

# **Students' Union**

**Annual Report**

**and**

**Financial Statements**

**Year Ending 31 July 1999**



**BIRKBECK COLLEGE LONDON STUDENTS' UNION**  
**REPORT AND FINANCIAL STATEMENTS**

For the year ended 31 July 1999

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**REPORT AND FINANCIAL STATEMENTS**  
For the year ended 31 July 1999

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Executive Officers (1999/2000)	Lucy Reed, BA, MRes. Michael Waugaman, BA Simon Edwards, BSc, AKC, MSc Jonathan Heatt-Smith	(President) (Vice-President) (Treasurer) (Governor)
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Executive Officers (1998/99)	Lucy Reed, BA, MRes. Michael Waugaman, BA Joseph Wing-On Tjon Ivor Stodolsky, BA	(President) (Vice-President) (Treasurer) (Governor)
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Union Manager	Nawaf Ibrahim, BSc
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Principal Place of Business	4th Floor, Extension Building Birkbeck College Malet Street London WC1E 7HX
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Auditors	Deloitte & Touche Verulam Point Station Way St. Albans Hertfordshire AL1 5HE
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Solicitor	Michael Mawle, LLB National Union of Students Nelson Mandela House 461 Holloway Road London N7 6LJ
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Bankers	National Westminster Bank PLC Tavistock House Tavistock Square PO Box 83 London WC1H 9XA
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**PRESIDENT'S REPORT**

**Staffing**

The expenditure on salaries was lower than in 1997/98 due to the discontinuation of the half-sabbatical vice president.

**Welfare**

Expenditure on Welfare during 1998/99 increased, mainly due to investment into the new Advice Centre, which proved very successful. The development of the service generated a need for a dedicated member of staff, due to pressure on the time of the sabbatical, and in order to continue the service in future years. The ALS service was put under review at the end of the period, with a view to increasing value for money and service levels.

**Social Activities**

Clubs & Societies were active and successful during the period. Attendance at Entertainments varied across the year, although several very successful events were held. The Sky screen proved to be popular, largely due to the fact it was a world cup year! These factors are likely to have had a positive impact on takings at the bar, which increased by over £3,000.

**Communications**

The handbook was redesigned for 1998/99 and was produced at a reduced cost, and several issues of the Lamp & Owl were successfully produced.

**Shop**

Sales from the shop rose, but costs rose also. Income from the service dropped significantly but the range of service and stock provided by the shop increased.

**Other Expenditure**

Our expenditure on equipment and fixtures and fittings reflects the costs of recovering existing bar furniture and replacement of the curtains, both of which were long overdue.

**Surplus**

A surplus was not budgeted for this year. We have achieved a surplus for several reasons: savings on salaries, increases in bar and in 'other' income.

Overall the year 1998/99 proved to be a successful year of developments for the Union. Many of our investments in improving communication and awareness of the Union were investments of time and effort rather than money, and are not visible from the financial accounts. The commitment of committee members, staff and volunteers to helping revitalise the Union has been invaluable.

**Lucy Reed**  
**President 1998-2000**

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**UNION MANAGER'S REPORT**

**INCOMING RESOURCES**

COLLEGE GRANT

Our Direct Grant has seen an increase in real terms this year and our Staffing Grant has been static, as our staffing structure has changed to more job-share and shift work which resulted in salary savings. The Bar Grant has seen an increase as this year was the first full year in which we were allocated an increased profit share of University of London Union's profit from the management of our bar. We would like to wish Steve Terrill, Bar Manager, the very best in his new career and thank him for his efficient management and his staff for their hard work.

INCOME FROM SERVICES

The Union Shop has seen a further increase in turnover but Costs of Sales has also increased as we have been holding a larger stock inventory; we hope to rectify this and establish a proper stock control system. The Union Shop is going to be relocated to a larger premises and more central location within the college building in 1999/2000 and we hope to offer a wider range and service to Birkbeck College students and staff.

OTHER INCOME

Income from Gaming Machines has substantially increased as we attracted better terms and machine quality from our new suppliers; we hope that this trend will be matched in future years. Other categories have not seen any substantial increase or decrease from last year.

**RESOURCES EXPENDED**

STUDENT SUPPORT

With the reverse back to one full sabbatical position this year, salary costs have decreased, and other expenditure has increased as we have refurbished our Junior Common Room and the TV common room this year. We are looking at building up some reserves to use for future improvements of student services and facilities.

ADMINISTRATION AND MANAGEMENT

Savings in general costs and better terms on our photocopier usage reduced our administration cost. The costs to the Students' Union of the millennium date change compliance were minimal and at the time of writing this report our computer systems experienced no major faults.

Finally, I would like to thank the Union Executive and Staff for their hard work and commitment and look forward to their collaboration and support in the future.

**Nawaf Ibrahim**  
**Union Manager 1997-2000**

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**STATEMENT OF EXECUTIVE 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 Executive is 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 Students' Union's Statutes, Guidance from the HEFCE and other relevant standards. In addition, the Executive is 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 and cash flow of that year.

In causing the financial statements to be prepared, the Executive has to ensure that:

- suitable accounting policies are selected and applied consistently;
- judgements and estimates are made that are reasonable and prudent;
- applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- financial statements are prepared on the going concern basis unless it is inappropriate to presume that the Students' Union will continue in operation.

The Executive has 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**

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**STATEMENT OF FINANCIAL ACTIVITIES**

For the year ended 31 July 1999

	Notes	Total Unrestricted Funds	
		1999	1998
		£	£
<b>INCOMING RESOURCES FROM CONTINUING OPERATIONS</b>			
Grants from Birkbeck College	2	113,328	105,083
Income From Services	3	1,238	2,951
Other Income	4	16,151	11,522
		-----	-----
<b>TOTAL INCOMING RESOURCES</b>		<b>130,717</b>	<b>119,556</b>
		-----	-----
<b>RESOURCES EXPENDED</b>			
Student Support			
Salaries	5	19,371	26,849
Union Activities	6	17,908	17,811
Welfare	7	14,397	12,885
Clubs and Societies	8	8,059	8,478
Other Expenditure	9	5,746	4,108
Refurbishment	10	1,407	1,351
Administration and Management			
Salaries	5	30,969	30,556
Administration	11	6,654	7,374
		-----	-----
<b>TOTAL RESOURCES EXPENDED</b>		<b>104,511</b>	<b>109,412</b>
		-----	-----
<b>NET MOVEMENT IN FUNDS FOR THE YEAR</b>	12	<b>26,206</b>	<b>10,144</b>
		=====	=====
Total funds brought forward at 1 August		25,046	14,902
		-----	-----
Total funds carried forward at 31 July		<b>51,252</b>	<b>25,046</b>
		=====	=====

There are no recognised gains or losses for the current and preceding years other than as stated above.



**BIRKBECK COLLEGE LONDON STUDENTS' UNION**

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**BALANCE SHEET**

As at 31 July 1999

	Notes	1999 £	1998 £
<b>FIXED ASSETS</b>			
Tangible assets for use by the charity	13	11,021	5,851
Investments	14	60	60
		-----	-----
		11,081	5,911
<b>CURRENT ASSETS</b>			
Stocks		8,529	8,308
Debtors		391	1,378
Cash at bank		47,452	35,465
Cash in hand		280	313
		-----	-----
		56,652	45,464
Creditors: amounts falling due within one year	15	(16,481)	(26,329)
		-----	-----
<b>NET CURRENT ASSETS</b>		40,171	19,135
		-----	-----
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		51,252	25,046
		-----	-----
<b>TOTAL NET ASSETS</b>		51,252	25,046
		=====	=====
Represented and financed by:			
<b>STUDENTS' UNION ACCUMULATED FUND</b>		51,252	25,046
		=====	=====

Approved on behalf of the Students' Union, on Wednesday 2nd February 2000

..... Lucy Reed  
President (1998 - 2000)

..... Simon Edwards  
Treasurer (1999 - 2000)

..... Nawaf Ibrahim  
Union Manager (1997 - 2000)

## 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, which have been prepared in accordance with the Statement of Recommended Practice Accounting by Charities and applicable accounting standards.

## 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 straight line 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. Those held as current assets are stated at the lower of cost and net realisable value.

## f) Income Tax

The Inland Revenue treats Students' Union as having charitable status, hence, there is no Income Tax charge.

	1999 £	1998 £
2	<b>GRANTS FROM BIRKBECK COLLEGE</b>	
	Direct Grant	34,000
	38,600	50,000
	Staffing Grant	21,083
	50,000	105,083
	Bar Grant	113,328
	24,728	105,083
	-----	-----
	113,328	105,083
	=====	=====

The College provides the Students' Union with three grants. The Direct Grant of £38,600 was paid directly to the Students' Union's Current Bank Account in three termly instalments. The Staffing Grant of £50,000 was paid out on Students' Union's behalf to the Staff. The Bar Grant of £24,728 (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	<b>INCOME FROM SERVICES</b>	
	Sales from Union Shop	17,562
	19,129	(14,611)
	Less: Cost of Sales	(14,611)
	(17,891)	2,951
	-----	-----
	Net Income	2,951
	1,238	2,951
	=====	=====

4	<b>OTHER INCOME</b>	
	Advertising	3,102
	2,829	915
	Membership Fees	1,027
	790	1,400
	Pool Table	5,078
	5,411	11,522
	Deposit Interest Received	16,151
	1,581	11,522
	Other	5,078
	5,540	11,522
	-----	-----
	16,151	11,522
	=====	=====

5	<b>SALARIES</b>	
	Student Support	26,849
	19,371	30,556
	Administration and Management	57,405
	30,969	57,405
	-----	-----
	50,340	57,405
	=====	=====

	1999 £	1998 £
<b>6</b>	<b>UNION ACTIVITIES</b>	
	6,233	6,408
	2,378	2,038
	986	92
	2,197	3,073
	112	96
	519	1,039
	33	38
	570	347
	-----	-----
	13,028	13,131
	Affiliations and External Relations:	
	4,284	4,284
	187	189
	100	100
	62	47
	0	40
	247	20
	-----	-----
	4,880	4,680
	-----	-----
	17,908	17,811
	=====	=====
<b>7</b>	<b>WELFARE</b>	
	10,487	10,208
	1,040	930
	755	0
	1,863	1,623
	252	124
	-----	-----
	14,397	12,885
	=====	=====

	1999	1998
	£	£
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 expenditure for the 18 clubs and societies funded by the Union.	8,059	8,478
	=====	=====
Expenditure of individual Clubs and Societies were:		
African Caribbean	£ 715.25	
Applied Linguistics	£ 340.46	
Archaeology	£ 435.42	
Biology	£ 707.74	
Classics	£ 98.99	
Football	£ 762.19	
French	£ 280.62	
Geology	£ 748.55	
German	£ 141.22	
Green Action	£ 24.00	
Gym	£ 390.99	
History of Art	£ 460.85	
History	£ 750.00	
Law	£ 581.95	
Philosophy	£ 548.40	
Politics and Sociology	£ 97.10	
PPH	£ 772.00	
Other	£ 203.47	
Total	£ 8,059.20	
	=====	
Additional Clubs and Societies expenditure through funds generated by Clubs and Societies members	£ 9,745.68	
	=====	
9 OTHER EXPENDITURE		
Bank Charges and Interest	327	381
Depreciation:		
Fixtures and Fittings	904	0
Computer Equipment	704	756
Other Equipment	3,811	2,971
	-----	-----
	5,419	3,727
	-----	-----
	5,746	4,108
	=====	=====

	1999	1998
	£	£
10	<b>REFURBISHMENT</b>	
	TV Room / Quiet Room	80
	4th Floor JCR/BAR area	424
	Union Offices	903
	-----	-----
	1,407	1,351
	=====	=====
11	<b>ADMINISTRATION</b>	
	Sabbatical Allowance (1.5 Sab. in '98)	336
	Council Members' and Election Expense	665
	Bar Admin Fees	375
	Accountancy Fees	0
	Bad Debt Expense	250
	-----	-----
	1,626	2,641
	Office Expenses:	
	Photocopier Hire and Usage Charges	616
	Stationery	412
	Sundry Expenses	2,119
	Insurance	712
	Postage and Telephone	1,169
	-----	-----
	5,028	4,733
	-----	-----
	6,654	7,374
	=====	=====
12	<b>SURPLUS FOR THE YEAR</b>	

A surplus was not budgeted for this year and it is mainly due to the substantial saving in Student Support Salaries and increases in our Bar Income and Other Income.

## 13 TANGIBLE FIXED ASSETS FOR USE BY THE UNION

	Equip- ment	Computer Equipment	Fixtures and Fittings	Total
	£	£	£	£
Cost:				
At 1 August 1998	13,499	16,585	23,057	53,141
Additions in year	1,745	2,816	6,028	10,589
At 31 July 1999	15,244	19,401	29,085	63,730
Depreciation:				
At 1 August 1998	7,648	16,585	23,057	47,290
Charge for the year	3,811	704	904	5,419
At 31 July 1999	11,459	17,289	23,961	52,709
Net book value:				
At 31 July 1999	3,785	2,112	5,124	11,021
At 31 July 1998	5,851	0	0	5,851

The net book value of equipment includes £nil (1998 £2,098) in respect of assets held under a hire purchase contract. The depreciation charged on these assets for the year was £nil (1998 £700).

	1999 £	1998 £
14 INVESTMENTS		
NUS Services Ltd. "60 Ordinary Shares" with a book value of £1 ea	60	60
15 CREDITORS: AMOUNT FALLING DUE WITHIN ONE YEAR		
College Account	10,549	20,197
Clubs and Societies funds held in trust by the SU	5,308	5,631
Hire Purchase Agreement	0	447
Other	624	54
	16,481	26,329





THE FOLLOWING SCHEDULES DO NOT FORM PART  
OF THE ANNUAL ACCOUNTS

# BIRKBECK COLLEGE LONDON STUDENTS' UNION

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## Comparative Historical Figures 1993-1999

	1998/9	1997/8	1996/7	1995/6	1994/5
	£	£	£	£	£
<b>INCOME</b>					
Grant-SU					
Staffing	50,000	50,000	48,400	45,000	36,500
Direct	38,600	34,000	34,000	34,000	33,000
Bar	24,728	21,083	12,267	15,265	15,621
Shop Income	1,238	2,951	557	1,925	1,793
Other Income					
Membership	790	915	995	630	2,257
Advertising	2,829	3,102	1,940	830	662
Interest	1,581	1,400	1,066	1,554	696
Other	10,951	6,105	2,654	2,439	7,564
	-----	-----	-----	-----	-----
Sub-Total	130,717	119,556	101,879	101,643	98,093
Transfer From/(To) reserves	(26,206)	(10,144)	3,628	10,117	51
Grant-ULU	61,000	64,600	64,600	75,600	0
	-----	-----	-----	-----	-----
Total	165,511	174,012	170,107	187,360	98,144
	=====	=====	=====	=====	=====

# BIRKBECK COLLEGE LONDON STUDENTS' UNION

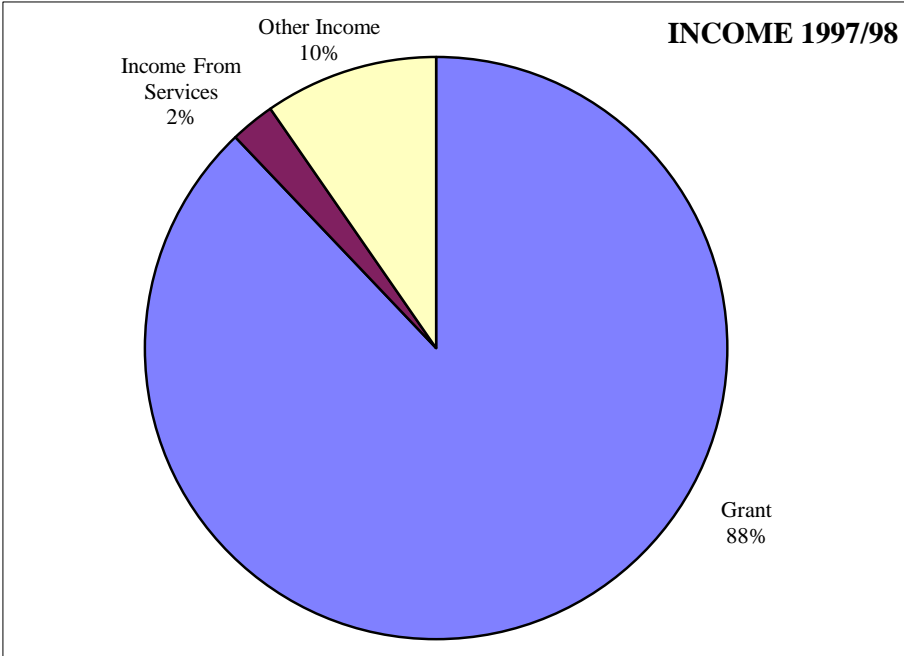
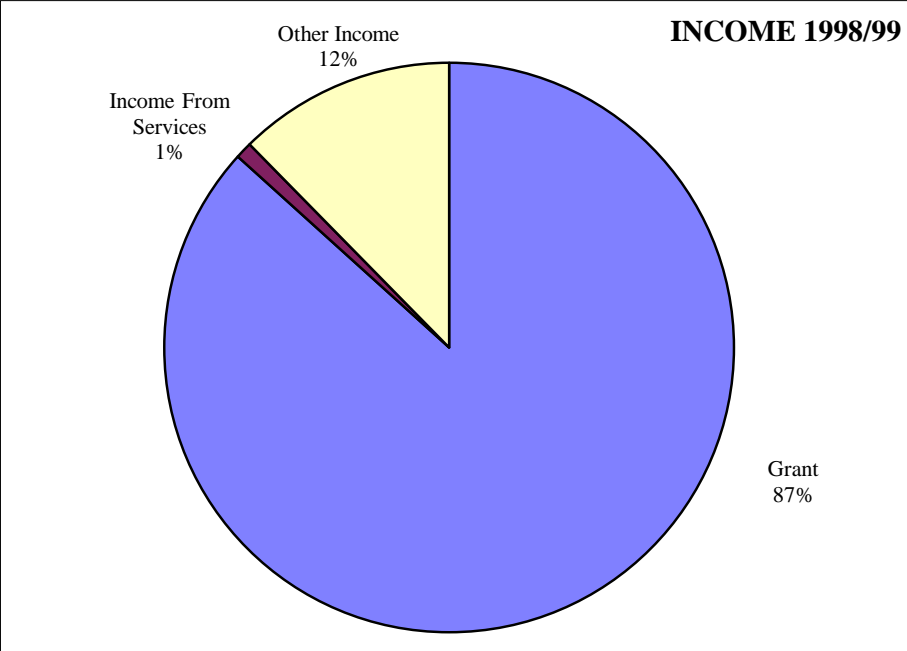
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## Comparative Historical Figures 1993-1998

EXPENDITURE	1998/9 £	1997/8 £	1996/7 £	1995/6 £	1994/5 £
Staffing	50,340	57,405	50,543	53,104	39,705
Administration					
Office Expenses	5,028	4,733	4,210	7,723	9,174
Allowances	336	1,166	1,049	1,902	1,351
Executive & Elections	665	855	967	695	942
Preparation of Accounts	0	32	32	0	847
Legal Expenses	0	0	0	545	750
Bar Admin Fee	375	588	0	0	0
Bad Debt Expense	250	0	0	0	0
Union Activities					
Welfare					
Counselling	10,487	10,208	9,369	6,228	5,385
Careers	0	0	0	1,500	900
Academic Learning Support	1,863	1,623	0	0	0
Advice Centre	755	0	0	0	0
Supervision, etc.	1,292	1,054	1,019	2,110	2,223
Clubs & Societies	8,059	8,478	8,768	9,066	8,216
Social & Entertainment	6,233	6,408	4,878	4,894	5,427
Affiliations					
National Union of Students	4,284	4,284	4,417	4,417	4,400
National Postgraduate Com.	187	189	171	157	156
Mature Students Union	100	100	90	90	90
London Nightline	62	47	58	58	57
Real Solutions	0	40	0	0	0
AMSU	247	20	0	0	0
Publications					
Handbook	2,197	3,073	2,156	1,504	1,438
Newsletter	986	92	1,343	2,138	1,104
Conferences & Training	2,378	2,038	2,148	3,732	3,612
Campaigns	112	96	371	985	651
Class Reps	33	38	86	473	333
Room Cleaning Costs	519	1,039	1,039	517	630
Freshers Fair	570	347	690	247	770
Other	0	0	0	180	128
Refurbishment	1,407	1,351	1,645	2,081	5,800
Other Expenditure					
Bank Charges + Interest	327	381	437	641	621
Sundry	0	0	0	0	574
Depreciation	5,419	3,727	10,021	6,773	2,860
Sub-Total	104,511	109,412	105,507	111,760	98,144

Subscription to ULU	61,000	64,600	64,600	75,600	0
	-----	-----	-----	-----	-----
Total	165,511	174,012	170,107	187,360	98,144
	=====	=====	=====	=====	=====

**BIRKBECK COLLEGE LONDON STUDENTS' UNION**  
**INCOME CHARTS**



**BIRKBECK COLLEGE LONDON STUDENTS' UNION**  
**EXPENDITURE CHARTS**

