

Company registration number: 06294857
Charity registration number: 1138187

UNIVERSITY OF LINCOLN STUDENTS' UNION
CONSOLIDATED FINANCIAL STATEMENTS
FOR YEAR ENDED 30 JUNE 2017

Company registration number: 06294857
Charity registration number: 1138187

**UNIVERSITY OF LINCOLN STUDENTS' UNION
MEMBERS OF THE BOARD AND PROFESSIONAL ADVISORS
FOR THE YEAR ENDED 30 JUNE 2017**

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**UNIVERSITY OF LINCOLN STUDENTS' UNION
MEMBERS OF THE BOARD AND PROFESSIONAL ADVISORS
FOR THE YEAR ENDED 30 JUNE 2017**

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number
1138187

Registered Company number
06294857

Registered Office and Principal address
University of Lincoln Student Union
Brayford Pool
Lincoln
LN6 7TS

Secretary
James Brooks

Trustees	Date of Appointment	Date of Resignation
Scott Davidson	10th October 2011	22nd November 2016
Roger Buttery	17th September 2013	
Vanessa Wilson	16th June 2014	
Victoria Langer	17th July 2014	
Jenny Lowthrop	16th June 2014	16th June 2017
Samantha Storey	26th June 2015	28th April 2017
Thomas Mitchell	26th June 2015	16th June 2017
Erin Cook	17th June 2016	16th June 2017
Hester Davies	17th June 2016	
John-Paul Dickie	17th June 2016	5th May 2017
Fatha Tasnim Hassan	17th June 2016	16th June 2017
Beverley Purdy	17th June 2016	
William Fry	17th June 2016	22nd November 2016
Aigerim Kuanysh	17th June 2016	22nd November 2016
Susan Rigby	1st January 2017	
Kudzai Muzangaza	23rd May 2017	
Jiachen Liu	12th June 2017	
Luke Exton	12th June 2017	
Tommy George	12th June 2017	
Connor Delany	16th June 2017	
Tarnjit Singh	16th June 2017	
Christian Cowdell	16th June 2017	

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**UNIVERSITY OF LINCOLN STUDENTS' UNION
MEMBERS OF THE BOARD AND PROFESSIONAL ADVISORS
FOR THE YEAR ENDED 30 JUNE 2017**

Senior Staff Member

James Brooks, Chief Executive Officer

Senior Management Team

Hannah Coleman, Deputy CEO & Head of Human Resources

Michael Garrod, Head of Commercial Services

Emma Rouse, Head of Marketing & Communications (Commenced role January 2017)

Adrian Brown, Head of Finance (Commenced role November 2016)

Rowena Johnston Aitken, Head of Finance (Left role November 2016)

Registered Auditors

Wright Vigar Limited

Chartered Accountants & Business Advisors

15 Newland

Lincoln

Lincolnshire

LN1 1XG

Bankers

Lloyds TSB

202 High Street

Lincoln

LN5 7AP

Solicitors

Wilkin Chapman

The Maltings

11-15 Brayford Wharf East

Lincoln

LN5 7AY

External Affiliations

Under the Education Act 1994, the Union is required to report to its members, on an annual basis, all current external affiliations. As at 30 June 2017, the Union was affiliated to the following organisations:

National Union of Students

Lincolnshire Football Association

British University College Sport (BUCS)

GB Archery

England Handball

England Hockey

England Lacrosse

Rugby Football League (RFL)

Basketball England

Volleyball England

**UNIVERSITY OF LINCOLN STUDENTS' UNION
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FOR THE YEAR ENDED 30 JUNE 2017**

The Trustees who are also directors of the charity for the purposes of the Companies Act 2006 present their report with the financial statements of the charity for the year ended 30 June 2017. The Trustees have adopted the provisions of 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).

OBJECTIVES AND ACTIVITIES

Our Vision

Is to be a Students' Union where every University of Lincoln student has a great experience and is encouraged and assisted to fulfil their potential, both at university and in life.

Our Mission

We will be an independent, democratic, membership organisation, working in partnership with the University of Lincoln to ensure that our members' voices are heard, amplified and acted upon.

We will be an important part of shaping and developing our students' academic, social, sporting and working life by providing services, advice, support and representation to all that need it, so that our students can be work ready when they graduate.

Our Values

We promise that the way that we do things will live up to the values which students have told us we should operate by.

Quality

We will make sure that everything we do is done to a high standard; in everything we do, we will always aim to be the best.

Strong

We will be a strong, sustainable Union that our members can trust to make their experience at Lincoln the best it can be.

Approachable

We will make sure that every member knows who we are, where we are and what we can do for them at any time of the day.

Nurturing

We will make sure that we offer our members opportunities and support so they can grow to be the best they can be while they are at Lincoln and beyond.

Honest

We will always be honest with our members. Everything we tell them will be the truth - they can trust us.

Dynamic

We will always respond and act quickly regarding any issues that affect our members on campus, in the local community or nationally.

**UNIVERSITY OF LINCOLN STUDENTS' UNION
TRUSTEES REPORT
FOR THE YEAR ENDED 30 JUNE 2017**

Our Objectives and Aims

The Education Act 1994 sets out the powers and responsibilities of Students' Unions and we must operate within these parameters. The objectives of the University of Lincoln Students' Union (SU) are the advancement of education at the University of Lincoln for the public benefit by:

- promoting the interests and welfare of our members during their course of study, as well as offering representation, support and advice;
- being the recognised representative channel between our members and UoL and any other external bodies; and
- providing social, cultural, sporting and recreational activities and forums, for discussions and debate, for the personal development of its members.

In pursuit of these aims, we ensure the diversity of our membership is recognised, valued and supported, and as such have established departments and services to support our members.

Public Benefit Requirement

The Trustees have given due consideration to Charity Commission published guidance on the public benefit when reviewing the SU's aims and objectives, and in planning future activities.

Operating Departments

Within our current Strategic Plan, the SU has developed six key themes that we are currently prioritising:

- Effectively representing our members.
- Providing independent, impartial and honest advice.
- Making students more employable and work ready.
- Enabling our members to lead active lifestyles, build friendships and grow in confidence.
- Providing a diverse range of student-led trips and events.
- Creating a University of Lincoln student community.

Volunteers

- 690 members placed in volunteering opportunities in the community, an increase of 216.
- 2,421 members volunteering in the SU and UoL.
- Hours logged by volunteers – 14,752 hours of volunteering which equates to £110,640 at the national minimum wage.

ACHIEVEMENT AND PERFORMANCE

Charitable Activities

We have continued to work towards our 2016-21 Strategic Plan, which builds on the foundations set by the 2013-16 Plan and is rooted in information gathered from our members. We utilised the services of an external research company to ascertain what our members wanted from the SU, and based the resultant plan both on the findings of this survey and additional research. If achieved, the new plan will develop the services that we provide and thereby make them relevant for our current and future membership.

Over the past twelve months, the SU and its hard work has been acknowledged at numerous awards ceremonies. Our Money Matters campaign won "Best Financial Education Strategy", and the overall winner "Grand Prix" award at the National Employee Benefits Awards 2016. The SU also received recognition for its responsible venue management in the accolade of a Best Bar None Gold Award, for all three of our operations, at the National Union of Students (NUS) Students' Unions 2017 event. In addition to this, the Engine Shed won "Best Student Venue (1,000+ Capacity)" at the Ents Forum Awards 2017, with Quack picking up "Best Regular Club Night" as well. Furthermore, The Swan has been shortlisted in the Great British Pub Awards 2017 "Best Student Pub" category, whilst Tower Bar has been shortlisted for "Best Turnaround Bar".

**UNIVERSITY OF LINCOLN STUDENTS' UNION
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The SU continues to maintain its member services as the heart of its operations. As part of the support element of the 2013-16 Strategic Plan, and as a result of the financial contribution of our trading subsidiary, the decision was taken in 2015 to establish our own advice service to offer impartial and independent advice to our members; the Advice Centre was launched in September 2016 and has continued to grow in reputation and service delivery ever since, with additional staff resource being made available by the Trustees to cope with the increasing demand on the service from our members.

Remaining surpluses from trading activities has seen the expansion of charitable services offered through the investment in additional staff, further staff training and development, and an increase in the facilities available to members. This is particularly noticeable in our Activities Department, where the growth in staff resource has made a marked improvement to our service. The increase in staffing within our Marketing and Communications department has also resulted in a significant increase in our social media activity, which has been welcomed by our membership.

The SU continues to innovate and provide the latest resources to our members which are unique in the sector. The Students' Union Management System (SUMS) platform enables our members and staff to interact through an efficient and user-friendly platform; the central database facilitates effective processes via responsive and customisable dashboards that can be amended to suit an individual's requirements. The data obtained from measuring engagement allows us to tailor our services to each individual member; the platform is now sector leading, with Kent Students' Union, York St. John's Students' Union and Hull University Union all utilising the SUMS system. This expansion of the SUMS platform to other users has brought an income into the Students' Union which is also supplemented by a further service of advice and management for these other users. Further to this, we are hoping to increase the numbers of other Union's utilising SUMS over the coming year.

Marketing and Communication

Communication with our members is crucial in highlighting who we are and what we do; by encouraging members to follow us on our various social media platforms and circulating weekly newsletters, we ensure that as many of our members as possible receive the information they need from us on a regular basis. Over the past year, the number of hits on the Lincolnsu.com website reached 271,233, and our social media accounts have all seen significant increases:

- Facebook Likes – 7,048 (+18%)
- Twitter Follows – 9,763 (+16%)
- Instagram Follows – 2,590 (+491%)
- Snapchat Friends – 554 (+72%)

As a result of our improved delivery and increased online presence, 81% of members in 2016/17 understood that they were members of the SU, compared to 76% in the year ending 30th June 2016 (2015/16).

Activities

As an SU, we offer over one hundred and fifty different sports clubs and societies for our members to get involved in; not only does this have a considerable impact on their social lives, and therefore on their overall wellbeing, but it also has a positive impact on their academic achievements. In 2016/17 we recorded over 8,300 members attended the Sports and Societies Fayres during Freshers' Week, and of that number 5,389 members engaged in SU activities, comprising of 2,877 society memberships and 2,512 sports club memberships. Further to this, 627 members held committee positions within those clubs and societies and 52 members were successfully trained in First Aid. In year, the SU invested £72,000 of support into the British Universities & Colleges Sport (BUCS) sports team season, and as a result of our members' hard work, three teams won their BUCS leagues, namely Netball, Basketball and Men's Badminton. Furthermore, the Lincoln Varsity Teams won their tournament against Hull University Union (HUU), with a result of 235 - 173.

In 2016/17 we launched our first We Are Lincoln awards, to celebrate the achievements of the Sports and Societies within the year, and received over 660 nominations. In addition to this, we introduced a series of engagement events and competitions such as 8 out of 10 Swans and The Great Societies Bake Off.

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Volunteering

We believe that preparing members for life after graduation is integral to our role in nurturing our members. It is understood by employers and the SU that valuable skills and work experience can be gained through volunteering, and therefore have a considerable impact on a member's CV. By constantly improving our volunteering presence and encouraging more students to get involved, the SU recognises the benefits to both the members in question and the communities in which they volunteer.

In 2016/17, 513 volunteer placements were arranged, with a total of 14,340 volunteer hours being logged. One example of a successful, repeat project is the "Brayford Pool Clean-up", which ran for the fifth year running. In addition to this new campaigns were put in place, such as the #NeverOK campaign, which outlined a zero tolerance stance against bullying, harassment and discrimination; the launch video alone reached over 8,000 views.

Academic

Ensuring that students are satisfied with their course is vital to their engagement and, with increasing tuition fees, it is increasingly important that students consider that they are obtaining value for money from their University. In response to this, we facilitated the election of numerous Student Representatives (Reps), namely 550 Course Reps, 23 School Reps, 4 College Reps and 58 Postgraduate Reps, whose role it is to help improve their course, share positive experiences and work alongside the University and the SU to promote the members' ideas and opinions. In 2016/17 the SU helped to ensure that 95% of the School Rep positions were filled, 85.7% of which were fully trained; the Postgraduate Officer role was also new this year. As well as the roles being so successfully recruited to, the feedback from the academic representatives was that 90% of them believed that they had gained skills which would allow them to be effective within their role, and therefore in the future. Also new for 2016/17 was the creation of the SUggestions - an ideas platform which enables members to propose ideas for improvements for the student experience on campus.

Commercial

Providing somewhere for students to socialise, relax, study and enjoy themselves is an integral part of our members' University experience; the SU now manages The Swan Pub, Tower Bar, Platform and Engine Shed venues, all of which host regular events. In 2016/17 the SU won Best Bar None Gold for a second year running at The Swan, the Engine Shed and Tower Bar. In addition to this, in 2016/17 147 student staff were employed by the SU within the venues and on the building's reception desk. Furthermore 6,233 and 2,840 members attended the Monday and Tuesday Freshers' Fayres respectively, that latter of which was new for 2016/17. Over the academic year, 44,893 attendances were recorded at Quack events, with 103 club nights and 33 quiz events occurring during the same time period.

Advice Centre

The on-campus Advice Centre, new for 2016/17, offers comprehensive, confidential support to our members across a broad range of subjects, including academic, financial, welfare and housing concerns. Where appropriate, members are offered referrals to external organisations or charities for further assistance or guidance. In 2016/17, the SU Advice Centre advised on 877 issues from 440 unique members. Of those 877 matters raised, 271 referrals were made by Advice Centre to other services.

Further Key Achievements for the Year Ending 30th June 2017 (2016/17)

- We had 13,746 members.
- We continued to improve the student experience by reinvesting the profits from our venues.
- 70% of our members believed that our venues were relevant and student-led, as highlighted in our Annual Membership Survey.
- In the same survey, 71% of our members stated that they felt safe in our venues.
- We launched our Work Ready initiative to help our members become more employable.
- 50 candidates nominated themselves in the SU elections.
- Voter turnout for the election was 32%, totalling 4,333 unique voters.
- We had 362 nominations in the SU Awards, which highlighted members and staffs' good practice throughout the year.
- 3,022 members took part in our Learning Spaces survey.
- We ran our first 'Reclaim the Night' march, with over 50 members involved.
- Olympic gold medallist Helen Richardson-Walsh hosted our first ever We Are Lincoln Awards.
- The Bed and Breakfast opened above the Swan Pub.

**UNIVERSITY OF LINCOLN STUDENTS' UNION
TRUSTEES REPORT
FOR THE YEAR ENDED 30 JUNE 2017**

Internal and External Factors

Within the year we have implemented considerable structural changes within the staff and management teams. A number of new staff have been recruited to fill critical roles, namely within the Finance and Marketing and Communications Departments. This included the new role of Head of Marketing and Communications to our Senior Management Team to assist with the strategic direction of our dialogue and interaction with our members.

Following the acquisition of the Engine Shed by Lincoln Students' Union Trading (LSUT) in 2014, the SU has continued with its impressive growth and has improved on the trajectory with a noticeable increase in business over the last twelve months. This increase in trade naturally had a cumulative effect on the work pressures within our central services, more specifically in the Human Resources departments. As a result of this, additional resource was recruited within this team in line with the administrative requirements.

The SU has increased its number of employees from 12 to in excess of 260 within five years. Managers and staff across the organisation adjusted to this increase accordingly and gained rewarding and valuable experience as a result. We have taken steps to ensure that the aforementioned structural changes were constructive and productive, such as regular staff away days and in-house initiatives such as Employee of the Month.

Whilst we experienced significant reporting problems within our Finance department in the year 2015/16, we were able to fully resolve these within this year. A new chart of accounts (COA) has now been introduced, which has in turn allowed the Union to operate more effectively and efficiently in regards to financial reporting and accounting.

In March 2017, the SU received national attention in the media following a decision taken by the Disciplinary Committee to suspend the University of Lincoln Conservative Society Twitter account as a result of multiple inappropriate posts by an individual member of the Society. The decision was perceived by some to be an indication that the SU was restricting Free Speech and, as a result, caused a level of dissatisfaction amongst some members.

Following the departure of two Sabbatical Officers in November 2016, the remaining Trustees took the decision to allocate the portfolios of work across the remaining three. In addition to this, in April 2017 the then President of the SU resigned her position to take up other employment, followed by the Deputy President in May. This resulted in there being only one Sabbatical Officer in post at the end of the academic year. As a result, the Trustee Board agreed to disband the Executive Committee and establish a temporary committee, which consisted of one Sabbatical Officer, two Student Trustees and the Chief Executive Officer (CEO). This committee was dissolved and the Executive Committee reformed as per the Articles of Association when the new Sabbatical Officers took up their posts on the 12th June 2017. Due to the diligence and timely actions of the Trustees, there were no adverse effects for the new committee and the overall operation of the SU was not affected.

A motion by an All Members Meeting in March 2017 resulted in the SU giving notice, in line with the requirements of the Memorandum of Understanding, to the University of the SU's intention to cease supporting the National Student Survey; this motion was intended to take direct action against the link between the Teaching Excellence Framework (TEF) and the increases in tuition fees.

FINANCIAL REVIEW

The SU ended the financial year with a balance sheet showing increased assets compared with the previous year. However, there has been a £178k increase in the FRS102 pension reserve. It should be noted that the pension reserve's valuation under FRS102 is only a snapshot in time and will likely fluctuate year on year; this is demonstrated by the significant changes between the 2016 and 2017 reserve value that was primarily the result of the changes in the AA corporate bonds yield. The full triennial actuarial valuation, using the projected unit method, shows the true liability and in 2016 the latest valuation was completed and showed a pension surplus of £107K and therefore the one that the Trustees continues to monitor closely.

**UNIVERSITY OF LINCOLN STUDENTS' UNION
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As per the standard procedure, the Trustees are provided with monthly management accounts which are scrutinised and reviewed by the Finance Sub-Committee and the Board of Trustees. As outlined in the Scheme of Delegation document, all significant capital expenditure proposals and authorisations for noteworthy overspends outside of the approved annual budget, are made to the aforementioned groups, accompanied by a full breakdown of the costs and desired outcomes.

All financial policies are reviewed annually by the Finance Sub-Committee and approved by the Board of Trustees. Within the year 2016/17 the Scheme of Delegation was updated to allow the SU to monitor and safeguard its increased turnover, resulting from the growth in trading activity. Further infrastructure improvements were made to the Finance Department to improve their reporting, including the introduction of the aforementioned COA from July 2017. It is expected that these changes will enhance the service that we offer our members, and therefore the overall student experience; we are now able to offer improved accessibility of financial information for elected Society and Club officers to manage their activities. In addition to this, we have further developed the online dashboard on the SU website to allow Clubs and Societies to access funds and request purchase orders online, without having to visit the SU in person.

Moreover, we have successfully recovered some long-term debts that were in legacy which has further benefitted our cash flow in year.

Pensions Schemes

The SU operates two schemes - a funded defined benefit pension scheme and a defined contribution group personal pension plan which has been offered to new members of staff since 2014. The defined benefit scheme reflects the SU's status as an admitted body within the East Riding Local Authority Pension Scheme. A triennial actuarial valuation was undertaken on 31st March 2016 using the projected unit method, which revealed a scheme surplus of £107K (2013: £41K). However, the FRS102 rules require the inclusion of the year end valuation (calculated on the basis defined in that standard); the resultant deficit has been determined to be £302k (2016: £124k). Note 19 to the financial statements gives further details. Although the pension fund deficit poses a long-term issue for the SU, the Trustees recognise that the FRS102 does not, of itself, affect cash flows because the SU makes employer contributions to the pension fund on the basis of advice from the scheme actuary as part of their report on the triennial valuation. Following the 2016 triennial actuarial valuation, the primary employer contribution rate (costs of new benefits accruing or the future service rate) will increase to 19%.

Reserves Policy

The cash reserves are reviewed by the Board of Trustees on an annual basis, to ensure that sufficient funds are retained and thereby allow for unexpected eventualities as well as anticipated liabilities. The Reserves Policy of the SU is to maintain reserves which equate to approximately 12 weeks of operating costs, which currently stands at £142,000. This provides the SU with a strong cash flow position. The Board of Trustees are planning to review the current Reserve Level in 2017/18 in line with any increase in operating costs.

Principal Sources of Funding

The main source of income for the SU is the Block Grant from the University of Lincoln, and secondary income through service charges and gifted surpluses from University of Lincoln Students' Union Trading (LSUT) and Students' Union Management System (SUMS).

**UNIVERSITY OF LINCOLN STUDENTS' UNION
TRUSTEES REPORT
FOR THE YEAR ENDED 30 JUNE 2017**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The SU is a company limited by guarantee, as defined by the Companies Act 2006. It is controlled by its governing document, the Memorandum of Understanding and Articles of Association.

Recruitment and Appointment of New Trustees

The activities of the SU are overseen by a Board of Trustees, in common with most Charities and Students' Unions. The Board comprises of a minimum of four members and must include at least two Sabbatical Officers and one Non-Student Trustee.

The ideal composition of the Board is as follows:

- Five Sabbatical Officer
- Four Student Trustees
- Four Non-Student (External) Trustees
- One Trustee nominated by the Vice Chancellor of the University of Lincoln

Student Trustees serve a term of two years and can be reappointed for one further two-year term. Sabbatical Officers serve a term of one, and can be reappointed for one further term of twelve months providing that they are successful in re-election for a second term. Non-Student (External) Trustees serve a term of three years, which can be renewed for a maximum of one further three-year term.

Sabbatical Officer are employed by the SU and, under the Education Act 1994, are entitled to remuneration. Under Charity Commission Guidelines, Sabbatical Officer Trustees do not form the majority of the Trustee body to ensure the SU can manage the associated conflicts of interest. Sabbatical Officers are elected annually in a cross-campus election as regulated by the Education Act 1994.

Student Trustees are selected from the student body, by means of an interview by a Trustee panel which includes an incumbent Student Trustee, an incumbent Sabbatical Officer, an incumbent External Trustee and the CEO. The four Student Trustees are recruited on a role specific basis. The four Student Trustee roles are as follows: Undergraduate Student Trustee, Post-Graduate Student Trustee, Inter-collating Student Trustee and Mature Student Trustee.

Non-Student (External) Trustees are selected and appointed to ensure a balance of skills and experience within the Board. External recruitment is carried out by the Trustees' Board; desired skills are identified using a skills matrix, vacancies are advertised and suitable candidates are invited to apply setting out how the skills and experience that they possess would enhance the Board.

Trustees include one nominee recommended by the Vice Chancellor of the University of Lincoln, who may serve an unlimited number of three-year terms.

Induction and Training of New Trustees

A comprehensive formal training programme is offered each year to the Sabbatical Officer and Student Trustees. Trustees are given specific training and invited to attend a number of in-house, NUS and Trustee forum events. There are currently a number of training events in place covering Finance, Strategy and HR, and we continually look to improve these programs with each new set of Trustees.

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Organisational Structure

Management accounts are considered on a monthly basis by the Board of Trustees and the Executive Committee; Trustees delegate certain powers to the following committees and groups. A Scheme of Delegation is in place, the purpose of which is to clarify delegated decision making powers. The Scheme of Delegation is reviewed annually by the Trustee Board.

The Executive Committee

The Executive Committee is an elected committee of student representatives and consists of the Sabbatical Officers and the CEO. It is responsible for the day to day development of representation and campaigning policy that affects students, and has delegated powers for direction and oversight of activities in the SU. The rights and duties of the Executive Committee are governed by the Union's Memorandum of Understanding, Articles of Association and Bye-Laws.

The Executive Committee meet weekly and receive reports from individual Sabbatical Officers and the CEO. The Committee review the charity's performance and administration, and decide policy issues arising. Sabbatical Officers receive an allowance that is aligned with Scale Point 12 on the University salary scale.

Staff

Day to day management of areas of the SU is delegated to staff that operate within the framework of policies and procedures agreed by the Board of Trustees. A clear staff structure is in place and those staff members are ultimately accountable to the CEO for the performance of their duties. The CEO is formally line managed by the Chair of the Board of Trustees, supported by the Deputy Chair of the Board.

Membership

All students registered with the University of Lincoln are eligible to full membership of the SU as prescribed in the Education Act 1994. Associate Membership is also available to certain groups and individuals in accordance with the bye-laws.

Human Resources (HR) Sub-Committee

The principal purpose of this group is to discuss and agree the provision of HR for members of staff and the Sabbatical Officers; the group will have delegated responsibility from the Board to agree staff training and development and the establishment of HR policies.

Finance Sub-Committee

The Finance Sub-Committee convene a minimum of five times per annum and are tasked with policy proposals relating to financial operations and procedures, reviewing externally compiled reports, and planning and discussing issues prior to the convening of the Board of Trustees. This group is also responsible for the preparation of the annual risk register and ensuring the correct scrutiny of the annual budget submission.

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Elections Sub-Committee

This group is tasked to ensure the efficient and democratic holding of elections; the panel will oversee the planning and facilitation of elections to include publicity and support to candidates, and raising awareness to the members, thereby ensuring a fair, legal and democratic process for all. This group also appoints new Sabbatical Officer positions.

Participation Committee

This group is responsible for allocating Sports and Society funding within the budget; the group ensures compliance with the Sports and Society Funding Policy and monitors the performance of those Sports Clubs and Societies. Furthermore, this group sets the participation strategy.

The Remuneration Committee

This group annually review the Salary of the CEO and Sabbatical Officers, and is responsible for setting the salaries in line with the role descriptions and requirements.

Wider Network

The SU worked in partnership with BAM Student Marketing to provide the local and national community access to students for advertising purposes. Representatives of the SU sit on and work very closely with the Carholme Community Forum and West End Residents Association, to enhance the local community and assist with the integration of students into the local community. The SU also partners with Lincolnshire Sports Partnership on funding bids and funding streams, projects directed at increasing participation in sport, share coaching, official's data bases and best practice.

Related Parties

The relationship between the University and the SU is established in the Regulations of the University and detailed in the Memorandum of Understanding as approved by both organisations. The SU receives a Block Grant from the University for the provision of services to students, administration and facilities. This support is intrinsic to the relationship between the University and SU. Although the SU runs trading and sponsorship activities, it will be dependent on the support of the University for the foreseeable future. There is no reason to believe that this support will not continue for the foreseeable future as the Union is an integral part of the University structure and has excellent relationships with its primary funder. The SU is affiliated to the NUS.

Risk Management

The Board of Trustees considers the major strategic, business and operational risks faced by the organisation on an annual basis. A risk register is established and is updated quarterly; where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Budgetary and financial risks are minimised by the implementation of procedures for authorisation of all transactions and projects, as detailed in the SU's financial regulations and Scheme of Delegation.

Procedures are in place to ensure compliance with Health and Safety legislation for staff, volunteers and participants involved in activities organised by the SU. These procedures are periodically reviewed with the assistance of professional advice from the University of Lincoln to ensure that they continue to meet the needs of the charity.

A full list of risks is available in the SU's Risk Register.

**UNIVERSITY OF LINCOLN STUDENTS' UNION
TRUSTEES REPORT
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FUTURE DEVELOPMENTS

The SU will continue to work towards the delivery of the 2016-21 Strategic Plan. The plan has seen an increase in staffing levels in our Activities Department and the creation of a new "Work Ready" programme, which will see us start to deliver an employability agenda by which we will assist our members in identifying which skills they are developing through volunteering or taking part in SU activities. We are also undertaking a refurbishment of The Swan to improve the environment within the venue, and increase the capacity of the kitchen to deliver food as required when Cygnet Wharf, the new University Housing blocks, are complete in September 2017. We are also planning to open a Bed and Breakfast operation in The Swan pub which will allow us to offer accommodation to guests and students who experience problems with their own accommodation.

We will build on the work of our first International Sabbatical Officer by continuing our work to improve representation at University of Lincoln through our course representative scheme. We will promote and continue to work with our liberation groups, ensuring that they are represented and supported whilst enjoying their time at Lincoln.

We have seen our Advice Centre continue to expand over the last year, which we view as a significant achievement and as evidence of our impressive growth. It provides independent academic advice and support to our members which positively impacts on the lives and experiences of our members. Due to the demand from our members for advice, we are currently recruiting more staff into the service.

Having purchased the 50% share of our web platform SUMS in the year, we have created a new trading subsidiary to lease the system to other Students' Unions. We will work to further develop and expand the functionality of SUMS, which will allow it to be further integrated into our operations.

All of our planned activities over the next five years will be to help us achieve our 2016-2021 Strategic Plan. We will measure our success yearly by the setting of operational Key Performance Indicators (KPIs) that will measure our progress towards achieving our objectives by June 2021.

Goals to be achieved by 2021 - What success means

What Success means

Theme 1: EFFECTIVELY REPRESENTING OUR MEMBERS

- 80% of our members will know how to contact their Course Representative.
- 80% of our members will think the Academic Representative System is effective.
- 75% of our members will complete all their Module Evaluations and recognise the value of engagement in the process.
- 90% of Course Reps will believe that the Course Representative training is effective and includes 'Work Ready' skills.
- 80% of our members will believe that the SU effectively represents their views to the University.
- The institution feedback score in the NSS will improve to 4.4.

**UNIVERSITY OF LINCOLN STUDENTS' UNION
TRUSTEES REPORT
FOR THE YEAR ENDED 30 JUNE 2017**

Theme 2 : PROVIDING INDEPENDENT, IMPARTIAL, HONEST ADVICE

- 90% of our members will be aware of the Advice Centre and its services.
- 95% of our members who have accessed the Advice Centre would recommend it to a friend.
- 75% of our members will have been aware of one of our educational welfare campaigns per year.
- 75% of our members would use our Advice Centre if they were in need of advice or support whilst at University.
- We will have established an Estate Agency for student lettings.

Theme 3 : MAKING STUDENTS MORE EMPLOYABLE AND WORK-READY

- 90% of our members will know where to access employability related services and support, either through the SU and/or Careers and Employability department.
- 90% of our members will believe that their involvement in SU opportunities and activities have helped their employability.
- 50% of our members will download their 'Work Ready' certificate.
- We will have a competency framework in place by which 30% of our engaged members will have met the medium level.

Theme 4: ENABLING OUR MEMBERS TO LEAD ACTIVE LIFESTYLES, BUILD FRIENDSHIPS, AND GROW IN CONFIDENCE

- We will score 480 points in BUCS.
- We will have 1,000 members actively participating in our Intra Mural P social sport programme.
- 90% of our Sports Club members will be satisfied with the support that we provide.
- 90% of our Society members will be satisfied with the Societies support that we provide.
- Societies and Sports Club Committee Members will recognise that their role and training has made them more 'Work Ready'.
- We will have 50 Academic Societies actively arranging events for their members.

Theme 5: PROVIDING A DIVERSE RANGE OF STUDENT-LED TRIPS AND EVENTS

- In our Annual Membership Survey, 85% of our members will feel the SU provides events and activities that are relevant to them.
- We will provide 12 non-alcohol related activities, events or trips a month during term time for all our members.
- The 'What's On' section of the website will contain information about all of our events, commercial and non-commercial.
- We will have dedicated catering led event nights, open to all and designed not be alcohol led.
- We will have created a social learning space for our members.

Theme 6: TO CREATE A UNIVERSITY OF LINCOLN STUDENT COMMUNITY

- 75% of students will be aware of the SU physical social/learning space.
- 60% of students will have downloaded our app.
- 40% of International students will have taken part in our "International Friend" scheme.
- We will have 130 trained "International Friends".
- 50% of International students will have attended a British cultural programme event run by the SU.
- 90% of attendees of British cultural programme events will be satisfied with the programme.

**UNIVERSITY OF LINCOLN STUDENTS' UNION
TRUSTEES REPORT
FOR THE YEAR ENDED 30 JUNE 2017**

STATEMENT OF TRUSTEES RESPONSIBILITIES

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

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

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

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

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that 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.

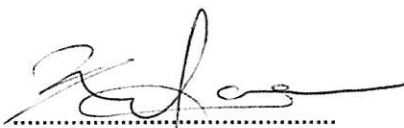
STATEMENT OF DISCLOSURE OF INFORMATION TO AUDITORS

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

AUDITORS

The auditors, Wright Vigar Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

ON BEHALF OF THE BOARD:


.....
Kudzai Muzangaza

Date: 3 October 2017

**UNIVERSITY OF LINCOLN STUDENTS' UNION
REPORT OF THE INDEPENDENT AUDITOR
FOR THE YEAR ENDED 30 JUNE 2017**

Opinion

We have audited the financial statements of the Lincoln Students' Union (the 'parent company') and its subsidiaries for the year ended 30 June 2017. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the 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 auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the 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.

As explained more fully in the Statement of Trustees' Responsibilities, 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.

In our opinion the financial statements:

- give a true and fair view of the state of the group's and of the charitable company's affairs as at 30 June 2017, and of the group's incoming resources and application of resources, including its results 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 Auditors' 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.

Conclusion 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.

**UNIVERSITY OF LINCOLN STUDENTS' UNION
REPORT OF THE INDEPENDENT AUDITOR
FOR THE YEAR ENDED 30 JUNE 2017**

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 Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

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, 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.

Opinion on other matters prescribed by the Companies Act 2006

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

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the 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 Report of the Trustees

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

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; 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 directors' report.

UNIVERSITY OF LINCOLN STUDENTS' UNION
REPORT OF THE INDEPENDENT AUDITOR
FOR THE YEAR ENDED 30 JUNE 2017

Responsibilities of trustees

As explained more fully in the Statement of Trustees Responsibilities set out on page 14, 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.

Our 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 a Report of the Independent Auditors 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. This description forms part of our Report of the Independent Auditors.



James Sewell BA (Hons) FCA CTA (Senior Statutory Auditor)
For and on behalf of Wright Vigar Limited
Statutory Auditors
Chartered Accountants & Business Advisors
15 Newland
Lincoln
Lincolnshire
LN1 1XG

Date: 3 October 2017

Company registration number:
Charity registration number:

06294857
1138187

UNIVERSITY OF LINCOLN STUDENTS' UNION
CHARITABLE COMPANY STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 JUNE 2017
(including income and expenditure account)

	Note	Total Unrestricted Funds 2017 £	Total Unrestricted Funds 2016 £
<u>Incoming Resources</u>			
Income and endowments from:			
Donations & legacies	3	1,261,574	1,011,310
Other trading activities	4	276,598	282,955
Income from investments	5	182,926	144,689
Income from charitable activities	6	145,705	90,872
Total income and endowments		1,866,803	1,529,826
<u>Resources Expenditure</u>			
Expenditure on charitable activities	8	(1,611,895)	(1,442,194)
Total resources expended		(1,611,895)	(1,442,194)
Net Income/(expenditure)		254,908	87,632
<u>Other recognised gains/losses</u>			
Actuarial gains on defined benefit pension schemes	19	(178,000)	(39,000)
Net Movement in Funds		76,908	48,632
<u>Reconciliation of Funds</u>			
Total funds brought forward	21	292,216	243,584
Total funds carried forward		369,124	292,216

UNIVERSITY OF LINCOLN STUDENTS' UNION
CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 JUNE 2017
(including consolidated income and expenditure account)

	Note	Total Unrestricted Funds 2017 £	Total Unrestricted Funds 2016 £
<u>Incoming Resources</u>			
Incoming resources from generating funds			
Donations & legacies	3	1,261,574	1,011,310
Other trading activities	4	3,057,190	2,426,325
Income from investments	5	1,711	4,397
Income from charitable activities	6	107,205	90,872
Total Income and endowments		4,427,680	3,532,904
<u>Resources Expenditure</u>			
Expenditure on raising funds	7	(2,411,378)	(1,959,556)
Expenditure on charitable activities	8	(1,636,165)	(1,469,500)
Total resources expended		(4,047,543)	(3,429,056)
Net Income/(expenditure)		380,137	103,848
<u>Other recognised gains/losses</u>			
Actuarial gains on defined benefit pension schemes	19	(178,000)	(39,000)
Net movement in funds		202,137	64,848
<u>Reconciliation of Funds</u>			
Total funds brought forward	21	312,268	247,420
Total funds carried forward		514,405	312,268

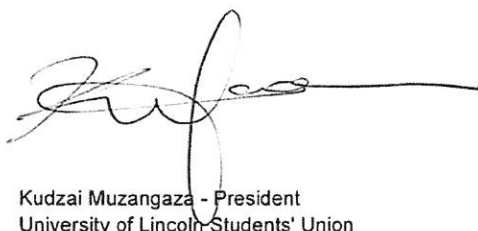
UNIVERSITY OF LINCOLN STUDENTS' UNION
BALANCE SHEET
AS AT 30 JUNE 2017

	Note	2017 Group £	2017 Company £	2016 Group £	2016 Company £
<u>Fixed Assets</u>					
Intangible Fixed Assets	10	181,356	181,356	181,356	181,356
Tangible Assets	11	235,903	28,076	125,178	40,890
Investments in subsidiaries	12	-	2	-	1
		<u>417,259</u>	<u>209,434</u>	<u>306,534</u>	<u>222,247</u>
<u>Current Assets</u>					
Stock		39,128	-	34,766	-
Debtors	13	158,038	484,593	213,342	287,168
Cash at bank and in hand		262,462	53,283	468,263	43,368
Short Term Deposits		<u>504,229</u>	<u>210,543</u>	<u>51,525</u>	<u>51,525</u>
		<u>963,857</u>	<u>748,419</u>	<u>767,896</u>	<u>382,061</u>
Creditors: Amounts falling due within one year	14	(459,753)	(286,729)	(535,675)	(188,092)
<u>Net current assets</u>		<u>504,104</u>	<u>461,690</u>	<u>232,221</u>	<u>193,969</u>
Total Assets Less Current Liabilities		921,363	671,124	538,755	416,216
Creditors: Amounts falling due after one year	15	(104,958)	-	(102,487)	-
Pension Liability	19	(302,000)	(302,000)	(124,000)	(124,000)
<u>Net assets</u>		<u><u>514,405</u></u>	<u><u>369,124</u></u>	<u><u>312,268</u></u>	<u><u>292,216</u></u>
<u>The Funds of the Charity</u>					
Unrestricted Income Funds					
Free Reserves	21	212,405	67,124	188,268	168,216
Pension Liability		<u>302,000</u>	<u>302,000</u>	<u>124,000</u>	<u>124,000</u>
<u>Total charity funds</u>		<u><u>514,405</u></u>	<u><u>369,124</u></u>	<u><u>312,268</u></u>	<u><u>292,216</u></u>

Parent company debtors include £200,000 (2016: £nil) receivable after more than one year.

The trustees have prepared the group accounts in accordance with section 398 of the Companies Act 2006 and section 138 of the Charities Act 2011. These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

These Financial Statements were approved by the Board of Trustees on 3 October 2017 and signed on its behalf by:



Kudzai Muzangaza - President
University of Lincoln Students' Union

The notes on pages 21 to 33 form part of these financial statements.

UNIVERSITY OF LINCOLN STUDENTS' UNION
CONSOLIDATED CASH FLOW STATEMENT
FOR THE YEAR ENDED 30 JUNE 2017

	2017	2016
	£	£
<u>Cash flows from operating activities</u>		
Net cash provided by (used in) operating activities	472,387	150,987
<u>Cash flows from investing activities:</u>		
Interest income and rents from investments	1,711	4,397
Proceeds from the sale of property, plant and equipment	-	-
Purchase of intangible assets	-	(181,356)
Purchase of property, plant and equipment	<u>(187,967)</u>	<u>(55,049)</u>
Net cash provided by (used in) investing activities	<u>(186,256)</u>	<u>(232,008)</u>
Repayment of borrowing	-	-
New loans	<u>(39,228)</u>	<u>-</u>
<u>Cash used in financing activities</u>	<u>(39,228)</u>	<u>-</u>
Change in cash and cash equivalents in the reporting period	246,903	(81,021)
Cash and cash equivalents at the beginning of the reporting period	519,788	600,809
<u>Cash and cash equivalents at the end of the reporting period</u>	<u><u>766,691</u></u>	<u><u>519,788</u></u>
Net income/(expenditure) for the reporting period (as per SOFA)	380,137	103,848
Adjusted for:		
Depreciation	77,242	42,738
Interest income and rents from investments	(1,711)	(4,397)
Loss/(profit) on sale of fixed assets	-	-
(Increase)/decrease in stocks	(4,362)	(922)
(Increase)/decrease in debtors	55,304	(131,982)
Increase/(decrease) in creditors	<u>(34,223)</u>	<u>141,702</u>
	<u><u>472,387</u></u>	<u><u>150,987</u></u>
Total cash and cash equivalents	<u><u>766,691</u></u>	<u><u>519,788</u></u>

UNIVERSITY OF LINCOLN STUDENTS' UNION
ACCOUNTING POLICIES
FOR THE YEAR ENDED 30 JUNE 2017

1 Accounting Policies

(a) 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 for Smaller Entities, the Financial reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

(b) Basis of consolidation

The financial statements consolidate the results of the charity and its wholly owned subsidiary, Lincoln Students' Union Trading Limited on a line-by-line basis. A separate Statement of Financial Activities and income and expenditure account for the charity has not been presented because the Charity has taken advantage of the exemption afforded by section 408 of the Companies Act 2006.

(c) Transition to FRS 102

At the date of transition in applying the requirement to recognise liabilities arising from employee benefits, a liability was recognised for short-term compensated absence arising from employee entitlement of the parent charity to be paid annual leave. The initial liability recognised at the date of transition was for holiday entitlement carried forward and for entitlement arising in the year which was due but not taken. The initial liability was £17,354. No other restatements were required. A reconciliation of opening balances is provided:

	1 July 2015	30 June 2016
	£	£
Fund balances as previously stated	264,774	329,622
Short-term compensated absences	(17,354)	(17,354)
Fund balances as restated	<u>247,420</u>	<u>312,268</u>

(d) Incoming resources

Voluntary income including donations, gifts and legacies and grants that provide core funding or are of general nature are recognised where there is entitlement, that there is sufficient certainty that the receipt of the income is considered probable and the amount can be measured with sufficient reliability.

Incoming resources from activities generating funds are accounted for when earned. Such income is deferred when the income relates to future year events.

Income from investments is included in the year which it is receivable.

Incoming resources from charitable activities are accounted for where there is entitlement, probability of receipt and the amount can be measured with sufficient reliability.

(e) Resources expended

All costs are recognised when incurred and accounted for on an accruals basis. The support and central costs are allocated across charitable activities on the basis of resources used.

UNIVERSITY OF LINCOLN STUDENTS' UNION
ACCOUNTING POLICIES
FOR THE YEAR ENDED 30 JUNE 2017

1 Accounting Policies (continued)

(e) Resources expended (continued)

The Governance costs are recognised as support costs of the charity and allocated as such to the charitable activities.

(f) Tangible Fixed Assets and Depreciation

Fixed assets are stated at cost less accumulated depreciation. Items costing £5,000 or more are capitalised at cost. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures, fitting and equipment – straight line over three to five years.
Club Equipment – straight line over three years.

Intangible Fixed Assets

Intangible fixed assets are initially measured at cost. Due to the nature of the intangible asset the residual value will be reviewed in line with future income streams the asset will generate. Any impairment will be recognised in the Statement of Financial Activities

(g) Stocks

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

(h) Accounting for Retirement Benefits

The Charity contribute to the East Riding pension fund (ERPF), a defined benefit scheme contracted out of the Second State Pension (S2P). With effect from 1 April 2015 the scheme was frozen and no longer available to new employees. From 1 July 2015 employees will be able to join the new defined contribution scheme with the People's pension.

The Charity is able to identify its share of the assets and liabilities of the ERPF and thus the Charity fully adopts FRS 102 (Retirement benefits).

Where there is a change in the measure of inflation that dictates the rate of future pension increases of the ERPF, any past service gain or loss will be recognised in the Statement of Recognised Gains and Losses.

The disclosures made under FRS102 are based on information provided by the pension scheme actuary, Hyman Robertson LLP. The Financial Statements include a liability as at 30 June 2017 of £302,000 (2016: £124,000) as detailed in note 16.

(i) Investments in subsidiary companies

The investments in wholly owned subsidiary companies are valued at cost less any diminution in value, which in the director's opinion is not materially different from market value.

(j) Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

UNIVERSITY OF LINCOLN STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2017

2 Net incoming resources for the period are stated after charging

	2017 Group £	2017 Company £	2016 Group £	2016 Company £
Depreciation	77,242	12,814	42,738	11,010
Auditors remuneration				
- audit of the financial statements	16,000	7,000	12,250	5,500
- non-audit services	4,250	-	37,745	12,260

3 Income from Donations

	2017 Group £	2017 Company £	2016 Group £	2016 Company £
Grants	1,125	1,125	-	-
Donations	-	-	450	450
Gifts in Kind	80,580	80,580	79,000	79,000
University of Lincoln - Block Grant	1,179,869	1,179,869	931,860	931,860
	1,261,574	1,261,574	1,011,310	1,011,310

4 Income from Other Trading Activities

	2017 Group £	2017 Company £	2016 Group £	2016 Company £
Fundraising trading				
- Lincoln Students' Union Trading Limited	2,933,009	-	2,320,283	-
Advertising and Sponsorship	79,080	-	15,586	3,586
Trips & Tour fees	138	138	-	-
Pool Tables	13,333	13,333	13,854	13,854
Management fees	25,762	263,127	73,896	265,515
Other income	5,868	-	2,706	-
	3,057,190	276,598	2,426,325	282,955

4a Fundraising Trading From Trading Activities Of Subsidiaries

The Swan and Engine Shed is a pub and venue leased by Lincoln Students' Union Trading Limited. In addition the new company incorporated 1st April 2016 of Student Union Management System provides a Customer Relationship management website tool with integrated EPOS solution, for Students' Unions. The Swan was incorporated 14 November 2013 and began trading 1 January 2014. The Engine Shed was management was taken over from the University of Lincoln on the 1st August 2014. A summary of trading results is shown below

Combined Lincoln Students' Union Trading Limited & Students Union Management System Ltd - Profit and Loss Account

	2017 £	2016 £
Turnover	2,933,009	2,320,283
Cost of sales	(1,715,513)	(1,399,794)
Other income	87,001	16,328
Administrative expenses	(973,988)	(778,155)
Interest payable and similar charges	(29,512)	(531)
Net profit	300,997	158,131
Gift aid payments to University of Lincoln Students' Union Limited	(175,768)	(141,915)
Retained in Lincoln Students' Union Trading Limited	125,229	16,216

UNIVERSITY OF LINCOLN STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2017

4a Fundraising Trading From Trading Activities Of Subsidiaries (continued)

Cost of goods sold and other costs included in consolidated statement of financial activities	2017 Group £	2016 Group £
Cost of sales	1,715,514	1,399,794
Administrative expenses	679,852	543,271
Interest payable and similar charges	22,012	21,791
	<u>2,417,378</u>	<u>1,964,856</u>
Less amounts included in governance costs	(6,000)	(5,300)
	<u>2,411,378</u>	<u>1,959,556</u>

5 Investment Income

	2017 Group £	2017 Company £	2016 Group £	2016 Company £
Gift Aid Donation	-	175,768	-	141,914
Interest on short term deposits	1,711	(342)	3,866	2,244
Interest on loan to subsidiary	-	7,500	531	531
	<u>1,711</u>	<u>182,926</u>	<u>4,397</u>	<u>144,689</u>

6 Income from Charitable Activities

	2017 Group £	2017 Company £	2016 Group £	2016 Company £
Social Activities	14,394	14,394	12,031	12,031
Activities and Group Awards	-	-	-	-
NUS Card	46,621	46,621	25,843	25,843
Fundraising	-	-	-	-
Other	46,190	84,690	52,998	52,998
	<u>107,205</u>	<u>145,705</u>	<u>90,872</u>	<u>90,872</u>

7 Cost of Raising Funds

Fundraising trading: costs of goods sold and other costs:

	2017 Group £	2017 Company £	2016 Group £	2016 Company £
Fundraising trading	2,411,378	-	1,959,556	-
- Lincoln Students' Union Trading Limited				
	<u>2,411,378</u>	<u>-</u>	<u>1,959,556</u>	<u>-</u>

UNIVERSITY OF LINCOLN STUDENTS' UNION
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 JUNE 2017

8 Expenditure on Charitable Activities (Group)

	2017			2016		
	Direct Costs	Support Costs	Total	Direct Costs	Support Costs	Total
	£	£	£	£	£	£
<u>Breakdown of Costs of Charitable Activities</u>						
Membership Services	271,657	305,351	577,008	250,065	297,897	547,962
Student Voice & Representation	250,468	527,310	777,778	410,141	296,285	706,426
Volunteering	67,768	150,780	218,548	64,997	71,944	136,941
Activities and Group Awards	7,364	-	7,364	5,326	-	5,326
Student Union Awards	3,356	-	3,356	6,718	-	6,718
National Representation	11,356	-	11,356	27,556	-	27,556
Governance costs (see note 9)	40,755	-	40,755	38,571	-	38,571
	652,724	983,441	1,636,165	803,374	666,126	1,469,500

Expenditure on Charitable Activities (company)

	2017			2016		
	Direct Costs	Support Costs	Total	Direct Costs	Support Costs	Total
	£	£	£	£	£	£
<u>Breakdown of Costs of Charitable Activities</u>						
Membership Services	271,657	305,351	577,008	250,065	297,897	547,962
Student Voice & Representation	250,468	527,310	777,778	410,141	296,285	706,426
Volunteering	67,768	150,780	218,548	64,997	71,944	136,941
Activities and Group Awards	7,364	-	7,364	5,326	-	5,326
Student Union Awards	3,356	-	3,356	6,718	-	6,718
National Representation	11,356	-	11,356	27,556	-	27,556
Governance costs (see note 9)	16,484	-	16,484	11,265	-	11,265
	628,453	983,441	1,611,895	776,068	666,126	1,442,194

The support costs are those which cannot be directly attributable to a charitable activity, but support the delivery of the activity. The costs include hire of premises, specialist fees provided by the University, training and development, insurances and finance costs and depreciation.

9 Analysis of governance and support costs

	2017	2017	2016	2016
	Group	Company	Group	Company
	£	£	£	£
Auditor's remuneration - audit fees	16,000	7,000	16,565	11,265
Auditor's remuneration - non audit fees	4,250	-	17,609	-
Legal Fees	20,505	9,484	4,397	-
	40,755	16,484	38,571	11,265

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10 Intangible Fixed Assets (Group)

	Intangible Assets	Total
	£	£
Cost		
At 1 July 2016	181,356	181,356
Additions	-	-
Disposals	-	-
At 30 June 2017	<u>181,356</u>	<u>181,356</u>
Depreciation		
At 1 July 2016	-	-
Charge for the Year	-	-
Eliminated On Disposals	-	-
At 30 June 2017	<u>-</u>	<u>-</u>
Net Book Value at 1 July 2016	<u>181,356</u>	<u>181,356</u>
Net Book Value at 30 June 2017	<u>181,356</u>	<u>181,356</u>

Intangible Fixed Assets (Company)

	Intangible assets	Total
	£	£
Cost		
At 1 July 2016	181,356	181,356
Additions	-	-
Disposals	-	-
At 30 June 2017	<u>181,356</u>	<u>181,356</u>
Depreciation		
At 1 July 2016	-	-
Charge for the Year	-	-
Eliminated On Disposals	-	-
At 30 June 2017	<u>-</u>	<u>-</u>
Net Book Value at 1 July 2016	<u>181,356</u>	<u>181,356</u>
Net Book Value at 30 June 2017	<u>181,356</u>	<u>181,356</u>

UNIVERSITY OF LINCOLN STUDENTS' UNION
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11 Fixed Assets (Group)

	Fixtures, Fittings & Equipment	Club Equipment	Total
Cost	£	£	£
At 1 July 2016	160,914	53,878	214,792
Additions	187,967	-	187,967
Disposals	-	-	-
At 30 June 2017	348,881	53,878	402,759
Depreciation			
At 1 July 2016	66,726	22,888	89,614
Charge for the Year	63,299	13,943	77,242
Eliminated On Disposals	-	-	-
At 30 June 2017	130,025	36,831	166,856
Net Book Value at 1 July 2016	94,188	30,990	125,178
Net Book Value at 30 June 2017	218,856	17,047	235,903

Fixed Assets (Company)

	Fixtures, Fittings & Equipment	Club Equipment	Total
Cost	£	£	£
At 1 July 2016	66,744	8,550	75,294
Additions	-	-	-
Disposals	-	-	-
At 30 June 2017	66,744	8,550	75,294
Depreciation			
At 1 July 2016	25,854	8,550	34,404
Charge for the Year	12,814	-	12,814
Eliminated On Disposals	-	-	-
At 30 June 2017	38,668	8,550	47,218
Net Book Value at 1 July 2016	40,890	-	40,890
Net Book Value at 30 June 2017	28,076	-	28,076

12 Investments in subsidiaries

	Country of registration	2017 Company £	2016 Company £
Lincoln Students' Union Trading Limited	England	1	1
Students' Union Management Systyems Ltd	England	1	-
		<u>2</u>	<u>1</u>

Lincoln Students' Union Trading Limited was incorporated on 14 November 2013 as a charitable company limited by ordinary shares. It commenced trading on 7 January 2014 and is under the control of the University of Lincoln Students' Union Limited and is treated as a subsidiary. SUMS was incorporated on 8 April 2016 and commenced trading on 1 July 2016.

UNIVERSITY OF LINCOLN STUDENTS' UNION
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13 Debtors

	2017	2017	2016	2016
	Group	Company	Group	Company
	£	£	£	£
Trade Debtors	58,022	1,906	70,557	17,783
Amounts owed by group members	-	461,583	-	211,583
Other Debtors	9,347	1,500	56,077	30,446
Prepayments and accrued income	77,679	19,604	71,693	12,341
Amounts due from the University of Lincoln	12,990	-	15,015	15,015
	<u>158,038</u>	<u>484,593</u>	<u>213,342</u>	<u>287,168</u>

14 Creditors

Amounts falling due within one year:

	2017	2017	2016	2016
	Group	Company	Group	Company
	£	£	£	£
Trade Creditors	78,294	5,691	165,755	24,001
Other Creditors	43,556	33,282	32,518	23,362
Clubs & Societies Self Raised Funds	161,071	164,582	137,678	60,128
Taxation and Social Security	29,402	20,290	23,138	17,939
Accruals and deferred income	134,630	55,899	129,072	62,662
Amounts owed to the University of Lincoln	12,800	6,985	47,514	-
	<u>459,753</u>	<u>286,729</u>	<u>535,675</u>	<u>188,092</u>

Creditor balances include £163,850 (2016: £5,013) due to students in respect of monies held on their behalf in bank accounts in the charity's name. The amount is also included in the figure for cash at bank and in hand on the balance sheet.

15 Creditors

Amounts falling due after more than one year:

	2017	2017	2016	2016
	Group	Company	Group	Company
	£	£	£	£
Amounts owed to the University of Lincoln	104,958	-	102,487	0

16 Secured Debts

The following secured debts are included within creditors:

	2017	2017	2016	2016
	Group	Company	Group	Company
	£	£	£	£
University of Lincoln	110,773	-	150,000	-

UNIVERSITY OF LINCOLN STUDENTS' UNION
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17 Deferred income

Deferred income comprises advance ticket sales and events

	Group	Company
	£	£
Balance at 1 July 2016	16,956	-
Amounts released to income	(16,956)	-
Amount deferred in year	10,681	-
Balance at 31 June 2017	<u>10,681</u>	<u>-</u>

18 Employees

The aggregate payroll costs for the year were:

	2017	2017	2016	2016
	Group	Company	Group	Company
	£	£	£	£
Wages and salaries	1,653,577	923,641	1,267,162	683,778
Social security costs	98,064	73,317	80,423	57,951
Pension costs	82,046	78,345	79,193	76,305
	<u>1,833,687</u>	<u>1,075,303</u>	<u>1,426,778</u>	<u>818,034</u>

One employee earned between £90,000 - £100,000 during the year to 30 June 2017.

The total remuneration and contract costs paid to all Senior Managers in the year was £277,037 (2016: £261,883). In the year the senior management consisted of at various times, James Brooks (Chief Executive), Hannah Coleman (Deputy CEO/Head of HR), Rowena Johnston Aitken (Head of Finance), Michael Garrod (Head of Commercial Services), Adrian Brown (Head of Finance) and Emma Rouse (Head of Marketing and Communications).

The Board recognises its responsibilities to protect the reputation of University of Lincoln Students' Union, to reflect the values of ethos of ULSU as a Students' Union and a registered charity and therefore to ensure that the pay of its senior managers is fair, is not excessive and is justifiable to the membership and the Union's wider stakeholders. The Board is also adopting the principles of openness and transparency around senior executive pay, as recommended by the NCVO Inquiry into Charity Senior Executive Pay.

UNIVERSITY OF LINCOLN STUDENTS' UNION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2017

18 Employees - continued

The average number of full time equivalents employed is:

	2017 Group FTE	2017 Company FTE	2016 Group FTE	2016 Company FTE
<u>Salaried Staff</u>				
Sabbatical Officers	4	4	5	5
Management & Administration	35	31	33	29
Bar staff	9	0	10	0
<u>Voluntary</u>				
Part-time Sabbatical Officers	28	28	35	35
	<u>76</u>	<u>63</u>	<u>83</u>	<u>69</u>

A total of £83,164 (2016: £65,451) was paid in remuneration to 10 sabbatical officer trustees (2016:8) as follows:

	Salary £	Pension £	Total £
Aigerim Kuanysh	18,186	-	18,186
Will Fry	7,925	79	8,004
Fatha Tasmin Hassan	18,186	103	18,289
John Paul Dickie	16,021	509	16,530
Sammi Storey	15,661	157	15,818
Luke Exton	1,000	97	1,097
Tommy George	1,000	30	1,030
Sophia Liu	1,000	10	1,010
Connor Delany	1,000	50	1,050
Kudzai Muzangaza	2,087	63	2,150
	<u>82,066</u>	<u>1,098</u>	<u>83,164</u>

Sabbatical officers pay is permitted in line with governing documents.

Ex-Gratia Payments

Ex-gratia payments made to staff members in the last financial year amounted to £26,323.

19 Pension Commitments**Defined Benefit Scheme**

On 1 July 2012, the Students' Union became an admitted body of the East Riding Pension Fund (ERPF), administered in accordance with the Local Government Superannuation Regulations 1986 (as amended). On that date, ten employees transferred their membership of the LGPS into the Student Union Section of the ERPF. The University agreed that the employees' accrued pension benefits should be transferred to the Student Union Section with no pension liability at the date of transfer. The Student Union Section was therefore fully funded on 1 July 2012.

UNIVERSITY OF LINCOLN STUDENTS' UNION
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19 Pension Commitments - continued

The ERPF scheme was frozen to new entrants on 1 April 2015. At 30 June 2017, there were 10 active members, 15 deferred pensions and no pensioners (2016: 17 active members and 8 deferred pensioners).

The following disclosures are prepared by Hymans Robertson LLP, the Plan actuary.

<u>Principal assumptions</u>	2017	2016
Discount rate	2.70%	3.00%
Pension increase rate	2.50%	2.00%
Salary increase rate	2.70%	3.50%
Expected return on assets	3.00%	3.00%

Note: All asset categories (equities, bonds, property, cash) have an expected rate of return of 3.0%.

<u>Life expectancy at age 65</u>		
Male currently aged 45	23.7 years	24.2 years
Female currently aged 45	26.4 years	26.7 years
Male currently aged 65	21.7 years	21.9 years
Female currently aged 65	24.2 years	24.1 years

<u>Amounts recognised in the Accounts</u>	2017	2016
	£	£
<u>In the Balance Sheet</u>		
Fair value of Plan Assets	808,000	643,000
Present value of Obligations	(1,110,000)	(767,000)
Pension Liability	(302,000)	(124,000)

<u>In Movement on Reserves</u>		
Actuarial gains less losses in the year	(232,000)	(45,000)
Cumulative actuarial gains less losses	(331,000)	(99,000)

<u>In Statement of Financial Activities</u>		
Expected return on assets less Interest cost	44,000	26,000

<u>The change in Plan Assets over the period was:</u>	2017	2016
	£	£
Fair value of assets at beginning of the year	643,000	492,000
Expected return on assets	83,000	49,000
Charity's contribution to the Plan	69,000	73,000
Members contribution to the Plan	31,000	31,000
Benefits paid by the Plan	-	-
Actuarial gain/loss on assets	(18,000)	(2,000)
	808,000	643,000

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19 Pension Commitments - continued

<u>The change in present value of Plan Obligations over the period was</u>	2017	2016
	£	£
Value of Obligations at the beginning of the year	767,000	577,000
Current service cost	88,000	92,000
Interest cost	25,000	24,000
Contributions by members	31,000	31,000
Benefits paid by the Plan	-	-
Actuarial gain/(loss) on Plan Obligations	199,000	43,000
Value of Obligations at the end of the year	<u>1,110,000</u>	<u>767,000</u>

20 Ultimate Controlling Party

During the year the University of Lincoln Students' Union was under the control of the University of Lincoln Students' Union Board of Trustees. The ultimate decision-making body of the University of Lincoln Students Union is the combined student body.

21 Unrestricted Funds

	2017	2017	2016	2016
	Group	Company	Group	Company
	£	£	£	£
At the start of the year	312,268	292,216	247,420	243,584
Net (outgoing)/incoming resources	<u>202,137</u>	<u>76,908</u>	<u>64,848</u>	<u>48,632</u>
At the end of the year	<u>514,405</u>	<u>369,124</u>	<u>312,268</u>	<u>292,216</u>

22 Trustee Expenses

Trustee expenses for the year ended 30 June 2017 were £5,732 (2016: £4,866).

All trustees incurred expenditure with the the major items being catering £3,547; travel £983 and hire of facilities £477.

23 Capital Commitments

As at the year end there was a capital commitments of £263,147 made by the trading subsidiary for the refurbishment of The Swan pub (2016: £18,249).

