

Registered Charity No. 1141998

Students' Union Royal Holloway University of London

Annual Report and Accounts

For the Year Ending 31 July 2014

STUDENTS' UNION ROYAL HOLLOWAY UNIVERSITY OF LONDON (SURHUL)
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2014

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STUDENTS' UNION ROYAL HOLLOWAY UNIVERSITY OF LONDON (SURHUL)
REPORT OF THE TRUSTEES
YEAR ENDED 31 JULY 2014

Reference and administrative details

Charitable Status

Students' Union Royal Holloway University of London is an unincorporated charity established under the Education Act 1994 and registered with the Charity Commission (No. 1141998) since 19th May 2011, when Students' Union connected with exempt higher/further education institutions were removed by section 11(9), Charities Act 2006, from the list of exempt charities in Schedule 2 to the Charities Act 1993.

Principal Address

Students' Union Royal Holloway University of London
Egham Hill
Egham
Surrey
TW20 0EX

The Trustee Board 2013/14:

Sabbatical Officer Trustees

President	Amarbeer Singh Gill
Vice President Communications and Campaigns	Jamie Green
Vice President Education and Welfare	Sidonie Bertrand-Shelton
Vice President Student Activities	Ian Stewart
Student Trustee 1	Samir Akhtar
Student Trustee 2	Sam Jones
Student Trustee 3	Dan Heley (vacant from February 2014)
External Trustee 1	Matthew Searle
External Trustee 2	James Murray Brown
External Trustee 3	Craig Hassey*

*replaced by Sukhdev Johal March 2013

Royal Holloway Trustee Robert Kemp

* College Trustee position removed October 2013

Auditors

Crowe Clarke Whitehill LLP
Aquis House
49-51 Blagrove Street
Reading
Berkshire
RG11 1PL

Bankers

Barclays Bank PLC
46 High Street
Egham
Surrey
TW20 9EP

Students' Union Royal Holloway University of London (SURHUL) employed both a General Manager and Chief Executive Officer (at separate times across 2013/14) to work closely with the Trustee Board and ensure effective management of the charity as head of a senior management team, listed below:

General Manager (2013)	Sean O'Donnell
Chief Executive Officer (2014 onwards)	Ian Dancy
Finance Manager	Nelson Mendes
HR and Central Services Manager	Abi Jesson
Commercial Development Manager	Sarah Stuckey

External Affiliations

Under the Education Act 1994, the Union is required to report to its members, on an annual basis, all current external affiliations. As at 31 July 2014, the Union was affiliated to the following organisations:

The National Union of Students
National Campaign Against Fees and Cuts

STUDENTS' UNION ROYAL HOLLOWAY UNIVERSITY OF LONDON (SURHUL)
REPORT OF THE TRUSTEES
YEAR ENDED 31 JULY 2014

Introduction

The Trustees submit their annual report and financial statements for the year ended 31 July 2014. In preparing this report, the Trustees have complied with the Charities Act 2006, the Accounting and Reporting by Charities: Statement of Recommended Practice (revised 2005) ('the Charity SORP') and the constitution of SURHUL.

The Trustee Board present their Annual Report for the year ended 31 July 2014, which includes the administrative information set out on page 1, together with the audited accounts for that year.

Structure, governance and management

Structure of SURHUL

SURHUL is an unincorporated association and a registered charity, registration number 1141998. SURHUL is a membership organisation that is governed by a written constitution and via democratic structures detailed in its constitution. Students of the Royal Holloway University of London automatically become members of SURHUL as soon as they enrol at the University. Students have the right (under the Education Act 1994) to opt-out of Union membership; once their student status at the Royal Holloway ends they lose their membership of SURHUL. The Union's constitution is reviewed at least every five years and any changes approved by the membership, through General Meeting or Referendum, and by Royal Holloway, University of London, through its College Council. The constitution was revised and approved most recently in June 2010. The organisation is currently preparing to review it during the 2015 calendar year.

The Union's constitution provides for the following democratic structures:

- Referenda and elections
- General Meetings (including an Annual General Meeting)
- 4 Councils (representing a variety of different subjects)
- Executive Committee
- 7 elected trustees (out of 10)

A Referendum may be called at the written request of 200 or more full members of the Union, or by a motion calling for a referendum passed by a General Meeting.

The General Meeting is the student's main democratic body where decisions are made and Union policy is agreed. All full members shall have the right to attend, speak and vote.

The Executive Committee consists of the full time Officers and the part time (Non-Sabbatical) Officers.

Governance

The Union's governance is based on a relationship between the democratic structures above, via the relationship with the Executive Committee and General Meeting, and the Board of Trustees and in turn its relationship with the Chief Executive Officer and staff team.

The Union's Board of Trustees consists of four sabbatical officers, three student trustees and three external trustees. The sabbatical officers are elected by and from the Union's membership on an annual basis, serving from 1 July to the following 30 June. The sabbatical officers work full-time for the Union, receiving an allowance and completing a portfolio of duties, alongside their role as trustee of the Union. External and student trustees do not receive any allowance. Student Trustees may stand for re-election for a second year but, under the Education Act 1994, may only serve for two years in total.

The student trustees are also elected by and from the membership and the student trustees are not employed by the Union and do not receive an allowance; the elected student trustees serve a one year term of office. The external trustees are appointed via an open recruitment process and serve a three year term of office, and can be reappointed for a further term subject to Board of Trustees approval.

The student trustees receive a comprehensive induction during July and August each year, co-ordinated internally by the Chief Executive Officer. The programme includes internal training and courses as well as attendance on courses run by the National Union of Students. The Board meets at least four times a year, with the Chief Executive Officer in attendance.

STUDENTS' UNION ROYAL HOLLOWAY UNIVERSITY OF LONDON (SURHUL)
REPORT OF THE TRUSTEES
YEAR ENDED 31 JULY 2014

The Board of Trustees works to ensure that the resources of SURHUL are best used to deliver the vision, mission and values.

Management

The Trustees are responsible for protecting the values of the Union, as set out in the Union's Values Statement, and ensuring that the Union is working towards its vision and delivering its charitable purpose. The trustees are responsible for approving the strategy, major plans (including the annual budget and long-term financial goals) and policies of the Union and for ensuring that these are implemented. The Trustees delegate much of the day-to-day running of the Union to the Chief Executive and Senior Management Team, who oversee the Union's approximately 300 individual staff on average. At 31 July 2014 the Management Structure of the Union was based around five 'departments', each headed by a head of department who reports to the Chief Executive Officer.

The Trustees utilise three formal committees of the Board - Finance and Risk Committee, Appointments and Governance Committee, and Remuneration Committee. The Union also has further scrutiny committees, Health and Safety committee, but as part of the management arrangements of the Union rather than as part of its governance arrangements. These committees operate to terms of reference, approved by the Board of Trustees.

Finance and Risk Committee

The Finance and Risk Committee has delegated responsibility, on behalf of the Board of Trustees, for ensuring that the Union complies with relevant legislation and regulations; that the Union remains solvent and in sound financial health; and for analysing and managing the Union's overall risk profile.

Appointments and Governance Committee

The Appointments and Governance Committee has delegated responsibility, on behalf of the Board of Trustees, for appointing, inducting, supporting and developing the Chief Executive, Student Trustees and External Trustees and for inducting, supporting and developing the sabbatical officers; the Committee is also responsible for promoting good governance, reviewing the Union's governance arrangements on a continuous basis and identifying opportunities to improve the Union's governance.

Remuneration Committee

The Remuneration Committee has delegated responsibility, on behalf of the Board of Trustees, for ensuring that the Union's reward package is effective at attracting and retaining talented staff and officers, whilst paying due regard to utilising the Union's limited resources as effectively as possible. In particular, the Committee will focus on the reward package of the Union's senior management team, specifically the Officer Trustees and Chief Executive Officer.

Health and Safety Committee

The Health and Safety Committee oversees the Union's management of health and safety, provides a forum for consultation with staff and trade unions on health and safety matters, and oversees the Union's health and safety policies, procedures and systems.

Objectives and Activities

Our Charitable Purpose

Is the advancement of education of Students at Royal Holloway University of London for the public benefit.

In furtherance of this purpose the Trustees have complied with their duty in s.17(5) of the Charities Act 2011 to have due regard to the Charity Commission's published general guidance concerning the operation of the public benefit requirements under the Act.

Our Mission

Our mission is to provide outstanding representation and services that promote active and constant participation.

Our Vision

Our vision is to be a Union at the forefront of representation, innovation, efficiency and engagement in order to provide an enriching service for every single member of our diverse student body.

STUDENTS' UNION ROYAL HOLLOWAY UNIVERSITY OF LONDON (SURHUL)
REPORT OF THE TRUSTEES
YEAR ENDED 31 JULY 2014

Our Values

Democratic
Campaigning
Transparent
Fun
Sustainable
Safe
Innovative
Professional
Diverse

Relationship with Royal Holloway University of London

The relationship between the College and SURHUL is established in the Regulations of the College and detailed in the SURHUL Constitution and approved by both organisations. Under the Education Act 1994, Royal Holloway University of London has a statutory duty to take such steps as are reasonably practicable to ensure that SURHUL operates in a fair and democratic manner and is held to proper account for its finances. SURHUL therefore works alongside Royal Holloway University of London in ensuring that the affairs of SURHUL are properly conducted and that the educational and welfare needs of SURHUL's members are met. The formal relationship with the University is governed by a Code of Practice and SURHUL works closely with the University and its students to develop appropriate Regulations and Schedules for its working practices.

SURHUL receives a Block Grant from the College, and occupies buildings owned by the College, which also pays for utilities and the provision of basic services such as the maintenance of the fabric of the buildings. The additional non-monetary support is intrinsic to the relationship between the College and SURHUL. As recommended by the Charities SORP, which has been adopted for this and future financial years for due compliance with the new requirements for Students' Unions provided for in the Charities Act 2006 (now Charities Act 2011), an estimated value to SURHUL for this free serviced accommodation has been included in the Financial Statements. The College has advised a rental figure of £25,000 per annum to be charged from 2012-13 onwards, so this figure has been adopted this year, and will be subject to review in the future. Although SURHUL continues to generate supplementary funding from various mutual trading activities, it is dependent on the College's support. There is no reason to believe that this or equivalent support from the College will not continue for the foreseeable future, as the Education Act 1994 imposes a duty on the College to ensure the financial viability of its student representative body.

Risk Management

The Board of Trustees has examined the major strategic and operational risks faced by SURHUL. A risk register has been established to mitigate future challenges. Procedures are in place to ensure compliance with Health and Safety of staff, volunteers and participants on all activities organised by the Union.

Aim, objectives and activities

In pursuit of these objects for the public benefit, SURHUL will ensure the diversity of its membership is recognised, valued and supported and has established departments and services for use by its members and to support its work with the College and other organisations on behalf of students. These include:

Advice and Welfare – a specialist service to our members in the areas of housing, money, academic issues and a generalist service in other areas such as employment. Our Welfare Advisors provide one-to-one advice to students and a full casework service which normally means advocacy and follow-up work on matters ranging from accommodation disputes to helping students appeal their degree results.

Student Activities Department – we offer a wide range of sporting clubs and cultural societies, approximately 120 in total, appealing to many and varied tastes. There were approximately 3,000 sign-ups to Clubs & Societies during 13-14. We run a taster sessions programme to give students insight to the various activities. The Student Activities Team provide support, advice and help with the activities specifically around recruitment, communication, skills development, finance and health and safety.

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Volunteering – We promote and facilitate a wide variety of community volunteering initiatives either in tandem with RHUL Community Action or through student-led initiatives. 1,350 volunteers are currently registered with volunteering groups and community projects, and over the past year they contributing around 5,000 hours of volunteering time to local projects.

Campaigning – Our Campaigns (ranging from Sexual Health Awareness, Higher Education, Culture Week/One World Week and Mental Health Awareness Week), provide a space for Students to get involved and let any student have their say, and a chance to influence policy, through the democratic structures of the Students' Union.

Commercial Services Department – provides entertainment and social activities through Medicine Bar, Stumble Inn & Tommy's Bar and the Main Hall auditorium including technical support for democratic meetings, theatrical productions and event nights. It provided employment for approximately 250 student staff in 13-14. In addition, it provides catering, conferencing facilities and private bookings. The department also stages the annual Summer Ball which regularly attracts over 2,500 students and achieved its highest student turnout ever in 13-14.

Central Services - provides a range of central services for internal and external benefit, including an administrative team, HR and Finance function, SSh bus service and a print shop.

Media

- **Insanity Radio** – Insanity Radio (103.2 FM, 1287 AM) is the student radio station of Royal Holloway, University of London and a member of the UK Student Radio Association. Established in 1998, the station broadcasts throughout the year on a Community Radio License, with presenters in the studio presenting a varied schedule from 8am until 2am every day during term time, and from 2pm until 6pm each day during the University's recess periods. The 103.2 MHz frequency was allocated by Ofcom in late 2011 and installation and testing of the transmission system begun in February 2012 for a March 2012 launch of the new FM service. As part of a week of events to celebrate Insanity Radio's new status as a community radio station, the FM transmitter was officially switched on at midnight on March 8, 2012.
- **Orbital Newspaper** – The Orbital is the official student publication of SURHUL. It observes an autonomous operation and advocates freedom of speech, with the final output being constitutionally supervised by the Students' Union, through the sabbatical officer of the Co-President (Societies and Media) acting as Executive Editor. The Editor and Deputy Editor are elected in a cross-campus election every year.
- **Rhubarb TV** – SURHUL TV society allowing students to develop their skills in this field of media and record and present live from Union, Campus and local events.

Rag charity - RAG stands for 'Raise and Give', SURHUL's own charity and fundraising group. In 13-14, a total of £22,723.64 was raised for the benefit of many diverse organisations, the recipients of the largest sums being Islamic Relief, Teenage Cancer Trust, and East to West, Childreach International, VSO and Dance Aid.

2013/14 Impact

SURHUL achieved a lot during the 2013/14 financial year, below is a brief snapshot of what we got up to as an organisation:

- RAG raising over **£20,000** compared to £13,000 in 2012/13
- **92.62%** of Student Reps trained – up 4% on previous year
- A sold out Summer Ball – **2,650** students
- Number of societies growing with a 13% increase in students involved in sports, societies and media

STUDENTS' UNION ROYAL HOLLOWAY UNIVERSITY OF LONDON (SURHUL)
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- **1,700+** votes in our main all student election
- Gold achieved in NUS Green Impact
- Opening of the new Students' Union first floor project, including new media suite, membership services and student hub.
- Launch of Tommy's Kitchen, the unions new food outlet.

Financial Review

The Union is pleased to report that for the second year running it has generated a surplus of £52,109 increasing SURHUL's total reserves from £756,268 to £808,377. This was achieved against a changing environment, unbudgeted costs of the recruitment of a new Chief Executive Officer, the huge success of our Student activities clubs and considerable restructuring in order to realign the organisation with the agreed future direction. The overall surplus for the year includes £24,800 of income received from ULU to support a membership services post, expenditure against this grant commenced in the 2014/15 financial year. The remaining surplus will provide support towards the Union's Strategic Plan as detailed below.

SURHUL's gross income from all sources this year totalled £2,613,658 an increase of just over 3%, whilst income from trading activity fell by 1.75% reflecting continuing trading conditions in Bars, Café, and Ents. Total expenditure of £2,561,549 increased by 1.71% on the wide-ranging student benefits we provide as well as on the modest fundraising and other revenue generating activities we undertake.

SURHUL has continued to benefit from the recognition and support of the College, and in 2013-14, the annual block grant received was £790,000.

Ideally, the Union would hold the equivalent of one term's operating expenses as free reserves in order to be able to cope with any unexpected downturn in funding or additional calls on our resources without immediately curtailing activities, and the current level falls well short of that. The current free reserves at year end amount to £208,920. This position is after deducting from total unrestricted funds of £761,985 the amount of £553,065 invested in our existing Tangible Fixed Assets. SURHUL is carrying a high depreciation charge which will increase the level of free reserves over the life of the Fixed Assets, and will also serve to retain healthy levels of cash within the Balance Sheet. In order to build up SURHUL's free reserves, we are considering ways of raising additional general-purpose funding. SURHUL is currently affiliated to the NUS, for which our total subscription costs amounted to £34,490 during 2013-14.

Strategic Plan 2015/2018

The organisation's previous strategic document expired at the end of the 2013. Due to the on-going change within the organisation it was agreed that 2014 should be used to reflect and adjust to the new organisation's thinking and direction. The President and Chief Executive Officer worked together to consult and investigate what students wanted from their Students' Union over the next 3 years.

The Strategic Plan project included the following research:

- All student survey, 1,500+ responses
- Focus groups, focusing on students we failed to reach during the survey
- Sessions with SU staff
- Sessions with College management
- Sessions with the local community
- "Have Your Say Day" x 2

STUDENTS' UNION ROYAL HOLLOWAY UNIVERSITY OF LONDON (SURHUL)
REPORT OF THE TRUSTEES
YEAR ENDED 31 JULY 2014

The Strategic Plan 2015/18 when launched in July 2015 will focus on the following 4 themes, underpinned by 4 enablers per theme and a range of objectives.

- We will be Membership focused.
- We will be part of a Community
- We will be Effective now and in the future.
- We will help make your time at Royal Holloway the most Rewarding it can be.

Future Funding

The Trustee Board confirms that SURHUL has sufficient funds to meet all its obligations.

The Block Grant for 2014-15 has been confirmed at £775,011, and the Union's activities are expected to generate significant funds to support our on-going activities.

Trustee Board's Responsibilities

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

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees are required to:

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

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions, disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the provisions of the charity's constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustee Board on 11 December 2014 and signed on its behalf by:



Emma Peagam
President (Education and Campaigns) 2014/15, Students' Union Royal Holloway University of London

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF
STUDENTS' UNION ROYAL HOLLOWAY UNIVERSITY OF LONDON (SURHUL)
FOR THE YEAR ENDED 31 JULY 2014 (CONTINUED)**

We have audited the financial statements of Students' Union Royal Holloway University of London for the year ended 31 July 2014 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes numbered 1 to 16.

The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's trustees, as a body, in accordance with section 154 of the Charities Act 2011. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Statement of Trustees' Responsibilities, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements.

In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF
STUDENTS' UNION ROYAL HOLLOWAY UNIVERSITY OF LONDON (SURHUL)
FOR THE YEAR ENDED 31 JULY 2014 (CONTINUED)**

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 July 2014 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 Charities Act 2011.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Crowe Clark Whitehill LLP

Crowe Clark Whitehill LLP

Statutory Auditor

Reading

19 January 2015

Crowe Clark Whitehill LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

STUDENTS' UNION ROYAL HOLLOWAY UNIVERSITY OF LONDON (SURHUL)
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR (INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 JULY 2014

	Note	Unrestricted Funds	Restricted Funds	Capital Grants	2014 £	2013 £
Gross Income						
Voluntary Income:						
- Donations, College Grant, etc.		750,000	24,800	15,200	790,000	750,000
- Grant of serviced accommodation	1d)	25,000	-	-	25,000	25,000
Activities to generate funds:						
- Commercial marketing/sponsorship		16,498	-	-	16,498	17,279
- Investment income		165	-	-	165	201
- Other incoming resources		2,507	-	-	2,507	
Charitable activities for students:						
- Bars, Café & Entertainments		1,205,403	-	-	1,205,403	1,236,367
- Amusement, Reception, Misc		35,137	-	-	35,137	26,361
- Constitution		22,207	-	-	22,207	13,623
- Communications & Campaigns		15,531	9,819	-	25,350	30,134
- Student Activities		39,741	-	-	39,741	45,129
- Clubs & Societies		-	413,839	-	413,839	338,167
- Bus Service		24,994	-	-	24,994	30,272
- Lettings		12,817	-	-	12,817	20,930
Total income		<u>2,150,000</u>	<u>448,458</u>	<u>15,200</u>	<u>2,613,658</u>	<u>2,533,463</u>
Resources expended						
Costs of Generating Funds:						
- Commercial activities		44,831	-	-	44,831	60,186
Charitable Activities for students:						
- Bars, Café & Entertainments		1,262,406	-	-	1,262,406	1,327,353
- Amusements, Reception, Misc		36,867	-	-	36,867	28,942
- Constitution		121,787	-	-	121,787	114,281
- Welfare		88,343	-	-	88,343	93,706
- Communications & Campaigns		112,604	7,324	-	119,928	124,757
- Student Activities		233,179	-	-	233,179	219,962
- Clubs & Societies		-	465,899	-	465,899	368,269
- Bus Service		127,057	-	-	127,057	123,796
- Lettings		35,011	-	-	35,011	36,097
Governance		<u>26,241</u>	-	-	<u>26,241</u>	<u>21,094</u>
Total expenditure	2-5	<u>2,088,326</u>	<u>473,223</u>	-	<u>2,561,549</u>	<u>2,518,443</u>
Net incoming/(outgoing) resources for the year						
Transfer between funds		61,674	(24,765)	15,200	52,109	15,020
Capital grant amortisation		(28,167)	28,167	-	-	-
		<u>4,614</u>	-	(4,614)	-	-
Net movement in funds		38,121	3,402	10,586	52,109	15,020
Fund balances brought forward		<u>723,864</u>	<u>28,204</u>	<u>4,200</u>	<u>756,268</u>	<u>741,248</u>
Fund balances carried forward		<u>£ 761,985</u>	<u>£ 31,606</u>	<u>£ 14,786</u>	<u>£ 808,377</u>	<u>£ 756,268</u>

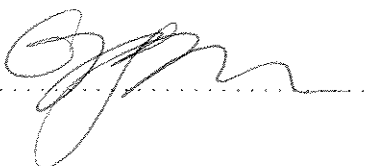
The statement of financial activities includes all gains and losses recognised in the year. All amounts derive from continuing activities.

The notes on pages 12 to 19 form part of these accounts

STUDENTS' UNION ROYAL HOLLOWAY UNIVERSITY OF LONDON (SURHUL)
BALANCE SHEET
31 JULY 2014

	Notes	2014		2013	
		£	£	£	£
Fixed Assets					
Tangible fixed assets	6		567,851		625,513
Investments	7		-		660
			<u>567,851</u>		<u>626,173</u>
Current Assets					
Stocks in bars, shops & other outlets		48,522		53,983	
Debtors & prepayments	8	83,881		25,950	
Cash at bank & in hand		<u>250,291</u>		<u>259,442</u>	
		<u>382,694</u>		<u>339,375</u>	
Current Liabilities					
Creditors: Amounts due within one year	9	<u>(142,168)</u>		<u>(209,280)</u>	
Net Current Assets			<u>240,526</u>		<u>130,095</u>
Total Assets less Current Liabilities			<u>808,377</u>		<u>756,268</u>
Union Funds:-					
Restricted Funds	12		31,606		28,204
Capital Grants	11		14,786		4,200
Unrestricted Income Funds			<u>761,985</u>		<u>723,864</u>
Total Funds			<u>£ 808,377</u>		<u>£ 756,268</u>

These financial statements were approved and authorised for issue by the Trustees and were signed on 11/12/14 their behalf on:-

 Emma Peagam - President

The notes on pages 12 to 19 form part of these accounts

STUDENTS' UNION ROYAL HOLLOWAY UNIVERSITY OF LONDON (SURHUL)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2014

1 Accounting Policies

(a) **Accounting convention**

These accounts are prepared under the Charities Act 2011 on the historical cost convention in accordance with the Statement of Recommended Practice: 'Accounting and Reporting by Charities' published in March 2005 (SORP 2005) and with applicable UK Accounting & Financial Reporting Standards.

(b) **Going concern**

The trustees consider that there is a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future and, for this reason, they continue to adopt the going concern basis in preparing the annual financial statements.

(c) **Cash flow statement**

The Trustees have taken advantage of the exemption in Financial Reporting Standard No1 from including a cash flow statement in the financial statements.

(d) **Incoming resources**

All income and capital resources are recognised in the accounts when the Charity is legally entitled to the income and the amount can be quantified with reasonable certainty. The College grant of free serviced accommodation on the campus is accounted for as income and expenditure of the year at an estimated value to SURHUL by reference to the alternatives available on the commercial market.

(e) **Resources expended**

Expenditure includes irrecoverable VAT. Charitable expenditure comprises the direct and indirect costs of delivering public benefit. Governance costs are those incurred for compliance with constitutional and statutory requirements, such as the annual audit, annual elections and training for sabbatical officers. The value of free serviced campus accommodation is apportioned on estimated floor space occupied. Other central overhead costs are apportioned to charitable and other projects/activities on a usage basis, pro rata to the total costs of each project or activity undertaken.

(f) **Tangible fixed assets**

Fixed assets are stated at cost less accumulated depreciation. Depreciation is provided in the Financial Statements on a straight line basis at the rates set out below which are calculated to write off each asset over its expected useful life :-

Medicine Refurbishment	- 20% on Fixtures & Fittings, 10% on Buildings
Computer and Office Equipment	- 20%- 33%
SU Building Extension	- 2%
SU Refurbishment	- 5%
Public Address System	- 14%
Other Assets	- 20%

(g) **Investments**

SURHUL's fixed asset investments are valued at cost, as these assets are not readily saleable and a reliable market value is not readily ascertainable.

STUDENTS' UNION ROYAL HOLLOWAY UNIVERSITY OF LONDON (SURHUL)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2014

1 Accounting Policies (continued)

- (h) **Pension costs**
SURHUL provides access and makes contributions to Personal & Stakeholder Pension plans for some of its employees.
- (i) **Leased assets**
Rentals payable under operating leases are charged as expenditure on a straight line basis over the period of the lease.
- (j) **Stock**
Stock is valued at the lower of the cost and its net realisable value.
- (k) **Taxation**
No provision is made in these accounts for corporation tax as the Union is exempt from such taxes as a result of having derived its charitable status from its parent governing body Students' Union Royal Holloway University of London (SURHUL).
- (l) **Fund accounting**
SURHUL administers and accounts for a number of charitable funds, as follows:-
- (i) **Unrestricted Funds** representing unspent income which may be used for any activity/purpose at the Executive Committee's own discretion;
 - (ii) **Restricted funds** raised and administered by SURHUL for specific purposes as determined by students, such as Club and Societies Accounts, as well as revenue received for purposes specified by the donor and also (if not material enough to require a separate column in the SoFA) any small capital grants received from the College.
 - (iii) **Custodian Funds** entrusted to SURHUL for safekeeping, but not under its management control, such as the annual RAG. Such custodian activities are disclosed in the Annual Report, but as the funds are not managed by SURHUL they cannot be included in the accounts.

STUDENTS' UNION ROYAL HOLLOWAY UNIVERSITY OF LONDON (SURHUL)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2014

2 Charitable and other Activity costs

	Supplies £	Staff costs £	Other costs £	Total £
Activities for generating funds				
Commercial activities	1,678	40,237	2,916	44,831
Charitable activities				
Bars, Café & Entertainments	323,195	535,287	403,923	1,262,405
Amusements, Reception, Misc.	24,901	11,967	-	36,868
Constitution	17,219	50,972	53,596	121,787
Welfare	-	68,192	20,151	88,343
Communications & Campaigns	-	54,817	65,112	119,929
Student Activities	-	116,039	117,140	233,179
Clubs & Societies	-	-	465,899	465,899
Bus Service	-	72,002	55,054	127,056
Lettings	-	25,177	9,834	35,011
Governance	-	-	26,241	26,241
Total costs	£ 366,993	£ 974,690	£ 1,219,866	£ 2,561,549

Included in the above governance costs is the annual audit fee of £10,740 (2013: £40,425).

3 Central Overhead Costs included in Note 2

	Staff Usage	Staff £	Rent £	Other £	Total £
Charitable activities					
Bars, Café & Entertainments	35%	104,707	14,075	205,634	324,416
Amusements, Reception, Misc.	4%	11,967	-	-	11,967
Constitution	8%	23,933	1,425	11,751	37,109
Welfare	6%	17,950	1,325	14,688	33,963
Communications & Campaigns	9%	26,925	1,600	20,250	48,775
Student Activities	16%	47,866	3,250	30,845	81,961
Bus Service	15%	44,874	2,300	13,219	60,393
Activities for generating funds					
Commercial activities	7%	20,941	1,025	4,700	26,666
Totals	100%	299,163	25,000	301,087	625,250

Other Costs comprised:-
IT Costs & Service Provision
Repairs & Cleaning
Insurances
Depreciation
Sundry Administration

£

14,445
56,442
27,706
130,046
72,448
301,087

STUDENTS' UNION ROYAL HOLLOWAY UNIVERSITY OF LONDON (SURHUL)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2014

4 Staff Costs

	2014 £	2013 £
Wages and salaries	912,043	964,209
Social security	56,391	56,799
Pension costs	<u>6,256</u>	<u>5,244</u>
	<u>£ 974,690</u>	<u>£1,026,252</u>

No employee earned over £60,000 per annum. The average number of employees during the year, calculated on a full-time equivalent basis, was 24 (2013: 24).

5 Trustees' Remuneration and Expenses

The remuneration for the four sabbatical officers was £94,816 (2013: £90,000), in addition none (2013: three) of the sabbatical officers received accommodation benefits (2013: £7,286).

There were no other trustee benefits for the year.

The Sabbatical Officers and the Trustee Board were reimbursed a total of £2,962 (2013: £2,962) in respect of travel and other expenses incurred on behalf of the Students' Union.

STUDENTS' UNION ROYAL HOLLOWAY UNIVERSITY OF LONDON (SURHUL)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2014

6	Tangible Fixed Assets	Fixtures, Buildings, Fittings & Equipment £
	Cost	
	At 1 August 2013	1,836,038
	Additions	77,085
	Disposals	<u>(7,835)</u>
	At 31 July 2014	<u>1,905,288</u>
	Depreciation	
	At 1 August 2013	1,210,525
	Charge for the year	130,046
	Disposals	<u>(3,134)</u>
	At 31 July 2014	<u>£ 1,337,437</u>
	NET BOOK VALUE	
	- at 31 July 2014	<u>£ 567,851</u>
	- at 31 July 2013	<u>£ 625,513</u>
7	Investments	2014 £
	COST:	
	At 1 August 2013	660
	Disposals	<u>(660)</u>
	At 31 July 2014	<u>-----</u>
	NET BOOK VALUE	
	At 31 July 2014	<u>-----</u>
	<i>At 31 July 2013</i>	<u>660</u>

In the previous financial year the Union held investments in the following companies which are incorporated in the United Kingdom.

Name of Company	Main Trading Activity	Equity Held
NUS Services Limited	Purchasing services	
'A' Shares		0.35%
'B' Shares		0.23%

All Investments were held primarily for the public benefit and not to provide an investment return and were therefore held at cost. The shares were repurchased by the NUS on 23 December 2013 at par.

STUDENTS' UNION ROYAL HOLLOWAY UNIVERSITY OF LONDON (SURHUL)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2014

8	Debtors	2014	2013
		£	£
	Trade debtors	65,674	12,363
	Other debtors	8,646	5,552
	Prepayments and accrual income	<u>9,561</u>	<u>8,035</u>
		£ 83,881	£ 25,950

9	Creditors: Amounts due within one year	2014	2013
		£	£
	Trade creditors	19,599	61,976
	Social security & other taxes	28,034	27,353
	Other creditors	70,124	20,626
	Accruals and deferred income	<u>24,411</u>	<u>99,325</u>
		£ 142,168	£ 209,280

10 Related Party Transactions

The following are considered to be related parties for the reasons stated. The transactions with these related parties are set out below:-

Royal Holloway University of London

The Union is in receipt of a recurrent grant from the parent body of £750,000 (2013: £750,000).

Transactions throughout the year resulted in a trading balance as at 31 July 2014 of £3,351 (2013: £24,362) owing to the University.

11 Capital Grants Fund

		2014	2013
		£	£
	At 1 August 2013	4,200	5,600
	Income	15,200	-
	Amortisation	<u>(4,614)</u>	<u>(1,400)</u>
	Balance at 31 July 2014	£ 14,786	£ 4,200

A capital grant of £4,000 was provided by the University in 2010-11 to fund the purchase of broadcasting equipment for the Students' Union radio station, Insanity Radio. A further £3,000 was received in 2011-12.

A capital grant of £15,200, of intended ULU monies was provided by the University to assist the Union to purchase a range of equipment.

These are being released to unrestricted funds over 5 years to match the depreciation charge of the equipment.

STUDENTS' UNION ROYAL HOLLOWAY UNIVERSITY OF LONDON (SURHUL)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2014

12 Restricted Funds

	Brought forward	Incoming resources	Resources expended	Transfer between funds	Carried forward
	£	£	£	£	£
Student Clubs and Societies	23,893	413,839	(465,899)	28,167	-
Student Leadership programme	3,300	-	-	-	3,300
Rhubarb TV	1,011	9,819	(7,324)	-	3,506
ULU fund	-	24,800	-	-	24,800
Total restricted funds	<u>28,204</u>	<u>448,458</u>	<u>(473,223)</u>	<u>28,167</u>	<u>31,606</u>

Clubs and societies funds represent amounts raised by the clubs and societies of the Union for their own use. The transfer from unrestricted funds reflects the Union's support for the Clubs and Societies in 2014.

The Student Leadership fund represents and can be used by successful applicants submitted to Alumni to spend on projects and equipment for clubs and societies.

The Rhubarb TV fund represents and can be used for the general cost associated with running a TV station.

The ULU fund represents monies received for the funding of a membership services post.

13 Analysis of Net Assets between Funds

	Unrestricted Fund	Restricted Fund	Capital Grant Fund	Total
	£	£	£	£
Tangible fixed assets	553,065	-	14,786	567,851
Investments	-	-	-	-
Net current assets	<u>208,920</u>	<u>31,606</u>	<u>-</u>	<u>240,526</u>
	<u>£ 761,985</u>	<u>£ 31,606</u>	<u>£ 14,786</u>	<u>£ 808,377</u>

14 Leasing Commitments

At 31 July 2014, SURHUL had annual commitments under non-cancellable operating leases as detailed below:-

	2014 £	2013 £
Vehicle Hire		
Within one year	-	2,823
Between two and five years	<u>£ 17,367</u>	<u>£ -</u>

The amount paid during the year in respect of operating leases for Vehicle Hire was £17,278 (2013: £18,552).

STUDENTS' UNION ROYAL HOLLOWAY UNIVERSITY OF LONDON (SURHUL)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2014

15 Pension Costs

SURHUL provides access and makes contributions to Personal & Stakeholder Pension (Defined Contribution) plans for some of its employees. There are currently 4 (2013: 6) employees in such schemes. SURHUL makes a contribution of 6¼% of earnings in addition to scheme members' contributions of 5%.

SURHUL made Contributions of £6,256 (2013: £5,244) to these schemes in 2013-14.

16 Control Relationship

Ultimate control of SURHUL rests with membership.

