

Registered number: 07703890  
Charity number:

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

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**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2020**

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

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 JULY 2020**

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<b>Trustees</b>	Officer Trustees Rida Shafqat, President and Chair (resigned 6 July 2020) Farhan Rafique, Vice President Community (resigned 6 July 2020) Muhammad Sajid, Vice President Activities (resigned 6 July 2020) Amy Holloway-Smith, Vice President Education (resigned 6 July 2020) Karthik Kumar Bonkhur, President and Deputy Chair (appointed 6 July 2020) Kayleigh Malone, Vice President Community (appointed 6 July 2020) Muhammad Saad Raees, Vice President Education (appointed 6 July 2020) External Trustees Simon Petar David Ball, Deputy Chair until 6 July 2020, Chair from 6 July 2020 Stephen Isaacs Sarah Fuell Student Trustees Bishal Saha Kennery Borkhataria (resigned 20 May 2020)
<b>Company registered number</b>	07703890
<b>Registered office</b>	College Lane Hatfield Hertfordshire AL10 9AB
<b>Independent auditor</b>	Hillier Hopkins LLP Chartered Accountants Radius House 51 Clarendon Road Watford Herts WD17 1HP
<b>Bankers</b>	Santander Bank plc Brindle Road Bootle Merseyside L30 4GB
<b>Solicitors</b>	TLT Solicitors LLP One Redcliff Street Bristol BS1 6TP

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**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 JULY 2020**

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## **Strategic Report**

### **Overview**

The 2019-20 financial year was a positive year for the University of Hertfordshire Students' Union (UHSU), despite the impacts of the Coronavirus.

The Students' Union represented students well in 2019-20, actively seeking out the views of students and promoting issues that are of importance to them, through the many University Committees its representatives attend, but also through a proactive range of high quality change campaigns.

### **Achievements and performance**

The Students' Union has had numerous achievements this year in line with its strategy.

### **2019-20 IN REVIEW**

**Student insight and representation:** The Student Voice and Officer teams have seen vast improvements in proportionate representation, ensuring we are representing all demographics of Herts students. The team had more than 10,000 student voice interactions across the year. PG representation has been a priority – we've increased PG reps by over 4x, run 3 PG focus groups and an elected a PG Officer. Development and social opportunities for Student Reps at an all-time high, with 35 sessions available to attend. Student Council has been significantly well attended, with a record 140+ students attending and contributing. Our Research has seen a new high of over 4,000 students take part in different feedback opportunities, including an academic experience survey (similar to NSS) run in partnership with WASS for 1st and 2nd years, giving an indication how those students are evaluating their experience.

**Student support and student wellbeing:** Our Advice and Support Centre have enjoyed a busy year so far, with just under 900 students accessing support from our service (a 22.47% YTD increase from last year). The service has had 2200 engagements with students YTD. The team have again run the SU Buddy Scheme, successfully offering Student Minds "Look After Your Mate" training sessions to all our Buddy Volunteers. Two of our Welfare Advisors attended Suicide Awareness training, better equipping the team in signposting our most vulnerable students. We also launched a new service for students called SU Study Smart; offering students one-to-one study skills coaching sessions. Additionally, not only are free condoms and self-testing kits available from the SU Advice Centre, free sanitary products are also available on a self-serve basis. More recently, we became a referral agency for Hatfield Food Bank; helping students in difficulty to access free food boxes when in need.

**Student communities:** Our programme of events and activities continues to be as diverse as our student body. Our societies have engaged over 6896 members, representing an increase of 948 students from last year. Our events highlights include Diwali fireworks, an LGBT+ Pride Event run by our LGBT+ Society and a fundraising run for our Raise and Give initiative, raising over £5,000 for the Ollie Foundation, a mental health charity. Over the Freshers' period alone, over 11,900 students attended our events and activities and throughout the year, just under 8,000 students attended our ongoing programme of activity.

The Forum continues to be a hub of social activity for students, attracting approximately 8,000 student visitors per year. Additionally, we have successfully established the management of our Wednesday Forum nights in-house, recognising that HSU will manage more student-friendly and safer nights. The venue team continues to work collaboratively with UH SBUs to deliver a series of student and staff events.

**Student opportunities and employability:** HSU employs over 100 students per year in a variety of roles ranging from Research Assistants to Graphic Designers to Bar Supervision work. We have developed a partnership with Careers and Placements to offer bespoke training/advice to students engaging with us. With Santander funding, we provided three summer internship opportunities to students, providing opportunities for students to lead projects such as Freshers' Fair planning, Freshers' Fair graphic design management and

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 JULY 2020**

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Forum SOT events planning.

**Student communications:** The partnership with Marcomms has continued and we've further developed a shared comms approach. The University's Marketing team often use students' successes gained through engagement with HSU to celebrate throughout the University, and as a result, web traffic is up nearly 2% YTD.

**HSU staff and Governance:** In addition to supporting the Officers, the Union employs 22.5 FTE staff. We've introduced a Staff Wellbeing Policy and Wellness Action Plans to better support the staff.

We were supported by the University's Internal Audit team to undertake a review of our governance. Following on from this, we will be introducing a new approach to appointing a Chair of the Board and Student Trustees and we are appointing our first University Trustee from September.

**Balanced budget:** Crucially in supporting all of the above, in the last academic year, the Union has made significant financial strides, turning around a loss of £170,000 in the previous financial year.

**Staffing – Coronavirus Job Retention Scheme**

The Union took advance of the Coronavirus Job Retention Scheme (CJRS) and furloughed five permanent and 73 casual student staff.

**Impacts of Coronavirus on University of Hertfordshire Students' Union Activity**

All face to face activity by the Union was ceased by 15 March 2020 and teaching within the parent institution moved online around this time as well. All SU staff and officers began working from home – staff did not begin to return to site until September 2020. The Forum closed in March and activity in this space will remain curtailed until otherwise permitted.

Therefore, in addition the above, we've had to pivot very quickly to supporting our students in a digital capacity. This has been especially important given the uncertainty that students have faced. To support the UH community, we've hosted virtual events, a virtual Student Council, online pub quizzes, online society forums, surveyed just under 2,000 students regarding their University experiences through Covid, successfully lobbied for tuition fee extensions for international and self-funding students, and have continued to provide a high level of staff and management support, ensuring our staff satisfaction ratings have not gone down at all during the period of lockdown. We have also:

- Grown our Advice and Support provision by 60% YOY during lockdown
- Our Advice and Support Centre has been shortlisted –from 126 applications – for Team of the Year at the University's Vice-Chancellor Awards [https://twitter.com/RebeccaG\\_Hobbs/status/1266110798641991682](https://twitter.com/RebeccaG_Hobbs/status/1266110798641991682)
- Partnered with Greenwich SU on a campaign called 'Sign, Write, Tell' – aimed at lobbying the government to fund or subsidise the fee debt of healthcare students who stepped up to the front lines of the NHS during the Covid-19 pandemic
- Hosted an online awards ceremony, celebrating the successes of our students this year – viewed by over 1,000 students: <https://www.facebook.com/hertssu/videos/2943580319062486/>
- Been highlighted by the Office for Students as a case study in excellence in international student support: <https://www.officeforstudents.org.uk/advice-and-guidance/coronavirus/case-studies/international-students/>
- Undertaken the successful recruitment of School Community Organisers in all schools
- Been highlighted by the University for our campaign resources shared as part of the #BlackLivesMatter campaign: <https://twitter.com/UniofHerts/status/1268203530613067779>

**Impacts of Coronavirus on University of Hertfordshire Students' Union Finances**

It is too early to tell the full impact of Coronavirus on the University of Hertfordshire Students' Union finances in the longer term, but for 2019-20, because much face to face activity was curtailed, coupled with wage savings from the CJRS, the Union was able to make significant savings. This has contributed to the Union's free reserves, bringing the total up to £234,698. This well within the Union's Reserves Policy, so will see the Union in good financial stead heading in to next year.

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 JULY 2020**

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There is an insurance claim in progress for the business interruption related to the Forum closure. The final settlement has not yet been agreed or made.

**Priorities for the year ahead**

The Union's strategy has been redeveloped over the course of the last year, enabling us to develop a series of Key Performance Indicators. The aim over the next year is to ensure that our work is focused around delivery of these KPIs. We will particularly focus on the following:

- 60% of students agreeing the Union has a positive impact on the wellbeing of students.
- Achieve an NSS score that is within the top 30% of all HE Students' Unions
- 20% of all students participate in HSU research
- At least 54% of students engage with at least one SU service per year
- 60% of students can identify that they are a member of the SU when surveyed
- Achieve a breakeven budget and achieve and maintain a reserves of 10% of our block grant
- Maintain staff engagement of 7.5 out of 10 or better

The Trustees present their annual report together with the audited financial statements of the University of Hertfordshire Students' Union (UHSU) for the year 1 August 2019 to 31 July 2020.

**Objectives and Activities**

**a. Aims, objectives and activities**

The Board of Trustees has undertaken a review of its strategy over the last year and identified UHSU's mission as follows:

**Our vision:**

- We want students to love their life at Herts.

**Our values:**

- Helpful
- Empowering
- Representative
- Transparent
- Student-Focused

**Our strategic drivers:**

**We advocate for:**

- Student success and wellbeing
- Student insight and voice
- Student communities
- A strong Students' Union

In pursuit of these aims for the public benefit, UHSU will ensure the diversity of its membership is recognised, valued and supported and has established departments and services for use by its members and to support its work with the University and other organisations on behalf of students. These include the Union's Advice and Support Centre, support for student representatives, societies and volunteering activities, student media, and support for student skills and training activities. In addition, the Union has established a subsidiary company (UHSU Enterprises Limited) to operate the Union's bars, venues, and entertainments. Elected Officers of UHSU sit on every major committee of the University and meet regularly with the Local Authority, other providers of public services affecting students and local community groups.

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 JULY 2020**

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UHSU continues to represent the students of the University on relevant local, national and international issues by supporting a high number of student representatives. Student representatives sit on and contribute to over 50 University committees and academic programme committees which allows the Union to cater effectively to the needs of the students. Student representatives are present on all policy and strategy making boards.

When reviewing our objectives and planning our activities, we have given due consideration to the Charity Commission's general and relevant supplementary guidance on public benefit.

UHSU employs a Chief Executive to work closely with the Trustees to ensure effective management of the charity as head of a senior management team as follows:

**Chief Executive**  
Rebecca Hobbs

**Head of Operations**  
Luke Delderfield

**Financial review**

**a. Going concern**

After making appropriate enquiries, the Trustees have reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt a going concern basis in preparing these financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies. The Trustees are aware of the impact on the financial statements of the inclusion of the FRS102 standard. This includes the liabilities in relation to the closed defined pension scheme. There is a deficit reduction scheme in place to ensure these liabilities are fully met over the next 11 years.

**b. Reserves policy**

The Union's reserves policy is to aim towards the following reserves:

- Provide financial stability to enable the Union to achieve its objectives during challenging trading periods – a working capital reserve of at least 10% of the Union's block grant is available

Free reserves stood at £234,698 at the year end.

UHSU is currently affiliated only to the NUS, for which our total subscription costs amounted to £28,800 for the year, and no donations were made during the year to any external institutions out of UHSU's own resources.

**c. Financial Review**

The Union has continued to benefit from the recognition and support from the University and received a substantially increased subvention grant for the year of £1,176,001. In addition the University funded £613,919 towards the cost of leased accommodation.

The University also directly funded on behalf of the Students' Union £70,000 towards the cost of the Athletic Union, which is not shown in these accounts.

The Union's gross income from all sources during the year was £2,579,260 (2019: £4,133,677).

The fall in income was mainly due to the continued decline in bars and late night entertainments, following the national trend. Total expenditure of £2,450,109 (2019: £4,105,142) on the student facing services and income-generating activities resulted in a surplus of £129,151 for the year (2019: £28,535).

Going forward, the Union's budget for 2020-21 shows a deficit of £55,370. This includes a subvention grant of

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 JULY 2020**

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£1,176,000 from the University.

**Structure, governance and management**

**a. Constitution**

UHSU is constituted under the Education Act 1994 as a charity (see page 1) in line with Memorandum and Articles of Association most recently approved by the governing body of the University of Hertfordshire (the University) dated 11 July 2011 and amended February 2020.

UHSU's charitable Objects under the Act are as follows:

The advancement of education of students at the University of Hertfordshire for the public benefit by:

- 1.1 promoting the interests and welfare of students at the University of Hertfordshire during their course of study and representing, supporting and advising students;
- 1.2 being the recognised representative channel between students and the University of Hertfordshire and any other external bodies; and
- 1.3 Providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its students.

**b. Method of appointment or election of Trustees**

UHSU is administered by a Board of Trustees, consisting of four officer trustees elected annually by cross campus secret ballot of UHSU members, up to three student trustees elected by cross campus ballot to serve a maximum of two years and up to four independent trustees appointed by the Board to serve up to three years and a maximum of two consecutive terms. These four posts are full time, elected officers whose posts are remunerated as authorised by the Education Act 1994 and cannot exceed two years duration for each holder. The term of office for Officer Trustees runs from June to the first week in July each year (or nearest Friday) to link better to the academic year of students at the University and ensure a thorough induction period each summer. The four Officer Trustees, three Student Trustees and four Independent Trustees are regarded as the charity trustees of UHSU for the purposes of the Charity Acts.

**c. Organisational structure and decision making**

UHSU operates on democratic principles, with supervisory power vested in the Board of Trustees, which can veto decisions made by the Student Council and approves the annual budgets and accounts. The Student Council approves the Union's political policy.

The Trustees, assisted by sub committees where appropriate, delegate the day to day running of UHSU to a Chief Executive, named above. As charity trustees, trustees receive an induction into their legal and administrative responsibilities, with an on going training programme as and when needed for issues arising during their term of office.

UHSU employs a team of professional staff who provide and manage many of the charity's services and activities. Those staff are accountable to the Chief Executive, through the senior management team, for the performance of their duties.

**d. Relationship with the University of Hertfordshire**

The relationship between the University and UHSU is established in the University's Memorandum and Articles of Governance and detailed in a Code of Practice approved by both organisations. UHSU receives a subvention grant from the University, and part occupies buildings owned by the University, which also pays for utilities, and other management costs. The cost of such services is charged for through Service Charges which are funded through the allocation of additional accommodation grants. Although UHSU continues to generate supplementary funding from various mutual trading activities, it will always be dependent on the University's



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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 JULY 2020**

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support.

The Union also occupies its premises under commercial leases of approximately £365,150 pa. The University has continued to fund a similar amount via an accommodation grant.

There is no reason to believe that this or equivalent support from the University will not continue for the foreseeable future, as the Education Act 1994 imposes a duty on the University to ensure the financial viability of its student representative body.

**e. Risk management**

The Board of Trustees has examined the major strategic, business and operational risks faced by UHSU. A risk register has been established and is updated at least annually. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Budgetary and internal control risks are minimised by the implementation of procedures for authorisation of all transactions. Procedures are in place to ensure compliance with health and safety of staff, volunteers and participants on all activities organised by the Union. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

**Plans for future periods**

**a. Future funding**

The Board of Trustees confirms that UHSU has sufficient funds to meet all its obligations for the coming year. The subvention grant funding for the 2019/2020 financial year has been confirmed at £685,000. In addition, £784,918 has been confirmed for accommodation costs. Furthermore, the Union expects its commercial activities to continue to generate significant funds to support itself.

**Custodian activities: Clubs and societies funds and the annual RAG**

UHSU acts as custodian for funds raised by the Union's many societies, amounting to an income of £36,961 and expenditure of £30,042 during the year, in addition to the grant support funds it disburses to them as shown in the accounts. UHSU is also custodian of the annual RAG (Raise and Give) proceeds from fundraising events organised by the students under UHSU auspices for distribution to the intended charities. Net funds raised by this year's RAG amounting to £4,187 were distributed among the charities nominated by the RAG Committee. In addition, student groups supported by the Union raised further significant funds which were donated directly to student's chosen charities.

**Trustees' responsibilities statement**

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

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 JULY 2020**

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- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable group will continue in operation.

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

**Disclosure of information to auditor**

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

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

This report was approved by the Trustees on 28 October 2020 and signed on their behalf by:

.....  
David Ball  
Chair of the Board of Trustees 2019 20

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

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**Opinion**

We have audited the financial statements of University of Hertfordshire Students' Union (the 'parent charitable company') and its subsidiaries (the 'group') for the year ended 31 July 2020 which comprise the Consolidated statement of financial activities, the Consolidated balance sheet, the Company balance sheet, the Consolidated statement of cash flows and the related notes, 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 of the parent charitable company's affairs as at 31 July 2020 and of the Group's incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006 and the Charities Act 2011.

**Basis for opinion**

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

**Conclusions relating to going concern**

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

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

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**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF UNIVERSITY OF HERTFORDSHIRE  
STUDENTS' UNION (CONTINUED)**

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**Other information**

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

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

We have nothing to report in this regard.

**Opinion on other matters prescribed by the Companies Act 2006**

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

- the information given in the Trustees' report including the Strategic report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' report and the Strategic report have 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 its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' report including the Strategic report.

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

- the parent charitable company has not kept adequate and sufficient accounting records, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' report.

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**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF UNIVERSITY OF HERTFORDSHIRE  
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**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 Group's and the parent charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the Group or the parent charitable company or to cease operations, or have no realistic alternative but to do so.

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

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

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

**Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006, and to the charitable company's trustees, as a body, Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's 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 its members, as a body, for our audit work, for this report, or for the opinions we have formed.

**Hillier Hopkins LLP**  
Chartered Accountants  
Statutory Auditor  
Radius House

51 Clarendon Road  
Watford  
Herts  
WD17 1HP

Date:

**UNIVERSITY OF HERTFORDSHIRE STUDENTS' UNION**  
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**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 JULY 2020**

	Note	Restricted funds 2020 £	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
<b>Income from:</b>					
Donations and legacies:	3				
University Block grant		-	1,176,000	1,176,000	1,176,001
University grant for rent		-	613,919	613,919	791,599
Other donations and legacies		14,100	2,850	16,950	19,667
Charitable activities:	4				
Societies		36,961	-	36,961	54,203
Lettings income		-	-	-	7,955
Other charitable activities		-	42,046	42,046	117,163
Other trading activities		-	627,139	627,139	1,965,434
Investments	5	-	1,311	1,311	1,655
Other income	6	-	64,934	64,934	-
<b>Total income</b>		<b>51,061</b>	<b>2,528,199</b>	<b>2,579,260</b>	<b>4,133,677</b>
<b>Expenditure on:</b>					
Raising funds		-	820,361	820,361	2,183,217
Charitable activities:	7				
Trading rent		-	483,963	483,963	661,981
Advice welfare and support		-	131,005	131,005	146,531
Lettings		-	-	-	7,961
Student engagement		36,190	352,392	388,582	444,917
Communications		-	259,745	259,745	319,672
Governance		-	366,453	366,453	340,863
<b>Total expenditure</b>		<b>36,190</b>	<b>2,413,919</b>	<b>2,450,109</b>	<b>4,105,142</b>
<b>Net movement in funds before other recognised gains/(losses)</b>		<b>14,871</b>	<b>114,280</b>	<b>129,151</b>	<b>28,535</b>
<b>Other recognised gains/(losses):</b>					
Actuarial (losses)/gains on defined benefit pension schemes	23	-	(192,721)	(192,721)	53,680
<b>Net movement in funds</b>		<b>14,871</b>	<b>(78,441)</b>	<b>(63,570)</b>	<b>82,215</b>

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

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**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND  
EXPENDITURE ACCOUNT) (CONTINUED)**  
**FOR THE YEAR ENDED 31 JULY 2020**

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	<b>Restricted funds 2020 £</b>	<b>Unrestricted funds 2020 £</b>	<b>Total funds 2020 £</b>	<i>Total funds 2019 £</i>
<b>Note</b>				
<b>Reconciliation of funds:</b>				
Total funds brought forward	<b>60,499</b>	<b>(551,673)</b>	<b>(491,174)</b>	<i>(573,389)</i>
Net movement in funds	<b>14,871</b>	<b>(78,441)</b>	<b>(63,570)</b>	<i>82,215</i>
<b>Total funds carried forward</b>	<b><u>75,370</u></b>	<b><u>(630,114)</u></b>	<b><u>(554,744)</u></b>	<i><u>(491,174)</u></i>

**UNIVERSITY OF HERTFORDSHIRE STUDENTS' UNION**  
**(A company limited by guarantee)**  
**REGISTERED NUMBER: 07703890**

**CONSOLIDATED BALANCE SHEET**  
**AS AT 31 JULY 2020**

	Note	2020 £	2019 £
<b>Fixed assets</b>			
Tangible assets	11	49,985	99,901
<b>Current assets</b>			
Stocks	13	27,454	28,491
Debtors	14	117,345	209,418
Cash at bank and in hand		406,921	187,514
		<u>551,720</u>	<u>425,423</u>
Creditors: amounts falling due within one year	15	(241,652)	(294,422)
<b>Net current assets</b>		<u>310,068</u>	<u>131,001</u>
<b>Total assets less current liabilities</b>		<u>360,053</u>	<u>230,902</u>
<b>Net assets excluding pension liability</b>		<u>360,053</u>	<u>230,902</u>
Defined benefit pension scheme liability	23	(914,797)	(722,076)
<b>Total net assets</b>		<u><u>(554,744)</u></u>	<u><u>(491,174)</u></u>
<b>Charity funds</b>			
Restricted funds	17	75,370	60,499
Unrestricted funds	17	(630,114)	(551,673)
<b>Total funds</b>		<u><u>(554,744)</u></u>	<u><u>(491,174)</u></u>

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 for issue by the Trustees and signed on their behalf by:

**David Ball**  
Chair of the Board of Trustees 2019 20  
Date:

The notes on pages 18 to 38 form part of these financial statements.



**UNIVERSITY OF HERTFORDSHIRE STUDENTS' UNION**  
**(A company limited by guarantee)**  
**REGISTERED NUMBER: 07703890**

**COMPANY BALANCE SHEET**  
**AS AT 31 JULY 2020**

	Note	2020 £	2019 £
<b>Fixed assets</b>			
Tangible assets	11	49,985	99,901
Investments	12	1	1
		<u>49,986</u>	<u>99,902</u>
<b>Current assets</b>			
Debtors	14	78,802	132,977
Cash at bank and in hand		383,277	159,912
		<u>462,079</u>	<u>292,889</u>
Creditors: amounts falling due within one year	15	(152,013)	(161,889)
<b>Net current assets</b>		<u>310,066</u>	<u>131,000</u>
<b>Total assets less current liabilities</b>		<u>360,052</u>	<u>230,902</u>
<b>Net assets excluding pension liability</b>		<u>360,052</u>	<u>230,902</u>
Defined benefit pension scheme liability	23	(914,797)	(722,076)
<b>Total net assets</b>		<u>(554,745)</u>	<u>(491,174)</u>
<b>Charity funds</b>			
Restricted funds	17	75,370	60,499
Unrestricted funds			
Unrestricted funds excluding pension asset	17	-	(551,673)
Total unrestricted funds	17	<u>(630,115)</u>	<u>(551,673)</u>
<b>Total funds</b>		<u>(554,745)</u>	<u>(491,174)</u>

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.

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**UNIVERSITY OF HERTFORDSHIRE STUDENTS' UNION**  
**(A company limited by guarantee)**  
**REGISTERED NUMBER: 07703890**

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**COMPANY BALANCE SHEET (CONTINUED)**  
**AS AT 31 JULY 2020**

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

**David Ball**

Chair of the Board of Trustees 2019 20

Date:

The notes on pages 18 to 38 form part of these financial statements.

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

**CONSOLIDATED STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31 JULY 2020**

	<b>Note</b>	<b>2020</b> £	<b>2019</b> £
<b>Cash flows from operating activities</b>			
Net cash used in operating activities	20	<b>234,478</b>	<i>(234,233)</i>
<b>Cash flows from investing activities</b>			
Proceeds from the sale of tangible fixed assets		<b>768</b>	<i>47,040</i>
Purchase of tangible fixed assets		<b>(15,839)</b>	<i>(56,933)</i>
<b>Net cash used in investing activities</b>		<b>(15,071)</b>	<b>(9,893)</b>
<b>Change in cash and cash equivalents in the year</b>			
Cash and cash equivalents at the beginning of the year		<b>187,514</b>	<i>431,640</i>
<b>Cash and cash equivalents at the end of the year</b>	21	<b>406,921</b>	<i>187,514</i>

The notes on pages 18 to 38 form part of these financial statements

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

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2020**

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**1. General information**

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

**2. Accounting policies**

**2.1 Basis of preparation of financial statements**

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

University of Hertfordshire 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 Company and its subsidiary undertaking. The results of the subsidiary are consolidated on a line by line basis.

The Company 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**

The Trustees assess whether the use of going concern is appropriate, i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the company to continue as a going concern. After making appropriate enquiries, the Trustees have reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt a going concern basis in preparing these financial statements.

It is too early to tell the full impact of Coronavirus on the University of Hertfordshire Students' Union finances in the longer term, but for 2019-20, because much face to face activity was curtailed, coupled with wage savings from the CJRS, the Union was able to make significant savings. The Union's free reserves are £234,698 at the year end which is well within the Union's Reserves Policy, so will see the Union in good financial stead heading in to next year.

The Trustees are aware of the impact on the financial statements of the inclusion of the liabilities in relation to the closed defined pension scheme. There is a deficit reduction scheme in place to ensure these liabilities are fully met over the next 13 years.

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

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2020**

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**2. Accounting policies (continued)**

**2.3 Income**

All income is recognised once the Company 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 a receivable 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.

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

**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 spent, and depreciation charges allocated on the portion of the asset's use.

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

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Group's 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 fixed asset into its intended working condition should be included in the measurement of cost.

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

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2020**

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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, .

Depreciation is provided on the following bases:

Plant and machinery	- 25% straight line
Motor vehicles	- 25% straight line
Office equipment	- 25/33% 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 includes 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 includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

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

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2020**

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**2. Accounting policies (continued)**

**2.11 Liabilities**

Liabilities and provisions 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 Company 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.

**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.

The company operates a defined benefits pension scheme and the pension charge is based on a full actuarial valuation dated 30 September 2016. The scheme closed to new joiners in 2011. The scheme is a multi-employer scheme where it is not possible, in the normal course of events, to identify on a consistent and reasonable basis, the share of underlying assets and liabilities belonging to individual participating employers. The 2013 valuation of the scheme recommended a monthly contribution requirement by each participating employer intended to clear the ongoing funding deficit over a period of 17 years, updated by the 2016 valuation to a further 2 years. The pension provision included in the accounts is the net present valuation of the expected contributions to the scheme deficit to 31 October 2033.

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

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2020**

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**2. Accounting policies (continued)**

**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.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

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 the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.



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

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2020**

**3. Income from donations and legacies**

	<b>Restricted funds 2020 £</b>	<b>Unrestrict ed funds 2020 £</b>	<b>Total funds 2020 £</b>
<b>Grants</b>			
University Block grant	-	1,176,000	<b>1,176,000</b>
University grant for rent	-	613,919	<b>613,919</b>
<b>Subtotal detailed disclosure</b>	<b>-</b>	<b>1,789,919</b>	<b>1,789,919</b>
Donations	14,100	-	<b>14,100</b>
Grants	-	2,850	<b>2,850</b>
<b>Subtotal</b>	<b>14,100</b>	<b>2,850</b>	<b>16,950</b>
	<b>14,100</b>	<b>1,792,769</b>	<b>1,806,869</b>
	<i>Restricted funds 2019 £</i>	<i>Unrestricted funds 2019 £</i>	<i>Total funds 2019 £</i>
<b>Grants</b>			
University Block grant	-	1,176,001	1,176,001
University grant for rent	-	791,599	791,599
<b>Subtotal detailed disclosure</b>	<b>-</b>	<b>1,967,600</b>	<b>1,967,600</b>
Donations	8,000	-	8,000
Grants	-	11,667	11,667
<b>Subtotal</b>	<b>8,000</b>	<b>11,667</b>	<b>19,667</b>
	<b>8,000</b>	<b>1,979,267</b>	<b>1,987,267</b>

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

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2020**

**4. Income from charitable activities**

	<b>Restricted funds 2020 £</b>	<b>Unrestrict ed funds 2020 £</b>	<b>Total funds 2020 £</b>
Charity incoming resources	36,961	42,046	<b>79,007</b>
	<i>Restricted funds 2019 £</i>	<i>Unrestricted funds 2019 £</i>	<i>Total funds 2019 £</i>
Charity incoming resources	65,933	113,388	179,321

**5. Investment income**

	<b>Unrestrict ed funds 2020 £</b>	<b>Total funds 2020 £</b>
Bank interest	1,311	<b>1,311</b>
	<i>Unrestricted funds 2019 £</i>	<i>Total funds 2019 £</i>
Bank interest	1,655	1,655

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2020**

**6. Other incoming resources**

	<b>Unrestricted funds 2020 £</b>	<b>Total funds 2020 £</b>	<i>Total funds 2019 £</i>
Furlough grant income	64,934	<b>64,934</b>	-

**7. Analysis of expenditure on charitable activities**

**Summary by fund type**

	<b>Restricted funds 2020 £</b>	<b>Unrestricted funds 2020 £</b>	<b>Total funds 2020 £</b>
Direct costs charitable activities	36,190	1,593,558	<b>1,629,748</b>

	<i>Restricted funds 2019 £</i>	<i>Unrestricted funds 2019 £</i>	<i>Total funds 2019 £</i>
Direct costs charitable activities	62,685	1,859,240	1,921,925

**Summary by expenditure type**

	<b>Staff costs 2020 £</b>	<b>Other costs 2020 £</b>	<b>Total funds 2020 £</b>
Direct costs	744,922	884,826	<b>1,629,748</b>

**UNIVERSITY OF HERTFORDSHIRE STUDENTS' UNION**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2020**

**7. Analysis of expenditure on charitable activities (continued)**

**Summary by expenditure type (continued)**

	<i>Staff costs</i> 2019 £	<i>Other costs</i> 2019 £	<i>Total funds</i> 2019 £
Direct costs	706,531	1,215,394	1,921,925

**8. Analysis of expenditure by activities**

	<b>Support costs</b> 2020 £	<b>Total funds</b> 2020 £
Charitable activities	1,629,748	1,629,748

	<i>Support costs</i> 2019 £	<i>Total funds</i> 2019 £
Charitable activities	1,921,925	1,921,925

**Analysis of support costs**

	<b>Activities</b> 2020 £	<b>Total funds</b> 2020 £
Staff costs	744,922	744,922
Other Support	270,909	270,909
Trading rent	613,917	613,917
	1,629,748	1,629,748

**UNIVERSITY OF HERTFORDSHIRE STUDENTS' UNION**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2020**

**8. Analysis of expenditure by activities (continued)**

**Analysis of support costs (continued)**

	<i>Activities</i> 2019 £	<i>Total</i> <i>funds</i> 2019 £
Staff costs	706,531	706,531
Other Support	423,733	423,733
Trading rent	791,599	791,599
Taxation	62	62
	<u>1,921,925</u>	<u>1,921,925</u>

**9. Auditor's remuneration**

	2020 £	2019 £
Fees payable to the Company's auditor for the audit of the Company's annual accounts	<u>15,000</u>	<u>16,000</u>

**10. Staff costs**

	<b>Group</b> 2020 £	<i>Group</i> 2019 £	<b>Company</b> 2020 £	<i>Company</i> 2019 £
Wages and salaries	<b>919,041</b>	1,256,370	<b>703,461</b>	722,261
Social security costs	<b>70,034</b>	79,834	<b>57,953</b>	52,426
Contribution to defined contribution pension schemes	<b>104,804</b>	108,159	<b>101,210</b>	99,642
	<u><b>1,093,879</b></u>	<u>1,444,363</u>	<u><b>862,624</b></u>	<u>874,329</u>

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

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2020**

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**10. Staff costs (continued)**

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

	<b>Group 2020 No.</b>	<i>Group 2019 No.</i>
Full time	<b>30</b>	34
Students	<b>40</b>	86
	<hr/> <b>70</b> <hr/>	<hr/> 120 <hr/>

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

	<b>Group 2020 No.</b>	<i>Group 2019 No.</i>
In the band £60,001 - £70,000	<b>1</b>	-
In the band £70,001 - £80,000	-	1
In the band £100,001 - £110,000	-	1

The key management personnel of the charity comprise the trustees and the senior management team as listed on page 1. The total amount of employee benefits (including employer pension contributions) received by key management personnel for their services to the charity and its subsidiaries was £184,688 (2019: £265,372). Of this, £90,711 (2019: £70,653) was paid to sabbatical officers for the representation, campaigning and support work they undertake as distinct from their trustee responsibilities, as authorised in the Union's governing document. This work includes voicing student opinion with the institution and local community, defending and extending the rights of students through petitions, discussion with MPs and also organising and supporting student volunteers and service provision for them.

**UNIVERSITY OF HERTFORDSHIRE STUDENTS' UNION**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2020**

**11. Tangible fixed assets**

**Group**

	Plant and machinery £	Motor vehicles £	Office equipment £	Total £
<b>Cost or valuation</b>				
At 1 August 2019	245,451	20,580	624,623	890,654
Additions	7,925	-	7,914	15,839
Disposals	(3,886)	-	(25,928)	(29,814)
At 31 July 2020	<u>249,490</u>	<u>20,580</u>	<u>606,609</u>	<u>876,679</u>
<b>Depreciation</b>				
At 1 August 2019	199,726	20,580	570,447	790,753
Charge for the year	31,645	-	34,018	65,663
On disposals	(3,886)	-	(25,836)	(29,722)
At 31 July 2020	<u>227,485</u>	<u>20,580</u>	<u>578,629</u>	<u>826,694</u>
<b>Net book value</b>				
At 31 July 2020	<u>22,005</u>	<u>-</u>	<u>27,980</u>	<u>49,985</u>
At 31 July 2019	<u>45,725</u>	<u>-</u>	<u>54,176</u>	<u>99,901</u>

**Company**

	Plant and machinery £	Motor vehicles £	Office equipment £	Total £
<b>Cost or valuation</b>				
At 1 August 2019	245,451	20,580	624,623	890,654
Additions	7,925	-	7,914	15,839
Disposals	(3,886)	-	(25,928)	(29,814)
At 31 July 2020	<u>249,490</u>	<u>20,580</u>	<u>606,609</u>	<u>876,679</u>

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

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2020**

**11. Tangible fixed assets (continued)**

**Company (continued)**

	Plant and machinery £	Motor vehicles £	Office equipment £	Total £
<b>Depreciation</b>				
At 1 August 2019	199,726	20,580	570,447	790,753
Charge for the year	31,645	-	34,018	65,663
On disposals	(3,886)	-	(25,836)	(29,722)
At 31 July 2020	<u>227,485</u>	<u>20,580</u>	<u>578,629</u>	<u>826,694</u>
<b>Net book value</b>				
At 31 July 2020	<u>22,005</u>	<u>-</u>	<u>27,980</u>	<u>49,985</u>
At 31 July 2019	<u>45,725</u>	<u>-</u>	<u>54,176</u>	<u>99,901</u>

**12. Fixed asset investments**

<b>Company</b>	<b>Investments in subsidiary companies £</b>
<b>Cost or valuation</b>	
At 1 August 2019	1
<b>At 31 July 2020</b>	<u>1</u>
<b>Net book value</b>	
<b>At 31 July 2020</b>	<u>1</u>
At 31 July 2019	<u>1</u>



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**13. Stocks**

	<b>Group 2020</b>	<i>Group 2019</i>
	£	£
Finished goods and goods for resale	<b>27,454</b>	28,491

**14. Debtors**

	<b>Group 2020</b>	<i>Group 2019</i>	<b>Company 2020</b>	<i>Company 2019</i>
	£	£	£	£
<b>Due within one year</b>				
Trade debtors	<b>6,653</b>	37,624	<b>639</b>	12,671
Amounts owed by group undertakings	-	-	<b>39,321</b>	29,642
Other debtors	<b>52,243</b>	71,399	<b>22,379</b>	52,590
Prepayments and accrued income	<b>58,449</b>	100,395	<b>16,463</b>	38,074
	<b>117,345</b>	209,418	<b>78,802</b>	132,977

**15. Creditors: Amounts falling due within one year**

	<b>Group 2020</b>	<i>Group 2019</i>	<b>Company 2020</b>	<i>Company 2019</i>
	£	£	£	£
Trade creditors	<b>50,013</b>	44,578	<b>46,303</b>	6,308
Other taxation and social security	<b>13,840</b>	16,854	<b>13,840</b>	16,792
Other creditors	<b>98,902</b>	93,786	<b>20,232</b>	20,164
Accruals and deferred income	<b>78,897</b>	139,204	<b>71,638</b>	118,625
	<b>241,652</b>	294,422	<b>152,013</b>	161,889

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**16. Financial instruments**

	<b>Group 2020 £</b>	<i>Group 2019 £</i>	<b>Company 2020 £</b>	<i>Company 2019 £</i>
<b>Financial assets</b>				
Financial assets measured at fair value through income and expenditure	<b>406,921</b>	<i>187,514</i>	<b>383,277</b>	<i>159,912</i>

Financial assets measured at fair value through income and expenditure comprise cash at bank and in hand.

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**17. Statement of funds**

**Statement of funds - current year**

	Balance at 1 August 2019 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 July 2020 £
<b>Unrestricted funds</b>						
<b>Designated funds</b>						
Capital Grants Fund	4,080	-	-	(4,080)	-	-
<b>General funds</b>						
General Funds - all funds	(555,753)	2,528,199	(2,413,919)	4,080	(192,721)	(630,114)
<b>Total Unrestricted funds</b>	(551,673)	2,528,199	(2,413,919)	-	(192,721)	(630,114)
<b>Restricted funds</b>						
Societies	45,981	36,961	(30,042)	-	-	52,900
Other	14,518	14,100	(6,148)	-	-	22,470
	60,499	51,061	(36,190)	-	-	75,370
<b>Total of funds</b>	(491,174)	2,579,260	(2,450,109)	-	(192,721)	(554,744)

**Capital Grants Fund**

A capital grant of £12,241 was received in prior years for the purchase of cinema equipment. This is being released to unrestricted funds to match the depreciation charge of the capitalised asset.

**Societies**

Societies funds represent amounts raised by the clubs and societies of the Union for their own use.

**Other**

Other funds represent amounts received for specific minor projects.

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**17. Statement of funds (continued)**

**Statement of funds - prior year**

	<i>Balance at 1 August 2018 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Gains/ (Losses) £</i>	<i>Balance at 31 July 2019 £</i>
<b>Unrestricted funds</b>						
<b>Designated funds</b>						
Capital Grants Fund	8,160	-	-	(4,080)	-	4,080
<b>General funds</b>						
General Funds - all funds	(630,798)	4,059,744	(4,042,459)	4,080	53,680	(555,753)
<b>Total Unrestricted funds</b>	(622,638)	4,059,744	(4,042,459)	-	53,680	(551,673)
<b>Restricted funds</b>						
Societies	47,632	54,203	(55,854)	-	-	45,981
Other	1,619	19,730	(6,831)	-	-	14,518
	49,251	73,933	(62,685)	-	-	60,499
<b>Total of funds</b>	(573,387)	4,133,677	(4,105,144)	-	53,680	(491,174)

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**18. Summary of funds**

**Summary of funds - current year**

	Balance at 1 August 2019 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 July 2020 £
Designated funds	4,080	-	-	(4,080)	-	-
General funds	(555,753)	2,528,199	(2,413,919)	4,080	(192,721)	(630,114)
Restricted funds	60,499	51,061	(36,190)	-	-	75,370
	<u>(491,174)</u>	<u>2,579,260</u>	<u>(2,450,109)</u>	<u>-</u>	<u>(192,721)</u>	<u>(554,744)</u>

**Summary of funds - prior year**

	Balance at 1 August 2018 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 July 2019 £
Designated funds	8,160	-	-	(4,080)	-	4,080
General funds	(630,798)	4,059,744	(4,042,459)	4,080	53,680	(555,753)
Restricted funds	49,251	73,933	(62,685)	-	-	60,499
	<u>(573,387)</u>	<u>4,133,677</u>	<u>(4,105,144)</u>	<u>-</u>	<u>53,680</u>	<u>(491,174)</u>

**19. Analysis of net assets between funds**

**Analysis of net assets between funds - current period**

	Restricted funds 2020 £	Unrestrict ed funds 2020 £	Total funds 2020 £
Tangible fixed assets	-	49,985	49,985
Current assets	75,370	476,350	551,720
Creditors due within one year	-	(241,652)	(241,652)
Provisions for liabilities and charges	-	(914,797)	(914,797)
<b>Total</b>	<u>75,370</u>	<u>(630,114)</u>	<u>(554,744)</u>

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**19. Analysis of net assets between funds (continued)**

**Analysis of net assets between funds - prior period**

	<i>Restricted funds 2019 £</i>	<i>Unrestricted funds 2019 £</i>	<i>Total funds 2019 £</i>
Tangible fixed assets	-	99,901	99,901
Current assets	60,499	364,924	425,423
Creditors due within one year	-	(294,422)	(294,422)
Provisions for liabilities and charges	-	(722,076)	(722,076)
<b>Total</b>	<u>60,499</u>	<u>(551,673)</u>	<u>(491,174)</u>

**20. Reconciliation of net movement in funds to net cash flow from operating activities**

	<b>Group 2020 £</b>	<i>Group 2019 £</i>
Net income for the period (as per Statement of Financial Activities)	<b>129,151</b>	28,535
<b>Adjustments for:</b>		
Depreciation charges	<b>65,663</b>	118,713
Loss/(profit) on the sale of fixed assets	<b>(676)</b>	9,945
Decrease in stocks	<b>1,037</b>	56,534
Decrease/(increase) in debtors	<b>92,073</b>	(46,776)
Decrease in creditors	<b>(52,770)</b>	(401,184)
<b>Net cash provided by/(used in) operating activities</b>	<u><b>234,478</b></u>	<u>(234,233)</u>

**21. Analysis of cash and cash equivalents**

	<b>Group 2020 £</b>	<i>Group 2019 £</i>
Cash in hand	<b>406,921</b>	187,514
<b>Total cash and cash equivalents</b>	<u><b>406,921</b></u>	<u>187,514</u>

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**22. Analysis of changes in net debt**

	At 1 August 2019	Cash flows	At 31 July 2020
	£	£	£
Cash at bank and in hand	187,514	219,407	406,921
	<u>187,514</u>	<u>219,407</u>	<u>406,921</u>

**23. Pension commitments**

The group operates a defined contribution 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 £20,503 (2019- £27,383).

The Union participated in the Students' Union Superannuation Scheme, which is a defined benefit scheme whose membership consists of employees of students' unions and related bodies throughout the country. This scheme is now closed to new members.

The 2013 valuation of the scheme recommended a monthly contribution requirement by each participating employer intended to clear the ongoing funding deficit over a period of 17 years, extended by another 2 years by the 2016 valuation. The pension provision is the net present valuation of the expected contributions to the scheme deficit to 31 October 2033.

**24. Operating lease commitments**

At 31 July 2020 the Group and the Company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	Group 2020	Group 2019	Company 2020	Company 2019
	£	£	£	£
Not later than 1 year	273,222	280,300	70,308	77,386
Later than 1 year and not later than 5 years	1,091,655	996,969	280,000	286,771
Later than 5 years	1,027,488	1,381,478	215,833	350,000
	<u>2,392,365</u>	<u>2,658,747</u>	<u>566,141</u>	<u>714,157</u>

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**25. 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:

**University of Hertfordshire**

The Union is in receipt of a recurrent grant from the parent body of £1,176,000 (2019: £1,176,000). During the year the Union received an accommodation grant of £613,919 (2019: £791,599) to cover the rental payments due on the Forum & Hutton buildings. Transactions through the year resulted in a trading balance of £2,154 (2019: £273) owed to the University.

**UHSU Enterprises Ltd**

The Union holds 100% of the issued share capital of this company. During the year the Union entered into the following transactions:  
A management charge of £nil (2019: £Nil) was levied on this company. The balance owed to the Union at 31 July 2020 was £39,321 (2019: £29,642).

**26. Principal subsidiaries**

The following was a subsidiary undertaking of the Company:

<b>Name</b>	<b>Company number</b>	<b>Class of shares</b>	<b>Holding</b>
UHSU Enterprises Ltd	06666418	Ordinary	100%

The financial results of the subsidiary for the year were:

<b>Name</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Net assets £</b>
UHSU Enterprises Ltd	<b>1,179,249</b>	<b>1,179,249</b>	<b>1</b>