

REGISTERED COMPANY NUMBER: 7323081 (England and Wales)  
REGISTERED CHARITY NUMBER: 1139857

Report of the Trustees and  
Financial Statements for the Year Ended 31 July 2016  
For



TUESDAY



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02/05/2017

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COMPANIES HOUSE

Knox Cropper  
Chartered Accountants and Statutory Auditors  
153 -155 London Road  
Hemel Hempstead  
Hertfordshire  
HP3 9SQ

**ROEHAMPTON STUDENTS' UNION**

**Contents of the Financial Statements  
for the Year Ended 31 July 2016**

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## **ROEHAMPTON STUDENTS' UNION**

### **Report of the Trustees for the Year Ended 31 July 2016**

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 July 2016. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

In essence the Roehampton Students' Union aims to enhance the student experience through representation, activities and support. In pursuit of these aims for the public benefit, Roehampton Students' Union 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. Officer Trustees of RSU sit on almost every committee of the University and meet regularly with the Local Authority and other providers of public services affecting students.

RSU 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 sit on and contribute to University committees and academic programme forums which allow the Union to cater effectively to the needs of the students.

To further enhance the student experience, RSU attract students from all walks of life to get involved in the Union, the University and the local community by actively promoting the benefits of volunteering in student-led activities. As a result, in 14/15 1300 students volunteered to work on projects within the local community or within the University or Union.

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.

As the 2015/16 academic year comes to a close the board are pleased with the outcomes of the work that it has carried out and the involvement that its members have had in the on-going work it carries out to help them make the most of their student experience.

## ROEHAMPTON STUDENTS' UNION

### Report of the Trustees for the Year Ended 31 July 2016

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#### OBJECTIVES AND ACTIVITIES

##### Significant activities

To Achieve these Objectives:

- 1) The RSU organises a range of social activities and nightlife for students including the BOP, Fez and Clapham Grand our regular club nights. This year we built on successful non alcohol provision by developing a full year framework of events. In addition, RSU make provisions for comedy, acoustic nights, live bands, karaoke and support numerous society events.
- 2) The Officer Trustees and Part Time Officers ensure that students are being effectively represented at University level. This is achieved by ensuring that all positions are filled. To ensure that we as a Union of are reflective the students body and to make sure we are aware of issues RSU has over 350 programme reps and run many schemes to ensure the student voice is heard and represented.
- 3) Through the Give it a Go brand RSU co-ordinate a number of volunteering opportunities. This ranges from short term community volunteering to Raising and Giving projects through to promoting and partnering students with long term volunteering opportunities.
- 4) Co-ordinate a range of campaigns that aims to educate, engage and empower students. The campaign schedule consists of a number of campaigns and partners other campaigns led by students and staff.
- 5) Co-ordinate and support the societies of the Union, with over 50 active student societies split into the following categories; academic, religious, fun, cultural and recreational. Societies are responsible for organising a range of events, trips, socials, debates, talks and campaigns for students.
- 6) To support all of the above we co-ordinate numerous media initiatives led by our students; these included Fresh Air our online Radio, Fresh TV our recently developed online TV Channel and Fresh Magazine a regular publication filled with student news and information.
- 7) Coordinate a sustainability and food education programme called Growhampton to lead students to build sustainable behaviour and offer a diverse range of events, activities and volunteering schemes.

For many of our students the highlight of the social calendar is the annual Summer Ball. The event is attended by 2350 students and the event spans over 15 hours, attracts some of the most current music acts and in recent years has been recognised as one the best Summer Balls in the country - last year it was shortlisted for Best One off Event at the National Ents Forum Awards. In addition the Union organises on a regular basis, Student Union Council and General Meetings where students are invited to exchange views on topical matters which affect them and which could arise from university or government policy. This also enables the organization to be transparent and developed by students through policy development and accountability reporting.

The Union acknowledges and offers heartfelt thanks to the large number of students who volunteer to assist with the organisation of a number of events and activities.

#### Public benefit

The memorandum and articles define the Union's object as: "the advancement of education of students at Roehampton University for the public benefit by:-

1. Promoting the interests and welfare of students at Roehampton University during their course of study and representing, supporting and advising students;
2. Being the recognized representative channel between students and Roehampton University and any other external bodies; and
3. Providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its students."

The Trustees confirm that they have taken account of the Charity Commissions general guidance on public benefit when setting the Charity's objectives and consider how planned activities further these objectives.

## **ROEHAMPTON STUDENTS' UNION**

### **Report of the Trustees for the Year Ended 31 July 2016**

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#### **ACHIEVEMENT AND PERFORMANCE**

##### **Charitable activities**

Our performance in 2015/16 has been strong with one of our main indicators being The National Student Survey. This year the RSU rose by 1% satisfaction to 71% undergraduate student satisfaction. This is encouraging and reward for the organisation's hard work. This firmly places the RSU as one of the top small to medium sized students' unions and with our compatriots falling behind with us seeing a rise of 9 places in the SU league table. The 2015/16 financial year has also seen a number of other achievements for Roehampton Students' Union highlights of which include:

##### **Student Voice and Support**

Our officers were instrumental in ensuring that student voice was represented in meetings and boards with the University. Key wins for our students included developing free printing credits, new social and activity spaces, gender neutral toilets and a number of other strong benefits to the student experience.

A number of strong campaigns were delivered across the year to ensure that student issues were raised or prevented. One of the strongest campaigns that was delivered across the year was the Let's Stop campaign. This campaign heavily supported better understanding about a number of key issues affecting students including racism, homophobia, disabilities, sexism and many other issues.

Student Voice was strong with a 60% rise in the number of programme reps trained, a huge leap forward in our representation on academic committees through the refocus of a full time officer to be titled Vice President Education.

Student advice saw the RSU deliver key support to students through assessment periods and providing an independent advice and advocacy staff support for our students seeing over 620 cases throughout the financial year.

##### **Elections**

This year the elections attracted 58 candidates which increase of 26 candidates from the previous year. This resulted in an election voter turnout of 2152 which was 26% of the student body. This is a huge increase from previous years with RSU seeing a 10% increase on the previous year and 600 votes more than any other year. RSU were delighted to see the diversity and representation of candidates being better than ever before.

RSU had over 19,000 views online in election live broadcasts, videos and social media. With over 300 students attending candidate question time it was encouraging to see so many students engaged in the election process.

Voting took place online in over 7 days, across 4 college locations providing students a good opportunity to vote. from last year but this is explained in part by the number of candidates that stood. Nationally RSU is exceptionally strong in our election turnout out performing many other Unions.

##### **Activities**

Student activities had an extremely successful year working to deliver college cup activities, the societies programme and a number of volunteering opportunities. Our number of societies have grown over a number of years and this has continued with some new societies being developed over the academic year. A £10,000 grant fund was made available to student groups to develop submissions for - this was managed and governed by an activities fund committee which led to 28 projects being supported.

The college cup ran successfully with on campus students engaging in its activities. This activity has developed college pride and worked to support the agendas of the colleges. Significant feedback was taken throughout the year and we are currently working with the college teams to ensure that the offering this year is based upon student feedback.

##### **Communications and Marketing**

Our communications within the RSU has seen huge development over recent years bringing about a fresh face and a new look to our communications. RSU performed a staff review in this area and appointed two roles leading to a huge leap in our communications. This work continues to service departments in the best way possible and ensures we can communicate effectively with our members.

In June 2016 we commissioned a new platform for much of our engagement work with students. Work over the summer led to a new website and membership platform to support our work in providing the best experience possible.

## **ROEHAMPTON STUDENTS' UNION**

### **Report of the Trustees for the Year Ended 31 July 2016**

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#### **ACHIEVEMENT AND PERFORMANCE**

##### **Charitable activities**

##### **Growhampton**

Growhampton has had a strong year with strong student engagement and development of its provision. This has led to a number of strong engagement strategies and behaviour change amongst our students and staff. The University value the project and agreed to fund £65k towards the non- commercial elements of the project for a further year until the end of the financial year. Growhampton was successful in leading fundraising for an extension to The Hive Café taking seated capacity from 16 to 58 customers. The café was refurbished and reopened in time for University clearing open days in November 2015. This enabled significant additional revenue to be brought in to allow less pressure on external funding for Growhampton.

A Wandsworth Council funding application to run a schools outreach healthy eating project has also been successful ensuring that the team can use a £15k resource to support this activity.

## ROEHAMPTON STUDENTS' UNION

### Report of the Trustees for the Year Ended 31 July 2016

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#### FINANCIAL REVIEW

##### Financial review

##### Overall financial performance

Roehampton Student Union's gross income from all sources for the year totalled £1,101,159 (FY2014/15: £1,070,370) against total expenditure of £1,157,262 (FY2014/15: £1,042,993) RSU operates a broadly balanced budget to provide a wide range of student benefits and created a deficit of £56,103 (FY2014/15: surplus of £27,377) Roehampton Student Union's reserves reduced from £246,195 to £190,092.

The increase in revenue was primarily due to the trading activity at the Hive Café, funds from the University, our weekly social nightlife activities. Funds from the University amounted to £377,000 while income from Societies and Clubs totalled £32,357 and expenditure amounted to £13,402 Total expenditure for Growthampton amounted to £60,523. Depreciation charged in respect of the Hive café and RSU amounted to £67,806.

##### General Overview of Commercial Services

##### The Hive Café

The Hive in its third full year of operation has had a strong year with turnover reaching £167,024 (£200,429 inclusive of VAT) for the financial year against £118,146 for the financial year 2014/15. This provided a deficit of £41,903, mainly due to the way VAT was allocated and also increase in temporary staff costs. The Hive was again voted the number 1 food provider on campus and continues to develop its customer base.

##### Marketing and advertising

RSU has various platforms of communication that we use to engage with our 8,500 students. This is attractive to both local and national businesses. RSU worked with BAM Student Marketing who provided a range of sponsorship and marketing opportunities, we ensure that all marketing is beneficial to our members and the revenues generated help to support events such as Fresher's Fair and our publications. In addition we also promote the NUS discount card which offers students some great discounts and deals. Income from sponsorship and NUS card sales was £27,361 (FY2014/15: £21,286)

##### Merchandise

The merchandise range is limited to Hoody jumpers because of lack of storage and selling space. The range was very popular amongst the students helping foster an identity. The supplier is a fair trade certified company. This year sales for our merchandise was £11,675

##### Events

The RSU had an extremely successful year across our events bringing in £306,095 of income from our activities whilst providing students a needed outlet to socialize and entertain themselves. This income is well needed to support non-commercial activity for the Union and ensure that we can offer more services to our students. This year a big increase in non alcohol focused activity was delivered with some areas of development which will lead to commercial incentive next financial year. The Summerball and its subsequent application led us to be shortlisted and nominated for best one off event for the National Ents Awards in August 2015.

##### Union Bar

RSU have an agreement with the University where we receive 33.33% of the profits. Our share of the profit was capped at £13,334 for several years but 2015/16 saw the capping on profits removed. The removal of the cap increased our profit share to £15,000. In addition, we receive a contribution of £6,888 towards the Events Manager's salary. This equates to 20% of their gross salary. As a Union we have played a large role in the bar delivering large surpluses and the working relationship is highly successful. The impact of the Union Bar has been positive since it was established but profit from this are reducing despite our aims to grow our benefit from this agreement.

##### Reserves policy

A reserves policy has been established to ensure the financial viability of the organization - this is currently 3 months staff wages. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

## ROEHAMPTON STUDENTS' UNION

### Report of the Trustees for the Year Ended 31 July 2016

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#### FUTURE PLANS PLANS FOR THE 2016/17 FINANCIAL YEAR

##### Future strategic developments

The RSU have developed its new four year strategy. This strategy will dovetail the University's strategy to ensure that we work together in partnership to help them achieve their strategic priorities. RSU's vision is "By 2020, we will empower our students to deliver an unforgettable experience to our diverse and inclusive community". The RSU has five strategic priorities:

- Improve your Academic and Non Academic Experience
- Help you realise your potential whilst at Roehampton
- Help you create friendships and encourage participation by providing a fun and inspiring campus
- To be representative and student focussed so you can change the world around you
- Ensuring we are transparent, ethical and responsible

##### Other strategic projects

i) Block Grant funding - The Union runs an incredibly tight financial budget and this proves challenging for any future growth or development. Strategically it is very difficult for the union to plan as the salary costs absorb all of the block grant funding received from the University. This means that further development and expansion is resulting in the need to identify new ways of securing additional funds i.e. partnership work, student senate funding but these are not consistent funds and do not support the activity long term. The Union and the University need to identify and agree the core activity that will provide to the student body and this is even more important given the changes in the University's Student Experience Department. Our review of the sector suggests that we currently are underfunded against our competitors by approximately £100,000-£350,000. The RSU management intend to work with the institution to ensure that proposals to increase our funding start early within the University's budget cycle.

ii) Commercial development - There is room for future commercial development and the RSU welcomes and intend to develop discussions with the institution to ensure that we can offer services that provide us some additional surpluses which can go into new ventures and student opportunities. It is important however to try and gain suitable block grant funding to cover the costs of the core activity. When developing commercial services we want to work with the University to ensure that services are delivered in the best possible way to our students and being as relevant as possible and The Hive café is a great example.

iii) Pension - RSU must negotiate with the University regarding funding for RSU staff pension. There's currently no pension, as this is not reflected in the block grant funding and staff do not benefit.

iv) Student hub and other Facilities plans - RSU are increasingly concerned about the development and strategy that the institution is implementing with investment into our facilities for students for co-curricular and extra-curricular activities. The RSU have met with the University senior management and are building together some short term targets to ensure that facilities are improved for our students. Additionally we are looking for the institution to commit to significant investment in a new student centre to provide a community hub for all Roehampton students.

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### Governing document

Roehampton Students' Union falls under the definition of a "students' union" in section 20(1) of the Education Act 1994. Roehampton Students' Union is a company limited by guarantee (Company registration number 07323081) and is also registered as a charity (Charity number 1139857) and is now directly regulated by the Charity Commission under the Charities Act 2011.

The company's constitution is set out in its memorandum and articles of association dated 22nd July 2010. The memorandum and articles of association are based on the model produced by the National Union of Students.

The trustees are the sole members of the charitable company and their liability is limited to £1 in a winding up situation.

##### Organisational structure

Roehampton Students' Union is a membership organisation that is governed by a written constitution and via democratic structures detailed in the constitution. All students of Roehampton University automatically become members of Roehampton Students' Union as soon as they enrol at the University. Students have the right (under the Education Act 1994) to 'opt out' of Union membership; once their student status at Roehampton University ends, they lose their membership to Roehampton Students' Union. The Union's constitution is reviewed every five years and any changes must be approved by a General Meeting of the Students' Union Council or by Referendum.



## ROEHAMPTON STUDENTS' UNION

### Report of the Trustees for the Year Ended 31 July 2016

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#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### Decision making

Under the charitable company's memorandum and articles, the trustees carry responsibility for the governance of the charity and for determining its strategic direction. The Board of Trustees is made up of 4 Officer trustees, 2 student trustees and 4 external trustees.

##### Senior Management

Roehampton Students' Union employs a Chief Executive and a Finance Manager to work closely with the Trustees and Sabbatical Officers and ensure effective management of the charity. The senior management team is made up of-

Matt Wall - Chief Executive  
Kennedy Small - Finance Manager

##### Roles and Responsibilities

Officer trustees are effectively executive directors, who are full time employees of the Union, each taking executive responsibility for a specific area of operations, working closely with senior management.

The external trustees conversely are non-executive directors who provide guidance and review the work of the Executive Directors.

All significant decisions, such as employment of personnel or acquisition of capital assets with costs in excess of £5,000 need the prior approval of the full board of trustees. Capital expenditure involving lesser sums and routine operating costs can be undertaken under the authority of the officer trustees, but they may be required to justify their decisions to the board in due course.

##### Induction and training of new trustees

The officer trustees (often referred to as sabbaticals) are elected annually by students currently attending the University. Officer trustees serve for one year, but may submit themselves for re-election for a further period of one year, following which they may not re-stand. Officer trustees receive a high level of in house training and ongoing coaching and have access to outside training and development through the National Union of Students, National Council for Voluntary Organisations and the Association of Chairs.

Student trustees are appointed by the officer trustees following a selection process which includes interview. Any student at the University may put themselves forward for appointment following completion of the first year of study. Student trustees receive an introductory level of training as well as training at National Union of Students.

The external trustees are also interviewed by the officer trustees and external trustees. They are recruited via a strong recruitment drive and a subsequent interview process conducted. They are then selected by the trustee recruitment panel to provide the charity with the range of expertise required to ensure sound governance, strong strategic development and overall benefit to the organisation's charitable objectives.

##### Key management remuneration

##### Remuneration of Trustees

The memorandum and articles of association makes provision for the remuneration of officer trustees provided that they constitute a minority of the Board. Other trustees are not remunerated but they may be reimbursed out of pocket expenses if an appropriate claim is submitted.

##### Affiliations

Roehampton University Students Union is affiliated to the National Union of Students (NUS) to which it pays an annual subscription. It also has membership to the Association of Chairs, National Council for Voluntary Organisations and Information Commissioners Office. These ensure strong developmental benefits to the organization as well as support for statutory financial and legal regulation.

##### Relationship with Roehampton University

Roehampton University Students Union receives a substantial portion of its funding from Roehampton University by way of block grant. Whilst the University has no direct involvement in the management and governance of Roehampton University Students Union, the Union is obliged to furnish the University with an account of its activities on a monthly basis to allow the University to discharge its responsibilities under its financial memorandum with the Higher Education Funding Council. The President of the Student Union is an ex-officio member of the University's governing body and represents students' interests on that body.

## ROEHAMPTON STUDENTS' UNION

### Report of the Trustees for the Year Ended 31 July 2016

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#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### Risk management

Roehampton University Students Union has examined the major strategic, business and operational risks. A risk register has been established and will be updated at least annually. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Budgetary and financial risks are minimised by the implementation of procedures for authorisation of all transactions. Procedures are in place to ensure compliance with health and safety of staff, volunteers and participants on all activities organised by the Union.

#### REFERENCE AND ADMINISTRATIVE DETAILS

**Registered Company number**  
7323081 (England and Wales)

**Registered Charity number**  
1139857

**Registered office**  
2nd Floor, Lawrence Building  
Froebel College  
Roehampton Lane  
London  
SW15 5PJ

##### Trustees

###### Officer Trustee:

Siobhan Kelly	President (Resigned 31st July 2016)
George Cole	Vice President Welfare & Community (Appointed 1st July 2015)
Marie Johansen	Vice President - Education (Appointed 1st July 2015)
Jack De France	President (Appointed 1st July 2016)

###### External Trustees:

David Martin	Finance Expertise
Andrew Smith	Charity Expertise
Adam Askew	Charity Expertise
Tessa Willy	UCL Institute of Education

###### Student Trustee:

Brian Stewart

###### Senior Management:

Matt Wall	Chief Executive
Kennedy Small	Finance Manager

###### Company Secretary

Matt Wall

###### Auditors

Knox Cropper  
Chartered Accountants and Statutory Auditors  
153 -155 London Road  
Hemel Hempstead  
Hertfordshire  
HP3 9SQ

###### Bankers

Barclays Bank PLC  
83, Wandsworth High Street  
SW18 2PR

**ROEHAMPTON STUDENTS' UNION**

**Report of the Trustees  
for the Year Ended 31 July 2016**

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**STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees (who are also the directors of Roehampton Students' Union for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

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

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

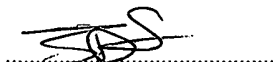
In so far as the trustees are aware:

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

**AUDITORS**

The auditors, Knox Cropper, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on .....26.04.17..... and signed on its behalf by:



.....  
Jack Wilcock - Chair of Trustee Board

## **Report of the Independent Auditors to the Members of Roehampton Students' Union**

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We have audited the financial statements of Roehampton Students' Union for the year ended 31 July 2016 on pages twelve to twenty. 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), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and auditors**

As explained more fully in the Statement of Trustees' Responsibilities set out on page nine, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

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 charitable company'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 Report of the Trustees 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 charitable company's affairs as at 31 July 2016 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland'; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements.

**Report of the Independent Auditors to the Members of  
ROEHAMPTON STUDENTS' UNION**

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**Matters on which we are required to report by exception**

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

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Stephen Anderson (Senior Statutory Auditor)  
for and on behalf of Knox Cropper  
Chartered Accountants and Statutory Auditors  
153 -155 London Road  
Hemel Hempstead  
Hertfordshire  
HP3 9SQ

Date: ..... 26/4/17 .....

ROEHAMPTON STUDENTS' UNION (COMPANY REGISTRATION NUMBER: 7323081)

Statement of Financial Activities  
for the Year Ended 31 July 2016

	Notes	Unrestricted funds £	Restricted funds £	2016 Total funds £	2015 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	460,885	65,000	525,885	553,658
<b>Charitable activities</b>	5				
Entertainments		306,095	-	306,095	311,438
Clubs and Societies		9,576	22,781	32,357	18,656
Other trading activities	3	221,059	-	221,059	172,709
Investment income	4	73	-	73	76
Other income		15,690	-	15,690	13,833
<b>Total</b>		<b>1,013,378</b>	<b>87,781</b>	<b>1,101,159</b>	<b>1,070,370</b>
<b>EXPENDITURE ON</b>					
Raising funds	6	225,535	31,481	257,016	165,719
<b>Charitable activities</b>	7				
Student Representation		227,147	-	227,147	177,626
Student Activities		65,509	-	65,509	25,254
Communications		44,727	-	44,727	28,238
Entertainments		320,992	-	320,992	277,896
Welfare		59,438	-	59,438	49,397
Academic		52,096	-	52,096	54,974
Volunteering		9,431	-	9,431	19,378
Campaigns		25,049	-	25,049	46,483
Growhampton		-	60,523	60,523	107,598
Green Fund		-	-	-	4,599
Clubs and Societies		-	13,402	13,402	26,086
New Media - Student Life		17,932	-	17,932	55,745
Other		4,000	-	4,000	4,000
<b>Total</b>		<b>1,051,856</b>	<b>105,406</b>	<b>1,157,262</b>	<b>1,042,993</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>(38,478)</b>	<b>(17,625)</b>	<b>(56,103)</b>	<b>27,377</b>
<b>Transfers between funds</b>	16	<b>(16,054)</b>	<b>16,054</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>(54,532)</b>	<b>(1,571)</b>	<b>(56,103)</b>	<b>27,377</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>164,807</b>	<b>81,388</b>	<b>246,195</b>	<b>218,818</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>110,275</b>	<b>79,817</b>	<b>190,092</b>	<b>246,195</b>

**CONTINUING OPERATIONS**

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements


ROEHAMPTON STUDENTS' UNION (COMPANY REGISTRATION NUMBER: 7323081)

Balance Sheet  
At 31 July 2016

	Notes	Unrestricted fund £	Restricted funds £	2016 Total funds £	2015 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	13	74,559	37,850	112,409	116,420
<b>CURRENT ASSETS</b>					
Debtors	14	116,290	-	116,290	128,573
Cash at bank		<u>101,675</u>	<u>42,277</u>	<u>143,952</u>	<u>125,003</u>
		217,965	42,277	260,242	253,576
<b>CREDITORS</b>					
Amounts falling due within one year	15	(182,249)	(310)	(182,559)	(123,801)
<b>NET CURRENT ASSETS</b>					
		<u>35,716</u>	<u>41,967</u>	<u>77,683</u>	<u>129,775</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		<u>110,275</u>	<u>79,817</u>	<u>190,092</u>	<u>246,195</u>
<b>NET ASSETS</b>					
		<u>110,275</u>	<u>79,817</u>	<u>190,092</u>	<u>246,195</u>
<b>FUNDS</b>					
Unrestricted funds	16			110,275	164,807
Restricted funds				<u>79,817</u>	<u>81,388</u>
<b>TOTAL FUNDS</b>					
				<u>190,092</u>	<u>246,195</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies.

The financial statements were approved by the Board of Trustees on 26.04.17 and were signed on its behalf by:

  
.....  
Jack Wilcock - Chair of Trustee Board

The notes form part of these financial statements

1. ACCOUNTING POLICIES

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Financial reporting standard 102 - reduced disclosure exemptions**

The charity has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

University grant income is recognised when the university makes its intentions known, whereas donations are recognised when the union becomes legally entitled to the sums involved which in practice frequently means on receipt. Incoming resources from activities for generating funds and from charitable activities is recognised when the union becomes unconditionally entitled to the sums involved.

The Union receives further support in kind from Roehampton University in the form of donated facilities and services. These services are not valued in these accounts.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a based on employee costs.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery etc - 25% on cost

Fixed assets with a value in excess of £500 (for individual or groups of related items) are capitalised and depreciated over their expected economic lives. Assets with a value below this de minimus limit are expensed as the costs are incurred.

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Going concern**

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements.



**ROEHAMPTON STUDENTS' UNION****Notes to the Financial Statements - continued  
for the Year Ended 31 July 2016****2. DONATIONS AND LEGACIES**

	2016	2015
	£	£
Donation for Hive Café extension	-	25,471
University Grant	377,000	366,850
NUS Affiliation - Roehampton University	19,885	19,103
Senate Fund - Roehampton University	49,000	13,000
Growhampton - NUS	-	129,234
Growhampton donation	65,000	-
Wandsworth Council	15,000	-
	<u>525,885</u>	<u>553,658</u>

Grants received, included in the above, are as follows:

	2016	2015
	£	£
University of Roehampton	<u>377,000</u>	<u>366,850</u>

**3. OTHER TRADING ACTIVITIES**

	2016	2015
	£	£
RSU - Bar Commission	15,000	13,333
Café sales	167,023	118,146
Merchandising sales	11,675	19,944
Media sales	27,361	21,286
	<u>221,059</u>	<u>172,709</u>

**4. INVESTMENT INCOME**

	2016	2015
	£	£
Deposit account interest	<u>73</u>	<u>76</u>

**5. INCOME FROM CHARITABLE ACTIVITIES**

	2016	2015
	£	£
Entertainments & Security	306,095	311,438
Societies & clubs	32,357	18,656
	<u>338,452</u>	<u>330,094</u>

**ROEHAMPTON STUDENTS' UNION**

**Notes to the Financial Statements - continued  
for the Year Ended 31 July 2016**

**6. RAISING FUNDS**

**Raising donations and legacies**

	2016	2015
	£	£
Staff costs	96,162	19,785
Sundries	112,766	97,414
Merchandising	7,095	7,527
Depreciation	<u>40,993</u>	<u>40,993</u>
	<u>257,016</u>	<u>165,719</u>

**7. CHARITABLE ACTIVITIES COSTS**

	Direct costs	Totals
	£	£
Student Representation	227,147	227,147
Student Activities	65,509	65,509
Communications	44,727	44,727
Entertainments	320,992	320,992
Welfare	59,438	59,438
Academic	52,096	52,096
Volunteering	9,431	9,431
Campaigns	25,049	25,049
Growhampton	60,523	60,523
Clubs and Societies	13,402	13,402
New Media - Student Life	<u>17,932</u>	<u>17,932</u>
	<u>896,246</u>	<u>896,246</u>

**8. SUPPORT COSTS**

	Governance costs
	£
Other resources expended	<u>4,000</u>

**9. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	2016	2015
	£	£
Auditors' remuneration	4,000	4,000
Depreciation - owned assets	<u>67,806</u>	<u>59,494</u>

**10. TRUSTEES' REMUNERATION AND BENEFITS**

The President and Vice Presidents of the Union, who are officers and trustees together received a total of £74,413 in remuneration in the year 2015-16.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 July 2016 nor for the year ended 31 July 2015.

**ROEHAMPTON STUDENTS' UNION**

**Notes to the Financial Statements - continued  
for the Year Ended 31 July 2016**

**11. STAFF COSTS**

	2016 £	2015 £
Wages and salaries	504,995	404,605
Social security costs	<u>41,474</u>	<u>37,213</u>
	<u><b>546,469</b></u>	<u><b>441,818</b></u>

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

	2016	2015
Full time	14	17
Part time	<u>12</u>	<u>3</u>
	<u><b>26</b></u>	<u><b>20</b></u>

No employees received emoluments in excess of £60,000.

**12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	398,953	154,705	553,658
<b>Charitable activities</b>			
Entertainments	311,438	-	311,438
Clubs and Societies	-	18,656	18,656
Other trading activities	172,709	-	172,709
Investment income	76	-	76
Other income	<u>13,833</u>	-	<u>13,833</u>
<b>Total</b>	<b>897,009</b>	<b>173,361</b>	<b>1,070,370</b>
<b>EXPENDITURE ON</b>			
Raising funds	134,237	31,482	165,719
<b>Charitable activities</b>			
Student Representation	177,626	-	177,626
Student Activities	25,254	-	25,254
Communications	28,238	-	28,238
Entertainments	277,896	-	277,896
Welfare	49,397	-	49,397
Academic	54,974	-	54,974
Volunteering	19,378	-	19,378
Campaigns	46,483	-	46,483
Growhampton	-	107,598	107,598
Green Fund	4,599	-	4,599
Clubs and Societies	-	26,086	26,086
New Media - Student Life	55,745	-	55,745
Other	<u>4,000</u>	-	<u>4,000</u>
<b>Total</b>	<b>877,827</b>	<b>165,166</b>	<b>1,042,993</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>19,182</b>	<b>8,195</b>	<b>27,377</b>

**ROEHAMPTON STUDENTS' UNION**

**Notes to the Financial Statements - continued  
for the Year Ended 31 July 2016**

**12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

	Unrestricted fund £	Restricted funds £	Total funds £
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	145,625	73,193	218,818
	<u>145,625</u>	<u>73,193</u>	<u>218,818</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>164,807</u>	<u>81,388</u>	<u>246,195</u>

**13. TANGIBLE FIXED ASSETS**

	Plant and machinery etc £
<b>COST</b>	
At 1 August 2015	638,447
Additions	<u>63,795</u>
At 31 July 2016	<u>702,242</u>
<b>DEPRECIATION</b>	
At 1 August 2015	522,027
Charge for year	<u>67,806</u>
At 31 July 2016	<u>589,833</u>
<b>NET BOOK VALUE</b>	
At 31 July 2016	<u>112,409</u>
At 31 July 2015	<u>116,420</u>

**14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2016 £	2015 £
Trade debtors	31,663	11,272
Other debtors	67,773	97,851
Staff loans and advances	6,847	4,383
Prepayments and accrued income	<u>10,007</u>	<u>15,067</u>
	<u>116,290</u>	<u>128,573</u>

**15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2016 £	2015 £
Trade creditors	2,939	15,843
Other creditors	-	-
University of Roehampton	172,835	103,958
Accruals and deferred income	<u>6,785</u>	<u>4,000</u>
	<u>182,559</u>	<u>123,801</u>

**ROEHAMPTON STUDENTS' UNION**

**Notes to the Financial Statements - continued  
for the Year Ended 31 July 2016**

**16. MOVEMENT IN FUNDS**

	At 1.8.15 £	Net movement in funds £	Transfers between funds £	At 31.7.16 £
<b>Unrestricted funds</b>				
General fund	164,807	(38,478)	(16,054)	110,275
<b>Restricted funds</b>				
Aces	(89)	-	89	-
Alpha Society	3	-	-	3
Arts History	10	-	-	10
Athletic Union	(4,795)	-	4,795	-
Cheer Leading	502	-	-	502
Christian Union	130	-	-	130
Dance Society	2,788	2,283	-	5,071
DJ Society	59	-	-	59
Frigby	(7,161)	2,915	7,161	2,915
LGBT	(908)	390	908	390
Nutritional Society	61	-	-	61
People & Planet	(65)	-	65	-
Psychology	526	-	-	526
Poker Society	161	-	-	161
Pole Dancing Society	(2,659)	875	2,659	875
Roehampton Players	1,001	3,317	-	4,318
Rowing Club	565	-	-	565
Society of Art & Performance	(377)	(60)	377	(60)
St Johns	346	-	-	346
Third Row Dance	323	(341)	-	(18)
Barnadoes	-	50	-	50
Business Society	-	148	-	148
Early Childhood	-	34	-	34
Life Sciences	-	(37)	-	(37)
Photography Society	-	(195)	-	(195)
Hive Cafe	19,103	(6,367)	-	12,736
Growhampton	<u>71,864</u>	<u>(20,637)</u>	<u>-</u>	<u>51,227</u>
	<u>81,388</u>	<u>(17,625)</u>	<u>16,054</u>	<u>79,817</u>
<b>TOTAL FUNDS</b>	<u><u>246,195</u></u>	<u><u>(56,103)</u></u>	<u><u>-</u></u>	<u><u>190,092</u></u>

**ROEHAMPTON STUDENTS' UNION****Notes to the Financial Statements - continued  
for the Year Ended 31 July 2016****16. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	1,013,378	(1,051,856)	(38,478)
<b>Restricted funds</b>			
Dance Society	7,825	(5,542)	2,283
Frigby	4,290	(1,375)	2,915
LGBT	710	(320)	390
Islamic Society	687	(687)	-
Pole Dancing Society	1,875	(1,000)	875
Roehampton Players	5,838	(2,521)	3,317
Third Row Dance	1,109	(1,450)	(341)
Barnadoes	50	-	50
Business Society	293	(145)	148
Early Childhood	34	-	34
Life Sciences	10	(47)	(37)
Photography Society	60	(255)	(195)
Hive Cafe	-	(6,367)	(6,367)
Growhampton	65,000	(85,637)	(20,637)
Society of Art & Performance	-	(60)	(60)
	<u>87,781</u>	<u>(105,406)</u>	<u>(17,625)</u>
<b>TOTAL FUNDS</b>	<u><u>1,101,159</u></u>	<u><u>(1,157,262)</u></u>	<u><u>(56,103)</u></u>

The Hive fund represent monies given to the Union in order to fund the purchase of fixed assets for the Hive Café.

The Growhampton fund represents monies given to the Union to fund the purchase of fixed assets for the Hive Café as well as monies given to fund the Growhampton project.

The remaining restricted funds represent the self-raised funds of the Unions various Clubs and Societies.

**17. RELATED PARTY DISCLOSURES**

The Union's relationship with Roehampton University is defined in the Report of the Trustees. Various grants were received by the Union from Roehampton University as detailed in note 2 of the Accounts.

The Hive Café purchased sandwiches from The Feel Good Bakery (£29,838), which one of the trustees is a director. The trustee has resigned at the end of the year.

**ROEHAMPTON STUDENTS' UNION****Reconciliation of Income and Expenditure  
for the Year Ended 31 July 2015**

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	Notes	UK GAAP £	Effect of transition to FRS 102 £	FRS 102 £
<b>INCOME AND ENDOWMENTS FROM</b>				
Donations and legacies		553,658	-	553,658
Charitable activities		330,094	-	330,094
Other trading activities		172,709	-	172,709
Investment income		76	-	76
Other income		<u>13,833</u>	<u>-</u>	<u>13,833</u>
<b>Total</b>		<b>1,070,370</b>	<b>-</b>	<b>1,070,370</b>
<b>EXPENDITURE ON</b>				
Raising funds		165,719	-	165,719
Charitable activities		873,274	-	873,274
OBSOLETE Governance costs		4,000	(4,000)	-
Other		<u>-</u>	<u>4,000</u>	<u>4,000</u>
<b>Total</b>		<b>1,042,993</b>	<b>-</b>	<b>1,042,993</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b><u>27,377</u></b>	<b><u>-</u></b>	<b><u>27,377</u></b>

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**ROEHAMPTON STUDENTS' UNION**

**Reconciliation of Funds  
At 1 August 2014  
(Date of Transition to FRS 102)**

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	Notes	UK GAAP £	Effect of transition to FRS 102 £	FRS 102 £
		-	-	-
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		-	-	-
		<u>-</u>	<u>-</u>	<u>-</u>
		<u>-</u>	<u>-</u>	<u>-</u>
<b>FUNDS</b>		-	-	-
		<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL FUNDS</b>		<u>-</u>	<u>-</u>	<u>-</u>



**ROEHAMPTON STUDENTS' UNION**

**Reconciliation of Funds  
At 31 July 2015**

	Notes	UK GAAP £	Effect of transition to FRS 102 £	FRS 102 £
<b>FIXED ASSETS</b>				
Tangible assets		116,420	-	116,420
<b>CURRENT ASSETS</b>				
Debtors		128,573	-	128,573
Cash at bank		<u>141,057</u>	<u>(16,054)</u>	<u>125,003</u>
		269,630	(16,054)	253,576
<b>CREDITORS</b>				
Amounts falling due within one year		(135,855)	12,054	(123,801)
<b>NET CURRENT ASSETS</b>				
		<u>133,775</u>	<u>(4,000)</u>	<u>129,775</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>				
		250,195	(4,000)	246,195
<b>CREDITORS</b>				
Amounts falling due after more than one year		(4,000)	4,000	-
<b>NET ASSETS</b>				
		<u>246,195</u>	<u>-</u>	<u>246,195</u>
<b>FUNDS</b>				
Unrestricted funds		164,807	-	164,807
Restricted funds		<u>81,388</u>	<u>-</u>	<u>81,388</u>
<b>TOTAL FUNDS</b>				
		<u>246,195</u>	<u>-</u>	<u>246,195</u>