

Registered number: 08738730
Charity number: 1154401

NOTTINGHAM TRENT STUDENTS' UNION

(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JULY 2019

NOTTINGHAM TRENT STUDENTS' UNION
(A company limited by guarantee)

CONTENTS

	Page
Reference and administrative details of the charity, its trustees and advisers	1
Trustee's report	1 - 13
Independent auditor's report	14 - 16
Statement of financial activities	17
Balance sheet	18
Statement of cash flows	19
Notes to the financial statements	20 - 38

NOTTINGHAM TRENT STUDENTS' UNION
(A company limited by guarantee)

TRUSTEE'S REPORT
FOR THE YEAR ENDED 31 JULY 2019

Administrative Information

Charitable Status

Nottingham Trent Students Union (NTSU) is an incorporated charity registered with the Charity Commission (No. 1154401) and Companies House (No. 8738730) since 30 October 2013. NTSU is governed by the articles of association.

Principal Address

Benenson Building,
Clifton Campus,
Clifton Lane,
Nottingham,
NG11 8NS

Trustees 2018/19

Elected Sabbatical Trustees

From 1 July 2019

Bradley Fox (President)
Afua Acheampong
Momen Ahmed
Liv Broad
Owoyemi Odukale
Jack Purdie

From 1 July 2018 to 30 June 2019

Bradley Fox (President)
Afua Acheampong
Liv Broad
Shakeel John-Lewis
Ollie Judd
Jack Purdie

Elected Officer Trustees

From 1 July 2019

Sophie Richards

From 25 October 2018 to 30 June 2019

April Bond

Student Trustees

Robert Hughes (From 1 July 2018)
Gida Malafronte (From 1 July 2018 to 30 June 2019)
Christina Watkins (From 1 July 2018 to 15 May 2019)

NOTTINGHAM TRENT STUDENTS' UNION
(A company limited by guarantee)

TRUSTEE'S REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2019

University Appointed Trustee

Sarah Walker-Smith

External Trustees

Roger Spells
Paul Bott

Professional Advisors

Auditors

Crowe LLP
Black Country House
Rounds Green Road
Oldbury
West Midlands
B69 2DG

Bankers

NatWest Bank
16 South Parade
Nottingham
NG1 2JX

Solicitors

Howes Percival
The Osiers Business Park,
The Osiers Business Centre,
Leicester
LE19 1DX

Senior Management Team

NTSU employs a Chief Executive Officer to ensure effective management of the charity as head of a senior management team as follows:

Chief Executive Officer	Ceri Davies
NTSU Head of Membership Engagement	Phil Kynaston
NTSU Head of Finance	Lisa-Jane Whitehead
NTSU Head of Trading Services	Alan Williams (Resigned 30 April 2019)

The Board of Trustees present their Annual Report for the year ended 31 July 2019, which includes the administrative information set out above, together with the audited accounts for that year.

NOTTINGHAM TRENT STUDENTS' UNION
(A company limited by guarantee)

TRUSTEE'S REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2019

Structure, Governance and Management

NTSU is a registered charity and a company limited by guarantee, not having share capital and governed by its Memorandum and Articles of Association. The liability of each member in the event of winding up is limited to £1. The Trustees are members of the Charity. It is registered as a charity with the Charity Commission.

The charity is administered by its Board of Trustees which has an Executive Committee of seven students elected annually by cross-campus secret ballot of the NTSU membership. The six posts of President, VP Education, VP Welfare and Community, VP Activities, VP Post-graduate and VP Sports are full-time, or 'sabbatical', posts remunerated as authorised by the Education Acts.

The six full-time and one part-time Executive Officer along with the six Non-Executive Trustees are the charity trustees of NTSU. As the charity trustees, all Executive Officers and Non-Executive Officers receive an induction and training into their legal and administrative responsibilities, with an ongoing training programme as necessary for issues arising during their term of office.

NTSU operates according to democratic principles, with supervisory power vested in the Union Meeting, which is open to all members of NTSU and which can scrutinise decisions made by the Executive Committee and approves its general policy.

The Executive Committee meets fortnightly to receive reports from individual Officers and the Chief Executive Officer, to review the charity's performance and administration generally and to decide policy issues arising, subject to Union Meeting oversight. NTSU also employs a number of non-student, full-time staff for their specialist knowledge and expertise and to enhance continuity in the management of its many activities.

Appointment of Trustees

The Directors of the charitable company are its Trustees for the purposes of charity law and throughout this report are collectively referred to as the Trustees.

Delegation

The Trustees delegate the day-to-day management, the development of strategy and overall leadership of the Charity to the Chief Executive and a Senior Management Team.

Pay Policy and Senior Staff

A Remuneration Committee is appointed annually by the Board of Trustees to review the salaries of senior staff members. The Committee uses data from comparable students' unions across the UK in order to provide a benchmark for their decision making.

Relationship with the University

The relationship between the University and NTSU is established in the regulations of the University and detailed in NTSU rules approved by both organisations. NTSU receives a Block Grant from the University, and occupies buildings owned or leased by the University, which also pays for some utilities. This non-monetary support is intrinsic to the relationship between the University and NTSU. As recommended by the Charities' SORP, for due compliance with the requirements for Students' Unions provided for in the Charities Act 2006, an estimated value to NTSU for this free, serviced accommodation has been included in the accounts, priced at £150,000. NTSU continues to generate supplementary funding from various mutual trading activities.

NOTTINGHAM TRENT STUDENTS' UNION
(A company limited by guarantee)

TRUSTEE'S REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2019

Aims and Objectives

NTSU is governed by its Memorandum and Articles which record its Objects as follows:

The Union's Objects are the advancement of education of students at Nottingham Trent University for the public benefit by:-

- Promoting the interests and welfare of students at Nottingham Trent University during their course of study and representing, supporting and advising Students;
- Being the recognised representative channel between Students and Nottingham Trent University and any other external body; and
- Providing social, culture, sporting and recreational activities and forums for discussions and debate for the personal development of Students.

After a significant consultation exercise the Union has produced a new strategic plan, which was approved by the Board of Trustees in June 2019. The Union's Executive Officers consulted over 4,000 students over 6 months in order to inform the new strategic plan. Activities included surveys, focus groups and a strategic conference which engaged students and University staff. In addition, the officers also consulted with Union staff and participated in their own strategic trustees' event.

As part of this endeavour the trustees took the decision to try and align our strategic cycle with that of the University. The trustees believe that this provides the maximum opportunity to influence the University where the interests of the University and our members are congruent, while enabling the Union to maintain an independent, authentic student voice where our interests are different.

The NTSU Board of Trustees has identified NTSU's mission from September 2019 as being 'We empower students to make the best academic and personal experience for themselves and others'. The Union's new strategic plan focuses on the following themes:

- (i) We will advocate for the best educational experience for NTU students;
- (ii) We will encourage healthy communities;
- (iii) We will represent and celebrate our diverse membership.

In pursuit of these themes for the public benefit, NTSU will ensure the diversity of its membership is recognised, valued and supported. It has established departments and services for use by its members, to support its work with the University and other organisations on behalf of students. These include the NTSU Information and Advice Service, the NTSU Membership Services and Membership Engagement activities, NTSU bars, diner & coffee outlets, NTSU entertainments, and NTSU shops. Executive Officers (the sabbatical and officer trustees) of NTSU sit on committees of the University and meet regularly with the local authority, police and other providers of public services affecting students.

NTSU continues to represent the students of this University on relevant local and national issues by maintaining a large number of student representatives. Student representatives sit on and contribute to University committees and academic programme forums, which allow the Union to cater effectively for the needs of students. Student representatives are also present on policy and strategy making boards within the University.

The Union is grateful for the continued generous financial support of the University. Strong relationships have been formed and maintained with the academic and administrative departments which allow us to meet our charitable objectives whilst continuing to improve the student experience for our members. The successful maintenance of these relationships has, and will continue to be one of our strategic priorities.

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

NOTTINGHAM TRENT STUDENTS' UNION
(A company limited by guarantee)

TRUSTEE'S REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2019

2018/19 Performance

This element of our report outlines the services delivered by NTSU and their impact, for public benefit during 2018/19. Services during the year were delivered against the Union's current strategic objectives and performance is reported against these themes.

During the year the progress of NTSU in a number of areas has been recognised and accredited in a variety of ways.

- Achieved an NSS Q26 score of 67%, well above the sector average of 56%;
- Rated as a Top Ten students' union by our members in the independent NSS survey;
- Rated 6th best SU in the country at the Whatuni 2019 Awards;
- Maintained the Advice Quality Standard for our Information and Advice Service;
- Maintained our gold status in the Best Bar None awards with an improved 100% score;
- Improved our staff engagement score for student staff by 23% points to 92%.

NTSU remains in a strong position and continues to grow, develop and strengthen the services it has to offer its members and the contribution it makes to the life of the University.

Capital Development

The £1.6million of investment in extending and improving our Union facilities at the Clifton campus was completed in September 2018. The money for the investment was derived from the accumulated surplus, resulting from our mutual trading activities and designated for capital investment by our trustees. It is positive to see the hard work and dedication of our student staff and the loyalty and engagement of our members with our services can deliver such tangible improvements to the student experience.

The facilities include a large extension which provides a dedicated space for NTSU membership activities for the first time at Clifton and provides additional social learning space for our members. Alongside the open spaces and meeting rooms, we have also provided a new office for our Information and Advice Service staff to meet with our members at the campus. The office space available for use by our staff at the campus has also been significantly improved offering staff the chance to be more flexible across campuses.

Our venue at the campus has been reconfigured and refitted to better suit our current licensed activities and other major events held at the campus. The newly extended building is also a considerable aesthetic improvement on the old façade and brings our physical presence on campus up to date.

Be a Confident Voice for our Members

This year a major focus of our student voice work has been consultation with students on strategy. In addition to engaging with over 4,000 students to inform our own strategy, our officers and staff produced a comprehensive report to inform the development of the University's new strategy.

Our officer team were subsequently invited to present the report to various groups of university senior staff members. It is anticipated that the new NTU strategy will address many of the issues raised by our members and collated in the Union's report. Our officers have also been engaged in the formal working groups designed to consider the University's strategic themes, enabling them to influence key areas of the University's strategic plan in depth whilst holding the University to account on their current strategic goals.

NOTTINGHAM TRENT STUDENTS' UNION
(A company limited by guarantee)

TRUSTEE'S REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2019

Last year, we reported that we had changed the posts which make up our Executive Team and for the first time had elected a post-graduate officer. This change has made a significant difference to our work in this area. New partnerships have been created across the institution to support post graduate students. Our first post graduate student inter-disciplinary conference was delivered during the year. The Union campaigned successfully for a post graduate room in the library at Clifton. The post graduate representative structure has been strengthened and for the first time PhD representatives covered all schools at NTU. Our new post graduate officer will seek to build on these developments in the forthcoming year. This post has also enabled us to strengthen our relationships with the University's IS and Employability departments which are areas central to the student experience.

One of our Charitable Objects is to be the recognised representative channel between Students and Nottingham Trent University and any other external body. To this end the union recruits and trains student representatives to ensure that student feedback is secured and that the views of students are conveyed effectively to the University in order to secure positive change and development.

During the year the union recruited 725 academic representatives. 481 reps received formal training by NTSU staff and officers, which is an increase of 6% on the previous year. Our representatives included 159 representatives for post graduate courses and included 16 PhD reps. This is a significant increase in PhD reps from the 2 recruited last year.

Changes made on campus based on student feedback have included new study facilities and a student kitchen in the Dryden Building; changes to NTU's online workspace, NOW, and the installation of card readers on vending machines in the library. The Union supported the installation and now services a cash machine in the library at Brackenhurst. At Brackenhurst the Union also successfully worked with NTU and NCC for the installation of a new bus shelter. The University is piloting a new rent guarantor scheme for international students over the summer period in response to Union feedback. At Confetti, student feedback has led to the planned reconfiguration of the road system, improving student safety.

The Union has continued to operate its Big Idea initiative during the year. 55 ideas were submitted. 44 have been considered by student council and 13 secured the support of the wider student body. Many of these ideas were presented to the executive of NTU, enabling the student ideas to be implemented at an increased rate.

The Union also continued to perform well in engaging students in its own democratic processes. The number of voters in our main Executive Officer elections increased from 5,497 to 6838. Our programme of Student Council and Union meetings has been well supported.

Our Information and Advice Service (IAS) provides free, confidential, non-judgemental, impartial advice, support, representation and advocacy for our members. Staff work closely with University departments, but the Service's independence from the University means that the IAS is uniquely placed to support students to challenge University decisions appropriately when necessary. During the year our advisers provided advice for students on 3,286 occasions. The majority of these were concerned with housing and academic matters. Smaller numbers of files were opened for finance and employment matters. In addition to helping students resolve these cases, the service saved students in excess of £100k as a result of their advice or intervention.

For queries which are outside the scope of our advisers' expertise, a number of referral arrangements exist to direct students to other agencies. Useful partnerships have been formed with NCC Environmental Health team, local voluntary organisations and several departments within the Student Support Services team at the University to enhance the service we provide to students.

NOTTINGHAM TRENT STUDENTS' UNION
(A company limited by guarantee)

TRUSTEE'S REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2019

During the year, our IAS successfully maintained the Advice Quality Standard, recognising the high professional standards adhered to within the Service. The Service also facilitates the engagement of student volunteers in helping their peers by the provision of advice and outreach activities. These students are mainly drawn from the Law School. The high quality of this work is also recognised through an Investors in Volunteers Award. This year we have been fortunate to secure funding from Santander Universities to support and further develop our work with these volunteers.

This year our VP Education has undertaken a number of initiatives to capture the experience of BAME students on campus. These have included theming one of our course rep 'Tell Trent' feedback sessions on equality issues. She also conducted an extensive series of qualitative interviews with BAME students. The findings from these interviews have been presented to the senior managers of the University so that it can inform future developments in this area.

The Union has continued to raise the profile of under-represented groups during the year. In some instances this has been driven by our part time equality and diversity officers. However, the Union has delivered its most comprehensive programme of events for both Black History Month and LGBT History Month. We also introduced a new programme of events for Hate Crime Awareness Week for the first time.

Create Personal Development Opportunities

The Union has continued to deliver a range of activities and development opportunities for our members. Our societies have again experienced significant planned growth during the year. Our 128 societies have in excess of 6,500 members and increase of 18% on the previous year. Our societies include 34 cultural and faith societies and 30 academic societies. Between them our societies have facilitated 681 activities. They have 592 committee members who take on leadership responsibilities within the groups. Face to face training was delivered for 235 of these leaders with online training being provided for the others.

Our 'Give it a Go Week' programme which aims to give students an opportunity to try activities and encourage them to join student groups delivered 54 different activities across all three campuses attracting 451 student participants. We have plans to build on this initiative next year so that these taster activities operate more frequently.

We again contributed to a successful Enterprise Week which involved a programme of entrepreneurial workshops which provided students with the opportunity to develop potential business ideas and learn about sustainability for start up companies. 26 students entered our Dragons' Den style competition with seven students winning a share of the £4,000 prize pot to develop their ideas. For the first time this year some of the ideas are directly related to our venue activities and focus on delivering services to students in our own buildings.

In addition to volunteering and activities students' have also had the opportunity to develop through paid roles within the Union. 526 students worked for NTSU at some point during the academic year. Collectively, they worked more than 95,000 hours and earned £780k. 88 of our staff have been trained as supervisors in the year, which is a 57% increase on the previous year.

Build a Safe Inclusive Student Community

The Union continues to offer an extensive programme of social events and entertainment for its members. We offered 470 entertainments events to students on our three campuses in 2018/19: 213 at City, 130 at Brackenhurst and 127 at Clifton. In addition to our regular club nights, 83 live music acts have performed to in excess of 10,000 people. The Union sold £240k of tickets for events during Welcome Week for both new and returning students. Our regular Saturday night continued to thrive with attendances regularly exceeding 2,000. Our Last Day of Term events continued to be highly popular during the year with 8,187 tickets sold for the three days.

NOTTINGHAM TRENT STUDENTS' UNION
(A company limited by guarantee)

TRUSTEE'S REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2019

Term events continued to be highly popular during the year with 8,187 tickets sold for the three days.

We have continued to diversify our events programme. This year we have launched a cocktail evening in conjunction with our Cocktail Society, which attracted many students who had not previously used our venue. The event allowed some students who worked at the event to develop their skills, whilst earning money. We have also piloted a new night in partnership with one of our alumni, which is designed to better reflect the diversity of our membership. We have plans to develop this relationship further next year.

Our three main balls, the Freshers, Brack and Grad balls had a combined attendance of 2,860 students. We built on the successful relocation of last year's grad ball to the Union Building by changing the date of the event this year. This was well received by students, leading to increased attendance and we now have a model which we hope will work for several years to come.

Our catering and retail outlets enjoy continued popularity. The Orangery at Brackenhurst has had another record-breaking year. Our shops have sold 950,000 units of stock, including over 100,000 sandwiches and 240,000 soft drinks.

We have introduced a new weekly programme of activities at Brackenhurst, 'Wellbeing Wednesdays', designed to include students within the campus community. This activity which has been well attended and received very positive feedback from students has been supported by Santander Universities. As part of this development we intend to replicate this activity at the other campuses.

The Union aims to operate its own services to the highest safety standards. Maintaining the Best Bar None Gold Award for example is indicative of the application of these standards to our licensed operations. This year the Union secured a 100% score against the Best Bar None Gold criteria for the first time ever. The union regularly goes above and beyond standards typical of the high street in the way it schedules its security and through the provision of onsite professional first aiders at bigger weekend events for example. We have continued to schedule our Drinkaware crew members at key events throughout the year.

The Union's Business Development Department has continued to contribute to our diverse events programme and generate additional income to support our other activities. They have organised 25 fairs in our venues. The housing fair, which helps students seek accommodation for the next academic year and provides relevant advice about the potential pitfalls, attracted 800 students this year. However, our most popular fairs remain the freshers' fairs which attracted an attendance of 13,000 over 4 days at three campuses. The team also facilitated 1,100 room bookings for student societies and other university groups this year.

Governance

The key elements of our governance are described elsewhere within this report. The Union is subject to regulation by the Charity Commission and Companies House. The Union complies with all the statutory requirements which apply to it.

In addition, the University has a regulatory role under the 1994 Education Act. The University meets regularly with the Union to ensure that the requirements of the Act are fulfilled. It also includes the Union in its internal audit programme to ensure that the grant received is used appropriately and that the implementation of the Union's internal financial controls is effective.

The Union has 14 places on its Trustee Board. These comprise:

- Six sabbatical officer trustees elected by the members by cross campus ballot;
- One part-time officer trustees elected by the members by cross campus ballot;

(Trustees chosen in this way are elected for a one-year term and are eligible to serve for a maximum of two terms if they are successfully re-elected.)

NOTTINGHAM TRENT STUDENTS' UNION
(A company limited by guarantee)

TRUSTEE'S REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2019

- Up to four student trustees appointed by the Union's Appointments Committee (only three were appointed to serve for 2018/19);
- Three External Trustees, one of whom is appointed by the University and two of whom are appointed by the Union's Appointments Committee.

The relatively quick turnover of trustees requires a thorough induction process for new trustees. Trustees are provided with a day-long induction to the role of a trustee in a students' union based on the National Occupational Standard for Trustees. This forms part of a longer two-week induction programme for the elected student trustees which covers all aspects of the organisation and its strategy and operations.

The trustees met twice each term during the year to review the organisation's strategy and key objectives and their implementation and to exercise appropriate oversight over the Union's financial position, risk profile and general operations.

The Union actively maintains good relationships with its key stakeholders.

Executive Committee's Responsibilities

Charity law and NTSU's constitution require us as the charity trustees to prepare annual financial statements giving a true and fair view of the state of affairs of NTSU at its financial year-end and of NTSU's income and expenditure for the year. In preparing those financial statements we are required to:

- select the most suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on a going concern basis unless it is not appropriate to presume that NTSU will continue in business.

We are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable us to ensure that the financial statements comply with charity law and the particular requirements of the Union General Meeting and the University under the Education Act 1994. We are also responsible for safeguarding the assets of the charity and ensuring their proper application in accordance with charity law, and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Charity Code of Governance

The Union has no trustees who have served more than nine years. Our Memorandum and Articles formally limit the number of years which can be served by all external trustees to nine years. All other trustees are limited to two years as a sabbatical trustee, two years as an officer trustee and two years as a student trustee. Sabbatical trustees and officer trustees are required to win an election by cross campus ballot to serve each one year term of office.

The Union is required by the Charity Commission to have more unpaid than paid trustees. The Union has six paid sabbatical officers as determined by its membership. This requires a Board of at least 13 trustees, which is slightly higher than recommended by the Code of Governance but in keeping with Commission Guidance.

In line with the Code of Governance guidance on transparency, the Union publishes a summary of Board proceedings for members on-line and regularly briefs its staff on the proceedings at trustees' meetings.

Fundraising

The Union does not engage in significant fundraising efforts to support its own activities.

NOTTINGHAM TRENT STUDENTS' UNION
(A company limited by guarantee)

TRUSTEE'S REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2019

Financial Review

NTSU's income for the year totalled £6,553,999 with unrestricted income from all sources totalling £6,358,271. Total expenditure of £6,465,752 on the wide-ranging benefits we provide within a broadly balanced budget, as well as the modest fundraising and other revenue-generating activities we undertake, left a surplus for the year of £88,247. These figures exclude the actuarial gains and losses on the Local Government Pension Scheme (See note 21 to the accounts). NTSU has continued to benefit from the recognition and support of the University, and this year the annual block grant was £1,725,000.

Custodian Activities: RAG

NTSU is custodian on the annual RAG proceeds from fundraising events organised by the students under NTSU auspices for distribution to the intended charities. Funds raised by this year's RAG amounted to £2,272 and this cash will be distributed following the year end to the nominated charity.

Reserves Policy

NTSU is holding a deficit on reserves at 31 July 2019 of £457,047.

This comprises:

Restricted funds of £237,992

Unrestricted funds deficit of £695,039

Unrestricted funds comprise:

£2,159,961 general unrestricted funds

£2,855,000 deficit on the Local Government Pension Scheme

The unrestricted funds of NTSU are £2,159,961 at 31 July 2019 excluding the Local Government Pension deficit.

The reserves policy recognises that reserves are necessary to maintain the day to day operations of the Union. The minimum reserves level is set at 3 months operating costs and an additional fund to cover redundancy costs for all staff which equates to £891,769. Our target level is 4 months operating costs and an additional fund to cover redundancy costs for all staff which equates to £1,140,858.

The Trustee Board agreed to establish a designated fund of £500,000 for the investment/refurbishment of our trading, charitable services and administrative functions. Over the past 18 months significant investment has been made in our Clifton facility therefore the designation of this £500,000 has now been released and has been transferred to general unrestricted funds. Should reserves fall below the target level the trustees can decide to cancel or reduce the designation of these funds.

Free reserves at 31 July 2019 are £597,198 (£2,159,961 unrestricted funds less £1,562,763 fixed assets) which is below our minimum reserves level. Our 2019/20 budget forecasts that net cash inflow from our operating activities will increase reserves to meet the reserves policy requirements.

Societies

These are funds raised by the societies and administered by the Union for the specific benefit of that society which is ultimately under the control of the Union.

NOTTINGHAM TRENT STUDENTS' UNION
(A company limited by guarantee)

TRUSTEE'S REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2019

Principle Risks and Uncertainties

The Board of Trustees has examined the major strategic, business and operational risks faced by NTSU. A risk register has been established and is reviewed regularly by the Board of Trustees. 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 and projects. 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.

There are a number of significant risks affecting the Union. These include changing student preferences, the impact of Higher Education Policy on our parent institution and the Union and changes in the broader economic and political climate. There are a number of risks associated with our specific operations, for example our student societies' activities. These have established control procedures in place and these are subject to regular review.

During the capital development at the Clifton Campus the Board regularly reviewed the specific risks associated with the project which were detailed in monthly reports prepared by the Project Manager employed by the Union to oversee the project.

The trustees have recently committed to ensure that the risk register is updated to reflect the new strategic plan.

Plans for the Future

The Union will launch its new strategic plan at the start of the 2019/20 academic year. While NTSU expects to continue to deliver its core services the plan will necessitate a reallocation of resources to prioritise our new strategic themes.

To help the delivery of the new plan we have undertaken to train all our student facing membership services staff with new skills to support the delivery of the plan. These will be focused in particular on active community building. We have also committed to refreshing some of our management meetings to better support strategic implementation.

The new plan is underpinned by a commitment to maintaining our robust and efficient infrastructure services. This will include a renewed prioritisation of sustainability within the Union's operations.

Alongside the development of our strategic plan we have had the opportunity this year to restructure our trading operations. It is expected that the changes will provide fresh thinking and renewed energy to this important part of our work. We have engaged with NUSSL and some of their strategic partners to assist us in this task.

Future funding

The Trustee Board confirms that NTSU has sufficient funds to meet all its obligations. The Block Grant for 2019/20 has been confirmed at £1,725,000 and the commercial activities are expected to generate significant funds.

NOTTINGHAM TRENT STUDENTS' UNION
(A company limited by guarantee)

TRUSTEE'S REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2019

Trustees' Responsibilities in Relation to the Financial Statements

The Trustees (who are also Directors of NTSU 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 which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing 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 judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards and Statements of Recommended Practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

Going Concern

After making appropriate enquiries, the trustees have a reasonable expectation that the Union has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

Trustees' Indemnities

During the year, an indemnity from the union was made available to trustees against liabilities that might be incurred by them in defending proceedings against them in respect of the affairs of the union. The value of the indemnity in place during the year was £2,000,000.

NOTTINGHAM TRENT STUDENTS' UNION
(A company limited by guarantee)

TRUSTEE'S REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2019

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 company'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 information needed by the charitable company's auditor in connection with preparing its report and to establish that the charitable company's auditor is aware of that information.

This report was approved by the Trustees, on 11 October 2019 and signed on their behalf by:



Bradley Fox
President

NOTTINGHAM TRENT STUDENTS' UNION
(A company limited by guarantee)

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF NOTTINGHAM TRENT STUDENTS' UNION

OPINION

We have audited the financial statements of Nottingham Trent Students' Union (the 'Union') for the year ended 31 July 2019 set out on pages 17 to 38. 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 charitable company's affairs as at 31 July 2019 and of its 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.

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

OTHER INFORMATION

The Trustee is 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.

NOTTINGHAM TRENT STUDENTS' UNION
(A company limited by guarantee)

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF NOTTINGHAM TRENT STUDENTS' UNION

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 Trustee's Report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustee's Report has been prepared in accordance with applicable legal requirements.

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

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

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

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustee's remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustee 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 Trustee's Report and from the requirement to prepare a Strategic Report.

RESPONSIBILITIES OF TRUSTEES

As explained more fully in the Trustee's responsibilities statement, the Trustees (who are also the directors of the charitable Union for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

NOTTINGHAM TRENT STUDENTS' UNION
(A company limited by guarantee)

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF NOTTINGHAM TRENT STUDENTS' UNION

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. 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. 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.

Helen Drew (Senior statutory auditor)

for and on behalf of

Crowe U.K. LLP

Statutory Auditor

Black Country House

Rounds Green Road

Oldbury

West Midlands

B69 2DG

11 October 2019

NOTTINGHAM TRENT STUDENTS' UNION
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 JULY 2019**

	Note	Restricted funds 2019 £	Unrestricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
INCOME FROM:					
Donations and grants	2	-	1,875,000	1,875,000	1,850,000
Charitable activities	3	195,728	4,480,986	4,676,714	4,408,266
Investments		-	2,285	2,285	2,544
TOTAL INCOME		195,728	6,358,271	6,553,999	6,260,810
EXPENDITURE ON:					
Charitable activities	4,5	202,140	6,263,612	6,465,752	6,175,059
TOTAL EXPENDITURE	6	202,140	6,263,612	6,465,752	6,175,059
NET INCOME / (EXPENDITURE) BEFORE TRANSFERS					
Transfers between Funds	17	(6,412) 39,652	94,659 (39,652)	88,247 -	85,751 -
NET INCOME BEFORE OTHER RECOGNISED GAINS AND LOSSES		33,240	55,007	88,247	85,751
Actuarial gains/(losses) on defined benefit pension schemes	22	-	(391,000)	(391,000)	618,000
NET MOVEMENT IN FUNDS		33,240	(335,993)	(302,753)	703,751
RECONCILIATION OF FUNDS:					
Total funds brought forward		204,752	(359,046)	(154,294)	(858,045)
TOTAL FUNDS CARRIED FORWARD		237,992	(695,039)	(457,047)	(154,294)

All amounts relate to continuing operations.

The notes on pages 20 to 38 form part of these financial statements.

NOTTINGHAM TRENT STUDENTS' UNION
(A company limited by guarantee)
REGISTERED NUMBER: Charity number: 1154401 Company Limited by guarantee

BALANCE SHEET
AS AT 31 JULY 2019

	Note	£	2019 £	£	2018 £
FIXED ASSETS					
Tangible assets	11		1,562,763		847,886
Investments	12		1		1
			<u>1,562,764</u>		<u>847,887</u>
CURRENT ASSETS					
Stocks	13	145,187		127,850	
Debtors	14	40,356		87,491	
Cash at bank and in hand		1,003,976		1,349,553	
		<u>1,189,519</u>		<u>1,564,894</u>	
CREDITORS: amounts falling due within one year	15	(354,330)		(244,075)	
NET CURRENT ASSETS			<u>835,189</u>		<u>1,320,819</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>2,397,953</u>		<u>2,168,706</u>
Defined benefit pension scheme liability	22		<u>(2,855,000)</u>		<u>(2,323,000)</u>
NET LIABILITIES INCLUDING PENSION SCHEME LIABILITIES			<u>(457,047)</u>		<u>(154,294)</u>
CHARITY FUNDS					
Restricted funds	17		237,992		204,752
Unrestricted funds:	17				
Unrestricted funds excluding pension liability		2,159,961		1,963,954	
Pension reserve		<u>(2,855,000)</u>		<u>(2,323,000)</u>	
Total unrestricted funds			<u>(695,039)</u>		<u>(359,046)</u>
TOTAL DEFICIT			<u>(457,047)</u>		<u>(154,294)</u>

The financial statements were approved and authorised for issue by the Trustees on 11 October 2019 and signed on their behalf, by:

Bradley Fox

The notes on pages 20 to 38 form part of these financial statements.

NOTTINGHAM TRENT STUDENTS' UNION
(A company limited by guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 JULY 2019

	Note	2019 £	2018 £
Cash flows from operating activities			
Net cash provided by operating activities	19	596,004	394,290
Cash flows from investing activities:			
Interest receivable		2,285	2,544
Proceeds from the sale of tangible fixed assets		-	1,217
Purchase of tangible fixed assets		(943,866)	(753,822)
Net cash used in investing activities		(941,581)	(750,061)
Change in cash and cash equivalents in the year		(345,577)	(355,771)
Cash and cash equivalents brought forward		1,349,553	1,705,324
Cash and cash equivalents carried forward	20	1,003,976	1,349,553

The notes on pages 20 to 38 form part of these financial statements.

NOTTINGHAM TRENT STUDENTS' UNION
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019

1. ACCOUNTING POLICIES

1.1 Company status

The Union is a company limited by guarantee. The members of the company are the Trustees named on pages 1 & 2. In the event of the Union being wound up, the liability in respect of the guarantee is limited to £1 per member of the Union.

Nottingham Trent Students' Union (NTSU) is an incorporated charity registered with the Charity Commission (No. 1154401) and Companies House (No. 8738730) in England and Wales. The principal address of The Union is Benenson Building, Clifton Campus, Clifton Lane, Nottingham, NG11 8NS.

1.2 Basis of preparation of financial statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Nottingham Trent 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.

1.3 Fund accounting

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

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

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

NOTTINGHAM TRENT STUDENTS' UNION
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019

1. ACCOUNTING POLICIES (continued)

1.4 Income

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

Donated services or facilities are recognised when the Union has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the Union of the item is probable and that economic benefit can be measured reliably.

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

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

1.5 Grants

The recurrent block grant is receivable from Nottingham Trent University, the Union's parent Governing Body. The grant is credited to the income and expenditure account in the year to which it relates.

1.6 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.

Governance costs are those incurred in connection with administration of the Union and compliance with constitutional and statutory requirements.

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

1.7 Going concern

The Union has cash resources and has no requirement for external funding. The trustees have reasonable expectations that the charity has adequate resources to continue in operational existence for the foreseeable future. They continue to believe that the going concern basis of accounting is appropriate in preparing the annual financial statements and believe there are no material uncertainties which effect the Union's ability to continue as a going concern.

NOTTINGHAM TRENT STUDENTS' UNION
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019

1. ACCOUNTING POLICIES (continued)

1.8 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.

1.9 Tangible fixed assets and depreciation

All assets costing more than £2,500 are capitalised and are carried at cost, net of depreciation and any provision for impairment.

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

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

Union buildings, alterations and refurbishment	-	2 - 25% straight line
Motor vehicles	-	50% straight line
Office equipment	-	33.33% straight line

1.10 Investments

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

1.11 Taxation

No provision is made in these accounts for Corporation Tax since the Union is exempt from such taxes as a result of having charitable status.

NOTTINGHAM TRENT STUDENTS' UNION
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019

1. ACCOUNTING POLICIES (continued)

1.12 Pensions

The Union contributes to the local authority pension scheme (LGPS), which is a defined benefit pension scheme and the assets are held separately from those of the Union.

The LGPS is a funded scheme and the assets are held separately from those of the Union in separate trustee administered funds. Pension scheme assets are measured at fair value and liabilities are measured on an actuarial basis using the projected unit credit method and discounted at a rate equivalent to the current rate of return on a high quality corporate bond of equivalent term and currency to the liabilities. The actuarial valuations are obtained at least triennially and are updated at each Balance sheet date. The amounts charged to operating surplus are the current service costs and the costs of scheme introductions, benefit changes, settlements and curtailments. They are included as part of staff costs as incurred. Net interest on the net defined benefit liability/asset is also recognised in the Statement of financial activities incorporating income and expenditure account and comprises the interest cost on the defined benefit obligation and interest income on the scheme assets, calculated by multiplying the fair value of the scheme assets at the beginning of the period by the rate used to discount the benefit obligations. The difference between the interest income on the scheme assets and the actual return on the scheme assets is recognised in other recognised gains and losses.

Actuarial gains and losses are recognised immediately in other recognised gains and losses

The Union also auto-enrols employees into the National Employment Savings Trust (NEST), an independently run defined contribution scheme, and participates in the Aegon money purchase scheme which is accounted for as defined contribution scheme.

1.13 Operating leases

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

1.14 Financial instruments

The Union only enters into basic financial instruments that result in the recognition of financial assets and liabilities such as trade and other debtors and creditors.

Debtors

Short term debtors are measured at transaction price, less any impairment.

Cash

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.

Creditors

Short term creditors are measured at the transaction price. Other financial liabilities are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

NOTTINGHAM TRENT STUDENTS' UNION
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019

1. ACCOUNTING POLICIES (continued)

1.15 Critical accounting estimates and areas of judgment

Critical accounting estimates and assumptions:

The Union makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

(i) Local government pension scheme

The present value of the Local Government Pension Scheme defined benefit liability depends on a number of factors that are determined on an actuarial basis using a variety of assumptions. The assumptions used in determining the net cost (income) for pensions include the discount rate. Any changes in these assumptions, which are disclosed in note 21, will impact the carrying amount of the pension liability. Furthermore a roll forward approach which projects results from the latest full actuarial valuation performed at 31 March 2016 has been used by the actuary in valuing the pensions liability at 31 July 2019. Any differences between the figures derived from the roll forward approach and a full actuarial valuation would impact on the carrying amount of the pension liability.

(ii) Donation of facilities by Nottingham Trent University

The Students Union occupies its buildings on a rent free basis from Nottingham Trent University. In accordance with the Charities SORP FRS 102, the Union has valued the benefit it receives from occupying this space which has been estimated at a comparable market rent in the area as £115,000.

In addition the Students Union received payroll and IT services from Nottingham Trent University for which no fee is charged, The value of this donation has been estimated at the cost of time spent, £35,000.

(iii) Support costs

Many of the support costs incurred by the Union such as support staff costs and service costs are shared between activities. The Union's policy is to allocate these costs on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

2. INCOME FROM DONATIONS AND GRANTS

	Unrestricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Provision of free services	150,000	150,000	150,000
University grants	1,725,000	1,725,000	1,700,000
	<hr/>	<hr/>	<hr/>
Total donations and legacies	1,875,000	1,875,000	1,850,000
	<hr/>	<hr/>	<hr/>

NOTTINGHAM TRENT STUDENTS' UNION
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019**

3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Restricted funds 2019 £	Unrestricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Advice & Support	-	1,088	1,088	2,265
Employability	-	4,982	4,982	10,230
Social & Entertainments	195,728	4,459,980	4,655,708	4,379,256
Student Voice	-	14,936	14,936	16,515
Total	195,728	4,480,986	4,676,714	4,408,266
<i>Total 2018</i>	<i>166,168</i>	<i>4,242,098</i>	<i>4,408,266</i>	

4. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

	Restricted funds 2019 £	Unrestricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Advice & Support	-	150,339	150,339	164,185
Employability	-	302,517	302,517	330,503
Social & Entertainments	202,140	4,753,337	4,955,477	4,755,771
Student Voice	-	1,044,894	1,044,894	912,455
	202,140	6,251,087	6,453,227	6,162,914
<i>Total 2018</i>	<i>176,591</i>	<i>5,986,323</i>	<i>6,162,914</i>	

5. GOVERNANCE COSTS

	Restricted funds 2019 £	Unrestricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Audit Fee	-	12,525	12,525	12,145

NOTTINGHAM TRENT STUDENTS' UNION
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019**

6. ANALYSIS OF EXPENDITURE BY EXPENDITURE TYPE

	Staff costs 2019 £	Depreciation 2019 £	Other costs 2019 £	Total 2019 £	Total 2018 £
Advice & Support	120,058	183	30,098	150,339	164,185
Employability	235,421	-	67,096	302,517	330,503
Social & Entertainments	1,713,170	59,764	3,182,543	4,955,477	4,755,771
Student Voice	680,108	169,042	195,744	1,044,894	912,455
Charitable activities	2,748,757	228,989	3,475,481	6,453,227	6,162,914
Governance costs	-	-	12,525	12,525	12,145
	2,748,757	228,989	3,488,006	6,465,752	6,175,059
<i>Total 2018</i>	<i>2,471,625</i>	<i>178,051</i>	<i>3,525,383</i>	<i>6,175,059</i>	

NOTTINGHAM TRENT STUDENTS' UNION
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019**

7. ANALYSIS OF EXPENDITURE BY ACTIVITIES

	Activities undertaken directly 2019 £	Support costs 2019 £	Total 2019 £	Total 2018 £
Advice & Support	104,969	46,293	151,262	164,185
Employability	240,896	62,920	303,816	330,503
Social & Entertainments	4,522,082	440,936	4,963,018	4,755,771
Student Voice	885,514	162,142	1,047,656	912,455
Total 2019	<u>5,753,461</u>	<u>712,291</u>	<u>6,465,752</u>	<u>6,162,914</u>
Total 2018	<u>5,451,875</u>	<u>723,184</u>	<u>6,175,059</u>	

Support costs

	2019 £	2018 £
Donated rent	115,000	115,000
Donated services	35,000	35,000
Wages and salaries	290,838	282,475
National insurance	19,079	19,863
Pension contributions	40,648	44,599
Other staff costs	34,236	46,617
Travel costs	1,964	2,376
Repairs and maintenance	20,460	26,499
Insurance	36,207	34,049
Legal and professional	33,960	35,273
Bank charges	13,058	12,573
Other support costs	71,841	68,860
Total	<u>712,291</u>	<u>723,184</u>

NOTTINGHAM TRENT STUDENTS' UNION
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019**

8. NET INCOME/(EXPENDITURE)

This is stated after charging:

	2019 £	2018 £
Depreciation of tangible fixed assets:		
- owned by the charity	228,989	178,051
Auditor's remuneration - audit	12,525	12,145
Auditor's remuneration - other services	1,250	3,500
Operating lease expenses	326,000	326,000
	<u>326,000</u>	<u>326,000</u>

During the year, no Trustees received any reimbursement of expenses (2018 - £NIL).

9. STAFF COSTS

Staff costs were as follows:

	2019 £	2018 £
Wages and salaries	2,345,450	2,080,633
Social security costs	128,832	120,480
Other pension costs (Note 22)	274,475	270,512
	<u>2,748,757</u>	<u>2,471,625</u>

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

	2019 No.	2018 No.
Permanent Staff	68	63
Student Staff	281	289
	<u>349</u>	<u>352</u>

The number of higher paid employees was:

	2019 No.	2018 No.
In the band £70,001 - £80,000	1	1

Key management personnel are considered to be anyone who has authority and responsibility for planning, directing and controlling the activities of the Union. During the year, key management personnel received remuneration of £226,148 (2018: £250,747) including employers National Insurance and employers pension contributions.

NOTTINGHAM TRENT STUDENTS' UNION
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019**

10. TRUSTEE'S REMUNERATION

	2019 £	2018 £
Remuneration	<u>125,313</u>	<u>126,098</u>

TRUSTEES' REMUNERATION

Each of the 6 Executive Committee's sabbatical officers received £20,293 (2018: £19,856) for the year, as authorised in the Union's governing document, for the representation, campaigning and support work they undertake as distinct from their trustee responsibilities. In addition, a fortnight's pay was made to the 2 new officers (2018: 6) totalling £1,700 (2018: £4,562) to cover the handover period. Pension contributions were paid for 3 officers from August 2018 to June 2019 and 1 of the new officers in July 2019, totalling £1,855 (2018: £2,402).

11. TANGIBLE FIXED ASSETS

	Refurbishment of Union Buildings £	Motor vehicles £	Office equipment £	Assets under construction £	Total £
Cost					
At 1 August 2018	1,089,326	64,286	185,136	694,538	2,033,286
Additions	816,062	30,294	97,510	-	943,866
Disposals	-	(22,992)	-	-	(22,992)
Transfer between classes	694,538	-	-	(694,538)	-
At 31 July 2019	<u>2,599,926</u>	<u>71,588</u>	<u>282,646</u>	<u>-</u>	<u>2,954,160</u>
Depreciation					
At 1 August 2018	1,002,312	64,286	118,802	-	1,185,400
Charge for the year	163,802	15,147	50,040	-	228,989
On disposals	-	(22,992)	-	-	(22,992)
At 31 July 2019	<u>1,166,114</u>	<u>56,441</u>	<u>168,842</u>	<u>-</u>	<u>1,391,397</u>
Net book value					
At 31 July 2019	<u>1,433,812</u>	<u>15,147</u>	<u>113,804</u>	<u>-</u>	<u>1,562,763</u>
At 31 July 2018	<u>87,014</u>	<u>-</u>	<u>66,334</u>	<u>694,538</u>	<u>847,886</u>

NOTTINGHAM TRENT STUDENTS' UNION
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019

12. FIXED ASSET INVESTMENTS

	Shares in group undertakings £
Cost	
At 1 August 2018 and 31 July 2019	<u><u>1</u></u>

Nottingham Trent Students Union owns 100% of the share capital of Nottingham Trent Students Union Services Limited. Consideration comprised £1 for the purchase of 1 £1 ordinary share. At 31 July 2019 the balance due is £1 and this is included in accruals. The company has continued to remain dormant throughout the accounting period.

13. STOCKS

	2019 £	2018 £
Goods for resale	<u><u>145,187</u></u>	<u><u>127,850</u></u>

14. DEBTORS

	2019 £	2018 £
Trade debtors	540	-
Other debtors	-	54,132
Prepayments	39,816	33,359
	<u><u>40,356</u></u>	<u><u>87,491</u></u>

NOTTINGHAM TRENT STUDENTS' UNION
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019**

15. CREDITORS: Amounts falling due within one year

	2019 £	2018 £
Trade creditors	113,801	56,459
Other taxation and social security	3,522	-
Other creditors	90,503	91,704
Accruals and deferred income	146,504	95,912
	<u>354,330</u>	<u>244,075</u>
		£
Deferred income		
Deferred income at 1 August 2018		14,350
Resources deferred during the year		30,628
Amounts released from previous years		(14,350)
Deferred income at 31 July 2019		<u>30,628</u>

The above deferred income consists of fresher's fair and NUS income.

16. FINANCIAL INSTRUMENTS

	2019 £	2018 £
Financial assets measured at amortised cost	<u>1,004,516</u>	<u>1,349,553</u>
Financial liabilities measured at fair value through income and expenditure	2,855,000	2,323,000
Financial liabilities measured at amortised cost	<u>295,002</u>	<u>229,725</u>
	<u>3,150,002</u>	<u>2,552,725</u>

Financial assets measured at amortised cost comprise trade debtors and bank.

Financial liabilities measured at at fair value through income and expenditure comprise the Local Government Pension Scheme.

Financial liabilities measured at amortised cost comprise trade creditors, other taxation and security, other creditors and accruals.

NOTTINGHAM TRENT STUDENTS' UNION
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019**

17. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 August 2018 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 July 2019 £
Designated funds						
Designated Funds	500,000	-	-	(500,000)	-	-
General funds						
General Funds	1,463,954	6,358,271	(6,122,612)	460,348	-	2,159,961
Pension reserve	(2,323,000)	-	(141,000)	-	(391,000)	(2,855,000)
	(859,046)	6,358,271	(6,263,612)	460,348	(391,000)	(695,039)
Total Unrestricted funds	(359,046)	6,358,271	(6,263,612)	(39,652)	(391,000)	(695,039)
Restricted funds						
Societies	196,897	192,728	(202,140)	39,652	-	227,137
Carbon Challenge	6,251	-	-	-	-	6,251
Uni-Cycle Scheme	1,604	-	-	-	-	1,604
Santander Volunteer Funding	-	3,000	-	-	-	3,000
	204,752	195,728	(202,140)	39,652	-	237,992
Total of funds	(154,294)	6,553,999	(6,465,752)	-	(391,000)	(457,047)

Designated funds were previously allocated by the trustees for future capital works however these were transferred to unrestricted funds in 2019.

A summary of the key restricted funds are as follows:

Societies - These are funds raised by the societies and administered by the Union for the specific benefit of that society which is ultimately under the control of the Union.

Carbon Challenge - This is a Nottingham Trent University initiative aiming to get staff and students involved in the University's plans to reduce carbon emissions.

Uni-Cycle Scheme - These are funds held and administered by the Union for providing a maintenance service for the Nottingham Trent University bike hire scheme.

Santander Volunteer Funding - These are funds held by the Union for making sports activities accessible for all.

Transfers represent movements of funds from the Union to societies.

NOTTINGHAM TRENT STUDENTS' UNION
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019

17. STATEMENT OF FUNDS (continued)

STATEMENT OF FUNDS - PRIOR YEAR

	<i>Balance at 1 August 2017 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Gains/ (Losses) £</i>	<i>Balance at 31 July 2018 £</i>
Designated Funds	500,000	-	-	-	-	500,000
General funds						
General Funds	1,270,762	6,094,642	(5,859,468)	(41,982)	-	1,463,954
Pension reserve	(2,802,000)	-	(139,000)	-	618,000	(2,323,000)
	<u>(1,531,238)</u>	<u>6,094,642</u>	<u>(5,998,468)</u>	<u>(41,982)</u>	<u>618,000</u>	<u>(859,046)</u>
Restricted funds						
Societies	164,715	166,168	(175,968)	41,982	-	196,897
Carbon Challenge	6,874	-	(623)	-	-	6,251
Uni-Cycle Scheme	1,604	-	-	-	-	1,604
	<u>173,193</u>	<u>166,168</u>	<u>(176,591)</u>	<u>41,982</u>	<u>-</u>	<u>204,752</u>
Total of funds	<u>(858,045)</u>	<u>6,260,810</u>	<u>(6,175,059)</u>	<u>-</u>	<u>618,000</u>	<u>(154,294)</u>

NOTTINGHAM TRENT STUDENTS' UNION
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019

18. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	Restricted funds 2019 £	Unrestricted funds 2019 £	Total funds 2019 £
Tangible fixed assets	-	1,562,763	1,562,763
Fixed asset investments	-	1	1
Current assets	237,992	951,527	1,189,519
Creditors due within one year	-	(354,330)	(354,330)
Provisions for liabilities and charges	-	(2,855,000)	(2,855,000)
	<u>237,992</u>	<u>(695,039)</u>	<u>(457,047)</u>

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	Restricted funds 2018 £	Unrestricted funds 2018 £	Total funds 2018 £
Tangible fixed assets	-	847,886	847,886
Fixed asset investments	-	1	1
Current assets	204,752	1,360,142	1,564,894
Creditors due within one year	-	(244,075)	(244,075)
Provisions for liabilities and charges	-	(2,323,000)	(2,323,000)
	<u>204,752</u>	<u>(359,046)</u>	<u>(154,294)</u>

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

	2019 £	2018 £
Net income for the year (as per Statement of Financial Activities)	88,247	85,751
Adjustment for:		
Depreciation charges	228,989	178,051
Interest receivable	(2,285)	(2,544)
Loss on the sale of fixed assets	-	3,845
Increase in stocks	(17,337)	(13,872)
Decrease/(increase) in debtors	47,135	(43,072)
Increase in creditors	110,255	47,131
Defined benefit pension scheme cost less contributions	60,000	64,000
Defined benefit pension scheme finance cost	81,000	75,000
Net cash provided by operating activities	<u>596,004</u>	<u>394,290</u>

NOTTINGHAM TRENT STUDENTS' UNION
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019**

20. ANALYSIS OF CASH AND CASH EQUIVALENTS

	2019 £	2018 £
Cash in hand	1,003,976	1,349,553
Total	<u>1,003,976</u>	<u>1,349,553</u>

21. CAPITAL COMMITMENTS

At 31 July 2019 the Union had capital commitments as follows:

	2019 £	2018 £
Contracted for but not provided in these financial statements	<u>-</u>	<u>763,284</u>

22. PENSION COMMITMENTS

Nottinghamshire County Council Local Government Pension Scheme

The Union is an admitted body to the Nottinghamshire County Council Local Government Pension Scheme final salary scheme. The LGPS is a funded defined benefit scheme, with assets held in separate trustee-administered funds. The total contribution made for the year ended 31 July 2019 was £129,315 (2018 - £133,000), of which employer's contributions totalled £102,298 (2018 - £105,000) and employees' contributions totalled £27,017 (2018 - £28,000). The agreed contribution rates for future years are 16.5% for employers and between 2.75% and 12.5% for employees.

The NUS Aegon Pension Scheme contributions paid during the year amounted to £416 (2018: £906). The last member of staff enrolled in this scheme left during the year, therefore no future contributions will be made to this Pension Scheme.

Employer's contributions to the NEST scheme for the year to 31 July 2019 amounted to £31,177 (2018: £25,560). The agreed contribution rates for the NEST pension scheme are between 4% and 6%.

The Union operates a Defined benefit pension scheme.

Principal actuarial assumptions at the Balance sheet date (expressed as weighted averages) :

	2019	2018
Discount rate at 31 July	2.10 %	2.65 %
Future salary increases	3.85 %	3.85 %
Future pension increases	2.35 %	2.35 %
Mortality rates:		
Male retiring today	21.6	22.7
Female retiring today	24.4	25.6
Male retiring in 20 years	23.3	24.9
Female retiring in 20 years	26.2	28.0

NOTTINGHAM TRENT STUDENTS' UNION
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019**

22. PENSION COMMITMENTS (continued)

The assets in the scheme and the expected rates of return were:

	Fair value at 31 July 2019 £	Fair value at 31 July 2018 £
Equities	2,271,000	2,264,000
Gilts	119,000	86,000
Other bonds	339,000	407,000
Property	495,000	476,000
Cash	88,000	95,000
Other	346,000	205,000
Total market value of assets	<u>3,658,000</u>	<u>3,533,000</u>

The actual return on scheme assets was £104,000 (2018 - £304,000).

The amounts recognised in the Statement of financial activities incorporating income and expenditure account are as follows:

	2019 £	2018 £
Service cost	182,000	168,000
Net interest on the defined liability (asset)	60,000	75,000
Administration expenditure	1,000	1,000
Total	<u>243,000</u>	<u>244,000</u>

Movements in the present value of the defined benefit obligation were as follows:

	2019 £	2018 £
Opening defined benefit obligation	5,856,000	6,037,000
Interest cost	154,000	162,000
Contributions by scheme participants	27,000	28,000
Change in financial assumptions	401,000	(401,000)
Current service cost	182,000	168,000
Estimated benefits paid net of transfers in	(107,000)	(138,000)
Closing defined benefit obligation	<u>6,513,000</u>	<u>5,856,000</u>

NOTTINGHAM TRENT STUDENTS' UNION
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019**

22. PENSION COMMITMENTS (continued)

Changes in the fair value of scheme assets were as follows:

	2019 £	2018 £
Opening fair value of scheme assets	3,533,000	3,235,000
Interest on assets	94,000	87,000
Return on assets less interest	10,000	217,000
Contributions by employer	102,000	105,000
Contributions by scheme participants	27,000	28,000
Estimated benefits paid plus unfunded net of transfers in	(107,000)	(138,000)
Administration expenses	(1,000)	(1,000)
	<u>3,658,000</u>	<u>3,533,000</u>

The major categories of scheme assets as a percentage of total scheme assets are as follows:

	2019	2018
Equities	62.00 %	64.00 %
Gilts	3.00 %	2.00 %
Other bonds	9.00 %	12.00 %
Property	14.00 %	13.00 %
Cash	2.00 %	3.00 %
Other	10.00 %	6.00 %

23. OPERATING LEASE COMMITMENTS

At 31 July 2019 the total of the Charity's future minimum lease payments under non-cancellable operating leases was:

	2019 £	2018 £
Amounts payable:		
Within 1 year	97,353	326,000
Between 2 and 5 years	-	97,353
Total	<u>97,353</u>	<u>423,353</u>

NOTTINGHAM TRENT STUDENTS' UNION
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2019

24. RELATED PARTY TRANSACTIONS

The union is in receipt of a recurrent grant from the parent body to cover salaries and overheads. The amount received for the year ended 31 July 2019 was £1,725,000 (2018: £1,700,000).

During the year the union received free services for rent, payroll and IT which have been valued at £150,000 (2018: £150,000).

During the year computer equipment was purchased from Nottingham Trent University to the value of £2,745 (2018: £1,194).

During the year other goods and services were purchased from Nottingham Trent University to the value of £15,695 (2018: £19,602).

During the year, recharges were made to Nottingham Trent University in respect of goods and services provided to the value of £nil (2018: £81,549).

The union has entered into a lease agreement for the Byron House site. Rent totalling £326,000 has been charged in relation to this during the year (2018: £326,000).