

Company number: 07329036  
Charity registration number: 1143764

**EDGE HILL STUDENTS' UNION LIMITED**  
**FINANCIAL STATEMENTS**  
**31 JULY 2019**

# **EDGE HILL STUDENTS' UNION LIMITED**

## **FINANCIAL STATEMENTS**

**YEAR ENDED 31 JULY 2019**

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# EDGE HILL STUDENTS' UNION LIMITED

## FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2019

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### Administrative Information

#### Charitable Status

Edge Hill Students' Union Limited (EHSU) is an incorporated charity (Limited by Guarantee) established under the Education Act 1994 and registered with the Charity Commission (No. 1143764), and Companies House (No. 07329036).

#### Charity Trustees

**2018-19**

#### Full-time (Sabbatical) Officers

President	Joseph Hanrahan-Bradford (Resigned 30/06/2019) Kate Vickers (Appointed 01/07/2019)
Vice President Academic Representation	Luke Myer (Resigned 30/06/2019) Molly Smallwood (Appointed 01/07/2019)
Vice President Welfare	Molly Houghton
Vice President Activities	Daniel Bocharnikov (Resigned 30/06/2019) Bea Beaton (Appointed 01/07/2019)

#### Independent Trustees

Joanne Caldwell (Resigned 17/12/2018)  
Colin Dyas  
Sarah Ellis (Appointed 25/06/2018)  
Alex McCann (Appointed 17/12/2018)  
Bill Hancox (Appointed 18/03/2019)

#### Student Trustees

Christina Donovan (Resigned 30/06/2019)  
Callum Johnston (Resigned 30/06/2019)  
Craig Meichan (Resigned 30/06/2019)  
Dawn Chadwick (Resigned 30/06/2019)

#### Principal Office

Edge Hill Students' Union  
The Hub  
St Helens Road  
Ormskirk  
Lancashire  
L39 4QP

#### Auditors

Crowe LLP  
3<sup>rd</sup> Floor  
The Lexicon  
Mount Street  
Manchester  
M2 5NT

#### Bankers

Santander  
Liverpool Business Centre  
7<sup>th</sup> Floor  
No 4 St Paul's Square  
Liverpool  
L3 9SJ

#### Solicitors

Weightmans LLP  
100 Old Hall Street  
Liverpool  
L3 9QJ

# **EDGE HILL STUDENTS' UNION LIMITED**

## **TRUSTEES' REPORT**

### **YEAR ENDED 31 JULY 2019**

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**The Trustees of Edge Hill Students' Union (EHSU) present their report together with the audited financial statements of Edge Hill Students Union Limited for the year ended 31<sup>st</sup> July 2019.**

#### **Structure, Governance and Management**

Edge Hill Students' Union is a student-led educational charity. It is legally a company limited by guarantee (Registered No. 07329036) with the Trustees as company law members, and a registered charity (Registered No. 1143764). The Students' Union is 'separate but part of' Edge Hill University and subject to the University's Charter and Statutes. It also owns a trading subsidiary, Edge Hill Students' Union Trading Limited.

As a charity we have a Trustee Board which oversees administration, governance and legal compliance. The Trustee Board consists of four elected student officers and four appointed student members, as well as up to six independent trustees who offer other experience, knowledge and expertise. The Trustee Board is assisted by its sub-committees (in particular Resources and the Student Council), and has delegated the day-to-day running of services and provisions to the Chief Executive, Paul Malone, through an agreed schedule of delegations. The Trustees receive regular reports from the Chief Executive and Finance Manager about performance.

The Chief Executive coordinates the staff team of the Students' Union who work closely with the elected student officers to provide services and provisions to benefit our student members. Staff ensure that the strategy and operating plans are carried out in line with agreed budgets.

The Students' Union's governing document is its Memorandum and Articles of Association and related bye laws. The Students' Union operates on democratic principles. The Full Time Sabbatical Officers are elected by cross campus ballots annually in accordance with the Education Act 1994. Each officer has a specific political remit as well as being jointly responsible for an effective and clear student voice to the University on issues which matter to students. Officers are accountable to our members through the Student Council and Referendum.

#### **Governing Bodies**

The Trustee Board shall have responsibility for overseeing the administration and management of the Union. They are responsible collectively for the overall well-being and strategic direction, efficient operation and good governance of the Union, including compliance with legal and financial requirements.

The relationship between the Board and Chief Executive is fundamental to effective governance and management of the Union. One element of this is to ensure that the Chief Executive is appropriately performance managed and remunerated. It is the responsibility of the Board to ensure that the Chief Executive has clear objectives, to review performance and consider the development of their employee alongside that of the charity. The Board uses benchmarked salaries and benefits paid to Chief Executives in students' unions and the voluntary sector in order to establish a suitable level of remuneration. The Students' Union employs full and part-time staff to ensure the effective management and operations of its wide range of activities. Those employees are accountable to the Chief Executive for the performance of their duties.

#### **Recruiting and Training of Trustees**

Whilst there is no policy in place for induction and training of trustees, the Union ensures that all trustees are taken through a specifically organised training programme.

#### **Relationship with Edge Hill University**

The relationship between Edge Hill University and the Students' Union is established in the Code of Practice approved by both organisations. The Students' Union receives a 'Block Grant' from the University based on

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a percentage of the University's turnover, and in addition to this, receives a 'Rent Grant' to cover space occupied by the Union which is owned by the University.

Although the Students' Union continues to generate supplementary funding from various trading activities, it will always be dependent on the University's support. There is no reason to believe that this or equivalent support from the University will not continue for the foreseeable future, as the Education Act 1994 imposes a duty on the University to ensure the financial viability of its student representative body.

#### Relationship with Edge Hill Students' Union Trading Limited

As previously stated, the Students' Union has one wholly owned trading subsidiary, Edge Hill Students' Union Trading Limited. Since 1 August 2017 there has not been any activity in this company. Edge Hill Students' Union Trading Limited will continue to exist in the event that the Students' Union carries out any significant non-primary purpose trading in the future.

#### Risk Management

The Union's risk management strategy includes the annual review of the risk policy and a quarterly detailed review of the risk registers. The process seeks to identify major risks and assesses them with regard to impact and likelihood of occurrence. A risk score is then formulated for each risk so they can be prioritised as low, medium or high. The risk register identifies the mitigating controls in place and a residual risk score after these controls are taken in to consideration. Any further actions that are deemed necessary are included in the risk register and monitored on a quarterly basis as the risk register is a standing item at each Board meeting.

The principal risks and uncertainties currently facing the Union are considered to be:

- The possible reduction in funding by the University caused by
  - Their own financial health
  - Their perception of the value of the role of the Union
- The financial health of the University is itself dependent on funding, which in turn is susceptible to factors beyond the control of the Union, including
  - Popularity of the Academic offering
  - Popularity as a result of Academic standards
  - Popularity as a result of the attractiveness of the campus and its facilities
  - Popularity driven by affordability and fee levels
  - Other demographics
- Competition from other commercial outlets both on campus and in the local proximity including retail, food and beverage, social and venue operations.
- Reputational damage in the unlikely event of a high profile activity by a student.
- Reputational damage in the unlikely event of a high profile activity by a trustee.

Our plans and strategies for managing risk include maintaining effective internal controls, risk registers, incident-reporting and monitoring systems and insurance cover wherever appropriate.

So far as each of the directors is aware, there is no relevant audit information of which the auditors are unaware and, they have taken all steps they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

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### Statement of Public Benefit

The Students' Union's vision is 'to create the best student experience we can for as many Edge Hill students as possible' and exists for the advancement of education of students at Edge Hill University for the public benefit. This is through:

1. Promoting the interests and welfare of students during their course of study and representing, supporting and advising students.
2. Being the recognised representative channel between students and Edge Hill University and any other external bodies.
3. Providing social, cultural, sporting and recreational activities and forums for discussion and debate for the personal development of students.

The Students' Union operates within the requirements of the University to satisfy the 1994 Education Act. The Articles state that the Students' Union will seek at all times to:

1. Ensure that the diversity of its membership is recognised and that equal access is available to all members of whatever origin or orientation;
2. Pursue its aims and objectives independent of any political party or religious group; and
3. Pursue equal opportunities by taking positive action within the law to facilitate participation of groups discriminated against by society.

In pursuit of these aims for the public benefit, the Students' Union will ensure the diversity of its membership is recognised, valued and supported and has established departments and services for use by its members and to support its work with the University and other organisations on behalf of students. These services include the advice centre, our representation and democracy work, our societies and activities programmes, the bar, retail, food and launderette outlets. Sabbatical Officers of the Students' Union sit on all senior level committees of the University and meet regularly with the Local Authority, members of the Community Safety Partnership and other providers of public services affecting students. In setting our objectives and planning our activities, the trustees have given careful consideration to the Charity Commission's general guidance on public benefit.

### Charity Governance Code

Throughout the year, the Trustees and Chief Executive of the Students' Union have been working together to adopt the Students' Union Governance Code (this is a specifically adapted version of the Governance Code released in July 2017 which was endorsed by the Charity Commission in June 2018). The Code is a tool by which Trustee Boards can measure and develop their governance and leadership. It is the Board's intention to fully apply this Code by continuing to work through the key Principles and associated action plans and Quality Students' Union recommendation (Governance and Democracy sections). This work will also underpin the governance review work that is being undertaken in 2019-2020 led by the Chair of the Board (President of the Students' Union), and the Chief Executive and it is our ambition to adopt the new code in full.

### External Affiliations

Advice UK	£253.00
Child Poverty Action Group (CPAG)	£80.00
National Association for Student Money Advisors (NASMA)	£120.00
National Union of Students (NUS)	£19,665.16
National Homelessness Advice Service (NHAS)	£0
UK Council for International Students Affairs (UKCISA)	£0

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### Achievements, Performance and Impact

In 2018/19, we achieved the following:

#### Objective:

Representing Edge Hill Student Voices

#### Achievement:

##### Edge Hill Students' Union expanded representation:

- Students elected their first ever Non-Binary Sabbatical Officer
- The Union received national awards from the likes of NUS and DEFRA for our work campaigning on behalf of Trans students' rights and for our local sustainability initiatives respectively.
- The Union formed its first ever Student Council.

Student Council was formed as a platform for students to hold their officers to account, and to allow them to propose motions to improve student experience at Edge Hill. The Student Council is a representative body within Edge Hill Students' Union, bringing together various elected student representatives with the wider student community. It replaced the Policy and Campaigns Committee with the view of capturing a wider range of student voices in Edge Hill Students' Union's decision making.

In 2018/19, Student Council met on three occasions (November, February, and April) and passed policies which included:

- **Edge Hill Arboretum:** A motion encouraging further efforts to catalogue the various species of trees on Edge Hill's Ormskirk campus. Information gathered will be invaluable for scientific and preservation purposes.
- **More options for people with food intolerances:** A motion emphasising the need for more options catering to students' dietary requirements passed by the Student Council with the intention of lobbying the university on this point.
- **Support the fight for marriage equality in Northern Ireland:** Joining 12 other Students' Unions (at the time of the proposal), a motion was passed to support our Northern Irish students and come out in favour of marriage equality.
- **Improve the lighting around Ormskirk Campus:** A motion emphasising the need for better accessibility provisions, particularly in terms of lighting, was passed with the intention of approaching necessary university departments and directorate before October 2019.

**Edge Hill Students' Union's Sabbatical Officers went above and beyond in 2018/19, leading campaigns both on campus and on a national stage, garnering media coverage in the process:**

**Students' Union President, Joe Bradford, opened the Catalyst:** Edge Hill Students' Union President for 2018/19 was invited to meet Princess Anne during the official opening of Edge Hill's new Catalyst building.

**Vice President Activities, Daniel Bocharnikov, picked up a national Bees Needs award:** The Union's newly refurbished allotment space, The Sanctuary, alongside the work of EHSU Bee Society, was awarded a DEFRA & Green Flag National Award for their conservation work. Subsequent coverage appeared in print in The Champion, qlocal.co.uk, and via a radio interview with Dan on BBC Merseyside.

**Vice President Academic Representation, Luke Myer, received a national NUS award and was featured on local news for his trans inclusivity campaign:** Edge Hill Students' Union's Vice President Academic Representation's work lobbying an international technology conglomerate to allow Trans students to change their names and pronouns in administrative systems received an NUS liberation award and was profiled in an interview with That's Lancashire TV.

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**Vice President Welfare, Molly Houghton, was featured on local news for her World Mental Health Day work:** Edge Hill Students' Union's Vice President Welfare was interviewed as part of the Union's World Mental Health Day celebrations by That's Lancashire TV.

#### **Elections 2018/19 Round-up**

We ran our March Elections between 4<sup>th</sup> and 8<sup>th</sup> March, electing a full Sabbatical Officer team, and a team of Part-Time Officers.

- Number of votes cast: **9,062**
- The most contested VP Welfare race ever:
  - **7 Candidates** (previous highest, 4)
- 20 candidates self-nominated for sabbatical officer roles
- All sabbatical officer roles contested
- Edge Hill Students' Union recruited **11 students in paid roles as part of its Elections Street Team**

In 2018/19 the Union had one of the most diverse candidate pools ever:

- Students elected three female-identifying sabbatical officers
- Students elected the first ever non-binary sabbatical officer
- The Union ran a 'She Should Run' social media campaign. As a result, twelve of the candidates who ran for officer positions identified as female.

#### **Objective:**

Reaching Out and Listening to Student Voices

#### **Achievement:**

**In 2018/19, Edge Hill Students' Union placed emphasis on the importance of gathering accurate feedback on a number of topics that are important to Edge Hill students**

Over the past year, the Union has used a variety of digital and print communication methods to gather feedback on:

- Mental health and student well-being at Edge Hill University
- Opinions of parking at Edge Hill campus
- Research for new sustainability initiatives
- Nominations and good-news stories for our Student Led Staff Awards

The popular Your Ideas page, available through the Edge Hill Students' Union website, also fed into new democratic structures like Student Council.

- From student feedback and submitted ideas, 19 proposals were discussed on the Edge Hill Students' Union webpage and at student-forums like the Student Council.
- We continued providing free sanitary products to Edge Hill students and further expanded the hugely successful menstruation stations, a proposal originally made by students via the Your Ideas page.
- The proposal to install a Walkers crisp recycling box is currently being worked on by the Students' Union, with the hope of installation by the end of the year.

#### **Edge Hill Students' Union's World Mental Health Day and University Mental Health Day Surveys**

Launched at the Union's World Mental Health Day celebrations, and continued at Edge Hill University's Mental Health Day, the Union's mental health survey encompassed both Edge Hill students and staff, and sought to find out how the Edge Hill community addresses mental health on campus, and what students and staff believe could be improved.



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- **244 respondents** over the two surveys
- Findings used in reports for university committees
- Findings used to improve activities schedule throughout the year
  - For example, our Knit and Natter afternoons were designed to provide an informal, friendly space for students to talk to officers and de-stress in between lectures and deadlines.

#### **This year, Edge Hill Students' Union expanded its reach by investing in communications**

Through hiring a full-time staff member in a Communications Coordinator role, the Union has expanded its reach to engage even more of Edge Hill's student body.

- A new Marketing Strategy 2019/20 outlines the changes to internal processes and front-facing communications including, a revised social media analytics template and weekly content schedule, a revised annual timeline of union projects and campaigns, the introduction of a landing page to increase the usefulness of Instagram as a tool for campaign advertisement, to name just a few.
- A minimum of two posts per day across three social media channels during term time.
- All events and activities advertised through the Union website, and through Facebook events, in addition to print and digital screen advertising around campus.
- Consistent tone of message and branding used throughout all Union communications, replicated in print advertising and digital marketing throughout campus.
- Further expansion of Edge Hill Students' Union communications team has occurred in Summer 2019, with the addition of a **Digital Communications Assistant**, whose remit it will be to increase our presence through video, photographic, and other visual-based content.

#### **A Quality Students' Union rating of 'Very Good' for outreach and communications**

In 2018/19, Edge Hill Students' Union invited NUS to conduct a union audit as part of their Quality Students' Unions scheme. In their subsequent report, communications was highlighted as an area that it excels in as a union, receiving an overall rating of 'Very Good'.

*"The union makes good use of social media to tailor communications to groups. The union has undertaken a range of emails to students from underrepresented groups in its most recent election with content and design of messages designed for the segmented group of students it targeted."*

*"A student when reflecting on the union put it best when they remarked, "They [EHSU] are always visible. You actually have to choose not to be involved to not know about them" – QSU Verification Report, April 2019.*

#### **Segmentation and Outreach Case Study: International Students**

Throughout 2018/19, the Union's Activities Team has reached out to Edge Hill University's International Office and the Confucius Institute in order to organise events and activities specifically tailored towards getting International Students involved on campus.

- Direct communication with the International Office has meant that all Students' Union events are marketed directly to international students on campus.
- Events throughout the year in the Union's Give It a Go! guide, including the 'International Student Trip Bring a Friend to York' and 'International Student Trip: Bring a Friend to the Lake District' were specifically marketed for International students to meet Edge Hill students.
- The Union's 'Chinese New Year Paper Cutting Crafternoon' and 'Lantern Making Crafternoon' were run in collaboration with the Confucius Institute on campus, giving students an opportunity to experience and share experience of different cultures.

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#### Further expansion and refinement of the Union's Course Rep system has taken place

In 2018/19, Edge Hill Students' Union recruited more reps than ever before.

- The Union currently has **455 course reps**, including **22 faculty reps**.
- The Union has hired a new staff member in the role of **Democracy and Representation Coordinator**, whose remit it has been to renew the rep structure, and to integrate student reps into all layers of our democracy (including Student Council, committees, and forums).

Tobias Hammond won the Faculty Rep of the Year Award for 2019 at Edge Hill Students' Union's Student Rep Awards. Here's what his nomination had to say of his achievements:

*"Toby has always endeavoured to represent the views of his fellow students and student reps to the best of his ability. He has represented the Union admirably in meetings and university committees.*

*"He has been serving as a Faculty Rep for a couple of years and throughout this time he has been devoted to improving the student experience. Part of his achievements include improving the faculty's communication with students and also encouraging the faculty to make more use of the forest schools which have been positively received by students. This award would be but a small testament for his numerous achievements for students."*

#### **Objective:**

Raising Awareness Through Student Led Campaigns

#### **Achievement:**

Throughout 2018/19, Edge Hill Students' Union's team of sabbatical and part-time officers continued the Union's excellent reputation for facilitating liberation and student-led campaigns.

Among the many achievements that came about as a result of the student body's work, the Union hosted its first ever Men's Mental Health Day celebrations and awareness campaign, and received a national award from NUS for the development of its annual Pride Week campaign.

#### **Student Led Campaign Case Study: Men's Mental Health Week**

In 2019, and for the first time ever, Edge Hill Students' Union ran a campaign around Men's Mental Health Day.

Led by the Union's Vice President Welfare, and with further input by the Students' Union President and a panel of students, the campaign intended to raise awareness of the mental health issues often faced by male-identifying students and individuals, and also sought to provide practical advice and to flag resources on campus where mental health issues can be dealt with.

- Following research that suggested "more than half of British men feel more comfortable talking about mental health issues with their barbers than their doctors," the Union hosted its first ever pop-up barber shop.
- Sabbatical Officers reached out to a local barbershop, Esquire Barbers in Burscough, and secured free haircuts for any male identifying student who wanted to come down for a chat.
- The pop-up barbershop included Advisors from Edge Hill Students' Union Advice Centre and local mental health organisations.
- The event was fully-booked on the day, with more students visiting Hale Hall to receive advice from Sabbatical officers and on-site advisors.

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#### Student Led Campaign Case Study: Edge Hill Students' Union Pride Week

Following previous successful Pride campaigns, officers and students who led Pride Week in 2018/19 included the LGBTQ+ Officer, the Trans and Non-Binary Officer, and the Vice President Welfare.

The campaign and subsequent celebrations included:

- A Pride Fair with LGBTQ+ Societies and local community organisations, followed by our Pride Lights Switch On in front of the Edge Hill Main Building.
- A Pop-Up Clothes Swap for trans students who want to update their wardrobe according to their identity.
- Pride in Sports and Societies Workshops, hosted by our Vice President Welfare and Part-Time Liberation Officers.
- The return of MILK: Edge Hill Students' Union's LGBTQ+ club night
- Pronouns 101 Workshops, designed to increase awareness of preferred pronouns and how to navigate asking somebody about their pronoun choice.
- The return of the sell-out Edge Hill Drag Race, judged, hosted, and competed for by Edge Hill Students.

Throughout the week, Edge Hill Students' Union covered events on social media, and created content encouraging students to share their #PrideStories and also what LGBTQ+ campaigns mean to them personally.

One student reached out on Twitter, commenting on the importance of representation, and how seeing LGBTQ+ flags around the Students' Union buildings made her feel welcome:

*"Walking through the Hub today at uni and I saw these up. I had to stop in my tracks and I was so moved that I [teared] up a little. Representation matters so much, thank you to @edgehillsu for making me feel at home and accepted."* – Twitter comment during Edge Hill Students' Union Pride Week by @eahteaches

As a result of its Pride Week campaign, Edge Hill Students' Union was **Highly Commended by NUS as part of their LGBT+ Campaign of the Year award 2019.**

#### Objective:

Further Expansion of Edge Hill Students' Union's Advice Centre

#### Achievement:

Edge Hill Students' Union's Advice Centre is an incredibly important service. Independent as it is from the university, it is the primary destination for students seeking help with issues relating to student finance, accommodation, welfare, and academic appeals to name but a few.

In 2018/19, the Union's Advice Centre has gone from strength to strength, and with the expansion of its staff team, the introduction of a drop-in service, and more opportunities for students to seek professional help, the centre continues to improve and innovate.

- There are now **3 advisers** in the Advice Centre
- The Union has expanded the centre's operational locations
- There is now one office for bookable appointments and casework, and another for the reintroduction of a drop-in service from the beginning of 19-20
- The Advice Centre is also currently in the process of reviewing outreach at off-campus sites.

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Below is a summary of the Advice Centre activity and cases for the date range **May '18 to May '19**:

• <b>Advice cases opened</b>	<b>706</b>
• <b>Total financial outcomes (total)</b>	<b>£249,586</b>
○ Compensation to students (complaints)	£15,130
○ <b>Fee gains to EHU</b> after students Re-instated onto course after an appeal	£209,380
• <b>Financial gains for students via</b>	
○ Student Finance England appeals	£31,950
○ Welfare benefit claims	£7,956

Below is a summary of the Advice Centre's most common cases opened for **May '18 to May '19**:

• <b>Academic cases</b>	<b>498 (total)</b>
○ General (appeal advice)	115
○ Illness / other factors (appeals)	61
○ Plagiarism (Malpractice)	53
○ Course related (complaints)	52
○ EMC	41
• <b>Housing</b>	<b>142 cases</b>
○ Private landlord	29
○ Disrepair	22
○ Complaints	18
○ Tenant disputes	9
○ Halls	8
• <b>Student finance cases total</b>	<b>82</b>
• <b>Welfare benefit cases total</b>	<b>55</b>

#### **Objective:**

Further Integrating Societies into Union Events and Activities

#### **Achievement**

In 2018/19, Edge Hill Students' Union recruited two new Activities Coordinators, with dual responsibility over Give It a Go! and societies oversight.

Throughout the year, societies have been integrated into the Union's event schedule through volunteer opportunities, social media takeovers, and collaborative events. The structure of creating a society is also currently being reviewed, with the view of making it easier to create and run a new student group from scratch.

See below for a summary of society numbers and activity over 18-19:

• <b>Number of societies</b>	
○ 65	
• <b>Number of societies created or adopted this year</b>	
○ 17	

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This year Edge Hill Students' Union has:

- Provided mid-year training for committee members
- Hosted its second annual Society Awards Night, where it presented 8 awards ranging from 'Best New Society' through to the Community Engagement Award.

#### **Recognising the Amazing Work our Societies carry out on Campus**

Throughout the year, the Union has run pieces of 'Society Spotlight' content on social media to highlight the work of our active societies.

The Union has also championed and supported our societies, so they can achieve things both on campus and in the wider community.

- EHSU Bee Society were awarded a Green Flag 'Bees Needs' award sponsored by DEFRA, for their work in The Sanctuary, Edge Hill Students' Union's allotment space.
- Nutrition Society won the award for Best New Society at the annual Society & Rep Awards, thanks to their work delivering a variety of activities: they ran activities at the Union's first ever Sustainability Fair, organised guest speakers, hosted a Give It A Go! session and even provided students with free pancakes on Shrove Tuesday.
- Midwifery Society raised over £1000 over the course of the year for Beyond Bea Charity, a charity which provides free training for healthcare professionals in how to support families dealing with baby loss.
- The SU Pride Week Campaign, supported by the LGBTQ+ Society – came in second (highly commended) in NUS' LGBT+ Campaign of the Year.

#### **Society Activity Case Study: Guests are Best**

In 2018/19, societies worked hard to secure guest speakers on Edge Hill campus.

Edge Hill Students' Union societies hosted a wide range of guest speakers who have given talks on topics ranging from eating disorders and mental health, the psychology of memory, and nutrition during pregnancy.

Christian Union hosted former Liberal Democrat leader, Tim Farron MP, in an evening of conversation surrounding his experiences as a Christian.

#### **Society of the Year: Sign Language Society**

Sign Language Society were named Society of the Year at our Society and Rep Awards ceremony.

The society has been a large presence on campus this year, working closely with the Union's Vice President Welfare on a number of campaigns including Disability History Month and Pride Week, and performing their 'This is Me' flash mob at a variety of events including the Student Led Staff Awards ceremony.

The society has also played an integral role in making Edge Hill campus more accessible for all students through collaborating in social media videos with our Vice President Welfare and co-hosting our Sign 101 Workshops, teaching staff and students alike the basics of BSL.

#### **Objective:**

Improving the Give It a Go! Guide and Connections to other Union Services.

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#### Achievement

Edge Hill Students' Union's Give It a Go! events guide is an established brand on campus. In 2018/19, the Union sought to expand the remit of the guide outside of recreational activities, to include workshops, societies collaboration, and to connect its events output to its student-led campaigns.

Over the course of the year:

- **159 events** featured in our Give It A Go! programme
- **96%** of attendees rated their activity as either **4 or 5 out of 5**.

There was also a focus on the variety of events, as well as the quantity. Different types of events that ran throughout the year included:

- Accredited first aid courses
- Trips to local nature reserves
- The return of Edge Hill Live – the Union's regular open mic nights held in the SU Bar
- Community outreach events in The Sanctuary, including collaboration from societies and local Ormskirk organisations.
- Taster sessions with local community groups to introduce students to the local area (for example, an evening at Ormskirk Bowling Club).
- Tech Tasters to give students a unique opportunity to use some of Edge Hill's state of the art equipment.

#### Activity Case Study: The enduring popularity of Crafternoons

Crafternoons have become a cornerstone of Edge Hill Students' Union's casual events schedule. As an event, they require little resource, and offer students an informal opportunity to meet sabbatical officers, relax between lectures, and in general, try something new.

In 2018/19:

- There were 25 Crafternoon sessions throughout the year
- Over 350 students taking part.

Student Feedback included:

*"I'm quite an introvert so this is something the university offers that appeals to me: crafts! And free!? Amazing. Excited for future ones!"* – Anonymous, Give It A Go! Feedback Form.

*"Really lovely and fun to do between lectures"* – Anonymous, Give It A Go! Feedback Form.

*"I wanted to get involved with different things this year and put myself out there."* – Anonymous, Give It A Go! Feedback Form.

#### Activity Case Study: Getting Edge Hill Students First Aid Qualified

Following feedback in 2017/18 on our Your Ideas page asking for First Aid qualifications, the Union's Activities Team ran several Level 2 Accredited First Aid courses throughout the year.

- The Level 2 Accredited First Aid Course was facilitated by the Activities Team at a greatly discounted price, meaning it was more accessible for student budgets.
- The sessions were marketed as a CV enhancing opportunity that would be useful for many Edge Hill students in their future careers, especially future teachers and healthcare workers.
- The first aid courses were our **fastest selling events of the year**.

# EDGE HILL STUDENTS' UNION LIMITED

## TRUSTEES' REPORT

### YEAR ENDED 31 JULY 2019

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When asked what they enjoyed most about the course, student feedback included:

*"The learning experience"* – Anonymous, Give It A Go! Feedback Form.

*"Learning new skills"* – Anonymous, Give It A Go! Feedback Form.

*"The quality of the teaching"* – Anonymous, Give It A Go! Feedback Form.

#### Connecting Give It A Go! to our Campaigns

As mentioned previously, Give It A Go! isn't all about recreational activities. In 2018/19, we placed particular emphasis on connecting activities and events to awareness days and the Union's calendar of student-led campaigns.

- The Union's pop-up barbershop was organised to coincide with International Men's Day, in light of research that outlined how more men talk to barbers than doctors when it comes to mental health issues.
- The Union facilitated a massage therapist and invited a local women's charity to deliver self-image workshops as part of its International Women's Day celebrations.
- The Union hosted its first ever Sustainability Fair, with over 30 stalls run by local environment organisations.

#### From Giving It A Go to Giving Something Back

As part of its expanded programme of community outreach, Edge Hill Students' Union has worked with several local charities to ensure that through all of our activities, events, and campaigns, we are giving back to the local community.

- The Union collected Festive Shoeboxes over November and December, which were delivered to the Whitechapel Centre in Liverpool by the Vice President Activities and a group of student helpers.

Furthermore, all of the below charities (at the time of writing) have benefitted from donations made through our Big Student Clear Out campaign:

- Birchwood Centre & Junk Food Café
- Evemore Hub
- Ormskirk Food Bank
- Netherton Feel Good Factor
- Bickerstock Music Festival
- 1<sup>st</sup> Ormskirk Scout Group
- Dogs Trust
- Carla Lane Animal Sanctuary
- Shekinah Ministries (Zimbabwe)

#### Objective:

Celebrating Success at Edge Hill

#### Achievement

At the end of every academic year, we celebrate the successes of our students, societies, course reps, and the staff who allow them to thrive while at university.

In 2018/19, we ran and hosted several awards and celebratory ceremonies in order to ensure that good work on campus was recognised.



# EDGE HILL STUDENTS' UNION LIMITED

## TRUSTEES' REPORT

YEAR ENDED 31 JULY 2019

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### Student Led Staff Awards

The Student Led Staff Awards offer the best opportunity for Edge Hill students to recognise staff members who make a difference to their university experience.

In 2018/19, the ceremony was attended by more staff than ever before.

- The Union received **275 nominations** from students for this year's awards
- The ceremony, held in SAGES, was attended by more than **147 staff members**.
- SLSA nomination data was analysed and key trends were presented to the SOLSTICE Learning and Teaching conference.

We received the following feedback from Edge Hill Staff regarding our awards:

*"A lovely, well-organised night to celebrate the staff at the uni, it was a pleasure to be there"*  
– Student Led Staff Awards Feedback Form

*"A really enjoyable experience. Lovely to meet new colleagues and see good practice being valued across the university"* – Student Led Staff Awards Feedback Form

*"I was nervous because I attended alone, without my nominee, but it turned out to be a very enjoyable night with lovely people around. The event ran smoothly and very well, I particularly enjoyed the ideas of submitting jokes via Twitter."* – Student Led Staff Awards Feedback Form

### Graduation Ball

Like previous years, Edge Hill Students' Union hosted the Graduation Ball for final-year students.

- **Over 700 students attended** our Graduation Ball 2019 at Aintree Racecourse
- Students were invited to a food tasting to choose the menu
- Entertainment included Edge Hill's favourite drag queens, music, and a free complimentary drink on arrival
- The #EdgeHillGradBall19 hashtag trended locally on Twitter for the second year running

### Society and Rep Awards

In 2018/19, Edge Hill Students' Union hosted the largest ever society and rep awards ceremony in VENUE. Hosted by the Vice President Academic Representation and Vice President Activities, the evening celebrated the achievements of all of our societies and course reps, highlighting the specific work of outstanding individuals and groups in the Edge Hill student body.

Edge Hill Students' Union's course reps were nominated for a wide variety of reasons, including:

- Being approachable out of hours.
- Getting lecturers to wear microphones and recording deadlines to improve accessibility
- Negotiating large deadlines so they do not clash with placement
- Helping with the creation of societies
- Encouraging faculty heads to make use of outdoor learning spaces (specifically, forest schools).

### Objective:

Improve our commercial outlets (SU Shop, Subway, Bar and Club)



# EDGE HILL STUDENTS' UNION LIMITED

## TRUSTEES' REPORT

YEAR ENDED 31 JULY 2019

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### Achievement

Our commercial outlets have performed strongly this year in comparison with each of the previous two years. However, besides the surplus that all outlets provide to re-invest back into Union services, they also provide invaluable opportunities for students to gain work experience as detailed below:

- No. of student staff: **77**
- Approximately **14,500 hours** worked by student staff
- Approximately **£136,000** paid to Edge Hill students in salaries

### Future Plans

In 2019/20, we intend to focus our plans on addressing the recommendations that came via the Quality Students' Union (QSU) process.

Across the twelve components, we scored 'Working Towards' in one, 'Good' in eight and 'Very Good' in three. We will be seeking to move all of these components up by at least one point. As such, we have invested in areas we believe will make a difference in the coming year, notably advice, representation and democracy, and communications.

We will also specifically be carrying out a governance review including our democratic structures. We have reached the point in the review cycle where we have to review our Constitution with the University so this will be included. A governance project group will be set up to include both staff and elected officers. Meetings will also be held with the Clerk to the Board of Governors to ensure the University are aware of progress. The NUS approved version of the 'Charity Governance Code' will be used in addition to the 'CASS CCE Developing Effective Governance' insights tool.

In relation to our commercial services, we will be seeking to build on the very successful year we had in 2018/19. We plan to review all of our operational systems and processes in order to refine how we do things in order to improve the customer experience. We also intend to make much better use of data to drive forward any new services that we may seek to develop.

Implementing our plans has to be flexible. We know that change is guaranteed and that both new opportunities and challenges will emerge. Agility is needed by the Students' Union and all our services as we respond to issues ranging from Brexit to the Augur Review, in order to initiate services and create facilities which are fit for the needs of our future students.

### Financial Review

Gross income from all sources this year was £1,754,821. Total expenditure of £1,690,546 spent on the wide-ranging student benefits we provide, as well as on the modest fundraising and other revenue-generating activities we undertake, created a surplus for the year of £64,275, increasing our total reserves from £344,155 to £408,430.

Edge Hill Students' Union has continued to benefit from the recognition and support of the University this year with an annual block grant received of £443,959.

Exemptions available as part of the small companies regime have been taken advantage of.

### Reserves Level and Policy

As a charity with significant turnover, it is important that Edge Hill Students' Union carries a level of 'free cash reserves'. This requirement is built on three key reasons:

# EDGE HILL STUDENTS' UNION LIMITED

## TRUSTEES' REPORT

### YEAR ENDED 31 JULY 2019

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- Working capital: to maintain cash flow and enable us to operate.
- Continuity of charitable activity: in case of a significant reduction in income or increase in expenditure outside of our control.
- Further investment: to deliver the long-term strategy of the Students' Union.

Deciding the level of reserves that a charity needs to hold is an important part of financial management and forward financial planning. Failure to do this may result in reserves levels which are either higher than necessary and may tie up money unnecessarily, or too low, which increases the risk to the ability of the Students' Union to carry on its activities in future in the event of financial difficulties.

It is prudent to maintain a level of reserves that maximises the level of investment we are able to make to realise our strategic aims, whilst ensuring that the Students' Union is sustainable and is not subject to an excessive level of risk. A reserves policy provides assurance that the finances of the Students' Union are actively managed and its activities are sustainable.

Previous Charity Commission guidance gave a recommendation for organisations to keep three months operating capital in cash reserves. However, this has now been rescinded on the basis that arbitrary figures have caused too many charities to build up reserves for no purpose, and that should be released in order to deliver charitable objects.

With consideration to the revised guidance from the Charity Commission (CC19 Sep 2018) we have taken a risk-based approach to our revised reserves policy. We analysed the main financial risks to the organisation (based either on size or volatility of the revenue generated, or the size and fixed nature of expenditure). These were deemed to be the Block Grant, Commercial Contribution, Salaries and Large Project Outlay. We then scored each risk and identified the requirements to keep the risks to a minimum level. We determined that the main risk presented (in terms of risk assessment and requirement) is salaries, so our reserves policy is set to ensure that a target general reserve of 8 weeks salary bill is retained (circa £120k going forward for 2019/20).

The general reserve level at 31<sup>st</sup> July 2019 was £329,120, which is above the level of our target general reserves level. This has enabled EHSU to ring-fence designated funds from these reserves for 2019/20 and further invest in Capital, Staffing and new Staff Wellbeing initiatives.

The reserves policy will be reviewed at each Resources Committee throughout the year, and annually through the budget process, in accordance with Charity Commission guidance (CC19 pg6).

Signed on behalf of the Board of Trustees on \_\_\_\_\_

Kate Vickers  
Trustee

# EDGE HILL STUDENTS' UNION LIMITED

## TRUSTEES' RESPONSIBILITIES

YEAR ENDED 31 JULY 2019

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We are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards).

The law applicable to charities in England and Wales requires us 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 of the Union for that period. In preparing these financial statements, we are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

We are responsible for keeping adequate accounting records that are sufficient to show and explain the Union's transactions, 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 Charities (Accounts and Reports) Regulations 2008 and the provisions of the Union's constitution. We 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.

# EDGE HILL STUDENTS' UNION LIMITED

## INDEPENDENT AUDITORS' REPORT TO THE MEMBERS

YEAR ENDED 31 JULY 2019

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### Opinion

We have audited the financial statements of Edge Hill Students' Union Limited for the year ended 31 July 2019 which comprise the Statement of Financial Activities, Balance Sheet, Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 July 2019 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

### Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

# EDGE HILL STUDENTS' UNION LIMITED

## INDEPENDENT AUDITORS' REPORT TO THE MEMBERS

YEAR ENDED 31 JULY 2019

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In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

### Opinions on other matters prescribed by the Companies Act 2006

In our opinion based on the work undertaken in the course of our audit

- the information given in the trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report have been prepared in accordance with applicable legal requirements.

### Matters on which we are required to report by exception

In light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit [or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the trustees' report.

### Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 20, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

# EDGE HILL STUDENTS' UNION LIMITED

## INDEPENDENT AUDITORS' REPORT TO THE MEMBERS

YEAR ENDED 31 JULY 2019

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### Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

### Use of our report

This report is made solely to the charitable company'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 charitable company's members 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

M Jayson, FCA

Senior Statutory Auditor

For and on behalf of

**Crowe U.K. LLP**

Statutory Auditor

The Lexicon

Mount Street

Manchester

M2 5NT

# EDGE HILL STUDENTS' UNION LIMITED

## STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31 JULY 2019

		2019			2018
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
<b>INCOME FROM:</b>					
Donations	2	443,959	146,528	590,487	661,406
Charitable activities	3	1,152,472	-	1,152,472	1,176,850
Other trading income	4	10,584	-	10,584	25,426
Investments	5	1,278	-	1,278	372
		<u>1,608,293</u>	<u>146,528</u>	<u>1,754,821</u>	<u>1,864,054</u>
<b>EXPENDITURE ON:</b>					
Generating funds	6	6,429	-	6,429	12,965
Charitable activities	8	1,528,031	148,450	1,676,481	1,966,064
Other trading activities	6	7,636	-	7,636	-
<b>Total resources expended</b>		<u>1,542,096</u>	<u>148,450</u>	<u>1,690,546</u>	<u>1,979,029</u>
<b>Net incoming resources</b>		<u>66,197</u>	<u>(1,922)</u>	<u>64,275</u>	<u>(114,975)</u>
Total funds brought forward		<u>342,233</u>	<u>1,922</u>	<u>344,155</u>	<u>459,130</u>
<b>Total funds carried forward</b>		<u>408,430</u>	<u>-</u>	<u>408,430</u>	<u>344,155</u>

The charity has no recognised gains or losses other than the results as set out above. All of the activities of the charity are classed as continuing.

The notes on pages 25 to 37 form part of these financial statements.

# EDGE HILL STUDENTS' UNION LIMITED

## BALANCE SHEET

Company Number 07329036

FOR THE YEAR ENDED 31 JULY 2019

		2019	2018
	Note	£	£
<b>Fixed assets</b>			
Tangible assets	10	76,937	160,964
Intangible assets	11	2,273	3,153
Investments	12	100	100
		<hr/>	<hr/>
		79,310	164,218
<b>Current assets</b>			
Stock	13	41,465	32,155
Debtors	14	31,856	85,343
Cash at bank and in hand		<hr/>	<hr/>
		358,078	187,695
		<hr/>	<hr/>
		431,399	305,193
<b>Creditors</b>			
Falling due within one year	15	<hr/>	<hr/>
		(102,279)	(125,256)
<b>Net current assets</b>		<hr/>	<hr/>
		328,430	179,937
<b>Total assets less current Liabilities</b>		<hr/>	<hr/>
		408,430	344,155
<b>Funds</b>			
Unrestricted funds	16	408,430	342,233
Restricted funds	16	-	1,922
		<hr/>	<hr/>
		408,430	344,155

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and were approved by the Board of Trustees on \_\_\_\_\_ and are signed on their behalf by:

**Kate Vickers**  
President

**Paul Malone**  
Chief Executive

The notes on pages 25 to 37 form part of these financial statements.



# EDGE HILL STUDENTS' UNION LIMITED

## CASH FLOW STATEMENT

FOR THE YEAR ENDED 31 JULY 2019

	2019		2018	
	£	£	£	£
<b>Cash inflows / (outflows) from operating activities</b>		178,012		(50,293)
Net cash provided by operating activities, interest	1,278		372	
<i>Cash Flows from investing activities</i>				
Purchase of fixed assets	(8,907)		(20,915)	
<b>Net cash applied to investing activities</b>		(7,629)		(20,915)
Change in cash and cash equivalents in the year.		170,383		(70,836)
Cash and cash equivalents at the beginning of the year		187,695		460,897
<b>Cash and cash equivalents at the end of the year</b>		<u>358,078</u>		<u>187,695</u>

	2019	2018
	£	£
<b>Net movement in funds for the reporting period (as Per the Statement of Financial Activities)</b>	64,275	(114,975)
Adjustments for:		
Loss on disposal of fixed assets	-	956
Interest receivable	(1,278)	(372)
Depreciation	93,815	66,690
(Increase)/decrease in stocks	(9,310)	636
(Increase)/decrease in debtors	53,487	(19,392)
Increase/(decrease) in creditors	<u>(22,977)</u>	<u>16,164</u>
<b>Net cash provided by operating activities</b>	<u>178,012</u>	<u>(50,293)</u>

The notes on pages 25 to 37 form part of these financial statements.

# EDGE HILL STUDENTS' UNION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2019

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### 1. ACCOUNTING POLICIES

#### **Basis of accounting**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) (SORP) (FRS102), and in accordance with applicable charity law.

The Trustees consider the entity to be a public benefit entity.

The statement of financial activities (SOFA) and balance sheet consolidate the financial statements of the charity and its subsidiary undertaking. The results of the subsidiary are consolidated on a line by line basis.

A separate Statement of Financial Activities, or income and expenditure account, has not been prepared for the charity itself as permitted by section 408 of the Companies Act 2006.

The charitable purposes of the Students' Union are "to represent, support and enhance the lives of Edge Hill Students."

The registered office is Edge Hill Students' Union, The Hub, St Helen's Road, Ormskirk, Lancashire, L39 4QP. The entity is a private company limited by guarantee, incorporated and registered in England and Wales.

#### **Fund accounting**

Unrestricted funds are incoming resources receivable or generated for the objectives of the charity with no further specified purpose and which can be used in accordance with the charitable objects at the discretion of the trustees. Restricted Funds include funds that have been received from Edge Hill University to be used for rental payments.

#### **Going concern basis of accounting**

The accounts have been prepared on the assumption that the charity is able to carry on business as a going concern which the director and trustees consider appropriate. The Charity has had confirmation from Edge Hill University that Grant funding will remain in place for the foreseeable future.

#### **Incoming resources**

All incoming resources are recognised in the Statement of Financial Activities (SOFA) when the Charity is legally entitled to the income and the amount can be quantified with reasonable certainty. Incoming resources are not shown net of expenditure.

# EDGE HILL STUDENTS' UNION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2019

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### 1. ACCOUNTING POLICIES (*continued*)

#### Resources expended

All expenditure is accounted for on an accruals basis and is stated net of VAT. Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. It includes both costs which can be directly allocated to activities and those costs of an indirect nature necessary to support them.

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

Where costs cannot be directly allocated they are apportioned based on the proportion of direct costs and recognised in SOFA. Governance costs are those incurred in connection with compliance with constitutional and statutory requirements.

#### Tangible assets

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

Office equipment	50% Reducing balance and then written off in 3 <sup>rd</sup> year
Rebranding Works	20% Straight line
Shop equipment	50% Reducing balance and then written off in 3 <sup>rd</sup> year
Bar & Bar Food equipment	50% Reducing balance and then written off in 3 <sup>rd</sup> year
Subway fixtures & fittings	33% Straight line
Subway equipment	50% Reducing balance and then written off in 3 <sup>rd</sup> year

#### Intangible assets

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

Amortisation	20% Straight line
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#### Investments

Investments are stated at the trustees' estimate of the market value of the shares at the balance sheet date.

#### Stock

Stock is stated at the lower of cost and net realisable value, after making due allowance for obsolete and slow-moving items. Cost includes all direct expenditure and an appropriate proportion of fixed and variable overheads.

#### Debtors

Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.

# EDGE HILL STUDENTS' UNION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2019

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### **Cash and cash equivalents**

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

### **Financial Instruments**

The charity only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable, loans from banks and other third parties, loans to related parties and investments in non-puttable ordinary shares.

### **Creditors**

Short term creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

### **Taxation Status**

The charity is exempt from corporation tax on its charitable activities.

### **Leased assets**

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged to the profit and loss account on a straight line basis over the lease term.

### **Judgements in applying accounting policies and key sources of estimation uncertainty**

The charity makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are addressed below.

#### **(i) Useful economic lives of tangible assets**

The annual depreciation charge for tangible assets is sensitive to changes in the estimated useful economic lives and residual values of the assets. The useful economic lives and residual values are re-assessed annually. They are amended when necessary to reflect current estimates, based on technological advancement, future investments, economic utilisation and the physical condition of the assets. See note 11 for the carrying amount of the property plant and equipment, and note 1.4 for the useful economic lives for each class of assets.

#### **(ii) Clubs & Societies**

The income and expenditure of EHSU Clubs & Societies has not been included in these accounts, as they are not within the control of the Charity. The charity holds funds as a custodian on behalf of the Clubs & Societies. Grants issued to clubs and societies by EHSU amounted to £599 in the year to 31 July 2019. Of this they spent £448 and returned £150.

# EDGE HILL STUDENTS' UNION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

### YEAR ENDED 31 JULY 2019

Amounts held by the Union on behalf of Clubs & Societies as at 31 July 2019 was £16,213.

#### 2. DONATIONS

Unrestricted income comprises grant receivable of £443,959 (2018: £517,423) from Edge Hill University (EHU) to enable the Union to pursue its objectives.

Restricted voluntary income includes grant receivable of £146,528 (2018: £143,984) from EHU for the groups premises rental payments.

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total 2019</b>	<b>Total 2018</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Grant income</b>				
Edge Hill University	443,959	146,528	590,487	661,406

#### 3. INCOME FROM CHARITABLE ACTIVITIES

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total 2019</b>	<b>Total 2018</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Activities	-	-	-	21,250
Bar	402,722	-	402,722	419,412
Bar Food	11,859	-	11,859	58,644
Events	134,722	-	134,722	123,042
Games	6,658	-	6,658	8,040
Retail	197,080	-	197,080	186,496
Subway	354,667	-	354,667	327,626
Launderette	29,751	-	29,751	25,553
Other	15,013	-	15,013	6,786
	<b>1,152,472</b>	<b>-</b>	<b>1,152,472</b>	<b>1,176,850</b>

#### 4. OTHER TRADING ACTIVITIES

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total 2019</b>	<b>Total 2018</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Advertising	10,584	-	10,584	25,426

#### 5. INVESTMENT INCOME

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total 2019</b>	<b>Total 2018</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Bank interest received	1,278	-	1,278	372
	<b>1,278</b>	<b>-</b>	<b>1,278</b>	<b>372</b>

# EDGE HILL STUDENTS' UNION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2019

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### 6. COST OF GENERATING FUNDS

	<b>Total 2019 £</b>	<b>Total 2018 £</b>
Wages and salaries	6,429	12,965
	<u>6,429</u>	<u>12,965</u>

Included within the above is support costs of £2,035 (2018: £2,802).

### OTHER TRADING ACTIVITIES

	<b>Total 2019 £</b>	<b>Total 2018 £</b>
Advertising	7,636	-
	<u>7,636</u>	<u>-</u>

Included within the above is support costs of £2,123 (2018: £nil).

### 7. SUPPORT COSTS

	<b>Total 2019 £</b>	<b>Total 2018 £</b>
Wages and salaries	208,413	197,278
Pension costs	2,131	1,764
Rent	146,530	143,985
Staff development	1,728	2,799
Recruitment costs	-	2,143
Office costs	2,905	4,085
Professional fees	3,211	2,718
Finance charges	661	787
Depreciation	11,654	3,441
Subscriptions and affiliations	32,203	24,892
Irrecoverable VAT	13,753	14,596
Insurance	11,790	13,217
Sundry expenses	142	5,449
	<u>435,121</u>	<u>417,154</u>
<b>Governance costs</b>		
Auditors remuneration	7,850	6,500
Trustee indemnity insurance	952	952
Trustee expenses*	3,443	928
	<u>12,245</u>	<u>8,380</u>
	<u>447,366</u>	<u>425,534</u>

\* Training, travel costs and subsistence

# EDGE HILL STUDENTS' UNION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2019

### 8. EXPENDITURE ON CHARITABLE ACTIVITIES

	Activities undertaken directly £	Allocation of support costs £	Total 2019 £	Total 2018 £
Democracy	88,515	58,911	147,426	46,006
Advice and Representation	130,511	54,516	185,027	223,488
Activities	52,921	55,681	108,602	249,005
Bar	244,483	62,122	306,605	541,851
Bar Food	21,449	12,727	34,176	131,497
Events	188,655	62,122	250,777	-
Games	1,629	649	2,278	1,671
Retail	194,167	62,122	256,289	285,831
Subway	310,943	67,692	378,635	409,819
Launderette	-	6,664	6,664	207
Communications	-	-	-	76,691
	1,233,273	443,208	1,676,481	1,966,065

The allocation of support costs has been amended for the year ended 31 July 2019 to better reflect the support resources utilised for each charitable activity. The 2018 comparatives have not been amended due to information on the utilisation of resources not being available for the 2018 reporting period.

Communications was previously a separate department but is now contained within support.

### 9. STAFF COSTS AND NUMBERS

Union	Total 2019 £	Total 2018 £
Wages and salaries	707,382	870,618
National insurance	44,937	48,522
Pension costs	9,346	6,981
	<u>761,665</u>	<u>926,121</u>
<b>Staff numbers</b>	<b>Total 2019 £</b>	<b>Total 2018 £</b>
Charitable activities	21	16
Trading	49	89
Support	8	5
	<u>78</u>	<u>110</u>

# EDGE HILL STUDENTS' UNION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

### YEAR ENDED 31 JULY 2019

During the year, there were payments totalling £34,953 (2018: £nil) were paid in relation to severance payments to employees following a restructuring of the work force. No amount was outstanding as at 31 July 2019.

#### Higher paid staff

One member of staff was paid between £60,000 and £70,000 (2018: One). This relates to gross pay only.

£73,335 was paid to key management personnel in 2018/19 (2018: £71,693). This consists of gross pay, employers national insurance and employer's pension contributions.

### 10. TANGIBLE FIXED ASSETS

	Office Equip £	Rebranding Works £	Shop Equip £	Bar & Kitchen Equip £	Subway F&F £	Subway Equip £	Total £
<b>Cost or valuation</b>							
At 1 August 2018	36,530	13,550	10,926	76,468	101,667	51,682	290,823
Transfers in/(out)	1,060	-	8,629	(3,089)	-	(6,600)	-
Additions	-	702	-	8,205	-	-	8,907
Disposals	-	-	-	-	-	-	-
At 31 July 2019	37,590	14,252	19,555	81,584	101,667	45,082	299,730
<b>Depreciation</b>							
At 1 August 2018	25,294	2,935	6,472	44,678	36,733	13,747	129,859
Transfers in/(out)	698	-	3,551	(2,527)	-	(1,722)	-
Charge for the year	8,515	3,243	6,258	24,794	33,736	16,388	92,934
Disposals	-	-	-	-	-	-	-
At 31 July 2019	34,507	6,178	16,281	66,945	70,469	28,413	222,793
<b>Net book value</b>							
At 31 July 2019	3,083	8,074	3,274	14,639	31,198	16,669	76,937
At 31 July 2018	11,236	10,615	4,454	31,791	64,934	37,935	160,965



# EDGE HILL STUDENTS' UNION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2019

### 11. INTANGIBLE ASSETS

	Subway Franchise £
<b>Cost or valuation</b>	
At 1 August 2018	<u>4,400</u>
At 31 July 2019	4,400
<b>Depreciation</b>	
At 1 August 2018	1,247
Charge for the year	<u>880</u>
At 31 July 2019	2,127
<b>Net book value</b>	
At 31 July 2019	<u>3,153</u>
At 31 July 2018	<u>2,273</u>

### 12. INVESTMENTS

	£	£
Edge Hill Students' Union Trading Limited	<u>100</u>	<u>100</u>

Edge Hill Students' Union Bar Limited was incorporated on 17 July 2013 and commenced trading on 19 September 2013 and is a wholly owned subsidiary of the Union.

On 22 May 2014 the company's name changed to Edge Hill Students' Union Trading Limited.

The subsidiary company number is 08613438 and registered address is The Hub, St Helens Road, Ormskirk, Lancashire, L39 4QP.

The company has been dormant during the whole of the reporting period.

### 13. STOCK

	2019 £	2018 £
Bar stock	3,894	5,777
Subway stock	3,940	5,260
Shop stock	<u>33,631</u>	<u>21,118</u>
	<u>41,465</u>	<u>32,155</u>

# EDGE HILL STUDENTS' UNION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2019

### 14. DEBTORS

	2019 £	2018 £
Amounts falling due within 1 year:		
Trade debtors	15,953	32,352
Prepayments	2,133	35,260
VAT	-	-
Other debtors	13,771	17,730
	<u>31,856</u>	<u>85,342</u>

### 15. CREDITORS

	2019 £	2018 £
Amounts falling due within 1 year:		
Amounts due to subsidiary	128	128
Trade creditors	31,449	52,626
Accruals	18,936	12,486
Taxation and social security	20,266	13,926
VAT	17,987	18,363
Other creditors	13,313	27,727
	<u>102,279</u>	<u>125,256</u>

### 16. ANALYSIS OF MOVEMENT FUNDS

	At 1 August 2018 £	Incoming resources £	Outgoing resources £	Transfers £	At 31 July 2019 £
<b>Unrestricted Funds</b>					
Unrestricted fund - charity	342,233	1,608,293	(1,542,096)	-	409,430
	<u>342,233</u>	<u>1,608,293</u>	<u>(1,542,096)</u>	<u>-</u>	<u>409,430</u>
<b>Restricted Funds</b>					
Rent Grant – Union	-	146,528	(146,528)	-	-
Rugby Football Union	1,922	-	(1,922)	-	-
	<u>1,922</u>	<u>146,528</u>	<u>(148,450)</u>	<u>-</u>	<u>-</u>
<b>Total Funds</b>	<u>344,155</u>	<u>1,754,125</u>	<u>(1,690,546)</u>	<u>-</u>	<u>409,430</u>

# EDGE HILL STUDENTS' UNION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2019

	At 1 August 2017 £	Incoming resources £	Outgoing resources £	Transfers £	At 31 July 2018 £
<b>Unrestricted Funds</b>					
Unrestricted fund - charity	456,772	1,720,071	(1,834,610)	-	342,233
<b>Restricted Funds</b>					
Rent Grant – Union	-	143,983	(143,983)	-	-
Student Led Teaching Awards	436	-	(436)	-	-
Rugby Football Union	1,922	-	-	-	1,922
	2,358	143,983	(144,419)	-	1,922
<b>Total Funds</b>	459,130	1,864,054	(1,979,029)	-	344,155

### *Rent grants*

The Union receives funding from the University to pay for the space occupied in the University's buildings.

### *Rugby Football Union*

The Union received £2,000 from RFU in the previous years to increase the participation in, and development of, Touch Rugby. This balance was transferred in the year to Edge Hill University following the transfer of sports teams to the University.

### *Net Assets by Fund*

	2019		
	Unrestricted	Restricted	Total
	£	£	£
Intangible Assets	2,273	-	2,273
Tangible Assets	77,037	-	77,037
Current Assets	431,315	-	431,315
Current Liabilities	(102,196)	-	(102,196)
	408,430	-	408,430
	2018		
	Unrestricted	Restricted	Total
Intangible Assets	3,153	-	3,153
Tangible Assets	161,065	-	161,065
Current Assets	303,271	1,922	305,193
Current Liabilities	(125,256)	-	(125,256)
	342,233	1,922	344,155

# EDGE HILL STUDENTS' UNION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2019

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### 17. LIMITED BY GUARANTEE

The company has no share capital as it is limited by guarantee.

The liability of each member is limited to £1, being the amount that each member undertakes to contribute to the assets of the company in the event of it being wound up while he is a member or within one year after he ceases to be a member, for -

- a) payment of the company's debts and liabilities contracted before he ceases to be a member,
- b) payment of the costs, charges and expenses of winding up, and
- c) adjustment of the rights of the contributories among themselves.

### 18. TRANSACTIONS WITH RELATED PARTIES

The Sabbatical Officer Trustees received remuneration and reimbursement of expenses for their service in office which amounted to:

	Salary	Expenses	Total
	£	£	£
Molly Smallwood	1,628	-	1,628
Kate Vickers	1,628	48	1,628
Bea Beaton	1,628	-	1,628
Luke Myer	17,630	430	17,630
Daniel Bocharnikov	17,630	573	17,630
Joe Hanrahan-Bradford	17,570	139	17,570
Molly Houghton	19,529	121	19,529
	<u>77,241</u>	<u>1,310</u>	<u>77,241</u>

Two independent trustees (2018: four) received reimbursement of travel expenses of £130 (2018 £1,106). Sabbatical officers received employer pension contributions of £1,256 (2018 £119). No trustee received any benefits in kind.

The Union is in receipt of a recurrent grant from Edge Hill University of £443,959 (2018 £517,423). The block grant receivable at the year-end was £nil (2018: £4,920).

In addition, the Union is in receipt of rental grants of £146,528 (2018 £143,983) for the University space occupied by the Union and its subsidiaries. The amount of rent grant receivable at the year-end was £7,991 (2018 £8,189). The Union paid the University the equivalent amount for rent. Rent owing at the year-end was £7,991 (2018 £8,189).

As at 31 July 2019, the amount owed by the Parent company to the Subsidiary was £128 (2018 £128). The subsidiary was dormant throughout the period.

# EDGE HILL STUDENTS' UNION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2019

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### 19. FINANCIAL INSTRUMENTS

Financial assets measured at amortised cost:

	<b>2019</b>	2018
	<b>£</b>	<b>£</b>
Cash	358,078	187,695
Trade debtors	15,953	32,352
Other debtors	13,771	17,730
	<u>387,802</u>	<u>237,777</u>

Financial liabilities measured at amortised cost:

	<b>2019</b>	2018
	<b>£</b>	<b>£</b>
Trade creditors	31,449	52,626
Accruals	18,936	12,486
Other creditors	13,313	27,727
Amounts due to Subsidiary	128	128
	<u>63,826</u>	<u>92,967</u>

# EDGE HILL STUDENTS' UNION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2019

### 20. SUMMARY STATEMENT OF FINANCIAL ACTIVITIES FOR THE PRIOR YEAR

2018			
	Unrestricted funds	Restricted funds	Total funds
Note	£	£	£
<b>INCOME FROM:</b>			
Donations	517,423	143,983	661,406
Charitable activities	1,176,850	-	1,176,850
Other trading income	25,426	-	25,426
Investments	372	-	372
	<u>1,720,071</u>	<u>143,983</u>	<u>1,864,054</u>
<b>EXPENDITURE ON:</b>			
Generating funds	12,965	-	12,965
Charitable activities	1,821,645	144,419	1,966,064
<b>Total resources expended</b>	<u>1,834,810</u>	<u>144,419</u>	<u>1,979,029</u>
<b>Net incoming resources</b>	<u>(114,539)</u>	<u>(436)</u>	<u>(114,975)</u>
Total funds brought forward	<u>456,772</u>	<u>2,358</u>	<u>459,130</u>
<b>Total funds carried forward</b>	<u>342,233</u>	<u>1,922</u>	<u>344,155</u>

### 21. LEASE COMMITMENTS

At 31 July 2019 the total of the Charity's future minimum lease payments under non-cancellable operating leases was:

	Total 2019 £	Total 2018 £
<b>Amount payable</b>		
Less than one year	1,320	321
Between one and five years	4,620	-
<b>Total</b>	<u>5,940</u>	<u>321</u>