



## **Annual Report and Accounts**

For the year ended 31 July 2016

Registered Charity No. 1143073

## **Administrative Information**

### **Charitable status**

Newman Students' Union is an unincorporated association established under the Education Act 1994 and registered with the Charity Commission (No. 1143073) since 25 July 2011.

### **Principle address**

Newman Students' Union, Newman University, Genners Lane, Bartley Green, Birmingham, B32 3NT

### **Charity trustees**

<b>Trustee Name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
Tony Sharma			Newman University
Gareth Hughes			UGM
Samuel Murphy			UGM
James Westwood	Chair	1 July 15 – 30 June 16	Ex-Officio
Nathan Richards	Chair	1 July 16 – date	Ex-Officio
Bryannah Collins			UGM
Carly Williams			UGM
Claire Dempsey		1 July 15 – 14 December 15	The Executive Committee
Luke Amos		1 December 16 - date	UGM
Daniel Bevan		1 December 16 - date	UGM
Nick Whitehouse		1 December 16 - date	The Executive Committee

### **Name of senior staff member:**

Ryan Beasley – Newman Students' Union Development Manager  
(appointed 4 January 2016)

### **Institution**

The Institution is Newman University.

## **Report of the trustees for the year ended 31 July 2016**

The Board of Trustees are pleased to present their annual report with the financial statements of the charity for the year ending 31 July 2016. The financial statements comply with the Charities Act 2011 and the charity constitution.

### **Chair's report**

In taking over as chair of the Board of Trustees from Mr James Westwood, I am aware of both the fantastic strides taken in raising the profile of Newman Students' Union and the challenges that the charity faces moving forwards.

This year has been a vital year for NSU as we look to implement changes to processes within our democratic functions based on the findings from the research conducted by the National Union of Students' (NUS) strategic support unit. We are also excited by the change in leadership within the Students' Union as we appointed a new Development Manager.

In terms of immediate impact of these changes our Annual General Meeting became a highlight for the year after a record number of members attended. Strategies to engage students in the development of motions to make active change within the University have allowed the Union to approach and resolve issues raised directly by the members.

In February the Union was delighted to be able to release its new Strategic Plan to the membership. The plan was developed into four themes from recommendations from NUS and attached key performance indicators (KPIs) to each area of focus.

It has also been pleasing to see the development of partnerships with similar organisations. Regular meetings with other Birmingham Students' Unions have been beneficial in our development but also in helping with the delivery of our charitable aims in terms of local campaigning. We are particularly excited to begin a strong partnership with Birmingham City University Students' Union in joint delivery of Officer training to widen knowledge and skillset of our electives.

In closing, I would like to thank the University, our staff and our members for making our work possible. To find out more, visit our website [www.newmansu.org](http://www.newmansu.org)

Nathan Richards

Chair of the Board of Trustees

## **Structure, governance and management**

### **Type of governing document**

Newman Students' Union is governed by its Constitution dated 8 April 2011 and supporting Bye Laws.

### **How the charity is constituted**

The charity is an unincorporated association, constituted under the Education Act and the Regulations of Newman University.

### **Trustee selection methods**

Newman Students' Union has provision for up to nine trustees of a varied background, including students as well as externally sourced 'professionals'. The post holders have a varied term of office to suit the nature of the position. These are:

President – Ex-Officio serves for one year term in line with their elected position.

Two External Trustees are elected at UGM by the membership following recommendations by the Appointments Committee and serve a four year term.

One External Trustee is appointed by Newman University Management Group and serves a four year term.

Three Student Trustees are elected via secret ballot as outlined within the Bye-Laws.

One voluntary Executive Committee Trustee is nominated by the Executive Committee and serves for one year in line with their elected position.

### **Trustee election process**

To ensure Newman Students' Union remains a democratic and student led organisation, it operates both a shortlisting and election process for its trustees. Trustee positions are advertised in an appropriate manner. Applications are reviewed by Newman Students' Union Appointments Committee to assess suitability of candidates. The committee then recommend suitable candidates to an Annual / Union General Meeting and, where appropriate, supply the meeting with a 'candidate summary' for each candidate to highlight relevant skills, background and experience. This is to encourage students to select trustees democratically whilst basing their decision on information appropriate to the positions.

### **Trustee induction process**

Following recommendations from a financial review, Newman Students' Union is in the process of developing its training for incoming Trustees.

Trustees are currently inducted with assistance from National Union of Students' (NUS) staff and receive general guidance resources on being a trustee. They receive

additional training for specific projects where appropriate, e.g. finance and strategic planning.

## **Additional governance information**

### **Structure governance and management**

Newman Students' Union is a charity with the ultimate decision making power being vested with the **Board of Trustees**. The Board of Trustees meet regularly and receive reports from the President, Union Chair and Development Manager within their respective fields, as well as receiving minutes and updates as appropriate from Union Committees.

Newman Students' Union is a democratic organisation and the Board of Trustees delegate their authority to the membership through the **Annual General Meeting (AGM)**, **Union General Meetings (UGMs)** and **Student Forum**, subject to safeguards ensuring legality of decisions. These bodies have powers to direct the Executive and the organisation within its charitable objects. AGM, followed by UGM, then Student Forum are the principal policy making forums of Newman Students' Union and all members are invited to attend with full voting and speaking rights.

The **Executive Committee** oversee the day to day running of Newman Students' Union and are accountable to the membership through the above meetings. They are responsible for ensuring union activities follow the correct process, comply with Newman Students' Union policy and work towards the aims and objects of the organisation, as set out in its constitution and strategic plan. The Committee members are elected annually through a cross-campus ballot. All Committee members receive training and support to enable them to fulfil their duties.

**Day to day management** of the organisation is delegated to the Development Manager. Newman Students' Union also employs other non-student staff to ensure effective management of the organisations' activities who have delegated authority within their job roles through the Development Manager.

Newman Students' Union also has a **committee structure**, with delegated authority within specific fields, to ensure effective controls are in place within the organisation, in particular within the areas of finance (Finance Committee), Health and Safety (Health and Safety Committee) and employment and applications processes (Appointments Committee). These committees report regularly to the Executive Committee and the Board of Trustees and are responsible to the Board of Trustees. All Committees have at least one trustee as a member.

## **Relationships with other organisations**

### **Relationship with Newman University**

Newman Students' Union receives an annual block grant from the University through the University's Director of Finance, and occupies an office space owned by the University. The University also supplies, free of charge, utilities, facilities, such as computer and telecommunication equipment, cleaning and caretaking services. In addition the University provides spaces for key student group activities including meeting rooms, performance spaces and sports facilities, with no charge levied. This support is intrinsic to the relationship between Newman Students' Union and the University. Although Newman Students' Union runs some commercial activities, it is heavily 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 places a duty on the Institution to take such steps as are reasonably practical to ensure that the Union operates in a fair and democratic manner, for the benefit of the membership. Newman Students' Union works with the University to provide the best educational experience possible for its members, ensuring its affairs are properly conducted and that the educational and welfare needs of its members are met.

### **Other relationships**

Newman Students' Union is a member of the National Union of Students to which it pays an annual affiliation fee. In return it receives support and training in a variety of areas, notably with regard to holding Elections, Executive training, governance support and Trustee induction. Newman Students' Union recoups the majority of the fee through sales of NUS Extra cards. During the year Newman Students' Union achieved the NUS Green Impact Award at **Gold** level.

## **Risk management**

The Trustees have considered major risks and have put in place appropriate procedures to manage these, including regular reporting systems to ensure that necessary steps can be taken to lessen these risks. In particular, financial processes were closely scrutinised following recommendations arising from a financial audit by Newman University's internal auditors. The Trustees delegate responsibility to the Finance Committee for monthly finance management.

## **Objectives and activities**

The Union's objects are the advancement of the education of students at Newman University for the public benefit by:

- Promoting the interests and welfare of Students at Newman University, their course of study and representing, supporting and advising Students;
- Being the recognised representative channel between students and Newman University 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.

## **Achievements and performance**

Newman Students' Union has a Strategic Plan setting out key objectives and progression aims over a range of 'themes' devised to meet its charitable objects:

### **Governance**

Newman Students' Union adopted a new Strategic Plan in February 2016 with four key themes; Encouraging active participation and engagement; Developing an accountable student leadership; Building trusted partnerships; and A strong and sustainable future. Each one of these themes holds a number of Key Performance Indicators (KPI's) which are to be implemented over a four year business plan.

### **Representation: Academic**

The Executive Officers, in particular the Sabbatical President and Vice-President, sit on the majority of the University's **boards and committees**, usually as full voting members. This ensures that the student voice is heard and responded to at all levels within the University to enhance the student experience.

Each academic area of the University also has a '**Staff-Student Consultative Committee**' where elected student course representatives (course reps) can liaise with their subject areas to improve the "teaching and learning" experiences of students. Newman Students' Union provides training and support for those running elections, as well as for all reps throughout the year.

Newman Students' Union has worked with the University and students, to contribute towards the content and production of the **Student Charter** through a range of opportunities.

## **Representation: Non-Academic**

Newman Students' Union held its first quorate Annual General Meeting (AGM) with 96 students in attendance. The positive relationship with the institution allowed for all lectures to be postponed whilst the AGM took place.

Student-led motions were formed through the 'Your Ideas' initiative which is a research project based on views about the wider student experience. Collated responses highlighted a number of recurring issues which were modelled into motions for the Executive Committee to action.

Newman Students' Union are part of the National Student Survey (NSS) strategy group that responds to student comments in the NSS. Newman Students' Union also offered a safe space of computers for students to complete the survey away from University staff members which was widely well received.

The University invites an elected Officer and/or a senior staff member of the Students' Union onto all other Boards and Committees including but not limited to: Health and Safety Committee; Environmental Committee; and Equality and Diversity Committee.

Newman Students' Union took an active part in developing the strategy for the University's 'Prevent agenda'.

## **Representation: Regional/National**

Newman Students' Union regularly attends a Birmingham Group of Students' Union Presidents and a West Midlands Managers Group. Newman Students' Union has also attended NUS National Conference.

Newman Students' Union represents students regionally and nationally where possible through attending conferences, regional meetings and being involved with and making use of national campaigns.

## **Student engagement**

Newman Students' Union achieved its second highest turnout for its main elections (% turnout). Newman Students' Union had an **election turnout** of 608 voters in the main elections, equating to approximately 22.3% of members.

Newman Students' Union has provided **activities for students' personal development**, including a range of Societies. Newman Students' Union developed the Raise and Give Committee into a Society to encourage the growth in participation.

The 2016 Annual General Meeting attracted its highest ever turnout with 96 members present which is approximately 3.5% of the membership. Newman Students' Union

worked with the University to postpone as many lectures as possible to maximise engagement.

## **Welfare**

Newman Students' Union has offered **support and advice** and a signposting service, through its Executive Officers, to students with a range of needs over the year.

## **Personal development: Encouraging new skills**

Newman Students' Union has continued its work on the Higher Education Achievement Record by improving its data filing and working with the institution to ensure that there are appropriate criteria and processes for adding new activities to the HEAR.

All Officers for 2015/16 received access to training upon their appointment.

## **Social, ethical and environmental issues**

Newman Students' Union now contracts with a Fair Trade clothing company through NUS called 'Epona Clothing'. All Society and other membership clothing/purchases are vetted by the President/a member of staff to ensure that they are ethically sourced.

Newman Students' Union achieved a Gold Award in NUS **Green Impact Awards** for the events held in Green Week and the year-round support for sustainability.

## **Quality standards**

A new staff appraisal scheme was implemented in February 2016, with extensive reporting systems for Full-Time Officers. This is part of the long term strategy to apply for an NUS Quality Students' Unions Mark.

## **Customer experience**

Newman Students' Union has undertaken a rebrand to reach out to all of its members. As part of this rebrand Newman Students Union has outsourced design work for handbooks and awards' night brochures.

Newman Students' Union regularly asks for feedback on all events and activities which are documented and revised before another event takes place.

## **Affiliations**

In 2015/16 Newman Students' Union was affiliated to The National Union of Students, where it receives access to training opportunities and a variety of support networks. During this year Newman Students' Union took advantage of the NUS Strategic

Support Unit's Diagnostic to survey its staff and members as part of a wider governance review.

## **Finance**

Newman Students' Union aims to continue creating clear financial procedures on an on-going basis.

## **Public benefit**

The Trustees of Newman Students' Union have had regard to the public benefit guidance, including that on public benefit and the advancement of education, issued by the Charity Commission. The above section of this report entitled 'Achievement and performance' reports on Newman Students' Union's main activities and successes. Newman Students' Union's work benefits the following public groups:

All students and recent graduates of Newman University;

Members of, and others attending, affiliated student group activities; and

Members of the public who access information and resources on our website, attend Newman Students' Union activities or benefit from charitable fundraising.

## **Financial Review**

### **Overview**

Total Gross income for 2015/16 (year ended 31 July 2016) was £167,900, of which £82,770 was block grant from the Institution, £43,731 the value of serviced accommodation, £28,670 from trading and commercial activity, with the remainder raised from student activity and events and other sundry income. In the period Newman Students' Union spent £158,638 giving a surplus of £9,262

### **Custodian activities**

Newman Students' Union also supported students and student groups to raise £479.21 for charity.

Newman Students' Union is custodian of funds raised under Newman Students' Union auspices by students through the Raise and Give Committee, various societies and Officers, for distribution to designated charities.

Newman Students' Union has no funds **materially in deficit**

The Board of Trustees have approved Newman Students' Union's Reserves Policy and identified the following reasons to hold reserves:

- To cover 3 months' staff/sabbatical officer salaries and honorariums;
- To cover redundancy payments;
- To pay out current contracts;
- To settle creditors;
- To cover unexpected variation in income; and
- Funds raised but not yet expended by societies (designated funds)

Funds are not to be held in 'high risk' accounts.

The target amount to be held is £54,100 inclusive of all above points. At the end of the year Newman Students' Union held approx. £75,000.

### **Board of Trustees' responsibilities**

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

Select the most suitable accounting policies and apply them consistently;

Make judgements and estimates that are reasonable and prudent;

Prepare the financial statements on a going concern basis unless it is not appropriate to presume that Newman Students' Union will continue in business.

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

Approved by: Nathan Richards, Chair of the Board of Trustees

Date: 08/03/2016

**Newman Students' Union**  
**Annual report and accounts**  
**for the year ended 31 July 2016**

**Independent examiner's report to the Trustees of Newman Students' Union**

I report on the accounts of the Newman Students' Union for the year ended 31 July 2016, which are set out on pages 13 to 20.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name:..... **Mitch Castle, Chartered Accountant**

Date:..... 30 Radway Close, Redditch B98 8RZ

**Newman Students' Union**  
**Annual Report and Accounts**  
*for the year ended 31 July 2016*

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR**

	Unrestricted Funds	Restricted Funds	Total Funds	y/e 31-Jul-15
note	£	£	£	£
<b>Income and endowments from:</b>				
<b>Donations and legacies:</b>				
University grant	82,770	-	82,770	81,147
Grant of serviced accommodation	43,731	-	43,731	32,947
<b>Charitable activities:</b>				
Trading for charitable objectives	9,698	-	9,698	13,751
Societies & sports clubs	3,010	-	3,010	3,685
<b>Other trading activities:</b>				
Commercial marketing/sponsorship	28,670	-	28,670	22,377
<b>Investments</b>	21	-	21	11
<b>Other</b>	-	-	-	4
<b>Total income</b>	167,900	-	167,900	153,922
<b>Expenditure on:</b>				
<b>Raising funds:</b>				
Commercial activities	31,089	-	31,089	24,490
<b>Charitable activities:</b>				
Advice & representation	38,743	-	38,743	34,313
Activities & skills for personal development	40,266	-	40,266	41,023
Campaigns & communications	19,309	-	19,309	22,402
Societies & sports clubs	28,897	-	28,897	25,956
<b>Other</b>	334	-	334	485
<b>Total expenditure</b>	158,638	-	158,638	148,669
<b>Net incoming resources for the year</b>	9,262	-	9,262	5,253
<b>Reconciliation of funds:</b>				
Fund balances brought forward	68,403	-	68,403	63,150
<b>Fund balances carried forward</b>	77,665	-	77,665	68,403

The notes on pages 15 to 20 form part of these accounts

**Newman Students' Union**  
**Annual Report and Accounts**  
*for the year ended 31 July 2016*

**BALANCE SHEET as at 31 July 2016**

		<b>Total Funds</b>		<i>Total Funds</i>	
	note	2016	2016	2015	2015
		£	£	£	£
		-----	-----	-----	-----
<b>Fixed assets:</b>					
Tangible assets	6.		443		-
<b>Current assets</b>					
Items for resale (stocks)		5,185		2,969	
Debtors & prepayments	7.	3,256		2,740	
Cash at bank & in hand		77,042		70,463	
		-----		-----	
		85,483		76,172	
<b>Current liabilities</b>					
Creditors: amounts due within one year	8.	(8,261)		(7,769)	
		-----		-----	
<b>Net current assets</b>			77,222		68,403
			-----		-----
<b>Total assets less current liabilities</b>			77,665		68,403
			=====		=====
<b>The funds of the charity:</b>					
<b>Unrestricted income funds</b>					
Free reserves			74,950		67,382
Students' societies & club funds (designated)	9.		2,715		1,021
			-----		-----
<b>Total charity funds</b>			77,665		68,403
			=====		=====

Approved by the trustees on behalf of Newman Students' Union on .....  
and signed on their behalf by:

..... Nathan Richards, Chair of Trustees/President 2016-17

..... Tony Sharma, Trustee Board Member

The notes on pages 15 to 20 form part of these accounts

**Newman Students' Union**  
**Annual Report and Accounts**  
*for the year ended 31 July 2016*

**NOTES TO THE ACCOUNTS**

**1. Accounting policies**

**(a) Basis of preparation and assessment of going concern**

The accounts (financial statements) have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16th July 2014, the Financial Reporting Standard for Smaller Entities (FRSSE), and the Charities Act 2011 and applicable regulations.

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value.

**(b) Incoming resources**

All income is recognised once the Charity has entitlement to the income, there is sufficient certainty of receipt and so it is probable that the income will be received, and the amount of income receivable can be measured reliably. The University grant of free serviced accommodation on the campus and equipment provided is accounted for as income and expenditure of the year at an estimated value to NSU by reference to the scales of charges provided by the University.

**(c) Resources expended**

Expenditure includes irrecoverable VAT. 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 settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. Expenses, including support costs and governance costs, are allocated or apportioned to the applicable expenditure headings in the statement of financial activities. Charitable expenditure comprises the direct and indirect costs of delivering public benefit. Governance costs are those incurred for compliance with constitutional and statutory requirements, such as annual elections and training for sabbatical officers. The value of free serviced campus accommodation is apportioned on estimated floor space occupied. Other central overhead costs are apportioned to charitable and other projects/activities on a usage basis, pro rata to the total costs of each project/activity.

**(d) Tangible fixed assets**

Fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at the following annual rates in order to write the costs of the assets off over their estimated useful economic lives:

Fixtures and fittings	20% of cost
Computer and office equipment	33% of cost
Audio-visual equipment	33% of cost

**(e) Pension costs**

NSU operates defined contribution pension schemes. Contributions are accounted for as they become payable in accordance with the rules of the schemes.

**(f) Stock**

Stock is valued at the lower of cost and net realisable value.

**Newman Students' Union**  
**Annual Report and Accounts**  
*for the year ended 31 July 2016*

**NOTES TO THE ACCOUNTS (continued)**

**1. Accounting policies (cont'd)**

**(g) Fund accounting**

NSU administers and accounts for the following charitable funds:

**(i) Unrestricted funds**

representing unspent income which may be used for any activity/purpose at the Executive Committee's own discretion

**(ii) Designated funds**

set aside from unrestricted funds by the Executive Committee to be spent on specific purpose(s) at their own discretion.

**(iii) Custodian funds**

entrusted to NSU for safekeeping, but not under its management control, e.g. "Raise and Give" (RAG). Such custodian activities are disclosed in the Annual Report but, as the funds are not managed by NSU, they are not included in the Statement of Financial Activities.

**2. Expenditure on: Charitable and other Activity costs**

	Supplies, etc. £	Staff costs £	Other costs £	Total £
	-----	-----	-----	-----
<b>Charitable activities:</b>				
Advice & representation	-	20,744	17,999	38,743
Activities & skills for personal development	-	17,940	22,326	40,266
Campaigns & communications	-	9,859	9,450	19,309
Societies & sports clubs	-	4,769	24,128	28,897
Other resources expended	-	-	334	334
<b>Raising funds:</b>				
Commercial activities	17,625	8,529	4,935	31,089
	-----	-----	-----	-----
	17,625	61,841	79,172	158,638
	=====	=====	=====	=====
<i>for the year ended 31 July 2015:</i>				
<b>Charitable activities:</b>				
<i>Advice &amp; representation</i>	-	18,040	16,273	34,313
<i>Activities &amp; skills for personal development</i>	-	15,875	25,148	41,023
<i>Campaigns &amp; communications</i>	-	10,299	12,103	22,402
<i>Societies &amp; sports clubs</i>	-	8,770	17,186	25,956
<i>Other resources expended</i>	-	-	485	485
<b>Raising funds:</b>				
<i>Commercial activities</i>	10,519	8,304	5,667	24,490
	-----	-----	-----	-----
	10,519	61,288	76,862	148,669
	=====	=====	=====	=====

Costs which are not directly attributable to one of the specific activities stated above are apportioned across the activities in the most appropriate manner, usually based upon staff time, equipment or room usage. Governance and other support costs are included above, apportioned across the stated activities on a similar basis - see note 3.

**Newman Students' Union**  
**Annual Report and Accounts**  
*for the year ended 31 July 2016*

**NOTES TO THE ACCOUNTS (continued)**

**3. Allocation of governance and other support costs**

The breakdown of support costs is as follows:	Total allocated £	Governance related £	Other support costs £	Basis of apportionment
Staff costs - payroll	23,423	8,572	14,851	Staff time
Staff costs - other	776	494	282	Staff time
Office rental and costs	1,535	598	937	Room usage
Computer costs	266	38	228	Asset usage
Depreciation	-	-	-	Asset usage
	26,000	9,702	16,298	
Other:				
Costs of meetings & elections	637	637	-	
Recruitment	557	-	557	
Legal fees	2,000	2,000	-	
Accountancy	3,180	3,180	-	
Trustee insurance & development	920	920	-	
	33,294	16,439	16,855	

Allocation of governance and other support costs:	Usage %	Staff costs £	Rent, etc. £	Other costs £	Total £
<b>Charitable activities:</b>					
Advice & representation	42.4%	10,263	873	814	11,950
Activities & skills for personal development	31.1%	7,517	662	6,746	14,925
Campaigns & communications	3.0%	719	-	-	719
Societies & sports clubs	5.9%	1,430	-	-	1,430
<b>Raising funds:</b>					
Commercial activities	17.6%	4,270	-	-	4,270
	100%	24,199	1,535	7,560	33,294

*for the year ended 31 July 2015:*

<b>Charitable activities:</b>					
Advice & representation	34.6%	9,046	709	1,495	11,250
Activities & skills for personal development	28.0%	7,325	682	3,033	11,040
Campaigns & communications	7.5%	1,975	-	-	1,975
Societies & sports clubs	13.6%	3,570	-	-	3,570
<b>Raising funds:</b>					
Commercial activities	16.3%	4,269	-	-	4,269
	100%	26,185	1,391	4,528	32,104

**Newman Students' Union**  
**Annual Report and Accounts**  
*for the year ended 31 July 2016*

**NOTES TO THE ACCOUNTS (continued)**

**4. Staff costs**

	2016	2015
	£	£
Wages and salaries	58,838	56,277
Social security	617	297
Pension costs	2,386	4,714
	-----	-----
	61,841	61,288
	=====	=====

No employee earned over £60,000 per annum. The average staffing was as follows:

Full time	5	5
Students - term time only	0	0

**5. Trustees' remuneration and expenses**

The President (Sabbatical Officer) received £10,030 for the year, as authorised in NSU's governing document, for the representation, campaigning and support work he undertook as distinct from his role as a Trustee. This work includes voicing student opinion with the University and local community, defending and extending the right of students through petitions, discussion with MPs and also organising and supporting student volunteers and service provision for them.

The Vice President (Sabbatical Officer - not a Trustee) also received an honorarium: £10,030.

There were no other Trustee-benefits for the period.

The Executive Committee (of which the President and one voluntary officer are Trustees) are entitled to claim reasonable expenses in respect of personal travel and subsistence when on NSU business as permitted by NSU's finance policies and procedures.

Travel costs amounting to £343 (2015: £217) were incurred in respect of two Trustees during the year. The Union incurred costs of £780 (2015: £780) in respect of a Trustee Insurance policy for the year and £140 (2015: £Nil) for Trustee development.

**Newman Students' Union**  
**Annual Report and Accounts**  
*for the year ended 31 July 2016*

**NOTES TO THE ACCOUNTS (continued)**

**6. Tangible fixed assets**

	£	
Fixtures, fittings & equipment:		
<b>Cost:</b>		
At 01 August 2015	10,245	
Additions	597	
Disposals	(2,984)	
	-----	
At 31 July 2016	7,858	
	-----	
<b>Depreciation</b>		
At 01 August 2015	10,245	
Charge for the year	154	
Released on disposals	(2,984)	
	-----	
At 31 July 2016	7,415	
	-----	
<b>Net book value</b>		
At 31 July 2016	443	
	=====	
At 31 July 2015	-	
	=====	

**7. Debtors**

	2016	2015
	£	£
	-----	-----
Trade debtors	1,961	2,072
Other debtors	250	250
Prepayments and accrued income	1,045	418
	-----	-----
	3,256	2,740
	=====	=====

**8. Creditors: amounts falling due within one year**

	2016	2015
	£	£
	-----	-----
Trade creditors	864	2,482
Social security and other taxes	1,193	591
Accruals	6,204	4,696
	-----	-----
	8,261	7,769
	=====	=====

**Newman Students' Union**  
**Annual Report and Accounts**  
*for the year ended 31 July 2016*

**NOTES TO THE ACCOUNTS (continued)**

**9. Student society/club funds held**

	Brought forward	Grants for activities	Funds' net income/ (expenditure)	Carried forward
	£	£	£	£
RAG	-	-	-	-
Christian Union	16	-	-	16
Pool	-	-	-	-
Music & Drama	361	-	1,060	1,421
People & Planet	8	-	-	8
LGBT	201	-	-	201
Harmonics	-	25	48	73
Fitness Fun	33	-	-	33
Attitude	107	-	510	617
Acting	32	-	-	32
Islamic	164	-	-	164
Philosophy	63	-	-	63
Alternative Music	18	-	-	18
Arts	-	-	-	-
Anime & Manga	4	-	65	69
Viking	14	22	(36)	-
Comedy Society	-	3	(3)	-
	1,021	50	1,644	2,715
	=====	=====	=====	=====

**10. Analysis of net assets between funds**

All net assets represent unrestricted funds at the start and end of the accounting period.

**11. Control relationship**

Ultimate control of NSU rests with its membership, represented by Student Forum and General Meetings.