

UNIVERSITY OF PLYMOUTH STUDENTS' UNION

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JULY 2015

UNIVERSITY OF PLYMOUTH STUDENTS' UNION

CONTENTS

	Page
Reference and administrative details of the charity, its trustees and advisers	1 - 2
Trustees' report	3 - 22
Independent auditors' report	23 - 24
Statement of financial activities	25
Balance sheet	26
Notes to the financial statements	27 - 42

DRAFT

UNIVERSITY OF PLYMOUTH STUDENTS' UNION

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 JULY 2015

The University of Plymouth Students' Union is an unincorporated charity established under the Education Act 1994 and registered with the Charity Commission (No 1143614) since 31st August 2011, when Students' Unions connected with the exempt/higher education institutions were removed by section 11(9), Charities Act 2006, from the list of exempt charities in Schedule 2 to the Charities Act 1993.

Trustees

Executive Officers
2015/16 (From June 2015)
Ruth Titmuss, President
David Bertelli, VP International and Outreach
Jessica Small, VP Welfare
Steph Wearne, VP Education
Matthew Dark, VP Sports
James Stoner, VP Activities

2014/15 (From June 2014)
Sarah Bowman, President
William Holmes, VP International and Outreach
Richard Skipper, VP Welfare
Ruth Titmuss, VP Education
Emily Hamilton-Peach, VP Societies and Sports

Independent Student Trustees
Nuria Bonet Filella

Independent External Trustees
Adrian Bratt
Matthew Horton
Tony Parry (resigned June 2015)
Jane Hopkinson (from December 2014)
Graham Stirling (from June 2015)

Charity registered number

1143614

Principal office

Students' Union Building
University of Plymouth
Drake Circus
Plymouth
PL4 8AA

The Trustees delegate the day to day management of the charity to the Chief Executive Directors and the Senior Management Team. During 2014/2015 the Directors and Senior managers were as follows:

Director Team

Gina Connelly, Chief Executive
Sarah Davey, Director of Membership Development & Senior Director
Oliver Horne, Director of Marketing & Communications
Velu Balasubramanian, Director of Commercial Services & Development

Senior Management Team

Susan Cannon, Head of Finance
Daniel Matthews, HR & Development Manager
Ian Short, Facilities Manager

UNIVERSITY OF PLYMOUTH STUDENTS' UNION

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 JULY 2015

Administrative details (continued)

Independent auditors Bishop Fleming LLP
Chartered Accountants
Salt Quay House
4 North East Quay
Sutton Harbour
Plymouth
PL4 0BN

Bankers HSBC Bank Plc
PO Box 26
4 Old Town Street
Plymouth
PL1 1DD

Solicitors Bond Dickinson LLP
Ballard House
West Hoe Road
Plymouth
PL1 3AE

DRAFT

UNIVERSITY OF PLYMOUTH STUDENTS' UNION

TRUSTEES' REPORT FOR THE YEAR ENDED 31 JULY 2015

The Executive Committee present their Annual Report for the year ended 31 July 2015, including the administrative information set out on page 1 and 2, together with the audited accounts for that year.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The University of Plymouth Students' Union is constituted under the Education Act 1994 as a charity with internal regulations or Rules approved by the governing body of Plymouth University. UPSU's charitable Objects under the Act, to advance the University's educational purposes by providing representation and support for the students of the University, are supplemented by the further Object of helping members to develop their own charitable activities as active participants in civil society.

Executive Officers

The Trustees of the Union are our six Executive Officer Trustees (President, VP Sports, VP Welfare, VP International & Outreach, VP Education and VP Activities) along with two selected student Trustees and four selected, independent, external Trustees. The Executive Officer Trustees are elected annually by a cross campus ballot of all student members and are full time remunerated officers, as authorised by the Education Act. The Executive Officers are only permitted to remain in post for a maximum of two years and receive comprehensive training on appointment. This is organised by a designated staff member with the help of the Union's Chief Executive, Directors and the Senior Management team, the National Union of Students and Plymouth University. Each officer has specific responsibility for aspects of the Union's activities and is supported by permanent staff who are organised in four departments Membership Development, Commercial Services, Marketing and Communications and Central Services.

Union Executive Committee

The Union Executive Committee (UEC) is the political governing body of the Union and meets on average eight times per year. The membership of the UEC consists of the Executive Officers, elected Forum Chairs and the UEC Chair. The elected Chair of the Accountability Board also attends the meeting as an observer. Discussions around student experiences take place at the UEC and ideas and feedback from the Forums can be progressed. Policies can be proposed by any one of the Forum Chairs and, depending on the issue, can be voted on by the membership of the UEC or deferred to Referendum or the Annual General Meeting. The UEC meeting is also the place where the Executive Officers and Forum Chairs can be held to account by the Accountability Board.

Accountability Board

The Union Executive Committee and each individual Forum is scrutinised by the Accountability Board at least once per month, this may include but is not limited to

- questioning the attendance and outcomes of any meetings attended by members
- questioning the work of the elected representatives and if that work is representative of the student body that are eligible to vote for that position
- scrutinising any decisions made by the Union Executive Committee

The Accountability Board will have the power to decide whether an issue is debated or voted on at the UEC or should be taken to the whole student body for Referendum, it also has the power to strongly recommend if an issue or policy decision raised at a Forum, the Union Executive Committee or by a student needs further consultation or should be deferred to the next meeting for further debate. This is dependent on the quoracy of the meeting and the significance of the issue.

Forums

We have sixteen Forums in total which include four Liberation Forums and one Partner Institution Forum. All Forum Chairs are full members of the Union elected in a secret cross-campus ballot.

Trustee Board and sub-committees

The Trustee Board meets on average four times each year and is responsible for maintaining legal, financial and reputational integrity and for setting the strategic direction of UPSU. The Chair and a designated External

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2015

Trustee from the Trustee Board has delegated responsibility from the Board to monitor the performance of the Chief Executive and make recommendations to the Board relating to the Chief Executive's annual performance review.

The Board of Trustees is supported by four sub-committees:

1. Finance and Staffing Committee

This committee meets monthly and is attended by two Executive Officer Trustees and an External Trustee. The Directors and Senior Management Teams attend the meetings but are not members of the committee. The committee is responsible to the Board of Trustees for monitoring the Union's financial and human resources, the development of its business and services and also any staffing related issues. The finances of the Union are also reported to the University via the UEG Students' Union Advisory Committee which meets termly.

2. Audit and Risk Committee

This committee ensures that the Union is compliant with all relevant legislation and regulations and that the Union remains solvent and in robust financial health. It also has delegated responsibility to manage the Union's overall risk profile.

3. Governance and Appointments Committee

This committee has responsibility to carry out the appointment, induction and development of the Chief Executive and Student and External Trustees. Ensuring that the Charity is well governed is also the responsibility of this committee.

4. Health and Safety Committee

The Board of Trustees is responsible for safety in the Union but responsibility is not restricted to the Board members but delegated to UPSU managers who have operational responsibility.

The Executive Officer Trustees and the Director Team meet weekly to discuss ongoing operational issues and to provide effective oversight of Union activities. UPSU also employs a number of non student full time staff to ensure effective management of its many activities and to implement the policy decisions made by the Trustees. There is delegated authority through the Chief Executive for operational decision making and accountability within the departments of the Students' Union in accordance with its organisational structure. When reviewing our objectives and planning our activities, we have given due consideration to the Charity Commission's general and relevant supplementary guidance on public benefit.

Relationship with Plymouth University

The Students' Union receives a block grant from the University and part occupies a building owned by the University, which also pays for utilities and any structural maintenance. This support is intrinsic to the relationship between the University and the Students' Union and has not been valued. Although the Students' Union continues to generate supplementary funding from various mutual trading activities it will always be dependent on the support of the University.

There is no reason to believe that this support will not continue for the foreseeable future, as the Education Act 1994 imposes a duty on the University to ensure the financial viability of its student representative body. The University therefore requires notification of any changes in the governance of the Union and regular reports on the Union's activities, management and financial situation.

Risk Management

The Union's Trustee Board has ultimate responsibility for the management of the risks faced by the Union but detailed considerations of risk are delegated to the heads of each department. Risks are identified, assessed and controls established throughout the year. The Trustees, Director and Senior Management Team have examined the major strategic, business and operational risks faced by UPSU. A comprehensive Risk Register has been established and is currently reviewed and updated annually. Following the Governance review in 2014 a new Trustee Board sub-committee, Audit and Risk committee, was formed with the delegated responsibility of reviewing the Business and Departmental Risk Registers on a termly basis and reporting back to the Trustee Board.

UNIVERSITY OF PLYMOUTH STUDENTS' UNION

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 JULY 2015

Budgetary and internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers and participants on all activities organised by the Union. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

Through the risk management processes established by the Union, the Union's Trustee Board is satisfied that the major risks identified and reported by the Chief Executive have been adequately mitigated where necessary. It is recognised that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed.

OBJECTIVES AND ACTIVITIES

STRATEGIES FOR ACHIEVING OBJECTIVES

The University of Plymouth Students' Union vision is "to transform lives through experience" with the following long term mission "to make a positive impact on the lives of all our members, through understanding, empowering and delivering on their needs".

Its objectives are the advancement of education of the students of Plymouth University for the public benefit by:

- to promote for the public benefit the interests and welfare of students at the University during their course of study and to represent, support and advise UPSU members.
- to provide appropriate social, cultural and recreational activities and forums for discussion and debate for the personal development of UPSU members.
- to provide services and facilities for members, including provision of licensed facilities and mutual trading for its members.
- to be the recognised representative channel between students and the University and also in relation to external bodies.

The Trustees confirm that, in exercising their powers and duties, they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission.

How UPSU achieve public benefit

In pursuit of these aims for the public benefit, UPSU will ensure the diversity of its membership is recognised, valued and supported and has established departments and services for use by its members and to support its work with the University and other organisations on behalf of students. These include the UPSU Advice Centre, the UPSU Sports Development Department, Societies & Activities, Volunteering Department, Student Voice, Sport & Recreation and UPSU Bars, Shop, Catering and Nightclub. The Executive Officers of UPSU sit on all relevant committees of the University and meet regularly with the Local Authority, local Primary Care Trusts and other providers of public services affecting students.

UPSU continues to represent the students of this University on relevant local, national and international issues by maintaining a high proportion of student representatives. Student representatives now sit and contribute on many University committees and academic programme forums which allow the Union to cater effectively to the needs of students.

UNIVERSITY OF PLYMOUTH STUDENTS' UNION

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2015

ACHIEVEMENTS AND PERFORMANCE

The Students' Union performance against its published objectives for 2014/15:

	Objective	Achievement
1	To embed the changes from our Governance Review, particularly the new democratic processes ensuring that we evaluate and measure student engagement.	We have embedded the changes following the Governance review which included the setting up of new Board sub committees and significant changes to our democratic processes. We have had some early successes however the changes are still in their infancy and we will continue to monitor and adapt them as appropriate in line with student feedback and engagement.
2	To research and develop a new Strategic Plan to take effect from September 2015.	We carried out our Big Ten survey in January asking our membership for feedback on the Union, their concerns and what our priorities should be. With 2,230 responses it was our most extensive amount of feedback to date. Along with qualitative interviews with key stakeholders and snap surveys at open days with potential students, we collected an extensive amount of data to support our decision making in shaping our strategic plan.
3	To obtain re-accreditation of the Investors in Volunteers award.	We have submitted our self-assessment against the Investors in Volunteering standard via a cross department working party led by our Volunteering Manager. This has led to a full review of policies and working practices and the development of tools and templates that can work across department teams. For this assessment we have focussed upon volunteers within the Student's Union extending to Trustees and student leaders. Re-accreditation will be judged by our Assessor visit which is in November 2015.
4	To acquire a Mobile Students' Union vehicle to assist in our off-campus work.	We have been setting aside funds for the last 2 years in order to fund the purchase of a SU vehicle, which will be used to spread awareness of the SU across campus, partner institutions and around the City. It will be used to promote our many campaigns and other initiatives organised by the SU as well as being used for transport.
5	We will review our name and branding during 2014/15.	Unfortunately, due to resource limitations we were unable to carry out a review this year, but our expectation is for this to be carried out in 2015/16.
6	We will develop a 5 year capital plan to ensure our assets and building can be maintained on a planned basis.	This year we started to embed a new capital programme into our operation. We consulted with all budget managers to define a list of future investment required in each of our departments over the next few years and from this undertook an informed prioritisation exercise which resulted in a list of repairs and improvements across the whole SU. This led to a more proactive and planned approach towards capital expenditure this summer and we will build on this work to develop a longer term capital programme which we aim to share with the University enabling any funding requests to be discussed at the earliest opportunity.
7	We will set up a separate trading subsidiary to facilitate additional income streams.	We successfully incorporated "UPSU Trading Ltd" this year, which went live on 1 st August. The incorporation followed a series of reports to the Trustee Board who guided the process and the key decisions required to set the company up. The company is now able to be used for all non-primary purpose trading, particularly for the events and hospitality business we are aiming to expand.

UNIVERSITY OF PLYMOUTH STUDENTS' UNION

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 JULY 2015

8	We will focus on developing and supporting our constituted societies and their membership.	This year we have taken a developmental approach to working alongside and supporting our student led Societies. We saw an increase in the number of Societies to 120 (up 10), incorporated Society activities within a taster programme and held a separate Societies Awards evening to reward, recognise and celebrate successes. Our strategic review highlighted the need to continue to develop this aspect of the Union infrastructure and led to the creation of a new Department: 'Societies and Activities' with an increased allocation of staff resource.
9	We will renew and update all training activities delivered to our Clubs and Societies including information sources.	We have reviewed and updated all information resources for student led clubs and societies to develop a set of 'How to' information guides. These have been posted on our new website and awareness raised through training sessions and on-going communications with students. We have also reviewed and updated our approach to the training delivered in this area with a new training conference launched this year. Attendance and feedback have both been positive.
10	The Executive Officers will carry out the following key campaigns; General Election, Exec on Tour, Quality Partnerships, Hidden Course Costs and University Transparency.	All key campaigns were achieved and had impact. There was a 29% increase of registered voters in the Drake Ward. The Hidden Course Cost report was delivered and responded to and the University also committed to making a finance video every year as part of the transparency campaign.
11	To exceed budget expectations for 2014/15 through excellence, innovation, accountability, student staff engagement, training and safety. Our motto – 'One Team one goal'.	While the initial few months of the operation saw changes to key positions, a positive recruitment drive and great team dynamic has driven our success this year. Commercial services produced a surplus of £377k for the year which was an improvement on last year. We also responded to key service challenges by introducing guest pagers to reduce waiting time and introduced self-serve and innovative food options to increase customer satisfaction and revenue. Further success included achieving "Best Bar None" Venue status for Plymouth and "Best Bar None" Gold status for NUS.
12	Embed the CRM of clubs, societies and volunteering into the MSL system, using the data to support department and organisation.	The introduction and use of the MSL system has led to rapid and positive changes in practice for both students and staff alike. Early challenges were quickly overcome and data from the system has been used to drive our engagement with members to offer appropriate advice, support and guidance. Data has been used to help inform team planning and will continue to do so as we develop our statistical set and understanding of trends.

OVERVIEW OF ACTIVITIES 2014/15

Volunteering

The 2014/15 academic year was yet again an incredibly successful year for student led volunteering and for the department. The implementation of our new online registration and database system recorded 1,244 students participating in volunteering projects, recording over 17,800 which is an 18% rise on 2013-14. The commitment shown by these students has been outstanding with 103 recording over 50 hours each, 43 over 100, and 19 outstanding students recording over 200 hours of volunteering. Volunteers in Plymouth, the student-led volunteer society organised and delivered 59 projects this year, working with 262 student volunteers and engaging in 2,750 of voluntary hours.

The value to the community is huge, not just financially (however if multiplied by the national minimum wage for 18-20 years olds of £5.13, it amounts to an amazing £94,422) but also through the skills, time, enthusiasm and effort contributed by the committed volunteers. We continually receive positive feedback from community partners on the work of our student volunteers. Day to day we witness the positive impact of volunteering on individual students as they themselves develop from the experience of volunteering.

Working with over 100 community partners the department has continued to develop the volunteering opportunities available to our students, with the goal of increasing promotion and publicising the impact of

**TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2015**

Plymouth University students in the community in the coming academic year.

One highlight of the year was student volunteer Hannah Palmer-Davis being recognised for her work since 2009 with the Isle of Wight NHS and the 111 service where she assisted with developing an online Live Chatroom for local young people where young people can go online anonymously, to seek medical advice from healthcare professionals. Hannah has also worked on the development and delivery of the 'Check it Out' initiative, a forum for young people to share their views and involvement in the development of health services. Unbeknown to her, she was nominated by the Isle of Wight NHS Trust's Volunteer Co-ordinator to 'Step Up To Serve', an independent charity set-up to make social action the norm for all 10-20 year olds in the UK by 2020. In November, HRH The Prince of Wales met young people involved in social action across the UK via his first ever Google+ Hangout, giving him an opportunity to talk publicly with a small group of young people about their experiences of social action, with a focus on how they are using technology to help others. Hannah said: "It was a complete surprise when I found out I had been nominated and an even bigger surprise to hear that I had been selected for the online chat with The Prince of Wales. It was so exciting and a privilege, and I'm especially proud to be involved in future plans to work with the Isle of Wight and the Plymouth communities to encourage more young people to get involved with volunteering."

Relays @UPSU

The Relays @UPSU project has continued to provide a programme of linked cultural and sporting opportunities grounded in education and community engagement, offering a range of creative outreach activities focused around sport, culture and education. This academic year, Relays @UPSU has engaged with 121 schools and 3,167 young people. A total of 223 Plymouth University students have volunteered through Relays activities contributing 1,635 hours volunteering hours across 14 Relays events and coaching programmes, which have been delivered by volunteers. As a result of the reputation of Relays at Plymouth University we are continuing to support partners on events across Devon and Cornwall. Relays @UPSU will continue to raise aspirations, developing knowledge, skills and learning and delivering distinctive events. We will also continue to support the training and development of student volunteers, to grow and diversify the opportunities available to volunteer, to maintain links to events regionally and nationally and enable students to reach their potential to support the provision of sport and activities. We have secured Widening Participation funding from the University to deliver events in Plymouth with the main focus on Widening Participation target schools. Events will include;

- The Plymouth Festival of School Sport
- Urbanise Festivals on the Plymouth University Campus, a Sports Leadership programme working in partnership with the Plymouth School Sport's Partnership
- Teenage Cancer Trust Health Sessions
- Change 4 Life Clubs and Extracurricular School clubs including choir sessions and media sessions

The partnership will also be extended in the environmental sustainable work with the Wild Patch Project, which has been delivered for the second time running this year. All events will provide opportunities for student volunteers to coach/deliver sessions themselves, assist in cultural and sports sessions, support event coordination and work in media roles. In total Relays will aim to deliver events to approximately 5,000 young people, whilst providing 250 quality volunteering opportunities to Plymouth University students.

Student Fundraising

Student fundraising has had another excellent year, raising a huge £219,000, which is consistent with the previous year. Raising and Giving's (RAG's) nominated charities were Brain Tumour Research, SALT South West and Wild Futures. The Adventure charities were Hope for Children, Dementia UK, Breast Cancer, African Playgrounds and Meningitis Research Foundation. RAG also co-ordinated charity campaigns for Movember, Children In Need and Comic Relief.

The committee put on many great events, including the growth of the Winter Ball which was a resounding success this year with a "circus" theme. The RAG committee had also taken a new approach to RAG fundraising weeks with aims to partner up with a different clubs and societies to encourage more collaboration.

Adventures continued to expand, with RAG offering more opportunities to our students with the additions of 4 new challenges this year (London to Paris cycle, Gorilla Project, Great Wall of China trek and the Athens Marathon). We are delighted that our Chief Executive and Executive Officer team took part in one of our

**TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2015**

challenges and raised £14,200+ for Breast Cancer Now. These challenges recruited over 100 students, who consistently volunteered their time week in week out, throughout the year. We've had some fantastic feedback with many students saying this is the best experience they've had at University.

Our charity partnerships are one of the most positive results of our challenge projects. Our charity partners assisted with the running of two RAG South West training days, which have been held up as best practice by NaSFA. The charities ran bespoke training sessions for our students and those from 12 other regional RAGs. Our partner charities visited the campus to offer advice and training on a regular basis to our student volunteers, they also offered many other development opportunities such as national training conference and internships. We were particularly honoured to be invited to the launch of the UK's largest and newest Breast Cancer charity. This highlights the significant value added that is given by these challenge projects.

A sign of RAG's growth has been their involvement in the Volunteer Awards. There was a section within the awards where RAG recognised adventure participants and committee members. All our charity challenge partners came to us to celebrate with our students, which was commented on by the Deputy Vice Chancellor.

Our student fundraisers had a very good year, with three making the shortlist of the Plymouth Inspiring Volunteer awards and Hannah Sutton (who won) also being nominated for Britain's Best Volunteer.

RAG had 39 different charities apply to be the 2015/16 nominated charities with 6 shortlisted charities going to a student wide vote. Next year they shall be supporting Brain Tumour Research, Plymouth Mind and Children's Hospice South West, with a target of £9,000 for the 3 charities being set.

The RAG team ended the year by winning a national award at the RAG annual award ceremony. Delegates from over 50 RAG teams attended along with representatives from national charities and other student fundraising organisations. Plymouth RAG received the award for the "Best Event" for their South West RAG Training day. An event which brought together seven different RAG's from across the region to learn from charity industry experts.

Adventures went from strength to strength, with our Adventure Leader roles becoming increasingly popular. This is our biggest area of growth with a huge amount of potential. A stringent assessment of charities means we have some excellent partnerships. Next year we will continue to enhance this and have plans to partner with the following charities.

- Meningitis Research Foundation – Kilimanjaro climb
- Dementia UK – Machu Pichu trek
- Breast Cancer Now – Cycle London to Paris
- East African Playgrounds – Gorilla Project
- Make A Wish – Atlas Mountains trek
- The Children's Society – Budapest Marathon

Future developments/what we hope to achieve:

- Further implement and imbed the MSL volunteering database to enhance communication, improve data collection and engage community partners
- Through our continued support and encouragement of students, we hope to achieve a 5% increase in the number of recorded student volunteer hours
- Develop the Plymouth Schools Sports Partnership's Leadership Programme for our student volunteers who will work alongside the Young Leaders, acting as mentors, and supporting them at local School sports events
- Continue to support ViP with the consolidation, re-branding and diversification of student led volunteering project
- Renewal of our Investors in Volunteers accreditation
- Support recently restructured RAG committee, develop support and activities
- Grow our Sports and Societies & Activities charity fundraising in conjunction with Sports and Societies & Activities department
- Support growth and variety of challenge events

Executive Officer Campaigns

The full-time Executive Officers worked on a number of exciting campaigns over the academic year with the support from staff at the Union, University and the local community. Several campaigns were run including voter Registration, Know the Line and a report was written on sexual health with recommendations presented to the University's Student Life Committee. Officers also took 3 motions to the national conference which are all now national policy. The Officers also ensured they delivered a strong student voice, in a challenging year at Plymouth University, at key University and Union meetings to allow the student to be the focus of everything carried out in Plymouth.

This year UPSU amended the constitution with student consultation and Trustee agreement to add a 6th Executive Officer to the team to enable a more effective and representative executive. This has allowed us to include volunteering and media within the roles and allows officers more time to engage with students and attend University meetings.

Key Campaigns included:

- Transparency – Working with the University to be more transparent with regards to finance and the senior management team, so students are able to understand and question the University when appropriate.
- Voter Registration – Encouraging and signing up students to register to vote in the 2015 general elections to ensure the national student voice was heard.
- Sexual Health – A comprehensive report was created following research into student sexual behaviours and the use of GUM clinics. The report was presented to the University with recommendations to take forward.
- Know the Line – "The Know the Line" campaign was launched during the annual Varsity to educate and increase awareness of sexual harassment, with students signing a pledge to report and stop sexual harassment if they see it happening.

Sports & Societies Development

One of the biggest changes this academic year was the way that students sign up to Sport Clubs & Societies with the introduction of online membership. The Sports and Societies Fair was as busy as ever however it was identified that students were taking time to browse and think more about what they wanted to be involved in hence sign ups continued throughout the year resulting in a total of 3,788 students involved in Sports Clubs and 3,898 in Societies. There were 164 different Clubs and Societies on offer to students which increased to 177 over the year with 10 new societies and 3 new sports clubs approved.

There were 35 teams entered into BUCS Weekly Leagues and over 200 students taking part in National competitions, with some great results with 4 teams promoted in their BUCS leagues and Gold medals for squash, basketball and surf lifesaving and overall trophy champions for sailing fleet nationals and ju jitsu nationals. In the overall BUCS championships 2014/2015 Plymouth University came 44th out of 150 institutions.

UPSU and Plymouth University hosted the BUCS Fleet Sailing Nationals at the Mount Batten Centre for the 5th year running, 198 competitors entered from across the country and the event was supported by 152 volunteers over 2 days of sailing.

Intramural sport participation grew again on last year with 706 students taking part in a number of leagues and 201 students involved in one off tournaments with 2 new sports introduced over the year.

Give it A Go was launched this year offering students a chance to take part in sport and activity on a pay as you go basis. The timetable developed to 21 different activities over the year including 9 non-sports, resulting in 174 sessions taking place that attracted 1,759 participants with 11 student volunteers supporting the activities and 5 students gaining coaching qualifications.

A further Sport England funding bid was successful and £142,692 was awarded enabling us to run a 3 year project called Motivate, Generate, Activate which targets under-represented groups to get active, including those with disabilities, those referred by GP's and counsellors, first year students and females. All year one targets

UNIVERSITY OF PLYMOUTH STUDENTS' UNION

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 JULY 2015

were exceeded with 1,304 participants taking part in 34 different sports sessions all of which met or exceeded the participants' expectations.

The annual Varsity event took place in March with 13 different sports and involved over 500 students competing from Plymouth University and University of St Mark and St Johns. The event also raised money for charity and this year £11,639 was donated to the Cystic Fibrosis Trust and the Callum St John Star Tribute Fund. The overall Varsity Cup was awarded to Plymouth University, with a final score of 25 points to 19.

Societies were also busy running some large events, Pokemon hosted a national tournament, the Feminist society ran a 'South West Gender Equality Summit' and a number of societies came together to run a Cultural Xmas Ball. The Hindu Society had great coverage in the local newspaper for their Holi Festival and the Nepalese Society made the regional news for their fundraising efforts following the earthquake disaster in Nepal.

ICONS; our internal accreditation scheme, which recognises those clubs and societies who have gone above and beyond to offer an excellent level of service opportunities and experience for their members awarded 5 societies and 2 sports clubs a Gold award this year.

Training to our student committees was reviewed this year and it was delivered in a conference style over 2 day's where 470 students attended the wide range of different workshops on offer.

To round off the year and to celebrate the achievements of students from both sports clubs and societies two fantastic awards ceremonies were held. Almost 200 students attended the Sports Awards where 9 Full Colours and 60 Half Colours were given out, and 150 students attended the Societies Awards where 5 Full Colours and 44 Half Colours were presented to well deserving individuals

2014/15 has successfully built upon last year seeing an increase in participation across the board on all activities. Continuing the pay and play option through Give it a Go, which is offered across both sports and non-sports activities has engaged those students who may not want to fully commit to a sports club or society, based on this success there is huge potential for it to develop even further.

Online memberships has now given access to data which was never there before and the department's use of the website has also increased whereby almost all documents are now in an electronic format on the sports and society pages.

Some key areas for development for next year include:

Structure

- The creation of a new Societies and Activities Department; increasing dedicated staff support and reviewing operational delivery.
- New team to introduce activities not previously delivered, for example becoming a Duke of Edinburgh Licensed Centre

Processes

- Review and update Health & Safety paperwork to make it more 'student friendly'
- Re-launch ICONS and promote the benefits and incentives

Marketing & Promotion

- Support more Sports clubs and Societies with promoting and showcasing their events by utilising student union media more effectively
- Promote activities on offer within faculties throughout the year e.g. attending lectures
- Introduce a termly department newsletter which shares information and celebrates success
- Utilise social media more effectively and look at potential of Snapchat and Instagram to promote activities

Participation

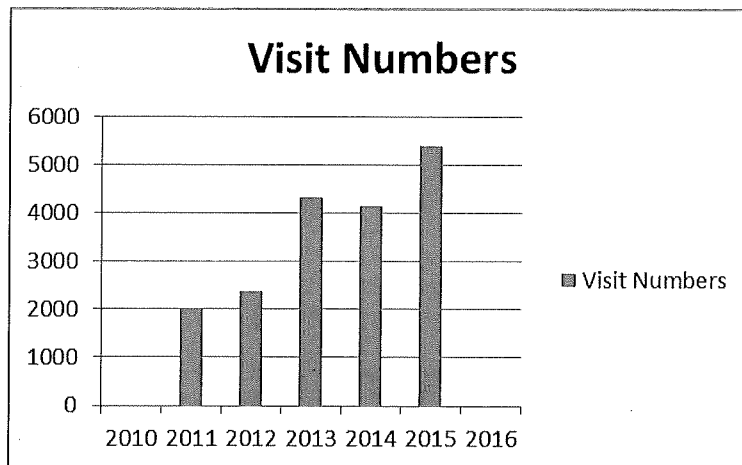
- Host a new student event – Spring Splash/BUCS regional
- Hold a Refreshers Fair for Sports Clubs and Societies

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2015

- Offer taster sessions throughout the year via Sports Clubs, Societies, GIAG and MGA
- Offer activities that cross all areas of the department to improve partnership working

Advice Centre

The number of visitors to upsu:advice continues to grow. The graph below gives a clear picture of the gradual rise over the last five academic years. The dip in 2013/2014 can be explained by a staffing shortage mid-year.



The top three issues where students request our help remain consistent with previous years, this being, student finance, academic advice and housing but there has been a marked increase in the number of students requesting representation and support at University disciplinary and fitness to study meetings. In the 2013/2014 academic year we attended 3 disciplinary hearings and 9 fitness to practice meetings. This year we have attended a total of 21 fitness to practice meetings, 3 fitness to study meetings and 8 disciplinary meetings of which 4 were stage 3 hearings and 2 students were expelled. One of the informal fitness to practice meetings involved 13 students, 7 of which received support from upsu:advice. Our three Advisers have supported ever complex disciplinaries involving both individuals and groups.

Whilst this reflects many positives such as the raised level of awareness of the service available to students, the availability of independent representation and the value that the institutions places upon the role of upsu: advice; the ever increasing level of demand has placed a strain upon the service that we offer. This has led to significant operational difficulties during the year and a strain upon our staffing resources.

We have now fully embraced social media and now have 359 followers on twitter and use Facebook regularly to promote the service. In one week alone in May we had 2,904 post clicks on our face book post and we frequently top the number of post clicks on the SU Facebook page. We have also raised our profile in a fun way by having termly competitions, for example: Guess the price of the shopping basket, Win a Dinner at Christmas, and Clean Shack, Deposit Back to win a bucket of cleaning products. This has encouraged students to come and find the Advice Centre and given us the opportunity to talk to them about the services we offer. Our student staff have worked hard promoting our service and also enabled us to join in National Student Money week in February for the first time.

At the last campus market of the year in May we made students aware of their right to appeal against the decision of the Assessment Board and our summer vacation opening hours for assistance. A total of 628 students took advantage of the opportunity to discuss academic regulations, extenuating circumstances and more general course concerns at this session.

We have received good feedback throughout the year

"An absolute lifesaver! I could not be happier with the help I have received! I was told the SU advice centre would be my last hope and I should have come here first, they were amazingly fast at giving me results to help with my situation!"

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2015

"I am so grateful for the help and support that you have given me at a very difficult time. I saw you at the campus market and never dreamed that I would need your help. Thank you"

Student Voice

Student Voice has again had an excellent year. The department built upon last year's aim to more fully embed the concept of student representation across both UPSU and within decision making at the University.

Throughout the last year we have supported 837 course representatives across 19 schools within the University, 35% of these representatives received training from the Student Voice team.

Alongside this, we have trained, and supported 19 school representatives and this is the first time for a couple of years that we reached the 100% target. Student voice have supported school representatives to achieve some tremendous wins for the student population; these include enabling students to find out more information about placements, improved communication and use of Moodle between lecturers and students, assisted with arranging extra training before an exam and changing coursework deadlines that clashed. The team meets with representatives regularly to provide support and guidance.

This year saw the launch of a new Course Representative training conference held on four separate dates where a total 293 course representatives attended and we are confident that attendance and engagement will increase further over the next 12 months.

The Student Voice Team oversaw the Student Representative elections where 388 students voted, electing 19 School representatives. We also held an election for new Forum Chairs where 173 students voted.

Out of a possible 31 student representatives, 25 (80%) were trained by the staff at Student Voice. We are hoping that this figure will increase to 100% for this academic year.

Over 1,015 nominations were submitted for the UPSU Student and Staff Teaching and Representation, or SSTAR Awards, this was a 2% increase on last year; these awards aim to recognize the contribution that University staff and academic representatives make to the student experience. The written nominations were analysed using a form of qualitative analysis developed by NUS, and the results were used to produce 'good teaching' guides for staff working at the University.

Once again, Student Voice ran the full time, and part time officer elections. Part time officer elections were held early in the academic year, and the full time elections were run in February. Thirty candidates stood in the full time Executive Officer elections and all were able to access a range of support and training activities, including: group training sessions, motivational breakfast meetings, and individualised one-to-one support. Feedback was positive with candidates reflecting upon the way in which these interventions helped them to confidently engage with students. A total of 16,525 votes were cast by 3,255 students; this equates to a 37% increase in the number of votes in comparison to 13/14 and a 10% increase in the number of individuals voting. An in-depth review of the elections process has been carried out, and we are looking forward to increasing turnout, the promotion of elections and student engagement next year.

Following the completion of the full Governance review and a full student vote via a referendum a new democratic structure was launched to reflect the diversity of the student population, to increase engagement and accessibility as well as strengthen the student voice and decision making to create positive change.

- Student Parliament has been replaced by the Union Executive Committee and is governed by a refreshed Bye Law
- 16 Student Forums have been created to reflect the diversity of student interest and communities. Forums are chaired by elected students who take a leadership role and become part of the Union Executive Committee
- The overall accountability of elected Executive Officers and part time Forum Chairs has been strengthened through the Accountability Board.

**TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2015**

Over the last year the Union Executive Committee has met 8 times and during this time frame 10 motions have been passed, ranging from supporting the UK remaining in the EU, supporting Free Education, lobbying for work to be progressed regarding digital literacy.

During the year Student Voice has worked in collaboration with the Volunteering department to create and launch a recognition scheme for students who volunteer their time to act as a representative for their fellow students, for example by becoming a Course School Representative and playing a vital role within the Academic and Union communities. The scheme provided a facility through our new MSL system for student representatives to record the volume of time given to the role. Just under 30 student representatives logged their time and were rewarded for doing so. In the coming year the team plan to build upon this successful start by raising the profile of the recognition scheme and the contribution that these volunteers make to the campus community.

Ongoing support for the five full time elected Executive Officers has remained a priority for the team; with help and advice provided to support both projects and campaigns. The nature of support has involved delivering in-depth briefings on key issues affecting students, assistance with meeting preparation, the provision of project support, a range of training, and also impact reporting. This support allows the officers to make informed decisions when they are running campaigns, or contributing to the University's decision-making processes. During the year ahead Student Voice aim to improve collaborative working with the Advice Centre to ensure that Social Policy issues are feeding through to campaigning activities.

Partner Institutions

2014/2015 also continued to be a positive year for UPSU and its Partner Institutions. 92 campus visits were made by the Outreach Coordinator throughout the year, equating to some 7,360 miles driven across the South West.

Existing engagement opportunities including academic representation showed continued growth with 246 trained course representatives. Following the success of the on campus Course Rep Conference, the Outreach Team duplicated this approach at Cornwall College, resulting in 3 conferences at 3 venues over 2 days. Empowering students through this system resulted in the implementation of a unified referencing system at Cornwall College, something which prior to this point, had not been given sufficient exposure.

Following on from a successful organisational governance review in term 1, the partners saw the creation of a new Partner Institution Forum. This forum provided a platform in which our members could raise concerns, campaign for change and create a greater connection with their Union. Having access to the Union Executive Committee through the Forum Chair also ensured that the partners views were being raised at the highest democratic decision making committee at the Union.

The Student and Staff Teaching and Representation (SSTAR) Awards remain one of the key engagement opportunities for our Partner Institutions. 2014/2015 saw the Partners claim the top spot amongst all faculties for the highest number of SSTAR Award nominations. Results even included 2 overall winners from South Devon College and 7 faculty winners across the wider partnership.

UPSU were on hand to support and empower students from Bicton College who underwent a merger with Cornwall College in term 3. Focus groups with the students and meetings with Plymouth University and Cornwall College ensured that measures were put in place to support the students throughout.

Two new projects were implemented in 2014/2015. The first was born as a result of student feedback to be better integrated in the sports and societies departments. Newquay College (Cornwall College) have created a Newquay arm of the Plymouth University Surf Club after successfully electing a representative to sit on the committee. The results of this post will be reviewed in 2015/2016 and possibly used as a template for future engagements. The second project has been created as a result of staff recognising leakage in the communications between UPSU and the Partner Institutions. To combat this, the Outreach Coordinator has created new social medial identities (Facebook & Twitter) as well as launched a student newsletter to share best practice and good news from across the whole partnership. The aim is to continue to grow these communications in 2015/2016 to increase engagement with the partners and in turn improve the student

**TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2015**

experience for our outreach students.

The Sports Centre

The Sports Centre has undergone considerable transformation through 2014/15, not only in the strategic direction and management of the service, but also through capital equipment investment and additional staff resources.

Other main areas of change and development included:

- Increased attendance in classes and the gym, as well as more participation in all other areas of sport
- Highest levels of memberships to date
- Investment in new equipment, staff training and software
- Improvements in customer service and the experience to our students

The Sports Centre membership packages continue to flourish, proving popular with students in particular as a result of the value and ease of access due to the on campus location of the facilities. The Sports Centre has been extremely busy this year with an increased participation in all areas of sport.

The ease of the online booking management system has certainly helped to boost the use of the facilities, as this investment has meant that all full time staff received training on Sports Booker and are able to participate in the exciting developments which are still to come. These include the creation of a new mobile app, as well as increased functionality with the introduction of the new dashboard feature within sports booker. Reinvestment has also manifested positively in terms of new equipment, which has improved the layout and use of a confined space in the gym, improving student experience in turn. These developments reflect the positive impact UPSU's investment continues to have on the Sports Centre.

Membership to the Sports Centre continues to perform strongly, with total membership sales up a further 2.2% on the previous year to reach a yearly total of £252,746. Gym Membership continues to be the most popular package, with the total number of members reaching 1,438 over the past year. Additionally, over 40,000 exercise class attendances have been registered this year indicating the quality and depth of classes on offer to both members and non-members. These figures go against the national trend for people attending a gym or fitness classes. Sport England's recent survey on people attending a keep fit class or gym is down nationally by 153,000 visits across the UK. In the instance of the Sports Centre, however, the demand for services and facilities has been pushed close to capacity at times with record attendance recorded in various areas of the Sports Centre.

Customer service and student experience continues to be a focal point at the Sports Centre, in keeping with the overall strategic direction of UPSU. Our regular newsletter, feedback procedure and imminent customer service statement are testament to this. The expansion of the Sports Centre Team, with the appointment of a new full time receptionist, will help with the continuity and consistency of the work on reception as well as enabling the team to focus on their own individual areas of work in line with each team member's Individual Staff Work Programme.

The Sports Centre Team has improved both financially and statistically on the previous year, surpassing forecast projections for the year. It's important, though, to consider that the Sports Centre, in certain areas, is reaching saturation point with demand outweighing supply. With this in mind it's imperative that the service we offer is accessible to all members and is able to continue to offer a diverse range of quality opportunities to undertake sport and physical activities on campus.

Research and Feedback

Pre Freshers Survey

In August 2014 we ran the 'Pre Freshers' survey for the second year, which is conducted before new students arrive on campus, with the aim of understanding of how new students feel and what they expect before arriving at Plymouth University. With a 313 sample size, the key findings from the survey were:

- 72% said they are coming to University for career progression
- 79% chose Plymouth University because of the course that was offered
- 60% chose Plymouth University because of the location.

UNIVERSITY OF PLYMOUTH STUDENTS' UNION

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 JULY 2015

- 69% are concerned about managing their money whilst at University
- 47% are concerned about managing University workload
- Almost 41% are concerned about making friends when starting.
- Almost 68% would like nightclub parties to make their perfect Freshers Week

Big 10 Survey

In January we carried out the 'Big 10' survey to offer an insight for potential candidates in the 2015 SU Elections to support and inform their manifesto point decisions and also, quite importantly, to inform our new 3 year Strategic Plan. We received 1,924 responses; a fantastic response rate.

Key findings from the survey were:

- 76% enjoy the SU
- 68% feel it has a positive impact on their time at PU
- 99% of respondents feel that its either very important or important that UPSU represents students opinions to the University
- 97% feel that UPSU should campaign on issues that matter to students.
- 66% say that a key priority for UPSU should be providing advice and support to students
- 64% say that UPSU should provide a comfortable environment for students
- 39% are concerned about money whilst at University
- 30% are concerned about career prospects

National Student Survey (NSS)

On question 23 of the NSS 'I am satisfied with the Students' Union at my Institution' UPSU had an overall satisfaction score for the taught population (ie Plymouth campus) of 81%, considerably above the sector average of 68%, placing UPSU in the top quartile of 138 unions, this is a great achievement for UPSU.

Digital Platforms

We have invested significantly in our website over the last 2 years and last year upsu.com saw over 507,524 visits (+16% on previous year) to the site, by 226,511 unique users (+33%). They viewed 2,342,229 pages (+24%) on the site.

Visits by top 5 countries

There were visitors from 191 (+11%) different countries

Country	Number of visits	Increase on last year
UK	475,906	+15%
USA	9,458	+1%
Venezuela	2,811	+139%
India	1,350	+101%
Germany	1,124	+11%

Devices used for visiting upsu.com

The growth of mobile devices continues to expand

Device	Number of visits	Increase on last year
Desktop	294,589	+5%
Mobile	174,217	+39%
Tablet	38,718	+15%

The SU App

In the summer of 2014 UPSU invested in and redeveloped the SUapp with increased usability and a more intuitive navigation. This development resulted in significant growth of users and increased use.

Activity	Number	Increase on last year
Downloads	6,785	+275%
Screen Views	411,705	+1,194%
Sessions	91,422	+677%

**TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2015**

Social media

Our social media channels continue to be at the forefront of our communication with our membership, with industry leading social spaces on our platforms.

Media	Number	Increase on last year
Facebook fan page	24,454 fans	+15%
Twitter	9,541 followers	+19%
Youtube	22,271 views	-18%
Instagram	933 followers	+34%

Media Sales

This year we moved all of our sales in house to be managed by our Sales and Marketing Coordinator and we generated £51,068 (+26%) in sales through our media platforms. We saw a significant growth in partnership agreements where we offer year round use of our media in exchange for an annual fee. There was a decline within the physical print areas across the board with companies choosing to engage more in face to face and digital marketing. We continued with the success of our campus markets, delivering 6 successful events engaging the local community and generating additional revenue for UPSU.

NUS Extra Card Sales

We continue to be the SU leading retailer of the student discount card by selling 9,985 cards in 2014/15 and generating a surplus of £52,482 for UPSU.

Commercial Services

Since the venue refurbishment during the summer 2014 our Commercial Services has seen a successful trading year and increased student engagement brought about by the refurbishment particularly during the day time. UPSU Commercial Services provide a range of services within the Union building where students can eat, drink, study and relax. In addition to these services being highly valued by students, Commercial Services employs up to 250 student staff contributing towards our employability ambition by providing necessary work experience and transferable skills to our students.

The Bar was the most successful outlet this year, reversing the downward trend in the last few years by producing a surplus of £333k which is £5k better than budget and £33k better than last year. The SU bar has also scooped Gold in the National Union of Students (NUS) Best Bar None Awards 2015! The Gold award is a culmination of a great deal of hard work throughout the year and recognises our exceptional work in promoting safe alcohol retailing and student safety. This most recent accolade adds to our extremely successful year, with the Bar also being crowned 'Best Student Venue' in Plymouth at the region's Best Bar None Awards earlier in 2015.

The figures elsewhere in this report demonstrate the products, offers, services and cost controls initiated during this trading year that has led to a positive financial outcome with commercial services producing a surplus of £377k which is £19k better than last year. Key changes such as guest pagers within catering and contactless payment options designed to speed up sales and reduce queuing have significantly increased service levels while we continuously push boundaries to increase student satisfaction and explore additional revenue streams to optimise commercial revenue.

Retail

At U:shop we employ around 25 members of Student Staff who work a range of shifts during term times. From this team, 15 have been promoted to student supervisors which, further enhances their employability skills.

This financial year the shop has seen sales of £555k which was less than budget by £27k. Although we have had a decrease in turnover this year, proactive cost control measures have helped decrease the impact on bottom line which was £18K below budget. The decrease in sales this year clearly indicates that the shop is due for some capital investment, in order to improve on sales for the next academic year. Plans are underway this summer to refurbish the shop to improve sales by fostering creativity, better layout and by reviewing products and pricing.

U:Shop is proud to have helped set up the 'UNICYCLE-food waste project, which is a Plymouth University student-led group dedicated to redistributing food resources that would otherwise go to waste. The project seeks to help the promotion and the utilisation of waste food in a way that benefits the wider community. The UNICYCLE project was also awarded the sustainability award (sponsored by Plymouth University) at the volunteering awards this year. It has also had an article written in Plymouth Herald.

We sell a large range of Fairtrade products within the shop, which helps U: shop keep in line with the university's sustainability status. This year we also celebrated Fairtrade fortnight by offering discounts on all of our Fairtrade products for the two weeks.

Catering Outlets

Quarterdeck

For this financial year turnover was £174k, an increase of £30K compared to last year. New offers, regular theme days, a diverse menu and a willingness to adapt to our students needs have proved successful. The Quarterdeck has introduced an electronic call order system which has reduced average service delivery to within 5 minutes. A positive recruitment drive and great team dynamic has driven our success this year.

There has been a big focus on event catering which has generated significant revenue in the financial year and our reputation has grown enormously with additional business coming from the University with very positive feedback. New offers for 2015/16 will include hot deli bar fillings, meal deal upgrades and a complete new menu. An event catering online brochure and ordering system will be introduced too.

Lounge

The Lounge generated a turnover of £193k, an increase of £23k compared with 2013/14, producing a bottom line surplus of £34k which is £15k better than last year. The Lounge has undergone a complete transformation with a new customer flow being incorporated enabling a better, quicker service. New sandwich and jacket potato ranges have been introduced. As with the Quarterdeck, the Lounge now also benefits from an electronic ordering system. The lounge is viewed as a relaxing area for students to unwind – this has been achieved with the refurbishment and extension of the seating areas.

Chunk

Sales for the year were £42k an increase of £10k compared with 2013/14, producing a bottom line profit of £12k which is a £4k increase on the previous year. Chunk has proved to be very popular this year, the addition of Panini's and soup worked well.

PSU Accommodation

Much of our efforts this year have been concentrated towards stabilising the issues we inherited from 2013/14 and introducing an operational structure, customer management system and efficient processes to ensure that the service provides a professional service to landlords and students. The team have worked tirelessly on this whilst maintaining the day to day services provided by the accommodation office. Commission generated was £102k which was higher than budgeted.

We have 347 rooms in our portfolio, having added 12 new landlords and properties during 2014/15, increasing our number of landlords to 49 and total properties to 75.

It became a legal requirement on the 1st October 2014 that all Property Management Agencies provide an independent redress service to their customers, in response to this we became members of PRS (Property Redress Service).

The majority of our properties are let with utility costs included in the rent. Due to the resource time required to manage utilities we have chosen to outsource this service, which will involve having smart meters installed, this will enable us to use our resources more effectively and will keep tenants informed of their utility usage.

To increase awareness of this service we have carried out key promotional activities such as Facebook and Google posts, participated in fresher's fair, displayed posters and banner on campus and established networks

**TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2015**

with Residence Life and Student Information Gateway & ISAS, and have agreed to present our services to the new intake in September 2015.

To improve our expertise and as a bench marking exercise we have carried out visits to Cardiff and Leicester SU Accommodation offices. The Plymouth Charter for Private Rented Housing was launched in March 2015 and UPSU are part of the Charter Steering Group which is headed up by Plymouth City Council and has been set up to deliver improvements to the private rented sector.

Entertainments and Events

2014/2015 has been a strong year for the Events and Entertainments team. The refurbishment over the summer of 2014 created a more dynamic and welcoming environment with the new entrance and till booths, the new funky colours and seating areas which have all been a great success. As a result, nightclub sales have been strong, and students are extremely satisfied, particularly with regards to the reduction in queuing times. The day trade has been great, as many people now meet in the SU to relax and also for after-work drinks. Our open mic night "Jam House" has become bigger and better and grown into a legendary night at the SU. This has led to there being special collaborations with BBC Introducing in Devon, the X Factor and the Voice. The nighttime offer we deliver is very varied and rich in entertainment, catering for people of all tastes, from live music to house music, indie rock and just chill out nights.

Freshers' Week 2014 was a great hit with all students and there were several non-drinking activities that were well attended. The Interhalls Social was a sell-out and there are plans to make it even bigger next year. The final event of the week, Freshtival, a huge Under the Sea themed fancy dress party was a huge success and has a strong foundation to grow into an even bigger event. There were several other themed nights during the week, including Mexican Night, Baywatch, School Disco, Neon Night and Zombie Apocalypse.

As part of the venue refurbishment, we made sure that we took into account space for our Sports Clubs and Societies to use, this proved a great success and we now host their meetings, socials and events such as quizzes.

Trips Out has also been good this year and we have taken over 300 students around the UK to various British cultural sites, which has been a great way to engage our international students.

We have started delivering hospitality events, with catering and bars. This has proven to be a huge success, and looks to grow even more with over £15,000 worth of hospitality booked in over the summer. The events department looks to grow into an all-year round operation.

This year's UPSU Summer Ball was a great success, despite the rain and we still managed to pull off a legendary summer ball, with a well-rounded lineup and improved bar service producing a bottom line surplus of £51k which was £3k better than budget.

Sustainability

Our excellent work in this area has again been recognised with the Gold Award in the NUS Green Impact Students' Union accreditation scheme. This is the third year that we have been awarded the Gold Award having attained the pinnacle award: Excellence (Outstanding) status in 2013/14. This year's Gold award success allows us again to take a break from competing the Green Impact workbook and aim for Excellence again in 2015/16. We will engage in a year-long reward project, giving us the opportunity to work with the University on a bigger picture sustainability initiative. UPSU will take advantage of this to host a student Climate Change Conference in Plymouth in preparation for the COP21 being held. This will ensure that the voice of Plymouth students contributes to the conference and Treaty that emerges from it. The Plymouth Climate Change conference will form our Green Impact Excellence submission.

We have continued to work in partnership with the University over the last year, with the new refurbished building continuing to further improve our contribution to the overall Sustainability agenda. We will continue to embed best practice into our operation and engage with students regarding sustainability and environmental issues as well as continuing the work in house with our Green Impact Champions who meet bi-monthly to progress our sustainability journey.

This year, UPSU and Plymouth University have deepened our collaborative approach of partnership working through the Centre for Sustainable Futures work. Together we decided to sign up to become part of the NUS Responsible Futures pilot and used the framework to deepen understanding of where we can come together to compliment an informed student led approach to developments in this area supported by dialogue and

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2015

understanding at the highest governance levels within both the Union and Institution. Involvement in the Responsible Futures pilot compliments and dovetails some of the developments within the GISU framework and we are both keen and conscious of developing these areas with synergy. We were successful in gaining the accreditation with the volume and range of extra-curricular activities that support this agenda being highlighted as an area of strength.

FINANCIAL REVIEW

The Union's financial strategy is to finance its current range of activities and also generate a sufficient surplus to finance expenditure required to enable expansion and improvement of our existing facilities and services. We also aim to provide for the future depreciation of fixed assets at the time the Union becomes committed to acquiring them, and are currently building our reserves to cover a number of possible contingencies, we remain on target to achieve this. We continue to benefit from the recognition and excellent support from the University and received a Block Grant in 2014/15 of £1,709,270. This was an increase on the previous year of £23,075 which represented an increase linked to CPI as well as the end of RAG funding support but the inclusion of ongoing RELAYS funding.

Our gross income from all sources this year totalled £5,664,666. Total expenditure of £5,518,808 on the wide ranging student benefits we provide as well as our other revenue generating activities, left an unrestricted surplus of £6,945 after a net transfer of £249,917 into designated and restricted reserves. Our unrestricted surplus was slightly less than predicted this year however significant transfers to reserves were made in order to contribute towards the refurbishment of the Hive and also the improvements to the Shop that will hopefully result in an improvement in sales. We have also invested again this year in sport and have added to our vehicle reserve fund.

Our liquidity remained healthy throughout the year and despite long term low interest rates, the investment income earned £7,544 this year and we benefitted from a gain on investment assets of £4,946. We constantly review the return on our investments and spread our cash over several institutions to maximise our return and reduce risk. Our income and expenditure reserves now stand at £60,105 free reserves and £130,000 designated general reserves, which have increased from £33,280 since July 2009. This is an exceptional achievement for the Union in the current economic climate and has ensured that we are on track to achieve our target level of reserves and an improved, more secure financial position.

Reserves policy

The Union has long believed that it would be prudent to build reserves to cover a number of possible contingencies, and intend to build up the following:

- to cover the acquisition of new fixed assets, estimated at £50,000.
- to cover the Union's overheads should there be an unexpected downturn in funding or additional calls on our resources without immediately curtailing activities, estimated at between 1 and 3 months overhead costs of between £300,000 and £500,000.
- to cover staff redundancies and exceptional staff related costs, estimated at £100,000.
- to cover the unexpected cost of the upkeep of the fabric of the building estimated at £150,000
- to cover the cost of the purchase of a dedicated UPSU vehicle of £30,000, saving on transport costs
- to continue our investment in our Sports facilities with a new Sports Development Fund currently at £75,000

Therefore the aim is to build up designated reserves of between £705,000 and £905,000, at today's prices from available free reserves generated by the Union. It is our intention to build our designated free reserves up to the desired levels within the next five years. The current free reserves are £60,105.

Future funding

The Executive Committee confirms that the Union has sufficient funds to meet all of its obligations. The Block Grant for 2015/16 has been agreed at £1,765,266 and our commercial activities are expected to generate significant funds. Our 2015/16 budget has been approved by our Board of Trustees and the University, we will

UNIVERSITY OF PLYMOUTH STUDENTS' UNION

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 JULY 2015

deliver on that approved budget and closely monitor it throughout the year, reporting and taking action on any variances. We are also in the process of undertaking a refurbishment of the Hive and the shop at combined costs of £175,000 and the University has agreed a contribution of £50,000 towards these costs. Discussions continue regularly with the University with regards to future funding requirements and we aim to update our 3 year capital programme for discussions with the University, which will result in a more planned and strategic approach to our repairs and replacement programme.

Investment Policy

The Executive Committee has implemented an Investment Policy in February 2011, which is reviewed annually by the Trustee Board.

PLANS FOR THE FUTURE

UPSU plans to continue to build on the fantastic achievements we made in 2014/15 ensuring that we deliver the highest student experience for our members here at Plymouth University and continue to grow and strengthen as an effective Charity. We will continue to build on our strong financial position with an aim to continue to build reserves in line with our reserves policy and supply services to students and their community at the very best level of quality that can be afforded. Following the improvements to our student space (the Hive) and the Shop this summer we will develop a robust maintenance and repairs plan alongside a 3 year capital plan to ensure that we maintain our building to a high standard and plan for future developments and refurbishments.

Objectives for 2015/16:

The Students' Union will be seeking to achieve the following objectives in 2015/16:

	Strategic Ambition	Objective
1	Support and Wellbeing	To work towards achieving the wellbeing criteria in the Livewell Wellbeing Charter and IIP Framework. Success factors will be:- <ul style="list-style-type: none">• Achievement level awarded by Livewell• Improve on the score of 65 for Wellbeing in the Staff Survey• Maintain IIP status
2	Support and Wellbeing	We aim to support our students financially by delivering value for money in all that we do
3	Participation and Engagement	To focus upon developing our student led societies and activities
4	Participation and Engagement	Seek to improve our engagement with students no matter where they are; actively delivering our services outside of the union building
5	Communities	To investigate new and innovative ways to increase engagement with our harder to reach student communities.
6	Communities	We will celebrate the successes of all our communities.
7	Representation and Democracy	The Executive officers will carry out the following campaigns <ul style="list-style-type: none">• "Know the Line" - tackling sexual harassment• Increasing postgraduate representation within the SU and University• "Out in Sport" - tackling homophobia in sport• "#CuttheCosts" - looking at the student cost of living.
8	Representation and Democracy	Improve collaborative working between our Executive Officer and Advice teams to ensure that the individual help our members receive is the best it can be
9	Employability	We will work to ensure that the relevant, extra-curricular activities undertaken by our students are formally recognised through the HEAR report.
10	Employability	We will work in partnership with the University to ensure that the relevant extra-curricular activities can enhance and improve their employability prospects
11	Sustainability	We will review our name and branding during 2015/16 to ensure that we stay relevant to our membership.
12	Sustainability	We will continue to review our financial processes to drive efficiencies and to reduce our reliance on paper. This will include an online casual pay system, emailing payslips and remittance advices.

UNIVERSITY OF PLYMOUTH STUDENTS' UNION

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 JULY 2015

FUNDS HELD AS CUSTODIAN

The Union administers funds on behalf of the Raising and Giving Society, who support clubs and societies and other groups in charitable fundraising activities. These funds are identified as belonging to the Raising and Giving Society and not the Union. The balance held at the year-end was £8,261 (2014: £800) which is included in other creditors.

TRUSTEES' RESPONSIBILITIES STATEMENT

The Trustees 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).

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting 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 charity will continue in operation.

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

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

Ruth Titmuss, President

UNIVERSITY OF PLYMOUTH STUDENTS' UNION

INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF UNIVERSITY OF PLYMOUTH STUDENTS' UNION

We have audited the financial statements of University of Plymouth Students' Union for the year ended 31 July 2015 which comprise the Statement of financial activities, the Balance sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an Auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustees, as a body, for our audit work, for this report, or for the opinion we have formed.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS

As explained more fully in the Trustees' responsibilities statement, the Trustees are responsible for the preparation of financial statements which give a true and fair view.

We have been appointed as auditors under section 144 of the Charities Act 2011 and report to you in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

OPINION ON FINANCIAL STATEMENTS

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 July 2015 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

UNIVERSITY OF PLYMOUTH STUDENTS' UNION

INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF UNIVERSITY OF PLYMOUTH STUDENTS' UNION

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

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

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

Bishop Fleming LLP
Chartered Accountants
Statutory Auditors
Salt Quay House
4 North East Quay
Sutton Harbour
Plymouth
PL4 0BN
Date:

Bishop Fleming LLP are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

DRAFT

UNIVERSITY OF PLYMOUTH STUDENTS' UNION

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 JULY 2015

	Note	Restricted funds 2015 £	Unrestricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
INCOMING RESOURCES					
Incoming resources from generated funds:					
Voluntary income	2	-	1,709,270	1,709,270	1,686,195
Activities for generating funds	3	-	216,803	216,803	196,900
Investment income	4	-	7,544	7,544	10,188
Incoming resources from charitable activities	5	681,304	3,048,281	3,729,585	3,572,440
Other incoming resources		-	1,464	1,464	-
TOTAL INCOMING RESOURCES		681,304	4,983,362	5,664,666	5,465,723
RESOURCES EXPENDED					
Costs of generating funds:					
Fundraising expenses and other costs	3	-	165,957	165,957	156,792
Charitable activities	6	673,639	4,639,299	5,312,938	5,141,396
Governance costs	7	-	39,913	39,913	38,994
Other resources expended	8	-	-	-	1,688
TOTAL RESOURCES EXPENDED		673,639	4,845,169	5,518,808	5,338,870
NET INCOMING RESOURCES BEFORE TRANSFERS					
		7,665	138,193	145,858	126,853
Transfers between Funds	18	6,456	(6,456)	-	-
NET INCOMING RESOURCES BEFORE REVALUATIONS					
		14,121	131,737	145,858	126,853
Gains and losses on revaluations of investment assets	15	-	4,946	4,946	(280)
NET MOVEMENT IN FUNDS FOR THE YEAR		14,121	136,683	150,804	126,573
Total funds at 1 August 2014		188,780	814,032	1,002,812	876,239
TOTAL FUNDS AT 31 JULY 2015		202,901	950,715	1,153,616	1,002,812

The notes on pages 27 to 42 form part of these financial statements.

UNIVERSITY OF PLYMOUTH STUDENTS' UNION

BALANCE SHEET
AS AT 31 JULY 2015

	Note	£	2015 £	£	2014 £
FIXED ASSETS					
Tangible assets	14		405,579		330,717
Investments	15		262,894		257,748
			<u>668,473</u>		<u>588,465</u>
CURRENT ASSETS					
Stocks		82,790		70,617	
Debtors	16	253,495		231,711	
Cash at bank and in hand		367,304		465,528	
		<u>703,589</u>		<u>767,856</u>	
CREDITORS: amounts falling due within one year	17	(218,446)		(353,509)	
NET CURRENT ASSETS			<u>485,143</u>		<u>414,347</u>
NET ASSETS			<u>1,153,616</u>		<u>1,002,812</u>
CHARITY FUNDS					
Restricted funds	18		202,901		188,780
Unrestricted funds	18		950,715		814,032
TOTAL FUNDS			<u>1,153,616</u>		<u>1,002,812</u>

The financial statements were approved by the Trustees on

and signed on their behalf, by:

Sarah Bowman, President

The notes on pages 27 to 42 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2015

1. ACCOUNTING POLICIES

1.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in March 2005 and applicable accounting standards.

1.2 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 charity 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 charity 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.

1.3 INCOMING RESOURCES

All incoming resources are included in the Statement of financial activities when the charity has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

As a charity the Union receives grants from the University of Plymouth; income under the provision of charitable services; public donations and sponsorship; contributions from members; income from trading activity closely associated with its charitable purposes. The Union is satisfied that all funding received from the University in the year, apart from RELAYS, was unrestricted within the definition of the SORP 2005.

Income from investments is included in the year in which it is receivable.

1.4 RESOURCES EXPENDED

Expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

All resources expended are inclusive of irrecoverable VAT.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2015

1. ACCOUNTING POLICIES (continued)

1.5 TANGIBLE FIXED ASSETS AND DEPRECIATION

All assets costing more than £500 are capitalised.

Tangible fixed assets are stated at cost less depreciation. Depreciation is not charged on freehold land. Depreciation on other tangible fixed assets is provided at rates calculated to write off the cost of those assets, less their estimated residual value, over their expected useful lives on the following bases:

Student union refurbishment	-	5-10 years straight line
Furniture and equipment	-	3-5 years straight line

1.6 INVESTMENTS

Investments are stated at market value at the balance sheet date. The Statement of financial activities includes the net gains and losses arising on revaluations and disposals throughout the year.

1.7 OPERATING LEASES

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

1.8 STOCKS

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks.

1.9 PENSIONS

The Union participates in the Students' Union Superannuation Scheme, 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 the rates of contribution payable being determined by the trustees on the 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 directly attributed to the Union. Under the terms of FRS17, in these circumstances contributions are accounted for as if the scheme were a defined contribution scheme based on actual contributions paid through the year.

1.10 CUSTODIAN FUNDS

Custodian funds entrusted to the Union for safekeeping, but not under its management control, i.e. those of the Raising and Giving Society. Such custodian activities are disclosed in the Annual Report, but as the funds are not managed by the Union they cannot be included in the accounts.

2. VOLUNTARY INCOME

	Restricted funds 2015 £	Unrestricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
University Block Grant	-	1,709,270	1,709,270	1,686,195

UNIVERSITY OF PLYMOUTH STUDENTS' UNION

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2015

3. ACTIVITIES FOR GENERATING FUNDS

	Restricted funds 2015 £	Unrestricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
Fundraising income	-	216,803	216,803	196,900
Fundraising other costs	-	162,881	162,881	154,552
Fundraising student wages	-	3,076	3,076	2,240
	-	165,957	165,957	156,792
Net income from activities for generating funds	-	50,846	50,846	40,108

4. INVESTMENT INCOME

	Restricted funds 2015 £	Unrestricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
Investment income	-	7,544	7,544	10,188

5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Restricted funds 2015 £	Unrestricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
Retail and other trade	3,707	2,625,887	2,629,594	2,430,526
Volunteering and community, RELAYS and Active Devon	8,500	-	8,500	42,866
Representation and representation sponsorship	-	67,100	67,100	24,748
Sports and recreation members contributions	-	348,885	348,885	304,312
Sports and active leisure sponsorship	-	4,909	4,909	1,776
Partnerships and scholarships	-	-	-	4,950
External funding grants	-	1,500	1,500	16,518
Active Universities - Sport England	63,943	-	63,943	107,889
Clubs and societies	605,154	-	605,154	638,855
	681,304	3,048,281	3,729,585	3,572,440

UNIVERSITY OF PLYMOUTH STUDENTS' UNION

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2015

6. EXPENDITURE BY CHARITABLE ACTIVITY

SUMMARY BY FUND TYPE

	Restricted funds 2015 £	Unrestricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
Retail and other trade	-	2,430,571	2,430,571	2,293,566
Welfare	-	159,658	159,658	145,386
Volunteering and community, RELAYS and Active Devon	35,287	169,157	204,444	218,205
Representation and representation sponsorship	-	913,784	913,784	894,852
Sports and recreation members contributions and sponsorship	-	966,129	966,129	840,445
Active Universities - Sport England	55,016	-	55,016	120,613
Clubs and societies	583,336	-	583,336	628,329
	<u>673,639</u>	<u>4,639,299</u>	<u>5,312,938</u>	<u>5,141,396</u>

Retail and other trade

	Restricted funds 2015 £	Unrestricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
Retail trade stock	-	963,228	963,228	1,001,172
Retail staff wages	-	280,633	280,633	263,013
Retail staff student wages	-	385,619	385,619	333,982
Retail trade other costs	-	181,246	181,246	160,941
Retail trade depreciation	-	43,038	43,038	29,577
Other trade stock	-	69,514	69,514	59,649
Other trade staff wages	-	61,365	61,365	20,025
Other trade student wages	-	11,561	11,561	29,918
Other trade other costs	-	77,981	77,981	45,088
Trading support staff costs	-	192,240	192,240	174,453
Trading support facilities costs	-	164,146	164,146	175,748
Total	<u>-</u>	<u>2,430,571</u>	<u>2,430,571</u>	<u>2,293,566</u>

UNIVERSITY OF PLYMOUTH STUDENTS' UNION

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2015

Welfare

	Restricted funds 2015 £	Unrestricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
Welfare staff wages	-	88,930	88,930	76,776
Welfare staff training	-	2,153	2,153	1,565
Welfare office	-	2,838	2,838	2,102
Other costs	-	6,338	6,338	6,576
Welfare support staff costs	-	32,040	32,040	29,076
Welfare support facilities costs	-	27,359	27,359	29,291
Total	-	159,658	159,658	145,386

Volunteering and community, RELAYS and Active Devon

	Restricted funds 2015 £	Unrestricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
Volunteering staff wages	26,700	83,775	110,475	123,132
Volunteering student wages	-	787	787	1,050
Volunteering travel	2,068	5,712	7,780	6,619
Volunteering office	413	1,026	1,439	968
Volunteering other costs	6,106	18,458	24,564	28,069
Volunteering support staff costs	-	32,040	32,040	29,076
Volunteering support facilities costs	-	27,359	27,359	29,291
Total	35,287	169,157	204,444	218,205

Representation and representation sponsorship

	Restricted funds 2015 £	Unrestricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
Staff wages	-	259,144	259,144	217,883
Other student wages	-	12,074	12,074	45,952
Affiliations	-	54,412	54,412	48,951
Campaigns	-	5,180	5,180	5,131
Conferences and training	-	13,292	13,292	15,631
Inter site travel	-	4,631	4,631	7,385
Publications and web site	-	19,289	19,289	16,412
Other	-	34,942	34,942	35,553
Representation support staff costs	-	275,544	275,544	250,049
Representation support facilities costs	-	235,276	235,276	251,905
Total	-	913,784	913,784	894,852

UNIVERSITY OF PLYMOUTH STUDENTS' UNION

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2015

Sport & recreation memberships and sponsorships

	Restricted funds 2015 £	Unrestricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
Direct grants to clubs	-	40,100	40,100	40,000
Pitches and venues	-	50,822	50,822	39,427
Sports staff wages	-	110,984	110,984	90,766
Student staff wages	-	5,655	5,655	5,483
Transport total	-	114,077	114,077	116,576
Transport recharge total	-	(65,369)	(65,369)	(65,649)
BUSA	-	17,211	17,211	13,570
Sports office	-	3,320	3,320	1,846
Other	-	100,787	100,787	86,336
Sport and active leisure	-	53,904	53,904	(1,158)
Watersport	-	58,371	58,371	58,462
External funding	-	11,754	11,754	6,422
Partnerships and scholarships	-	12,005	12,005	26,174
Sport and active leisure wages	-	196,274	196,274	171,525
Watersport wages	-	15,313	15,313	13,315
External funding wages	-	326	326	-
Sport and active leisure student wages	-	45,142	45,142	50,036
External funding wages	-	3,200	3,200	974
Watersports student wages	-	1,621	1,621	919
Depreciation (sports complex)	-	12,440	12,440	10,320
Sports support staff costs	-	96,120	96,120	87,227
Sports support facilities costs	-	82,072	82,072	87,874
Total	-	966,129	966,129	840,445

Sport England (Active Universities)

	Restricted funds 2015 £	Unrestricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
Active universities	18,111	-	18,111	50,479
Active universities wages	36,760	-	36,760	68,424
Active universities student wages	145	-	145	1,710
Total	55,016	-	55,016	120,613

UNIVERSITY OF PLYMOUTH STUDENTS' UNION

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2015

7. GOVERNANCE COSTS

	Restricted funds 2015 £	Unrestricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
Governance Auditors' remuneration	-	6,635	6,635	8,258
Trustee board expenses	-	1,281	1,281	931
Executive travel expenses	-	5,497	5,497	6,458
Legal expenses	-	2,740	2,740	-
Governance support facilities costs	-	10,944	10,944	11,630
Governance wages	-	12,816	12,816	11,717
	-	39,913	39,913	38,994

8. OTHER RESOURCES EXPENDED

	Restricted funds 2015 £	Unrestricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
Loss on disposal of fixed assets	-	-	-	1,688

9. STAFF & FACILITIES COSTS

	2015 £	2014 £
Staff costs	640,800	581,510
Training costs	17,971	11,068
General administration costs	129,324	137,086
Legal and professional fees	19,507	11,895
Depreciation	51,318	64,199
Rent	317,647	317,647
Other expenses	11,384	43,931
Total	1,187,951	1,167,336

UNIVERSITY OF PLYMOUTH STUDENTS' UNION

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2015

Support costs detailed above are apportioned to projects as below:

	Basis of Apportionment	Support Staff 2015 £	Facilities Costs 2015 £	Total Costs 2015 £	Total Costs 2014 £
Volunteering	5%	32,040	27,357	59,397	58,367
Trading	30%	192,240	164,146	356,386	350,201
Sports & recreation	15%	96,120	82,072	174,192	175,100
Welfare	5%	32,040	27,357	59,397	58,367
Representation	43%	275,544	235,276	510,820	501,955
Governance	2%	12,816	10,943	23,759	23,347
Total Costs Apportioned		640,800	547,151	1,183,951	1,167,337

10. NET INCOMING RESOURCES

This is stated after charging:

	2015 £	2014 £
Depreciation of tangible fixed assets: - owned by the charity	93,877	93,296
Auditors' remuneration	3,500	3,500
Auditors' remuneration - non-audit	3,135	4,758
	93,877	93,296
	3,500	3,500
	3,135	4,758
	93,877	93,296

11. STAFF COSTS

	2015 £	2014 £
Wages and salaries	1,988,349	1,898,539
Social security	121,968	112,611
Pension costs	102,641	78,362
	2,212,958	2,089,512

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

The average monthly number of employees during the year was as follows:

	2015	2014
Trustees	5	5
Permanent staff	81	79
Student staff	148	142
Total	234	226

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2015

12. TRUSTEES REMUNERATION AND EXPENSES

Four of the 2014/15 Executive Officers received £18,648 (2014: £17,358) and one received £15,515 (2014: £17,358) for the year, as authorised in the Union's governing document, for the representation, campaigning and support work they undertake as distinct from their trustee responsibilities. This work includes voicing student opinion with the institution 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. The total salary, NI and pension cost for the sabbatical officers amounted to £104,379 (2014: £97,342).

Two External members of the Unions' Trustee Board were reimbursed for hotel and/or travel expenses, totaling £598 (2014: £887) within the year. This expenditure is reported within Governance costs, shown in note 7.

In addition, the five executive officers who are also trustees were reimbursed a total of £4,783 (2014: £5,789) for the year, in respect of travel and subsistence expenses, in accordance with their role as elected Executive Officers. These costs are included recorded within Governance costs, shown in note 7.

13. TAXATION

The Union's activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes Act 1988. Accordingly, there is no taxation charge in these accounts.

14. TANGIBLE FIXED ASSETS

	Student union refurbishme nt £	Furniture and equipment £	Total £
COST			
At 1 August 2014	462,988	550,389	1,013,377
Additions	39,478	145,365	184,843
Disposals	(8,883)	(4,183)	(13,066)
At 31 July 2015	493,583	691,571	1,185,154
DEPRECIATION			
At 1 August 2014	268,551	414,109	682,660
Charge for the year	42,001	67,979	109,980
On disposals	(8,882)	(4,183)	(13,065)
At 31 July 2015	301,670	477,905	779,575
NET BOOK VALUE			
At 31 July 2015	191,913	213,666	405,579
At 31 July 2014	194,437	136,280	330,717

UNIVERSITY OF PLYMOUTH STUDENTS' UNION

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2015

15. FIXED ASSET INVESTMENTS

	Investments	Investments in subsidiaries	Total
MARKET VALUE			
At 1 August 2014	257,748	-	257,748
Additions	85,000	1	85,001
Disposals	(84,801)	-	(84,801)
Market value movement	4,946	-	4,946
	<u>262,893</u>	<u>1</u>	<u>262,894</u>
At 31 July 2015	<u>262,893</u>	<u>1</u>	<u>262,894</u>

SUBSIDIARY UNDERTAKINGS

The following were subsidiary undertakings of the company:

Name	Holding	2015 £	2014 £
UPSU Trading Limited	100%	1	-

Name	Business	Registered office
UPSU Trading Limited	Dormant at year end	University of Plymouth Students Union, University of Plymouth, Drake Circus, Plymouth, Devon, PL4 8AA

16. DEBTORS

	2015 £	2014 £
Trade debtors	65,331	8,362
VAT repayable	-	19,658
Other debtors	8,544	154,531
Prepayments and accrued income	179,620	49,160
	<u>253,495</u>	<u>231,711</u>
	<u>253,495</u>	<u>231,711</u>

UNIVERSITY OF PLYMOUTH STUDENTS' UNION

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2015

17. CREDITORS:
AMOUNTS FALLING DUE WITHIN ONE YEAR

	2015	2014
	£	£
Trade creditors	117,721	279,772
Amounts owed to group undertakings	725	-
Other taxation and social security	56,720	30,573
Other creditors	13,235	9,076
Accruals and deferred income	30,045	34,088
	<u>218,446</u>	<u>353,509</u>

DRAFT

UNIVERSITY OF PLYMOUTH STUDENTS' UNION

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2015

18. STATEMENT OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Transfers in/out £	Gains/ (Losses) £	Carried Forward £
DESIGNATED FUNDS						
Designated Reserves	130,000	-	-	-	-	130,000
Facilities Development Reserves	45,000	-	-	(45,000)	-	-
Capital Reserves	330,718	-	(97,822)	172,864	-	405,760
Capital Commitments	137,198	-	-	51,405	-	188,603
Staffing Reserve	27,685	-	(7,000)	-	-	20,685
External/Matched Funding	45,271	6,379	(15,280)	-	-	36,370
Vehicle Reserve	15,000	-	-	15,000	-	30,000
Sports Development Fund	30,000	-	-	45,000	-	75,000
Buildings repair fund	-	-	-	2,500	-	2,500
Gym Equipment Reserves	-	-	-	1,692	-	1,692
	<u>760,872</u>	<u>6,379</u>	<u>(120,102)</u>	<u>243,461</u>	<u>-</u>	<u>890,610</u>
UNRESTRICTED FUNDS						
Free reserves (undesignated)	53,160	4,976,983	(4,725,067)	(249,917)	4,946	60,105
Total Unrestricted funds	<u>814,032</u>	<u>4,983,362</u>	<u>(4,845,169)</u>	<u>(6,456)</u>	<u>4,946</u>	<u>950,715</u>
RESTRICTED FUNDS						
RELAYS	28,233	8,500	(35,286)	(1,447)	-	-
Clubs and Societies	160,547	605,154	(583,336)	-	-	182,365
Active Universities/Sport England	-	67,650	(55,017)	7,903	-	20,536
	<u>188,780</u>	<u>681,304</u>	<u>(673,639)</u>	<u>6,456</u>	<u>-</u>	<u>202,901</u>
Total of funds	<u><u>1,002,812</u></u>	<u><u>5,664,666</u></u>	<u><u>(5,518,808)</u></u>	<u><u>-</u></u>	<u><u>4,946</u></u>	<u><u>1,153,616</u></u>

Unrestricted Funds

The Free reserves (undesignated) are to provide working capital.

Designated Reserves

Designated reserves are as outlined within the Trustees Annual Report.

18. STATEMENT OF FUNDS (continued)

Facilities Development Reserves

To fund major capital projects within the facility in the future (as opposed to general repairs to the fabric of the building covered within designated funds). The aim is to build a fund of £150,000 for this purpose.

Staffing Reserve

To cover staff training costs that will arise in future periods.

External/Matched Funding

Matched funding to cover the cost of the Active Universities programme in the 4th year. The aim is to build a fund of £50,000 for this purpose.

Vehicle Reserve

Towards the purchase of a new vehicle.

Sports Development Fund

Towards the development of the sports facilities.

Building Repair Fund

This fund is to meet future repair costs.

Gym Equipment

Towards the purchase of gym equipment.

Capital Reserves

The Trustees policy is to provide, as far as possible for the future depreciation of fixed assets at the time the Union becomes committed to acquiring them. The Trustees may allow exceptions to this policy when an asset will generate increased net income. The Capital Reserve is a designated unrestricted fund. Transfers represent the increase or decrease in net book value of fixed assets covered.

RELAYS

The RELAYS (Regional Educational Legacy in Arts and Youth Sport) project is a programme of linked cultural and sporting opportunities grounded in education and community engagement that aims to generate a positive legacy beyond 2012. Further details are in the Trustees Report.

Clubs and Societies

Clubs and societies funds consist of the monies belonging to individual clubs and societies raised from things such as membership fees, sponsorship and fundraising. Each club manages its own affairs by committee and are financially and constitutionally separate from the Union. The Union does however have overall control over the money and must approve all expenditure. On this basis the income and expenditure has been included within the accounts.

Active Universities - Sport England

Active universities is a three year project funded by Sport England with the overall aim of increasing participation in physical activities.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2015

SUMMARY OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Transfers in/out £	Gains/ (Losses) £	Carried Forward £
Designated funds	760,872	6,379	(120,102)	243,461	-	890,610
General funds	53,160	4,976,983	(4,725,067)	(249,917)	4,946	60,105
	<u>814,032</u>	<u>4,983,362</u>	<u>(4,845,169)</u>	<u>(6,456)</u>	<u>4,946</u>	<u>950,715</u>
Restricted funds	188,780	681,304	(673,639)	6,456	-	202,901
	<u>1,002,812</u>	<u>5,664,666</u>	<u>(5,518,808)</u>	<u>-</u>	<u>4,946</u>	<u>1,153,616</u>

19. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted funds 2015 £	Unrestricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
Tangible fixed assets	-	405,579	405,579	330,717
Fixed asset investments	-	262,894	262,894	257,748
Current assets	202,901	500,688	703,589	767,856
Creditors due within one year	-	(218,446)	(218,446)	(353,509)
	<u>202,901</u>	<u>950,715</u>	<u>1,153,616</u>	<u>1,002,812</u>

20. CAPITAL COMMITMENTS

At 31 July 2015 the charity had capital commitments as follows:

	2015 £	2014 £
Contracted for but not provided in these financial statements	<u>188,603</u>	<u>137,198</u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2015

21. PENSION COMMITMENTS

UPSU 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 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 as at 30 June 2013 and showed that the market value of the Scheme's assets was £80,910,623 with these assets representing 52% 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 £73,849,000.

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 2013:-

- The investment return would be 6.1% per annum before retirement and 4.1% per annum after retirement
- Pensions accruing on the CARE basis would revalue at 3.6% per annum.
- Present and future pensions would increase at rates specified by Scheme rules with appropriate assumptions where these are dependent on inflation.

The 2013 Valuation recommended a monthly contribution requirement by each Participating Employer expressed in monetary terms intended to clear the ongoing funding deficit over a period of 17 years and will increase by at least 5% each year. 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 2014 and will be formally reviewed following completion of the next Valuation due with an effective date of 30 June 2016. Surpluses or deficits which arise at future valuations will also impact on UPSU's future contribution commitment. In addition to the above contributions, UPSU also pays its share of the Scheme's levy to the Pension Protection Fund.

The total contributions paid into the Scheme by UPSU in respect of eligible employees for the year ended 31st July 2015 amounted to £0 (2014 - £0). Fund deficit contributions paid into the Scheme by the Union during the year ended 31 July 2015 amounted to £57,354 (2014 £43,704).

22. OPERATING LEASE COMMITMENTS

At 31 July 2015 the charity had annual commitments under non-cancellable operating leases as follows:

	Land and buildings	
	2015	2014
	£	£
EXPIRY DATE:		
Between 2 and 5 years	317,647	317,647

23. RELATED PARTY TRANSACTIONS

The Union is in receipt of a recurrent grant from Plymouth University of £1,709,270 (2014: £1,686,195).

The Union occupies its buildings under a formal lease agreement and paid rent to Plymouth University of £317,647 (2014: £317,647). The Union shares the costs of decoration and maintenance with the University.

UNIVERSITY OF PLYMOUTH STUDENTS' UNION

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2015

24. CONTROLLING PARTY

The ultimate control of the Union is vested under the Constitution in the members in the General Meeting. As such no single person or entity controls the Union.

25. AFFILIATIONS

The Union, on behalf of the generality of the students, is currently affiliated to, and paid affiliation fees and memberships during the year to the following external organisations:

	2015
	£
National Union of Students	50,958
NUS Services Membership	375
Advice UK	1,005
British Universities and Colleges Sports	14,141
NASMA membership	330
UKCISA UK subscription	325

DRAFT