

Students' Union

Annual Report

and

Financial Statements

Year ending 31 July 2005



BIRKBECK COLLEGE LONDON STUDENTS' UNION
REPORT AND FINANCIAL STATEMENTS
For the year ended 31 July 2005

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OFFICERS AND ADVISERS

Council Officers (2005/2006)	Ismail Malik Alfred Bovill Sanchia Smithson, BSc Jonathan Beck	President Vice-President Finance (Acting) Vice-President Student Affairs Governor
Council Officers (2004/2005)	Jonathan Beck Steve Hennessy Steven Gibbs Habiba Hamid, BA	President Vice-President Finance Vice-President Student Affairs Governor
Union Manager	Nawaf Ibrahim, BSc	
Principal Place of Business	4th Floor, Extension Building Birkbeck College Malet Street, London WC1E 7HX	
Auditors	Deloitte & Touche LLP St. Albans	
Solicitor	Michael Mawle, LLB National Union of Students Nelson Mandela House 461 Holloway Road London N7 6LJ	
Bankers	National Westminster Bank PLC Tavistock House Tavistock Square PO Box 83 London WC1H 9XA	

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PRESIDENT'S REPORT

This year we have achieved a higher delivery of service as is evidenced in the shop turnover, the Counselling and Advice Service and the general activity of the Clubs and Societies, a vital part of student life at Birkbeck.

Staffing

The Students' Union Committee is very pleased with the hard work of the Students' Union Manager and his sole assistant, the Union Administrator and wish to use this opportunity to thank them. Sabbatical costs have risen in line with the cost of living allowance and the London Weighting. There is a requirement for more sabbatical posts to maintain the interest and involvement of Officers of the Students' Union.

Welfare

The Officers continue to take a keen interest in the area of Welfare, attending Appeals and referring students to the Advice and Counselling services run most efficiently by the Advice Centre Coordinator and the Counsellors, together with their student understudies, gaining valuable experience for future use in their careers.

Social Activities

The continuous growth of Clubs & Societies along with an active events calendar in the Union Bar throughout the academic year organised by an enthusiastic and resourceful Entertainments Officer has greatly enhanced the student life experience at Birkbeck

Communications

The Lamp and Owl continues to produce high quality editorial and the Handbook continues to be a vital tool of information for Birkbeck students. We aim to better communicate to our members through a more accessible and updated website and direct email communication with our students.

Ismail Malik
President (2005 – 2006)

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UNION MANAGER'S REPORT

INCOMING RESOURCES

COLLEGE GRANT

Our Direct and Staffing Grant has increased as we secured additional funds to extend some of our services from a term time only service to a full year service. Additionally our Staffing Grant has increased in line with cost of living and London allowance increase. The Bar Grant has seen a decrease, which is in line with the general downward trend in bar sales in Student Union bars nationally.

INCOME FROM SERVICES

The Union Shop relocated to its new purpose built location in the basement of the main building during this financial year. As a result, the Union Shop turnover has increased by 271% and net income increased by 87%. We expect further improvement in our trading in the next financial year as we expand our product range and more staff and students become aware of our new location.

OTHER INCOME

Income from commercial advertising in our Publications and exhibiting at our Students Fair has decreased substantially as we did not get a good response from advertisers. Membership Fees income continues to increase year on year, as FCE students continue to take advantage of the value for money of services that the Union provides them.

RESOURCES EXPENDED

STUDENT SUPPORT

Expenditure on Student Support has increased as we expand our services particularly the welfare and support for Clubs and Societies. Welfare costs have increased as we start to offer this service throughout the year to accommodate for the postgraduate and full time students. Clubs and Societies expenditure have increased, with societies becoming more active in providing an innovative and expanding program of events for their increasing members.

ADMINISTRATION AND MANAGEMENT

Salaries costs have increased to reflect the extension in our services to a full year service in addition to the usual annual grading and cost of living increase. Administration costs are down due to savings in our general office expenses.

Finally, I would like to thank the Union Council and staff for their hard work and commitment during the academic year 2004 – 2005 and look forward to their support in the next year.

Nawaf Ibrahim

Union Manager 1997-2006

BIRKBECK COLLEGE LONDON STUDENTS' UNION
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STATEMENT OF OFFICERS' RESPONSIBILITIES

In accordance with the Students' Union Constitution, the Officers of the Students' Union are responsible for the administration and management of the affairs of the Students' Union and are required to present audited financial statements for each financial year.

The Officers are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the Students' Union and to enable it to ensure that the financial statements are prepared in accordance with the Students' Union's Statutes, Guidance from the HEFCE and other relevant standards. In addition, the Officers are required to prepare financial statements for each financial year which give a true and fair view of the statement of affairs of the Students' Union and of the surplus or deficit of that year.

In causing the financial statements to be prepared, the Officers have to ensure that:

- suitable accounting policies are selected and applied consistently;
- judgements and estimates are made that are reasonable and prudent;
- financial statements are prepared on the going concern basis unless it is inappropriate to presume that the Students' Union will continue in operation.

The Officers have taken reasonable steps to:

- ensure that funds from Birkbeck College are used only for the purposes for which they have been given;
- ensure that there are appropriate financial and management controls in place to safeguard public funds and funds from other sources;
- safeguard the assets of the Students' Union and prevent and detect fraud;
- secure the economical, efficient and effective management of the Students' Union resources and expenditure.

BIRKBECK COLLEGE LONDON STUDENTS' UNION
REPORT AND FINANCIAL STATEMENTS

**INDEPENDENT AUDITORS' REPORT TO THE COUNCIL OF BIRKBECK
COLLEGE LONDON STUDENTS' UNION**

We have audited the financial statements for the year ended 31 July 2005 which comprise the statement of financial activities, the balance sheet and the related notes 1 - 16 which have been prepared in accordance with the accounting policies as set out therein.

This report is made solely to the Council of the Students' Union, as a body. Our audit work has been undertaken so that we might state to the Union's Council those matters that 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, in giving our opinion, accept or assume responsibility to anyone other than Students' Union officers for our audit work, for this report, or for the opinions we have formed.

Respective Responsibilities of the Officers of the Students' Union and Auditors

As described in the officers' statement of responsibilities, the Officers are responsible for the preparation of the financial statements which are required to be prepared in accordance with applicable United Kingdom law and accounting standards. Our responsibility is to audit the financial statements in accordance with relevant United Kingdom legal and regulatory requirements and auditing standards.

We report to you our opinion as to whether the financial statements give a true and fair view of the state of affairs of the Students' Union and its income and expenditure for the year. We also report if, in our opinion, the Students' Union has not kept proper accounting records or if we have not received all the information and explanations we require for our audit.

We read the other information contained in the financial statements and consider the implication for our report if we become aware of any apparent misstatement or material inconsistencies with the financial statements.

Basis of audit opinion

We conducted our audit in accordance with United Kingdom auditing standards 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 officers in the preparation of the financial statements, and 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.

Opinion

In our opinion the financial statements give a true and fair view of the state of affairs of Birkbeck College London Students' Union as at 31 July 2005 and of its movement of funds for the year then ended and have been properly prepared in accordance with Students' Union's Statutes, Guidance from the HEFCE and other relevant standards.

Signature:.....

Date:.....

Deloitte & Touche LLP
Chartered Accountants And Registered Auditors
St Albans

BIRKBECK COLLEGE LONDON STUDENTS' UNION
STATEMENT OF FINANCIAL ACTIVITIES
For the year ended 31 July 2005

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	Notes	Total Unrestricted Funds	
		2005	2004
		£	£
INCOMING RESOURCES FROM CONTINUING OPERATIONS			
Grants from Birkbeck College	2	152,298	141,692
Income From Services	3	34,626	9,325
Other Income	4	3,646	5,073
		-----	-----
TOTAL INCOMING RESOURCES		190,570	156,090
		-----	-----
RESOURCES EXPENDED FROM CONTINUING OPERATIONS			
Student Support			
Salaries	5	24,171	21,470
Union Activities	6	16,048	17,356
Welfare	7	24,969	21,328
Clubs and Societies	8	10,893	7,989
Other Expenditure	9	3,184	2,599
Refurbishment	10	568	40
Administration and Management			
Salaries	5	57,966	49,120
Administration	11	9,316	10,619
Cost of Sales	3	23,880	3,592
		-----	-----
TOTAL RESOURCES EXPENDED		170,995	134,113
		-----	-----
NET MOVEMENT IN FUNDS FOR THE YEAR	12	19,575	21,977
		-----	-----
Total funds brought forward at 1 August		169,599	147,622
		-----	-----
Total funds carried forward at 31 July		189,174	169,599
		=====	=====

There are no recognised gains or losses for the current and preceding years other than as stated above. Accordingly no statement of total recognised gains and losses is presented.

BIRKBECK COLLEGE LONDON STUDENTS' UNION

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BALANCE SHEET

As at 31 July 2005

	Notes	2005 £	2004 £
FIXED ASSETS			
Tangible assets for use by the Union	13	11,973	10,892
Investments	14	60	60
		-----	-----
		12,033	10,952
CURRENT ASSETS			
Stocks		7,019	6,605
Debtors	15	112,721	92,030
Cash at bank		52,732	70,926
Cash in hand		19,553	2,148
		-----	-----
		192,025	171,709
Creditors: amounts falling due within one year	16	(14,884)	(13,062)
		-----	-----
NET CURRENT ASSETS		177,141	158,647
		-----	-----
TOTAL ASSETS LESS CURRENT LIABILITIES		189,174	169,599
		-----	-----
TOTAL NET ASSETS		189,174	169,599
		=====	=====
Represented and financed by:			
STUDENTS' UNION ACCUMULATED FUND		189,174	169,599
		=====	=====

Approved on behalf of the Students' Union, on June 2006

..... Ismail Malik
President (2005 - 2006)

..... Alfred Bovill
Vice President Finance - Acting (2005 - 2006)

..... Nawaf Ibrahim
Union Manager (1997 - 2006)

NOTES TO THE ACCOUNTS

1 ACCOUNTING POLICIES

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the Union's accounts.

a) Basis of accounting

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

b) Depreciation

Depreciation has been calculated so as to write off the cost of tangible fixed assets over their remaining useful lives at the following rates on the reducing balance method:

Equipment	25%
Computer equipment	25%
Fixtures and fittings	15%

c) Stocks

Stocks are stated at the lower of cost and net realisable value and consist of shop consumables.

d) VAT

The Union is not registered for VAT. Birkbeck College accounted for VAT in respect of the Union's tax activities until 30 June 1994. After this date the Students' Union ceased to pay VAT, with the permission of H.M. Customs & Excise.

e) Investments

Investments held as fixed assets are stated at cost less provision for permanent diminution in value.

f) Tax

The Students' Union has charitable status for tax purposes by virtue of its relationship to Birkbeck College. Therefore it is exempt from taxation on its income and gains falling within s 505 of the Income and Corporation Taxes Act 1988 and s 256 of Taxation of Chargeable Gains Act 1992 to the extent these are charitably applied. No tax charge has arisen in the year.

	2005 £	2004 £
2	GRANTS FROM BIRKBECK COLLEGE	
	Direct Grant	43,775
	45,955	
	Staffing Grant	75,945
	87,045	
	Bar Grant	21,972
	19,298	
	-----	-----
	152,298	141,692
	=====	=====

The College provides the Students' Union with three grants. The Direct Grant of £45,955 was paid directly to the Students' Union in three termly instalments. The Staffing Grant of £87,045 was paid out on the Students' Union's behalf to the Staff. The Bar Grant of £19,298 (consisting of 60% of University of London Union's profit from the management of the Students' Union JCR Bar) was transferred directly to the Students' Union.

3	NET INCOME FROM SERVICES	
	Sales from Union Shop	9,325
	34,626	
	Less: Cost of Sales	(3,592)
	(23,880)	
	-----	-----
	Net Income	5,733
	10,746	
	=====	=====

4	OTHER INCOME	
	Advertising	2,053
	44	
	Membership Fees	1,745
	1,925	
	Deposit Interest Received	725
	1,229	
	Other	550
	448	
	-----	-----
	3,646	5,073
	=====	=====

5	SALARIES	
	Student Support	21,470
	24,171	
	Administration and Management	49,120
	57,966	
	-----	-----
	82,137	70,590
	=====	=====

	2005 £	2004 £
6	UNION ACTIVITIES	
	3,431	3,660
	1,464	1,353
	1,454	1,774
	4,021	4,805
	17	21
	755	713
	-----	-----
	11,142	12,326
	Affiliations and External Relations:	
	4,047	4,047
	-	299
	100	-
	214	206
	163	155
	382	323
	-----	-----
	4,906	5,030
	-----	-----
	16,048	17,356
	=====	=====
7	WELFARE	
	19,313	16,494
	1,772	1,356
	1,466	1,316
	2,363	2,104
	55	58
	-----	-----
	24,969	21,328
	=====	=====

		2005	2004
		£	£
8	CLUBS AND SOCIETIES		
	Individual income and expenditure accounts for each club and society are published by each club and society. The expenditure shown reflects grants given to 13 (14 in 2003/04) clubs and societies funded by the Union.	10,893 =====	7,989 =====
	Expenditure of individual Clubs and Societies was:		
	Archaeology	795	
	Birkbeck FC	2,393	
	Classics	383	
	Corporate Law	169	
	French	325	
	Geology	1,209	
	German	774	
	History of Art	267	
	History	388	
	Japanese	650	
	Law	1,052	
	Philosophy	723	
	PPH	1,759	
	Other	6	
	Total	10,893	
	Additional Clubs and Societies expenditure through funds generated by Clubs and Societies members	7,586	
		2005	2004
		£	£
9	OTHER EXPENDITURE		
	Bank Charges and Interest	357	336
	Depreciation:		
	Fixtures and Fittings	1,308	1,539
	Computer Equipment	677	322
	Other Equipment	842	402
		2,827	2,263
		3,184	2,599
		3,184	2,599

	2005	2004
	£	£
10	REFURBISHMENT	
	Union Offices	40
	568	40
	-----	-----
	568	40
	=====	=====
11	ADMINISTRATION	
	Sabbatical Allowance	-
	216	-
	Council Members' and Election Expenses	455
	486	455
	Bar Admin Fees	1,175
	1,175	1,175
	Accountancy Fees	3,734
	1,853	3,734
	Bad Debt Expense	-
	2,630	-
	-----	-----
	6,360	5,364
	Office Expenses:	
	Photocopier Usage Charges	354
	32	354
	Stationery	184
	453	184
	Sundry Expenses	3,175
	600	3,175
	Postage and Telephone	1,542
	1,871	1,542
	-----	-----
	2,956	5,255
	-----	-----
	9,316	10,619
	=====	=====

12 SURPLUS FOR THE YEAR

The surplus is due to better than expected net income from services and savings made on Administration and Union Activities costs.

13 TANGIBLE FIXED ASSETS FOR USE BY THE UNION

	Equipment	Computer Equipment	Fixtures and Fittings	Total
	£	£	£	£
Cost:				
At 1 August 2004	16,460	21,359	40,821	78,640
Additions in year	2,164	1,743	-	3,907
At 31 July 2005	18,624	23,102	40,821	82,547
Depreciation:				
At 1 August 2004	15,255	20,393	32,099	67,747
Charge for the year	842	677	1,308	2,827
At 31 July 2005	16,097	21,070	33,407	70,574
Net book value:				
At 31 July 2005	2,527	2,032	7,414	11,973
At 31 July 2004	1,205	966	8,722	10,892

	2005 £	2004 £
14 INVESTMENTS		
NUS Services Ltd. "60 Ordinary Shares" with a book value of £1 each	60	60

15 DEBTORS		
College Account	110,831	87,591
Trade Debtors	1,390	4,139
Prepayments	500	300
	112,721	92,030

16 CREDITORS: AMOUNT FALLING DUE WITHIN ONE YEAR		
Clubs and Societies funds held in trust by the SU	12,752	9,668
Other Creditors	2,132	3,394
	14,884	13,062

THE FOLLOWING SCHEDULES DO NOT FORM PART
OF THE ANNUAL ACCOUNTS

BIRKBECK COLLEGE LONDON STUDENTS' UNION

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Comparative Historical Figures 1999-2005

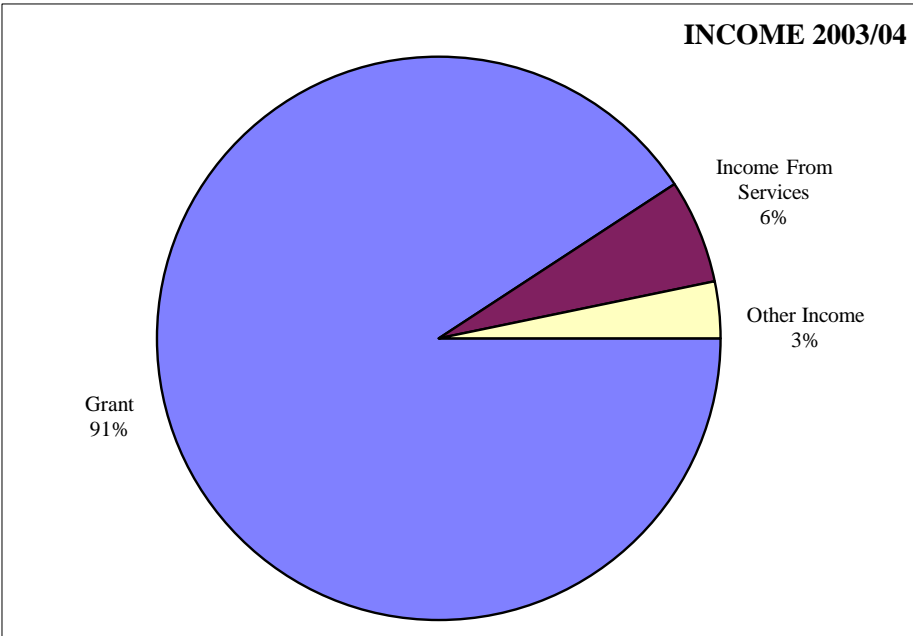
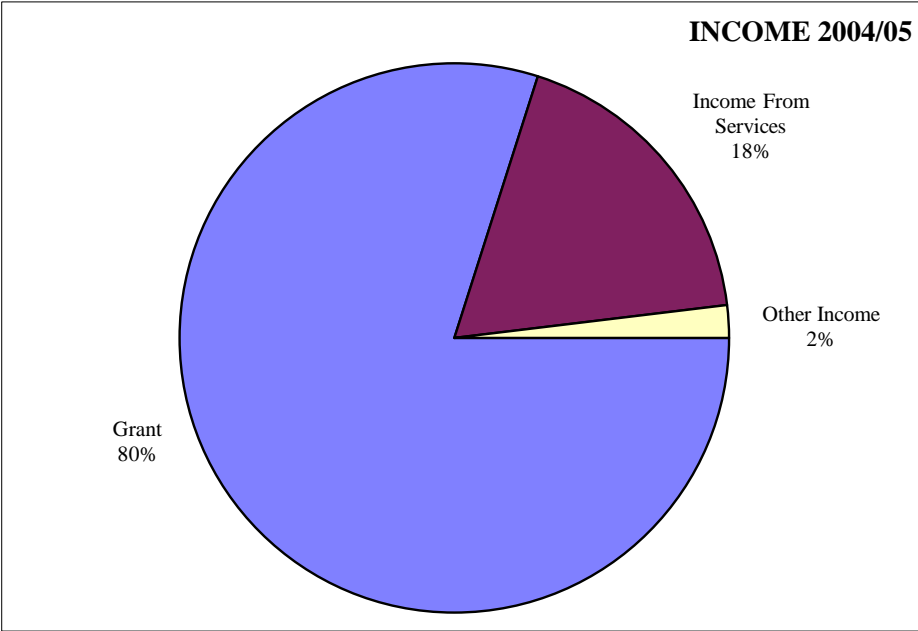
	2004/05	2003/04	2002/03	2001/02	2000/01
	£	£	£	£	£
INCOME					
Grant-SU					
Staffing	87,045	75,945	70,500	62,060	60,333
Direct	45,955	43,775	42,500	44,940	42,135
Bar	19,298	21,972	29,777	23,687	30,393
Shop Income	10,746	5,733	2,099	2,532	8,447
Other Income					
Membership	1,925	1,745	1,530	740	595
Advertising	44	2,053	1,029	2,090	2,882
Interest	1,229	725	786	804	1,485
Other	448	550	300	1,453	3,600
	-----	-----	-----	-----	-----
Sub-Total	166,690	152,498	148,521	138,306	149,870
Transfer From/(To) reserves	(19,575)	(21,977)	(33,953)	(7,945)	(22,544)
Grant-ULU	63,000	63,000	61,000	61,000	61,000
	-----	-----	-----	-----	-----
Total	210,115	193,521	175,568	191,361	188,326
	=====	=====	=====	=====	=====

BIRKBECK COLLEGE LONDON STUDENTS' UNION

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Comparative Historical Figures 1999-2005

	2004/05	2003/04	2002/03	2001/02	2000/01
EXPENDITURE	£	£	£	£	£
Staffing	82,137	70,590	66,908	68,288	65,431
Administration					
Office Expenses	2,956	5,255	4,970	3,846	3,551
Allowances	216	0	32	398	339
Executive & Elections	486	455	1,150	739	512
Preparation of Accounts	1,853	3,734	32	0	1,645
Bar Admin Fee	1,175	1,175	1,175	1,175	1,175
Bad Debt Expense	2,630	0	0	4,430	0
Union Activities					
Welfare					
Counselling	19,313	16,494	14,898	14,856	13,497
Skills for Study	2,363	2,104	1,429	1,913	2,499
Advice Centre	1,466	1,316	1,312	1,276	1,563
Supervision, etc.	1,827	1,414	1,415	1,497	1,617
Clubs & Societies	10,893	7,989	6,270	6,061	8,941
Social & Entertainment	3,431	3,660	2,770	4,908	5,118
Affiliations					
National Union of Students	4,047	4,047	4,181	4,058	4,284
National Postgraduate Com.	0	299	272	248	226
Mature Students Union	100	0	100	100	100
London Nightline	214	206	188	0	187
FIAC	163	155	145	134	122
AMSU	382	323	323	323	294
Publications					
Handbook	4,021	4,805	0	4,264	4,582
Newsletter/Other Publications	1,454	1,774	1,825	5,077	4,676
Conferences & Training	1,464	1,353	1,793	1,688	2,141
Campaigns	17	21	5	111	469
Class Reps	0	0	1	56	138
Students Fair	755	713	409	174	61
Refurbishment	568	40	7	1,086	817
Other Expenditure					
Bank Charges + Interest	357	336	184	238	405
Depreciation	2,827	2,263	2,774	3,417	2,936
Sub-Total	147,115	130,521	114,568	130,361	127,326
Subscription to ULU	63,000	63,000	61,000	61,000	61,000
Total	210,115	193,521	175,568	191,361	188,326



BIRKBECK COLLEGE LONDON STUDENTS' UNION
EXPENDITURE CHARTS

