

REGISTERED COMPANY NUMBER: 06661477 (England and Wales)

**Report of the Trustees and
Audited Financial Statements For The Period 31 July 2008 to 31 July 2009
for
BIRKBECK COLLEGE STUDENTS' UNION**

Knox Cropper
Chartered Accountants and Registered Auditors
153 -155 London Road
Hemel Hempstead
Hertfordshire
HP3 9SQ

Birkbeck College Students' Union

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for the Period 31 July 2008 to 31 July 2009**

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BIRKBECK COLLEGE STUDENTS' UNION

Report of the Trustees for the Period 31 July 2008 to 31 July 2009

The trustees who are also directors of the Union for the purposes of the Companies Act 2006, present their report with the financial statements of the Union for the period 31 July 2008 to 31 July 2009. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

06661477 (England and Wales)

Registered Charity number

The Union has charitable status derived from Birkbeck College.

Registered office

4th Floor, Extension Building

Birkbeck College

Malet Street

London

WC1E 7HX

Trustees

R J Park

- appointed 31.7.08, resigned 5.3.10

T B Peterson

- appointed 31.7.08, resigned 31.7.10

J Tann

- appointed 1.8.08, resigned 22.5.09

L Stobart

- appointed 1.8.08, resigned 31.7.09

D W Parry

- appointed 26.8.08

A J S Bovill

- appointed 21.5.09

J P Sutcliffe

- appointed 1.8.09

C Hanshaw-Baker

- appointed 17.11.08, resigned 31.7.10

J M Van der Bank

- appointed 1.8.08, resigned 31.7.10

S A Alasia

- appointed 12.5.09

Z Sufi

- appointed 1.8.08, resigned 6.10.09

N Heppenstall

- appointed 1.8.10

T Dallimore-Wright

- appointed 1.8.10

T King

- appointed 14.7.10

V Hoyle

- appointed 11.3.10

R James

- appointed 11.3.10

A A Adelimi

- appointed 1.8.10

K Hamed

- appointed 1.8.10, resigned 18.10.10

S Malcolm

- appointed 1.8.10, resigned 21.9.10

V Rampulla

- appointed 14.7.10

Company Secretary

D Parry

Auditors

Knox Cropper

Chartered Accountants and Registered Auditors

153 -155 London Road

Hemel Hempstead

Hertfordshire

HP3 9SQ

Bankers

National Westminster Bank PLC

Solicitors

Pinsent Masons LLP

Poppleston Allen LLP

COMMENCEMENT OF ACTIVITIES

The company was incorporated on 31 July 2008 and commenced its activities on 1 August 2008 when the assets and liabilities of Birkbeck College Students' Union, an unincorporated entity, were transferred in.

**Report of the Trustees
for the Period 31 July 2008 to 31 July 2009**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The Union is controlled by its governing documents, a Memorandum and Articles of Association dated 31 July 2008, and constitutes a company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

The Nominations Committee has delegated authority within the Articles of Association to recruit and cherry-pick suitable nominations for Lay Trustees. The committee uses a variety of methods for doing this, including advertising to former students through the College's alumni arm, direct advertising on Trustee community forums and newsletters and also through headhunting.

An up-to-date spreadsheet of skills and a skills audit is kept by the General Manager, and the Trustees update this annually (or more frequently) at the direction of the Board or the Nominations Committee.

The committee comprises the Chair of Trustees, the Chair of Council, one additional Lay Trustee, a non-trustee member of Council, a nominee of the Governors of Birkbeck College and two co-opted members (of whom one is usually the Returning Officer as the committee is also charged with administering the cross-campus elections). The quorum of the committee is five members (including both chairs)

Induction and training of new trustees

Training and induction of new trustees takes place in a cycle throughout the year, with new elected executive trustees and their elected executive committee colleagues attending a residential planning and training program developed by the General Manager with support from NUS (who also organise training for new officers). There is a "strategic conversation" which is planned for November each year to look back on plans and to consider any future training and induction needs. The induction of new non-executive trustees takes place collectively at the summer meeting of the Trustee Board, with one-to-one meetings with the General Manager (as the chief executive) arranged to covers roles, responsibilities and historical context.

Senior Management Team

The SMT of the Union is the Executive Committee and the General Manager. The General Manager is a full-time permanent salaried position within the Union, who also acts as the Board of Trustees' chief executive officer, to whom the Trustees delegate the day to day management and administration of the Union. The Executive Committee, which has delegated management authority from the Board, directs the operational work of the General Manager. The General Manager is required to seek and give appropriate advice and support to the Executive Committee members, notably to the Sabbatical Trustees who are required to take on some managerial responsibilities and functions as agreed by the Executive Committee.

The Executive Committee is fully accountable to the Board for all operational management and administration decisions and performance and reports on management matters through the General Manager. The Executive Committee is accountable through the Chair of Trustees (and other appointees) to the Representatives' Council for all non-management matters under its auspices.

Continuing Review of Governance

As the new governance arrangements came into force on 1 August 2008, the Business Committee (primarily) keeps a continual review on the rules and governance arrangements for the incorporated Union.

The Board has adopted the Charity Commission's own Hallmarks for Good Governance which are used to benchmark and test member benefit/value for money against.

Risk management

The Trustees have assessed the Union's activities and believe that the Union is adequately insured, and has an appropriate risk management policy in operation. The Trustees delegate to the Finance & Resources Committee the duties of monitoring risk regularly.

The Finance & Resources Committee is also charged with being the Union's Health & Safety Committee.

BIRKBECK COLLEGE STUDENTS' UNION

Report of the Trustees for the Period 31 July 2008 to 31 July 2009

OBJECTIVES AND ACTIVITIES

Constitutional Aims and Objects

The Union's Objects are the advancement of education of Students at Birkbeck College (the "College") for the public benefit by:-

- promoting the representational, educational, social and general interests of all its Members;
- providing services appropriate for the many different types of Student of the College and to support the unique nature of the College;
- supporting prospective, current and past Students in seeking gainful employment;
- providing opportunities for the expression of Student opinion and actively representing the interests of Students;
- acting as a channel of communication between Students and the College and other external bodies and fostering and encouraging the freedom of speech, assembly and association amongst Members;
- providing for the representation of Students in national, regional and area student organisations, and fostering good relationships with other students' unions and affiliated bodies;
- raising funds for such purposes as are charitable according to the laws of England and Wales and to make grants and donations of such funds to other exclusively charitable bodies or to apply such funds directly for such charitable purposes; and
- furthering the interests of Students generally.

Interim Strategic Plan

The Trustees approved an interim strategic plan at their meetings in the Summer and early Autumn 2008 for the period August 2008 to July 2010. The central pillars and statements for the plan being:

· Participation

To double the number of active clubs and societies

To deliver a four-fold increase in membership of clubs and societies

To establish peer groups and support networks for groups of students (e.g. international students; women; parents etc)

To deliver novel approaches to volunteering and internships within the Union

To create an accurate member-benefit test for member activities

· Fundraising & Friendraising

To build an online presence and maximise revenue from advertising

To provide key stakeholder reports for grant-gifting bodies

To further drive the Shop as a source of income and a member service

To work with the College on engagement with alumni

· Representation

To punch above our weight regionally (ULU) and nationally (NUS)

BIRKBECK COLLEGE STUDENTS' UNION

Report of the Trustees for the Period 31 July 2008 to 31 July 2009

To move to online voting and novel surveying of members

To support volunteering and personal development of member volunteers

To ensure each College forum or committee is attended fully

To create a policy research unit and actively interact with decision-makers

· Management

To develop and implement continuous professional development

To strategically focus the senior manager

To provide support and mentoring for part-time Executive Officers

Organs of Governance

During the latter half of the 2007/8 financial year the Union approved new constitutional arrangements which were approved by the Members at an Extraordinary General Meeting and consented to by the Governors of Birkbeck College.

The two primary organs of governance within the Union are the Representatives' Council and the Board of Trustees. The Board of Trustees is charged with exercising all the powers of the Union (as set down in the Memorandum of Association) and is specifically charged with resource management and governance. The Representatives' Council is responsible for making the policy of the Union (that is to say the political stance that the Union as a representative membership body takes on issues, such as education funding, provision of courses, student welfare, NUS policy and so on).

The Executive Committee, which comprises the Sabbatical Trustees, the Chair of the Representatives' Council (ex-officio) and up-to three elected members from the Representatives' Council, is delegated day to day management duties by the Board of Trustees and political policy implementation duties by the Council. These delegations are governed by the Articles of Association, associated Bye-Laws (made by the Board or the Council) and certain regulations approved from time to time under the auspices of the Bye-Laws.

Nominations Committee – a Trustees' Committee charged with recruiting and drawing up short-lists for Lay Trustees and for the regulation of elections.

Business Committee – a Trustees' Committee charged with organising the order of business at General Meetings, Council meetings (and their committees) and acting as a rules revision body, reporting annually to both the Council and the Board. This committee is also responsible for making higher ruling on constitutional matters.

Disputes & Complaints Committee – a Trustees' Committee charged with administering the Complaints Procedures as legislated for in Section 22 of the Education Act 1994 and the Bye-Laws. Hearings are conducted by small panels jointly-appointed by the committee's duly elected Chair and Deputy Chair. This committee does not hear employment-related grievances.

Finance & Resources Committee – a Trustees' Committee charged with the administration of the budget, monitoring income and expenditure, over-seeing employment and staffing matters and approving certain out-of-budget or high expenditure items (or events) in line with the Financial Regulations.

Committees of the Council – the Council establishes and dissolves a number of committees to further its work, which are co-ordinated by the Executive Committee, as provided for under the Council's Standing Orders (as set down in the Bye-Laws). The Council is required by the Bye-Laws to also support and administer a number of permanent standing committees which are regulated by the Standing Orders.

**Report of the Trustees
for the Period 31 July 2008 to 31 July 2009**

ACHIEVEMENT AND PERFORMANCE

Member Services

During the 2008/9 financial year the Union ran the following member services:

· Advice Centre

The Advice Centre became full-time (35 hours a week) at the start of the 2008/9 financial year as funding was secured and gratefully received from Birkbeck College during the Subvention Agreement.

The Advice Centre is staffed by a full-time qualified co-ordinator, who tailors and runs the Centre to cater for Birkbeck's evening population, with Term-time hours of service being 2pm until 9pm, Monday to Friday. The Centre is confidential and presently operated a drop-in as well as an appointment service.

The Union is affiliated with Advice UK and offers a full citizens advice bureau range of support, and additionally dovetailed into the more specific requirements and support needs that some Birkbeck students have, including academic appeals and student misconduct cases.

Key statistics: Twenty-five client contacts daily during 2008/9

· Counselling Service

The Counselling Service during 2008/9 offered 35 hours of counselling hours to clients in a confidential and private setting. Our service is lead by the Counselling Service Co-ordinator (the role holder retired during the financial year and a new appointment was made in December 2008) who heads a team of five counsellors, one of whom is a student counsellor undergoing training and full qualification.

Appointments are made by members of the Union and after an initial assessment by a fully qualified counsellor, a series of either eight or in some cases (depending on need and assessment) twelve weekly counselling sessions are given free of charge to the clients.

The service is unique in the UK being established by the Union and still run and managed by the Union.

Key statistics: Counselling slots full within first fortnight of each term, generating waiting lists over six weeks long by mid-year.

· Academic Support & Education Representation

The Union supports any member with their academic support and representation. The general arrangements for managing the flow of representation is governed by the Representatives' Council.

Working closely with the Academic Board of the Birkbeck College, the Union has established a wide-reaching academic support and representation structure where students can engage in a multitude of ways, including taking on elected office to be a representative.

The Executive Committee over-sees the representational structure on behalf of the Council and assigns one or more of its own members to take on a portfolio or portfolios related to leading on course representation matters and general academic or education policy.

Each course or department elects one or more representatives, who are responsible for student representation to the course directors and student/staff liaison committees. In each School of the College (the academic structure changed during 2008/9 to implement the College's own Strategic Review creating five new 'super' schools), the students are able to elect two School Officers (two year staggered terms), the research students a research student representative and together with other Academic Representative, these all join the Representatives' Council.

ACHIEVEMENT AND PERFORMANCE

Member Services

Key statistics: Over forty student representatives recruited and trained. Unknown number of course representatives recruited. Dedicated representatives for various student groups, including parents, women, international students, BAME students, LGBTQ students and disabled students through the Union's Your Right to Education Policy.

· Clubs & Societies

Under the superintendence and control of the Council (as delegated to the Executive Committee), the Union supports a number of Clubs & Societies which have their own democratic constitutions and memberships. Clubs & Societies can apply to the Union for grant funding, some of which is part of the Subvention Agreement with the Birkbeck College.

Clubs & Societies must operate under the Objects of the Union and abide by the Union's own rules and regulations. The activities of Clubs & Societies must be reported annually (or more frequently) to the Council and the Board and must not duplicate core activities of other clubs or groups that are part of the Union.

Since December 2008, all Clubs & Societies are required to raise at least 20% of the grant-equivalent from other sources (e.g. from members or donors or sponsors). This policy is designed to ensure that there is sustainable activity from all Clubs & Societies and engagement from all members in the life of the club or society. The Union centrally runs a small fund (or unassigned historic members' funds – restricted) which is covered by a Fund Policy made by the Executive Committee.

Key statistics: Twenty active clubs and societies, including sports covering football and cricket. Societies generally degree-student run and academic or academic-related. Vision to capture and support the former Faculty of Lifelong Learning societies (with follow funding agreed with the College - £3,000)

A list of clubs and societies active and affiliated during the financial year is contained in the Statement of Financial Activity (later)

· Advocacy

The Union is the corporate representative body for students at Birkbeck College and, as directed by the Council, puts forward collective or collections of student views from members to various decision-making or lobby bodies.

As part of the interim strategic plan, the Executive Committee ensures that officers engage with local, regional and national politics to foster relations at all levels with decision-makers, civil servants, special advisors and those who are able to influence funding, support, course design and feedback for students.

The Union is affiliated to the National Union of Students and, as part of the University of London, we engage with ULU's democratic bodies to put Birkbeck's students' opinions forward.

Key statistics: The Union submitted and attended two Parliamentary Committees, giving oral evidence at the Innovation, Universities & Skills Committee and also was applauded for its novel governance arrangements and campaigns that promote "equity and opportunity equality" by the Equal Opportunities Commission.

· Stationery and snack shop

Run as an income generating activity, the Union Shop (which is located in the basement of the main Malet Street building of Birkbeck College), sells Birkbeck branded stationery, clothing and insignia. The Shop also sells a range of takeaway snacks, confectionary, drinks and sanitary provision.

The opening hours of the Shop are geared to the activity levels in the building, with a move to earlier opening being proposed during the year. During the Term-time, the Shop finishes during the week at 9pm, which is the end of the day for tutorials, seminars and lectures for students.

ACHIEVEMENT AND PERFORMANCE

Member Services

Key statistics: The Shop employed three Union Assistants during the financial year and was supported by the mid-year recruitment of the Commercial & Administration Co-ordinator (half funded by the College under the Subvention Agreement). The Union Shop is the only on-campus provider of Halal food.

· Lamp & Owl magazine

The Union funds a student-written magazine, the Lamp & Owl, which allows students and staff of the College to write informative articles, scoops, opinion pieces and a medium for commentary on research.

The publication is managed by the Editor-in-Chief, who is appointed by the Board from the Sabbatical Trustees. The Editorial Board runs the publication on a day to day basis and is accountable to the Council, through the Executive Committee. The publisher is the Union.

Key statistics: Two glossy issues were produced during the year, with the first provoking a debate on No Platform Policy for Fascists within NUS and an introduction to the Union's Strategic Governance Review Changes, with the second issue campaigning to Save Senate House Library and why the Union should not Switch Off Sexist Sub TV. Both have a print run of 2,000. No copies are left!

· Website

By its very nature, the members of the Union and the students of the Birkbeck College are part-time generally, and dispersed across the South-East of England. To this end the Board prioritised the development of online services and membership.

The website offers information about joining clubs and societies, registering to be an elected official, how to submit a policy proposal, signing-up for courses or counselling and general governance information.

Key statistics: The old website generated signposted client contacts of around 40 a day to the General Office, and it is expected that with improved cleansing of the mailing list and a new interactive and up-to-date website as the primary membership relationship solution, this will rise exponentially. The Board has a contingency plan to support the General Office if inundated when the new solution is launched.

**Report of the Trustees
for the Period 31 July 2008 to 31 July 2009**

ACHIEVEMENT AND PERFORMANCE

Fundraising activities

- Union Shop

The Union Shop traded during the financial year for 38 weeks, opening 10am to 9pm Monday to Friday and Saturday 12noon until 6pm. A trial was run for five consecutive Sundays during the Summer Term examination period, without much success.

The Shop continues to attract support from the Board, however the ability of the Shop to promote itself and for the Union to advertise its existence to potential customers concerns the management and the Board.

The development of the Shop includes plans for extension and a move to online markets.

· Advertising

The Union have a number of opportunities for advertisers within the Union, including the Handbook, the Lamp & Owl magazine, the SUB TV screens within the Bar, posters, flier drops and web adverts.

The Board is of the opinion that there is potential for expansion of this income stream by direct marketing, investment in a new membership relationship management solution (website/member database) and a development of a coherent marketing plan.

· Birkbeck Bar and Entertainments

The Bar is managed by an agreement between Birkbeck and ULU (the University of London Union) which has been in place since 1991. Since refurbishment of the bar during 2006, revenues have steadily increased within the Bar. The smoking ban placed on the totality of the College Estate by the Governors in 2007 was lifted partly on the Bar's balcony, which has since generated a return of trade at the start of this financial year.

The present Agreement, which expires in 2012 (five year contract), sets out that 70% of the Bar surpluses are paid to Birkbeck, who in turn gift the equivalent amount as a "Bar Grant" to the Union. This is set down in the Financial Memorandum section of the Memorandum of Understanding (Bye-Law 21 of the Union).

The Union puts on a range of entertainments, most of which are located in the Bar, and this is partly funded by Union monies and also attracts a contribution from ULU (from the Bar Accounts). The Board firmly believes that a regular and diverse range of entertainments is required in the Bar to serve the widest possible clientele of members.

The Bar is a Private Members' Club, with the Premises License held by the College Estate. The membership rules are contained with the Union's Bye-Laws, which are approved by the College Governors. The Exclusion Policy, is approved by the Executive Committee and ratified by the Licensees (at the Bar Advisory Committee)

· Investment Income

The Union adopts the Colleges investment policy by fact of holding monies with the College, who invest larger sums at a higher (and more secure) rate.

Reports to the College Governors' Finance & Resources Committee shows that the Investment Sub-committee has needed to take swift and gutsy actions to secure the College's (and the Union's) investment portfolios. The Board would like to directly thank the College's Director of Finance and the Investment Sub-committee for their expertise and quick action in this regard due to the financial crisis that arose during 2008/9.

· Student Fayre

Annually the Union organises the Student Fayre, which is always dovetailed in with the College's Orientation days.

**Report of the Trustees
for the Period 31 July 2008 to 31 July 2009**

ACHIEVEMENT AND PERFORMANCE

Fundraising activities

Though the Fayre is not specifically designed to be a fundraising activity, the Board holds the policy that “friend raising first then fundraising follows”, and to this end the Executive Committee has organised Fayres to bring in the widest numbers of stalls, groups, commercial, charities etc to add to our Friends Portfolio.

Comparing the 2007 Fayre with the 2008 Fayre showed that footfall was up six-fold and memberships or interest in clubs and societies or becoming a student representative trebled.

- Donations and Members' Income

The Union does not actively seek donations from the public or external bodies.

The Union does receive funds from members, which are mainly paid as fees to join clubs and societies or to contribute towards the cost of club or society activities. These funds are restricted and are held in trust by the Union.

Birkbeck College Grant Funding – The Subvention Agreement

Annually, as governed by the Memorandum of Understanding (incorporating the Financial Memorandum and the Code of Practice), the newly elected Executive Officers meet with the General Manager and the Executive Committee and discuss their plans for office and manifestos. These are then distilled into meetings with the College's senior management (notably the College Secretary and the Director of Finance) who then communicate to what extent the College is prepared to grant-fund (by Subvention) the Union's proposed budget and future activities. The Governors of the College approve new Schedules to the Memorandum of Understanding outlining the services that the Union is providing – either on its own, in partnership with the College or in collaboration with other bodies.

The Subvention Agreement for 2008/9 was grant-funded by Birkbeck College to the tune of £260,000. The Trustees are grateful to the College for their funding and the support by kind access to facilities and support services run by the College.

FINANCIAL REVIEW

Reserves policy

The Board has a reserves policy, which is due for review in 2009/10. The Board has a policy to increase the amount of reserves held so that the Union can be financially viable for a full financial year without any income. The view is that this policy objective will be met by the end of the 2012/13 financial year.

The Union also hold some restricted funds which have been collected from unallocated members' funds due to the winding up or abandonment of clubs and societies. The Executive has a written policy that such funds shall only be used in line with the original constitutional purpose, and if not possible, then the next closest activity.

The Board, during the review of the policies governing the reserves will be looking to make reserves decisions on saving up for future capital projects, including a future refurbishment of the Shop and the Bar.

Investment policy and objectives

The Union's objective is to maximise return on deposits held without placing the Union's capital at risk.

BIRKBECK COLLEGE STUDENTS' UNION

Report of the Trustees for the Period 31 July 2008 to 31 July 2009

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Birkbeck College Students' Union for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Union and of the incoming resources and application of resources, including the income and expenditure, of the Union for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Union will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Union and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Union and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS

So far as the trustees are aware, there is no relevant information (as defined by Section 418 of the Companies Act 2006) of which the Union's auditors are unaware, and each trustee has taken all the steps that they ought to have taken as a trustee in order to make them aware of any audit information and to establish that Union's auditors are aware of that information.

AUDITORS

The auditors, Knox Cropper, will be proposed for re-appointment at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD:

.....
T Dallimore-Wright - Trustee

Date: 20th September 2010

Report of the Independent Auditors to the Members of Birkbeck College Students' Union

We have audited the financial statements of Birkbeck College Students' Union for the period ended 31 July 2009 on pages fourteen to twenty. The financial statements have been prepared under the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective April 2008).

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

Respective responsibilities of trustees and auditors

The trustees' (who are also the directors of the company for the purposes of company law) responsibilities for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that the financial statements give a true and fair view are set out on page eleven.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view, are properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice and are prepared in accordance with the Companies Act 2006. We also report to you whether, in our opinion the information given in the Report of the Trustees is consistent with those financial statements.

In addition, we report to you if, in our opinion, the Union has not kept adequate accounting records, if the Union's financial statements are not in agreement with the accounting records and returns, if we have not received all the information and explanations we require for our audit, or if certain disclosures of trustees' remuneration specified by law are not made.

We read the Report of the Trustees and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Union's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Report of the Independent Auditors to the Members of BIRKBECK COLLEGE STUDENTS' UNION

Opinion

In our opinion:

- the financial statements give a true and fair view of the state of the Union's affairs as at 31 July 2009 and of its incoming resources and application of resources, including its income and expenditure, for the period then ended;
- the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities;
- the financial statements have been prepared in accordance with the Companies Act 2006; and
- the information given in the Report of the Trustees is consistent with the financial statements.

N P Wilkinson (Senior Statutory Auditor)
for and on behalf of Knox Cropper
Chartered Accountants and Registered Auditors
153 -155 London Road
Hemel Hempstead
Hertfordshire
HP3 9SQ

Date: 20th September 2010

BIRKBECK COLLEGE STUDENTS' UNION**Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Period 31 July 2008 to 31 July 2009**

	Notes	Unrestricted funds £	Restricted funds £	Total funds £
INCOMING RESOURCES				
Incoming resources from generated funds				
Activities for generating funds	2	258,214	-	258,214
Investment income	3	8,477	-	8,477
Incoming resources from charitable activities				
Clubs and societies	4	-	12,287	12,287
Union Shop		88,627	-	88,627
Transfer from unincorporated entity	17	<u>242,745</u>	<u>13,550</u>	<u>256,295</u>
Total incoming resources		598,063	25,837	623,900
 RESOURCES EXPENDED				
Costs of generating funds				
Costs of generating voluntary income		<u>2,342</u>	<u>8</u>	<u>2,350</u>
		2,342	8	2,350
Net incoming/(outgoing) resources available for charitable application		595,721	25,829	621,550
 Charitable activities				
Welfare	5	46,697	-	46,697
Clubs and societies		92,950	10,121	103,071
Publications		2,610	-	2,610
Union Shop		119,152	-	119,152
Members Services		112,218	-	112,218
Governance costs	7	<u>10,518</u>	<u>-</u>	<u>10,518</u>
Total resources expended		386,487	10,129	396,616
 NET INCOME FOR THE PERIOD				
		<u>211,576</u>	<u>15,708</u>	<u>222,784</u>
 TOTAL FUNDS CARRIED FORWARD				
		<u>211,576</u>	<u>15,708</u>	<u>227,284</u>

The notes form part of these financial statements

BIRKBECK COLLEGE STUDENTS' UNION**Balance Sheet
At 31 July 2009**

	Notes	Unrestricted funds £	Restricted funds £	Total funds £
FIXED ASSETS				
Tangible assets	11	75,083	-	75,083
Investments	12	<u>60</u>	<u>-</u>	<u>60</u>
		75,143	-	75,143
CURRENT ASSETS				
Stocks	13	8,812	-	8,812
Debtors: amounts falling due within one year	14	150,332	-	150,332
Cash at bank and in hand		<u>47,987</u>	<u>15,706</u>	<u>63,693</u>
		207,131	15,706	222,837
CREDITORS				
Amounts falling due within one year	15	<u>(70,696)</u>	<u>-</u>	<u>(70,696)</u>
NET CURRENT ASSETS		<u>136,435</u>	<u>15,706</u>	<u>152,141</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>211,578</u>	<u>15,706</u>	<u>227,284</u>
NET ASSETS		<u>211,578</u>	<u>15,706</u>	<u>227,284</u>
FUNDS	16			
Unrestricted funds				211,578
Restricted funds				<u>15,706</u>
TOTAL FUNDS				<u>227,284</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 20th September 2010 and were signed on its behalf by:

.....
T Dallimore-Wright –Treasurer
N Heppenstall - Chairman

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006.

Exemption from preparing a cash flow statement

Exemption has been taken from preparing a cash flow statement on the grounds that the company qualifies as a small company.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the Union is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Allocation and apportionment of costs

Support costs have been allocated to Charitable Activities on the following basis:

Clubs and societies - 40%

Union Shop - 20%

Members services - 40%

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery -25% on reducing balance

Fixtures and fittings -15% on reducing balance

Computer equipment -25% on reducing balance

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The Union has a charitable status derived from Birkbeck College.

Fund accounting

Unrestricted funds can be used in accordance with the Union's objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the Union. The restricted funds represent income raised by the Union's clubs and societies and their related expenditure.

BIRKBECK COLLEGE STUDENTS' UNION

**Notes to the Financial Statements - continued
for the Period 31 July 2008 to 31 July 2009**

2. ACTIVITIES FOR GENERATING FUNDS

	£
Welfare income	570
Core Grant	90,334
Staff Grant	155,666
Bar Grant	<u>11,644</u>
	<u>258,214</u>

3. INVESTMENT INCOME

	£
Deposit account interest	<u>8,477</u>

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Activity	£
Applied Linguistics	Clubs and societies	476
Archaeology	Clubs and societies	479
Birkbeck FC	Clubs and societies	309
Cricket Club	Clubs and societies	314
Early Modern	Clubs and societies	796
Geology	Clubs and societies	2,311
German	Clubs and societies	1,179
History	Clubs and societies	223
History of Arts	Clubs and societies	267
Japanese	Clubs and societies	571
Law	Clubs and societies	380
Philosophy	Clubs and societies	464
Politics, Philosophy & History	Clubs and societies	3,868
French	Clubs and societies	100
Islamic Society	Clubs and societies	550
Sales	Union Shop	<u>88,627</u>
		<u>100,914</u>

5. CHARITABLE ACTIVITIES COSTS

	Direct costs	Support costs	Totals
	£	£ (See note 6)	£
Welfare	46,697	-	46,697
Clubs and societies	22,795	80,276	103,071
Publications	2,610	-	2,610
Union Shop	79,015	40,137	119,152
Members Services	<u>31,942</u>	<u>80,276</u>	<u>112,218</u>
	<u>183,059</u>	<u>200,689</u>	<u>383,748</u>

BIRKBECK COLLEGE STUDENTS' UNION**Notes to the Financial Statements - continued
for the Period 31 July 2008 to 31 July 2009****6. SUPPORT COSTS**

	Management £	Finance £	Totals £
Governance costs	372	-	372
Clubs and societies	80,244	32	80,276
Union Shop	40,121	16	40,137
Members Services	<u>80,244</u>	<u>32</u>	<u>80,276</u>
	<u>200,981</u>	<u>80</u>	<u>201,061</u>

Activity	Basis of allocation
Clubs and societies	Support cost allocation 40%
Union shop	Support cost allocation 20%
Members services	Support cost allocation 40%

7. GOVERNANCE COSTS

Trustees' expenses	£ 496
Governance office	1,532
Accountancy	4,200
Council members' and election	1,118
Auditors' remuneration	2,800
Support costs	<u>372</u>
	<u>10,518</u>

8. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

Auditors' remuneration	£ 2,800
Depreciation - owned assets	<u>13,824</u>

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the period ended 31 July 2009.

Trustees' Expenses

Trustees' expenses	<u>£ 496</u>
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BIRKBECK COLLEGE STUDENTS' UNION

**Notes to the Financial Statements - continued
for the Period 31 July 2008 to 31 July 2009**

10. STAFF COSTS

	£
Wages and salaries	145,523
Social security costs	<u>31,275</u>
	<u>176,798</u>

11. TANGIBLE FIXED ASSETS

	Plant and machinery £	Fixtures and fittings £	Computer equipment £	Totals £
COST				
Transferred in on 1 August 2008	<u>22,977</u>	<u>150,821</u>	<u>24,811</u>	<u>198,609</u>
At 31 July 2009	<u>22,977</u>	<u>150,821</u>	<u>24,811</u>	<u>198,609</u>
DEPRECIATION				
Transferred in on 1 August 2008	20,014	66,793	22,895	109,702
Charge for year	<u>741</u>	<u>12,604</u>	<u>479</u>	<u>13,824</u>
At 31 July 2009	<u>20,755</u>	<u>79,397</u>	<u>23,374</u>	<u>123,526</u>
NET BOOK VALUE				
At 31 July 2009	<u>2,222</u>	<u>71,424</u>	<u>1,437</u>	<u>75,083</u>

12. FIXED ASSET INVESTMENTS

	Unlisted investments £
MARKET VALUE	
Transferred in on 1 August 2008	<u>60</u>
At 31 July 2009	<u>60</u>
NET BOOK VALUE	
At 31 July 2009	<u>60</u>

There were no investment assets outside the UK.

13. STOCKS

	£
Stocks	<u>8,812</u>

BIRKBECK COLLEGE STUDENTS' UNION

**Notes to the Financial Statements - continued
for the Period 31 July 2008 to 31 July 2009**

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	£
Trade debtors	4,393
College account	<u>145,939</u>
	<u>150,332</u>

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	£
Trade creditors	4,578
VAT	11,085
Other creditors	42,000
Accrued expenses	<u>13,033</u>
	<u>70,696</u>

16. MOVEMENT IN FUNDS

	Balance as at 1 August 2008	Net movement in funds	At 31.7.09
	£	£	£
Unrestricted funds			
General fund	-	211,576	211,576
Restricted funds			
Clubs and societies funds held in trust by the SU	-	15,708	15,708
	<u>-</u>	<u>227,284</u>	<u>227,284</u>
TOTAL FUNDS	<u>-</u>	<u>227,284</u>	<u>227,284</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	598,063	(386,487)	211,576
Restricted funds			
Clubs and societies funds held in trust by the SU	25,837	(10,129)	15,708
	<u>623,900</u>	<u>(396,616)</u>	<u>227,284</u>
TOTAL FUNDS	<u>623,900</u>	<u>(396,616)</u>	<u>227,284</u>

17. TRANSFER FROM UNINCORPORATED ENTITY

On 1 August 2008 the assets and liabilities of Birkbeck College Students Union, an unincorporated entity, were transferred to Birkbeck College Students Union. The value of assets transferred was £256,295.

BIRKBECK COLLEGE STUDENTS' UNION**Detailed Statement of Financial Activities
for the Period 31 July 2008 to 31 July 2009**

£

INCOMING RESOURCES**Activities for generating funds**

Welfare income	570
Core Grant	90,334
Staff Grant	155,666
Bar Grant	<u>11,644</u>

258,214

Investment income

Deposit account interest	8,477
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Incoming resources from charitable activities

Sales	88,627
Applied Linguistics	476
Archaeology	479
Birkbeck FC	309
Cricket Club	314
Early Modern	796
Geology	2,311
German	1,179
History	223
History of Arts	267
Japanese	571
Law	380
Philosophy	464
Politics, Philosophy & History	3,868
French	100
Islamic Society	550
	<u>100,914</u>

Other income

Transfer from unincorporated entity	<u>256,295</u>
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357,209

Total incoming resources

623,900

RESOURCES EXPENDED**Costs of generating voluntary income**

Bar administration fee	2,350
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Charitable activities

Social and entertainment	7,555
Conferences and training	10,040
Carried forward	17,595

This page does not form part of the statutory financial statements

BIRKBECK COLLEGE STUDENTS' UNION

Detailed Statement of Financial Activities for the Period 31 July 2008 to 31 July 2009

	£
Charitable activities	
Brought forward	17,595
Lamp & Owl	2,610
Law	423
Freshers fair	1,271
NUS affiliation fee	13,076
National postgraduate committee	561
History of Arts	1,111
Caring Responsibilities	64
Disability	18
Counselling	40,008
Supervision	2,773
Advice centre	1,464
Skills for study	2,145
Other welfare expenditure	307
Lesbian, Gay, Bisexual, Transsexual & Queer	166
Open Discussion	50
Psychological	924
Applied linguistics	965
Archaeology	652
Birkbeck FC	4,395
Cricket Club	810
Early modern	1,804
Geology	3,112
German	2,204
Japanese	2,100
Philosophy	804
Politics, Philosophy & History	2,361
Other clubs and societies	271
Union shop purchases	68,182
Irrecoverable VAT prior years	<u>10,833</u>
	183,059
Governance costs	
Trustees' expenses	496
Governance office	1,532
Accountancy	4,200
Council members' and election	1,118
Auditors' remuneration	<u>2,800</u>
	10,146
Support costs	
Management	
Administration and management salaries	145,523
Student support salaries	31,275
Carried forward	176,798

This page does not form part of the statutory financial statements

BIRKBECK COLLEGE STUDENTS' UNION

**Detailed Statement of Financial Activities
for the Period 31 July 2008 to 31 July 2009**

	£
Management	
Brought forward	176,798
Insurance	175
Refurbishment - union offices	462
Council members' and election expenses	147
Photocopier usage charges	6,112
Stationery	579
Sundry expenses	1,227
Postage and telephone	1,657
Plant and machinery - Depreciation	741
Fixtures and fittings - Depreciation	12,604
Computer equipment - Depreciation	<u>479</u>
	200,981
Finance	
Bank charges and interest	<u>80</u>
Total resources expended	396,616
	<hr/>
Net expenditure	<u><u>227,284</u></u>

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