larking Gowen, King Street House, 15 Upper King Street, Norwich NR3 1RB

**Bankers** Co-operative Bank, 69 London Street, Norwich, NR2 1HT

**Solicitors** Eversheds, Kett House, Station Road, Cambridge, CB1 2J

# **The Union of UEA Students Annual Report and Accounts for the year ended 30<sup>th</sup> April 2013**



The Union of UEA Students presents its annual report for the year ended 30<sup>th</sup> April 2013 under the Charities Act 2011, together with the audited accounts for the year, and confirms that the latter comply with the requirements of the Act, the Union's Constitution and the Charities SORP 2005.

## **Structure, Governance and Management**

The Union of UEA Students is governed by its Constitution dating from 1963 which was substantially revised in 1996 to incorporate the requirements of the 1994 Education Act, amended in 2008 and re-written in 2009 and 2013.

The Officers are elected by a cross campus ballot of ordinary members of the Union on an annual basis and receive comprehensive training from the National Union of Students and the Union's senior management team. The four full-time sabbatical posts are remunerated as authorised by the Education Act and cannot exceed two years duration for each holder.

Each officer has specific responsibility for aspects of the Union's activities and is supported by permanent staff who are organised in five departments – Membership Services, Entertainments and Bars, Retail Services, Central Services and Finance.

The Union of UEA Students operates on democratic principles. Union Council has the power to set the general policy and reviews annual budgets and accounts of the Union and elects students to serve on Union and University committees. Union Council's membership comprises the Union's Student Officer Committee, together with representatives of all Union clubs, societies and peer support groups and representatives of students in every school of study.

The Student Officer Committee operates as the main campaigning body in the Union. The Trustee Board can veto decisions of Union Council if it incurs significant risk to the finances, legal standing or reputation of the organisation but Union Council can override the Student Officer Committee's or Trustee Board's interpretation of Union policy and can ultimately remove trustees or officers from office.

The post of external trustee is advertised on the Union website and applications invited from relevant contacts and associated bodies, in particular current trustees. External trustees are appointed by a panel consisting of the Finance Officer, two officer trustees, four members from Union Council, the Union's Chief Executive and a member appointed from the University.

Lay students apply in a similar fashion but are elected by Union council when it sits.

All trustees of the Union are required to attend a two evening training event. Trustees receive training based on the NUS' good governance guide which revolves heavily around the Nolan principles. The training is undertaken by an external provider from the NUS. This training is pitched towards the middle ground between external trustees and lay students to try and create maximum benefit for all involved. After 6 months, all trustees are invited to individual meetings with the Chair and Clerk of the board to discuss feedback on how productive they feel their time as a trustee has been and what the Union can do to develop this.

## **Relationship with the University of East Anglia**

The Union of UEA Students receives Grants from and occupies a building owned by the University of East Anglia. This non-monetary support is intrinsic to the relationship between the University and the Union. As recommended by the Charities SORP, which has been adopted for this and future financial years for due compliance with the new requirements for Students Unions provided for in the Charities Act 2006, an estimated value to the Union for this free

# The Union of UEA Students Annual Report and Accounts for the year ended 30<sup>th</sup> April 2013



accommodation has been included in the accounts priced at £700,000, based on historic professional advice with reference to the current level of space occupied. Although the Union continues to generate funding from various trading activities, it remains 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.

## **Risk Management**

The Union's Trustee Board is responsible for the management of the risks faced by the Union. Detailed considerations of risk are delegated to the heads of each department. Risks are identified, assessed and controls established throughout the year.

The key controls used by the charity include:

- Formal agendas for all Committee and Board activity;
- Terms of reference for all Committees;
- Comprehensive strategic planning, budgeting and management accounting;
- Established organisational structure and lines of reporting;
- Formal written policies;
- Clear authorisation and approval levels.

Through the risk management processes established for the Union, the Union's Trustee Board is satisfied that the major risks identified and reported by the Chief Executive have been adequately mitigated where necessary. It is recognised that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed.

## **Charitable Objects**

The Union's object is the advancement of education of students at the University of East Anglia for the public benefit by:

- promoting the interests and welfare of students at the University of East Anglia during their course of study and representing, supporting and advising students;
- being the recognised representative channel between students and the University of East Anglia and any other external bodies; and
- providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its students.

The trustees confirm that, in exercising their powers and duties, they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission.

## **Activities to further the objects of the Union**

Through representing the views of UEA students on academic issues this year, our Officers have, along with other achievements, agreed a new and improved Student Charter with UEA and successfully lobbied for exam feedback.

Every year Officers write the Student Experience Report; a document of evidence-based recommendations on the general academic experience of our members. This year it has been embraced by the University's Learning and Teaching Committee, with an action plan having been created to implement several recommendations.

# The Union of UEA Students Annual Report and Accounts for the year ended 30<sup>th</sup> April 2013



As a result:

- All Schools in the University must now provide at least generic feedback on exams for non-finalist students meaning that students will be given guidance on how to improve their marks from previous assessments.
- Several Schools have worked in conjunction with their students to devise systems to improve feedback on coursework so students will get the feedback that they deem useful to them and help them improve.
- The Library has initiated a successful trial of 'Facebook free zone' to improve access to IT facilities for academic purposes.

In developing enhanced employment prospects, the Union provides students with the opportunity to learn and reflect on transferrable skills and gain experience in enterprising activities through volunteering and participation in clubs, societies and peer support groups. This year we have increased the level of support that we can provide by creating a Student Activities Centre at Union Reception so that all our support is in one visible place, and we have also employed a Student Activities & Enterprise Co-ordinator, paid for by UEA to provide more support for clubs and societies in putting on enterprising activities.

Through student-led activities supported by the Union, our members have had hundreds of opportunities to develop transferrable skills and a diverse CV. For example, RAG (Raising and Giving) Society's Pimp My Barrow event involved around 2,000 students and raised over £9,000 for The Big C. Students involved in this project could develop skills such as communication, leadership, and project management. We run a volunteering logbook scheme which allows students to reflect on the skills they have learnt, with over 140 students completing logbooks this year.

People and Planet society have launched a Food Co-Operative to encourage students to trade ethically but also raise money for their society. We have also supported students from outside clubs and societies to develop enterprises, including an online book exchange for students to buy and sell used text books.

Through the ethical and environmental issues based e-newsletter, The Lense, our Ethical Issues Officer 2012/13 Rosie Rawle advertised opportunities to participate in more than 65 different activities with an environmental and/or ethical aim since October 2012, nearly all of them run by student societies in partnership with UEA, local schools, NGO's or independently.

Some of these activities are campaigning activities, for example the student-run event 'Against Austerity: Towards a People's Assembly' which featured guest speakers of national reputation alongside student speakers. Our campaigns are decided democratically through Union Council and elections. On topics ranging from exam feedback to ethical trading, the debates and policies at Union Council and the manifesto pledges candidates generate can be educational and at times inspirational, with the potential to change the way our members perceive the world around them.

Our extra-curricular activities, such as campaigning, sports clubs, societies and entertainments, provide our members with chances to meet people and develop widespread friendship groups, which provide valuable support during the challenges faced at University. Socialising is a key element of university life, and having friends and an opportunity to relax can help our members to fulfil their potential. Approximately 8000 students were members of a club and/or a society this year, and with the introduction of a Student Activities Centre we now have the capacity to help students put on more activities than ever before.



# The Union of UEA Students

## Annual Report and Accounts

### for the year ended 30<sup>th</sup> April 2013



'Go Global' is a joint initiative between the Union and the International Student Advisory Team in the Dean of Students' Office, which aims to provide and recognise activity which promotes, explores and celebrates international culture at UEA. Events have included lectures, debates, skill sharing, exhibitions, and of course the student-run 'Go Global Party' which involves performances and food provided by students from around the globe and was attended by over 600 students this year.

Having the Union run commercial services makes it easier for students to put on events in our commercial spaces that may have a negative financial implication, as the Union recognises the positive impacts on the student experience of running these events and the Union is run by students. It also means that we can choose to run services that particular groups of students benefit from. This year, we made it free for societies to book the Hive space with the use of the bar in the evenings for things like poetry nights, charity gigs and awards ceremonies.

In partnership with INTO, we are running activities in Union House over the summer, such as table tennis and film screenings, for any students who are at UEA during the holidays. The students who will most benefit from this will be Pre-Sessional INTO students, who will have an opportunity to meet people, make friends and investigate the kinds of activities that the Union runs at UEA.

Peer support groups and Equal Opportunities Officers can provide crucial support for our members, and can be the difference between a student staying or leaving UEA. Nightline is a student-run listening service and safe room that operates overnight during term-time. Chronic is a support group for people with chronic health conditions and Mental Wealth provides support for people with mental health problems.

Faith, for thousands of our members, is something for which adequate provision is required if they are to fulfil their potential. Faith groups provide peer support, communities and a sense of belonging for people of faith. In this year's 'Protect Faith On Campus' campaign, the Officers

- supported students in encouraging the University to think strategically about faith provision on campus
- created a Union Interfaith Committee to promote interfaith understanding
- worked closely with the University in devising and delivering a consultation plan for faith provision and
- are still in dialogue over the formation of a UEA Interfaith Committee.

Within our clubs and societies, peer support groups, volunteering activities and events, there is always the potential for behaviour that does not reflect the equal opportunities position of the Union, which could discourage members from becoming involved in some activities. This year, we have introduced some detailed disciplinary procedures and provided more in depth training than ever before, with the aim of preventing these issues arising and quickly identifying and resolving them if they do. This means that the Union can continue to provide a sense of belonging for our members through our activities. Only two complaints have been submitted this year, and our procedures have allowed us to quickly resolve them.

We strive to run an entertainments programme in venues which promote a safe, inclusive environment. In this year's Annual Student Survey, 18.6% of students said they felt safest consuming alcohol in our venues compared to 2% feeling safest in other venues in the city. Our venues have volunteers from St. John's Ambulance present to provide immediate first aid if necessary, and we work closely with the police and UEA Security to ensure the safety of our members.

# The Union of UEA Students

## Annual Report and Accounts

### for the year ended 30<sup>th</sup> April 2013



This year we expanded the publicity for our Zero Tolerance Against Sexual Harassment Policy and we are working with NUS to implement best practice in training our staff and raising awareness.

Our activities and services provide students with a sense of belonging, with friendships and opportunities to have fun. The impact on the lives of our members can be as simple as making them happier and healthier people, or as fundamental as being the reason they decide not to leave UEA. We are dedicated to promoting equal opportunities and we strive to embrace the diverse needs of our membership.

Having commercial outlets run by the Union is advantageous for the student experience at UEA. It means that we can be fleet of foot when it comes to meeting the needs of our members, and when new Full-Time Officers are in place as Directors of our subsidiary companies they tend to bring enthusiasm and ideas to running these services. The Discussion Wall helped gather multiple ideas for our commercial services this year, and our Brand Leadership Intern generated some good ideas for the Hive specifically for Chinese students, such as 'bubble tea', which we are currently investigating.

Achieving a sense of belonging and fulfilling potential would be difficult without having somewhere safe and comfortable to live. Home Run is our housing accreditation scheme, approved by UEA. Landlords register with Home Run in return for advertising, and we ensure that these houses meet at least basic standards so that our members have a safe, comfortable place to live in the private sector.

We run housing socials so that students can meet potential housemates, and this year over 400 students attended. We have over 500 properties registered with Home Run and we have seen 298 housing cases in our Advice Centre this year. Our staff members are in regular contact with private sector landlords, and have run landlord meetings this year where they can meet and share best practice.

We also work hard to improve the perception of students in the local community. This year our work has included:

- reinstating the CommUnity newsletter to inform the local community of the positive impacts students are having in Norwich with volunteering projects
- running an information fair in the Forum as part of the UEA 50th Anniversary celebrations, including performances and classes from clubs and societies and
- working closely with Norwich City Council and local residents in forming a 'neighbourhood agreement', which provides a set of expectations for students and their neighbours with the aim of making the local neighbourhood cleaner and safer. Improved perception of students should lead to students feeling, and being, safer within the local community.

As well as having disciplinary procedures and ensuring corporate social responsibility, we have also been significantly developing our club and society training and risk assessments this year. With over 200 clubs and societies putting on hundreds of events, we have been keen to develop our risk assessment procedures this year to ensure the safety of our members. We have also introduced online resources on [ueastudent.com](http://ueastudent.com) on health and safety guidance, and our new Student Activities Centre provides hands on support for hundreds of events, many of which carry health and safety risks.

We have been told many times by our members that value for money goods and services are one of their most important needs. We ensure that our shops and bars provide the best value for money possible, and make sure to communicate this with our members.

# The Union of UEA Students Annual Report and Accounts for the year ended 30<sup>th</sup> April 2013



## Room for Improvement

The Union is always seeking ways to increase the level and breadth of our positive impact on the lives of our members. The main barrier in recent years has been our depleting level of resources as our funding model continues to prove to be failing, having suffered a total deficit of £765,000 since 2010. We can no longer depend on alcohol sales to grow or even maintain the extent to which we can enrich the lives of our members, with a drop in annual profit of 90% since 2008. Whether we improve or slide backwards rests on whether or not our funding model changes.

There is always room for improvement in student representation. Hopefully next year the University and the Union will create a training programme for staff that run Staff Student Liaison Committees (SSLC) to improve their functionality and give greater weight to the student voice. While the Student Experience Report was endorsed by Learning and Teaching Committee this year there is no guarantee this will be the case in the future, so it would be excellent if the report is made a standing item for the committee to address afresh every year. With investment in staff resource, the Union could provide more training for course reps, provide more opportunity for them to meet and share best practice, create online resources for reps and elect them, so that they are provided a greater quantity of credible information on student opinion for SSLCs.

Next year we hope to be able to provide a website which will allow students to administrate their activities more easily, removing a barrier to running activities. The site will also have the capability of extracting information which can be translated into the HEAR 6.1 for each individual student (Higher Education Achievement Record, chapter 6, extra-curricular activities). We would like to be able to deliver more training courses and qualifications for student staff and volunteers but currently do not have the capacity to do this. There is also scope for running more internships through the Union, but we do not have the capacity to devise and manage them currently and we do not have the funds to pay interns.

Campaigning activity could grow with more space and staff resource acting as the focal point for skills and knowledge sharing specifically for political, ethical and equality issues and campaigning activity. With more support for our democratic processes and communications, we could increase participation in our democratic processes and reach our members more effectively with our messages.

Although we are generally strong in this area, there is much work to be done for international students. In the UEA Student Experience Survey 2013, it is concluded that "the greatest difference between home and international students' propensity to recommend us was based on socialization opportunities", with 25% international students unlikely to recommend UEA based on opportunities to socialize compared to just 14% home students. The Union is looking to employ a Diversity & Internationalisation Co-ordinator, who will be able to provide analysis on demographic usage of our services and participation in our activities, support Equal Opportunities Officers in delivering their manifestos and collaborate with the University in delivering social programmes with a focus on diversity and the international student experience.

We are creating a lettings agency run by the Union, which will mean that the Union can use our expertise in combination with our values and the student voice to ensure second to none management of private sector properties. We are building a new shop which should be even better at providing high quality, value for money products in our outlets for our members.

# The Union of UEA Students

## Annual Report and Accounts

### for the year ended 30<sup>th</sup> April 2013



The Union is continuously reviewing the safety of our buildings, and could make improvements, for example fixing elements of our staging and replacing the flooring in the Nick Rayns LCR with non-slip material. We can also further develop our club and society training and online resources with our new website, to become even better at empowering our members with the tools required for undertaking risk assessments.

If the Union had the resource to better communicate the services the Advice Centre provides and had the resource to take on more cases, then we could save students more money by taking on more financial cases. If we create more commercial revenue streams, such as trips or a gardening service, then we should be able to create more jobs for students.

With the appointment of a new Chief Executive and the development of the new shop and commercial revenues, the Union looks forward to an exciting 12 months ahead where we will achieve significant improvements to the lives of students.

#### **Financial Review**

The financial statements for the year ended 30 April 2013 have been prepared on a consolidated basis. The companies concerned are Students' Union Services (East Anglia) Limited and Waterfront - Student Union Services Limited. These companies undertake activities, which for commercial reasons, are more appropriately channelled through limited companies rather than being undertaken directly by the Union.

The Union's financial strategy is to:

- o finance its current range of activities;
- o replace existing trading assets and items of non-trading equipment, as they fall due for renewal, from within its own resources;
- o generate a sufficient surplus to finance the expenditure required to enable expansion and improvement of the existing facilities and services.

During 2012/2013 the Union was unable to finance its current range of activities with expenditure exceeding income by £181,000. Income from traditional sources, such as alcohol sales has continued to decline and so the Union is looking to the parent institution for greater support to continue its charitable activities. A grant of £460,000 has been received from UEA in the summer of 2013 for the creation of a single retail space, "The Shop", to enable the Union to develop its successful grocery offering on campus.

The Union embarked on a re-structuring programme in 2011/12 which continued into the current year with some redeployment of staff and voluntary redundancies.

Expenditure on clubs and societies continues to increase as the number of students participating in the growing range of activities increases.

The Union as a group including the 2 subsidiary companies has adequate reserves to cover the excess of expenditure over income in this period.

The net current assets of the group were maintained at £1.4million and now represent 45% of the Accumulated Funds.

#### **Reserves policy**

The Union's reserves policy was adopted by the Trustee Board in April 2011 to ensure the level held is consistent with good practice and appropriate for the Union's size and range of activities.

# The Union of UEA Students Annual Report and Accounts for the year ended 30<sup>th</sup> April 2013



The Union aims to maintain unrestricted reserves which will ensure its long term sustainability, enable it to improve its facilities and continue to provide its services and activities during any short term decline in its income streams.

To this end the Union should hold £900,000 being sufficient reserves to:

- cover the acquisition of new fixed assets
- cover the fixed overheads for 3 months in the event of an unexpected downturn in funding or event causing an inability to trade
- cover staff salaries for 2 months in such an event and also staff redundancies and
- provide a contingency of £200,000 to cover unexpected and unquantifiable costs.

The Union, including the 2 subsidiary companies, currently holds accumulated unrestricted free reserves of £924,000. The Union on its own has no free reserves, however as the subsidiaries are an integral part of the group the total of free reserves on a group wide basis is more relevant.

## Future Funding

The trustees confirm that the Union has sufficient funds to meet all its obligations. The University Grants for 2013/14 have been confirmed at £528,700.

## Future Direction

In addition to the items identified above, a number of areas of development for consideration in the coming year have been identified:

- Incorporation of the Union as limited liability vehicle
- Review of reserves policy with a view to simplification
- Consideration of the appropriateness of the current group structure
- Detailed review of commercial operations

## Trustee Board 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 & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments 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;
- 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 accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts Reports) Regulations 2008 and 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.

J Levell Finance Officer

Dated

# INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF THE UNION OF UEA STUDENTS

---

We have audited the financial statements of The Union of UEA Students for the year ended 30 April 2013 which comprise the Group Statement of Financial Activities, the Group and the Parent Charity Balance Sheet, the Group Cash Flow Statement and the related notes. 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 regulations made under section 154 of the Charities Act 2011. 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 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.

## **Respective responsibilities of trustees and auditor**

As explained more fully in the Trustees' Board Responsibilities Statement, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed auditor under section 151 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

## **Scope of the audit of the financial statements**

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's website at [www.frc.org.uk/auditscopeukprivate](http://www.frc.org.uk/auditscopeukprivate).

## **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the group's and the parent charity's affairs as at 30 April 2013, and of the group's incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to smaller entities; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

## **INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF THE UNION OF UEA STUDENTS (CONTINUED)**

---

### **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 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the parent charity's financial statements 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.

**Larking Gowen, Statutory Auditor**

**Norwich**

**XX December 2013**

Larking Gowen is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

# The Union of UEA Students Annual Report and Accounts for the year ended 30<sup>th</sup> April 2013



## Consolidated Statement of Financial Activities for the year

		2013			2012 restated
	Note	Unrestricted Funds £'000	Restricted Funds £'000	Total Funds £'000	Total Funds £'000
<b>INCOMING RESOURCES</b>					
<i>Voluntary Income</i>					
University grants		502	-	502	370
Donation of Accommodation	1	700	-	700	525
<i>Charitable activities for students</i>					
Membership Fees		120	-	120	113
Contributions from Club and Society Members		-	480	480	360
<i>Activities to generate funds</i>					
Commercial trading operations	1,3	8,627	-	8,627	7,005
Interest received	4	11	-	11	20
Other operating income		36	-	36	29
<b>Total Incoming resources</b>		9,996	480	10,476	8,422
<b>RESOURCES EXPENDED</b>					
<i>Costs of generating funds</i>					
Commercial trading operations	1,3	8,548	-	8,548	6,885
<i>Charitable activities for students</i>					
Representation	5,6	613	-	613	454
Student Support Services		431	-	431	363
Sports Association, Clubs and Societies		473	-	473	375
Communications		78	-	78	76
Expenditure by Club and Society Members		-	442	442	305
<i>Governance</i>	6	34	-	34	41
<b>Total resources expended</b>	7	10,177	442	10,619	8,499
<b>NET (OUTGOING)/INCOMING RESOURCES</b>		(181)	38	(143)	(77)
Fund balance brought forward		3,273	182	3,455	3532
Transfer from GSA FA Replacement Fund		12	(12)	-	-
<b>FUND BALANCES AT 30 APRIL 2013 (2012)</b>		3,104	208	3,312	3,455

The Statement of financial activities includes all gains and losses recognised in the year. All incoming resources and resources expended derive from continuing activities



# The Union of UEA Students Annual Report and Accounts for the year ended 30<sup>th</sup> April 2013



Union and Consolidated Balance Sheet as at 30 April 2013 (2012)

	Note	Group		Union	
		2013 £'000	2012 £'000	2013 £'000	2012 £'000
<b>FIXED ASSETS:</b>					
Tangible assets	14	2,175	2,372	120	153
Investments	10	5	5	3,355	3,355
		2,180	2,377	3,475	3,508
<b>CURRENT ASSETS</b>					
Stocks	15	191	221	-	3
Debtors	16	403	387	361	480
Cash at bank and in hand		2,062	1,877	139	43
		2,656	2,485	500	526
<b>CURRENT LIABILITIES</b>					
Amounts falling due within one year	17	1,246	1,111	394	390
<b>NET CURRENT ASSETS</b>		1,410	1,374	106	136
<b>LIABILITIES FALLING DUE AFTER MORE THAN ONE YEAR</b>					
UUEAS Pension deficit	18	(278)	(296)	(278)	(296)
<b>TOTAL ASSETS LESS LIABILITIES</b>		3,312	3,455	3,303	3,348
<b>RESTRICTED FUNDS</b>					
Club and Society Funds	19	202	164	202	164
GSA Asset Replacement Fund		6	18	-	-
<b>UNRESTRICTED FUNDS</b>					
Accumulated Funds		3,104	3,273	3,101	3,184
		3,312	3,455	3,303	3,348

Approved by the Trustee Board on behalf of the Union of UEA Students

on..... and signed on their behalf by

..... J. Levell, Finance Officer and

..... R. Rawle, Communications Officer

# The Union of UEA Students Annual Report and Accounts for the year ended 30<sup>th</sup> April 2013



## Consolidated Cash Flow Statement for the year

Notes	Year ended 30.4.13 £'000	9 months ended 30.4.12 £'000	
Net Cash Flow from Unrestricted Activities	1	174	(169)
Net Cash inflow to restricted funds		38	55
Returns on investments and servicing of finance	2	11	20
Capital Expenditure	2	(38)	(32)
		<hr/>	<hr/>
<b>Increase/(Decrease) in cash in the period</b>		<b>185</b>	<b>(126)</b>
		<hr/>	<hr/>
<b>Reconciliation of net cash flow to movement in net funds</b>			
Increase in cash in the period	3	185	(126)
Net funds at 1 May 2012 (1 August 2011)		1,877	2,003
		<hr/>	<hr/>
Net Funds at 30 April 2013 (30 April 2012)		<b>£2,062</b>	<b>£1,877</b>
		<hr/>	<hr/>

## Notes to the Consolidated Cash Flow Statement

### Note 1

#### Reconciliation of Operating Profit to Net Cash Inflow from Operating Activities

	£'000	£'000
Total net outgoing resources	(143)	(78)
Less: Outgoing Restricted Funds	(38)	(55)
Interest received	(11)	(20)
	<hr/>	<hr/>
Operating Deficit	(192)	(153)
Add back Depreciation Charges	235	179
Add Profit on sale of Fixed Assets	-	10
Decrease/(Increase) in stocks	30	(86)
(Increase)/Decrease in debtors	(16)	132
Increase/(Decrease) in creditors	135	(236)
Decrease in long term liabilities	(18)	(15)
	<hr/>	<hr/>
Net cash inflow/(outflow) from operating activities	174	(169)
	<hr/>	<hr/>

# The Union of UEA Students Annual Report and Accounts for the year ended 30<sup>th</sup> April 2013



## Notes to the Consolidated Cash Flow Statement

### Note 2

#### Analysis of cash flows for headings netted in the cash flow statement

	<b>£'000</b>	<b>£'000</b>
Returns on investments and servicing of finance		
Interest received	11	20
	<hr/>	<hr/>
Capital Expenditure		
Purchase of tangible fixed assets	(38)	(32)
	<hr/>	<hr/>

### Note 3

#### Analysis of changes in net funds

	1.5.12 £'000	Cash Flow £'000	30.4.13 £'000
Net Cash	1,877	185	2,062
<b>Total</b>	<hr/> <b>£1,877</b> <hr/>	<hr/> <b>£185</b> <hr/>	<hr/> <b>£2,062</b> <hr/>
Analysed in balance Sheet			
Cash at bank and In Hand	1,877		2,062
	<hr/> <b>£1,877</b> <hr/>		<hr/> <b>£2,062</b> <hr/>

# The Union of UEA Students Annual Report and Accounts for the year ended 30<sup>th</sup> April 2013



## Notes to the Accounts

### 1 Accounting Policies

#### Accounting Convention

These accounts are prepared under the Charities Act 2011 on the historical cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice on Accounting and Reporting by Charities: the Charities SORP 2005. The accounts consolidate those of the Union and its wholly owned non-charitable subsidiary trading companies: Students' Union Services (East Anglia) Ltd and The Waterfront - Student Union Services Ltd. In accordance with paragraph 397 of the Charities SORP 2005, no separate Statement of Financial Activities has been presented for the Union alone.

#### Recognition of Income

All income from Specific Donations, Grants, Contracts and Other Services Rendered is included in the SOFA on an accruals basis. All income from short-term deposits is credited to the Income and Expenditure Account on a receivable basis. The University grant of free accommodation on the campus is accounted for as income and expenditure of the year at an estimated value to the Union by reference to the alternatives available on the commercial market.

The directors have reviewed the accounting policy in respect of revenue recognition of ticket sales received on behalf of 3rd party promoters and then remitted to them. In previous years all ticket sales made have been recognised as income and the remittance of the proceeds to the third party promoter as expenditure. These amounts were equal so there was no impact on the net result for the year. A review of the relationship has led the directors to conclude that an agent relationship exists. Therefore it has been decided that a change of accounting policy should be made to reflect the nature of this relationship. Income and corresponding expenditure is now not recognised for ticket sales received on behalf of third party promoters. Income continues to be recognised for charges made to the promoter for the use of the premises to stage the event.

The accounts for the period under review have been prepared under this treatment and the comparative figures shown for the previous period have been adjusted for consistency. As a result of the change the figures for both comparative income and expenditure have been reduced by £655,014. The corresponding change to the figures for 2013 is £742,179.

This policy change has had no impact on the retained profits brought forward balance

#### Resources Expended and Liabilities Incurred

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any irrecoverable VAT. Charitable expenditure comprises the direct and indirect costs of delivering public benefit. Governance costs are those incurred for compliance with constitutional and statutory requirements such as the annual audit, annual elections and training for sabbatical officers. Central overhead costs are apportioned to charitable and other activities pro rata to the full time staff equivalents in each department.

# The Union of UEA Students Annual Report and Accounts for the year ended 30<sup>th</sup> April 2013



## Notes to the Accounts

### 1 Accounting Policies (cont'd)

#### Pension Schemes

The Union of UEA Students 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 of UEA Students. 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.

The Union also participates in the University of East Anglia Staff Superannuation Scheme (UEASSS). Benefits in respect of service accrue on a "final salary" basis. The valuation of the scheme carried out in May 2009, notified to the Union in February 2010, determined the additional contributions required to be made by the Union of UEA Students to be £356,836, payable in monthly instalments over the next 20 years, commencing in July 2009. A provision for the full amount of the deficit was made in 2010. The subsequent valuation dated 31 July 2012, made available to the Union in August 2013 has revised the payment schedule and the sums payable resulting in a reduction in the total still outstanding of £75,000. However, given the inherent volatility of the markets and that several triennial valuations are still to occur, it was agreed, following discussion with the auditors, that any adjustment to the provision made in the accounts would not be appropriate at this time.

#### Improvements to Buildings

Improvements to buildings are stated at cost.

#### Leasehold Property

Waterfront Student Union Services Limited occupies premises leased from Norwich City Council. The five year lease which started on 1 August 2009 was finally signed by the Directors of the company on 8<sup>th</sup> August 2013 following protracted negotiations with the landlord.

#### Depreciation of Fixed Assets

The Union capitalises items with a useful life of more than one year costing over £5,000. Capitalised equipment is stated at cost and depreciated over its expected useful life, as follows:

New Building	2% straight line
Property Improvements – SUS (EA) Ltd	5% straight line
Property Improvements – Waterfront SUS Ltd	20% straight line
Motor Vehicles	25% straight line
Fixtures, Fittings and Equipment	25% straight line

The cost of new building works represents an extension to the floor area of Union House, which is occupied under an agreement with the University of East Anglia. The rate of 2% for the depreciation of the new building work is deemed appropriate by the trustees, in accordance with the anticipated period of tenure being at least 50 years. Assets under the course of construction are not depreciated until the asset is in use.

#### Investments

Investments are included in the Balance Sheet at their cost, less provision for impairment.

# The Union of UEA Students Annual Report and Accounts for the year ended 30<sup>th</sup> April 2013



## Notes to the Accounts

### 1 Accounting Policies (cont'd)

#### Stocks and Work in Progress

The stocks are valued at the lower of cost and net realisable value.

#### Maintenance of Premises & Equipment

The cost of routine corrective maintenance is charged to the income and expenditure account as it is incurred.

#### Taxation Status

No provision has been made in these accounts for corporation tax on the profits attributable to the Union, which is exempt from such taxes due to its charitable status.

#### Whitlingham Boathouse

The Union houses its collection of rowing boats at the facility previously owned and managed at Whitlingham Broad by the Whitlingham Boat Club. Over the last 4 years Whitlingham Boathouse Foundation Limited, a registered charity, has raised funds for and built a boat house to replace the existing inadequate wooden sheds. The Union of UEA Students contributed £100,000 to the project. This entitles the Union, as a founding member of the charity to priority use of the facilities for at least 10 years, to elect one trustee to the board and to sit on the Operational Management Committee. The decision has been made to treat the sum as prepaid rent, to be written off over 10 years on a 10% straight line basis.

#### Restricted Funds

**The GSA Asset Replacement Fund** represents the balance of the reserves transferred to Students' Union Services (East Anglia) Limited when the company took over the running of the Graduate Students Club bar. The fund is adjusted annually by the profit or loss that the bar makes and its aim is to provide a fund from which the assets in the bar can be replaced.

**The Club and Society Funds** balance is the total of the balances on the subscriptions accounts of each of the individual clubs, societies and peer support groups. The Union acts as "banker" for the clubs, societies and peer support groups, who are required to pay all their income into the Union's bank account and request withdrawals, duly authorised by the elected committee members, if they wish to spend the money. The Union acquires control of the funds if the club, society or peer support group ceases to have members. The trustees do not consider that this is a purely custodial arrangement and hence the income and expenditure are included in the Union's Statement of Financial Activities.

# The Union of UEA Students Annual Report and Accounts for the year ended 30<sup>th</sup> April 2013



## Notes to the Accounts

### 2. Financial performance of the Union

The consolidated statement of financial activities includes the results of the Union's wholly owned subsidiaries, Students' Union Services (East Anglia) Limited and Waterfront Student Union Services Limited.

The summary financial performance of the Union alone is:

	Year ended ended 30.4.13 £'000	9 months ended 30.4.12 £'000
Incoming Resources		
University Grant	303	223
Grant for Repairs and Utilities	199	147
Donation of Accommodation	700	525
INTO Fees	18	-
Membership Fees	120	113
Other operating income	18	29
	1,358	1,037
Contributions from Club and Society members	480	360
Rent & Service Charges from Subsidiary Companies	972	816
Covenanted income From Subsidiary Companies	188	218
	2,998	2,431
Expenditure on charitable activities	1,595	1,268
Expenditure recharged to Subsidiary Companies	972	816
Club and Society Expenses	442	305
Governance	34	41
	(45)	1
Net (Outgoing)/Incoming resources		
Impairment of Investment in Students' Union Services Ltd.	-	(400)
Total Funds Brought Forward	3,348	3,747
Total Funds Carried Forward	3,303	3,348
Represented by		
Restricted Funds	202	164
Unrestricted funds	3,101	3,184
	3,303	3,348

# The Union of UEA Students Annual Report and Accounts for the year ended 30<sup>th</sup> April 2013



## Notes to the Accounts

### 3. Incoming resources from activities to generate funds

The wholly owned subsidiary companies Students' Union Services (East Anglia) Limited (SUS) and Waterfront Student Union Services Limited (WF) are incorporated in the United Kingdom and pay all of their taxable profits to the Union under a Deed of Covenant. The subsidiary companies operate the bars, shops, live entertainment, club nights and all commercial operations carried on by the Union.

The summary financial performance of the subsidiary companies is:

	year to 30.4.13		9 months to 30.4.12 restated	
	SUS £'000	WF £'000	SUS £'000	WF £'000
Turnover	7,463	1,163	6,084	921
Cost of Sales and Administrative Costs	(6,463)	(1,113)	(5,230)	(839)
Rent and Service Charges paid to the Union	(936)	(36)	(785)	(31)
Interest receivable	11	-	20	-
Profit for the year	75	14	89	51
Covenanted payments to the Union	(180)	(7)	(169)	(50)
Retained in subsidiary companies	(105)	7	(80)	1

The assets and liabilities of the companies were:

	30.4.13		30.4.12	
	SUS £'000	WF £'000	SUS £'000	WF £'000
Fixed Assets	2,044	11	2,206	12
Current Assets	2,189	307	2,084	299
Current Liabilities	(1,015)	(178)	(967)	(178)
	3,218	140	3,323	133
Aggregate share capital and reserves	3,218	140	3,323	1321

### 4. Investment Income

All of the group's investment income arises from money held in interest bearing deposit accounts.



# The Union of UEA Students Annual Report and Accounts for the year ended 30<sup>th</sup> April 2013



## Notes to the Accounts

### 5. Analysis of expenditure on charitable activities

	year ended 30.4.13 £'000	9 months ended 30.4.12 £'000
Representation		
Employment costs	279	139
Internal democracy	13	19
Professional Fees	(3)	23
Conferences	9	5
NUS Affiliation	25	15
Campaigns	4	4
Central overhead costs	286	249
	613	454
	—	—
Student Support Services		
Employment costs	194	155
Peer Support groups	1	8
Miscellaneous Expenses	12	6
Freshers' Welcome	-	1
Depreciation	2	2
Stationery & Telephone	3	1
Central overhead costs	219	190
	431	363
	—	—
Sports Association, Clubs and Societies		
Employment costs	95	37
Annual Club Affiliations and facility hire	48	45
Sports Association expenses	197	163
Grants awarded to Individual clubs & societies	49	45
Vehicle fleet running costs	6	18
Depreciation	21	18
Central overhead costs	57	49
	473	375
	—	—
Communications		
Employment costs	24	20
Website	1	8
Union Handbook	12	11
Union Newsletter	2	2
Miscellaneous expenses	1	2
Central overhead costs	38	33
	78	76
	—	—

# The Union of UEA Students Annual Report and Accounts for the year ended 30<sup>th</sup> April 2013



## Notes to the Accounts

### 6. Central Overhead Costs

A fixed proportion of administration staff costs are allocated to the 2 subsidiary companies each month. A fixed proportion of premises staff and cleaning costs are allocated to Students Union Services (East Anglia) Ltd each month. This company shares the premises with the Union. The balance of central support costs have been allocated on the basis of staff full time equivalents employed in the relative areas.

2013	%	Staff costs £'000	Premises £'000	Other costs £'000	Total £'000
Representation	46.1	132	121	34	287
Student Support Services	35.1	101	92	26	219
Sports Association, Clubs & Societies	9.1	26	24	7	57
Communications	6.1	17	16	4	37
Governance	3.6	10	10	14	34
Recharged to subsidiary companies		363	609	-	972
		<u>649</u>	<u>872</u>	<u>85</u>	<u>1,606</u>

2012	%	Staff costs £'000	Premises £'000	Other costs £'000	Total £'000
Representation	44.0	128	90	31	249
Student Support Services	36.5	98	69	23	190
Sports Association, Clubs & Societies	9.4	25	18	6	49
Communications	6.3	17	12	4	33
Governance	3.8	10	7	24	41
Recharged to subsidiary companies		360	456	-	816
		<u>638</u>	<u>652</u>	<u>88</u>	<u>1,378</u>

	2013 £'000	2012 £'000
Other costs comprise the following		
Printing, stationery & telephone	28	22
Repairs & renewals of office equipment	21	17
Insurance	9	7
Legal & professional fees	6	18
Audit Fee	6	4
Bank charges	1	5
Depreciation	10	7
Miscellaneous expenses	4	8
	<u>85</u>	<u>88</u>

# The Union of UEA Students Annual Report and Accounts for the year ended 30<sup>th</sup> April 2013



## Notes to the Accounts

### 7. Total resources expended

The total resources expended includes the following expenses

	year ended 30.4.13	9 months 30.4.12
	£'000	£'000
Depreciation	236	178
Auditors Remuneration – consolidated accounts	5	5
Subsidiary companies accounts	8	8

### 8. Analysis of Staff Costs

	year ended 30.4.13	9 months 30.4.12
	£'000	£'000
<b>Group</b>		
Salaries and Wages	2,767	1,926
Social Security Costs	180	128
Pension Costs	257	142
<b>Union</b>		
Salaries and Wages	892	644
Social Security Costs	75	56
Pension Costs	25	27

The average number of employees in the year was 396 during the university term reducing to 130 during the vacations. Included in this number are 296 students (30 in vacations) who work a varying number of hours as required and according to availability. The number of employees has increased in the year as the limit of working only 15 hours per week during term time was enforced more strictly than in previous years.

The employees were deployed as follows

	Group				Union			
	Term		Vacation		Term		Vacation	
	2013	2012	2013	2012	2013	2012	2013	2012
Senior Managers	8	8	8	8	4	4	4	4
Administration	9	9	8	7	9	9	8	7
Student Support & Services	12	10	10	10	12	10	10	10
Cleaners	17	15	15	15	12	13	10	13
Sabbatical officers	4	4	4	4	4	4	4	4
Security Officers	42	31	28	16	2	2	2	2
Retail	275	230	47	51	-	-	-	-
Entertainments	33	56	13	16	-	-	-	-
Technical	7	3	4	3	-	-	-	-
IT Technician	1	1	1	1	1	1	1	1
	408	370	138	131	44	43	39	41
							<b>2013</b>	<b>2012</b>
							<b>No.</b>	<b>No.</b>

The number of higher paid employees in the Union and the group at the end of the period under review was:

Total emoluments band £90,000 - £100,000	-	1
---	---	---

# The Union of UEA Students Annual Report and Accounts for the year ended 30<sup>th</sup> April 2013



## Notes to the Accounts

### 9. Trustees' Remuneration and Expenses

The full time officers elected in March 2012 took office from 1<sup>st</sup> August 2012. Each of the 4 full-time officers in office for the period 1<sup>st</sup> May to 31<sup>st</sup> July 2012 received £4,211 for the period and those in office from 1<sup>st</sup> August to 30<sup>th</sup> April 2013 received £11,977. This salary is for the representation, campaigning and support work they undertake, as authorised by the Union's Constitution. The total salary costs for the full-time officers was £64,119 (2012, £50,538). 7 members of the Student Officer Committee were reimbursed a total of £711 (2012, £1,126) in respect of personal travel and subsistence expenses during the time they were trustees. A further £389 was reimbursed to other trustees.

### 10. Investments

	2013	2012
NUS Services Limited		
A Shares 60@ £1	60	60
B Shares 270 @ £20	5,400	5,400
Students' Union Services (East Anglia) Limited	3,350,000	3,350,000
Waterfront Student Union Services Limited	4	4

As at the end of the year under review DHP Trustee Company owned the entire share capital of Students' Union Services (East Anglia) Limited and Waterfront Students Union Services Limited for the beneficial ownership of the Union of UEA Students. These are 3,750,000 and 4 shares of £1 respectively. Following discussions with solicitors and auditors it was felt appropriate that the share capital be transferred to the Union of UEA Students, now that the Union is a charity registered with the Charity Commission of England and Wales. The transfer of ownership was handled by Eversheds, the company's solicitors and was completed on 22 July 2013.

The value of the investment in Students' Union Services (East Anglia) Limited was reduced by £400,000 in a prior year to reflect the value of the net assets of the company.

### 11. Guarantees

The Union's bankers proved bond guarantees and indemnity facilities of £27,500 (2012, £27,500) in relation to the subsidiary company's travel shop operation.

### 12 Control

The Board of Trustees is responsible for the management and administration of the Union (as described in section 57 of the Constitution). The Trustees are appointed and may be removed by Union Council, which consists of representatives elected by the membership. As such no single person or entity controls the Union as defined by Financial Reporting Standard 8.

### 13 Pensions

#### SUSS Pension

The Union of UEA Students 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 market value of the scheme's assets was £67,141,000 with these assets representing 58% 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 £47,869,000.

# The Union of UEA Students Annual Report and Accounts for the year ended 30<sup>th</sup> April 2013



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 1 October 2010:-

- The investment return would be 6.6% per annum before retirement and 4.6% per annum after retirement
- Pensions accruing on the CARE basis would revalue at 3.2% per annum.
- Present and future pensions would increase at rates specified by scheme rules with appropriate assumptions where these are dependent on inflation.

The 2010 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 20 years and will increase by at least 3.2% 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 2011 and will be formally reviewed following completion of the next valuation due with an effective date of 1 July 2013. Surpluses or deficits which arise at future valuations will also impact on Union of UEA Students' future contribution commitment. In addition to the above contributions, Union of UEA Students also pays its share of the Scheme's levy to the Pension Protection Fund.

The total contributions paid into the Scheme by Union of UEA Students in respect of eligible employees for the year ended 30 April 2013 amounted to £66,408. (2012 - £41,376)

## **UEASSS Pension**

The Union also participates in the University of East Anglia Staff Superannuation Scheme, (UEASSS). Benefits in respect of service accrue on a "final salary" basis.

A triennial valuation of the scheme was completed in May 2007, which determined the additional contributions required to be made by employers to cover the deficit on past service. The proportion attributed to the Union of UEA Students was £59,520, payable in monthly instalments of £620 over the next 8 years, commencing in July 2007. A provision for the full amount of the deficit was made in the accounts for the year ended 31st July 2008. During the year ended 31st July 2010 the Trustees of the scheme conducted a further valuation exercise and reached agreement with the University to level payments over a 20 year recovery period starting with effect from August 2009. The schedule of payments required from the Union of UEA Students was calculated to be £356,836, with increased instalments being collected with effect from April 2010. Full provision for the total increase in future payments of £319,636 was made in the 2010 accounts in accordance with previously applied accounting practice. The subsequent valuation dated 31 July 2012, made available to the Union in August 2013 has revised the payment schedule and the sums payable resulting in a reduction in the total still outstanding of £75,000. However, given the inherent volatility of the markets and that several triennial valuations are still to occur, it was agreed, following discussion with the auditors, that any adjustment to the provision made in the accounts would not be appropriate at this time.

The value of the deficit was not discounted over the period of repayment.

The contribution rate during the period ended 30 April 2012 applicable to this Union for members was of 6.25% of Earnings and 18.75% of Earnings for the Union (25% in aggregate), (2011, 6.25% and 18.75%, 25% in aggregate with effect from 1 April 2010)

The contributions excluding deficit paid into the scheme in respect of eligible employees for the period ended 30 April 2013 amounted to £23,881 (2012 - £23,396).

# The Union of UEA Students Annual Report and Accounts for the year ended 30<sup>th</sup> April 2013



## Notes to the Accounts 14. Tangible Fixed Assets

Group	New Property £'000	Property Improvements £'000	Equipment £'000	Motor Vehicles £'000	Totals £'000
<b>Cost</b>					
At 1 May 2012	1,000	2,608	1,704	49	5,361
Additions	-	-	38		38
At 30 April 2013	1,000	2,608	1,742	49	5,399
<b>Depreciation</b>					
At 1 May 2012	155	1,237	1,548	49	2,989
Charge for the Year	20	123	92	-	235
At 30 April 2013	175	1,360	1,640	49	3,224
<b>Net Book Value</b>					
At 30 April 2013	825	1,248	102	-	2,175
At 30 April 2012	845	1,371	156	-	2,372
<b>Union</b>					
		Property Improvements £'000	Equipment £'000	Motor Vehicles £'000	Totals £'000
<b>Cost</b>					
At 1 May 2012		196	311	48	555
Additions		-	-	-	-
At 30 April 2013		196	311	48	555
<b>Depreciation</b>					
At 1 May 2012		100	254	48	402
Charge for the Year		6	27	-	33
At 30 April 2013		106	281	48	435
<b>Net Book Value</b>					
At 30 April 2013		91	30	-	120
At 30 April 2012		96	57	-	153

# The Union of UEA Students Annual Report and Accounts for the year ended 30<sup>th</sup> April 2013



## Notes to the Accounts

### 15. Stocks

	Group		Union	
	30.4.13 £'000	30.4.12 £'000	30.4.13 £'000	30.4.12 £'000
Goods for Resale	191	221	-	3

### 16. Debtors: Amounts falling due within on year

	Group		Union	
	£'000 30.4.13	£'000 30.4.12	£'000 30.4.13	£'000 30.4.12
Trade debtors	73	83	3	1
VAT	26	35	-	-
Amounts due from group undertakings	-	-	237	366
Prepayments and Accrued Income	242	181	118	111
Other debtors	62	88	3	2
	<u>403</u>	<u>387</u>	<u>361</u>	<u>480</u>

### 17. Creditors: Amounts falling due within on year

	Group		Union	
	£'000 30.4.13	£'000 30.4.12	£'000 30.4.13	£'000 30.4.12
Trade Creditors	533	403	97	86
Pension Contributions	13	14	12	14
Taxes and Social Security Costs	202	226	185	202
Accruals and Deferred Income	480	450	45	69
UEASSS Pension Deficit	18	18	18	18
	<u>1,246</u>	<u>1,111</u>	<u>394</u>	<u>390</u>

### 18. Creditors: Amounts falling due after on year

	Group		Union	
	£'000 30.4.13	£'000 30.4.12	£'000 30.4.13	£'000 30.4.13
UEASSS Pension Deficit	278	296	278	296

This liability is payable in equal instalments over 19 years. The liability is not discounted.

# The Union of UEA Students Annual Report and Accounts for the year ended 30<sup>th</sup> April 2013



## Notes to the Accounts

### 19. Analysis of charitable funds

#### Analysis of movements in unrestricted funds of the Union

	Balance 1 May 2012	Incoming resources	Resources expended	Transfers	Funds 30 April 2013
	£'000	£'000	£'000	£'000	£'000
Unrestricted accumulated funds	3,184	2,518	2,601	-	3,101
<b>Union</b>	<b>3,184</b>	<b>2,518</b>	<b>2,601</b>	<b>-</b>	<b>3,101</b>

#### Analysis of movements in unrestricted funds of the Group

	Balance 1 May 2012	Incoming resources	Resources expended	Transfers	Funds 30 April 2013
	£'000	£'000	£'000	£'000	£'000
Unrestricted accumulated funds	3,273	9,996	10,177	-	3,092
<b>Group</b>	<b>3,273</b>	<b>9,996</b>	<b>10,177</b>	<b>-</b>	<b>3,092</b>

#### Analysis of movements in restricted funds

	Balance 1 May 2012	Incoming resources	Resources expended	Transfers	Funds 30 April 2013
	£'000	£'000	£'000	£'000	£'000
Clubs and Societies Funds	164	480	442	-	202
GSA Asset replacement Fund	18	-	-	(12)	6
	<b>182</b>	<b>480</b>	<b>442</b>	<b>(12)</b>	<b>208</b>

The Clubs and Society funds can only be expended by the elected committee of the club or society for the benefit of the members of that club or society in accordance with the club or society aims.

The Graduate Student Association (GSA) Asset Replacement Fund exists to provide funds for the replacement of existing assets and equipment in the GSA bar. Expenditure must have the approval of the elected committee of the GSA. The transfer of £12,000 matches the loss made by the GSA Bar in the period under review



# The Union of UEA Students Annual Report and Accounts for the year ended 30<sup>th</sup> April 2013



## 20 Net Assets of the Funds

The Net assets of the Union belong to the various funds as follows

	Fixed Assets £'000	Investments £'000	Net Current Assets £'000	Long Term Liabilities £'000	Funds Balance £'000
Restricted Funds	-	-	202	-	202
Other funds	120	3,355	(96)	(278)	3,101
<b>Union</b>	<b>120</b>	<b>3,355</b>	<b>106</b>	<b>(278)</b>	<b>3,303</b>

The Net assets of the Group belong to the various funds as follows

	Fixed Assets £'000	Investments £'000	Net Current Assets £'000	Long Term Liabilities £'000	Funds Balance £'000
Restricted Funds					
Clubs and Societies Funds	-	-	202	-	202
GSA Asset replacement Fund	-	-	6	-	6
Unrestricted funds					
Other Funds	2,175	5	1,202	(278)	3,104
<b>Group</b>	<b>2,175</b>	<b>5</b>	<b>1,410</b>	<b>(278)</b>	<b>3,312</b>

## 21. Affiliations

The Union, on behalf of the generality of the students, is currently affiliated to, and paid affiliation fees during the year to, the following external organisations:

	£
British Universities & Colleges Sports	7,426
Advice UK	1,575
National Union of Students	26,718
Citizens Advice Bureau	647
	<u>£36,366</u>

# The Union of UEA Students Annual Report and Accounts for the year ended 30<sup>th</sup> April 2013



## Notes to the Accounts

### 22 Profit and Loss Accounts of the Subsidiary companies

	year ended 30.4.13 £'000	9 months ended 30.4.12 £'000
<b>Students' Union Services (East Anglia) Limited</b>		
Contributions to Fixed overheads		
Retail Outlets	570	404
Travel Shop	2	7
Games Machines	37	38
Union Bars	271	301
Entertainments	49	73
Advertising and Other income	102	69
	1031	892
Less:		
Management Charge payable to the Union	(337)	(335)
Central Administration Costs	(619)	(468)
	75	89
Net Operating Profit		
Covenanted payment to Union of UEA Students	(180)	(169)
	(105)	(80)

	year ended 30.4.13 £'000	9 months ended 30.4.12 £'000
<b>Waterfront Student Union Services Limited</b>		
Contributions to Fixed overheads		
Bars	348	273
Entertainments	(146)	(67)
	202	206
Less:		
Management Charge payable to the Union	(36)	(31)
Central Administration Costs	(152)	(124)
	14	51
Net Operating Profit		
Covenanted payment to Union of UEA Students	(7)	(50)
	7	1