

UNIVERSITY OF PLYMOUTH STUDENTS' UNION

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JULY 2017

UNIVERSITY OF PLYMOUTH STUDENTS' UNION

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UNIVERSITY OF PLYMOUTH STUDENTS' UNION

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 JULY 2017

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
2017/18 (From June 2017)
Lowri Jones, President
Maja Smith, VP Education
Hadiza Adah, VP International and Outreach
James Warren, VP Welfare
Philippa Williams, VP Sports and Deputy President
Alex Doyle, VP Activities

2016/17 (From June 2016)
Lowri Jones, President
Steph Wearne, VP Education and Deputy President
Davide Bertelli, VP International and Outreach
Chloe Mills, VP Welfare
Philippa Williams, VP Sports
Jess Vagg, VP Activities

Independent Student Trustees
Nuria Bonet Filella
Kieren Perry (resigned 31 July 2017)

Independent External Trustees
Adrian Bratt (resigned 31 July 2017)
Matthew Horton
Jane Hopkinson
Graham Stirling

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 Executive Directors and the Senior Management Team. During 2016/2017 the Directors and Senior managers were as follows:

Director Team

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

Senior Management Team

Susan Cannon, Head of Finance
Daniel Matthews, Head of HR & Governance
Ian Short, Facilities Manager
David Rose, Head of Sport (wef 1st September 2016)

UNIVERSITY OF PLYMOUTH STUDENTS' UNION

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 JULY 2017**

Advisers (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

UNIVERSITY OF PLYMOUTH STUDENTS' UNION

TRUSTEES' REPORT FOR THE YEAR ENDED 31 JULY 2017

The Trustees present their annual report together with the audited financial statements for the year 1 August 2016 to 31 July 2017.

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 the University of Plymouth. 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 Services, 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 fifteen 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 Trustee from the Trustee Board has delegated responsibility from the Board to monitor the performance of the

**TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2017**

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 Unions overall risk profile.

3. Governance and Appointments Committee

This committee ensures the charity is well governed and has responsibility to carry out the appointment, induction and development of the Chief Executive and Student and External Trustees.

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 via the Chief Executive to UPSU managers who have operational responsibility.

The Executive Officer Trustees, the CEO and the Director Team meet weekly to discuss on going 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 University of Plymouth

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 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 three times per year. The Audit and Risk committee has the delegated responsibility of reviewing the Business and Departmental Risk Registers on a termly basis and reporting back to the Trustee Board.

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

**TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2017**

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:

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

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 achieves 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.

ACHIEVEMENTS AND PERFORMANCE

Performance

UPSU measures its performance against its organisational wide annual objectives; these are listed within this Trustee Report for both 2016/17 and 2017/18. Further to this, each department works to its own annual operating plan which lists key operational objectives and these are monitored through monthly 1-1's. In addition to this, individual departments and staff have a number of set KPI's which are monitored as part of the day to day

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2017

operation within the department.

The Students' Union performance against its published objectives for 2016/17:

	Strategic Ambition	Objective	Outline how we have achieved this – the Impact we have made
1	Support and Wellbeing	Ensure that the welfare of our students and staff team is a priority and invest resources to provide information and guidance to improve their holistic wellbeing. Undertake relevant wellbeing campaigns as identified by our students or staff	<p>The VP Welfare and the Advice Centre created an online help book and signposting service on the UPSU website called the A-Z of help. Over 10k hard copies were also distributed to our students.</p> <p>The President, the VP Welfare and the Commercial Services Director worked as part of the NUS Alcohol Impact Accreditation scheme to help create an institution wide approach to responsible drinking and by introducing a Safe Drinking Policy.</p> <p>The HIV testing service also continued and, through working with Eddystone Trust, this service now runs on a weekly basis. Free mental health training, sanitary products and chlamydia tests were made available to students as well as self-defence classes held by the Ju-Jitsu club. The VP Welfare also organised two safe sex events and worked with the VP Sport on the 'One Step' campaign.</p> <p>Wellbeing of our staff is extremely important at UPSU and we have facilitated wellbeing staff events (e.g. meditation and self-defence classes) and regularly provide wellbeing information. Wellbeing was an integral part of our liP Gold Award and excellent Staff Survey results: 86% of staff said that UPSU demonstrates that it cares about its employees.</p>

TRUSTEES' REPORT (continued)
 FOR THE YEAR ENDED 31 JULY 2017

2	Support and Wellbeing	<p>Improve collaborative working between our Executive Officers and Advice teams to ensure that the individual help our members receive is the best it can be</p>	<p>A full restructure of our Advice and Representation Departments was completed leading to an increased volume of adviser and coordinator time within each area. The changes have explicitly included the drive to continue the development of the way in which both areas support and collaborate with the Officer team and vice versa. This has led to refreshed approaches and collaborative projects in the short term with plans in place for both medium and long-term improvements (for example a new Advice and Representation Officer induction day and a range of tools to aid working together). Both staff and Officer teams have shared positive reflections regarding the first year of implementing the new structure.</p>
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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2017

3	Participation and Engagement	Undertake continual research and provide opportunities for feedback in order to further improve our understanding of our students' needs and to tailor our offering	<p>This year we introduced an Insight Manager role to the organisation. With a fresh eyes approach to how we collect and manage our data, from surveys and feedback, the role is helping us to improve our understanding of our membership and helping us to make evidence based decisions for the benefit of our students. Our insight manager has analysed and compiled reports for both the Pre-Freshers and Post-Freshers surveys and the information will be used to help shape the welcoming experience for students to both the SU and the University.</p> <p>We have reviewed and overhauled our large annual survey the 'Big 10' to the new 'Tell Us How We're Doing Survey'. We had 1014 full responses this year and the data will help inform next year's plans for UPSU. We also undertook a Post Elections Non-Voters Survey this year for the purpose of gaining a better understanding of why students chose not to use their vote and their understandings of the representative functions of the SU. This data will feed into an action plan aimed at increasing voter engagement in the coming year.</p> <p>We have looked at the annual cycle of research and have amended the cycle for the 2017-18 academic year to both avoid survey fatigue and to ensure that we are getting information in a timely manner to inform our decision-making.</p>
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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2017

4	Participation and Engagement	Provide a diverse range of events, activities and services to meet the needs of all of our members.	<p>This year we ran an extensive event calendar focusing on inclusivity by putting on over 160 events ranging from a cheese and wine evening to a World fair, which was well attended by our diverse student body.</p> <p>We hosted a BBC introducing session in partnership with the BBC providing valuable exposure to our student body. For the second year we ran an orientation session for around 60 business school students in support of the curriculum which has been well received and we expect to continue with this in the coming year providing student's valuable insight into food and beverage operations.</p> <p>We further supported 2 student groups to put on Burlesque and Francophonie events as part of their course. We are currently in discussions with PCC to support their Plymouth after dark community event which would appeal to mature students and students with families. This year we had around 3,800 students attend our summer ball and we brought leading acts such as Example and Sub-Focus to head line in this year's event.</p>
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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2017

5	Communities	Provide the best services we can to ensure our student communities flourish	<p>The mobile SU has been fully utilised by the Outreach Coordinator to visit Partner Institutions including PAHC for induction talks and Course Representative training including a 'SU on Tour' to Truro involving Student Voice, Advice and Officers; however the value of this approach will be evaluated due to poor attendance from the students based there. As well as extremely regular use with Partner Institutions, the Mobile SU has been utilised by Campus based teams, for example to assist with the promotion of national student volunteering week and training opportunities.</p> <p>Within the year we have also undergone an audit under the Responsible Futures quality framework and continue to deepen our collaborative approach with the Centre for Sustainable Futures.</p> <p>Our development of quality standards was recognised in our amazing achievement of the liP Gold standard, which is an internationally recognised quality standard for organisational performance. It was also recognised in our staff survey, where 92% of staff said that UPSU delivers a high-quality service to members.</p> <p>For three years in a row, we have maintained our NUS BBN gold award. 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. Our bar has also been crowned 'Best Student Venue' in Plymouth at the regions Best Bar None awards for this year, retaining the award for two years running.</p>
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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2017

6	Communities	<p>Proactively build maintain relationships in the local community, ensuring students' issues are a priority and their successes are celebrated, so they feel a sense of belonging</p>	<p>This year the approach to reward and recognition has developed within Membership Services areas with a 'good practice' session held by the Volunteering team to share learning and practice with other teams. We now have a range of 'Pop Up Awards' which complement the end of year annual award ceremonies. This has the dual aim of supporting employability through students logging hours within MSL to be recognised within the University HEAR. This has been fully extended to all 'voluntary' roles including both internal volunteering (such as acting as a Course Representative) to external community volunteering. The approach has been to invite significant roles within the University (e.g. DVC, Dean) to present the awards to help develop both understanding and awareness of student success outside the formal curriculum with the benefit of additional validation and deepens the sense of belonging for the students. Verbal feedback from all stakeholders involved validates this approach. Plans are in place to progress the Investors in Volunteering audit across areas working with student volunteers during July.</p> <p>This year partnership working with local authorities and external partners has been distinctively strong. We invited the ENTE coordinator to be part of our Alcohol Impact steering group to share his expertise and to support the initiative. Locally we worked with local partners by attending the licensing forum, alcohol harm reduction forum, private rented charter and Safer Plymouth. We have held regular liaison meetings with the PCSO, police and the council to share information and to highlight any issues that might affect the student community. Nationally, our association with Drinkaware has gone from strength to strength with UPSU supporting 2 other unions with the Drinkaware crew initiative. Our regular meetings and partnership working with Drinkaware has resulted in Director of Commercial Services being invited to share our experience in partnership working at their annual conference.</p>
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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2017

7	Representation and Democracy	Continue to evaluate the effectiveness of our democratic processes and work in partnership with the University on the QAA SWS action plan.	<p>Significant focus has been placed upon an evaluation of the current course representative system from a Student Union perspective. The NUS benchmarking tool has been completed and this is informing the approach within the Student Voice team; however the engagement in this from both students and key roles within the University, could improve and this something that we will continue to seek to address. We have engaged with TSEP events and conferences to assist with the development of our understanding and approaches, as well as the development of national guidance and have become part of a University of Plymouth PedRIO research project which will focus upon the experiences of Course Reps within the context of theory and practice of University staff. This will lead to institutional guidance and recommendations for the training and support that we provide for Course representatives (due Sep 18).</p> <p>The Lead Student Representative within the QAA has fully contributed to developments within the institution with continued support from the Union to track and monitor the SWS action plan.</p>
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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2017

8	Representation and Democracy	Carry out the following student led campaigns: Liberate My SU; Engage the Non-Engaged; Execs Out and About; Alcohol Impact	<p>The Liberate my SU campaign developed into individual projects within the Officer team, such as the Global Project, a manifesto point of the President. Over the year, the project ran multiple successful events for key UK Liberation months such as, but not limited to, Black History month and LGBT+ History month. The project continues to educate students about issues of liberation, social justice and sustainability by offering events and workshops to students. The President, VP Education and VP Activities ran a campaign in partnership with the Women's Forum Chair and the President of the Feminist Society aiming to celebrate women and non-binary members of the University of Plymouth community. The project was called the Women of Plymouth University and involved an online social media campaign showcasing images and stories of our community.</p> <p>The VP Welfare and VP Activities worked with the mature students' forum to help them create a Mature student's society. The VP Sport introduced a quiet hour to the Sports and Societies Fair to create an inclusive and accessible environment to students. The Officers hosted 3 'Out & About' events at different locations around campus including the Library and the Cookworthy building. As the events were seen as successful, the 2017/2018 Officer team will continue and expand this over the next year by hosting more events and engaging with as many students as possible. The Officer team are always exploring new ways to interact with students and raise awareness of the SU, such as social media, evaluating induction talks and increasing the amount of face-to-face interaction between the Officers and students. Finally, an Alcohol Impact Steering Group was set up in partnership with the University of Plymouth and members of the Students' Union. The group is currently working on the criteria of the Alcohol Impact Award, such as introducing a Safe Drinking Policy and looking at how the Union markets and sells alcohol.</p>
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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2017

9	Employability	Implement an online e-learning platform, enabling us to deliver effective training whilst allowing students and staff to record skills and experience gained through working at the Union.	This year we introduced an online training platform to deliver a continuously evolving learning and development solution tailored to our commercial outlets, providing accredited, certificated training to our student staff. The modules were designed to inspire learning through a comprehensive portfolio of innovative and engaging online courses. Since the introduction of this online platform, we had a 63% completion rate. In the coming years this system will be used to create bespoke departmental training courses and uploaded for the student staff to complete. Unfortunately, we were not able to carry out the international student guidance part time jobs objective this year.
10	Employability	Actively raise awareness of how our students' participation in extra-curricular activities can enhance and improve their employability prospects.	A new 'Student Development Manager' role has been created within the Union to focus upon increased awareness of the ways in which participation in extra-curricular activities can translate into ways that help improve employability prospects. This began with an exploratory research phase to translate thinking within the sector alongside learning from approaches within other Unions to meaningful actions and plans here. This has begun with the first 'Peer to Peer' development project, which is now underway, with a team of 8 student trainers designing a programme of training for the year ahead. This role has is also developing resources for Union staff alongside training sessions. These have the aim of increasing both confidence and understanding amongst our staff body which in turn will lead to more informed conversations with students.

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2017

11	Sustainability	<p>Continue to review the effectiveness of our governance structure and finance sustainability in line with best practice in order to be an effective charity.</p>	<p>The Trustees made the decision to transfer to a CLG as of 1st August 2017. A project team was set up with timeframes and milestones planned for a seamless transfer of staff and all assets and liabilities. We put together a governance development action plan for 2016/17, which was discussed and approved at the June 2016 Trustee Board and worked on over the year. This allowed us to develop our risk management and sustainability through good governance. We also further developed the risk register process.</p> <p>We have focused heavily on the incorporation project this year but have still made significant progress with governance, including H&S governance, the risk register, committee administration and the governance section of the website.</p> <p>Our year end position was a positive one with a £33k surplus, this has been added to our reserves which is in line with our financial strategy. On top of this £33k surplus, we were able to afford to fund a number of priority small summer capital projects.</p> <p>We continue to look at ways to maximise our financial resources and work efficiently, and following the departure of a key member of finance staff, the Finance Team has again reduced its costs by a significant amount following a re-structure, thus reducing the overall overhead costs of the Students' Union.</p>
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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2017

12	Sustainability	<p>Continue to invest and develop our infrastructure so that the Union and its staff remain efficient, up to date and able to deliver high quality services both now and in the future. Build and maintain a well-trained engaged, passionate and committed staff team so that they have the tools and confidence to innovate and continually improve.</p>	<p>We explored the NUS Quality SUs framework which is currently being reviewed and updated by NUS therefore it will be prudent to engage with the process once the updated framework has been shared. This will mean that we can then use the framework as a driver for continuous improvement, rather than use an outdated model that could lead us to focus upon areas that have been refreshed and reviewed in line with current good sector practice</p> <p>We have delivered two ILM management courses to managers and key staff, delivered IT training in February, internal HR management training over the summer, and continue to support development of staff via our development culture, performance management systems and access to opportunities.</p> <p>Sport will look to find the most suitable solution and best practise offers to enable the sports centre and gym to have equipment and facilities, which enhance the current offer to its members. We are investigating the feasibility of joining Quest, which is an industry benchmark for leisure facilities as well as with Active IQ to become an approved training provider of industry training courses.</p>
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REVIEW OF ACTIVITIES 2016/17

Volunteering

The Volunteer Department have been proud to support 47 student volunteers in leadership roles; these roles have provided opportunities for students to develop themselves both personally and as leaders whilst engaging other students and local and national charities. One student commented, "It has helped me with my leadership skills and confidence, which has led to improvements in my ability to manage people and work with others in complex tasks". Students continue to make a significant contribution to the local community through volunteering activities; 782 students logged 24,042 voluntary hours and raised over £257k during the year. We were pleased to recognise 110 students who completed their 50-hour award, 67 who completed their 100-hour award and 23 their 200-hour award. 202 students had their volunteering achievements registered on their Higher Education Achievement Report.

Our annual Volunteer Survey attracted 239 responses; highlights from the feedback include:

- 73% said volunteering had benefited their studies
- 85% said it had increased their confidence/feeling of self-worth
- 78% said community volunteering had increased their employability

With top, five reasons to volunteer clearly identifiable:

**TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2017**

- To enhance my CV / employability / transferable skills
- To contribute to the local community
- Attracted by a particular cause / project
- To meet new people / have fun
- As a break from studying

Our engagement with community partners remains at the forefront of our offer and this year we have welcomed 22 new organisations and have 87 active community partners offering 193 roles through our website. 53 partners were on campus for our Volunteering Fair during Welcome Week and ten attended our community partners coffee morning in July, where we discussed student volunteer engagement, recruitment and recognition.

Our annual Student Volunteering Awards evening took place in May at Plymouth Albion; this celebratory event aims to create an informal atmosphere of celebration and recognition of all things student volunteering. Over one hundred people attended, including student leaders and volunteers, representatives from the University, senior UPSU staff and trustees, fifteen community partners to congratulate the 51 students who were presented with volunteering awards.

Two "pop up" awards ceremonies took place during the year to present students with their 100 and 200 Hours Community Volunteering awards. The University Director of Student Services and the Dean of Health and Human sciences presented at each of the events. At Plymouth's Inspiring Volunteers Awards in June, two University of Plymouth students received awards. Claire Moss won the Young Volunteer Award and Abby Williams (who also won the Outstanding Contribution Award at our own awards ceremony) won the Student Volunteer of the Year Award.

Student Led Volunteering

UPSU's Student Led Volunteering projects (SLV) have this year offered students a range of one-off volunteering opportunities, all directly benefiting the local community. SLV has been overseen by 12 project leaders this year, engaging a total of 207 students logging an impressive 2,850 volunteering hours across 72 events. There has been something for everyone including clothes swap shops, planting trees on Dartmoor, helping out at Dartmoor Zoo and engaging adults with learning disabilities in sport.

Student Fundraising

Student Fundraising has continued to be an integral part of student engagement and students have raised a staggering £259,855 for charity, despite difficult challenges with recruitment this year.

Plymouth RAG has continued to grow with its positive reputation recognised on campus and in the wider fundraising community. 15 student adventure leaders supported 96 students who took part in RAG Adventures this year. Challenges ranged from climbing Kilimanjaro to running the Amsterdam Marathon. This year, for the first time, RAG invited charities to Plymouth to pitch to become one of next year's chosen charity adventures. As a result, a new international challenge, Ice and Fire Adventure, in partnership with Hope for Children, is being offered this year.

Plymouth RAG raised over £7k this year for their three chosen charities, which were, Dementia UK, Brain Tumour Research UK and Coppafeel. A student-wide vote at the start of the next academic year will decide which of the 25 original applicants will become the three nominated charities for 2017/18.

Student fundraising exceeded all expectations this year, raising a staggering £327,849, the most ever raised in a single year by University of Plymouth students. The growth of Raise and Give (RAG) Adventures over the past few years is outstanding. From its introduction in 2013/14 it has this year accounted for £285,283 (87%) of the total fundraised. The six RAG Adventures also provide 15 leadership opportunities and each culminated in the adventure of a lifetime. 188 students (an increase of 213% from 2014/15) engaged in these RAG Adventures and fundraised through a variety of events including street collections; pamper evenings, wine tasting, quiz nights and a 24-hour cycle ride. Three Volunteer Department staff joined the students fundraising for Breast Cancer NOW and completed the London to Paris cycle with them.

RAG received 33 applications for their Nominated Charities of 2016/17, following a shortlist of 6, the Charities

**TRUSTEES' REPORT (continued)
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Coppafeel, Brain Tumour SW and Dementia UK were selected via a student-wide vote. RAG has run a series of successful events this year, including the Winter Ball, an Alice in Wonderland themed event, which raised £3.3k for the nominated charities.

RAG has ambitious plans for 2017/18 with new student led events and adventures set to increase the range of opportunities available. To ensure that RAG are responding to the tremendous growth the Committee has been reviewed and new leadership positions introduced; bringing the total number of committee opportunities to 33!

Relays @UPSU:

The Relays@UPSU project has continued to provide a range of creative outreach activities in the community focused around sport, culture and education. These events offer diverse volunteering and training opportunities for University of Plymouth students, such as delivering sessions themselves, supporting event co-ordination and working in media roles, all of which enables students to reach their potential.

This year the project has engaged with 1,250 young people through 32 schools and 2 community events. 139 University of Plymouth students have volunteered through Relays@UPSU, contributing 849 volunteering hours across 45 local community events.

Events include the Urbanise festivals on campus, Change 4 Life clubs, health and wellbeing sessions, school sports festivals, extra-curricular school clubs and sports coaching in schools. Also included is collaborative work with community partners across Devon including the Plymouth School Sports' Partnership Leadership events and the Torbay School Games.

The project will continue to increase the profile of higher education and raise the aspirations of young people by showcasing the extra-curricular activities available at University, complementing the work carried out by the University in supporting under-represented groups to progress to higher education.

In total, Relays@UPSU aims to deliver 45 events to approximately 1,500 young people, whilst providing 150 quality volunteering opportunities to Plymouth University students.

Executive Officer Campaigns

The full time Executive Officers, with the help and support of University and Union staff ran a number of successful campaigns and events have taken place over the past year encouraging students to engage with the officers as well as UPSU.

- **Global Project**

The officer team ran a project with students and for students, including numerous activities across the year relating to all around global citizenship and sustainability.

- **NUS Boycott Referendum**

As a part of the NUS campaign, the officer team held a referendum for students to have a voice on the national campaign.

- **Register to Vote**

In the run up to the General Election in May, the Executive Officer team organised a hustings open to all individuals to encourage healthy debate, whilst also supporting students in how to register to vote.

- **Stress Less Campaign**

Continuing the hard work of the 2014 Executive Officer team, our officers have been working to provide activities to promote positive mental health and highlighting the facilities that the University and Union provide our students.

- **NUS Educational Demo**

A number of our full time officers went to London to support the NUS educational demonstration in support of free education.

- **Black History Month**

The team supported the development of a Black History Month. Promoting a wide range of activities, which support an understanding of why we celebrate Black History Month. This saw the Union's first World Fair where a wide range of different stall gathered to celebrate the diversity of our University.

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• **Green Week**

Our Executive Officer team campaigned to encourage all students to consider their green impact through different activities. This also led to the launch of a recycling campaign titled Eat Sleep Recycle Repeat.

• **Alcohol Impact**

The Executive Officers have taken on the NUS led campaign, which promotes responsible drinking and non-alcoholic alternatives to a night out.

Sports Development

The Sports and Societies Fair in September had 164 stalls with 57 different sports clubs who over the year engaged and signed up 3,725 students.

There were 37 teams entered into BUCS Weekly Leagues and 350 students taking part in 20 different sports in individual National competitions. There were some great results with 8 teams promoted in their BUCS leagues and Gold medals in the Swimming long course championships and Judo individuals. In the BUCS, Western Conference Cup 3, teams progressed through to the finals with Men's Water polo winning Gold.

In the overall BUCS championships 2016/2017 Plymouth University came 51st out of 160 institutions.

Outside of BUCS competitions there was also success - Pole Dancing were South West University winners, Underwater Hockey were National University Champions for the 5th time, Ladies Hockey made it through to the Devon Cup Final, Jui Jitsu won 5 gold medals in the Jui Jitsu Foundation Randori competition and in Karate, a student competed in AMA World Championship and came 3rd in the under 21 class.

Watersports clubs were very active over the year with 1,395 participants enabled by 31 volunteer student coaches; the clubs also took part in 20 external events, trips and competitions. For the first time there were 2 student led events which were so successful they will take place again next year: Plymouth Pasty Team Racing Sailing – 9 different Universities, 84 student sailors, and a Watersports Festival – 137 sessions, 93 participants and £364 raised for Derriford Children Cancer Service.

Recreational Watersports offered an alternative way to take part outside of the sports clubs; five activities took place over the year with 342 participants.

Intramural sport participation grew again with 1000 students taking part in 5 leagues and 10 different one off tournaments with three new sports introduced over the year supported by 10 student volunteers.

Give it a Go sport had a 62% increase in participation on last academic year, 918 participants took part in 15 different pay and play activities, 8 student volunteers supported the timetable and 6 gained coaching qualifications. There were good links with National Governing Bodies and the Give it a Go program was supported by seven different initiatives which bought in funding and opportunities to upskill student volunteers, there was also good engagement from the Sports clubs which enabled new activities to be introduced to the timetable.

Motivate, Activate, Generate entered its third year offering a range of unique sports activities, all participation targets were exceeded there was a total of 984 students who took part of which 598 were female, 51 with a disability and 30 students referred by Counselling/Disability support services in addition to 513 first year students who interacted with the project. The project also enabled 66 students to complete coaching qualifications in six different courses who in turn volunteered at various MGA activities and events.

The annual Varsity event took place in March with 11 different sports and involved 673 students competing from Plymouth University and University Marjon. The event also raised money for charity and this year £16,038 was donated to Heartswell and The Wave Project. The overall Varsity Cup was awarded to the University of Plymouth who beat Marjon 22 points to 14.

ICONS is the internal accreditation scheme which recognises those clubs and societies who have gone above and beyond to offer an excellent level of service opportunity and experience for their members this year 10 sports clubs received a Gold award.

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A day of training was delivered to student committees with 15 different workshops over 350 student committee members attended the sessions on offer.

To round off the year the Sports Awards celebrated the achievements of students involved in sport, 162 students attended where 8 Full Colours and 51 Half Colours were presented as well as 8 main awards one of which now recognises students who support social sport activities.

Some key areas for development in next year include:

Technology

Implement new technology into the department, which will be used to provide detailed statistics and data
Introduce a limited number of themed student surveys throughout the year, which will provide information relevant areas of the department

Marketing & Promotion

To increase awareness of what the department delivers through alternative forums including a sports newsletter, which can be sent out via social media
Promote the sports pathway more effectively with coordinated marketing, which links to all aspects of sport

Participation

Celebrate success with the introduction of pop up awards, case studies and incentives
Review and refresh the ICONS accreditation providing a clear application process for the sports clubs
Introduce a timetable of MGA activities post Sport England funding

Intramural Sport

We again grew the Intramural Programme to new levels with 1000 participants taking part, an increase of 50% on previous years, we ran 5 Leagues in various sports, held 10 Tournaments, recruited and developed 10 student volunteers, upskilled 1 student instructor, and introduced new activities in hockey and Rounder's tournaments as well as developing a basketball league and tournament

Motivate, Generate, Activate, Sport England Project

In the final year of the programme, we attracted 976 participants, 25 student volunteers, 20 students upskilled in a variety of courses, 266 hall's students involved in inter-hall tournaments, 100% positive feedback across all our delivery. We also met our annual targets of, 592 Females, 51 Students with a disability, 28 Students referred by counselling/Disability support services. We attempted to attract funding from Sport England for a new programme to deliver across the student population; however, our bid was unsuccessful. We have managed to secure the services of a staff member to continue to deliver a project aimed at the same groups of students for a further 12 months at which point we will evaluate and seek funding to continue with the project.

Sports Centre

The sports centre has seen an upturn in memberships with strong financial results after a challenging start to the year and a staff restructure. The new team has taken time to develop and recruit; however, we now have a strong, energetic and vibrant team in place to drive the centre forward. We have changed and refreshed our offers and will continue to do so to meet demand and trends.

We are also looking to work more closely with the university on projects and opportunities to develop memberships as part of a wider well-being and physical activity agenda. More recently, we were supported by funding from the university to upgrade our showers and changing facilities in response to customer feedback. This will hopefully make a difference to the overall experience for our members and lead to a greater uptake of memberships across the year.

Mountbatten Water Sports Centre

We continue to enjoy a successful partnership with the Mountbatten Watersports Centre which forms an

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important part of our overall Watersports offer to students, it also provides volunteering opportunities for students who work closely with the centre and other user groups to provide crew and shore based support services.

During the year 1692 students took part in a variety of Watersports activities including, sailing, kayaking, Gig Rowing and Paddle Boarding. 32 Students also took part in Learn 2 Sail, Row, and Kite Surf Courses, these courses enhance the students' confidence and understanding of the water and lead to a safe and enjoyable experience for those taking part.

In addition, several competitive events took place at Mountbatten, notably the Plymouth Pasty Sailing event with 9 Universities and 84 Students taking part in a series of races. We also ran a Water sports Festival which was open to students and staff, 137 different sessions were provided with 93 Students and staff taking part, the Festival also raised £364 for Derriford Hospital Children's Cancer Service.

Societies & Activities

This year the department fully utilised feedback, learning and experiences following on from their first year of existence to both deepen and broaden engagement with the membership. Service delivery continues to develop in flexible, needs led way with longer term planning also reflecting student feedback and demand.

During the 2016/17 academic year online society memberships reached 3,951, and, although this figure is marginally lower than last year this figure equals that of 2014/15 (which had 3,901). 120 societies were active during the year, including 15 new societies forming and 3 reforming. Engagement within democratic decision-making was successful throughout the year, with 75% of societies attending the 8 forum meetings.

Societies continued to organise and provide numerous activities and events for their members throughout the year, which included over 160 events on and off campus and 103 external speakers provided talks. Gospel Choir were finalists for a National gospel choir competition, UGCY and took 20 members to London. Two societies performed at the Summer Ball with the first aid society supporting the ambulance service. Members dedicated 3,064 hours to societies, fundraised £22,298, and held over 60 bake sales.

Give it a Go continued to be a successful tool for societies to raise their profile and increase their memberships throughout the year, 220+ participants attended 25 sessions, which were led by 14 different societies. Our accreditation scheme (Icons) continued to develop this year with more societies applying and achieving awards than previously. In addition to Icons, a new scheme was introduced to highlight and acknowledge how many hours' members and committees contribute to societies. The scheme aims to highlight the fantastic work societies do by awarding 40 and 80-hour awards. The department celebrated the schemes with a pop up awards ceremony in Illusion, and a Deputy Vice Chancellor presented 5 bronze, 1 silver and 9 gold Icons awards and fifteen 40 hour and seven 80 hour reward and recognition awards.

The Duke of Edinburgh Award continues to develop with one Gold Award completion and a further thirteen students registered. Going forward information evenings and further promotion at Union events will increase student's awareness of their ability to register for the scheme.

To celebrate a successful year the Society and Activity awards highlighted the amazing work and achievements of students. 150 people attended of which 128 were students, 13 awards were presented, with 7 Full colours and 37 half colours awarded.

Advice Centre

The Advice Centre is a well-established component of the support network that is in place for students: fulfilling a vital function within this network through the provision of free, independent, confidential and professional advice to students. Whilst maintaining clear independence, the Service has strong links with a range of other service providers including University student services, and as such is able to make a strong contribution to student support at Plymouth.

During the 2016-17 academic year, the Centre received 5,054 enquiries. Students from all of our partner institutions have accessed the Advice Centre and are included within this figure. This represents a 43% increase on 2015/2016 academic year. There are a number of factors leading to this increase, including the clear intent to

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raise the profile and develop overall understanding of the function of the centre, with both students and various University staff members using web, social media and face to face channels.

Many students access support remotely, using many forms of contact, and this year the Centre has experienced an increase in the amount of e-mail queries and ongoing client contact. However, the volume of face to face contacts and cases also increased this year, with 1,781 students, physically visiting the centre, equating to an increase of 11.9% when compared to 2015/16.

The pattern of increased demand continues from the previous year, as does the complexity of the needs that the students present with. A typical pattern will be for a student to utilise the centre for help in understanding academic-related procedures such as examination appeals or allowances, with also concerns over their physical or mental health, and a variety of other issues related to student life such as finance or isolation. The main issues that lead students to access the centre are Student Funding (22.8%), Appeals (9.2%) and other Academic issues (7.9%) which is typically around Extenuating Circumstances.

The staffing team have continued to support and represent students at a wide range of disciplinary and fitness to practice meetings and have seen a significant increase in demand, for example the Centre has experienced a 143% increase in the number of students who have been assisted with the University's Fitness to Practice process. Student's value the support from the centre, the feedback received can be summed up from this simple comment made by a student: "Helping me will not change the world, but it will change the world for me."

Student Voice

Student Voice provides support for student led representation and this year the team have been focussed upon developing the connection between advice and representation to ensure that the needs of students accessing advice are informing elected student representatives. The team have reviewed the support offered to all elected representatives with findings and feedback being used to further develop training activities, campaign and project support as well as communication methods during the year ahead.

Throughout the last year Student Voice has supported 868 School and Course representatives spanning the University, 37% of these representatives attended the training conference organised by the Union. Training and support is delivered on a continual basis throughout the year with all School and Course representatives offered the opportunity to meet with the team on an individual basis reinforced via regular targeted communications.

Student Voice continue to develop and promote and develop the approach towards reward and recognition, with an annual scheme encouraging representatives to log the hours they dedicate to their role which are then collated and included within the University HEAR and celebrated at both 'Pop Up Award' ceremonies and the annual Student Staff Teaching and Representation awards (SSTAR). This year over 800 students logged 2,354 hours in total.

The seventh SSTAR Awards took place this year; the awards aim to recognise the contribution that University staff and representatives make to the student experience. The written nominations are analysed using a form of qualitative analysis developed by NUS, and the results are used to produce 'good teaching' guides for staff working at the University. The awards continue to grow with the number of nominations increasing each year. In 2011, its first year of running there were just 46 nominations whereas this year 1,120 nominations were submitted, the highest we have ever received.

The Student Voice Team has responsibility to ensure that the Union elections are supported and run in a fair and democratic way. The team trained and supported 60 candidates across 19 elections. All candidates are offered group-training sessions, motivational breakfast meetings throughout the campaign period, alongside one-to-one support: aiming to empower candidates to more confidently engage with students. There were 21 candidates standing for the full time Executive Officer positions and 3,066 students cast 12,778 votes. An in-depth review of the elections process is underway, and we are now focusing on how we can increase turnout, improve the promotion of elections and student engagement for the forthcoming year.

The team also successfully supported the organisation's other democratic processes. Union Executive Committee increased the volume of debate, passing four motions during the year, calling a referendum regarding the NSS and holding a successful elections hustings with a reach of 33,000 via social media. Additionally, we are supporting the review of the Sabbatical Officer roles which we have commissioned NUS to

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undertake for us.

Partner Institutions

Our main objective is to provide students studying at Partner Institutions with a link to the Union and the wider University community and to ensure their academic interests are included throughout our representation processes (Sabbatical Officers, Forums, and Academic Representatives). Numerous visits were made to Partner Institutions with over 70 campus visits contributing to engagement with over 1,364 students. This year 91 Course Representatives have attended specific training sessions; this equals 22% of Partner Institution Course Representatives.

This year students studying within a local college and based at the Eden project decided that they would like to set up a student led society. Systems and processes were reviewed within the Union to enable this to progress, leading to student approval at the Societies Forum.

A termly networking meeting continues to be held at UPSU with all Partner Institution HE Leads, a representative from the University Academic partner's team along with the Union staff support, Chief Executive and the Director of Membership Services. This meeting proves useful in providing a space for key updates and good practice to be shared.

Employability

Our strategic ambition regarding employability continues to be an area of focus with visits to other Students' Unions influencing both thinking and development within the Union. A new Student Development Manager role was created within year; the main overarching aims of the role are to both develop and diversify the training provided to students by the Union as well as developing systems and processes to ensure students can articulate their learning and development within the context of employability. This added capacity within UPSU responds to the feedback from students who overwhelmingly told us that UPSU is a place where they would go for help with their employability.

This will continue to be an area of focus during the year ahead, with the creation of a UPSU Employability steering group tasked with maintaining a focus upon this area in a holistic way, developing and progressing union wide actions to ensure continued refinement and development of our approach.

We aim to deliver more for our members, develop more leadership and development opportunities and ensure that we can further develop our overall contributions to the employability jigsaw in partnership with the University.

Mobile Students' Union

Throughout the academic year 16/17, the Mobile SU has been invaluable for our work with Partner Institutions. The Mobile SU has been used to attend 45 events, at 20 different college campuses, enabling UPSU to meet and interact with 1,300 students. Further to this is the immeasurable marketing impact of driving the Mobile SU all over the southwest covering close to 6000 miles. The Mobile SU has given UPSU an engaging presence on partner college campuses and has become a recognisable symbol of UPSU to those students.

In addition to the invaluable work off campus, the mobile SU has been used throughout this academic year by various departments here on campus, helping to foster further engagement with our students through various activities. This year has also seen an increase in private rental providing a small revenue stream and one in which we hope to build on.

Communications and Marketing

Website

UPSU.com is the central digital hub for the organisation that has become a well-established key component in providing effective communication, membership management, e-commerce, voting systems and venue management for our members. Our clubs and societies utilise the site to administer their student groups efficiently and effectively.

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This year the site received 609,800 sessions by 309,500 users; this is 2% and 1.5% growth respectively. Whilst our users and sessions have grown, the page views and average page views have decreased by 11% and 13% respectively. Through improved navigation and supplying a focus on the user journey this decrease on page views is a positive development showing users are finding the information they need quicker.

The key areas of the site that are most used are the Events section with 73,000 page views, Societies with 67,200 views, Sports Clubs with 50,000 views, Summer Ball with 37,000 views and Jobs with 26,000 views. The area that showed the most significant increase was through the events system with a 14% improvement on the previous year.

The key points during the year were Freshers Week (16th-26th September) where the site received 50,400 sessions, and 8% increase on the previous year, the busiest day of the year for the website was on the Sports and Societies Fair held on Wednesday 21st September. The Sabbatical Officer Election period (24th February – 3rd March) received 22,900 sessions. Varsity Week (11th- 22nd March) attracted 23,700 sessions on the site.

UPSU App

The SU App has been through constant annual development since its launch in 2012 to create a valuable communication tool that has helped up to stay connected to our membership. The app operates as a tool for students to stay up to date with events, a feedback mechanism and searching student discounts and offers, whilst enabling UPSU to message each user through a push notification system.

This year the app saw the refresh of its navigation and improved usability to ensure that it remains relevant to our members. The app had 5,920 users throughout the year using it 60,400 times; this was a 14% and 4% decline on the previous year respectively. For the year the app had 4,900 downloads a 14% decline on download rates from the previous year. The heaviest use of the app was during the Freshers period with an increased focus on the events section of the app. The events section of the app accounts for 70% of its use.

Sales

Our media sales platforms at UPSU is a growing area that generates a healthy surplus each year and enables our members to engage in relevant discounts and offers. With digital and physical assets provided to companies to reach our membership, we are generating £83k of sales a year and opportunities for our members.

This year we saw a strong Freshers sales performance generating £25k of sales for the period. A growing area of sales has been through onsite sales for face-to-face interaction with our members, this area has generated over £10k throughout the year.

We have continued to grow our year round agreements with local and national business and the future looks strong in the increased partnerships with varied businesses applicable to the student market. Our partnership agreements with both nightclubs and other businesses generated £38k of sales this year.

The fortnightly Campus Markets continue to grow in popularity and are attracting a wide range of local South West traders. The market provides a great opportunity for students to experience produce from the local area as well as UPSU generating a small surplus from the event and good local connections.

Our NUS Extra card sales remain strong but have had a noticeable dip in sales levels, we are 16% down on the previous year to 7,500 cards sold. We have generated £121k in sales creating a £46k surplus. The development of Click and Collect sales has helped us to strengthen our sales throughout the year.

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Research

Our research is growing in importance for UPSU and is supporting us in making informed decisions from our members' feedback to improve their experience and ensuring that their voices are listened to. This year we created and appointed a new Insight Manager role which will help us develop our research practices and provide us with a better understanding of our membership. This role has enabled us to do much deeper, meaningful research than in previous years and is shaping our research model for the future.

This year we carried out 4 major organisational surveys:

- The Pre Freshers survey- Investigating the opinions and expectations of those students who were due to commence their studies in the autumn.
- The Freshers' Survey- assessing new student's feelings about their first few weeks of student life and their expectations for the future.
- Tell Us How We're Doing Survey - The main membership annual survey of the year exploring student's feelings about the University, UPSU and student life.
- Post-Election None Voters Survey - For the first time, students who refrained from voting in the recent UPSU Executive Officer elections were contacted with the aim of identifying why they did not vote.

We received good responses rates in each survey, which have already started to help us in developing our understanding of our membership and improvements for the future. A consolidation of our annual report is available along with full reports from each research project.

Commercial Services

UPSU Commercial Services employ on average over 250 student staff across our commercial departments providing our students with valuable employability skills whilst they are studying at the University of Plymouth.

Over 70% of our students said money was their number one concern and this plays a key factor in our pricing strategy where we benchmark our prices against our competitors and constantly review our offers to meet the needs of our students. This year again brought challenges in the shape of the Curriculum Enrichment Project (CEP) resulting in fewer students on campus at particular times of the year, which significantly affected sales. As a department, we focused on quality of service, enhanced customer experience and responding to student needs. Each department's section below summarises the activities undertaken to deliver a service that reflects our commitment to our students. All surpluses generated within Commercial departments are reinvested back into the Students' Union and supplements the income we receive from the University's block grant.

Catering

Quarterdeck

The Quarterdeck continues to be a popular outlet with both students and staff. A mix of classic favourites combined with daily specials created by our new Chef kept engagement high in 2016/17. Themed events throughout the year as well as combining services with other departments, an example being cider and pasty festival proved to be extremely popular. Despite all our efforts, the QD continues to struggle to convert its success to a bottom line surplus. Sales improvement is therefore a priority and a thorough costing exercise was undertaken to ensure the gross margin is protected in 2017/18. The menu has been tailored in such a way that it can be both rigid, and bespoke, to cater for changing trends whilst still providing an affordable catering service for our students, with everything on our menu remaining at £5 or less reflecting value for money.

Lounge

The Lounge generated sales revenue of £186k producing a surplus of £22k. A second barista machine has been installed which will benefit both staff and customers with the service being much quicker. The menu has been reviewed to include a new range of sandwiches and Paninis, fresh cakes and healthy options, all to eat in or takeaway. There has been no tariff increase for the previous two years and as the cost of commodities has increased an increase will be required this year. Despite this, the Lounge will remain the cheapest both on campus and on the high street.

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Chunk

Chunk has seen a noticeable drop in footfall with revenue dropping by £5.7k against budget for the year. Despite this, the outlet produced a surplus of £6k. Additional services were added in 2016/17 such as Burgers, Chips & Hot Dogs. Its location on the roof does give passing trade opportunities. To halt the footfall decline, an additional food outlet – Love Joes will be added to the outlet in order to diversify the offer and engage students further with Street food style wraps, flatbreads and curries to complement the existing pasty and pie offers.

Events & Entertainment

The start of the year did not go as well as previous years with engagement during Freshers being below expectations having an adverse impact on revenue for the first term. However, as the term went on, the team looked at putting on additional events with the intention to increase footfall and as a result introduced the noughties nights taking our students back to their childhood music tunes, which for the year brought in approximately £5k of door revenue and £17,355 on the bar.

All the regular events have done well again for this year, complementing bar sales. Detention, alternative music night achieved £42,197 on the bar in the six events that was held in our venue. Jam house made approximately £124k on the bar for the year and it continues to be the biggest open mic night in the South West, engaging all different types of students; home, mature and international. We also introduced events such as a giant cinema, karaoke and comedy central to try to increase engagement of a more varied student interest.

We have worked closely with membership departments this year, especially with societies and activities department to better meet the needs of our student and provide more tailored events support. This included supporting Big Band Society with several very successful events in main hall and working with Christian Union to provide sound equipment for their weekly meetings as well as their carol concert.

With many of Plymouth's live music venues on the decline, there is a gap in the market to host live music events. This year we capitalised on this and held 3 live music events within the main hall, in partnership with external promoters, which brought in total bar revenue of £21,384

This year we have worked well with the officer team and supported several of their events such as Black History month, world fair, safe sex soiree, university challenge quiz and green week. We are looking to putting on exciting new events in the coming year to engage all our students.

For the second year, our summer ball the biggest event of the year, failed to meet budgeted ticket sales. Despite this, we put on a fantastic event with Sub Focus and Example headlining the event. This year's event had a theme, the enchanted tale, to provide students an experience and memories to take away with them. This year's summer ball produced a surplus of £13k, excluding the contribution to the Bar sales.

Accommodation

The student accommodation market has remained extremely competitive over the last 12 months. This has been due to the increased number of accommodation developments verses the number of students requiring accommodation. Three of these developments alone will accommodate over 1,000 students with rents ranging from £100 to £170 per week, compared to our average of £88 per week. Due to the competitive market we have concentrated our efforts this year on increasing the visibility of the SU Accommodation office to ensure that as many students as possible are aware of all of their options for accommodation.

This year we relaunched our website to bring us in line with the UPSU site, providing a visually seamless flow when students link between the two and improving the search engine promotion and cross browser compatibility. Following the rebranding of our website, we undertook marketing of our service through various channels, launching our properties for the 2017/18 term at the beginning of November 2017. We also successfully became UKALA accredited in February 2017.

There was an increase of 71% in the number of students signed to tenancies for 2016/17, which no longer required their rooms, compared to 2015/16. We were able to back fill 100% of these rooms, compared to 85% the previous year, enabling us to release the students from their contracts saving them £63k in financial

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obligation. This was an increase of 152% on the savings made in 2015/16.

We are also pleased to report that our average deposit deduction for 2015/16 fell to an average of £36.75 per tenant, a reduction of 35% compared to 2014/15, which was an average of £56.50 per tenant.

Working with our tenants to ensure their rents are paid on time, this year saw a significant reduction in the arrears owing at the end of each month for a third year in a row: 2014/15 – 10.56%, 2015/16 – 10.23% and 2016/17 - 6.87%. This year the department produced a surplus of £9k.

Our portfolio this year has increased to 326 rooms, which will be launched in November 2017, for 2018/19.

Shop

2016-17 was a difficult trading year for the Shop in terms of sales and staffing with revenue being 5.2% behind on budget for the year. The trading year started without a retail manager and the deputy manager being on maternity leave. Whilst September saw a promising start with the offer of a hoodie in a bag, and an influx of new students the success did not last long and there was a noticeable trend that we were losing students to our competition.

Despite the challenging trading conditions and staffing issues, proactive cost control measures have helped decrease the impact on bottom line, which was only £6.6k below budget.

Plans are in place to ensure a much larger impact on fresher's 2017-18, for which a number of tailored lines and promotions are in place. In addition to this, we have sourced a new range of University gifts for Graduation, and have a promotional calendar in place to be able to continue to offer value for money to our students after the initial fresher's offers have ended.

Finally, we have now recruited a new retail manager who has many years of retail experience under his belt and has experience in developing underperforming stores.

Bar

Despite a slow start to the year, 2016/17 has been a successful year for the bar both financially and operationally. The first half of the year was challenging with sales £21k behind on forecasted budget and £36k on the previous year. This was due largely to some of the bigger events during "Fresher's" not having the footfall as seen in previous years, impacting on the bars revenue., To offset this, during the second half of the trading year, the bar and entertainments team worked together to produce a more appealing offering for students at the weekend with various entertainments, sporting events and also non-drinking events. This proved successful and the bar managed to turn things around producing a healthy surplus of £387,171, which was £35k up on the reforecast budget for the year.

The bar once again actively involved in two "Best Bar None" schemes this year. In the local Plymouth scheme, our bar was voted best student venue and was runner up in the best late night venue category. In the national NUS "Best Bar None" scheme, our bar achieved Gold accreditation for the third year in a row with an overall score of 97.4%. Both of these schemes are designed to recognise venues that follow best practice and have excellent customer service skills.

This year we signed up to the NUS alcohol impact programme, a joined venture between UPSU and the University of Plymouth which aims to change the social norms around drinking on our campus and shaping new attitudes towards responsible alcohol consumption. The programme aims to;

- Promote responsible behaviour on campus and in the community by students
- Improve health and wellbeing of your students
- Create a more inclusive environment for huge numbers of your students

It is important to note that despite strong competition from other commercial high street operators, our bar continues to perform well exceeding expectation in the last 3 yrs. This is due to excellent teamwork, training, commitment and our ability to meet the needs of our students and maintaining a competitive pricing strategy.

**TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2017**

Sustainability

We were extremely pleased with the outcome of the UPSU submission to the revived and more rigorous NUS Green Impact Students' Union award. NUS work with Unions across the nations to embed sustainability within the core purpose of our education system; this year 81 Unions took part in the programme. The updated framework provided significant challenges, and encouraged actions way beyond a narrow purely environmental definition of sustainability. From strategy to operations, the quality of the team approach taken towards this work has been fully recognised by NUS, with an overall outcome placing us within one of just seven Students' Unions to achieve the highest possible award, that of 'Excellence'. Particular areas of strength were within the 'Leadership and Strategy', 'Operations', 'Partnership and Policy' and 'Knowledge and Understanding' areas of the framework and our overall score is 68% higher than the average participant score.

Governance

Development of the governance of UPSU has been dominated by the incorporation project this year. Incorporation is the legal process of declaring that an organisation exists in its own right, separate from its owners, who in our case were the Trustees.

In October 2016, our Trustee Board resolved that UPSU should move from being an Unincorporated Association towards Incorporation (as a Charitable Company Limited by Guarantee (CLG) The student members of UPSU were then asked to vote on the proposal to incorporate, and to approve the new Memorandum and Articles of Association (M&As) as part of the officer elections in March 2017.

We then sought recognition from Companies House and the Charity Commission, who both approved the new M&As. The new company adopted UPSU's Bye Laws (amended to reflect the new language used by the company and additional changes above). All staff TUPE transferred to the company, new bank accounts were set up, and the company became live on 1st August 2017, as planned.

HR

In March 2017, UPSU was re-assessed under the new Investors in People 6 framework with refreshed, tougher criteria than the previous award. In May, we found out that we achieved the Gold Standard for the second time in a row and that UPSU is now part of the top 1% of UK organisations. The award recognises organisations for going above and beyond in the way they develop, support and motivate their employees. This award also sets UPSU apart as one of the top five employers in Plymouth, helping define what it takes to lead, support and manage people well for sustainable results. To celebrate the award, UPSU hosted a celebration event and staff made a video, which was picked up by a national newsletter and has received thousands of views. The accreditation is a major part of our employer brand, supporting us in undertaking an unprecedented volume of staff recruitment.

We ran our fourth externally benchmarked annual Staff Survey in February 2017. While we were keen to listen to valuable feedback, we must highlight that we received our best ever results. Positive staff perceptions of Learning and Development increased from 72% to 84% in the last year alone, which may be largely due to our ongoing investment in Training; we funded and supported another 15 aspirational staff through an Institute of Leadership and Management (ILM) level 3 qualification and provided extensive job-related training for all staff. 87% of staff had positive perceptions of management at UPSU – our best result ever – also partly due to the investment in ILM training over the last 3 years.

We continue to develop HR systems at UPSU to ensure we are operating in a sustainable and progressive way as an outstanding organisation that will support the needs of students for many years to come.

FINANCIAL REVIEW

2016/17 sees the second year of the introduction of Financial reporting Standards FRS102 and the Charities SORP 2015, as explained last year this has significantly altered the representation of our financial position in our financial statements. The changes are entirely due to the new accounting requirements in respect of the SUSS pension liability and the employee leave accrual, e.g. the requirement to account for the estimated pension liability within the balance sheet has impacted on the overall balance of reserves shown in the balance sheet.

**TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2017**

Wherever possible the financial statements include appropriate narrative to enable the changes to be understood.

The Union's financial strategy is to finance its current range of activities and generate a sufficient accumulated 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. To improve our financial sustainability we are currently building our reserves to cover a number of possible contingencies and 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 2016/17 of £1,840,270. This was an increase on the previous year of £75k which represented a contribution to the joint Head of Sport post and Drink Aware as well as some towards the loss of trading surplus due to the impact of CEP on our ability to generate commercial income.

The 2016/17 financial year saw the second year of trading for UPSU Trading Ltd, a wholly owned subsidiary of UPSU. The company was set up to enable the charity to generate additional income streams e.g. by hiring out our venue and facilities when not in use by students to the wider community, any profit generated from these activities are returned from UPSU Trading Ltd to the charity by way of a gift aid donation. In 2016/17 UPSU Trading Ltd generated £42k (£27k 15/16) of income and made a gift aid donation of £10k (£5k 15/16) to UPSU charity at the end of the year.

Following the creation of UPSU Trading Ltd, we have drawn up consolidated group accounts, encompassing the financial position of both the charity and the trading subsidiary. Our consolidated gross income from all sources this year totalled £5,414,353. Total expenditure of £5,607,828 on the wide ranging student benefits we provide as well as our other revenue generating activities. After a net transfer of £64,749 into designated and restricted reserves, an unrestricted surplus of £81,101 was generated. A number of significant transfers to reserves were made in order to purchase and enhance a range of operational assets over the summer including a new entertainments sound system, catering equipment as well as continuing to develop our SU app. We have also invested again this year in sport with the purchase of new sound equipment for the gym, an electronic score board and various other sports centre equipment. We have also added to our facilities development in line with our reserves policy.

Our liquidity remained healthy throughout the year and despite long-term low interest rates, the investments earned £7,690 this year and we benefitted from a gain on investment assets of £5,340. We regularly 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 £203,794 free 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.

The Charity transferred all assets and liabilities to a new incorporated charity on the 1 August 2017. As a consequence all long term assets have been reclassified as current.

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 £60,000.
- 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 continue our investment in our Sports facilities with a Sports Development Fund currently at £34,869

The aim is to build up designated reserves of between £700,000 and £900,000, at today's prices from available

**TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2017**

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. Our free unrestricted reserves are currently £203,794. In addition to this, there are designated revenue reserves of £160,734 (designated funds less fixed assets and capital commitments) that are available for use in the charity and could be re-designated should they be required. Total funds available for the use of the charity are therefore £364,528.

FUTURE FUNDING

The Executive Committee confirms that the Union has sufficient funds to meet all of its obligations. The block grant for 2017/18 has been agreed at £2,133,828. This is significantly higher than 2016/17 due to the University undertaking a full rent review as a result of a new lease agreement with the University. The new lease has resulted in a new rental charge of £580,752 (was £317,647) which will be paid for from the increase in block grant. In addition to the support from the University our commercial activities are expected to generate significant funds. Our 2017/18 budget is set to generate a surplus of £22k and has been approved by our Board of Trustees and the University. We will deliver on this approved budget and closely monitor it throughout the year, reporting and taking action on any variances.

Discussions continue regularly with the University with regards to future funding requirements and we aim to continue 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.

INVESTMENTS POLICY

The Executive Committee has implemented an Investment Policy in February 2011, which is reviewed annually by the Trustee Board. A comprehensive review was undertaken in December 2016.

PLANS FOR FUTURE PERIODS

On 1 August 2017, the parent Charity; the University of Plymouth Students' Union incorporated to a company limited by guarantee (CLG), receiving all of the assets and liabilities of the previous unincorporated Charity. As well as becoming a CLG the new incorporated entity remains a charity, albeit with a new charity commission registration number. As a consequence of this change all long term assets in these accounts have been reclassified as current. All permanent staff transferred to the incorporated charity under TUPE and all strategic and operational aspects of the Students' Union remain unchanged.

UPSU plans to continue to build on the fantastic achievements we made in 2016/17 ensuring that we deliver the highest student experience for our members here at University of Plymouth and continue to grow and strengthen as an effective Charity. We will continue to build on our strong financial position with the aim of continuing 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.

We are very much in the hands of the University in terms of the Estates Strategy but despite initial plans indicating that UPSU would be included in one of the first phases, it is now thought that it will be a number of years before changes will impact our facilities. Following the recent improvements to our student space, the Hive and the Shop, we are developing our maintenance and repairs plan alongside a 3 year capital plan to ensure that we maintain our building to a high standard. However, in light of the timing of the Estates Strategy it is highly likely that some of our facilities will need significant investment from the University to keep us operating safely and successfully over the next few years. We hope to work in partnership with the university to ensure the success of the new Estates Strategy and are hopeful that the growing needs of the Students' Union are taken into consideration in these plans.

**TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2017**

Objectives for 2017/18

The Students' Union will be seeking to achieve the following objectives in 2017/18

Strategic Ambition	Objective
Representation and Democracy	<p>1. Work in partnership with the University to review and further develop our academic representation structures.</p> <p>2. Actively encourage our student membership to engage and participate in our democratic process, particularly our elections.</p>
Participation and Engagement	<p>3. Ensure the development of our own sport objectives and facilities as well as working with the University to develop a joint strategy and external facilities.</p> <p>4. Actively encourage our students to participate and engage in all activities, which will enable them to unlock their full potential.</p>
Employability	<p>5. Maximise opportunities for our students to acquire experience, skills and knowledge to facilitate both their personal development and leadership skills.</p> <p>6. Continue to work in partnership with the University to contribute to their employability agenda</p>
Support and Wellbeing	<p>7. Provide and facilitate opportunities for activities to accommodate all students and help with their mental/physical wellbeing and social inclusion.</p> <p>8. Provide a safe and healthy environment for our students, staff and visitors.</p>
Communities	<p>9. Focus on improving our services and cultural opportunities for our members</p> <p>10. Create a vibrant social programme to enable our students to develop lifelong friendships in a safe and welcoming environment.</p>
Sustainability	<p>11. Explore new financially sustainable sources of income and ensure that our trading activities are relevant and commercially viable so that the surpluses can be re-invested back into the services we provide for our students.</p> <p>12. Seek to operate in the most sustainable way, recycling more and continuing to reduce our carbon footprint whilst benchmarking against best practice.</p>

PAY POLICY FOR SENIOR STAFF

Senior managers are paid in accordance with UPSU's salary pay scales as approved by the Trustee Board; these are allocated to each senior position in line with the level of responsibility of each post.

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 £16,723 (2016: £8,261) which is included in other creditors.

**TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 JULY 2017**

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 the group and of the incoming resources and application of resources of the group for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the group will continue in operation.

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charity and the group's transactions and disclose with reasonable accuracy at any time the financial position of the group 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 the group 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:

Lowri Jones, President

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 2017 which comprise the group Statement of financial activities, the group and Charity Balance sheets, the group Cash flow statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the Charity's Trustees, as a body, in accordance with section 151 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's 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 151 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 group's and the parent 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 group's and the parent Charity's affairs as at 31 July 2017 and of the group's incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and in other respects the requirements of the Charities Act 2011.

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; or
- the parent Charity 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.

UNIVERSITY OF PLYMOUTH STUDENTS' UNION

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 JULY 2017

	Note	Unrestricted - pension liability 2017 £	Restricted funds 2017 £	Unrestricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
INCOME AND ENDOWMENTS FROM:						
Donations and legacies	2	-	-	1,805,495	1,805,495	1,765,270
Charitable activities	5	-	659,680	2,725,029	3,384,709	3,618,521
Other trading activities	3	-	-	213,630	213,630	199,913
Investments	4	-	-	7,690	7,690	8,906
Other income		-	-	2,829	2,829	592
TOTAL INCOME AND ENDOWMENTS		-	659,680	4,754,673	5,414,353	5,593,202
EXPENDITURE ON:						
Raising funds	3	-	-	190,877	190,877	187,051
Charitable activities	6,7	160,580	669,137	4,587,234	5,416,951	5,278,651
TOTAL EXPENDITURE		160,580	669,137	4,778,111	5,607,828	5,465,702
NET INCOME / (EXPENDITURE) BEFORE INVESTMENT GAINS						
Net gains on investments	14	(160,580)	(9,457)	(23,438)	(193,475)	127,500
		-	-	2,212	2,212	6,530
NET INCOME / (EXPENDITURE) BEFORE TRANSFERS						
Transfers between Funds	20	(160,580)	(9,457)	(21,226)	(191,263)	134,030
		-	7,792	(7,792)	-	-
NET INCOME / (EXPENDITURE) BEFORE OTHER RECOGNISED GAINS AND LOSSES						
Interest expense on amortised cost		(160,580)	(1,665)	(29,018)	(191,263)	134,030
		(31,776)	-	-	(31,776)	(30,791)
NET MOVEMENT IN FUNDS		(192,356)	(1,665)	(29,018)	(223,039)	103,239
RECONCILIATION OF FUNDS:						
Total funds brought forward		(993,009)	214,409	872,034	93,434	(9,805)
TOTAL FUNDS CARRIED FORWARD		(1,185,365)	212,744	843,016	(129,605)	93,434

The notes on pages 40 to 62 form part of these financial statements.

All of the above activities related to discontinued activities. See note 1.5.

UNIVERSITY OF PLYMOUTH STUDENTS' UNION

CONSOLIDATED BALANCE SHEET
AS AT 31 JULY 2017

	Note	£	2017 £	£	2016 £
FIXED ASSETS					
Tangible assets	13		-		487,548
Investments	14		-		261,469
			<u>-</u>		<u>749,017</u>
CURRENT ASSETS					
Fixed assets held for sale	13	409,212		-	
Stocks	15	77,465		83,306	
Debtors	16	87,793		62,630	
Current asset investments	17	266,469		-	
Cash at bank and in hand		438,946		393,911	
		<u>1,279,885</u>		<u>539,847</u>	
CREDITORS: amounts falling due within one year	18	<u>(1,409,490)</u>		<u>(202,421)</u>	
NET CURRENT (LIABILITIES)/ASSETS			<u>(129,605)</u>		<u>337,426</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>(129,605)</u>		<u>1,086,443</u>
CREDITORS: amounts falling due after more than one year	19		-		(993,009)
NET (LIABILITIES)/ASSETS			<u>(129,605)</u>		<u>93,434</u>
CHARITY FUNDS					
Unrestricted - pension liability	20		(1,185,365)		(993,009)
Restricted funds	20		212,744		214,409
Unrestricted funds	20		843,016		872,034
TOTAL (DEFICIT)/FUNDS			<u>(129,605)</u>		<u>93,434</u>

The financial statements were approved by the Trustees on _____ and signed on their behalf, by:

Lowri Jones, President

The notes on pages 39 to 62 form part of these financial statements.

UNIVERSITY OF PLYMOUTH STUDENTS' UNION

CHARITY BALANCE SHEET
AS AT 31 JULY 2017

	Note	£	2017 £	£	2016 £
FIXED ASSETS					
Tangible assets	13		-		487,548
Investments	14		-		261,470
			<u>-</u>		<u>749,018</u>
CURRENT ASSETS					
Fixed assets held for sale		409,212		-	
Stocks	15	77,465		83,306	
Debtors	16	108,819		80,392	
Investments	17	266,470		-	
Cash at bank and in hand		417,919		377,201	
		<u>1,279,885</u>		<u>540,899</u>	
CREDITORS: amounts falling due within one year	18	<u>(1,409,490)</u>		<u>(203,474)</u>	
NET CURRENT (LIABILITIES)/ASSETS			<u>(129,605)</u>		<u>337,425</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>(129,605)</u>		<u>1,086,443</u>
CREDITORS: amounts falling due after more than one year	19		-		(993,009)
NET (LIABILITIES)/ASSETS			<u><u>(129,605)</u></u>		<u><u>93,434</u></u>
CHARITY FUNDS					
Unrestricted - pension liability	20		(1,185,365)		(993,009)
Restricted funds	20		212,744		214,409
Unrestricted funds	20		843,016		872,034
TOTAL (DEFICIT)/FUNDS			<u><u>(129,605)</u></u>		<u><u>93,434</u></u>

The financial statements were approved by the Trustees on

and signed on their behalf, by:

Lowri Jones, President

The notes on 40 to 62 form part of these financial statements.

UNIVERSITY OF PLYMOUTH STUDENTS' UNION

CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 JULY 2017

	Note	2017 £	2016 £
Cash flows from operating activities			
Net cash provided by operating activities	22	<u>130,728</u>	<u>245,032</u>
Cash flows from investing activities:			
Proceeds from the sale of tangible fixed assets		3,261	592
Purchase of tangible fixed assets		(88,954)	(229,017)
Proceeds from sale of investments		-	10,000
Net cash used in investing activities		<u>(85,693)</u>	<u>(218,425)</u>
Change in cash and cash equivalents in the year			
Cash and cash equivalents brought forward		<u>393,911</u>	<u>367,304</u>
Cash and cash equivalents carried forward	23	<u><u>438,946</u></u>	<u><u>393,911</u></u>

The notes on pages 39 to 62 form part of these financial statements.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2017**

1. ACCOUNTING POLICIES

1.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements have been prepared under the breakup basis with items recognised their fair value. No adjustments to the figures were required. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and Charities Act 2011.

University of Plymouth Students' Union constitutes a public benefit entity as defined by FRS 102.

The Statement of financial activities (SOFA) and Balance sheet consolidate the financial statements of the charity and its subsidiary undertaking. The results of the subsidiary are consolidated on a line by line basis.

No separate SOFA has been presented for the charity alone as permitted by the Charities SORP 2015.

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 INCOME

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

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 2015.

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2017**

1. ACCOUNTING POLICIES (continued)

1.4 EXPENDITURE

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

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.

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

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

All expenditure is inclusive of irrecoverable VAT.

1.5 GOING CONCERN

On the 1 August 2017, the assets and liabilities of the Charity all transferred to a new incorporated Charity, The University of Plymouth Students's Union, company number 10676070. As described in note 1.1, the accounts have been prepared on the breakup basis with long term assets and liabilities recognised in current assets and liabilities. No restatement of figures was required.

1.6 BASIS OF CONSOLIDATION

The financial statements consolidate the accounts of University of Plymouth Students' Union and all of its subsidiary undertakings ('subsidiaries').

The income and expenditure account for the year dealt with in the accounts of the Charity was -£223,039 (2016: £103,239).

1.7 TANGIBLE FIXED ASSETS AND DEPRECIATION

All assets costing more than £500 are capitalised.

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2017**

1. ACCOUNTING POLICIES (continued)

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

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

1.8 INVESTMENTS

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless fair value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and shown in the heading 'Gains/(losses) on investments' in the Statement of financial activities.

- (i) Subsidiary undertakings
Investments in subsidiaries are valued at cost less provision for impairment.

1.9 OPERATING LEASES

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

1.10 STOCKS

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

1.11 INTEREST RECEIVABLE

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the Bank.

1.12 DEBTORS

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

1.13 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 FRS102 only the agreed future deficit contributions are included as a liability at their amortised cost.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2017**

1. ACCOUNTING POLICIES (continued)

1.14 CASH AT BANK AND IN HAND

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.15 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.

1.16 LIABILITIES AND PROVISIONS

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

1.17 FINANCIAL INSTRUMENTS

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

1.18 CRITICAL ACCOUNTING ESTIMATES AND AREAS OF JUDGEMENT

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

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

Critical areas of judgment:

The Charity has entered into an agreement with its pension provider that determines how the Charity will fund the deficit, and as such the present value of future contributions is recognised as a liability. Assumptions and judgements have been made over the rate of future salary increases and pension contributions, as well as the discount rate used. The discount rate used is consistent with a high quality corporate bond.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2017

2. VOLUNTARY INCOME

	Unrestricted - pension liability 2017 £	Restricted funds 2017 £	Unrestricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
University Block Grant	-	-	1,805,495	1,805,495	1,765,270
<i>Total 2016</i>	-	-	1,765,270	1,765,270	

3. ACTIVITIES FOR GENERATING FUNDS

	Unrestricted - pension liability 2017 £	Restricted funds 2017 £	Unrestricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
INCOME					
Fundraising income	-	-	173,392	173,392	173,094
UPSU Trading Limited income	-	-	40,238	40,238	26,819
	-	-	213,630	213,630	199,913
EXPENSES					
UPSU Trading Limited expenses	-	-	30,735	30,735	21,547
Fundraising other costs	-	-	157,539	157,539	161,795
Fundraising student wages	-	-	2,603	2,603	3,709
	-	-	190,877	190,877	187,051
Net income from activities for generating funds	-	-	22,753	22,753	12,862

In 2016 all of the income all unrestricted.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2017

4. INVESTMENT INCOME

	Unrestricted - pension liability 2017 £	Restricted funds 2017 £	Unrestricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
Investment income - local cash	-	-	7,690	7,690	8,906
<i>Total 2016</i>	-	-	8,906	8,906	

5. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted - pension liability 2017 £	Restricted funds 2017 £	Unrestricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
Retail and other trade	-	2,801	2,413,252	2,416,053	2,544,765
Volunteering and community, RELAYS and Active Devon	-	-	-	-	343
External funding grants sponsorship	-	-	34,808	34,808	292
Representation and representation sponsorship	-	-	29,601	29,601	26,352
Sports and recreation members contributions	-	-	229,819	229,819	276,687
Sports and active leisure sponsorship	-	-	13,469	13,469	23,574
External funding grants Active Universities - Sport England	-	62,943	-	62,943	63,610
Clubs and societies	-	593,936	-	593,936	679,473
	-	659,680	2,725,029	3,384,709	3,618,521
<i>Total 2016</i>	-	748,953	2,869,568	3,618,521	

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2017

6. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

	Unrestricted - pension liability 2017 £	Restricted funds 2017 £	Unrestricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
Retail and other trade	-	-	2,299,051	2,299,051	1,938,272
Welfare	-	-	155,590	155,590	107,855
Volunteering and community, RELAYS and Active Devon	-	-	173,511	173,511	124,356
Representation and representation sponsorship	-	-	966,202	966,202	408,961
Sports and recreation members contributions and sponsorship	-	-	943,153	943,153	748,734
Active Universities - Sport England	-	73,871	-	73,871	677,724
Clubs and societies	-	595,266	-	595,266	1,229,670
FRS 102 Pension liability	160,580	-	-	160,580	-
	160,580	669,137	4,537,507	5,367,224	5,235,572
<i>Total 2016</i>	-	710,631	4,524,941	5,235,572	

Retail and other trade

	Restricted funds 2017 £	Unrestricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
Retail trade stock	-	895,937	895,937	906,778
Retail staff wages	-	325,801	325,801	295,114
Retail staff student wages	-	319,840	319,840	366,106
Retail trade other costs	-	165,090	165,090	174,869
Retail trade depreciation	-	61,202	61,202	61,852
Other trade stock	-	73,783	73,783	70,152
Other trade staff wages	-	67,279	67,279	63,107
Other trade student wages	-	10,037	10,037	7,820
Other trade other costs	-	31,946	31,946	29,725
Trading support staff costs	-	168,274	168,274	173,307
Trading support facilities costs	-	179,875	179,875	164,192
Total	-	2,299,064	2,299,064	2,313,022

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2017**Welfare**

	Restricted funds 2017 £	Unrestricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
Welfare staff wages	-	83,244	83,244	98,139
Welfare casual staff wages	-	3,671	3,671	-
Welfare staff training	-	2,793	2,793	2,042
Welfare office	-	653	653	1,061
Welfare other costs	-	7,204	7,204	6,613
Welfare support staff costs	-	28,046	28,046	28,885
Welfare support facilities costs	-	29,979	29,979	27,365
	<u>-</u>	<u>155,590</u>	<u>155,590</u>	<u>164,105</u>
Total	<u>-</u>	<u>155,590</u>	<u>155,590</u>	<u>164,105</u>

Volunteering and community, RELAYS and Active Devon

	Restricted funds 2017 £	Unrestricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
Volunteering staff wages	-	97,027	97,027	102,460
Volunteering student wages	-	649	649	1,081
Volunteering travel	-	4,344	4,344	6,026
Volunteering office	-	706	706	554
Volunteering other costs	-	12,760	12,760	14,235
Volunteering support staff costs	-	28,046	28,046	28,885
Volunteering support facilities costs	-	29,979	29,979	27,365
	<u>-</u>	<u>173,511</u>	<u>173,511</u>	<u>180,606</u>
Total	<u>-</u>	<u>173,511</u>	<u>173,511</u>	<u>180,606</u>

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2017**
Representation and representation sponsorship

	Restricted funds 2017 £	Unrestricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
Staff wages	-	335,682	335,682	278,980
Other student wages	-	1,083	1,083	5,119
Affiliations	-	55,341	55,341	54,032
Campaigns	-	5,354	5,354	5,597
Conferences and training	-	15,947	15,947	11,119
Inter site travel	-	3,895	3,895	3,334
Publications and web site	-	14,220	14,220	16,948
Other	-	35,666	35,666	33,832
Representation support staff costs	-	241,193	241,193	248,407
Representation support facilities costs	-	257,821	257,821	235,341
	<hr/>	<hr/>	<hr/>	<hr/>
Total	-	966,202	966,202	892,709
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2017**Sport & recreation memberships and sponsorships**

	Restricted funds 2017 £	Unrestricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
Direct grants to clubs	-	40,000	40,000	40,000
Pitches and venues	-	51,868	51,868	50,972
Sports staff wages	-	122,360	122,360	83,769
Student staff wages	-	204	204	265
Transport wages	-	5,030	5,030	4,653
Transport total	-	104,445	104,445	114,177
Transport recharge total	-	(54,191)	(54,191)	(65,160)
BUSA	-	14,942	14,942	15,257
Sports office	-	3,967	3,967	1,778
Other	-	81,569	81,569	85,374
Sport and active leisure	-	(1,814)	(1,814)	45,763
Watersport	-	54,385	54,385	53,604
External funding	-	6,927	6,927	9,341
Partnerships and scholarships	-	12,039	12,039	12,000
Societies and activities	-	18,981	18,981	16,725
Societies and activities - D of E	-	325	325	239
Sport and active leisure wages	-	181,949	181,949	194,928
Watersport wages	-	13,479	13,479	10,736
Sport and active leisure student wages	-	33,519	33,519	31,162
External funding wages	-	1,107	1,107	1,768
Watersport student wages	-	300	300	460
External funding student wages	-	-	-	919
Societies and activities wages	-	54,019	54,019	42,792
Depreciation (sports complex)	-	23,669	23,669	19,710
Sports support staff costs	-	84,137	84,137	86,654
Sports support facilities costs	-	89,937	89,937	82,096
Total	-	943,153	943,153	939,982

Sport England (Active Universities)

	Restricted funds 2017 £	Unrestricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
Sport England	37,074	-	37,074	22,736
Sport England wages	35,894	-	35,894	44,008
Sport England student wages	903	-	903	680
Total	73,871	-	73,871	67,424

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2017

7. GOVERNANCE COSTS

	Unrestricted - pension liability 2017 £	Restricted funds 2017 £	Unrestricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
Governance Auditors' remuneration	-	-	10,200	10,200	8,700
Trustee Board expenses	-	-	5,383	5,383	1,329
Executive travel expenses	-	-	8,534	8,534	10,554
Governance support costs	-	-	14,392	14,392	10,943
Governance expense - wages and salaries	-	-	11,218	11,218	11,553
	-	-	49,727	49,727	43,079

8. STAFF & FACILITIES COSTS

	2017 £	2016 £
Staff costs	560,913	577,691
Training costs	22,765	13,368
General administration costs	113,194	134,964
Legal and professional fees	28,944	13,332
Depreciation	76,463	61,903
Rent	317,647	317,647
Other expenses	40,570	6,092
FRS102 pension liability	160,580	-
Total	1,321,076	1,124,997

Support costs detailed above are apportioned to projects as below:

	Basis of Apportionment	Support Staff 2017 £	Facilities Costs 2017 £	Total Costs 2017 £	Total Costs 2016 £
Volunteering	5%	28,046	29,979	58,025	56,250
Trading	30%	168,273	179,875	348,149	337,499
Sports & recreation	15%	84,137	89,937	174,074	168,750
Welfare	5%	28,046	29,979	58,025	56,250
Representation	43%	241,193	257,821	499,013	483,748
Governance	2%	11,218	11,992	23,210	22,500
FRS 102 defined liability pension	0	-	160,580	160,580	-
Total Costs Apportioned		560,913	760,163	1,321,076	1,124,997

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2017

9. NET INCOME/(EXPENDITURE)

This is stated after charging:

	2017 £	2016 £
Depreciation of tangible fixed assets: - owned by the charitable group	135,641	123,179
Auditors' remuneration - audit	8,200	6,700
Auditors' remuneration - other services	2,000	2,000
Operating lease rentals	317,647	317,647
	<u>317,647</u>	<u>317,647</u>

During the year, no Trustees received any benefits in kind (2016: £NIL).

7 Trustees received reimbursement of expenses amounting to £7,979 in the current year, (2016: 7 Trustees - £10,184).

10. STAFF COSTS

	2017 £	2016 £
Wages and salaries	1,989,320	1,950,251
Social security	131,276	126,263
Pension costs	116,805	53,273
FRS 102 defined liability pension	160,580	-
	<u>2,397,981</u>	<u>2,129,787</u>

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

There were no redundancy and compromise agreement payments made during the year.

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

	2017	2016
Trustees	6	6
Permanent staff	70	71
Student staff	106	111
	<u>182</u>	<u>188</u>

Due to the nature of control by the Board, it is deemed there are no staff who meet the definition of key management personnel.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2017**

11. TRUSTEES REMUNERATION AND EXPENSES

In 2016/17 six Executive Officers received salary of £19,694, in 2015/16 four Executive Officers received salary of £19,694 and one received £6,564 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 £134,671 (2016: £119,417).

Two External members of the Unions' Trustee Board were reimbursed for hotel and/or travel expenses, totaling £585 (2016: £710) within the year. This expenditure is reported within Governance costs, shown in note 7.

In addition, the six Executive Officers who are also trustees were reimbursed a total of £7,394 (2016: £9,474) 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.

12. 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.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2017

13. TANGIBLE FIXED ASSETS

GROUP	Student union refurbish- ment £	Furniture and equipment £	Total £
COST			
At 1 August 2016	637,590	738,900	1,376,490
Additions	-	88,954	88,954
Disposals	(24,514)	(56,738)	(81,252)
Reclassify assets held for sale	(613,076)	(771,116)	(1,384,192)
At 31 July 2017	-	-	-
DEPRECIATION			
At 1 August 2016	359,042	529,900	888,942
Charge for the year	57,875	108,983	166,858
On disposals	(24,514)	(56,306)	(80,820)
Reclassify assets held for sale	(392,403)	(582,577)	(974,980)
At 31 July 2017	-	-	-
NET BOOK VALUE			
At 31 July 2017	-	-	-
At 31 July 2016	278,548	209,000	487,548
CHARITY			
COST			
At 1 August 2016	637,590	738,900	1,376,490
Additions	-	88,954	88,954
Disposals	(24,514)	(56,738)	(81,252)
Reclassify assets held for sale	(613,076)	(771,116)	(1,384,192)
At 31 July 2017	-	-	-
DEPRECIATION			
At 1 August 2016	359,042	529,900	888,942
Charge for the year	57,875	108,983	166,858
On disposals	(24,514)	(56,306)	(80,820)
Reclassify assets held for sale	(392,403)	(582,577)	(974,980)
At 31 July 2017	-	-	-
NET BOOK VALUE			
At 31 July 2017	-	-	-
At 31 July 2016	278,548	209,000	487,548

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2017

14. FIXED ASSET INVESTMENTS

GROUP	Unlisted securities £
MARKET VALUE	
At 1 August 2016	261,469
Revaluations	5,000
Transfer to current asset investments	(266,469)
	<hr/>
At 31 July 2017	<hr/> <hr/> -

SUBSIDIARY UNDERTAKINGS

The following were subsidiary undertakings of the company:

Name	Holding	2017 £	2016 £
UPSU Trading Limited		1	1

Name	Business	Registered office
UPSU Trading Limited	Trading subsidiary running events	University of Plymouth Students' Union, University of Plymouth, Drake Circus, Plymouth, Devon, PL4 8AA.

CHARITY	Shares in group undertakings £	Trade investments £	Total £
MARKET VALUE			
At 1 August 2016	1	261,469	261,470
Revaluations	-	5,000	5,000
Transfer to current asset investments	(1)	(266,469)	(266,470)
	<hr/>	<hr/>	<hr/>
At 31 July 2017	<hr/> <hr/> -	<hr/> <hr/> -	<hr/> <hr/> -

15. STOCKS

	GROUP		CHARITY	
	2017 £	2016 £	2017 £	2016 £
Finished goods and goods for resale	77,465	83,306	77,465	83,306

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2017

16. DEBTORS

	GROUP		CHARITY	
	2017	2016	2017	2016
	£	£	£	£
DUE AFTER MORE THAN ONE YEAR				
Amounts owed by group undertakings	-	-	-	5,000
DUE WITHIN ONE YEAR				
Trade debtors	26,723	12,186	22,026	4,726
Amounts owed by group undertakings	-	-	25,723	20,222
Other debtors	8,686	8,956	8,686	8,956
Prepayments and accrued income	52,384	41,488	52,384	41,488
	87,793	62,630	108,819	80,392

17. CURRENT ASSET INVESTMENTS

	GROUP		CHARITY	
	2017	2016	2017	2016
	£	£	£	£
Shares in group undertakings	-	-	1	-
Unlisted investments	266,469	-	266,469	-

Current asset investments were classified as fixed asset investments at 31 July 2017.

18. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	GROUP		CHARITY	
	2017	2016	2017	2016
	£	£	£	£
Trade creditors	74,502	49,205	74,502	48,142
Amounts owed to group undertakings	-	-	-	2,116
Other taxation and social security	42,374	37,465	42,374	37,465
Pension fund loan	1,185,365	-	1,185,365	-
Other creditors	14,810	20,777	14,810	20,777
Accruals and deferred income	92,439	94,974	92,439	94,974
	1,409,490	202,421	1,409,490	203,474

19. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	GROUP		CHARITY	
	2017	2016	2017	2016
	£	£	£	£
Other creditors	-	993,009	-	993,009

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2017

19. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR (continued)

Creditors include amounts not wholly repayable within 5 years as follows:

	GROUP		CHARITY	
	2017	2016	2017	2016
	£	£	£	£
Repayable by instalments	-	993,009	-	993,009
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Creditors due in more than 1 year is the net present value of the agreed deficit recovery plan for the defined benefit pension scheme operated by the Group.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2017

20. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 August 2016 £	Income £	Expenditure £	Transfers in/(out) £	Gains/ (Losses) £	Balance at 31 July 2017 £
DESIGNATED FUNDS						
Capital Reserves	487,821	-	(167,290)	88,954	-	409,485
Capital Commitments	75,593	-	-	(6,590)	-	69,003
Staffing Reserve	25,685	-	-	(17,270)	-	8,415
External/Matched Funding	32,685	8,248	(8,034)	-	-	32,899
Sports Development Fund	51,576	-	-	(16,707)	-	34,869
Buildings repair fund	12,500	-	-	-	-	12,500
Gym Equipment Reserves	13,481	-	-	(1,430)	-	12,051
Facilities Development Reserve	50,000	-	-	10,000	-	60,000
	<u>749,341</u>	<u>8,248</u>	<u>(175,324)</u>	<u>56,957</u>	<u>-</u>	<u>639,222</u>
UNRESTRICTED FUNDS						
Free reserves (undesignated)	122,693	4,746,425	(4,602,787)	(64,749)	2,212	203,794
Total Unrestricted funds	<u>872,034</u>	<u>4,754,673</u>	<u>(4,778,111)</u>	<u>(7,792)</u>	<u>2,212</u>	<u>843,016</u>
UNRESTRICTED PENSION LIABILITY						
Pension liability	<u>(993,009)</u>	<u>-</u>	<u>(160,580)</u>	<u>-</u>	<u>(31,776)</u>	<u>(1,185,365)</u>
RESTRICTED FUNDS						
Clubs and Societies	184,114	593,936	(595,266)	-	-	182,784
Active Universities/Sport England	30,295	65,744	(73,871)	7,792	-	29,960
	<u>214,409</u>	<u>659,680</u>	<u>(669,137)</u>	<u>7,792</u>	<u>-</u>	<u>212,744</u>
Total of funds	<u><u>93,434</u></u>	<u><u>5,414,353</u></u>	<u><u>(5,607,828)</u></u>	<u><u>-</u></u>	<u><u>(29,564)</u></u>	<u><u>(129,605)</u></u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2017

20. STATEMENT OF FUNDS (continued)

STATEMENT OF FUNDS - PRIOR YEAR

	Balance at 1 August 2015 £	Income £	Expenditure £	Transfers in/(out) £	Gains/ (Losses) £	Balance at 31 July 2016 £
DESIGNATED FUNDS						
Capital Reserves	405,760	-	(147,048)	229,109	-	487,821
Capital Commitments	188,603	-	-	(113,010)	-	75,593
Staffing Reserve	20,685	-	-	5,000	-	25,685
External/Matched Funding	36,370	8,343	(12,028)	-	-	32,685
Sports Development Fund	75,000	-	-	(23,424)	-	51,576
Buildings repair fund	2,500	-	-	10,000	-	12,500
Gym Equipment Reserves	1,692	-	-	11,789	-	13,481
Facilities Development Reserve	-	-	-	50,000	-	50,000
	<u>730,610</u>	<u>8,343</u>	<u>(159,076)</u>	<u>169,464</u>	<u>-</u>	<u>749,341</u>
GENERAL FUNDS						
Free reserves (undesignated)	(11,098)	4,808,495	(4,534,066)	(147,168)	6,530	122,693
Trading subsidiary	-	26,819	(26,819)	-	-	-
	<u>(11,098)</u>	<u>4,835,314</u>	<u>(4,560,885)</u>	<u>(147,168)</u>	<u>6,530</u>	<u>122,693</u>
Total Unrestricted funds	<u>719,512</u>	<u>4,843,657</u>	<u>(4,719,961)</u>	<u>22,296</u>	<u>6,530</u>	<u>872,034</u>
UNRESTRICTED PENSION LIABILITY						
Pension liability	(962,218)	-	-	-	(30,791)	(993,009)
	<u>(962,218)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(30,791)</u>	<u>(993,009)</u>
RESTRICTED FUNDS						
Clubs and Societies	182,365	679,473	(677,724)	-	-	184,114
Active Universities/Sport England	20,536	69,480	(67,425)	7,704	-	30,295
	<u>202,901</u>	<u>748,953</u>	<u>(745,149)</u>	<u>7,704</u>	<u>-</u>	<u>214,409</u>
Total of funds	<u>(39,805)</u>	<u>5,592,610</u>	<u>(5,465,110)</u>	<u>30,000</u>	<u>(24,261)</u>	<u>93,434</u>

Unrestricted Funds

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

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.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2017

20. STATEMENT OF FUNDS (continued)

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.

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.

Pension Liability

This reserve represents the present value of the agreed future contributions towards the SUSS pension scheme as required under FRS102. Prior year reserves have been reclassified as a result of bringing this liability in meaning that sufficient reserves were no longer available to designate.

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 2017

SUMMARY OF FUNDS - CURRENT YEAR

	Balance at 1 August 2016 £	Income £	Expenditure £	Transfers in/(out) £	Gains/ (Losses) £	Balance at 31 July 2017 £
Designated funds	749,341	8,248	(175,324)	56,957	-	639,222
General funds	122,693	4,746,425	(4,602,787)	(64,749)	2,212	203,794
	<u>872,034</u>	<u>4,754,673</u>	<u>(4,778,111)</u>	<u>(7,792)</u>	<u>2,212</u>	<u>843,016</u>
Pension liability	(993,009)	-	(160,580)	-	(31,776)	(1,185,365)
Restricted funds	214,409	659,680	(669,137)	7,792	-	212,744
	<u>93,434</u>	<u>5,414,353</u>	<u>(5,607,828)</u>	<u>-</u>	<u>(29,564)</u>	<u>(129,605)</u>

SUMMARY OF FUNDS - PRIOR YEAR

	Balance at 1 August 2015 £	Income £	Expenditure £	Transfers in/(out) £	Gains/ (Losses) £	Balance at 31 July 2016 £
Designated funds	730,610	8,343	(159,076)	169,464	-	749,341
General funds	(11,098)	4,835,314	(4,560,885)	(147,168)	6,530	122,693
	<u>719,512</u>	<u>4,843,657</u>	<u>(4,719,961)</u>	<u>22,296</u>	<u>6,530</u>	<u>872,034</u>
Pension liability	(962,218)	-	-	-	(30,791)	(993,009)
Restricted funds	202,901	748,953	(745,149)	7,704	-	214,409
	<u>(39,805)</u>	<u>5,592,610</u>	<u>(5,465,110)</u>	<u>30,000</u>	<u>(24,261)</u>	<u>93,434</u>

21. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	Unrestricted - pension liability 2017 £	Restricted funds 2017 £	Unrestricted funds 2017 £	Total funds 2017 £
Current assets	-	212,744	1,067,141	1,279,885
Creditors due within one year	-	-	(1,409,490)	(1,409,490)
Creditors due in more than one year	(1,185,365)	-	1,185,365	-
	<u>(1,185,365)</u>	<u>212,744</u>	<u>843,016</u>	<u>(129,605)</u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2017

21. ANALYSIS OF NET ASSETS BETWEEN FUNDS (continued)

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	Unrestricted - pension liability 2016 £	Restricted funds 2016 £	Unrestricted funds 2016 £	Total funds 2016 £
Tangible fixed assets	-	-	487,548	487,548
Fixed asset investments	-	-	261,469	261,469
Current assets	-	214,409	325,438	539,847
Creditors due within one year	-	-	(202,421)	(202,421)
Creditors due in more than one year	(993,009)	-	-	(993,009)
	<u>(993,009)</u>	<u>214,409</u>	<u>872,034</u>	<u>93,434</u>

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

	GROUP	
	2017 £	2016 £
Net (expenditure)/income for the year (as per Statement of Financial Activities)	(191,263)	134,030
Adjustment for:		
Depreciation charges	166,858	147,048
Losses on investments	-	(39,367)
Dividends, interest and rents from investments	(5,000)	-
Profit on the sale of fixed assets	(2,829)	(592)
Decrease/(increase) in stocks	5,842	(516)
(Increase)/decrease in debtors	(25,174)	33,865
Increase/(decrease) in creditors	182,294	(29,436)
Net cash provided by operating activities	<u>130,728</u>	<u>245,032</u>

23. ANALYSIS OF CASH AND CASH EQUIVALENTS

	GROUP	
	2017 £	2016 £
Cash in hand	443,170	393,911
Overdraft facility repayable on demand	(4,224)	-
Total	<u>438,946</u>	<u>393,911</u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2017

24. CAPITAL COMMITMENTS

At 31 July 2017 the Group and Charity had capital commitments as follows:

	<u>GROUP</u>		<u>CHARITY</u>	
	2017 £	2016 £	2017 £	2016 £
Contracted for but not provided in these financial statements	69,003	75,593	69,003	75,593

25. 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 2016 and showed that the market value of the Scheme's assets was £101m with these assets representing 46% of the value of benefits that had accrued to members after allowing for expected future increases in earnings. The deficit on an ongoing funding basis amounted to £120m.

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 2016:-

- The investment return would be 4.3% per annum before retirement and 2.3% 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 2016 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 20% in 2017/18 and by at least 5% in each following year. These contributions also include an allowance for the cost of the ongoing administrative and operational expenses of running the Scheme. These rates will apply with effect from 1 October 2017 and will be formally reviewed following completion of the next Valuation due with an effective date of 30 June 2019. 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 accounts include a liability for the agreed future deficit recovery payments included at their net present value as required by FRS102. The total liability at 31 July 2017 is £1,185,365.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2017

26. RELATED PARTY TRANSACTIONS

The Charity has one 100% subsidiary, UPSU Trading Ltd. The Charity has therefore taken advantage of the exemption contained in FRS 102 not to disclose transactions or balances with entities which form part of the group.

The Union is in receipt of a recurrent block grant from Plymouth University of £1,805,495 (2016: £1,765,270).

The Union occupies its buildings under a formal lease agreement and paid rent to Plymouth University of £317,647 (2016: £317,647). The Union shares the costs of decoration and maintenance with the University.

27. POST BALANCE SHEET EVENTS

On 1 August 2017, the parent Charity incorporated to a company limited by guarantee, receiving all of the assets and liabilities of the unincorporated Charity.

28. 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.

29. 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:

	2017 £
National Union of Students	51,849
NUS Services Membership	302
Advice UK	1,323
British Universities and Colleges Sports	14,942
NASMA membership	330
UKCISA UK subscription	349