

UNIVERSITY OF SUSSEX STUDENTS' UNION
(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2018



UNIVERSITY OF SUSSEX STUDENTS' UNION
(A company limited by guarantee)

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UNIVERSITY OF SUSSEX STUDENTS' UNION
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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE UNION, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 JULY 2018**

Trustees

Clement Arockiasamy, Student (appointed 12 June 2018)
Ella Asheri, Officer (appointed 12 June 2018)
Aishnine Benjamin, External (appointed 12 June 2018)
Ivayla Bodurova (resigned 12 June 2018)
Lulah Brady (resigned 12 June 2018)
Jean-Luc Bressard, External (appointed 19 October 2018)
Sarah Cluskey, Student (appointed 12 June 2018)
Rebecca Doran, Officer (appointed 12 June 2018)
May Gabriel, Officer (appointed 12 June 2018)
Eleanor Grainne Gahan, Officer (resigned 12 June 2018)
Frida Gustafsson, President
Mena Harbi, Student (resigned 12 June 2018)
Daniel Higgins, External (resigned 12 June 2018)
Anthony Latka, Student (resigned 6 December 2017)
Sarah McIntosh, Officer
Aisling Murray, Officer
Sandhya Rawat, Student (appointed 12 June 2018)
Lindsay Thomas, External (appointed 20 October 2017)
Peter Upton, External (resigned 20 April 2018)
Lucy Williams, Officer (resigned 12 June 2018)

Company registered number

07695765

Charity registered number

1147242

Registered office

Falmer House, University of Sussex, Brighton, East Sussex, BN1 9QF

Company secretary

Paul Newton

Independent auditor

Knill James, One Bell Lane, Lewes, East Sussex, BN7 1JU

Bankers

Barclays Bank Plc, 77 South Road, Haywards Heath, West Sussex, RH16 4LB

UNIVERSITY OF SUSSEX STUDENTS' UNION
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TRUSTEES' REPORT
FOR THE YEAR ENDED 31 JULY 2018

The Trustees present their annual report together with the audited financial statements of the group and the union for the year 1 August 2017 to 31 July 2018. The Trustees confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) as amended by Update Bulletin 1 (effective 1 January 2015).

Since the union and the group qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

Objectives and Activities

Our Objects

The Union's objects (the "Objects"), as detailed in its constitution, is the advancement of education of students at the University of Sussex for the public benefit, we deliver this through:

1. The Campaigns and Representation department defend and promote the interests of students at the University of Sussex and BSMS. It operates a support and advocacy service providing individual advice and advocacy as well as facilitating collective student representation through campaigning, lobbying, training, research and briefings for officers and the Student Rep scheme. It also ensures that our democratic systems are functioning and effective.
2. The Sport and Activities department provides organised sporting opportunities and facilitates special interest, student run societies and groups. The department also supports a student Buddy Scheme, Language Café, the role models project and facilitates our engagement work within the local community. We provide student run space to facilitate student debate and discussion and act as a platform for social action, liberation and political activity.
3. Student Media has many outlets facilitated by the Union, including TV, radio and print media, and have a large online presence both with websites and on social media.
4. Sussex Student Lettings is run for the benefit of students. We ensure that only good quality housing is available in our agency and do not charge any fees to students using the service. It also offers general housing advice for students renting in the private sector. The manager is also working with the Council and local housing services on a regular basis to discuss ways to improve the housing sector for students in Brighton. They have formed a partnership called the Public Rented Sector team, and are about to launch a website providing lots of information and signposting within the rented sector, which the lettings manager has been influential in creating and writing the content for.
5. Commercial Trading services operate licensed social venues on campus and in the city; on campus retailing; and together with student groups run various key events throughout the university and cultural calendar and general entertainment. These operations provide essential services; opportunities for students to meet and socialise with each other; valued student employment; as well as revenue to support our non-commercial services.
6. Student Employment opportunities ensure our student staff typically have more training and development opportunities than with other employers from customer service training through to leadership qualifications for supervisors. They gain greater experience and shifts are allocated around student commitments where possible. We also offer rewarding and beneficial employment opportunities for recent Sussex graduates in key roles throughout the Union on one or two year placements.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2018

Our Values

Our values, which underpin all our activities as a Students' Union are:

Respectful is about friendliness and respect for one another. It is about creating a safe and tolerant place to work and experience. It is also our commitment to health and safety and providing a safer space; within the Union and also on campus and in the city.

Empowering is about providing the support needed to facilitate students, volunteers and officers in providing their own education, representation and activities. It also incorporates standing up for students when they need help through advocacy and by students learning how to support themselves through greater knowledge. It is also about empowering staff through our commitment to personal development; supportive management for staff; and recognising and celebrating success.

Progressive encompasses our belief in the importance of liberation and social justice as well as our ethical and environmental commitment. It is about doing whatever is the right thing to do, about not conforming to outdated perceived wisdoms and about being open and honest in all that we do.

Student-led is about active democratic accountability and student involvement. Through democracy, consultation, research and participation we will allow students to shape how we operate and what we provide. It is about our commitment to student participation and ownership.

Our Vision

As a students' union our role is to provide an organisation that is well run and supportive to allow students to represent themselves and to provide and shape the services they want to use. All of our activities and services are rewarding, safe and supported as well as having a direct positive impact on students' lives. We are a progressive organisation putting liberation and social justice at the heart of what we do. We are ethically driven and believe that by allowing the students themselves to shape how we operate and what we provide is the only way to really meet the needs of our diverse membership.

Our Impact

We support and empower students to make positive change to get the most out of their education ensuring all students have access to a safe, supported and rewarding time at Sussex. Our aim is to increase student participation and engagement in the provision of their own education, representation and activities.

Achievements and performance

2017/18 was the final year of the organisation's current strategy. The Union has once again continued to grow, especially its commercial offer, and more funding from University academic departments to develop joint projects. As a result staff levels continue to increase along with associated administration and infrastructure.

This year saw the loss of two licensed venues, one on campus and one in the city centre, but despite this the Union's trading company has achieved its highest surplus ever, even exceeding last year's record surplus.

All of the Union's achievements would not be possible without the support and enthusiasm of our officers, permanent staff, volunteers and student staff. We currently have nearly 2,000 volunteers running sports clubs, societies, campaigning and community volunteering. We employ over 260 student staff on a part time basis, eight recent students full time for a year on our graduate scheme and over 45 permanent staff.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2018

Awards

Achieved Very Good accreditation in the NUS Quality Students' Unions.

Excellent accreditation in the Green Impact Students' Unions Awards for the sixth year in a row

Achieved Best Bar None Gold accreditation for the fifth year in a row for our Students' Union bars (the national standard for socially responsible alcohol retailing).

Achievements

This year we took part in the NUS Quality Students' Unions quality mark scheme. We achieve Excellent in six of the 12 categories and achieving Very Good overall.

This year also saw us agree funding from the School of Education & Social Work for a new Community Volunteering Elective. We also received additional funding from SLNCOP for our Role Models volunteer programme. We launched Good Night Owls scheme to help increase the safety of students on nights out. It achieved a great reputation in the local community and demand for volunteers to do additional nights. Finally Student Ambassador Scheme developed from previous to incorporate Welcome Team and working with officers.

With Varsity on hold we put on a very successful Past vs Present event seeing over 700 tickets being sold to current and alumni students competing in one day of sport, celebrating their time at Sussex and reliving old memories. We introduced the BUCS take a stand charter into Sport at Sussex, seeing a new code of conduct being introduced to every sports membership sold. This also included an awareness week and embedding the ethics and morals of the charter into every sports club.

Comments from students through our new online representation system, The Loop, have already brought benefit of students. Requests for hot drinks in the Library and more bike racks on campus have led to both things were implemented; Reports of feeling unsafe on campus because of the poor lighting resulted in an audit of the lighting on campus and action taken by Sussex Estates and Facilities; Issues around students living in bad conditions off campus resulted in a paper evidencing the issues being presented to the Housing Office.

This year our Lettings Service housed 250 students, saving them £50K in agency fees. It also received great reviews online (Google 4, AllAgent 4.93) and great client retention with all our current landlord re-confirming business and giving us more properties.

The introduction of the International Students' forum created a space for international students to talk to Union staff and officers about the issues they face at Sussex. This resulted in various issues being actioned as detailed below. The International Students working group continues to meet collaboratively with International Student Support team from the university, ensuring international student issues remain a focus of this collaborative work. The work was also presented at the UKCISA conference in Edinburgh.

We began work on our first ever Equality and Diversity organisational action plan to help remove barriers and improve engagement with underrepresented and marginalised students. We completed many of the actions and saw an increase in engagement of these groups across Union activities and services.

Financial Review

Financial position of the Group

Following a another good trading year both the Trading Company and group continue to be in a stable situation at the end of the Financial Year 2017/18. This result is also due to a continued effort to rein in spending where

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2018

possible throughout the year in order to build up the groups cash reserves going forward, due to continuing uncertainties within the Group. Reserves are currently above the Union Reserves Policy. Going forward costs have increased due to operational necessity but robust budgets have been created and management reporting has been improved.

Reserves policy

The environment that the University of Sussex Students' Union operates under is often subject to change. These include funding from Sussex University, government legislation, resources available to the Student Union and its subsidiary and the changing habits of students. A robust budgeting procedure is followed every year, which helps the Students' Union become aware of potential issues and opportunities going forward. For this reason the reserves policy is reviewed at least annually, to make sure it is fit for the Students' Union moving forward. However the principles below remain the same. The principles are as follows:

1. **Liquidity/Working capital**

The Union's reserves policy is to build and maintain cash reserves at a level equal to 3 to 4 months of core operating costs for the organisation. Any reserves above the level of 4 months operating cost may be used from time to time to enhance the charitable activities.

2. **Funding sources**

The majority of funding received by the Student Union comes by way of a block grant from Sussex University. It is important to maintain a positive and open relationship with Sussex University. It is also important to ascertain certainty on future funding, so that adjustments needed can be implemented in good time. Other sources of income, such as that from the trading subsidiary also need to be monitored carefully so that any changes in funding can be managed correctly.

3. **Winding down of the charity**

A going concern analysis needs to be conducted in an ongoing manner. In the unlikely event of the Student Union needing to be wound down, enough reserves need to be put aside to cover both statutory costs, as well as any restricted funding, so that both these areas will be fully funded. For the year ended 31st July 2018, this number has been calculated as £300k to cover redundancy and associated administration costs and a further £51k to cover restricted funding. The total required would be £351k.

4. **Capital accumulation/Future risks**

The Trustees may decide to build reserves above the set level for capital investment projects or to cover a future potential risk.

The current core operating costs of the Union are around £1,282,000. This equates to £106,840 per month. This figure will be reviewed annually by the Trustees.

The trustees have already agreed to build reserves above this level by £90,000 to help offset the projected loss in the trading surplus over the next three years due to the demolition of East Slope Bar. In addition a further commitment has been agreed to cover capital costs for the Trading Company of £105,000

This means that the reserves level of unrestricted funds is set at £515,520 for the current year.

This will enable the Union to continue provision at the current level of service in its charitable areas. This will be reviewed annually.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2018

Structure, governance and management

Articles of Association

The Students' Union is a company limited by guarantee and a registered charity.

Method of appointment or election of trustees

Under the Articles of Association there are 12 trustees: six full-time 'sabbatical' officers (who are either recent graduates or intermitting students); three student trustees; and three lay trustees appointed by the Board for their specialist knowledge, professional experience and independent expertise. The Sabbatical Officers are elected by cross-campus ballot of Union members each spring and hold office for the following academic year, with the possibility of re-election for one further year. The three student trustees are also elected by cross-campus ballot in spring and hold office for one year, also with the possibility of re-election for one further year if they are still a student at the University.

Policies adopted for the induction and training of trustees

All sabbatical trustees are given two weeks of training before taking office ongoing learning and development opportunities throughout the year once in office. The initial training covers basic governance and representation principles, such as legal requirements, constitutional protocols and lobbying. It also includes shadowing the outgoing officers in their day-to-day activities. Student trustees are trained once in office on the basic governance and legal requirements of their role.

Senior Staff Remuneration Policy

Senior Staff of the Students' Union remuneration is decided by the Trustee sub-committee, the People & Pay Committee. These decisions are based on recommendations from the CEO and the Officers, who sit on the People and Pay Committee, following an annual appraisal of the post holders.

The CEO's remuneration is also decided by the People & Pay Committee. This decision is based on a recommendation from the President and a nominated external trustee following an annual appraisal and 360 review.

Organisation structure and decision making

The trustee board is responsible for the good governance of the Students' Union. The overall policy of the Union is made by quorate Members Meetings or Referenda open to all members. Lapsed policy is reviewed by the members of the Union Council that consists of approximately 35 elected and representative students. Union Council also maintains the Rules that govern the Students' Union.

The Trustee Board delegates most other decision making to the following committees:

- Finance & Risk Committee
- People & Pay Committee
- Democracy & Constitution Committee
- Communications Committee
- Executive Committee

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The following steering groups report to the Executive Committee:

Operations Steering Group
Campaigns Steering Group
Equality & Diversity Steering Group
Budget Steering Group

As well as dealing with policy and rule changes the Union Council is also responsible for representation and democratic accountability. The following sub-committees report to Council:

Sports Reps Committee
Societies Committee
Student Media Committee

Risk Management

The trustees have assessed the major risks to which the Union is exposed, and in particular have highlighted those related to:

1. the Union's financial reliance on the core funding from the university;
2. the loss of a key trading outlet within the next year having a significant effect on the surplus provided by the trading company;
3. the loss of key staff within the organisation;
4. the lack of adequate disaster recovery for the information technology systems and website;
5. compliance with the new General Data Protection Regulations and the possible loss of access to key student data;
6. the Union's representational legitimacy and negative perception of the Union in light of the new NSS question relating to the effectiveness of Students' Unions.

As a result the Union is undertaken a programme of work to help mitigate these risks. These include:

1. Ensuring that the organisation's new strategy aligns and complements the University's new strategy and take a more prominent role in open days in order to demonstrate our worth;
2. Developing existing and new venues on campus to replace the outlet that is due to be demolished and securing a longer term agreement with The Southern Co-operative;
3. Undertaking a Succession Plan to develop skills and experience of junior staff;
4. Implement all remaining key findings from our IT risk audit and work with our website developer to develop backup systems;
5. Undertake a Data Audit within the Union and set up a GDPR working group to ensure organisational compliance. Request Union representation on relevant University committee;
6. Implement our new representational software to increase the effectiveness and relevance of the Students Rep Scheme and Union representation.

With this work undertaken and measures put in place the trustees believe that all known risks are being managed adequately in order to allow the Union to meet its charitable objectives.

Plans for future periods

New strategy

We will be implementing our new Strategic Framework to run in parallel with the University's new strategy this year. For the first time the Students' Union is featured in the University's strategy as part of student voice and community engagement. As part of our new strategy we will be reviewing both the organisational structure and staffing structures to enable the Union to meet its key strategic priorities over the next six years.

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TRUSTEES' REPORT (continued)
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Increasing satisfaction and participation in Union activity

We continue to build on the work of the last strategy to increase student satisfaction and participation. All areas now have operational plans to enable them to focus on the service being offered to students. We will invest in an ambitious programme of customer service training and continue to develop a community organising model within clubs and societies to increase our capacity and empower students to run their own opportunities. We will also be increasing the training and support offered to Student Reps and expand the reach of our feedback software to help Reps collect and use student feedback to improve student academic representation across the institution.

Improving and growing our venues

This year we will be investing heavily in our venues, opening another social venue in the Northfield residences to replace East Slope Bar and increasing the offer at Falmer Bar and at the Club House bar. In addition we will be looking at the viability of another city centre venue to replace The Globe.

TRUSTEES' RESPONSIBILITIES STATEMENT

The Trustees (who are also directors of The University of Sussex Students' Union for the purposes of company law) are responsible for preparing the Trustees' report 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. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK 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 charitable group will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company and the group's transactions and disclose with reasonable accuracy at any time the financial position of the charitable group and 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 the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2018

DISCLOSURE OF INFORMATION TO AUDITOR

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charitable group's auditor is unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charitable group's auditor is aware of that information.

AUDITOR

The auditor, Knill James, has indicated its willingness to continue in office. The Designated Trustees will propose a motion re-appointing the auditor at a meeting of the Trustees.

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the Trustees, on 5 December 2018 and signed on their behalf by:

Frida Gustafsson
Chair of the Trustees



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INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF UNIVERSITY OF SUSSEX STUDENTS' UNION

OPINION

We have audited the financial statements of University of Sussex Students' Union (the 'parent charity') and its subsidiaries (the 'group') for the year ended 31 July 2018 set out on pages 13 to 34. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

In our opinion the financial statements:

- give a true and fair view of the state of the group's and of the parent charitable company's affairs as at 31 July 2018 and of the group's 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 Charities Act 2011.

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 group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council'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 group's or the parent 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 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 we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material

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INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF UNIVERSITY OF SUSSEX STUDENTS' UNION

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.

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Trustees' report is inconsistent in any material respect with the financial statements; or
- the parent charitable union has not kept sufficient accounting records; or
- the parent charitable union financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

RESPONSIBILITIES OF TRUSTEES

As explained more fully in the Trustees' responsibilities statement, the Trustees (who are also the directors of the charitable union 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 group's and the parent 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 group or the parent charitable company or to cease operations, or have no realistic alternative but to do so.

AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

We have been appointed as auditor under section 151 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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.

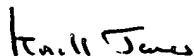
A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditor's report.

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INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF UNIVERSITY OF SUSSEX STUDENTS' UNION

USE OF OUR REPORT

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees 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 its trustees, as a body, for our audit work, for this report, or for the opinions we have formed.



Knill James

Chartered Accountants
Statutory Auditor

One Bell Lane

Lewes

East Sussex

BN7 1JU

17 December 2018

Knill James is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

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**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING INCOME AND
EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 JULY 2018**

	Note	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
INCOME FROM:					
Charitable activities	5	589,304	-	589,304	506,060
Other trading activities	2,3	5,414,280	203,693	5,617,973	5,311,412
Investments	4	395	-	395	40
Other income		49,961	-	49,961	3,736
TOTAL INCOME		6,053,940	203,693	6,257,633	5,821,248
EXPENDITURE ON:					
Raising funds	3	3,476,138	-	3,476,138	3,421,920
Charitable activities	7	2,332,811	173,892	2,506,703	2,332,223
TOTAL EXPENDITURE		5,808,949	173,892	5,982,841	5,754,143
NET INCOME BEFORE OTHER RECOGNISED GAINS AND LOSSES		244,991	29,801	274,792	67,105
NET MOVEMENT IN FUNDS		244,991	29,801	274,792	67,105
RECONCILIATION OF FUNDS:					
Total funds brought forward		431,755	21,459	453,214	386,109
TOTAL FUNDS CARRIED FORWARD		676,746	51,260	728,006	453,214

The notes on pages 18 to 34 form part of these financial statements.

UNIVERSITY OF SUSSEX STUDENTS' UNION

(A company limited by guarantee)
REGISTERED NUMBER: 07695765

**CONSOLIDATED BALANCE SHEET
AS AT 31 JULY 2018**

	Note	£	2018 £	£	2017 £
FIXED ASSETS					
Tangible assets	9		114,110		92,605
CURRENT ASSETS					
Stocks	11	69,187		63,924	
Debtors	12	353,858		313,483	
Cash at bank and in hand		1,044,092		842,871	
		<u>1,467,137</u>		<u>1,220,278</u>	
CREDITORS: amounts falling due within one year	13	(853,241)		(859,669)	
NET CURRENT ASSETS			613,896		360,609
NET ASSETS			<u>728,006</u>		<u>453,214</u>
CHARITY FUNDS					
Restricted funds	14		51,260		21,459
Unrestricted funds	14		676,746		431,755
TOTAL FUNDS			<u>728,006</u>		<u>453,214</u>

The union's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The Trustees consider that the union is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the union to obtain an audit for the year in question in accordance with section 476 of the Act. However, an audit is required in accordance with section 151 of the Charities Act 2011.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

The financial statements were approved and authorised for issue by the Trustees on 5 December 2018 and signed on their behalf, by:

Frida Gustafsson

The notes on pages 18 to 34 form part of these financial statements.

UNIVERSITY OF SUSSEX STUDENTS' UNION

(A company limited by guarantee)
REGISTERED NUMBER: 07695765

**UNION BALANCE SHEET
AS AT 31 JULY 2018**

	Note	£	2018 £	£	2017 £
FIXED ASSETS					
Tangible assets	9		29,615		35,715
Investments	10		2		2
			<u>29,617</u>		<u>35,717</u>
CURRENT ASSETS					
Debtors	12	413,002		318,939	
Cash at bank and in hand		750,884		615,162	
		<u>1,163,886</u>		<u>934,101</u>	
CREDITORS: amounts falling due within one year	13	(531,711)		(559,759)	
NET CURRENT ASSETS			<u>632,175</u>		<u>374,342</u>
NET ASSETS			<u>661,792</u>		<u>410,059</u>
CHARITY FUNDS					
Restricted funds	14		51,260		21,459
Unrestricted funds	14		610,532		388,600
TOTAL FUNDS			<u>661,792</u>		<u>410,059</u>

The union's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The Trustees consider that the union is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the union to obtain an audit for the year in question in accordance with section 476 of the Act. However, an audit is required in accordance with section 151 of the Charities Act 2011.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and for preparing financial statements which give a true and fair view of the state of affairs of the union as at 31 July 2018 and of its net incoming resources for the year in accordance with the requirements of sections 394 and 395 of the Act and which otherwise comply with the requirements of the Act relating to the financial statements, so far as applicable to the union.

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

UNIVERSITY OF SUSSEX STUDENTS' UNION
(A company limited by guarantee)

UNION BALANCE SHEET (continued)
AS AT 31 JULY 2018

The financial statements were approved and authorised for issue by the Trustees on 5 December 2018 and signed on their behalf, by:



Frida Gustafsson

The notes on pages 18 to 34 form part of these financial statements.

UNIVERSITY OF SUSSEX STUDENTS' UNION
(A company limited by guarantee)

**CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 JULY 2018**

	Note	2018 £	2017 £
Cash flows from operating activities			
Net cash provided by operating activities	16	<u>262,804</u>	<u>302,140</u>
Cash flows from investing activities:			
Purchase of tangible fixed assets		<u>(61,583)</u>	<u>(82,045)</u>
Net cash used in investing activities		<u>(61,583)</u>	<u>(82,045)</u>
Change in cash and cash equivalents in the year		201,221	220,095
Cash and cash equivalents brought forward		<u>842,871</u>	<u>622,776</u>
Cash and cash equivalents carried forward	17	<u>1,044,092</u>	<u>842,871</u>

The notes on pages 18 to 34 form part of these financial statements.

UNIVERSITY OF SUSSEX STUDENTS' UNION
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2018**

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

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 (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.

University of Sussex Students' Union meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

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

No separate SOFA has been presented for the union alone as permitted by section 408 of the Companies Act 2006.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

1.2 Company status

The union is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the union being wound up, the liability in respect of the guarantee is limited to £1 per member of the union.

1.3 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the union and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the union for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

UNIVERSITY OF SUSSEX STUDENTS' UNION
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2018**

1. ACCOUNTING POLICIES (continued)

1.4 Income

All income is recognised once the union has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

For legacies, entitlement is taken as the earlier of the date on which either: the union is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the union has been notified of the executor's intention to make a distribution. Where legacies have been notified to the union, or the union is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the union where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the union and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the union and compliance with constitutional and statutory requirements.

Costs of generating funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Charitable activities and Governance costs are costs incurred on the union's educational operations, including support costs and costs relating to the governance of the union apportioned to charitable activities.

UNIVERSITY OF SUSSEX STUDENTS' UNION
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2018**

1. ACCOUNTING POLICIES (continued)

1.6 Going concern

The Union has prepared forecasts up to July 2019. The Trustees have reviewed the forecasts and considered the likely financial position of the company beyond that date. The Trustees consider the going concern basis of preparing financial statements to be appropriate.

1.7 Basis of consolidation

The financial statements consolidate the accounts of University of Sussex Students' Union and all of its subsidiary undertakings ('subsidiaries').

The Union has taken advantage of the exemption contained within section 408 of the Companies Act 2006 not to present its own Income and expenditure account.

1.8 Turnover

Turnover comprises revenue recognised by the union in respect of goods and services supplied during the year, exclusive of Value Added Tax and trade discounts.

1.9 Tangible fixed assets and depreciation

All assets costing more than £500 are capitalised.

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of financial activities.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Fixtures and fittings	-	20-33% straight line
Office equipment	-	20-33% straight line
Computer equipment	-	20-33% straight line
Societies and clubs equipment	-	20-33% straight line

1.10 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless fair value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and shown in the heading 'Gains/(losses) on investments' in the Statement of financial activities.

Investments in subsidiaries are valued at cost less provision for impairment.

UNIVERSITY OF SUSSEX STUDENTS' UNION
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2018**

1. ACCOUNTING POLICIES (continued)

1.11 Operating leases

Rentals under operating leases are charged to the Statement of financial activities on a straight line basis over the lease term.

1.12 Stocks

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

1.13 Taxation

The union is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the union is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

The union is the parent of University of Sussex Students Union Trading Limited who generally gift aid its profits to the union.

1.14 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the union; this is normally upon notification of the interest paid or payable by the Bank.

1.15 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.16 Pensions

The union operates a defined contribution pension scheme and the pension charge represents the amounts payable by the union to the fund in respect of the year.

1.17 Cash at Bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

UNIVERSITY OF SUSSEX STUDENTS' UNION
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2018**

1. ACCOUNTING POLICIES (continued)

1.18 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the union anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

1.19 Financial instruments

The union only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

1.20 Critical accounting estimates and areas of judgment

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The union makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions 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 discussed below.

Critical areas of judgment:

Rates of depreciation and useful lives of fixed assets.

UNIVERSITY OF SUSSEX STUDENTS' UNION
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2018**

2. UNIVERSITY GRANT INCOME

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
University grant - general funds	1,169,962	-	1,169,962	1,055,184
University - other funding	21,750	-	21,750	17,304
University - accommodation, utilities and cleaning	360,148	-	360,148	349,773
University grant - restricted funds	-	203,693	203,693	181,457
	<u>1,551,860</u>	<u>203,693</u>	<u>1,755,553</u>	<u>1,603,718</u>
<i>Total 2017</i>	<u>1,422,261</u>	<u>181,457</u>	<u>1,603,718</u>	

3. INCOMING RESOURCES FROM TRADING ACTIVITIES

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
Incoming resources				
Sales	2,830,135	-	2,830,135	2,605,256
Other operating income	1,032,285	-	1,032,285	1,102,438
	<u>3,862,420</u>	<u>-</u>	<u>3,862,420</u>	<u>3,707,694</u>
Outgoing resources				
Trading company costs	2,178,916	-	2,178,916	2,127,252
Wages and salaries	1,209,202	-	1,209,202	1,215,914
Employers NIC	49,439	-	49,439	48,971
Pension costs	16,279	-	16,279	9,781
Depreciation of tangible fixed assets	22,302	-	22,302	20,002
	<u>3,476,138</u>	<u>-</u>	<u>3,476,138</u>	<u>3,421,920</u>
Net income from incoming resources from trading activities	<u>386,282</u>	<u>-</u>	<u>386,282</u>	<u>285,774</u>

In 2017, of the net income from trading activities, £285,774 was to unrestricted funds and £NIL was to restricted funds.

UNIVERSITY OF SUSSEX STUDENTS' UNION
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2018**

4. INVESTMENT INCOME

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
Bank and other interest receivable	395	-	395	40
<i>Total 2017</i>	40	-	40	

5. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
Publications and advertising	142,831	-	142,831	143,418
Activities, clubs and societies	339,110	-	339,110	256,917
Catering and management charges	9,209	-	9,209	10,483
Membership fees	98,154	-	98,154	95,242
	589,304	-	589,304	506,060
<i>Total 2017</i>	506,060	-	506,060	

6. NET INCOME/(EXPENDITURE)

This is stated after charging:

	2018 £	2017 £
Depreciation of tangible fixed assets:		
- owned by the charitable group	39,683	37,529
Auditor's remuneration - audit	11,800	11,250
Auditor's remuneration - other services	2,365	2,250
Pension costs	56,843	43,736

During the year, no Trustees received any benefits in kind (2017 - £NIL).

During the year, no Trustees received any reimbursement of expenses (2017 - £NIL).

UNIVERSITY OF SUSSEX STUDENTS' UNION
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2018**

7. CHARITABLE ACTIVITIES

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
Representation and democracy				
Permanent staff costs	231,071	2,235	233,306	183,518
Sabbatical officers	124,293	-	124,293	124,022
NUS affiliation	35,053	-	35,053	42,167
Campaigns and conferences	6,361	40,810	47,171	33,643
Support costs	202,802	17,684	220,486	232,462
	<u>599,580</u>	<u>60,729</u>	<u>660,309</u>	<u>615,812</u>
Publications				
Permanent staff costs	138,232	-	138,232	89,727
Administrative costs	874	-	874	145
Student media	18,259	-	18,259	14,825
Union marketing	17,025	-	17,025	9,020
Website	14,483	-	14,483	13,730
Support costs	83,768	627	84,395	87,058
	<u>272,641</u>	<u>627</u>	<u>273,268</u>	<u>214,505</u>
Activities, clubs and societies				
Permanent staff costs	265,108	47,811	312,919	244,373
Administration	71,613	-	71,613	71,932
Entertainments expenditure and events	45,195	-	45,195	49,599
Freshers' week events	69,556	-	69,556	53,215
Sports club expenditure	164,217	8,388	172,605	185,274
Sports club fundraising expenditure	78,282	-	78,282	90,452
Club and society expenditure	28,130	32,422	60,552	53,046
Club and society fundraising expenditure	174,476	-	174,476	139,299
BUSA and regional affiliation	13,008	-	13,008	13,914
Support costs	529,835	23,915	553,750	577,873
	<u>1,439,420</u>	<u>112,536</u>	<u>1,551,956</u>	<u>1,478,977</u>
Governance costs				
Audit and accountancy	8,763	-	8,763	8,200
Consultancy services	9,313	-	9,313	13,027
Professional fees	3,094	-	3,094	1,701
	<u>21,170</u>	<u>-</u>	<u>21,170</u>	<u>22,927</u>
	<u><u>2,332,811</u></u>	<u><u>173,892</u></u>	<u><u>2,506,703</u></u>	<u><u>2,332,222</u></u>

In 2017, of total expenditure, £2,146,275 was to unrestricted funds and £185,947 was to restricted funds.

UNIVERSITY OF SUSSEX STUDENTS' UNION
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2018**

8. STAFF COSTS

Staff costs were as follows:

	2018 £	2017 £
Wages and salaries	2,267,283	2,188,343
Social security costs	136,097	129,811
Other pension costs	56,843	43,736
	<u>2,460,223</u>	<u>2,361,890</u>

The average number of persons employed by the union during the year was as follows:

	2018 No.	2017 No.
University of Sussex Students Union	39	37
University of Sussex Students Union Trading Limited	12	13
	<u>51</u>	<u>50</u>

No employee received remuneration amounting to more than £60,000 in either year.

The aggregate remuneration of key management personnel was £311,997 (2017 - £279,163).

UNIVERSITY OF SUSSEX STUDENTS' UNION
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2018**

9. TANGIBLE FIXED ASSETS

Group	Fixtures and fittings £	Office equipment £	Computer equipment £	Total £
Cost				
At 1 August 2017	437,382	179,413	82,869	699,664
Additions	47,778	6,024	7,781	61,583
Disposals	(46,432)	(49,297)	-	(95,729)
At 31 July 2018	438,728	136,140	90,650	665,518
Depreciation				
At 1 August 2017	399,538	144,340	63,181	607,059
Charge for the year	17,890	12,649	9,143	39,682
On disposals	(46,036)	(49,297)	-	(95,333)
At 31 July 2018	371,392	107,692	72,324	551,408
Net book value				
At 31 July 2018	67,336	28,448	18,326	114,110
At 31 July 2017	37,844	35,073	19,688	92,605
Union				
Cost				
At 1 August 2017	188,949	27,596	82,869	299,414
Additions	3,499	-	7,781	11,280
At 31 July 2018	192,448	27,596	90,650	310,694
Depreciation				
At 1 August 2017	175,778	24,740	63,181	263,699
Charge for the year	6,964	1,273	9,143	17,380
At 31 July 2018	182,742	26,013	72,324	281,079
Net book value				
At 31 July 2018	9,706	1,583	18,326	29,615
At 31 July 2017	13,171	2,856	19,688	35,715

UNIVERSITY OF SUSSEX STUDENTS' UNION
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2018**

10. FIXED ASSET INVESTMENTS

Union Cost	Shares in group undertakings
At 1 August 2017 and 31 July 2018	<u><u>2</u></u>

11. STOCKS

	<u>Group</u>		<u>Union</u>	
	2018	<i>2017</i>	2018	<i>2017</i>
	£	£	£	£
Finished goods and goods for resale	69,187	63,924	-	-

12. DEBTORS

	<u>Group</u>		<u>Union</u>	
	2018	2017	2018	2017
	£	£	£	£
Trade debtors	238,978	263,570	100,046	139,271
Amounts owed by group undertakings	-	-	279,896	153,552
Other debtors	29,757	25,355	17,848	13,531
Prepayments and accrued income	85,123	24,558	15,212	12,585
	<u>353,858</u>	<u>313,483</u>	<u>413,002</u>	<u>318,939</u>

The balance owed by the group undertaking is a trading balance and not a loan. Therefore no interest is applied unless it falls outside arms length credit terms.

UNIVERSITY OF SUSSEX STUDENTS' UNION
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2018**

13. CREDITORS: Amounts falling due within one year

	Group		Union	
	2018	2017	2018	2017
	£	£	£	£
Payments received on account	43,485	80,241	43,485	80,241
Trade creditors	76,208	85,948	5,679	4,596
Other taxation and social security	96,352	76,899	23,731	17,134
Lettings client accounts	194,332	164,213	194,332	164,213
Other creditors	253,029	252,878	235,757	235,835
Accruals and deferred income	189,835	199,490	28,727	57,740
	853,241	859,669	531,711	559,759

14. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 August 2017	Income	Expenditure	Balance at 31 July 2018
	£	£	£	£
Unrestricted funds				
Reserves	431,755	6,053,940	(5,808,949)	676,746
Restricted funds				
University grant	5,693	11,119	(11,119)	5,693
Sussex Fund (Alumni)	11,317	54,760	(40,810)	25,267
Sussex in Transition WSEN Conference	4,449	-	(4,449)	-
Community Social Fund	-	26,876	(26,747)	129
Buddy Scheme	-	47,811	(47,811)	-
Role Models	-	63,127	(42,956)	20,171
	21,459	203,693	(173,892)	51,260
Total of funds	453,214	6,257,633	(5,982,841)	728,006

General funds include £66,214 (2017 - £43,155) retained in the trading subsidiary.

The Sussex Fund (Alumni) provides the Student Union with funding to support projects that enhance the student experience.

The Sussex in Transition WSEN Conference monies were provided to facilitate organisation of a conference on Sustainability through Co-operation.

The Community Social Fund was a proposal for a number of student society projects, all of which were

UNIVERSITY OF SUSSEX STUDENTS' UNION
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2018**

14. STATEMENT OF FUNDS (continued)

completed in the year.

Buddy Scheme - the university provide funding form 2 full time roles to run the Buddy Scheme. The scheme is to match up new students with an existing student 'Buddy' volunteer, to help them integrate with University life.

Role Models - we receive outside funding for expenses and for 1 to 2 members of staff to run the Role Models program. The program is a peer mentoring scheme within local schools, where our university students run workshops for their young students on Mental Health & Well being.

STATEMENT OF FUNDS - PRIOR YEAR

	<i>Balance at 1 August 2016 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 31 July 2017 £</i>
General Funds - all funds	362,437	5,639,791	(5,568,195)	(2,278)	431,755
Restricted funds					
University grant	17,472	-	-	(11,779)	5,693
Sussex Fund (Alumni)	-	60,000	(48,683)	-	11,317
Sussex in Transition WSEN Conference	6,200	480	(14,010)	11,779	4,449
Community Social Fund	-	25,846	(28,124)	2,278	-
Buddy Scheme	-	44,619	(44,619)	-	-
Role Models	-	50,511	(50,511)	-	-
	<u>23,672</u>	<u>181,456</u>	<u>(185,947)</u>	<u>2,278</u>	<u>21,459</u>

UNIVERSITY OF SUSSEX STUDENTS' UNION
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2018**

14. STATEMENT OF FUNDS (continued)

SUMMARY OF FUNDS - CURRENT YEAR

	Balance at 1 August 2017 £	Income £	Expenditure £	Balance at 31 July 2018 £
General funds	431,755	6,053,940	(5,808,949)	676,746
Restricted funds	21,459	203,693	(173,892)	51,260
	<u>453,214</u>	<u>6,257,633</u>	<u>(5,982,841)</u>	<u>728,006</u>

SUMMARY OF FUNDS - PRIOR YEAR

	Balance at 1 August 2016 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 July 2017 £
General funds	362,437	5,639,791	(5,568,195)	(2,278)	431,755
Restricted funds	23,672	181,456	(185,947)	2,278	21,459
	<u>386,109</u>	<u>5,821,247</u>	<u>(5,754,142)</u>	<u>-</u>	<u>453,214</u>

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £
Tangible fixed assets	114,109	-	114,109
Current assets	1,415,876	51,260	1,467,136
Creditors due within one year	(853,239)	-	(853,239)
	<u>676,746</u>	<u>51,260</u>	<u>728,006</u>

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15. ANALYSIS OF NET ASSETS BETWEEN FUNDS (continued)

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	<i>Unrestricted funds 2017 £</i>	<i>Restricted funds 2017 £</i>	<i>Total funds 2017 £</i>
Tangible fixed assets	92,604	-	92,604
Current assets	1,191,629	21,459	1,220,280
Creditors due within one year	(859,670)	-	(859,670)
	<u>424,563</u>	<u>21,459</u>	<u>453,214</u>

16. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2018 £	Group 2017 £
Net income for the year (as per Statement of Financial Activities)	274,792	67,105
Adjustment for:		
Depreciation charges	39,682	37,532
Loss on the sale of fixed assets	396	-
(Increase)/decrease in stocks	(5,263)	9,620
Increase in debtors	(40,375)	(15,455)
(Decrease)/increase in creditors	(6,428)	203,338
Net cash provided by operating activities	<u>262,804</u>	<u>302,140</u>

17. ANALYSIS OF CASH AND CASH EQUIVALENTS

	2018 £	Group 2017 £
Cash in hand	1,044,092	842,871
Total	<u>1,044,092</u>	<u>842,871</u>

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18. PENSION COMMITMENTS

The group operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the group in an independently administered fund. The pension cost charge represents contributions payable by the group to the fund and amounted to £56,843 (2017 - £43,736). Contributions totalling £1,846 (2017 - £5,084) were payable to the fund at the balance sheet date and are included in creditors.

19. OPERATING LEASE COMMITMENTS

At 31 July 2018 the total of the group's future minimum lease payments under non-cancellable operating leases was:

Group	2018	2017
	£	£
Amounts payable:		
Within 1 year	33,454	34,695
Between 1 and 5 years	24,362	57,816
Total	57,816	92,511

20. RELATED PARTY TRANSACTIONS

One or more trustees have been paid remuneration or received other benefits from an employment with the charity. These staff members only receive remuneration in respect of services they provide under their contracts of employment.

The value of trustees remuneration and other benefits was as follows:

	2018	2017
	£	£
A Pickering	-	17,557
S Gibbons	-	17,634
R Taylor	-	17,634
A Duvillier	-	17,471
G Gahan	17,843	19,928
S Sezenzo	-	17,560
L Williams	17,812	3,183
S McIntosh	20,418	3,183
F Gustafsson	20,214	3,183
C Srathern Brady	17,655	3,183
A Lyle	20,730	3,183
R Doran	3,055	-
E Asheri	3,283	-
M Gabriel	3,283	-
	124,293	123,699

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**NOTES TO THE FINANCIAL STATEMENTS
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21. CONTROLLING PARTY

The charitable company is controlled by the Board of Trustees, who are also directors under company law.

22. PRINCIPAL SUBSIDIARIES

University of Sussex Students Union Trading Limited

Subsidiary name	University of Sussex Students Union Trading Limited
Company registration number	02146582
Basis of control	
Equity shareholding %	100%
Total assets as at 31 July 2018	£ 667,643
Total liabilities as at 31 July 2018	£ 601,427
Total equity as at 31 July 2018	£ 66,216
Turnover for the year ended 31 July 2018	£ 2,622,414
Expenditure for the year ended 31 July 2018	£ 2,599,355
Profit for the year ended 31 July 2018	£ 23,059

23. FINANCIAL INSTRUMENTS

	2018 £	2017 £
Financial assets measured at amortised cost	1,312,827	1,131,796
Financial liabilities measured at amortised cost	663,406	660,179

Financial assets measured at amortised cost comprise cash, trade and other debtors.

Financial liabilities measured at amortised cost comprise creditors excluding accruals and deferred income.