

Registered Company number: 07695765 (England and Wales)

Registered Charity number: 1147242

**CONSOLIDATED FINANCIAL STATEMENTS  
FOR  
UNIVERSITY OF SUSSEX STUDENTS' UNION  
(LIMITED BY GUARANTEE)  
FOR THE YEAR END 31 JULY 2023**

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# UNIVERSITY OF SUSSEX STUDENTS' UNION (LIMITED BY GUARANTEE)

## LEGAL AND ADMINISTRATIVE INFORMATION

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| <b>Trustees</b>                                  | Riko Kunisue, Officer<br>Rose Linehan, Officer<br>Niamh Tickner, Officer<br>Maozya Murray, Officer<br>Naina Bahl, Officer<br>Steven Jackson, Officer<br>Lewis Wilson, Student<br>Dannielle Smith, Student<br>Taiwo Olaide Salami, Student<br>Helen Hoogewerf-McComb, External<br>Billy Bryan, External |
| <b>Charity Number</b>                            | 1147242  |
| <b>Company Number</b>                            | 07695765   |
| <b>Registered Office &amp; Principal Address</b> | Falmer House<br>University of Sussex<br>Brighton<br>East Sussex<br>BN1 9QF   |
| <b>Auditors</b>                                  | TC Group<br>The Courtyard<br>Shoreham Road<br>Upper Beeding<br>Steyning<br>West Sussex<br>BN44 3TN   |
| <b>Bank</b>                                      | Barclays Bank Plc<br>77 South Road<br>Haywards Heath<br>West Sussex<br>RH16 4LB  |

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# **UNIVERSITY OF SUSSEX STUDENTS' UNION (LIMITED BY GUARANTEE)**

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# **UNIVERSITY OF SUSSEX STUDENTS' UNION (LIMITED BY GUARANTEE)**

## **TRUSTEES' REPORT (INCORPORATING THE DIRECTORS REPORT)**

### **FOR THE YEAR ENDED 31 JULY 2023**

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The Trustees present their annual report together with the audited financial statements of the University of Sussex Students' Union for the year to 31 July 2023. The Trustees confirm that the Annual report and financial statements of the charitable company and group comply with the current statutory requirements, the requirements of the charitable 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 (FRS102) (effective 1 January 2019).

- 1. Introduction by Chief Executive**
- 2. Our governance and operations**
- 3. Our impact**
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- 5. Risk management**
- 6. Sussex Students' Union Annual Report**

#### **1. Introduction by Chief Executive**

It has been a tough year for the Students' Union still recovering from the financial losses during the pandemic and changing spending habits on campus from both students and staff, plus not having a Chief Executive in place for the majority of it. I was incredibly fortunate to be appointed in late 2022 and I started at Sussex SU in February 2023.

The cost of living crisis has had an impact on students and the Union. However, we saw an increase in students participating in Union activities; sports clubs are oversubscribed and funding for student groups being well used, we had the highest number of election candidates for a number of years, our student reps are being very active in their schools, Varsity events sold out, and we had a very successful One World Week and Climate Justice Week.

#### Interesting stats:

- 53% of students think that the Union helps students overcome challenges that may prevent them from completing their course
- 70% of students agree that the Students' Union represents the student body when it comes to equality, diversity and inclusion issues
- In the 2023 National Student Survey (NSS) scores, how well the Union represents students' academic interests, has increased from 50% to 72.3%, a 21.9% increase. That means that we have moved up from 97th Union to 71st
- 78% of students are either satisfied or very satisfied with our student rep scheme

#### **Governance Review**

In the summer of 2022, the University of Sussex and the University of Sussex Students' Union commissioned Counterculture to undertake a governance review of the Students' Union, its relationship with the University and its funding, with the aim of producing a series of recommendations for the Students' Union and University to consider.

The recommendations cover the Union's own governance structure, the relationship with the University, finances and specific items such as the responsibility for student elections.

The recommendations have provided the Union with a route map for making changes that will have real positive impacts on how the Union represents, supports and answers to students.

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#### People

As a Union, we recognise that it's all about the how. It's how we show up, how we approach our work, how we step up, get things done and share our humanity.

- With University financial support, we started paying the Real Living Wage, with backdated pay for impacted staff from October 2022.
- We also completed a 3 year process on pay and grading, increasing the pay of our lowest paid members of staff and introducing a new, fairer grading structure
- In our 2023 Staff Engagement Survey - 81% recommended the Union as a good place to work, with 94% of all 300 staff completing the survey.
- 92% of respondents said that that colleagues trust and respect each other and 89% feel that the Union would forgive an honest mistake

There was loads of learning and areas for improvement and the Trustee Board agreed an action plan, staff then had an opportunity for what they thought should be the Union's priorities over the coming year and our Chief Executive is charged with making the Union a more diverse, inclusive, welcoming and high performing organisation.

Sussex Students' Union is a Union on the up, with passionate people that want to make students' lives better. The coming year is such an amazing opportunity to make the Union an organisation that students are incredibly proud of.

James Hann  
Chief Executive

## 2. Our governance and operations

Sussex Students' Union is a charity, separate from the University. The Union is here to represent students to the University and wider community, lobbying them on students' behalf. We campaign on local, national and international issues that matter to students.

We exist to make student life better through our:

- campaigning
- free, confidential advice and support
- hundreds of student led societies and sports clubs
- volunteering opportunities
- shops and bars on campus

Each year, six full-time representatives, called Officers, are voted for by students. The Students' Union is a democratic organisation and we are led by the elected Officers, who are paid to do this job. Officers are either recent graduates from Sussex or Brighton & Sussex Medical School (BSMS) - or students taking a year out from their studies.

Officers are democratically elected to ensure that the Students' Union as a whole is always striving to meet students' changing needs, and respond to students' concerns.

Alongside the full-time Officers are several elected part-time officers and representatives on a range of committees - who collectively make decisions on behalf of students.

We have around 2000 volunteers in a variety of roles such as society committee chairs, student reps, and Badger newspaper writers.

We also have around 30+ full-time staff and 250+ students who work for us, supporting the activities of our elected officers and keeping our services running.

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Our direction is always democratically determined by the needs of students. We rely on student feedback and opinion to direct and assist all the campaigning and lobbying work that we do.

Day-to-day operational and staff management is delegated to the Chief Executive who is accountable to the Trustee Board for strategy implementation and operational performance.

As a charity, our activities are overseen by a Trustee Board.

There are three types of trustee:

1. The six full-time Officers
2. Three elected students
3. Three appointed trustees

The Trustee Board ensures the legal and financial compliance of the Union, as well as leading on significant decisions regarding strategy and operations. As part of the Union's commitment to transparency the Trustee Board agreed in April 2023 that the minutes of the Board would now be made public and available on our website.

Trustees in post during the year were as follows:

Riko Kunisue, Officer  
Rose Linehan, Officer  
Niamh Tickner, Officer  
Maozya Murray, Officer  
Naina Bahl, Officer  
Steven Jackson, Officer  
Lewis Wilson, Student  
Danielle Smith, Student  
Taiwo Olaide Salami, Student (resigned 13/12/2023)  
Helen Hoogewerf-McComb, External  
Billy Bryan, External  
Cameron Joshi, External (resigned 07/11/2023)

Nera Cornell, Officer (resigned 13/07/2023)  
Liam Pern, Officer (resigned 13/07/2023)  
Aaron Williams, Officer (resigned 13/07/2023)  
Muthoni Kahuho, Student (resigned 13/07/2023)  
Amelia McMahan, Student (resigned 13/07/2023)  
Jacob Whitear, Student (resigned 13/07/2023)

### 3. Our impact

#### Advice

- The Student Union advice team provides advice on University-related issues and housing for every Sussex student. We offer support and guidance on various university-related issues such as appeals, academic misconducts, complaints, and disciplinaries. We can also connect you with the right people and resources for other concerns.
- The Advice Service saw a 24% increase in cases from 2021/2. 705 cases for 21-22 academic year, so an increase of 166
- Student support continues throughout the year, but some months are particularly busy. There was a 300% increase in cases from last year in May 2023 for the Advice team

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- So what about the quality of the advice and student satisfaction?

Reviews from Sussex students:

"I really loved their service"

"Great service by the Students' Union. I am really amazed"

"Great service! Thank you"

"It was very quick and easy to book a call for the next day. I received the call on time and I am very happy with the advice I received. Thank you very much!"

"I am grateful for the support and quick response."

Advice service was rated 5/5 by service users

#### Academic Representation Scheme

One of the most important functions of the Students' Union is to help represent the views of students in educational matters at the University.

2023: 142 reps were elected, which is an 11% increase on 2022

Testimonials from student reps:

"It's a really inspiring role to fill, represent your fellow students to the best of your ability"

"I have enjoyed the ability to connect more with my school and talking with my lecturers as an equal to ensure a fulfilling student experience"

"I have enjoyed the social side of being a rep, organising socials and making small changes in the department"

Testimonials from schools about some of the outstanding work the Reps have done in 2022/3

#### **Brighton & Sussex Medical School**

- We received lots of nominations for the SU Student Awards for many student reps in BSMS for their dedication to representing students and going the extra mile to influence decision-making and positive changes within the school.

#### **Business School**

- One of the reps set up a really successful social for their cohort and school staff to both build community between students and facilitate a positive relationship and opportunity for feedback with staff.

#### **Education & Social Work**

- Amazing work by one rep in particular, who was dedicated to representing International Students on the MA International Education course. From building community by organising a cultural night where students in the class brought food from different cultures to sharing feedback with relevant staff to set up additional support for students for whom English is not their first language

#### **Engineering & Informatics**

- Amazing work introducing a discord server as a platform to collect feedback - the social community they have created is now over 500+ of their school peers and has been a widespread success for a large majority of the students studying informatics!

#### **Global Studies**

- Successfully lobbied to introduce the first Quiet Room within the Global Studies Department, which is expected to be ready in May. Introducing a Quiet Room makes the school far more accessible and welcoming to its disabled students, will positively impact students in this department for years to come and will hopefully

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also inspire other Student Reps to introduce more Quiet Rooms across the University, benefitting Sussex as a whole

#### Doctoral School

- PGR Reps have done a lot of positive work with staff in the doctoral school and the Students' Union to rethink how the rep scheme could function more effectively for postgraduate research students

#### Spring Election 2023:

While the elections weren't without incident, the Union successfully delivered a fair election, with some notable increases in student engagement.

- 6% increase in unique voters for the Spring election 2023 from the previous year
- 97% increase in number of candidates in the Spring election 2023 from the previous year

#### Societies and Student Media

We have supported over 163 Societies and all the BSMS Societies and 4 Student media groups (URF, UniTV, Badger, and The Channel). Below are some highlights of their accomplishments:

- Decolonise Shakespeare organised a full-scale production of Macbeth at the ACCA. They have undertaken important work towards creating opportunities on campus for students from marginalised backgrounds. The sheer amount of work is incredible; so many individuals put in to create a community, out of a passion project.
- South Asian Students' Society won a Student Award for the best Large Scale Society Event of the Year for their Diwali celebration event that consisted of singing and dancing performances, as well as dinner and after party with an attendance of 200+. For their Holi and Diwali celebrations, these events brought together many people of different cultures and gave many students the opportunity to celebrate their festivals away from their families.
- Turkish Society organised incredible fundraising endeavours. Their work has massively helped survivors of the earthquake in Syria and Turkey and raised over £8,000 in doing so.
- The Channel (magazine) continued to expand beyond its yearly print edition, to publish a film zine in partnership with Cinacity, Brighton's film festival.
- University Radio Falmer (URF) organised two 24 hour broadcasts, in which our committee raised over £700 for various charities.

#### Sports Clubs

We have supported 38 sports clubs this year and here are some of their highlights:

- Sussex WIN Varsity 2022! Varsity is an annual sporting competition where the University of Sussex Students' Union sports teams compete against the Brighton Panthers from Brighton University. The Sussex Swallows and Sussex & Brighton Waves cheerleading teams also supported the players in each event with some amazing performances. Overall, the tally scores are 14 wins to Sussex and 3 to Brighton.



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- The Women's Volleyball team won the Women's South Eastern Conference Cup and our Men's Volleyball team won the Men's South Eastern Tier 1 title.
- The Men's Lacrosse team had an exceptional season, remaining undefeated in the league all season and gaining promotion to the BUCS South Eastern Tier 1 after their most successful season ever. Boasting wins over Kent [22-0], Portsmouth [22-4], and Brunel [21-1] to name just a few. They also won the South Eastern Conference Cup, making it to the final against St Mary's and a 10-5 win. They capped off the year by winning the very well deserved 'Team of the Year' award at the Student Awards.

*"We are very proud of this year both on and off the pitch. We had an undefeated league and cup run resulting in Sussex men's lacrosse first ever promotion to the BUCS South Eastern Tier 1, and the club's second ever cup win. Off the pitch we are really proud of the fundraisers we put on to support RISE charity against domestic violence and movember. We also organised the first men's lacrosse alumni game and event in some time. We are very happy with the year we had, and excited for the future of men's lacrosse at Sussex"*

**President Wyatt Shipley**

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- Ben Roddick won Sports Personality of the Year at the Student Awards, Ben is the Men's Rugby 1XV Captain to start the year, unfortunately in the 4th game of the season Ben broke his lower leg. Over the course of his recovery he picked up coaching for the 3XV Rugby team and he also completed the Brighton Half Marathon competing for their charity partner, Grassroots Suicide Prevention. He completed the Half Marathon in a commendable time of 3:17, it was particularly impressive when you consider he was on crutches. He also raised over £850.
- Women's Rugby 1st team finished 3rd in the league and had big wins throughout their season - 52-0 against King's, 41-0 against King's [again], and 39-10 against Kingston. Their 1st team rounded out their year with a record 98-0 win in varsity against Brighton.



- Women's Hockey 1st team won the BUCS South Eastern Tier 1 title. A few weeks after securing the league win, the 1st team won 4-0 over Brighton in Varsity. The 2nd team also had an incredible season, winning the South Eastern Tier 4A and remaining undefeated all year, with 10 wins from 10.
- The Women's Football team ran the Brighton Half Marathon and held a football tournament to honour Charlotte Swift, who was a member of USWFC until 2020 (when she passed away suddenly).

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- Sussex Swim entered both the BUSL League and the BUCS Long Course championship, and found success in both. In BUSL they made the finals for the first time in their recent history, and gained a few Personal Bests. In the BUCS Long Course competition their men's team won the medley relay. Their season finished with a varsity win over Brighton - the first time that swimming has been a part of varsity for some time. Swim's impressive year earned them the award for 'Most Improved Club' at the Student Awards.

These are just a few of the sporting success stories of the year at Sussex. Below you can see a list of all league winners:

#### **BUCS League winners:**

Volleyball Men - Tier 1  
Hockey Women's 1s - Tier 1  
Badminton Men's 1s - Tier 2  
Lacrosse Men - Tier 2  
Football Women's 2s - Tier 3  
Football Men's 2s - Tier 4  
Netball Women's 2s - Tier 4  
Hockey Women's 2s - Tier 4

#### **Volunteering**

##### **Buddy Scheme**

- This academic year the Buddy Scheme ran from May 2022 to the end of March 2023.
- Across the course of the year we ran 35 events with 934 attendees spread across them. Three of these were ticketed trips, and the rest were on-campus events such as Midweek Mingles, Speed Friends, Therapy Dog events and film nights.
- In total, 761 students got involved with the Buddy Scheme this year
- Out of the 761 sign ups and Buddy Scheme volunteers, 236 students were postgraduates.

##### **Language Cafe**

- The Language Cafe is student led and offers a space for students' to learn and practise a language in a social environment.
- This year, we ran 20 Language Cafes on Tuesday evenings
- The Language Cafe had 2014 attendees across the 20 events
- We offered up to 20 languages including; Arabic, British Sign Language, Cantonese, English, Finnish, French, German, Italian, Japanese, Korean, Mandarin, Norwegian, Persian (Farsi), Portuguese, Romanian, Russian, Spanish, Swedish, Thai and Turkish.
- French (18.9%) and Japanese (14.2%) were the most popular languages offered, but Romanian (10.4%), newly introduced this year, has proved incredibly popular too.
- We had 79 Language Cafe Volunteers and 4 Language Cafe Leaders to run the cafe each week.
- The Language Cafe organised 2 collaborations with the Nordic Society
- Delivered a Special One World Week Language Café
- Hosted a 'Cakes and Ladders' thank-you party for the Language Cafe Volunteers and Leaders

#### **Feedback from participants and volunteers**

*"I was given the chance to meet new people and make friends, and learn about different languages and cultures! And I was able to teach people my language!"*

*"Seeing how easy it is to learn new phrases even when you don't speak the language at all"*

*"Learning how to teach has been positive as I'm learning new things about my language as well"*

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#### Postgraduate Network

- The Postgraduate Network is a new community for all postgraduates and mature students here at Sussex. The Network develops an active and vibrant community of postgraduate and mature students.
- Being a part of the Network allows students to connect with each other and expand your network. Students can share your experiences and top tips with others and also get support and advice from others.
- The Network organised 10 meet ups and 3 freshers events took place with 140 attendees across these events.

#### Sussex Nightline

- Sussex Nightline is a confidential listening service run by trained student volunteers, offering you non-judgmental support.
- The Nightline was available from 10pm to 2am on Fridays, Saturdays, Sundays during term time to students.
- The Sussex Nightline trained and supported 30 student volunteers.

#### Campaigns and Community Organising

- Contributed to the creation of the Brighton and Hove Citizens UK Manifesto, and co-hosted assemblies with Councillors, MPs and decision makers from across the city.
- Ran several Community Organising training sessions for staff, as well as a day-long community organising training for students, with great feedback:
  - *The knowledge and skills I have acquired through the training have equipped me with a deeper understanding of community organising and the tools needed to effect change. I am truly grateful for this opportunity.*
  - *"I would like to commend the Student Union for their exceptional work in organising and facilitating the training session. The Union's commitment to creating a strong, well-rounded, and inclusive community is evident, and I am glad to have witnessed a part of it."*
- Part of city-wide teams campaigning for improving young people's mental health provision, cost of public transport for young people, affordable and equitable housing and more organisations moving towards being a Real Living Wage Employer.
- Supported 10-13 student-led campaigns, with wins including
  - Rebates for those affected by construction noise on campus
  - Raised awareness on the lack of support provided to students through abortions, miscarriages, especially within Exceptional Circumstances
  - Highlighted the challenges of accessing the library for students who require a step-free route. Ran a demo on this and got over 5 pages of signatures from staff and students
  - Mitie Must Fall campaign worked alongside officers to encourage the University to have a more ethical partnership and procurement process.
  - Access Sussex worked alongside the University's Health and Safety team to make emergency procedures inclusive and safe for our disabled students.

#### Sustainability:

- Supported Sustainability Committee with the Fossil Free Careers campaign, meeting with key university staff to create a policy and process for this.
- Set up a new Student Group category - Cooperatives - to support student groups who are both providing a service to the community and working to make campus more sustainable. Provide them with more funding, designated staff support and campaign advice.
  - This includes the support given to ROOTs in their site transitions and making the new site fit for purpose, continuing support for Food Waste Cafe with the Community Kitchen and supporting Radical Library in collecting and categorising a large collection of books that students can access for free!
- Ran a few Free Shop events to prevent kitchen and household items from going to waste and providing them to incoming students for free!

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#### Climate Justice Week

- Climate Justice Week took place and was a week filled with events, workshops, panel discussions, craft and creativity, getting out into nature and strengthening our sense of community on campus.
- Some events that took place include a talk by the Student Living and Sustainability Officer about the problematic nature of the term 'Net Zero', looking at the devastating impacts of carbon offsetting schemes in the global south and how this is a repeat of colonial and capitalist history; a clothes swap, free film festival, a trip to the Knepp estate, a workshop on how to make complete compost and maximise the available habitat for all pollinators and wildlife.

#### **Sexual Safety:**

- Worked with CitizensUK on their nightlife safety charter, putting pressure on clubs in town to take responsibility for student safety. Our Safe spaces team met with Labour and Green Councillors and the Chair of the Licensing Committee who made a commitment to work together with venues to introduce ways that ensure the safety of people who engage in night time economy. The group held an Action 'Night Time Safety Charter Party' at Hove Town Hall in March to invite Councillors to commit to working on the charter.
- Ran the annual 16 Days of Activism against, in which we ran several SU-led as well as student support events and raised over £200 for RISE (local charity)
- Hosted the weekly 'Free Wednesdays' stall in Falmer House Reception. This is a weekly stall in Falmer House Reception that provides students with free period products, contraception, testing kits, pregnancy tests and other sexual health products with the goal to improve sex education and tackle period poverty.

#### **Liberation and Race Equity:**

- Offered support for the International Students' Officer, committee and projects.
- As part of the Career Equity Project, the SU supported the Sussex Careers and Entrepreneurship team, alongside feed-in from relevant Student groups to plan careers workshops/events for marginalised groups. Some of the events included "LGBTQ+ panel event", an "International Students Mock Interview" session and "Access at Work"
- Also supported staff networks! Large growth in the awareness and impact of our BAME Staff Network.

#### Update from Race Equity Advocates (REAs)

- Race Equity Advocates from the Business school and MAH school are running awareness campaigns on campus on BAME awarding gap. They did stalls on library square and running social media campaigns to make students aware of what exactly the awarding gap is and how it impacts marginalised students
- Race Equity Advocates from both schools are also meeting staff and students to understand the causes of awarding gap through one to ones with students and running focus groups.
- Race Equity Advocates are also running focus groups and BAME students networks to establish a strong sense of community for students of colour within their school. This provides a safe space for students of colour to share their experiences and run collective sessions such as Black authors reading and yoga sessions to make change. The information and stories from these sessions are to inform school level Race Equity Plans.
- Set up Decolonise the Curriculum Working Group which involved collaboration from academics and students

#### **Events**

##### **General Overview**

- Between September 2022 and May 2023, 1,112 student events were hosted in collaboration with the Students' Union. Despite the challenging start to the year with the death of the Monarch meaning last minute changes to our Welcome programme, the SU hosted over 140 events during the Freshers' period
- The Students' Union offered paid opportunities for student DJs, bands and event photographers at some of our biggest events of the year, including Sussex Festival, the Pier Party and One World Week

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- In line with the cost of living crisis, the SU offered a low-cost and often free annual events programme to allow students to meet one another, celebrate key cultural and religious periods and get involved with the Students' Union. Around 75% of our programme was free
- The Events Team are seeing that a lot of students are keen to go to non-alcohol based events, with the wellbeing and craft events, and external speaker events being very popular this year

#### Safety in the Night Time Economy

- The Nightlife Safety Advocate scheme was created by Sussex Student's Union in response to the issues students face in nightlife around Brighton. Nightlife Safety Advocates (NSAs) are trained students working independently alongside local nightclubs to provide and signpost welfare and support for students on nights out and at our big events
- In 2022, our Nightlife Safety Advocates supported students on 26 weeks of Epik! Wednesday Student nights at Pryzm. The Students' Union averaged about 1900/2000 students on the door of Pryzm each week (mostly Sussex but lots of Brighton University students too) and have had really lovely feedback from students who have been helped. Main themes include: student loneliness and being left in clubs, sexual assault, alcohol and drug awareness and mental health problems.
- In collaboration with the Student Engagement team, the SU hosted the fortnightly Sexual Safety Working Group, which included a mix of students, SU staff & officers, external charities and relevant university staff
- In 2022, the SU rolled out free bystander training to student groups, worked with Survivors Network to curate more specific consent training for our student groups, took part in the lighting walk of campus and has been working with the late night economy sector to tackle the issues students face in the city. We also worked with the bus company to look at how we can better support students late at night and ensure that bus drivers are accepting students to then prevent them having to walk alone at night

#### Student Awards

- In 2022 over 100 different student groups and individuals nominated for a Sussex Student Award, with categories including; 'Guest Speaker event of the Year', 'Sports Club Committee of the Year' and 'Outstanding contribution to Student Welfare'!



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#### Commercial Trading

##### Northfield Bar recovering from the pandemic

So much has changed since we took over the venue in the Summer of 2018. What started out as a big white canvas with lots of windows and bright white lights, is now becoming a popular late-night space for students to socialise and meet new friends.

During the academic year of 2022/23, many entertainment and events were hosted at Northfield Bar, both by student staff and student groups associated with the Students' Union. One of the most notable events was the screening of the Fifa World Cup 2022 games, where record numbers of students came together to watch the games.

Since reopening after the pandemic, we've invested in making the space more comfortable and student friendly, including improvements to the garden - new heated booths and a nice bright lick of paint - as well as working with brands on murals and fun additions in the bar itself.

#### Stats

2018/19 Drink Sales - £155,785

2018/19 Food Sales - £90,778

2022/23 Drink Sales - £228,922

2022/23 Food Sales - £90,240

2018/19 v. 2022/23 Drink Comparison: 47% increase



Tiny Rebel Mural, Northfield Bar

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#### 4. Officer achievements 2022/3

- Successfully lobbied the University to respond to construction noise complaints from students living on campus and the need for the university to take action
- Vocal campaigner on issues impacting students
- Stated a two year process on a combined University and Union strategy on sport at Sussex
- Worked with the Sports, Societies and Media Committees, awarding over £34,000 to student groups
- Organised the International students focus group about renting in Brighton, so University Housing heard the voices of international students
- Helped drive forward the new International student committee
- Been important voices in many university and union meetings for international students and the BAME community
- After lobbying officers, the University hired a consultant to price and project-plan a community kitchen on campus
- Co-hosted the Brighton and Hove Citizens UK Assembly where Labour and Green councillor candidates pledged to continue working with us on our campaigns of affordable housing, mental health, safer space, affordable transport
- Submitted a detailed and impactful report to the University on residential costs for students in 2024/5 and worked with part-time officers to push the University to make improvements on accessible housing and disability support
- Worked with Academic Regulations Team to support international students on overrepresentation of academic misconduct cases such as plagiarism and referencing
- Went on an intensive learning trip on behalf of the Union to Sandinavia and presented on what we can learn from the trip, including student led events and activities
- Submitted the Union's Teaching Excellence Framework (TEF) student submission
- Embedding student voice and student experience in to University Council meetings, pushing for to be students are at the heart of decisions made by the highest governance body on campus
- Submitted a report to the Office for Students on experience of sexual harassment and misconduct to help make national change for students across the country.
- Gathered data from 450 students and formed the 'sussex su mental health report', which will lay the foundations for the recommendations to be implemented for the next academic year. they include: hybrid counselling sessions, pre-crisis support, more diversity among counsellors, making services easier to access and user friendly
- Made commitments to trans and non-binary students and to part time officers for the coming year
- Recruited a new Chief Executive
- Started and concluded a governance review; agreeing an action plan and making delivery a priority for the new Chief Executive

#### UCU strike action

Joining picket lines, helping provide information to students on the reasons behind the strike and why students should be supporting it

#### Cost of Living

- The elected officer team ran a hugely successful event in May in response to the Cost of Living crisis. "Free Wednesdays" was expanded into an all day event held in Mandela Hall where students could come along and pick up free items. This included: hot food, toiletries, study supplies, sexual health products, a clothes swap, information on advice services, and a tombola
- What you might not have seen was the work that the officers did "behind" the scenes encouraging the University to be active in supporting students during the cost of living crisis. The University £2 meal was officer driven



**UNIVERSITY OF SUSSEX STUDENTS' UNION (LIMITED BY GUARANTEE)**  
**TRUSTEES' REPORT (INCORPORATING THE DIRECTORS REPORT)**  
**FOR THE YEAR ENDED 31 JULY 2023**

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**Part-time Officers and Representatives:**

- Platformed our PTOs on the website, and on social media. Including promoting drop-in hours and events they ran including regular coffee mornings for marginalised students and career support
- Worked alongside events team to support PTOs on larger liberation periods including Pride March and Cultural Cabaret
- Team continued to facilitate working groups with full-time and part time officers, including setting new working groups. Our working groups consist of Students, Officers, University staff and Students Union staff, these working groups are a space where student issues can be raised by students and staff and then problem solved as a team to work on making the changes that are needed. The working groups were: Sexual Safety, LGBTQ+, Student Parent
- A big win came from the LGBTQ+ working where students' dead names will not be on Sussex Direct, it shows what can be achieved when we have university staff have key roles within these groups

**5. Risk management**

The Trustee Board is responsible for the Union's risk management and the effectiveness of internal controls. On behalf of the trustees, the Senior Leadership Team performed a review of major risks and presented the outcome and the mitigating measures to the Finance and Risk Subcommittee in April 2023.

**6. Sussex Students' Union Annual Report - Auditors**

**Statement of disclosure to auditor**

So far as each person who was a trustee at the date of approving this report are aware, there is no relevant audit information of which the group's auditor is unaware. Additionally, the trustees individually have taken all the necessary steps that they ought to have taken as directors in order to make themselves aware of all relevant audit information and to establish that the group's auditor is aware of that information.

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



Steven Jackson  
Chair of the Trustees  
Date: **21.3.24**

**UNIVERSITY OF SUSSEX STUDENTS' UNION (LIMITED BY GUARANTEE)**  
**STATEMENT OF TRUSTEES' RESPONSIBILITIES**  
**FOR THE YEAR ENDED 31 JULY 2023**

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The Trustees, who are also the directors of University of Sussex Students' Union for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard FRS102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

Company law requires the Trustees' to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and group and of the incoming resources and application of resources, including the income and expenditure, of the charitable company and group for that year.

In preparing these accounts, the Trustees are required to:

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

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

# UNIVERSITY OF SUSSEX STUDENTS' UNION (LIMITED BY GUARANTEE)

## REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS

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### Opinion

We have audited the financial statements of University of Sussex Students' Union ('the charitable company') and its subsidiary ('the group') for the year ended 31 July 2023 which comprise the Consolidated Statement of Financial Activities, the Group Balance Sheet, the Charity Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the group's and the parent charitable company's affairs as at 31 July 2023 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### Basis for opinion

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

### Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's and group's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

### Other information

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

# UNIVERSITY OF SUSSEX STUDENTS' UNION (LIMITED BY GUARANTEE)

## REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS

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### Opinions 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 trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

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

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

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

- adequate accounting records have not been kept, or 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 directors' 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 director's report and take advantage of the small companies exemption from the requirement to prepare a strategic report.

### Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, 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.

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

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

### Extent to which the audit was considered capable of detecting irregularities, including fraud

The objectives of our audit, in respect to fraud, are: to identify and assess the risks of material misstatement of the financial statements due to fraud; to obtain sufficient appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses; and to respond appropriately to fraud or suspected fraud identified during the audit. However, the primary responsibility for the prevention and detection of fraud rests with both those charged with governance of the entity and its management.

# UNIVERSITY OF SUSSEX STUDENTS' UNION (LIMITED BY GUARANTEE)

## REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS

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Our approach was as follows:

- We identified areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements from our general commercial and sector experience, and through discussion with the directors and other management (as required by auditing standards), and discussed with the directors and other management the policies and procedures regarding compliance with laws and regulations;
- We identified the following areas as those most likely to have such an effect: health and safety; General Data Protection Regulation (GDPR); fraud; bribery and corruption and employment law. Auditing standards limit the required audit procedures to identify non-compliance with these laws and regulations to enquiry of the trustees and other management and inspection of regulatory and legal correspondence, if any.
- We considered the legal and regulatory frameworks directly applicable to the financial statements reporting framework (FRS 102 and the Companies Act 2006 and the Charities Act 2011) and the relevant tax compliance regulations in the UK;
- We considered the nature of the group's operations, the control environment and business performance, including the key drivers for management's remuneration;
- We communicated identified laws and regulations throughout our team and remained alert to any indications of non-compliance throughout the audit;
- We considered the procedures and controls that the group has established to address risks identified, or that otherwise prevent, deter and detect fraud; and how senior management monitors those programmes and controls.

Based on this understanding we designed our audit procedures to identify non-compliance with such laws and regulations. Where the risk was considered to be higher, we performed audit procedures to address each identified fraud risk. These procedures included: testing manual journals; reviewing the financial statement disclosures and testing to supporting documentation; performing analytical procedures; and enquiring of management, and were designed to provide reasonable assurance that the financial statements were free from fraud or error.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <https://www.frc.org.uk/Our-Work/Audit/Audit-and-assurance/Standards-and-guidance/Standards-and-guidance-for-auditors/Auditors-responsibilities-for-audit/Description-of-auditors-responsibilities-for-audit.aspx>. This description forms part of our auditor's report.

# UNIVERSITY OF SUSSEX STUDENTS' UNION (LIMITED BY GUARANTEE)

## REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS

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### Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



**Mark Cummins FCCA (Senior Statutory Auditor)**

for and on behalf of TC Group

Statutory Auditors

Office: Sussex

Dated: 16 April 2024

# UNIVERSITY OF SUSSEX STUDENTS' UNION (LIMITED BY GUARANTEE)

## CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING THE INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31 JULY 2023

|                                     | Notes | Unrestricted funds<br>£ | Designated funds<br>£ | Restricted funds<br>£ | Total 2023<br>£  | Total 2022<br>£  |
|-------------------------------------|-------|-------------------------|-----------------------|-----------------------|------------------|------------------|
| <b>INCOME FROM:</b>                 |       |                         |                       |                       |                  |                  |
| Charitable activities               | 3     | 1,481,769               | 163,228               | 238,432               | 1,883,429        | 1,598,283        |
| Other trading activities            | 4     | 4,442,713               | -                     | -                     | 4,442,713        | 3,829,418        |
| Investments                         | 5     | 2,663                   | -                     | -                     | 2,663            | 91               |
| <b>Total income</b>                 |       | <b>5,927,145</b>        | <b>163,228</b>        | <b>238,432</b>        | <b>6,328,805</b> | <b>5,427,792</b> |
| <b>EXPENDITURE ON:</b>              |       |                         |                       |                       |                  |                  |
| Raising funds – trading expenditure |       | 3,254,888               | -                     | -                     | 3,254,888        | 2,625,680        |
| Charitable activities               | 6     | 2,766,672               | 171,430               | 232,480               | 3,170,942        | 2,825,572        |
| <b>Total expenditure</b>            |       | <b>6,021,560</b>        | <b>171,430</b>        | <b>232,480</b>        | <b>6,425,830</b> | <b>5,451,252</b> |
| <b>Net income / (expenditure)</b>   |       | <b>(94,415)</b>         | <b>(8,202)</b>        | <b>5,592</b>          | <b>(97,025)</b>  | <b>(23,460)</b>  |
| Transfers between funds             | 19    | -                       | -                     | -                     | -                | -                |
| <b>Net movement in funds</b>        |       | <b>(94,415)</b>         | <b>(8,202)</b>        | <b>5,592</b>          | <b>(97,025)</b>  | <b>(23,460)</b>  |
| <b>Reconciliation of funds</b>      |       |                         |                       |                       |                  |                  |
| Total funds brought forward         |       | 517,394                 | 167,720               | 73,565                | 758,679          | 782,139          |
| <b>Total funds carried forward</b>  |       | <b>422,979</b>          | <b>159,518</b>        | <b>79,157</b>         | <b>661,654</b>   | <b>758,679</b>   |

The Consolidated Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 18 to 31 form part of these financial statements.

# UNIVERSITY OF SUSSEX STUDENTS' UNION (LIMITED BY GUARANTEE)

## CONSOLIDATED BALANCE SHEET

AS AT 31 JULY 2023

|   |       |           | 2023     | 2022      |
|---|-------|-----------|----------|-----------|
|   | Notes | £         | £        | £         |
| <b>FIXED ASSETS</b>                                     |       |           |          |           |
| Tangible assets   | 13    |           | 121,067  | 159,020   |
| <b>CURRENT ASSETS</b>                                   |       |           |          |           |
| Stock   | 15    | 93,120    |          | 67,766    |
| Debtors   | 16    | 163,637   |          | 119,820   |
| Cash at bank and in hand                                |       | 715,447   |          | 802,540   |
|   |       | 972,203   |          | 990,126   |
| <b>CURRENT LIABILITIES</b>                              |       |           |          |           |
| Creditors due within one year                           | 17    | (403,283) |          | (352,134) |
| <b>NET CURRENT ASSETS</b>                               |       |           | 568,920  | 637,992   |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>            |       |           | 689,987  | 797,012   |
| Creditors: amounts falling due after more than one year | 18    |           | (28,333) | (38,333)  |
| <b>TOTAL NET ASSETS</b>                                 |       |           | 661,654  | 758,679   |
| <b>CHARITY FUNDS</b>                                    | 19    |           |          |           |
| Restricted funds  |       | 79,157    |          | 73,565    |
| Designated funds  |       | 159,518   |          | 167,720   |
| Unrestricted funds                                      |       | 422,979   |          | 517,394   |
|   |       | 661,654   |          | 758,679   |

The Group was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the entity to obtain an audit for the year in question in accordance with section 476 of the Companies Act 2006. 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 preparation of financial statements.

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

The financial statements were approved and authorised by the Board of Trustees on 21.3.24 and signed on their behalf by:

  
 .....  
 Steven Jackson

Company Number – 07695765



# UNIVERSITY OF SUSSEX STUDENTS' UNION (LIMITED BY GUARANTEE)

## CHARITY BALANCE SHEET

AS AT 31 JULY 2023

|                               |       |                  | 2023            | 2022           |
|-------------------------------|-------|------------------|-----------------|----------------|
|                               | Notes | £                | £               | £              |
| <b>FIXED ASSETS</b>           |       |                  |                 |                |
| Tangible assets               | 13    |                  | 20,876          | 22,795         |
| Investments                   | 14    |                  | 2               | 2              |
|                               |       |                  | <u>20,878</u>   | <u>22,797</u>  |
| <b>CURRENT ASSETS</b>         |       |                  |                 |                |
| Debtors                       | 16    | 259,965          | 198,361         |                |
| Cash at bank and in hand      |       | <u>427,702</u>   | <u>601,049</u>  |                |
|                               |       | 687,667          | 799,410         |                |
| Creditors due within one year | 17    | <u>(116,205)</u> | <u>(90,506)</u> |                |
| <b>NET CURRENT ASSETS</b>     |       |                  | 571,462         | 708,904        |
| <b>TOTAL NET ASSETS</b>       |       |                  | <u>592,340</u>  | <u>731,701</u> |
| <b>CHARITY FUNDS</b>          | 19    |                  |                 |                |
| Restricted funds              |       |                  | 79,157          | 73,565         |
| Designated funds              |       |                  | 159,518         | 167,720        |
| Unrestricted funds            |       |                  | <u>353,665</u>  | <u>490,416</u> |
|                               |       |                  | <u>592,340</u>  | <u>731,701</u> |

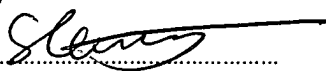
The Union was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the entity to obtain an audit for the year in question in accordance with section 476 of the Companies Act 2006.

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 preparation of financial statements.

The financial statements were approved and authorised by the Board of Trustees on 21.3.24 and signed on their behalf by:

  
 Steven Jackson

Company Number – 07695765

The notes on pages 18 to 31 form part of these financial statements

# UNIVERSITY OF SUSSEX STUDENTS' UNION (LIMITED BY GUARANTEE)

## CONSOLIDATED CASH FLOW

FOR THE YEAR ENDED 31 JULY 2023

|   | Notes | 2023<br>£ | 2022<br>£ |
|---|-------|-----------|-----------|
| <b>Cash flows from operating activities</b>             |       |           |           |
| Net cash used in operating activities                   | 21    | (61,319)  | 28,485    |
| <b>Cash flows from investing activities</b>             |       |           |           |
| Purchase of tangible fixed assets                       | 13    | (25,774)  | (120,266) |
| <b>Net cash used in investing activities</b>            |       | (25,774)  | (120,266) |
| <b>Cash flows from financing activities</b>             |       |           |           |
| Repayments of borrowings                                |       | -         | (1,267)   |
| Cash inflows from new borrowings                        |       | -         | -         |
| <b>Net cash provided by financing activities</b>        |       | -         | (1,267)   |
| <b>Change in cash and cash equivalents in the year</b>  |       | (87,093)  | (93,048)  |
| Cash and cash equivalents at the beginning of the year  |       | 802,540   | 895,588   |
| <b>Cash and cash equivalents at the end of the year</b> |       | 715,447   | 802,540   |

The notes on pages 18 to 31 form part of these financial statements

# UNIVERSITY OF SUSSEX STUDENTS' UNION (LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED 31 JULY 2023**

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### **1 STATUTORY INFORMATION**

The Union is a company limited by guarantee. The members of the company are the Trustees named on the legal and admin information page. 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.

### **2 ACCOUNTING POLICIES**

#### **2.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with Charities SORP (FRS102) – Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with Financial reporting Standard applicable in the UK (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK (FRS 102) and the Companies Act 2006.

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

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 Consolidated Statement of Financial Activities (SOFA) and Consolidated 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.

The Union has taken advantage of the exemption allowed under section 408 of the Companies Act 2006 and has not presented its own Statement of Financial Activities in these financial statements.

#### **2.2 Going Concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the Union has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### **2.3 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.

Grants are included in the consolidated statement of financial activities on an accruals basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Gifts in kind donated for distribution are included at valuation and recognised as income where they are distributed to the projects. Gifts donated for resale are included as income when they are sold.

Where the donated good is a fixed asset, it is measured at fair value, unless it is impractical to measure this reliably, in which case the cost of the item to the donor should be used. The gain is recognised as income from donations and a corresponding amount is included in the appropriate fixed asset class and depreciated over the useful economic life in accordance with the Union's accounting policies.

# UNIVERSITY OF SUSSEX STUDENTS' UNION (LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 JULY 2023**

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### **2.3 Income (continued)**

On receipt, donated professional services and facilities are recognised on the basis of the value of the gift to the Union which is the amount it would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

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.

Other income is recognised in the period which it is receivable and to the extent the goods have been provided or on completion of the service.

### **2.4 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 spend, and depreciation charges allocated on the portion of asset's use.

Expenditure on raising funds includes all expenditure incurred by the Group to raise funds for its charitable purposes and included costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Groups objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

### **2.5 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Group; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

### **2.6 Tangible fixed assets and depreciation**

Tangible fixed assets costing £500 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible asset into its intended working condition should be included in the measurement of cost.

At each reporting date the Union assesses whether there is any indication of impairment. If such indication exists, the recoverable amount of the asset is determined to be the higher of its fair value less costs to sell and its value in use. An impairment loss is recognised where the carrying amount exceeds the recoverable amount.

# UNIVERSITY OF SUSSEX STUDENTS' UNION (LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2023

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### 2 ACCOUNTING POLICIES (continued)

#### 2.6 Tangible fixed assets and depreciation (continued)

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

|                               |                      |
|-------------------------------|----------------------|
| 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 |

#### 2.7 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 the 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 presented as 'Gains/(Losses) on investments' in the Consolidated Statement of Financial Activities.

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

#### 2.8 Stocks

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

#### 2.9 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.

#### 2.10 Cash at bank and in hand

Cash at bank and in hand include 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.

#### 2.11 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 in the Consolidated Statement of Financial Activities as a finance cost.

# UNIVERSITY OF SUSSEX STUDENTS' UNION (LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2023

### 2 ACCOUNTING POLICIES (continued)

#### 2.12 Financial instruments

The Group 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.

#### 2.13 Operating leases

Rentals paid under operating leases are charged to the Consolidated Statement of Financial Activities on a straight line basis over the lease term.

#### 2.14 Pensions

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

#### 2.15 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 Group 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 Group for particular purposes. The costs of raising and administering such funds are charged against such funds or are charged against the specific fund. The aim and use of each restricted fund is set in the notes to the financial statements.

### 3 INCOME FROM CHARITABLE ACTIVITIES

|                                  | Unrestricted<br>funds<br>2023<br>£ | Designated<br>funds<br>2023<br>£ | Restricted<br>funds<br>2023<br>£ | Total funds<br>2023<br>£ | Total<br>funds<br>2022<br>£ |
|----------------------------------|------------------------------------|----------------------------------|----------------------------------|--------------------------|-----------------------------|
| University grant – general funds | 1,234,000                          | -                                | -                                | 1,234,000                | 1,234,000                   |
| University – other funding       | 202,856                            | -                                | -                                | 202,856                  | 9,530                       |
| Other grant income               | -                                  | -                                | 238,432                          | 238,432                  | -                           |
| Activities, clubs and societies  | 2,628                              | 163,228                          | -                                | 165,856                  | 316,426                     |
| Membership fees                  | 42,285                             | -                                | -                                | 42,285                   | 38,327                      |
|                                  | <u>1,481,769</u>                   | <u>163,228</u>                   | <u>238,432</u>                   | <u>1,883,429</u>         | <u>1,598,283</u>            |
| Total 2022                       | 1,421,646                          | 176,637                          | -                                | 1,598,283                |                             |

# UNIVERSITY OF SUSSEX STUDENTS' UNION (LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2023

### 4 OTHER TRADING ACTIVITIES

|   | Unrestricted<br>funds<br>2023<br>£ | Designated<br>funds<br>2023<br>£ | Restricted<br>funds<br>2023<br>£ | Total<br>funds<br>2023<br>£ | Total<br>funds<br>2022<br>£ |
|---|------------------------------------|----------------------------------|----------------------------------|-----------------------------|-----------------------------|
| University – accommodation,<br>utilities and cleaning | 786,000                            | -                                | -                                | 786,000                     | 786,000                     |
| Other grant income                                    | -                                  | -                                | -                                | -                           | 12,618                      |
| Catering and lettings<br>management charges           | 990,322                            | -                                | -                                | 990,322                     | 835,834                     |
| Other income  | 70,157                             | -                                | -                                | 70,157                      | 50,416                      |
| Sales and operating income                            | 2,475,429                          | -                                | -                                | 2,475,429                   | 2,053,842                   |
| Publications and advertising                          | 120,805                            | -                                | -                                | 120,805                     | 90,708                      |
|   | <u>4,442,713</u>                   | <u>-</u>                         | <u>-</u>                         | <u>4,442,713</u>            | <u>3,829,418</u>            |
| Total 2022  | <u>3,816,800</u>                   | <u>-</u>                         | <u>12,618</u>                    | <u>3,829,418</u>            |                             |

### 5 INVESTMENT INCOME

|                   | Unrestricted<br>funds<br>2023<br>£ | Designated<br>funds<br>2023<br>£ | Restricted<br>funds<br>2023<br>£ | Total<br>funds<br>2023<br>£ | Total<br>funds<br>2022<br>£ |
|-------------------|------------------------------------|----------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Investment income | 2,663                              | -                                | -                                | 2,663                       | 91                          |

### 6 ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES BY FUND

|   | Unrestricted<br>funds<br>2023<br>£ | Designated<br>funds<br>2023<br>£ | Restricted<br>funds<br>2023<br>£ | Total<br>funds<br>2023<br>£ | Total<br>funds<br>2022<br>£ |
|---|------------------------------------|----------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Representation and democracy<br>(Note 7)    | 840,028                            | -                                | 30,383                           | 870,411                     | 824,653                     |
| Publications (Note 8)                       | 340,403                            | -                                | -                                | 340,403                     | 331,414                     |
| Activities, clubs and societies<br>(Note 9) | 1,503,841                          | 171,430                          | 11,164                           | 1,686,435                   | 1,638,870                   |
| Governance costs (Note 10)                  | 82,400                             | -                                | 191,293                          | 273,693                     | 30,635                      |
|   | <u>2,766,672</u>                   | <u>159,964</u>                   | <u>232,840</u>                   | <u>3,170,942</u>            | <u>2,825,572</u>            |
| Total 2022                                  | <u>2,616,738</u>                   | <u>202,216</u>                   | <u>6,618</u>                     | <u>2,825,572</u>            |                             |

# UNIVERSITY OF SUSSEX STUDENTS' UNION (LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2023

### 7 EXPENDITURE ON CHARITABLE ACTIVITIES

|                                     | Unrestricted<br>funds<br>2023<br>£ | Designated<br>funds<br>2023<br>£ | Restricted<br>funds<br>2023<br>£ | Total<br>funds<br>2023<br>£ | Total<br>funds<br>2022<br>£ |
|-------------------------------------|------------------------------------|----------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>Representation and democracy</b> |                                    |                                  |                                  |                             |                             |
| Permanent staff costs               | 180,867                            | -                                | -                                | 180,867                     | 164,659                     |
| Sabbatical officers                 | 149,766                            | -                                | -                                | 149,766                     | 149,171                     |
| NUS affiliation                     | 24,680                             | -                                | -                                | 24,680                      | 24,000                      |
| Campaigns and conferences           | 16,901                             | -                                | 30,383                           | 47,284                      | 22,697                      |
| Support costs                       | 467,814                            | -                                | -                                | 467,814                     | 464,126                     |
|                                     | <u>840,028</u>                     | <u>-</u>                         | <u>30,383</u>                    | <u>870,411</u>              | <u>824,653</u>              |
| Total 2022                          | 818,035                            | -                                | 6,618                            | 824,653                     |                             |

### 8 EXPENDITURE ON CHARITABLE ACTIVITIES (CONTINUED)

|                       | Unrestricted<br>funds<br>2023<br>£ | Designated<br>funds<br>2023<br>£ | Restricted<br>funds<br>2023<br>£ | Total<br>funds<br>2023<br>£ | Total<br>funds<br>2022<br>£ |
|-----------------------|------------------------------------|----------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>Publications</b>   |                                    |                                  |                                  |                             |                             |
| Permanent staff costs | 60,551                             | -                                | -                                | 60,551                      | 72,415                      |
| Administrative costs  | 291                                | -                                | -                                | 291                         | 121                         |
| Student media         | 23,621                             | -                                | -                                | 23,621                      | 10,234                      |
| Union marketing       | 5,911                              | -                                | -                                | 5,911                       | 5,131                       |
| Website               | 34,953                             | -                                | -                                | 34,953                      | 30,132                      |
| Support costs         | 215,076                            | -                                | -                                | 215,076                     | 213,381                     |
|                       | <u>340,403</u>                     | <u>-</u>                         | <u>-</u>                         | <u>340,403</u>              | <u>331,414</u>              |
| Total 2022            | 331,414                            | -                                | -                                | 331,414                     |                             |

### 9 EXPENDITURE ON CHARITABLE ACTIVITIES (CONTINUED)

|  | Unrestricted<br>funds<br>2023<br>£ | Designated<br>funds<br>2023<br>£ | Restricted<br>funds<br>2023<br>£ | Total<br>funds<br>2023<br>£ | Total<br>funds<br>2022<br>£ |
|--|------------------------------------|----------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>ACTIVITIES, CLUBS AND SOCIETIES</b> |                                    |                                  |                                  |                             |                             |
| Permanent staff costs                  | 104,490                            | -                                | -                                | 104,490                     | 111,151                     |
| Administration                         | 1,771                              | -                                | -                                | 1,771                       | 2,472                       |
| Entertainments, expenditure & events   | 23,253                             | -                                | -                                | 23,253                      | 31,138                      |
| Freshers week events                   | 98,181                             | -                                | -                                | 98,181                      | 91,841                      |
| Sports club expenditure                | 627                                | -                                | 11,164                           | 11,791                      | 11,859                      |
| Sports club funding                    | 177,973                            | -                                | -                                | 177,973                     | 101,734                     |
| Club and society expenditure           | 231                                | -                                | -                                | 231                         | 413                         |
| Club and society fundraising           | -                                  | 171,430                          | -                                | 171,430                     | 202,216                     |
| BUSA and regional affiliation          | 15,807                             | -                                | -                                | 15,807                      | 13,064                      |
| Support costs                          | 1,081,508                          | -                                | -                                | 1,081,508                   | 1,072,982                   |
|  | <u>1,515,307</u>                   | <u>171,430</u>                   | <u>11,164</u>                    | <u>1,686,435</u>            | <u>1,638,870</u>            |
| Total 2022                             | 1,436,654                          | 202,216                          | -                                | 1,638,870                   |                             |



# UNIVERSITY OF SUSSEX STUDENTS' UNION (LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2023

### 10 EXPENDITURE ON CHARITABLE ACTIVITIES (CONTINUED)

|                         | Unrestricted<br>funds<br>2023<br>£ | Designated<br>funds<br>2023<br>£ | Restricted<br>funds<br>2023<br>£ | Total<br>funds<br>2023<br>£ | Total<br>funds<br>2022<br>£ |
|-------------------------|------------------------------------|----------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>Governance costs</b> |                                    |                                  |                                  |                             |                             |
| Audit and accountancy   | 8,500                              | -                                | -                                | 8,500                       | 8,300                       |
| Consultancy services    | 73,887                             | -                                | -                                | 73,887                      | 21,959                      |
| Professional services   | 13                                 | -                                | -                                | 13                          | 376                         |
| Support costs           | -                                  | -                                | 191,293                          | 191,293                     |                             |
|                         | <u>82,400</u>                      | <u>-</u>                         | <u>191,293</u>                   | <u>273,693</u>              | <u>30,635</u>               |
| Total 2022              | 30,635                             | -                                | -                                | 30,635                      |                             |

### 11 AUDITOR'S REMUNERATION

|   | Total<br>2023<br>£ | Total<br>2022<br>£ |
|---|--------------------|--------------------|
| Fees payable to the Union's current auditor for the audit | <u>14,500</u>      | <u>14,250</u>      |

### 12 STAFF COSTS

|  | Group<br>2023<br>£ | Group<br>2022<br>£ | Union<br>2023<br>£ | Union<br>2022<br>£ |
|--|--------------------|--------------------|--------------------|--------------------|
| Wages and salaries                                   | 2,475,640          | 2,172,896          | 1,287,422          | 1,106,330          |
| Social security costs                                | 156,459            | 135,187            | 105,671            | 93,503             |
| Contribution to defined contribution pension schemes | 48,181             | 62,164             | 29,235             | 43,826             |
|  | <u>2,680,280</u>   | <u>2,370,247</u>   | <u>1,422,328</u>   | <u>1,243,659</u>   |

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

|   | Group<br>2023<br>No | Group<br>2022<br>No | Union<br>2023<br>No | Union<br>2022<br>No |
|---|---------------------|---------------------|---------------------|---------------------|
| University of Sussex Students' Union            | 35                  | 38                  | 38                  | 38                  |
| University of Sussex Students Union Trading Ltd | 10                  | 12                  | -                   | -                   |
|   | <u>45</u>           | <u>50</u>           | <u>38</u>           | <u>38</u>           |

The number of employees' whole benefits (excluding employer pension costs) exceeded £60,000 was:

|                               | Group<br>2022<br>No | Group<br>2021<br>No |
|-------------------------------|---------------------|---------------------|
| In the band £70,001 - £80,000 | -                   | 1                   |

All key management personnel for the year are the Trustees, CEO (from February 2023), Interim CEO, Deputy CEO, Director of Digital Engagement, Head of Finance, Head of Central Support and Interim Head of Commercial Operations. The aggregate remuneration of key management personnel was £490,096 (2022: £427,652).

# UNIVERSITY OF SUSSEX STUDENTS' UNION (LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2023

### 13 TANGIBLE FIXED ASSETS

| Group                    | Freehold<br>Fittings<br>£ | Office<br>Equipment<br>£ | Computer<br>Equipment<br>£ | Total<br>£      |
|--------------------------|---------------------------|--------------------------|----------------------------|-----------------|
| <b>Cost or valuation</b> |                           |                          |                            |                 |
| At 1 August 2022         | 464,540                   | 154,552                  | 87,351                     | <b>706,443</b>  |
| Additions                | 12,590                    | 4,838                    | 8,346                      | <b>25,774</b>   |
| Disposals                | (74,892)                  | (9,224)                  | (12,071)                   | <b>(96,187)</b> |
| <b>At 31 July 2023</b>   | <b>402,238</b>            | <b>150,166</b>           | <b>83,626</b>              | <b>636,030</b>  |
| <b>Depreciation</b>      |                           |                          |                            |                 |
| At 1 August 2022         | 359,693                   | 114,309                  | 73,421                     | <b>547,423</b>  |
| Charge for the year      | 42,469                    | 13,830                   | 7,428                      | <b>63,727</b>   |
| Disposals                | (74,892)                  | (9,224)                  | (12,071)                   | <b>(96,187)</b> |
| <b>At 31 July 2023</b>   | <b>327,270</b>            | <b>118,915</b>           | <b>68,778</b>              | <b>514,963</b>  |
| <b>Net book value</b>    |                           |                          |                            |                 |
| <b>At 31 July 2023</b>   | <b>74,968</b>             | <b>31,251</b>            | <b>14,848</b>              | <b>121,067</b>  |
| At 31 July 2022          | 104,487                   | 40,243                   | 13,930                     | 159,020         |
| <b>Union</b>             |                           |                          |                            |                 |
|                          | Freehold<br>Fittings<br>£ | Office<br>Equipment<br>£ | Computer<br>Equipment<br>£ | Total<br>£      |
| <b>Cost or valuation</b> |                           |                          |                            |                 |
| At 1 August 2022         | 119,129                   | 15,453                   | 87,351                     | <b>221,933</b>  |
| Additions                | -                         | 1,385                    | 8,346                      | <b>9,731</b>    |
| Disposals                | (23,719)                  | (1,898)                  | (12,071)                   | <b>(37,688)</b> |
| <b>At 31 July 2023</b>   | <b>95,410</b>             | <b>14,940</b>            | <b>83,626</b>              | <b>193,976</b>  |
| <b>Depreciation</b>      |                           |                          |                            |                 |
| At 1 August 2022         | 111,016                   | 14,701                   | 73,421                     | <b>199,138</b>  |
| Disposals                | (23,719)                  | (1,898)                  | (12,071)                   | <b>(37,688)</b> |
| Charge for the year      | 3,780                     | 442                      | 7,428                      | <b>11,650</b>   |
| <b>At 31 July 2023</b>   | <b>91,077</b>             | <b>13,245</b>            | <b>68,778</b>              | <b>173,100</b>  |
| <b>Net book value</b>    |                           |                          |                            |                 |
| <b>At 31 July 2023</b>   | <b>4,333</b>              | <b>1,695</b>             | <b>14,848</b>              | <b>20,876</b>   |
| At 31 July 2022          | 8,113                     | 752                      | 13,930                     | 22,795          |

# UNIVERSITY OF SUSSEX STUDENTS' UNION (LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2023

### 14 FIXED ASSET INVESTMENTS

| Union                    | Investments<br>in<br>subsidiary<br>company<br>£ |
|--------------------------|---|
| <b>Cost or valuation</b> |   |
| At 1 August 2022         | 2   |
| <b>At 31 July 2023</b>   | <b>2</b>  |
| <b>Net book value</b>    |   |
| <b>At 31 July 2023</b>   | <b>2</b>  |
| At 31 July 2022          | 2   |

### 15 STOCKS

|                                   | Group<br>2023<br>£ | Group<br>2022<br>£ |
|-----------------------------------|--------------------|--------------------|
| Finished goods and goods for sale | 93,120             | 67,766             |

### 16 DEBTORS

|                                    | Group          |                | Union          |                |
|------------------------------------|----------------|----------------|----------------|----------------|
|                                    | 2023           | 2022           | 2023           | 2022           |
|                                    | £              | £              | £              | £              |
| <b>Due within one year</b>         |                |                |                |                |
| Trade debtors                      | 67,231         | 50,831         | 53,942         | 9,773          |
| Amounts owed by group undertakings | -              | -              | 139,532        | 143,717        |
| Other debtors                      | 23,509         | 39,454         | 9,700          | 28,273         |
| Prepayments and accrued income     | 72,897         | 29,535         | 56,791         | 16,598         |
|                                    | <b>163,637</b> | <b>119,820</b> | <b>259,965</b> | <b>198,361</b> |

### 17 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

|                                    | Group          |                | Union          |               |
|------------------------------------|----------------|----------------|----------------|---------------|
|                                    | 2023           | 2022           | 2023           | 2022          |
|                                    | £              | £              | £              | £             |
| Bank loan and overdrafts           | 10,000         | 10,000         | -              | -             |
| Trade creditors                    | 100,182        | 101,107        | 18,022         | 22,908        |
| Other taxation and social security | 70,833         | 61,899         | 35,178         | 21,224        |
| Other creditors                    | 23,041         | 18,320         | 7,962          | 6,252         |
| Accruals and deferred income       | 199,227        | 160,808        | 55,043         | 40,122        |
|                                    | <b>403,283</b> | <b>352,134</b> | <b>116,205</b> | <b>90,506</b> |

# UNIVERSITY OF SUSSEX STUDENTS' UNION (LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2023

### 18 CREDITORS: AMOUNTS FALLING DUE AFTER ONE YEAR

|                          | Group         |               | Union    |          |
|--------------------------|---------------|---------------|----------|----------|
|                          | 2023          | 2022          | 2023     | 2022     |
|                          | £             | £             | £        | £        |
| Bank loan and overdrafts | 28,333        | 38,333        | -        | -        |
|                          | <b>28,333</b> | <b>38,333</b> | <b>-</b> | <b>-</b> |

The loan is a Coronavirus Bounce Back Loan. The loan is repayable in equal instalments over 60 months. The loan is interest free for the first twelve months.

### 19 STATEMENT OF FUNDS

|                           | Balance at<br>1 August<br>2022<br>£ | Income<br>£      | Expenditure<br>£   | Transfers<br>£ | Balance at<br>31 July<br>2023<br>£ |
|---------------------------|-------------------------------------|------------------|--------------------|----------------|------------------------------------|
| <b>Unrestricted funds</b> |                                     |                  |                    |                |                                    |
| General funds             | 517,394                             | 5,927,145        | (6,021,560)        | -              | 422,979                            |
|                           | 517,394                             | 5,927,145        | (6,021,560)        | -              | 422,979                            |
| <b>Designated funds</b>   |                                     |                  |                    |                |                                    |
| Clubs & Societies         | 167,720                             | 163,228          | (171,430)          | -              | 159,518                            |
|                           | 167,720                             | 163,228          | (171,430)          | -              | 159,518                            |
| <b>Restricted funds</b>   |                                     |                  |                    |                |                                    |
| University grant          | 5,693                               | -                | -                  | -              | 5,693                              |
| Sussex fund (Alumni)      | 25,267                              | -                | -                  | -              | 25,267                             |
| Community social fund     | 626                                 | -                | -                  | -              | 626                                |
| Role models               | 9,820                               | -                | -                  | -              | 9,820                              |
| Sport projects            | 476                                 | -                | -                  | -              | 476                                |
| Good night owls           | 1,351                               | 21,844           | (5,619)            | -              | 17,576                             |
| BAME ambassador           | 24,332                              | 10,691           | (24,764)           | -              | 10,259                             |
| Interim structure         | 6,000                               | 21,000           | (27,000)           | -              | -                                  |
| IT licences               | -                                   | 9,440            | -                  | -              | 9,440                              |
| Ambulance cover           | -                                   | 11,164           | (11,164)           | -              | -                                  |
| Real Living Wage          | -                                   | 164,293          | (164,293)          | -              | -                                  |
|                           | 73,565                              | 238,432          | (232,840)          | -              | 79,157                             |
| <b>Total funds</b>        | <b>758,679</b>                      | <b>6,328,805</b> | <b>(6,425,830)</b> | <b>-</b>       | <b>661,654</b>                     |

# UNIVERSITY OF SUSSEX STUDENTS' UNION (LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2023

### 19 STATEMENT OF FUNDS (CONTINUED)

#### Statement of funds prior year

|                           | Balance at<br>1 August<br>2021<br>£ | Income<br>£      | Expenditure<br>£   | Transfers<br>£ | Balance at<br>31 July<br>2022<br>£ |
|---------------------------|-------------------------------------|------------------|--------------------|----------------|------------------------------------|
| <b>Unrestricted funds</b> |                                     |                  |                    |                |                                    |
| General funds             | 578,525                             | 3,544,390        | (3,408,341)        | -              | 714,574                            |
|                           | 578,525                             | 3,544,390        | 3,408,341          | -              | 714,574                            |
| <b>Restricted funds</b>   |                                     |                  |                    |                |                                    |
| University grant          | 5,693                               | -                | -                  | -              | 5,693                              |
| Sussex fund (Alumni)      | 25,267                              | -                | -                  | -              | 25,267                             |
| Community social fund     | 626                                 | -                | -                  | -              | 626                                |
| Role models               | 9,820                               | -                | -                  | -              | 9,820                              |
| Sport projects            | 476                                 | -                | -                  | -              | 476                                |
| Good night owls           | 1,351                               | -                | -                  | -              | 1,351                              |
| BAME ambassador           | 4,877                               | 51,800           | (32,345)           | -              | 24,332                             |
| Resilience skills         | -                                   | 9,600            | (9,600)            | -              | -                                  |
| Job retention scheme      | -                                   | 78,390           | (78,390)           | -              | -                                  |
|                           | 48,110                              | 139,790          | (120,335)          | -              | 67,565                             |
| <b>Total funds</b>        | <b>626,635</b>                      | <b>3,684,180</b> | <b>(3,528,676)</b> | <b>-</b>       | <b>782,139</b>                     |

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

**Role Models** the Union receives funding for expenses and for 1 or 2 staff members to run the Role Models programme. The programme is a peer mentoring scheme within local schools, where out university students run workshops for their young students on Mental Health and Wellbeing.

**The Community Social Fund** was again a proposal for a number of different student society projects, almost all of which were completed in the year.

**Sports Project (RFU)** is to deliver social and recreational rugby sessions on campus that appeal to, and engage, new participants, and those returning to the sport.

**Good Night Owls** to train and support student volunteers to go out late at night in Brighton to help students in trouble while out on the town.

**BAME Ambassador/Race equity** to gather feedback from BAME students on how life/student experience can be improved for BAME students on campus.

**Resilience Skills (Lottery fund)** is for resilience skills training to be delivered to Sussex Student Union staff.

# UNIVERSITY OF SUSSEX STUDENTS' UNION (LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2023

### 20 ANALYSIS OF NET ASSETS BETWEEN FUNDS

Analysis of net assets between funds – current period

|                               | Unrestricted<br>funds<br>2023<br>£ | Designated<br>funds<br>2023<br>£ | Restricted<br>funds<br>2023<br>£ | Total<br>funds<br>2023<br>£ |
|-------------------------------|------------------------------------|----------------------------------|----------------------------------|-----------------------------|
| Tangible fixed assets         | 121,067                            | -                                | -                                | 121,067                     |
| Current assets                | 733,528                            | 159,518                          | 79,157                           | 972,203                     |
| Creditors due within one year | (403,283)                          | -                                | -                                | (403,283)                   |
| Creditors due after one year  | (28,333)                           | -                                | -                                | (28,333)                    |
|                               | <u>422,979</u>                     | <u>159,518</u>                   | <u>79,157</u>                    | <u>661,654</u>              |

Analysis of net assets between funds – prior period

|                               | Unrestricted<br>funds<br>2022<br>£ | Designated<br>funds<br>2022<br>£ | Restricted<br>funds<br>2022<br>£ | Total<br>funds<br>2022<br>£ |
|-------------------------------|------------------------------------|----------------------------------|----------------------------------|-----------------------------|
| Tangible fixed assets         | 159,020                            | -                                | -                                | 159,020                     |
| Current assets                | 748,841                            | 167,720                          | 73,565                           | 990,126                     |
| Creditors due within one year | (351,134)                          | -                                | -                                | (352,134)                   |
| Creditors due after one year  | (38,333)                           | -                                | -                                | (38,333)                    |
|                               | <u>517,394</u>                     | <u>167,720</u>                   | <u>73,565</u>                    | <u>758,679</u>              |

### 21 RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

|  | Group<br>2022<br>£     | Group<br>2021<br>£    |
|--|------------------------|-----------------------|
| Net income/expenditure for the period (as per SoFA)        | <u>(97,025)</u>        | <u>155,504</u>        |
| <b>Adjustments for:</b>                                    |                        |                       |
| Depreciation charges                                       | 63,727                 | 64,578                |
| Loss on disposal of fixed assets                           | -                      | -                     |
| Decrease / (increase) in stocks                            | (25,354)               | 15,247                |
| Decrease / (increase) in debtors                           | (43,817)               | 73,607                |
| (Decrease) / increase in creditors                         | <u>41,149</u>          | <u>(4,734)</u>        |
| <b>Net cash provided by/(used in) operating activities</b> | <u><b>(61,319)</b></u> | <u><b>304,202</b></u> |

### 22 ANALYSIS OF CASH AND CASH EQUIVALENTS

|  | Group<br>2023<br>£    | Group<br>2022<br>£    |
|--|-----------------------|-----------------------|
| Cash in hand                           | <u>715,447</u>        | <u>802,540</u>        |
| <b>Total cash and cash equivalents</b> | <u><b>715,447</b></u> | <u><b>802,540</b></u> |

# UNIVERSITY OF SUSSEX STUDENTS' UNION (LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2023

### 23 ANALYSIS OF CHANGES IN NET DEBT

|                          | At 1 August<br>2022 | Cash<br>flows   | At 31 July<br>2023 |
|--------------------------|---------------------|-----------------|--------------------|
|                          | £                   | £               | £                  |
| Cash at bank and in hand | 802,540             | (87,093)        | 715,447            |
| Debt due within one year | (10,000)            | -               | (10,000)           |
| Debt due after one year  | (38,333)            | 10,000          | (28,333)           |
|                          | <u>754,207</u>      | <u>(77,093)</u> | <u>677,114</u>     |

### 24 PENSION CONTRIBUTIONS

The group operates a combined 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 £35,371 (2022 : £62,164). Contributions totalling £9,310 (2022 : £7,581) were payable to the fund at the balance sheet date and are included in creditors.

### 25 OPERATING LEASE COMMITMENTS

At 31 July 2023 the Group and the Union had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

|                       | Group         |               | Union    |          |
|-----------------------|---------------|---------------|----------|----------|
|                       | 2023          | 2022          | 2023     | 2022     |
|                       | £             | £             | £        | £        |
| Not later than 1 year | <u>25,876</u> | <u>38,814</u> | <u>-</u> | <u>-</u> |
|                       | <u>25,876</u> | <u>38,814</u> | <u>-</u> | <u>-</u> |

### 26 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. No trustee received any reimbursements for expenditure (2022: Nil). The value of trustees' remuneration and other benefits was as follows:

|            | 2023           | 2022           |
|------------|----------------|----------------|
| C Moylett  | -              | 23,292         |
| P Palmano  | -              | 25,636         |
| A O'Connor | -              | 23,280         |
| N Bajwa    | -              | 23,243         |
| C Ung      | -              | 26,953         |
| Y James    | -              | 763            |
| R Linehan  | 24,336         | 1,014          |
| N Cornell  | 23,664         | 1,014          |
| A Williams | 23,747         | 1,014          |
| N Tickner  | 24,841         | 1,014          |
| L Pem      | 22,791         | 1,014          |
| R Kunisue  | 24,462         | 1,014          |
| M Murray   | 2,025          | -              |
| N Bahl     | 1,871          | -              |
| S Jackson  | 2,025          | -              |
|            | <u>149,762</u> | <u>129,251</u> |

# UNIVERSITY OF SUSSEX STUDENTS' UNION (LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2023

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### 27 CONTROLLING PARTY

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

### 28 PRINCIPAL SUBSIDIARIES

The following was a subsidiary undertaking of the Union

| Name   | Company Number | Registered office or principal place of business      | Principal activity |
|--|----------------|---|--------------------|
| University of Sussex Students' Union Trading Limited | 02146582       | Falmer House, University of Sussex, Brighton, BN1 9QF | Trading Activities |

| Class of shares | Holding | Included in consolidation |
|-----------------|---------|---------------------------|
| Ordinary        | 100%    | Yes                       |

The financial results of the subsidiary for the year were:

| Name   | Income    | Expenditure | Net assets |
|--|-----------|-------------|------------|
|  | £         | £           | £          |
| University of Sussex Students' Union Trading Limited | 3,303,360 | 3,261,024   | 69,316     |