



YORK ST JOHN STUDENTS' UNION

Annual Trustees Report and Accounts

Financial Year Ending 31 July 2020

Charity No: 1136905

Company No: 07250320



YORK ST JOHN STUDENTS' UNION LIMITED
YEAR ENDED 31 JULY 2020

CONTENTS

Administrative Information	page 3
Introduction from the President	page 5
Report from the Board of Trustees	page 6
How YSJSU achieves Public Benefit	page 10
Overview of Activities and Performance	page 12
Financial Review	page 25
Future Plans	page 29
Responsibilities of the Trustees	page 33
Auditor's Report	page 34
Statement of Financial Activities	page 37
Balance Sheet	page 38
Cash Flow Statement	page 39
Notes on the Financial Statements	page 40

ADMINISTRATIVE INFORMATION

Legal Status: York St John Students' Union Limited (YSJSU) is a charity registered in England and Wales and is incorporated as a Company Limited by Guarantee (CLG).

Charity Registration Number: 1136905

Company Registration Number: 07250320

Principal Office: The principal office of YSJSU is at York St John Students' Union, York St John University, Lord Mayor's Walk, York YO31 7EX.

Charity Trustees and Company Directors:

Position	Name	Term Dates
Sabbatical Trustee (President of the Students Union)	Tim Holmes	01/07/2019 to 30/06/2020
Sabbatical Trustee (President of Education)	Jenny Marchant	01/07/2019 to Present
Sabbatical Trustee (President of Wellbeing & Diversity)	Kirsten Jolley	01/07/2019 to 30/06/2020
Sabbatical Trustee (President of the Students Union)	Jamie Andrews	01/07/2020 to Present
Sabbatical Trustee (President of Wellbeing & Diversity)	Emma Palmer	01/07/2020 to Present
External Trustee	Richard Quayle	01/07/2016 to Present
External Trustee	Lewis Bretts	01/07/2016 to 30/06/2020
External Trustee	Michael Wilkinson	01/07/2017 to Present
External Trustee	Jodie-Louise Duffy	01/07/2019 to 20/08/2020
External Trustee	Katherine Matthew	01/07/2020 to Present
External Trustee	Amanda Chetwynd-Cowieson	01/07/2020 to Present
Student Trustee	Sue Doherty	01/07/2019 to 30/06/2020
Student Trustee	Aimee Yeoman	01/07/2020 to Present
Student Trustee	Andreas Pavlou	01/07/2020 to Present

Other Company Officers:

Position	Name	Term Dates
Company Secretary	Donna Smith	28/01/2019 to Present

Auditor:

BHP LLP, Rievaulx House, 1 St Mary's Court, Blossom Street, York, YO24 1AH

Bankers:

HSBC plc, PO Box 26, 13 Parliament Street, York, YO1 8XS

Management Personnel:

York St John Students' Union (YSJSU) employs a Chief Executive Officer to work closely with the Sabbatical Trustees, other elected representatives, and the staff team to ensure effective management of the charity. The Trustees delegate the day to day running of YSJSU to the Chief Executive Officer and to the Management Team.

During 2019/20 financial year the managers were as follows:

Position	Name	Term Dates
Chief Executive Officer	Donna Smith	28/01/2019 to Present
Student Opportunities Manager	Paul Murtough	01/08/2019 to Present
Operations and Business Development Manager	David Tait	01/02/2018 to Present
Finance and Resources Manager	David Green	01/02/2018 to Present

Introduction from the President of the Students' Union and Chair of the Trustee Board

In times of change and uncertainty, organisations must operate dynamically, flexibly and forward-thinking in order to succeed. The past year has seen York St John Students' Union do just that and I am proud of the response our staff have made to a fast-changing and volatile environment.

Since March 2020, social distancing policies and a national lockdown were put in place by the UK Government. Thus, the Students' Union has had to adapt its way of working and develop 'work from home' processes. Furthermore, a closure of the Students' Union physical spaces and events has caused a need for an increased virtual presence. The Students' Union has since created an online virtual community as a platform for students to continue the community feel that York St John prides itself on.

The Presidential Team have worked tirelessly to support our students. Through collaboration, we were able to work with the University to introduce a Safety-Net Policy and Scaling Policy to ensure no students were detrimentally affected by the impact of the pandemic. We also guaranteed students who left university accommodation and subsequently moved home, were reimbursed their final rental payment. The Students' Union developed numerous FAQs to assist students in this time of uncertainty, supporting wellbeing, housing and academic concerns. Throughout the year, the Presidential Team led on many campaigns, such as 'Plan Safe, Drink Safe, Home Safe', 'Hate Crime Awareness' and 'Be Kind to your Mind' building awareness of issues that students face every day. As well as, online campaigns like 'Stay at Home Support' addressing students concerns during assessment period during isolation.

This year we launched a new four-year strategy, which sets out the course the Students' Union aims to travel until 2024. We did so having taken the time to review progress and consult all our stakeholders. We looked at how other students' unions are adapting to these times and spoke to staff and students to shape our new set of values to guide us forward: Inclusive; Transformative; Challenging; Empowering; and Fun. Integral to this new strategy is everything we do centering around a 'student first' approach. As a Students' Union it is vital that our decisions are made for the betterment of our members. I believe this new strategy enables us to improve our services, support our members and greater the student experience. It reaffirms a definite commitment to empower our students and support challenge and change around us.

During this academic year, the Students' Union has seen several staffing changes, with five new full-time members of staff joining us. The staff are crucial in ensuring we deliver our priorities and projects. I believe these new appointments will significantly improve effectiveness and the impact of the Students' Union. This year also meant serious change in the leadership of the University with the appointment of a new Vice Chancellor, Chancellor and Chair of the Governing Body. The student voice was fully represented, being present on all selection panels and we are extremely pleased with the appointments made. We look forward to building our already positive relationship with the University going forward.

The environment we work in may be uncertain and sometimes testing, but the student voice must remain at the heart of everything we do to enhance the experience at York St John University. It has been my privilege to support the Students' Union through these difficult times and help prepare it for the future. On behalf of the Presidential Team 2019/20, I would like to wish the new team all the best for the year ahead.



Tim Holmes

President of the Students' Union

Chair of the Board of Trustees 2019/20

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST JULY 2020

The Trustees, who are also Directors for the purposes of company law, present their annual report together with the audited financial statements of York St John's Students' Union for the period 1 August 2019 to 31 July 2020.

The Trustees confirm that the Annual Report and Financial Statements of the charity comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published in October 2019.

STRUCTURE, GOVERNANCE AND MANAGEMENT

a. Organisational Structure and Decision Making

York St John Students' Union is a Company Limited by Guarantee and not having a Share Capital as defined by the Companies Act 2006. YSJSU registered as a charity in the UK on 1 August 2010. YSJSU is a Students' Union as defined by the Education Act 1994 whose activities are devoted to the educational interests and welfare of its Members.

YSJSU's principal governing document is the Articles of Association, agreed by the members of the Union in a General Meeting and reviewed by YSJSU and York St John University at least every 5 years. Copies of the Articles of Association are available from the offices of YSJSU and via the *Documents* section of our website (www.ysjsu.com). During 2019/2020, YSJSU undertook a review of the Articles of Association and the new governing document was adopted via the Extraordinary General Meeting which took place on 30 September 2020.

The Trustee Board of YSJSU is made up of three Officer Trustees, up to two Student Trustees, and up to five External Trustees. Officer Trustees are elected by a ballot of all members of YSJSU and serve for one academic year. To stand for election as an Officer Trustee, candidates must be full members of YSJSU. Student Trustees and External Trustees are appointed by a selection and interview process led by an Appointments Committee. The Appointments Committee is made up of two student representatives and the President of the Students' Union (as Chair of the Board of Trustees). The Appointments Committee then make appointment recommendations to the full Board for final approval.

The experiences and expertise held by the External Trustees in the areas of law, higher education policy, marketing and strategic planning provides YSJSU with the opportunity to develop and provides risk management and continuity. The Trustee Board structure also includes two elected Student Trustees to improve the voice of students on the board.

Officer Trustees are required to take a sabbatical year away from their studies (or have just finished their final year of study) and are remunerated by YSJSU during this period. Officer Trustees are in post for one year and may stand for re-election for one year (maximum of two years in total). Student Trustees may remain in office for a term of two years and External Trustees for three years. Both can serve a maximum of two consecutive terms, although for Student Trustees this is if they remain a student at York St John University for the duration of this time. The Officer Trustees undergo a formal process of induction and training on taking up their post. This is organised by the permanent staff of YSJSU and utilises external training providers as well as the National Union of Students (NUS) and staff from York St John University.

Responsibility is cascaded from the Trustee Board and committee structure of YSJSU to the Chief Executive Officer and staff team of YSJSU and documented via the organisations' Scheme of Delegated Authority' document. YSJSU employs a team of full-time staff to ensure effective

management of its many activities and to implement the policy decisions made by the Trustees and/or Student Executive Council. The Scheme of Delegated Authority document outlines clear levels of responsibility for areas of decision making and delegates authority for the day to day operational management and decision making of the organisation to the Chief Executive Officer and staff team of YJSU.

The Trustee Board delegates responsibility to four sub-committees: Finance, Audit and Risk; Health and Safety; People and Culture; and Service Development to ensure effective governance and decision making.

The Student Council is made up of fourteen elected part time officers and the Officer Trustees who meet monthly to receive and discuss reports including financial information, discuss policy issues and receive information from staff as required. The Council meets at least four times per year.

When reviewing our objectives and planning activities, YJSU has given due consideration to the Charity Commission's general and relevant supplementary guidance on public benefit, this is assessed in further detail on page 10 of this document.

b. Relationship with York St John University

The Students' Union receives a block grant from the University and by means of a formal lease, occupies a building owned by the University. This support is intrinsic to the relationship between the University and YJSU. Although YJSU engages in various trading activities, it has financial dependence on the University for resourcing its charitable activities. There is no reason to believe that financial support will not continue for the foreseeable future and the Students' Union and University have reviewed the Memorandum of Understanding throughout 2019/20, which articulates agreement to continue to pay YJSU a Subvention in line with annual financial planning frameworks and support the Students' Union with the SUSS pension deficit. A ten-year lease agreement was confirmed in 2018 with donation from the university (no cash charge) regarding lease and utilities fees, which will be renegotiated after this period.

The Education Act 1994 requires that the University is notified of any changes in the governance of YJSU. YJSU and York St John University have a well-established relationship that involves both formal committees and informal meetings where issues are discussed and ideas for future work formulated. The formal structures include regular reports on the activities, management and financial situation of YJSU. The President of YJSU is a member of York St John University's Board of Governors and the SU President and Chief Executive Officer have monthly one to one meetings with the Vice-Chancellor and University Secretary. The YJSU Officer Trustees and the Executive Team of the University meet monthly.

c. Risk Management

A comprehensive risk management process is in operation by YJSU to ensure that appropriate steps are taken to manage and mitigate governance, external, operational, legal/ regulatory and financial risks. This is overseen and monitored by the Finance, Audit and Risk Committee (regarding financial risk), Health and Safety Committee (regarding safety and health risk) and People and Culture (regarding HR related risk) on behalf of the Trustee Board.

The process includes the identification of the risks that YJSU may face, evaluating the potential impact and likelihood of occurrence, taking consideration to YJSU's risk appetite and identifying means whereby the risks can be mitigated and managed.

A formal Risk Register has been established and is reviewed at meetings of the Trustee Board with the latest version approved in October 2020. The Risk Register currently highlights the following as major risks to YSJSU:

- Digital/cyber security
- GDPR compliance
- The event of a decrease in university grant (Subvention)
- The event of a decrease in commercial income
- Pension scheme deficit liabilities increasing quicker than the agreed recovery plan
- COVID-19: Health, safety and effects on business continuity.

Major Incident Plans are also in place in partnership with York St John University to aid response and recovery regarding any major incident the organisation might face. These plans are regularly reviewed, and the CEO is a member of the university's Major Incident Team. YSJSU has a Major Incident and Business Continuity Plan in place that has been tested by the staff team via desk top exercises and is reviewed by the Finance, Audit and Risk Committee (at least) annually. YSJSU created a COVID-19 specific Major Incident and Business Continuity Plan in February 2020 that ensured that the organisation was prepared for lockdown in March 2020. The plan enabled the organisation to ready staff and trustees for online/virtual operations and communications to students regarding service delivery during the pandemic.

YSJSU has created a GDPR Action Plan to ensure that policy and procedure regarding data is managed and maintained. The progress of the GDPR Action Plan and policies relating to data are drafted and then consulted on by the University's data compliance expert and are monitored by the People and Culture and Service Development Committees.

YSJSU is undertaking a review of the NUS' Good Governance Code (amended from the Charity Governance Code for Students' Unions) and has created and implemented an action plan to develop the organisation governance processes and effectiveness. YSJSU aim to complete work on the action plan by the end of 2020/21.

Appropriate financial systems and procedures have been established to manage the identified risks documented within the Risk Register. Budgetary and accounting risks are minimised by the implementation of robust procedures as documented in the organisational Finance Manual. Monthly Management Accounts are produced to enable control of departmental and organisational budgets, which are then scrutinised by the Finance, Audit and Risk Committee. Due to the pandemic and the possible effects on income generation during 2020/21, the Finance, Audit and Risk Committee will scrutinise the annual budget more regularly and make recommendations to the Trustee Board accordingly.

STRATEGY AND OBJECTIVES

2019/20 was the final year of the 2017/20 Strategic Plan. During 2019/20, YSJSU undertook a consultation with staff, students, University and external stakeholders, gathered three years' worth of data (NSS results, student survey results, employee engagement survey results, etc) to understand trends, ideas and expectations about the direction that the organisation should take over the course of the next strategic period. In July 2020, YSJSU released its new 'Student First' strategy for 2020-24. More information about the 2020-24 strategy can be found in the 'Future Plans' section on page 28 of this report.

a. Strategy, Objectives and Policy during 2019/20

YSJSU's Strategic Plan and Vision and Values Statement encompassed feedback from members about what they required from the Students' Union during 2017-20. The Strategic Plan was launched in August 2017 and 2019/20 was the final year of the three-year plan.

The YSJSU vision for 2017-20 was to:

"Support York St John students to grow, succeed, and have a great time whilst at University"

YSJSU's Values Statement was:

*At all times we expect our staff and activities to be **INCLUSIVE** to all; we will strive to be **REPRESENTATIVE** of the diversity profile of our student members in all our activities.*

*We will be **ENGAGING** with our student members to make sure we are in touch and listening to them to ensure we can be **SUPPORTIVE** throughout their journey at University.*

*Finally, we are **PASSIONATE** about what we do in making a positive impact and will make sure both the Students' Union team and students are having **FUN** and enjoying what we do.*

The Strategic Plan had four key strategic themes. These themes reflected the needs of students. In order to achieve the vision, YSJSU believes that it was important to meet the expectations of members as captured by the four main strategic themes below:

YOUR STUDENT LIFE – Supporting your wellbeing including transition to university, tackling loneliness, financial matters, and promoting positive wellbeing.

YOUR VIEWS – Ensuring there are spaces to allow you to express your views, share your experiences and enable the Students' Union to be an independent advocate for you.

YOUR STUDIES – Ensuring you receive a quality academic experience, have access to any support you may require, and are a partner in your education.

YOUR FUTURE – Supporting you to be prepared for life after graduation and ready for your career or further study, and to become a global citizen and alumni of York St John University.

Performance against the Strategic Plan's Key Performance Indicators for 2019/20 is detailed in the *Overview of Activities and Performance* section on page 12 of this report.

The full YSJSU Strategic Plan 2017 to 2020 can be downloaded from the *Documents* section of our website (www.ysjsu.com)

b. External Affiliations

There are several organisations that YSJSU formally affiliates with during each year. Affiliated bodies are recommended by the staff team based on operational need and agreement is sought via Student Executive Council for the affiliations to be approved by members at the Annual Members and Annual General Meetings. The following were External Affiliated Bodies for 2019/20:

British Universities and Colleges Sport (BUCS)	Badminton England
British American Football Association (BAFA)	England Boxing
Archery GB	Sport Cheer England
Basketball England	England and Wales Cricket Board (ECB)
British Rowing	England Athletics
England Hockey	England Squash
North Riding County Football Association	Swim England
Students' Rugby Football Union	Lawn Tennis Association (LTA)
Yorkshire Federation of Referees Societies	York Minster Engineering League
British Mountaineering Council	North Riding Football League
England Netball	BCA Cheer and Dance
Rugby Football League	Northern Universities Bouldering Series
Volleyball England	Future Cheer
National Union of Students	Legacy Cheer and Dance
NCVO	

c. Public Benefit

YSJSU achieves public benefit via the *advancement of the education* of the students at York St John University by:

- i. promoting the interests and welfare of Students at York St John University during their course of study and representing, supporting and advising Members;
- ii. being the recognised representative channel between Students and York St John University and any other external bodies; and
- iii. providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its Members.

Promoting the interests and welfare of Students at York St John University during their course of study and representing, supporting and advising Members

The Students' Union provides a range of support and advice from individual one to one advice and advocacy for students in person within the SU building, online consultation, and via the website (self-help information and chat-bot). YSJSU coordinates welfare campaigns throughout the year based on health, wellbeing, liberation and student rights, and provides course-based representation via Course Reps, and student collective representation via part time School Chairs and Liberation Officers.

The President of Education and the Student Opportunities Team, work with students facing academic related issues such as academic misconduct or appeals. YSJSU continues to work with the university to provide the best support and advice possible for students who are going through these processes.

Being the recognised representative channel between Students and York St John University and any other external bodies

YSJSU's elected officers attend internal University meetings and external council ward/residents' meetings. At these meetings, representatives are responsible for highlighting student views and achieve positive change for students. In addition to this, YSJSU supports students to act as representatives on their courses, providing lecturers and University management with feedback on how the courses can be improved.

YSJSU hosts student zone meetings, where students can voice opinions and feedback about elements of student life relating to study, activities and well-being. Topics of discussion include academic study, timetabling, food provision, accommodation and sports and societies processes.

Providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its Members

YSJSU has a well-established culture of sporting and recreational engagement. YSJSU has 26 different sports clubs encompassing a various range of activities and interests from Basketball to Cheerleading. Over 1100 students are supported as members of these groups which are led by student volunteers who are supported centrally by YSJSU. The Presidents and committees of these groups are given controlled autonomy to direct and lead activities; gaining real world experience of holding positions of responsibility.

YSJSU provides societies for students including cultural, religious and course related societies. YSJSU engages with the local community to help build links and relationships that are mutually beneficial to the university, local community and beyond.

YSJSU also builds marketing and sponsorship links with local independent businesses, mutually benefiting students and the local economy. YSJSU liaises with the local police and residents to ensure that York remains a safe, pleasant place for students and residents to live and work together.

OVERVIEW OF ACTIVITIES, ACHIEVEMENTS AND PERFORMANCE

During 2019/20, YSJSU had many achievements and developments which are captured below. 2019/20 was also the final year of the 2017-20 strategy, and progress against original strategic KPIs over the past three years is reported.

1/ Strategic Theme 1: Your Student Life

'Your Student Life' aims to support student wellbeing including the transition to university, tackling loneliness, financial matters and promoting positive wellbeing. Key aims of this theme are:

- Helping students settle into university life
- Creating opportunities to meet like-minded people
- Providing activities to support positive mental and physical health

KPIs and progress relating to this theme include:

Aim	2018 Score	2019 Score	2020 Score	Target	Narrative
Annual Survey – "The Students' Union has positively influenced my personal wellbeing"	41%	46%	45%	85%	Score remained consistent throughout 3 years of strategy. Lessons have been learned here about 'realistic' target setting for the next strategy.
Arrivals Week satisfaction survey	80%	84%	83%	85%	SU reviewing how we gain student feedback during 2020/21
Student members of Sports Teams and Societies	28%	33%	28%	40%	University student numbers have increased year on year. Membership numbers have stayed the same, but growth has had an effect on percentages.
Student members of the University Wellbeing Zone	13%	16%	N/A	50%	University Wellbeing Zone discontinued for 2019/20
Implementation of QSU Audit recommendations	8/30	12/30	13/20	Complete	NUS review of QSU during 2019/20 so audit/reassessment postponed.

In relation to this theme, YSJSU has achieved the following:

- Worked closely with the LGBTQ+ Forum within York St John University to celebrate and collaboratively support the work of York Pride and LGBTQ+ groups across the city.
- YSJSU hosted Black History Month in February 2020 which included a celebration of influential people of Black heritage throughout history.
- Delivered the 'Plan Safe, Drink Safe' and 'Don't Drink and Drown' Campaigns to enhance student safety during nights out in York.
- Delivered over 400 hours of activity for students via sports clubs, societies and the WellU programme.
- Delivered the 'Are you Alright Mate' Campaign to aid students to gain mental wellbeing and check in on each other.
- Engaged students in the 'YSJ Get Talking' campaign to help students integrate with and meet each other.
- Launched the 'Be Kind to your Mind' campaign promoting the benefits of self-care and wellbeing.
- Collaborated with the University on the 'Row Britannia' campaign raising money for Sports Relief Charities.
- A York St John Sports and Physical Activity Strategy group was implemented, instigated and lobbied for by the Students' Union.

- During Lockdown, introduced the YSJ Virtual Community – gaining 789 members April to September 2020.
- Introduced the Advice Service Working Group to develop an integrated Advice Service over the course of the next 2-3 years.
- Hosted online Sports Awards and Societies Awards engaging over 400 students.
- Advocated for the early release of students from their accommodation – success with university accommodation and private halls providers.
- Lobbied York City Council to put pressure on private landlords for the early release of students from housing contracts, or the easing of action taken against students should they not pay the rent on time during Lockdown. York City Council advised of extra measures put in place to protect tenants during the pandemic.
- Hosted Postgrad and Mature student Coffee Lounges
- Hosted a Register to Vote Campaign with York Council – the year that (nationally) the most students voted.

During 2019/20, students commented that:

“By having the opportunity to be part of a club it has widened my friendships and created a sense of belonging within the uni”

“Specifically, first year, joining WellU was great as I met quite a few new people and participating in sports through this was beneficial to my overall well-being”

“Going to events, going and being in the space and being a part of a society has helped me make so many friends and memories”

2/ Strategic Theme 2: Your Views

‘Your Views’ aims to ensure that there are spaces to allow students to express views, share experiences and enable the Students’ Union to be an independent advocate for you. The key aims of this theme are:

- Representing the views of students to the university
- Driving positive change to continually improve your student experience

KPIs and progress relating to this theme include:

Aim	2018 Score	2019 Score	2020 Score	Target	Narrative
Annual Survey – “The Students’ Union has positively impacted on my student experience”	60%	63%	57%	85%	Score remained reasonably consistent over past 3 years. Lessons have been learned here about ‘realistic’ target setting for the next strategy.
Annual Survey – “Are you a Member of the Students’ Union”	62%	59%	54%	80%	Score remained reasonably consistent over past 3 years. Lessons have been learned here about ‘realistic’ target setting for the next strategy.
Attendance at Zone meetings	1%	2%	2%	1%	Achieved
Annual election turnout	35%	37%	27%	45%	Target well above current capacity to achieve. Lessons have been learned here about ‘realistic’ target setting for the next strategy.
Student Representatives receiving training	77%	72%	80%	90%	Review of Course Rep system in 2019/20 academic year resulted in lower number of, but more effective reps,

In relation to this theme, YSJSU has also delivered and achieved the following:

- Pres on Campus – an opportunity for the Presidents to meet and greet students and gain feedback on all aspects of university life. Students commented on accommodation, food on campus and how to improve events and entertainments.
- Focus groups with clubs and societies to further understand the needs of members. Students commented that communication is one of the areas requiring improvement and the Student Opportunities Team will be looking at developing this into 2020/21.
- Feedback gathered via the consultation for Strategy 2020 including focus groups, one to one sessions, and group workshops.
- Social media polls throughout the year, especially relating to the actions of the university regarding COVID-19.
- Feedback via a COVID-19 and wellbeing student survey in July 2020 (over 400 responses).

During 2019/20, students commented that:

“The SU has become a huge part of my uni life - from sports and socs, to work, to being an academic rep, to socialising. An amazing central hub on campus”

“By hosting the Ed Zones, it allows me to know that I'm not necessarily on my own with some thoughts, and that they are indeed open to hearing them and being able to work on what we say”

“Being an academic rep has allowed me to be a part of decisions made which makes me feel like I'm accomplishing something outside of my course”

“As a member of a sports committee, I feel my opinion is listened too and valued which in turn makes me feel valued in the eyes of the SU”

3/ Strategic Theme 3: Your Studies

‘Your Studies’ aims to ensure that students receive a quality academic experience, have access to any support that students may require and are a partner in education. Key aims of this theme are:

- To create mechanisms for students to discuss the academic experience
- Work in partnership with the university to support the delivery of high-quality academic programmes.

KPIs and progress relating to this theme include:

Aim	2018 Score	2019 Score	2020 Score	Target	Narrative
NSS q26 - “The Students’ Union effectively represents students’ academic interests”.	59%	57.57%	63.12%	Top 25%	Increasing satisfaction re: NSS
NSS q21 – “I feel part of a community of staff and students.”	72%	71.62%	75.14%	Top 25%	Increasing satisfaction re: NSS
Annual Survey – “Do you know who your Academic Rep is”	57%	58%	62%	85%	Course Rep Review to be implemented 2020/21
Academic Reps achieving accreditations	8%	16%	60%	75%	Course Rep Review to be implemented 2020/21

In relation to this theme, YSJSU has also delivered and achieved the following:

- Advised and represented students to ensure the 'student safety net' 'No Detriment Policy' was fit for purpose and took many student circumstances into consideration.
- Advocated for student rights relating to the opening of campus in September 2020 including support for shielding or vulnerable students, accommodation policy changes relating to 'get out' clauses.
- Delivered a 'Hidden Course Costs Campaign' resulting to changes being made to university recruitment marketing materials, ensuring more transparent communications about costs whilst at university.
- Advocated and success regarding changes to Extenuating Circumstances policy and procedures.
- Increase in satisfaction with SU related NSS indicators.
- Supported over 45 student cases regarding academic issues (appeals, misconduct, withdrawal).
- Created more Student Study Spaces – 60 hours of additional space each week in the year, and a new dedicated area of the library created and opened for students.
- Advocated for anonymous marking at the institution – now being implemented across the institution.
- Study Stress & Wellbeing Week included focus groups on Study Stress for students.
- Assisted in the creation of the Learning & Teaching Strategy – involvement in shaping some of the strategic objectives such as 'We will strengthen our genuine and extensive partnership with students', including plans to enhance co-curriculum design with students.
- Created more effective partnerships with the university regarding academic representation, including on Academic Board where student representation/membership on the committee has increased from 3 to 6 students.

During 2019/20, students commented that:

"The SU has both helped us so much. We are very grateful for what the SU has done."

"As an academic representative and part of a society committee, being able to go to the SU for support/feedback/influence and help has influence my roles positively, and therefore my personal wellbeing"

4/ Strategic Theme 4: Your Future

'Your Future' aims to support students to be prepared for life after graduation and ready students for their career or further study, to become a global citizen and alumni of York St John University.

Key aims of this theme are:

- Promote opportunities for your personal and professional development
- Support students in becoming global citizens
- Ensure students are ready for work and can achieve their ambitions in life

KPIs and progress relating to this theme include:

Aim	2018 Score	2019 Score	2020 Score	Target	Narrative
Students gaining Students' Union HEAR certifications	2%	2%	15%	15%	Much more effective advertisement and reporting in 2019/20

Annual Survey – “Do you feel positive about life after graduation”	55%	58%	62%	70%	More effective relationship with University Careers Team in 2019/20
Students interacting with University Careers Team	42%	46%	47%	50%	Rising interaction across University
DLHE data for FTUG students entering work or further study	97%	98%	Unknown due to timing	94%	N/A
DLHE data for students entering professional/managerial jobs	65%	69%	Unknown due to timing	75%	N/A

In relation to this theme, YSJSU has also delivered and achieved the following:

- Delivered training to over 100 club and society members.
- 9 Sports Clubs and 1 Society achieved Gold Accreditation.
- Hosted the International Opportunities Fair with the University International Office.
- Hosted the Part Time Opportunities Fair with the University Careers Team.
- 670 student volunteers registered including sports clubs and societies committees and Course Reps.
- 17 online volunteering opportunities offered during Lockdown.
- Hosted online Students' Union Awards held in May 2020 for student volunteers, officers and staff.

During 2019/20, students commented that:

“It has been there as a good extracurricular opportunity while I've been doing my studies.”

“It gives you opportunities to do something else as part of the university, apart from the academic side.”

“I recognise and appreciate all of the hard work done to represent the views of students and feel that this has positively impacted my experience as a YSJ student.”

“Feels like there's always someone you could talk to.”

“I know I can access help and they have provided me with opportunities to push myself out of my comfort zone”

“The SU has provided me with numerous opportunities throughout my three years to gain skills and experiences and these have all been very positive.”

5/ Strategic Enablers

The 2017-2020 strategic plan features five key enablers which aid the organisation in achieving its strategic themes. These include:

- Our People
- Our Partnerships and Collaborations
- Our Digital Presence
- Our Finance and Resources
- Our Governance

KPIs and progress relating to the enablers include:

Aim	2018 Score	2019 Score	2020 Score	Target	Narrative
EES - Overall Employee Engagement score	72%	73%	82%	90%	Increasing satisfaction due to new initiatives introduced during 2019/20
EES – Overall Employee Wellbeing score	73%	77%	87%	90%	Increasing satisfaction due to new initiatives introduced during 2019/20
EES – Overall Learning & Development score	72%	67%	77%	85%	Increasing satisfaction due to new initiatives introduced during 2019/20
Investors in People Accreditation	Silver	Silver	Silver (Amnesty)	Silver	New standard awards differently than old standard. Completing Amnesty Action Plan during 2019/20 – 2020/21
Annual stakeholder (university and external) survey – “YSJSU is a valued partner”	93%	92%	100%	80%	More effective relationship management
Annual university stakeholder survey total respondents	11%	10%	36%	15%	More effective relationship management
Students logging into the Students’ Union website	51%	93%	78%	75%	Increase in engagement
Total Facebook likes	2260	3703	4325	6000	Increase in engagement
Total Twitter Followers	6939	7096	7358	7500	Increase in engagement via marketing
University subvention as a proportion of turnover	46%	52%	43%	40%	2019/20 reduced subvention lower due to University wide cuts
NUS Good Governance Code	Fully Achieved	Fully Achieved	Fully Achieved	Fully Achieved	Fully achieved, however review undertaken 2019/20 – 20/21
Review cycle of People Policies				Every 2 years	On Track

In relation to the strategic Enablers, YSJSU has achieved the following:

- Retained Investors in People accreditation, ensuring that YSJSU has a framework for developing the work experience for staff.
- Undertook a review of Articles of Association in line with the 5-year review cycle, to ensure the governance of YSJSU is fit for purpose.
- Consulted with students and stakeholders about, and created the 2020-24 Strategic Plan.
- Reviewed and agreed a new Memorandum of Understanding, strengthening the relationship between YSJSU and the university.
- Established new Marketing and Communications team, development of a new Marketing, Communications and Brand strategy for the organisation.
- Undertook a full review of the NUS Good Governance Code (adapted for SU’s from the Charity Governance Code) and implemented an action plan for 2020/21 to develop YSJSU’s governance processes and impact.

6/ Key Activities

6.1 Representation

6.1.1 Student Executive Council: Throughout 2019/20 the Student Executive Council met three times, once via Zoom (online) due to the national lockdown. The SEC discusses policy changes via motions submitted by students. 2019/20 saw a record number of motions being proposed at SEC by students who were both SEC and members and those that were not. Below are details of motions that were taken to SEC and passed forming new policy, projects, and campaigns for YSJSU. The motions below have formed ongoing projects and portfolio work moving into 2020/21.

Chaplaincy and Minor Religions: Council mandated the President of Wellbeing and Diversity to explore liaising with the Chaplaincy and Spiritual Care Team to host more events for students and staff of minor religious groups.

Timetabling: Council mandated the President of Education to continue to explore timetabling issues, concerns, and possible solutions.

Wellbeing Provisions and Services: (1) Council mandated the President of Wellbeing and Diversity to work with the Wellbeing Team and the Students' Union to explore introducing a mental health buddy system.

(2) Council mandated the President of Wellbeing and Diversity to work with the Wellbeing Team to explore improving wellbeing staff and service visibility, including practical support.

(3) Council mandated the President of Wellbeing and Diversity to work with the Wellbeing Team to explore the possibility of more drop-in sessions to be made available.

Weekend Wellbeing: Council mandated the President of Wellbeing and Diversity to work with the Students' Union to explore the introduction of wellbeing-related activities at weekends.

Residents Security: Council mandated the President of Wellbeing and Diversity to work with the Students' Union and Accommodation Team to explore safety measures for accommodation sites.

Food and Catering Outlets: (1) Council mandated the President of Wellbeing and Diversity to work with the Estates Team to introduce more gluten- and allergen-free meal options and increased healthier meal options.

(2) Council mandated the President of Wellbeing and Diversity to work with the Estates Team to introduce cultural food celebration days.

(3) Council mandated the President of Wellbeing and Diversity to work with the Estates Team to explore the ability for students to pay for catering via their Aspire cards.

(4) Council mandated the President of Wellbeing and Diversity to work with the Estates Team to explore alternate timings for meals.

Hidden Course Costs: The Student Union was mandated to lobby the university against hidden course costs and ensure we do not pay for costs we are never told about.

Parents and Carers: Council mandated the Students' Union to lobby the University to explore an arrangement with nurseries or creches so that the children of students could be looked after whilst they are studying.

IHRA Definition of Anti-Semitism: Council mandated the Students' Union to follow in the footsteps of the University and adopt the International Holocaust Remembrance Alliance (IHRA) Definition of Antisemitism and help build a more inclusive and safer environment.

Signposting provisions: Council mandated the President of Wellbeing and Diversity and the Students' Union to continue the work during 19/20 in lobbying for better signposting provisions at the University, and communications between the SID desk, other University departments such as SAU, SID (finance, wellbeing, accommodation, careers etc) and the SU Information Point.

Support for Research Students: The President of Education and Postgraduate & Mature Officer were mandated to work with the University to provide more support for research students, and to lobby the University for potential remuneration for research students.

Remote Learning: The President of Education and Disabilities Officer were mandated to work with the University to commit to continuing to use online/remote learning where possible.

University Careers Guidance: The President of the Students' Union and President of Education were mandated to work with the University to implement mandatory careers guidance to be implemented into every course, preferably in the second semester of second year, as then individuals have more time to decide options before the stress of third year creeps in.

London Support Services: The Students' Union and Sabbatical Officers to lobby for better support services for students at the London Campus.

Private Accommodation Advice: The Students' Union and President of Wellbeing and Diversity work with the University and City of York Council to improve support for students in private housing; and lobby for an advice service of some kind, either with the University or the Students' Union, so that students are not left without any housing advice or support after leaving University-managed accommodation.

London Rep: The Students' Union introduces a Part-time Officer for the London Campus.

Part-time Women's Officer: The Students' Union introduces a Part-time Women's Officer.

6.1.2 Zones: 2019/20 saw engagement with the 'Zones' reaching 2% of the student population. Zones sought to engage feedback on matters relating to academic study, student living (housing/accommodation) and student activities. As a result of the Zones, accommodation costs were capped, changes were made to catering on campus and accreditation for student groups has had an overhaul for implementation in 2020/21.

6.1.3 Representation on University Committees: The Officer Team, along with the 14 members of the Student Council represented all students at YSJ via attending over 40 university committees and groups. These include Board of Governors, Teaching and Learning Committee, Academic Board, Planning and Finance Committee. Students' Union representatives are also members of various working groups throughout the university. The Students' Union representatives ensure that all decisions made at all levels of the university are for the benefit of students.

6.2 Campaigns

Throughout 2019/20, YSJSU have run several highly successful campaigns promoting health, well-being, and raising awareness of student rights. Welfare related campaigns included 'Plan Safe, Drink Safe, Home Safe', 'Don't Drink and Drown', 'Housing Fair and House Hunting'. The President of Education coordinated the 'Hidden Course Costs' campaign that investigated and then lobbied the university to provide more transparent information about the cost of education including course materials, specialist kit/equipment and/or 'mandatory' trips.

The SU President ran a 'YSJ Get Talking' campaign to combat loneliness and poor mental health, which saw over 100 students attend a speed-dating event. YSJSU also took part in city wide campaigns such as action on climate change and partnering with York University Students' Union to lobby local government regarding housing costs for students returning to their family home due to the national lockdown.

6.3 Partnerships

York St John Students' Union continues to collaborate with organisations within the City of York to improve experiences for our students. YSJSU continue to be active collaborators with the Student Services Department on the delivery of campaigns and volunteering opportunities, and we have continued to forge very strong relationships with the Careers and Employability Department. The YSJSU volunteering programme is heavily focused on community volunteering; giving back to residents within the city and working with York City Council to ensure that students can support local and national charities.

6.4 Student Sport

Although it was not the end of the season which the Students' Union or the clubs were expecting; unfortunately culminating in the early end to the BUCS season and the cancellation of what would have been our third varsity vs Leeds Trinity. There is however a lot of success from sport this academic year which York St John Students' Union can be proud of.

In 2019/20 there were 1135 memberships across the 24 different sports clubs. This included 204 students in committee positions. There was one new sport formed this year which was eSports. Although ratified towards the end of the academic year, the club has already started engaging a membership base and ran competitions and events.

BUCS

Unfortunately, as a result of the cancellations to the conclusion of many league and cup competitions as well as BUCS individual events, BUCS took the decision to void the overall BUCS points table for 19/20. However, there were some great successes that York St John Students' Union can be extremely proud of.

Team Highlights

Rugby League Men's 1sts

It was a successful first season in BUCS for Rugby League Men's 1sts who were top of Northern 2B prior to the early end of the season. They won 7 of their 8 games. They also reached the Northern Conference Cup semi-final.

Women's Football 1sts

Women's Football 1sts were first in Northern 3B prior to the early end of the season. They won 8 of their 10 league games only losing once.

Men's Football 1sts

A successful year for men's football 1sts who finished 2nd in their league narrowly missing out on promotion after a 7-game undefeated run in the league.

Men's Football 5ths

York St John 5th team finished top of Northern 6B winning 8 of 10 games.

Men's Futsal 1sts

Men's Futsal 1sts enjoyed a fantastic run to the Northern Conference Cup reaching the semi-final. This culminated in a dramatic 15-13 extra time loss to Teesside.

Women's Futsal 1sts

Women's Futsal 1sts also enjoyed a cup run to the Northern Conference Cup semi-finals.

Hockey Men's 1sts

Men's Hockey 1sts were placed second in their league (Northern Tier 5) prior to the early end of the season but with a game in hand. Had the abandoned game vs Bradford been able to be replayed, the club would have been promoted.

Individual highlights

YSJSU entered many students into individual BUCS competition with great success. One student was crowned champion in the Indoors Women's 60m ambulant at the BUCS Nationals, and one student finished runner up at BUCS Boxing in the super heavyweight division. YSJSU also saw one student gain 3rd place in the BUCS Rifle Short Range competition.

Non-BUCS Sports achievements

Dance

It was another successful year for the Dance competition team who finished the year with 29 trophies from 5 competitions. This included 11 1st place team trophies and 2 best individual female trophies for the competition captain.

Local Football

York St John Men's Football were 1st in the York Minster Engineering League with three games to go prior to the early end of the season. York St John Ladies Football were 4th in the North Riding league prior to the early end of the season.

Varsity

The year began with York St John's annual pre-season varsity vs Sunderland – Clash of the Minsters. The competition was played this year in York and kicked off a successful season with YSJ's 7th victory in a row. There were 19 fixtures played in 8 sports. York St John won 14 fixtures to Sunderland's 4 (one drawn).

Unfortunately, this year's varsity vs Leeds Trinity, which would have been its 3rd year, was cancelled due to the Coronavirus at the beginning of lockdown.

End of year awards winners

The following clubs and individuals were awarded the following awards at the Students' Union's end of year sports awards. Congratulations to all the winners.

- Most Improved Team – American Football Mixed 1st
- Most Improved Club – Basketball
- Coach of the year – Mel Duncan (Netball)
- Club Officer of the year – Daniel Hoddinott, Basketball
- Committee of the year – Boat club
- Sports Personality of the year – Joshua Glen (Badminton)
- Outstanding Contribution to sport and activity – Harry Jinks and Sophie Wood
- Outstanding Achievement of the year – Amy Carr, Athletics
- Team of the year – Women's Football 1st
- Club of the year – Dance

Accreditation

The following clubs were awarded the accreditation awards at the annual Students' Union awards:

Gold	<ul style="list-style-type: none"> • Badminton • Boat Club • Cheerleading • Dance • Hockey • Men's Football and Futsal • Men's Rugby Union • Running • Swimming
Silver	<ul style="list-style-type: none"> • Boxing • Cricket • Ladies Football • Netball • Rugby League • Tennis • Women's Rugby • Basketball
Bronze	<ul style="list-style-type: none"> • Muay Thai • Snowsports

Sports Kit Tender and Award for 2020/21

The Students' Union undertook a tender for the provision of Sports Kit for the student clubs 2020-2023. After a very well contested tender process and interviews, Player Layer were awarded the contract and the Students' Union is looking forward to working with the company over the next three years.

6.4 Student Societies

YSJSU provides members with a wide range of activities via academic, cultural, and social societies. Student-led societies have led their own volunteering initiatives, fundraised for charity via Raising and Giving, and most importantly, provided excellent activities to enhance the student experience. Below are some highlights of the 2019/20 year:

Drama Society: The Drama Society won this year's (2019-2020) 'Society of the Year' Award after their relentless efforts to professionalise the society, take their work into the local community and have the society be an inclusive and welcoming environment for all. As one member stated: "it isn't just a society, it's a family". They performed their first showcase of the year at 'Theatre@41' Monkgate and donated a percentage of the profits made to 'Survive', Survive is a York-based charity providing support to women and men who have survived child sexual abuse, rape or sexual assault.

Japanese Society: The Japanese Society travelled to Manchester to attend the Doki Doki Festival, which celebrated both traditional and modern Japanese culture. The festival explored everything from art, language, food, and historical traditions. The Society came back from this trip feeling immersed in the culture, feeling like they bonded greater as student group which had a very positive impact on their weekly meetings. Their weekly meetings involve learning the Japanese language, eating Japanese cuisine and engaging with films, tv shows and literature.

Musical Production Society: It has been another great year for the Musical Production Society; brilliant showcases, 'Committee of the Year' winners at this year's Society awards and brilliant fundraising efforts for local charities. Their fundraising efforts from their film night and show case saw them raise over £400 for local charity Accessible Arts and Media. They also hosted a very successful 'Snowball' in collaboration with the Badminton Club, where they raised over £1000 for 'Children with Cancer UK'. Unfortunately, due to COVID, their annual performance at

the Joseph Rowntree Theatre was unable to go ahead, but they have secured their booking for May 2021 and the new show will be revealed soon. An exciting year lies ahead.

Christian Union: The CU hosted a residential weekend away for society members at the beginning of the academic year where they undertook an array of fun activities to bond as a team as well as talks and workshops with the local church. They hosted a week-long conference called 'Home' whereby speakers who shared their faith, from different sectors within the UK came to share their experience of life with Christianity. All sessions were very well attended, and they utilised our partnership with Dominos as a treat for their last session. They worked in partnership with their counterparts at YUSU to host Carols at the Minister again this academic year for the fourth year running which was a delight to be a part of. The SU have been working very closely with the CU as we go into the next academic year, having already assisted them in hosting their first virtual meet up via the platform Zoom.

Singing Society: Singing Society are always the first to throw their support behind campaigns ran by the Sabbatical Officers. They donated their time to the President of Wellbeing and Diversity's 'Be Kind to Your Mind' and the President of Education's 'Hidden Course Costs' campaigns. They were also very active within Student Volunteering Week. Singing Society have collaborated with several societies this year, one of which being the Christian Union, where they realised their talents and performed at their 'Home' conference. They also took to the streets of York busking, full of Christmas cheer. Their fun and energetic performance saw them raise over £400 for their chosen charity Centrepont who support those who are homeless.

Linguistics Society: The Linguistics Society work very closely with both the Students' Union and their course team to establish a student-led group that offers exciting and innovative ways to support not only students on their course, but all of those with a key interest in language and linguistics, regularly hosting events with key speaker. They have run some very successful campaigns in partnership with York Mind and Lush to raise awareness around mental health and promote healthy mental wellbeing. They have volunteered a lot of their time this year with different volunteering opportunities provided by the Students' Union.

6.5 Commercial Activities

The Students' Union commercial services (Bar, merchandise) continued to be successful and during 2019/20 the team began scoping out a loyalty scheme for 2020/21. During 2019/20, the Students' Union undertook market research to understand customer need and competitor offer, with a view to the creation of an organisational commercial strategy and business plan for the provision of a full food service for students in 2020/21.

6.6 Impact of Lockdown and COVID-19

From February 2020, the Students' Union watched the unfolding pandemic closely and developed a bespoke Business Continuity Plan to ensure the effective transition of activities to online platforms, and from the end of February 2020, staff began to work from home on a rota basis.

The Union suspended its commercial activities on Tuesday 17 March 2020, and closed the building, whilst introducing full time home working for all staff on Friday 20 March 2020. The Students' Union paid its student staff for their scheduled shifts until the end of March 2020, and then entered student (term-time) staff into the Government's Job Retention Scheme for April and May 2020. The Students' Union furloughed a small group of full-time staff who undertake front-line roles between June and July 2020. The Students' Union halted unessential spend throughout the organisation, resulting in a positive variance compared to budget of £67k.

Moving into 2020/21, the Students' Union has adopted a blended approach to providing services and activities for students including hosting online society meet ups, activities and socials, and the delivery of advice and support via online platforms. All team, Trustee Board and subcommittees are to be hosted online for the 2020/21 academic year. The Bar and Infopoint (reception) have reopened on reduced hours. Sport has begun again under the guidance from National Governing Bodies and the Government.

The Union is in discussion with York St John University, from whom it receives a significant proportion of its core funding, to understand the likely financial impact of the ongoing situation on income and how this might impact upon the future support available to the Students' Union.

FINANCIAL REVIEW

York St John Students' Union's gross income from all sources including our revenue generating commercial services this year totalled £1,103,612 (2019: £1,234,747). Total expenditure of £1,043,944 (2019: £1,217,684) was used to resource services, activities and staffing, resulting in a positive movement of £59,668 (2019: £17,063). Actuarial adjustments to the defined benefit pension scheme of £159,593 (2019: £1,003) resulted in a deficit of £99,925 (2019: surplus £16,060) in the year.

The Trustees have been aware for some time that with the introduction of FRS102, YSJSU's share of the pension liability for the Students' Union Superannuation Scheme (SUSS) would need to be recognised in our accounts. This has resulted in an overall deficit position for YSJSU of (£464,198) (2019: £364,273). As this deficit relates to the pension scheme liability and was expected, the Trustees are comfortable with the situation.

Unrestricted funds excluding the pension funding deficit liability stands at £225,979 (2019: £179,440), the pension scheme reserve deficit stands at £690,177 (2019: £543,713) and restricted reserves stands at £0 (2019: £0).

The pension scheme liability of £690,177 (2019: £543,713) is a projected long-term liability and does not represent an immediate cash liability to YSJSU. The immediate cash liability of the pension deficit being the agreed payments due in 2020/21, which equate to £38,632 (2019: £36,790). These contributions are wholly funded by the Subvention (Block Grant) from the university and as such, even though the pension scheme liability results in our balance sheet showing a deficit in funds, this is not an indicator of any issues in YSJSU being able to meet its cash obligations in the foreseeable future. The University and Students' Union reviewed the Memorandum of Understanding during 2019/2020 and agreed the following:

'The University agrees to support the Students' Union to mitigate any major liabilities, including the Students' Union Superannuation Scheme (SUSS) ongoing liability'. MoU 2020

Reserves Policy

York St John Students' Union established its first formal Reserves Policy in November 2009 outlining that, whilst as a membership organisation we feel it is important that the money we make is returned to our membership through services, it is prudent to ensure that we hold a level of reserves.

At the review of this policy in September 2019, it was noted that given the multifaceted and intricate nature of the services, activities, projects and events delivered by the Students' Union the Senior Management Team of the Students' Union has recommended to the Trustees that the following areas be considered when identifying the level of reserves necessary:

- i. **Wind up of activities** – It is possible, though highly unlikely that the Students' Union may need to cease operating. If this were to happen then a level of funds would need to be available to allow HMRC, legal costs, staff redundancy, and creditors to be compensated appropriately.
- ii. **Trading income collapse** – Given the variety of trading activities there is always a risk that they may not perform as anticipated; it would therefore be wise to hold buffer funds to compensate for this if the situation occurs.
- iii. **Summer period** – Through the summer period (June to August inclusive) the Students' Union trading activities diminish significantly; short term funds are therefore required to

ensure a positive cash flow and then stock purchases ahead of all activities fully reopening in September.

iv. **Medium term business continuity** – An allowance should be held to enable the Students' Union to fund a short period of temporary relocation (three months), should the current Students' Union building not be serviceable for whatever reason.

v. **Future projects** – There are activities and projects that the Students' Union may wish to invest in in the future, be these commercial diversification, further expansion of sports and activities projects, or seeking research/consultancy advice; and so funds should be available to do this.

The table below shows the levels of funds recommended to be able to provide security against the aforementioned areas.

i	Wind up of activities	£160,000
ii	Trading income collapse	£50,000
iii	Summer period	£100,000
iv	Medium term business continuity	£10,000
v	Future projects	£50,000

The total funds that have been identified are £370,000. However, there would not be a situation when all funds would be required simultaneously. For example, if in the event of occurrence 'i - wind up of activities' then other funds would not be required as the Students' Union would no longer be operating. Alternatively, there may be a situation when occurrences 'ii' to 'v' inclusive occur and so a total of all the funds may need to be drawn upon.

This therefore identifies that there is a minimum and maximum level of reserves that the Students' Union should always retain, as follows:

Minimum level of reserves:	£160,000
Maximum level of reserves:	£260,000

The Students' Union Trustee Board therefore seek to achieve the minimum level and aspire to hold the maximum level.

As of 31st July 2020, free reserves after excluding the pension funding deficit liability totalled £225,979 (2019: £179,440).

Future Funding

York St John University have confirmed via the University's Finance and Capital Development Committee that the Block Grant for 2020/21 will be £458,000 (2019/20: £471,000). The University has previously confirmed in writing that the Students' Union can expect to receive funding from the university in the region of £450,000 per year.

Going Concern

The Trustees confirm that the Students' Union has sufficient funds to meet its ongoing annual obligations. The Block Grant for 2020-21 has been confirmed at £458,000 and the commercial activities are expected to generate funds (2020/21 budget from February 2021).

York St John University has agreed to continue to provide financial support to YSJSU in future years to ensure that it has sufficient funds to continue to operate effectively for the foreseeable

future. The University and Students' Union reviewed the Memorandum of Understanding during the 2019/20 year and it was agreed:

1. *The University shall, subject to the terms of this Memorandum, pay to the Union the Subvention (Block Grant) approved by the Governing Body's Finance and Capital Development Committee as a contribution to the annual budget of the Union. The Subvention will be paid to the Union to support activity relating to the Union's core charitable objectives, including but not limited to representation, advice, support and advocacy, democratic activities, and student social and professional enhancement.*
2. *The Subvention will be agreed in line with the University planning cycle and following consideration by the University of the Union's annual planning documents.*
3. *The University agrees to support the Students' Union to mitigate any major liabilities, including the Students' Union Superannuation Scheme (SUSS) ongoing liability. (MoU 2020)*

Although the COVID-19 pandemic has posed many challenges for the HE sector, York St John University continues to recruit on target. York St John University has a low recruitment of international students compared to other institutions, meaning the risk of international recruitment decline due to the pandemic is not a high risk to the university, and domestic recruitment continues to be successful and on target for 2020/21.

Throughout the uncertainty surrounding issues relating to the COVID-19 pandemic, the university Vice Chancellor has had a clear strategy to continue student learning and activity via a 'blended approach to student life'. This includes hosting larger lectures and academic groups digitally/via online means, as well as ensuring on-campus activity continues through the hosting of physical seminars and workshops, the provision of on-campus services and access to academic resources (library). Although this may result in a lower footfall on campus compared to previous years, the Students' Union is confident that it is able to continue to deliver core activities via blended approaches and using innovation and changes to commercial service provision to ensure the continuation of non-subvention income, much of this detailed in the 'Future Plans' section on page 28.

Funds held as Custodian Trustee on Behalf of Others

The Students' Union actively encourages the activities of clubs and societies to be organised by the students themselves. To be recognised, a club or society must comply with the objectives of the Students' Union and follow administrative rules set up to protect the interests of its members and the Students' Union. As well as direct financial support, clubs and societies are encouraged to collect and spend their own money for activities. Sums collected in this way are kept for safekeeping by the Students' Union. On 31st July 2020, £52,604 (2019: £37,065) was being held under this arrangement, which is included in Note 19, of the Statement of Financial Accounts within this document. This amount is identified as belonging to the members of the clubs and societies and not the Students' Union.

The Students' Union also provides safe custody for unspent 'Raise and Give' monies. On 31st July 2020, the amount held was £0 (2019: £26), which is included in Note 19, Other creditors, of the Statement of Financial Accounts within this document.

Pay Policy for Senior Staff

The Board of Trustees consider the Officer Trustees and the Management Team to be the key management personnel of YJSU; in charge of directing and controlling, running and operating the Union on a day to day basis. All External Trustees and Student Trustees give of their time

freely and did not receive remuneration in the year. Officer Trustees received an annual salary of £21,264 (including on costs) for their work as Full-time Elected Officers. Details of Trustees' expenses are disclosed in note 12 of the Statement of Financial Accounts.

The Managers are appraised annually by the Chief Executive Officer and receive an incremental uplift if they have successfully achieved their objectives for the year. Managers who have reached the top of their grade do not receive any further incremental uplifts.

The current Chief Executive came into post full time on 28 January 2019 and is the most senior member of the York St John Students' Union staff team. The Chief Executive is contractually line managed by the SU President and Deputy Chair of the Trustee Board on behalf of the Trustee Board.

The Chief Executive meets formally and informally with the SU President and Deputy Chair of the Trustee Board to provide an update on productivity, priorities and objective delivery; the SU President and Deputy Chair of the Trustee Board then communicate as necessary regarding the performance of the Chief Executive with the full Trustee Board. To ensure that formal appraisals are carried out and that the Chief Executive is properly supported, formal appraisal meetings should take place every six months as follows:

Yearly Appraisal (June)	6-month Review (January)
<p>To include:</p> <ul style="list-style-type: none"> ▪ Report from Chief Executive ▪ Feedback from the Sabbatical Trustees and staff team gathered by the President ▪ 360-degree feedback survey conducted by an external agency <p>Conducted by:</p> <ul style="list-style-type: none"> ▪ Current and Incoming Presidents and Deputy Chair of Trustee Board 	<p>To include:</p> <ul style="list-style-type: none"> ▪ Review of Appraisal Report and meeting record from June meeting ▪ Feedback from the Sabbatical Trustees and staff team gathered by the President <p>Conducted by:</p> <ul style="list-style-type: none"> ▪ Current President and Deputy Chair of Trustee Board

The June yearly appraisal is also the opportunity for the President(s) and Deputy Chair(s) of the Trustee Board to agree whether an incremental salary increase should be given, and their decisions are documented and then noted by the Board of Trustees.

FUTURE PLANS

2020/21 is an exciting time for York St John Students' Union as the strategic plan 2020/21 is implemented. It marks a new era for the Students' Union that is operating in very different world than previously experienced.

Strategic Plan 2020-24:

The 1 August 2020 marked the implementation of the new strategic plan putting 'students first' and highlights new priorities, vision, and values for the organisation. The Students' Union are now working towards the following:

MISSION

We aim to empower students at York St John University to challenge and change the world around us.

VISION

By 2024, York St John Students' Union will play a major part in the life and transformation of students by being the central hub of social activity, representation, and opportunity.

VALUES

INCLUSIVE Provide activities and spaces that make students feel that they belong.

TRANSFORMATIVE Ensure that the Students' Union provides opportunities and experiences that positively change lives.

CHALLENGING Constantly critique and question what we and our partners do to ensure that we are always striving to act in the best interests of students.

EMPOWERING Equip students with the skills, opportunities, and experiences to enable their success.

FUN Make student life at York St John University enjoyable and rewarding.

OUR PRIORITIES

Provide independent advice services that help students to stay and enjoy life at university.

Offer spaces and opportunities to enhance belonging and student communities.

Engage with the university, city and wider community to ensure that students get the best experience - on campus and beyond.

Be recognised as a change-making organisation.

Provide activities and opportunities that aid students to gain employability skills and become active citizens.

OUR ENABLERS

Utilisation of Spaces

Communication, Insight and Analysis

People and Relationships

Governance, Finance and Risk Management

Ethics and Environmental Sustainability

OUR PROJECTS

Beyond a 9-5 Campus

Advice, Support and Advocacy

Students as Partners

Digital Transformation

OUR MEASURES OF SUCCESS (KPIs)

80% satisfaction regarding questions 21 and 25 in the NSS

60% of income from non-subvention means

70% of student body engaging with the Students' Union

85% staff satisfaction

National recognition for being an effective and impactful Students' Union

Student Sport and Physical Activity Strategy

During 2020/2021, YSJSU will continue to lead on the creation of a university wide Sport and Physical Activity Strategy. 2019/20 saw the bringing together of all key partners in sport to create a holistic university wide vision and plan for sport, and during 2020/21, the strategy group plan to finalise the plan ready for implementation in 2021. The creation of the strategy aids the achievement of the priorities/KPIs:

Provide activities and opportunities that aid students to gain employability skills and become active citizens

Offer spaces and opportunities to enhance belonging and student communities

Engage with the university, city and wider community to ensure that students get the best experience - on campus and beyond

Beyond 9-5 Campus

80% satisfaction (NSS)

70% engagement with SU

Investors in People Accreditation

YSJSU will undergo assessment for accreditation to the Investors in People Quality Mark in October 2020 in the hope of achieving full 'Established' standard. The Trustee Board made the decision to take 'amnesty' after the last assessment in October 2019 and have worked on completing an action plan ready for reassessment in October 2020. The achievement and engagement with IIP aid the achievement of the priorities/KPIs:

Be recognised as a change-making organisation

People and Relationships

85% Staff Satisfaction

Marketing Projects

The Marketing and Communications Team developed a new look logo and accompanying brand guidelines during 2019/20 to complement the launch of the new strategic plan. Next priorities for the team include undertaking a market research project to understand the student body so that the Students' Union can provide more effective activities, services, and representation. Brand identity/recognition is another project that the team will begin in 2020/21, with the aim of every student recognising, understanding, and buying in to the organisation's values, mission, and vision. These projects will aid the achievement of the priorities and KPIs:

Beyond 9-5 Campus

Digital Transformation

Communication, Insight and Analysis

80% satisfaction (NSS)

70% engagement with SU

National recognition for being an effective and impactful Students' Union

Commercial Diversification

During 2020/21, the Operations and Business Development Manager and CEO will be creating a new vision for commercial services via a commercial strategy. This strategy will include detail about commercial diversification within the organisation including the digitalisation of products (online sales), a new concept for food and drink, student (customer) loyalty programme and event portfolio. Business plans are to be formulated to support each area of development. The creation of a commercial strategy supports working towards the achievement of the priorities and KPIs:

Beyond 9-5 Campus

Governance, Finance and Risk

Utilisation of Spaces

Ethics and Environmental Sustainability

60% of income from non-subvention means'

Offer spaces and opportunities to enhance belonging and student communities

Digital Transformation

Advice Service Development

One of the main strategic priorities for the Students' Union over the next four years is to develop a holistic advice service for students. Currently, the Students' Union provides students advice on academic matters (such as academic misconduct, appeals and complaints), however, the ambition of the Students' Union is to provide students with advice and support on student life matters such as housing and debt advice and advocacy for those who face university hearings. During 2020/21, the Students' Union will launch a research and benchmarking project to inform scoping for investment into a more holistic advice service. Work undertaken on this will support the achievement of the following priorities and KPIs:

Provide independent advice services that help students to stay and enjoy life at university

Be recognised as a change-making organisation

Beyond 9-5 Campus

Advice, Support and Advocacy

Students as Partners

80% satisfaction (NSS)

70% engagement with SU

National recognition for being an effective and impactful Students' Union

Byelaw Review

After completing a full review of the Articles of Association and Memorandum of Understanding in 2019/20, the Students' Union is undertaking a review of the organisational Byelaws to ensure that they are fit for purpose and are updated in accordance with other governance and policy changes. This review will support the achievement of the following priorities:

Students as Partners

Governance, Finance and Risk Management

RESPONSIBILITIES OF THE TRUSTEES

The Trustees (who are also the directors of York St John Students' Union Limited 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 have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable 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.

The Trustees 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Auditor

The auditor, BHP LLP, have indicated their willingness to continue in office, subject to the approval of the Trustee Board.

Signed by the SU President and Chair of the Trustee Board:



James Andrews
President of the Students' Union
and Chair of the Trustee Board

Independent Auditor's Report to the Members of York St John Students' Union Limited

Opinion

We have audited the financial statements of York St John Students' Union Limited for the year ended 31 July 2020 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the related notes. 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 2020 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 UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

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 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 other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. 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.

Opinions on other matters prescribed by the Companies Act 2006

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

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

Matters on which we are required to report by exception

In the light of the 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 directors' report.

We have nothing to report in respect of the following matters where 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;
- the financial statements are not in agreement with the accounting records and returns;
- certain disclosures of directors' remuneration specified by law are not made;
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the directors' report and take advantage of the small companies exemption from the requirement to prepare a Strategic Report.

Responsibilities of trustees

As explained more fully in the Trustees' Responsibilities Statement set out on page 26 the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the 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. 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's members as a body, for our audit work, for this report, or for the opinions we have formed.



Jane Marshall (Senior statutory auditor)

for and on behalf
BHP LLP
Chartered Accountants
Statutory Auditor
Rievaulx House
1 St Mary's Court
Blossom Street
York
YO24 1AH

Date: 22 December 2020

YORK ST JOHN STUDENTS' UNION LIMITED

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

		Unrestricted funds	Restricted funds	Total funds	Total funds
		2020	2020	2020	2019
	Note	£	£	£	£
Income from:					
Donations and legacies	2	492,230	-	492,230	486,000
Other trading activities	3	83,012	-	83,012	131,653
Investments	5	1,101	-	1,101	1,126
Charitable activities	6	320,377	-	320,377	409,076
Other income	7	206,892	-	206,892	206,892
Total income		<u>1,103,612</u>	<u>-</u>	<u>1,103,612</u>	<u>1,234,747</u>
Expenditure on:					
Raising funds	4	44,601	-	44,601	61,276
Charitable activities	8	999,343	-	999,343	1,156,408
Other Expenditure	11	159,593	-	159,593	1,003
Total expenditure	9	<u>1,203,537</u>	<u>-</u>	<u>1,203,537</u>	<u>1,218,687</u>
Net Income / (expenditure) and movement in funds		<u>(99,925)</u>	<u>-</u>	<u>(99,925)</u>	<u>16,060</u>
Reconciliation of funds:					
Total funds at 1 August 2019		(364,273)	-	(364,273)	(380,333)
Total funds at 31 July 2020		<u>(464,198)</u>	<u>-</u>	<u>(464,198)</u>	<u>(364,273)</u>

All activities relate to continuing operations.

The notes on pages 40 to 56 form part of these financial statements.

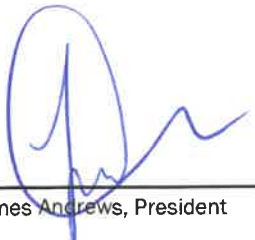
YORK ST JOHN STUDENTS' UNION LIMITED

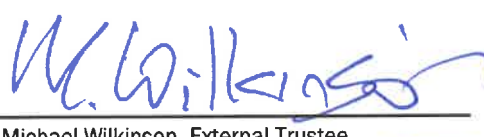
BALANCE SHEET

AS AT 31 JULY 2020

			2020	2019
	Note	£	£	£
Current assets				
Stocks	17	8,277	7,243	
Debtors	18	20,303	4,295	
Cash at bank and in hand		323,582	285,137	
		<u>352,162</u>	<u>296,675</u>	
Creditors: amounts falling due within one year	19	<u>(140,904)</u>	<u>(135,227)</u>	
Net current assets		<u>211,258</u>	<u>161,448</u>	
Total assets less current liabilities		211,258	161,448	
Creditors: amounts falling due after more than one year	20	(675,456)	(525,721)	
Net liabilities	22	<u>(464,198)</u>	<u>(364,273)</u>	
Charity funds				
Restricted funds	21	-	-	
Unrestricted funds	21	(464,198)	(364,273)	
Total funds		<u>(464,198)</u>	<u>(364,273)</u>	

The Financial Statements were approved by the Trustees on 23rd November 2020 and signed for on their behalf, by:


James Andrews, President


Michael Wilkinson, External Trustee

The notes on pages 40 to 56 form part of these financial statements.

YORK ST JOHN STUDENTS' UNION LIMITED

CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 JULY 2020

	Note	2020 £	2019 £
Cash flows from operating activities			
Net cash provided by operating activities:	23	<u>74,133</u>	<u>54,443</u>
Cash flows from investing activities:			
Bank interest received		<u>1,101</u>	<u>1,126</u>
Net cash provided by Investing activities		<u>1,101</u>	<u>1,126</u>
Cash flows from financing activities:			
Repayments of pension deficit		<u>(36,789)</u>	<u>(35,037)</u>
Net cash used In financing activities		<u>(36,789)</u>	<u>(35,037)</u>
Change in cash and cash equivalents in the year		38,445	20,532
Cash and cash equivalents brought forward		285,137	264,605
Cash and cash equivalents carried forward	24	<u>323,582</u>	<u>285,137</u>

1. Accounting policies

1.1. Basis of preparation of financial statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006* and UK Generally Accepted Accounting Practice.

York St John Students' Union Limited 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 financial statements are prepared in sterling which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

1.2. Going concern

Notwithstanding the balance sheet showing net liabilities of £464,198, the Trustees are of the opinion that there are no material going concern uncertainties. This assessment is based upon:

The Union having net current assets of £211,258

The Union having free reserves not including the pension scheme funding deficit liability of £225,979

Only £38,632 of the future pension funding deficit liability of £690,177 being due as a cash obligation to 31 July 2021.

This demonstrates that whilst the pension obligation presents a net liability position on the balance sheet it does not represent a cash obligation that the Union cannot meet through its available free reserves.

The University shall, subject to the terms of this Memorandum, pay to the Union the Subvention (Block Grant) approved by the Governing Body's Finance and Capital Development Committee as a contribution to the annual budget of the Union. The Subvention will be paid to the Union to support activity relating to the Union's core charitable objectives, including but not limited to representation, advice, support and advocacy, democratic activities, and student social and professional enhancement. The Subvention will be agreed in line with the University planning cycle and following consideration by the University of the Union's annual planning documents. The University agrees to support the Students' Union to mitigate any major liabilities, including the Students' Union Superannuation Scheme (SUSS) ongoing liability. (MoU 2020)

In light of this, management forecasts and budgets reflect a deficit for the period to 31 July 2021 with surpluses from 1 August 2021 to 30 November 2021. These have been considered in light of sensitivities around key judgements such as Covid 19 impact, salary costs and we are satisfied these forecasts are achievable.

Therefore the trustees believe it is appropriate to prepare the accounts on the going concern basis.

1.3. Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 3. 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.

1.4. 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 company 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 company 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.

1.5. 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.

Income from the Job Retention Scheme was for the months of May June and July

Donated services or facilities are recognised when the company 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 company 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 company which is the amount the company would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

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

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 classed 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 allocated on the basis of time spent, and depreciation charges allocated on the portion of the assets use.

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

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to their applicable expenditure headings.

1.7. Tangible fixed assets and depreciation

Fixed assets are stated at cost less accumulated depreciation. Assets are capitalised if they cost more than £2,500 and expected to last more than one year

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment.

1.8. Interest receivable

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment.

1.9. Operating leases

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

1.10. Stocks and work in progress

Stocks and work in progress 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.

1.11. Debtors

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

1.12. 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.

1.13. Creditors and provisions

Creditors and provisions are recognised where the company has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

1.14. Financial instruments

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

1.15. Taxation

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

1.16. Pensions

The Union participates in the Students' Union Superannuation Scheme (SUSS), a defined benefit scheme which is externally funded and contracted out of the State Second Pension. The fund is valued at least every three years by a professionally qualified independent actuary with rates of contribution payable being determined by the trustees on advice of the actuary. The scheme operates as a pooled arrangement, with contributions paid at a centrally agreed rate. As a consequence, no share of the underlying assets and liabilities can be attributed to the Union. In these circumstances contributions are accounted for as if the scheme were a defined contribution scheme based on actual contributions paid through the year. The present value of the union's share of the deficit is recognised as a liability in accordance with SORP (FRS 102).

The Union also participates in Aegon and NEST pension schemes, both of which are defined contribution schemes. The assets of the schemes are held separately from those of the Union in independently administered funds. The pension charge represents the amounts payable by the company to the fund in respect of the year.

1.17. Grants

The recurrent block grant is receivable from York St John University. The grant is credited to the income and expenditure account in the year to which it relates.

Project support grants are project based and include grants which are receivable from the University and other funding bodies

1.18. Critical accounting estimates and areas and judgement

The charity 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) Pension deficit contribution

The charity has entered into a commitment to provide deficit funding to the Students' Union Superannuation Pension Scheme, of which it is a contributing employer.

Under FRS 102, the fair value of the commitment is recognised. The calculation of the fair value of the commitment is subject to an assumption of the discount rate. The discount rate is in line with HM Treasury Guidance found at www.gov.uk

(ii) Donation of facilities by York St John University

In accordance with the Charities SORP FRS 102, the union has valued the benefit it receives from occupying facilities owned by the University on a rent-free basis, at the University's estimate of market value of £206,892.

(iii) Support costs

Many of the 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 a basis of assessed consumption.

1.19. Employee benefits

The cost of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2. Income from donations and legacies

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
University block grant	471,000	-	471,000	486,000
Job retention scheme	21,230	-	21,230	-
	<u>492,230</u>	<u>-</u>	<u>492,230</u>	<u>486,000</u>

3. Other trading activities

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Marketing and communication	52,221	-	52,221	107,903
Clawback and insurance	30,791	-	30,791	23,750
	<u>83,012</u>	<u>-</u>	<u>83,012</u>	<u>131,653</u>

4. Raising funds

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Marketing and communication	13,781	-	13,781	35,807
Marketing and communication wages	30,820	-	30,820	25,469
	<u>44,601</u>	<u>-</u>	<u>44,601</u>	<u>61,276</u>

5. Investment income

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Bank interest	1,101	-	1,101	1,126

6. Income from charitable activities

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Student voice	-	-	-	300
Student opportunities	109,590	-	109,590	129,118
Bar	178,152	-	178,152	233,975
Retail	22,984	-	22,984	24,643
Events	9,651	-	9,651	21,040
	<u>320,377</u>	<u>-</u>	<u>320,377</u>	<u>409,076</u>

7. Other incoming resources

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Contribution to overheads	206,892	-	206,892	206,892
	<u>206,892</u>	<u>-</u>	<u>206,892</u>	<u>206,892</u>

8. Analysis of expenditure on charitable activities

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Charitable activities				
Student voice	132,818	-	132,818	198,789
Student opportunities	153,577	-	153,577	253,913
Bar	157,172	-	157,172	176,594
Retail	11,192	-	11,192	24,556
Events	11,633	-	11,633	15,652
Central services	211,100	-	211,100	202,354
Operations	107,016	-	107,016	69,075
Services in kind	206,892	-	206,892	206,892
	<u>991,400</u>	<u>-</u>	<u>991,400</u>	<u>1,147,825</u>
Governance costs				
Audit fees	5,085	-	5,085	6,450
Other costs	2,858	-	2,858	2,133
	<u>999,343</u>	<u>-</u>	<u>999,343</u>	<u>1,156,408</u>

YORK ST JOHN STUDENTS' UNION LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2020

9. Analysis of resources expended by expenditure type

	Staff costs 2020 £	Other costs 2020 £	Total 2020 £	Total 2019 £
Marketing and communication	30,820	13,781	44,601	61,276
Raising funds	30,820	13,781	44,601	61,276
Student voice	121,185	33,028	154,213	220,184
Student opportunities	57,640	116,960	174,600	274,936
Bar	50,223	207,984	258,207	277,629
Retail	5,194	16,325	21,519	34,883
Events	-	11,633	11,633	15,652
Central services	131,801	101,064	232,865	224,119
Operations	113,029	25,334	138,363	100,422
Charitable activities	479,072	512,328	991,400	1,147,825
Expenditure on governance	-	7,943	7,943	8,583
Other Expenditure (note 11)	-	159,593	159,593	1,003
	509,892	693,645	1,203,537	1,218,687

10. Analysis of resources expended by activities

	Activities undertaken directly 2020 £	Support costs 2020 £	Total 2020 £	Total 2019 £
Student voice	128,310	25,903	154,213	220,184
Student opportunities	150,197	24,403	174,600	274,936
Bar	152,665	105,542	258,207	277,629
Retail	10,065	11,454	21,519	34,883
Events	11,633	-	11,633	15,652
Central services	205,466	27,399	232,865	224,119
Operations	113,960	24,403	138,363	100,422
	772,296	219,104	991,400	1,147,825

11. Other expenditure

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Remeasurement gain / (loss) on defined benefit pension plan	159,593	-	159,593	1,003
	<u>159,593</u>	<u>-</u>	<u>159,593</u>	<u>1,003</u>

12. Net incoming resources/(resources expended)

This started after charging:

	2020 £	2019 £
Auditor's remuneration	<u>5,085</u>	<u>6,450</u>

6 Trustees received reimbursement of expenses amounting to £758 in the current year, (2019 - 6 Trustees- £1,083).

13. Auditor's remuneration

The Auditor's remuneration amounts to an audit fee of £5,085 (2019 - £6,450).

14. Staff costs

Staff costs were as follows:

	2020	2019
	£	£
Wages and salaries	464,319	494,696
Social security costs	31,655	32,784
Other pension costs (Note 25)	13,918	11,662
	<u>509,892</u>	<u>539,142</u>

Total redundancy/termination payments amounted to £0 (2019: £9,768).

During the year key management personnel received remuneration totalling £171,790 (2019: £194,100). Key management personnel are detailed in the administrative information on page 4.

The average monthly number of employees was 36 (2019: 38) and the average monthly number of Full Time Equivalent employees during the year was as follows (including casual and part-time staff):

	2020	2019
	No.	No.
Permanent staff	16	16
Student staff	<u>5</u>	<u>5</u>
	<u>21</u>	<u>21</u>

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

15. Trustees' remuneration

The three sabbatical roles each incurred a salary charge as authorised in the Students' union governing document, for the representation, campaigning and support work they undertake as distinct from their trustee responsibilities. This work includes voicing student opinion with the University and local community, defending and extending the rights of students through petitions, discussions with MPs and also organising and supporting student volunteers and service provision for them.

	2020	2019
	£	£
Wages and salaries	56,540	55,448
Defined contribution pension costs	<u>2,082</u>	<u>1,166</u>
	<u>58,622</u>	<u>56,614</u>

YORK ST JOHN STUDENTS' UNION LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2020

16. SOFA prior year comparatives

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £
Income from:			
Donations and legacies	486,000	-	486,000
Other trading activities	131,653	-	131,653
Investments	1,126	-	1,126
Charitable activities	402,876	6,200	409,076
Other income	206,892	-	206,892
Total income	1,228,547	6,200	1,234,747
Expenditure on:			
Raising funds	61,276	-	61,276
Charitable activities	1,150,208	6,200	1,156,408
Other expenditure	1,003	-	1,003
Total expenditure	1,212,487	6,200	1,218,687
Net Income and net movement in funds	16,060	-	16,060
Reconciliation of Funds			
Funds brought forward	(380,333)	-	(380,333)
Funds carried forward	(364,273)	-	(364,273)

17. Stocks

	2020	2019
	£	£
Retail	6,418	5,635
Bar	1,859	1,608
	<u>8,277</u>	<u>7,243</u>

18. Debtors

	2020	2019
	£	£
Sundry debtors and prepayments	<u>20,303</u>	<u>4,295</u>

19. Creditors

Amounts falling due within one year

	2020	2019
	£	£
Clubs and societies	52,604	37,065
Rag	-	26
Trade creditors	43,957	50,325
VAT	-	586
Other creditors	1,109	1,063
Accruals and deferred income	28,513	28,170
Defined benefit scheme funding deficit liability (Note 25)	14,721	17,992
	<u>140,904</u>	<u>135,227</u>

20. Creditors over one year

Amounts falling due after more than one year

	2020	2019
	£	£
Defined benefit scheme funding deficit liability (Note 25)	675,456	525,721
	<u>675,456</u>	<u>525,721</u>

21. Statement of funds

Current year	Brought forward £	Income £	Expenditure £	Carried forward £
Unrestricted funds				
General funds	179,440	1,103,612	(1,057,073)	225,979
Pension deficit	(543,713)	-	(146,464)	(690,177)
	<u>(364,273)</u>	<u>1,103,612</u>	<u>(1,203,537)</u>	<u>(464,198)</u>

Restricted funds

-	-	-	-
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Total of funds

<u>(364,273)</u>	<u>1,103,612</u>	<u>(1,203,537)</u>	<u>(464,198)</u>
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Prior year	Brought forward £	Income £	Expenditure £	Carried forward £
Unrestricted funds				
General funds	178,786	1,228,547	(1,227,893)	179,440
Pension deficit	(559,119)	-	15,406	(543,713)
	<u>(380,333)</u>	<u>1,228,547</u>	<u>(1,212,487)</u>	<u>(364,273)</u>

Restricted funds

Sportivate grant	-	5,200	(5,200)	-
HE Football activator	-	1,000	(1,000)	-
	<u>-</u>	<u>6,200</u>	<u>(6,200)</u>	<u>-</u>

Total of funds

<u>(380,333)</u>	<u>1,234,747</u>	<u>(1,218,687)</u>	<u>(364,273)</u>
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Summary of funds

Current year	Brought forward £	Income £	Expenditure £	Carried forward £
General funds	(364,273)	1,103,612	(1,203,537)	(464,198)
Restricted funds	-	-	-	-
	<u>(364,273)</u>	<u>1,103,612</u>	<u>(1,203,537)</u>	<u>(464,198)</u>

There were no restricted grants received.

Prior year	Brought forward £	Income £	Expenditure £	Carried forward £
General funds	(380,333)	1,228,547	(1,212,487)	(364,273)
Restricted funds	-	6,200	(6,200)	-
	<u>(380,333)</u>	<u>1,234,747</u>	<u>(1,218,687)</u>	<u>(364,273)</u>

22. Analysis of net assets between funds

Current year	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	2020	2020	2020	2019
	£	£	£	£
Current assets	352,162	-	352,162	296,675
Creditors due within one year	(140,904)	-	(140,904)	(135,227)
Creditors due after one year	(675,456)	-	(675,456)	(525,721)
	<u>(464,198)</u>	<u>-</u>	<u>(464,198)</u>	<u>(364,273)</u>
Prior year	Unrestricted	Restricted	Total	
	funds	funds	funds	
	2019	2019	2019	
	£	£	£	
Current assets	296,675	-	296,675	
Creditors due within one year	(135,227)	-	(135,227)	
Creditors due after one year	(525,721)	-	(525,721)	
	<u>(364,273)</u>	<u>-</u>	<u>(364,273)</u>	

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

	2020	2019
	£	£
Net income for the year (as per Statement of Financial Activities)	(99,925)	16,060
Adjustment for:		
Bank interest received	(1,101)	(1,126)
Pension finance charge	183,256	19,631
(Increase) / decrease in stocks	(1,034)	18,123
(Increase) / decrease in debtors	(16,011)	13,028
Increase / (decrease) in creditors	8,948	(11,273)
Net cash provided by operating activities	<u>74,133</u>	<u>54,443</u>

24. Analysis of cash and cash equivalents

	2020	2019
	£	£
Cash at bank and in hand	323,582	285,137
	<u>323,582</u>	<u>285,137</u>

25. Pension commitments

The Students' Union participates 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. Benefits in respect of service up to 30 September 2003 are accrued on a "final salary" basis, with benefits in respect of service from 1 October 2003 onwards accruing on a Career Average Revalued Earnings (CARE) basis. With effect from 30 September 2011 the scheme closed to future accrual.

The most recent valuation of the scheme was carried out on 30 June 2019 and showed that the market value of the scheme's assets was £119,100,000 with assets representing 46% of the value of benefits that had accrued to members after allowing for expected future increases in earnings. The deficit on an ongoing funding basis amounted to £140,900,000

The assumptions which have the most significant effect upon the results of the valuation are those relating to the rate of return on investments and the rates of increase in salaries and pensions.

The following assumptions applied at 30 June 2019:-

The Investment return would be 4.3% per annum before retirement and 2.3% per annum after. Pensions accrued on the CARE basis would revalue at 3.5% per annum. Present and future pensions would increase at rates specified by scheme rules with appropriate assumptions where these are dependent on inflation.

The 2019 valuation recommended a monthly contribution requirement by each Union expressed in monetary terms intended to clear the ongoing funding deficit over a period of 16 years and 2 months ending August 2035 and has increased by 5% through to 2035 except for the period 2021/2022 which will increase by 17%. These contributions also include an allowance for the cost of the ongoing administrative and operational expenses of running the scheme. These rates applied with effect from 1 October 2020 and will be formally reviewed following completion of the next valuation due with an effective date of 30 June 2022. Surpluses or deficits which arise at future valuations will also impact on the Union's future contribution commitment. In addition to the above contributions, the Union also pays its share of the scheme's levy to the Pension Protection Fund.

Under FRS102 the Union is required to recognise as a liability the present value of its agreed share of future deficit contributions. Finance costs are recognised as the present value unwinds.

Total contributions paid into the scheme by York St John Students' Union in respect of eligible employees for the year ended 31 July 2020 amounted to £nil (2019 £nil). At the balance sheet date, the Union's pension deficit was £690,177 (2019: £543,713), split by amounts due within 1 year £14,721 (2019: £17,992) and amounts due after 1 year £675,456 (2019: £525,721). The deficit payment to the scheme is £38,632 (2019: £36,790).

The company also operates two defined contribution pension schemes. The assets of the schemes are held separately from those of the company in independently administered funds. The pension cost charge represents contributions payable by the company to the funds and amounted to £13,918 (2019: £11,662). Contributions totalling £2,625 (2019: £2,523) were payable to the fund at the balance sheet date and are included in creditors.

26. Operating lease commitments

At 31 July 2020 the company had annual commitments under non-cancellable operating leases as follows:

	2020	Other 2019
	£	£
Expiry date:		
Within 1 year	-	2,100
Between 1 and 5 years	-	1,400
	<u>-</u>	<u>3,500</u>

27. Related party transactions

The Union is in receipt of a recurrent grant from York St John University of £471,000 (2019: £486,000) and other paid items £160,040 (2019: £121,608)

In addition the Student Union occupies its building on a rent free basis and York St John University provides support services. In accordance with the Charities SORP FRS102, the trustees have estimated that the provision of space and associated services is worth £206,892 (2019 £206,892) to the Union and have recognised this amount in the financial statements.

Other related parties are the Sabbatical Officers and Trustees as detailed in the Trustees' report. Details of remuneration received by these individuals are shown in note 15 and Trustees' expenses in note 12.